BAR
Payment Posting

New Feature 4.0

University of Miami
Business Information
Management Systems

Acknowledgments

Developed by Casi Computer Advisory Services.
Copyright Notice

Copyright © 2008 University of Miami. All rights reserved.

The information contained in this document is the confidential property of the University of Miami.

No part of this document may be reproduced in any form, by photostat, microfilm, xerography, or any other means, or incorporated into any information retrieval system, electronic or mechanical, without the written permission of the copyright owner. Inquired regarding permission for use of material contained in this document should be addressed to: Business Information Management Systems, University of Miami, 1150 N.W. 14th Street, Suite 100, Miami, FL 33136.
Overview

This enhancement provides features that affect the way you post payments, transfers and credits/debits.

From Payment Posting, you can post sequential payments to multiple invoices.

New Feature

Sequential Posting implies that once you select the invoices to be posted and the option to post payments sequentially, the system cycles through each invoice.

For each invoice, you specify a payment code and all related criteria. When the Payment Posting screen is filed, the system displays the next invoice you selected.

You can only access sequential posting from Post Receipts (F4).

Steps

1. Access Post Receipts (F4).

2. Type Q for Inquiry in the Action field.

3. Select a patient and type a question mark (?) to list the invoices in the Invoice Inquiry grid.
The Invoice Inquiry Grid displays

4. Select the P-Pymt Options action code to access the new sequential posting action.

5. Select the invoices for posting,

6. Select S-Seq Posting and commence posting from the Invoice Screen.

Sequential Posting implies that once you select the invoices to be posted and the option to post payments sequentially, the system cycles through each invoice.

Continued on Next Page
7. For each invoice, you specify a payment code and all related criteria.

8. **F10** to file the data on the screen. The system displays the next invoice you selected.

   The system displays the next invoice you selected.

   Repeat steps 7 and 8 for each invoice you selected.

   NOTE: If you quit without posting all invoices, a message is displayed indicating that more invoices were selected. You must confirm that you do not want to continue posting.

9. Upon completing the Sequential Posting, select **F7+Q** to return to the Payment Posting Batch Control form.

   The Payment Posting Batch Control form.