BAR
Payment Posting

New Feature 4.0
for
CC 3.0 to CC 4.0

University of Miami
Business Information Management Systems
Acknowledgments

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Overview

This enhancement provides features that affect the way you post transfers (Change FSC).

From PCS, Payment Posting or Invoice Inquiry you can post transfers automatically to multiple invoices.

New Feature

The Automatic Posting process automates the posting of identical transactions to multiple invoices on a patient's account.

The basic steps are:

1. Access is from PCS, Payment Posting or Invoice Inquiry to the Invoice Inquiry grid (ASII).
2. From the account's Inquiry grid, select all the invoices to be posted.
3. Select the payment option to post transfers.
4. Specify and file the criteria for the specific payment option.
5. The system automatically posts the transactions to all the specified invoices.
6. The screen re-displays the invoices with their newly posted transactions.
7. Automatic Posting batches are automatically placed in an OPEN status.

Step 1 - Access the Automatic Posting functionality from PCS, Payment Posting or Invoice Inquiry

Access from PCS

Using Automatic Posting in PCS

1. Access the PCS screen to Process a Workfile (APPW.A).
2. At the Access field on the Processing Workfile screen (UPAS.A), specify the appropriate Access method to locate a patient.
3. At the Action field, enter PCS Action Code MIP.

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Using Automatic Posting in Invoice Inquiry (F7)

Note: Only accessible by users with appropriate security access.

1. Specify a patient and list the invoices for the patient.

2. Select the invoices for automatic posting, and then select P-Pymt Options to access the Transfer feature.

Using Automatic Posting in Payment Posting (F4)

1. Access Payment Posting (F4)

2. Fill in the necessary batch header fields.

3. At the Batch Actions field, select Q-Invoice Inquiry

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Select the Payment Option action code

1. Specify the patient.
2. Select P-Pymt Options to access the Automatic Transfer feature

From the account's Invoice Inquiry grid, select P-Pymt Options

Step 2. From the account's Inquiry grid, select all the invoices to be posted.
Step 3. Select the payment option to post transfers.

P-Pymts Options Screen

1. Select the invoice(s) to process.
2. Select the T-Transfer action code.

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Step 4. Specify and file the criteria for the specific payment option.

1. The Transfer Selected Invoices Screen (ARPP.TR) bottom form screen displays.

2. Enter the criteria for the automatic posting.
   - **To FSC** - select the FSC to which the invoices are to be transferred.
   - **Claim** - select **Y** to request claims for the FSC to which you are transferring the invoices
     - select **N** if no claims are required
   - **Claim Frequency** - leave blank
   - **Comment** - specify a comment to added to each of the transfer transactions posted on the selected invoices.
   - **Stmt Msg** - leave blank
   - **Init** - the system displays the initials of the person who last edited the statement message.
   - **Transfer Now** - enter **Y** to post the transfers

3. Press **F10** to file the screen

5. The system automatically posts the transactions to all the specified invoices.

### Automatic Posting and Batch Creation

Behind the scenes, the system finds an open Automatic Posting batch or creates a new Automatic Posting batch.

Only transactions filed from the bottom screens are filed into an Automatic Posting batch. The system will not file these automatic transactions into a regular Payment Posting batch even if the batch is open and it has your initials.

The system defaults the following data into an Automatic Posting batch:
- User's initials: your initials
- Bank Deposit Date: the current date
- Batch Descriptions: **Automatic Posting MIP Batch** and your initials

No control totals are required for these batches

Use the standard **Batch Maintenance** functionality to update these batches

Use **Post Receipts** (F4) to delete transactions from these batches.

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From the Invoice Inquiry screen

1. Select E - Edit Btc Controls

The Post Receipts Batch Controls screen displays

Batches are automatically placed in an OPEN status.

The system defaulted the following data into an Automatic Posting batch:
- User's initials: your initials
- Bank Deposit Date: the current date
- Batch Descriptions: Automatic Posting MIP Batch and your initials

Use Post Receipts (F4) to delete transactions from these batches.