

AR Daily Activity Report Procedures

Northside Hospital Finance Division Korene Hutchings [Logout](#)

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Activity Report Data Entry [Administrative](#)

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Assigned User: [- View All -](#)

Activity Report For:

Category:

☐ Cash Journal
☒ Lockbox
☐ Wire Transfer
☐ Questionable Item

Status:

☐ Carry Over
☒ Current
☐ Research

Facility:

☒ Atlanta
☒ Cherokee
☒ Forsyth

Show Rows with:

☒ Bank Variance
☒ STAR Variance
☐ Fully Balanced

Assigned To	Bank Batch #	STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved	Carry Forward	Research	Comments	Attachments	Deposit Date	Facility
Unassigned	History	Edit	7		101818 - INS	118.70		<input type="checkbox"/>	00.00	<input type="checkbox"/>	<input type="checkbox"/>			09/05/2017	A
Unassigned	History	Edit	8		101872 - INS	1,544.34		<input type="checkbox"/>	00.00	<input type="checkbox"/>	<input type="checkbox"/>			09/05/2017	C
Unassigned	History	Edit	11		101903 - INS	5,134.13		<input type="checkbox"/>	00.00	<input type="checkbox"/>	<input type="checkbox"/>			09/05/2017	F

Link to website: [Home Page - Northside Hospital Finance Web](http://financeweb.northside.local/)
<http://financeweb.northside.local/>

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**** ALL STAR BATCHES MUST BE ENTERED IN AR ACTIVITY REPORT BY THE END OF THE DAY ON THE SAME DAY THEY ARE APPROVED ****

--- Batch Entry ---

1. In the online **AR Activity Report**, check the appropriate boxes in **Category**, **Status**, and **Facility** depending on the STAR Batch report printout

~ For this example, we will enter Atlanta's Wire Transfers~

Activity Report Data Entry

Assigned User:	- View All -	Category:	Status:	Facility:	Show Rows with:
Activity Report For:	9/4/2017	<input type="checkbox"/> Cash Journal <input type="checkbox"/> Lockbox <input checked="" type="checkbox"/> Wire Transfer <input type="checkbox"/> Questionable Item	<input type="checkbox"/> Carry Over <input checked="" type="checkbox"/> Current <input type="checkbox"/> Research	<input checked="" type="checkbox"/> Atlanta <input type="checkbox"/> Cherokee <input type="checkbox"/> Forsyth	<input checked="" type="checkbox"/> Bank Variance <input checked="" type="checkbox"/> STAR Variance <input type="checkbox"/> Fully Balanced

2. To start entering information in a row, Select **Edit** on left side of the row

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved	Carry Forward	Comments	Attachments
AW	History Edit		HEHP GA HCCLAIMPMT 170901 087590 TRN*1*001320012134440*1582209549\	7,877.63		<input type="checkbox"/>		00.00	<input type="checkbox"/>		
DG	History Edit		AARP Supplementa HCCLAIMPMT XXXXX4432 TRN*1*1295963183*1362739571*000036273	6,087.73		<input type="checkbox"/>		00.00	<input type="checkbox"/>		

- Once **Edit** is selected, the row is unlocked (row color changes to green), and information can be entered in the columns

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
AW	History Edit		HEHP GA HCCLAIMPMT 170901 087590 TRN*1*001320012134440*1582209549\	7,877.63		<input type="checkbox"/>		<input type="checkbox"/>
DG	History Edit		AARP Supplementa HCCLAIMPMT XXXXX4432 TRN*1*1295963183*1362739571*000036273	6,087.73		<input type="checkbox"/>		00.00 <input type="checkbox"/>

3. In the **Assigned To** column, select your initials using the drop down arrow

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
AW	History Edit	985	HEHP GA HCCLAIMPMT 170901 087590 TRN*1*001320012134440*1582209549\	7,877.63		<input type="checkbox"/>		<input type="checkbox"/>

4. From the STAR Batch posting printout, enter:

- Batch Code in **STAR Batch #** column
- # of Trans in **# Patients** column

- Batch Total amount in the **AR Posted** column

```

Northside Atlanta Star Financials Cash Posting Exit Batch Processor
Wed Dec 13, 2017 12:02 pm

1 Batch Code      2 Batch Description      3 # of Trans
  836             HUMANA 170912H00403COM0035      17
CASH 4 Starting Balance 5 Total Entered 6 Batch Total 7 Variance
              7,877.63      7,877.63      .00
CONTRACTUAL ADJUSTMENTS 8 Total Entered 9 Batch Total 10 Variance
              .00
11 Batch Status    12 Agency Fees
  Balanced
  
```

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
AW	836	17	HEHP GA HCCLAIMPMT 170901 087590 TRN*1*001320012134440*1582209549\	7,877.63	7877.63			

- Select **Update** on left side of row to submit the row

- If **Update** is not selected, information entered will not save and will have to re-entered

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
AW	836	17	HEHP GA HCCLAIMPMT 170901 087590 TRN*1*001320012134440*1582209549\	7,877.63	7877.63			

--- Batch Entry with Transfer ---

For entries that have an amount transferring to another entity

~ Example, from Atlanta to Forsyth ~

1. Select **Add Transfer** in the **Transfer** column

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
CS	History Update Split Unlock		CAHABA GBA, LLC HCCLAIMPMT 170901 110161 TRN*1*EFT1701002*1203684719*000010201	321,839.72				Add Transfer

2. From pop-up, select **Add Transfer**

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
CS	History Update Split Unlock		CAHABA GBA, LLC HCCLAIMPMT 170901 110161 TRN*1*EFT1701002*1203684719*000010201	321,839.72				Add Transfer
CS	History		CIGNA HCCLAIMPMT 083017 XXXXX4432 TRN*1*170829070004134*1060303370\	1,293.73				00.00
CR	History		BLUE CROSS GAS HCCLAIMPMT 3363444411 TRN*1*3363444411*1580469845\	941,191.62				00.00
DG	History							00.00
AW	History							00.00
DG	History							00.00
SD	History							00.00
DG	History		UnitedHealthcare HCCLAIMPMT XXXXX4432 TRN*1*1296142083*1411289245*000087726	102,656.67				00.00

3. Select the entity to transfer to from the drop down and enter the amount.

Transfer From

Atlanta

Transfer To

Select Value

Amount

Add Transfer

OK

Cancel

4. If only transferring to one entity Select **OK**

--- Batch Entry with Two Transfers ---

If transferring to two other entities

~ Example: transferring from Atlanta to Forsyth **AND** Cherokee ~

1. Select **Add Transfer** twice
2. Select the entity to transfer to from the drop down and enter the amount

Transfer From	Transfer To	Amount
Atlanta	Cherokee	
Atlanta	Forsyth	

Add Transfer

OK **Cancel**

3. Once transfers are entered Select **OK**

Assigned User: CR **Category:** ☐ Cash Journal ☒ Lockbox ☐ Wire Transfer ☐ Questionable Item **Status:** ☐ Carry Over ☒ Current ☐ Research **Facility:** ☒ Atlanta ☐ Cherokee ☐ Forsyth **Show Rows with:** ☒ Bank Variance ☒ STAR Variance ☒ Fully Balanced

Activity Report For: 9/6/2017

1 of your rows is out of balance.

Assigned To	Bank Batch	STAR Batch	# Patients	Type	Cash Received	AR Posted	Misc. Interest	Transfer
CR	19	143	2	101818 - INS	9,480.14	9,479.14		-01.00

1 of your rows is out of balance.


OK

- After transferring the amount to another entity, a notification will show on the top "1 of your rows is out of balance"
 - Change the check boxes on top to go to the entity the amount got transferred to.
 - Find row with the amount transferred (the amount will be under the **Transfer** column)

Assigned User: **Category:** ☒ Cash Journal ☐ Carry Over ☒ Atlanta ☒ Bank Variance
Activity Report For: ☒ Lockbox ☒ Current ☐ Cherokee ☒ STAR Variance
☐ Wire Transfer ☐ Research ☒ Forsyth ☐ Fully Balanced
☐ Questionable Item

1 of your rows is out of balance.

Assigned To	Bank Batch #	STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest Transfers	Unresolved	Carry Forward	Research Comments	Attachments	Deposit Date	Facility	Category	
<input type="text" value="CR"/>	History						<input type="checkbox"/>		01.00	<input type="checkbox"/>					F	Cash Journal



- Edit row, and enter **STAR BATCH#, # PATIENTS** and amount in **AR POSTED** column to balance the row

--- Batch Entry with Multiple Batches ---

For entries with more than one Batch

~ Example: enter two Star batches for one payment received ~

1. Select **Edit** button to open row
2. Select **Split**

Assigned To	Bank STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers Unresolved
CS	History Update Split Unlock		CAHABA GBA, LLC HCCLAIMPMT 170901 110161 TRN*1*EFT1701002*1203684719*000010201	321,839.72		<input type="checkbox"/>		Add Transfer <input type="checkbox"/>

3. On pop-up, enter the Batch Code in **STAR Batch #** and Batch Total in **AR Posted**
 - Repeat for each STAR Batch #

	STAR Batch #	AR Posted
1.	<input type="text"/>	<input type="text"/>

Total: 38393.88

4. Select **Split Rows** when complete

	STAR Batch #	AR Posted
1.	103	3000.00
2.	104	4589.00
3.	105	30804.88
4.	<input type="text"/>	<input type="text"/>

Total: 38393.88
Remaining: 0.00

5. Add total # of Trans for all STAR batches in # **Patients** column

Assigned To	Bank Batch #	STAR Batch #	# Patients	Type	Cash Received	AR Posted	P
CS ▼	History Update Split Unlock	Split - 1007,1008	2	CIGNA HCCLAIMPMT 083017 XXXXX4432 TRN*1*170829070004134*1060303370\	1,293.73	1,293.73	

6. Select **Update** to submit the row

--- Batch Entry with Unresolved ---

If an entry has an unresolved amount


~ Example: enter Unresolved with no account information ~

1. Select check box in **Unresolved** column

Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers	Unresolved	Carry Forward	Comments	Attachments
	AARP Supplementa HCCLAIMPMT XXXXX4432 TRN*1*1295953598*1362739571*000036273\	1,743.06		<input type="checkbox"/>		Add Transfer	<input type="checkbox"/>	<input type="checkbox"/>		Attach

2. In the pop up window, check the box with correct reason, and enter comment
 - Comments: payer, check number, amount, who contacted to help locate information

Reason	Comment
<input type="checkbox"/> Adjustment	
<input type="checkbox"/> Aetna Authorized Return	
<input type="checkbox"/> Aetna Forwarding Balance	
<input type="checkbox"/> Authorized Return	
<input type="checkbox"/> Forwarding Balance	
<input type="checkbox"/> GCS-PPS	
<input type="checkbox"/> IRS Withholding	
<input type="checkbox"/> Kaiser Authorized Return	
<input type="checkbox"/> Kaiser Forwarding Balance	
<input type="checkbox"/> Lump Sum	
<input type="checkbox"/> Non-Reimbursable	
<input type="checkbox"/> Overpayment Recoveries	
<input type="checkbox"/> Rebates	
<input type="checkbox"/> UHC Authorized Return	
<input type="checkbox"/> UHC Forwarding Balance	
<input type="checkbox"/> WT - ACC	
<input type="checkbox"/> WT - GCS	
<input checked="" type="checkbox"/> Other	No Acct Info - BCBS ok 1234 emailed



3. After comments added select **OK**

4. For entries with unresolved amounts, an attachment is **REQUIRED** for the row to be correctly submitted
 - Select on **Attach** link under **Attachments** column, and add file supporting the unresolved amount




Inresolved	Carry Forward	Comments	Attachments	Deposit Date	Facility Ca	
<input type="checkbox"/>	<input type="checkbox"/>	Other: . <input type="text"/>	Attach 	9/01/2017	F	Ti

--- Batch Entry with Interest ---

For entries that contain an interest amount

~ Example: Entering \$.88 interest ~

1. Enter interest amount into column titled **Interest**

Assigned To	Bank Batch #	STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers	
CR 	History Update Split Unlock	6	<input type="text" value="20"/>	<input type="text" value="15"/>	101872 - INS	38,393.88	<input type="text" value="38393.22"/>	<input type="checkbox"/>	<input type="text" value=".66"/>	 

--- Batch Entry with Miscellaneous Amount ---

For entering Miscellaneous amount

~ Example: Adding Miscellaneous payment to unapplied GL code ~

1. Check the box under the **Misc. Posted** column

# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers
<input type="text"/>	AMERIGROUP CORPO HCCLAIMPMT 170830 017083012601962 TRN*1*017083012601962*1061696189\	5,192.34	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	Add Transfer

2. Select **Misc GL Code** description and enter **Amount**

Misc GL Code	Amount
<input type="checkbox"/> BAD DEBT (MEDICARE)	<input type="text"/>
<input type="checkbox"/> BOOK TRANSFER	<input type="text"/>
<input type="checkbox"/> COMMUNITY HEALTH PAYMENTS	<input type="text"/>
<input type="checkbox"/> MEDICAL RECORDS	<input type="text"/>
<input type="checkbox"/> PHARMACY (Rx)	<input type="text"/>
<input type="checkbox"/> RETURN ITEM	<input type="text"/>
<input type="checkbox"/> RETURN ON EQUITY (MEDICARE)	<input type="text"/>
<input type="checkbox"/> ROOM CHARGE/BOARDING	<input type="text"/>
<input type="checkbox"/> VOID REFUNDS (INSURANCE)	<input type="text"/>
<input type="checkbox"/> VOID REFUNDS (PATIENT)	<input type="text"/>
<input checked="" type="checkbox"/> (Other) 10.923.0022	.88

OK

- If **Other** is selected, enter GL Code
 - Example EE.DDD.SSSS (10.923.0022)
- Select **OK**

--- Adding New Cash Journal ---

To add a New Cash Journal entry,

~ Example: Adding Wire Zero Payment ~

1. Select your initials in the **Assigned User** drop menu
2. Select **Cash Journal**, **Current**, the **Entity**, and **Fully Balanced**

The screenshot shows a form titled 'New Cash Journal' with several sections. The 'Assigned User' section has a dropdown menu set to '- Unassigned -'. Below it is a text field for 'Activity Report For:' containing '9/5/2017'. The 'Category' section has four checkboxes: 'Cash Journal' (checked), 'Lockbox', 'Wire Transfer', and 'Questionable Item'. The 'Status' section has three checkboxes: 'Carry Over', 'Current' (checked), and 'Research'. The 'Facility' section has three checkboxes: 'Atlanta' (checked), 'Cherokee', and 'Forsyth'. The 'Show Rows with:' section has four checkboxes: 'Bank Variance' (checked), 'STAR Variance' (checked), 'Fully Balanced' (checked), and an unchecked checkbox. A green arrow points from the 'Assigned User' dropdown to the 'Category' section, another from 'Category' to 'Status', a third from 'Status' to 'Facility', and a fourth from 'Facility' to the 'Show Rows with:' section. Below the form, there is a green arrow pointing to a 'New Cash Journal' button and an 'Update Data' button.

3. Click on **New Cash Journal** button to create a new entry
4. Select **Facility** from drop down
 - **Facility cannot be changed after submitted**

The screenshot shows a dialog box titled 'Submit New Row' with a blue background. It contains four input fields: 'Select Facility:' with a dropdown menu showing '(Select Facility)', 'Select Type:' with a dropdown menu showing '(Select Type)', 'Enter Deposit Date:', and 'Enter Cash Received:'. A green arrow points to the 'Select Facility' dropdown menu. At the bottom of the dialog box, there are two buttons: 'Submit New Row' and 'Cancel'.

5. Select **Type** from drop down

Full Description	Short Description
ACCOUNT ADJUSTMENT	ACCT ADJ
AMEX CHARGEBACK	AMEX
CREDIT CARDS	CC
CLIENTLINE CHARGEBAC	CLIENTLINE
CONSOLIDATED PPS	CONS PPS
CORRECTION	CORR
GCS Payments	GCS
GCS TRUE-UP	GCS TRUE-UP
ONCOLOGY BUSINESS OFFICE	ONCOLOGY BUS
PATIENT PAYMENT SOLUTIONS	PPS
PPS SETTLEMENT RETURNS	PPS SETTLEME
PPS Returned Checks	PPS RTN CK
PAYROLL DEDUCTION FEES (BI-WEEKLY)	PAYROLL DED
TRANSFER	TRANSFER
BOOK TRANSFER	BOOK TRANSF
TRANSFER REQUEST	TRANSFER-R
WIRE TRANSFER	WIRE TRANSFER
AP VOID REFUNDS	VOID REFUND
WIRE ZERO PAYMENTS	WIRE ZERO PAY
ZERO PAYMENT	ZERO PAYMENT

6. Enter **Deposit Date**

- Date payment received or date of file

7. Enter **Cash Received**

- If no money received, enter 0
- If **Deposit Date** is older than 60 days it must be added by an Administrator

Select Facility: Atlanta

Select Type: WIRE ZERO PAY

Enter Deposit Date: 8/27/2017

Enter Cash Received: 0

Submit New Row Cancel

8. Click **Submit New Row** to create new row

9. Enter **STAR Batch #**, **# Patients** and **AR Posted**

STAR Batch #	# Patients	Type	Cash Received	AR Posted	Misc. Posted	Interest	Transfers	Unresolved	Carry Forward	Research	Comments	A
757	2	Wire Zero Pay	00.00	0.00	00.00		Add Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HUMANA ZERO PAY	



10. Add **Comments**

- For Wire zero payment, add payer
 - Example – HUMANA ZERO PAYMENT

--- Balancing of AR Daily Activity Report ---

1. Verify all payments on all current tabs for any items to be moved to Questionable Items
2. Select **Reports** button on top right of AR Activity Report
 - Must be opened in Internet Explorer (will not work properly in Chrome)

Home > Tools > AR Activity Report

Activity Report Data Entry Administrative Reports

Assigned User: KH

Activity Report For: 9/5/2017

Category:

- ☒ Cash Journal
- ☒ Lockbox
- ☒ Wire Transfer
- ☐ Questionable Item

Status:


- ☐ Carry Over
- ☒ Current
- ☐ Research

Facility:

- ☒ Atlanta
- ☒ Cherokee
- ☒ Forsyth

Show Rows with:

- ☒ Bank Variance
- ☒ STAR Variance
- ☐ Fully Balanced



Home > Finance > Accounting - Operational > Accounts Receivable > AR > AR Activity Sheet Monthly Summary

Facility: Atlanta Start Date: 9/5/2017 End Date: 9/5/2017

1 of 1 100% Find | Next

Remaining STAR Variances

Facility: Atlanta

NORTHSIDE HOSPITAL

FAR130 Variances STAR Variances Bank Variances AR Summary Unbalanced Locked Rows

3. Select **Unbalanced** – this will show any lines that are unbalanced in AR Activity Report, assigned to and last modifier
 - Forward list to appropriate person to correct or correct line

1 of 1 100% Find | Next

Remaining Unbalanced Rows

Run Date: 9/6/2017

NORTHSIDE HOSPITAL

STAR Variance	Bank Variance	Facility	Category	Status	Type	Bank Batch #	STAR Batch #	Cash Received	Assigned To	Last Modified By
\$0.20		C	Wire Transfer	Current	36 TREAS 310 MISC PAY 090517 XXXXX0012 065725250 IGE*1*22629450 IEA*1*022629416\		15	\$213.20	KH	KH

Created by: CRW
Last Edit: 6/28/2017

12/12/2017 1:25:12 PM
Run By: NS\ks998575

7. Select **Locked Rows** – this will show any rows that are locked for editing

Currently Locked Rows								
NORTHSIDE HOSPITAL								
<div> <div>FAR130 Variances</div> <div>Bank Variances</div> <div>STAR Variances</div> <div>AR Summary</div> <div>Monthly Summary</div> <div>Unbalanced</div> </div>								
Locked By	Locked Since	Facility	Category	Status	Type	Bank Batch #	STAR Batch #	Cash Received
KH	12/12/2017 1:16:02 PM	C	Wire Transfer	Current	36 TREAS 310 MISC PAY 090517 XXXX0012 085725250/GE*1*22629450\IEA*1*022629416\			\$213.20

Created by: CRW
 Last Edit: 6/28/2017

12/12/2017 1:16:09 PM
 Run By: NS\ks998575

8. Select **AR Summary** – Summary and Daily amounts

Home > Finance > Accounting - Operational > Accounts Receivable > AR > AR Activity Sheet Summary

RunDate: 9/6/2017
 Facility: Atlanta
 Display Detail: No
 Filter Detail by Category: Lockbox
 Filter Status: Current

1 of 1 | 100% | Find | Next

AR Activity Sheet Summary

Run Date: 9/6/2017

FAR130 Variances | STAR Variances | Bank Variances | Monthly Summary | Unbalanced | Locked Rows

9. Select **Monthly Summary** – Daily overview amounts with monthly totals
 - Formerly known as AR Daily

Home > Finance > Accounting - Operational > Accounts Receivable > AR > AR Activity Sheet Monthly Summary

Facility: Atlanta
 Start Date: 8/1/2017
 End Date: 8/31/2017

1 of 1 | 100% | Find | Next

AR Activity Sheet Monthly Summary

Facility: Atlanta

FAR130 Variances | STAR Variances | Bank Variances | AR Summary | Unbalanced | Locked Rows

10. Note: You must have Administrative rights to perform this step

Once completely balanced and ready to finalize, select **Run Daily Process** in the AR Activity Report– this will email the AR Summary and Monthly Summary to appropriate contacts and compile / build AR Activity Report for the next day (including moving any payments received on AR Activity Report that were not posted or were entered to unresolved to appropriate carry over).

This step cannot be undone, so it is imperative that all balancing procedures are followed.