

Revenue Accounts

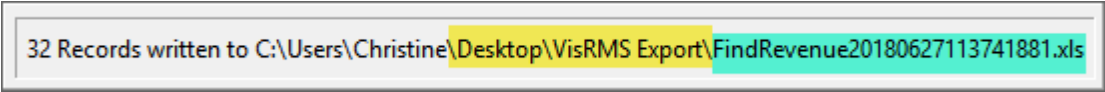
Each facility customizes its financial system differently. Each insurance may have its own set of revenue GL accounts and be designated to its own journal. Or, clusters of insurances may share some of the same GL accounts and be placed into a single third-party journal. And there is a whole host of options in between. Add to that the ability of each facility to define their own transaction codes. This allows for a lot of flexibility but can add great complexity to reporting.

Financial System – Accounts Receivable – Analytics/Reports – Find Revenue

This menu option generates an excel spreadsheet. You must have Microsoft Excel loaded on your machine.

We have added a new Accounts Receivable menu option called FIND REVENUE. It allows you to specify a date range. Then you can determine whether you want the data separated by year (may be important if your range spans a large period of time), separated by unit, or separated based upon transaction type.

Be patient! If you have a large amount of data and a slow network speed, this may take a few minutes. Once the data has been collected and placed into an excel spreadsheet, you will see a gray message bar appear in the upper right corner of the window. It will give you the **folder location** and the **name of the file** where the spreadsheet has been saved. An example is shown below:



32 Records written to C:\Users\Christine\Desktop\VisRMS Export\FindRevenue20180627113741881.xls

The spreadsheet will contain these columns:

- GL account number for every account created with the word “REVENUE” in its description.
- GL account description
- Transaction code (i.e. D0001, D0003, etc.)
- Transaction code description
- Debit amount
- Credit amount
- Net amount (negative indicates a credit balance)
- The number of transactions posted to that GL during the indicated time period.

From here you can use the excel tools to sort and subtotal as your needs require. Examples – Sort by GL account number and subtotal or sort by transaction code and subtotal. Move data from specific units to their own worksheet for analysis. Etc.

Keep in mind – only accounts with the word “REVENUE” in the description will be included. If you have used abbreviations or another word to indicate a revenue account, those will be excluded.

Other Reports for your Consideration

Financial System – Accounts Receivable – Analytics/Reports

- **Daily Journal of Charges** – Room/Board and Allowances by Private Pay, Medicare, Medicaid, and TPHI along with Adjustments and Other items. This is Per Resident.
- **Daily Journal of Adjustments** – Any adjustments using D0003 or C0002. Last page or so will list changes by GL account number.
- **General Journal Report (detail)** – Allows you to create a report for one or more transaction codes. Shows the individual journal entries, a summary by account number, and a summary by individual insurances.
- **Generic Account Use** – Allows you to select a single GL account number. Shows the individual journal entries where this account number was used and a summary of all GL accounts used in the report.