

# Balancing the Journals with the Aging

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The All Payer Source Aging must match your Accounts Receivable account numbers in your Journals at the end of each month. This task is done because the aging in ECS is flexible and offers the ability to create aging sub-totals that are not tied to a separate Accounts Receivable number.

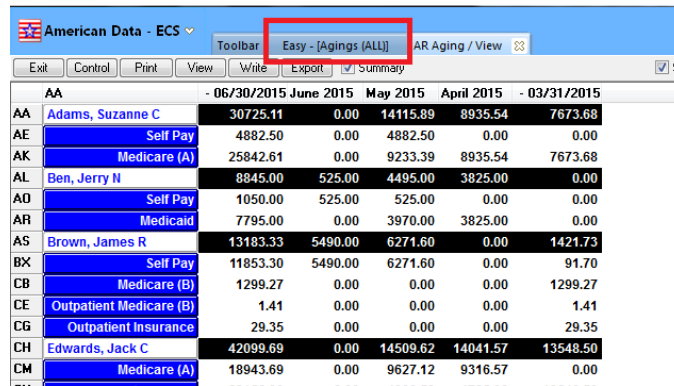
## Run your All Payer Source Aging

Your All Payer Source Aging should be run with an end date of the prior month, which is typically the month you are closing. This report will give you a grand total for the facility as well as a sub-total for each payer source.

1. From the **Main Menu>Month End>All Payer Source**.
  - a. Often we'll have an All Payer Source for each Service that you bill for. If this is the case you will want to follow the same instructions here for each Service. You may however have an All Payer Source for All Services aging task instead. In this case, you'll just need to do this step once to capture all accounts.
2. On the Name Selection screen, click **Refresh** to get back to your default list of names. (which should include **Active, Hold, and Inactive** names.)
3. Click **Select All**.
  - a. Please note: If your default has something other than Active, Hold, and Inactive make sure to filter to include these status options.
  - b. You may also need to adjust the Site/Services in your filter as well.
4. Click **OK**.
5. By default, your aging task should run ending for the prior month. Leave this aging on your screen until you are able to run the journals and compare the two reports. Once these two reports tie, you should export them and save a copy in the month end folder on your network.

## Run your Journals

1. If you still have your aging on your screen, click the **Easy - (SNF Month End)** tab at the top of your screen.



AA		- 06/30/2015	June 2015	May 2015	April 2015	- 03/31/2015
AA	Adams, Suzanne C	30725.11	0.00	14115.89	8935.54	7673.68
AE	Self Pay	4882.50	0.00	4882.50	0.00	0.00
AK	Medicare (A)	25842.61	0.00	9233.39	8935.54	7673.68
AL	Ben, Jerry N	8845.00	525.00	4495.00	3825.00	0.00
AO	Self Pay	1050.00	525.00	525.00	0.00	0.00
AR	Medicaid	7795.00	0.00	3970.00	3825.00	0.00
AS	Brown, James R	13183.33	5490.00	6271.60	0.00	1421.73
BX	Self Pay	11853.30	5490.00	6271.60	0.00	91.70
CB	Medicare (B)	1299.27	0.00	0.00	0.00	1299.27
CE	Outpatient Medicare (B)	1.41	0.00	0.00	0.00	1.41
CG	Outpatient Insurance	29.35	0.00	0.00	0.00	29.35
CH	Edwards, Jack C	42099.69	0.00	14509.62	14041.57	13548.50
CM	Medicare (A)	18943.69	0.00	9627.12	9316.57	0.00

2. Click the **Balance to Aging by Account** button under the appropriate Site/Service heading.
  - a. Use the SNF one if your aging is just SNF for example.
3. To compare the aging report to the journals, close all other tabs you have open by clicking the x on the right side of the tab. At minimum you will need to close the Easy tab.
4. Go to the **American Data - ECS** menu and select **Window>Tile Side by Side**.

This report will show you totals by account number and a grand total, which should match the totals that you see on your aging. The grand total and each individual payer total should match.

## If Journals and Aging reports don't match

If the journals and aging report totals do not match, you need to determine which resident(s) are not matching. You will need to run the journals by resident and match up the individual totals. There is already a journal task that totals the journals by resident name rather than account number which can be used to verify who is off. Once you determine who is off, you may contact American Data's Financial Support department to assist you with determining why the reports are not equal.

1. Click the **x** on the **View Journal** tab to close the Journal report.
2. Click the **Toolbar** tab at the top of the screen.
3. Click the **Easy** button.
4. From the **Main Menu** click **Month End**.
5. Click the **Balance to Aging by Resident** button.
5. Click the **x** on the **Easy (Agings)** tab to again close this tab.
6. Go to the **American Data - ECS** menu and select **Window>Tile Side by Side**.

Compare the two reports to determine who is off. It is easy to compare visually on the screen, but you may also print the two reports to compare.

Contact American Data's Financial Support Department for assistance in determining why they are off. Do not lock your period until these two reports match.

## If Journals and Aging reports do match

If the journal task Balance to Aging matches the Aging and you have all other month end reports (like census, billing summary reports, etc.) you should be able to lock the periods.