ECS Month End Webinar June 2024

Month End Procedures

The purpose of the Month End process is to ensure all payments have been applied, all days and charges have been billed, adjustments completed, your debits and credits are in balance, and your aging report matches the AR numbers in your Journals. When these steps have been completed, you are ready to lock the period.

Based on customization and practices at each facility there may be different procedures to close. This is a suggested list of items that you should complete to lock the month.

To begin your monthly billing and month end process, you should have designated locations on your network to save copies of your month end reports.

Month End Access Screen

This is an example of the Month End Access Screen in our default system. This gives you an idea of the reports that can/should be run to complete your month end.

Month End				Ancillary Reports		Aging	Journals				<< Main Menu
	Census	Billing Summary Reports	Cash Reports	Therapy Doc vs. Posted Summary	Med Supplies Doc vs. Posted	All Payer Source	Balance to Aging by Account	All Journal Tasks	Lock Periods		
			Adjustments	Therapy Documented vs. Posted	Oxygen Doc vs. Posted		Balance to Aging by Resident				
				Pharmacy Documented vs. Posted	IV Therapy Doc vs. Posted		Last Month Days Billed				
				Lab Documented vs. Posted	Telehealth Fac Doc vs. Posted		Last Month Account Totals				
				Radiology Documented vs Posted	COVID Testing Doc vs. Posted		Temp Liability Account				

Census

This button is a link to all your Census/Calendar reports. This link will take you to your Daily Census as well as your Requirements Calendars. Prior to calculating/posting for each payer, you should be running the Requirements Calendar for that period to ensure all data needed to bill appears. These reports should be saved as a PDF or exported to the Month End Folder on your network.

Billing Summary Reports

The Billing Summary button on your Month End Access Screen takes you to a list of Billing Summary reports. As you calculate and post, the Billing Summary reports should display automatically for you. The number of billable days on your Requirements Calendar report

should match the total number of billable days on all Billing Summary reports. A copy of the Billing Summary for each payer source, along with the associated Requirements Calendars, should be saved in your Month End file.

Cash Reports

As frequently as you post cash, you should run a report to confirm that your Cash posted in ECS matches your Deposit. If you post cash daily or weekly, it is still recommended that you run the Cash Posted reports for the entire month to ensure your total is accurate.

There are Journal reports that can sort the data to your preference of how you would like to see totals. There are also financial reports that may give you totals per payer source with a grand total. These reports should be saved in your Month End file. The Last Month Account Totals Journal report will also have the total Cash on it.

Adjustment Reports

There are various ways of doing adjustments in ECS.

When you do an auto-adjustment, a summary of the transactions impacted will appear for you. It is a good idea to save a copy on your network if you want to track them back.

There are reports generated based on the Enter Adjustments method. These adjustments are entered in the documenting screen and should be calculated and posted.

There are also adjustments made from the Receipts/Adjustments screen that are totaled on a report.

Ancillary Charges Documented vs Posted

There may be multiple Documented vs Posted reports in your system for various types of Ancillary Charges. Run each report to verify that all the ancillaries that were documented were also calculated and posted. When running these reports, you should verify that the documented column ties to the posted column. We do have the ability to generate an Ancillary report for each payer source that will tell you ancillary charges that are to calculate on that payer only.

Aging Reports

You should run the All-Payer Source Aging report. The Primary Period End Date should be the last day of the prior month. This will give you your outstanding balances as of the last day of the prior month. This aging report will not include the pre-bill for the current month. This is the report that will be used to match the Journal tasks called Balance to Aging. You may leave this aging up on your screen and then run the Journal task. To view both reports at the same time go to the Window menu and choose Tile Side by Side.

Journal Tasks

Balance to Aging Journals

The All-Payer Source Aging is designed to match the Receivable Account Numbers in your Journals at the end of each month. The Balance to Aging by Account task gives you the

ending Receivable balances for each Accounts Receivable account number. The task tied to your access button already has the correct date parameters set.

If the Balance to Aging by Account report does not match your All Payer Source Aging report, exit out and click the Balance to Aging by Resident access button to run the detailed report that lists resident totals on it (rather than just account number totals). Compare the resident totals between the aging and journals. Once you have identified the resident(s) who are not balanced you may call American Data's Financial Support to help identify why they are off if you are unsure how to fix the problem.

Last Month Days Billed

The Last Month Days Billed is narrowed down to last month's Dates of Service, posted into Last Month. This omits any billing for prior dates of service so that you can confirm all census days that are on the Daily Census have been billed.

Last Month Account Totals Journal

The Last Month Account Totals task is for the prior month to make sure that Revenue, Receivable, and Contractual Adjustment amounts are in balance. The Grand Total at the bottom of this report should be zero, which indicates everything is in balance.

These totals are the net of all transactions impacting each account. This means that all Debits and all Credits are factored in. Cash, Billing, Adjustments, etc. are all accounted for in this report.

The Last Month Account Totals task should be used to key or import into your General Ledger. It will display the account totals for the selected month for every account.

Temp Liability Account Journal

Most facilities have a Temporary Liability Account that Patient Liability is pre-billed into. When Medicaid/Medicaid MCO/Hospice Medicaid are calculated/posted, the Temporary Liability account is cleared out, and the liability amount becomes part of the Revenue associated with the payer (Medicaid/Medicaid MCO/Hospice Medicaid.) On the Last Month Account Totals, this account number should equal 0.00 to indicate all Liability pre-billed has been accounted for in the post-billing. If the total equals 0.00, there is nothing additional that you need to do.

If the total of the Temporary Liability Account is not 0.00, run the journal task called Temp Liability Account to see who is off. This report is sorted by resident name. Any resident who has a balance in this report needs to be reviewed. Typical reasons that this report may be off include:
- A resident who has two payers during the month (on Medicare (A) and Medicaid for example)
- A resident who was pre-billed a liability but then never calculated/posted for the month
- An auto-adjustment that was completed where the user posted some of the transactions in one month and some in another.

If it is not zero, and you are not certain why, contact American Data's Financial Support to assist you in correcting those residents.

If changes need to be made based on any of the above tasks, you will want to re-run a new copy of the Last Month Account Totals before keying/importing into your General Ledger.

Trust Account

All prior month Trust Account activity must be entered and calculated and posted. You should have a copy of the Trust Account Activity Documented (dates of service) report and the Trust Account Activity Posted (dates of service) report. The totals on the Withdrawal and Deposit columns between these two reports should be equal. The Trust Account Activity Posted report will include any interest that was dispersed as well.

Lock Periods

Locking a period means that you can no longer post any charges or payments to the locked period. Once you have finished your billing, have all the month end reports generated and balanced, you should lock that period.

Adjustments may be made for dates of service within locked periods; however, the adjustments must be posted into the current (open) month.

Accounts Payable

If you use the Accounts Payable module of ECS, there are additional month end reports that you want to complete before locking your period. For example, there are reports to show Expenses Documented vs Posted, Checks written, etc. The Accounts Payable module has its own Last Month Account Totals journal task that should be used to key or import into your General Ledger. This is found on the Accounts Payable access screen.

General Ledger

If you are using the General Ledger module, all the transactions posted in the AR and AP modules are already included in the General Ledger reports. Although you don't need to do journal entries, it is helpful to run the other Month End reports before generating your Balance Sheet, Income Statement, Trial Balance, etc.