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MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

# ACCOUNTS RECEIVABLE SYSTEM

End User Manual

Myers and Stauffer LC

*July 19, 2016*

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# 1 INTRODUCTION

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## INTRODUCTION

The Department of Health and Mental Hygiene (DHMH) contracted with Myers and Stauffer LC to audit cost reports for nursing facilities and other provider types for the purpose of reconciling each facility's interim Medicaid payments to final actual costs. As a method of tracking this settlement process, Myers and Stauffer identifies some key activities and dates in a status log. DHMH also tracks activities related to the same settlement process. The Accounts Receivable System (AR-Sys) was developed to unite these two tracking systems.

AR-Sys contains data for the following provider types:

- Nursing facility
- Rehabilitation hospital
- Intermediate care facility-alcoholic (Type D)
- ICF/MR
- State Facility
- Residential Treatment Center
- Psychiatric Hospital
- Miscellaneous Facility

Data for settlements with outstanding balances was imported from the prior accounts receivable system as of November 30, 2012. AR-Sys will automatically import any settlement or appeal transaction from the Myers and Stauffer cost report application that is dated November 30, 2012 or later.

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## ABOUT THIS MANUAL

This manual provides information and instructions pertaining to AR-Sys. AR-Sys is a web-based custom application created by Myers and Stauffer to provide DHMH with the ability to record transactions pertaining to cost reports and the status of the provider settlement process.

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## CONVENTIONS USED IN THIS MANUAL

This manual uses the following conventions:

**Bold** – Identifies words, characters or commands that a user types in a window or keystrokes.

*Italics* – Identifies directory, path, file or field names.

Click – Press and release the left mouse button without moving the mouse to select an item or execute a desired activity (such as going to another screen).

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## ACCESSING THE APPLICATION

AR-Sys is accessed through the Internet. In order to open and log in to AR-Sys, perform the following steps.

- ▶ Open an Internet browser such as Internet Explorer, Netscape Navigator or Mozilla Firefox.
- ▶ Type the web address: <https://dhmh.mslc.com> in the browser's address bar and press <enter>. (*Do not type www. before the address.*)
- ▶ From the AR-Sys Log In screen, log in using the Account and Password that you were assigned. Your Password is case sensitive.
- ▶ Click on the Login button.
- ▶ Once logged in you will see the Home Module, **shown in Figure 1 Home Screen**, with additional menu options listed vertically in the green bar on the left hand side of the screen.

*If you experience difficulty retrieving your Login/Password or cannot successfully log in to AR-Sys, contact Myers and Stauffer at 1- (800) 505-1698.*



*Figure 1 Home Screen*

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## APPLICATION SECURITY

There are two security levels for AR-Sys. The Standard security level allows a user to modify all items in the application except for the Settlement Closed date field in the Edit FYE Data screen. The Manager security level allows a user to modify all items in the application including the Settlement Closed date field in the Edit FYE Data screen. Please contact Myers and Stauffer to change a user's security level.

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## AR-SYS MODULES

AR-Sys is made up of several modules, each of which is described in the remainder of the End User Manual. A brief description of each module is provided in the following table.

Module	Description
Providers	Allows the user to select a facility after which they can view account balances for all cost report settlements or to select a cost report and view transactions associated with that cost report. Also allows the user to add new transactions, edit existing transactions and edit fiscal year end details.
Pending Transactions	Allows the user to review added transactions entered by another user before submitting them to the system or to delete added transactions that have not yet been submitted.
Reports	Allows the user to select a number of standard reports that summarize the data in the AR-Sys.
Help	Provides the user with a telephone number for providing support for the system, the ability to download the End User Manual for AR-Sys and to change their password.
Log Off	Allows the user to exit the AR-Sys.

To gain access to any of the above modules, Click on the module name located in the green bar area on the left hand side of the screen.

# 2 PROVIDERS MODULE

## PROVIDER SELECTION

The Providers Module contains a list of providers for the user to choose from as shown in Figure 2 Providers Module. The default sort order shown at the top of the screen is All Providers, By Name.

Provider List		All Providers	By Name	Close
ACC Green House Residences, Inc. 420913300	(not part of a chain)			-0-
Adventist Rehabilitation Hospital 407075500	(not part of a chain)			-0-
Adventist Rehabilitation Hospital Of Maryland 311200400	(not part of a chain)	CHOW		-0-
Alice Byrd Tawes Nursing Home 198407100	(not part of a chain)		Under Appeal	584,509.49
Alice Manor 300087700	El Shaddai			579,756.69
Allegany County Nursing and Rehabilitation Center 011607600	(not part of a chain)	CHOW		(530,189.60)
Althea Woodland Nursing Home 152287600	(not part of a chain)	CHOW		277,630.73
Althea Woodland Nursing Home 419276100	(not part of a chain)		Under Appeal	18,313.22
Anchorage Nursing and Rehabilitation Center 000000000	(not part of a chain)			-0-

Figure 2 Providers Module

Information about the provider is described in the following table.

Field Title	Description
Provider Name	The latest name of the facility as it appears on the license.
Provider Number	The nine-digit Medicaid number assigned to the facility during the cost reporting periods.
Chain	The name of the chain to which the facility belongs or an indication of "not part of a chain."
CHOW	Provides information on whether the facility has experienced a Change of Ownership (CHOW).
Status	Provides a notation of "under appeal" when one or more of the cost reporting periods are under appeal. If not under appeal, no status

Field Title	Description
	is shown.
Transaction Balance	The submitted transactions balance of all cost reporting periods associated with the provider.

To select a provider:

- ▶ Select the available providers by Clicking on the arrow icon positioned to the right of the selection box located in the upper right hand corner of the screen. The available provider options are All Providers, Open Providers (only providers with at least one settlement not marked as Settlement Closed appear), or Closed Providers (only providers that have all settlements marked as Settlement closed appear).
- ▶ Select the sort order by Clicking on the arrow icon positioned to the right of the selection box located in the upper right hand corner of the screen. The sort order options are By Name, By Name in Descending Order, By Provider Number, By Provider Number in Descending Order, By Balance, By Balance in Descending Order, By Chain and By Chain in Descending Order.
- ▶ Scroll down the list until finding the correct provider or use the browser's search mechanism, normally found by selecting Edit > Find or by using the shortcut **Ctrl + F** on your keyboard and keying in portions of the provider name or Medicaid number. Press **<enter>** until the correct provider is found.
- ▶ After finding the correct provider, Click anywhere on the row containing the provider information.
- ▶ After selecting the first provider, re-selecting the Providers Module returns the user to the previously selected facility displayed at the top of the screen. To select another provider, scroll up or down as appropriate or perform a search as described above.

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## PROVIDER DETAILS

After selecting a provider, the Provider Details screen appears **as shown in Figure 3 Provider Details**. The Provider Details screen lists all cost reporting periods associated with the provider. If the All Providers filter option was selected on the Provider List screen, all settlements for the provider will appear. If the Open Providers filter option was selected on the Provider List screen, only settlements that do not have the Settlement Closed item selected on the Edit FYE Data screen will appear. If the Closed Providers filter option was selected on the Provider List screen, only settlements that do have the Settlement Closed item selected on the Edit FYE Data screen will appear.

Home	Provider Details	Print	Close	Comments	New Comment		
Providers	Provider Name: Alta Byrd Taxes Nursing Home Provider Number: 18647100						
Pending Transactions	Chan Med DCHV: No Provider Type: NP						
Reports							
Help							
Log Off							
Fiscal Year End	Under Appeal	Receipt Date	CCU Date	Bankruptcy	Facility Closed	Settlement Closed	Balance
09/30/2013	No			No	No	No	-
09/30/2014	No			No	No	No	-
09/30/2015	No	09/04/2014		No	No	Yes	-
09/30/2016	No	01/01/2013		No	Yes	Yes	-
09/30/2017	Under Appeal			No	No	No	-
09/30/2018	No			No	No	No	-
09/30/2019	No			No	No	No	-
09/30/2020	No			No	No	No	-
09/30/2021	No			No	No	No	-

Figure 3 Provider Details

Information about the cost reporting period is described in the following table.

Field Title	Description
Fiscal Year End	The last date covered by the cost report period.
Under Appeal	Provides information on whether the settlement is under appeal. “No” indicates that a settlement is not under appeal. “Evidentiary,” “Written/Brief Oral,” or “Written” indicates the type of appeal filed by the facility.
Receipt Date	The date the facility received the settlement per the Certified Mail Return Receipt card. It is the most recent of the Initial, Corrected, Recalculated, or Revised receipt dates from the Edit Provider Fiscal Year End screen. If the Certified Mail Return Receipt card is not received by the Department and the Estimated Date checkbox is selected on the Edit Provider Fiscal Year End screen, a tilde (~) will appear next to the date.
CCU Date	The date the settlement balance was sent to the Central Collection Unit (CCU) for collection.
Bankruptcy	If “Yes,” the settlement balance was sent to CCU due to the facility filing bankruptcy.
Facility Closed	If “Yes,” the settlement balance was sent to CCU due to the facility closing.
Settlement Closed	If “Yes,” the settlement has been closed and all transactions for the settlement have been processed. If this field is “Yes,” users will not be able to enter new transactions or modify fields on the Edit Provider Fiscal Year End screen.
Balance	The net total of all transactions submitted for the fiscal year end period.
Comments	A list of all comments entered for the provider. To enter a new comment, select the New Comment button. In the New Comment screen that appears, type the comment. When you are finished, select the

Field Title	Description
	Save button to save the comment or the Cancel button to close the screen without saving. Once saved, a comment may not be edited or modified. You may also click on an existing comment to view the entire comment. If it is a comment you created, you can delete the comment by selecting the Delete button. You are not able to delete a comment created by someone else. To close a comment you are viewing, select the Close button.

To select a cost report, Click anywhere on the Fiscal Year End row. The cost reports may be printed by clicking on the Print button.

To exit the screen and return to the Provider Selection screen, Click on the Close button.

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## PROVIDER FISCAL YEAR END DETAILS

After selecting a cost report, the Provider Fiscal Year End Details screen appears **as shown in Figure 4 Provider Fiscal Year End Details**.

Fields containing information about the transactions for the settlement are described in the following table.

Field Title	Description
Effective	The effective date of the transaction.
Type	A description of the transaction. Details for each transaction type are detailed below and in the New Transactions section.
Entered By	The person who data entered the transaction. People are identified by their login/e-mail address. "System" indicates that the transaction was automatically imported from the Myers and Stauffer cost report application by the system.
Submitted By	The person who reviewed and submitted the transaction to the system. People are identified by their login/e-mail address.
Debit	The amount of the transaction if it is a debit.
Credit	The amount of the transaction if it is a credit.
Balance	The net total of this and all prior transactions submitted for the fiscal year end period. The amount of a transaction is not included this column if it has a status of "Pending."
Comments	A list of all comments entered for the settlement. To enter a new comment, select the New Comment button. In the New Comment screen that appears, type the comment. When you are finished, select the

Field Title	Description
	Save button to save the comment or the Cancel button to close the screen without saving. Once saved, a comment may not be edited or modified. You may also click on an existing comment to view the entire comment. If it is a comment you created, you can delete the comment by selecting the Delete button. You are not able to delete a comment created by someone else. To close a comment you are viewing, select the Close button.

To select a transaction, Click anywhere on the row containing the transaction. The cost report transactions may be printed by clicking on the Print button.

To exit the screen and return to the Provider Cost Reports screen, Click on the Close button.



Figure 4 Provider Fiscal Year End Details

Some transactions are added by the Myers and Stauffer system as part of the status log update. Those transactions have the user identified as System. Potential System transactions are shown in the following table.

Transaction Type	Debit or Credit	Description
Initial Cost Settlement Due State	Debit	The initial cost settlement has an amount due to the state.
Initial Cost Settlement Due Facility	Credit	The initial cost settlement has an amount due to the facility.
Corrected Cost Settlement Issued	Either	This reverses the amount of the initial cost settlement so the amount of the corrected cost settlement can be entered.
Corrected Cost Settlement Due State	Debit	The corrected cost settlement has an amount due to the state.

<b>Transaction Type</b>	<b>Debit or Credit</b>	<b>Description</b>
Corrected Cost Settlement Due Facility	Credit	The corrected cost settlement has an amount due to the facility.
To Initiate Appeal	Either	This reverses the amount of the initial/corrected cost settlement so the amount of the recalculated cost settlement based on a facility appeal can be entered. The Effective Date of this transaction is the date the appeal was filed with the Appeal Board. The Effective Date can be used to calculate the interest due to/from the facility upon appeal resolution.
Recalculated Cost Settlement Due State	Debit	The recalculated cost settlement based on the facility appeal has an amount due to the state.
Recalculated Cost Settlement Due Facility	Credit	The recalculated cost settlement based on the facility appeal has an amount due to the facility.
Amount Under Appeal	Either	The difference between the initial/corrected cost settlement and the recalculated cost settlement based on appeal.
Appeal Resolution	Either	This reverses the amount under appeal so the final amount based on the appeal decision can be entered.
Post-Appeal Cost Settlement Due State	Debit	The final cost settlement amount based on the appeal decision has an amount due to the state.
Post-Appeal Cost Settlement Due Facility	Credit	The final cost settlement amount based on the appeal decision has an amount due to the facility.

In addition to these transaction types, a transaction may be identified with a user of System if the transaction was imported from the system used by DHMH that predated AR-Sys.

## EDIT FYE DATA

There is some information for the cost report period that is data entered by DHMH. These data fields are entered by selecting the Edit FYE Data button from the Provider Fiscal Year End Details screen.

Information about the FYE data fields is described in the following table.

Field Title	Description
Initial Receipt Date	The date the facility received the initial settlement per the Certified Mail Return Receipt card. If the Certified Mail Return Receipt card is not received, an estimated date will have to be entered in this field for use in reports and the Estimated Date checkbox should be marked.
Corrected Receipt Date	The date the facility received the corrected settlement per the Certified Mail Return Receipt card. This date must be after the Initial Receipt Date. If the Certified Mail Return Receipt card is not received, an estimated date will have to be entered in this field for use in reports and the Estimated Date checkbox should be marked.
Recalculated Receipt Date	The date the facility received the recalculated settlement based on appealed adjustments per the Certified Mail Return Receipt card. This date must be after the Initial Receipt Date. If the Certified Mail Return Receipt card is not received, an estimated date will have to be entered in this field for use in reports and the Estimated Date checkbox should be marked. When there is an initial cost settlement due to the provider, a recalculated settlement may not be sent to the facility and this date may be left blank.
Revised Receipt Date	The date the facility received the revised settlement based on the appeal resolution per the Certified Mail Return Receipt card. This date must be after the Recalculated Receipt Date. If the Certified Mail Return Receipt card is not received, an estimated date will have to be entered in this field for use in reports and the Estimated Date checkbox should be marked. When there is an initial cost settlement due to the provider and a recalculated settlement was not sent to the facility, a date will be entered in this field even though the Recalculated Receipt Date is blank.
CCU Date	The date the settlement balance was sent to the Central Collection Unit (CCU) for collection.
Bankruptcy	Check this field if the settlement balance was sent to CCU due to the facility filing bankruptcy.

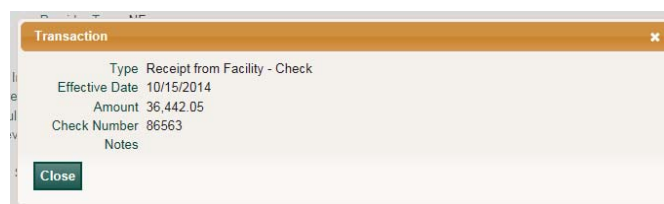
Field Title	Description
Closed	Check this field if the settlement balance was sent to CCU due to the facility closing.
Settlement Closed	Enter the date all transactions for the settlement have been processed. A date may only be entered by a user with Manager level security access if the settlement balance is zero and the settlement is not under appeal. Entering a date in this field will prevent users from entering new transactions, modifying existing transactions, and editing fields on the Edit Provider Fiscal Year End screen.
Date Filed	This field is not available for data entry for any security level. This is the date the provider filed the appeal. It is saved here and used in the Appeal Balances report.
Date Sent to Off-Site Storage	Enter the date the paper file was sent to off-site storage. A date may only be entered by a user with Manager level security access. This field will allow a date to be entered after a date has been entered in the Settlement Closed field.

Once the fields have been data entered, select the Save button to save the data and return to the Provider Fiscal Year End Details screen. To return to the Provider Fiscal Year End Details screen without saving the data, select the Close button. The Edit FYE Data button may be selected at any time to revisit and edit the data.

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## VIEW TRANSACTIONS

To view the details associated with a transaction, Click anywhere on the row containing the transaction. The Transaction Details screen **as shown in Figure 5 Transaction Details.**



*Figure 5 Transaction Details*

To close the View Transaction screens, Click on the Close button.

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## NEW TRANSACTIONS

Clicking on the New Transaction button allows the user to enter additional transaction events associated with the cost report **as shown in Figure 6 New Transaction.**

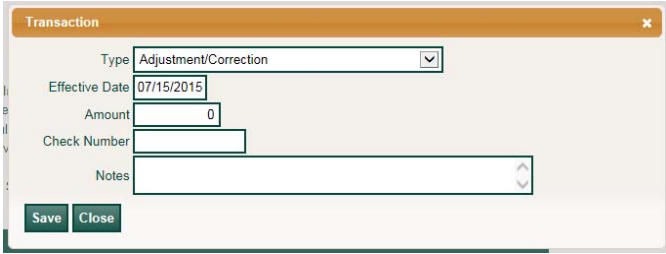


Figure 6 New Transaction

To add a new transaction, Click on the dropdown button located to the right of the *Type* field. The eligible transaction types are shown in the following table.

Transaction Type	Debit or Credit	Description
Adjustment/Correction	Either	Use to record a miscellaneous adjustment or correction not addressed by another transaction type.
Interest Due Facility	Credit	Use to record an interest amount due to the facility.
Interest Due State	Debit	Use to record an interest amount due to the state.
Offset - Funds Due to the State	Either	Use to record an offset of funds that are due to the state. Enter a positive amount if applying an amount due to the facility for this cost report period to a different cost report period. Enter a negative amount if applying an amount due to the facility for another cost report period as a payment for this cost report period.

Transaction Type	Debit or Credit	Description
Offset - FYE vs. FYE	Either	Use to record an offset of funds between two cost report periods for the same provider. Enter a positive amount if applying an amount due to the facility for this cost report period to a different cost report period. Enter a negative amount if applying an amount due to the facility for another cost report period as a payment for this cost report period.
Offset - Provider vs. Provider	Either	Use to record an offset of funds between two different providers. Enter a positive amount if applying an amount due to the facility for this cost report period to a different cost report period. Enter a negative amount if applying an amount due to the facility for another cost report period as a payment for this cost report period.
Other	Either	Use to record an amount not addressed by another transaction type.
Payment to Facility	Debit	Use to record a payment made to the facility.
Receipt from Facility - Check	Credit	Use to record a check received from a facility.
Receipt from Facility - Interim Payment Withhold	Credit	Use to record an interim payment withhold.
Write-Off Uncollectible Account	Debit	Use to record the write-off of an account that has been determined to be uncollectible.

*The effective date must be on or after the initial cost settlement transaction and must be less than one month from today's date in the format MM/DD/YYYY.*

After identifying the transaction type, enter the effective date of the transaction. The default date is today's date however this may be changed by Clicking on the *Effective Date* field and entering a new date. Press the **Tab** key to move to the *Amount* field.

Enter the amount associated with the transaction. To enter a negative amount, precede the dollar amount with the hyphen symbol. To enter a positive amount, simply enter the dollar amount. Some transaction types allow only a positive or a negative as identified in the above table. For these transaction types, do not precede a negative amount with a hyphen. Only use the hyphen to enter negative amount for transactions identified as being either a debit or credit in the above table.

The *Check Number* field must be completed when the transaction type is Receipt From Facility-Check. The *Check Number* field cannot be completed for any other type of transaction. This field allows the entry of both letters and numbers.

The *Notes* field is optional. To access the *Notes* field, press the **Tab** key.

Complete the transaction detail entry by Clicking on the Save button. This action will return the user to the Provider Fiscal Year End Details screen with the new transaction identified as Pending.

To add an additional new transaction, Click on the New Transaction button and repeat the data entry procedures. To exit the screen and return to the Provider Fiscal Year End Details screen, Click on the Close button.

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## EDIT TRANSACTIONS

Transactions with a pending status may be edited by the user that entered the New Transaction.

To edit a transaction, select the correct provider, cost report fiscal year end and Click on the pending transaction row that is to be edited.

Click on the Edit button in the upper right hand corner of the screen to access the New Transaction screen in the edit mode as shown in [Figure 7 Edit Transaction](#).

*Figure 7 Edit Transaction*

After editing the transaction, Click on the Save button.

# 3 PENDING TRANSACTIONS

## PENDING TRANSACTIONS

The Pending Transactions module allows the user to review all pending transactions as shown in [Figure 8 Pending Transactions](#) .

Pending Transactions						Submit All	Close
	Provider FYE	Effective	Type	Entered By	Amount		
Submit	Alice Byrd Tawes Nursing Home 198407100 06/30/2009	08/10/2012	Interest Due Facility	Annette@mslc.com	49,000.00		
Delete	Alice Byrd Tawes Nursing Home 198407100 06/30/2009	09/11/2012	Interest Due Facility	User	100.00		
Delete	Alice Byrd Tawes Nursing Home 198407100 06/30/2009	09/19/2012	Receipt from Facility - Check #1000	User	123.12		
Submit	Alice Byrd Tawes Nursing Home 198407100 06/30/2009	09/19/2012	Receipt from Facility - Check #1000	User	123.12		

*Figure 8 Pending Transactions*

Select the sort order by Clicking on the arrow icon positioned to the right of the selection box in the upper right hand corner of the screen. The sort order options are By Entered By, By Provider Name, and By Provider Number.

The user can delete any pending transaction by Clicking on the Delete button to the left of the transaction. The user can submit transactions only if they did not also create the pending transaction. After reviewing all pending transactions, Click on the Submit button and the transactions will appear in the Providers Module as submitted transactions and will result in a recalculation of the net total balance for the cost reporting period and for all cost reporting periods associated with the provider. To exit the Pending Transactions Module, Click on the Close button.

To submit multiple pending transactions, Click on the Submit All button.

# 4 REPORTS

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## INTRODUCTION

AR-Sys provides the user with several reporting options that may aid in managing the settlement process, as well as other uses. The available reports are listed in the table below.

Report	Description
Summary of Cost Settlement Receivables Due to State	Includes each transaction where the transaction type is Initial Cost Settlement Due State and the Effective Date is within the specified date range. For transactions where the transaction type is Corrected Cost Settlement Due State or Corrected Cost Settlement Due Facility and the Effective Date is within the specified range, the transactions are included in the report if the initial transaction was Initial Cost Settlement Due State. The Difference identified in the report is the Corrected Amount Due State (Facility) minus the Initial Amount Due State. This report may be used to show new settlements due to the state.

Report	Description
Summary of Cost Settlement Payables Due to Facility	Includes each transaction where the transaction type is Initial Cost Settlement Due Facility and the Effective Date is within the specified date range. For transactions where the transaction type is Corrected Cost Settlement Due State or Corrected Cost Settlement Due Facility and the Effective Date is within the specified range, the transactions are included in the report if the initial transaction was Initial Cost Settlement Due Facility. The Difference identified in the report is the Corrected Amount Due State (Facility) minus the Initial Amount Due Facility. This report may be used to show new settlements payable to the facility.
Summary of Cost Settlement Payments/Offsets Made to Facility	The Amount Paid identified in the report includes each provider number/fiscal year end where the transaction type is Payment to Facility and the Effective Date is within the specified date range. The Amount Offset identified in the report includes each provider number/fiscal year end where the transaction type is Offset-FYE vs. FYE (Debit), Offset-Provider vs. Provider (Debit) or Offset-Funds Due to the State (Debit) and the Effective Dates are within the specified date range. The Other/ Adjustment/Correction identified in the report includes each provider number/fiscal year end where the transaction type is Other (Debit) or Adjustment/Correction (Debit) and the Effective Dates are within the specified date range. This report may be used to show all payments made to facilities.

Report	Description
Summary of Cost Settlement Receipts/Withholds/ Offsets from Facility	<p>The Amount Received identified in the report includes each provider number/fiscal year end where the transaction type is Receipt from Facility-Check and the Effective Date is within the specified date range. The Amount Withheld identified in the report includes each provider number/fiscal year end where the transaction type is Facility-Interim Payment Withhold and the Effective Dates are within the specified date range. The Amount Offset identified in the report includes each provider number/fiscal year end where the transaction type is Offset-FYE vs. FYE (Credit), Offset-Provider vs. Provider (Credit) or Offset-Funds Due to the State (Credit) and the Effective Date is within the specified date range. The Other/Adjustment/Correction/Write-Off in the report includes each provider number/fiscal year end where the transaction type is Other (Credit) or Adjustment/Correction (Credit) or Write-Off Uncollectible Account (Credit) and the Effective Dates are within the specified date range. The Ending Balance in the report is the balance of the provider number/fiscal year end account as of the last day of the specified date range. This report may be used to show all payments received from facilities either directly, through a withholding of a payment or through other forms of corrections or adjustments.</p>

Report	Description
Providers with a Negative Account Balance	Includes only provider number/fiscal year ends that are not under appeal. The Initial/Corrected Due to State (Facility) identified in the report includes the Corrected Cost Settlement (if available) or the Initial Cost Settlement if no correction was made. The Initial/Corrected Cost Settlement amount is compared to the current balance of the account. If the positive/negative value has changed for the provider number/fiscal year end, the change is displayed on the report. For example, if the Initial/Corrected Cost Settlement was due to the State (Debit) and the current balance of the account is negative (Credit), the provider number/fiscal year end combination should be displayed on the report. If the Initial/Corrected Cost Settlement was due to the State (Debit) and the current balance of the account is positive (Debit), the provider number/fiscal year end combination should not be displayed on the report.
Accounts Receivable Aging Report	Includes each provider number/fiscal year end that has an outstanding balance due to the state as of the date specified by the user. The amount due is displayed based on the age of the receivable with that age calculated as the difference between the Receipt Date displayed in the report and the as of date specified by the user. The Receipt Date in the report is the most recent of the Initial/Corrected/Recalculated/Revised receipt dates from the Edit Provider Fiscal Year End screen that is not after the as of date entered by the user. This will cause the Days Outstanding and age of the receivable to change as new receipt dates are entered. The report excludes amounts under appeal from the calculation of the outstanding balance.

Report	Description
Amount of Year End Receivables Collected	<p>Outstanding Balance at Begin Date includes each provider number/fiscal year end with an outstanding balance due to the state as of the beginning date specified by the user. Amount Received includes each transaction where the transaction type is Receipt from Facility-Check and the Effective Date is within the specified date range. Amount Withheld includes each transaction where the transaction type is Receipt from Facility-Interim Payment Withhold and the Effective Date is within the specified date range. Amount Offset includes each transaction where the transaction type is Offset-FYE vs. FYE (Credit), Offset-Provider vs. Provider (Credit) or Offset-Funds Due to the State (Credit) and the Effective Dates are within the specified date range.</p> <p>Other/Adjustment/Correction/Write-Off includes each transaction where the transaction type is Other (Credit), Adjustment/Correction (Credit) or Write-Off Uncollectible Account (Credit) and the Effective Dates are within the specified date range. The Outstanding Balance at End Date is the Balance at the Begin Date less all four types of amounts received, withheld, offset or adjusted.</p>
Facilities With Appeal Balances	<p>Includes provider number/fiscal year ends that are under appeal on the date specified by the user. The Initial/Corrected Due to State (Facility) includes the amount where the transaction type is Corrected Cost Settlement Due State or Corrected Cost Settlement Due Facility and the Effective Date is within the specified range. For provider number/fiscal year ends without a corrected amount, amount included is from the Initial Cost Settlement transaction. The Recalculated Due to State (Facility) includes the amount where the transaction type is Recalculated Cost Settlement Due State or Recalculated Cost Settlement Due Facility. Amount Under Appeal includes the amount where the transaction type is Amount Under Appeal.</p>

Report	Description
Facility Balances Sent to Central Collection Unit (CCU)	Includes provider number/fiscal year ends that are not under appeal with a date in the <i>CCU</i> field of the Provider Fiscal Year End Details screen and the date is within the range specified by the user and the <i>Bankruptcy</i> field has not been selected. The CCU Amount is the provider number/fiscal year end balance.
Facility Balances Under Bankruptcy	Includes provider number/fiscal year ends that are not under appeal with a date in the <i>CCU</i> field of the Provider Fiscal Year End Details screen and the date is within the range specified by the user and the <i>Bankruptcy</i> field has been selected. The Bankruptcy Amount is the provider number/fiscal year end balance.
DHMH Transactions Submitted	Includes all transactions data entered by DHMH with an Effective Date in the date range. Totals are calculated for the Debit and Credit columns.
Complete Ledger	Includes all transactions for all open provider number/fiscal year end combinations as of a date specified by the user. A provider number/fiscal year end combination is considered open if it has at least one transaction and the Settlement Closed field does not contain a date. A Balance, Amount Under Appeal, and Net Balance amount will be calculated for each provider number and for all provider numbers.
Summary of Cost Settlements	Is a combination of the Summary of Cost Settlement Receivables Due to State report and the Summary of Cost Settlement Payables Due to Facility report. Includes provider number/fiscal year ends that have an Initial/Corrected/Recalculated/ Revised effective date within the range specified by the user.
Closed Settlements	Includes provider number/fiscal year ends of all settlements where the Settlement Closed field contains a date in the Edit Provider Fiscal Year End screen and the Settlement Closed date is within the specified date range.

Report	Description
Off-Site Storage	Includes provider number/fiscal year ends of all settlements where the Settlement Closed field contains a date in the Edit Provider Fiscal Year End screen that is on or before a date specified by the user and the Date Sent to Off-Site Storage field in the Edit Provider Fiscal Year End screen is blank.

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## REPORT GENERATION

To generate a report, Click on the report name. A screen will appear that allows the user to enter a *Start Date* and *End Date* or an *As Of* date for the report based on the effective dates of the transactions. The default *Start Date* is the first day of the current year. The default *End Date* and *As Of* date is today's date. To change a date, Click on the field and enter the date or select the date from the calendar.

The user can also select the provider type(s) to include on the report. If the field is left blank, all provider types will be included on the report. The provider types will be grouped together on the report. If a single provider type is selected from the drop-down box, only that provider type will be included on the report.

After completing the date(s) and provider type(s) selection, Click on the Generate button. After the report generation is completed, a message at the bottom of the screen will ask if you want to open the report, save the report or cancel the report. To open the report in Microsoft Excel without saving the report, Click on the Open button. To Save the report, Click on the down arrow on the Save button and select an option to Save, Save As or Save and Open. To cancel the report, Click on the Cancel button.

# 5 HELP

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## INTRODUCTION

Selecting the Help menu item allows the user access to the End User Manual and the Myers and Stauffer telephone number.

If you are experiencing technical difficulty, contact Myers and Stauffer at (800) 505-1698.

To exit the Help screen, Click on the Close button.

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## CHANGE PASSWORD

To change your password at any time, Click on the Change Password menu item. Enter your current password and then your new password in the fields identified on the screen. Click on the Set button to change your password or click on the Close button to close the Change Password screen without saving the new password.

# 6 LOG OFF

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## INTRODUCTION

To Log Off of the AR-Sys application at any time, Click on the Log Off menu item.