

## IES Medical: Receipts

### Purpose

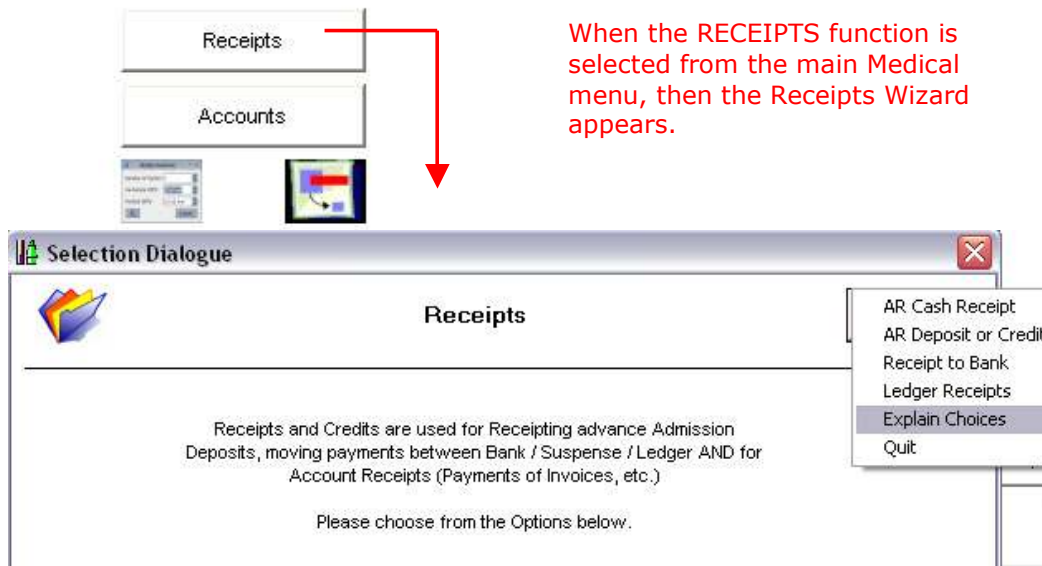
The purpose of this Document is to explain the Receipt options you will use when processing receipt of payments on Patient Accounts.



### Introduction

Payments on Patient Accounts can be received in cash (cheque, credit card or other) at the desk, can be received from Account Holders or Medical Aids / Insurance, can be paid directly into your Bank Account, etc. Therefore, there are a number of options to be explained as to how to process these receipts.

### The Receipt Wizard



There are 4 main Receipt options, and they are all what are called Journals (i.e. Financial Transactions), but they differ in usage. We will now proceed to explain what each is for, i.e. when to use it.

Hint: You may also use any other IES Receipting options provided in the Cash Book and AR Debtors Modules, if necessary.

#### AR DEBTOR CASH RECEIPT

This option is used to Credit the Customer Account while processing a Receipt at a Cash Desk, i.e. the Cash Receipt Account is debited with Cash, Cheques, Credit Card, etc.

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**Cash Receipt**

Trans Type: 100-00 Debit Receipt on Discount  
 Operator: Beta Manager  
 Trans Date: 07/11/2006  
 Batch:  
 Auth:

Description: Receipt

Period: 60 (Jan 2006)  
 Cash Debit: 100-00076 CUSTOMER SALES CASH RECEIPT  
 AM Debit: D-M-D-0015 Bredell  
 Received From: Bredell

Amt Collected: 100.00  
 Print Receipt?: Y  
 Receipt Period: 0

An auto Receipt number is generated if you choose to print the receipt.

Post

**For cheques, please fill below**

Bank Code:  
 Signature:  
 Branch / Town:  
 Post:

Above we show the Journal screen for a Cash Receipt, and we will discuss each field that is shown. Hint: The other Receipt options are similar, with some differences as to what is debited and what is credited in the accounts.

**Trans Type** – This is a display field, indicating the internal transaction type.

**Operator** – This is the User that performs the Receipt capture, and the system keeps a record, for all transactions in the system, of who performed them.

**Trans Date** – This is the transaction date for the payment received, and can be changed. The Transaction date is independent of the financial period posted to, i.e. should reflect the actual payment date.

**Batch** – When 'batching' is off, you cannot edit this field, but if your system is set up for batch number capturing, then you are forced to capture this field. You can read more about batch numbers and how to use them in the User Manuals for Batch Numbers.

**Auth** – Usually you cannot edit this field, but like batch numbers, if authority codes are used in your system, you will be forced to edit the field. See the User Manual for Authority Codes.

**Description** – This is the transaction narrative, and is always captured.

**Period** – This is the financial period to post to, and it will default to the current Period, but if you have access to other open Periods you can change it.

**Cash Debit** – This is the Account Code for the Cash Receipt account that 'receives' the payment, and from which a regular (usually on a daily basis) cash up is performed.

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**AR Debtor** – The Account Number for this Patient.

**Received From** – The system defaults the Account Holder name here, but it can be changed.

**Amt Settled** – The actual amount received.

**Print Receipt** – 'y' to print a receipt – this field will default to your last choice for the same receipting process.

**Receipt Printer** – Tells the system which of your printers you are using for Receipts. Usually '0', unless set up differently.

**Bank Code** – Bank Code for the Cheque, if payment is by cheque.

**Signatory** – Account name on cheque.

**Branch / Town** – Account Branch for cheque.

**Hash** – In most medical set ups, this field is turned off and you do not have to worry about it. However, if hash totals are in use for control purposes, then you can read more about it in the User Manual for Hash Totals. The on-line help on this field will also explain what is required here.

#### AR DEBTOR DEPOSIT OR CREDIT


This option will also Credit the Customer Account directly, but the Debit is to Bank or Ledger, i.e. perhaps processing a Deposit directly to our Bank Account by the Customer, etc. Another example could be where a Deposit to the Bank was unidentified, and the Payment was placed in Suspense. Now the Customer has been identified and being Credited, while Suspense is Debited.

#### RECEIPT TO BANK

This transaction does not update the Customer Account at all, and is used in defining the movement of a Payment between Ledger Accounts, e.g. as in a scenario explained above where a Deposit is unidentified and placed in Suspense. In such an example the Bank Account would be Debited and Suspense would be Credited.


#### LEDGER RECEIPTS

This option also does not update the Customer Account, and is similar to the previous option, except that the Debit here is to a Cash Receipt Account.

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