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## Introduction

This user manual is designed to provide the Accounts Receivable (AR) user with information necessary to operate the Accounts Receivable Version 4.5 software. The layout of the manual consists of an introduction to the package with descriptions of its menus followed by explanations and, in some cases, uses of each menu option. The menu options will be categorized under their respective menus. The introduction includes a list of the software's overall functions, the purpose of each primary menu, and remarks about conventions and data security.

The AR software performs the following functions:

- allows Fiscal Service to manage the debt collection process at a VA facility;
- creates bills to be in Accounts Receivable using the Billing module;
- creates bills based on transactions contained in Medical Administration's Integrated Billing (IB) package;
- allows clerks to process bills (once approved at the service level);
- calculates all interest, administrative, and penalty charges for receivables, as well as payment schedules;
- prints payment schedules and follow-up letters.

### MENU SUMMARY

The following table shows the main menus within the AR software, a brief description of them, and the staff who are assigned to use the menu.

<b>PRIMARY MENU</b>	<b>BRIEF DESCRIPTION</b>	<b>USER'S POSITION</b>
Agent Cashier Menu	manage the collection of debts	Agent Cashier
AR Menu	manage deposits and FMS interface	Accounting Technician
Billing Menu	manage the billing of Non-MCCR debts	Billing Supervisor/Clerk
Clerk's Menu	manage activity of all MCCR debts	AR Clerk
Supervisor Menu	manage the AR software	AR Supervisor
Archive Menu	prepares billing data for archival process	IRM

### **Agent Cashiers Menu**

The Agent Cashiers Menu contains options necessary to manage the collection of debts. The options correspond to various AR tasks performed by Agent Cashiers.

### **AR - Accounts Receivable Menu**

The AR Menu contains options necessary to manage the interface for the Financial Management System (FMS). The options correspond to the various AR tasks performed by the Accounting Technician.

### **Billing Menu**

The Billing Menu contains options necessary to manage the billing of Non-MCCR debts. Non-MCCR debts include debts for vendors, (ex-)employees, military agencies, and other federal agencies. The options correspond to various AR tasks performed by Billing Clerks or Billing Supervisors.

This Billing menu can be used by any service/section for their billing functions. It has been designed to handle all bills except patient billing on the UB-92 bill form, which is reserved for bills which are created by the Integrated Billing (IB) package. Your Site Manager/IRM Service can assist you in creating custom menus that would better meet the needs of your station.

### **Clerk's AR Menu**

The Clerk's AR Menu contains options necessary to manage all Accounts Receivable billings of MCCR debts such as prescription co-payments and inpatient/outpatient per diems. The options correspond to tasks performed by AR Clerks.

### **Supervisor's AR Menu**

The Supervisor's AR Menu contains options necessary to manage the AR software. The options correspond to various AR tasks performed by the Supervisor, and to necessary software management tasks.

## PACKAGE OPERATION

Contained within the pages of this User Manual are option descriptions for all Accounts Receivable (AR) Version 4.5 primary menus. Also, embedded are displays of actual system occurrences, some of which may show on-line help screens. These displays will be extremely helpful because they are actual snapshots of the computer screen for the respective topic.

On-line help screens facilitate reference of help information by providing assistance on the computer screens. To access these help screens, type "???" at any menu prompt. All on-line help screens are useful to fully comprehend the functionality of these options.

## DATA INTEGRITY

Due to the nature of the information being processed by Accounts Receivable (AR) Version 4.5, special attention has been paid to limiting usage to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an Electronic Signature Code. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the Electronic Signature Code will not be visible on the terminal screen. These codes are also encrypted so that even when viewed in the user file by those with the highest levels of access, they are unreadable. Electronic Signature Codes are required by AR at every level which currently requires a signature on paper. Consequently, Electronic Signature Codes are assigned to the following:

- Users who approve bills to be passed to Fiscal;
- Accounts Receivable Clerks and their Supervisors who audit bills.

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