Accounting Overview

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> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

 Accounting Menu configuration can be access via Administration > Accounting. This is where all account related configuration and setup are done in CareRight.
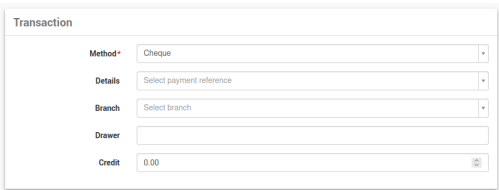
Under the Accounting Menu you can access the following sub-menus:

- Account Flags
- Adjustment Types
- Bank Accounts
- Contracts
- Events
- Guarantors
- Items
- MBS Items

- Main Choices - Accounting Setup
- Private Account Types
- Rate Definitions
- Rate Tables
- Region Pricing
- Services
- Surgical Assistant
- Theater Banding

The main screen of the Accounting Setups (Main Choices) Menu displays the following fields:

Details

Field	Description	Example / Values
Level at which the associate is specified		Practice, Account or Invoice

Banking Deposit Slip method	Describes the field names used when adding a Cheque into careright. This will also be reflected when printing out the Location > Banking > Print Bank Copy	Bank/Branch Cheque Number / Account Number
Location	Default accounting location.	
Assistant Item Type	The specific item type when billing for *assistance. eg Which category of items will be used to bill assistance by an external doctor?*	Assistance (Refer to Codes - Appendix 1)
Indefinite Referral period	Describes how long a referral is valid for when it is considered "Indefinite"; for the purposes of invoicing.	5
Ask for Multiple Procedure Rule	When creating invoices, will prompt users if the Multiple Procedure Rule should be applied when more than 1 procedure is listed on an invoice. Some clients require the MPR for medicare invoicing others do not.	Yes/ True / Checked
Show Direct Deposits on Banking screen	This enables Direct Deposits to be included in Banking	No / False / Unchecked (Default)
Hide "Payment from Guarantor" from Patient Accounts screen	If set to Yes, then the Payment from Guarantor button will be hidden from the following screens: • Patient Accounts List screen • Invoices & Credits screens	No (default)

Enable Loan Accounts (Check Box)	Toggle a global setting to enable or disable loan accounts. The term "Loan" can be changed using Translation features.	Enable/Disable
Enable opening balances	This feature only applies to clients who migrate from other platforms. If set to Yes, in Location > Account Balance screen a user can filter data based on date range	No (default)

Hearing Services

Field	Description	Example / Values
Minor Customer ID		123456456
Contracted ServiceProvider ID		2478213
Name of ContractedService Provider		ACME Audiology Services
3FAHL (Right)	(Drop down)	3FAHL (Right)
3FAHL (Left)	(Drop down)	3FAHL (Left)
Transaction Location	(Drop down)	
Batch Counter		1

Medicare

Field	Description	Example / Values
Default Location ID (Minor ID)	This is the Minor ID you have registered with Medicare	CLL000000

OEC Location ID (Minor ID)	Auto-generated Minor ID used during OEC requests.	CLL90000
Sender	This is an email address	

GST & Income Tax

Field	Description	Example / Values
This practise is registered for GST (check box)		True / Yes / Checked
Tax Period	Describes when you lodge your Business Activity Statements.	Quarterly or Monthly
ABN Specified at	Describes the structure of the organisation using CareRight. Where a practice is the primary entity with an ABN, Practice should be chosen. Where a practice has multiple providers with their own ABNs; Medical Provider should be chosen. This influences invoice generation and bank reporting.	Practice or Medical Provider
Practice ABN	ABN Number used when *ABN Specified At* has been set to *Practice.*	
ABN Branch Extension	The Extension required when billing HSP (Hearing Services Program) items to government agencies	
GST Rate	This is the tax rate (percentage)	10%
Current Tax Period		

From	This is a Date field	Note: These dates should only be updated when your current GST/Tax reporting period is finalised. This sets the minimum date for all receipts in the system. Choosing future dates will cause revenue to be receipted as of the upcoming period.
To	This is a Date field	
Income Tax Exempt (check box)		True / Yes / Checked

Line Items

Print details	Select a preferred option for printing an invoice for a Line item.	Your description: Will print the "Your description" text entered to the item number instead of MBS description.

BPAY

Enable BPAY	Tick box to be enabled if BPAY is accepted.	
Biller Code Specified at	Specify if the biller code level	Practice, Medical Provider, Service Location
BPAY Biller Code (Practice)	Enter the Practice Biller code here • Service Location BPAY > Location > Service Location > Edit > BPAY • Medical Provider BPAY > Dashboard > Providers > Edit > BPAY	

Printing

Field	Description	Example / Values
Line Item print details	This is the level of printing on the patients invoice. (drop down)	Short description + item description for online claims

Search by Description	If enabled, user can search for an item by description	Disabled by default

Ageing

Field	Description	Example / Values
Referrals		
Number of extra days in the current period	Accounts are aged in 30, 60, 90 days. incrementing this value will add / subtract that number of days from the period.	with a value of 4 Accounts will be aged at 34, 64, 94 days With a value of -4 Accounts will be aged at 26, 56, 86 days
Last aged referrals on		
Accounts		
Last aged accounts on		

Transaction Means (6.73 Product Feature)

CareRight has a fixed list of "means" used when receipting as follows:

- Cash
- Cheque
- Credit Card (Manual)
- Eftpos (Savings A/C)
- Direct Deposit
- Cheque for External Payee
- Eftpos (Credit A/C)

An additional panel to enable/disable the different means. **Direct Deposit** is always enabled and cannot be changed.

To Edit the Accounting Setups

1. Select the **Edit** button on the Accounting Setup screen.

2. Updated / Complete the relevant fields (as above).

3. Select **Update Account Setup** button.

OEC Minor ID (v.6.67.1 Enhancement)

A new field called **OEC Location ID (Minor ID)** has been created to support the transmission of both Eclipse IHC claims and OEC requests. A separate Minor ID dedicated to OEC Requests is required in order to accommodate the backend complexities of Medicare systems used in multi-hospital installations of CareRight.

The OEC Minor ID is automatically generated from the configured Minor ID used in the broker.yml file. The number is identical to the minor ID used in broker.yml, except that the first numeric value of "0" is replaced with a "9":

Broker.yml Minor ID	Automatic OEC Minor ID
CLL00001	CLL90001
CLL00002	CLL90002
CLL00032	CLL90032
CLL09999	CLL99999
CLL00432	CLL90432

Verification

CareRights enables administrators to verify that the auto-generated OEC Minor ID correlates with the original Minor ID. This can be done by selecting **Run verification** (or **Verify again**) in the *Medicare* panel of the *Accounting setups* screen.

Medicare

Default Location ID (Minor ID)	CLL00000
OEC Location ID (Minor ID)	CLL90000

OEC Location ID has not been verified.
Run Verification

Sender	test.location306@humanservices.gov.au

Medicare

Default Location ID (Minor Id)	CLL00000
OEC Location ID (Minor ID)	CLL90000

OEC Location Id has been verified successfully.
Verify Again

Sender	test.location306@humanservices.gov.au

If the verification fails, then the OEC screen appears so that the issue can be investigated.