

# Reference Guide:

## Entering Interest Payments

### Overview

This document outlines procedures for entering interest adjustments. To follow this process, you **MUST** have an interest adjustment setup in your organization adjustment types configuration. See **Setting Up General Ledger & Adjustment Types Session Guide** if assistance is needed with adding an adjustment type.

### Procedure

1. Go to **Agency > Payments**.

- a. Select the Deposit you need to apply your interest to.
- b. Make sure your deposit total equals the amount of the remittance advice, including the interest to apply.

**Deposit**  
 System Deposit Number: 0000085  
 Bank Deposit Number: 12345  
 Deposit Date: 01/20/2022

Control Total	
Total Deposit Amount:	\$90.00
Total Receipts Recorded:	\$90.00
Misc. Cash:	\$0.00
Receipts Applied:	\$90.00
Receipts to Apply:	\$0.00
Remaining Receipts to be Recorded:	\$0.00

Receipts

Receipt Number	Pay Source	Receipt Amount	Applied Total
44556677	Blue Cross Blue Shield	\$90.00	\$90.00

[Edit](#) [Apply Payments](#)

2. Within your payment,

- a. select **Add** Adjustment if the interest adjustment is missing and enter the adjustment or,
- b. if the adjustment is present from the remit, select the **Actions** on the adjustment line and **Apply** adjustment, select **Accept**.

Adjustments

Adjustment Category	Adjustment Type	Group Code	Reason Code	Amount	Details	Actions
Claim	Interest	OA	225	\$1.40		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Apply</a> <a href="#">Review</a>

1 - 1 of 1 items

3. **Add** a payment line for interest, select the claim it applies to and enter the interest amount if it does not pull in from the 835 import (or if the deposit is a manual entry).

- a. **Add** payment and select **Accept** to save. This will populate two lines, one the original payment on the

claim and the other the interest payment.

**Add Payment** ✕

Select Claim

Claim-Invoice\*: 00000000389 - 00000000655

Billed Amount \$900.01

Reimbursement Amount \$2,815.09

Reimbursement Remaining (\$1.40)

Payment\*

Adjustments

Adjustment Category	Adjustment Type	Group Code	Reason Code	Amount	Details	Actions
No records to display.						

**Receipt**

Receipt Number: 1  
 Pay Source: Medicare

**Control Total**

Total Receipt Amount: \$11,116.49  
 Amount Applied: \$1,116.49  
 Amount to Apply: \$10,000.00

Last Name <input type="text"/>	First Name <input type="text"/>	Claim Start <input type="text" value="MM/DD/YYYY"/>	Claim End <input type="text" value="MM/DD/YYYY"/>
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Claim Start	Claim End	Billed Amount	Reimbursement A...	Current Payment ...	Total Adjustment ...	Reimbursement ...	
03/19/2018	05/17/2018	\$900.01	\$2,815.09	\$1,115.09	\$0.00	(\$1.40) *	<a href="#">Edit</a>
03/19/2018	05/17/2018	\$900.01	\$2,815.09	\$1.40	\$0.00	(\$1.40) *	<a href="#">Edit</a>

- b. Select **Post Receipt**, the claim will move to paid and zero dollars if a full payment was entered on the claim.

**Deposit**

System Deposit Number: 0000180  
 Bank Deposit Number: Medicare Interest  
 Deposit Date: 12/29/2020  
 Deposit Total Amount: \$1,116.49

**Note:** Once you apply both the payment and the adjustment, the reimbursement remaining will reflect accurately.