

## Reference Guide:

### Miscellaneous Cash

#### Overview

Use this procedure if you have miscellaneous cash/cash that is not tied directly to a claim to report.

#### Procedure

#### Setup

1. Navigate to **Administration > Misc. Cash Types**.
2. Click **Add**.
3. Select **Enabled**.
4. **Name** the misc. cash type.
5. Populate the **GL Code** to be associated with the journal entry.
6. Click **Accept**.

**Edit Miscellaneous Cash Type** [X]

Enabled	<input checked="" type="checkbox"/> Enabled
Name *	<input type="text" value="Donation"/>
GL Code *	<input type="text" value="1001"/>

[Close] [Accept]

#### Entering Misc. Cash

1. Navigate to **Agency > Payments**
2. **Add** receipt.
3. Select the receipt type of **misc. cash**.
4. Select the **misc. cash type** which specifies which GL code to associate the entry to.
5. Select the **Branch/Business line** to associate the entry to.
6. Click **Accept**.

**Tip:** At times there are provider adjustments applied to the remittance advice that are not linked to a claim. Besides for MISC cash, our software only records cash and provider adjustments linked directly to a claim.

MISC cash entries are entered as receipts only, no payments are applied to these entries.

To adjust a payment entry to report as misc. cash, the amount that pulls into the remittance advice would need to be edited to the misc. cash designation.

1. Navigate to **Applied Payments** screen.
2. **Delete** the entry you want to record as MISC. cash.
3. Navigate back to the **Receipts** screen within the deposit.
4. Follow the workflow above in entering your MISC. cash record.

**Example Adjustment Types** (not linked to a claim):

**CVD** - Covid-19 Accelerated and Advance Payment Recoupments - entries need to be entered as a negative dollar amount.

**WU** - The "WU" indicates that an unspecified recovery has been applied toward your payment.

**L6** - Used to report interest paid on claim. This adjustment code does not pull into the deposits. These are typically claim specific adjustments due to the timeframe of payment on the claim. You can choose to follow the interest workflow to report the interest directly to the claim, or the MISC. cash workflow to report it as a lump sum payment.

**Note:** If you do not want to record entries that are not directly linked to a specific claim as a misc. cash entry, we recommend editing the deposit to remove the amount in question and recording that amount outside of the software.

## Misc. Cash Reporting

### Cash Detail Report

Miscellaneous cash will be reported in the Cash Detail Report along with payments entered for the specified period. Misc. Cash and Cash payments will be separated by subtotals with a corresponding grand total, as shown below.

<b>Cash Sub-Total</b>				<b>\$568,909.50</b>
<b>Misc Cash Sub-Total</b>				<b>\$7,634.52</b>
<b>Grand Total</b>				<b>\$576,544.02</b>

### Month End Close

Within the Month End Close application, the value from the Cash Detail Report will be populated. This total does not impact the aging or revenue reporting. This item simply reports Miscellaneous Cash separate from Cash Payments for proper journal entry reconciliation as shown below.

Reconciliation Metric	Value	Report	Additional Details	Value	Report
AR Beginning Balance	\$166,360.40	<a href="#">Aged AR</a>	Miscellaneous Cash Received	\$1,200.00	<a href="#">Cash Payments Received Detail</a>
FFS Unbilled Amount	(\$8,433.40)	<a href="#">FFS Revenue and AR Detail</a>			
Episodic Unbilled Amount	\$45,676.43	<a href="#">Episodic Revenue and AR Detail</a>			
FFS Billed Amount	\$13,435.40	<a href="#">FFS Revenue and AR Detail</a>			
Episodic Billed Amount	\$15,993.63	<a href="#">Episodic Revenue and AR Detail</a>			
Adjustments	(\$1,119.04)	<a href="#">AR Journal Entry Detail</a>			
Payments Received	(\$5,642.17)	<a href="#">Cash Payments Received Detail</a>			
AR Ending Balance	<b>\$26,271.25</b>	<a href="#">Aged AR</a>			

[Close Period](#)