e-Financial Version 4

Accommodation Charges Setting

The following instruction will guide user on how to create:

- A new rate for an existing accommodation service code as of July, and
- A brand new accommodation service code/rate into MEDe-care

All existing accommodation service code/rate for a site are located:

e-Financial > Facility Setup > Service Setup

▪ Creating New Rate for an existing Service Name

1. Select 'Accommodation' from the Service Type drop down
2. Select an existing Service Name from drop down to new rate; i.e. P (Private) and click on '**Edit**' to display the service details; see below.

3. To add a new rate for the **Basic** portion of Private service charge (P-Basic) click on '**Edit**' to open the 'Rate Schedule' window as follow:

4. Click on '**Add Rate'**, select the **Effective date** from the calendar (2012-07-01), enter the effective amount for basic and hit Tab to calculate the daily rate.
5. Click on '**Save**'
   Note: Repeat the same process for any existing accommodation that requires rate change.

- **Creating a brand new accommodation service code and rate**

1. Select the 'Add New' to create a new Service Name

2. The screen displays the Service Details as follow;
Enter Service Name, Description, Bed License Type, MOH Category and check 'Bill in Advance' (if billing in advance)

3. Click on '**Save**', and then click on '**Add Charges**,' the following window opens
Enter service charge code, description, GL account, GL days, and service charge type;
Enter Effective Date, and rate and then hit Tab from the key board to display daily rate

Service Charge Details -- Webpage Dialog

Edit Service Charge Details

Service Charge Name/Code	P1 - Basic
Description (Appears on Invoice)	Private
Notes	
GL Revenue Account	4001B - Private - Basic
GL Days Account	9998P - Days - Private
Service Charge Type	Basic
Applicable Taxes	

☐ Is Subsidy

Rate Schedule

Effective Date	Charge Amount Per Billing Period	Charge Amount Per Day	End Date
2012-07-01	1674.14	55.04	

[Add Rate] [Delete Last Rate] [Update Rates] [Discard Rate Changes]

[Save] [Cancel]

4. Click on 'Save' and close the window
5. Click on 'Add Charge' again to set the preferred rate
   Enter the same information as above for preferred rate; see screen below
   Enter Effective date and rate, save and close service window

Service Charge Details -- Webpage Dialog

Edit Service Charge Details

Service Charge Name/Code	P1-Preferred
Description (Appears on Invoice)	Private
Notes	
GL Revenue Account	4001P - Private - Preferred
GL Days Account	9998P - Days - Private
Service Charge Type	Preferred
Applicable Taxes	

Rate Schedule

Effective Date	Charge Amount Per Billing Period	Charge Amount Per Day	End Date
2012-07-01	600.75	19.75	

Add Rate **Delete Last Rate** **Update Rates** **Discard Rate Changes**

Save **Cancel**