



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**

The screenshot shows the 'Service Setup' page within the 'e-Financials' module. The navigation bar includes 'Home', 'e-ADT', 'e-Assessments', 'e-Plan', 'e-Notes', 'e-MAR', 'e-Financials', 'POC', 'e-Reports', 'Settings', and 'My Account'. Below this, there are sub-navigation tabs: 'Information Post', 'Resident Process', 'Billing Process', 'Trust Process', and 'Facility Setup'. Under 'Facility Setup', there are further options: 'GL Setup', 'Banking Setup', 'Service Setup', 'Payment Agent Setup', and 'Export GL Transactions'. The main content area is titled 'Service Setup' and contains a 'Choose' section with two rows of controls. The first row has a 'Service Type' dropdown menu set to 'Accommodation', with 'Add New', 'Edit', and 'Delete' buttons. The second row has a 'Service Name' dropdown menu set to 'P', with 'Add New', 'Edit', and 'Delete' buttons. The 'Edit' button in the second row is highlighted with a red border.

### **▪ 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.

**Service Details**

**Service Name** P  
**Service Description** Private Basic  
**Statement Description** Private Basic  
**Charge Type** Monthly  
**Bed License Type** Private  
**MOH Category** Long-Stay - Private  
 Billed in Advance

Service Charge Name	Charge Type	Active	Effective Period Rate	Effective Rate Per Day	Actions
P- Basic	Basic	True	1619.08	53.23	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
P - Preferred	Preferred	True	547.50	18.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- 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:

**Rate Schedule**

Effective Date	Charge Amount Per Billing Period	Charge Amount Per Day	End Date
2011-01-01	1619.08	53.23	
2012-07-01	1674.14	55.04	

- 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.
- 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

The screenshot shows the 'Service Setup' interface. At the top, there are navigation tabs: 'Information Post', 'Resident Process', 'Billing Process', 'Trust Process', and 'Facility Setup'. Below these, there are sub-tabs: 'GL Setup', 'Banking Setup', 'Service Setup', 'Payment Agent Setup', and 'Export GL Transactions'. The 'Service Setup' sub-tab is active. The main area is titled 'Service Setup' and contains a 'Choose' section. In this section, there are two dropdown menus. The first is 'Service Type' with 'Accommodation' selected. The second is 'Service Name' with 'P' selected. To the right of each dropdown are three buttons: 'Add New', 'Edit', and 'Delete'. The 'Add New' button for the 'Service Name' dropdown is highlighted with a red box.

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)

The screenshot shows the 'Service Details' form. At the top right, there are three buttons: 'Add Charge', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box. The form contains several fields: 'Service Name' (text input with 'P1'), 'Service Description' (text input), 'Statement Description' (text input with 'Private'), 'Charge Type' (dropdown menu with 'Monthly'), 'Bed License Type' (dropdown menu with 'Private'), 'MOH Category' (dropdown menu with 'Long-Stay - Private'), and a 'Billed in Advance' checkbox which is checked.

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	

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	<input type="text" value="P1-Preferred"/>
Description (Appears on Invoice)	<input type="text" value="Private"/>
Notes	<input type="text"/>
GL Revenue Account	<input type="text" value="4001P - Private - Preferred"/>
GL Days Account	<input type="text" value="9998P - Days - Private"/>
Service Charge Type	<input type="text" value="Preferred"/>
Applicable Taxes	

### Rate Schedule

Effective Date	Charge Amount Per Billing Period	Charge Amount Per Day	End Date
<input type="text" value="2012-07-01"/> 	<input type="text" value="600.75"/>	<input type="text" value="19.75"/>	