



EMR Components Designed For Long Term Care

GL Account Maintenance

This area provides the means to add, edit, or delete GL Accounts. GL accounts are defined at the facility level. The ability to define a single account and distribute it to all facilities is planned for Version 2 which is tentatively scheduled for release in the summer of 2012.

**Gen Ledger**

- Enter Journal Entries
- G/L Account Activity
- G/L Account Maintenance**
- G/L Batches
- Recurring JE Maintenance
- A/R Periods
- Period Maintenance

**G/L Account Maintenance**

Maintain General Ledger Accounts

Facility:

Type:

Search for:

	ID	GL Acct No	Acct Description
<a href="#">Select</a>	1	1001-0000-000	CASH - GBT
<a href="#">Select</a>	558	1002-0000-000	CASH - REGIONS
<a href="#">Select</a>	2	1003-0000-000	CASH - MEDICARE REMITS
<a href="#">Select</a>	544	1004-0000-000	CASH-PAYROLL
<a href="#">Select</a>	561	1005-0000-000	Heritage First Bank
<a href="#">Select</a>	559	1006-0000-000	REGIONS PAYROLL

Each GL Account Type is grouped together and you can quickly change between types and facilities. The power of the Medeasy3 System is that you have the ability to look at and manage this information across Types and facilities all within the same work area. When changing types the GL Accounts associate with that grouping change a quickly as you change the Type. If you are in one type and want to compare Types across facilities the information also changes just as quickly for the relative facility.

**G/L Account Maintenance**

Maintain General Ledger Accounts

Facility:

Type:

Search for:

- Cash
- Account Receivable
- Inventory
- Fixed Assets
- Other Current Assets
- Other Assets
- Account Payable
- Other Current Liability
- Long Term Liability
- Equity Gets Closed
- Equity Does Not Close
- Equity Retained Earnings
- Revenue
- Other Revenue
- Operating Expense
- Cost of Goods Sold
- Other Expense
- Non Operating Expense
- Statistical

	Acct Description
<a href="#">Select</a>	CASH - GBT
<a href="#">Select</a>	CASH - REGIONS
<a href="#">Select</a>	CASH - MEDICARE REMITS
<a href="#">Select</a>	CASH-PAYROLL
<a href="#">Select</a>	Heritage First Bank

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## EMR Components Designed For Long Term Care

Within a Type grouping you have the ability to search by number or name relative to your search needs. If you wanted a quick view of all your cash accounts search for the word cash in the search bar and all GL Accounts are displayed relating to the search criteria "cash". When you select an account type in the drop down list, the search text box will be cleared and all accounts in the selected category (type) will be displayed.

**G/L Account Maintenance**  
 Maintain General Ledger Accounts

Facility:

Type:

Logged on as: charlieh

List New Edit Delete Info

Search for:  Search Clear

	ID	GL Acct No	Acct Description	GLPrimaryTypeDescription
<a href="#">Select</a>	1	1001-0000-000	CASH - GBT	Cash
<a href="#">Select</a>	558	1002-0000-000	CASH - REGIONS	Cash
<a href="#">Select</a>	2	1003-0000-000	CASH - MEDICARE REMITS	Cash
<a href="#">Select</a>	544	1004-0000-000	CASH-PAYROLL	Cash
<a href="#">Select</a>	471	1010-0000-000	CASH - 1ST NATIONAL BANK	Cash
<a href="#">Select</a>	355	1012-0000-000	CASH - MEDICARE REIMBURSE	Cash
<a href="#">Select</a>	356	1013-0000-000	CASH - AUDIT FEES	Cash
<a href="#">Select</a>	4	1014-0000-000	CASH - MONEY MARKET	Cash
<a href="#">Select</a>	3	1015-0000-000	PETTY CASH	Cash

If you enter something in the 'Search' text box, the search will be expanded to all account types and will display any accounts which match your search term. For instance, if you enter the word "Nurse" and press a listing of all accounts that have the word "Nurse" in the description will be displayed without regard to the account type. If you search for "6001", all accounts which have 6001 in the account number will be displayed. Search for number 5101 all of your Contractual Allowance accounts are displayed.

**G/L Account Maintenance**  
 Maintain General Ledger Accounts

Facility:

Type:

Logged on as: charlieh

List New Edit Delete Info

Search for:  Search Clear

	ID	GL Acct No	Acct Description	GLPrimaryTypeDescription
<a href="#">Select</a>	353	5101-1000-000	C/A PRIVATE R&B	Revenue
<a href="#">Select</a>	104	5101-2000-000	C/A SK-MEDICARE R&B	Revenue
<a href="#">Select</a>	105	5101-3000-000	C/A SK-MEDICAID R&B	Revenue
<a href="#">Select</a>	109	5101-4000-000	C/A SK-OTHER R&B	Revenue
<a href="#">Select</a>	106	5101-5000-000	C/A ICF-MEDICAID R&B	Revenue

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## EMR Components Designed For Long Term Care

Entering new GL Account information is initiated by clicking on the NEW button. Account types are predefined for all facilities. Each account must be assigned to one of the predefined account types. The account number can be up to 50 characters. The account description can be up to 100 characters.

**G/L Account Record**  
Edit Individual General Ledger Account

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GL Account Type:

GL Account Number:

GL Account Description:

Deleting GL Account information is initiated by clicking on the DELETE button. Accounts can be deleted if there is no transaction history. Once a transaction has been entered, deletion is prohibited (you will get an error message).

**G/L Account Record**  
Edit Individual General Ledger Account

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GL Account Type:

GL Account Number:

GL Account Description:

We can import your existing GL Account information into the Medeasy3 System or if you prefer to change up your GL Account numbers you now have the perfect opportunity. In addition if you're operating multiple facilities if you want to standardize the GL Accounts for all facilities simply set one facility up and we will populate the remaining facilities for you.



## EMR Components Designed For Long Term Care

Training access is available by clicking on the Medeasy Man. The information screen displayed will give brief tips and a link to training tutorials and videos.

**GL Account Maintenance Information**

Additional Info on the topic of this form

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**DEFINITION**

The GL Account Maintenance screen provides the means to add, edit, or delete GL Accounts.

Additional Comments:

- **Facilities** - GL accounts are defined at the facility level. The ability to define a single account and distribute it to all facilities is planned for Version 2 which is tentatively scheduled for release in the summer of 2012.
- **Account Types** - Account types are predefined for all facilities. Each account must be assigned to one of the predefined account types. When you select an account type in the drop down list, the search text box will be cleared and all accounts in the selected category (type) will be displayed.
- **Field Lengths** - The account number can be up to 50 characters. The account description can be up to 100 characters.
- **Deletion** - Accounts can be deleted if there is no transaction history. Once a transaction has been entered, deletion is prohibited (you will get an error message).
- **Searching** - If you enter something in the 'Search' text box, the search will be expanded to all account types and will display any accounts which match your search term. For instance, if you enter the word "Nurse" and press a listing of all accounts that have the word "Nurse" in the description will be displayed without regard to the account type. If you search for "6001", all accounts which have 6001 in the account number will be displayed.
- **Training Link** - [Financial Training](#)

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**Medeasy3 System's Financial Training Materials**

### Training Manuals

	<p><b>Tutorial #1 Attending Physician Information</b></p> <p>Learn how to manage physician information plus all facility contact types.</p>	10/11/2011
	<p><b>Tutorial #2 Admissions</b></p> <p>Quick overview of how the admissions functions work in the Medeasy3 System.</p>	10/11/2011
	<p><b>Tutorial #3 Payor Maintenance</b></p> <p>Learn how to manage basic payor information including private insurance.</p>	10/11/2011
	<p><b>Tutorial #4 GL Account Maintenance</b></p> <p>Learn how to quickly set up, manage and navigate through GL Accounts.</p>	10/13/2011

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