

Post Charges to Accounts Receivable

Location: Accounts Receivable > Post Charges to A/R

Overview

- Gathers billed charges for non-PPS payers to appear in Accounts Receivable.
- Updates the **Amount Billed** in A/R history after claims are prepared.
- Can also be rerun when charges have been added, deleted, or modified.

☐ **Video:** [Post Charges to A/R \(YouTube\)](#)

How to Run

- **Step 1:** Go to **Accounts Receivable > Post Charges to A/R**.
- **Step 2:** Select the **Month to be Transferred** — the same month you prepared claims for, or one needing updates.
- **Step 3:** Optional — enter a **Charges Cutoff Day** if you only want to post part of a month (useful for biweekly billing).
- **Step 4:** (Optional) Use filters if needed:
 - **Transfer Just One Chart #:** Check to post for one patient; leave unchecked for all.
 - **Program(s)/Payer(s):** Enter specific codes or leave blank for all.
- **Step 5:** Choose a print option:
 - **Print Detail:** Prints patient-level details.
 - **Print Summary Only:** Prints totals by

program/payer.

- **Step 6:** Optionally select **Remove Previously Posted Amounts** to delete prior postings for that month. Confirm when prompted.

Important Note: If your billing cycle covers two months, repeat these steps for both months to ensure all charges transfer correctly.

Post to Accounts Receivable

- **Option A – Create and View Charges:**
 - o Click **Create and View Charges** to preview before posting.
 - o Then click **Transfer Created Charges to A/R** to finalize. This generates a duplicate report for your records.
 - o Recommended if you want to verify the data before posting.
- **Option B – Create and Transfer Charges:**
 - o Performs both steps in one click — generates and transfers charges instantly.
 - o Ideal for quick posting when verification isn't needed.

Printing the Report

- (Optional) Click the printer icon to print.
- Use the **X** or **Close** button to exit the preview screen.

Validation & Follow-Up

- After posting, verify using **Report 05.17 – Compare A/R to Charges**.

Post Charges to AR

- This report checks for differences between visit/supply charges and A/R billed amounts.
- If no differences are found, the system will display:
"All A/R Amount Billed entries agree with the charges."

☐ ☐ **Related:**

- [Report 05.17 – Compare A/R to Charges](#)

Tip: Always run "Compare A/R to Charges" after posting to confirm billed amounts match visit data.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50270.aspx>