

Student Affairs Business Process Document
Created for: Sindecuse Health Center Revenue Disbursement
Revised: October 20, 2011 (Created June 16, 2011)

Revenue Disbursement

Background

In August 2010 a team with representatives from Sindecuse Health Center (SHC) and Student Affairs Business Operations met to determine how to report SHC revenue by department in the general ledger. The following process was implemented in September 2010. At implementation, assigning revenue for each department directly to the general ledger with an automated process was not possible. If in the future, that capability exists, it is recommended that SHC automatically assign revenues by department, rather than using a disbursement process.

Monthly Process - Clinic

A report that captures clinic revenue from the 29th of the prior month through the 28th of the current month (except in June when the June 30 Entry Process will be used) will be run on a monthly basis. The SHC Medical Systems Administrator will serve as the primary individual for running the report. The SHC Director of Business Services will be the back-up.

Total revenue per the report will be transferred from the clinic revenue clearing account (43-5303280-8983) to the following areas: counseling services (43-5303010-8983), pharmacy (43-5303120-8983), diagnostic services (43-5303140-8983), medical (43-5303160-8983), sports medicine (43-5303190-8983), nursing (43-5303220-8983), health education (43-5303240-8983 and social work (43-5303250-8983). The journal entry (JES) will be processed by the SHC Coordinator of Budgets and the SHC Director of Business Services will serve as back-up. The JES must be processed on a monthly basis, no more than two business days subsequent to the last business day of the month. If the JES is processed during the following month, the "Post to Prior Period" box must be checked when processing the entry. The SHC Director of Business Services will be responsible for ensuring timely and accurate recording of revenue to the general ledger and related record keeping.

Due to timing, slight variances in the amount of revenue reported in GLOW each month compared to the transfer amount each month are expected. To ensure that the variances are acceptable, the clearing account month end balance should be reviewed on a monthly basis. If a large variance (+ or -) arises, an in depth review should be completed at that time and a team of representatives, including the Director of Business Operations, Student Affairs, should be consulted.

EXAMPLE:

Clinic: January 31 43-5303280-8983 Balance = \$24,000

<u>Fund/CC</u>	<u>Department</u>	<u>Debit</u>	<u>Credit</u>
43-5303010-8983	Counseling Services	\$3,000	
43-5303120-8983	Pharmacy	\$3,412	
43-5303140-8983	Diagnostics	\$3,000	
43-5303160-8983	Medical	\$8,874	
43-5303190-8983	Sports Medicine	\$3,866	
43-5303220-8983	Nursing	\$1,145	
43-5303240-8983	Health Education	\$703	
43-5303280-8983	Clinic Revenue Clearing		\$24,000
Total		\$24,000	\$24,000

Monthly Process - Pharmacy

A report that captures pharmacy revenue received from the 29th of the prior month through the 28th of the current month (except in June when the year-end process will be used) will be run on a monthly basis. The SHC Medical Systems Administrator will serve as the primary individual for running the report. The SHC Director of Business Services will be the back-up.

Total revenue per the report will be transferred from the pharmacy revenue clearing account (43-5303280-8913) to pharmacy revenue (43-5303120-8913). The JES will be processed by the SHC Coordinator of Budgets and the SHC Director of Business Services will serve as back-up. The JES must be processed on a monthly basis, no more than two business days subsequent to the last business day of the month. If the JES is processed during the following month, the "Post to Prior Period" box must be checked when processing the entry. The SHC Director of Business Services will be responsible for ensuring timely and accurate recording of revenue to the general ledger and related record keeping.

Due to timing, slight variances in the amount of revenue reported in GLOW each month compared to the transfer amount each month are expected. To ensure that the variances are acceptable, the clearing account month end balance should be reviewed on a monthly basis. If a large variance (+ or -) arises, an in depth review should be completed at that time and a team of representatives, including the Director of Business Operations, Student Affairs, should be consulted.

EXAMPLE:

Pharmacy: January 31 43-5303280-8913 Balance = \$30,000

<u>Fund/CC</u>	<u>Department</u>	<u>Debit</u>	<u>Credit</u>
43-5303120-8913	Pharmacy Revenue	\$30,000	
43-5303280-8913	Pharmacy Revenue Clearing		\$30,000
Total		\$30,000	\$30,000

June 30 Entry Process

For the month of June, a monthly report that captures revenue from May 29th through June 30th will be run on the first business day of July. The June month end entry MUST be processed on the first business day of July. Other than this exception, the JES's will be processed in the same manner as the monthly entries.

Year End Clearing Process

After the year-end entries are processed, both the clinic revenue clearing account (43-5303280-8983) and the pharmacy revenue clearing account (43-5303280-8913) should equal ZERO. If any balance remains in either clearing account, it will be disbursed to the appropriate department, based on percentage of total revenues YTD, prior to year-end close. The SHC Medical Systems Administrator will serve as the primary individual for running the report and the SHC Clinic Systems Support Specialist will serve as back-up. The SHC Director of Business Services will be responsible for ensuring timely and accurate recording in the general ledger and related record keeping. At time of entry, the Director of Business Operations, Student Affairs should immediately be provided a copy of the report and journal entry.