

Charge Reconciliation Report

Overview

Note: Fields that appear in blue are from MaestroCare. Those in pink are from SAP, and those in purple are imputed (calculated) fields.

Field Name	Comments
MaestroCare Fund Code	MaestroCare Fund Code (only the FIRST fund code is taken)
MaestroCare Protocol ID	
MaestroCare Payment	The payment associated with that MaestroCare transaction
MaestroCare Summary Payment	The summed payment, of all MaestroCare transactions that occurred on the same day, with the same fund code
MaestroCare Payment Date	
HSP Account Name	
HSP Account ID	
Tech Prof	Technical or Professional charge
Provider Name	
SAP Posting Row	
SAP Company Code	
SAP Charge Amount	The charge amount associated with the SAP transaction
SAP Summary Charge Amount	The summed payment, of all SAP transactions that occurred on the same day, with the same fund code
SAP Date	
Org Unit BFR	Organizational unit
Org Unit Description	Text description of the organizational unit
Line Item Text	Line item text associated with the SAP transaction
Document Header Text	Document Header Text (note: Will only show up beginning in June 2016)
Reconciled	The results of the reconciled attempt (either found in both systems, or found in one system only)
MaestroCare Count	The number of times a unique MaestroCare transaction shows up (only relevant for when the transactions are found in both systems)
SAP Count	The number of times a unique SAP transaction shows up (only relevant for when the transactions are found in both systems)

A unique entry from MaestroCare is identified by a surrogate key (LOAD_SEQ_ID) that is inserted into the nightly load.

A unique entry from SAP is identified by the following:

1. Company Code
2. Posting Row
3. Fiscal Year
4. Source Doc Number
5. Reference

A match is found across the systems if:

MaestroCare Fund Code = SAP Fund Code

AND

MaestroCare Posting Date = SAP Document Date

AND

MaestroCare Transaction Line = SAP Transaction Line

AND

Any of the four following statements are true:

MaestroCare Payment = SAP Charge

OR

MaestroCare Summary Payment = SAP Charge

OR

MaestroCare Summary Payment = SAP Summary Charge

OR

MaestroCare Payment = SAP Summary Charge

For both MaestroCare and SAP, we are including a Summary Amount for each line item. The method for calculating the Summary Amount is shown below:

A MaestroCare Summary Payment is calculated by:

- Summing together all MaestroCare payments with the same fund code and date. An example is shown below, with three MaestroCare payments that were posted on 10/6/2014, under the Fund Code 2032841:
- Payment 1 (3.42) + Payment 2 (98.25) + Payment 3 (113.28) = MaestroCare Summary Payment (214.95).

MaestroCare Fund Code	MaestroCare Protocol ID	MaestroCare Payment	MaestroCare Summary Payment	MaestroCare Payment Date
2032841	PRO00027625	3.42	214.95	10/06/2014
2032841	PRO00027625	98.25	214.95	10/06/2014
2032841	PRO00027625	113.28	214.95	10/06/2014

If there was only one MaestroCare transaction under that fund code that occurred on a given day, then the MaestroCare Payment is equal to the MaestroCare Summary Payment.

A SAP Summary Payment is calculated in a similar method.

- Summing together all SAP payments with the same fund code and date. Each SAP payment will have a SAP summary payment. An example is shown below, with two SAP Charge Amounts that were posted on 11/22/2014, under the Fund Code 2032841:

- SAP Charge Amount 1 (-1.58) + SAP Charge Amount 2 (15.68) = SAP Summary Charge Amount (14.10).

SAP Posting Row	SAP Company Code	SAP Fund Code	SAP Charge Amount	SAP Summary Charge Amount	SAP Date	Org Unit BFR	Org Unit Description	Line Item Text
2	10	2032841	-1.58	14.10	11/22/2014	6860203060	Brain Stimulation an	PB GRANT PYT REV BCN03501563 11 24 14
2	10	2032841	15.68	14.10	11/22/2014	6860203060	Brain Stimulation an	PB GRANT PYT BCN03501562 11 24 14

Like the MaestroCare Summary, if there was only one SAP Charge Amount on that day, then the SAP Charge Amount is equal to the SAP Summary Charge Amount.

For when a match is found between MaestroCare and SAP, there are found different ways 'Reconciled' messages that may be displayed:

1. If the MaestroCare Payment (Individual Payment) equals the SAP Charge Amount (Individual Charge), the Reconciled column will display '**Yes, MaestroCare Payment Matches SAP Charge**'
2. If the MaestroCare Summary Payment (Summary Payment) equals the SAP Charge Amount (Individual Charge), the Reconciled column will display '**Yes, MaestroCare Summary Payment Matches SAP Charge**'
3. If the MaestroCare Summary Payment (Summary Payment) equals the SAP Summary Charge Amount (Summary Charge), the Reconciled column will display '**Yes, MaestroCare Summary Payment Matches SAP Summary Charge**'
4. If the MaestroCare Payment (Individual Payment) equals the SAP Summary Charge Amount (Summary Charge), the Reconciled column will display '**Yes, MaestroCare Payment matches SAP Summary Charge**'

Beyond joining on the amounts, date, and fund code, we also join using a generated number, the transaction line:

The transaction line indicates a unique combination of:

SAP:

- Document Date
- Fund Code
- SAP Charge Amount
- SAP Summary Charge

MaestroCare:

- Posting Date
- Fund Code
- MaestroCare Payment
- MaestroCare Summary Payment

The transaction line numbering starts at one, for each unique combination of the above, in both systems. This ensures that values can only match ONCE for each of the four methods described above for Reconciliation.

Running the Report

To run the report, you will search by:

1. Start Date
2. End Date
3. BFR(s) **or** Fund Code(s)

The screenshot shows a dialog box titled "Enter Values" with a close button (X) in the top right corner. The dialog is divided into four main sections, each with a label on the left and a corresponding label on the right:

- Enter BFR(s):** This section includes a text input field with a right-pointing arrow button next to it. To the right is a "Selected Values:" list box. Below the list box are "Remove" and "Remove All" buttons. The label "OrgUnit" is positioned in the top right corner of this section.
- Enter Start Date:** This section includes a text input field with a calendar icon to its right. The label "StartDate" is in the top right corner.
- Enter End Date:** This section includes a text input field with a calendar icon to its right. The label "EndDate" is in the top right corner.
- Enter Fund Code(s):** This section includes a text input field with a right-pointing arrow button next to it. To the right is a "Selected Values:" list box. Below the list box are "Remove" and "Remove All" buttons. The label "Fund Codes" is in the top right corner.

At the bottom right of the dialog, there are "OK" and "Cancel" buttons.

Enter Fund Code(s):

Enter value here

3839627

Selected Values:

Click to move value over

If you search by BFR, all fund codes under that BFR will be returned. You cannot search by BFR and Fund Code – you must choose one or the other. If you enter in ANYTHING under BFR, it will override anything entered in Fund Code.

Once you have run the report, you should export to Excel. You can see a list of fund code(s) you search for in Excel – if you would like to filter, you will need to delete the header rows, until only the colored header rows (light blue for MaestroCare, pink for SAP, and navy blue for calculated values).

1	MaestroCare Fund Code	MaestroCare Protocol ID	MaestroCare Payment	MaestroCare Summary Payment	MaestroCare Payment Date	HSP Account Name	HSP Account ID	Tech Prof	Provider Name	SAP Posting Row	SAP Company Code	SAP Company S
2												
3												
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To filter in Excel, you will also need to delete the **Professional** and **Hospital Billing** links (which are at the bottom of the report).

Now, you can filter by items of interest. If you would like to see which items are reconciled, you will need to filter by the entries in column 'U', 'Reconciled'.

Professional and Hospital Billing

The links to the Hospital Billing and Professional Billing sub-reports will only work in the Business Objects environment.

2930072 PRO00046510 72.64 596.80

[Hospital Billing Detail \(Click to view\)](#)

[Hospital Billing Detail](#)

Click to view (only works in Business Objects environment)

[Professional Billing Detail \(Click to view\)](#)

[Professional Billing Detail](#)

Additional Notes:

The MaestroCare data is updated nightly, and is one day behind.

The SAP data is updated monthly, and contains the YEAR TO DATE data. The data from SAP is updated every month, on the 12th, with the exception of July. In July, the data is updated on the LAST DAY OF THE MONTH (July 31st). This is to allow for year-end closing.

Security

Note – Security is **not** applied for SAP charges. For MaestroCare charges, security functions in a similar manner to the RSH 010 report. If you are associated with a specific protocol in MaestroCare, you will be able to see charges for it. If you are not, you will not be able to see these charges.