



**Release Notes**

**ePay Release Notes**  
**Release Date: September 24, 2019**



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## User and Contact Manager

### Enhancement Details:

<b>Current State (Prior to this Release)</b>	Users access the <b>User Manager</b> page to search and edit users, and <b>Contact Manager</b> to add and search for contacts.
<b>Problem Statement</b>	<p>One area houses all user and contact functionality – the User &amp; Contact Manager page.</p> <p>User Manager - RETIRING Contact Manager - RETIRING</p> <p>Summary of Improvements</p> <ul style="list-style-type: none"> <li>• Improved layout for filters and search options</li> <li>• Sorting on all columns</li> <li>• Quick Filter to immediately search results</li> <li>• Additional information displayed on main screen</li> <li>• Faster results</li> <li>• Integration of hospital contacts and users into one location</li> </ul>

**Solution Details**

### Searching for Users and Contacts

Search for users by filtering results or using the quick filter when you want to narrow down results. You can change the order in which the columns appear by clicking on a column header

**User & Contact Manager**  
Use the fields below to search for users and contacts or [Add a new one](#).

First Name:   
 Last Name:   
 Email Address:   
 Quick Filter:   
 Enabled?:

User Type:   
 Admin Type:   
 Contact Type:   
 Hospital:   
 Supplier:

Email Address	User Name	First Name	Last Name	User Type	Admin Type	Contact Type	Contact Role	Relationships	Permissions	Impersonate	Edit
<a href="mailto:GHXProvider@ghx.com">GHXProvider@ghx.com</a>	GHXProvider	GHX	Provider	Hospital		Hospital		ABC Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[Edit User]"/>
<a href="mailto:provider@ghx.com">provider@ghx.com</a>	provider	Provider	Test	Hospital		Hospital		ABC Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[Edit User]"/>
<a href="mailto:patient@ghx.com">patient@ghx.com</a>	patient	Patient	Steen	Admin	Customer Admin	Hospital		BEAUFORT MEMORIAL ABC Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="[Edit User]"/>

[Export to Excel](#)

### Creating a New Contact

When creating a new contact, click on (Add a new one) and fill in the necessary information.

- **Contact Information** –Fill in all the required fields.

**Contact Information**

Contact Enabled?  Enabled  Disabled (Will not receive notifications)

Contact Type:

First Name:

Last Name:

Email Address:

Phone Number 1:

Phone Number 2:

Address Line 1:

Address Line 2:

City, State & ZipCode:

Allow User Login?  Enabled  Disabled

- **Contact Roles** –Each contact and user can be given a role for better clarification

	<b>Contact Role(s)</b>														
	<p>IT Contact <input type="checkbox"/></p> <p>AP Contact <input type="checkbox"/></p> <p>CFO <input type="checkbox"/></p> <p>Dir. Supply Chain / Procurement <input type="checkbox"/></p> <p>Director of Finance <input type="checkbox"/></p> <p>Treasurer <input type="checkbox"/></p> <p>AP Manager <input type="checkbox"/></p> <p>AR Manager <input type="checkbox"/></p> <p>Finance Manager <input type="checkbox"/></p> <p>Controller <input type="checkbox"/></p> <p>Program Administrator <input type="checkbox"/></p> <p>AP Staff <input type="checkbox"/></p> <p>AR Staff <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>														
	<p><b>Notifications</b> –Each contact and user can be configured to receive available notifications</p>														
	<table border="1"><tr><td><b>Notifications</b></td><td></td></tr><tr><td>Expected File not received</td><td><input type="checkbox"/></td></tr><tr><td>Pending Exception(s)</td><td><input type="checkbox"/></td></tr><tr><td>File Import Summary</td><td><input type="checkbox"/></td></tr><tr><td>Credit Funding</td><td><input type="checkbox"/></td></tr><tr><td>Debit Funding</td><td><input type="checkbox"/></td></tr><tr><td>File Errors</td><td><input type="checkbox"/></td></tr></table>	<b>Notifications</b>		Expected File not received	<input type="checkbox"/>	Pending Exception(s)	<input type="checkbox"/>	File Import Summary	<input type="checkbox"/>	Credit Funding	<input type="checkbox"/>	Debit Funding	<input type="checkbox"/>	File Errors	<input type="checkbox"/>
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**Enhancement Details:**

### Creating a New User

Make a contact a user but clicking the Enable button.

Allow User Login?  Enabled  Disabled

Fill out the required fields below. Add login information and security settings

#### System User Settings

**User Info**

User Name:

User Type:

Admin Type:

Regions:  East  West

[Open Permissions](#)

**User Account Management**

User Enabled?  Enabled  Disabled

Account Locked?  Locked  Not Locked

Send Welcome Email?

Password:  Re-enter Password:

Security Question #1:  Security Answer #1:

Security Question #2:  Security Answer #2:

[Save](#) [Copy User](#)

Click on [Open Permissions] and select the check box(es) to which the user needs access.

#### Permissions

System Permissions

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User Permissions

Impersonate Users: <input type="checkbox"/>	Pending Edit: <input type="checkbox"/>	Pending Delete: <input type="checkbox"/>
Term Override: <input type="checkbox"/>	Reconciliation: <input type="checkbox"/>	Value Calculator: <input type="checkbox"/>
	Dashboard Access: <input type="checkbox"/>	On Demand Reports: <input type="checkbox"/>
	Hospital Customer Profile: <input type="checkbox"/>	

### Editing Users and Contact

A user or contact can be edited by clicking (Edit) and changing the necessary fields.

**Add On-Demand Report Scheduling**

**Enhancement Details:**

<b>Current State (Prior to this Release)</b>	Only specific reports are available to be scheduled. This is indicated by the “check-mark” next to the report on the mail report listing.
<b>Problem Statement</b>	There is a need for the ability to schedule certain On Demand Reports.

**Solution Details**

On-Demand Reports users can have reports delivered to them via email at scheduled intervals.

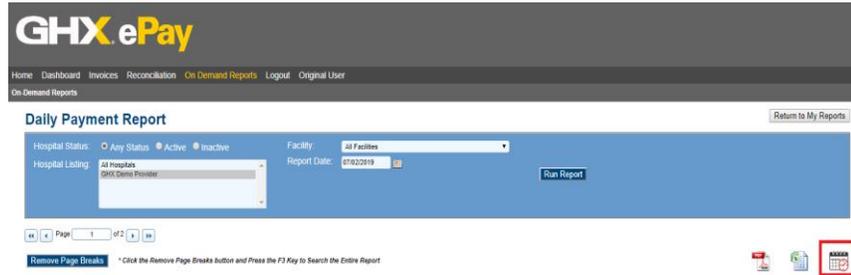
- After running a report, the user can click the “Schedule” link and set up a recurring schedule
- Each report has specific criteria allowed. For example, a monthly report cannot be run daily
- Some reports have further restrictions on when they can be run, for example, the VCard Reconciliation report can only be run on the 5<sup>th</sup> day of the month or after
- Users can set a friendly name for each scheduled report

1. Access the reporting feature from the ePay Home page. Reports available to a user are listed, based upon the job function of the user.
2. Select the schedulable report to be run.

**My Reports**

Report Name	Report Description	Schedulable
<b>HOSPITAL REPORTS</b>		
Daily Payment	Details all ACH and VCard transactions paid for the day selected	✓
Daily Upload	Details all transactions uploaded for the day selected	✓
Deleted Invoice Search	Invoice Search for Pending Deletes / Payment Rejections	
MRE Batch	Summarizes card batches by facility, supplier name, and batch ID (data is only available if MRE feature is being used)	
My Scheduled Reports	Your scheduled reports	
Payment to Upload Reconciliation	Month end report that includes any payments in pending at month end. Allows you to reconcile processed payments per the application to payments uploaded through file transmissions	✓
Provider Override	Details the transactions where a provider override was completed and rebate was lost. This report includes a calculation of the financial impact	✓
Quarterly Business Review	Quarterly report summarizes payment by type and any associated rebates or savings	
Rebate Maximization Month End	Month end report summarizes processed payments by payment type	✓
Settlement Files	Allows you to view/access historical settlement reports	
Supplier Listing	Lists all suppliers (including aliases) setup for processing through the application	
Total Payments By Supplier	Total Payments made to one or more selected suppliers for selected time period	✓
Virtual Card Reconciliation	Month end report reconciling card payments to your card statement per issuing bank. This report also provides total remittances paid, but unsettled as of the reporting date	✓
Working Capital Month End	Month end report summarizes processed payments by payment type. Includes total amount on the line of credit due and payable per the due date on the report	✓

3. You must run the report once to establish parameters for scheduling the report. Select applicable filters and click “Run Report” as you would have in the past.
4. Once the report has generated, click on the Calendar/Clock icon.



5. Scheduler Settings will now appear.

Enhancement Details:

Current State (Prior to this Release)

### Schedule Settings

This report includes using the following filter(s): Hospital  
When running on the schedule, the PREVIOUS month will be the default Month/Year settings for this report

**Hospital: GHX Demo Provider**

Schedule:  Day  of the month(s) Start Time:

January  February  March  April  
 May  June  July  August  End Date  
 September  October  November  December

Report Schedule Name:

Disabled:

Report Format:  EXCEL  PDF

[Schedule the Report](#)

1. On this screen you will be able to configure your report to run on a recurring schedule for a given time frame for a given period and choose the report format. Click Schedule the Report.
2. Viewing Settings for a previously configured report:
 

**Current Schedule and Run Information**

This report is scheduled to run at 8:00 AM on day 1 of every Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Schedule Name: Demo Report Schedule

Task ID:	15	Time Next Run:	08/01/2019 @ 08:00:00
Running Now:	No	Time Last Run:	
Disabled:	No	Last Run:	
Report Format:	Excel	Time Created:	07/24/2019 @ 03:25:57

**Schedule Settings**

This report includes using the following filter(s): Hospital  
 When running on the schedule, the PREVIOUS month will be the default Month/Year settings for this report

**Hospital: GHX Demo Provider**

Schedule:  Day  of the month(s) Start Time:

January  February  March  April  
 May  June  July  August  End Date  
 September  October  November  December

Report Schedule Name:

Disabled:

Report Format:  EXCEL  PDF

[Delete Schedule](#) [Update Schedule](#)
3. New On-Demand Report to show your scheduled reports:
 

**My Scheduled Reports** [Return to My Reports](#)

[Refresh Data](#)

You can enable/disable the schedule by clicking the check-checkbox(es) in the Enabled column. You can also delete and run the schedule using the icons on the right.

Report Name	User Schedule Name	Report Format	Enabled	Last Run	Next Run	Schedule Description	Currently Running	Actions

Add New Unreconciled Invoices Report

Enhancement Details:

Current State (Prior to this Release)

- Currently only specific reports are available to be scheduled. This is indicated by the “check-mark” next to the report on the mail report listing
- After running a report, the user can click the “Schedule” link and setup a recurring schedule.
- Each report has specific criteria allowed. For example, a monthly report cannot be run daily.
- Some reports have further restrictions on when they can be run, for example the VCard Reconciliation report can only be run on the 5<sup>th</sup> day of the month or after.
- Users can set a friendly name for each scheduled report.

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 Last Modified 9/25/2019

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**Enhancement Details:**

<p><b>Problem Statement</b></p>	<p>Users need for a new On-Demand report that shows a list of invoices which have not been reconciled in the system. These are the same invoices that would show via the “Invoices” page by using a settlement date range and the “Show Unreconciled Only” checkbox.</p>																																																																						
<p><b>Solution Details</b></p>	<p>On-Demand Reports which allow users to have reports delivered to them via email at scheduled intervals.</p> <div data-bbox="516 464 1409 919" style="border: 1px solid black; padding: 5px;"> <p><b>Unreconciled Invoice Search</b></p> <p>Hospital Status: <input type="radio"/> Any Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p> <p>Filter Hospitals: <input type="text"/></p> <p>Hospital Listing: <input type="text" value="All Hospitals"/>  <input type="text" value="ABC Hospital ePay"/></p> <p>Report Start Date: <input type="text" value="04/01/2019"/></p> <p>Report End Date: <input type="text" value="04/30/2019"/></p> <p>Supplier: <input type="text" value="GE HEALTHCARE NOH"/></p> <p>Payment Type: <input type="text" value="Any Type"/></p> <p>Facility: <input type="text" value="All Facilities"/></p> <p><input type="button" value="Search"/></p> <p><small>* Click the Remove Page Breaks button and Press the F3 Key to Search the Entire Report</small></p> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Supplier Name</th> <th>Facility</th> <th>Hospital</th> <th>PaymentType</th> <th>Invoice Date</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$31,454.00</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$12,054.20</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$11,233.50</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$10,355.29</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$9,801.00</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$8,758.50</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$7,987.22</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$6,317.89</td></tr> <tr><td>9999999</td><td>GE HEALTHCARE NOH</td><td></td><td>ABC Hospital ePay</td><td>Card</td><td></td><td>\$5,806.14</td></tr> </tbody> </table> </div>	Invoice Number	Supplier Name	Facility	Hospital	PaymentType	Invoice Date	Invoice Amount	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$31,454.00	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$12,054.20	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$11,233.50	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$10,355.29	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$9,801.00	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$8,758.50	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$7,987.22	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$6,317.89	9999999	GE HEALTHCARE NOH		ABC Hospital ePay	Card		\$5,806.14
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