



Resident Management
Update RGI Tables

August 2008

Effective August 1, 2008, the new authorized charge rates established by Manitoba Health come into effect. This results that you must update your **Rent Geared for Income Table**. This table contains the income ranges and their corresponding authorized charge rate. Once you have updated this table Resident Management will calculate the correct rate for any resident that you enter an income amount in the Resident Maintenance Financial window. The following is the suggested procedure for updating your RGI table and completing your Mass Rent update:

We recommend that this update not be done before August 1st, 2008.

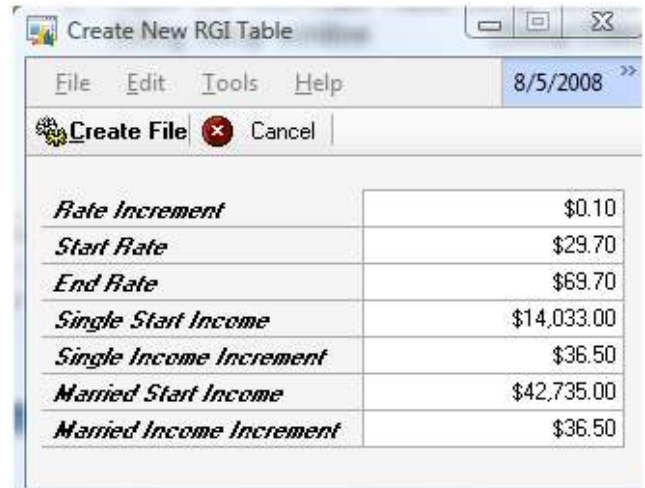
1. For the Residents that you have an income amount from their 2007 tax assessment, enter these new amounts in the Income field in the Resident Financial window.

The screenshot shows the 'Resident Financial' window. The 'Income' field is set to '\$2500000' and the 'Payment Type' dropdown is set to 'CASH'. A red circle highlights the 'CASH' option in the dropdown menu. The 'Sample RGI Rate' is \$25.10. There is a checkbox for 'Do Not Use Trust' which is unchecked. Below the form is a table with columns: Allow, Billing Code ID, Description, and Type.

Allow	Billing Code ID	Description	Type
<input checked="" type="checkbox"/>	ADMIT	Admitting Fee	Trust
<input checked="" type="checkbox"/>	ALTER	Alterations	Trust
<input checked="" type="checkbox"/>	BLUE	Blue Cross	Trust
<input checked="" type="checkbox"/>	CABLE	Cable TV	Trust
<input checked="" type="checkbox"/>	CASH	Petty Cash Withdrawal	Trust
<input checked="" type="checkbox"/>	COUR	Courier Services	Trust
<input checked="" type="checkbox"/>	DENT	Dentist	Trust
<input checked="" type="checkbox"/>	GEN TRSF	General Account Transfer	Recvy
<input checked="" type="checkbox"/>	HAIR	Haircare	Trust
<input checked="" type="checkbox"/>	MTS	Manitoba Telephone system	Trust
<input checked="" type="checkbox"/>	RENT	Rent	Recvy
<input checked="" type="checkbox"/>	RENT ADJ	Rent Adjustment	Recvy
<input checked="" type="checkbox"/>	STORES	Bar/Canteen/Stores	Trust

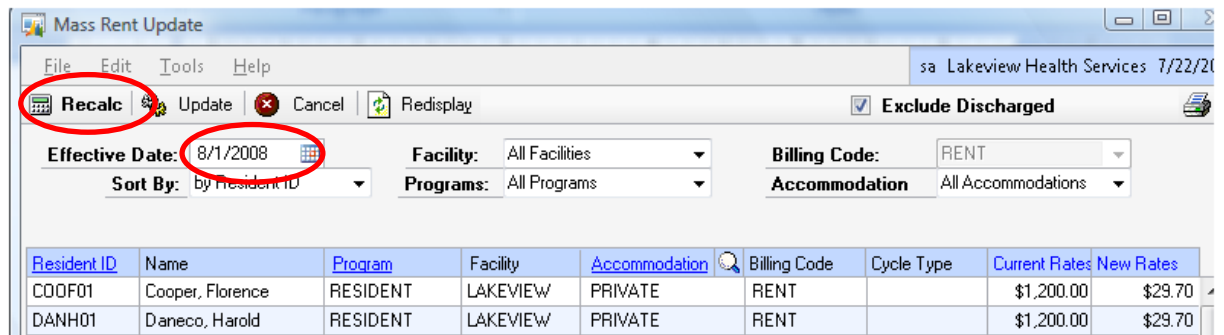
2. Open the RGI Rate Table Setup window by clicking the **RGI Setup** button on the Billing Setup window (Setup\Sales\RMS Setup\Billing).

- Click on the **Create File** button and enter the following information.
- Once you have entered the figures above, click on the **Create File** button. This will create the new August 2008 Table of Residential/Authorized Charges. Hit the x or cancel to exit out of the window once completed.



You may want to verify some of the lines in the table to ensure you correctly keyed in the above information.

- The next step is updating each resident rate using the Mass Rent Update window (Cards\RMS Cards\Mass Rent Update).
- Click on the Recalc button. This will update the rates for all the residents that have an income amount in their Resident Financial window (See step 1). **It is very important that the date field is August 1st, 2008. If your system date is not set to August 1st, 2008 it will not show up correctly.**



Please Note: Any residents that have \$0.00 assigned as their income amount in the Resident Financial window will now be updated to the minimum rate of **\$29.70**. All residents that have outstanding rate appeals or have not been assigned a valid income amount should be manually verified.

- The last step is to click the **Update** button. This will update all of your residents Rent Log as of August 1st, 2008 with their new rate.