



# How to Do a Weekly Account Entry (WAE) for Health Care

## QUESTION

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How do I complete a WAE (Weekly Account Entry) for a Health Care Unit?

## ANSWER

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1. Go to **Weekly Entries > WAE - One Time**.
2. Click on **Add**.
3. Click the *Post To* dropdown and select the document(s) where your weekly account entry data should be posted: WOR only; Client Invoice & WOR; or Client Invoice only.
4. Input the unit number for which you are recording this weekly account entry or click the *Unit No.* dropdown to select it.
5. Input the subsection number for which you are recording this weekly account entry or click the *Subsection No.* dropdown to select it.
6. Input the account number for which you are recording this weekly account entry or click the *WOR Account No.* dropdown to select it.
  - a. This is the account number to which the entry will be charged.
7. Input the description of the reason why you are recording this weekly account entry into the *WAE Description* field.
8. Input the weekly amount in the *WAE Amt.* field.
9. Click on **Save** when done adding all needed WAEs.
10. Click **OK** on the confirmation message.

