McKESSON
Empowering Healthcare

STAR 2000™

STAR FINANCIALS GENERAL ACCOUNTING REFERENCE GUIDE
Materials Management Reports Volume

Release 17.0
October 2011

I17000021

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Publication date

October 2011

Produced in Cork, Ireland.

Product and version

STAR 2000 Release 17.0

Publication number

I17000021

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Preface

This volume of documentation provides detailed information about the reports of the STAR Financials Materials Management System. The first chapter, Generating and Printing Reports, explains general information about using the system to create reports. This volume contains a list of available reports. The reports are listed alphabetically by system name.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys display according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords display as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

ENTER
ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system display in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts display at the bottom of many STAR screens when the system requests an entry or displays a message. Prompts display in this document italicized and indented from the rest of the text. For example:

Enter patient name--

Field Characteristics

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.
- For X-YY-Z field types, where:
  - X is the maximum number of characters permitted in the field:
    - P for a field length determined by a Parameter
    - T for a field length determined by a Table
    - U for a field having an Undefined length
  - YY is the type of entry technique permitted in the field:
    - A for Letters only
    - N for Numerals only
    - C for Characters (including punctuation)
    - AC for Letters and Punctuation only (no numbers)
    - NC for Numerals and Punctuation only (no letters)
    - AN for Numerals and Letters only (no punctuation)
  - Z is the requirement indicator of the field:
    - R if an entry is required to complete the function

      NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.
    - O if an entry is Optional to complete the function
    - C if an entry is Conditionally required or optional
  - For YY-Z field types, where YY is:
    - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.
    - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.
    - DATE for a field subject to the date entry conventions described in the *General Information Volume*.
    - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

    NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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Introduction

The *STAR Financials General Accounting Reference Guide* includes two volumes for the Materials Management system – *Processes* and *Reports*. This *Materials Management Reports Volume* describes and illustrates the various reports available in the Materials Management system, and is divided into the following chapters:

Chapter 1: Generating and Printing Reports

This chapter explains how to create and print reports in STAR.

Chapter 2: Table Reports

This chapter contains examples of Materials Management code table reports.

Chapter 3: Master File Reports

This chapter contains examples of Materials Management master file reports, plus Bin Labels, the Patient Charge Sheet, and Bar Code Labels.

Chapter 4: Working Reports

This chapter contains examples of inventory-related Demand and Batch process reports.

Chapter 5: PO-Related Reports

This chapter contains examples of purchase order-related Demand and Batch process reports.

Chapter 6: History and Analysis Reports

This chapter contains examples of history and and analysis reports generated during the Demand and Batch processes.

Chapter 1 - GENERATING AND PRINTING REPORTS

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INTRODUCTION

The first part of this chapter contains general information about generating and printing reports via the Spooler function. The second part contains examples of Table Reports. Information regarding the Table files can be found in Chapter 2: Tables of the *Materials Management Processes Volume*.

GENERATING YOUR REPORTS

Reports can be generated in various locations throughout the Materials Management system. Refer to individual report explanations in this volume for details on generating specific reports.

NOTE: Although a report can be generated either manually or through the batch process, it will not print automatically if the print parameter is Demand. It will, however, remain spooled for as long as the retention parameter is set.

Demand Print

The Demand Print function enables you to print or reprint reports that have been spooled to the disk using the system spooler.

If the report is specified to be a Demand Report in the report definition process, it is available for Demand Printing as soon as the report has finished spooling to disk.

If the report is specified to be an Immediate Print Report, it is available for Demand Printing if it is spooled to disk and the Immediate Print has completed.

Demand Print can be used for:

- Controlling the print order of reports. This permits you to define batches of reports in an order that best suits your needs.
- Reprinting of reports. This permits you to reprint up to a specified number of days after the report is created.

When a report is spooled it is placed in a queue. There are two queues in the system:

- The Print queue holds all reports waiting to print on a device. Once that device is available and all print criteria are satisfied (criteria such as: the queuer is running, the report and printer are defined as active, any specified print time has been reached and the correct form is on the printer), the system prints the report and moves it to the demand queue for that printer.
- The Demand queue contains reports available for reprint. Reports specified as demand reports go directly to the demand queue rather than passing through the print queue. The demand queue consists of previously printed reports and reports specified as demand reports. These are the reports available to the demand print process and are deleted from the demand queue when the retention time specified in the report definition is exceeded.

To access the Demand Print function, select **Demand Print** from the Spooler Management menu (which is typically an option in Financial System Management).

```
                 General Hospital Spooler Management Processor
                                                Tue Sep 23, 2008 05:14 pm
Spooler Management Input Options

            Option No.  Option
            ----------------------------------------
                1       Reports Maintenance
                2       Printer Maintenance
                3       Forms Maintenance
                4       Assign a Form to a Printer
                5       Define Batch Report Groups
                6       Print Control Maintenance

                7       Queue Control
                8       Print Job Control
                9       Disabled printer display
               10       Demand Print
               11       View Spooled Reports
               12       Write Reports to Tape
               13       Print Special Forms
               14       Spooler Control Reports
               15       STAR Fax
Enter option number--10
```

After you select **Demand Print**, the system displays the following screen. The system will use these parameters to build the Demand Print set of reports.

```
                    General Hospital Demand Print Processor
                                                Wed Apr 05, 2000 10:38 am

( 1)Source printer      : 247 - LINE PRTR, QA LAB
( 2)Reports/batch       : FFORMS - FBR900A,FFR100A,FFR120A,FFR121A,FFR150A,FCR1
( 3)Starting date       : Sat Apr 01
( 4)Starting time       : 4:00pm
( 5)Ending date         : Tue Apr 04
( 6)Ending time         : 12:00midnight
( 7)Queue name          : System
( 8)Destination         : 247









Enter field number or '/' starting field number--
```

Field Explanations

1. SOURCE PRINTER (T-C-R) or (TABLE LOOKUP-R)
Enter the printer to which the report(s) were originally directed.

2. REPORT/BATCH (1-A-O)
Enter **B** to specify Batch or **R** to specify Reports. If you enter **B**, you can select from a list of predefined report batches. If you enter **R**, you can select report name(s) from a list of all reports currently available for printing.

3. STARTING DATE (DATE-O)
Enter the date to begin searching for the selected reports. The report must have completed generating on or after this date to be included in your selection criteria. Enter six digits for the date (for example, enter **040500** for April 5, 2000).

4. STARTING TIME (TIME-O)
Enter the time to begin searching for the selected reports. The report must have completed generating at or after this time to be included in your selection criteria. Enter the time in military format (for example, enter **1000** for 10:00 am; **1600** for 4:00 pm; **0000** for 12 midnight; **1200** for 12:00 noon).

5. ENDING DATE (DATE-O)
Enter the date to stop searching for the selected reports. The report must have completed generating on or before this date to be included in your selection criteria. Enter six digits for the date (for example, enter **040500** for April 5, 2000).

6. ENDING TIME (TIME-O)
Enter the time to stop searching for the selected reports. The report must have completed generating at or before this time to be included in your selection criteria. Enter the time in military format (for example, enter **1000** for 10:00 am; **1600** for 4:00 pm; **0000** for 12 midnight; **1200** for 12:00 noon).

7. QUEUE NAME (U-C-O)
Enter the name of the queue where you want to place the selected report(s).

8. DESTINATION (T-C-O) or (TABLE LOOKUP-O)
This field specifies the destination to which you want to route the selected report(s). This may differ from the original destination to which the report was routed.

If fax capability is enabled, when you access this field the system displays the following prompt:

Enter printer(P), or fax report(F)--

Enter **P** to route the report to printer(s). Enter **F** to fax the report.

- If fax capability is not enabled or if you enter **P** to route the report to a printer, the system prompts you to select a printer.

- If you enter **F** to fax the report, the system displays the following prompt:

  First letters`-` for list, or NL to enter information--

Enter a hyphen (-) to select a fax destination from a distribution list, or press ENTER to enter the fax destination manually.

After you specify the fax destination, the system displays the following prompt:

Enter override comment--

The override comment appears in the Fax audit trail, which is reviewed regularly by the Fax Administrator. Suggested information to enter for this comment would be your name and phone extension and some brief description.

Once you enter these parameters and accept the screen, the system searches the available reports and displays the following message:

Compiling list! Please wait!

Once the report completes, it is placed in a temporary file for review.

NOTE: If the Batch option is selected, all reports defined for the batch must have completed before processing can begin (except for reports marked as not required for completion in the batch definition). If any of the reports are incomplete, each report name displays on the screen so you can see which reports still need to be completed before the batch is available. If there was a problem with a report during generation, the system error displays with an asterisk (*) to indicate that you should contact your McKesson representative to correct and re-run the report.

When displaying the incomplete reports, any comment associated with the report at generation displays in dim video. Otherwise, the system displays the report description.

If you want to print some of the reports which have completed, choose the Reports option to select those reports.

The system displays the selected report(s) for review. You can delete report(s) from the batch or sort the reports into a specific order for printing:

Move (M), Change number of copies (C) or Remove from list (R)--

Upon completion of the sort/copy option, the system queues the selected reports, in the specified order, to the destination printer. As the system reviews the queue, it determines if the printer is available, prints the reports and displays the following:

Queueing!

Reports can be generated in various locations throughout the Materials Management system. Refer to individual report explanations in this volume for details on generating specific reports.

NOTE: Although a report can be generated either manually or through the batch process, it will not print automatically if the print parameter is Demand. It will, however, remain spooled for as long as the retention parameter is set.

REDIRECTION OF REPORTS

Selected Materials Management reports can be generated through Demand Reports and at the time of printing, you can redirect the printing to a different printer/port.

To redirect the reports, the following criteria must be met in Reports Maintenance:

- The **When Printed** field must have the value of Immediate.
- The **Printer** field must have more than one Printer/Port assigned.
- The Non-Entity-Specific Copy (for example, GMRPIW) and Entity-Specific Copy (for example, GMRPIWCF) must be set up in exactly the same way.

The following is a list of reports that can be redirected in Materials Management:

1. GMRPIP - Picklist Worksheet*
2. GMRPIW - Physical Inventory Worksheet
3. GMRIAR - Inventory Adjustment Report
4. GMRPOO - PO Detail - Outstanding On-Order Report
5. GMRRWL - Receiving Worksheet Report
6. GMRRAA - Receipt Acknowledgment Report
7. GMRICL - Item Catalog by Location
8. GMRICV - Item Catalog by Vendor
9. GMRICT - Item Catalog
10. GMRPDT - Delivery Ticket*
11. GMRLTR - Location Transfer Report
12. ABCPGM - Bar Coded Labels
13. GMRBCF - Patient Charge Sheets

* These reports can be redirected through Demand Reports, and can also be redirected through individual processes where Picklist Print and Delivery Ticket Print are asked.

NOTE: If Patient Charge Sheets are redirected, a FACILITY specific copy needs to be assigned – that is, GMRBCFx (where x represents the facility, rather than the entity).

GENERATING A REPORT THROUGH BATCH

STAR Financials reports can be grouped to generate and print during daily processing using the **Define Report Groups Function** option under Financial System Management. Grouping reports to process as an optional batch job is done at the hospital's discretion. Once processed, the report can be printed on demand if the Print parameter is set for demand.

GENERATING A REPORT THROUGH OPTIONAL BATCH

Selected Materials Management reports can be generated using the Optional Batch Job processor. The Optional Batch Job processor allows a report to be generated at a set Interval, Day of the Month or on a specific Day-Week of Month combination. Reports can be set up to automatically print, for example, on the "First Monday of the Month" or the "Second of every month" or "Every fifth day."

PRINTING YOUR REPORTS

Printer Maintenance

Printer Maintenance allows you to maintain the information for the logical printer names used as output devices from the spooler. When you select this option, the system displays the following prompt:

Enter printer name to add/edit or first letters and a dash (-) --

Enter the name of the logical printer that you want to add or edit, or enter a hyphen (-) to display and select from a list of existing printers. When you identify the desired printer, the following screen is displayed:

```
                    General Hospital Printer Maintenance Processor
                                                   Thu Jun 23, 2011 04:40 pm

Last edit by #99999 Hope,Tom on 04/22/09 16:09

 1 Printer Name   2 Description
   137              Printer 137

 3 Driver Name                    4 Port Number(s)
   SPOOLER                          100





Edit 'A'bove data or 'P'orts assigned--
```

The header includes the facility and date and time the screen was accessed. The header line immediately above the fields contains information regarding the last time the screen was edited. It includes employee ID, employee name and the date and time the screen was edited.

At the bottom of the screen the system displays the following prompt:

Edit 'A'bove data or 'P'orts assigned--

To edit the information displayed, enter **A**. To edit the port assignments, enter **P**. Editing port assignments is discussed following the explanations of the fields on this screen.

Field Explanations

1. PRINTER NAME (10-AN-DISPLAY ONLY)
This field displays the logical printer name used by the system to reference this printer.

2. DESCRIPTION (30-AN-R)
This field contains the external description of this printer.

3. DRIVER NAME (TABLE LOOKUP-R)
This field contains the background driver used for this device. When you access this field, the system displays the following prompt:

Use Spooler driver (Y)--

Enter **Y** or press ENTER to use the Spooler driver. Enter **N** to display and select from a table of alternative background drivers.

4. PORT NUMBER(S) (DISPLAY ONLY)
This field displays the ports currently assigned to the printer definition.

After you complete the fields, the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

EDITING PORT ASSIGNMENTS

When you access the Printer Maintenance processor, at the bottom of the screen the system displays:

Edit 'A'bove data or 'P'orts assigned--

Enter **P** to edit port assignments for the printer.

No Ports Assigned

If there are no ports assigned to the printer, the system displays:

No Ports Assigned, Add Ports (Y/N) [Y] --

Enter **N** to return to the preceding prompt. Enter **Y** to begin adding ports.

The system then displays the following screen:

```
                  General Hospital Printer Maintenance Processor
                                                  Wed Sep 01, 2011 05:14 pm
 Last edit by #19589 Ding,William D   on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1

 3 Driver Name                    4 Port Number(s)
   SPOOLER                          153

Page:01
      Ports Assigned to Logical Printer BED,  Inactive ports denoted by (*)
     Port  Type                        Location
( 1)  153  HP LaserJet                 CINDY'S DESK
```

At the bottom of the screen the system displays:

Enter port number, 'T'ape drive, 'B'it bucket or define 'N'etwork printer --

Selecting the special devices has the following effects:

- **Tape Drive** - all reports spool and must be written to tape by the computer operator, using the Write to Tape function.
- **Bit Bucket** - all reports print to the bit bucket, no printed output is retained. If the report is spooled (because it is forced to do so in the spooler call), it is available for assignment to another printer later using the Demand Print function.
- **Network Printer** - if the system is connected via the McKesson network software, the report spools to disk on the host system and be transferred to the destination CPU via the network software. If the network is not installed, an error occurs whenever a report is spooled to this printer.

To edit a port, enter the number of the port or enter a hyphen (-) to select from a table of ports defined as printers. After a port number has been entered or selected, the system displays the following screen:

```
                  General Hospital Printer Maintenance Processor
                                                 Wed Sep 07, 2011 05:14 pm
 Last edit by #19589 Ding,William D   on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1
  1 Port  Device Type         Location               Status      Answerback
     153  HP LaserJet         CINDY'S DESK           Active      No


  2 Page handling (size)    3 Lines/page (download)

  4 Lines/inch (download)   5 Chars/inch (download)

  6 Print quality (download)
    **
            7 Variable one ${1}

            8 Variable two ${2}

            9 Variable three ${3}


Enter field number or '/' starting field number--
```

The selected port's characteristics are displayed as a line above the editable fields and includes the following information:

DEVICE TYPE
The name of the configuration for the device at the port.

LOCATION
The free-text description of the device's location.

STATUS
The status (Active or Inactive) of the device at the port.

ANSWERBACK
Whether answerback is active (Yes) or not (No).

When defining a printer, you may specify download values for lines/inch, lines/page, characters/inch, and print quality for those printers with the capability to support them.

The following printers have the indicated download capabilities:

Printer	LPI	LPP	CPI	Print Quality
TP2	x			
4433	x	x		
6215	x	x	x	x
6425	x	x	x	x
LIPS	x	x	x	x
6594	x	x	x	x
Epson Protocol	x	x	x	x
Kyocera	x	x	x	x
HP LaserJet	x	x	x	x
IBM Proprinter	x	x	x	x

Field Explanations

Depending upon the device in use, the fields in the lower part of the screen may be edited as follows:

NOTE: The system displays two asterisks (**) in fields that cannot be edited (for example, the Print Quality field in the preceding screen).

1. PORT
Enter a new port number, or a hyphen (-) to list all ports defined as printers, or **N** to define the port as a network printer port..

2. PAGE HANDLING (SIZE)
Enter the number of lines on a page or **A** for Automatic (if supported).

3. LINES/PAGE (DOWNLOAD)
Enter lines per page. The default is none.

4. LINES/INCH (DOWNLOAD)
Enter lines per inch (type-dependent options) or **D** for Disabled. The default is none.

5. CHARS/INCH (DOWNLOAD)
If the physical printer supports this, you may specify the characters per inch (usually 10 or 12).

6. PRINT QUALITY (DOWNLOAD)
The style of print to be used for this logical printer. It may be *Bold*, *NLQ*, *Draft*, and so on, depending upon the physical printer type specified.

7. VARIABLE ONE ${1}
Enter a string to be passed as variable 1 if the port is of the type that prints to a host file or host spooler queue name.

8. VARIABLE TWO ${2}
Enter a string to be passed as variable 2 if the port is of the type that prints to a host file or host spooler queue name.

9. VARIABLE THREE ${3}
Enter a string to be passed as variable 3 if the port is of the type that prints to a host file or host spooler queue name.

NOTE: See Microfiche for magnetic tape drive parameters.

When you accept the screen, the system returns to the preceding screen.

Ports Assigned

If one or more ports have been assigned to the printer, for each port assigned the system displays:

- Number
- Type
- Location

At the bottom of the screen the system displays:

Enter printer number to add/edit or 'A' to add --

Enter **A** to add a port assignment, or enter the corresponding option number to edit a port assignment. The system displays the screen described in the No Ports Assigned subsection.

MULTIPLE PRINTER ASSIGNMENTS

If you assign multiple ports to a printer, the report will only print at one printer. Typically multiple printer assignments are made to ensure the speedy printing of reports.

The Spooler attempts to print the report at the first assigned printer.

If the first printer is busy, the Spooler attempts to print the report at the second assigned printer.

If the second printer is busy, the Spooler attempts to print the report at the third assigned printer, and so on.

The Spooler continues to cycle through the list of printer assignments until it finds a printer that is not busy.

WARNING: If you include a Bit Bucket printer in the printer assignments, if previous assigned printers are busy, your report will not print at all. Do not include Bit Bucket printer assignments with other printers.

PRINTING ENTITY-SPECIFIC REPORTS WITH MULTIPLE ASSOCIATED PRINTERS

When Materials Management entity specific reports are generated, and those reports have multiple printers associated with them, these are the results of reportgeneration and printing:

In Midnight Processing, generated reports are spooled as follows:

Regardless of whether an entity specific report is set up to print as Demand (spooled to print through View Spooled Reports) or Immediate (printed as soon as the report is created), those report creation events occur for all printers identified on the entity specific report definition.

In Demand Reports, for entity specific reports set up to print on Demand (spooled) or Immediate ("hot" print), the STAR Materials Management system displays a list of all printers associated with that report. You then select the printer to which you want the report sent, either as spooled or as printed immediately.

On the Report Maintenance screen, at the entity specific report definition level, you must identify, verify and correct (if necessary) the part of field 19 (Printer/Description/ Copies/Default Type/Start time/End time), referred to as the Default Type value. This value to some extent overrides the When Printed (field 6) on the same screen. For example, for a report whose When Printed (field 6) value is Immediate:

- When Default Type for the printer is set to Batch/Demand, the Immediate report prints as soon as it is generated. This means that if you have five printers identified with a report and all five have the Default Type of Batch/Demand, that report prints on all five printers as soon as it is created.

- When Default Type for the printer is set to Demand, the same report whose field 6 (When Printed) is Immediate, is only spooled to that printer. If you have four of your five printers for this report set up as Demand, the report is spooled to those four

printers. Then, you can set the fifth and only printer to be Batch/Demand, and the report only prints immediately on that one printer.

SPOOLER REPORT FUNCTIONS

View Spooled Reports

The View Spooled Reports function enables you to view reports that have been spooled and not yet deleted from the system. A spooled report must be either a Demand Report or is force-spooled by the application. You can view these reports online from your terminal, then send the report to a printer, if desired.

When you select this option from the Spooler menu the system displays the following prompt:

Enter report name or leading chars '-' for a list--

Enter the system name of the report that you want to view, or use a hyphen (-) to display and select from a list of reports, as in the following screen:

```
                  General Hospital View Reports Processor
                                                Tue Mar 17, 1992  08:43 am
Page:01
                         Reports defined in ID 97
     Name        Description                        Retention Time  Print Queue
( 1) FARDBL      PA Daily Balancing Report          3 day(s)        Demand
( 2) FARDBLM     PA Daily Balancing Report (M)      until midnight  Demand
( 3) FARDBLP     PA Daily Balancing Report (P)      2 day(s)        Demand
( 4) FARDLRASU   -ASU                               until midnight  Demand
( 5) FARDLRASUP  -ASU (P)                           until midnight  Demand
( 6) FARDLRATP   -ATP                               until midnight  Demand
( 7) FARDLRATPP  -ATP (P)                           until midnight  Demand
( 8) FARDLRBLB   -BLB                               until midnight  Demand
( 9) FARDLRBLBP  -BLB (P)                           until midnight  Demand
(10) FARDLRCAR   -CAR                               3 day(s)        Immediate
(11) FARDLRCARP  -CAR (P)                           until midnight  Demand
(12) FARDLRCPD   -CPD                               until midnight  Demand
(13) FARDLRCPDP  -CPD (P)                           until midnight  Demand
(14) FARDLRCRN   -CRN                               until midnight  Demand
(15) FARDLRCRNP  -CRN (P)                           until midnight  Demand
(16) FARDLRCSR   -CSR                               until midnight  Demand

Enter choice--
                             next page(/)
```

After you identify the report you want to view, the system displays the following screen:

```
                  General Hospital View Reports Processor
                                                Tue Mar 17, 1992  08:43 am
Report : FARDBL  PA Daily Balancing Report


Report Search Constraints

( 1)Starting date: Tue Mar 17
( 2)Starting time: 12:00 midnight
( 3)Ending date  : Tue Mar 17
( 4)Ending time  : 8:43 am
( 5)Printer Name : BIT









Enter field number or '/' starting field number--
                    next screen(/) or previous screen(/P) [/]
```

Use this screen to define the search constraints for the time period in which the report was generated and the device to which it was generated.

Field Explanations

1. STARTING DATE (DATE)
This field determines the first date to be used in searching the system for generated copies of the selected report.

2. STARTING TIME (TIME)
This field determines the earliest time to be used in searching the system for generated copies of the selected report.

3. ENDING DATE (DATE)
This field determines the last date to be used in searching the system for generated copies of the selected report.

4. ENDING TIME (TIME)
This field determines the latest time to be used in searching the system for generated copies of the selected report.

5. PRINTER NAME (8-AN-R)
This field identifies the destination printer(s) to be included in the search criteria. Enter the name of the printer. You can also enter a hyphen (-) to include all printers for all system IDs in the search. Search across all printers can be costly in time and system resources.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes. The system then begins the search according to the criteria you defined, displaying the following screen:

```
                  General Hospital View Reports Processor
                                                Tue Mar 17, 1992  08:43 am
Report : FARDBL  PA Daily Balancing Report
Page:01

Copy Spooled        Last Printed      Pages  Comment
( 1) 03/17/92 0740  Not Printed           2
( 2) 03/16/92 1122  Not Printed           2
( 3) 03/16/92 1004  03/16/92 1004         3
( 3) 03/15/92 1545  03/16/92 0740         3









Enter choice--
```

If the system does not find any reports matching the search criteria, the following message displays at the bottom of the screen:

No Entries Defined

For each report matching the search criteria the system displays the date and time the report was generated, the date and time the report was last printed, the length of the report in pages, and any comments entered.

To view a report, enter the option number of the report. The system displays the View Reports Processor screen (illustrated in the following example):

Figure 1.1 View Reports Processor

```
                                        General Hospital View Reports Processor
                                                                          Tue Mar 17, 1992  08:43 am
Report : FARDBL  PA Daily Balancing Report                                Position|####################|
Spooled: 03/17/92 0740                                                    Last Printed: Not Printed
Date: 03/17/92                                          GENERAL HOSPITAL                                    Page: 1
Time: 07:40 am                                       PA Daily Balancing Report                            Report: FARDBL
                                                           for 03/16/92

  Fin   Pre-                                   Total           Unbilled        Billed                                    Account
  Cls  Disch Pre-Discharge Disch    Discharged Accts   LOS      Charges       Charges      Payments   Adjustments         Balance

Emergency:
   02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   18  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   XX  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   YY  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
 Tot:  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
Inpatient:
   02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   28  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   30  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   XX  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   YY  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99

Outpatient:
   02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99

   Page: 1 - 3                  Display Columns:  1  through  132  Maximum: 132
   F1Page Up F2Page Dn F3 GoTo   F4 Skip 10%  F5 Print  F6Nxt Rpt F7 Exit   ?
```

At the bottom of the screen the system displays the following function keys. Use these function keys to view, print, or exit this report.

F1 Page Up
Press the F1 key to view the preceding page of the report.

F2 Page Dn
Press the F2 key to view the next page of the report.

F3 GoTo
Press the F3 key to go to the first, last, middle, or a specified page of the report display. The system displays the following prompt:

GO TO `T`op page, `B`ottom page, `M`iddle page, or page number [T]--

Enter **T** or press ENTER to go to the first page of the report. Enter **B** to go to the last page of the report. Enter **M** to go to the middle page of the report. To go to a specific page, enter the number of the page.

F4 Skip 10%
This key operates differently depending on the size of the report. If there are less than 10 pages for this report, when you press the F4 key the system scrolls down 18 lines to display the next screen of report information. If there are 10 or more pages for this report, when you press the F4 key the system scrolls down 10% through the report, or the total number of report pages divided by 10. For example, if there are 100 pages in the report, when you press the F4 key the system displays page 10.

F5 Prt
Press the **F5** key to print the report. The system displays the following prompt:

Enter range of pages to print (i.e. 4-7, 8) (max 2)--

To print a single page, enter the number of the page. To print multiple pages, enter a range of page numbers by entering the first page to print, a hyphen (-), then the last page to print. The system then displays:

Print page X? (Y/N) [Y]--

Where X is the number(s) of the pages you identified in the preceding prompt. Enter **Y** or press ENTER to print the pages, or press **N** to return to the preceding prompt.

If your system has fax capability, the following prompt displays:

Would you like to fax this report? (Y/N) [N]--

Enter **Y** to route the report to a fax machine. See "Routing to a Fax Machine" on page 1-25.

Press ENTER or enter **N** to route the report to a printer. The following prompt displays:

Enter printer name or partial name '-' for list [DEFAULT]--

You can either enter the printer name or perform a table lookup and select the printer from the list. The default that displays in the prompt is the printer that is associated with the report you are viewing.

ROUTING TO A PRINTER

If you route the report to a printer or your system does not have fax capability, the system then displays one or more screens of printers on which you can print the report. Enter the option number of the desired printer, or press ENTER to print the report on the default printer for the report. The system then returns you to the report viewing screen.

ROUTING TO A FAX MACHINE

If you route the report to a fax machine, the system displays the following screen:

```
                    General Hospital View Reports Processor
                                                   Mon Jun 08, 1992 09:45 am
Report : PSPCHGA  Vendor Price Change Report     Position|####################|
Spooled: 06/08/92 0919                           Last Printed: Not Printed
 1 Sending Information     2 Override Comment        3 Cover Page
->









Enter cover page code, or first letters`-` to list--
```

Field Explanations

1. SENDING INFORMATION (TABLE LOOKUP-R)
This field identifies sending information for the fax report (To, From, and Phone number). To select sending information from an existing distribution list, enter a hyphen (-).

Press ENTER to display a screen where you can specify sending information manually.

After you enter each item of sending information, press ENTER to advance to the next field.

To move between fields, use the arrow keys.

To insert another line of sending information, press the F3 key.

To delete a line of sending information, press the F4 key.

To exit and save the sending information, press the F7 key.

2. OVERRIDE COMMENT (20-C-O)
This field specifies an override comment. The override comment appears in the Fax audit trail, which is reviewed regularly by the Fax Administrator. Suggested information to enter for this comment would be your name and phone extension and some brief description.

3. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the hospital's Fax Administrator.

F6 Nxt Rpt
Press the F6 key to view the next report meeting the search criteria.

F7 Exit
Press the F7 key to exit this screen and return to the preceding screen.

You can also move up or down in viewing the report using the following keys:

- The up arrow key on your keyboard moves the screen display up one line.
- The down arrow key on your keyboard moves the screen display down one line.
- ENTER moves the screen display down 18 lines to display the next screen of report information.
- The PAGE DOWN key moves the screen display down 18 lines to display the next screen of report information.
- The PAGE UP key moves the screen display up 18 lines to display the preceding screen of report information.

When you finish viewing the report, press **F7**. The system returns you to the screen used to define search constraints.

Reports Maintenance

The Reports Maintenance function enables you to add and edit information about reports in the system, including:

- when the report prints (on demand, immediately, or at a specified time).
- where the report is sent (to a printer(s) or a fax).
- whether the report requires special forms.
- if the report can be downloaded to a PC.
- the security level required to demand print the report.
- whether the report uses printer-based overlays.
- what distribution list and cover page to use for a faxed report.

When you select this function, the system displays the following prompt:

Enter report name to add/edit or first letters and a dash (-) --

Enter the system name of the report or use a hyphen (-) to display and select from a table of report names. If the report does not exist, the system displays the following prompt:

REPORTNAME Does not exist Add this report (Y/N) ?--

Where REPORTNAME is the name of the report you identified at the preceding prompt. Enter **Y** to begin defining this report. Enter **N** to return to the preceding prompt.

When you identify the report you want to add or edit, the system displays the following screen:

```
                General Hospital Reports Maintenance Processor
                                                Wed Aug 11, 1993 03:55 pm

 1 Report Name           2 Description
   %ERTRAP                 SPOOLER ERROR TRAP-DONT DELETE
 3 Base Report           4 Release #       5 Owner
   No
 6 When Printed          7 Report Status   8 Retention Days
   Demand                  Active            7 days
 9 Restart Method       10 PC Download    11 Security Level
   Demand                  No                0
12 Special Form         13 Overlay        14 Page Index  15 Max # Pages
                                             Yes
16 List Update Routine  17 Distribution List             18 Cover Page

19 Printer     Description            Copies  Default type  Start time End time
   %MVXLIP     Landscape mode         1       Demand        10:00AM    01:00PM
   1N          1 North                1       Both          01:01PM    09:59AM



Enter field number or '/' starting field number--
```

Field Explanations

1. REPORT NAME (DISPLAY ONLY)
This field contains the system name of the report.

2. DESCRIPTION (30-AN-R)
This field identifies the text name of the report.

3. BASE REPORT (1-A-R)
This field identifies this report as being available in the base product. Enter **Y** if the report is available in the base product. Enter **N** if the report is available only on this system. The default is Y.

4. RELEASE # (5-N-R)
This field identifies the release number of the base product in which this report is available. This system does not allow you to access this field unless you entered Y in the Base Report field.

5. OWNER (1-A-O)
This field identifies the product code that owns this report. Enter the code of the product from which this report is available.

6. WHEN PRINTED (1-A-R) or (5-AN-R)
This field determines when the report should begin to print. Enter **I** to cause the system to begin printing this report immediately after it is generated. Enter **D** to cause the system to place this report into the Demand Print queue after it is generated. To cause

the system to hold this report for printing until a specific time, enter the time in the HH:MM format. The default is I.

NOTE: To download a report to a PC, this field must be set to Demand. In addition, the Report Status must be Active.

7. REPORT STATUS (1-A-R)
This field determines the status of the report in the system. Enter **A** to make this report active in the system. Enter **I** to make this report inactive in the system. The default is A.

NOTE: Reports must have an Active status to be faxed or downloaded to a PC.

8. RETENTION DAYS (1-AN-R)
This field determines how long after the report is generated it should be retained in the system. To retain the report in the system from zero to nine days after it is generated, enter the number of days. To delete the report from the system immediately after it is printed, enter **D**. The default is 0.

9. RESTART METHOD (1-A-R)
This field determines alternative demand print methods. The only method currently supported is restart on demand (D).

10. PC DOWNLOAD (1-A-R)
This field enables the user to download the report. Enter **Y** to enable this option; enter **N** if this ability should not be enabled. The default is N.

11. SECURITY LEVEL (2-N-R) or (30-AN-R)
This field determines the minimum security level to demand print a report. You can enter a number between 0 and 99 or an at (@) sign, followed by a logical MUMPS expression. The standard security level variable must be established prior to choosing the Spooler menu.

12. SPECIAL FORM (10-AN-O)
This field identifies any special paper forms on which this report should print. Enter the name of the form or a hyphen (-) to display and select from a list of report forms. Special forms cannot be used with fax reports at this time.

13. OVERLAY (10-C-O)
This field identifies any printer overlay commands to be sent when this report is printed. Printer overlays contain special end of page commands, enabling you to print specific information on every page of reports printed at a specified printer.

When you access this field, the system prompts you for the name of the overlay to use. Enter the overlay name or use a hyphen (-) to display and select from a list of overlays.

14. PAGE INDEX (1-A-O)
This field determines whether the system should build a page index when this report is spooled. Enter **Y** to cause the system to build a page index, thus making the report

immediately available to the View Spooled Reports function. Enter **N** if no page index is desired. The default is N.

If this field is set to N (for No) and the report is sent to a fax, the fax download manager builds the page index in order to determine if the page limit for the fax server has been reached.

15. MAX # PAGES (4-N-O)
This field identifies the maximum length of this report in number of pages. When generating the report, the system counts the pages as it generates them, comparing the count to this number. When the page count for the report reaches this number, the system suspends the job, thus preventing abnormally large spooler files from being created. The default is 300 pages.

16. LIST UPDATE ROUTINE (17-C-O) or (TABLE LOOKUP-O)
This field identifies the name of a routine, specified in the application, that dynamically builds the fax distribution list for the report. The routine name must be preceded by a caret (^). You cannot edit this field if a Distribution List is specified.

Enter the list update routine or select a list update routine from a list. Which list update routines display in the list is determined by the contents of the Owner field. The system uses the distribution list built by the list update routine specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

17. DISTRIBUTION LIST (8-AN-O) or (TABLE LOOKUP-O)
This field specifies a distribution list to use for fax distribution for the report. Select a distribution list. You cannot edit this field if a routine is specified in the List Update Routine field.

The system uses the distribution list specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

Fax distribution lists are maintained by the hospital's Fax Administrator.

18. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. The cover page specified here overrides any cover page defined in the distribution list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the hospital's Fax Administrator.

Printer Assignments

19. NAME DESCRIPTION COPIES DEFAULT TYPE START TIME END TIME
This field defines the printer assignments for the report. When you access this field, a scrolling screen displays at the bottom of the Reports Maintenance screen.

NOTE: If you assign multiple printers to a report, see Multiple Printer Assignments subsection.

NAME (8-AN-R) OR (TABLE LOOKUP-R)
This field identifies the name of the logical printer to be assigned to this report. Enter the printer name or a hyphen (-) to display and select from a list of logical printers.

DESCRIPTION (DISPLAY ONLY)
This field contains the printer description. The printer description is defined in the Printer Maintenance function.

COPIES (2-N-R)
This field identifies the number of copies of the report to create on the defined printer. The default is 1.

NOTE: This field is not supported for fax queue processing. Fax processing sends one copy of a faxed report per destination.

DEFAULT TYPE (1-A-O)
This field is used to determine the printers to which output can be directed.

If you press ENTER, this field displays DEMAND/BATCH. The printer is included on the list of available alternate printers. If the report runs in batch, the report prints at this printer. If the report is printed using the Demand Print function, the user can select this printer from a list of available alternate printers.

NOTE: If you press ENTER for this field, the system functions as it did prior to the 12.1 release.

If you enter **N** (for None), there is no default printer. If the report isprinted using the Demand Print function, this printer is included on the list of available alternate printers.

If you enter **B** (for Batch), the report prints at this printer when the report is run in batch mode only.

If you enter **D** (for Demand), when a user runs the report as a demand report, they can select this printer from a list of available alternate printers.

START TIME (TIME-C)

This field and the End Time field determine the times during which the printer is available for printing this report. This field is required if an End Time is entered. If this field is left blank, the printer is always available.

END TIME (TIME-C)

This field and the Start Time field determine the times during which the printer is available for printing this report. This field is required if a Start Time is entered. If this field is left blank, the printer is always available.

After you complete these fields, the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

PRINTING NON-RECEIPT PURCHASE ORDERS

Because of their unique qualities, Non-receipt purchase orders cannot be printed using the Demand Reports option, as all other types of purchase orders can. To ensure that all necessary data prints on the non-receipt purchase order, you must print it from the 32-Bit GUI screen.

Chapter 2 - TABLE REPORTS

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ASSET CLASS TABLE FILE REPORT - GMRACP

Select the **Tables** option from the STAR Materials Management Main Menu. A screen similar to the following displays:

```
                    General Hospital Tables Processor
                                                Wed Jul 19, 2000 02:52 pm

Page:01                          Maintain Tables
( 1) Asset Class Codes
( 2) Charge Loc/Consumption Cross-Ref
( 3) Consumption/Expense Cross-Referen
( 4) Destination Codes
( 5) Expense Class Codes
( 6) Intercompany Accounts
( 7) Inventory Class Codes
( 8) Location Codes
( 9) Management Codes
(10) Manufacturer Table
(11) Price Formula Codes
(12) Revenue/Expense Acct Cross-Ref
(13) Ship to Code
(14) Unit of Measure Codes
(15) User Codes



Enter choice--
```

Select the **Asset Class Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of asset codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown on below and returns to the Table submenu.

Figure 2.1 Asset Class Codes Table File Report (GMRACP)

```
Date:  12/15/89                    General Hospital                          Page  :  1
Time: 17:01                       Asset Class Codes                         Report: GMRACP

 Asset
 Class               Description                                 Asset Dept       Asset Subacct
 ---------------------------------------------------------------------------------------------
 200                 AR-Inhouse                                  1000                    1301
 002                 AR-Outpatients                              1000                    1302
 900                 Bad Debt Allowance                          1000                    1305
 500                 Buildings                                   1000                    1603
 800                 Cash - Payable Account                      1000                    1102
 100CE               Inventories - Capital Equipment             1000                    1606
 300CS               Inventories - Central Supply                1000                    1403
 400SE               Inventories - Other                         1000                    1401
 500OT               Inventories - Pharmacy                      1000                    1480
 200RX               Inventory Central Supply                    1000                    1402
 600                 Inventory Nursing Floors                    1000                    1403
 700                 Inventory Storeroom                         1000                    1410
 100                 Inventory Surgery                           1000                    1401
 400                 Marketable Securities                       1000                    1406
 1000                Patient Refund Clearing                     1000                    1480
 001                 Refundable Deposits                         1000                    1202

 Total Number of Records: 16
```

CHARGE LOCATION/CONSUMPTION DEPARTMENT CROSS-REFERENCE TABLE REPORT - GMRCCX

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Charge Loc/Consumption Cross-Ref table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of consumption department cross reference entries. The following prompt is displayed:

Print by Charge Location (C)ode or (D)escription? (C/D) [C]--

This prompt enables you to print a report of Charge Location codes either by charge location code or description. After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.2 Charge Location/Consumption Department Cross-Reference Table File Report (GMRCCX)

```
                                  General Hospital
                 Charge Location/Consumption Department Cross-Reference

                                                                                REPORT:GMRCCX
 Charge                                Entity      Consumption
 Location Description                  Code        Department      Description
 ---------------------------------------------------------------------------------------
 ADM      Administration               GH          5432-3252     Clinical Services
 ER       Emergency Room               GH          2344-2355     Emergency Services
 ICU1     Intensive Care Unit 1        GH          1233-3522     Burn Care ICU
 ICU2     Intensive Care Unit 2        GH          3452-4564     Neo-Natal Intensive Care
 L/D      Labor and Delivery           GH          4236-2344     OB/GYN
 NSY      Nursery                      GH          5621-3478     Newborn Nursery
 RX       Pharmacy                     GH          4324-7658     Pharmacy

Total Number of Records:     7
```

CONSUMPTION/EXPENSE CROSS-REFERENCE TABLE REPORT - GMRCED

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Consumption/Expense Cross-Reference table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of consumption/expense cross reference entries. The following prompt is displayed:

Print by Consumption Dept (N)umber or (D)escription? (N/D) [N]--

This prompt enables you to print a report of codes either by department number or description. After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.3 Consumption/Expense Department Cross-Reference Table File Report (GMRCED)

```
Date: 01/03/91                    GENERAL HOSPITAL                Page  : 1
Time: 14:27      Consumption/Expense Department Cross-reference Report: GMRCED

Expense Entity:  Q1

Consumption Depart       Description
0/000/00.1000            BALANCE SHEET ASSET ACCOUNTS

  Asset    Expense
  Class    Class    Expense Depart      Expense Subacct
-------------------------------------------------------------------------------
  200      01       0/000/00.8550       0/00000.8.210
  200      02       0/000/00.1000       0/00000.1.120
  400      01       0/000/00.1000       0/00000.1.180
  500      02       0/000/00.6000       0/00000.0.100









 Total Number of Records: 4
```

DESTINATION CODES TABLE FILE REPORT - GMRDST

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Destination Codes** table option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of destination codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them.

The system generates the report in the format shown below and returns to the Table submenu.

Figure 2.4 Destination Codes Table File Report (GMRDST)

```
Date:  12/15/89                General Hospital                    Page  :  1
Time: 17:01                   Destination Codes for 07/17/2000     Report: GMRVET

 Code      Description
 ------------------------------------------------
 DO        DESTINATION CODE NAME
 E4        EAST WING - 4TH FLOOR
 E3        ENTITY 03 DESTINATION
 03        GENERAL HOSPITAL C
 JSC1      NEW JSC1
 RAD       RADIOLOGY CABINET
 14        STORAGE AREA 14
 45        STORAGE AREA 45

 Number of destination codes on file:     8
```

EXPENSE CLASS TABLE REPORT - GMRVET

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Expense Class Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of expense class codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.5 Expense Class Codes Table File Report (GMRVET)

```
Date:  12/15/89                General Hospital                        Page  :  1
Time: 17:01                   Expense Class Codes                     Report: GMRVET

 Code      Description
 ------------------------------------------------
 01        Expense Class A
 02        Expense Class B
 03        Expense Class C
 04        Expense Class D
 05        Expense Class E
 06        Patient Charge
 07        Patient Noncharge

 Total Number of Records:     7
```

INTERCOMPANY ACCOUNT TABLE REPORT - GARICA

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Intercompany Accounts table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of intercompany accounts. The following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.6 Intercompany Accounts Table File Report (GARICA)

```
Date:  12/15/89                          General Hospital                                  Page  :  1
Time: 17:01                            Intercompany Accounts                               Report: GARICA

Home     Direct          Accounts Receivable        Link            Accounts Payable                        Expense Ent
Ent      Expense      Department       Subaccount    Ent         Department       Subaccount         Department       Subaccount
-------------------------------------------------------------------------------------------------------------------------------------
 PM        No        0/000/00.1900    0/00000.1.607   Q1        0/000/00.1000    0/00000.1.102      0/000/00.1000    0/00000.1.102

                Description: Link Entity of Information PM/Q1

 Q1        No        0/000/00.1000    0/00000.1.301   EM        0/000/00.2000    0/00000.2.602      0/000/00.6110    0/00000.8.245

                Description: Link Entity of Information Q1/EM

 Q1        No        0/000/00.1000    0/00000.1.301   Q2        0/000/00.2000    0/00000.2.171      0/000/00.8550    0/00000.1.102

                Description: Link Entity of Information Q1/Q2


 Total Number of Records:     3
```

INVENTORY CLASS TABLE REPORT - GMRVIG

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Inventory Class Codes** table option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of inventory class codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.7 Inventory Class Codes Table File Report (GMRVIG)

```
Date:  12/15/89                        General Hospital                          Page  :  1
Time: 17:01                           Inventory Classes                          Report: GMRVIG

 Code      Description
 ---------------------------------------------------
 40        Anesthesia
 202       Anti-Inflammatory Pharmaceuticals
 60        Bandages
 90        Crutches
 101       Defibrillator Counter/Reader
 100       Dialysis Machine/Reader
 110       Forms
 65        General Surgical Supplies
 30        Gowns
 120       Housekeeping
 130       Laboratory
 20        Linen
 140       Medical
 150       Office Supplies
 200       Paper Supplies
 70        Pens
 170       Physical Therapy Equipment
 180       Small Office Equipment
 10        Surgical Catheters
 302       Surgical Gowns
 301       Surgical Instruments
 50        Surgical Pacs
 80        Topical Ointments

Total Number of Records:    23
```

LOCATION CODE TABLE REPORT - GMRVLC

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Location Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of location codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown in *Figure 2.8* on page 2-15 and returns to the Table submenu.

Figure 2.8 Location Codes Table File Report (GMRVLC)

```
Date: 07/12/1999                                MODEL HOSP - ENT 01                                        Page  : 2
Time: 13:24                                   Location Codes For 07/12/1999                                Report: GMRVLC01
Location                                     Stock Auto Issue      Direct Issue      PAR or QOH on Direct Issue
-------------------------------------------------------------------------------------------------------------------------------
  MC MC LOCATION                             No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          MC          NEW DESTINATION                       Primary
          MSC         ANOTHER DESTINATION
  MSC MULT STORAGE LOCATION                  No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          JSC         JANET'S 2ND DESTINATION               Primary
  NLOC NEW LOCATION ADDED                    No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          E4          EAST WING - 4TH FLOOR                 Primary
  MSC1 NEW MSC1                              No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          JSC1        NEW JSC1                              Primary
  NS NON-STOCK LOCATION                      No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          DO          DESTINATION CODE NAME                 Primary
  OR OPERATING ROOM                          No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          01          WEST WING
          E3          ENTITY 03 DESTINATION
          E4          EAST WING - 4TH FLOOR
  SC SURGERY CENTER                          No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          01          WEST WING
          07          SURG CENTER
  BBBBB TESTI3866                            No                    No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          E4          EAST WING - 4TH FLOOR                 Primary
  WH2 WAREHOUSE 2                            Yes                   No                PAR
          Valid Destinations                                Primary
          ---------------------------------------------------------
          E4          EAST WING - 4TH FLOOR
          JS          JANET'S DESTINATION                   Primary

Number of Location Codes on file: 17
                                 End of Report
```

MANAGEMENT CODE TABLE REPORT - GMRVMC

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Management Codes** table option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of management codes. The following prompt isdisplayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.9 Management Codes Table File Report (GMRVMC)

```
Date:  12/15/89                General Hospital                        Page  :  1
Time: 17:01                    Management Codes                        Report:GMRVMC

 Code     Description
 ---------------------------------------------------
 03       Anesthesia - Epidural
 11       Anesthesia - Sodium Pentathol
 04       Anesthesia - Penthrane
 01       Linens - Face
 02       Linens - Wipe
 07       Surgical Catheters - Size 10
 06       Surgical Catheters - Size 8
 05       Surgical Instruments - Stitches
 08       Surgical Instruments - Exploratory Scanner
 10       Surgical Instruments - Saws, Knives, Etc.

 Total Number of Records:    10
```

MANUFACTURER REPORT - GMRMFL

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Manufacturer table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of manufacturer numbers. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of numbers in either code value sequence (C) (number) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive numbers which currently do not display on the active list of numbers, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them.

The system generates the report in the format shown below and returns to the Table submenu.

Figure 2.10 Manufacturer Table File Report (GMRMFL)

```
Date:  07/15/93                          General Hospital                                          Page  :  1
Time: 17:01                             Manufacturer Table                                         Report: GMRMFL

                                                                                                  FAX Phone Number
 Manufacturer Number   Name                              Contact Name            Phone Number   Ext.  MODEM Phone Nbr
 ---------------------------------------------------------------------------------------------------------------------
 MI21344222            Johnson and Johnson               David Smith             404-303-1342   1322    404-303-1542
                                                                                                        404-303-1552
 Address 1:            100 Main Street
 Address 2:
 City:                 Atlanta, GA 30300

 LIC                   Type

 A152                  Wholesaler
 B234                  Manufacturer

 MI24422DD42           Medical Supplies, Invc.           Gene Talton             404-323-4345   3255    404-323-4355
                                                                                                        404-323-4344
 Address 1:            200 Main Street
 Address 2:
 City                  Atlanta, GA 30302

 LIC                   Type

 B152                  Wholesaler
 B234                  Manufacturer
 C897                  Distributor

Total Number of Records:     2
```

PRICE FORMULA CODE TABLE REPORT - GMRPFC

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Price Formula Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of price formula codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.11 Price Formula Codes Table File Report (GMRPFC)

```
Date:  12/15/89                General Hospital                        Page  :  1
Time: 17:01                    Price Formula Codes                     Report: GMRPFC

 Price Code  Code Description                              Formula
 ---------------------------------------------------------------
 05          10% PLUS $3.00 MARKUP ON AVERAGE PRICE        (AP*.10)+3.00
 02          150% MARKUP ON AVERAGE PRICE                  AP+(AP*1.50)
 03          25% MARKDOWN ON AVERAGE PRICE                 AP+(AP*-.25)
 01          50% MARKUP ON AVERAGE PRICE                   (AP*.50)+AP
 06          75% OF THE AVERAGE PRICE                      (AP*4.00)/3.00
 04          AVERAGE PRICE PLUS $10.00                     AP+10.00
 07          AVG* 1.00                                     AP*1.00
 08          AVG* 150                                      AP*150
 09          AVG* 250                                      AP*250

 Total Number of Records: 9
```

REVENUE/EXPENSE ACCOUNT CROSS-REFERENCE TABLE REPORT - GMRREX

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Revenue/Expense Acct Cross-Ref Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of cross-reference entries. The following prompt is displayed:

Print by Revenue Acct (N)umber or (D)escription? (N/D) [N]--

This prompt enables you to print a report of codes either by revenue account number or description. After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.12 Revenue Account/Expense Account Cross-Reference Table File Report (GMRREX)

```
                                  General Hospital
                 Revenue Account - Expense Account Cross-Reference
                                                                          REPORT:GMRREX

     Revenue Account                                              Expense Account
Department      Subaccount       Description                  Department      Subaccount
-------------------------------------------------------------------------------------------
      5362            3425       Clinical Services                 6742            5847
      5463            4352       Surgical Services                 6252            5554
      4251            3425       Anesthesiology                    7326            7685
      6443            3245       Blood Bank                        6577            6754
      4325            3321       Pediatric ICU                     8675            7685
      4432            4342       Recovery                          7685            8789
      3344            5342       Plastic Surgery                   7676            8766

Total Number of Records:     7
```

SHIP TO CODE TABLE REPORT - GMRSHP

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **Ship to Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** to print a list of Ship To Codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** if you want these entries included in the report, or **N** if you do not want to include them.

The system generates the report in the format shown below and returns to the Table submenu.

Figure 2.13 Ship To Code Table File Report (GMRSHP)

```
Date: 02/10/2011                                    MODEL HOSP - ENT 02                                    Page  : 2
Time: 04:31pm                                  Ship to code table For 02/10/2011                          Report: GMRSHP02

Ship-To                                                          Phone Number/
Code                GLN            Ship-To Name & Address        FAX Phone Nbr   Ext.  Contact Name
-------------------------------------------------------------------------------------------------------------------------------

  RADIOLOGY         5126137148159  RADIOLOGY DEPARTMENT                                -
                                   320 HOSPITAL DRIVE
                                   MARTINSVILLE, VA 24112

Number of Ship-To Codes on file: 1


                                      End of Report
```


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UNIT OF MEASURE TABLE REPORT - GMRVUM

Select the Tables option from the STAR Materials Management Main Menu. Select the **Unit of Measure Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of unit of measure codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them. After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.14 Unit of Measure Codes Table File Report (GMRVUM)

```
Date:  12/15/89                General Hospital                        Page  :  1
Time: 17:01                  Unit of Measure Codes                     Report: GMRVUM

 Code     Description
 ---------------------------------------------------------------------------------
 BT       Bottle
 BX       Box
 CS       Case
 EA       Each
 FT       Foot
 GL       Gallon
 Pk       Package
 PR       Pair
 PT       Pint
 TB       Tube
 YD       Yard

Total Number of Records:    11
```

USER CODE TABLE REPORT - GMRBCP

Select the **Tables** option from the STAR Materials Management Main Menu. Select the **User Codes table** option. Press ENTER to bypass the first prompt, and the following prompt is displayed:

Do you want a printed list (Y/N) [N]

Enter **Y** for Yes to print a list of user codes. The following prompt is displayed:

Enter code (C) sequence or alphabetic (A) [A]--

This prompt enables you to print a report of codes in either code value sequence (C) or code description sequence (A). After you select the sequence, the following prompt is displayed:

Include entries filed as deleted? (Y/N) [N]

Entries filed as deleted are inactive codes which currently do not display on the active list of codes, but are still stored in the system. Enter **Y** for Yes if you want these entries included in the report, or **N** for No if you do not want to include them.After you make this selection, the following prompt is displayed:

Enter entity code or '-' for list

Once you select the entity code, the system generates the report in the format shown below and returns to the Table submenu.

Figure 2.15 User Codes Table File Report(GMRBCP)

```
Date:  08/15/90                        General Hospital                          Page  :  1
Time: 17:01                               User Codes                          Report: GMRBCP

 User                User Code                           Contact
 Codes               Description                         Phone                       Extension
-----------------------------------------------------------------------------------------------
-
 WKP                 William Potts                       404-333-1111                     3412
 FKM                 Farley Martin                       404-333-1111                     3476
 GNT                 Gordon Thomas                       404 323-4632
 DMM                 Donna Mobley                        404-333-1111                     3456
 JGH                 Jennifer Hall                       404-353-1000                     4355
 HFB                 Holly Bradley                       404-344-4850
 SJK                 Sharon Kennsington                  404-342-8000                     4331

 Total Number of Records: 7
```

Chapter 3 - MASTER FILE REPORTS

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ITEM MASTER REPORT - GMRIMM

System Name: GMRIMM - Item Master Report

Purpose: This report shows each item and related data from the Item Master File. The main purpose of this report is to verify the information that has been established in the Item Master File.

Frequency: Demand

Sort Sequence:
1) Entity Code/ Item Number
2) Entity Code/ Item Description
3) Entity Code/ Inventory Class/ Item Number

Criteria:
1) Print by Item or by Asset Class
2) Print Items in Alphabetical or Numerical Order (if printing by item)
3) Select S for Stock, N for Nonstock or A for All items

Subtotals: Number of Items in Asset Class, if report is sorted by Asset Class

Grand Totals: Total Number of Items

Page Break: Entity Code

Figure 3.1 Item Master Report (GMRIMM)

```
                                                    General Hospital
                                                   Item Master Report
Date: 12/08/2003                                                                                                    Page  : 1
Time: 08:47                                                                                                       Report:GMRIMMGH

Item Type: Stock   Balance Sheet Asset Account

Item  Asset  Inven  Dsp   ---Order---   ---Primary----                        Substute   Contract   Hazd   Count
Stat  Class  Class  Unt   Unit   Conv    Loc    Vendor      Manufacturer Nbr   Item Nbr   Number     Flag   Cycle
-------------------------------------------------------------------------------------------------------------------
ITEM 100154100 BANDAGE ACE 4X5 1/2 YARD
 A    100     40     EA    CS       10   AT1   7234      123456                          2358994              12
Vendor 1:             142 A-C Medical Supply, Inc                  2:      7234 Johnson & Johnson Surgical Division

ITEM 100102158 ACCOUNT PAYABLES CHECK
 A    1000    110    CT    BX        4   AT2   142       23498234AP                      555681               12
Vendor 1:               1 CWC Office Supplies Company              2:      142 A-C Medical Supply, Inc.
       3:             171 Abbey Sales, Inc.

ITEM 100102238 1901K
 A    600     40     CT    BX        4   AT4   142       456551CX                                             12
Vendor 1:             142 A-C Medical Supply, Inc                  2:      7234 Johnson & Johnson Surgical Division

ITEM 100102240 1901SJ 3 PLY
 A    600     60     CS    CS        1   AT2   142       1135AAHTT                       5515                 12
Vendor 1:             142 A-C Medical Supply, Inc.

ITEM 100104113 Adaptic 3 X 3
 A    100     140    EA    BX       12   AT2   142       3865000SP                       5521-1               12
Vendor 1:             142 A-C Medical Supply, Inc.                 2:      171 Abbey Sales, Inc.
       3:             223 Amer Medical Products

ITEM 100104114 Adaptic 3 X 8
 A    100     65     EA    BX       12   AT2   142       4511/SP             100104113   875115                5
Vendor 1:             142 A-C Medical Supply, Inc.                 2:      171 Abbey Sales, Inc.
       3:             223 Amer Medical Products

ITEM 100104172 GLOVES, SURGICAL NBR 9
 A     400    140    PR    CS      500   AT2  142        GLO9SRXPR12-15543               PKSURPR99834         12
Vendor 1:             142 Medical Supply, Inc.                     2:      223 American Medical Products

ITEM 100104975 ADAPTER, CONVERTIBLE SAFE LOCK
 A    400     65     EA    CS       24   AT2   142       49665U              100104978   5568881565           12
Vendor 1:             142 A-C Medical Supply, Inc                  2:      171 Abbey Sales, Inc.
```

Field Explanations

ITEM NUMBER AND NAME
Print first, above the header fields listed below. These header fields contain data specific to each item.

ITEM STATUS
A (Active) or I (Inactive)

ASSET CLASS
Asset Class Code

INVEN CLASS
Inventory Class

DISP UNT
Dispensing Unit

ORDER UNIT
Order Unit of Measure

ORDER CONV
Order Conversion Factor

PRIMARY LOC
Primary Location Code

PRIMARY VENDOR
Primary Vendor Code

MANUFACTURER NBR
Manufacturer's unique number

SUBSTUTE ITEM NBR
Substitute Item Number

CONTRACT NUMBER
Contract Number

HAZD FLAG
Hazardous Item, Y for Yes or N for No

COUNT CYCLE
Count Cycle, 1-12

VENDOR NUMBER AND NAME
All vendors defined for the item print after the header data.

ITEM CATALOG REPORT - GMRICT

System Name: GMRICT - Item Catalog

Purpose: This report provides an alphabetical listing of all inventory items, stock and nonstock, for departmental reference. It also can be used for requesting items.

Frequency: Demand

Sort Sequence: Alphabetically:

Entity Code/ Item Description

By Asset Class:

Entity Code/ Asset Class/ Inventory Class/ Item Description

Criteria: If sort is by Asset Class, allow user to select one Asset Class or ALL.

Subtotals: If using Asset Class sort, the subtotals are by Asset Class: Total Qty on Hand Total Number of Items

Grand Totals: Total Qty on Hand (All Asset Classes)
Total Number of Items

Page Breaks: Entity Code if sorted by Item Description.
Asset Class if sorted by Asset Class.

Special Instructions:

If Item Type is N for Nonstock, the Nonstock Department Number prints on the report.

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 3.2 Item Catalog Report (GMRICT)

General Hospital
Item Catalog

Date: 12/08/2003
Time: 08:47

Page : 1
Report:GMRICTGH

Item Nbr	Description	Dsp Unt	Itm Typ	Nonstock Dept	Manufacturer Number	Avg Price	Ttl QOH
100162124	8 x 10 Paper Bonded	CS	S		223588858	20.0000	1000
100105247	Back Brace	EA	S		8771	65.0000	75
100102925	Balloons - Red, White and Blue	EA	N	00000000006110	55562110	12.6000	60
100154100	Bandage Ace 4X5 1/2 Yard	EA	S		25998415	9.0000	100
100176101	Bandage Ace 6X5 1/2 Yard	EA	S		229419570	9.5000	90
100111237	Bandaids - Ex Large	PK	S		126862	3.3000	200
100111236	Bandaids - Large	PK	S		126872	3.2500	121
100111235	Bandaids - Medium	PK	S		126582	3.2000	187
100111234	Bandaids - Small	PK	S		126592	3.1500	211
100103219	Bed Pan - Stainless	EA	S		3725399BP	12.0000	105
100121306	Belt Marloc - EX LRG	EA	S		3613412	17.0000	66
100121307	Belt Marloc - LG	EA	S		3613312	17.0000	53
100121308	Belt Marloc - MED	EA	S		3613212	17.0000	44
100121309	Belt Marloc - SM	EA	S		3613112	17.0000	51
100104729	Catheter Foley 1	EA	S		53326	41.5000	25
100104739	Catheter Foley 2	EA	S		53324	41.5000	35
100106398	Clipboard for Patient Charts	EA	S		3213233CB	3.5000	25
100115781	Erasers	PK	S		3657	4.5000	40
100105621	Gowns - Large	EA	S		1453	11.5000	123
100105622	Gowns - Medium	EA	S		1463	11.5000	152
100105623	Gowns - Small	EA	S		1435	11.5000	134
100101277	Head Brace - Ex Large	EA	S		323367	23.5000	32
100101278	Head Brace - Large	EA	S		318748	21.5000	45
100101280	Head Brace - Small	EA	S		314723	19.5000	23
100143527	Ink Pens - Black	PK	S		342	3.5000	150
100143565	Ink Pens - Blue	PK	S		339	3.5000	143
100143522	Ink Pens - Red	PK	S		335	3.5000	101

GRAND TOTALS: 3491
NUMBER OF ITEMS: 27

Field Explanations

ASSET CLASS
Asset Class Code prints at beginning of page if you print the report by Asset Class.

INVENTORY CLASS
This code prints first, above the header fields listed below, if you print the report by Asset Class. (If you print the report alphabetically, the items print by descriptionname. Asset and Inventory Classes do not print.)

ITEM NBR
Item Number

DESCRIPTION
Item Name

DSP UNT
Dispensing Unit

ITM TYP
Item Type

NONSTOCK DEPT
Nonstock Department Account Number

MANUFACTURER NUMBER
Manufacturer's unique number

AVG PRICE
Item Average Price

TTL QOH
Total Quantity-On-Hand

ITEM CATALOG BY LOCATION - GMRICL

System Name: GMRICL - Item Catalog By Location

Purpose: This report provides an alphabetical listing of all inventory items for individual locations.

Frequency: Demand

Sort Sequence: Alphabetical Print:

Entity Code/ Item Type/ Location Code/Asset Class/ Inventory Class/ Item Number

Numerical Print:

Entity Code/ Item Type/ Location Code/ Asset Class/ Inventory Class/ Item Description

Criteria: Select to print in Alphabetic or Numeric Order
Select S for Stock, N for Nonstock, or A for All

Subtotals: By Location: Total Number of Items

Grand Totals: Total Number of Items

Page Breaks: Asset Class

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 3.3 Item Catalog By Location (GMRICL) - Page 1

```
Date: 12/08/2003                                   GENERAL HOSPITAL A                                          Page  : 1
Time: 09:11am                            Item Catalog by Location For 12/08/2003                               Report: GMRICLDP
Item Type: S
Location Code:    CS
Asset Class: 20000
                                                          Dsp  Non                                                      Ttl
Item Nbr  Description                                Row/Bin  Unt  Stk  Nonstock Dept  Manufacturer Number      Avg Price     QOH
-------------------------------------------------------------------------------------------------------------------------------------

Inventory Class: 10000
100103028  BAGS BIOHAZARD 25 X 25                      A/1      PK   N                 3345                        44.1667      10

Inventory Class: 11000
     5551  BANDAGE GAUZE 2"                            A/1      RL   N                 ITEM DESC RECORD            20.0000     711

Inventory Class: 12000
     6006  LENS SURGICAL                               C/2      EA   N                 DKDKDIE8III                100.0000      10

Inventory Class: 13000
100105095  ADAPTER, CATHETER THREADED NON-STERILE N    B/2      EA   N                 CX-873                       .6994  926503

Inventory Class: 14000
100111131  AIRWAYS ORAL 1 HUDSON 1170                  C/3      EA   N                 BX-AR872/K                   .5550       0

Inventory Class: 20000
     6004  LENS SURGICAL 2.0                           A/3      EA   N                 DK109FIFK                  100.0000       0

Inventory Class: 30000
   050731  CATHETERS, FOLEY                           H/06      EA   N                 PSC1010                      5.1940      42

Inventory Class: 40000
100104747  ALCOHOL PINTS                               C/1      PT   N                 BS-ER45PT16                  .3541     714
     5550  GAUZE ROLL 1 1/2"                           A/1      RL   N                 ITEM DESC RECORD            4.4400     665
     6005  LENS SURGICAL 2.5                           B/1      EA   N                 LENS250                    100.0000       0

Inventory Class: 50000
     5600  GLOVES, LARGE RUBBER SIZE MX                A/5      EA   N                 445                          .8747     100

Inventory Class: 60000
     8888  DISPOSABLE GOWNS LARGE                      A/1      CS   N                 DGL123                      50.0000     300

Inventory Class: 70000
100105005  BANDAGE BANDAID BUTTERFLY CLOSURES LARGE A1234/B1234  BX   N                 JJ-34/BF349/LG               .5559    9525
     6007  LENS SURGICAL 3.5                           C/3      EA   N                 DK90000                    100.0000       0

Inventory Class: 80000
     6002  LENS SURGICAL 1.0                           A/1      EA   N                 LS1.0                      100.0000       0
     6003  LENS SURGICAL 1.5                           A/2      EA   N                 LS1.5                      100.0000       0
```

Figure 3.4 Item Catalog by Location (GMRICL) - Page 2

```
Date: 12/08/2003                                GENERAL HOSPITAL A                                        Page  : 2
Time: 09:11am                          Item Catalog by Location For 01/05/93                          Report: GMRICLDP

Item Type: S
Location Code:     1
Asset Class: 30000
                                                          Dsp  Non                                                   Ttl
Item Nbr  Description                              Row/Bin  Unt  Stk  Nonstock Dept  Manufacturer Number     Avg Price    QOH
-------------------------------------------------------------------------------------------------------------------------------

Inventory Class: 12000
      999  EVERREADY  12MONTH CALENDAR                 /      EA   N                                          10.0000      5

                                                                                  SUBTOTALS:                                5
                                                                                  NUMBER OF ITEMS:                          1
```

Field Explanations

ITEM TYPE
S for Stock or N for Nonstock prints at top of report.

LOCATION
Location Code prints at top of report.

ASSET CLASS
Asset Class Code prints at top of report.

INVENTORY CLASS
This code prints first, above the header fields listed below.

ITEM NBR
Item Numbers print in sequence, if you print the report in numerical order.

DESCRIPTION
Item Names print in alpha sequence, if you print the report in alphabetical order.

ROW/BIN
The row number and bin number locations for the item.

DSP UNT
Dispensing Unit.

NONSTK
Nonstock item, Y for Yes or N for No.

NONSTOCK DEPT
Nonstock Department Account Number.

MANUFACTURER NUMBER
Manufacturer's unique number.

AVG PRICE
Item Average Price.

LOC QOH
Quantity-On-Hand, in dispensing units, for this Item/Location.

ITEM CATALOG BY MANUFACTURER - GMRICM

System Name: GMRICM - Item Catalog by Manufacturer

Purpose: This report provides an alphabetical listing of all inventory items, stock and nonstock, by manufacturer.

Frequency: Demand

Sort Sequence: Entity Code (one or all)
Manufacturer Code (one or all)
Manufacturer Description or Manufacturer Number
Item Type/Item Description

Criteria: 1) You can select single, multiple or ALL entities.

2) If only one entity is selected, you can select a single, multiple or ALL manufacturers.

3) You can select stock, nonstock, or ALL items.

Subtotals: By manufacturer, Total Number of Items

Grand Totals: Total Number of Items

Page Breaks: Per Manufacturer

Figure 3.5 Item Catalog by Manufacturer (GMRICM)

Date: 04/06/2000 HAPPY HOSPITAL 01 Page : 1
Time: 14:40 Item Catalog by Manufacturer For 04/06/2000 Report: GMRICM01

Entity: 01 - HAPPY HOSPITAL 01
Manufacturer: JO11 - JOHNSON & JOHNSON

Item Nbr	Description	Manftr Item Number	Quote Price	Exp Date	Average Price	LIC	Vendor
Type: Nonstock							
1067	ANKLE SPLINT LEATHER LG	54781	5.2000	12/31/1999	10.3298		69
71500005	BAGS GARBAGE LARGE		40.0000	12/31/1999	40.0000		73
1066	SPLINT WRIST FOREARM XLG	5001-05	33.2500		33.2500		13
Type: Stock							
21395	ACTIFED TABS		2.5000	12/31/1999	1.4614		1270
21395	ACTIFED TABS		2.5500	12/31/1999	1.4614		640
1080	BANDAGE CONF STRETCH 1"		3.2500	12/31/1999	.8314		67
1079	BANDAGE SHEER STRIP 3/4"	333589	3.6900	12/31/1999	13.2900		69
1061	BETADINE SOLUTION 16 OZ		10.0000	03/02/2000	11.3988		74
1041	CATHETER FOLEY		7.7500	12/31/1999	6.1383		73
1027	FILM X-RAY OG-1 24 X 30		25.0000	03/02/2000	20.9666		74
1059	HEMOCLIPS 15'S LARGE	523170	12.0000		2.4317		3
1060	HEMOCLIPS 25'S MEDIUM	523170	15.0000		1.8189		3
7797	STOCK ITEM	2312	100.0000		9.5173		17

SUBTOTALS: NUMBER OF ITEMS: 13

GRAND TOTALS: NUMBER OF ITEMS: 13

End of Report

Field Explanations

ENTITY
Code and description for the entity.

MANUFACTURER
Name and number of the manufacturer.

TYPE
Item type (stock or nonstock).

ITEM NBR
Item Number.

DESCRIPTION
Item Name.

MANUFACTURER ITEM NUMBER
Manufacturer item number assigned by the manufacturer.

QUOTE PRICE
Vendor's quote or bid price for item. The system uses this value as a default price on PO creation.

EXP DATE
Expiration date. This is the date when the quote price is no longer valid.

AVERAGE PRICE
Average price for the item.

LIC
The manufacturer’s LIC code for the item.

VENDOR
The vendor number associated with the previous information.

NONSTOCK ITEM CATALOG BY DEPARTMENT - GMRICD

System Name: GMRICD - Nonstock Item Catalog By Department

Purpose: This report provides an alphabetical listing of Nonstock inventory items for individual departments. This report prints only Nonstock items. If you have not entered a Nonstock Department Number in the Item Description screen, the item is printed under the department heading None.

Frequency: Demand

Sort Sequence: Alphabetical Print:

Entity Code/ Expense Dept/ Asset Class/ Item Description/Inventory Class

Numerical Print:

Entity Code/ Expense Dept/ Asset Class/ Item Number/Inventory Class

Criteria: Select to print in Alphabetic or Numeric Order
Select to include items filed as deleted.

Subtotals: By Department:

Total Qty on Hand
Total Number of Items

Grand Totals: Total Qty on Hand (All Locations)
Total Number of Items

Page Breaks: Asset Class
Expense Department

Special Instructions:

Selects Nonstock (Item Type = N) Items Only

Figure 3.6 Nonstock Item Catalog By Department (GMRICD)

```
Date: 09/11/90                                    GENERAL HOSPITAL                                        Page  : 1
Time: 09:59                                  Non-Stock Item Catalog By Dept                               Report: GMRICDQ1

Nonstock Expense Department:     0000001000       BALANCE SHEET ASSET ACCOUNTS
Asset Class:   200
                                            Dsp    Primary                                                   Ttl
Item Nbr  Description                       Unt    Nonstock Sub     Manufacturer Number        Avg Price     QOH
-------------------------------------------------------------------------------------------------------------------------

Inventory Class: 40
      829 RINGS FOR ANNIVERSARIES            EA        0000001102   MI2344                      10.0000        0
     9898 GH                                 BT        0000001102                               12.0000        0

Inventory Class: 150
      195 YELLOW MEMO PADS                   EA        0000001102   44567GF                      2.5883      105

Inventory Class: 140
     3056 KNEE IMMOBOLIZER                   EA        0000001102   DERRR34                     10.0000        0

Inventory Class: 60
     3057 KNEE IMMOBOLIZER - XLARGE          EA        0000001102                               12.0000        0

                                                                                SUBTOTALS:                    105

                                                                                GRAND TOTALS:                 105
                                                                                NUMBER OF ITEMS:       4

                                                       End of Report
```

Field Explanations

NONSTOCK EXPENSE DEPARTMENT
This number prints at the top of report.

ASSET CLASS
Asset Class Code prints at top of report.

INVENTORY CLASS
This code prints first, above the header fields listed below.

ITEM NBR
Item Numbers print in sequence, if you print the report in numerical order.

DESCRIPTION
Item Names print in alpha sequence, if you print the report in alphabetical order.

DSP UNT
Dispensing Unit.

PRIMARY NONSTOCK SUB
Primary Nonstock Subaccount Number.

MANUFACTURER NUMBER
Manufacturer's unique number.

AVG PRICE
Item Average Price.

TTL QOH
Total Quantity-On-Hand.

ITEM CATALOG BY VENDOR - GMRICV

System Name: GMRICV - Item Catalog by Vendor

Purpose: This report provides an alphabetical listing of all inventory items, stock and nonstock, by vendor.

Frequency: Demand

Sort Sequence: Alphabetically:

Entity Code/ Vendor Name/ Item Type/ Item Description

Criteria: 1) You can select single, multiple or ALL entities.

2) If only one entity selected, user may select single, multiple or ALL vendors.

3) You can select S for Stock, N for Nonstock, or A for All items.

Subtotals: By vendor, for Total Quantity on Order and Total Number of Items

Grand Totals: Total Number of Items

Page Breaks: Per Vendor

Special Instructions:

If an asterisk (*) appears to the right of Last PO Order/Recv and Last PO Price, the last PO generated for this item was not generated for this vendor.

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 3.7 Item Catalog by Vendor (GMRICV)

```
Date: 12/08/2003                                   General Hospital                                          Page  : 1
Time: 17:50                              Item Catalog by Vendor Report For 12/08/2003                        Report: GMRICV01

Entity: 01 - MODEL HOSP - ENT 01
Vendor: 15 - 10BASE NETWORKING COMPANY

Item Nbr    Description                                                                   Last PO              Last PO
                Ord Unt    Conv Fctr   Vendor Catlg Number    Quote Price   Exp Date     Ordered/Received          Price      Ttl QOO
 ------------------------------------------------------------------ ---------------------------------------------------------------- --
Type: Nonstock

     4444 BANDAGE CLEAR
                 EA              1    4444VCN                    3.0000                   500150/                    3.0000        10
     1005 CALENDAR BOOK
                 EA              1                              20.9500    02/21/1994    500151/500127     *        5.0000 *     104
          CALENDARS
                 EA              1    6666VCN                    3.0000                   500112/                    3.0000        10
         NONSTOCK TEST ITEM
                 EA              1    1234                      10.0000                   500081/500081             10.0000        10

Type: Stock
     9590 BACKORDER 102094 TEST
                 BT              1    1212                      20.0000    10/20/1994    500080/500037             20.0000       465
     505050 BACKORDER TEST NSEBSBSE
                 BT              1    1212                     100.0000    11/24/1994        42/42                100.0000       150
     1078 BANDAGE BUTTERFLY CLOSURE LARGE
                 CS              6    1234                      22.0000                   500115/591                22.0000       858
     1080 BANDAGE CONF STRETCH 1"
                 EA              1    CAT1                      11.0000                   500140/500108     *       10.0000 *       4
     1081 BANDAGE CONFORM STRETCH 3"
                 EA              1    VCAT                      27.5000                   500063/500086     *       45.0000 *      21
     1049 BANDAGE ELASTIC 2 INCH
                 EA              1    123                       22.0000                      578/500086     *      111.0000 *       0
     1047 BANDAGE KLING 3 INCH
                 EA              1    VCAT                      22.0000                      578/500059     *       90.0000 *       3
     1048 BANDAGE KLING 6 INCH
                 EA              1    CATTT                     22.0000                      578/500116     *       96.0000 *       3
     1061 BETADINE SOLUTION 16 OZ
                 BT              1    SD,JFB93340BD              9.9999                   500063/653        *       80.4000 *       0
     1034 CATHETER FOLEY 32FR STERILE 3 WAY OPERAT
                 PK              1    AD98GQ9834                 2.7500                   500144/500133     *       22.0000 *      24
     404040 PICKLIST TEST
                   BX               1                           9.0100    12/31/1994          401/42              9.0100        1000
```

Field Explanations

ENTITY
Code and description for the entity

VENDOR
Name and number of the vendor

TYPE
Item type (stock or nonstock)

ITEM NBR
Item Number

DESCRIPTION
Item Name

ORD UNT
Order Unit

CONV FACTOR
Vendor order conversion factor

VENDOR CATLG NUMBER
Vendor catalog number assigned by distributors

QUOTE PRICE
Vendor's quote or bid price for item. The system uses this value as a default price on PO creation.

EXP DATE
Expiration date. This is the date when the quote price is no longer valid.

LAST PO ORDR/RECV
Last quantity ordered and received for this item from this vendor

LAST PO PRICE
Last purchase order price

TTL QOO
Total Quantity-On-Order for this vendor for this item

ITEM LOCATIONS - GMRICC

System Name: GMRICC - Item Locations

Purpose: This report provides a review of the physical distribution of the inventory. It also displays a listing of all inventory items with a quantity breakdown by location.

Frequency: Demand

Sort Sequence: Alphabetically:

Entity Code/ Item Description

By Asset Class:

Entity Code/ Asset Class/ Inventory Class/ Item Description

Criteria: Select S for Stock, N for Nonstock, or A for All
If sort is by Asset Class, you can select one Asset Class or ALL.

Subtotals: By Asset Class: Total Number of Items
By Item Type: Total Number of Items

Grand Totals: Total Number of Items

Page Breaks: Entity Code if sorted by Item Description.
Asset Class if sorted by Asset Class.

Special Instructions:

An asterisk (*) prints next to the location which has been designated as the item's Primary Location.

Figure 3.8 Item Locations (GMRICC)

General Hospital
Item Locations

Date: 12/08/2003
Time: 08:47

Page : 1
Report:GMRICCGH

Item Nbr	Description	Dsp Unt	Itm Typ	Avg Price	Ttl QOH	LCODE AT1	AT2	AT3	AT4	AT5	AT6	AT7	ER	ICU
100150812	0.4% LIDOCAINE 5% DSW	EA	S	2.6600	391	30	48	72		133*		108		
100102238	1901K	CS	S	26.3500	215		45*		70	65		35		
100102240	1901SJ 3 PLY	CS	S	50.9100	105			105*						
100153220	8 X 11 PAPER BONDED	CS	S	20.0000	258						258*			
100150010	A-ACID 0.25% 1000 ML IRR 6143	BT	S	5.1500	450	152	151		147*					
100102158	ACCOUNT PAYABLES CHECK	CS	S	79.1100	49						49*			
100104978	ADAPTER, CATHETER SAFE-LOCK	EA	S	5.9500	182	22	65*		47	25			23	
100104978	ADAPTER, CATHETER THREADED DIS	EA	S	6.4500	201	41	62*		44				44	
100104978	ADAPTER, CONVERTIBLE SAFE LOCK	EA	S	6.3000	110	21	33*		32	24				
100104113	ADAPTIC, 3 X 3	EA	S	4.7000	76				76*					
100104113	ADAPTIC, 3 X 8	EA	S	4.7000	47				47*					
100109450	AIR FILTER	BX	S	26.6500	118						118*			
100111336	AIRWAYS NASAL	EA	S	3.9000	192		91*		58			43		
100106550	BACK BRACE	EA	S	35.0000	129			111*					18	
100106551	BALLOONS	BX	S	8.6500	201	201*								

TOTAL ITEMS: 15

Field Explanations

ASSET CLASS
Asset Class Code prints at beginning of page if you print the report by Asset Class.

INVENTORY CLASS
This code prints first, above the header fields listed below, if you print the report by Asset Class. (If you print the report alphabetically, the items print by descriptionname. Asset and Inventory Classes do not print.)

ITEM NBR
Item Number

DESCRIPTION
Item Name

DSP UNT
Dispensing Unit

ITM TYP
Item Type

AVG PRICE
Item Average Price

TTL QOH
Total Quantity-On-Hand. This field represents the total dispensing units for all locations.

LCODE
The location code prints in the header (up to nine codes may print across the header). This sample report has codes like AT1, AT2, AT3 and so on. The QOH for the location prints below the header location code. An asterisk (*) prints next to the location which has been designated as the item's Primary Location.

ITEM NEGATIVE PRICE - GMRINP

System Name: GMRINP - Item Negative Price

Purpose: This report provides a snap shot of all inventory items (both stock and non-stock) that have negative average prices at the time the report is produced. Purchasing staff can use the report to review and evaluate those items (in the Item Master) with negative average prices and determine whether to change the item average prices to positive amounts. Items whose average prices are changed manually reflect on the Inventory Average Price Adjustment Log report (GMRAPC) the following day, for your verification.

It is important to remember that for a complete picture of ALL transactions that alter the item average price (either increase or decrease it), you should access History/Statistics from the Materials Management Main Menu.

Frequency: Demand

Sort Sequence: Alphabetically:

Entity Code / Item Number or Item Description

Criteria: Select S for Stock, N for Nonstock, or A for All

Special Instructions:

To see a historical picture of all transactions that affect an item's average price (both increases and decreases), access History/Statistics from the Materials Management Main Menu, then Transaction History - Altering Average Price. This functionality provides you with a step by step historical transaction of each event that occurred in the requested period and affected the item average price. For additional information about this research tool, review Transaction History - Altering Average Price in Chapter 14: History/Statistics of the *STAR Financials General Accounting Reference Guide, Materials Management Processes Volume.*

Figure 3.9 Item Negative Price (GMRINP)

Date: 03/31/2003 GENERAL HOSPITAL Page : 1
Time: 11:53am Item Negative Price Report For 03/31/2003 Report: GMRINP01

for All Items

Item Nbr	Item Description	Neg AP	Disp Unit	LOC	QOH
33	LOVELY LITTLE STOCK ITEM	-1.9718	EA	BW	649
				GS	0
34	LOVELY SECOND LITTLE STOCK ITEM	-1.2107	EA	BW	43
				GS	1
43	BONNIE NON-STK 00111	-12.2313	BX	BW	7
				GS	5
44	BONNIE NS 2233	-5.2503	BX	BW	50
				GS	3
67	BONNIE'S STOCK ITEM	-0.5337	PK	BW	85
				GS	11
88	ANTACID TABLETS	-0.0064	RL	CCU	14
				CS	7
				GS	0
343	FRUIT - GRAPES	-2.3797	BG	CS	3
				GS	18
344	GRANNY SMITH APPLES	-3.2152	CS	CS	28
				GS	0
1049	BANDAGE ELASTIC 2 INCH PIN	-0.0030	MM	CS	2
				GS	2501
1054	STOCK SHAVE PREP	-0.2994	EA	BW	80
				CS	0
				GS	974
1067	ANKLE SPLINT LEATHER LG*	-0.2395	EA	CCU	22
				CS	10
				GS	68
				NLOC	0
				OR	4
				RAD	0
1078	BANDAGE BUTTERFLY CLOSURE LARGE	-0.1181	BX	CCU	4
				CS	0
				DP	6
				GS	2500
1080	BANDAGE CONF STRETCH 1"	-0.0117	EA	CCU	0
				CS	0
				GS	500
1081	BANDAGE CONFORM STRETCH 3"	-0.0303	MM	CS	95
				GS	382
1082	BANDAGE ELASTOPLAST 2" STOCK	-0.0647	EA	BW	446
				CCU	0
				CS	8
				DP	0
				GS	696

Field Explanations

ITEM NBR
Inventory item number (either Stock or Non-Stock) with a negative average price being reported.

ITEM DESCRIPTION
Inventory item description associated with the reported Inventory Item Number.

NEG AP
The negative item average price associated with the reporting item at the time the report was generated/produced.

DISP UNT
Item location dispensing unit for the reported item.

LOC
Inventory location(s) associated with the reported items.

QOH
Quantity on hand at each location associated with the reported item, including zero and greater than zero quantity on hand values, at the time the report was generated/ produced.

ITEM ADJUSTED DOLLARS - GMRSB3

System Name: GMRSB3 - Item Adjusted Dollars

Purpose: This report provides detailed information about stock items that have adjusted dollars posted to the General Ledger Asset Class accounts (both Asset Department/Subaccount and Price Adj Department/Subaccount). If the Asset Class Price Adj fields are blank, the report reflects the GL Parameter default Price Adj accounts because those are what are used for posting.

For stock items with positive adjusted dollar amounts, the journal entry postings debit the Asset account and credit the Price Adj account. For stock items with negative adjusted dollar amounts, the journal entry postings are the reverse.

Frequency: Demand. Also automatically produced when the History & Statistics Year End Delete process runs.

Sort Sequence: Numeric by leading digit and then alphabetic (for example, any asset classes that are letters of the alphabet would follow those that are numbers)

Criteria: Select an entity code or A for All entity codes.

Special Instructions:

When this report is produced automatically during the History & Statistics Year End Delete process, it contains "For Fiscal Year Ending XXXXXXXX" in the report heading. For additional information about the History & Statistics Year End Delete process, review Special Processes in Chapter 13: Disciplined Processes of the *STAR Financials General Accounting Reference Guide, Materials Management Processes Volume.*

Figure 3.10 Item Adjusted Dollars (GMRSB3) - Page 1

```
Date: 04/11/2006                                HAPPY HOSPITAL                                  Page  : 1
Time: 09:33am                       Item Adjusted Dollars Report For 04/11/2006             Report: GMRSB301

                                                                    Price Adjustment
        Summary by Asset Class        Adjusted Dollars    Department          Subaccount
        ---------------------------------------------------------------------------------------
        Asset Class     1000  :             202.50        1056                0002
        Asset Class      200  :             492.40        1056                0050
        Asset Class     3165  :             360.40        1056                0036
        Asset Class     3309  :             768.90        1056                0025
        Asset Class       36  :           3,535.00        1056                0019
        Asset Class       37  :           1,861.91        1056                0016
        Asset Class      400  :             682.00        1056                0022
        Asset Class    40000  :           2,748.71        1111                1003
        Asset Class       67  :           2,558.03        1056                0013
        Asset Class    70301  :             957.90        1056                0031
        Asset Class     7151  :              39.50        1056                0070
        Asset Class      800  :             299.99        1056                0006
        Asset Class      900  :           1,619.33        1056                0009

        Asset Class Totals    :          16,126.57


        Item Detail
        -----------

        Asset Class     1000 (1056-0000)                :       202.50

        Item Number    Description                        Amount
        ---------------------------------------------------------------
        5570           STOCK BW 1                                202.50

                                            Total                202.50

        Asset Class      200 (1056-0041)                :       492.40

        Item Number    Description                        Amount
        ---------------------------------------------------------------
        5580           STOCK BW 9                                492.40

                                            Total                492.40
```

Figure 3.11 Item Adjusted Dollars (GMRSB3) - Page 2

```
Date: 04/11/2006                                HAPPY HOSPITAL                                  Page  : 2
Time: 09:33am                     Item Adjusted Dollars Report For 04/11/2006                Report: GMRSB301

          Item Detail
          -----------

          Asset Class     3309 (1056-0023)                :       768.90

          Item Number    Description                        Amount
          ---------------------------------------------------------------
          5577           STOCK BW 4                              768.90

                                              Total             768.90

          Asset Class       36 (1056-0017)                :     3,535.00

          Item Number    Description                        Amount
          ---------------------------------------------------------------
          10305          BONNIE TUESDAY STK                      530.36
          1299           BONNIE'S TUESDAY STOCK                   -0.02
          3232           BONNIE STK 4103 1234                  1,214.84
          41             BONNIE STOCK 2                          849.66
          42             BONNIE STK 3                           -100.00
          5575           STOCK BW 6                              580.06
          60102          BONNIE STOCK TUES                       460.10

                                              Total           3,535.00

          Asset Class       37 (1056-0014)                :     1,861.91

          Item Number    Description                        Amount
          ---------------------------------------------------------------
          44555          STOCK ITEM FOR BONNIE                 1,376.85
          5574           STOCK BW 5                              485.06

                                              Total           1,861.91

          Asset Class      400 (1056-0020)                :       682.00

          Item Number    Description                        Amount
          ---------------------------------------------------------------
          5576           STOCK BW 7                              682.00

                                              Total             682.00
```

Field Explanations

SUMMARY BY ASSET CLASS
The top section of the report provides a summary of adjusted dollars and related Department/Subaccounts by Asset Class.

ADJUSTED DOLLARS
Adjusted Dollars that occur when the system needs to make an Average Price Change, but an item has no quantity on hand.

PRICE ADJUSTMENT DEPARTMENT
This field contains the first part of the General Ledger account number designated as the primary default Price Adjustment account. (The second part of the default number is the General Ledger Parameters Price Adjustment subaccount.) This account is used to maintain any unaccounted price difference the system might encounter. For example, if the system tries to calculate the average price for a stock item with zero quantity-on-hand, the price difference is placed in the Adjusted Dollars field for later use when the quantity-on-hand permits successful completion of the average price calculation.

During the fiscal year-end process, dollars remaining in the Item Level Adjustment Dollars field are cleared, totaled, and posted to the Price Adjustment account. The total for this account may then be spread across various departments through manual journal entries. Manual average price changes through the Item Master are also posted to the Price Adjustment account.

PRICE ADJUSTMENT SUBACCOUNT
This field contains the second part of the General Ledger account designated as the primary default Price Adjustment account. (The first part of the default number is the General Ledger Price Adjustment department.)

ASSET CLASS
Asset class code.

ITEM NUMBER
Item number.

DESCRIPTION
Inventory item description associated with the reported Inventory Item Number.

AMOUNT
This field represents dollars in the Item Master Adjusted Dollar field (if the report was run on Demand) or the Item Master Adjusted Dollars that were cleared/posted during the year-end process.

TOTAL
Total by Asset Class.

PAR LEVEL CART VALUATION REPORT (GMRPCV)

System Name: Par Level Cart Valuation Report

Purpose: This report reflects the estimated value of inventory on each cart. This is done by taking the PAR level for each inventory item and multiplying it by the item's current average price. This report is an estimate because it bases quantity on PAR level and not on actual count.

Frequency: Demand

Sort Sequence: Entity Code/ Cart Number/Item Number

Criteria: Select to print specific Cart

Grand Totals: Total Value by Cart: 99,999,999.99
Total Number of Items by Cart: 9999999

Page Breaks: Cart

Figure 3.12 Par Level Cart Valuation Report (GMRPCV)

```
Date: 12/08/2003                                MODEL HOSP - ENT 01                                    Page  : 1
Time: 9:42                            Par Level Cart Valuation Report For 12/08/2003                   Report: GMRPCV01


Entity : 01  MODEL HOSP - ENT 01
Cart Number : 2000  CENTRAL SUPPLY CART

                                                   PAR                        PAR Value
Item        Description                           Level       Avg Price        On Hand
-------------------------------------------------------------------------------------------------
1078        BANDAGE BUTTERFLY CLOSURE LARGE         100         24.7069        2,470.69
1080        BANDAGE CONF STRETCH 1"                 100          1.8657          186.57
1225        VACUTAINER 3ML                          100        122.0000       12,200.00
9590        BACKORDER 102094 TEST                   100         19.7107        1,971.07


                                             TOTAL VALUE :                     16,828.33

                                       TOTAL NUMBER OF ITEMS :                      4

                                 End of Report
```

Field Explanations

ENTITY CODE
Entity code and name print at top of report.

CART NUMBER
Cart number prints at top of report.

ITEM
Item number.

DESCRIPTION
Item description name.

PAR LEVEL
Current PAR level reflected for the inventory item on this cart. This quantity is not necessarily the actual quantity on the cart.

AVG PRICE
Average price for the item.

PAR VALUE ON HAND
PAR level of the inventory item on this cart multiplied by the item's current average price.

PRICE/SALES CATALOG COMPARISON REPORT (GMRPSC)

System Name: GMRPSC - Price/Sales Catalog Comparison Report

Purpose: This report compares the detail lines on a Price/Sales Catalog to the hospital's item master. The report may be run for the original price/sales catalog data or for a temporary work file created by the user. If the report is run for a temporary work file created by the user, the report compares only the items saved in the work file. If the report is generated for the original catalog data, it may be run to show a comparison of all items in the catalog or it may be run to show only exception items. Exception items are those items in the catalog that either do not have a matching item in the item master, or the price or order unit of measure fields in the catalog do not match the corresponding item/vendor information in the item master.

Frequency: Demand

Sort Sequence: Catalog line number (detail lines are ordered in the same way the vendor transmits).

Criteria: If a catalog is selected that has a temporary workfile associated with it, you can select whether to create the report for the temporary workfile or original data at the following prompt:

Create report for (T)emporary workfile or (O)riginal data [T]--

If the original catalog is selected, or only the original data exists without a temporary workfile, you can choose to report all items or only exception data at the following prompt:

Include only Exception data (Y/N) [N]--

Grand Totals: none

Page Breaks: none

Special Instructions:

If using the GUI EDI Processor, this report is generated from the Price/Sales Catalog online edit screen by selecting the Report button. The report is generated for the catalog that is currently being edited.

If using the character-based processor, the report is generated from the EDI Processor sub-menu by selecting the Price Sales Catalog Report option then selecting the catalog on which to report.

Figure 3.13 Price/Sales Catalog Comparison Report (GMRPSC)

```
Date: 12/08/2003                                MODEL HOSP - ENT 01                                          Page  : 1
Time: 11:41                              Price/Sales Catalog Comparison For 12/08/2003                       Report: GMRPSC01

Catalog: 11 - 11/22/96 1021
Vendor: 5 - ABBEY MEDICAL

CAT                                                                                  Cat  Disp  Order          Storage
/IM  Item Nbr   Vendor Cat Nbr.      Description                        Price        UOM  UOM  UOM/Conv       UOM/Conv
-------------------------------------------------------------------------------------------------------------------------

CAT             8878                 GLOVE,EXAM,LARGE,POWDERFREE          $58.00  BX/1
IM   10511      8878                 GLOVE,EXAM,LARGE,POWDERFREE          $51.00       EA   BX/10          EA/1

CAT             B2911-50             MICROTAINER SAFETY LANCET 50PK      $137.19  CS/1
                                                                          $13.72  PK/1
IM                                   *** No matching item ***

CAT             B2911-60             MICROTAINER BRD SAFETY BLUE         $105.06  CS/1
                                                                          $10.51  PK/1
IM   33195      B2911-60             MICROTAINER BRD SAFETY               $54.00       EA   BX/10          EA/1

CAT             B2975-2              MICROTAINER PLASMA SEPARATOR         $92.61  CS/1
                                                                           $9.26  PK/1
IM                                   *** No matching item ***

CAT             B2982-61A            VACUTAINER 3ML 10.25X64MM            $55.39  CS/1
IM   1225       B2982-61A            VACUTAINER 3ML                       $54.99       BG   CS/2           BG/1

CAT             B2983-55             VACUTAINER 15ML RED 16X125MM         $64.28  CS/1
                                                                         $188.80  CS/100
                                                                         $161.10  CS/200
                                                                           $6.43  PK/1
IM                                   *** No matching item ***

CAT             B2991-61A            VACUTAINER LAVENDER 3ML              $54.44  CS/1
                                                                         $159.90  CS/100
                                                                         $136.50  CS/200
                                                                           $5.44  PK/1
IM   32995      B2991-61A            COFFEE CUPS                          $54.00       EA   BX/10          EA/1

CAT             B2994-93A            VACUTAINER COAG TB W/-129M CI        $53.46  CS/1
                                                                         $160.20  CS/100
                                                                         $136.70  CS/200
                                                                           $5.35  PK/1
IM                                   *** No matching item ***
```

Field Explanations

CATALOG
Catalog number assigned to the Price/Sales Catalog at the time it is uploaded and the date and time the catalog was uploaded prints at the top of each page.

VENDOR
Vendor number and name associated with the Price/Sales Catalog prints at the top of each page.

CAT/IM
The code "CAT" prints at the beginning of each price/sales catalog detail line; "IM" prints at the beginning of each corresponding item master detail line. For each CAT detail line printed, there is one IM line.

ITEM NBR
For the CAT line, this prints the Hospital's Item number stored by the vendor. For the corresponding IM line, this prints the corresponding item number in the item master.

VENDOR CATALOG NBR
Compares the vendor's catalog number transmitted in the catalog to the vendor catalog number associated with the matching item in the item master. The vendor catalog number is the only field used for finding matching items in the item master.

DESCRIPTION
Item description prints for the vendor catalog and the corresponding item master item. If a matching item could not be found in the item master for the catalog item, the description prints "*** No matching item ***" in this field.

PRICE
Prints the vendor's price(s) transmitted for the catalog item on the CAT report lines and the vendor's quote price stored in the item master on the IM report lines.

CAT UOM
The unit of measure code transmitted for the catalog item followed by the vendor's order quantity.

DISP UOM
The dispensing unit of measure code for the IM detail item stored in the item descriptive.

ORDER UOM/CONV
The vendor's order unit of measure code for the IM detail item stored in the item/vendor record.

STORAGE UOM/CONV
The primary location's storage unit of measure code for the IM detail line stored in the item's primary location's item/location record.

BIN LABELS - GMRBLL

System Name: GMRBLL - Bin Labels

Purpose: Bin Labels are produced for all items defined in the Item Master. They identify those areas in which inventory items are stored, such as storage shelves and portable carts.

Frequency: Immediately

Sort Sequence: Location Code/ Row and Bin Number

Criteria: Enter Location Code or "-" for list [All]

You can select more than one location to print. If more than one location is selected, the system prints all items for those locations selected.

If you select one location, you can choose which items (one or more) to print.

Enter Item Nbr, Name "-" or "-" for list [All]

Figure 3.14 Bin Labels (GMRBLL)

```
****************************
******NEW LOCATION AT1******
****************************

100102158 EA   Each                (Item Nbr, DU and Description)
BACK BRACE                         (Description)
AT1            A/2  Par4294        (Location, Row/Bin)
CS                                 (Par Level)
1                                  (Storage Conv. Factor)

100102043 PK   Package
ACE BANDAGE
AT1            B/3  Par5003

100101034 EA   Each
0.4% LIDOCAINE 5% D5W
AT1            A/6  Par1245

****************************
******NEW LOCATION AT5******
****************************

100102158 EA   Each
BACK BRACE
AT5            A/2  Par3367

100102043 PK   Package
ACE BANDAGE
AT5            B/3  Par3202

100101034 EA   Each
0.4% LIDOCAINE 5% D5W
AT5            A/6  Par1289
```

BAR CODED LABELS

System Name: ABCPGM Bar Coded Labels

Purpose: Piggyback bar code labels are produced for patient chargeable inventory (stock items) that are placed on patient charge sheets and used with the Patient Charge Reconciliation process to charge patients for items on a specific exchange cart.

Frequency: Demand

Sort sequence: Location Code

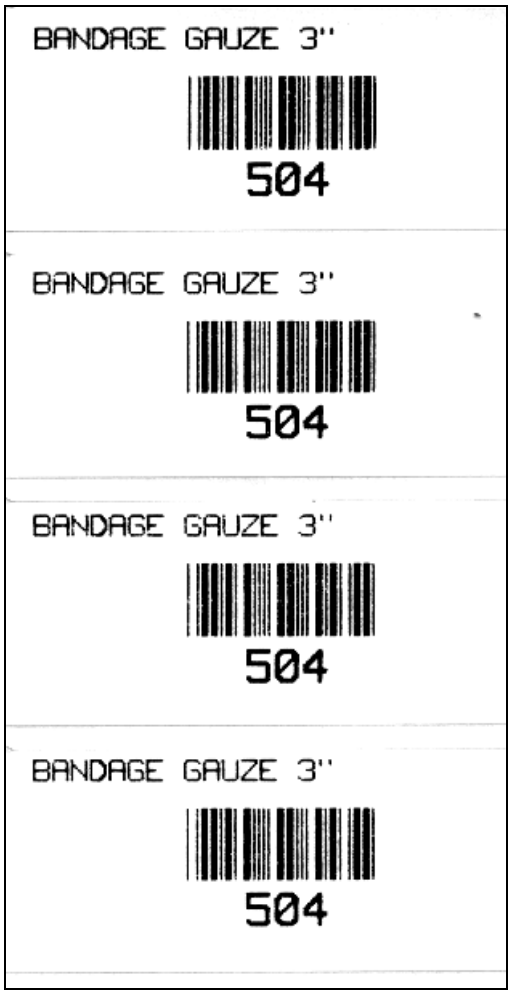
Criteria: Enter Charge/Order Department or '-' for list--

Enter Location Code or '-' for list--

The report name to be assigned is ABCPGM. This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

The following is an example of the bar code label. You can print labels "four up," or four labels at once (Format 5), or "one down," one label at a time (Format 4).

Format 5 (4 Up)



Format 4 (1 Dn)

To print bar code labels, you must first determine the format to be used by the 4400 Intermec Bar Code Printer. The format is established by the value in the Label Type field, located on screen 2 of the General Function Control Parameters.

Values are:

4 Up — Four labels print at once

1 Dn — One label at a time prints

Once a value is entered in this field, printing of the bar code labels can begin.

To access Bar Code Labels, select **Demand Reports** from the main menu:

```
                  General Hospital Initial Menu Processor
                                                  Tue Nov 26, 2002 05:07 pm

            Option No.  Option
            ----------------------------------------
                1       Tables
                2       Parameters
                3       Vendors
                4       Master Files
                5       Processes
                6       Demand Reports
                7       Balancing
                8       History/Statistics
                9       Inquire
               10       View Reports
               11       Special Processes
               12       User Preferences Functions
               13       Menu and Mnemonic Functions
               14       Bar Code Spooler Maintenance
               15       Management Tools

Enter option number-
```

Then select **Master Files** from the secondary menu that displays:

```
                General Hospital Demand Reports Processor
                                                      Tue Nov 26, 2002 01:45 pm

Demand Reports Input Options

            Option No.  Option
            ----------------------------------------
   PRINT        1       Master Files
                2       Working Reports
                3       PO Related Reporting
                4       History and Analysis



Enter option number-
```

The Master Files Processor menu displays next. Select the **Bar Coded Labels** option.

```
                  General Hospital Master Files Processor
                                                   Tue Nov 26, 2002 05:07 pm
Master Files Input Options

            Option No.  Option
            ----------------------------------------
   PRINT        1       Item Master
                2       Item Catalog
                3       Item Catalog Printed by Location
                4       Item Catalog by Vendor
                5       Item Catalog by Manufacturer
                6       Item Nonstock Catalog by Department
                7       Item Locations
                8       Item Negative Average Price Report
                9       Bin Labels
               10       Bar coded labels
               11       Patient charge sheets
               12       Par Level Cart Valuation Report

Enter option number-
```

The system displays a series of prompts:

Enter entity code or '-' for list--

Enter Charge/Order department or '-' to list--

Enter location code or '-' for list--

Preload all items for this location (Y/N) [Y]--

If you enter **Y** for Yes to preload items, the system displays the Bar Coded Labels Processor screen. All items for the particular location display in the scrolling portion of the screen.

```
             General Hospital Bar Coded Labels Processor
                                                   Mon Jul 27, 1992 04:26 pm
Ent : GENERAL HOSPITAL A
 1 Charge/Order Dept   2 Description
   CSR                   Central Supply
 3 Location Code       4 Description
   CS                    CENTRAL SUPPLY
 5 SIM                 6 Item Description
   207                   BANDAGE BANDAID BUTTERFLY CLOSURES LARGE
 7 Item Nbr     Shelf/Bin   Label Amt   Amt Printed
        4444        A/1          1           4
        5550        A/1          1           4
        5551        A/1          1           4
   100104978        A/1          1           4
   100104012        A/3          1           4
   100105095        B/2          1           4
   100104747        C/1          1           4
   100105005    A1234/B1234      1           4



     F1Prev Page F2Next Page F3 Insert  F4 Delete  F6 Reset  F7  Exit   ?
```

If you enter **N** for No to the Preload Items prompt, you can manually enter the item number(s) for which to print bar code labels, and the label amount, in the scrolling screen field. After the screen is completed, press the F7 key to exit. The system displays the message, Label printing completed.

Field Explanations

1. CHARGE/ORDER DEPT (DISPLAY ONLY)
This field defines the department for which you are printing bar code labels.

2. DESCRIPTION (DISPLAY ONLY)
This field contains the description of the charge/order department.

3. LOCATION CODE (DISPLAY ONLY)
This is the location where the items that will have bar code labels are stored.

4. DESCRIPTION (DISPLAY ONLY)
This is the description of the location code.

5. SIM (DISPLAY ONLY)
This is the SIM (Service Item Master) number which represents a unique charge code for the Materials Management inventory item-related charge.

6. ITEM DESCRIPTION (DISPLAY ONLY)
This is the description of the SIM Number used in the SIM Processor file from Patient Care.

The following fields display in the scrolling portion of the screen.

7. ITEM NBR (DISPLAY ONLY)
This field contains the identifying number for the item from the Item Master file.

SHELF/BIN (DISPLAY ONLY)
This field, pulled from the Cart Requisition, displays the item's shelf/bin location within the cart.

LABEL AMT (DISPLAY ONLY)
This field displays the number of labels you want to print.

AMT PRINTED (DISPLAY ONLY)
Based on the value (4 Up or 1 Dn) of the Label Amt field on the General Function Control Parameters screen, the system calculates how many individual labels to print.

For example:

If the field value is 4 Up, and you request two labels in the Label Amount field, the system prints four bar code labels (4 Up = 4 labels printed at once).

If you request six labels, the amount printed will be eight. The system prints labels in increments of four.

If you set the value to 1 Dn, the system prints one label at a time.

PATIENT CHARGE SHEETS

System Name: Patient Charge Sheets - GMRBCF

Purpose: The bar coded worksheet is patient-specific and is used to place the bar coded piggyback labels (for patient chargeable items) used from the exchange cart nursing areas. These patient charge sheets are then bar coded into the system to determine the cart charges.

NOTE: You can use the STARAudit Service to audit user requests for this report. The Audit Service collects and stores information such as report request date and time, the name of the user requesting the report and the criteria selected for the report. For more information, see the *STAR Audit Service Reference Guide*.

Frequency: Demand

Sort sequence: Facility/Nursing Station/Cart Station

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See "REDIRECTION OF REPORTS" on page 1-9 for details.

If this report is being redirected, you must define not only the base report (GMRBCF) but also a facility (GMRBCFx) report. As patients are facility-specific, this report is facility-specific, rather than entity-specific.

To access Patient Charge Sheets, select **Demand Reports** from the main menu, then **Master Files** from the secondary menu. The following list of options is displayed:

```
                    General Hospital Master Files Processor
                                                Tue Sep 23, 2008 05:20 pm
Master Files Input Options

            Option No.  Option
            ----------------------------------------
   PRINT         1       Item Master
                 2       Item Catalog
                 3       Item Catalog Printed by Location
                 4       Item Catalog by Vendor
                 5       Item Catalog by Manufacturer
                 6       Item Nonstock Catalog by Department
                 7       Item Locations
                 8       Item Negative Average Price Report
                 9       Item Adjusted Dollars Report
                10       Bin Labels
                11       Bar coded labels
                12       Patient charge sheets
                13       Par Level Cart Valuation Report


Enter option number--
```

Select **Patient Charge Sheets** from the above menu. The system displays a choice of printers:

```
              General Hospital Patient Charge Sheets Processor
                                                Thu May 12, 1994 10:19 am


Page:01                                                    ##=Current Choices
                      Printers Assigned to Report GMRBCFA
     Name     Description             Copies  Default      Start     End
( 1) ACHELAL11HP LaserJet4               1     Batch/Demand
( 2) 105      PORT 105 KYOCERA LASER     1     Batch/Demand









Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
                                end selection(NL)
```

Based on printer definitions, you can print the report on either a Kyocera or HP LaserJet 4 printer. For the HP LaserJet, the printer definition must be set to P:23, and the Bar Codes and More cartridge must be inserted in the printer.

Next, the system prompts you to choose a print option:

Print (I)npatient, Patient (T)ype, or (B)lank charge sheets--

Choose any of these options to produce the patient bar coded forms. Choices are:

I Inpatient. Allows you to print forms by Nursing Station (N) or Patient (P).

N The Nursing Station option allows you to print forms for any cart station servicing the selected nursing stations.

P The Patient option allows you to print forms for individual patients as the forms are needed (such as for a new admission after the original forms were printed, or if the patient's existing forms are filled and more are needed). Any applicable Publicity Codes are listed along with the patient name.

T Patient Type. Allows you to print forms for any patient serviced by the cart station and location.

P Patient. The Patient option allows you to print forms for individual patients by patient type for a specified cart station and cart. Any applicable Publicity Codes are listed along with the patient name.

B Blank. Allows you to print blank forms which will have bar codedlabels applied, but which will not contain any nursing station, cart, or patient information.

For the N (Nursing Station) option, the following scrolling screen is displayed:

```
                General Hospital Patient Charge Sheets Processor
                                                Tue Jul 28, 1992 01:50 pm

Nursing   Cart
Station  Station  Cart(s)
  1N       2N     1
  1K       1N     2



    F1Prev Page F2Next Page F3 Insert  F4 Delete  F6 Reset  F7  Exit   ?
```

At each field, you can enter one of the following:

1. An individual entry, which is checked for validity

2. A hyphen (-) to display a selection list (Nursing and Cart Station allows single selection; Cart(s) allows multiple selections)

3. An asterisk (*) at the Nursing Station or Cart Station field, which displays a prompt:

   Enter exchange cart(s) to process or 'ALL'--

   Enter the exchange cart(s) to use, or press ENTER to accept the default All Nursing Stations or All Cart Stations.

The following is an example of a selection list of available Nursing Stations:

```
                General Hospital Patient charge sheets Processor
                                                Tue Jul 28, 1992 02:20 pm

 Nursing   Cart
 Station  Station  Cart(s)
Page:01                          GENERAL HOSPITAL A
( 1) 1E-1 EAST              (14) ICU-INTENSIVE CARE
( 2) 1N-1 NORTH             (15) L/D-LABOR & DELIVER
( 3) 1S-1 SOUTH             (16) LD-LABOR AND DELIVE
( 4) 2E-2 EAST              (17) NSY-NURSERY
( 5) 2N-2 NORTH             (18) OBS-OBSTETRICS
( 6) 2S-2 SOUTH             (19) PED-PEDIATRICS
( 7) 3E-3 EAST              (20) PSC-PSYCHIATRIC
( 8) 3N-3 NORTH
( 9) 3S-3 SOUTH
(10) 4E-4 EAST
(11) 4S-4 SOUTH
(12) 5NW-5 NORTH WEST
(13) CCU-CORONARY CARE U

Enter choice--
```

The Nursing Station field is verified against the Nursing Location Master.

NOTE: If you have chosen to print by Patient and a location is chosen, a list of Patients along with their Publicity Codes is displayed (these codes are **not** shown on the actual printed sheets).

```
   ( 1) 2101   01  &TEST,PIM ONE                  (AMPERSAND RESTRICTI)
   ( 2) 2101   02  TEST,GROUP PATIENT
   ( 3) 2102   01  TEST,ONEIL D
   ( 4) 2102   02  HARDERSEN,OUTOF THERE
   ( 5) 2103   01  !BOOCHER,SARA JANE             (FACILITYA NO PHONE)
   ( 6) 2103   02  TEST,LUCY
```

The following is an example of a selection list of available Cart Stations:

```
                General Hospital Patient charge sheets Processor
                                                Tue Jul 28, 1992 02:20 pm

 Nursing   Cart
 Station  Station  Cart(s)
Page:01                  Cart Reconciliation Stations
( 1) 1E-1 EAST
( 2) 1M-1 MAIN
( 3) 1N-1 NORTH
( 4) 123-1234567890123456789
( 5) 3N-3 NORTH
( 6) 5E-5 EAST
( 7) CS1-CSR CART ONE
( 8) CS2-CSR CART TWO
( 9) ICU-ICU CARTS
(10) OR-RECOVERY ROOM CART




Enter choice--
```

The Cart Station field is verified against the Cart Reconciliation Station table.

The following is an example of a selection list of available Carts:

```
                 General Hospital Patient charge sheets Processor
                                                Tue Jul 28, 1992 02:20 pm

 Nursing   Cart
 Station  Station  Cart(s)
Page:01                                                  ##=Current Choices
( 1) A
( 2) B
( 3) C
( 4) D









Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
                                end selection(NL)
```

The Cart(s) field is verified against the exchange carts from the Cart Station table.

When you have completed the screen and press F7 to exit, a prompt is displayed for you to print the forms:

Print these Patient Charge forms (Y/N)--

When you enter **Y** for Yes, the message *Compiling and Printing* displays.

An example of this report is shown below.

Figure 3.15 Patient Charge Sheet Report (by Inpatient)

*** P A T I E N T C H A R G E S H E E T ***

DATE: 03/23/2000

PATIENT ID	NAME	ROOM-BED
A9820700003	HLSUPDATE,PATIENT ONE	2102-02

CHARGE LOCATION	CART STATION	CART	CONTROL #	NL
1E	1E	1	510	

Figure 3.16 Patient Charge Sheet (by Patient Type)

*** PATIENT CHARGE SHEET ***

PATIENT ID *A9325700006*

NAME CASPER,SERIES

PAT TYPE SER

CHARGE LOCATION *ER*

CART STATION *1E*

CART *1*

CART CONTROL # *128*

NL **

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INTRODUCTION

The Materials Management System generates the following working reports:

Demand Reports:

- Standard Inventory Requisition
- Cart Inventory Requisition
- Traveling Requisition
- Picklist Worksheet
- Transfer Picklist
- Physical Inventory Worksheet
- Inventory Adjustment Report
- Anticipated Inventory Adjustment Report
- Receiving Worksheet Report by Location
- Location Transfers Report
- Receipt Acknowledgment Report
- Inventory Stock Status Report
- Contract Expiration Report
- Contract Expiration Report by Buyer
- Patient Charge Reconciliation Report
- Anticipated Transfer Report
- Open Stock Item Requisition Report

Batch Processes:

- Daily Journal Report
- Daily Receiving Report
- Period Receiving Report

- Daily Capital Item Receiving Report
- Period Capital Item Receiving Report
- Inventory Price Adjustment Log
- Daily Issue Report
- Summary Account Balance - Value-On-Hand
- Summary Account Balance - Undistributed Inventory
- Contract Reports
- Physical Inventory Worksheet
- PO Evaluation By Purchase Order Number
- PO Evaluation By GL Account Number
- PO Evaluation By Vendor
- PO Header Status Updates Report

STANDARD INVENTORY REQUISITION - GMRSIR

System Name: GMRSIR - Standard Inventory Requisition

Purpose: This report standardizes any orders or requests coming into the supply areas from the various departments. It reduces preparation time and labor costs. The report may be used as both a request sheet for the individual departments and an issue sheet for inventory control personnel. The quantity received can be manually entered on the report.

Frequency: Demand

Sort Sequence: Requisition Type/ Standard Requisition Nbr/ Item Sequence Nbr

Criteria: Select Standard Requisition Number (grouped)-List selection or ALL
Select 1) A,B or C class code or 2) ALL
Select # of copies of each requisition

Subtotals: None
Grand Totals: Total number of items
Page Breaks: Requisition Control Number

Special Instructions:

Write in the Department Number on the Header line.
ABC Cls (ABC Class) - Displays from Standard Requisition Detail Line.
Req Control Nbr - Increments from General Function Control parameters for each requisition copy printed.

Figure 4.1 Standard Inventory Requisition (GMRSIR)

```
                                   General Hospital
                              Standard Inventory Requisition
Date: 11/04/2000                                                          Page  : 1
Time: 08:47                                                            Report: GMRSIRGH

LOCATION:  AT1 Central Supply                                   DEPT: _____________________
REQUISITION:        100             Outpatient Admissions          REQ CONTROL NBR:         57

Seq                                          ABC         Dsp       Qty           Std
Nbr  Item Nbr Description                    Cls   Shelf Unt       Req           Iss
-------------------------------------------------------------------------------------

1   100154100 BANDAGE ACE 4X5 1/2 YARD        A      C/6  EA       ___            50

2   100176101 BANDAGE ACE 6X5 1/2 YARD        B      C/6  EA       ___            50

3   100101280 HEAD BRACE, SM                  B      F/2  PK       ___            15

4   100101278 HEAD BRACE, LG                  B      F/3  PK       ___            10

5   100101277 HEAD BRACE, EX LRG              C      G/4  PK       ___            10

6   100115781 ERASERS                         C      P/1  EA       ___            10

7   100103219 BED PAN                         C      B/2  EA       ___            15

8   100104276 TEDDY BEARS - STUFFED           C      B/3  EA       ___             5

9   100123145 LETTER OPENERS                  C      A/1  EA       ___             5

10  100106398 CLIPBOARD FOR PATIENT CHARTING  C      A/2  EA       ___             5

11  100103436 SCOTCH TAPE ROLL                C      A/3  EA       ___            10

12  100143140 PENCIL - NO. 2                  C      A/4  PK       ___            10
```

Field Explanations

LOCATION
Code and description print at top of report

REQUISITION NUMBER AND DESCRIPTION
Print at top of report

DEPT
You write the Department Number in the provided space at the top of the report.

REQ CONTROL NBR
Requisition Control Number prints at top of report. This number increments from the General Function Control Parameters value for each requisition copy the system prints.

SEQ NBR
Sequence Number of the item within the requisition

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ABC CLS
ABC Class, prints from the ABC Class entered on the Standard Requisition Detail line.

SHELF
Physical location of the item within the department

DSP UNT
Dispensing Unit

QTY REQ
Quantity Requested, the department writes this information on the Requisition. Materials Management enters this quantity on the Pre-Issue screen.

STD ISS
Standard Issue amount, the amount that Materials Management usually issues to the department.

CART INVENTORY REQUISITION - GMRCIR

System Name: GMRCIR - Cart Inventory Requisition

Purpose: This report standardizes any orders or requests for carts located in various departments. It reduces preparation time and labor costs. The report can be used as both a request sheet for the individual departments and an issue sheet for inventory control personnel. The quantity counted can be manually entered on the report.

Frequency: Demand

Sort Sequence: Sequence Number

Criteria: Select Cart Requisition Number (grouped)-List selection or ALL
Select 1) A,B or C class code or 2) ALL
Select number of copies of each requisition

Subtotals: None

Grand Totals: Total number of items

Page Breaks: Requisition Control Number

Special Instructions:

Write in the Department Number on the Header line.
ABC Cls (ABC Class) - Displays from Cart Requisition Detail Line.
Req Control Nbr - Increments from General Function Control parameters for each requisition copy printed.

Figure 4.2 Cart Inventory Requisition (GMRCIR)

```
                                   General Hospital
                              Cart Inventory Requisition
Date: 06/30/2000                                                          Page  : 1
Time: 08:47                                                               Report:GMRCIRGH

LOCATION:  AT5 Surgical Services                                  DEPT: _____________________
REQUISITION:        205                     Operation Room 101    REQ CONTROL NBR:         86

Seq                                          ABC         Dsp     Quantity        Par
Nbr  Item Nbr Description                    Cls   Shelf Unt     Counted         Lvl
-------------------------------------------------------------------------------------
1   100102007 SUTURES                         B     A/1  YD        ___           100

2   100104492 GLOVES, SURGICAL NBR 9          B      B/1  PR       ___           100

3   100104263 IV BOTTLES, 300CC               B      B/8  EA       ___            50

4   100104261 IV BOTTLES, 100CC               B      B/9  EA       ___            50

5   100135186 SUCROSE/GLUCOSE EMERGENCY PKG   C      G/1  PK       ___            10

6   100150812 0.4% LIDOCAINE 5% D5W           B      H/1  EA       ___           100

7   100104113 ADAPTIC 3 X 3                   B      H/2  EA       ___           100

8   100104114 ADAPTIC 3 X 8                   C      H/3  EX       ___           120

9   100107630 KNEE BRACE                      B      K/2  EA       ___            15

10  100105622 GOWNS - MEDIUM                  A      P/1  EA       ___           200

11  100105621 GOWNS - LARGE                   A      P/2  EA       ___           200

12  100105620 GOWNS - EX LARGE                B      P/3  EA       ___           100

13  100105623 GOWNS - SMALL                   A      P/4  EA       ___           100

TOTAL NUMBER OF ITEMS:  999,999,999
```

Field Explanations

LOCATION
Code and description print at top of report

REQUISITION NUMBER AND DESCRIPTION
Print at top of report

DEPT
You write the Department Number in the provided space at the top of the report.

REQ CONTROL NBR
Requisition Control Number prints at top of report. This number increments from the General Function Control parameters value for each requisition copy the system prints.

SEQ NBR
Sequence Number of the item within the requisition

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ABC CLS
ABC Class, prints from the ABC Class entered on the Standard Requisition Detail line.

SHELF
Physical location of the item within the department

DSP UNT
Dispensing Unit

QUANTITY COUNTED
The department writes the quantity counted on the Requisition. Materials Management enters this quantity on the Pre-Issue screen.

PAR LVL
Par Level amount, the amount that Materials Management usually issues to the department.

TRAVELING REQUISITION REPORT - GMRTIR

System Name: GMRTIR - Traveling Requisition

Purpose: This report standardizes any orders or requests coming into the supply areas from the various departments. It reduces preparation time and labor costs. The report can be used as both a request sheet for the individual departments and an issue sheet for inventory control personnel.

Frequency: Demand

Sort Sequence: Traveling Requisition Nbr/Item Sequence Nbr

Criteria: Select Traveling Requisition Number (grouped)-List selection or ALL
Select # of copies of each requisition

Subtotals: None

Grand Totals: Total number of items

Page Breaks: Requisition Number

Figure 4.3 Traveling Requisition (GMRTIR)

```
Date: 09/03/2003                        GENERAL HOSPITAL                                    Page  : 1
Time: 08:50am                    Traveling Requisition For 09/03/2003                       Report: GMRTIR01


REQUISITION : 6011         DEPT 6011                                  DEPT : ____________________
APPROVED BY :
Seq                                                                    Ord  Quantity      Standard
Nbr  Item Nbr Description                                     Vendor   Unt  Requested     Request
-----------------------------------------------------------------------------------------------------
1        1071 BLADE SCAPEL #11                                   13  CS                        5

2        1072 BLADE SCAPEL #10                                   15  CS                        4

3        1073 BLADE MENISCUS 3.5                                 13  BX                        5

4        1067 ANKLE SPLINT LEATHER LG*                           17  EA                       10

5      131313 NON-STOCK ITEM                                     17  CS                        4

6        1034 CATHETER FOLEY 32FR STERILE 3 WAY OPERAT            6  PK                    11133

7       52501 ITEM 52501                                         14  EA                        2


Total Number of Items :            7



_________________________________          _________________________________
      Signature of Approval                      Signature of Approval
```

Field Explanations

REQUISITION NUMBER AND DESCRIPTION
Print at top of report

DEPT
User writes the Department Number in the provided space at the top of the report.

APPROVED BY
This field is printed from the Traveling Requisition header information screen if the name has been entered there.

SEQ NBR
Sequence Number of the item within the requisition

ITEM NBR
Unique number assigned to an inventory Item by the hospital.

DESCRIPTION (ITEM)
Item Description Name

VENDOR
Primary vendor number for the item. (It may be overridden).

ORD UNT
Order unit of measure specific to the selected Vendor for the Item selected.

QUANTITY REQUESTED
Quantity Requested, the department writes this information on the Requisition. Materials Management enters this quantity on the Request to Purchase screen.

STANDARD REQUEST
Traveling Requisition amount, the amount that the department typically requests.

PICKLIST WORKSHEET - GMRPIP

System Name: GMRPIP - Picklist Worksheet

Purpose: This worksheet is a picklist for filling requisitions of stock items for the departments. It displays Requested, Quantity Available and Backorder quantities from the Pre-Issue/PAR Area Count screens. You can print picklists by Requisition Number as well as by Department/Location. Pulled quantity can be manually entered on the report.

Frequency: Demand

Sort Sequence: Entity Code/Location Code/Consuming Department/ Requisition Control Number/Row and Bin/Item
Entity Code/Requisition Control Number/Row and Bin/Item

Subtotals: None

Grand Totals: None

Page Breaks: Entity Code
Requisition Control Number

NOTE: The system includes items with zero quantity on hand on the picklist, to enable you to view backordered items.

This report can be redirected to another printer/port when generated through Demand Reports or the individual processes where a picklist can be printed (such as Pre-Issues or PAR Area). See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 4.4 Picklist Worksheet (GMRPIP)

```
Date: 06/19/2000                          MODEL HOSP - ENT 01                                  Page  : 13
Time: 10:54                         Pre-issue Picklist Worksheet For 06/19/97                  Report: GMRPIP01
Location:     GS GENERAL STORES                                                   REQ CONTROL NBR : 132
Expense Entity:  01 MODEL HOSP - ENT 01                                                     User : JSC
CONSUMPTION DEPT:  6011 PATIENT CARE SUPERVISION                                  REQUISITION NBR : None
                                                                   Dsp  Qty to                 Pulled     Req     Back      Loc
Item Nbr    Description                                     Row   Bin  Unt   Pick       ATP       Qty       Qty     Qty       QOH
-------------------------------------------------------------------------------------------------------------------------------------
*      2395 BANDAGE CLEAR                          BX 100  AAA   333  DZ        1        88  __________       1       0       100
*      4996 BANDAGES SMALL                               AAAAA 55555  EA        2        20  __________       2       0        25
*      1083 BANDAGE ELASTOPLAST 4"                    BX2    B     3  EA        2        81  __________       2       0      1000
*      1077 FILM X-RAY DUPLICATING 8 X 10               1    M     2  BX        1        14  __________       1       0        24
*      1037 BRACKETS 5 INCH                                  M   B11  BX        3       345  __________       3       0       361
```

Figure 4.5 Picklist Worksheet (GMRPIP) - Comments

```
Date: 06/24/2000                        MODEL HOSP - ENT 01                                  Page  : 1
Time: 8:12                        Pre-issue Picklist Worksheet For 06/24/97                  Report: GMRPIP01
Location:     GS GENERAL STORES                                              REQ CONTROL NBR : 156
Expense Entity:  01 MODEL HOSP - ENT 01                                                 User : JSC
CONSUMPTION DEPT:  6011 PATIENT CARE SUPERVISION                             REQUISITION NBR : None
                                                          Dsp  Qty to                Pulled     Req     Back      Loc
Item Nbr    Description                              Row   Bin  Unt   Pick       ATP        Qty       Qty     Qty       QOH
-------------------------------------------------------------------------------------------------------------------------------
       1061 BETADINE SOLUTION 16 OZ                00001   001  BT        2         242  __________       2       0       246
       1079 BANDAGE SHEER STRIP 3/4"                   A     3  EA        2         192  __________       2       0       192
     113094 BABY PACIFIERS                            AA    S3  EA        3         469  __________       3       0       500
       2395 BANDAGE CLEAR                     BX 100  AAA   333  DZ        2          81  __________       2       0       100
COMMENTS
     NEED IN A HURRY.
       1081 BANDAGE CONFORM STRETCH 3"               CAB1   001  EA        3         349  __________       3       0       367
       1082 BANDAGE ELASTOPLAST 2"                   CAB2     2  EA        5         182  __________       5       0       192
       1049 BANDAGE ELASTIC 2 INCH                      M     8  MM        6        1078  __________       6       0      1100
COMMENTS
     THESE REPLACE THE 1 3/4
                                                 End of Report
```

Figure 4.6 Picklist Worksheet (GMRPIP) - Backorder Relief Message

```
Date: 06/19/2000                        MODEL HOSP - ENT 01                                  Page  : 20
Time: 10:54                       Pre-issue Picklist Worksheet For 06/19/97                  Report: GMRPIP01
Location:     GS GENERAL STORES                                                   REQ CONTROL NBR : 152
Expense Entity:  01 MODEL HOSP - ENT 01                                                     User : JSC
CONSUMPTION DEPT:  6011 PATIENT CARE SUPERVISION                                  REQUISITION NBR : None
                                                                 Dsp  Qty to                Pulled     Req     Back      Loc
Item Nbr    Description                                    Row   Bin  Unt   Pick       ATP        Qty       Qty     Qty       QOH
-------------------------------------------------------------------------------------------------------------------------------------
     113094 BABY PACIFIERS                                  AA    S3  EA        2         471  __________       2       0       500
                                                                                                             B/O Relief
      22892 BANDAGE WHITE 2/2                            AB100  0001  EA       55         498  __________      55       0       500
                                                                                                             B/O Relief
       1083 BANDAGE ELASTOPLAST 4"                   BX2     B     3  EA        5         959  __________       5       0      1000
                                                                                                             B/O Relief
       1050 BRACE KNEE HINGED LG                              M     6  EA       10         485  __________      10       0       500
                                                                                                             B/O Relief
                                                     End of Report
```

Field Explanations

LOCATION
Location Code and Description print at top of report

EXPENSE ENTITY
The entity to which the expense for the items is posted.

CONSUMPTION DEPT
The Code and Description of the department that uses the items on the picklist.

REQ CONTROL NBR
Requisition Control Number prints at top of report.

REQUISITION NBR
Requisition Number prints at top of report.

ITEM NBR
Item Number. An asterisk displays to the left of the item number for any item added during the pending picklist process.

DESCRIPTION
Item Description Name

ROW
The Row number where Materials Management stores the item within the location.

BIN
The Bin number where Materials Management stores the item within the location.

DSP UNT
Dispensing Unit

QTY TO PICK
The quantity approved to be picked. This field will never be more than ATP Quantity.

Also note that the system may adjust the Requested Quantity value should it determine that a specific amount of a previously recorded backorder can be satisfied. When this occurs, the backorder quantity is added to the Quantity To Pick, and the message B/O Relief prints below the item.

ATP
The actual quantity available to pick. The system calculates this value by subtracting the total committed quantity for an item in a certain location from the Item/Location QOH.

PULLED QTY
Materials Management writes the quantity pulled, if it is different than the requested quantity. This written quantity is entered on the Issue/Approval screen. It overrides the original Quantity to Pick field pulled from the Pre-Issue screen.

REQ QTY
The requested quantity.

BCK QTY
The backorder quantity, which the system calculates as the difference between the Requested Quantity and the ATP Quantity.

LOC QOH
This field reflects the locations Quantity On-hand.

PHYSICAL INVENTORY WORKSHEET - GMRPIW

System Name: GMRPIW - Physical Inventory Worksheet

Purpose: This report is a reference turnaround document that is used to record the physical count of stock items. The system produces a worksheet each period for items that have been specified on the Item Master for a physical count (via the Cycle Count field). The count can be manually entered on the report.

Frequency: Demand/Periodically (based on count cycle field)

Sort Sequence: Location Code/ Row & Bin Numbers/ Item Number
Inventory Count Cycle / Location Code / Row & Bin Numbers / Item Number
Inventory Class / Location Code / Row & Bin Numbers / Item Number

Criteria: Select 1) Items by Inventory Count Cycle or Location
2) Stock, Nonstock, or ALL

Sort Options Select 1) Items by Inventory Count Cycle
2) Location Code
3) Inventory Class

Subtotals: Depending on the sort selected:
Total number of items by Count Cycle
Total number of items by Location
Total number of items by Inventory Class

Grand Totals: Total number of items
Page Breaks: Location Within Entity Code
Count Cycle Within Entity Code
Inventory Class Within Entity Code

WARNING: NOTES:This report prints twelve items per page to correspond to the Physical Adjustment screen that displays up to twelve items per screen page. When you enter in the counts from this worksheet, you can page down the screen so that the items on the screen will correspond to the items on the worksheet.

WARNING: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 4.7 Physical Inventory Worksheet (GMRPIW)

Date: 09/03/2003 GENERAL HOSPITAL Page : 1
Time: 09:15am PHYSICAL INVENTORY WORKSHEET For 09/03/2003 Report: GMRPIW01

Cycle : ALL Sorted by Location
Location : BW Description : BEACH LOCATION
Item Type : Stock
Control number : 2627

Row/Bin	Item Nbr	Item Description	Manufacturer's Nbr	Dsp Unt	COUNT	Str Unt	COUNT	Cnt By	Ent By
	34	STOCK ITEM		EA*	_____	1/EA	_____	_____	_____
	55	BONNET GUI 3 STOCK	812309	PR*	_____	1/PR	_____	_____	_____
	56	BONNET GUI STOCK 2	KR7484	PK*	_____	1/PK	_____	_____	_____
	57	BONNET 11111 STOCK	2728BB	EA*	_____	1/EA	_____	_____	_____
	581	STOCK 1 BJW	BOX OF 10	EA*	_____	10/BX	_____	_____	_____
	582	STOCK 2 BJW	AUTOCREATE/SAT	EA*	_____	1/EA	_____	_____	_____
	1022	LINEN BLANKET THERMAL	MDT2180120	EA*	_____	1/EA	_____	_____	_____
	1040	CRACKER - CLUB TYPE	614-65810	BX*	_____	1/BX	_____	_____	_____
	1043	CATHETER MALECOT 10F 6251-0500/CSR	86-086010-10	EA*	_____	1/EA	_____	_____	_____
	1057	GLOVE SURGEON SIZE 6	22D7251	BX*	_____	1/BX	_____	_____	_____
	1090	CATHETER SWAN GANZ 25FR. 6251-0092/CSR	CC395-2	EA*	_____	1/EA	_____	_____	_____
	1092	CATHETER KIT 15FR. 6251-0140/CSR	CC395-4	EA*	_____	1/EA	_____	_____	_____

Field Explanations

COUNT CYCLE
If you select to sort the physical inventory worksheet by count cycle, this prints at the top of the report. The cycle the item is being counted prints at top of report. (01-January, 02-February, 03-March, and so on. The Count Cycle field on the Item Master specifies the period in which this item will be physically counted. This allows cycle counts of groups of inventory items. Valid values are 1-12 (representing January - December respectively), or blank. The Count Cycle is used in Period-End Processing by this report, to determine which items will be counted (worksheets generated) in the current period. Ifthe field is left blank, the item appears on the worksheet every period, starting with the first period of the year.

INVENTORY CLASS
If you select to sort the physical inventory worksheet by inventory class, this prints at the top of the report.

LOCATION CODE AND DESCRIPTION
If you select to sort the physical inventory worksheet by location code, this prints at the top of the report. This is a subheader to the other selections.

CONTROL NUMBER
The control number given to the Physical Inventory worksheet when printed on demand. This control number is then used when accessing the Physical Adjustment screen.

ROW/BIN
The row and bin numbers identify the item's location.

ITEM NBR
Item number.

DESCRIPTION
Item description name.

MANUFACTURER'S NBR
Manufacturer's unique number assigned to this item.

DSP UNT
Dispensing unit. If "Dispensing" was selected in the Item Master Count Unit field as the default unit of measure, an asterisk (*) prints to the right of the dispensing unit on this report. The default unit of measure in the Item Master Count Unit field is loaded into the Physical Adjustments screen.

COUNT
Write in the item count, in dispensing units.

STR UNT
The storage conversion factor, followed by a forward slash (/) and storage unit.

If "Storage" was selected in the Item Master Count Unit field as the default unit of measure, an asterisk (*) prints to the right of the storage unit on this report. The default unit of measure in the Item Master Count Unit field is loaded into the Physical Adjustments screen.

COUNT
Write in the item count, in storage units.

CNT BY
Counted by; write in the initials of the person who counted the inventory.

ENT BY
Entered by; write in the initials of the person who entered the data on the system.

ANTICIPATED INVENTORY ADJUSTMENT REPORT - GMRAAR

System Name: GMRAAR - Anticipated Inventory Adjustment Report

Purpose: This report lists all adjustments anticipated by the system, based on workfile counts.

When this report is requested via Demand Reports - Working Reports, the report data is loaded from the unprocessed Physical Adjustment workfiles. It reports the anticipated dollars that would be posted to the General Ledger during that night's Midnight Processing run if the adjustments were actually made.

Frequency: Demand - This report may be executed multiple times during the day.

Sort Sequence: Entity Code/Asset Class/Location Code/Item Type/Row and Bin/Item Number/Date and Time

Entity Code/Location Code/Row and Bin/Item Number/Date and Time

If you choose not to sort by Asset Class, the above sort sequence will not contain the Asset Class sort after the Entity Code.

Criteria: Sort by Asset Class (default is No)
Select Location
Select Item Type

Subtotals:
1) Asset Class - Department and Subaccount (Asset Class sort)
2) Location Code (if not sorted by Asset Class)

Grand Totals: Daily and Monthly:
Gross Adjusted Dollars:999,999.99
Gross Positive Adjusted Dollars:999,999.99 (cumulative)
Gross Negative Adjusted Dollars:999,999.99 (cumulative)
Line Items Counted:99,999 (In Dispensing Units)
Line Items Adjusted:99,999 (In Dispensing Units)
Percent Adjusted:XXX.XX
Net Adjustment Dollars:999,999.99

Page Breaks: Entity Code/Asset Class/Location Code (if sorted by Asset Class)
Entity Code/Location Code (if not sorted by Asset Class)

Figure 4.8 Anticipated Inventory Adjustment Report (GMRAAR) - Page 1

Date: 06/16/2000 MODEL HOSP - ENT 01 Page : 1
Time: 14:28 Anticipated Inv Adjustments For 06/16/2000 Report: GMRAAR01
Location: GS GENERAL STORES
Item Type: ALL

Row/Bin	Item Nbr	Description	Phys Count	Cnt Unt	Loc QOH	Inv Adj	Avg Price	Adj Amt	Dsp Unt	Physical Cnt Value	Phy Exp Dept-Subacct
	1	STI3419 TEST 1,1	10	D	50	40-	15.0000	600.00-	EA	150.00	1111-1001
	2	STI3419 TEST 1,2	20	D	40	20-	10.0000	200.00-	EA	200.00	1111-1001
	4	STI3419 TEST 1,4	30	D	55	25-	10.0000	250.00-	EA	300.00	1111-1001
	77	SUNSET STRIP	40	D	13	27	.6900	18.63	BX	27.60	1111-1001
	79	BANDAGE - THUMB	50	D	32	18	2.1448	38.61	BX	107.24	1111-1001
	88	ANTACID TABLETS	60	D	512	452-	.3850	174.02-	RL	23.10	1111-1001
	444	PICTURES FRAMES	70	D	40	30	10.0000	300.00	EA	700.00	1111-1001
	484	TEST STI3491,7	80	D	4	76	11.0000	836.00	EA	880.00	1111-1001
	910	NON-STK ITM	90	D	5	85	461.0244	39187.07	EA	41,492.20	1111-1001
	915	NON-STOCK STOCKINGS	100	D	6	94	1.0000	94.00	EA	100.00	1111-1001
	1062	REAGENT C7 ACA	10	D	4	6	79.4109	476.47	CS	794.11	1111-1001
	1063	REAGENT LDS ACA	20	D	4	16	101.5000	1624.00	CS	2,030.00	1111-1001
	1065	SPLINT FINGER EXT A	30	S	2	28	28.3000	792.40	BX	849.00	1111-1001
	1066	SPLINT WRIST FOREAR	40	S	1	39	33.2500	1296.75	BX	1,330.00	1111-1001
	1067	ANKLE SPLINT LEATHE	50	S	8	42	26.6120	1117.70	BX	1,330.60	1111-1001
		LOCATION TOTALS :				76-		44557.61			

Figure 4.9 Anticipated Inventory Adjustment Report (GMRAAR)- Page 2

```
Date: 06/16/2000                                MODEL HOSP - ENT 01                                          Page  : 2
Time: 14:28                              Anticipated Inv Adjustments For 06/16/2000                          Report: GMRAAR01
Location:
Item Type: ALL
                                        Phys   Cnt   Loc     Inv                          Dsp      Physical
Row/Bin      Item Nbr Description       Count  Unt   QOH     Adj  Avg Price    Adj Amt   Unt     Cnt Value  Phy Exp Dept-Subacct
-------------------------------------------------------------------------------------------------------------------------------------
 *  *  *  *  *  *  *  * TOTALS *  *  *  *  *  *  *  *
Gross Adjusted Dollars:                 $47,005.65
Gross Positive Adjusted Dollars:        $45,781.63
Gross Negative Adjusted Dollars:         $1,224.02
Line Items Counted:                        15
Line Items Adjusted:                       15
Percent Adjusted:                          100.00 %
Net Adjusted Dollars:                   $44,557.61
                                                          End of Report
```

Field Explanations

LOCATION
Location where item was adjusted.

ITEM TYPE
Item type selected: (S)tock, (N)onstock, or (A)ll.

ROW/BIN
Row and bin location where item was counted.

ITEM NBR
Item number.

DESCRIPTION
Item description name.

PHYS COUNT
Physical count.

CNT UNT
Count unit: the units in which the counts were collected and recorded. D indicates Dispensing Units; S indicates Storage Units.

LOC QOH
Location Quantity-On-Hand.

INV ADJ
Inventory adjusted: the number of items adjusted.

AVG PRICE
Item average price.

ADJ AMT
Adjusted amount in dollars.

DSP UNT
Dispensing unit of item.

PHYSICAL CNT VALUE
The dollar value of the adjustment.

PHY EXP DEPT - SUBACCOUNT
This account represents the Debit/Credit account to which the General Ledger will be posted. This account defaults to the item's Asset Class Codes Inventory Adjustment Account.

INVENTORY ADJUSTMENT REPORT - GMRIAR

System Name: GMRIAR - Inventory Adjustment Report

Purpose: This report lists all adjustments calculated by the system, based on completed counts. It contains the current day's adjustments only. It also serves as an audit trail for the corresponding General Ledger entries. The General Ledger is updated when the system generates this report. The item count in the Item Master is updated when you perform a Physical Adjustment online.

Frequency: Demand/Daily/Monthly - This report may be executed multiple times during any day (Daily Batch Process clears the file).

Sort Sequence: Entity Code/Asset Class/Location Code/Item Type/Row and Bin/ Item Number/Date and Time
Entity Code/Location Code/Item Type/Row and Bin/Item Number/ Date and Time
If you choose not to sort by Asset Class, the above sort sequence will not contain the Asset Class sort after the Entity Code.

Criteria: Sort by Asset Class (default is No)
Select Location
Select Item Type

Subtotals:
1) Asset Class - Department and Subaccount (Asset Class sort)
2) Location Code (if not sorted by Asset Class)

Grand Totals: Daily and Monthly:
Gross Adjusted Dollars: 999,999.99
Gross Positive Adjusted Dollars: 999,999.99 (cumulative)
Gross Negative Adjusted Dollars: 999,999.99 (cumulative)
Line Items Counted: 99,999 (In Dispensing Units)
Line Items Adjusted: 99,999 (In Dispensing Units)
Percent Adjusted: XXX.XX
Net Adjustment Dollars: 999,999.99

Page Breaks: Entity Code/Asset Class/Location Code (if sorted by Asset Class)
Entity Code/Location Code (if not sorted by Asset Class)

Special Instructions:

The total Gross Adjusted Dollars reflects the sum of the absolute value of the adjustment amounts (without consideration of positive or negative signs). The total Net Adjusted Dollars reflects the sum of the adjustment amounts (with signs) and will be used to revalue the inventory in the General Ledger.
GL entries posted should affect the specific Item Asset Account and the Physical Adjustment Account as specified in the item's Adjustment Account on the Asset Class Code Table.

The Line Items Counted and Line Items Adjusted represent the number of line items counted and adjusted, not the item quantity.

This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 4.10 Inventory Adjustment Report (GMRIAR)

Date: 05/27/2000 MODEL HOSP - ENT 01 Page : 1
Time: 10:20 Inventory Adjustment Report For 05/27/97 Report: GMRIAR01

Location: GS GENERAL STORES
Item Type: ALL

Row/Bin	Item Nbr	Description	Phys Count	Cnt Unt	Loc QOH	Inv Adj	Avg Price	Adj Amt	Dsp Unt	Physical Cnt Value	Phy Exp Dept-Subacct
A/2	1078	BANDAGE BUTTERFLY C	20000	S	19650	380350	24.7069	9397269.42	BX	9,882,760.00	1013-0130
AA/S3	113094	BABY PACIFIERS	50	D	23	27	24.3645	657.84	EA	1,218.23	1111-1001
AB11/1234	1084	BANDAGE GAUZE 2"	200	S	216	584	.8200	478.88	BX	656.00	1111-1001
C/2	1097	BINDER BLACK 2"	40	S	47	7-	3.0000	21.00-	EA	120.00	1111-1001
E/6	1001	ENVELOPE #10 WINDOW	50	S	72	22-	5.0000	110.00-	BX	250.00	1111-1001
F/2	1091	CATHETER SWAN GANZ	75	S	54	21	35.8750	753.38	EA	2,690.63	1111-1001
S3/E3	41295	ERASERS	25	D	15	10	100.0000	1000.00	EA	2,500.00	1111-1001

LOCATION TOTALS : 380963 9400028.51

Figure 4.11 Inventory Adjustment Report (GMRIAR)

```
Date: 05/27/2000                                MODEL HOSP - ENT 01                                          Page  : 2
Time: 10:20                              Inventory Adjustment Report For 05/27/97                            Report: GMRIAR01


Location:
Item Type: ALL

                                          Phys   Cnt   Loc     Inv                          Dsp      Physical
Row/Bin      Item Nbr Description         Count  Unt   QOH     Adj  Avg Price    Adj Amt   Unt     Cnt Value    Phy Exp Dept-Subacct
-------------------------------------------------------------------------------------------------------------------------------------


 *  *  *  *  *  *  * DAILY TOTALS *  *  *  *  *  *  *
Gross Adjusted Dollars:                $9,400,290.51
Gross Positive Adjusted Dollars:       $9,400,159.52
Gross Negative Adjusted Dollars:             $131.00
Line Items Counted:                           7
Line Items Adjusted:                          7
Percent Adjusted:                            100.00 %
Net Adjusted Dollars:                  $9,400,028.52


 *  *  *  *  *  *MONTH TO DATE TOTALS*  *  *  *  *  *
Gross Adjusted Dollars:                $9,400,290.51
Gross Positive Adjusted Dollars:       $9,400,159.52
Gross Negative Adjusted Dollars:             $131.00
Line Items Counted:                           7
Line Items Adjusted:                          7
Percent Adjusted:                            100.00 %
Net Adjusted Dollars:                  $9,400,028.52


                                                        End of Report
```

Field Explanations

ASSET CLASS AND DESCRIPTION
If you select to sort the Inventory Adjustment Report by asset class, this prints at the top of the report.

ASSET DEPARTMENT AND SUBACCOUNT
Prints at the top of the report.

LOCATION CODE
Location Code where item was adjusted.

ITEM TYPE
Item type selected: (S)tock, (N)onstock, or (A)ll.

ROW/BIN
Row and bin location where item was counted.

ITEM NBR
Item number.

DESCRIPTION
Item description name.

PHYS COUNT
Physical count.

CNT UNT
Count unit: the units in which the counts were collected and recorded. D indicates Dispensing Units; S indicates Storage Units.

LOC QOH
Location Quantity-On-Hand.

INV ADJ
Inventory adjusted: the number of items adjusted.

AVG PRICE
Item average price.

ADJ AMT
Adjusted amount in dollars.

DSP UNT
Dispensing unit of item.

PHYSICAL CNT VALUE
The dollar value of the adjustment.

PHY EXP DEPT SUBACCOUNT
This account represents the Debit/Credit account to which the General Ledger will be posted. This account defaults to the item's Asset Class Codes Inventory Adjustment Account.

RECEIVING WORKSHEET REPORT - GMRRWL

System Name: GMRRWL - Receiving Worksheet Report

Purpose: This worksheet is used to record daily receipts at the dock. Quantity received can be manually entered on the report.

Frequency: Demand

Sort Sequence: The sort criteria and entities for the Receiving Worksheet and the Receipt Acknowledgment reports are determined by the Purchasing Report Parameter screen. See Chapter 5: PO Related Reports for an explanation of this screen.

Entity Code*/ Vendor Nbr/ PO Number/ PO Line Number

Criteria: Specify the PO Create Entity.
Specify a PO Number or a group of PO Numbers to print.
Specify # of copies needed for each Purchase Order.

Page Break: PO Number

Special Instructions:

Free-form Flag is set to Y for Yes.
R Status PO lines do not show on this worksheet.
R and **C** Status POs do not show on this worksheet.
This report is double-spaced.

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

When selecting purchase orders to print on the report, you can choose from a table display of purchase orders and vendor name listed by starting order date, beginning with the latest date, as shown in the following example. To choose from the table, enter a hyphen (-) at the prompt *Enter PO Nbr or '-'*--.

*Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

```
                General Hospital Receiving Worksheet Processor
                                                     Wed Jul 19, 2000 04:49 pm
Ent : GENERAL HOSPITAL 01

                      Purchase Orders - Approved, Printed
                                            Order      Hdr   Std   Total   Cap
      PO Number  Vendor Name                Date       Stat  PO    Line #  Ind
( 1)        421  XINIA CORP                04/25/00 A     No      5     No  ices
( 2)        419  XINIA CORP                04/24/00 A     No      4     No
( 3)        420  XINIA CORP                04/24/00 A     No      4     No
( 4)        418  XINIA CORP                04/12/00 A     No      4     No
( 5)        415  XINIA CORP                04/07/00 A     No      4     No
( 6)        416  XINIA CORP                04/07/00 A     No     12     No
( 7)        417  LARGO 1099,SAT,REMITS     04/07/00 A     No      5     No
( 8)        414  XINIA FRUIT AND CHEMICAL  04/05/00 A     No      2     No
( 9)        411  XINIA CORP                03/31/00 A     No      9     No
(10)        412  XINIA CORP                03/31/00 A     No      4     No
(11)        413  XINIA CORP                03/31/00 A     No      7     No
(12)        399  SOMEONE NEW, FIRST        03/08/00 A     No      5     No
(13)        400  SOMEONE NEW, SECOND       03/08/00 A     No      5     No
(14)        401  SOMEONE NEW, THIRD        03/08/00 A     No      5     No

Enter choices (e.g. 1,7,5-9) or '-'choices to remove--
                end select(NL)  next pg(/ or PG DN)  Search(TAB)
```

Figure 4.12 Receiving Worksheet Report (GMRRWL)

```
Date: 09/03/2003                GENERAL HOSPITAL                 Page  : 1
Time: 08:52am       Receiving Worksheet Report For 09/03/2003   Report: GMRRWL01
                   Includes all requests for create entity 01

Vendor: 17 XINIA ENTERPRISES
PO Number:       2007    Buyer Code: BJW   Capital PO: NO

Ln                                                    Ordr    Order
Nbr  Item Nbr and Description                         Unit      Qty   Qty Rec
     Manuf Item Nbr       Vdr Catalog Nbr      Loc       Row/Bin
-------------------------------------------------------------------------------

  1 20700     "NS"BONE DENSITY  "NS" 6523             BX          5   _________
     NON-STK              yes                  GS

  2 1067      ANKLE SPLINT LEATHER LG*                EA          5   _________
     MAN9388              no                   GS

  3           NSNOIM                                  EA          5   _________
                          nsnoim               GS

  4 33775     BONNIE 0001 NS AGAIN                    EA          5   _________
     no                   no                   GS

  5           NSNOIM                                  PK          3   _________
                          no                   GS

  6 67        BONNIE'S STOCK ITEM                     PK          3   _________
     STOCK                no                   GS         13/AA

  7 7         DAWN NEW NON-STOCK FOR 6.0              CS          2   _________
     yes                  yes                  GS

  8 41        BONNIE STOCK 2                          PK          3   _________
     STK                  STOCK                GS          B/21


                                  End of Report
```

Field Explanations

VENDOR NUMBER AND NAME
Print at top of report

PO NUMBER
Prints at top of report

BUYER CODE
Prints at top of report

CAPITAL PO
Yes or No indicator prints at top of report

LN NBR
PO Line Number

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ORDER UNIT
Unit used for ordering

ORDER QTY
Ordered Quantity

QTY REC
Write in the quantity received in this shipment.

MANUF ITEM NBR
Manufacturer's unique product number. The value in this field is pulled from the Item/ Vendor record.

VDR CATALOG NBR
Vendor's item identification number. The value in this field is pulled from the Item/ Vendor record.

LOC
The primary location where the item resides.

ROW/BIN
The physical location within the specific area where the item resides.

LOCATION TRANSFERS REPORT - GMRLTR

System Name: GMRLTR - Location Transfers Report

Purpose: This report contains all items that have been transferred from one location to another, within the same entity or between two separate entities.

Frequency: Demand/Daily - This report may be executed multiple times during any day (Daily Batch Process clears the file).

Sort Sequence: Entity Code/ Item Number

Page Break: Entity Code

Special Instructions:

If transfers are made between entities, the online transfer process must post the appropriate GL Asset, and Due To, Due From entries.

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

Figure 4.13 Location Transfers Report (GMRLTR)

Date: 09/03/2003 HAPPY HOSPITAL Page : 1
Time: 02:59pm Location Transfer Report For 09/03/2003 Report: GMRLTR01

Item Nbr	Description	Dsp Unt	---FROM--- Ent	Loc	----TO---- Ent	Loc	---QOH Before--- From Loc	To Loc	Trans Qty	Avg. Price	Transfer Dollars	----QOH After--- From Loc	To Loc
43	BONNIE NON-STK 00111	BX	01	BW	01	GS	19	5	7	-2.9612	20.7284-	12	12
44	BONNIE NS 2233	BX	01	BW	01	GS	50	3	11	-3.0788	33.8668-	39	14
855	BONNIE "NS" ITEM 2333	EA	01	BW	01	GS	3	0	1	-.0003	0.0003-	2	1
1047	BANDAGE KLING 3 INCH	EA	01	GS	01	CS	4650	9	19	.6492	12.3348	4631	28
1048	BANDAGE KLING 6 INCH	CS	01	GS	01	CS	1300	0	17	1.7280	29.3760	1283	17
1049	BANDAGE ELASTIC 2 INCH P	MM	01	GS	01	CS	2501	2	9	-.0030	0.0270-	2492	11
1054	STOCK SHAVE PREP	EA	01	GS	01	CS	974	0	2	-.2994	0.5988-	972	2
1055	TRAY LUMBAR PUNCTURE 18G	EA	01	GS	01	CS	12000000		250	3.7967	949.1750	11999750	250
1078	BANDAGE BUTTERFLY CLOSUR	BX	01	GS	01	CS	498	0	2	-.1181	0.2362-	496	2
1082	BANDAGE ELASTOPLAST 2" S	EA	01	BW	01	GS	517	742	38	-.4295	16.3210-	479	780
1302	BONNIE BW	EA	01	BW	01	GS	127	0	27	2.2059	59.5593	100	27
3652	5 EACH DISPOSABLE SMALL	PK	01	BW	01	GS	5	1000	1	1.0456	1.0456	4	1001
3653	8 EACH DISPOSABLE MEDIUM	PK	01	BW	01	GS	2	1003	1	1.0408	1.0408	1	1004
5455	BONNIE APRIL NON-STOCK	EA	01	BW	01	GS	126		19	-4.1562	78.9678-	107	19
20700	"NS"BONE DENSITY "NS" 6	BX	01	BW	01	GS	85	1	3	20.0319	60.0957	82	4
36522	BONNIE NS 00741	PK	01	BW	01	GS	11	36	2	20.4971	40.9942	9	38
113094	BABY PACIFIERS	EA	01	BW	01	GS	26	40	8	-18.6242	148.9936-	18	48
302495	TYLENOL GEL CAPS	EA	01	GS	01	CS	2000000		100	3.4170	341.7000	1999900	100

Single Entity Transfer Total: 1195.5815
Multi Entity Transfer Total: 0.0000

End of Report

Field Explanations

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

DSP UNIT
Dispensing Unit

FROM ENT
Entity from which the inventory is being transferred

FROM LOC
Location from which the inventory is being transferred

TO ENT
Entity receiving the inventory being transferred

TO LOC
Location receiving the inventory being transferred

QOH BEFORE FROM LOC
Quantity-On-Hand in the FROM Loc before the transfer

QOH BEFORE TO LOC
Quantity-On-Hand in the TO Loc before the transfer

TRANSFER QUANTITY
Quantity being transferred

QOH AFTER FROM LOC
Quantity-On-Hand in the FROM Loc after the transfer

QOH AFTER TO LOC
Quantity-On-Hand in the TO Loc after the transfer

TRANSFER PICKLIST REPORT - GMRTPR

System Name: GMRTPR - Transfer Picklist Report

Purpose: The worksheet is a picklist for fill transfers of stock items for locations. It displays item number, description, Row & Bin, and Transferred Quantity.

Frequency: Demand (via Location Transfer screen)

Sort Sequence: Entity Code/ Location Code/ Row & Bin (From Location)/ Item Number

Grand Totals: Total number of Items

Page Break: Location Code

Figure 4.14 Transfer Picklist Report (GMRTPR)

```
Date: 09/03/2003                                    GENERAL HOSPITAL                                    Page  : 1
Time: 09:07am                              Transfer Picklist Report For 09/03/2003                   Report: GMRTPR01

FROM ENTITY:        01 HAPPY HOSPITAL
TO ENTITY:          01 HAPPY HOSPITAL

FROM LOCATION:      GS GENERAL STORES
TO LOCATION:        CS CENTRAL SUPPLY

                                                  Manufacturer          Dsp    LOC        Qty         From
Item Nmbr  Description                            Item Number           Unt    PAR      Trnsfrd     Row & Bin
-------------------------------------------------------------------------------------------------------------------
302495     TYLENOL GEL CAPS                       12345AAA              EA                 100       098/098
1078       BANDAGE BUTTERFLY CLOSURE LARGE        1234MIN               BX      20           2         A/2
1048       BANDAGE KLING 6 INCH                   04-6927               CS     140          17         M/6
1049       BANDAGE ELASTIC 2 INCH PIN             04-6926               MM     140           9         M/8
1054       STOCK SHAVE PREP                                             EA      72           2         S/4
1055       TRAY LUMBAR PUNCTURE 18G               P4303C                EA      24         250         S/6
1047       BANDAGE KLING 3 INCH                   04-6923               EA     150          19      SHLF1/1

                                                     End of Report
```

Field Explanations

FROM ENT
Entity from which the inventory is being transferred

TO ENT
Entity receiving the inventory being transferred

FROM LOC
Location from which the inventory is being transferred

TO LOC
Location receiving the inventory being transferred

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

MANUFACTURER ITEM NUMBER
Manufacturer item number; pulled from the Item Master

DSP UNT
Dispensing Unit

LOC PAR
FROM Location PAR level of Item/Location in dispensing units

QTY TRNSFRD
Quantity Transferred during transfer process in dispensing units

FROM ROW & BIN
Row and Bin from which the inventory is being transferred

RECEIPT ACKNOWLEDGEMENT REPORT - GMRRAA

System Name: GMRRAA - Receipt Acknowledgement Report

Purpose: This report can be used as a receiving acknowledgment that accompanies the merchandise to the department for their authorized signature. The signature can be manually entered on the report. The report displays the Destination Code from the Purchase Order Header screen. This is helpful in expediting purchase order deliveries to the destination department or area.

Frequency: Demand

Sort Sequence: The sort criteria and entities for the Receiving Worksheet and the Receipt Acknowledgment reports are determined by the Purchasing Report Parameter screen. See Chapter 5: PO Related Reports for an explanation of this screen.

Entity Code*/ PO Number/ PO Line Number

Criteria: Specify the PO Create Entity.
Specify a PO number or a group of PO numbers to print.
Specify number of copies needed for each Purchase Order.

Page Break: PO number

Special Instructions:

Free-form line prints only if the Free-Form Flag is set to Y for Yes.

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See Redirection of Reports in Chapter 1: Generating and Printing Reports for details.

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 4.15 Receipt Acknowledgement Report (GMRRAA)

```
Date: 04/06/2000                                    HAPPY HOSPITAL 01                                    Page  : 1
Time: 11:43                              RECEIPT ACKNOWLEDGEMENT RPT For 04/06/2000                     Report: GMRRAA01
                                         Includes all requests for create entity 01

Vendor: 17                                XINIA CORP
PO Number:        411                                                Location: BW

Receiving Instructions:

    Ln   Line                                     Ord      Ord     Total      ----Received----     Receipt   Dam        Authorized
    Nbr  Stat  Item Nbr and Description            Unt      Qty     Receipts   Lst Ship Lst Date    Shipmts   Ind        Signature
-------------------------------------------------------------------------------------------------------------------------------------

      1  B            0  NSNOIM                     EA      100         2          2  03/31/2000      1     No         __________

      2  B            0  NSNOIM EXP TO ENT 02       CS       25         2          2  03/31/2000      1     No         __________

      3  B         1082  BANDAGE ELASTOPLAST 2" ST  CS       30         2          2  03/31/2000      1     No         __________

      4  B        20700  BW NON-STOCK               BX       30         2          2  03/31/2000      1     No         __________

      5  B       131313  NON-STOCK ITEM             CS       25         2          2  03/31/2000      1     No         __________

      6  B        90211  NON-STOCK TEST             EA       25         2          2  03/31/2000      1     No         __________

      7  B         7797  STOCK ITEM                 CS       25         2          2  03/31/2000      1     No         __________

      8  B         1054  STOCK SHAVE PREP           BX       30         2          2  03/31/2000      1     No         __________


- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Date: 04/06/2000                                    HAPPY HOSPITAL 01                                    Page  : 4
Time: 11:43                              RECEIPT ACKNOWLEDGEMENT RPT For 04/06/2000                     Report: GMRRAA01
                                         Includes all requests for create entity 01

Vendor: 18                XINIA FRUIT AND CHEMICAL CORP            Destination: E4 EAST WING - 4TH FLOOR
PO Number:        414                                                Location: GS

Receiving Instructions:

    Ln   Line                                     Ord      Ord     Total      ----Received----     Receipt   Dam        Authorized
    Nbr  Stat  Item Nbr and Description            Unt      Qty     Receipts   Lst Ship Lst Date    Shipmts   Ind        Signature
-------------------------------------------------------------------------------------------------------------------------------------

      1  B         5655  FRUIT - MELONS NS          BX       25         2          2  04/05/2000      1     No         __________

      2  A            0  NSNOIM                     EA       10         0          0  04/06/2000      0     No         __________

                                                   End of Report
```

Field Explanations

VENDOR NUMBER AND NAME
Print at top of report

PO NUMBER
Prints at top of report

LN NBR
PO Line Number

LINE STAT
PO Line Status

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ORD UNIT
Unit used for ordering

ORD QTY
Ordered Quantity

TOTAL RECEIPTS
Total item amount the department has received up to this point

RECEIVED LST SHIP
Amount the department received with the last shipment

RECEIVED LST DATE
Date the department received the last shipment

RECEIPT SHIPMTS
The average amount of receipt shipments

DAM IND
Damage Indicator, Y for Yes or N for No

AUTHORIZED SIGNATURE
The personnel authorized to receive the merchandise for the department signs in this space

INVENTORY STOCK STATUS REPORT - GMRISS

System Name: GMRISS - Inventory Stock Status Report

Purpose: This report contains item status information for all items in the Item Master. The report serves as an audit trail to track important activity for all items. In addition, PTD and YTD statistics are shown for issues, receipts, returns.

Frequency: Demand

Sort Sequence: Entity Code/ Asset Class/ Item Description
Entity Code/ Asset Class/ Item Number

Criteria: Print in Alphabetical or Numerical Order

Subtotals: By Asset Class:

Issues	Receipts	Transfers	Returns
PTD	PTD	PTD	PTD
YTD	YTD	YTD	YTD

Grand Totals: By Asset Class:

Issues	Receipts	Transfers	Returns
PTD	PTD	PTD	PTD
YTD	YTD	YTD	YTD

Page Break: Asset Class

Figure 4.16 Inventory Stock Status Report (GMRISS)

General Hospital
Inventory Stock Status Report

Date: 11/30/2000
Time: 08:47

Page : 1
Report:GMRISSGH

Asset Class: 34

Item Nbr	Description	ABC Cls	Itm Typ	Avg Price	Dsp Unt	Current QOH	Ttl QOO	Curr Value	Turn Rate	ADU	Last PO Nbr	Last Vendor
100142545	OUTSTANDING COMPUTER SERV		S	678.0000	02	39	43	26442.00	.00	.00	27	3
100155100	BANDAGE, ACE 4 X 4 MODEL 2		S	6.1810	03	421	250	2602.20	.00	.00	E10001	4
100142806	TOOTH BRUSHES		N	50.0000	BX	0	10	.00	.00	.00	K101	4
100187290	SOCKS		N	6.0000	CS	2	0	12.00	.00	.00	A101	4
100188329	SLIPPERS ADULT LARGE		N	.0000	03	0	0	.00	.00	.00		
100169234	X-RAY FILM A		S	.0000	04	0	0	.00	.00	.00		
100168208	SURGERY TRAY		N	42.8571	03	7	3	300.00	.00	.00	121212	4
100107771	LETTER ENVELOPES		S	16.0000	02	5	0	80.00	.00	.00	8901	6
100104446	STERILE GLOVES		S	.0000	03	0	0	.00	.00	.00		
100169226	X-RAY FILM B		S	.0000	04	0	0	.00	.00	.00		
100108380	SYRINGE, LURE LOK, HYPO		S	10.3894	EA	81	18	841.54	.00	.00	E1000010	4
100122425	ARTERIAL MONITOR KIT, DISP		S	18.0700	EA	1000	100	18070.00	.00	.00	R101	4
100169248	X-RAY FILM C		S	.0000	04	0	0	.00	.00	.00		

SUBTOTALS BY ASSET CLASS:

	ISSUES	RECEIPTS	TRANSFERS	RETURNS
PTD:	9999999	9999999	9999999	9999999
YTD:	9999999	9999999	9999999	9999999

Field Explanations

ASSET CLASS
Prints at the top of report

ITEM NBR
Item Number (The report can be printed in numerical order).

DESCRIPTION
Item Description Name (The report can be printed in alphabetical order).

ABC CLS
ABC Classification: A, B or C

ITM TYP
Item Type, (S)tock or (N)onstock

AVG PRICE
Item Average Price

DSP UNT
Dispensing Unit

CURRENT QOH
Current Quantity-On-Hand for all locations

TTL QOO
Total Quantity-On-Order

CURR VALUE
Current dollar value of Quantity-On-Hand

TURN RATE
Turnover Rate

ADU
Average Daily Usage

LAST PO NBR
Number of the Last Purchase Order

LAST VENDOR
Number of the last vendor with whom the order was placed

PTD SUBTOTALS
Period-To-Date Subtotals

YTD SUBTOTALS
Year-To-Date Subtotals

CONTRACT EXPIRATION REPORT - GMRCER

Report Name: GMRCER - Contract Expiration Report

Purpose: This report displays items whose Contract Expiration is within 45 days. The report aids Purchasing to keep ahead of contract expiration and help reduce the expense of having a pricing contract run out and having to pay list price for the product during the renegotiation.

Frequency: Periodically and Demand

Sort Sequence: Entity Code/ Expiration Date/ Vendor Number/ Manufacturer Name/ Manufacturer Item Number

Page Break: Vendor Number

Special Instructions:

Only report items whose Contract Expiration date is within the amount of days specified in the Contract Days parameter on the General Function Control Parameter screen. The default is 45 days.

Figure 4.17 Contract Expiration Report (GMRCER)

```
Date:  06/12/2004                                   General Hospital                                   Page  :   1
Time:  09:25                                   Contract Expiration Report                              Report:GMRCER

CONTRACT EXPIRATION DATE:  11/01/2004
VENDOR:  142 A-C MEDICAL SUPPLY, INC.

                                                Item                                                   Quote       Avg     Buyer
Manufacturer Name         Mfg. Item Number     Number    Description                    Contract Nbr  Price       Usage   Code
-------------------------------------------------------------------------------------------------------------------------------
SCIENTIFIC PRODUCTS                  4511/SP  100104114 ASEPTIC 3 X 8                        875115        1.25     0.00 JAR
JOHNSON & JOHNSON                  222658811  118 GOWNS MENS SMALL                         2279999       17.50     0.00 TA
ABBOTT LABORATORIES                112354000  115 STAPLE GUN FOR SURGERIES                 2398339       55.00     0.00 CEH
ABBOTT LABORATORIES                666123499  143 SYRINGES - 10CC                          2214993        5.00     0.00 CEH
BAXTER                               1249999  122 BED PAN                                  1226115       65.99     0.00 TEA
BAXTER                               3322155  140 PENCIL - NO. 2                           5788991        8.00     0.00 CEH
CHESBOROGH PONDS                    45565444  150 VASELINE LOTION                          5574322      100.00     0.00 CEH
```

Field Explanations

CONTRACT EXPIRATION DATE
Item's Contract Expiration Date

VENDOR NUMBER & NAME
The Primary Vendor and Name for this Item

MFG. ITEM NUMBER
Manufacturers Item Number

MANUFACTURER NAME
Manufacturers Name

MFG. ITEM NUMBER
Manufacturers Item Number

ITEM NUMBER & DESCRIPTION
Item Number and Description

CONTRACT EXPIRATION DATE
Item's Contract Expiration Date

CONTRACT NUMBER
Contract Number for Item

QUOTE PRICE
Quote Price of the Primary Vendor

AVG USAGE
Average Usage of the Item for the last six periods. Total Usage for six periods divided by the number of days (for six periods)

BUYER CODE
The buyer listed in the Item Descriptive of the Item Master

CONTRACT EXPIRATION REPORT BY BUYER - GMRCEB

Report Name: GMRCEB - Contract Expiration Report By Buyer

Purpose: This report displays items whose Contract Expiration is within 45 days by Buyer (Item Descriptive Screen). The report aids Purchasing to keep ahead of contract expirations and helps reduce the expense of having a pricing contract run out and having to pay list price for the product during the re-negotiation. This version provides buyer-specific sections in order to help the buyer make any necessary changes to his/her items.

Frequency: Periodically and Demand

Sort Sequence: Entity Code/ Buyer Code/ Expiration Date/ Vendor Number/ Manufacturer Name/ Manufacturer Item Number

Page Break: Buyer Number

Special Instructions:

Only report items whose Contract Expiration date is within the amount of days specified in the Contract Days parameter on the General Function Control Parameter screen. The default is 45 days.

Figure 4.18 Contract Expiration Report By Buyer (GMRCEB)

```
Date: 06/12/2004                                   General Hospital                                   Page  :    1
Time: 09:25                                  Contract Expiration Report by Buyer                      Report:GMRCEB

BUYER :  CEH  CHARLES HOLBROOK
CONTRACT EXPIRATION DATE:  11/01/2004
VENDOR:  142 A-C MEDICAL SUPPLY, INC.

                                                Item                                                   Quote       Avg
Manufacturer Name         Mfg. Item Number      Number   Description                   Contract Nbr   Price     Usage
-------------------------------------------------------------------------------------------------------------------------
SCIENTIFIC PRODUCTS                 4511/SP  100104114 ASEPTIC 3 X 8                        875115      1.25      0.00
JOHNSON & JOHNSON                 222658811  118 GOWNS MENS SMALL                         2279999     17.50      0.00
ABBOTT LABORATORIES               112354000  115 STAPLE GUN FOR SURGERIES                 2398339     55.00      0.00
ABBOTT LABORATORIES               666123499  143 SYRINGES - 10CC                          2214993      5.00      0.00
BAXTER                              1249999  122 BED PAN                                  1226115     65.99      0.00
BAXTER                              3322155  140 PENCIL - NO. 2                           5788991      8.00      0.00
CHESBOROGH PONDS                   45565444  150 VASELINE LOTION                          5574322    100.00      0.00
```

Field Explanations

BUYER NUMBER & NAME
The Buyer Vendor and Name for this Item

CONTRACT EXPIRATION DATE
Item's Contract Expiration Date

VENDOR NUMBER & NAME
Primary Vendor's Number and Name

MANUFACTURER NAME
Manufacturers Name

MFG. ITEM NUMBER
Manufacturers Item Number

ITEM NUMBER & DESCRIPTION
Item Number and Description

CONTRACT NUMBER
Contract Number for Item

QUOTE PRICE
Quote Price of the Primary Vendor

AVG USAGE
Average Usage of the Item for the last six periods. Total Usage for six periods divided by the number of days (for six periods)

DAILY JOURNAL REPORT - GMRDJR

System Name: GMRDJR - Daily Journal Report

Purpose: This report shows all Materials Management transactions that create a General Ledger posting.

Frequency: Daily

Sort Sequence: Entity Code/ GL Asset Department/ GL Asset Subaccount

Sub Totals: Department

Grand Totals: Report Totals

Page Break: Entity Code

Special Processing:

The following Materials Management processes are designated with the following source code on the Daily Journal Report:

Process	Source Code
Departmental Returns	Consumption Department
Issues	Requisition Control Number
Item Master Average Price Changes	Item Number
Physical Adjustments	Item Number
Location Transfers between Entities	Item Number
PO prices changes on received Nonstocks	PO Number

Figure 4.19 Daily Journal Report (GMRDJR)

```
Date: 07/12/2000                                HAPPY HOSPITAL 01                                  Page  : 4
Time: 0:13                                  Daily Journal For 07/11/2000                       Report: GMRDJR01

Asset Department: 1.111 - INGS
Asset Subaccount: 1.012 - 1IN

GL Posting Period: 200007
Department       : 6.006 - BONN

Process Description          Date/Time             Source          Debit         Credit
-------------------------------------------------------------------------------------------------------------------------

Subaccount: 0.009 - 1DT

Issue                        07/11/2000 09:37 A    582              0.00         101.25

                             Subtotals:                             0.00         101.25

                                Totals:                             0.00         648.45


                                                End of Report
```

Field Explanations

ASSET DEPARTMENT
The asset department that will incur either the Debit or Credit for the transaction.

ASSET SUBACCOUNT
The asset subaccount that will incur either the Debit or Credit for the transaction.

GL POSTING PERIOD
The general ledger period that will incur either the Debit or Credit for the transaction.

DEPARTMENT
The department that will incur the offsetting Debit or Credit for the transaction.

SUBACCOUNT
The subaccount that will incur the offsetting Debit or Credit for the transaction.

PROCESS DESCRIPTION
The Materials Management process that causes the General Ledger transaction.

DATE/TIME
This field provides the date and time of transaction.

SOURCE
This field provides information that can be used to track how and when the transaction occurred. For more information, see the Special Processing subsection.

DEBIT
This field indicates how much will be debited from the department/subaccount for the transaction.

CREDIT
This field indicates how much will be credited from the department/subaccount for the transaction.

DAILY RECEIVING REPORT - GMRDRR

System Name: GMRDRR - Daily Receiving Report

Purpose: This report displays all items received by the Materials Management System for the day, allowing you to view all daily receiving activity as entered on the system or by PO number. A final summary page by Asset Class is included with this report.

Frequency: Daily

Sort Sequence: Entity Code/ Item Type/ Vendor #/ PO Number/ Line Item Number

Grand Totals: Stock Item Receipts: 99999 9999999.99 9999999.99
Nonstock Item Receipts: 99999 9999999.99 9999999.99
Total Item Master Receipts: 99999 9999999.99 9999999.99
Non-Stk Not on Mst Receipts: 99999 9999999.99 9999999.99
Total Daily Receipts: 99999 9999999.99 9999999.99
Capital Item Receipts: 99999 9999999.99 9999999.99

Page Breaks: Break for the final summary page by Asset Class (see below).
Stock Types from Nonstock Types
Entity Code

Special Instructions:
Prior Rec Qty = Any Qty received, prior to the current date, against a particular PO line.
Backorder Qty = Order Qty - (Prior Rec Qty + Recvd Today)
Value Rec: PO = Qty Received x PO Line Item Price
Avg = Qty Received x Vendor Order Unit Conversion Factor x Item Average Price
where Qty Received is in order units. (Note that receipts are always entered in Order Units in the online Receiving process).

NOTE: A nonstock Item that does not appear on the Item Master will not have an associated Average Price. Therefore, the Receipt Value reported under the AVG column will be zero.

Summary: At the end of this report is a separate summary page by entity of receipt totals by Asset Class:

Asset	Value Received Today	
Class	**PO Price**	**Avg Price**
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99

Grand	Stock Item Receipts:	99999 9999999.99 9999999.99
Totals	Nonstock Item Receipts:	99999 9999999.99 9999999.99
	Total Item Master Receipts:	99999 9999999.99 9999999.99
	Non-Stk Not on Mst Receipts:	99999 9999999.99 9999999.99
	Total Daily Receipts:	99999 9999999.99 9999999.99
	Capital Item Receipts:	99999 9999999.99 9999999.99

NOTE: The Capital Item Total reflects the number of lines that represent capital purchases. Some of the capital purchases may be counted as stocks and others nonstocks.

Figure 4.20 Daily Receiving Report (GMRDRR)

```
Date: 07/07/2000                                    GENERAL HOSPITAL 01                                    Page  : 2
Time: 0:13                                   Daily Receiving Report For 07/06/2000                         Report: GMRDRR01
Item Type: S
PO   Loc   Receipt                                   Ord   Order Recvd         Value Received     Prior    Bkordr  Ln  Dam  Asset
Line Code  Cntrl Nbr  Item Nbr Description            Unt   Qty   Today     PO Amount   Avg Price  Rec Qty  Qty     St  Ind  Class
-------------------------------------------------------------------------------------------------------------------------------------
VENDOR NBR & NAME:          1  BAXTER HOSPITAL SUPPLY
PURCHASE ORDER        453*    CAPITAL ITEM: NO
1   GS           541      1047 BANDAGE KLING 3 INCH      BX       1    1           3.25        3.25        0       0   R  NO   20000
VENDOR NBR & NAME:         13  FOSTER MEDICAL
PURCHASE ORDER        452*    CAPITAL ITEM: NO
1   GS           540      1026 FILM X-RAY OG-1 18 X 43   BX       2    2          24.70       20.86        0       0   R  NO   60000
2   GS           540      1041 CATHETER FOLEY            BX       1    1          23.92       72.94        0       0   R  NO   20000
```

```
Date: 07/07/2000                                    GENERAL HOSPITAL 01                                    Page  : 3
Time: 0:13                                   Daily Receiving Report For 07/06/2000                         Report: GMRDRR01
Item Type:
PO   Loc   Receipt                                   Ord   Order Recvd         Value Received     Prior    Bkordr  Ln  Dam  Asset
Line Code  Cntrl Nbr  Item Nbr Description            Unt   Qty   Today     PO Amount   Avg Price  Rec Qty  Qty     St  Ind  Class
-------------------------------------------------------------------------------------------------------------------------------------
ASSET                                          VALUE RECEIVED TODAY
CLASS                                          PO AMOUNT  AVG PRICE
-----------------------------------------------------------------
100                                               15.00       12.60
20000                                             27.17       76.19
300                                               45.00       45.00
400                                               99.00       42.34
60000                                             24.70       20.86
GRAND TOTALS:     Stock Item Receipts:    4      51.87       97.05
               Nonstock Item Receipts:   10     159.00       99.94
           Total Item Master Receipts:   14     210.87      196.98
          Non-Stk NOT on Mst Receipts:    0       0.00        0.00
                 Total Daily Receipts:   14     210.87      196.98
                Capital Item Receipts:    0       0.00        0.00
                                                         End of Report
```

Field Explanations

ITEM TYPE
S for Stock or N for Nonstock, prints at top of report.

VENDOR
Vendor Number and Name prints as subheader.

PURCHASE ORDER
Purchase Order Number prints as subheader. The report sorts by PO Number. An asterisk (*) displays next to the PO Number if the PO was created through the No PO Receipt process.

CAPITAL ITEM
Prints Y for Yes if these items are capital items; N for No if they are not capital items.

PO LINE
Purchase Order Line Number.

LOC CODE
Location Code.

RECEIPT CNTRL NBR
Receipt Control Number.

ITEM NBR
Item Number.

DESCRIPTION
Item Description Name.

ORD UNT
Order Unit.

ORDER QTY
Order Quantity from the PO detail line.

RECVD TODAY
Quantity received today in PO-specific order units as entered through the Receiving process.

VALUE RECEIVED
Dollar value received today.

PO PRICE
Based on the quantity received and PO detail line unit price.

AVG PRICE
Based on the quantity received, in dispensing units, and the current item average price.

PRIOR REC QTY
Prior Received Quantity in order units. This reflects any previous receipt activity against the selected PO line. (The first receipt reflects a zero quantity in this field.)

BKORDER QTY
Backorder Quantity in order units.

LN ST
PO Line Status.

DAM IND
Damaged Indicator, Y for Yes or N for No.

ASSET CLASS
Asset Class Code to which this item is assigned as specified in the Item Master. If the line item is a nonstock not on the Item Master, NNNNN displays under the nonstock field.

PERIOD RECEIVING REPORT - GMRMRR

System Name: GMRMRR - Period Receiving Report

Purpose: This report displays all items received by the Materials Management System for the period, allowing you to view all monthly receiving activity either by Vendor Number, PO Number, or Date Received. A summary page by Asset Class is included with this report. (This report only includes Capital Item POs.)

Frequency: Periodically

Sort Sequence: Entity Code/ Item Type/ Vendor Nbr/ PO Number/ Line Item Number

Grand Totals: Stock Item Receipts:99999 9999999.99 9999999.99
Nonstock Item Receipts:99999 9999999.99 9999999.99
Total Item Master Receipts:99999 9999999.99 9999999.99
Non-Stk Not on Mst Receipts:99999 9999999.99 9999999.99
Total Period Receipts:99999 9999999.99 9999999.99
Capital Item Receipts:99999 9999999.99 9999999.99

Page Breaks: Break for the final summary page by Asset Class (see below).
Stock Types from Nonstock Types
Entity Code

Special Instructions:
Prior Rec Qty = Any Qty received, prior to the current date, against a particular PO line.
Backorder Qty = Order Qty - (Prior Rec Qty + Recvd Today)
Value Rec:PO = Qty Received x PO Line Item Price
Avg = Qty Received x Vendor Order Unit
Conversion Factor x Item Average Price

NOTE: A nonstock Item that does not appear on the Item Master will not have an associated Average Price. Therefore, the Receipt Value reported under the AVG column will be zero.

Summary: At the end of this report, include a separate summary page of receipt totals by Asset Class:

Asset	Value Received Today	
Class	**PO Price**	**Avg Price**
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99

Figure 4.21 Period Receiving Report (GMRMRR)

```
                                                   General Hospital
                                                 Period Receiving Report
Date: 11/30/2001                                                                                                   Page  : 1
Time: 08:47                                                                                                        Report:GMRMRRGH

Item Type: S

PO  Loc  Receipt                                      Ord  Order  Recvd     Value Received    Prior    Bkorder Ln Dam Asset Receipt
Ln  Code Cntrl Nbr  Item Nbr Description              Unt  Qty    Today   PO Price  Avg Price Rec Qty  Qty     St Ind Class   Date
-------------------------------------------------------------------------------------------------------------------------------------

VENDOR NBR & NAME:     110  Medical Supplies, Inc.

PURCHASE ORDER        71    CAPITAL ITEM: NO
  1  AT2        264 100150010 A-ACID 0.25% 1000M ML    CS     10     10      50.00     52.42        0        0  R  NO 100  03/15/2001
  2  AT2        264 100105095 ADAPTER, CATHETER THREA  CS     10     10      10.00     26.06        0        0  R  NO 400  03/15/2001
  3  AT2        264 100104975 ADAPTER, CONVERTIBLE SA  CS      1      1      28.50     76.93        0        0  R  NO 600  03/15/2001
          **LINE SUMMARY**                                                  88.50

PURCHASE ORDER        94    CAPITAL ITEM: NO
  1  AT5        241 100150812 0.4% LIDOCAINE 5% DSW    CS    250    100     300.00   2864.40        0      150  B  NO 400  03/15/2001
  2  AT5        247 100150812 0.4% LIDOCAINE 5% DSW    CS    250    150     450.00   3718.62      100        0  R  NO 400  03/15/2001
          **LINE SUMMARY**                                                  88.50

ASSET                              VALUE RECEIVED
CLASS                            PO PRICE    AVG PRICE
-------------------------------------------------------
100                                520.42       520.40
400                              6,609.08     6,609.08
600                                 76.93        76.93

GRAND TOTALS :     Stock Item Receipts:      2     2,409.70
                Nonstock Item Receipts:                0.00
            Total Item Master Receipts:                0.00
           Non-Stk NOT on Mst Receipts:                0.00
                  Total Daily Receipts:      2     2,409.70

                 Capital Item Receipts:                0.00

                                                   End of Report
```

Field Explanations

ITEM TYPE
(S)tock or (N)onstock, prints at top of report

VENDOR
Vendor Number and Name prints as subheader

PURCHASE ORDER
PO Number prints as subheader. The report sorts by PO Number.

CAPITAL ITEM
Prints Y for Yes if these items are capital items; N for No if they are not capital items.

PO LINE
Purchase Order Line Number

LOC CODE
Location Code

RECEIPT CNTRL NBR
Receipt Control Number

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ORD UNT
Order Unit

ORDER QTY
Order Quantity from the PO detail line

RECVD TODAY
Quantity received today in PO-specific order units as entered through the Receiving process.

VALUE RECEIVED
Dollar value received today

PO PRICE
Based on the quantity received and PO detail line unit price

AVG PRICE
Based on the quantity received, in dispensing units, and the current item average price

PRIOR REC QTY
Prior Received Quantity in order units. This reflects any previous receipt activity against the selected PO line. (The first receipt reflects a zero quantity in this field.)

BKORDER QTY
Backorder Quantity in order units

LN ST
PO Line Status

DAM IND
Damaged Indicator, Y for Yes or N for No

ASSET CLASS
Asset Class Code to which this item is assigned as specified in the Item Master. If the line item is a nonstock not on the Item Master, NNNNN displays under the nonstock field.

RECEIPT DATE
The date this order was received

DAILY CAPITAL ITEM RECEIVING REPORT - GMRDCR

System Name: GMRDCR - Daily Capital Item Receiving Report

Purpose: This report displays all capital items received by the Materials Management System for the day, allowing you to view all daily receiving activity as entered on the system or by PO number. A final summary page by Asset Class is included with this report.

Frequency: Daily

Sort Sequence: Entity Code/ Vendor Nbr/ PO Number/ Line Item Number

Grand Totals: Total Daily Receipts: 99999 9,999,999.99 9,999,999.99

Page Breaks: Break for the final summary page by Asset Class (see below).
Stock Types from Nonstock Types
Entity Code

Special Instructions:

Prior Rec Qty = Any Qty received, prior to the current date, against a particular PO line.
Backorder Qty = Order Qty - (Prior Rec Qty + Recvd Today)
Value Rec: PO = Qty Received x PO Line Item Price
Avg = Qty Received x Vendor Order Unit Conversion Factor x Item Average Price

NOTE: A nonstock Item that does not appear on the Item Master will not have an associated Average Price. Therefore, the Receipt Value reported under the AVG column will be zero.

Summary: At the end of this report, included is a separate summary page of receipt totals by Asset Class:

Asset Class	Value Received Today PO Price	Avg Price
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99

Grand Totals: Total Daily Receipts:99999 9999999.99 9999999.99

Figure 4.22 Daily Capital Item Receiving Report (GMRDCR)

```
                                        General Hospital
                                  Daily Capital Item Receiving Report
Date: 11/30/2000                                                                                          Page  : 1
Time: 08:47                                                                                               Report:GMRDCRGH

Vendor Nbr: 142
PO  Loc  Receipt                                      Ord   Order   Recvd      Value Received     Prior   Bkorder  Ln  Dam  Asset
Ln  Code Cntrl Nbr  Item Nbr Description              Unt   Qty     Today    PO Price  Avg Price  Rec Qty Qty      St  Ind  Class
-------------------------------------------------------------------------------------------------------------------------------------

VENDOR NBR & NAME:     110 Medical Supplies, Inc.

PURCHASE ORDER        71
  1  AT2        264 100150010 A-ACID 0.25% 1000M ML      CS      10      10       50.00     52.42         0        0  R   NO    100
  2  AT2        264 100105095 ADAPTER, CATHETER THREA    CS      10      10       10.00     26.06         0        0  R   NO    400
  3  AT2        264 100104975 ADAPTER, CONVERTIBLE SA    CS       1       1       28.50     76.93         0        0  R   NO    600
          **LINE SUMMARY**                                                        88.50

PURCHASE ORDER        94
  1  AT5        241 100150812 0.4% LIDOCAINE 5% DSW      CS     250     100      300.00   2864.40         0      150  B   NO    400
  2  AT5        247 100150812 0.4% LIDOCAINE 5% DSW      CS     250     150      450.00   3718.62       100        0  R   NO    400
          **LINE SUMMARY**                                                       750.00


                           ASSET      VALUE
                           CLASS      RECEIVED TODAY
                          -------------------------
                             100              520.42
                             400            6,609.08
                             600               76.93

GRAND TOTALS :     Total Daily Receipts:      2     2,409.70

                                                        End of Report
```

Field Explanations

VENDOR
Vendor Number and Name prints as subheader

PURCHASE ORDER
PO Number prints as subheader. The report sorts by PO Number.

PO LN
Purchase Order Line Number

LOC CODE
Location Code

RECEIPT CNTRL NBR
Receipt Control Number

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ORD UNT
Order Unit

ORDER QTY
Order Quantity from the PO detail line

RECVD TODAY
Quantity received today in PO-specific order units as entered through the Receiving process.

VALUE RECEIVED
Dollar value received today

PO PRICE
Based on the quantity received and PO detail line unit price

AVG PRICE
Based on the quantity received, in dispensing units, and the current item average price

PRIOR REC QTY
Prior Received Quantity in order units. This reflects any previous receipt activity against the selected PO line. (The first receipt reflects a zero quantity in this field.)

BKORDER QTY
Backorder Quantity in order units

LN ST
PO Line Status

DAM IND
Damaged Indicator, Y for Yes or N for No

ASSET CLASS
Asset Class Code to which this item is assigned as specified in the Item Master. If the line item is a nonstock not on the Item Master, NNNNN displays under the nonstock field.

PERIOD CAPITAL ITEM RECEIVING REPORT - GMRMCR

System Name: GMRMCR - Period Capital Item Receiving Report

Purpose: This report displays all capital items received by the Materials Management System for the period, allowing you to view all period receiving activity either Vendor Number, PO Number, or Date Received. A summary page by Asset Class is included with this report. This report only includes Capital Item POs.

Frequency: Periodically

Sort Sequence: Entity Code/ Vendor Nbr/ PO Number/ Line Item Number

Grand Totals: Total Period Receipts: 99999 9,999,999.99 9,999,999.99

Page Breaks: Break for the final summary page by Asset Class (see below). Entity Code

Special Instructions:

Prior Rec Qty = Any Qty received, prior to the current date, against a particular PO line.
Backorder Qty = Order Qty - (Prior Rec Qty + Recvd Today)
Value Rec:PO = Qty Received x PO Line Item Price
Avg = Qty Received x Vendor Order Unit Conversion Factor x Item Average Price

NOTE: A nonstock Item that does not appear on the Item Master will not have an associated Average Price. Therefore, the Receipt Value reported under the AVG column will be zero.

Summary: At the end of this report, included is a separate summary page of receipt totals by Asset Class:

Asset	Value Received Today	
Class	**PO Price**	**Avg Price**
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99
XXXXX	9999999.99	9999999.99

Grand Totals: Total Daily Receipts:99999 9999999.99 9999999.99

Figure 4.23 Period Capital Item Receiving Report (GMRMCR)

```
                                                   General Hospital
                                          Period Capital Item Receiving Report
Date: 11/30/2001                                                                                                   Page  : 1
Time: 08:47                                                                                                        Report:GMRMCRGH

PO   Loc  Receipt                                      Ord  Order  Recvd     Value Received    Prior    Bkorder Ln Dam Asset Receipt
Line Code Cntrl Nbr  Item Nbr Description              Unt  Qty    Today   PO Price  Avg Price Rec Qty  Qty     St Ind Class   Date
-------------------------------------------------------------------------------------------------------------------------------------

VENDOR NBR & NAME:     110 Medical Supplies, Inc.

PURCHASE ORDER        71
  1  AT2        264 100150010 A-ACID 0.25% 1000M ML    CS     10     10      50.00     52.42        0        0  R  NO 100  03/15/2001
  2  AT2        264 100105095 ADAPTER, CATHETER THREA  CS     10     10      10.00     26.06        0        0  R  NO 400  03/15/2001
  3  AT2        264 100104975 ADAPTER, CONVERTIBLE SA  CS      1      1      28.50     76.93        0        0  R  NO 600  03/15/2001
          **LINE SUMMARY**                                                  88.50

PURCHASE ORDER        94
  1  AT5        241 100150812 0.4% LIDOCAINE 5% DSW    CS    250    100     300.00   2864.40        0      150  B  NO 400  03/15/2001
  2  AT5        247 100150812 0.4% LIDOCAINE 5% DSW    CS    250    150     450.00   3718.62      100        0  R  NO 400  03/15/2001
          **LINE SUMMARY**                                                  88.50


ASSET                          VALUE  RECEIVED
CLASS                       PO PRICE      AVG PRICE
-----------------------------------------------------
100                              520.42
400                            6,609.08
600                               76.93

GRAND TOTALS : Total Period Receipts:    2     2,409.70
```

Field Explanations

VENDOR
Vendor Number and Name prints as subheader

PURCHASE ORDER
PO Number prints as subheader. The report sorts by PO Number.

PO LN
Purchase Order Line Number

LOC CODE
Location Code

RECEIPT CNTRL NBR
Receipt Control Number

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ORD UNT
Order Unit

ORDER QTY
Order Quantity from the PO detail line

RECVD TODAY
Quantity received today in PO-specific order units as entered through the Receiving process.

VALUE RECEIVED
Dollar value received today

PO PRICE
Based on the quantity received and PO detail line unit price

AVG PRICE
Based on the quantity received, in dispensing units, and the current item average price

PRIOR REC QTY
Prior Received Quantity in order units. This reflects any previous receipt activity against the selected PO line. (The first receipt reflects a zero quantity in this field.)

BKORDER QTY
Backorder Quantity in order units

LN ST
PO Line Status

DAM IND
Damaged Indicator, Y for Yes or N for No

ASSET CLASS
Asset Class Code to which this item is assigned as specified in the Item Master. If the line item is a nonstock not on the Item Master, NNNNN displays under the nonstock field.

RECEIPT DATE
The date this order was received

INVENTORY AVERAGE PRICE CHANGE ADJUSTMENT LOG - GMRAPC

System Name: GMRAPC - Inventory Price Adjustment Log

Purpose: This report lists any average price changes that are manually entered into the system on daily basis. It serves as an audit trail for corresponding General Ledger entries and also a reference for monitoring online changes.

Frequency: Daily

Sort Sequence: Entity Code/Item Number

Subtotals: Price Changes: Number and Value

Grand Totals: Daily and Monthly:
Total Inventory Price Changes: Number and Value

Page Breaks: Entity Code

Special Instructions:

This serves as an audit trail to any change to average price made directly through the Item Master.

Figure 4.24 Inventory Average Price Change Adjustment Log (GMRAPC)

```
Date: 09/04/2003                                   GENERAL HOSPITAL                                          Page  : 1
Time: 05:06am                    Inventory Average Price Change Adjustment Log For 09/03/2003                Report: GMRAPC01

Item Nbr   Item Description                          QOH   Old Avg Price   New Avg Price    Price Adjust     Inv Adj Amt
-------------------------------------------------------------------------------------------------------------------------------
       87  =SAME AS=UNDER=THE SHELF                              6.0000          0.6000          5.4000            0.00

                                                                 ITEM PRICE ADJUSTMENTS :                          0.00

       95  STERILE GAUZE 1"                                     23.0000          0.5100         22.4900            0.00

                                                                 ITEM PRICE ADJUSTMENTS :                          0.00

     1034  CATHETER FOLEY 32FR STERILE 3 WAY OPERAT    20089    22.5950          2.1100         20.4850      411,523.17-

                                                                 ITEM PRICE ADJUSTMENTS :                    411,523.17-

    16520  WALLPAPER,BORDER,ANIMALS                        0     8.9777          3.1400          5.8377            0.00

                                                                 ITEM PRICE ADJUSTMENTS :                          0.00

    20700  "NS"BONE DENSITY  "NS" 6523                    86    21.1692          2.1100         19.0592        1,639.09-

                                                                 ITEM PRICE ADJUSTMENTS :                      1,639.09-

    40894  DIALYS SOLUTION                                161    30.3283          2.1400         28.1883        4,538.32-

                                                                 ITEM PRICE ADJUSTMENTS :                      4,538.32-

                                                       DAILY TOTAL ITEMS F0R ENTITY 01 :      6          417,700.57-

                                                         MTD TOTAL ITEMS F0R ENTITY 01 :      6          417,700.57-

                                                     End of Report
```

Field Explanations

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

QOH
Quantity-On-Hand

OLD AVG PRICE
Old Average Price of the item

NEW AVG PRICE
New Average Price of the item

PRICE ADJUST
Price Adjustment amount from the item's Old Average Price to the New Average Price

INV ADJ AMT
Inventory Adjustment Amount = QOH x Price Adjustment amount

INVENTORY ISSUE REPORT - GMRIII

System Name: GMRIII - Daily Issue Report

Purpose: This report provides a daily listing, by Asset Class, of all items expensed to their respective cost centers. The report shows quantity and dollar value issued and whether or not the item is a nonstock item. An **R** prints next to the location code for any item that has been returned to stock. Returned items show as a negative on this report.

Frequency: Daily

Sort Sequence: Entity Code/ Department Number/ Subaccount/ Requisition Control Number/ Item Number
Entity Code/ Asset Class/ Item Number

Subtotals: By Department: Qty Issued and Value Issued
By Asset Class: Qty Issued and Value Issued

Grand Totals: Total Issues:Qty and Value
Total Returns:Qty and Value
Total Net:Qty and Value

Page Break: Entity Code
Department or Asset Class, depending on sort

Special Instructions:

Either Department or Asset Class prints at top, depending on the sort selection (defined in General Function Control Parameters).
Value Iss = Qty Issued x Avg Price
Rtn Ind = Return Indicator; prints **R** if it is a Return - otherwise, leave blank. Associated lines should have a negative impact on totals.
Make sure data from online Issuing Approval Process is available for this report. An index is created by online Issue Batch Patient Charge Relief, and Auto-Issue of Nonstock.

Figure 4.25 Inventory Issue Report by Asset Class (GMRIII)

```
                                                   General Hospital
                                                  Inventory Issue Report
Date: 11/30/2000                                                                                                  Page  : 1
Time: 08:47                                                                                                       Report:GMRIIIGH

Expense Entity: BA GENERAL HOSPITAL
ASSET CLASS: 300 Med/Surge 1E

                                                                                  Quantity      Value    Loc   Rtn   Req Ctrl  Item
Item Nbr   Item Description                            Charged To                 Issued       Issued   Code  Ind   Number    Type
-------------------------------------------------------------------------------------------------------------------------------------
100101280  HEAD BRACE, SM                     00000000001102-00000000004310          15        180.00    AT1               57   S
100101278  HEAD BRACE, LG                     00000000001102-00000000004310          10        150.00    AT1               57   S
100101277  HEAD BRACE, EX LRG                 00000000001102-00000000004310          10        170.00    AT1               57   S
                                                         ASSET CLASS TOTALS:          35        500.00

Expense Entity: BA GENERAL HOSPITAL
ASSET CLASS: 100 Inventory Storeroom

Item Nbr   Item Description                            Charged To                 Issued       Issued   Code  Ind   Number    Type
-------------------------------------------------------------------------------------------------------------------------------------

100150010  A-ACID 0.25% 1000 ML IRR           00000000001008-00000000004129          10         12.64    AT6               17   S
100176101  BANDAGE ACE 6X5 1/2 YARD           00000000001008-00000000004129          50        550.00    AT1               57   S
100106398  CLIPBOARD FOR PATIENT CHARTS       00000000001008-00000000004129          49        294.00    AT1               57   N
100104324  8 X 11 PAPER BONDED                00000000001008-00000000004129          10        200.27    AT6               56   S
00126376   INK PENS - BLUE                    00000000001008-00000000004129           2-        34.00    AT1   R           57   S
                                                         ASSET CLASS TOTALS:         127      1,223.18

Total Issues:      693     9,240.28
Total Returns:       1        34.00
Total Net:         673     9,240.28
```

Figure 4.26 Inventory Issue Report by Department (GMRIII)

```
Date: 09/24/2000                                    GENERAL HOSPITAL                                    Page  : 1
Time: 00:00                                       Inventory Issue Report                                Report:  GMRIIIQ1

Expense Entity: BA GENERAL HOSPITAL
DEPARTMENT: 0000001000 BALANCE SHEET ASSET ACCOUNTS

                                                                  Quantity                  Loc   Rtn   Req Ctrl   Itm
Item Nbr   Item Description                     Charged To          Issued  Value Issued   Code  Ind   Number     Typ
-------------------------------------------------------------------------------------------------------------------------
      122  BED PAN                          0000001000-0000001102      10         968.98    AT1            789    S
      196  60 WATT BULBS                    0000001000-0000001102      10          19.80    AT1            926    S
     5001  CLIPBOARDS FOR PATIENT CHARTS    0000001000-0000001102     125         575.00    AT1            708    S
100102158  ACCOUNT PAYABLES CHECK           0000001000-0000001202      30         309.57    AT1            926    S
100107636  IMMOB KNEE 20 L 90-5669 5329     0000001000-0000001102      11         251.42    AT1            612    S
100150010  A-ACID 0.25% 1000 ML IRR 6143    0000001000-0000001120      12          16.49    AT1            926    S
100150812  0.4% LIDOCAINE 5% D5W 7931-24-   0000001000-0000001180      50          78.97    AT1            926    S

                                                DEPARTMENT TOTALS:    248       2,220.22
```

Field Explanations

EXPENSE ENTITY
The entity to which the expense for the item is posted.

DEPARTMENT
Prints as a subheader if you select to sort the report by Department

ASSET CLASS
Prints as a subheader if you select to sort the report by Asset Class

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

CHARGED TO
Subaccount number for the Expense Department

QUANTITY ISSUED
Amount of item issued to the department

VALUE ISSUED
Dollar value of item issued to the department

LOC CODE
Location Code

RTN IND
Return Indicator; prints R if a return or leaves blank if not a return

REQ CTRL NUMBER
Requisition Control Number

ITEM TYPE
S for Stock or N for Nonstock

PATIENT CHARGE AUTOMATIC INVENTORY RELIEF REPORT - GMRPCI

The Patient Charge Automatic Inventory Relief Report displays items that were auto-relieved from inventory as a result of using the Patient Auto Relief process. When charges are entered for patients' chargeable items, the Materials Management inventory is relieved automatically and this report is produced through midnight processing. The report displays the items that were issued or relieved from inventory.

For information on the Patient Charge Inventory Relief process, see in Chapter 8: Issuing in the *Materials Management Processes Volume*.

Figure 4.27 Patient Charge Automatic Inventory Relief Report (GMRPCI)

```
Date: 04/11/2000                                MODEL HOSP - ENT 01                                          Page  : 1
Time: 1:12                          Patient Charge Automatic Inventory Relief For 04/10/96                   Report: GMRPCI01


Location  Description
CS        CENTRAL SUPPLY

Acct Number   Name
Chg Loc  Consumpt Dept     SIM   Expense Depart  Subaccount      Qty Iss   Avg. Price   Extended Price
------------------------------------------------------------------ ------------------------------------------------------------------- --
          1225  BIRTHDAY BALOONS
    0100068   CARR, TERRANCE
1E       6020              7777  6020            3622                 1        56.0000        56.0000
 9534900001   CURRY, PEGGY
1E       6020              7777  6020            3622                 1        56.0000        56.0000
 0100090      GIBSON, BOB
1E       6020              7777  6020            3622                 1        56.0000        56.0000
                                                                 Item Subtotal Charges       168.0000

                                                                        Total Charges       168.0000

                                                         End of Report
```

PATIENT CHARGE AUTOMATIC INVENTORY RELIEF ERROR REPORT - GMRPCE

The Patient Charge Automatic Inventory Relief Error Report displays error entries for items that could not be auto-relieved as a result of using the Patient Auto Relief process. When charges are entered for patient chargeable supplies, Materials Management or Central Supply Inventory will be relieved automatically and an issue report is produced during midnight processing.

If an error exists because a record may have been set up incorrectly, the report prints any of the possible error messages. The report is used to research the errors, correct the error condition and manually adjust any items that did not auto-relieve.

For information on the Patient Charge Inventory Relief process, see Chapter 8: Issuing in the *Materials Management Processes Volume*.

Figure 4.28 Patient Charge Automatic Inventory Relief Error Report (GMRPCE)

```
Date: 04/11/2000                                MODEL HOSP - ENT 01                                          Page  : 1
Time: 1:12                     Patient Charge Automatic Inventory Relief Error Report For 04/10/96           Report: GMRPCE01


Location  Description
GS        GENERAL STORES

Acct Number   Name
Chg Loc  Ent   Consumpt Dept     SIM   Expense Depart  Subaccount      Qty Iss   Avg. Price   Extended Price   Charge Date --------------------
------------------------------------------ ------------------------------------------------------------------------ --
         10126  BANDAGE, ELASTIC 4"
    0100068   CAREMGR,WOODSTOCK
1E        01   6020               126                                        1         0.0000         0.0000    04/10/96
               INVALID ITEM/LOCATION COMBINATION
                                                                        Item Subtotal Charges         0.0000

                                                                                Total Charges         0.0000

                                                              End of Report
```

Special Instructions

Each detail line on this summary report should be accompanied by a Reason code that serves as a sixty character description of the error condition that occurred preventing the successful processing of the specified prompt. Reasons could include such problems as insufficient location quantity on-hand to cover issue, invalid or missing Expense Account Number or invalid Station ID or Consumption Department.

Location Represents the Materials Management Item Master location from which the Item charged was issued.

Description This field prints the name or description of the related Item Master location.

Item Nbr This field carries the STAR Financials Materials Management Item Master unique identifying number.

Description This field displays the related Item Master name.

Charge Loc This represents the STAR department where the Inventory Item related charge originated.

Consumpt Dept This field contains the Materials Management assigned department code that relates to the STAR Charge Location code.

SIM The Service Item Master represents a unique charge code for the Inventory Item related charge.

FIM The Financial Item Master contains select billing and General Ledger information about a charge. This code must have a one-to-one relationship with the SIM.

Expense Depart This field carries the Expense related department number derived from the Revenue/Expense cross-reference table using the Revenue account number passed in the charge record.

Subaccount This carries the expense related subaccount and is extracted along with an associated expense department number, from the revenue/expense cross-reference table.

Qty Iss Represents the quantity charged.

Avg. Price Carries the current average price as listed in the Item Master descriptive node at the time the report is produced.

Extended Price Qty Iss times Avg. Price equals Extended Price.

Error Comment This field appears only in the error summary listing and contains any error that prevents the successful processing of the relate Item charge.

Error Conditions and Responses

CHARGE LOCATION TO CONSUMPTION DEPT CROSS-REFERENCE ENTRY IS MISSING
The Materials Management Charge Location/Consumption Department Cross-Reference Table is not built in the system, or has been built but was filed as deleted.

FINANCIAL ACCOUNT MASTER RECORD DID NOT COME ACROSS THE NETWORK
The network from the STAR system to the Materials Management system may be down.

PA/GL CONVERSION TABLE ENTRY IS MISSING
The Patient Accounting Revenue Account to the General Ledger Revenue Account has not been established, and the facility default Suspense Revenue Account is missing.

REVENUE DEPARTMENT OR SUBACCOUNT IS MISSING
The Revenue Department or Subaccount is inactivated and is not valid for the charge.

REVENUE TO EXPENSE DEPT CROSS-REFERENCE ENTRY IS MISSING
The Materials Management Revenue Account/Expense Account Cross-Reference Table is not built in the system, or it has been built but was filed as deleted.

NOT ENOUGH QTY-ON-HAND FOR THIS ITEM TO COVER THIS ISSUE
The charge quantity is greater than the Quantity-On-Hand in the Item Master for this location. Either do a Location Transfer, or wait for the receipt of this item. This error displays for five days (unless it is deleted by a credit) to cover weekend and holiday reporting.

INVALID ITEM/LOCATION COMBINATION
Either the Item/Location in the Item Master does not exist, or it is filed as deleted. Also, the Entity Code in the Charge Location/Consumption Department Cross-Reference Table might not have been defined.

PATIENT CHARGE RECONCILIATION REPORT - GMRPCR

This report links the daily inventory to the patient charges for the purpose of identifying lost charges. The inventory data is compared to the patient charges and this report shows any discrepancies between the two.

NOTE: You can use the STAR Audit Service to audit user requests for this report. The Audit Service collects and stores information such as report request date and time, the name of the user requesting the report and the criteria selected for the report. For more information, see the *STAR Audit Service Reference Guide*.

Frequency : Demand/Daily

Sort Sequence: Entity Code/ Department Code/ Cart Number/ Item Number

Subtotals: Lost Revenue Based on Patient Price (Lost Charge Qty * Lost Dollars)

Total Lost Issue Cost (Lost Charge Qty * Average Price)

Grand Totals: Same as Subtotals

Page Break: Entity Code
Cart Number

Special Processing:

Include returns and credits on report.
Check the department to verify this is a chargeable item for department.

Figure 4.29 Patient Charge Reconciliation Report (GMRPCR)

```
Date: 03/09/2000                                  General Hospital                                          Page  : 1
Time: 09:26am                              Patient Charge Reconciliation For 03/09/93                       Report: GMRPCR01

Nursing Location: 1E 1 EAST                                  Department: 6020 MEDICAL SURGICAL-1ST FLOOR
Cart: 1E 1EAST NURSING FLOOR                                 Cart Control: 89

                                                   Iss Inv   Qty   Qty   Lost   Lost                          Patient
MM Item #  Sim #   Item Description                UOM Lvl   Ctd   Chrg  Chrg   Dollars  Charged To           Number    Qty
-------------------------------------------------------------------------------------------------------------------------------

1041       142     CATHETER FOLEY RIB 18F 30CC     EA  110    60    48    2        66.60  ANDERSON CORRY       A120      9
                                                                                          BASS DREW            A140      4
                                                                                          CRAFT JENNINE        A170      5
                                                                                          DRAPER DELIA         A50       30

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

1043       500     CATHETER MALECOT 10F            EA  100    0     97    3        34.80  ANDERSON CORRY       A120      50
                                                                                          BASS DREW            A140      10
                                                                                          CRAFT JENNINE        A170      3
                                                                                          SILVA COLE           A190      34

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

1085       504     BANDAGE GAUZE 3"                BX  100    60    37    3         4.20  BASS DREW            A140      37

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

1092       140     CATHETER KIT 15FR.              EA  100    60    38    2       287.80  ANDERSON CORRY       A120      38

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

                            Patient Name: _____________________________ Number: ____________________ Room/Bed ___________ Qty _________

Lost Revenue Based On Patient Price:    393.40
             Total Lost Issue Price:    173.85

Entity Total Lost Revenue Based on Patient Price:    393.40
                  Entity Total Lost Issue Price:    173.85

                                                   End of Report
```

Field Explanations

NURSING LOCATION
The name of the nursing area where the cart is located.

CART
The PAR Area or Cart goods are issued from.

DEPARTMENT
Department performing the charging. Typically the nursing units.

CART CONTROL
This is the control number that is printed on each patient charge sheet and is used to link a patient to an exchange cart for charging purposes.

MM ITEM #
The Materials Management assigned item number.

SIM #
The Service Item Master number used at the servicing unit (Patient Care assigned).

ITEM DESCRIPTION
The Materials Management assigned description of item.

ISS UOM
The items Unit of Measure.

INV LVL
Par plus overstock/understock quantity to cart, plus issues made during cycle against the cart.

QTY CTD
The amount (quantity) counted by the hand-held device.

QTY CHRG
The amount (quantity) charged to a patient.

LOST CHRG
The amount (quantity) not charged (Inv Lvl minus Qty Ctd minus Qty Charg).

LOST DOLLARS
The amount (quantity) not charged (Lost Charges * Charge Amount).

PATIENT NUMBER
STAR Patient Care (External) Patient number.

QTY
The amount the patient was charged.

ANTICIPATED TRANSFERS REPORT - GMRATR

The Anticipated Transfers Report identifies those Item/Location records whose Quantity On-Hand is equal to, or falls below, Reorder Point, but that have enough in the primary Item/Location record to cover the transfer. If an item has only one location, it does not appear on this report. The calculation to determine if a transfer is necessary follows:

IF (TO-LOC-QOH) <= (TO-LOC-ROP)

THEN TO-TRN-QTY = (TO-LOC-ROP) - (TO-LOC-QOH) + (TO-LOC-ROQ)

ADD TO TRANSFER RECORD

NOTE: With this calculation the system will determine a transfer is possible even if the "from" location's quantity on-hand is less than the "from" location's reorder point.

System Name: GMRATR - Anticipated Transfers Report

Purpose: This report provides as a trigger to notify the appropriate hospital personnel that a particular location is in need to stock. This report is produced by Item Number within location and compares the quantity on-hand to the Item/Location's ROP quantity. The report is for Stock Items only.

Frequency: Demand

Sort Sequence: 1) Entity Code/ Location Code/ Row & Bin (To Location)/ Item Number

Grand Totals : Total number of Items

Page Break Location Code

Special Processing:
All Items are evaluated within the specified Location and any Item carrying a location Quantity on-hand value that is less or equal to the established Reorder Point is reported. Items with a Location Quantity on-hand value greater than to the established Reorder Point level or is maintained in a single location are omitted from this list.

NOTE: Running this report causes the transfer process to display items automatically if the From and To Locations match what the system generated on the report. This display can be bypassed.

Figure 4.30 Anticipated Transfers Report (GMRATR)

```
                                   General Hospital
                              Anticipated Transfers Report
Date: 11/30/2000                                                                    Page  : 1
Time: 08:47                                                                         Report:GMRATRGH

FROM Entity:    GH  General Hospital
TO Entity:      GH  General Hospital

FROM Location:  GS  General Stores
TO Location:    CS  Central Supply

                                        Manufacturer  Dsp   LOC   LOC   LOC   LOC   LOC   TRN   TO
Item Nbr  Description                   Item Number   Unt   PAR   QOH   ROP   ROQ   TRN   CHG   ROW & BIN
-------------------------------------------------------------------------------------------------------------
100104975 ADAPTER, CONVERTIBLE SAFE LOCK H12343023    EA     3     3     4     3     4   ____  A1234/12334

102104978 ADAPTER, CATHETER SAFE LOCK    H20302139    EA     6     0     0     6     6   ____  A2332/23223

100105095 ADAPTER, CATHETER THREADED DISP H20330233   EA     4     2     5     2     5   ____  B2339/32923

100108535 BELT OSTOMY 175510             H23092343    EA     5     2     4     2     4   ____  B4334/23322

100105510 A-ACID 0.25% 1000 ML IRR 6143  H32300550    BT     3     0     3     2     5   ____  T2322/23333

100134227 ACE ANKLE BRACE                H30234032    PK     3     1     3     3     5   ____  W4343/43434
```

Field Explanations

FROM ENT
Entity from which the inventory is being transferred.

TO ENT
Entity receiving the inventory being transferred.

FROM LOC
Location from which the inventory is being transferred.

TO LOC
Location receiving the inventory being transferred.

ITEM NBR
Item Number.

DESCRIPTION
Item Description Name.

MANUFACTURER ITEM NUMBER
Manufacturer item number. Pulled from the Item Master.

DSP UNT
Dispensing Unit.

LOC PAR
TO Location PAR level of Item/Location (Dispensing Units).

LOC QOH
TO Location Quantity On-Hand level of Item/Location (Dispensing Units).

LOC ROP
TO Location Active Reorder Point level of Item/Location (Dispensing Units).

LOC ROQ
TO Location Active Reorder Quantity level of Item/Location (Dispensing Units).

LOC TRN
TO Location Quantity needing to be transferred based on calculation.

(TO LOC TRN = TO LOC ROP - TO LOC QOH + TO LOC ROQ)

TRN CHG
A blank line allowing the user to alter/change the amount to transfer.

TO ROW & BIN
Row and Bin location where the inventory is being transferred.

OPEN STOCK ITEM REQUISITION REPORT - GMROSR

The Open Stock Item Requisition Report provides a listing of all open stock item departmental requisitions made through the Stock Item Request function that are awaiting processing by the facility's Materials Management staff. This listing contains any unprocessed Stock Item Requisitions that are not older than the value identified in the Stock Request Days of the General Function Control Parameters.

System Name: GMROSR - Open Stock Item Requisition Report

Purpose: This report provides Materials Management staff with vital, comprehensive information regarding all open stock item requisitions that are awaiting processing by the facility's Materials Management staff. Materials Management staff should generate this report at intervals best suited to their policies and procedures.

Frequency: Demand

Sort Sequence: The report is generated by Entity Code(s), and then sorted by Stock Item Location/Expense Entity/Requisitioning Department Number.

Grand Totals: Number of Open Stock Item Requisitions by location.

Page Break A separate report is produced for each entity requested by the user. The report page breaks by stock item location code, so all pages associated with a location can be worked as a group.

Special Processing:

Open Stock Item Requisitions that have been on the system for a number of days that is greater than the value in the General Function Control Parameters Stock Request Days field are not included on the report because they have been deleted automatically by the system.

If there are no open stock item requisitions associated with an entity for which this report is generated, only the report header is printed for that entity.

Figure 4.31 Open Stock Item Requisition Report (GMROSR)

```
Date: 06/02/2005                                    HAPPY HOSPITAL                                          Page  : 1
Time: 11:19am                            Open Stock Item Requisitions For 06/02/2005                        Report: GMROSR01

ENTITY:    HAPPY HOSPITAL

                          Exp                                                                    Requested      Requisition
Item Location             EC   Requesting Department        Std Req #  Req Ctrl #     Requestor       Date          Time   # of Lines
-------------------------------------------------------------------------------------------------------------------------------------
GENERAL STORES            01   6010 PATIENT CARE ADMINIS       1EAST     33412      Wilson,Dawn       06/02/2005 11:18am          21
GENERAL STORES            02   6013 PATIENT CARE ORIENTA       PPL       33413      Wilson,Dawn       06/02/2005 11:19am           4

GENERAL STORES (GS) Total Open Requisitions: 2


                                                         End of Report
```


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Field Explanations

ENTITY
Code assigned to entity for which this report was generated.

ITEM LOCATION
Stock Inventory Location(s) associated with the stock item requisitions.

EXP EC
Expense Entity Code. The entity code against which this item is being expensed at the stock item requisition level.

REQUESTING DEPARTMENT
Department generating the Stock Item Requisition.

STD REQ #
Standard Requisition template number, as found in the STAR Materials Management Master Files. This number is optional because requests can be built without using a template. If no template was used, this field is blank on the report.

REQ CTRL #
Requisition Control Number. System assigned number to identify each individual occurrence of a submitted stock item requisition. Because this is a unique number assigned every time a requisition is generated, it is displayed on each line of the report.

REQUESTOR
Name of the Individual in requesting department that entered the stock item requisition.

REQUESTED DATE AND TIME
Actual system date and time that the stock item request was entered.

REQUISITION NUMBER OF LINES
Number of lines on the Requisition Control. This number count is the total number of lines and is not reduced even if some of the lines have already been fully processed. Because some requisitions can be quite lengthy, it is important for Materials Management staff to recognize when a request may run into several pages.

SUMMARY ACCOUNT BALANCE - VALUE-ON-HAND - GMRSB1

System Name: GMRSB1 - Summary Account Balance - Value-On-Hand

Purpose: This report produces one summary page per entity that shows the calculated value of Inventory-On-Hand. This value then is used in the Daily Balancing of the Materials Management system.

Frequency: Daily

Sort Sequence: Entity Code

Subtotal: Entity Code

Grand Totals: Total by Asset Class

All Entities

Page Break: Entity Code

Special Processing:

Average Price x QOH = Total Value-On-Hand
If an item has zero quantity-on-hand but has adjusted dollars in the Item Master, the Adjusted Dollars are included in the Total Value-On-Hand. Update the Balance Summary Node with calculated Entity Total.

Figure 4.32 Summary Account Balance - Value-on-Hand (GMRSB1)

```
Date: 09/03/2003                                    GENERAL HOSPITAL                                          Page  : 1
Time: 05:06am                       Summary Account Balance - Value-On-Hand For 09/02/2003                    Report: GMRSB101


Total Number of Stock Items   :       429
Total Number of Nonstock Items:       334
Total Number of Items         :       763
Total Adjusted Dollars        :           -700.0000
Total Value-On-Hand           :  5,568,659,838.0594

                                 Adjusted Dollars        On-Hand Value  Department      Subaccount

Asset Class   100             :             0.0000           5,981.1537  1.116           10.50
Asset Class  1000             :             0.0000               0.0000  0.005           00.35
Asset Class 10000             :             0.0000      66,978,600.5919  1.111           10.10
Asset Class   200             :             0.0000            -443.4065  1.116           10.52
Asset Class 20000             :          -500.0000   2,968,824,155.2750  1.111           10.12
Asset Class   300             :             0.0000             409.2216  1.116           10.51
Asset Class 30000             :             0.0000          15,734.2214  1.111           10.13
Asset Class  3165             :             0.0000           1,050.8280  1.012           01.21
Asset Class 31655             :             0.0000            -631.8718  1.111           10.11
Asset Class  3309             :             0.0000               0.0000  1.000           00.00
Asset Class    36             :          -200.0000          14,538.3159  6.142           00.07
Asset Class    37             :             0.0000         424,842.1611  1.007           11.20
Asset Class   400             :             0.0000      60,697,549.8572  1.016           01.60
Asset Class 40000             :             0.0000   2,471,619,993.8052  1.111           10.13
Asset Class   500             :             0.0000            -142.1930  1.116           10.54
Asset Class 50000             :             0.0000             302.1087  1.000           00.01
Asset Class 60000             :             0.0000          51,778.0755  0.010           00.12
Asset Class    67             :             0.0000          24,740.1284  6.888           00.06
Asset Class 70301             :             0.0000               3.4496  1.022           00.00
Asset Class  7151             :             0.0000             287.1175  1.111           10.10
Asset Class   800             :             0.0000            -500.0000  0.005           00.00
Asset Class   900             :             0.0000               0.0000  0.000           00.00

Asset Class Totals            :          -700.0000   5,568,658,248.8394

                                 End of Report
```

SUMMARY ACCOUNT BALANCE - UNDISTRIBUTED INVENTORY - GMRSB2

System Name: GMRSB2 Summary Account Balance - Undistributed Inventory

Purpose: This report produces a daily summary page for an entity, listing the total dollar amount (by Asset Class) of inventory that has been received but not invoiced (undistributed to the General Ledger). This information is critical to the Daily Balancing Routine in reconciling the Undistributed side and the General Ledger.

Frequency: Daily

Sort Sequence: by Entity Code, then by Asset Class

Subtotals: per Asset Class

Grand Total: includes all Asset Classes of the entity
(also shown are Total Dollars Received and Distributed)

Page Break: Entity Code

Special Processing: The **Dollars Undistributed** value is determined by subtracting the Distributed quantity of each PO detail line from the Received quantity, and multiplying the result by the PO Price.

The **Asset Class NS NOT IM** value includes all nonstock items not on the Item Master.

The **Asset Class OTHER** value includes items with an Asset Class of "Other," and items entered on a PO with a General Ledger account that differs from the item's Asset Class General Ledger account.

This report only includes PO records with a Header Status of Approved (A), Printed (P), or Received (R).

Figure 4.33 Summary Account Balance - Undistributed Inventory (GMRSB2)

```
Date: 09/03/2003                          MODEL HOSP - ENT 02                          Page  : 1
Time: 05:07am        Summary Account Balance - Undistributed Inventory For 09/02/2003     Report: GMRSB202



Dollars Received      :      35,115.47
Dollars Distributed   :      16,172.00
Dollars Undistributed :      18,943.47

Asset Class   100     :           0.00
  1116              0003
Asset Class 10000     :         220.00
  1111              1010
Asset Class   200     :         342.00
  1116              1054
Asset Class 20000     :       9,614.00
  1111              0023
Asset Class   300     :           0.57
  1116              1051
Asset Class 30000     :          15.00
  1111              1012
Asset Class   400     :           2.00
  1112              0012
Asset Class 40000     :           2.00
  1111              0002
Asset Class   500     :           8.68
  1116              1054
Asset Class 50000     :         652.22
  1111              0018
Asset Class 60000     :          12.00
  1111              1015
Asset Class NS NOT IM :       8,075.00
  0000              1112                      0.00
  0010              1111                      0.00
                    3001                      9.00
  0100              1113                      0.00
                    3000                      0.00
  0111              1113                      0.00
  0120              1112                      0.00
                    3000                      0.00
  0130              3003                      0.00
  6010              3000                      0.00
  6120              3010                  8,066.00
  6131              0000                      0.00
                    3000                      0.00
                    3003                      0.00

Asset Class Totals    :      18,943.47

                                 End of Report
```

PURCHASE ORDER DELIVERY TICKET - GMRPDT

System Name: GMRPDT - Purchase Order Delivery Ticket

Purpose: This report is designed to acknowledge the receipt of inventory delivered to its destination according to the Purchase Order Detail Line items. Stock items specify the stockroom Location; non-stock items specify the Cost Center or Consuming Department. Just-In-Time deliveries specify the Just-In-Time Destination.

Frequency: Demand during the Receiving process.

Sort Sequence: Item type (nonstock, stock)/Expense Entity/Cost Center and Location/PO Line Number

Page Break: Cost Center and Location

Figure 4.34 Purchase Order Delivery Ticket (GMRPDT)

```
Date: 09/10/2003                                   GENERAL HOSPITAL                                          Page  : 1
Time: 03:39pm                                P.O. Delivery Ticket For 09/10/2003                           Report: GMRPDT01

Destination: E4 - EAST WING - 4TH FLOOR
RECEIVING INSTRUCTIONS:

Expense Entity: 01  HAPPY HOSPITAL
Department:          6010                        Description: PATIENT CARE ADMINISTRATION

P.O. Number   Vendor Nbr  Name                                    Buyer    Receiver

      2043            18  XINIA FRUIT AND VEGETABLE                BJW       BJW

Ln   Manufacturer's       Item                                                        Order Order    Recv'd  Disp     Extended
Nbr  Item Number          Nbr       Description                            Row/Bin    Unit   Qty      Qty   Qty      PO Price
-------------------------------------------------------------------------------------------------------------------------------
  1  NS                         133 BONNIT SP ATTCH #2                        /        EA       5        1       1       0.95

  2  NS                         134 BONNIT SP ATTCH #3                        /        EA      10        1       1      11.00

  3  NSNOIM                         NON-STOCK NOT ON THE ITEM MASTER          /        PK       5        1       1      26.35


               Signature of Delivery                  Signature of Receipt                                              38.30


               ---------------------                  --------------------


                                                          End of Report
```

Field Explanations

DESTINATION
Just-In-Time destination. This field displays only if using Just-In-Time.

RECEIVING INSTRUCTIONS
Receiving Instructions from the Purchase Order.

EXPENSE ENTITY
Expense Entity for the item on the Purchase Order.

COST CENTER NBR AND DESCRIPTION
Cost Center number and Cost Center Description for a non-stock item.

LOCATION CODE AND DESCRIPTION
Location Code and Location Description for a stock item.

PO NUMBER
Purchase Order number.

VENDOR NBR
Vendor number.

NAME
Vendor name.

BUYER
Buyer's initials from the Purchase Order.

RECEIVER
Receiver's initials from the Purchase Order.

LN NBR
Purchase Order Detail Line number.

MANUFACTURER'S ITEM NUMBER
Manufacturer's item number.

ITEM NBR
Item number on the Item Master. This field is blank if it is a nonstock item.

DESCRIPTION
Item description.

ROW/BIN
Item's storage location Row and Bin numbers.

ORDER UNIT
Item's order unit for the Vendor on the PO.

ORDER QTY
Purchase Order's order quantity.

RECV'D QTY
Quantity received.

DISP QTY
Item's dispensing quantity.

EXTENDED PO PRICE
Purchase Order Price x Order Quantity.

The Extended PO Price only displays by user request via a prompt displayed during the Receiving process.

SSG REQUISITION UPLOAD ERROR REPORT - GMRSSG

NOTE: The SSG Interface options available from the Special Processes Processor menu are documented in Chapter 13: Disciplined Processes of the *Materials Management Processes Volume*.

The SSG Interface is a billable module. For information on how to obtain this feature, contact your McKesson Sales Center representative at 1-800-469-4262.

System Name: GMRSSG - SSG Requisition Error Report

Purpose: The SSG Requisition Upload Error Report (GMRSSG) lists all items that were not successfully placed on a requisition during the SSG Requisition Upload process. If an error exists because a record is established incorrectly, the report prints any of the possible error messages. You can use the report to research the errors, then correct the condition and resend the request.

Frequency: Following a requisition upload, the report is generated during midnight processing. Also, it can be requested on demand during the same day as the upload. Error records are purged daily during midnight processing.

Sort Sequence: none

Criteria: none

Grand Totals: none

Special Processing:

Each detail line on this summary report should be accompanied by a reason code that serves as a sixty character description of the error condition that occurred preventing the successful processing of the requisition upload. The header lines will only print an error message if an error occurred within the header.

Figure 4.35 SSG Requisition Upload Error Report (GMRSSG)

```
Date: 05/08/2000                                    MODEL HOSP - ENT 01                                          Page  : 1
Time: 16:05P                              SSG Requisition Upload Error Report For 05/08/98                       Report: GMRSSG01

SSG Nbr: 138          Exp Entity: 02   Cons Dept:
CONSUMPTION DEPARTMENT MISSING
Item Nbr    Item Description                        Vendor Nbr  Vendor Catalog Nbr       Qty       UOM/Conv
-------------------------------------------------------------------------------------------------------------------
```

```
Date: 05/08/2000                                    MODEL HOSP - ENT 01                                          Page  : 2
Time: 16:05P                              SSG Requisition Upload Error Report For 05/08/98                       Report: GMRSSG01

SSG Nbr: 139          Exp Entity:      Cons Dept: 6020
EXPENSE ENTITY MISSING
Item Nbr    Item Description                        Vendor Nbr  Vendor Catalog Nbr       Qty       UOM/Conv
-------------------------------------------------------------------------------------------------------------------
ZZ          BLADE SCAPEL #10                                    11-77-1100               2         EA/1
INVALID ITEM NUMBER

                                                        End of Report
```

Field Explanations

SSG NBR
The Surgi-Server/Omni-Server (SSG) assigned requisition number.

EXP ENTITY
The expense entity for the item.

CONS DEPARTMENT
The STAR Materials Management assigned department code that relates to the Charge Location code.

ITEM NBR
The STAR Materials Management number assigned to the item.

ITEM DESCRIPTION
Provides a detailed description of the item.

VENDOR NBR
The STAR Materials Management assigned code for the item's vendor.

VENDOR CATALOG NBR
The item's specific catalog number assigned by vendor.

QTY
Requested quantity of an item.

UOM/CONV
Order unit of measure and the conversion factor.

Header Error Messages

Message	Explanation
Expense Entity Missing	Expense entity not provided.
Invalid Expense Entity	Expense entity provided does not exist within the STAR Materials Management system.
Consumption Department Missing	No consumption department provided.
Invalid Consumption Department	Consumption department specified is incorrect.
Consumption Department is Inactive	Consumption department has been filed as deleted.

Detail Error Messages

Message	Explanation
Invalid Item Number	The Item Number received is not located in the item master within the specified entity.
Item is Inactive	The requested item exists in the item master, but has been filed as deleted.
Stock Items not allowed on RTP	The PO Parameter, Allow Stock on RTP is set to No.
Item has no primary vendor	No primary vendor is specified in the item master.
Item has no primary location	Primary location is not specified in the item master.
Item Description is Required	For non-stock items not on the item master a description of the item is required.
Invalid Vendor	Either the Item/Vendor record in the Item Master does not exist, or the vendor is filed as deleted. The message also appears if no vendor is provided for a non stock item not on the Item Master.
Vendor is Inactive	Specified vendor is filed as deleted.
Vendor Catalog is Required	The Vendor Catalog Number for a non-stock item not on the item master was not received. This field is required for non-stock items not on the item master.
Requested Quantity must be Numeric	Quantity sent was not in numeric format.
Requested Quantity cannot be Fractional	Quantity sent contains a decimal.
Requested Quantity cannot be Negative	Quantity received is negative.
Requested Quantity must be greater than zero	Quantity received is zero.

SSG REQUISITION INVENTORY DEPLETION ERROR REPORT - GMRSID

NOTE: The SSG Interface options available from the Special Processes Processor menu are documented in Chapter 13: Disciplined Processes of the *Materials Management Processes Volume*.

The SSG Interface is a billable module. For information on how to obtain this feature, contact your McKesson Sales Center representative at 1-800-469-4262.

System Name: GMRSID - SSG Inventory Depletion Error Report

Purpose: The SSG Inventory Depletion Upload Error Report (GMRSID) lists all items that were not successfully placed on a requisition during the SSG Inventory Depletion Upload process. If an error exists because a record is established incorrectly, the report prints any of the possible error messages. You can use the report to research the errors, then correct the condition and resend the request.

Frequency: Following an Inventory Depletion upload, the report is generated during midnight processing. Also, it can be requested on demand during the same day as the upload. Error records are purged daily during midnight processing.

Sort Sequence: none

Criteria: none

Grand Totals: none

Special Processing:

Each detail line on this summary report should be accompanied by a reason code that serves as a sixty character description of the error condition that occurred preventing the successful processing of the Inventory Depletion upload.

Figure 4.36 SSG Inventory Depletion Upload Error Report (GMRSID)

```
Date: 05/08/2000                                    MODEL HOSP - ENT 01                                          Page  : 1
Time: 16:24P                            SSG Inventory Depletion Error Report For 05/08/2000                      Report: GMRSID01
SSG Nbr: 19002
Exp Entity    Consumption Dept    Location    Item Nbr    Requested Qty
-------------------------------------------------------------------------------------------------------------------------------
                                                          003
EXPENSE ENTITY MISSING
ITEM NUMBER MISSING
                                              1           -4
INVALID EXPENSE ENTITY
INVALID ITEM NUMBER
REQUESTED QUANTITY CANNOT BE NEGATIVE
                                    GS        1080        005
INVALID EXPENSE ENTITY
              9999                            54568       001
INVALID EXPENSE ENTITY
INVALID ITEM NUMBER
                                                           End of Report
```

Field Explanations

SSG NBR
The Surgi-Server/Omni-Server (SSG) assigned requisition number.

EXP ENTITY
The expense entity for the item.

CONSUMPTION DEPARTMENT
The STAR Materials Management assigned department code that relates to the Charge Location code.

LOCATION
The item's primary location.

ITEM NBR
The STAR Materials Management number assigned to the item.

REQUESTED QTY
Requested quantity of an item.

Error Messages

Message	Explanation
Expense Entity Missing	Expense entity not provided.
Invalid Expense Entity	Expense entity provided does not exist within the Materials Management system.
Consumption Department Missing	No consumption department provided.
Invalid Consumption Department	Consumption department specified does not exist or has been filed as deleted.
Invalid Item Number	The Item Number received is not located in the item master within the specified entity.
Item is Inactive	The requested item exists in the item master, but has been filed as deleted.
Item has no primary location	Primary location is not specified in the item master.
Requested Quantity must be Numeric	Quantity sent was not in numeric format.
Requested Quantity cannot be Fractional	Quantity sent contains a decimal.
Requested Quantity cannot be Negative	Quantity received is negative.
Requested Quantity must be greater than zero	Quantity received is zero.
Item Number Missing	An item number was not included.

Message	Explanation
Nonstock Auto Issue Set to yes, item cannot be nonstock	Item is a nonstock item. The General Function Control Parameter 'Auto Exp Nonstk' is set to Yes.

PO DISTRIBUTION EVALUATION REPORTS

System Name: GMRPDP - PO Evaluation by Purchase Order Number
GARPDG - PO Evaluation by GL Account Number
GARPDN - PO Evaluation by Vendor

Purpose: This report option allows you to enter a beginning and ending range of purchase order numbers for evaluation. The system searches the purchase orders included in the range entered and compares the item received quantity to the item distributed quantity for every item on those purchase orders. Then the system lists the received detail line items that have differing distributed quantities.

Three separate reports are produced for the numeric range of purchase orders entered, one for STAR Materials Management (GMRPDP) and two for STAR Accounts Payable (GARPDG and GARPDN). All three reports contain the same information but are sorted in different ways and have unique names.

Frequency: Produced on demand when the PO Distribution Evaluation Report option is selected from the STAR Materials Management PO Distribution Maintenance screen. (See Chapter 13: Disciplined Processes of the *Materials Management Processes Volume*.)

Sort Sequence: GMRPDP - Entity / PO Number / PO Line Number
GARPDG - Entity / GL department/subaccount / purchase order
GARPDN - Entity / Vendor (Name or Number) / purchase order

Criteria: Specify the group of PO numbers to include in the report.

Special Instructions:

The report header indicates that the report was produced through PO evaluation. These individual report sorts are necessary to provide both Materials Management and Accounts Payable with a comprehensive listing of all "suspect" purchase orders and line items, for their review. This report generator does not alter system purchase order data: it reports only what is found based on user criteria entered.

NOTE: Both Accounts Payable personnel and Purchasing personnel should review these reports carefully, each researching purchase order detail, invoicing and payment information for the purchase orders and vendors on the reports. Then they should discuss what purchase orders and detail lines need to be changed to Distributed, based on their research.

These reports should be retained by both Purchasing and Accounts Payable departments as audit trails of this processing.

Figure 4.37 PO Evaluation by Purchase Order Number (GMRPDP)

Date: 06/24/2002 MODEL HOSPITAL OF GEORGIA Page : 1
Time: 08:10pm MM PO Distribution Maintenance For 06/24/2002 Report: GMRPDP01

BATCH ENTRY PROCESS Purchase Order/detail quantity/amount:

Purchase Order #	Line Number	Current/Old Ln Status	New Ln Status	Item Qty Ordered	Item Qty Rec'd	Qty to Dist	Amt to Dist	Vendor
5787	3	R		10	10	10	151.40	91 XINIA PRODUCTS
5787	4	R		12	12	12	253.68	91 XINIA PRODUCTS
5787	5	R		15	15	15	1883.17	91 XINIA PRODUCTS
5790	3	R		11	11	11	40.15	15 NEW NAME 6
5790	4	R		11	11	11	110.00	15 NEW NAME 6
5800	1	R		10	10	10	100.00	15 NEW NAME 6
5800	2	R		10	10	10	120.10	15 NEW NAME 6
5800	3	R		10	10	10	36.50	15 NEW NAME 6
5800	4	R		10	10	10	120.10	15 NEW NAME 6
5800	5	R		10	10	10	200.00	15 NEW NAME 6
5800	6	R		8	8	8	46.00	15 NEW NAME 6
5800	7	R		10	10	10	120.00	15 NEW NAME 6
5800	8	R		10	10	10	1000.00	15 NEW NAME 6
5800	9	R		10	10	10	100.00	15 NEW NAME 6
5800	10	R		11	11	11	110.00	15 NEW NAME 6
5800	11	R		8	8	8	281.12	15 NEW NAME 6
5800	12	R		10	10	10	451.10	15 NEW NAME 6
5802	1	R		20	20	20	21.20	15 NEW NAME 6
5802	2	R		10	10	10	100.00	15 NEW NAME 6
5803	1	R		100	100	100	106.00	15 NEW NAME 6
5803	2	R		100	100	100	1000.00	15 NEW NAME 6
5803	3	R		100	100	100	300.00	15 NEW NAME 6
5804	1	R		3	3	3	9.00	15 NEW NAME 6
5806	1	R		10	10	10	82.50	17 BONNIE'S VENDOR - DO NOT USE
5806	2	R		10	10	10	65.40	17 BONNIE'S VENDOR - DO NOT USE
5806	3	R		5	5	5	56.27	17 BONNIE'S VENDOR - DO NOT USE
5806	4	R		10	10	10	241.10	17 BONNIE'S VENDOR - DO NOT USE
5810	1	R		10	10	10	100.00	271 AAA AUCTIONS
5813	1	R		57	57	57	57.00	5 MEDICAL MAINTENANCE CONSULTANTS
5813	2	R		50	50	50	50.00	5 MEDICAL MAINTENANCE CONSULTANTS
5818	1	R		10	10	10	30.00	15 NEW NAME 6
5819	1	R		12	12	12	12.00	15 NEW NAME 6
5819	2	R		1	1	1	3.00	15 NEW NAME 6
5820	1	R		10	10	10	215.50	17 BONNIE'S VENDOR - DO NOT USE
5820	2	R		10	10	10	111.55	17 BONNIE'S VENDOR - DO NOT USE

EVALUATION REPORT by Purchase order/detail quantity/amount: 704 7,683.84

End of Report

Figure 4.38 PO Evaluation by GL Account Number (GARPDG)

```
Date: 06/24/2002                                MODEL HOSPITAL OF GEORGIA                                  Page  : 1
Time: 08:10pm                          MM PO Distribution Maintenance For 06/24/2002                     Report: GARPDG01

BATCH ENTRY PROCESS                              PO DETAIL LINE BY GL Account Number

Purchase   Line     Current/Old    New Ln          Qty to       Amt to              Vendor                        Item
Order #   Number     Ln Status     Status           Dist         Dist                                           Description
-------------------------------------------------------------------------------------------------------------------------------

Department 0142  SubAccount 3131

5820       1            R                           10         215.50    17 BW VENDOR -                  BONELESS CHICKEN BREASTS

           GL Account 0142-3131 totals:             10         215.50

Department 1000  SubAccount 0002

5800       2            R                           10         120.10    15 NEW NAME 6                   BANDAGE CONFORM 3" TEST
5800       4            R                           10         120.10    15 NEW NAME 6                   BANDAGE CONFORM 3" TEST

           GL Account 1000-0002 totals:             20         240.20

Department 1001  SubAccount 0070

5800       7            R                           10         120.00    15 NEW NAME 6                   TESTING LOCKING
5810       1            R                           10         100.00    271 AAA AUCTIONS                NEW ITEM FOR I4084
5813       1            R                           57          57.00    5 MEDICAL MAINTENANCE CONSULTAN 12299
5818       1            R                           10          30.00    15 NEW NAME 6                   TESTC652
5819       2            R                            1           3.00    15 NEW NAME 6                   TEST 656

           GL Account 1001-0070 totals:             98         551.10

Department 1111  SubAccount 1015

5800       5            R                           10         200.00    15 NEW NAME 6                   MICROTAINER SAFETY LANCET

           GL Account 1111-1015 totals:             10         200.00

Department 1116  SubAccount 1050

5800       11           R                            8         281.12    15 NEW NAME 6                   VITA LIQUID

           GL Account 1116-1050 totals:              8         281.12

Department 1116  SubAccount 1051

5787       5            R                           15        1883.17    91 XINIA PRODUCTS               BONNIE'S NON-STOCK ITEM

           GL Account 1116-1051 totals:             15       1,883.17

Department 1116  SubAccount 1052
```

Figure 4.39 PO Evaluation by Vendor (GARPDN)

Date: 06/24/2002 MODEL HOSPITAL OF GEORGIA Page : 1
Time: 08:10pm MM PO Distribution Maintenance For 06/24/2002 Report: GARPDN01

BATCH ENTRY PROCESS PO DETAIL LINE BY VENDOR

Purchase Order #	Line Number	Current/Old Ln Status	New Ln Status	Item Qty Ordered	Item Qty Rec'd	Current Inv Qty	Qty to Dist	Amt to Dist
Vendor 15 NEW NAME 6								
5790	4	R		11	11		11	110.00
5800	1	R		10	10		10	100.00
5800	2	R		10	10		10	120.10
5800	3	R		10	10		10	36.50
5800	4	R		10	10		10	120.10
5800	5	R		10	10		10	200.00
5800	6	R		8	8		8	46.00
5800	7	R		10	10		10	120.00
5800	8	R		10	10		10	1000.00
5800	9	R		10	10		10	100.00
5800	10	R		11	11		11	110.00
5800	11	R		8	8		8	281.12
5800	12	R		10	10		10	451.10
5802	1	R		20	20		20	21.20
5802	2	R		10	10		10	100.00
5803	1	R		100	100		100	106.00
5803	2	R		100	100		100	1000.00
5803	3	R		100	100		100	300.00
5804	1	R		3	3		3	9.00
5818	1	R		10	10		10	30.00
5819	1	R		12	12		12	12.00
				15 NEW NAME 6 totals:			495	4,416.27
Vendor 17 BONNIE'S VENDOR - DO NOT USE								
5806	1	R		10	10		10	82.50
5806	2	R		10	10		10	65.40
5806	3	R		5	5		5	56.27
5806	4	R		10	10		10	241.10
5820	1	R		10	10		10	215.50
5820	2	R		10	10		10	111.55
				17 BONNIE'S VENDOR		totals:	55	772.33
Vendor 271 AAA AUCTIONS								
5810	1	R		10	10		10	100.00
				271 AAA AUCTIONS totals:			10	100.00

Field Explanations

PURCHASE ORDER #
PO Number prints as subheader. The report sorts by PO Number.

LINE NUMBER
Purchase Order Line Number.

CURRENT / OLD LINE STATUS
Indicates the status of the line before any updates associated with the PO Distribution Process.

NEW LINE STATUS
Indicates the status of the line after any updates associated with the PO Distribution Process.

QTY TO DIST
The item quantity available for distribution because they have been received but not yet invoiced.

AMT TO DIST
Amount to Distribute is equal to the Quantity to Distribute x Order Price.

VENDOR
Vendor number and name.

ITEM DESCRIPTION
The Materials Management-assigned description of the item.

PO DISTRIBUTION BATCH UPDATE REPORTS

System Name: GMRPDP - PO Evaluation by Purchase Order Number
GARPDG - PO Evaluation by GL Account Number
GARPDN - PO Evaluation by Vendor
GMRPOH - PO Header Status Updates

Purpose: When the Purchase Order Distribution Batch Update Process completes (see Chapter 13: Disciplined Processes of the *Materials Management Processes Volume*), these automatically generated reports reflect the purchase orders and detail lines that were changed to Distributed. The identity of the user who ran the update process is printed in the report header section of the reports. Content is similar to that of the PO Distribution Evaluation reports.

Three separate reports are produced for the numeric range of purchase orders entered, one for STAR Materials Management (GMRPDP) and two for STAR Accounts Payable GARPDG and GARPDN). All three reports contain the same information but are sorted in different ways and have unique names.

A fourth report, PO Header Status Updates (GMRPOH), is a Materials Management process generation report that lists the purchase order numbers (no purchase order line detail), the previous header status and the new status. It also indicates why the purchase order status was not changed to Distributed, if applicable.

Frequency: Automatically generated when you run the Purchase Order Distribution Batch Update Process. (See Chapter 13: Disciplined Processes of the Materials Management Processes Volume.)

Sort Sequence: GMRPDP - Entity / PO Number / PO Line Number
GARPDG - Entity / GL department/subaccount / purchase order
GARPDN - Entity / Vendor (Name or Number) / purchase order
GMRPOH - Entity / PO Number

Criteria: Specify the group of PO numbers to include in the report.

Special Instructions:

The report header indicates that the report was produced through PO evaluation. These individual report sorts are necessary to provide both Materials Management and Accounts Payable with a comprehensive listing of all purchase orders and line items that were changed to Distributed.

These reports should be retained by both Purchasing and Accounts Payable as audit trails of this processing.

Whether a purchase order is taxable does not impact this process.

Use the following legend when reviewing the sample reports.

REPORT LEGEND

PO Header Statuses:	PO Detail Statuses:
A=Approved	A=Approved
P= Printed	B=Backordered
B=Backordered	R=Received
R=Received	
D=Distributed	

Figure 4.40 PO Evaluation by Purchase Order Number (GMRPDP - Batch Update)

Date: 06/24/2002 MODEL HOSPITAL OF GEORGIA Page : 1
Time: 08:10pm MM PO Distribution Maintenance For 06/24/2002 Report: GMRPDP01

BATCH UPDATE PROCESS Purchase Order/detail quantity/amount:

Started by : Weldon,Bonita J 06/24/2002 08:10pm

Purchase Order #	Line Number	Current/Old Ln Status	New Ln Status	Item Qty Ordered	Item Qty Rec'd	Qty to Dist	Amt to Dist	Vendor
5787	3	R	D	10	10	10	151.40	91 XINIA PRODUCTS
5787	4	R	D	12	12	12	253.68	91 XINIA PRODUCTS
5787	5	R	D	15	15	15	1883.17	91 XINIA PRODUCTS
5790	3	R	D	11	11	11	40.15	15 NEW NAME 6
5790	4	R	D	11	11	11	110.00	15 NEW NAME 6
5800	1	R	D	10	10	10	100.00	15 NEW NAME 6
5800	2	R	D	10	10	10	120.10	15 NEW NAME 6
5800	3	R	D	10	10	10	36.50	15 NEW NAME 6
5800	4	R	D	10	10	10	120.10	15 NEW NAME 6
5800	5	R	D	10	10	10	200.00	15 NEW NAME 6
5800	6	R	D	8	8	8	46.00	15 NEW NAME 6
5800	7	R	D	10	10	10	120.00	15 NEW NAME 6
5800	8	R	D	10	10	10	1000.00	15 NEW NAME 6
5800	9	R	D	10	10	10	100.00	15 NEW NAME 6
5800	10	R	D	11	11	11	110.00	15 NEW NAME 6
5800	11	R	D	8	8	8	281.12	15 NEW NAME 6
5800	12	R	D	10	10	10	451.10	15 NEW NAME 6
5802	1	R	D	20	20	20	21.20	15 NEW NAME 6
5802	2	R	D	10	10	10	100.00	15 NEW NAME 6
5803	1	R	D	100	100	100	106.00	15 NEW NAME 6
5803	2	R	D	100	100	100	1000.00	15 NEW NAME 6
5803	3	R	D	100	100	100	300.00	15 NEW NAME 6
5804	1	R	D	3	3	3	9.00	15 NEW NAME 6
5806	1	R	D	10	10	10	82.50	17 BONNIE'S VENDOR - DO NOT USE
5806	2	R	D	10	10	10	65.40	17 BONNIE'S VENDOR - DO NOT USE
5806	3	R	D	5	5	5	56.27	17 BONNIE'S VENDOR - DO NOT USE
5806	4	R	D	10	10	10	241.10	17 BONNIE'S VENDOR - DO NOT USE
5810	1	R	D	10	10	10	100.00	271 AAA AUCTIONS
5813	1	R	D	57	57	57	57.00	5 MEDICAL MAINTENANCE CONSULTANTS
5813	2	R	D	50	50	50	50.00	5 MEDICAL MAINTENANCE CONSULTANTS
5818	1	R	D	10	10	10	30.00	15 NEW NAME 6
5819	1	R	D	12	12	12	12.00	15 NEW NAME 6
5819	2	R	D	1	1	1	3.00	15 NEW NAME 6
5820	1	R	D	10	10	10	215.50	17 BONNIE'S VENDOR - DO NOT USE
5820	2	R	D	10	10	10	111.55	17 BONNIE'S VENDOR - DO NOT USE

BATCH UPDATE PROCESS REPORT by Purchase order/detail qty/amount: 704 7,683.84

End of Report

Figure 4.41 PO Evaluation by GL Account Number (GARPDG - Batch Update)

```
Date: 06/24/2002                                MODEL HOSPITAL OF GEORGIA                                  Page  : 1
Time: 08:10pm                            MM PO Distribution Maintenance For 06/24/2002                     Report: GARPDG01

BATCH UPDATE PROCESS                          PO DETAIL LINE BY GL Account Number

Started by : Weldon,Bonita J 06/24/2002 08:10pm

Purchase   Line     Current/Old    New Ln          Qty to       Amt to              Vendor                        Item
Order #   Number     Ln Status     Status           Dist         Dist                                          Description
-------------------------------------------------------------------------------------------------------------------------------
Department 0142  SubAccount 3131

5820       1            R                 D          10         215.50    17 BONNIE'S VENDOR - DO NOT USE  BONELESS CHICKEN BREASTS

            GL Account 0142-3131 totals:             10         215.50

Department 1000  SubAccount 0002

5800       2            R                 D          10         120.10    15 NEW NAME 6                    BANDAGE CONFORM 3" TEST
5800       4            R                 D          10         120.10    15 NEW NAME 6                    BANDAGE CONFORM 3" TEST

            GL Account 1000-0002 totals:             20         240.20

Department 1001  SubAccount 0070

5800       7            R                 D          10         120.00    15 NEW NAME 6                    TESTING LOCKING
5810       1            R                 D          10         100.00    271 AAA AUCTIONS                 NEW ITEM FOR I4084
5813       1            R                 D          57          57.00    5 MEDICAL MAINTENANCE CONSULTAN  12299
5818       1            R                 D          10          30.00    15 NEW NAME 6                    TESTC652

            GL Account 1001-0070 totals:             87         307.00

Department 1111  SubAccount 1015

5800       5            R                 D          10         200.00    15 NEW NAME 6                    MICROTAINER SAFETY LANCET

            GL Account 1111-1015 totals:             10         200.00

Department 1116  SubAccount 1050

5800       11           R                 D           8         281.12    15 NEW NAME 6                    VITA LIQUID

            GL Account 1116-1050 totals:              8         281.12

Department 1116  SubAccount 1051

5787       5            R                 D          15        1883.17    91 XINIA PRODUCTS                BONNIE'S NON-STOCK ITEM

            GL Account 1116-1051 totals:             15       1,883.17

Department 1116  SubAccount 1052
```

Figure 4.42 PO Evaluation by Vendor (GARPDN - Batch Update)

Date: 06/24/2002 MODEL HOSPITAL OF GEORGIA Page : 1
Time: 08:10pm MM PO Distribution Maintenance For 06/24/2002 Report: GARPDN01

BATCH UPDATE PROCESS PO DETAIL LINE BY VENDOR
Started by : Weldon,Bonita J 06/24/2002 08:10pm

Purchase Order #	Line Number	Current/Old Ln Status	New Ln Status	Item Qty Ordered	Item Qty Rec'd	Current Inv Qty	Qty to Dist	Amt to Dist
Vendor 15 NEW NAME 6								
5790	3	R	D	11	11		11	40.15
5790	4	R	D	11	11		11	110.00
5800	1	R	D	10	10		10	100.00
5800	2	R	D	10	10		10	120.10
5800	3	R	D	10	10		10	36.50
5800	4	R	D	10	10		10	120.10
5800	5	R	D	10	10		10	200.00
5800	6	R	D	8	8		8	46.00
5800	7	R	D	10	10		10	120.00
5800	8	R	D	10	10		10	1000.00
5800	9	R	D	10	10		10	100.00
5800	10	R	D	11	11		11	110.00
5800	11	R	D	8	8		8	281.12
5800	12	R	D	10	10		10	451.10
5802	1	R	D	20	20		20	21.20
5802	2	R	D	10	10		10	100.00
5803	1	R	D	100	100		100	106.00
5803	2	R	D	100	100		100	1000.00
5803	3	R	D	100	100		100	300.00
5804	1	R	D	3	3		3	9.00
5818	1	R	D	10	10		10	30.00
5819	1	R	D	12	12		12	12.00
5819	2	R	D	1	1		1	3.00
				15 NEW NAME 6 totals:			495	4,416.27
Vendor 17 BONNIE'S VENDOR - DO NOT USE								
5806	1	R	D	10	10		10	82.50
5806	2	R	D	10	10		10	65.40
5820	1	R	D	10	10		10	215.50
5820	2	R	D	10	10		10	111.55
				17 BONNIE'S VENDOR		totals:	40	474.95
Vendor 271 AAA AUCTIONS								
5810	1	R	D	10	10		10	100.00
				271 AAA AUCTIONS totals:			10	100.00

Figure 4.43 PO Header Status Updates Report (GMRPOH)

```
Date: 06/24/2002                                MODEL HOSPITAL OF GEORGIA                                Page  : 1
Time: 08:10pm                             MM PO Distribution Maintenance For 06/24/2002                Report: GMRPOH01

BATCH UPDATE PROCESS                       PO DETAIL LINE BY PO Header Status Updates

Started by : Weldon,Bonita J 06/24/02 2010

Purchase            PO Header             PO Header
Order #             Old Status           New Status
-------------------------------------------------------------------------------------------------------------------------
5787                   A          NOT all lines are distributed
5790                   A          NOT all lines are distributed
5800                   R          Distributed
5802                   R          Distributed
5803                   R          Distributed
5804                   R          Distributed
5806                   R          Distributed
5810                   R          Distributed
5813                   R          Distributed
5818                   R          Distributed
5819                   R          Distributed
5820                   R          Distributed

                                                        End of Report
```

Field Explanations

PURCHASE ORDER #
PO Number prints as subheader. The report sorts by PO Number.

LINE NUMBER
Purchase Order Line Number.

CURRENT / OLD LINE STATUS
Indicates the status of the line before any updates associated with the PO Distribution Process.

NEW LINE STATUS
Indicates the status of the line after any updates associated with the PO Distribution Process.

QTY TO DIST
The item quantity available for distribution because they have been received but not yet invoiced.

AMT TO DIST
Amount to Distribute is equal to the Quantity to Distribute x Order Price.

VENDOR
Vendor number and name.

ITEM DESCRIPTION
The Materials Management-assigned description of the item.

PO HEADER OLD STATUS
The status of the entire purchase order before the PO Distribution Batch Update Process is run.

PO HEADER NEW STATUS
The status of the entire purchase order after the PO Distribution Batch Update Process is run.

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INTRODUCTION

The Materials Management System generates the following Purchase Order reports. You can also generate a Purchase Order from the PO-Related Reports menu.

Demand:

- Purchase Order Status
- PO Detail Outstanding On-Orders Report
- PO-Based Anticipated Liability Report
- Expedite List
- Expedite List by Buyer
- Inventory-On-Order Report
- Backorder Report by Item
- Backorder Report by PO
- Universal Purchase Order Form
- Request to Purchase Audit Report
- Pending Request to Purchase Report

Batch:

- Anticipated Purchase Orders - Auto Reorders
- Anticipated Purchase Orders - Non-Auto Reorders
- Anticipated Purchase Orders - Items Approaching Reorder Point
- Standing PO Activity Report
- PO Price Changes Affecting Average Price

Purchasing Report Parameters Screen

The sort criteria and entity for the reports are determined by the Purchasing Report Parameters screen. To access the screen, select **Demand Reports** from the main menu, then the **Purchasing Report Parameters** option. The system displays a screen similar to the following example.

```
          General Hospital Purchasing Report Parameters Processor
                                                   Wed Sep 03, 2003 04:02 pm

 1 Receiving Worksheet    2 Receipt Acknowledgement    3 PO Status
   Create                   Create                       Create
 4 Outstanding On-Order   5 Anticipated Liability      6 Expedite
   Create                   Inventory                    Expense
 7 Expedite by Buyer      8 Inventory On-Order         9 Backorder by Item
   Expense                  Inventory                    Inventory
10 Backorder by PO       11 Anticipated - Auto        12 Standing PO Activity
   Expense                  Create                       Create
13 Request to Purchase   14 Pending RTP               15 PO Updates
   Expense                  Expense                      Create
16 Last Edit Date        17 Last Edit By
   09/03/03 1602            Weldon,Bobbie J





Enter field number or '/' starting field number--
```

Fields 1 through 15 of the parameter screen correspond to the various reports. For each field, the system will display the prompt, *Split by (C)reate entity, (I)nv entity, or (E)xp entity (C/I/E) [C]--*. This allows you to determine how each report will be split.

Field Explanations

1. RECEIVING WORKSHEET (9-A-R)
This field controls the split of the Receiving Worksheet Report. The report may be split by Create, Inventory, or Expense Entity. The system will default to Create Entity.

16. LAST EDIT DATE (DISPLAY ONLY)
The system automatically displays the date and time of the most recent data entry on this screen. The display format is 99/99/99 00:00. The system displays the time in either standard or military time, depending on the hospital's parameter selection during the initial system installation.

17. LAST EDIT BY (DISPLAY ONLY)
The system automatically displays the name of the person who has most recently entered data on this screen.

Auto PO Conflict List

The Auto PO Conflict List displays items locked by another process during execution of the Auto PO Generator. The list of conflicts is maintained for three days.

To display the conflict list, select:

- Demand Reports from the main menu
- PO Related Reporting
- Auto PO Lock Conflict List

Enter the entity code. The system displays a list of control numbers showing each time the Auto PO Generator was run, similar to the following example:

```
          General Hospital Auto PO Lock Conflict List Processor
                                                Tue Oct 11, 1994 02:08 pm
Ent : GENERAL HOSP-ENT 01

Page:01 When          Who                   Selection         Cntl #  # entries
( 1)   10/04/94 1544  Allcarne,Tom E        All                   59
( 2)   10/05/94 1508  Allcarne,Tom E        Location              58
( 3)   10/06/94 1504  Herlihey,Ron R        Location              57          1









Select #
                                 next page(/)
```

All information is Display Only. The list includes the following:

WHEN
This column shows when the Auto PO Processor was executed.

WHO
This columns shows who executed it.

SELECTION
The Selection heading indicates how it was executed: by Vendor, Location, or by All Items.

CNTL #
The Control column contains the number generated after each execution.

 # ENTRIES

The # entries column shows the number of items that were locked during the Auto PO Processor execution. If any entries display, you can enter the control number (from the Cntl # column) to view the lock items so that they can be added to a purchase order.

You select an entry from the Auto PO Conflict List screen (shown above) to display a second screen showing the items that were locked while the process was being executed. For example, enter line 1 on the first screen to view the following:

```
              General Hospital Auto PO Lock Conflict List Processor
                                                Wed Apr 05, 1995 01:21 pm


Page:01                                Items locked
( 1) 21395      ACTIFED                                          PO -









Press NL
```

PURCHASE ORDER STATUS - GMRPOS

System Name: GMRPOS - Purchase Order Status

Purpose: This report is prepared in purchase order sequence and lists all outstanding purchase orders and their status. It also shows the order quantity, received quantity, and the quantity already invoiced.

Frequency: Demand

Sort Sequences: Entity Code*/ Capital flag/ Vendor Name/ Purchase Order Number/ PO Line Number
Entity Code*/ Capital flag/ Buyer Code/Vendor Name/ PO Number/ PO Line Number

Criteria: Select
Capital Items (Y)
Noncapital Items (N) or
B (Both)

Subtotals: None

Grand Totals: Total number of purchase orders
Page Breaks: Buyer, if sorting by buyer code
Entity code if not sorting by buyer code

Special Instructions:

All POs print except the ones with D (Distributed)
Header Status
Back Qty = Order Quantity - Received Quantity

If a Blanket Purchase Order is within 45 days of its' contract expiration date, the Purchase Order Status report will include the warning message Contract is about to expire beneath the Item Number/ Description. If the expiration date on the PO has been reached, the warning message is Contract expired, please review.

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.1 Purchase Order Status (GMRPOS)

```
Date: 04/06/2000                                    HAPPY HOSPITAL 01                                          Page  : 1
Time: 11:57                              Purchase Order Status Report For 04/06/2000                           Report: GMRPOS01
                                         Includes all requests for create entity 01

CAPITAL ITEMS


          Std PO Order    Delivery Ln                                      Vendor          Order             Recevd Back    Inv   Ln
PO Number PO  St Date     Date     Nbr Item Nbr  Item Description          Catalog Number  Qty    Price      Qty    Qty     Qty   St
-------------------------------------------------------------------------------------------------------------------------------------

2  AMERICAN HOSPITAL SUPPLY  Phone: (215)345-6789
       178 N  R  12/11/1998 12/11/1998  TAXABLE        LINE      TOTAL TAX $
                TAX    0.000%  $      0.00    RECOVERY    0.000%$      0.00
                                      1      5552  2300A MULTISTIX 10 SG RE                      1     120.00      1      0      0  R
                                         NON-TAXABLE    TOTAL TAX           $      0.00
                                                        TOTAL TAX RECOVERY  $      0.00
                                         NON-EXEMPT TAXES
                                         EXEMPT TAXES

Vdr Cust Nbr:

129  BARNEY, TAXABLE AND SAT FOR G2516  Phone:
       277 N  R  04/16/1999 04/25/1999  TAXABLE        LINE      TOTAL TAX $   2800.00
                TAX    0.000%  $      0.00    RECOVERY    0.000%$      0.00
                                      1       526  PILLOWS                                      10     800.00     10      0     10  R
                                         NON-TAXABLE    TOTAL TAX           $      0.00
                                                        TOTAL TAX RECOVERY  $      0.00
                                         NON-EXEMPT TAXES
                                         EXEMPT TAXES

Vdr Cust Nbr:

131  BETTY, NON-TAXABLE FOR G2516  Phone:
       278 N  R  04/16/1999 04/19/1999  NON-TAXABLE    SINGLE    TOTAL TAX $
                TAX    0.000%  $      0.00    RECOVERY    0.000%$      0.00
                                      1      4441  MICROTAINER PLASMA SEPAR                    2500     400.00   2500      0   2500  R
                                         NON-TAXABLE    TOTAL TAX           $      0.00
                                                        TOTAL TAX RECOVERY  $      0.00
                                         NON-EXEMPT TAXES
                                         EXEMPT TAXES

Vdr Cust Nbr:

122  GILL'S JDN DEVELOPMENT  Phone: (404)504-6739
       229 N  A  03/02/1999 03/09/1999  TAXABLE        LINE      TOTAL TAX $    892.50
                TAX    0.000%  $      0.00    RECOVERY    0.000%$      0.00
                                      1    545454  PAPER CLIPS              12345               100      10.00     50     50     50  B
                                         NON-TAXABLE    TOTAL TAX           $      0.00
                                                        TOTAL TAX RECOVERY  $      0.00
                                         NON-EXEMPT TAXES
```

Field Explanations

CAPITAL, NONCAPITAL
Prints at top of report to specify which items are on the report

BUYER
Buyer Code prints at top of report if sorting by buyer code

VENDOR NUMBER AND NAME
Print as a subheader

VENDOR PHONE
Purchasing Contact's Phone Number

HOSPITAL'S CUSTOMER NBR
Number assigned to the hospital by the vendor

STD PO
Standing Purchase Order, Y for Yes or N for No

PO ST
Purchase Order Header Status

ORDER DATE
Date the item was ordered

DELIVERY DATE
Expected Delivery Date

LN NBR
PO Detail Line Number

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

VENDOR CATALOG NBR
Vendor Catalog Number

ORDER QTY
Order Quantity

PRICE
Order Price for total line

RECVD QTY
Received Quantity

BACK QTY
Backordered Quantity

INV QTY
Invoice Quantity

LN ST
PO Line Status

PO DETAIL: OUTSTANDING ON-ORDER REPORT - GMRPOO

System Name: GMRPOO - PO Detail: Outstanding On-Order Report

Purpose: This report displays all stock, nonstock and nonstock-not-on-the-item-master items that are opened to receive (A or P headers). It includes backordered items and items that have no receipts keyed in the system. Line Item Statuses A (Approved) and B(Backorder) appear on the report.

Frequency: Demand

Criteria: Sort by PO number, PO Date, Vendor, Cendor Catalog Number, Item Number, Buyer

If Sort by Vendor, will have option to use Alpha or Numeric

If Sort by Vendor Catalog Number or Item Number, will have the option to break by Vendor (If using these sorts, the PO number will replace the item number as information).

Sort Sequence: Entity Code*/ Capital Flag/ Vendor Name or Number/ PO Number/ Line Number

Entity Code / Capital Flag/ PO Number/ Line Number

Entity Code / Capital Flag/ PO Date / PO Number/ Line Number

Entity Code/ Capital Flag/ Buyer / PO Number/ Line Number

Entity Code / Capital Flag/ Vendor Catalog Number (Sort of Vendor before Vendor Catalog Number if selected.) If a sort by Vendor Catalog Number is selected, the Vendor Catalog Number isincluded as part of the header. If this sort is not selected, the Vendor Catalog Number does not display.

Entity Code / Capital Flag/ Item Number (Sort of Vendor before Item Number if selected.)

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Subtotals: Depending on sort selected:
By PO Number: Outstanding Amount
By Vendor: Outstanding Amount
By Buyer: Outstanding Amount
By Vendor Catalog Number: Outstanding Amount
By Item Number: Outstanding Amount

Grand Totals: Outstanding Amount

Page Breaks: Capital PO

NOTE: This report can be redirected to another printer/port when generated through Demand Reports. See "REDIRECTION OF REPORTS" on page 1-9 in this volume for details.

Figure 5.2 PO Detail: Outstanding On-Order Report (GMRPOO)

```
Date: 04/06/2000                                   HAPPY HOSPITAL 01                                          Page  : 1
Time: 12:10                              PO DETAIL-OUTSTANDING ON-ORDER For 04/06/2000                        Report: GMRPOO01
                                          Includes all requests for create entity 01

CAPITAL PO : YES                                                                                        Sorted by Vendor Name

Ln                                                Ord  -------Quantity-------                                Line  Item
Nbr  Item Nbr Description                         Unt  Orderd   Recvd  Outstd       PO Price   Outstd Amt   Stat  Type
-------------------------------------------------------------------------------------------------------------------------------

VENDOR NAME AND NUMBER : GILL'S JDN DEVELOPMENT   122
ORDER DATE : 03/02/1999  PO NUMBER :        229   STANDING PO : NO                  BUYER : NES
  1     545454 PAPER CLIPS                          EA     100      50      50        10.0000       500.00    B     N
  2       2220 PAPER TOWELS                         RL     100      50      50        15.0000       750.00    B     S
  3        526 PILLOWS                              BX     100      50      50          .5000        25.00    B     S
                                                                                PO TOTALS     :     1,275.00
                                                                               VENDOR TOTALS  :     1,275.00

VENDOR NAME AND NUMBER : LARGO 1099,SAT,REMITS   107
ORDER DATE : 03/09/1999  PO NUMBER :        249   STANDING PO : NO                  BUYER : BJW
  1       2511 NON-STOCK - BW                       BX      10       6       4       100.0000       400.00    B     N
  2       2511 NON-STOCK - BW                       BX      12       6       6       100.0000       600.00    B     N
  3            NSNOIM                               EA      10       7       3       125.0000       375.00    B
  4        581 STOCK 1 BJW                          EA      13       7       6       100.0000       600.00    B     S
                                                                                PO TOTALS     :     1,975.00
                                                                               VENDOR TOTALS  :     1,975.00

VENDOR NAME AND NUMBER : LARGO AUTO CREATE/SAT   110
ORDER DATE : 02/17/1999  PO NUMBER :        217   STANDING PO : NO                  BUYER : BJW
  1        581 STOCK 1 BJW                          EA      25      24       1        20.0000        20.00    B     S
  2        582 STOCK 2 BJW                          EA      30      24       6        20.0000       120.00    B     S
  3        913 STOCKED STOCKINGS (L/XL)             EA      25      22       3        20.0000        60.00    B     S
  4       6588 SILLY 18.1 NON-STOCK                 PK      25      24       1        25.0000        25.00    B     N
  5       6589 SILLY 18.1 NON-STOCK 2               PK      25      24       1        19.0000        19.00    B     N
  6            NSNOIM EXP TO 03                     EA      30      24       6        50.0000       300.00    B
                                                                                PO TOTALS     :       544.00

ORDER DATE : 03/09/1999  PO NUMBER :        248   STANDING PO : NO                  BUYER : BJW
  1       6588 SILLY 18.1 NON-STOCK                 PK      10       4       6       125.0000       750.00    B     N
  2        582 STOCK 2 BJW                          EA      10       4       6       120.0000       720.00    B     S
  3            BIG NSNOIM                           EA      10       4       6       200.0000     1,200.00    B
  4       6589 SILLY 18.1 NON-STOCK 2               PK      10       4       6       220.0000     1,320.00    B     N
                                                                                PO TOTALS     :     3,990.00


. . . . .

                                                                               ENTITY TOTALS  :  4,940,062,456.64

                                                   End of Report
```

Field Explanations

CAPITAL PO
Y for Yes prints if these POs are Capital POs; N for No prints if they are not Capital POs.

VENDOR NAME AND NUMBER
Prints as a subheader.

ORDER DATE AND PO NUMBER
Prints as a subheader.

STANDING PO
Prints as a subheader; Y for Yes prints if the PO is a Standing PO, and N for No prints if the PO is not a Standing PO.

LN NBR
PO Detail Line Number.

ITEM NBR
Item Number.

DESCRIPTION
Item Description Name.

ORD UNT
Order Unit.

QUANTITY ORDERED
Quantity ordered on the Purchase Order.

QUANTITY RECVD
Quantity already received.

QUANTITY OUTSTD
Outstanding amount that has not been received.

PO PRICE
Purchase Order Price of the item.

OUTSTD AMT
Outstanding dollar amount.

LINE STAT
PO Detail Line Status.

ITEM TYPE
S for Stock or N for Nonstock.

PO-BASED ANTICIPATED LIABILITY REPORT - GMRPAL

System Name: GMRPAL - PO-Based Anticipated Liability Report

Purpose: This report lists shows all PO detail line items that have been received, but not invoiced and distributed to the GL liability account.

Frequency: Demand

Sort Sequence: By Vendor Number - Entity Code*/ Delivery Date/ Vendor Number/ PO Number/ PO Line Number

By Vendor Name - Entity Code*/ Delivery Date/ Vendor Name/ PO Number/ PO Line Number

Subtotals: PO Number, Vendor Name

Grand Totals: Liability Amount

Page Break: Vendor Name

Special Instructions:

This process uses only lines from purchase orders with a status of Approved, Received or Printed. From these purchase orders, the system accumulates quantities only from lines with receipt activity that is not fully distributed.

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.3 PO-Based Anticipated Liability Report (GMRPAL)

```
Date: 09/04/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 03:17pm                              PO Anticipated Liability Rpt For 09/04/2003                      Report: GMRPAL01
                                          Includes all requests for inventory entity 01

Delivery Date: 04/25/1997
Ln  Ln                                                 Original Recv    Outstd  Invc     Projected                Projected
Nbr St   Item Nbr Item Description                      QOO      Qty     QOO     Qty      Invd Qty    PO Price     Liability
-------------------------------------------------------------------------------------------------------------------------------

VENDOR : 1   BAXTER HOSPITAL SUPPLY                     PO :         35  STANDING PO : N  PO STATUS : A
                                                        TAXABLE      LINE     TOTAL TAX AMT:

              TAX    0.000%  $      0.00    RECOVERY    0.000%  $      0.00         TOTAL $      0.00
  1  B       1056 GLOVE EXAM LG                                 10        4       6       0          4        58.0000        232.00
                                       TAXABLE        TOTAL TAX                                                                .00
                                                      TOTAL TAX RECOVERY                                                       .00
                                       NON-EXEMPT TAXES
                                       EXEMPT TAXES

  2  R       1062 REAGENT C7 ACA                                 1        1       0       0          1        74.1400         74.14
                                       TAXABLE        TOTAL TAX                                                                .00
                                                      TOTAL TAX RECOVERY                                                       .00
                                       NON-EXEMPT TAXES
                                       EXEMPT TAXES


                                         PO SUBTOTALS     :                                                                306.14
                                         VENDOR SUBTOTALS :                                                                 306.14
                                   DELIVERY DATE SUBTOTALS :                                                                306.14
```

Field Explanations

VENDOR NUMBER AND NAME
Print as subheaders

PO NUMBER
Purchase Order Number prints as a subheader

STANDING PO
Prints as a subheader; Yes prints if the PO is a Standing PO, and No prints if the PO is not a Standing PO.

PO STATUS
Purchase Order Header Status prints as a subheader

LN NBR
PO Detail Line Number

LN ST
PO Detail Line Status

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

ORIGINAL QOO
Original Quantity-On-Order when the Purchase Order was created

REC QTY
Received Quantity represents the line total of receipt quantity that has been entered against the respective PO detail.

OUTSTD QOO
Outstanding Quantity-On-Order is the line total of the QOO that has not been received yet (Original QOO - Rec Qty)

INV QTY
Invoice Quantity indicates the total quantity (up to the quantity received) that has been invoiced and distributed to the General Ledger

PROJECTED INVD QTY
Projected Invoiced Quantity is the quantity to be invoiced as a result of the current level of the outstanding order quantity (Rec Qty - Inv Qty)

PO PRICE
Purchase Order Price of the item (Line Item Price)

PROJECTED LIABILITY

Projected Liability = Projected Inv Qty X PO Price

EXPEDITE LIST - GMREXL

System Name: GMREXL - Expedite List

Purpose: This report shows purchase orders with a delivery date or a line level due date that is past due. The hospital may follow up on the status of the orders. The Expedite List also flags those items with an on-hand quantity less than the safety stock. SF indicates that on-hand quantity is less than the safety stock. LT indicates the delivery date is past due and needs monitoring.

If the Entity PO Parameter is set to use Line Level Due Date, the Purchase Order delivery date is checked to see if it is late. If the Entity PO Parameter is set to **not** use Line Level Due Date, the Purchase Order Line Level Due Date is checked to see if it is past due based on the date the report was run. The LT column on report GMREXB and GMREXL displays only an asterisk (*) if the item on the Purchase Order is late based on the criteria for the entity.

Frequency: Daily/Demand

Sort Sequence: Entity Code*/Vendor Name/ Purchase Order Number/Line Number

Subtotals: None

Criteria: Include POs on Hold

Grand Totals: Total number of purchase orders

Special Instructions: Skip all PO Header records with a Header Status of Cancelled, or Received or Distributed.
Skip all PO Detail Lines with a Line Status of Received or Distributed.

* Depending on the value in the Purchase Report Parameter screen, Entity Code will either be - Create, Inventory, or Expense Entity.

Figure 5.4 Expedite List (GMREXL)

```
Date: 09/03/2003                                    GENERAL HOSPITAL                                          Page  : 1
Time: 02:51pm                                   EXPEDITE LIST For 09/03/2003                                  Report: GMREXL01
                                          Includes all requests for expense entity 01

     Ln                                   Vendor                          Ord        Safety Prior   S L   Line Level
     Nbr  Item Nbr Item Description       Catalog Nbr     Ord Qty Qty Due Unt QOH    Stock  Periods F T   Due Date
-------------------------------------------------------------------------------------------------------------------------------

VENDOR: 7174 **BONNIE'S VENDOR                              Phone: (727)555-1212

  PO Nbr: 1910       Status: A Delivery Dt: 08/26/03   Ord Dt: 05/28/03   Vdr Cust Nbr:
     1             NENOIM                                     10      10  EA              0      0    *   08/26/03
     2         855 BONNIE "NS" ITEM 2333                       9       9  EA  3           0      0    *   08/26/03

VENDOR: 132 AAA LOAN SHARKS                                 Phone:

  PO Nbr: 611        Status: A Delivery Dt: 04/12/01   Ord Dt: 01/12/01   Vdr Cust Nbr: 65421
     1     1122001 ITEM 1122001              1441                3       3  EA  19          0      0    *   04/12/01

  PO Nbr: 758        Status: A Delivery Dt: 05/02/01   Ord Dt: 02/01/01   Vdr Cust Nbr: 65421
     1             NS TEST ITEM              7878                9       9  EA              0      0    *   02/01/01

VENDOR: 6 ABC MEDICAL SUPPLY                                Phone: (404)390-4567

  PO Nbr: 31         Status: A Delivery Dt: 12/01/97   Ord Dt: 10/02/97   Vdr Cust Nbr: 9945
     1        1034 CATHETER FOLEY 32FR ST    098-44445           1       1  PK  20089       0      0    *   10/04/97

  PO Nbr: 262        Status: A Delivery Dt: 04/19/99   Ord Dt: 04/14/99   Vdr Cust Nbr: 9945
     1        1078 BANDAGE BUTTERFLY CLOS    BAND456-1/2     1,500    1350  CT  508         0      2    *   04/19/99

  PO Nbr: 424        Status: A Delivery Dt: 05/10/00   Ord Dt: 05/04/00   Vdr Cust Nbr: 9945
     2        9874 BULLETIN BOARD            vc412               6       3  EA  0           0     10    *   05/10/00
     3        5656 FRUIT - APPLES/BANANAS    MAC-APPLES         11       8  BG  590         0      3    *   05/10/00
     4      121098 STI I3800 TESTING         6251               19      16  PK  2           0      0    *   05/10/00

  PO Nbr: 764        Status: A Delivery Dt: 05/02/01   Ord Dt: 02/01/01   Vdr Cust Nbr: 9945
     1        1034 CATHETER FOLEY 32FR ST    098-44445           8       8  PK  20089       0      0    *   02/03/01

  PO Nbr: 1538       Status: A Delivery Dt: 07/03/01   Ord Dt: 07/03/01   Vdr Cust Nbr: 9945
     1        1078 BANDAGE BUTTERFLY CLOS    BAND456-1/2        20      18  CT  508         0      2    *   07/07/01

  PO Nbr: 1740       Status: A Delivery Dt: 05/03/02   Ord Dt: 05/03/02   Vdr Cust Nbr: 9945
     1        1078 BANDAGE BUTTERFLY CLOS    BAND456-1/2         6       5  CT  508         0      2    *   05/07/02
     2        4444 BANDAGE CLEAR             132242345          12      12  EA  8668        0      9    *   05/03/02
     3        1050 BRACE KNEE HINGED LG      3758-14            18      10  EA  1000        0      0    *   05/05/02
     4        1044 IV .9% CHL 250ML          L8002              24      24  BX  0           0      0    *   05/05/02
     5      302495 TYLENOL GEL CAPS          098-321            30      17  BT  2000000     0      0    *   05/05/02
```

Field Explanations

VENDOR NUMBER AND NAME
Prints as a subheader

VENDOR PHONE
Prints the Vendor's phone number from the Purchase Address information (first address screen of the Vendor Master).

PO NUMBER/STAT
Purchase Order Number and Status

DELIVR DTE
Delivery Date

ORDER DATE
Date the inventory was ordered

VDR CUST NBR
Unique number assigned to the hospital by the Vendor. It is stored in the Vendor Master Purchasing screen.

LN
PO Detail Line Number

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

VENDOR CATALOG NBR
The Item/Vendor-specific catalog reference number. It is from the Item/Vendor Master file.

ORDER QTY
Order Quantity

QTY DUE
Quantity Due = Order Quantity - Received Quantity

ORD UNT
Order Unit

OH
Quantity-On-Hand

SAFETY STOCK
Amount of Safety Stock available

PRIOR PADS
Total item usage over the previous periods (up to three periods)

SF
Safety Stock Flag. It is determined by first adding all the established Safety Stock Qty from each location (Safety Stock Days X Average Daily Usage = Safety Stock Qty), and then comparing the total calculated Safety Stock Qty to the Total Qty-On- Hand. If the total Qty-On-Hand is less than the total Safety Stock, an asterisk (*) displays in the SF Value; otherwise it is blank.

LT
Past Delivery Date Flag. If the Purchase Order's Delivery Date is past due, an asterisk (*) displays in the LT value; otherwise, it is blank.

LINE LEVEL DUE DATE
Due date of the line.

EXPEDITE LIST BY BUYER - GMREXB

System Name: GMREXB - Expedite List By Buyer

Purpose: This report shows purchase orders with a delivery date or a line-level due date that is past due. This list is separated by Buyer Code. The hospital may follow up on the status of the orders. The Expedite List also flags those items with an on-hand quantity less than the safety stock. SF indicates that the OH is less than the safety stock. LT indicates the delivery date is past due and needs monitoring.

If the Entity PO Parameter is set to use Line Level Due Date, the Purchase Order delivery date is checked to see if it is late. If the Entity PO Parameter is set to **not** use the Line Level Due Date, the Purchase Order Line Level Due Date is checked to see if it is past due based on the date the report was run. The LT column on report GMREXB and GMREXL displays only an asterisk (*) if the item on the Purchase Order is late based on the criteria for the entity.

Frequency: Daily/Demand

Sort Sequence: Entity Code*/Buyer Code/ Vendor Name/ Purchase Order Number/ Line Number

Subtotals: None

Criteria: Include POs on Hold

Grand Totals: Total number of purchase orders

Page Breaks: Buyer Code (This buyer code comes from the buyer on the PO Header screen.)

Special Instructions:

Skip all PO Header records with a Header Status of Cancelled, or Received or Distributed
Skip all PO Detail Lines with a Line Status of Received or Distributed

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.5 Expedite List By Buyer (GMREXB)

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 02:52pm                          Expedite List by Buyer Code For 09/03/2003                           Report: GMREXB01
                                       Includes all requests for expense entity 01


Buyer Code: BAP
     Ln                                Vendor                            Ord        Safety Prior   S L   Line Level
     Nbr  Item Nbr Item Description    Catalog Nbr     Ord Qty Qty Due Unt QOH    Stock  Periods F T   Due Date
-------------------------------------------------------------------------------------------------------------------------

VENDOR: 74 NIVEA EXTRA                                  Phone:

  PO Nbr: 314        Status: A Delivery Dt: 06/28/99   Ord Dt: 06/28/99   Vdr Cust Nbr:
     1      520963 ANOTHER LARGE WHITE BA                     50      50  EA  36          0      0    *   06/28/99
     2    71506001 BAGS BIO LARGE                             50      50  EA  41          0      0    *   06/28/99
     3        1061 BETADINE SOLUTION 16 O    7011             50      50  BT  390         0      0    *   06/28/99
     4        1051 BRACE KNEE HINGED SMAL                     50      50  EA  59          0      0    *   06/28/99
     5        1041 CATHETER FOLEY                             50      50  BT  834         0      0    *   06/28/99
     6        1101 CRUTCHES LARGE                             50      50  PR  0           0      0    *   06/28/99
     7       31496 ELASTIC LEGGINGS                           50      50  EA  0           0      0    *   06/28/99
     8        1027 FILM X-RAY OG-1 24 X 3                     50      50  BX  36          0      0    *   06/28/99
     9        1057 GLOVE SURGEON SIZE 6                       50      50  BX  122         0      0    *   06/28/99

VENDOR: 77 NIVIA INDUSTRIAL C                           Phone:

  PO Nbr: 130        Status: A Delivery Dt: 06/15/98   Ord Dt: 06/15/98   Vdr Cust Nbr: 00002145
     1      520963 ANOTHER LARGE WHITE BA    02134            50      31  EA  36          0      0    *   06/15/98
     2        1080 BANDAGE CONF STRETCH 1    0011124          50      31  EA  500                9    *   06/15/98
     3        1041 CATHETER FOLEY            0025416          50      31  BT  834         0      0    *   06/15/98



TOTAL NUMBER OF PURCHASE ORDERS:      2
```

Field Explanations

BUYER
Buyer Code prints at top of report.

VENDOR NUMBER AND NAME
Prints as a subheader

VENDOR PHONE
Prints the Vendor's phone number from the Purchase Address information (first address screen of the Vendor Master).

PO NUMBER/STAT
Purchase Order Number and Status

DELIVR DTE
Delivery Date

ORDER DATE
Date the inventory was ordered

VDR CUST NBR
Unique number assigned to the hospital by the Vendor. It is stored in the Vendor Master Purchasing screen.

LN
PO Detail Line Number

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

VENDOR CATALOG NBR
The Item/Vendor-specific catalog reference number. It is from the Item/Vendor Master file.

ORDER QTY
Order Quantity

QTY DUE
Quantity Due = Order Quantity - Received Quantity

ORD UNT
Order Unit

OH
Quantity-On-Hand

SAFETY STOCK
Amount of Safety Stock available

PRIOR PERIODS
Total item usage over the previous periods (up to three periods)

SF
Safety Stock Flag. It is determined by first adding all the established Safety Stock Qty from each location (Safety Stock Days X Average Daily Usage = Safety Stock Qty), and then comparing the total calculated Safety Stock Qty to the Total Qty-On- Hand. If the total Qty-On-Hand is less than the total Safety Stock, an asterisk (*) displays in the SF Value; otherwise it is blank.

LT
Past Delivery Date Flag. If the Purchase Order's Delivery Date is past due, an asterisk (*) displays in the LT value; otherwise, it is blank.

LINE LEVEL DUE DATE
Due date of the line.

INVENTORY-ON-ORDER REPORT - GMRIIO

System Name: GMRIIO - Inventory-On-Order Report

Purpose: This report lists all items that are on order and the vendors from whom they were ordered. The original item order quantity can be compared to the Net PO-On-Order quantity by reviewing the line item status.

Frequency: Demand

Sort Sequence: Entity Code*/ Item Number/ PO Number
Entity Code*/ Item Description/ PO Number

Criteria: Select: Print Items in Numerical or Alphabetical Order
Select: Print Stock, Nonstock, or Both Stock and Nonstock Items

Grand Totals: Net On Order Amount

Special Instructions:

This report contains only the detail lines with a status of A or B, whose headers have a status of A or P.

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.6 Inventory-On-Order Report (GMRIIO)

Date: 04/06/2000 HAPPY HOSPITAL 01 Page : 1
Time: 13:56 Inventory Items on Order For 04/06/2000 Report: GMRIIO01
Includes all requests for inventory entity 01

Item Nbr	Item Description	Itm Typ	QOO	Vendor Nbr	PO Nbr	Lne Nbr	Net QOO	PO Price	Net QOO Amt	PO Stat	Line Stat	Del/Due Date
14	STOCK ITEM #14	S	4	6	15	6	4	2.0000	8.00	A	B	06/24/1997
79	BANDAGE - THUMB	N	25	17	413	7	21	20.5500	431.55	A	B	04/25/2000
138	SOMEITEM ONE	N	5	140	401	2	3	69.0000	207.00	A	B	03/18/2000
138	SOMEITEM ONE	N	5	142	402	2	3	79.0000	237.00	A	B	03/20/2000
139	SOMEITEM TWO	N	5	138	399	3	3	99.0000	297.00	A	B	03/14/2000
139	SOMEITEM TWO	N	5	139	400	3	3	109.0000	327.00	A	B	03/16/2000
139	SOMEITEM TWO	N	5	140	401	3	3	119.0000	357.00	A	B	03/18/2000
526	PILLOWS	S	45	11	17	9	45	24.9900	1124.55	A	B	06/24/1997
526	PILLOWS	S	100	122	229	3	50	0.5000	25.00	A	B	03/09/1999
911	STOCKED STOCKINGS (S/M)	S	40	116	274	5	28	30.0000	840.00	A	B	06/14/1999
913	STOCKED STOCKINGS (L/XL)	S	25	116	258	1	23	30.0000	690.00	A	B	04/16/1999
915	NON-STOCK STOCKINGS (XMAS)	N	5	11	360	7	3	1.0000	3.00	A	B	10/25/1999
1001	ENVELOPE #10 WINDOW	S	4	12	1	1	4	60.0000	240.00	A	B	06/24/1997
1005	VACUTAINER, 7ML GRY 13X100M	N	10	15	154	1	8	20.9575	167.66	A	B	07/17/1998
1005	VACUTAINER, 7ML GRY 13X100M	N	5	15	363	1	5	20.9500	104.75	A	B	11/29/1999
1006	CALENDAR BOOK 2	S	3	1	3	1	3	9.0000	27.00	A	B	06/24/1997
1006	CALENDAR BOOK 2	S	1	92	193	1	1	20.0000	20.00	A	B	02/21/1999
1007	RIBBON OLYMPIA ES90	S	40	7	4	1	40	5.1000	204.00	A	B	06/24/1997
1008	RIBBON IBM WHEELWRITER	S	10	7	4	2	10	6.3000	63.00	A	B	06/24/1997
1009	FORM DISCHARGE INSTRUCTIONS	S	3	7	4	3	3	15.0000	45.00	A	B	06/24/1997
1010	FORM E.R. ADMISSION RECORD	S	4	7	4	4	4	19.6800	78.72	A	B	06/24/1997
1012	FORM HOMECARE ADMISSION INF	S	40	7	4	5	40	6.2000	248.00	A	B	06/24/1997
1013	FORM LAB SLIP - HEMATOLOGY	S	72	7	4	6	72	6.2400	449.28	A	B	06/24/1997
1014	FORM EMPLOYMENT REQUISITION	S	3	7	4	7	3	15.0000	45.00	A	B	06/24/1997
1016	FORM PAYROLL CHECKS	S	6	7	4	8	6	97.5600	585.36	A	B	06/24/1997
1018	FORM PERSONNEL STATUS CHANG	S	4	7	4	9	4	22.0000	88.00	A	B	06/24/1997
1019	FORM MEMO PAD	S	9	7	4	10	9	5.1200	46.08	A	B	06/24/1997
1020	LINEN TOWEL BATH	S	1	2	6	1	1	46.8000	46.80	A	B	06/24/1997
. . . . .												
429982	ITEM 429982	N	5	15	153	2	4	5.5555	22.22	A	B	07/17/1998
514965	BANDAGE1		5	15	65	2	5	10.2286	51.14	A	B	03/16/2000
514965	BANDAGE1	N	5	15	151	9	4	10.2286	40.91	A	B	07/23/1998
545454	PAPER CLIPS	N	100	121	237	1	50	10.0000	500.00	A	B	03/10/1999
1119963	ITEM 1119963	N	3	13	144	3	3	10.0000	30.00	A	B	06/24/1998
5219612	PAPER LINED	N	100	123	225	3	50	25.0000	1250.00	A	B	03/02/1999
71500015	BAGS BIO SMALL	N	3	11	360	1	1	5.0000	5.00	A	B	10/25/1999
71506001	BAGS BIO LARGE	N	50	74	314	2	50	8.0000	400.00	A	B	06/28/1999

GRAND TOTALS: 4943157822.86

End of Report

Field Explanations

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ITEM TYP
Type of item, either S for stock or N for nonstock.

QOO
Quantity-On-Order

VENDOR NBR
Vendor Number

PO NBR
Purchase Order Number

LN NBR
PO Detail Line Number

NET QOO
Net Quantity-On-Order

PO PRICE
Purchase Order Price for the item

NET QOO AMT
Net Quantity-On-Order Amount = Net QOO x PO Price

PO STAT
Purchase Order Header Status

LINE STAT
PO Detail Line Status

DEL/DUE DATE
The latest date the inventory will be delivered

BACKORDER REPORT BY ITEM - GMRBOI

System Name: GMRBOI - Backorder Report By Item

Purpose: This report identifies all stock and nonstock items that are currently on backorder. It also displays the original delivery date, backorder quantity and dollar amount by Vendor and Purchase Order Number.

Frequency: Demand

Sort Sequence: Alphabetical: Entity Code*/ Item Type/ Item Description
Numerical: Entity Code*/ Item Type/ Item Number

Criteria: Select to print in Alphabetical or Numerical Order.

Subtotals: By Item
By Entity

Grand Totals: Backorder Qty and Amount

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.7 Backorder Report By Item (GMRBOI)

```
Date: 04/06/2000                                   HAPPY HOSPITAL 01                                   Page  : 1
Time: 14:24                                  BO REPORT BY ITEM For 04/06/2000                         Report: GMRBOI01
                                       Includes all requests for inventory entity 01

ITEM TYPE : N

              Ln                                                          Ord  Bkord              Delivery   Capt  Std  Line Level
  PO Number  Nbr  Vendor Nbr Vendor Name                          PO Price Unt  Qty      Bkord Amt Date       PO    PO   Due Date
-------------------------------------------------------------------------------------------------------------------------------------

ITEM : 79   BANDAGE - THUMB
         413   7   17        XINIA CORP                            20.5500  CS     21       431.55 04/25/2000  N     N   04/2/2000

                                                               ITEM TOTAL :      21       431.55

ITEM : 915   NON-STOCK STOCKINGS (XMAS)
         360   7   11        JOHNSON & JOHNSON                      1.0000  EA      3         3.00 10/25/2000  N     N   1/25/2000

                                                               ITEM TOTAL :       3         3.00

ITEM : 1063   REAGENT LDS ACA
          40   2   1         BAXTER HOSPITAL SUPPLY               101.5000  CS      5       507.50 05/07/2000  N     N   03/05/2000
          41   2   1         BAXTER HOSPITAL SUPPLY               101.5000  CS      5       507.50 05/31/2000  N     N   03/21/2000

                                                               ITEM TOTAL :      10     1,015.00

ITEM : 1073   BLADE MENISCUS 3.5
          99   3   13        FOSTER MEDICAL                        31.5000  BX      2        63.00 04/06/2000  N     N   04/06/2000

                                                               ITEM TOTAL :       2        63.00

ITEM : 1100   CRUTCHES MEDIUM
          72   4   13        FOSTER MEDICAL                        45.0000  PR      3       135.00 1/01/2000   N     N   1/01/2000

                                                               ITEM TOTAL :       3       135.00


. . . . .


ITEM : 367704   #367704 COAG TUBES STRL 3.8%
          70   1   13        FOSTER MEDICAL                         5.0000  CS      3        15.00 02/10/2000  N     N   1/12/2000

                                                               ITEM TOTAL :       3        15.00

                                                               ENTITY TOTAL :  136105  4,939,656,877.56


                                                            End of Report
```

Field Explanations

ITEM TYPE
Prints at top of report

ITEM NUMBER

DESCRIPTION
Print as a subheader

PO NUMBER
Purchase Order Number

LN NBR
PO Detail Line Number

VENDOR NBR
Vendor Number

VENDOR NAME
Vendor Description Name

PO PRICE
Purchase Order Price for the item

ORD UNT
Order Unit

BKORD QTY
Backorder Quantity

BKORD AMT
Backorder Amount

DELIVERY DATE
The latest date the inventory will be delivered

CAP PO
Y for Yes prints if this PO is a Capital PO; N for No prints if it is not a Capital PO.

LINE LEVEL DUE DATE
Due date of the line.

BACKORDER REPORT BY PO - GMRBOP

System Name: GMRBOP - Backorder Report By PO

Purpose: This report identifies all stock and nonstock items that are currently on backorder. It also displays the original delivery date, backorder quantity and dollar amount by Vendor and Purchase Order Number.

Frequency: Demand

Sort Sequence: Entity Code*/ Standing PO/ Item Type/ Vendor Name/ PO Number/ PO Line Number

Subtotals: By PO: Backorder Qty and Amount
By Vendor: Backorder Qty and Amount
By Entity: Backorder Qty and Amount

Grand Totals: Backorder Qty and Amount

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.8 Backorder Report By PO (GMRBOP)

```
Date: 04/06/2000                                   HAPPY HOSPITAL 01                                        Page  : 1
Time: 14:25                                  BACKORDER REPORT BY PO For 04/06/2000                          Report: GMRBOP01
                                           Includes all requests for expense entity 01


VENDOR : 6  ABC MEDICAL SUPPLY
                                                                          Ord  Bkord                Last Rec  Item    Line Level
PO Line  Item Nbr  Description                                     PO Price Unt  Qty        Bkord Amt  Date     Type    Due Date
-------------------------------------------------------------------------------------------------------------------------------------

PO Number :         15   CAPITAL PO : N DELIVERY DATE : 06/24/2000
    1       1044   IV .9% CHL 250ML                                 400.00  BX         4       400.00             S    03/28/2000
    2       1045   IV 10% FAT EMULSION 500 ML                       400.00  BX         4       400.00             S    03/28/2000
    3       1046   IV 4% LIDOCAINE 5% DEX 500 ML                    100.00  BX         4       100.00             S    03/28/2000
    5       1055   TRAY LUMBAR PUNCTURE 18G                          80.00  CS         4        80.00             S    03/28/2000
    6         14   STOCK ITEM #14                                     8.00  EA         4         8.00             S    03/28/2000
    7       1053   TRAY INCISION AND DRAINAGE                       297.50  CS         5       297.50             S    05/24/2000

                                                          PURCHASE ORDER TOTAL :      25     1,285.50

PO Number :         16   CAPITAL PO : N DELIVERY DATE : 06/24/2000
    1       1044   IV .9% CHL 250ML                                 300.00  BX         3       300.00             S    03/28/2000
    2       1045   IV 10% FAT EMULSION 500 ML                       400.00  BX         4       400.00             S    03/28/2000
    3       1046   IV 4% LIDOCAINE 5% DEX 500 ML                    100.00  BX         4       100.00             S    03/28/2000
    6       1055   TRAY LUMBAR PUNCTURE 18G                         140.00  CS         7       140.00             S    03/28/2000
    7     302495   TYLENOL GEL CAPS                                  30.00  BT         1        30.00             S    03/28/2000

                                                          PURCHASE ORDER TOTAL :      19       970.00

PO Number :         31   CAPITAL PO : N DELIVERY DATE : 12/01/2000
    1       1034   CATHETER FOLEY 32FR STERILE 3 WAY OPERAT          22.00  PK         1        22.00             S    10/04/2000

                                                          PURCHASE ORDER TOTAL :       1        22.00

PO Number :         39   CAPITAL PO : N DELIVERY DATE : 05/05/2000
    5       1051   BRACE KNEE HINGED SMALL                           40.00  EA         4        40.00             S    05/10/2000

                                                          PURCHASE ORDER TOTAL :       4        40.00

PO Number :        262   CAPITAL PO : N DELIVERY DATE : 04/19/2000
    1       1078   BANDAGE BUTTERFLY CLOSURE LARGE                4,500.00  CT      1350     4,050.00 04/14/1999  S    04/19/2000

                                                          PURCHASE ORDER TOTAL :    1350     4,050.00
                                                                  VENDOR TOTAL :    1408     6,573.50
                                                                  ENTITY TOTAL :    1408     6,573.50


                                                             End of Report
```

Field Explanations

STANDING PO
Prints at top of report if this PO is a Standing Purchase Order.

VENDOR NUMBER

NAME
Print as a subheader

PO NUMBER
Purchase Order Number prints as a subheader

CAPITAL PO
Prints as subheader; Y for Yes prints if the PO is a Capital PO, and N for No prints if the PO is not a Capital PO.

DELIVERY DATE
prints as a subheader

PO LINE
PO Detail Line Number

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

PO PRICE
Purchase Order Price for the item

ORD UNT
Order Unit

BKORD QTY
Backorder Quantity

BKORD AMT
Backorder Amount

LAST DATE RECEIVED
The last date the non-outstanding part of the inventory was received

ITEM TYPE
S for Stock or N for Nonstock

LINE LEVEL DUE DATE
Due date of the line.

UNIVERSAL PURCHASE ORDER FORM - GMFPUF1

System Name: GMFPUF1 - Universal Purchase Order Form

Purpose: This prints purchase order information in a standard format. The hospital can provide this layout to its forms vendor to create a standard PO form on which to print purchase orders.

Frequency: Demand

Sort Sequence: PO Line.

Criteria: Specify a PO number or a group of PO numbers to print.

Special Processing:

PO Detail lines are double spaced. Freeform text starts in column 28 and stops in column 85. The message ****Standing Purchase Order**** or ****Blanket Purchase Order**** prints on the first line of the detail information to indicate the type of purchase order.

Figure 5.9 Universal Purchase Order Form (GMRPUF)

PURCHASE ORDER

NO.

VENDOR

SHIP TO:

CONDITIONS OF PURCHASE ORDER

VENDOR NO. | TERMS | FOB | SHIPPED VIA | P.O. DATE | DATE REQUIRED

LINE ITEM	QUANTITY	UNIT OF ORDER	VENDORS ITEM NUMBER	DESCRIPTION	HOSPITAL ITEM NUMBER	DEPARTMENT CODE	UNIT PRICE	EXTENSION

COMMENTS:

TOTAL

BY_____
AUTHORIZED SIGNATURE

PAGE

DEPT 1 VENDOR DEPT 2

Field Explanations

HEADER FIELDS

PURCHASE ORDER NUMBER
This field contains the unique identifying number that is either system-generated or user-specified at the time of purchase order creation.

VENDOR NAME
This field contains the name of the vendor with whom the purchase order is being placed.

VENDOR ADDR 1
This field contains the first line of the vendor's address. Vendor Addr 2 - This field contains the second line of the vendor's address.

VENDOR CITY
This field contains the city in which the vendor is located.

VENDOR STATE
This field contains the name of the state in which the vendor is located.

VENDOR ZIP
This field contains the vendor's ZIP code.

VENDOR CONTACT
This field contains the name of the vendor's contact person. (The vendor contact name and phone number are stored in Vendor Master file.)

VENDOR PHONE
This field contains the phone number of the vendor's contact person.

DESTINATION CODE
This field contains the Destination Code and description showing where the item is to be delivered.

VENDOR NUMBER
This field contains the unique number used to identify this vendor. (The Vendor Number is stored in the Vendor Master file.)

TERMS
This field contains the vendor's terms for prompt pay discounts (i.e., the discount percentage and the number of days the discount is in effect.)

FOB
This field indicates when the hospital begins to pay freight charges for goods delivered to the hospital. (The FOB is stored on the PO Header screen.)

SHIP VIA
This field indicates what type of carrier will deliver the goods to the hospital. (Ship Via information is stored on the PO Header screen.)

PO DATE
This field contains the creation date of the purchase order.

DATE REQUIRED
This field contains the delivery date of the purchase order.

DETAIL FIELDS

LINE ITEM
This field contains the line number of the item.

ENTITY CODE
For stock items the Inventory Entity Code will print; for nonstock items, the Expense Entity Code will print.

QUANTITY
This field contains the order quantity of the item.

UNIT OF ORDER
This field contains the order unit of measure for the item.

VENDOR'S ITEM NBR
This field contains the associated vendor inventory number of the designated item.

DESCRIPTION
This field contains the description associated with the item.

HOSPITAL ITEM NUMBER
This field contains the unique number the hospital uses to identify the item. (Item numbers are stored in the Item Master file.)

DEPARTMENT CODE
This field contains the General Ledger Asset Department number to which this item receipt is posted.

1) If the item is a stock item, this number is pulled from the Asset Department field from Asset Class table.

2) If the item is nonstock, but is established on the Item Master, this number is pulled from the Expense Department field on the PO Detail line.

3) If the item is nonstock, and is not on the Master, this number is pulled from the Expense Subaccount field on the PO Detail line.

UNIT PRICE
This field contains the price for one unit of the designated item.

EXTENSION
This field contains the unit price times the quantity ordered.

TOTAL PO AMOUNT
This field contains the total dollar amount, including taxes (if applicable) of all line items listed on the PO.

PO BUYER
This field contains the initials of the hospital buyer (the buyer code).

PAGE NUMBER
This field contains the system-generated page number for the PO.

LASER PURCHASE ORDER FORM - GMRLPO

System Name: GMRLPO - Laser Purchase Order Form

Purpose: This prints purchase order information in a standard format for a laser purchase order form.

Frequency: Demand

Sort Sequence: PO Line.

Criteria: Specify a PO number or a group of PO numbers to print.

Special Processing:

On the PO Parameter screen, the PO Form field must be set to Laser. Bill-To Information prints on the Laser PO only if you have entered this information through the Bill-To Information option on the Parameters screen.

Figure 5.10 Laser Purchase Order Form (GMRLPO)

```
                                                                                                  PO EC   PO #
                                                                                                  01-500738
VENDOR: 11                          SHIP TO:                          BILL-TO:
JOHNSON & JOHNSON                   Hospital A location               CHAD TEST BILL-TO DESCRIPTION CWL4
P.O. BOX 4000                       ATTN:Tim Aligheri                 ATTN:MLS TEAMS
                                    301 Perimeter Center N.           1902 SARA LN
NEW BRUNSWICK                       Suite 300                         ADDRESS LINE TWO CWL4
NJ              08903               ATLANTA                           EULESS
(201)562-3561   EXT:4321            GA              30348             TX              75081
FAX:555-6767                        EAST WING - 4TH FLOOR

-----------------------------------------------------------------------------------------------------------------------
F.O.B.:Free on Board                CUSTOMER NUMBER:456               VENDOR CONTACT:NICK CONIE
-----------------------------------------------------------------------------------------------------------------------
COMMENTS: VENDOR COMMENTS                                   ORDER DATE: 12/11/97   DELIVERY DATE: 12/11/97
-----------------------------------------------------------------------------------------------------------------------

  INV EC-ITEM #   ORD QTY   ITEM DESCRIPTION                UNIT COST          TOTAL     EXP EC - G/L ACCT     CONSUMPT
LINE   UM       VENDOR CATALOG #     MANUFACTURER NAME      MANUFACTURER ITEM #                              DEPT
-----------------------------------------------------------------------------------------------------------------------

1   01-910       1        NON-STK ITM                        0.0150            0.02   01-6024 1310          N 6024
      EA        V910              AMERICAN HOSPITAL SUPPLY  M910

RECEIVING INSTRUCTIONS: BREIF RECEIVING INSTRUCTIONS

-----------------------------------------  PURCHASE ORDER TOTAL:          0.02                              VGF
SIGNATURE                        DATE
```

Field Explanations

HEADER FIELDS

PO EC - PO#
This field contains the create entity for the purchase order and the purchase order number (a unique identifying number that is either system-generated or user-specified at the time of purchase order creation).

VENDOR
This field contains the unique number used to identify this vendor. (The Vendor Number is stored in the Vendor Master file.)

(VENDOR NAME)
This field contains the name of the vendor with whom the purchase order is being placed.

(VENDOR ADDR 1)
This field contains the first line of the vendor's address.

(VENDOR ADDR 2)
This field contains the second line of the vendor's address, if a second line of information exists.

(VENDOR CITY)
This field contains the city in which the vendor is located.

(VENDOR STATE)
This field contains the name of the state in which the vendor is located.

(VENDOR ZIP)
This field contains the vendor's ZIP code.

(VENDOR PHONE)
This field contains the phone number of the vendor's contact person.

(VENDOR FAX)
This field contains the FAX number of the vendor's contact person.

(SHIP TO)
This field identifies the destination for the items on the purchase order.

(SHIP TO ADDR 1)
This field contains the first line of the ship to address. Ship To Addr 2 - This field contains the second line of the ship to address.

(SHIP TO ADDR 2)
This field contains the second line of the ship to address, if a second line of information exists.

(SHIP TO CITY)
This field contains the city in which the ship to address is located.

(SHIP TO STATE)
This field contains the name of the state in which the ship to address is located.

(SHIP TO ZIP)
This field contains the ship to ZIP code.

(BILL-TO)
This field contains the name of the customer to whom the purchase order is being billed.

(BILL-TO ADDR 1)
This field contains the first line of the bill-to address. Bill-To Addr 2 - This field contains the second line of the bill-to address.

(BILL-TO ADDR 2)
This field contains the second line of the bill-to address, if a second line of information exists.

(BILL-TO CITY)
This field contains the city in which the bill-to address is located.

(BILL-TO STATE)
This field contains the name of the state in which the bill-to address is located.

(BILL-TO ZIP)
This field contains the bill-to ZIP code.

FOB
This field indicates when the hospital begins to pay freight charges for goods delivered to the hospital. (The FOB is stored on the PO Header screen.)

CUSTOMER NUMBER
This field contains the vendor customer number. (The Vendor Customer Number is stored in the Vendor Master file - Purchasing).

VENDOR CONTACT
This field contains the name of the vendor's contact person. (The vendor contact name and phone number are stored in Vendor Master file.)

COMMENTS
This field contains vendor comments entered on the PO Header.

ORDER DATE
This field contains the order date of the purchase order.

DELIVERY DATE
This field contains the delivery date of the purchase order.

DETAIL FIELDS

INV EC-ITEM#
This field contains the Inventory entity and item number.

ORD QTY
This field contains the order quantity of the item.

ITEM DESCRIPTION
This field contains the description associated with the item.

UNIT COST
This field contains the cost per unit of the item.

TOTAL
This field contains the total cost of the item.

EXP EC - G/L ACCT
This field contains the expense entity and the GL account information. For nonstock items not on the Item Master file, the GL department and subaccount display. For all other items, the expense department and subaccount display.

(ITEM TYPE)
This untitled field contains an 'N' for nonstock items or an 'S' for stock items.

CONSUMPT DEPT
This field contains the consumption department for the line item. If there is no consumption department, the expense entity displays. For nonstock items not on the Item Master file, the GL department displays.

LINE
This field contains the line number of the item.

UM
This field contains the order unit of measure for the item.

VENDOR CATALOG #
This field contains the associated vendor inventory number of the designated item.

MANUFACTURER NAME
This field contains the name of the manufacturer of the item.

MANUFACTURER ITEM #
This field contains the manufacturer item number assigned by the manufacturer.

RECEIVING INSTRUCTIONS
This field contains any receiving instructions that were entered on the PO header.

PURCHASE ORDER TOTAL
This field contains the total dollar amount, including tax if applicable, of all items listed on the purchase order.

ANTICIPATED PURCHASE ORDERS - AUTO REORDERS - GMRAAP

System Name: GMRAAP - Anticipated Purchase Orders - Auto Reorders

Purpose: This report allows you to analyze the Purchase Orders that are generated automatically and are on hold, so you can approve and release them. The report uses the last three complete periods in Item Location Statistics divided by three to calculate the Average Period Usage.

Frequency: Daily (on demand)

Sort Sequence: Entity Code*/ Buyer Code/ Primary Vendor/ PO Number/ PO Line Number

Page Breaks: Buyer Code, Vendor Number

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.11 Anticipated Purchase Orders (Auto Reorders) (GMRAAP)

```
Date: 06/24/2002                                MODEL HOSPITAL OF GEORGIA                                    Page  : 11
Time: 06:48pm                      Anticipated Purchase Orders (Auto Reorders) For 06/24/2002                Report: GMRAAP01
                                           Includes all requests for create entity 01


BUYER CODE: MHU   VENDOR:         13 FOSTER MEDICAL                  VC No: 3  Telephone: (301)682-3800

                                 Gen   Last     Last                Dsp         Reorder Available         Current   Total   Ord Ord
Ln  Item Nbr  Vendor Catalog Nbr  Ind   PO Price PO Date   Quote Prc Unt     QOH   Point Above ROP     QOO     POQ  PO Ord  Conv Unt
-------------------------------------------------------------------------------------------------------------------------------------

PO Number:      12234  Ord: 1/11/2002            Location:    GS
                                 TUBING CLEAR 1/4 INCH                     Avg. Period Usage:     0.00
  1    212962 212962VCN          C      0.5000 1/11/2002     0.5000IN      0       0       0         0      20    1940     1  IN
    Inv Ent: 01  Location:    GS *                                         0      10                       20

                                 SUNSET STRIP                              Avg. Period Usage:     0.00
  2        77 V13-77             C      3.0000 1/11/2002     3.0000BX     13       0       0         0     125   12125     1  BX
    Inv Ent: 01  Location:    GS *                                        13      50                      125

                                 TUBING CLEAR 1/4 INCH                     Avg. Period Usage:     0.00
  3    212962 212962VCN          C      0.5000 1/11/2002     0.5000IN      0       0       0         0      20     500     1  IN
    Inv Ent: 01  Location:    GS *                                         0      10                       20

                                 SUNSET STRIP                              Avg. Period Usage:     0.00
  4        77 V13-77             C      3.0000 1/11/2002     3.0000BX     13       0       0         0     125    3125     1  BX
    Inv Ent: 01  Location:    GS *                                        13      50                      125

                                 DIAPERS BABY PAMPERS LARGE 6/PK           Avg. Period Usage:     0.00
  5      1038 614-65810          C     25.2000 1/11/2002    25.2000EA      8       0       0         0      30     180     1  EA
    Inv Ent: 01  Location:    GS                                           8      12                       30

                                 DIAPERS BABY PAMPERS SM BX                Avg. Period Usage:     0.00
  6      1039 614-06720          C     19.2000 1/11/2002    19.2000EA      0      18       0         0      36   24012     1  EA
    Inv Ent: 01  Location:    GS                                           0      18                       36

                                 ITEM 5801                                 Avg. Period Usage:     0.00
  7      5801 888888             C     10.0000 1/11/2002    10.0000EA     12      10       0         5      25   10725     1  EA
    Inv Ent: 01  Location:    GS *                                         0      10                       25
```

Field Explanations

BUYER CODE
The Buyer Code, associated with the given vendor, prints at top of report and serves as the main sort for this report. As Purchase Orders are created, a default Buyer Code from the Vendor Master is provided. If the Vendor Master field has been left blank, the default Buyer Code is obtained from the Materials Management Parameters.

VENDOR NUMBER

NAME
Print at top of report in numeric sequence within Buyer Code

VENDOR CUSTOMER NUMBER
Vendor Customer Number from the Purchasing Information screen on the Vendor Master.

VENDOR TELEPHONE NUMBER
Telephone number from the first screen of the Vendor Master.

PO NUMBER
Purchase Order Number prints as a subheader prior to the printing of the associated detail lines.

ORD DATE
Order Date from the Purchase Order

DESC
This field contains the first line of the Item Description from the Item Description file.

AVG. PERIOD USAGE
This field shows the accumulated usage quantity over the last three periods for a given Item less any department returns during that same period. The accumulated figure is divided by three and presented as the average usage. This data is collected from the Item Statistics Summary screen.

LN
PO Detail Line Number

ITEM NBR
Item Number assigned by the hospital

GEN IND
This flag refers to the POs which are automatically generated. Valid values are A for Adjusted, C for Created, and M for Manual. If the PO line was created automatically by the batch process, this indicator is C. If the batch PO generation process simply altered an existing PO to achieve the proper order quantities, this indicator is A. If you added a PO detail line to a purchase order on hold, this indicator is M.

LAST PO PRICE
Last Purchase Order Price for the item (from the Item Master).

LAST PO DATE
Last date this item was ordered.

QUOTE PRC
The price the vendor has quoted for the item (from the Item Vendor record).

DSP UNT
Dispensing Unit description code (from the Item Master).

QOH
The PO summary line reflects the total Quantity-On-Hand of all locations, in dispensing units, regardless of whether or not they are flagged for automatic reorder. This value corresponds to the total displayed on the Item Description screen of the Item Master and may not match the cumulative totals of the Item/Location specific detail line OH values printed on this report. (Only Item/Locations flagged for automatic reorder whose OH is equal to or less than the Item/Location Active Reorder Point print on this report.)

This Total OH value serves to evaluate whether the PO should be released or if the location requirements can be satisfied through a transfer of goods from an alternate location. The location detail lines, listed below the total OH, reflect the OH in dispensing units from each Item/Location.

REORDER POINT
This total reflects the amount of inventory-on-hand that prompts the system to generate another order. The PO total is accumulated from all Item/Location records regardless of the value for the Item/Location Automatic Reorder Flag and whether or not a reorder is required. The values for the Item/Location lines are pulled from the Item/Locations Active ROP fields, in dispensing units. These values are counted only for those Item/Locations flagged for Automatic Reorder that require a reorder. For this reason, the Reorder Point totals printed at the Item/Location line level may not total the Item Purchase Order summary line Total Reorder Point value.

AVAILABLE ABOVE ROP
This field reflects the total inventory-on-hand which exceeds the established Item/ Location Reorder Points across all locations flagged for automatic reorder. Available Above ROP = Location OH - Locaton Active Reorder Point. A positive result indicates an excess level of inventory exists. This excess amount can be used to reduce the order requirements.

QOO
Quantity-On-Order in dispensing units. Pulled from the Item Master, this value represents the total QOO for the item across multiple vendors minus any previous receipts. The value is not PO-specific. NOTE: The value of this field added to

the value of the Total OH field represents the Total quantity Available. The value of this field will be zero during the initial order creation for an item where no other orders are outstanding.

CURRENT POQ
This value is the new (Pending) Order Quantity due to additional usage below reorder point since, and prior to, the receipt of the previous order. The Current POQ field is equal to the quantity reorder during this process. This quantity is added to any previous pending order quantity if an existing PO detail line is adjusted. This value prints in Item/Vendor-specific order units.

TOTAL PO ORDR
Total PO Order = Previous Quantity for the unique PO detail + the Current Order Quantity. Previous Order Quantity could equal zero for a newly created PO line. The Previous Order quantity referred to here is specific to the PO detail line and does not print on the report. This value prints in Item/Vendor-specific order units.

ORD CONV
This field contains the item's order conversion factor related to the specific Vendor for which the Purchase Order was created. This represents the number of dispensing units that comprise one order unit of a particular Item as described by the specified Vendor.

ORD UNT
This field is the unit of measure in which an order has been placed. It is pulled from the PO detail line. When the PO detail line is created, the Order Unit field uses default values from the Item/Vendor Master, or this value may be entered directly online.

LOCATION
This field contains the location codes associated with each item. Only locations which trigger a reorder requirement are listed here.

AUTO REORDERS ROP/ROQ (GMRRPQ)

This report is generated by the Auto Purchase Order generator. The report includes all the fields that were used in the Reorder Point/Reorder Quantity (ROP/ROQ) calculation. These fields are tied to the ROP/ROQ worksheet.

The report will be split by Inventory, Expense, or Create entity depending on how the Anticipated Auto Reorder Report (GMRAAP) is split on the Purchasing Report Parameters screen.

The following fields will display on the report with the letter of the field on the worksheet:

1. Use Quantity Committed
2. Committed Quantity
3. Backorder Quantity
4. Committed Quantity (A)
5. Periods in Average (B)
6. Current Period Weighting Factor (C)
7. Include Transfers in ADU
8. Quantity Issued
9. Quantity Transferred
10. Current Period Usage (D)
11. Total Usage (E)
12. Days in Current Period (F)
13. Total Days in ADU Calculation (G)
14. Average Daily Usage (H&K)
15. Lead Days (I)
16. Safety Days (J)
17. ROP Calculation (L)
18. Desired Days of inventory (M)

19. ROQ Calculation (N)
20. Location QOH (P)
21. Update ROP/ROQ
22. Adjusted Quantity (Q)
23. Active ROP (R)
24. Active ROQ (S)
25. Dispensing QOH (T)
26. Include POQ
27. Include Auto Issues
28. Quantity on Order
29. Pending Order Quantity
30. Auto Issues
31. Quantity on Order (O)
32. Net Location QOH (U)
33. Amount above ROP (V)
34. Quantity to Order (W)

Figure 5.12 Auto Reorder ROP/ROQ Report (GMRRPQ)

```
Date: 04/06/2001                                   HAPPY HOSPITAL 01                                   Page  : 1
Time: 0:17                                   Auto Reorders ROP/ROQ For 04/05/2001                      Report: GMRRPQ01
                                          Includes all requests for create entity 01


BUYER CODE: TEA   VENDOR:          5 ABBEY MEDICAL                    VC No: 759473  Telephone: (404)345-6789

      Use Qty    Comm  Bckord  Comm   Prds   Curr Prd Inc trans     Qty     Qty  Curr Prd  Total    Days   Total     Avg Daily
  Loc    Comm     Qty     Qty  Qty(A) Avg(B) Wgt %(C)    in ADU  Issued   Trans  Usage(D)  Usage(E) Prd(F) Days(G)   Usage(H)
*****************************************************************************************************************************
        Lead    Sfty         ROP     Desd        ROQ       Upd       Active      Active  Dispensing   Adjusted   Inc    Include
        Days(I) Days(J)      Calc(K) Days(L)     Calc(M)   ROP       ROP(O)      ROQ(P)      QOH(Q)     Qty(R)   POQ   Auto Iss
-----------------------------------------------------------------------------------------------------------------------------

PO Number:         56  Ord: 09/09/2000  PO Create Entity:      01  PO's by Location: Yes
Line:   1  Item Nbr:     32395  PO Ord Qty:       0  PO Ord Conv:       0
   CS      No       0       0       0      8   30.00%   No  Yes       0       0         0         0    5    217          0.0000
                              0.0000              0.0000    No       3.0000      1.0000        0.00       3.00   Yes        Yes

**QOO:       0 POQ:       0 Auto Iss:       0 Qty Ord(N):       0 Net QOH(S):       0.00 Above ROP(T):     0.00 Qty Ord(U):     0.00


                                                   End of Report
```

ANTICIPATED PURCHASE ORDERS - NON-AUTO REORDERS - GMRANP

System Name: GMRANP - Anticipated Purchase Orders - Non-Auto Reorders

Purpose: This report allows non-automatic reorder items that are equal to, or less than, their reorder point, to be evaluated for placement on an existing vendor purchase order. The report uses the last three complete periods in Item Issue Statistics divided by three to calculate the Average Period Usage.

Frequency: Daily

Sort Sequence: Entity Code/ Buyer Code/ Vendor Number/ Item Number

Page Breaks: Buyer Code, Vendor Number

NOTE: The PO's by Location parameter setting impacts the way this report is displayed:

- When PO's by Location is set to Yes, no item total calculations are shown for QOH, Reorder Point, Average Usage, Available Above ROP, Previous QOO, Reorder Qty. Showing these calculations only for each location keeps the report consistent with the parameter setting.

- When PO's by Location is set to No, item total calculations are displayed. It is important to note that the figures shown for the item total may be different from the sum of the locations. The item quantities shown are a true picture of the item and may include those locations that do not have an anticipated need to order (and therefore do not need to be listed on the report). For example, on the report the item Quantity on Hand (QOH) may show 100. There may be 2 locations listed on the report having a QOH of 30 and 35 each. This merely indicates that other location(s) do have item QOH, but do not need to appear on the Anticipated Purchase Order report because they are not at a quantity below the location Reorder Point.

Figure 5.13 Anticipated Purchase Orders - Non-Auto Reorders (GMRANP)

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 3
Time: 05:06am                  Anticipated Purchase Orders (Non-Auto Reorders) For 09/02/2003               Report: GMRANP01


BUYER CODE:       VENDOR:          5 MEDICAL BY ABBEY                VC No: 759473  Telephone: (404)345-6789

                                 Last      Last                 Dsp         Reorder Average Available    Prev    Ord Ord  Reorder
Item Nbr    Vendor Catalog Nbr   PO Price  PO Date Quote Price  Unt     QOH   Point   Usage Above ROP     QOO   Conv Unt      Qty
-------------------------------------------------------------------------------------------------------------------------------------
         TEST STII3111                            Exp:
4144     123456                 0.0000              10.0000   EA       0       0       0         0       0    100  BX        1
         Location: GS                                             0      12       0                                          1

         NEEDLE BIOPSY 6" DISP                    Exp:
10511    10511AB                55.0000 05/28/2003    3.0000   EA      25       0       0         0       0      1  EA        9
         Location: GS                                             0       4       0                                          9

         NOT J&J PRODUCT                          Exp:
11144                           0.0000              10.0000   BX       0       0       0         0       0      1  BX      120
         Location: CS                                             0      60       0                                        120

         GUAZE BANDAGE 2/2/5                      Exp:
22795    22795VCN               5.0000 05/21/2003    5.0000   EA       0       0       0         0       0     12  BX       11
         Location: GS                                             0      72       0                                         11

         TEST ITEM FOR 103156                     Exp:
103156                          0.0000              10.0000   EA       0       0       0         0       0      1  EA       30
         Location: GS                                             0      15       0                                         30
```

Field Explanations

For more detailed explanations for these fields, refer to the definitions provided after the Anticipated Purchase Orders - Auto Reorders Report.

BUYER
Buyer Code prints at top of report.

VENDOR NUMBER

NAME
Prints at top of report.

VENDOR CUSTOMER NUMBER
Vendor Customer Number from the Purchasing Information screen on the Vendor Master.

VENDOR TELEPHONE NUMBER
Telephone number from the first screen of the Vendor Master.

ITEM DESCRIPTION
The first description line associated with the item in the Item Description Master.

EXP DATE
Expiration Date for the item

ITEM NBR
Item Number

VENDOR CATALOG NUMBER
The system pulls this number from the Item/Vendor Master file

LAST PO PRICE
Last Purchase Order Price for the item

LAST PO DATE
Last date this item was ordered

QUOTE PRICE
The price the vendor has quoted for the item

DSP UNT
Dispensing Unit

QOH
Quantity-On-Hand

REORDER POINT
The amount of inventory-on-hand that prompts the system to generate another order.

AVERAGE USAGE
This field shows the accumulated usage quantity over the last three periods for a given item, less any department returns during that same period. The accumulated figure is divided by three and presented as the average usage. This data is collected from the Item Statistics Summary screen.

AVAILABLE ABOVE ROP
The total inventory-on-hand which exceeds the established Item/Location Reorder Points across all locations flagged for automatic reorder.

PREV QOO
Previous Quantity-On-Order

ORD CONV
Order Conversion Factor

ORD UNT
Order Unit

REORDER QTY
The quantity the system will reorder. See the section on DOQ/ROP/ROQ Calculation in Chapter 12: System Calculations of the *Materials Management Processes Volume* for additional information.

ANTICIPATED PURCHASE ORDERS - ITEMS APPROACHING REORDER POINT - GMRAPP

System Name: GMRAPP - Anticipated Purchase Orders - Items Approaching Reorder Point

Purpose: This report provides a list of stock and nonstock items that are within a certain percentage (XX%) of their reorder point. This percentage will vary, depending on the value defined in the ROP Evaluation % field on the General Function Control parameters screen. You can evaluate these items and include them on an existing vendor purchase order. The report uses the last three complete periods in Item Issue Statistics divided by three to calculate the Average Period Usage.

Frequency: Daily

Sort Sequence: Entity Code/ Buyer Code/ Vendor Number/ Item Number

Page Breaks: Buyer Code, Vendor Number

Figure 5.14 Anticipated Purchase Orders - Items Approaching Reorder Point GMRAPP)

```
Date: 09/04/2003                                    GENERAL HOSPITAL                                                    Page  : 1
Time: 05:06am              Anticipated Purchase Orders - Items Approaching Reorder Point For 09/03/2003                 Report: GMRAPP01


Items within 25% of Reorder Point

BUYER CODE:       VENDOR: 5 MEDICAL BY ABBEY                          VC No: 759473  Telephone: (404)345-6789

                                     Last      Last                       Dp         Reorder Average    Prev   Ord Ord Reorder
Item Nbr    Vendor Catalog Nbr  PO Price   PO Date Quote Price Exp Date Ut     QOH   Point   Usage     QOO  Conv Unt     Qty
-------------------------------------------------------------------------------------------------------------------------------------
Loc: GS     ITEM 80197
    80197 4147                    6.5800  05/21/2003    6.5800 10/01/2003 EA    34      30       0       0     1  EA      21


                                                        End of Report
```

Field Explanations

For more detailed definitions for some of these fields, refer to the definitions provided for the same fields in the Anticipated Purchase Orders - Auto Reorders Report.

BUYER
Buyer Code prints at top of report

VENDOR NUMBER

NAME
Print at top of report

VENDOR CUSTOMER NUMBER
Vendor Customer Number from the Purchasing Information screen on the Vendor Master.

VENDOR TELEPHONE NUMBER
Telephone number from the first screen of the Vendor Master.

% OF REORDER POINT
Items that fall into the specified percentage of reorder point print at top of report. This percentage is defined in General Function Control parameters.

ITEM DESCRIPTION
The first description line associated with the item in the Item Description Master.

ITEM NBR
Item Number

LAST PO PRICE
Last Purchase Order Price for the item as recorded in the Item Description Master

LAST PO DATE
The last date this item was ordered as recorded in the Item Description Master

QUOTE PRICE
The price the vendor has quoted for the item

EXP DATE
Expiration Date for the item

DSP UNT
Dispensing Unit as stored in the Item Description Master

OH
Quantity-On-Hand

REORDER POINT
The amount of inventory-on-hand that prompts the system to generate another order.

AVERAGE USAGE
This field shows the accumulated usage quantity over the last three periods for a given item, less any department returns during that same period. The accumulated figure is divided by three and presented as the average usage. This data is collected from the Item Statistics Summary screen.

PREV QOO
Previous Quantity-On-Order

ORD CONV
Order Conversion Factor

ORD UNT
Order Unit

REORDER QTY
The quantity the system will reorder.

PURCHASE ORDER UPDATE REPORT - GMRUPO

System Name: GMRUPO - Purchase Order Updates

Purpose: This report is prepared in purchase order sequence and lists all modified lines for items that are setup as Auto-Reorder. This includes deleted or reduced order amount lines.

Frequency: Daily

Sort Sequences: Entity Code/ Buyer Code/ Vendor Number/ Purchase Order Number/ PO Line Number

Subtotals: None

Grand Totals: Total number of purchase orders

Page Breaks: Buyer

Special Instructions:

The system prints all hold POs that have had the order quantity modified due to receipt activity.

Figure 5.15 Purchase Order Updates (GMRUPO)

```
                                   General Hospital
                                 Purchase Order Update Report
Date: 07/12/2004                                                                                    Page  : 1
Time: 08:47                                                                                         Report:GMRUPOGH

          Order  Ln                                          Vendor            Old       New
PO Number Date   Nbr Item Nbr Item Description               Catalog Number    Ord Qty   Ord Qty   Result
-------------------------------------------------------------------------------------------------------------

1 CWC OFFICE SUPPLIES COMPANY
9      07/12/2004  1 100102158 ACCOUNT PAYABLES CHECK         TRVD64738          5         2    Decreased
                   2 100102925 BALLOONS - RED,WHITE,BLUE          12421         50         0    Deleted

142 A-C MEDICAL SUPPLY, INC.
10     11/02/2004  1 100103436 SCOTCH TAPE ROLL               3216B5148         10         5    Decreased
                   2 100105105 SURGICAL THREAD FOR BION          B34452         10         0    Deleted
                   3 100165105 SURGICAL THREAD FOR BION          B34452         16        15    Decreased
                   4 100102240 1901SJ 3 PLY                       5433S         20        10    Decreased
                   5 100102158 ACCOUNT PAYABLES CHECK          235355R          2         0    Deleted

6      11/02/2004  1 100105247 BACK BRACE                         472D          5         4    Decreased
                   2 100150812 0.4% LIDOCAINE 5% D5W 79          23511          5         0    Deleted
                   3 100102238 1901K                            247528          5         2    Decreased
                   4 100162124 8 X 10 PAPER BONDED               2352D          8         2    Decreased
                   5 100150010 A-ACID 0.25% 1000ML IRR         3425D35         16        15    Decreased

171 ABBEY SALES, INC.
17     11/14/2004  1 100134278 BETADINE SOLUTION - IT I          23445         20         0    Deleted

28     11/29/2004  1 100102158 ACCOUNT PAYABLES CHECK          235355R          4         0    Deleted

7      11/02/2004  1 100102158 ACCOUNT PAYABLES CHECK          235355R          1         0    Deleted
                   2 100104978 ADAPTER, CATHETER SAFE-L         35255W          1         0    Deleted
                   6 100108535 BELT OSTOMY 175510  115       12436R4275          5         0    Deleted
                   7 100109450 AIR FILTER                     23543666F          4         0    Deleted
                   8 100107636 IMMOB KNEE 20 L 90-5669          66D4563          3         2    Decreased
                   9 100289115 STAPLE GUN FOR SURGERIES        23455F13         10         0    Deleted

TOTAL NUMBER OF PURCHASE ORDERS:   6
```

Field Explanations

BUYER
Buyer Code prints at top of report

VENDOR NUMBER AND NAME
Print as a subheader

PO NUMBER
The Purchase Order number

LN NBR
The PO Detail Line Number

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

VENDOR CATALOG NBR
Vendor Catalog Number

OLD ORDER QTY
The original Order Quantity when the system generated the line

NEW ORDER QTY
The new Order Quantity when the system generated the line due to receipt activity

RESULTS
The action that was performed on this line due to receipt activity. The valid choices are Decreased and Deleted.

STANDING PO ACTIVITY REPORT - GMRSPO

System Name: GMRSPO - Standing PO Activity Report

Purpose: This report displays current information for all Standing Purchase Orders in the system. It is an audit trail for a vendor's shipping performance during the life of each Standing PO.

Frequency: Daily

Sort Sequence: Entity Code*/ Vendor Name/ PO Number/ PO Line Number

Page Breaks: Vendor

Special Instructions:

If the PO Expire Date is older than or equal to the current date, print a message to alert the user that the PO has reached itsexpire date. If the PO Expire Date is within 30 days of the current date, the system prints a message to inform you the PO is about to expire.

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.16 Standing PO Activity Report (GMRSPO)

```
Date: 09/04/2003                                    GENERAL HOSPITAL                                          Page  : 8
Time: 05:06am                              Standing PO Activity Report For 09/03/2003                         Report: GMRSPO01
                                           Includes all requests for create entity 01

VENDOR:          5  MEDICAL BY ABBEY

PO    ---Cycle---                                  Ord -----Total-----   Total   Current                Item  Next       Lst Rcpt
Line  Qty    Days  Item Nbr Description             Unt  Orderd   Recvd  Inv Qty  On-Order     PO Price Stat  Ord Date   Date
-------------------------------------------------------------------------------------------------------------------------------------

PO NUMBER:         91 PO STATUS: A   EXPIRE DATE: 06/09/1998
  1       5     5      1041 CATHETER FOLEY            BX     100     50        0      100      58.0000   B   09/06/2003  03/19/1999
                                  *** PO Has Expired ! ***

PO NUMBER:       1741 PO STATUS: A   EXPIRE DATE: 05/23/2004
  1     170    21     21395 ACTIFED TABS              PK    1700    177        1     1700      20.0000   A   09/19/2003  05/06/2002
  2      10    14    113094 BABY PACIFIERS            EA    1400     24        1      364       3.0000   A   09/05/2003  05/06/2002
  3     210    14     73093 BANDAGE 2' WRAP           CM    2100    231        1     2100      40.0000   A   09/05/2003  05/06/2002
  4     100    30     72993 BANDAGE 3' WRAP           GL    2800    128        1     1728      25.0000   A   09/25/2003  05/06/2002
  5      35   100      2289 BANDAGE WHITE             JR     350     70        1      210       3.0000   A   09/15/2003  05/06/2002

                                                        End of Report
```

Field Explanations

VENDOR NUMBER/NAME
Print at top of report

PO NUMBER, PO HEADER STATUS, EXPIRE DATE
Print as subheaders

CYCLE QTY
Quantity ordered for the Standing PO cycle

CYCLE DAYS
Number of days in the Standing PO cycle

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

ORD UNT
Order Unit

TOTAL ORDERD
Total quantity ordered for this Standing PO

TOTAL RECVD
Total quantity received against this Standing PO

TOTAL INV QTY
Total quantity invoiced for this Standing PO

CURRENT-ON-ORDER
Quantity currently ordered

PO PRICE
Purchase Order Price for the item

ITEM STAT
Item Status

NEXT ORD DATE
Next Order Date

LST RCPT DATE
Date an order was last received

DEPARTMENT RETURNS AFFECTING AVERAGE PRICE - GMRPDR

System Name: GMRPDR - Department Returns Affecting Average Price

Purpose: This report indicates any Average Price Changes generated as a result of a Department Return occurring for an Item that has Adjusted Dollars associated with it due to no previous Quantity on Hand. It serves as an audit trail for Transaction History and the Balancing screen.

Frequency: Daily

Sort Sequence: Item Number

Totals: Daily

Figure 5.17 Department Returns Affecting Average Price (GMRPDR)

```
Date: 06/08/2004                                    HAPPY HOSPITAL                                          Page  : 1
Time: 11:58am                      Department Returns Affecting Average Price For 06/08/2004               Report: GMRPDR01

                                                                                  Dept Rtn   Adj Dollars used at
Item Number    Item Description                Old Avg Price  New Avg Price       Quantity       Dept Return
-------------------------------------------------------------------------------------------------------------------------------
79             BANDAGE - THUMB                      15.6500       465.1816        25.0000          11238.2900


Total Dept Return Adjusted Dollars                                                            11238.2900


                                                        End of Report
```

Field Explanations

ITEM NUMBER
Item Number.

ITEM DESCRIPTION
Item Description Name.

OLD AVG PRICE
Old Average Price of the item.

NEW AVG PRICE
New Average Price of the item.

DEPT RTN QUANTITY
The item quantity returned (making the QOH become greater than zero).

ADJ DOLLARS USED AT DEPT RETURN
The adjusted dollars that were available to be used once the QOH for this item went above zero.

PO PRICE CHANGES AFFECTING AVERAGE PRICE - GMRPEP

System Name: GMRPEP - PO Price Changes Affecting Average Price

Purpose: This report indicates any Average Price changes generated as a result of an update to the PO Detail Order Price after the PO detail line has been received. It serves as an audit trail for corresponding GL entries and a reference for monitoring online changes.

Frequency: Daily

Sort Sequence: Entity Code/ Asset Class/ GL Department/ GL Subaccount/ Item Number/ PO Number/ Line Number

Subtotals: Item Number within Asset Class
Asset Class

Grand Totals: Daily and Monthly: Report Total of Amount Corrected

Page Breaks: Entity Code/Asset Class

Special Instructions: Amount of Correction = (New PO Price + Tax – Recovery Tax) – (Old PO Price + Tax – Recovery Tax) x Qty Received Not Invoiced.

Figure 5.18 PO Price Changes Affecting Average Price (GMRPEP) - First Page

```
Date: 06/09/2004                                    HAPPY HOSPITAL                                          Page  : 1
Time: 05:11am                      PO Price Changes Affecting Average Price For 06/08/2004                  Report: GMRPEP01


ASSET CLASS: 400

            PO                                  Qty Recd      Amount of                                        Non
PO Number   Ln   Old PO Price    New PO Price   Not Invd      Correction     QOH  Old Avg Price  New Avg Price  Stk
-------------------------------------------------------------------------------------------------------------------------

Department-Subaccount: 1016-0160
ITEM: 79        BANDAGE - THUMB
       655   1        15.6500          28.3200       887     11,238.2900       0         15.6500         15.6500 Y
       662   1        15.6500          24.0000        90        751.5000       0         15.6500         15.6500 Y
                                             ITEM TOTAL:    11,989.7900
                                            ASSET CLASS:    11,989.7900
```

Figure 5.19 PO Price Changes Affecting Average Price (GMRPEP) - Last Page

```
Date: 06/09/2004                                    HAPPY HOSPITAL                                          Page  : 2
Time: 05:11am                      PO Price Changes Affecting Average Price For 06/08/2004                  Report: GMRPEP01

ASSET CLASS:

            PO                                  Qty Recd      Amount of                                        Non
PO Number   Ln   Old PO Price    New PO Price   Not Invd      Correction     QOH  Old Avg Price  New Avg Price  Stk
-------------------------------------------------------------------------------------------------------------------------------

                            *  *  *  *  *  *  DAILY TOTALS*  *  *  *  *  *  *
                                          GRAND TOTAL:    11,989.7900
                                       ITEMS WITH QOH:         0.0000
                                 STOCK ITEMS WITHOUT QOH:         0.0000
                AUTO ISSUE NONSTOCK ITEMS WITHOUT QOH:         0.0000
            NON AUTO ISSUE NONSTOCK ITEMS WITHOUT QOH:    11,989.7900

                            *  *  *  *  * MONTH TO DATE TOTALS  *  *  *  *  *
                                          GRAND TOTAL:    11,989.7900
                                       ITEMS WITH QOH:         0.0000
                                 STOCK ITEMS WITHOUT QOH:         0.0000
                AUTO ISSUE NONSTOCK ITEMS WITHOUT QOH:         0.0000
            NON AUTO ISSUE NONSTOCK ITEMS WITHOUT QOH:    11,989.7900

                                                   End of Report
```

Field Explanations

ASSET CLASS
Asset Class Code prints at top of report.

DEPARTMENT-SUBACCOUNT
General Ledger Department and Subaccount number affected by the PO Price change.

ITEM
Item number and item description print as subheaders to the item detail line.

PO NUMBER
Purchase Order Number.

PO LN
PO Detail Line Number.

OLD PO PRICE
The old Purchase Order Price for the item.

NEW PO PRICE
The new Purchase Order Price for the item.

QTY RECD NOT INVD
Quantity received but not invoiced.

AMOUNT OF CORRECTION
(New PO Price + Tax – Recovery Tax) – (Old PO Price + Tax – Recovery Tax) x Qty Received Not Invoiced.

QOH
Quantity-On-Hand at the time of the Average Price change.

OLD AVG PRICE
The old Average Price for the item.

NEW AVG PRICE
The new Average Price for the item. This will be the same as the Old Avg Price if the QOH is zero. If the item is a Stock item, the amount of correction is added to the Adjustment field for the item. If the item is a Nonstock, the amount of correction will go to the GL.

NONSTK
Y for Yes if this item is a Nonstock; N for No if it is not a Nonstock.

AVERAGE PRICE ADJUSTMENTS FROM DISTRIBUTION - GMRAPD

System Name: GMRAPD - Average Price Adjustments from Distribution

Purpose: This report shows Average Price adjustments generated during the Invoicing/Distribution process as a result of an item's PO Price being different than the Invoice Price. It serves as an audit trail for corresponding GL entries and a reference for monitoring Average Price changes.

Frequency: Daily

Sort Sequence: Entity Code/Asset Class/GL Depart/GL Subaccount/ Item Number/ PO Number/PO Line Number

Subtotals: Asset Class

Grand Totals: Daily and Monthly:
Entity - total Price Adjustment Dollars and Price Variance Items with QOH - total Adjustment Dollars and Price Variance Stock Items without QOH - total Adjustment Dollars and Price Variance Nonstock Items without QOH - total Adjustment Dollars and Price Variance
Entity Adjustment Total

Page Breaks: Entity Code/Asset Class

Figure 5.20 Average Price Adjustments from Distribution (GMRADP)

```
Date: 04/14/2000                                   TEST BALANCING-MM/AP                                          Page  : 1
Time: 5:09                          Average Price Adjustments From Distribution For 04/13/2000                   Report: GMRAPDMM


ASSET CLASS: 20000                     Department-Subaccount: 1000-1001

                 PO                 Inv                                                                  Adjustment          Price
PO Number        Ln    Invoice #     Ln           PO Price     Invoice Price   Invoice Qty       QOH     Dollars           Variance
-------------------------------------------------------------------------------------------------------------------------------------
ITEM: 2002       BANADAGE ELASTIC 3"
        42       1        2663     1            15.2300            1.7700   V            3        46         0.0000           5.8800
                                          TAX       1.6300  TAX       0.1900
                                                                                ASSET CLASS TOTAL:           0.0000           5.8800
```

```
Date: 04/14/2000                                   TEST BALANCING-MM/AP                                          Page  : 2
Time: 5:09                          Average Price Adjustments From Distribution For 04/13/2000                   Report: GMRAPDMM


                                          * * * * * * * * DAILY TOTALS * * * * * * * * *
                                                                   ENTITY TOTAL:           0.0000           5.8800
                                                                ITEMS WITH QOH:            0.0000           5.8800
                                                     STOCK ITEMS WITHOUT QOH:              0.0000           0.0000
                                                  NONSTOCK ITEMS WITHOUT QOH:              0.0000           0.0000

                                                     ENTITY ADJUSTMENT TOTAL:                      5.8800


                                          * * * * * * *MONTH TO DATE TOTALS* * * * * * * *
                                                                   ENTITY TOTAL:           0.5600           5.8800
                                                                ITEMS WITH QOH:            0.0000           5.8800
                                                     STOCK ITEMS WITHOUT QOH:              0.0000           0.0000
                                                  NONSTOCK ITEMS WITHOUT QOH:              0.5600           0.0000

                                                     ENTITY ADJUSTMENT TOTAL:                      6.4400


                                             End of Report
```

Field Explanations

ASSET CLASS
Asset Class Code prints at the top of the page.

DEPARTMENT-SUBACCOUNT
General Ledger Department and Subaccount number affected by the Average Price adjustment prints at the top of the page after the Asset Class.

ITEM
Item number and item description print as subheaders to the item detail line.

PO NUMBER
Purchase Order number.

PO LN
Purchase Order Detail Line number.

INVOICE #
Invoice number.

INV LN
Invoice detail line number.

PO PRICE
Purchase Order Price for the item.

INVOICE PRICE
Invoice Price for the PO Detail Line item. If the line was created due to a credit memo that was entered to correct a price discrepancy, the line will display a "P" next to the Invoice Price. If the credit memo is voided, a "V" will display.

INVOICE QTY
Quantity invoiced at the time of the Invoice transaction.

QOH
Quantity-on-Hand at the time of the Average Price adjustment.

ADJUSTMENT DOLLARS
Average Price Adjustment Dollars applied to the GL Department and GL Subaccount. For more information on the Average Price Adjustment Dollars calculation, refer to "Chapter 12: SYSTEM CALCULATIONS" of the *STAR Financials General Accounting Reference Guide, Materials Management Processes Volume* for the calculation used during the Invoice Approval process.

PRICE VARIANCE
Difference between the PO Price + PO Tax and the Invoice Price + Invoice Tax for the PO Detail Line Item.

AVERAGE PRICE ADJUSTMENT DOLLARS FROM RECEIPTS - GMRAPR

System Name: GMRAPR - Average Price Adjustment Dollars from Receipts

Purpose: This report shows Average Price adjustments generated during the receiving process as a result of an item's PO Price being different than the current Average Price.

Frequency: Daily

Sort Sequence: Entity Code/Asset Class/GL Depart/GL Subaccount/ Item Number/ PO Number/PO Line Number

Subtotals: Asset Class

Grand Totals: Daily and Monthly:

Average Price adjustment dollars for Stock Items with QOH / Average Price adjustment dollars for Nonstock Items with QOH

Average Price adjustment dollars for Stock Items without QOH

Average Price adjustment dollars for Nonstock Items without QOH Entity Adjustment Dollars

Page Breaks: Entity Code/Asset Class

Figure 5.21 Average Price Adjustment Dollars from Receipts (GMRAPR)

```
Date: 09/04/2003                                    HAPPY HOSPITAL                                                    Page  : 7
Time: 05:08am                     Average Price Adjustments from Receipts For 09/03/2003                              Report: GMRAPR01


ASSET CLASS: 67

              PO       Old           New          Dsp                Vdr                                  Adj
PO Number     Ln    Avg Price     Avg Price    PO Price     PO Price Conv   Qty Rec'd      QOH      Dollars
-------------------------------------------------------------------------------------------------------------------------------

Department-Subaccount: 6888-0006
ITEM: 67        BOBBIE'S STOCK ITEM
      2007     6      -0.4173        6.0260    214.3600     214.3600     1          3      100     644.3319
ITEM: 1304      BOBBIE NS ITEM
      1991     5       0.4886        1.3257      3.0000       3.0000     1          5       15       8.3710
      1991     5       1.8838        2.0698      3.0000       3.0000     1          2       12       1.8600
      1991     9       1.3257        1.8838      3.0000       3.0000     1          5       15       5.5810
      1991     9       2.0698        2.2248      3.0000       3.0000     1          2       12       1.5500
ITEM: 5455      BOBBIE APRIL NON-STOCK
      1936     2      -4.1511       -2.2629    199.2500     199.2500     1          2      226     422.9568
      1968     1      -4.1562       -4.0734      2.1900       2.1900     1          3      230      18.7956
      1968     1      -3.7531       -4.1511      2.1900       2.1900     1        -15      224      95.1220-
      1974     4      -4.1016       -3.7531      2.8400       2.8400     1         12      239      79.1095
                                                   Asset Class Dollars:            1087.4338
```

Figure 5.22 Average Price Adjustment Dollars from Receipts (GMRAPR) - Totals

```
Date: 09/04/2003                                    GENERAL HOSPITAL                                          Page  : 8
Time: 05:08am                       Average Price Adjustments from Receipts For 09/03/2003                    Report: GMRAPR01


ASSET CLASS:

               PO       Old          New          Dsp                Vdr                                  Adj
PO Number      Ln    Avg Price    Avg Price    PO Price     PO Price Conv   Qty Rec'd      QOH      Dollars
-------------------------------------------------------------------------------------------------------------------------------------

                                                  *  *  *  *  *  *  *  * DAILY TOTALS *  *  *  *  *  *  *  *
                                                      Stock Items with QOH:    1909.2766
                                                   Nonstock Items with QOH:    2803.7229
                                                   Stock Items without QOH:       0.0000
                                                Nonstock Items without QOH:       0.0000
                                                 Entity Adjustment Dollars:    4712.9995

                                                  *  *  *  *  *  *  *MONTH TO DATE TOTALS*  *  *  *  *  *  *
                                                      Stock Items with QOH:    1909.2766
                                                   Nonstock Items with QOH:    2803.7229
                                                   Stock Items without QOH:       0.0000
                                                Nonstock Items without QOH:       0.0000
                                                 Entity Adjustment Dollars:    4712.9995

                                                      End of Report
```

Field Explanations

ASSET CLASS
Asset Class Code prints at the top of the page.

DEPARTMENT-SUBACCOUNT
General Ledger Department and Subaccount number affected by the Average Price adjustment prints after the detail line heading before the item details.

ITEM
Item Number and Item Description print as subheaders to the item detail line.

PO NUMBER
Purchase Order number.

PO LN
Purchase Order Detail Line number.

OLD AVG PRICE
The old average price for the item.

NEW AVG PRICE
The new average price for the item as a result of the receipt.

DSP PO PRICE
Purchases Order Price in dispensing units. PO price is divided by the Order Conversion Factor.

PO PRICE
Purchase Order Price for the item.

VDR CONV
Order conversion Factor from the Item/Vendor record.

QTY REC'D
Quantity received during the Receipt transaction.

QOH
Quantity-On-Hand at the time of the Average Price adjustment which includes the received quantity.

ADJ DOLLARS
Average Price Adjustment Dollars applied to the GL Department and GL Subaccount. For details about the Average Price Adjustment Dollars calculation, refer to "Chapter 12: SYSTEM CALCULATIONS" of the *STAR Financials General Accounting Reference Guide, Materials Management Processes Volume* for the calculation used during the Receiving process.

REQUEST TO PURCHASE AUDIT REPORT - GMRPAR

System Name: GMRPAR - Request to Purchase Audit Report

Purpose: This report lists all outstanding Requests to Purchase that have not yet been approved. Sequence of the report is Requisition Control Number within Department number. If destination codes are used, the report displays the Destination Code from the Pending Purchase Order screen. This is helpful in distinguishing departmental orders.
For hospital environments that prefer hardcopy audit trails, this report will supply written proof of approval for purchase.

Frequency: Demand

Sort Sequence: Entity Code*/ Department Number/ Item Number/Requisition Control Number
(If purchase orders are being created by Location, department requests are further grouped by Destination Code).

Criteria: None

Subtotals: None

Grand Totals: Total number of items

Page Breaks: Department Number

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.23 Request to Purchase Audit Report (GMRPAR)

```
Date: 07/13/2003                                MODEL HOSP - ENT 01                                          Page  : 2
Time: 7:53                                Request to Purch Audit Report For 07/13/2003                      Report: GMRPAR01
                                           Includes all requests for expense entity 01
Department:       6011   PATIENT CARE SUPERVISION
                                                                   Ord   Quantity    Standard
Item Nbr  Description                                Vendor        Unt   Requested   Request
-------------------------------------------------------------------------------------------------------------------------------
Req Cntrl: 247        Dest:         E4 EAST WING - 4TH FLOOR                  Ship-To:
     1078 BANDAGE BUTTERFLY CLOSURE LARGE                     15  CT          4
     1079 BANDAGE SHEER STRIP 3/4"                            11  CS          5
     1088 CATHETER 2-WAY FOLEY 18FR.                          11  BX          5
     5552 2300A MULTISTIX 10 SG REAGENT                       13  CS          3
Req Cntrl: 248        Dest:         E4 EAST WING - 4TH FLOOR                  Ship-To:
     1049 BANDAGE ELASTIC 2 INCH                              11  CS          2
    21395 ACTIFED TABS                                        13  EA          4
    40894 DIALYS SOLUTION                                      5  CS          5

Total Number of Items :            7


_____________________________          _____________________________
      Signature of Approval                Signature of Approval

                                                End of Report
```

Field Explanations

DEPARTMENT
VT'd consumption department requesting items to purchase.

DESCRIPTION (DEPARTMENT)
Department name.

ITEM NBR
Unique number assigned to an inventory Item by the hospital.

DESCRIPTION (ITEM)
Item Description Name.

VENDOR
Vendor Number associated with the item requested for purchase.

ORD UNT
Order unit of measure specific to the selected Vendor for the Item selected.

QUANTITY REQUESTED
Quantity Requested from the Request to Purchase screen.

STANDARD REQUEST
Traveling Requisition amount, the amount that the department typically requests.

TOTAL NUMBER OF ITEMS
Total number of items.

SIGNATURE APPROVAL
Free-form space for department head approvals.

PENDING REQUEST TO PURCHASE REPORT - GMRPRR

Provides a list of all Pending Purchase Request records and the disposal status attached to each one. Once a request is transferred to an actual Purchase Order, the request record is deleted. If a Request is rejected, the information will be retained for a period of months as designated by the user.

System Name: GMRPRR - Pending Request to Purchase

Purpose: This report lists any orders or requests coming into the Purchase area from the various departments. The report displays the Destination Code from the Pending Purchase Order screen. This is helpful in distinguishing departmental orders.

Frequency: Demand

Sort Sequence: Entity Code*/Department/Item Number/Requisition Control Number (Destination Code and Requisition Control Number are further grouped by department requests).

Criteria: Select any Pending Purchase Order Record regardless of status (except O - Ordered).

Subtotals: None

Grand Totals: Total number of items

Page Breaks: Department

* Depending on the value in the Purchase Report Parameter screen, the Entity Code will refer to the Create, Inventory, or Expense Entity.

Figure 5.24 Pending Request to Purchase (GMRPRR)

```
Date: 07/17/2000                                    GENERAL HOSPITAL 01                                    Page  : 1
Time: 21:20                              Pending Request to Purchase For 07/17/2000                       Report: GMRPRR01
                                         Includes all requests for expense entity 01

Expense Entity :         01   GENERAL HOSPITAL 01
Department     :       6011   PATIENT CARE SUPERVISION
                                                          Ord   Quantity    Standard
Item Nbr Description                              Vendor  Unt   Requested   Request    Status
-------------------------------------------------------------------------------------------------------------------------

Req Cntrl: 588        Dest:         E4 EAST WING - 4TH FLOOR              Ship-To:
     1047 BANDAGE KLING 3 INCH                            11 CS          2                  Approved

     1067 ANKLE SPLINT LEATHER LG                         13 BX          3                  Approved

     8695 BANDAGE 4/4 WHITE                               11 BX          2                  Approved


Req Cntrl: 589        Dest:         E4 EAST WING - 4TH FLOOR              Ship-To:
     1042 CATHETER FOLEY RIB 26F 5CC                       5 BX          6                  Approved

     1050 BRACE KNEE HINGED LG                             6 EA          2                  Approved

     1051 BRACE KNEE HINGED SMALL                          6 EA          5                  Approved


Req Cntrl: 590        Dest:         E4 EAST WING - 4TH FLOOR              Ship-To:
     1030 CLEANER COMET                                   11 CT          4                  Approved

 71500005 BAGS GARBAGE LARGE                              11 EA          3                  Approved


Total Number of Items :            8


                                                           End of Report
```

Field Explanations

EXPENSE ENTITY
Reports the expense entity requesting items to purchase.

DEPARTMENT
Consumption department requesting items to purchase.

DESCRIPTION (DEPARTMENT)
Department name.

ITEM NBR
Unique number assigned to an inventory Item by the hospital.

DESCRIPTION (ITEM)
Item Description Name

VENDOR
Vendor Number associated with the item requested for purchase

ORD UNT
Order unit of measure specific to the selected Vendor for the Item selected.

QUANTITY REQUESTED
Quantity Requested from the Request to Purchase screen.

STANDARD REQUEST
Traveling Requisition amount, the amount that the department typically requests.

STATUS
Displays the disposal status of each item requested. Valid values are Hold, Approved, Rejected, and Cancelled.

DELETED PURCHASE ORDERS REPORT - GMRPOD

Provides a list of Purchase Order numbers that are stored in the system as deleted. Additional information includes the Vendor Number, Vendor Name, PO Create Date, Last Edit By, and Last Edit/Delete Dt/Time.

System Name: GMRPOD - Deleted Purchase Orders Report

Purpose: This report lists purchase orders that are in a deleted status. The PO numbers cannot be viewed online, but also cannot be reused. This report is helpful in identifying why a PO number is not being allowed to be used.

Frequency: Demand

Sort Sequence: PO Number

Criteria: Select any range of Purchase Order numbers up to the last PO number used for the entity.

Subtotals: None

Grand Totals: None

Page Breaks: None

Figure 5.25 Deleted Purchase Orders Report (GMRPOD)

Date: 05/29/2007 GENERAL HOSPITAL Page : 1
Time: 07:08pm Deleted Purchase Orders Report For 05/29/2007 Report: GMRPOD01

From PO number :1 to 6000

PO Number	Vendor Number	Vendor Name	PO Create Date	Last Edit By	Last Edit/Delete Dt/Time
3	1	BAXTER HOSPITAL SUPPLY	03/26/97	Wilson,Ronnie T	10/03/02 1635
4	7	SYSCO FOOD SERVICES-WEST COAST	03/26/97	Wilson,Ronnie T	10/03/02 1636
6	2	AMERICAN HOSPITAL SUPPLY	03/26/97	Wilson,Ronnie T	10/03/02 1636
7	2	AMERICAN HOSPITAL SUPPLY	03/26/97	Wilson,Ronnie T	10/03/02 1636
8	13	FOSTER MED	03/26/97	Wilson,Ronnie T	10/03/02 1636
9	13	FOSTER MED	03/26/97	Wilson,Ronnie T	10/03/02 1636
14	6	UNDER CONSTRUCTION INC	03/26/97	Wilson,Ronnie T	10/03/02 1637
16	6	UNDER CONSTRUCTION INC	03/26/97	Wilson,Ronnie T	10/03/02 1637
18	17	XINIA TAXABLE ENTERPRISE	03/26/97	Wilson,Ronnie T	10/03/02 1638
19	17	XINIA TAXABLE ENTERPRISE	03/26/97	Wilson,Ronnie T	10/03/02 1638
20	3	GENERAL MEDICAL CORPORATION (2	03/26/97	Wilson,Ronnie T	10/03/02 1638
22	16	STANDARD REGISTER	03/26/97	Wilson,Ronnie T	10/03/02 1638
23	1	BAXTER HOSPITAL SUPPLY	03/26/97	Wilson,Ronnie T	10/03/02 1638
25	6	UNDER CONSTRUCTION INC	03/26/97	Wilson,Ronnie T	10/03/02 1639
26	15	PSALM 100	03/26/97	Wilson,Ronnie T	10/03/02 1639
28	2	AMERICAN HOSPITAL SUPPLY	04/08/04	Callicott,Mary G.	02/09/07 1037
29	7	SYSCO FOOD SERVICES-WEST COAST	03/26/97	Wilson,Ronnie T	10/03/02 1639
30	15	PSALM 100	03/26/97	Wilson,Dorothy	03/19/99 0856
31	5	MEDICAL BY ABBEY	02/19/01	CONNOLLY,BRIAN K	02/19/01 1353
32	17	XINIA TAXABLE ENTERPRISE	03/26/97	Wilson,Ronnie T	10/03/02 1639
33	5	MEDICAL BY ABBEY	04/18/97	Wilson,Ronnie T	10/03/02 1639
34	13	FOSTER MED	04/20/97	Wilson,Ronnie T	10/03/02 1639
35	1	BAXTER HOSPITAL SUPPLY	04/25/97	Callicott,Mary G.	06/25/01 1348
36	5	MEDICAL BY ABBEY	04/24/97	Wilson,Ronnie T	10/03/02 1640
37	5	MEDICAL BY ABBEY	05/05/97	HUNTER,BILLY B	05/07/97 1129
38	15	PSALM 100	05/05/97	HUNTER,BILLY B	05/05/97 1249
39	6	UNDER CONSTRUCTION INC	05/05/97	HUNTER,BILLY B	05/05/97 1327
40	1	BAXTER HOSPITAL SUPPLY	05/05/97	HUNTER,BILLY B	05/05/97 1342
41	1	BAXTER HOSPITAL SUPPLY	05/08/97	HUNTER,BILLY B	05/22/97 1322
42	5	MEDICAL BY ABBEY	05/08/97	HUNTER,BILLY B	05/08/97 1342
43	6	UNDER CONSTRUCTION INC	05/08/97	HUNTER,BILLY B	05/19/97 1014
44	5	MEDICAL BY ABBEY	05/08/97	HUNTER,BILLY B	05/29/97 0904
45	6	UNDER CONSTRUCTION INC	05/22/97	HUNTER,BILLY B	05/22/97 1337
46	5	MEDICAL BY ABBEY	05/22/97	HUNTER,BILLY B	05/28/97 1000
47	5	MEDICAL BY ABBEY	05/22/97	HUNTER,BILLY B	05/29/97 1036
48	5	MEDICAL BY ABBEY	05/22/97	Callicott,Mary G.	02/15/07 0853
49	15	PSALM 100	05/22/97	HUNTER,BILLY B	05/22/97 1352
57	15	PSALM 100	09/09/97	HUNTER,BILLY B	10/29/97 0048
58	15	PSALM 100	09/09/97	HUNTER,BILLY B	10/29/97 0048
60	2	AMERICAN HOSPITAL SUPPLY	09/12/97	Wilson,Dorothy	03/19/99 0850
61	2	AMERICAN HOSPITAL SUPPLY	09/12/97	Peer,Barbara	10/15/97 1346
62	13	FOSTER MED	09/15/97	HUNTER,BILLY B	09/15/97 1432

Field Explanations

PO NUMBER
Purchase Order number with a deleted status.

VENDOR NUMBER
Vendor Number associated with the Purchase Order Number listed.

VENDOR NAME
Vendor Name associated with the Purchase Order and Vendor Number.

PO CREATE DATE
The date the Purchase Order was originally created.

LAST EDIT BY
The name of the person who last changed information for this PO.

LAST EDIT/DELETE DT/TIME
The date and time of the last change (deletion) of this PO.

NON-RECEIPT PURCHASE ORDER REPORT - GMRNRP

System Name: GMRNRP - Non-Receipt Purchase Order Report

Purpose: This report runs during midnight processing and lists all non-receipt purchase orders entered by materials management during the previous day.

Frequency: Daily

Sort Sequence: Entity/Vendor Name/Purchase Order Number

Criteria: Selects any non-receipt purchase order created for the day.

Subtotals: PO Totals

Grand Totals: Vendor Totals

Page Breaks: Entity Code

Figure 5.26 Non-Receipt Purchase Order Report (GMRNRP)

```
Date: 09/04/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 05:08am                          Non-Recpt POs Created Today For 09/04/2003                           Report: GMRNRP01

Non-Receipt POs created on 09/03/2003 for HAPPY HOSPITAL

Vendor Name                 Vendor Nbr Purchase Order  Line Nbr  Item Description              Line Amt
-------------------------------------------------------------------------------------------------------------------------------
LARGO SAT FOR BONNIE        107         2019           1         FLOOR 1 COPIER CONTRACT         $8,500.00
                                                       2         FLOOR 2 COPIER CONTRACT         $4,500.00
                                                       3         FLOOR 3 COPIER CONTRACT         $3,000.00
                                                       5         PHYS BUILDING COPIER CONTRACT   $11,000.00
                                                                            **Vendor Total     $27,000.00


                                                                                *PO Total      $27,000.00

XINIA ENTERPRISES           17          2017           1         FY 2004 LAWN SERVICE            $3,600.00
                                                                                *PO Total       $3,600.00

                                       2020            1         PHYSICIAN'S BLDG LAWN SERVICE    $4,500.00
                                                                            **Vendor Total      $8,100.00


                                                                                *PO Total       $4,500.00

XINIA FRUIT AND VEGETABLE   18          2018           1         PLANTING - ENT 01              $16,000.00
                                                                            **Vendor Total     $16,000.00


                                                                                *PO Total      $16,000.00

LARGO SAT FOR BONNIE        107         2019           4         ENT 02 CONTRACT                $12,000.00
                                                                            **Vendor Total     $12,000.00


                                                                                *PO Total      $12,000.00

XINIA ENTERPRISES           17          2017           2         FY SERVICE FOR 02               $2,500.00
                                                                            **Vendor Total      $2,500.00


                                                                                *PO Total       $2,500.00

XINIA FRUIT AND VEGETABLE   18          2018           2         PLANTING - ENT 02               $7,400.00
                                                                                *PO Total       $7,400.00

                                                                            **Vendor Total      $7,400.00


                              End of Report
```

Field Explanations

VENDOR NAME
Vendor Name associated with the item requested for purchase.

VENDOR NBR
Vendor Number associated with the item requested for purchase.

PURCHASE ORDER
Order unit of measure specific to the selected Vendor for the Item selected.

LINE NBR
Quantity Requested from the Request to Purchase screen.

ITEM DESCRIPTION
A description of the item requested for purchase.

LINE AMT
Dollar amount of the purchase order line.

PURCHASE ORDER ACKNOWLEDGMENT REPORT - GMRACK

System Name: GMRACK - Purchase Order Acknowledgment

Purpose: This report provides a comparison by line detail of a purchase order acknowledgment transmitted from the vendor to the corresponding purchase order on the hospital's system.

Frequency: Demand

Sort Sequence: Purchase order line number/ purchase order acknowledgment line number

Criteria: none

Grand Totals: none

Special Instructions:

The report prints each purchase order detail line followed immediately by its matching acknowledgment detail, if a matching acknowledgment detail exists. Matching is based on the vendor catalog number only. Acknowledgment lines that do not match to any of the purchase order lines print after all of the purchase order lines are printed. The purchase order detail lines are preceded with a P> and the acknowledgment detail lines are preceded with an A>.

The report prints a comparison of the following detail information:

Purchase Order	Acknowledgment
Line Number	Line Number
Order Quantity	Order Quantity
(No equivalent)	Accepted Quantity
(No equivalent)	Backorder Quantity
(No equivalent)	Reject Quantity
Order Unit of Measure	Unit of Measure
Vendor Catalog Number	Vendor Catalog Number
Item Number	Item Number
Item Description	Item Description
Purchase Order Price	Unit Price
(No equivalent)	Acknowledgment Comments

Figure 5.27 Purchase Order Acknowledgment Report (GMRACK)

```
Date: 06/19/2003                                MODEL HOSP - ENT 01                                          Page  : 1
Time: 11:51                              Purchase Order Acknowledgment For 06/19/2003                        Report: GMRACK01
  PO Number:     94                           PO Date:       03/03/2003
  Receive Date:  06/10/2003 1305              Upload Date:   04/17/2003 1024
  PO Ack Date:   03/03/2003
  Ln   Ord Qty     Acpt Qty  Bckord Qty    Rjct Qty  UOM    Vend Cat #            Item #                 Unit Price
                                                            Description
-------------------------------------------------------------------------------------------------------------------------
P>  1        10                                       EA     NSNT                  65321                     100.000
                                                            BONNIES NON-TAX NS
-------------------------------------------------------------------------------------------------------------------------
P>  2        10                                       EA     VEND111               1080                        2.955
                                                            BANDAGE CONF STRETCH 1"
-------------------------------------------------------------------------------------------------------------------------
P>  3         5                                       BX     NS                                              100.000
                                                            NSNOIM
-------------------------------------------------------------------------------------------------------------------------
P>  4        10                                       EA     NS                                              100.000
                                                            NT OIM
-------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------
A>  1         2           1           1           0  Pack   B5925-13A             47517474                   38.400
                                                            TUBES-CAPILLARY     12/PK
-------------------------------------------------------------------------------------------------------------------------
A>  2         1           1           0           0  Pack   B6108-5               47773260                   75.360
                                                            CSF PROTEIN CAL 1
-------------------------------------------------------------------------------------------------------------------------
A>  3         2           1           1           0  Each   40827*BTIL            48810693                   37.560
                                                            COAGULASE PLASMA,RABBIT W/EDTA
                                                            *** REFRIGERATE IMMEDIATELY ***
-------------------------------------------------------------------------------------------------------------------------
A>  4         1           0           1           0  Case   T4031                 48840620                   52.000
                                                            STERILE TISSUE GRINDER/TRANS-
-------------------------------------------------------------------------------------------------------------------------
A>  5         1           0           1           0  Pack   P5214-1S              48866242                   24.590
                                                            PIPET TRANSFER STERILE 500/PK
-------------------------------------------------------------------------------------------------------------------------
A>  6        10           7           3           0  Each   97715*BTVP            48935010                   30.620
                                                            (7W)GC-LECT  20/EA
-------------------------------------------------------------------------------------------------------------------------
** COMMENTS **
BAXTER ASAP SYSTEM TO PLACE
THIS ORDER; PER OUR CONTRACT
TRANS IS PAID BY BAXTER.
                                                            End of Report
```

Field Explanations (GMRACK Report)

PO NUMBER
Purchase order number transmitted in the purchase order acknowledgment.

RECEIVE DATE
Date the purchase order acknowledgment was uploaded.

PO ACK DATE
Acknowledgment date transmitted from the vendor.

LN
Purchase order line number or purchase order acknowledgment line number.

ORD QTY
Item order quantity.

ACPT QTY
Total quantity of the item which was accepted by the vendor, as transmitted in the acknowledgment.

BCKORD QTY
Total quantity of the item which was backordered by the vendor, as transmitted in the acknowledgment.

RJCT QTY
Total quantity of the item which was rejected by the vendor, as transmitted in the acknowledgment.

UOM
Purchase order and acknowledgment unit of measure code for the item detail.

VEND CAT #
Vendor catalog number. This is the only field used to compare the acknowledgment to the purchase order to find a matching purchase line.

ITEM #
Item Number.

UNIT PRICE
Purchase order item price and acknowledgment item price.

MONTH END PURGED PO REPORT - GMRPPO

System Name: GMRPPO - Month End Purged POs

Purpose: This report is used to identify any purchase orders removed from the system due to the AP Close Process. The report identifies the purchase order number, vendor, status, lines, and buyer.

Frequency: Periodic. This report is created after the month end Purge PO Process runs during AP Close.

Sort Sequence: Entity Code, PO Number

Subtotals: none

Grand Totals: none

Page Breaks: Entity

Figure 5.28 Month End Purged Purchase Orders (GMRPPO)

```
Date: 04/20/2003          MODEL HOSP - ENT 01                  Page  : 1
Time: 14:26           Month End Purged POs For 04/20/2003      Report: GMRPPO01
PO             VENDOR                                      STAT LINES   BUYER
-------------------------------------------------------------------------------
157            11-JOHNSON & JOHNSON                        C    4       KBH
207            11-JOHNSON & JOHNSON                        C    1       KBH
282            2-AMERICAN HOSPITAL SUPPLY                  C    3       JSC
31             99-BAXTER                                   C    1       MHU
                                   End of Report
```

Field Explanations (GMRPPO Report)

PO
Purchase order number deleted.

VENDOR
Vendor associated with deleted purchase order.

STAT
Status of deleted purchase order.

LINES
Number of lines on deleted purchase order. Blank means there were no lines on the purchase order.

BUYER
Buyer code associated with deleted purchase order.

PURCHASE ORDER EXCEPTION FOR ACCRUALS REPORT - GMRPOE

System Name: GMRPOE - Purchase Order Exception for Accruals Report

Description: This report lists Purchase Order detail lines that reflect:

(1) a quantity invoiced that is greater than the quantity received
(2) a negative quantity invoiced.

The invoiced quantity in each of these scenarios is incorrect, and the Accounts Payable Accrual-Received Not Invoiced Report (GARAA) will not reflect an accrual for these incorrect detail lines. Also, an accrual entry will not post to the General Ledger for these detail lines.

Purpose: The GMRPOE report identifies incorrect PO detail lines so that they can be corrected. The user should review this report and determine the correct quantity invoiced for each PO detail line on the report. The user should then contact McKesson to correct the detail lines after determining the correct invoiced quantity.

Another purpose of the GMRPOE report is to balance the Materials Management Undistributed Report (GMRSB2) to the GARAA report. The GMRSB2 and GARAA reports both provide accrual information in different formats. Variances between these two reports (if any) should be identified on the GMRPOE report.

NOTE: The GARAA includes tax recovery, but the GMRSB2 and GMRPOE do not. Therefore, if tax recovery is part of the Accounts Payable Tax Parameters, you should reduce the GARAA by the tax recovery amount.

Frequency: Monthly. This report runs as part of month-end midnight processing for Materials Management.

Sort Sequence: by Vendor Number

Subtotals: None

Grand Totals: Total Dollar Amount; Total Number of Vendors; Total Number of POs; Total Number of PO Lines

Page Breaks: None

Special Instructions: The Total Dollar Amount on the GMRPOE should be used to balance the GMRSB2 to the GARAA. The data for GMRPOE comes from the Materials Management purchase order records. The GMRPOE does not include Non-Receipt Purchase Orders.

Figure 5.29 Purchase Order Exception for Accruals Report (GMRPOE)

```
Date: 11/30/2003                                   TEST BALANCING-MM/AP                                          Page  : 1
Time: 14:00                                 PO Exeption Rpt for Accruals For 11/30/2003                         Report: GMRPOEMM
Vendor Nbr   Vendor Name
  PO Nbr      ST Ln    Item Nbr   Item Description        Vdr Ctlg Nbr    Ordr Qty     Price    Rcvd Qty   Inv Qty     Ln Tot  Ln St
-------------------------------------------------------------------------------------------------------------------------------------
105          VENDOR A
  1           D  3     2001       BANDAGE ACE 2' 12/BX    2001105VCN      10             2.50    10       20          -25.00     R
                                                                                                            TAX:         -2.67
  18          D  1     2000       BANDAGE 1' ADHESIVE SH  2000105VCN      4             10.00    4        6           -20.00     R
                                                                                                            TAX:         -2.14
                 2     2002       BANDAGE ELASTIC 3"      2002105VCN      2             15.00    2        6           -60.00     R
  24          D  1     2001       BANDAGE ACE 2' 12/BX    2001105VCN      3              2.50    3        5            -5.00     R
                                                                                                            TAX:         -0.53
  7           D  1     2001       BANDAGE ACE 2' 12/BX    2001105VCN      3              2.50    3        5            -5.00     R
                                                                                                            TAX:         -0.53
107          VENDOR B
  34          D  1     2008       BANDAGE NET #5          2008107VCN      10           120.00    10       15          -600.00     A
                                                                                                            TAX:        -64.08
109          VENDOR C
  3           D  1     2003       BANDAGE GAUZE ELASTIC   2003109VCN      100           35.00    25       50          -875.00     B
110          VENDOR D
  19          D  1     2009       BANDAGE ID ADULT WHITE  2009110VCN      6             10.00    3        6            -30.00     R
                                                                                   Total Dollar Amount =      -$1,689.95
                                                                             Total Number of Vendors =      4
                                                                                 Total Number of POs =      7
                                                                            Total Number of PO Lines =      8
                                                                End of Report
```

Field Explanations (GMRPOE report)

VENDOR NUMBER AND NAME
Prints as a subheader.

PO NBR
Purchase Order number on which the exception occurred.

ST
Header status of the corresponding Purchase Order.

LN
PO line number where the exception occurred.

ITEM NBR
Item number on the PO line.

ITEM DESCRIPTION
Description of item on the PO line.

VDR CTLG NBR
Vendor catalog number for the item.

ORDR QTY
Quantity of this item ordered on this PO.

PRICE
Item price on the PO.

RCVD QTY
Quantity of this item received on this PO.

INV QTY
Quantity of this item invoiced as shown on the PO.

LN TOT
Line Total = (Received Quantity - Invoiced Quantity) x Purchase Order Price.

LN ST
PO Line Status for this item. (A) Approved; (B) Backordered; (R) Received.

TAX
The amount of tax calculated on the Line Total less the Recovery Tax amount.

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INTRODUCTION

The Materials Management System generates the following History and Analysis Reports:

Demand:

- Receipt and Usage History
- Quotation Analysis Report
- Price/Charge Analysis
- ABC Analysis
- Quantity-Based Turnover Analysis
- Dollar-Based Turnover Analysis
- Average Value Turnover Analysis
- Inventory On-Hand Value Report
- Inventory On-Hand Value Report by Location
- Base Price Analysis
- Nonusage and Overstock Items
- Period Detail Consumption Analysis Report
- Multi-Entity Inventory Expense Report (Demand and Monthly)
- Value Analysis - Vendor Ranking
- Value Analysis - Usage Dollars
- Value Analysis - Order Dollars
- Transaction Analysis
- Department Backorder Audit
- Department Fill Rate Report

Batch:

- Period Expense Report (Demand and Batch)

- Department Fill Rate Report
- Receipt and Usage History
- ABC Analysis
- Turnover Analysis Report

RECEIPT AND USAGE HISTORY - GMRRUH

System Name: GMRRUH - Receipt And Usage History

Purpose: This report helps analyze trends in item purchases versus item usage. The report divides the order and usage amounts by period and displays the trend on a rolling calendar year basis, showing the most current period first. The report displays all available history based on the total number of periods defined. If data has not been collected for the total number of defined periods, only that which has been collected prints on the report; however, the average usage is based on the total number of periods defined.

Frequency: Demand

Sort Sequence: Alpha Sort: Entity Code/ Asset Class/ Inventory Class/Description
Numeric Sort: Entity Code/ Asset Class/ Inventory Class/ Item Number

Criteria: Select Alpha or Numeric

Subtotals: None

Grand Totals: None

Page Breaks: Entity Code

Special Instructions:

All order and usage units are in dispensing units. (Some items will have more history than others.)

NOTE: If the dispensing unit is changed, the entire history of that item is affected. To preserve historical data accurately when the dispensing unit is changed, it is recommended that a new item number be established for the item. Because history is stored in smallest or dispensing units, a change in the order unit would not present the problems of a change in dispensing units.

Figure 6.1 Receipt And Usage History (GMRRUH)

```
Date: 04/06/2000                                    GENERAL HOSPITAL 01                                    Page  : 1
Time: 14:37                                  Receipt and Usage History For 04/06/2000                     Report: GMRRUH01


As Cls/Inv Cls/Itm Number/ Item Description                DU            Base Price/ Last PO Price/Lst Rec Dte/Lst Iss Dte/Desir Qty
                       04      03      02      01      12      11      10      09      08      07      06      05     --AVG PERD--
-----------------------------------------------------------------------------------------------------------------------------------
100    23      1072       BLADE SCAPEL #10                CT                35.0000        43.0000   03/21/2000  03/21/2000        0

       PTD Usage:       0      96       0       0       0       0       0       0       0       0       0       0            8.000
         Receipt:       0      96       0       0       0       0       0       0       0       0       0       0            8.000

       23      1073       BLADE MENISCUS 3.5              BX                31.5000        31.0000   03/29/2000  03/29/2000        0

       PTD Usage:       0      41       0       0       0       0       0       0       0       0       0       0            3.417
         Receipt:       0      41       0       0       0       0       0       0       0       0       0       0            3.417

10000  10      343        FRUIT - GRAPES                  BG                 0.0000        10.0000   04/05/2000  03/23/2000        0

       PTD Usage:       0       1       0       0       0       0       0       0       1       0       0       0            0.167
         Receipt:       3       1       0       0       0       0       0       0       1       0       0       0            0.417

       10      1057       GLOVE SURGEON SIZE 6            BX                 9.8500        10.5000   11/17/1999  11/17/1999        0

       PTD Usage:       0       0       0       0       0     800       0       0       0      50       0       0           70.833
         Receipt:       0       0       0       0       0     800       0       0       0      50       0       0           70.833

       13      1053       TRAY INCISION AND DRAINAGE      EA                 6.7500        59.5000   07/15/1999  07/15/1999        0

       PTD Usage:       0       0       0       0       0       0       0       0       0      48       0       0            4.000
         Receipt:       0       0       0       0       0       0       0       0       0      48       0       0            4.000

       13      1054       STOCK SHAVE PREP                EA                 3.7500       100.0000   04/04/2000  07/15/1999        0

       PTD Usage:       0       0       0       0       0       0       0       0       0      96       0       0            8.000
         Receipt:      10     170     150       0       0       0       0       0       0      96       0       0           35.500

       13      1055       TRAY LUMBAR PUNCTURE 18G        EA                 7.8500        20.0000   07/15/1999  07/15/1999        0

       PTD Usage:       0       0       0       0       0       0       0       0       0      48       0       0            4.000
         Receipt:       0       0       0       0       0       0       0       0       0      48       0       0            4.000


                                                   End of Report
```

Field Explanations

AS CLS
Asset Class Code

INV CLS
Inventory Class Code; If no Inventory Class is assigned to the item, the word None prints in this space.

ITM NUMBER
Item Number

ITEM DESCRIPTION
Item Description Name

DU
Dispensing Unit

BASE PRICE
Base Price of the item

LAST PO PRICE
Last Purchase Order Price for the item

LST REC DTE
Last date the item was received

LST ISS DTE
Last date the item was issued

DESIR QTY
Desired Qty = ((Desired Day x Avg Daily Usage) for Loc 1) + ((Desired Day x Avg Daily Usage) for Loc 2)

PTD USAGE
The quantity issued (minus department returns) for each period prints across this line of the report, beginning with the current period and moving to the previous periods in the year.

PTD ORDER
The quantity ordered for each period prints across this line of the report, beginning with the current period and moving to the previous periods in the year.

AVG PERIODIC
Average Period Usage = Total Used/Number of Defined Periods (value is 12 or 13)

Average Period Order = Total Ordered/Number of Periods Shown

QUOTATION ANALYSIS REPORT - GMRQAR

System Name: GMRQAR - Quotation Analysis Report

Purpose: This report lists vendor price quotations for inventory items. It provides a comparison between the quote and the last invoice price for each item, and also indicates the vendor from which the item was purchased last. All information is reported at the Item Header or Descriptive level, and is not location-specific.

Frequency: Demand

Sort Sequence: Alpha Sort: Entity Code/ Asset Class/ Inventory Class/ Item Description

Numeric Sort: Entity Code/ Asset Class/ Inventory Class/ Item Number

Criteria: Select 1. Entity Code 2. Alpha or Numeric

Subtotals: None

Grand Totals: None

Page Breaks: Entity Code

Special Instructions:

The last vendor, from which the inventory was ordered, is flagged with two preceding asterisks (**). Example: **ADAMS MEDICAL SUPPLIES

Figure 6.2 Quotation Analysis Report (GMRQAR)

```
Date: 04/06/2000                                    GENERAL HOSPITAL 01                                    Page  : 1
Time: 15:49                              Quotation Analysis Report For 04/06/2000                         Report: GMRQAR01

Inven                                                      Quote Price &      ---Avg Period---      Last Inv   Last Purchse
Class    Manufacturer's Nbr  Item Nbr  Description         Expire Date          Usage Orderd        Price      Order Price  Cntrt
-------------------------------------------------------------------------------------------------------------------------------

ASSET CLASS : 100
   14                          42998  ITEM 42998                                   0       0    144.4444       144.4444
      1.        15  **10BASE NETWORKING COMPANY              144.4444
   20                          40894  DIALYS SOLUTION                              0       0    100.0000       100.0000
      1.         5  **ABBEY MEDICAL                          100.0000
      2.        77  NIVEA                                    250.0000  12/31/1999
   20                          73193  TESTING ITEM                                 0       0      0.0000         0.0000
      1.        11  JOHNSON & JOHNSON                         25.0000
   20                       71500005  BAGS GARBAGE LARGE                           0       0     40.0000        40.0000
      1.        11  JOHNSON & JOHNSON                          5.0000
      2.      1120  MINUTE MAN                                45.0000  12/31/1999
      3.      1270  MICKEY MOUSE                              45.0000  12/31/1999
      4.       360  MAYO MEDICAL LABORATORIES                 45.0000  12/31/1999
      5.       640  DANNON INC                                45.0000  12/31/1999
      6.        67  NIVEA CORP                                45.0000  12/31/1999
      7.        73  **NIVEA BATH                              40.0000  12/31/1999
   23            11-77-1110      1071  BLADE SCAPEL #11                             0       0    460.0000       460.0000
      1.        13  **FOSTER MEDICAL                         460.0000
      2.        74  NIVEA EXTRA                               38.0000  02/28/2000
   23            11-77-1100      1072  BLADE SCAPEL #10                             0       0      0.0000         0.0000
      1.        13  FOSTER MEDICAL                            43.0000  07/23/2000
      2.        15  10BASE NETWORKING COMPANY                  5.0000
   23                 9784      1073  BLADE MENISCUS 3.5                           0       0      0.0000        31.5000
      1.        13  **FOSTER MEDICAL                          31.5000  04/01/2000
   30                          4164  TEST CHAD                                    0       0      0.0000     1,212.0000
      1.         5  **ABBEY MEDICAL                         1212.0000
   30                        111222  STOCK ITEMS                                  0       0      0.0000         0.0000
      1.        11  JOHNSON & JOHNSON                         10.0000

                                                          End of Report
```

Field Explanations

ASSET CLASS
Asset Class Code prints as a subheader

INVEN CLASS
Inventory Class Code

MANUFACTURER'S NBR
Unique number assigned to the item by the manufacturer

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

VENDOR NUMBER

DESCRIPTION
The vendor numbers and names assigned to this item print under the Item Manufacturer Number, Item Number and Item Description. These vendors print in usage order - the primary vendor prints first, the secondary vendor prints second, and so on.

QUOTE PRICE & EXPIRE DATE
The price quoted by the vendor and the item's expiration date

AVG PERIOD USAGE
Average Period Usage = Total Used for last periods (up to 3 periods)/Number of Periods Shown

These statistics are from Item Usage History data.

AVG PERIOD ORDERED
Average Period Order = Total Ordered for last periods (up to 3 periods)/Number of Periods Shown

These statistics are from Vendor-specific Order History data.

LAST INV PRICE
Last Invoice Price

LST PURCHSE ORDER PRICE
Last Purchase Order Price

CNTRT
Y for Yes prints if this item is a contract item. If this item is not a contract item, this field is blank.

PRIMARY VENDOR
Primary Vendor Code

MANUFACTURER NBR
Manufacturer's unique number

SUBSTITUTE ITEM NBR
Substitute Item Number

CNTRT
Contract Item, Y (Yes) or N (No)

PRICE/CHARGE ANALYSIS - GMRPCA

System Name: GMRPCA - Price/Charge Analysis

Purpose: This report determines what the patient chargeable price should be, based on the average cost of the inventory item being charged to the patient, and then calculated using the price formula codes entered on the Item Master.

Frequency: Demand and Period

Sort Sequence: Entity Code/ Item Number

Page Break: Entity Code

Figure 6.3 Price/Charge Analysis (GMRPCA)

Date: 09/03/2003 HAPPY HOSPITAL Page : 1
Time: 01:42pm Price/Charge Analysis For 09/03/2003 Report: GMRPCA01

Item Nbr	Fac	SIM Nbr	FIM Nbr	Dept	Item Description	Avg Price	SIM Charge	Price Formula	Possible Charge Amt
42	A	990	60800990	OB	BONNIE STK 3	-1.5732	300.00		0.00
1021	A	1021	62311021	ED	LINEN TOWEL HAND	4.9500	5.62		0.00
1031	A	1216	61401216	CCU	CIRCUIT WIRE HEATER LARGE	2.9800	26.93		0.00
1031	A	1031	62511031	CSR	CIRCUIT WIRE HEATER LARGE	2.9800	0		0.00
1032	A	1217	61401217	CCU	CIRCUIT WIRE HEATER SMALL	2.1700	11.88		0.00
1034	A	212	70800212	ANS	CATHETER FOLEY 32FR STERILE 3 WAY OPERAT	2.1100	55.32		0.00
1034	A	1215	61401215	CCU	CATHETER FOLEY 32FR STERILE 3 WAY OPERAT	2.1100	36.70		0.00
1041	A	142	62510142	CSR	CATHETER FOLEY	6.0925	43.96	2A	18.28
1043	A	500	62510500	CSR	CATHETER MALECOT 10F	5.0968	15.31	2A	15.29
1049	A	60	62510060	CSR	BANDAGE ELASTIC 2 INCH PIN	-0.0030	31.28		0.00
1049	A	455	62510455	CSR	BANDAGE ELASTIC 2 INCH PIN	-0.0030	31.20		0.00
1081	A	1018	62311018	ED	BANDAGE CONFORM STRETCH 3"	-0.0303	3.50		0.00
1082	A	9999	70319999	CAR	BANDAGE ELASTOPLAST 2" STOCK	-0.4295	57.76		0.00
1085	A	504	62510504	CSR	BANDAGE GAUZE 3"	6.3114	1.85		0.00
1087	A	595	62510595	CSR	CATHETER 2-WAY FOLEY 30CC	5.0000	42.44		0.00
1088	A	491	62510491	CSR	CATHETER 2-WAY FOLEY 18FR.	5.0000	15.31		0.00
1089	A	7111	62517111	CSR	CATHETER SWAN GANZ 20FR.	41.6500	62.70		0.00
1090	A	92	62510092	CSR	CATHETER SWAN GANZ 25FR.	5.1550	47.92		0.00
1091	A	493	62510493	CSR	CATHETER SWAN GANZ 40FR.	35.0000	15.31		0.00
1092	A	140	62510140	CSR	CATHETER KIT 15FR.	7.1100	189.95		0.00
1225	A	7777	62510106	CSR	BIRTHDAY BALOONS	17.5143	26.40		0.00
2100	A	7500	62517500	CSR	BONNET 0000111	10.2144	49.04		0.00
10126	A	126	62510126	CSR	BANDAGE, ELASTIC 4" MODIFIED	3.0000	7.73		0.00
10511	A	511	62510511	CSR	NEEDLE BIOPSY 6" DISP	-68.2496	40.92		0.00
11122	A	96	62510096	CSR	BANDADE - SESAME AVENUE	0.0340	3.24	3A	0.04
21395	A	201	70800201	ANS	ACTIFED TABS	0.0390	11.47		0.00
90794	A	5503	62515503	CSR	22BY STUFF	5.6517	17.82		0.00

End of Report

Field Explanations

NOTE: Entries will print on this report only if the SIM, FIM and corresponding Materials Management Item Number are all active in the Service Item Master on Patient Care. If one of the links is inactive, the item will not display on the report.

ITEM NBR
Item Number

FAC
Facility Code

SIM NBR
The item's number on STAR Patient Care's Service Item Master, used for patient charging

FIM NBR
The item's number on STAR Financials, used for charging

DEPT
Charge Order Department of the FIM/SIM number

ITEM DESCRIPTION
Item Description Name

AVG PRICE
Average Price for the item

SIM CHARGE
The dollar amount charged through STAR Patient Care

PRICE FORMULA
The Price Formula Code assigned to this item

POSSIBLE CHARGE AMT
Possible Charge Amount

ABC ANALYSIS - GMRABC

System Name: GMRABC - ABC Analysis

Purpose: This report ranks inventory items into an A, B or C Class, based on the usage value and the ABC parameters defined on the General Function Control parameters screen. When printing the report, the selection criteria provides greater flexibility in obtaining ABC information.

Frequency: Demand, period end.

Sort Sequence: 1) Entity Code/ ABC Code (A first, B second, C third)/ Usage Value (Reverse Order)/ Item Number

Criteria: Select (S)tock, (N)onstock, or (A)ll items.
Select Asset Class Range from XXXXX through XXXXX (Defaults to All).
Select Inventory Class Range from XXXXX through XXXXX (Defaults to All).
Factors A = 10%, B=20% and C=70% (Defined in General Function Control parameters: A+B+C = 100%)
Usage History Periods to Include (Defaults to 1)
List or Update Version: List on Demand Report; Update on Periodic Report.

Subtotals: 1) Sort by ABC: Subtotals by Code: Usage Value, and Incremental Percentage.

Grand Totals: Usage Value and Incremental Percentage

Page Break: 1) Sort by ABC Code - Break by Codes A, B and C

Special Instructions:

The Header page should indicate whether the report is the List or Update version.
When the generated ABC code is calculated, and when run at period end, the code should be written into the appropriate Item Description data.

Figure 6.4 ABC Analysis (GMRABC)

Date: 07/18/2000 GENERAL HOSPITAL 01 Page : 8
Time: 12:07 ABC Analysis Report For 07/18/2000 Report: GMRABC01

A Class: 10% B Class: 20% C Class: 70% Periods to be Used: 1
Asset Class Code: ALL
Inventory Class Code: ALL

Item Nbr	Description	Hist Prds	Usage Qty	Avg Price	Usage Value	Item %	Incrmt %	Non Stk	Asset Class	Inv Class
CLASS C Cont'd										
500573		1	0	0.0000	0.00	0.0000	100.0000	N		
505050	BACKORDER TEST NSEBSBSE	1	0	9.5454	0.00	0.0000	100.0000	N	50000	30
514962	NEW ITEM FOR THIS VENDOR	1	0	10.0000	0.00	0.0000	100.0000	Y	20000	10
514964	NEW NONSTOCK ITEM FOR VE	1	0	1.0000	0.00	0.0000	100.0000	Y	20000	23
514965	BANDAGE1	1	0	10.2286	0.00	0.0000	100.0000	Y	20000	23
520962	VERY LARGE WHITE BANDAGE	1	0	3.0000	0.00	0.0000	100.0000	Y	20000	23
520963	ANOTHER LARGE WHITE BAND	1	0	7.1298	0.00	0.0000	100.0000	Y	20000	23
521962	A SECOND NEW ITE	1	0	2.3842	0.00	0.0000	100.0000	Y	20000	23
545454	PAPER CLIPS	1	0	12.2500	0.00	0.0000	100.0000	Y	200	41
555551	2300A MULTISTIX, 10 SG R	1	0	10.2500	0.00	0.0000	100.0000	N	20000	23
555552	GLOVES LATEX SML POWDERL	1	0	6.5000	0.00	0.0000	100.0000	N	20000	23
555553	COAT LAB X-LG WHITE	1	0	65.0000	0.00	0.0000	100.0000	N	30000	31
555557	STRL GRAD IND 3ML TRANS	1	0	170.0000	0.00	0.0000	100.0000	N	20000	23
604889	NEXT TUES NS	1	0	64.0100	0.00	0.0000	100.0000	Y	100	50
607968	VENDOR 13 ITEM	1	0	0.0000	0.00	0.0000	100.0000	Y	20000	23
607969	VEBDIR 13 ADD	1	0	3.0000	0.00	0.0000	100.0000	Y	20000	23
654210	BONNIE'S NS NO	1	0	35.0000	0.00	0.0000	100.0000	Y	37	61
679699	NEW ITEM FOR YOU	1	0	2.0000	0.00	0.0000	100.0000	Y	20000	23
999999	TEST ITEM	1	0	1.0000	0.00	0.0000	100.0000	N	400	51
1119963	ITEM 1119963	1	0	10.0000	0.00	0.0000	100.0000	Y	20000	23
1212952	2ND TEST I3481	1	0	2.0000	0.00	0.0000	100.0000	N	20000	23
5219612	PAPER LINED	1	0	14.7000	0.00	0.0000	100.0000	Y	40000	40
5219613	ITEM VENDOR 15	1	0	3.0000	0.00	0.0000	100.0000	Y	20000	23
6069613	NEW ITEM FOR VEND 13	1	0	3.0000	0.00	0.0000	100.0000	Y	20000	23
6079610	NON-STOCK BW	1	0	25.0000	0.00	0.0000	100.0000	Y	20000	23
6079613	NEW ITEM FOR MY VENDOR 1	1	0	3.0000	0.00	0.0000	100.0000	Y	20000	23
6079699	ITME 13 VNED	1	0	0.0000	0.00	0.0000	100.0000	Y	20000	23
60796133	ITEM FOR VEND 13	1	0	0.0000	0.00	0.0000	100.0000	Y	20000	23
60796134	NEW ITEM13	1	0	0.0000	0.00	0.0000	100.0000	Y	20000	23
60796135	ANOTHER 5 ITEM	1	0	5.1920	0.00	0.0000	100.0000	Y	20000	23
60796137	NEW ITEM 13	1	0	0.0000	0.00	0.0000	100.0000	Y	20000	23
71500001	BAGS GARBAGE MEDIUM	1	0	2.0000	0.00	0.0000	100.0000	Y	400	20
71500004	BAGS GARBAGE SMALL	1	0	12.0000	0.00	0.0000	100.0000	Y	300	50
123456789	CALENDARS	1	0	10.0000	0.00	0.0000	100.0000	Y	400	51
123456789012		1	0	0.0000	0.00	0.0000	100.0000	N		
123456789123456		1	0	0.0000	0.00	0.0000	100.0000	N		
TOTALS:	278				0.00		100.0000			
TOTALS:	398				2,750.00		100.0000			

End of Report

Field Explanations

A CLASS: XX%
The percentage of items that are grouped in the A classification.

B CLASS: XX%
The percentage of items that are grouped in the B classification.

C CLASS: XX%
The percentage of items that are grouped in the C classification.

PERIODS TO BE USED
Number of periods to be used in the ABC calculation

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

HIST PRDS
History Periods

USAGE QTY
Usage Quantity for the item for the specified period

AVG PRICE
Average price of the item

USAGE VALUE
Usage Qty x Avg Price

ITEM %
Item Percentage = Usage Value/Total Usage Value

INCRMT %
Increment Percentage = Previous Incrmt % + Item %

NONSTK
Nonstock. The report shows Y in this column for nonstock items, N for stock items.

ASSET CLASS
Asset Class Code

INV. CLASS
Inventory Class

QUANTITY-BASED TURNOVER ANALYSIS - GMRTAQ

System Name: GMRTAQ - Quantity-Based Turnover Analysis

Purpose: This report calculates the number of times an inventory item turns, based on its current Quantity-on-Hand and Usage. Turnover figures are shown for Period-To-Date and Calendar Year-To-Date, and the system also calculates a target inventory. This report may be used to compare period and Calendar YTD figures that have been annualized.

Frequency: Demand or Periodically

Sort Sequence: Entity Code/ Asset Class/ Inventory Class/ Item Number
You can select only one entity.

Criteria: Select to print Stock, Nonstock or All Items

Grand Totals: Total Items and Turnover Rate on a separate page

Page Break: Asset Class

Special Instructions:

The calculated Turnover Rate for each item is updated in the Item Master during periodic processing if the Turnrate method parameter in General Function Control is set to 1.

The total calculated Turnover Rate (calculated from PTD turnover) updates the on-line Entity Statistics Summary screen.

Note: If an item is inactive and has not had any turnover activity for the previous 12-month period, it is not reported on the Turnover Analysis-Quantity report (GMRTAQ).

Figure 6.5 Quantity-Based Turnover Analysis (GMRTAQ)

```
Date: 06/11/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 11:32am                          Turnover Analysis By Quantity For 06/11/2003                         Report: GMRTAQ01

ASSET CLASS: 100  NON-STOCK  -  OPERATING ROOM
                                                        -----PTD-----    Prior 12 Prds                Target     Non
Item Nbr  Description                                QOH    Usage  Trnovr    Usage  Trnovr    QOH Value    Inv Value  Stk  Buyer
-------------------------------------------------------------------------------------------------------------------------------------

INVENTORY CLASS : 14  SURGICAL - MISCELLANEOUS
    42998 ITEM 42998                                  0              .00        0    .00          .00     2,656.32    Y

INVENTORY CLASS : 20  MEDICAL - BANDAGES
    40894 DIALYS SOLUTION                           161              .00       10    .12     4,882.86       667.22
    73193 TESTING ITEM                                               .00        0    .00          .00          .00          TKA
 71500005 BAGS GARBAGE LARGE                         26              .00        0    .00       109.20       109.20    Y

INVENTORY CLASS : 23  MEDICAL - MISCELLANEOUS
     1071 BLADE SCAPEL #11                            7              .00        0    .00       268.33       920.00    Y     DCG
     1072 BLADE SCAPEL #10                          168              .00       72    .86       145.84     1,375.07    Y     DCG
     1073 BLADE MENISCUS 3.5                         11              .00        0    .00       382.89     8,354.04    Y     DCG

INVENTORY CLASS : 30  LINEN - DISPOSABLE
     4164 TEST CHAD                                                  .00        0    .00          .00    24,240.00
   111222 STOCK ITEMS                                                .00        0    .00          .00          .00

INVENTORY CLASS : 50  FORMS - PATIENT RELATED
   604889 NEXT TUES NS                               3              .00        0    .00       192.03     1,216.19    Y
```

Field Explanations

ASSET CLASS
Asset Class Code and Description Name print at top of report

INVENTORY CLASS
The Inventory Class Code and Description Name print as a subheader. If an Inventory Class is not assigned to the item, None prints in the subheader.

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

QOH
Quantity-On-Hand for all locations

PTD USAGE
Period-To-Date Usage = PTD Issues + Department Returns

PTD TURNOVER
Period-to-Date Turnover Rate = PTD Usage x (12/QOH)

FYTD USAGE
Fiscal Year-To-Date Usage = FYTD Issues + Department Returns

FYTD TURNOVER
Fiscal Year-To-Date = (FYTD Usage/Number of Periods YTD) x (12/QOH)

QOH VALUE
Quantity-On-Hand dollar value

TARGET INV VALUE
Cumulative Target Inventory Value = Safety Stock + (Order Quantity x Order Conversion) x Average Price

NONSTK
Nonstock. The report prints a Y in this column for nonstock items. The column is blank for stock items.

BUYER
Buyer Code

DOLLAR-BASED TURNOVER ANALYSIS - GMRTAD

System Name: GMRTAD - Dollar-Based Turnover Analysis

Purpose: This report (based on dollar amounts) calculates the number of inventory turnovers, or number of times inventory has been replaced, by item, for the last 12 or 13 periods. It is printed at the end of each period, and is used to compare the number of times the inventory is turning based on its current value. By analyzing the turnover rate, management can adjust the frequency and the amount to be purchased to increase or decrease the rate.

Frequency: Periodic or Demand

Sort Sequence: Entity Code/Item Type/ Asset Class/ Inventory Class/ Item Number

You can select only one entity.

Criteria: Select to print Stock or Nonstock

Subtotals: Inventory Class
Asset Class

Grand Totals: Total Usage by Period and Turnover Rate on a separate page

Page Break: Asset Class

Special Instructions:

The calculated Turnover Rate for each item should be updated to the Item Master if run each period.
The total calculated Turnover Rate should update summary display online screen (Entity Summary).

Note: If an item is inactive and has not had any turnover activity for the previous 12-month period, it is not reported on the Turnover Analysis-Dollar report (GMRTAD).

Figure 6.6 Dollar-Based Turnover Analysis (GMRTAD)

```
Date: 06/11/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 11:33am                          TURNOVER ANALYSIS BY AVE VALUE For 06/11/2003                        Report: GMRTAD01


ITEM TYPE:   Nonstock

ASSET CLASS: 100  NON-STOCK  -  OPERATING ROOM
    6/2003    5/2003    4/2003    3/2003    2/2003    1/2003   12/2002   11/2002   10/2002    9/2002    8/2002    7/2002
-------------------------------------------------------------------------------------------------------------------------------

INVENTORY CLASS : 20  MEDICAL - BANDAGES

Item: 71500005  BAGS GARBAGE LARGE                          Current QOH: 26        Avg Price:      4.2000  Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00

Inventory Class Totals :
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00
Inventory Class Turnover Rate :  0.00

INVENTORY CLASS : 23  MEDICAL - MISCELLANEOUS

Item: 1071      BLADE SCAPEL #11                            Current QOH: 7         Avg Price:     38.3333  Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00
Item: 1072      BLADE SCAPEL #10                            Current QOH: 168       Avg Price:       .8681  Turnover Rate:    .43
       .00       .00       .00       .00       .00       .00     63.00       .00       .00       .00       .00       .00
Item: 1073      BLADE MENISCUS 3.5                          Current QOH: 11        Avg Price:     34.8085  Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00

Inventory Class Totals :
       .00       .00       .00       .00       .00       .00     63.00       .00       .00       .00       .00       .00
Inventory Class Turnover Rate :   .08

INVENTORY CLASS : 50  FORMS - PATIENT RELATED

Item: 604889    NEXT TUES NS                                Current QOH: 3         Avg Price:     64.0100  Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00

Inventory Class Totals :
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00
Inventory Class Turnover Rate :  0.00


Asset Class Totals :
       .00       .00       .00       .00       .00       .00     63.00       .00       .00       .00       .00       .00
Asset Class Turnover Rate :   .06
```

Field Explanations

ITEM TYPE
Stock or Nonstock.

ASSET CLASS
Asset Class Code and Description Name print at top of report

PP/YY
The current period prints in the first column, followed by the remaining 12 periods in reverse chronological order. Example: 05/2000, 04/2000, 03/2000, 02/2000, 01/2000, 13/2000, 12/2000, 11/2000, 10/2000, 09/2000, 08/2000, 07/2000, 06/2000. The dollar values are Issue Dollars and Department Returns.

INVENTORY CLASS
The Inventory Class Code and Description Name print as a subheader. If an Inventory Class is not assigned to the item, None prints in the subheader.

ITEM NUMBER AND DESCRIPTION
The Item Number and Description Name print as a subheader.

CURRENT QOH
The Current Quantity-On-Hand prints as a subheader.

AVG PRICE
The Item Average Price prints as a subheader.

TURNOVER RATE
This rate prints as a subheader.

Turnover Rate = Period 01 $ used + Period 02 $ used + Period 03 $ used ... + Period xx $ used divided by Current Value On Hand Current Value = Item QOH x Average Price

REPORT TOTALS
PTD Usage Totals and Total Turnover Rate print on a separate summary page.

AVERAGE VALUE TURNOVER ANALYSIS - GMRTAA

System Name: GMRTAA - Average Value Turnover Analysis

Purpose: This report, based on dollar amounts of issues and the average value of on-hand inventory, calculates the number of inventory turnovers, or the number of times an item has been replaced, for the past 12 or 13 periods. It is printed at the end of each accounting period, and is used to compare the number of times the inventory turns based on its average value. By analyzing the turnover rate, management can adjust the frequency and the amount to be purchased to increase or decrease the rate.

Frequency: Demand or Periodically

Sort Sequence: Entity Code/Item Type/ Asset Class/ Inventory Class/ Item Number

Criteria: Select to print Stock or Nonstock

Subtotals: Inventory Class
Asset Class

Grand Totals: Usage by Period, Total Usage, Total Value and Turnover Rate on a separate page.

Page Break: Asset Class
Item Type

Special Instructions:

Average Value-On-Hand is calculated by dividing the sum of the daily average value on hand (Average Price times Total Quantity on hand each day by the days elapsed).

Turnover Rate is calculated at each level by dividing the accumulated usage by the accumulated value.

The calculated Turnover Rate for each item should be updated to the Item Master during monthly processing if the Turnrate Method parameter in General Function Control is set to Yes.

The total calculated Turnover Rate should update the online Entity Statistics Summary screen.

Note: If an item is inactive and has not had any turnover activity for the previous 12-month period, it is not reported on the Turnover Analysis-Average Dollar report (GMRTAA).

Figure 6.7 Average Value Turnover Analysis (GMRTAA) - Page 1

```
Date: 06/11/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 11:34am                          TURNOVER ANALYSIS BY AVE VALUE For 06/11/2003                        Report: GMRTAA01


DAYS ELAPSED:  346

ITEM TYPE:   Stock

ASSET CLASS: 100  NON-STOCK  -  OPERATING ROOM
    6/2003    5/2003    4/2003    3/2003    2/2003    1/2003   12/2002   11/2002   10/2002    9/2002    8/2002    7/2002
-------------------------------------------------------------------------------------------------------------------------------

INVENTORY CLASS : 20  MEDICAL - BANDAGES

Item: 40894     DIALYS SOLUTION          Current QOH: 161     Avg Price:     30.3283 Avg Value:   4022.90     Turnover Rate:    .08
       .00       .00       .00       .00       .00       .00    307.00       .00       .00       .00       .00       .00
Item: 73193     TESTING ITEM             Current QOH:         Avg Price:     24.9989 Avg Value:      0.00     Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00

Inventory Class Totals :
       .00       .00       .00       .00       .00       .00    307.00       .00       .00       .00       .00       .00
Inventory Class Turnover Rate :   .08

INVENTORY CLASS : 30  LINEN - DISPOSABLE

Item: 4164      TEST CHAD                Current QOH:         Avg Price:  1,212.0000 Avg Value:      0.00     Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00
Item: 111222    STOCK ITEMS              Current QOH:         Avg Price:    293.0998 Avg Value:      0.00     Turnover Rate:   0.00
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00

Inventory Class Totals :
       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00       .00
Inventory Class Turnover Rate :  0.00


Asset Class Totals :
       .00       .00       .00       .00       .00       .00    307.00       .00       .00       .00       .00       .00
Asset Class Turnover Rate :   .08
```

Figure 6.8 Average Value Turnover Analysis (GMRTAA) - Last Page

```
Date: 06/11/2003                                   HAPPY HOSPITAL                                   Page  : 39
Time: 11:34am                        TURNOVER ANALYSIS BY AVE VALUE For 06/11/2003                  Report: GMRTAA01

                                                  Report Totals

                                        Period      PTD Usage
                                        ---------------------

                                        6/2003       4,865.00
                                        5/2003            .00
                                        4/2003     -91,364.00
                                        3/2003         -19.00
                                        2/2003         308.00
                                        1/2003     49,392,336.00
                                        12/2002      2,032.00
                                        11/2002           .00
                                        10/2002           .00
                                        9/2002            .00
                                        8/2002       1,087.00
                                        7/2002            .00

                                   Total Usage :  49,309,245.00
                                   Total Value :  5,934,026,733.68

                             Total Turnover Rate :            .01

                                                  End of Report
```

Field Explanations

DAYS ELAPSED
Number of days.

ITEM TYPE
Stock or Nonstock.

ASSET CLASS
Asset Class Code and Description Name print at top of report

INVENTORY CLASS
The Inventory Class Code and Description Name print as a subheader. If an Inventory Class is not assigned to the item, None prints in the subheader.

ITEM
Item Number and description.

CURRENT QOH
The current Quantity-On-Hand for the item prints as a subheader.

AVG PRICE
The Item Average Price prints as a subheader.

AVG VALUE
The Item Average Value prints as a subheader.

TURNOVER RATE
This rate prints as a subheader. Turnover Rate = (Period 01 $used + Period 02 $ used + Period 03 $ used. . . + Period xx $ used) divided by (Current Value on Hand).

REPORT TOTALS
Period-to-Date Usage, Total Usage, Total Value, and Total Turnover Rate print on a separate page.

INVENTORY-ON-HAND VALUE REPORT - GMRIVH

System Name: GMRIVH - Inventory-On-Hand Value Report

Purpose: This report lists all items, showing the Quantity-On-Hand (QOH) and dollar value. It serves as a subsidiary total of the General Ledger Inventory Asset Account and provides a review of the current average price of all items in the system.

Frequency: Demand

Sort Sequence: 1) Alphabetically by Item: Entity Code/ Item Type/ Asset Class/ Inventory Class/ Item Description

2) Numerically by Item: Entity Code/ Item Type/ Asset Class/Inventory Class/ Item Number

Criteria: 1) Select to print items in alphabetical or numerical order.
2) Select to print (S)tock, (N)onstock or (A)ll

Subtotals: By Inventory Class And Asset Class
By Item Type

Grand Totals:

Total QOH:	99999999
Total Adjusted Dollars:	99,999,999.99
Total Value: 9	9,999,999.99
Total Number of Items:	99999999

Page Break: Asset Class
Item Type

Figure 6.9 Inventory-On-Hand Value Report (GMRIVH)

```
Date: 09/03/2003                                   HAPPY HOSPITAL                                          Page  : 21
Time: 01:20pm                          Inventory Value on Hand Report For 09/03/2003                       Report: GMRIVH01

Item Type: Stock
Asset Class:    67 BONNIE'S ASSET
                                                                                                              Value
Item Nbr   Item Description                        Days On-Hand         QOH       Avg Price     Adj Dollars   On Hand
-----------------------------------------------------------------------------------------------------------------------
  1122003  ITEM 1122003                                     0          .0          8.0000            .00          .00
  1122004  ITEM 1122004                                     0          54         78.0000            .00     4,212.00
  1122005  ITEM 1122005                                     0          .0         78.0000            .00          .00
  1122006  ITEM 1122006                                     0          .0          .0100            .00          .00
  1122007  ITEM 1122007                                     0          .0          5.0000            .00          .00
  1122008  ITEM 1122009                                     0          .0          5.0000            .00          .00
  1122009  ITEM 1122008                                     0          .0         98.0000            .00          .00
 11140011  ITEM 12                                          0          .0          8.0000            .00          .00
 11140014  ITEM 15                                          0          .0          9.0000            .00          .00
 11140016  ITEM 17                                          0          .0         66.0000            .00          .00
 11140017  ITEM 18                                          0          .0          5.0000            .00          .00
 11140020  ITEM 21                                          0          .0          6.0000            .00          .00
 11140021  ITEM 22                                          0          .0         65.0000            .00          .00
 11140022  ITEM 23                                          0          .0          5.0000            .00          .00
 11140023  ITEM 24                                          0          .0         78.0000            .00          .00
 11140024  ITEM 25                                          0          .0         45.0000            .00          .00
 11140025  ITEM 26                                          0          .0          5.0000            .00          .00
 11140028  ITEM 29                                          0          .0         98.0000            .00          .00
 11220010  ITEM 11220010                                    0          .0         74.0000            .00          .00
                         INVENTORY CLASS TOTALS:                     1208                            .00     7,705.43

Inventory Class: 60 MISCELLANEOUS - HOUSEKEEPING
       10  BONNIE'S STOCK ITEM FOR I4002                   0          52          2.6654            .00       138.60

                         INVENTORY CLASS TOTALS:                       52                            .00       138.60

Inventory Class: 61 MISCELLANEOUS - MAINTENANCE
     2121  PEACH STATE STOCK ITEM                          0           4           .1650            .00          .66

                         INVENTORY CLASS TOTALS:                        4                            .00          .66

                         ASSET CLASS TOTALS:                         3138                            .00    25,691.06
                         Total Nbr of Items:  54

                         ITEM TYPE TOTALS:                      523688921                        700.00-  5,564,904,216.84
                         Total Nbr of Items:  416

                         ENTITY TOTALS:                         523688921                        700.00-  5,564,904,216.84
                         Total Nbr of Items:  416

                                                   End of Report
```

Field Explanations

ITEM TYPE
(S)tock or (N)onstock prints at top of report.

ASSET CLASS
Asset Class Code and Description Name print at top of report.

INVENTORY CLASS
The Inventory Class Code and Description Name print as a subheader. If an Inventory Class is not assigned to the item, None prints in the subheader.

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

DAYS ON-HAND
This field contains the number of days the item is expected to be available. The value is taken from the second screen of the Item/Location Master.

TTL QOH
Total Quantity-On-Hand for all locations

AVG PRICE
Average Price for the item

ADJ DOLLARS
The pending dollar amount that will be spread through the Average Price recalculation equation. This value is the price difference between the old and new PO price, multiplied by the quantity received against a detail line. The system updates this value only when the quantity-on-hand for an Item is zero. The system removes dollars from this field the next time the Average Price calculation has sufficient quantity-on-hand to successfully complete the calculation.

VALUE ON HAND
Quantity-On-Hand dollar value

INVENTORY-ON-HAND VALUE REPORT BY LOCATION - GMRIVL

System Name: GMRIVL - Inventory-On-Hand Value Report By Location

Purpose: This report lists all items, showing the Location Quantity-On-Hand (QOH) and dollar value. It serves as a subsidiary total of the General Ledger Inventory Asset Account and provides a review of the current average price of all items in the system.

Frequency: Demand

Sort Sequence: Entity Code/ Item Type/ Location Code/Inventory Class/Item Number

Criteria:
1) Select to print specific Location or ALL
2) Select to print (S)tock, (N)onstock or (A)ll

Subtotals: By Inventory Class And Asset Class
By Item Type

Grand Totals: Total Location QOH: 9999999
Total Value: 99,999,999.99
Total Number of Items: 9999999

Page Break: Item Type
Location Code

Figure 6.10 Inventory-On-Hand Value Report By Location (GMRIVL)

```
Date: 09/03/2003                          GENERAL HOSPITAL                                  Page  : 1
Time: 01:21pm                 Inventory Value on Hand by Loc For 09/03/2003                 Report: GMRIVL01

Item Type: Stock
Location Code:    GS GENERAL STORES
                                                                                                  Value
Item Nbr   Item Description                          Days On-Hand         QOH       Avg Price     On Hand
-------------------------------------------------------------------------------------------------------------

Inventory Class: 10 SURGICAL - GLOVES
       41  BONNIE STOCK 2                                   0          35         10.5367          368.78
      343  FRUIT - GRAPES                                   0          18          2.3797-          42.83-
     1056  GLOVE EXAM LG                                    0           8         29.0000          232.00
     1057  GLOVE SURGEON SIZE 6                             0           1         13.9855-          13.99-
     1058  GLOVE STERILE LATEX                              0          .0          2.4870             .00

                        INVENTORY CLASS TOTALS:                        62                           543.96

Inventory Class: 13 SURGICAL - TRAYS
     1053  TRAY INCISION AND DRAINAGE                       0     2000000         10.4794   20,958,800.00
     1054  STOCK SHAVE PREP                                 0         972          .2994-         291.02-
     1055  TRAY LUMBAR PUNCTURE 18G                         0    11999750          3.7967   45,559,450.83
     4103  BONNIE STOCK I4103                               0           1         24.3816-          24.38-

                        INVENTORY CLASS TOTALS:                  14000723                   66,517,935.43

Inventory Class: 14 SURGICAL - MISCELLANEOUS
       34  LOVELY SECOND LITTLE STOCK ITEM                  0           1          1.2107-           1.21-
       67  BONNIE'S STOCK ITEM                              0          14          6.0260          84.36
     1059  HEMOCLIPS 15'S LARGE                             0          .0          2.4317            .00
     1060  HEMOCLIPS 25'S MEDIUM                            0          .0          1.8189            .00
     1061  BETADINE SOLUTION 16 OZ                          0         390          5.6004       2,184.16
     1298  CRACKERS - SALTINE                               0          .0         11.5550            .00
     1299  BONNIE'S TUESDAY STOCK                           0         100           .2409          24.09

                        INVENTORY CLASS TOTALS:                       505                       2,291.40

Inventory Class: 20 MEDICAL - BANDAGES
        2  STI3419 TEST 1,2                                 0          47         26.5955-      1,249.99-
        4  STI3419 TEST 1,4                                 0           2        874.9965-      1,749.99-
      228  BONNIE STOCK ITEM                                0          .0         14.8500            .00
```


Proprietary to McKesson - Subject to Confidentiality Agreement

Field Explanations

LOCATION CODE
Location Code and Description name print at top of report

ASSET CLASS
Asset Class Code and Description Name print at top of report

INVENTORY CLASS
The Inventory Class Code and Description Name print as a subheader. If an Inventory Class is not assigned to the item, None prints in the subheader.

ITEM NBR
Item Number

ITEM DESCRIPTION
Item Description Name

DAYS ON-HAND
This field contains the number of days the item is expected to be available. The value is taken from the second screen of the Item/Location Master.

QOH
Quantity-On-Hand for the Location specified at top of report

AVG PRICE
Average Price for the item

VALUE ON HAND
Quantity-On-Hand dollar value for the Location specified at top of report

BASE PRICE ANALYSIS - GMRBPA

System Name: GMRBPA - Base Price Analysis

Purpose: This report measures an item's cost or price changes over the time the item has been in the Item Master, or since the last time the base price was set. For example, if the last base price entered for the item is $1.00, and its average price is $1.10, the system computes the % change of 10.

Frequency: Demand

Sort Sequence: Entity Code/ Asset Class/ Inventory Class/ Item Number

Subtotals: By Inventory Class
By Asset Class

Grand Totals: By Entity
Total Number of Items

Page Break: Entity Code

Figure 6.11 Base Price Analysis (GMRBPA)

```
Date: 09/03/2003                                   HAPPY HOSPITAL                                                  Page  : 1
Time: 01:40pm                              Base Price Analysis Report For 09/03/2003                               Report: GMRBPA01

                                                 Last PO            Usage     Usage by     Usage by                Usage by
          Base Price      Avg Price  % Chg       Price    % Chg     FYTD      Base Prc     Avg Prc   % Chg         Last PO  % Chg
-------------------------------------------------------------------------------------------------------------------------------------
ASSET CLASS: 100
  INVENTORY CLASS: 14
     ITEM:     42998 ITEM 42998
               5.0000       177.0877 3441.75        144.44 2788.89        0          .00          .00    ***           .00    ***

                                                 INVENTORY CLASS TOTAL:            .00          .00    ***           .00    ***

  INVENTORY CLASS: 20
     ITEM:     40894 DIALYS SOLUTION
           1,000.0000         2.1400  99.79-        250.00  75.00-        0          .00          .00    ***           .00    ***
     ITEM:     73193 TESTING ITEM
                .0000        24.9989    ***            .00    ***         0          .00          .00    ***           .00    ***
     ITEM:  71500005 BAGS GARBAGE LARGE
                .0000         4.2000    ***           5.00    ***         0          .00          .00    ***           .00    ***

                                                 INVENTORY CLASS TOTAL:            .00          .00    ***           .00    ***

  INVENTORY CLASS: 23
     ITEM:      1071 BLADE SCAPEL #11
              38.0000        38.3333    .88         460.00    .88         0          .00          .00    ***           .00    ***
     ITEM:      1072 BLADE SCAPEL #10
              35.0000          .8681  97.52-          6.00  98.57-        0          .00          .00    ***           .00    ***
     ITEM:      1073 BLADE MENISCUS 3.5
              31.5000        34.8085  10.50          31.00   1.59-        0          .00          .00    ***           .00    ***

                                                 INVENTORY CLASS TOTAL:            .00          .00    ***           .00    ***

  INVENTORY CLASS: 30
     ITEM:      4164 TEST CHAD
                .0000     1,212.0000    ***       1,212.00    ***         0          .00          .00    ***           .00    ***
     ITEM:    111222 STOCK ITEMS
                .0000       293.0998    ***            .00    ***         0          .00          .00    ***           .00    ***

                                                 INVENTORY CLASS TOTAL:            .00          .00    ***           .00    ***

  INVENTORY CLASS: 50
     ITEM:    604889 NEXT TUES NS
              64.0100        64.0100    .00          64.01    .00         0          .00          .00    ***           .00    ***

                                                 INVENTORY CLASS TOTAL:            .00          .00    ***           .00    ***
                                                 ASSET CLASS TOTAL    :            .00          .00    ***           .00    ***
```

Field Explanations

ASSET CLASS
Asset Class Code and Description Name print as a subheader

INVENTORY CLASS
The Inventory Class Code and Description Name print as a subheader. If an Inventory Class is not assigned to the item, None prints in the subheader.

ITEM NBR
Item Number prints as a subheader

ITEM DESCRIPTION
Item Description Name prints as a subheader

BASE PRICE
Base Price for the item

AVG PRICE
Average Price for the item

LAST PO PRICE
Last Purchase Order Price

USAGE FYTD
Fiscal Year-To-Date Quantity Used

USAGE BY BASE PRC
Dollar Usage by Base Price. The Usage Dollar Amounts are calculated by multiplying the Quantity Used by the Price. For example:

Usage FYTD x Base Price = Usage by Base Price

USAGE BY AVG PRC
Dollar Usage by Average Price. The Usage Dollar Amounts are calculated by multiplying the Quantity Used by the Price. For example:

Usage FYTD x Avg Price = Usage by Avg Price

USAGE BY LAST PO
Dollar Usage by Last PO Price. The Usage Dollar Amounts are calculated by multiplying the Quantity Used by the Price. For example:

Qty Used x Last PO Price = Usage by Last PO Price

% CHG

The % Change needs to be calculated between the following fields:

(A)		**(B)**
1) Base Price	vs.	Average Price
2) Base Price	vs.	Last PO Price
3) Usage by Base Price	vs.	Usage by Average Cost*
4) Usage by Base Price	vs.	Usage by Last PO Price*
% Change Calculation: (B/A) - 1 = % Change		

Example 1	**Example 2**
A = 100	A = 100
B = 90	B = 110
(90/100) - 1 = -.10	(110/100) - 1 = .10
[-10% Change]	[10% Change]

NOTE: The % Change values on each of the subtotal and total lines are calculated in the same manner, using the appropriate accumulated values.

NONUSAGE AND OVERSTOCK ITEMS - GMRNUO

System Name: GMRNUO - Nonusage And Overstock Items

Purpose: This combination report flags items that have not been used and items that have been overstocked. An overstocked item is one whose quantity on hand, and on order, is greater than the maximum storage quantity established in the system.

Frequency: Demand

Sort Sequences: 1) Item Number (Numeric)
2) Item Description (Alpha)

Subtotals: None

Grand Totals: SLOW DAYS - Pulled from the General Function Control Slow Days
SLOW MOVING - Total OH Value of all nonusage-marked items
OVERSTOCK - Total OH Value of all overstock-marked items

Page Breaks: Entity Code

Special Instructions:

Nonusage Evaluation Stats: If the last issue date is older than the Slow Days parameter or is blank, and the date activated is not less than Slow Days, then the item is definitely older and had the opportunity to be issued.

Maximum Quantity is pulled from the Item Description screen.

Figure 6.12 Nonusage And Overstock Items (GMRNUO)

```
Date: 09/03/2003                                   GENERAL HOSPITAL                                                  Page  : 8
Time: 01:40pm                          Nonusage and Overstock Items Report For 09/03/2003                           Report: GMRNUO01

                                      Average  --UNIT--                      Max   Last     Last   ----USAGE----    Last    O  N
 Item Nbr Description                   Price  Or    Ds    QOH  OH Value     Qty  PO Date Iss Date    PTD   FYTD  Vndr Nbr  S  U
-------------------------------------------------------------------------------------------------------------------------------------
 11220015 ITEM 11220015               65.0000        EA      0      0.00       0                        0      0               Y
 11220016 ITEM 11220016               52.0000        EA      0      0.00       0                        0      0               Y
 11220017 ITEM 11220017                5.0000        EA      0      0.00       0                        0      0               Y
 11220018 ITEM 11220018               65.0000        EA      0      0.00       0                        0      0               Y
 11220019 ITEM 11220019               74.0000        EA      0      0.00       0                        0      0               Y
 11220020 ITEM 11220020              959.0000        EA      0      0.00       0                        0      0               Y
330019999 ITEM TO TEST LONG ITEM NU   10.0000        EA    200   2000.00       0                        0      0               Y
625010101 ITEM 625010101               5.0000        EA      0      0.00       0                        0      0               Y
1234567890ITEM NUMBER WITH 10 DIGIT    4.0000        EA      0      0.00       0                        0      0               Y
      ALL VACUTAINER 7ML GRY 13X100    0.0000                0      0.00       0                        0      0               Y


SLOW DAYS  :              90
SLOW MOVING:   5,564,886,345.48
OVERSTOCK  :   185,581,291.21


                                                   End of Report
```

Field Explanations

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

AVERAGE PRICE
Item Average Price

UNIT ORD
Order Unit Code

UNIT DSP
Dispensing Unit Code

QOH
Quantity-On-Hand for all locations

OH VALUE
On-Hand Dollar Value = Average Price X QOH

MAX QTY
Maximum Quantity

LAST PO DATE
Date of last Purchase Order generated for this item

LAST ISS DATE
Date this item was last issued

USAGE PTD
Current Period Usage Total for this item in all locations

USAGE FYTD
After determining valid periods for current fiscal year, total selected Period-To-Date accumulators.

LAST VNDR NBR
Last Vendor Number; The system uses this last vendor number to access the Last Vendor record to obtain the Order Unit.

TAQ
Total Available Quantity = Item Quantity-On-Hand + Item Quantity-On-Order for all locations

OS
The Overstock value is Y if TAQ > Max Qty; otherwise leave OS column blank.

NU
The Nonusage value is Y if the last issue date is older than the Slow Days parameter or is blank, and the date activated is not less than Slow Days. (The item is definitely older and has had the opportunity to be issued.)

DAILY DEPARTMENT CONSUMPTION REPORT (GMRDDC)

System Name: GMRDDC - Daily Detail Department Consumption Report

Purpose: This report provides a daily listing, by Department, of all items consumed regardless where they are expended. The report shows quantity and dollar value issued and whether or not the item is a nonstock item.

Frequency: Demand

Sort Sequence: Consuming Entity Code/Consumption Department Number/ Item Number

Subtotals: By Department: Qty Issued and Value Issued

Grand Totals: Total Issues: Qty and Value
Total Returns: Qty and Value
Total Net: Qty and Value

Page Break: Consuming Entity Code or Consumption Department

Special Instructions:

To access this report, select Detail Consumption Report, then Daily Detail Consumption.

Figure 6.13 Daily Department Consumption Report (GMRDDC) - Page 1

```
Date: 09/05/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 08:04am                     Daily Detail Consumption Analysis Report For 09/05/2003                   Report: GMRDDC01


Consuming Entity : 01  HAPPY HOSPITAL
Consumption Department : 1116 NON-STOCK-DIRECT PURCHASES

                                                        Exp  Qty          Avg          Value    Loc   Rtn  Req Ctr   Item
Item       Description                   Expense Dept-Subacct  Ent Issued       Price          Issued   Code  Ind   Number   Typ
-------------------------------------------------------------------------------------------------------------------------------
     1073 BLADE MENISCUS 3.5                   1116-1050       01        4        30.6302       122.52   GS       32957        N


                            DEPARTMENT SUB-TOTALS :                    4                      122.52
```

Figure 6.14 Daily Department Consumption Report (GMRDDC) - Page 2

```
Date: 09/05/2003                                    HAPPY HOSPITAL                                          Page  : 2
Time: 08:04am                     Daily Detail Consumption Analysis Report For 09/05/2003                   Report: GMRDDC01


Consuming Entity : 01  HAPPY HOSPITAL
Consumption Department : 8311 ADMINISTRATIVE OFFICES

                                                          Exp  Qty          Avg          Value    Loc   Rtn  Req Ctr   Item
Item      Description                   Expense Dept-Subacct Ent Issued       Price        Issued   Code  Ind   Number   Typ
-------------------------------------------------------------------------------------------------------------------------------
     1080 BANDAGE CONF STRETCH 1"              8311-3625      01        4        0.0617          .25   GS       32957       S
    40894 DIALYS SOLUTION                      8311-3625      01        4        2.1773         8.71   GS       32957       S


                           DEPARTMENT SUB-TOTALS :                   8                        8.96


                             ENTITY TOTAL ISSUES :                  12                      131.48
                            ENTITY TOTAL RETURNS :                                            0.00


                                   ENTITY TOTALS :                  12                      131.48

                                                        End of Report
```

Field Explanations

CONSUMING ENTITY
The entity that reflects the usage for the item.

CONSUMPTION DEPARTMENT
The department that reflects the usage for the item.

ITEM NBR
Item number.

DESCRIPTION
Item description name.

EXPENSE DEPT-SUBACCT
The department and subaccount number where the item is expensed.

EXP ENT
The entity where the item is expensed.

QUANTITY ISSUED
Amount of item issued to the consumption department.

AVG PRICE
Item average price.

VALUE ISSUED
Dollar value of item issued to the consumption department.

LOC CODE
Location code.

RTN IND
Return Indicator; prints R if a return or leaves blank if not a return.

REQ CTRL NUMBER
Requisition control number.

ITEM TYPE
S for Stock or N for Nonstock.

PERIOD DETAIL CONSUMPTION ANALYSIS REPORT - GMRMDC

System Name: GMRMDC - Period Detail Consumption Analysis Report

Purpose: This report shows all net issue and return occurrences from the Transaction File. It contains detail for the period that just ended and the Fiscal Year-To-Date total. Consumption analysis shows quantities of specific items which were consumed or used by a designated department.

Frequency: Demand and Periodically

Sort Sequence: Entity Code/Cost Center/Asset Class/Item Number

Criteria: Enter Period to Run
Print summary (Y/N) [N]--
Include only cost centers with asset class activity in selected period (Y/N)[Y]--
(**NOTE:** If you enter **Yes**, the report shows PTD, Prior PTD and YTD Asset Class and Cost Center information for any Asset Classes within a consumption cost center, if there was at least one issue or return in the consumption cost center during the period selected. If you enter **No**, the report results may be significantly longer, as it shows PTD, Prior PTD, and YTD Asset Class and Cost Center information for every Cost Center, regardless of whether there is activity in the reporting period selected.)

Subtotals: PTD Asset Class Subtotals
Prior PTD Asset Class Subtotals
YTD Asset Class Subtotals
PTD Cost Center Subtotals
Prior PTD Cost Center Subtotals
YTD Cost Center Subtotals

Grand Totals: PTD Expense Entity Totals
Prior PTD Expense Entity Totals
YTD Expense Entity Totals
PTD Entity Totals
Prior PTD Entity Totals
YTD Entity Totals

Page Break: Entity Code
Consuming Department

NOTE: An item's activity is shown under the asset class that it was associated with at the time the issue/return took place. If an item's asset class has been changed and the item had consumption activity for the same cost center before and after the asset class change, the item is listed under two different asset classes on the report.

Figure 6.15 Period Detail Consumption Analysis Report (GMRMDC)

```
Date: 07/22/2004                                   HAPPY HOSPITAL                                          Page  : 1
Time: 11:48am                              Period Detail Consumption Analysis Report                       Report: GMRMDC01
                                              Selected Period Activity Only: Yes
                                                    Report Format: Detail

Expense Entity Code: 01  HAPPY HOSPITAL
Consumption Cost Center: 6010 PATIENT CARE ADMINISTRATION
Period/Year: 07/2004

Asset                                      Issue Itm          Transact                    Iss Dsp        Extended
Class  Item Nbr                            Loc   Typ          Date          Avg Price     Qty Unt        Expense
-------------------------------------------------------------------------------------------------------------------------

 1000                                                         PTD ASSET CLASS SUBTOTALS:                     0.00
                                                              PRIOR PTD ASSET CLASS SUBTOTALS:             -37.70
                                                              YTD ASSET CLASS SUBTOTALS:                   -37.70


10000                                                         PTD ASSET CLASS SUBTOTALS:                     0.00
                                                              PRIOR PTD ASSET CLASS SUBTOTALS:            -105.00
                                                              YTD ASSET CLASS SUBTOTALS:                  -105.00


   36                                                         PTD ASSET CLASS SUBTOTALS:                     0.00
                                                              PRIOR PTD ASSET CLASS SUBTOTALS:               3.20
                                                              YTD ASSET CLASS SUBTOTALS:                     3.20

   37     60103 BONNIE'S TUES NON-STOCK       BW     N       07/09/2004        22.5297      30 PK         675.89
   37     52142 BONNIES NON-STOCK             BW     N       07/09/2004        50.5087       2 BX         101.02
   37       130 BONNIE NS FLY                 CS     N       07/15/2004         2.4574      31 EA          76.18

                                                              PTD ASSET CLASS SUBTOTALS:                   853.09
                                                              PRIOR PTD ASSET CLASS SUBTOTALS:             429.78
                                                              YTD ASSET CLASS SUBTOTALS:                 1,282.87

   67      1300 BONNIE'S NON-STOCK            CS     N       07/15/2004         2.4933      27 PK          67.32

                                                              PTD ASSET CLASS SUBTOTALS:                    67.32
                                                              PRIOR PTD ASSET CLASS SUBTOTALS:               7.33
                                                              YTD ASSET CLASS SUBTOTALS:                    74.65

  800      1944 CLASS NON-STOCK EACHES        CS     N       07/08/2004         6.0100      50 EA         300.50

                                                              PTD ASSET CLASS SUBTOTALS:                   300.50
                                                              PRIOR PTD ASSET CLASS SUBTOTALS:              28.28
                                                              YTD ASSET CLASS SUBTOTALS:                   328.78

                                                          PTD COST CENTER SUBTOTALS:                     1,220.91
                                                          PRIOR PTD COST CENTER SUBTOTALS:                 325.89
                                                          YTD COST CENTER SUBTOTALS:                     1,546.80
```

Field Explanations

EXPENSE ENTITY
The entity that reflects the usage for the item (the consumption entity).

CONSUMPTION COST CENTER
Cost Center Number and Description Name print at top of report.

PERIOD/YEAR
Period and Year selected

ASSET CLASS
Asset Class Code

ITEM NBR
Item Number and Description Name

ISSUE LOC
Location from which the item is issued

ITM TYP
Item Type, (S)tock or (N)onstock

TRNSACT DATE
Transaction Date

AVG PRICE
Item Average Price

ISS QTY
Issued Quantity

DSP UNT
Dispensing Unit

EXTENDED EXPENSE
Extended Expense = Average Price x Issue Qty

COST CENTER SUBTOTAL
This summarizes the Extended price fields shown on each detail lines for the Items expensed during the selected period.

VALUE ANALYSIS - VENDOR RANKING - GMRVVR

System Name: GMRVVR - Value Analysis - Vendor Ranking

Purpose: This report ranks vendors in descending dollars or quantities purchased, based on combined purchases from each vendor for the current and preceding fiscal year.

Frequency: Demand

Criteria: Select Dollar or Quantity

Sort Sequence: Dollar Sort: Entity Code/ Vendors are ranked in descending dollars ordered, based on FYTD purchases/ Vendor Number
Quantity Sort: Entity Code/ Vendors are ranked in descending quantity ordered, based on purchases for preceding fiscal year and current fiscal year to date/ Vendor Number

Grand Totals: Purchases YTD

Page Breaks: Entity Code

Figure 6.16 Value Analysis - Vendor Ranking (GMRVVR)

Date: 09/03/2003 HAPPY HOSPITAL Page : 1
Time: 01:31pm Value Analysis - Vendor Ranking For 09/03/2003 Report: GMRVVR01

Vendor Nbr	Name	Fiscal YTD Purchases	Pre-Fiscal YTD Purchases
18	XINIA FRUIT AND VEGETABLE	-131,422	16,985
16	STANDARD REGISTER	64,047,298	20,584
17	XINIA ENTERPRISES	29,882	42,326
97	QUINCY SIX	9,668	0
13	FOSTER MEDICAL	1,000	7,450
109	LARGO ONETIME/1099/NT	660	0
77	NIVIA INDUSTRIAL CORP	439	4,082
12	BAXTER - IV DIVISION	389	3,703
5	MEDICAL BY ABBEY	325	16,312
6	ABC MEDICAL SUPPLY	223	1,755
7	SYSCO FOOD SERVICES-WEST COAST FL, INC.	223	0
110	LARGO AUTO/SAT	134	906
133	XXX FLORIDA ASSOCIATES	77	7,112
1	BAXTER HOSPITAL SUPPLY	0	9,562
11	JOHNSON & JOHNSON BROTHERS	0	355,540
116	LARGO AUTO-1099 TAXABLE	0	23,524
131	BETTY, NON-TAXABLE FOR G2516	0	6,550
14	GRAMPA'S TOYS	0	15,276
15	CCHANGE NAME 3	0	7,155
2	AMERICAN HOSPITAL SUPPLY	0	3,055
3	GENERAL MEDICAL CORPORATION (20)	0	4
3645	BONNET'S TEST	0	6,578
55	XINIA NON-TAXABLE	0	45
550	GENERAL	0	9
640	DANNON INC	0	1,275
65	NIVEA CHEMICALS	0	473
7173	*BONNIE'S VENDOR PLEASE DON'T USE	0	5
	ENTITY TOTALS:	63,958,896	550,266

End of Report

Field Explanations

VENDOR NBR
Vendor Number

NAME
Vendor Name

FISCAL YTD PURCHASES
Fiscal Year-To-Purchases in dollars

PRE-FISCAL YTD PURCHASES
Pre-Fiscal Year-To-Purchases in dollars

VALUE ANALYSIS - USAGE DOLLARS - GMRVAU

System Name: GMRVAU - Value Analysis - Usage Dollars

Purpose: This report ranks items in descending dollars or quantities used, based on usage statistics.

Frequency: Demand

Criteria: Select to run for (S)tock, (N)onstock, or (A)ll items.
Select Periodic Range.
Select Dollar or Quantity

Sort Sequence: Dollar Sort: Entity Code/ Items are ranked in descending order, based on dollar usage during the period range specified/Item Nbr
Quantity Sort: Entity Code/ Items are ranked in descending order, based on quantity usage during the period range specified/Item Nbr

Grand Totals: Current Value, Total Usage Value

Page Breaks: Entity Code

Figure 6.17 Value Analysis - Usage Dollars (GMRVAU)

Date: 07/20/2000 GENERAL HOSPITAL 01 Page : 8
Time: 12:35 Value Analysis-Usage Dollars For 07/20/2000 Report: GMRVAU01
Period(s): 5/2000 - 7/2000

Item Nbr	Description	Dsp Unt	Current QOH	Item Type	Current Avg Price	Current Value	-----Total Usage----- Qty	Value
496201	NONSTOCK	EA	0	N	3.0000	0.00	0	0
500573			0		0.0000	0.00	0	0
505050	BACKORDER TEST NSEBSBSE	BT	66	S	9.5454	630.00	0	0
514962	NEW ITEM FOR THIS VENDOR	BG	0	N	10.0000	0.00	0	0
514964	NEW NONSTOCK ITEM FOR VENDOR	EA	0	N	1.0000	0.00	0	0
514965	BANDAGE1	EA	20	N	10.2286	204.57	0	0
520962	VERY LARGE WHITE BANDAGE	EA	0	N	3.0000	0.00	0	0
520963	ANOTHER LARGE WHITE BANDAGE	EA	5	N	7.1298	35.65	0	0
521962	A SECOND NEW ITE	EA	10	N	2.3842	23.84	0	0
545454	PAPER CLIPS	EA	0	N	12.2500	0.00	0	0
555551	2300A MULTISTIX, 10 SG REAGENT	EA	0	S	10.2500	0.00	0	0
555552	GLOVES LATEX SML POWDERLESS	BX	0	S	6.5000	0.00	0	0
555553	COAT LAB X-LG WHITE	CS	0	S	65.0000	0.00	0	0
555557	STRL GRAD IND 3ML TRANS PIPET	CS	0	S	170.0000	0.00	0	0
607968	VENDOR 13 ITEM	EA	0	N	0.0000	0.00	0	0
607969	VEBDIR 13 ADD	EA	0	N	3.0000	0.00	0	0
654210	BONNIE'S NS NO	PK	10	N	35.0000	350.00	0	0
679699	NEW ITEM FOR YOU	EA	0	N	2.0000	0.00	0	0
999999	TEST ITEM	BX	0	S	1.0000	0.00	0	0
1105991	ITEM NUMBER 1105991	EA	0	S	1.0000	0.00	0	0
1105992	ITEM NUMBER 1105992	EA	0	S	1.0000	0.00	0	0
1119963	ITEM 1119963	EA	0	N	10.0000	0.00	0	0
1212952	2ND TEST I3481	EA	8	S	2.0000	16.00	0	0
5219612	PAPER LINED	EA	0	N	14.7000	0.00	0	0
5219613	ITEM VENDOR 15	EA	0	N	3.0000	0.00	0	0
6069613	NEW ITEM FOR VEND 13	EA	0	N	3.0000	0.00	0	0
6079610	NON-STOCK BW	EA	0	N	25.0000	0.00	0	0
6079613	NEW ITEM FOR MY VENDOR 13	EA	0	N	3.0000	0.00	0	0
6079699	ITME 13 VNED	EA	0	N	0.0000	0.00	0	0
6079777	THIS IS A NEW ITEM	EA	0	N	2.0000	0.00	0	0
11122233	TEST	BG	0	N	10.0000	0.00	0	0
60796133	ITEM FOR VEND 13	EA	0	N	0.0000	0.00	0	0
60796134	NEW ITEM13	EA	0	N	0.0000	0.00	0	0
60796135	ANOTHER 5 ITEM	EA	5	N	5.1920	25.96	0	0
60796137	NEW ITEM 13	EA	0	N	0.0000	0.00	0	0
71500001	BAGS GARBAGE MEDIUM	EA	1	N	2.0000	2.00	0	0
71500004	BAGS GARBAGE SMALL	EA	0	N	12.0000	0.00	0	0
123456789	CALENDARS	BG	0	N	10.0000	0.00	0	0
123456789012	ITEM NUMBER TO LONG	EA	0	N	3.0000	0.00	0	0
ALL	VACUTAINER 7ML GRY 13X100MM		0		0.0000	0.00	0	0
123456789123456	IFAWOITWQ	EA	10	N	32.0000	320.00	0	0
	ENTITY TOTALS:					1,332,219.40		60,642

End of Report

Field Explanations

PERIOD(S)
Periods included in this report print at top of report

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

CURRENT QOH
Current Quantity-On-Hand

ITEM TYPE
(S)tock or (N)onstock

DSP UNT
Dispensing Unit

CURRENT VALUE
Current Quantity-On-Hand x Current Avg Price

TOTAL USAGE QTY
The Total Usage Quantity = Total Quantity accumulated within the selected period range. (Usage = Issues - Department Returns)

TOTAL USAGE VALUE
The Total $ Value accumulated within selected period range

CURRENT AVG PRICE
Item's current Average Price

VALUE ANALYSIS - ORDER DOLLARS - GMRVAO

System Name: GMRVAO - Value Analysis - Order Dollars

Purpose: This report ranks items in descending dollars or quantities ordered, based on ordering statistics.

Frequency: Demand

Criteria: Select to run for (S)tock, (N)onstock, or (A)ll items.
Select Period Range.
Select Dollar or Quantity.

Sort Sequence: Dollar Sort: Entity Code/ Items are ranked in descending order, based on dollars ordered during the period range specified/Item Nbr
Quantity Sort: Entity Code/ Items are ranked in descending order, based on quantity ordered during the period range specified/Item Nbr

Grand Totals: Current Value, Total Order Value

Page Breaks: Entity Code

Figure 6.18 Value Analysis - Order Dollars (GMRVAO)

Date: 07/20/2000 GENERAL HOSPITAL 01 Page : 8
Time: 12:35 Value Analysis - Order Dollars For 07/20/2000 Report: GMRVAO01
Period(s): 5/2000 - 7/2000

Item Nbr	Description	Current QOH	Dsp Unt	Item Type	Current Value	-----Total Order----- Qty	Value	Current Avg Price
367704	#367704 COAG TUBES STRL 3.8%	79	CS	S	4,961.22	0	0	62.8002
402495	NUPRIN	80	BT	S	352.14	0	0	4.4018
404040	PICKLIST TEST	0	BX	S	0.00	0	0	9.0100
426962	ITEM FOR TEST GL	0	EA	S	0.00	0	0	12,000.0000
429982	ITEM 429982	0	EA	N	0.00	0	0	5.5555
496201	NONSTOCK	0	EA	N	0.00	0	0	3.0000
500573		0			0.00	0	0	0.0000
505050	BACKORDER TEST NSEBSBSE	66	BT	S	630.00	0	0	9.5454
514962	NEW ITEM FOR THIS VENDOR	0	BG	N	0.00	0	0	10.0000
514964	NEW NONSTOCK ITEM FOR VENDOR	0	EA	N	0.00	0	0	1.0000
514965	BANDAGE1	20	EA	N	204.57	0	0	10.2286
520963	ANOTHER LARGE WHITE BANDAGE	5	EA	N	35.65	0	0	7.1298
521962	A SECOND NEW ITE	10	EA	N	23.84	0	0	2.3842
545454	PAPER CLIPS	0	EA	N	0.00	0	0	12.2500
555551	2300A MULTISTIX, 10 SG REAGENT	0	EA	S	0.00	0	0	10.2500
555552	GLOVES LATEX SML POWDERLESS	0	BX	S	0.00	0	0	6.5000
555553	COAT LAB X-LG WHITE	0	CS	S	0.00	0	0	65.0000
555557	STRL GRAD IND 3ML TRANS PIPET	0	CS	S	0.00	0	0	170.0000
607968	VENDOR 13 ITEM	0	EA	N	0.00	0	0	0.0000
607969	VEBDIR 13 ADD	0	EA	N	0.00	0	0	3.0000
679699	NEW ITEM FOR YOU	0	EA	N	0.00	0	0	2.0000
999999	TEST ITEM	0	BX	S	0.00	0	0	1.0000
1105991	ITEM NUMBER 1105991	0	EA	S	0.00	0	0	1.0000
1105992	ITEM NUMBER 1105992	0	EA	S	0.00	0	0	1.0000
1119963	ITEM 1119963	0	EA	N	0.00	0	0	10.0000
1212952	2ND TEST I3481	8	EA	S	16.00	0	0	2.0000
5219612	PAPER LINED	0	EA	N	0.00	0	0	14.7000
5219613	ITEM VENDOR 15	0	EA	N	0.00	0	0	3.0000
6069613	NEW ITEM FOR VEND 13	0	EA	N	0.00	0	0	3.0000
6079610	NON-STOCK BW	0	EA	N	0.00	0	0	25.0000
6079613	NEW ITEM FOR MY VENDOR 13	0	EA	N	0.00	0	0	3.0000
6079699	ITME 13 VNED	0	EA	N	0.00	0	0	0.0000
6079777	THIS IS A NEW ITEM	0	EA	N	0.00	0	0	2.0000
11122233	TEST	0	BG	N	0.00	0	0	10.0000
60796133	ITEM FOR VEND 13	0	EA	N	0.00	0	0	0.0000
60796134	NEW ITEM13	0	EA	N	0.00	0	0	0.0000
60796135	ANOTHER 5 ITEM	5	EA	N	25.96	0	0	5.1920
60796137	NEW ITEM 13	0	EA	N	0.00	0	0	0.0000
123456789	CALENDARS	0	BG	N	0.00	0	0	10.0000
123456789012	ITEM NUMBER TO LONG	0	EA	N	0.00	0	0	3.0000
ALL	VACUTAINER 7ML GRY 13X100MM	0			0.00	0	0	0.0000
	ENTITY TOTALS:				1,332,219.40		179,600	

End of Report

Field Explanations

PERIOD(S)
Periods included in this report print at top of report.

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

CURRENT QOH
Current Quantity-On-Hand

DSP UNT
Dispensing Unit

ITEM TYPE
(S)tock or (N)onstock

CURRENT VALUE
Current Quantity-On-Hand x Current Avg Price

TOTAL ORDER QTY
Total Order Qty accumulated within selected period range

TOTAL ORDER VALUE
Total Order Value = Total Order Value in dollars accumulated within selected period range

CURRENT AVG PRICE
Item's current Average Price

TRANSACTION ANALYSIS - GMRTHH

System Name: GMRTHH - Transaction Analysis

Purpose: This report lists transactions that change or alter quantity on hand. It shows issues, receipts, physical adjustments, departmental returns and location transfers. The report includes the date and time that each transaction occurred. Manual and automatic Average Price changes show on other reports.

Frequency: Demand

Criteria: Specify 1) date range within a period, or 2) range from Period A to Period B. You can enter the six-digit date with or without slashes; however, if entering a period-to-period range, you must use slashes.

Sort Sequence: Entity Code/ Item Number/ Transaction Date (oldest to newest). Sort all transactions by date within a location for the same item number.

Subtotals: By Item: Beginning Value, Received Value, Issued Value, Transferred Value, Ending Inventory Value
By Location: Same as by Item (above)

Grand Totals: Beginning Value, Received Value, Issued Value, Physical Adjustment Value, Transferred Value, Ending Inventory Value

Example:

ITEM TOTALS:

Begin values	Recvd values	Issued values	Adjust values	Transfer values	End Inventory values
9,035.00	3,614.00	0.00	0.00	0.00	27,105.00

LOCATION TOTALS:

Begin values	Recvd values	Issued values	Adjust values	Transfer values	End Inventory values
9,400,520.83	5,089,668.36	9,676.91	-2,007,225.39	1,636.14	12,500,075.81

Figure 6.19 Transaction Analysis (GMRTHH)

```
Date: 04/06/2000                                    GENERAL HOSPITAL 01                                    Page  : 1
Time: 14:37                              Transaction Analysis Report For 04/06/2000                       Report: GMRTHH01


Location Code: BW
---------------------------------------------
Item Nbr  Description                 Dsp Unt
---------------------------------------------
         Transaction                                Tran   QOH       QOH
         Date/Time          Transaction Type         Qty   Before    After    Avg Price
-------------------------------------------------------------------------------------

1054      STOCK SHAVE PREP                EA

      03/31/2000 1642       RECEIPT                  20        0       20       4.0985


                        Begin          Recvd         Issued         Adjust       Transfer      End Inventory
    ITEM                Value          Value         Value          Value        Value         Value
    TOTALS:      ---------------------------------------------------------------------------------------------
                         0.00          81.97           0.00           0.00           0.00          81.97

1082      BANDAGE ELASTOPLAST 2" STOCK   EA

      03/31/2000 1642       RECEIPT                  20        0       20       3.3390


                        Begin          Recvd         Issued         Adjust       Transfer      End Inventory
    ITEM                Value          Value         Value          Value        Value         Value
    TOTALS:      ---------------------------------------------------------------------------------------------
                         0.00          66.78           0.00           0.00           0.00          66.78


. . . . .


                        Begin          Recvd         Issued         Adjust       Transfer      End Inventory
    LOCATION            Value          Value         Value          Value        Value         Value
    TOTALS:      ---------------------------------------------------------------------------------------------
                         0.00         848.00         848.00           0.00           0.00           0.00


                        Begin          Recvd         Issued         Adjust       Transfer      End Inventory
    GRAND               Value          Value         Value          Value        Value         Value
    TOTALS:      ---------------------------------------------------------------------------------------------
                   350,605.96     575,221.65      88,758.88         125.00           0.00     868,985.94


                                                   End of Report
```

Field Explanations

LOCATION CODE
Prints at top of report

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

DSP UNT
Dispensing Unit

TRAN DATE
Transaction Date

TRANSACTION TYPE
Transaction Description Name such as Dept Return, Issue, and Physical Adj.

TRAN QTY
Transaction Quantity

QOH BEFORE
Quantity-On-Hand before the transaction

QOH AFTER
Quantity-On-Hand after the transaction

AVG PRICE
Item Average Price

ITEM
LOCATION
GRAND TOTALS
Includes Beginning Value, Received Value, Issued Value, Physical Adjustment Value, Transferred Value, and Ending Inventory Value.

DEPARTMENT BACKORDER AUDIT REPORT - GMRBOA

System Name: GMRBOA - Department Backorder Audit Report

Purpose: This report details all outstanding item backorders and includes the date the backorder record was created and the quantity of the item backordered. Backordered items are listed by item within department.

Frequency: Demand

Sort Sequence: Entity Code/Cost Center/Item Number

Subtotals: Cost Center. (The total cost center amount is cumulative.)

Grand Totals: Report Totals.

Page Break: Entity Code
Cost Center

Figure 6.20 Department Backorder Audit Report (GMRBOA)

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 4
Time: 01:27pm                          Department Backorder Audit Report For 09/03/2003                     Report: GMRBOA01

Entity Code:  01  HAPPY HOSPITAL
COST CENTER:        6211

Asset                                                 Loc   Dsp                            Backorder          Extended
Class   Item Nbr  Description                               Unt  Req Qty  Iss Qty        Qty      Date        Avg Price
-------------------------------------------------------------------------------------------------------------------------
50000       1014  FORM EMPLOYMENT REQUISITIONS         GS    PD      609        0        609   06/06/03        304.5000
40000      32995  COFFEE CUPS                          GS    EA    574.9        0      574.9   04/10/01     612,665.2385
40000      32995  COFFEE CUPS                          GS    EA    574.9        0      574.9   04/10/01     612,665.2385
400         5656  FRUIT - APPLES/BANANAS STK           GS    BG      643       19        624   06/06/03       -206.1072
                       COST CENTER TOTALS:                                                                   1,225,428.8698
```

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 5
Time: 01:27pm                          Department Backorder Audit Report For 09/03/2003                     Report: GMRBOA01

Entity Code:  01  HAPPY HOSPITAL
COST CENTER:        6888

Asset                                                 Loc   Dsp                            Backorder          Extended
Class   Item Nbr  Description                               Unt  Req Qty  Iss Qty        Qty      Date        Avg Price
-------------------------------------------------------------------------------------------------------------------------
30000       1040  CRACKER - CLUB TYPE                   BW    BX        1        0          1   04/04/03          0.0100
                       COST CENTER TOTALS:                                                                        0.0100

                                                                                  GRAND TOTALS:               1,225,729.6657


                                                      End of Report
```

Field Explanations

ENTITY
The entity code and description of the entity being serviced by the backorder.

COST CENTER
The Cost Center number prints as a subheader and identifies the department that originally requested the goods.

ASSET CLASS
Asset class code.

ITEM NBR
Item number.

DESCRIPTION
Item description.

LOC
The location of the item backordered.

DSP UNT
Dispensing Unit.

REQ QTY
Quantity requested by the department.

ISS QTY
Quantity issued to the department.

BACKORDER QTY
Quantity backordered for the department.

BACKORDER DATE
The date the backorder record was created.

EXTENDED AVG PRICE
Extended Avg Price = Average Price x Backorder Qty

PERIOD EXPENSE REPORT - GMRMER

System Name: GMRMER - Period Expense Report

Purpose: This report displays all stock and nonstock items that have been issued and expensed during the period that just ended. It allows tracking of expense activity by Department and Subaccount.

Frequency: Demand and Periodically

Sort Sequence: Entity Code/ Department Number/ Subaccount Number/ Item Number

Criteria: Select S for Stock, N for Nonstock, or A for All items.
Select Period.

Subtotals: By Subaccount: Net Expense PTD Amount, Net Expense YTD
By Department: Net Expense PTD Amount, Net Expense YTD

Grand Totals: PTD Qty Issued, PTD Qty Returned, PTD Amount, YTD Qty, YTD Amount

Page Breaks: Entity Code
Department Number

Special Instructions:

The data in this report is extracted from either the History or Statistics file, depending on how the Expense Reporting parameter is set on the General Function Control Parameter screen. If you select History, the performance of the report is significantly decreased.

NOTE: If there is a price change made to a purchase order detail line (for a nonstock item auto expense) after there has been receipts, or if there is an Invoice/ Purchase Order price difference during AP distribution, the Period Expense Report will reflect these changes. These entries are displayed on the report with "None" in the Loc Code field.

Figure 6.21 Period Expense Report (GMRMER)

```
Date: 09/03/2003                                    GENERAL HOSPITAL                                          Page  : 1
Time: 01:24pm                              Period Inv Expense Report For 09/03/2003                           Report: GMRMER01

Expense Entity: 01  HAPPY HOSPITAL
DEPARTMENT:           0000  TEST FOR GL CONV

For Period 09/2003

                                                Loc        PTD           Net Expense          YTD      Net Expense  Item
Item Nbr  Description                           Code    Net Issued       PTD Amount        Net Issued  YTD Amount   Type
-------------------------------------------------------------------------------------------------------------------------------

EXPENSE SUBACCOUNT:           0001
     1078 BANDAGE BUTTERFLY CLOSURE LARGE          GS          0                .00              2          .00     S
    21395 ACTIFED TABS                             GS          0                .00            324        13.00     S


                                 SUBACCOUNT TOTALS:                             .00                       13.00
                                 DEPARTMENT TOTALS:                             .00                       13.00
```

Field Explanations

EXPENSE ENTITY
The entity to which the expense for the items is posted.

DEPARTMENT
The Department number and name print at top of report

EXPENSE SUBACCOUNT
The Expense Subaccount number prints as a subheader

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

LOC CODE
Location Code

PTD NET ISSUED
PTD Quantity Issued (Issues minus Departmental Returns)

NET EXP PTD AMOUNT
Net Expense Period-To-Date Amount = (Qty Issued - Qty Returned) x Avg Price

YTD NET ISSUED
YTD Quantity Issued (Issues minus Departmental Returns)

NET EXP YTD AMOUNT
Net Expense Year-To-Date Amount = (Qty Issued - Qty Returned) x Avg Price

ITEM TYPE
Stock or Nonstock

MULTI-ENTITY INVENTORY EXPENSE REPORT (GMREER)

System Name: GMREER - Multi-entity Inventory Expense Report

Purpose: This report displays all stock and nonstock items that have been issued and expended during the month that just ended to the designated Expense Entity, regardless of the Inventory Entity that issued these items. It allows tracking of expense activity by Department and Subaccount.

Frequency: Demand and Monthly

Sort Sequence: Expense Entity Code/ Department Number/ Subaccount Number/ Inventory Entity Code/ Item Number

Criteria: Select Period.
Select S for Stock, N for Nonstock, or A for All items.
Select S for Statistics or H for History.

Subtotals: By Inventory Entity: Net Exp PTD & YTD Amt, Net Qty Issued PTD & YTD Amt
By Subaccount: Net Exp PTD & YTD Amt, Net Qty Issued PTD & YTD Amt
By Department: Net Exp PTD & YTD Amt, Net Qty Issued PTD & YTD Amt

Grand Totals: Net Exp PTD & YTD Amt, Net Qty Issued PTD & YTD Amt

Page Breaks: Entity Code
Department Number

Special Instructions:

To access this report, select Inventory Expense Report, then Multi-Entity Inventory Expense Report.

The data in this report is extracted from either the History or Statistics file, depending on the criteria selected. If you select History, the performance of the report is significantly decreased.

NOTE: If there is a price change made to a purchase order detail line (for a nonstock item auto expense) after there has been receipts, or if there is an Invoice/Purchase Order price difference during AP distribution, the Period Expense Report will reflect these changes.

Figure 6.22 Multi-Entity Inventory Expense Report (GMREER) - Page 1

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 1
Time: 01:24pm                          Multi-Ent Inv Expense Report For 09/03/2003                          Report: GMREER01

Expense Entity: 01  HAPPY HOSPITAL
DEPARTMENT:           0000  TEST FOR GL CONV

For Period 08/2003

                                                Loc        PTD           Net Expense          YTD      Net Expense  Item
Item Nbr  Description                           Code    Net Issued       PTD Amount        Net Issued  YTD Amount   Type
-------------------------------------------------------------------------------------------------------------------------------

EXPENSE SUBACCOUNT:           0001
Inventory Entity : 01  HAPPY HOSPITAL

     1078 BANDAGE BUTTERFLY CLOSURE LARGE          GS          2                .24-             2          .24-    S
    21395 ACTIFED TABS                             GS          0                .00            324        12.64     S

Inventory Entity Totals :                                      2                .24-           326        12.40

                                 SUBACCOUNT TOTALS:            2                .24-           326        12.40
                                 DEPARTMENT TOTALS:            2                .24-           326        12.40
```

Figure 6.23 Multi-Entity Inventory Expense Report (GMREER) - Page 2

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 2
Time: 01:24pm                          Multi-Ent Inv Expense Report For 09/03/2003                          Report: GMREER01

Expense Entity: 01  HAPPY HOSPITAL
DEPARTMENT:           0005  SEQUIOR

For Period 08/2003

                                                Loc        PTD           Net Expense          YTD      Net Expense  Item
Item Nbr  Description                           Code    Net Issued       PTD Amount        Net Issued  YTD Amount   Type
-------------------------------------------------------------------------------------------------------------------------------

EXPENSE SUBACCOUNT:           0000
Inventory Entity : 01  HAPPY HOSPITAL

     1076 LAB PRINTER COMPUTER PAPER                CS          0               .00              3        39.75     N
   521962 A SECOND NEW ITE                          GS          6              9.00              6         9.00     N

Inventory Entity Totals :                                       6              9.00              9        48.75

                                 SUBACCOUNT TOTALS:             6              9.00              9        48.75

EXPENSE SUBACCOUNT:           0001
Inventory Entity : 01  HAPPY HOSPITAL

    31896 CHANGE THE DESCRIPTION                    GS          3              5.72              3         5.72     N

Inventory Entity Totals :                                       3              5.72              3         5.72

                                 SUBACCOUNT TOTALS:             3              5.72              3         5.72
                                 DEPARTMENT TOTALS:             9             14.72             12        54.47
```

Field Explanations

EXPENSE ENTITY
The entity to which the expense for the items is posted.

DEPARTMENT
The department to which the expense for the items is posted.

EXPENSE SUBACCOUNT
The subaccount to which the expense for the items is posted. The Expense Subaccount number prints as a subheader.

INVENTORY ENTITY
The entity from which the inventory item is issued.

ITEM NBR
Item number.

DESCRIPTION
Item description name.

LOC CODE
Location code.

PTD NET ISSUED
PTD Quantity Issued (Issues minus Departmental Returns).

NET EXP PTD AMOUNT
Net Expense Period-To-Date Amount = (Qty Issued - Qty Returned) x Avg Price.

YTD NET ISSUED
YTD Quantity Issued (Issues minus Departmental Returns).

NET EXP YTD AMOUNT
Net Expense Year-To-Date Amount = (Qty Issued - Qty Returned) x Avg Price.

ITEM TYPE
Stock or Nonstock.

DEPARTMENT FILL RATE REPORT - GMRDFR

Report Name: GMRDFR - Department Fill Rate Report

Purpose: This report contains the issue records from the Daily Transaction File and provides a percentage comparison between requested quantity and issued quantity. It also serves as a performance tool for filling department requisitions.

Frequency: Demand and Periodically

Sort Sequence: Entity Code/ Location Code/ Cost Center/Entity Code (Expense Entity)/ GL Asset Class/Item Number

Subtotals: GL Expense Account within a Cost Center (The total cost center amount is cumulative.)

Grand Totals: Report Totals

Page Break: Entity Code (Expense Entity)
Cost Center

Special Instructions:

Items issued as a Backorder Relief do not appear on the report.

Figure 6.24 Department Fill Rate Report (GMRDFR)

```
Date: 09/03/2003                                    HAPPY HOSPITAL                                          Page  : 10
Time: 01:29pm                          Departmental Fill Rate Report For 09/03/2003                         Report: GMRDFR01


Report Range: 01/01/2001 - 09/03/2003
Location Code: BW  BONNIE'S BEACH LOCATION
Entity Code: 01  HAPPY HOSPITAL
Cost Center: 6141
Asset                                                 Dsp                                   Fill       Extended
Class   Item Nbr  Description                         Unt    Avg Price  Req Qty  Iss Qty   Rate%      Expense
-------------------------------------------------------------------------------------------------------------------------------
37         90211  NON-STOCK TEST                      EA      35.9424        5        5  100.00        179.71
37          9388  SILLY NON-STOCK FOR BONNIE          DZ       3.3931      120      120  100.00        407.17
                                                      ASSET TOTALS:                       100.00        586.88

                                                    COST CENTER TOTALS:                   100.00        586.88
```

Field Explanations

LOCATION CODE
The location to which the items were issued.

ENTITY CODE
The entity to which the expense for the items is posted.

COST CENTER
The Cost Center Number prints as a subheader

ACCOUNT NUMBER
Department Number and corresponding Subaccount Number

ASSET CLASS
Asset Class Code

ITEM NBR
Item Number

DESCRIPTION
Item Description Name

DSP UNT
Dispensing Unit

AVG PRICE
Item Average Price

REQ QTY
Quantity requested by the Department

ISS QTY
Quantity issued to the Department

FILL RATE %
Fill Rate Percentage = Issued Quantity divided by Requested Quantity.

EXTENDED EXPENSE
Extended Expense = Average Price x Issue Qty.

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■ Reader Comment Form ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *Materials Management Reports Volume* of the *STAR Financials General Accounting Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

Are there parts of this manual that could be made more helpful to you? Please explain.

_____

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Other Comments:

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May we contact you? Yes or No (circle one)

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