

STAR 2000™



STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE
General Ledger Worksheets Volume

Release 17.0
October 2011

J17000031

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Preface

This *STAR Financials General Ledger Worksheets Volume* contains worksheets you will use to complete the tables, masters and parameters build files of the base STAR General Ledger system.

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Introduction

The worksheets are divided into General Ledger worksheets and Report Writer Worksheets. Space is provided at the top of each worksheet for Facility and Entity, and at the bottom for completion and revision dates and user initials.

The following legend describes the abbreviations and symbols used on the worksheets:

n represents the maximum Number of characters or digits the field can contain.

A represents a value that must be Alphabetic.

N represents a value that must be Numeric.

AN represents a value that must be AlphaNumeric.

R means that the field is "Required" for the table, parameter, or master file.

O means that the field is "Optional" for the table, parameter, or master file.

C represents Characters (including punctuation).

Examples:

(8-AN-R) Eight is the maximum field length. Accepts AlphaNumeric characters. The field is Required.

(4-N-O) Four is the maximum field length. Accepts Numeric characters. The field is Optional.

There will be some field numbers missing from some worksheets. This indicates system-displayed information fields which require no user definition.

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PROJECT ID CODES

Facility_____ Entity_____

_____ Code (6N)

_____ Description (30AN)

_____ Code (6N)

_____ Description (30AN)

_____ Code (6N)

_____ Description (30AN)

_____ Code (6N)

_____ Description (30AN)

_____ Code (6N)

_____ Description (30AN)

_____ Code (6N)	
_____ Description (30AN)	

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_____ Description (30AN)	

_____ Code (6N)	
_____ Description (30AN)	

_____ Code (6N)
_____ Description (30AN)

_____ Code (6N)
_____ Description (30AN)

Date Completed		By		#	of	
Date Revised		By				

SUBACCOUNT CLASS CODES

Facility _____ Entity _____

NOTE: Class codes one and two cannot be changed. 1 ClassA S S E T S _____ Description

Balance Sheet / Income Statement

 2 ClassL I A B I L I T I E S & E Q U I T Y _____ Description

Balance Sheet / Income Statement

 3 Class

_____ Description

Balance Sheet / Income Statement

 4 Class

_____ Description

Balance Sheet / Income Statement

5 Class

----- Description

Balance Sheet / Income Statement

 6 Class

----- Description

Balance Sheet / Income Statement

 7 Class

----- Description

Balance Sheet / Income Statement

 8 Class

----- Description

Balance Sheet / Income Statement

<u>9</u> Class
----- Description
Balance Sheet / Income Statement

Date Completed		By		#	of	
Date Revised		By				

ENTITY MASTER

Facility _____ Entity _____

ENTITY MASTER	
The Entity Master establishes accounting entities in the system. Information entered in the Entity Master includes demographics (entity name, address, etc.) along with the fiscal year and accounting period in which this entity is operating.	
Entity Code (2AN):	
Entity Name (30AN):	
Entity Type - D or R (Detail or Reporting):	
Address (25AN):	
Address (second line) (25AN):	
City (18AN):	
State (2A):	Zip Code (9N):
Media - (T)ape, (N)FS, (C)PU, or (A)SCII [T] (1A):	
Pathways GL (2A):	
Pathways AP (2A):	
Pathways MM (2A):	
Y2K Outbd GL Interface (Y/N) [N] (1A):	
Current Fiscal Year (4N):	Current Period (2N, 1-13):
GL Security? (Y/N) [No] (1A):	
Intercompany JE Default (1N)	
Stop Automatic COA Creation (Y/N) (1A)	
Last Year To Create (4N)	

Entity Code (2AN):	
Entity Name (30AN):	
Entity Type - D or R (Detail or Reporting):	
Address (25AN):	
Address (second line) (25AN):	
City (18AN):	
State (2A):	Zip Code (9N):
Media - (T)ape, (N)FS, (C)PU, or (A)SCII [T] (1A):	
Pathways GL (2A):	
Pathways AP (2A):	
Pathways MM (2A):	
Y2K Outbd GL Interface (Y/N) [N] (1A):	
Current Fiscal Year (4N):	Current Period (2N, 1-13):
GL Security? (Y/N) [No] (1A):	
Intercompany JE Default (1N)	
Stop Automatic COA Creation (Y/N) (1A)	
Last Year To Create (4N)	

Date Completed		By		#	of	
Date Revised		By				

FISCAL YEAR DEFINITION

Facility _____ Entity _____

FISCAL YEAR DEFINITION	
The Fiscal Year Definition master established the characteristics for each general ledger entity.	
Fiscal Year:	(4N)
Dept. # Size:	(2N)
Display As:	(14A)
Subacct # Size:	(2N)
Display As:	(14AN)
FY Begins (MM/DD/YYYY):	
# of Periods:	(2N)
Post To Closed Periods?: Yes or No	
JE Lead Days:	(2N)
JE Approval: A or M (for Manual Journal Entries)	
(Automatic or Manual)	
RJE Approval: A or M	
(Automatic or Manual)	
JE #s From: U or S	
(User or System)	
P/L Department:	(10AN)
P/L Subacct:	(10AN)
Suspense Department:	(10AN)
Suspense Subacct:	(10AN)

Periods (Circle periods as OPEN or CLOSED and provide an ending date):

Period	Circle one:	Ending date
1	Closed / Open	
2	Closed / Open	
3	Closed / Open	
4	Closed / Open	
5	Closed / Open	
6	Closed / Open	
7	Closed / Open	

Period	Circle one:	Ending date
8	Closed / Open	
9	Closed / Open	
10	Closed / Open	
11	Closed / Open	
12	Closed / Open	
13	Closed / Open	

Date Completed		By		#	of	
Date Revised		By				

DEPARTMENT MASTER

Facility_____ Entity_____

DEPARTMENT MASTER	
Dept. Number:	(10N)
Dept. Name:	(30ANR)
Short Name	(4ANO)
Department Type: R (Reporting) or D (Detail)	
Subaccount Classes (Select from the Subaccount Class Code table)	
Status: A (Active), I (Inactive), or D (Delete) (1AO)	
Dept. Number:	(10N)
Dept. Name:	(30ANR)
Short Name	(4ANO)
Department Type: R (Reporting) or D (Detail)	
Subaccount Classes (Select from the Subaccount Class Code table)	
Status: A (Active), I (Inactive), or D (Delete) (1AO)	
Dept. Number:	(10N)
Dept. Name:	(30ANR)
Short Name	(4ANO)
Department Type: R (Reporting) or D (Detail)	
Subaccount Classes (Select from the Subaccount Class Code table)	
Status: A (Active), I (Inactive), or D (Delete) (1AO)	

Date Completed		By		#	of	
Date Revised		By				

SUBACCOUNT MASTER

Facility _____ Entity _____

SUBACCOUNT MASTER
The Subaccount Master defines the characteristics of each subaccount within an entity.
Subaccount Class:(1N)
Subaccount Number:(10N)
Description: (30AN)
Global Subaccount: Y or N
Subaccount Report Group:(2N) (Select from the Subaccount Report Group Table)
Normal Acct. Balance: Debit/Credit
Minimum Balance: \$, , , , , , , (12N)
Maximum Balance: \$, , , , , , , (12N)
Budget Exception %:
Budget Exception Amt: \$, , , , , , , (14N)
Budget Flag: (1) Previous Year's Budget Figures (2) Previous Year's Actual Figures (3) Previous Year's Actual Figures added to a percentage
Posting Exception %:
Posting Exception Amt: \$(14N)
Statistics Codes:(3N) (Select from the Statistics Type table)
Primary Statistic:(3N)
Record Status: A (Active), I (Inactive), or D (Delete) (1AR)
HSL Statistic Codes:(3N)
HSL Account Numbers:(7N)

Date Completed		By		#	of	
Date Revised		By				

MAINTAIN GL ACCOUNTS

MAINTAIN GL ACCOUNTS
Entity Code (Display Only)
Entity Name (Display Only)
Fiscal Year (Display Only)
Department Number (Display Only)
Department Name (Display Only)
Subaccount Number (Display Only)
Account Description (30AN):
Account Class (Display Only)
Report Group (2N):
Normal Balance (1A):
Minimum Balance (14N):
Maximum Balance (14N):
Budget Excpt % (5N):
Budget Excpt Amt (14N):
Budget Flag (1N):
Primary Statistic:(3N)
Posting Exception % (5N):
Posting Exception Amt (14N):
Record Status(1A):
Statistics Codes:(3N) (Select from the Statistics Type table)
Inactivate By (Display Only)
Inactivate Date (Display Only)

Date Completed		By		#	of	
Date Revised		By				

STANDARD JOURNAL ENTRIES

Facility _____ Entity _____

STANDARD JOURNAL ENTRIES
Standard journal entries provide a method to manage recurring but variable expenses.
Standard Entry# (7N): (7N if manually provided)
SubSystem (Display Only):
Source (Display Only):
Type: Template / Distribution
Entry Status (Display Status):
Date Entered (Display Only):
Referring JE # (7N):
Ref Entity (2AN):
Ref FY (4N):
Reverse (1A):
Project ID (6N):
Description (30AN):
Last Posting Date (Display Only):
Last Posting Fiscal Year (Display Only):
Last Posting Period (Display Only):
Edit By (Display Only):
Edit Date (Display Only):
Interco JE (1A):

Date Completed		By		#	of	
Date Revised		By				

If template, provide:

Department	Subaccount	Amount	Debit/Credit	Project ID
			D / C	
			D / C	
			D / C	
			D / C	
			D / C	

If distribution, provide:

Department	Subaccount	Percentage	Debit/Credit	Project ID
			D / C	
			D / C	
			D / C	
			D / C	
			D / C	

REVERSE: Y or N

Indicate Fiscal Year for Reversal (Display Only)
Indicate Fiscal Period for Reversal (Display Only)
Project ID (6N):
Description (30AN):

Date Completed		By		#	of	
Date Revised		By				

RECURRING JOURNAL ENTRIES

Facility _____ Entity _____

RECURRING JOURNAL ENTRIES
Start Date (8N):
Start FY (4N):
Start Period (2N):
Reverse? (1A):
Reverse Start FY (4N):
Reverse Start Per (2N):
Ref JE# (7N):
Ref Entity (2AN):
Ref FY (4N):
Project ID (6N):
Description of Entry (30AN):
Date Entered (Display Only):
Subsystem (Display Only):
Source (Display Only):
Entry Status (Display Only):
Interval (2N):
to Generate (2N):
Generate to Date (Display Only):
Last Post FY (Display Only):
Last Post Per (Display Only):
Last Generated Date (Display Only):
Next Post FY (Display Only):

RECURRING JOURNAL ENTRIES
Next Post Per (Display Only):
Next Schedule Post Date (Display Only):
Edit By (Display Only):
Edit Date (Display Only):
Interco JE (1A) Y (Yes) or N (No):

Department	Subaccount	Amount	Debit/Credit	Project ID
			D / C	
			D / C	
			D / C	
			D / C	
			D / C	

REVERSE: Y or N

Reverse Start FY (2N):
Reverse Start Per (2N):
Referring JE # (7N):
Description of Entry (30AN):
Project ID (6N):
Interval (2N):
To Generate (2N):

Date Completed		By		#	of	
Date Revised		By				

BUDGET

Facility_____ Entity_____

BUDGET
This worksheet is used to set up and maintain budget figures for departments and subaccounts in each entity.
Entity (2AN):
Fiscal Year (4N):
Dept. Code (10N):
Acct. Code (10N):
Action: S, A, P or E (Options are Spread (S), Allocate (A), Percentage (P) or Edit (E)) - Spread divides the amount evenly over the beginning through ending periods. - Allocate adds the percentage or amount to each designated period.
Amt/Pct:
Begin (2N): (The beginning period)
End (2N): (The ending period)

Date Completed		By		#	of	
Date Revised		By				

This worksheet is used to define a header title for rows of GL data included in a report. The system assigns an up to four-digit code to the literal when it is entered. Up to 9999 literals can be entered. An example of a report literal could be "Current Assets."
(Literal numbers are supplied by the system.)

[illegible]

Date Completed		By		#	of	
Date Revised		By				

REPORT FORMATS

This worksheet is used to enter header information, column positions, time periods from which the report data is accessed, and the dollar and percentage variance between columns.

Description (30ANR):
Print Account (Yes/No):
Print Cents (Yes/No):
Print Commas (Yes/No):
Rounding (1,000; 10,000; 100,000 *):

* Rounding can only be chosen if 'No' is answered to 'Print Cents'. Print Cents applies only to dollars, not statistics.

Date Completed		By		#	of	
Date Revised		By				

REPORT FORMAT DEFINITIONS

These fields are used in completing the report format.

Field Content	Enter either A-actual, B-budget, C-calulations, DE-description, N-blank, O-original budget.
Fiscal Year	Enter either P (prior) or C (current).
Type Balance	The options are Beginning Balance, Last Month, This Month, Quarter to Date, Range, Year to Date.
Periods From/To	If "range" is entered in the Type Balance field, this field accepts the beginning and ending periods of the range: for example, 01 to 04. For any other type Balance only 1 period can bee entered in this field. The accounting periods run form 01 to 13.

These fields enable you to enter a three-line heading for the column.

Header1 - Enter up to 10 characters. This is a free-form field.

Header2 - Enter up to 10 characters. This is a free-form field.

Header3 - Enter up to 10 characters. This is a free-form field.

Col #:	(In, range is 1 to 14)	Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):		
Column Size (2NR):			
Header1 (10AN, free-form):			
Header2 (10AN, free-form):			
Header3 (10AN, free-form):			

Col #:	(In, range is 1 to 14) Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Col #:	(In, range is 1 to 14) Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Col #:	(In, range is 1 to 14) Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Col #:	(In, range is 1 to 14) Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Col #:	(In, range is 1 to 14) Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Col #:	(In, range is 1 to 14) Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Col #: (In, range is 1 to 14)	Field Content:	Fiscal Year (either P or C):
Type Balance:	Periods From/To (2N, range is 01 to 13):	
Column Size (2NR):		
Header1 (10AN, free-form):		
Header2 (10AN, free-form):		
Header3 (10AN, free-form):		

Date Completed		By		#	of	
Date Revised		By				

REPORT TABLE

Facility _____ Entity _____

REPORT TABLE
This worksheet provides information used to set up a new report or change a current report.
Entity Code (2AN):
Entity Name (30AN):
Report Code (2N):
Report Description (30AN):
Report Format Code (3N): (The default format for the report)
The following are user-defined header lines for this report.
Header #1 (40AN)
Header #2 (40AN)
Header #3 (40AN)

Date Completed		By		#	of	
Date Revised		By				

REPORT DEFINITIONS

Facility_____ Entity_____

REPORT DEFINITIONS
This worksheet is used to enter information combining the report rows with the previously-defined report literals, GL account accumulators for the running totals and subtotal lines.
Entity Code (2AN):
Entity Name (30AN):
Report Code (2N):

Date Completed		By		#	of	
Date Revised		By				

Line Type Definitions

- A** pulls data from account in the GL, either actual or budget data.
- B(x)** inserts (x) number of blank lines.
- D** prints a line of dashes.
- E** prints a line of double dashes that looks like this: =====
- G** accesses subaccount reports groups
- L** uses the Literal as defined in the Report Literal definitions table.
- M** recognizes the (*) asterisk character as a single numeric wildcard character and searches sequentially from (0) zero to (9) nine for data from the appropriate department or subaccount and pulls the data into the reports.
- N** accesses all subaccounts within a department range defined.
- P** enters a page break at that line in the report and starts a new page.
- R** searches a Range of GL Accounts for data and pulls this into the report according to the column headers set up.
- S** prints actual or budgeted statistics from the GL Account selected according to the column headers set up.
- T(x)** rolls accumulated subtotals from sequential lines with the same accumulator number and totals them.
- *** 'c' can be attached to Line types A, G, M, N, R, and S to combine data into one printed line. Combines can be used in sequential lines to combine several lines of data of different or similar line types.

Report Definitions

LINE TYPES

A=account	D=line of dashes	G=report group	m=mask	R=range
N=natural class	S=statistics	L=literal	P=page break	Tx=total
Bx=blank lines	E=line of double dashes			

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE TYPES

A=account	D=line of dashes	G=report group	m=mask	R=range
N=natural class	S=statistics	L=literal	P=page break	Tx=total
Bx=blank lines	E=line of double dashes			

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

LINE NUMBER: (Up to 2N) LINE TYPE: (Up to 2AN) LITERAL OR GROUP CODE: (Up to 2N)

Accumulator (Range is 1 through 9):	Reverse Field Sign (Y or N)
Department1 (10N):	Subaccount1 (10N):
Department2 (10N):	Subaccount2 (10N):

Date Completed		By		#	of	
Date Revised		By				

REPORT GROUPINGS

Facility_____ Entity_____

REPORT GROUPINGS
This worksheet is used create and maintain groups of reports that can be printed at one time. There is no limit to the number of reports in a report group.
Entity Code (2AN):
Entity Name (30AN):
Report Group Code (2N):
Report Group Description (30AN):

Date Completed		By		#	of	
Date Revised		By				

REPORTS IN THIS GROUP

Report Definition (2N)	Report Description (30AN)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	

Report Definition (2N)	Report Description (30AN)
33	
34	
35	

Date Completed		By		#	of	
Date Revised		By				

MAP MASTER

Facility _____ Entity _____

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Entity Code (2AN):	Entity Name (30AN):
Map Number (2N):	Map Name (30AN):
Map Status (1A): (Options are A-active or I-inactive)	

Date Completed		By		#	of	
Date Revised		By				

DEPARTMENT MAP

Facility _____ Entity _____

DEPARTMENT MAP
Entity Code (2AN):
Entity Name (30AN):
Map Number (2N):
Reporting Department (10AN): (The department to which the following departments are mapped)

Department (10N)	Description (30AN)	Dept. Type*

Department (10N)	Description (30AN)	Dept. Type*

*Detail departments can only report to Reporting departments. Reporting departments can have Detail and/or Reporting departments report to them.

Date Completed		By		#	of	
Date Revised		By				

SUBACCOUNT REPORT GROUP CODES

Facility _____ Entity _____

Subaccount report groups are assigned to GL accounts to link common accounts together with the same code. Accounts having the same subaccount report group may be summarized in GL report writer reports. Subaccount Report Group Codes are defined under tables.

Code (2AN):

Description (30AN):

Code (2AN):

Description (30AN):

Code (2AN):

Description (30AN):

Code (2AN):

Description (30AN):

Code (2AN):

Description (30AN):

Code (2AN):

Description (30AN):

Code (2AN):
Description (30AN):

Code (2AN):
Description (30AN):

Code (2AN):
Description (30AN):

Code (2AN):
Description (30AN):

Code (2AN):
Description (30AN):

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TABLE DEFINITION

Facility_____ Entity_____

This table, which *must* be split by facility, contains codes identifying the mapping table used to map automatic postings from Patient Accounting to the General Ledger.

GL MAPPING TABLE DEFINITION
Table Number (2N):
Table Description (30AN):

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING PARAMETERS

Facility_____ Entity_____

This function, which can be split by facility, indicates the conversion table number and the suspense account used to post funds with invalid or missing table key definitions to the general ledger.

GL MAPPING PARAMETERS
Date Last Posted (Display Only)
Current Table #/Description (Display Only)
Last J/E # (Display Only)
G/L Entity (3AN):
Next Year's Table #/Description (2N):
GL SUSPENSE ACCOUNT Fields
GL Department (10N):
Subaccount (10N):
Account Description (Display Only)
UNBILLED CHARGE REVERSAL Fields
GL Department (10N):
Subaccount (10N):
Account Description (Display Only)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TABLE KEY DEFINITIONS

This function is used to define keys that determine how Patient Accounting transactions update the General Ledger.

GL MAPPING TABLE KEY DEFINITIONS	
Table Number/Description (Display Only)	
Table Key Type/Description (Display Only)	
Field Description (Display Only)	
Include In Key? (3A)	
Field Description (Display Only)	
Include In Key? (3A)	
Field Description (Display Only)	
Include In Key? (3A)	
Field Description (Display Only)	
Include In Key? (3A)	

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TABLE ENTRY

This function is used to enter and edit a single mapping key's component values and associated GL account (GL department/subaccount combination) and correct accounts mapped to an improper GL account.

GL MAPPING TABLE ENTRY	
Facility (Display Only)	
Entity (Display Only)	
Mapping Table (Display Only)	
Key Type (Display Only)	
Key Component Description (Display Only)	
Key Value (Display Only)	
Entity (Display Only)	
Department (10N)	
Subaccount/Description (10N)	
Key Component Description (Display Only)	
Key Value (Display Only)	
Entity (Display Only)	
Department (10N)	
Subaccount/Description (10N)	
Key Component Description (Display Only)	
Key Value (Display Only)	
Entity (Display Only)	
Department (10N)	
Subaccount/Description (10N)	

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TABLE ENTRY
Key Component Description (Display Only)
Key Value (Display Only)
Entity (Display Only)
Department (10N)
Subaccount/Description (10N)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANA-ADJUSTMENT ACCOUNT

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	
Patient Type	
Transaction Code	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , ,
Patient Type (3AN)	All or , , , , , , , , , , , , , , , , , ,
Transaction Code (4N)	

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANE-AGENCY CASH

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Transaction Code	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Transaction Code (4N)	

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANV-AGENCY FEES

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Transaction Code	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Transaction Code (4N)	

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING AR-AR CONTROL ACCOUNT

Facility_____

Table

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	
Patient Type	

Department: _____ (10N)

Subaccount: _____ (10N)

[illegible]

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING BDAL-BAD DEBT ALLOWANCE

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	
Patient Type	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , , ,
Patient Type (3AN)	All or , , , , , , , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING BD-BAD DEBT ASSET ACCOUNT

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING BDWO-BAD DEBT CONTRA ASSET ACCOUNT

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING BDRC-BAD DEBT RECOVERY

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	
Patient Type	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , , ,
Patient Type (3AN)	All or , , , , , , , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING DPRF-DEPARTMENT PROFESSIONAL FEES

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	
Patient Type	
Medical Service	
Revenue Center	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , ,
Patient Type (3AN)	All or , , , , , , , , , , , , , , , , , ,
Medical Service (3N)	All or , , , , , , , , , , , , , , , , , ,
Revenue Center (4N)	All or , , , , , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING DPRV-DEPARTMENT REVENUE

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Financial Class	
Patient Type	
Medical Service	
Revenue Center	

Department: _____(10N)

Subaccount: _____(10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Financial Class (2AN)	All or , , , , , , , , , , , , , ,
Patient Type (3AN)	All or ,
Medical Service (3N)	All or ,
Revenue Center (4N)	All or ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANI-INSURANCE PAYMENT

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Transaction Code	

Department:_____ (10N)

Subaccount: _____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Transaction Code (4N)	All or , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRAND-INSURANCE REFUNDS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Transaction Code	

Department:_____ (10N)

Subaccount: _____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Transaction Code (4N)	All or , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANF-MISCELLANEOUS CASH

Facility_____

Table_____

Entity_____

Key Component	Include in Key? (Y or N)
Transaction Code	

Department:_____ (10N)

Subaccount:_____
_____ (10N)

Key Component	Value
Transaction Code (4N)	All or , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANN-NONPATIENT CASH

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Transaction Code	

Department:_____ (10N)

Subaccount:_____
_____ (10N)

Key Component	Value
Transaction Code (4N)	All or , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING REG-OP REGISTRATIONS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Financial Class	
Medical Service	

Department:_____ (10N)

Subaccount: _____ (10N)

Key Component	Value
Financial Class (2AN)	All or , , , , , , , , , , , , ,
Medical Service (3AN)	All or , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANG-OTHER ADJUSTMENTS

Facility_____

Table_____

Entity_____

Key Component	Include in Key? (Y or N)
Transaction Code	

Department:_____ (10N)

Subaccount:_____
_____ (10N)

Key Component	Value
Transaction Code (4N)	All or , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANJ-OTHER REFUNDS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Transaction Code	

Department:_____ (10N)

Subaccount: _____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Transaction Code (4N)	All or , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING PTD-PATIENT DAYS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Financial Class	
Patient Type	
Medical Service	
Revenue Center	

Department:_____ (10N)

Subaccount:_____
_____ (10N)

Key Component	Value
Financial Class (2AN)	All or , , , , , , , , , , , , , ,
Patient Type (3AN)	All or ,
Medical Service (3AN)	All or ,
Revenue Center (4N)	All or ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING OPV-OUTPATIENT VISITS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Financial Class	
Patient Type	
Medical Service	

Department:_____ (10N)

Subaccount: _____ (10N)

Key Component	Value
Financial Class (2AN)	All or , , , , , , , , , , , , , ,
Patient Type (3AN)	All or ,
Medical Service (3AN)	All or ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANSPATIENT PAYMENTS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Transaction Code	

Department: _____(10N)

Subaccount: _____(10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Transaction Code (4N)	All or , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING RFCASH-REFUND CASH ACCOUNT

Facility_____

Table _____

Entity_____

Department:_____ (10N)

Subaccount: _____ (10N)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANU-UNAPPLIED CASH

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Transaction Code	

Department: _____(10N)

Subaccount: _____(10N)

Key Component	Value
Transaction Code (4N)	All or , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING TRANR-REFUNDS

Facility_____

Table _____

Entity_____

Key Component	Include in Key? (Y or N)
Patient Indicator	
Transaction Code	

Department:_____ (10N)

Subaccount: _____ (10N)

Key Component	Value
Patient Indicator	E, I, O, or All
Transaction Code (4N)	All or , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING UACASH-UNAPPLIED CASH CONTROL

Facility_____

Table _____

Entity_____

Department:_____ (10N)

Subaccount: _____ (10N)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING UACHRG-UNAPPLIED CHARGES CONTROL

Facility_____

Table _____

Entity_____

Department:_____ (10N)

Subaccount: _____ (10N)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING VB-CONTRACT AR CONTROL

Facility_____

Table _____

Entity_____

Department:_____ (10N)

Subaccount: _____ (10N)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING VA-CONTRACT PA CONTROL

Facility_____

Table _____

Entity_____

Department:_____ (10N)

Subaccount: _____ (10N)

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING VR-CONTRACT REVENUE

Facility_____

Table_____

Entity_____

Key Component	Include in Key? (Y or N)
Revenue Center	

Department:_____ (10N)

Subaccount:_____ (10N)

Key Component	Value
Revenue Center (4N)	All or , , , , , , , , , , , , , , , , , , , , , , , ,

Date Completed		By		#	of	
Date Revised		By				

GL MAPPING PA-PA CONTROL

Facility_____

Table _____

Entity_____

Department:_____ (10N)

Subaccount: _____ (10N)

Date Completed		By		#	of	
Date Revised		By				

MISCELLANEOUS REVENUE DESCRIPTION TABLE

	ENTITY CODE
	ENTITY NAME
	FISCAL YEAR
	CODE NUMBER
	CODE DESCRIPTION
	REVENUE DEPARTMENT
	REVENUE SUBACCOUNT

	ENTITY CODE
	ENTITY NAME
	FISCAL YEAR
	CODE NUMBER
	CODE DESCRIPTION
	REVENUE DEPARTMENT
	REVENUE SUBACCOUNT

	ENTITY CODE
	ENTITY NAME
	FISCAL YEAR
	CODE NUMBER
	CODE DESCRIPTION
	REVENUE DEPARTMENT
	REVENUE SUBACCOUNT

Date Completed		By		#	of	
Date Revised		By				

For General Ledger Use

Group/Description

REV-Revenue Center Statistics

Primary Key - Revenue Center

Daily Stats?: No

KEYS	SEQUENCE	<p>It is not necessary to select patient indicator if ipatient type is included in the key.</p> <p>SIM Department must be used in the key if SIM Item is selected.</p>
Financial Class		
Medical Service		
Patient Indicator		
Patient Type		
SIM Department		
SIM Department, item		
SIM Item		

Date Completed		By		#	of	
Date Revised		By				

FINANCIAL CLASS STATISTICAL GROUP

For additional documentation, see "Financial Class Statistical Group" in Chapter 1 - Financial Table Maintenance of the *STAR Financials Patient Accounting Reference Guide - Tables, Masters, and Parameters Volume*.

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):

4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):

4	EDIT BY (Display only)
5	EDIT DATE (Display only)

1	CODE (1N):
2	DESCRIPTION (30A):
3	STATUS (System display ACTIVE/INACTIVE):
4	EDIT BY (Display only)
5	EDIT DATE (Display only)

** UP TO NINE CODES CAN BE ENTERED **

For General Ledger Use

REV-REVENUE CENTER STATISTICS
Fiscal Year Retention (2N):
Fiscal Period Retention (2N):

REV-REVENUE CENTER STATISTICS
Fiscal Year Retention (2N):
Fiscal Period Retention (2N):

REV-REVENUE CENTER STATISTICS
Fiscal Year Retention (2N):
Fiscal Period Retention (2N):

REV-REVENUE CENTER STATISTICS
Fiscal Year Retention (2N):
Fiscal Period Retention (2N):

REV-REVENUE CENTER STATISTICS
Fiscal Year Retention (2N):
Fiscal Period Retention (2N):

REV-REVENUE CENTER STATISTICS
Fiscal Year Retention (2N):
Fiscal Period Retention (2N):

Date Completed		By		#	of	
Date Revised		By				

CASH ACCOUNT CODE TABLE

	ENTITY CODE
	ENTITY NAME
	CASH CODE
	CASH CODE DESCRIPTION
	BANK NAME
	CASH DEPARTMENT
	CASH SUBACCOUNT

	ENTITY CODE
	ENTITY NAME
	CASH CODE
	CASH CODE DESCRIPTION
	BANK NAME
	CASH DEPARTMENT
	CASH SUBACCOUNT

Date Completed		By		#	of	
Date Revised		By				

	ENTITY CODE
	ENTITY NAME
	CASH CODE
	CASH CODE DESCRIPTION
	BANK NAME
	CASH DEPARTMENT
	CASH SUBACCOUNT

Date Completed		By		#	of	
Date Revised		By				

INTERCOMPANY CASH POSTING TABLE

The Intercompany Cash Posting Table enables you to post miscellaneous cash transactions across entities and automatically set up Due To and Due From accounts. An Intercompany Table must be set up for each home/link entity relationship.

INTERCOMPANY CASH POSTING TABLE	
Home Entity (Display Only)	
Due To Department (10N)	
Due To Subaccount (10N)	
Link Entity (Display Only)	
Due From Department (10N)	
Due From Subaccount (10N)	
Description (60AN)	

Date Completed		By		#	of	
Date Revised		By				

INTERCOMPANY LINK TABLE

The Intercompany Link Table enables you to post non-cash transactions across entities (cash entries are input through the Intercompany Cash Posting Function). Use this table to automatically set up the Due To and Due From Accounts.

INTERCOMPANY LINK TABLE
Home Entity (Display Only)
Due To/From Department (10N)
Due To/From Subaccount (10N)
Link Entity (Display Only)
Due To/From Department (10N)
Due To/From Subaccount (10N)
Description (60AN)

■ Reader Comment Form ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *General Ledger Worksheets Volume* of the *STAR Financial General Accounting Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are there parts of this manual that could be made more helpful to you? Please explain.

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