STAR 2000™

**STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE
Accounts Payable Volume**

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Preface

The *Accounts Payable Volume* of the *STAR Financials General Accounting Reference Guide* is a single-volume document written to provide hospital financial personnel with a reference tool for using the Accounts Payable system. This volume contains a list of available reports in Chapter 8.

The functions in this book are arranged in the order in which they are accessed by the base system. Any hospital-specific changes to the system may not be reflected in this documentation.

Use of the system is covered in the *STAR Financials General Accounting Reference Guide - General Information Volume*, and in Chapter 1: Accounts Payable System Information of this reference guide.

For further information, refer to the *General Information Volume*. The subjects covered in the *General Information Volume* are common to all STAR Financials systems. Information on Menus and Mnemonics is covered in the *General Information Volume*, Appendix A.

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 *Accounts Payable Volume* of the *STAR Financials General Accounting Reference Guide* contains the following chapters:

Chapter 1: Accounts Payable System Information

This chapter explains specific functions of the Accounts Payable system.

Chapter 2: Tables

This chapter explains and provides examples of the system's code tables.

Chapter 3: Parameters

This chapter explains and provides examples of the system's parameters.

Chapter 4: Vendor Information

This chapter contains information on setting up Vendor Master files, purchasing information, alternate address information, and Accounts Payable statistics.

Chapter 5: Invoicing

This chapter contains information on creating invoices, invoice types, invoice maintenance and invoice inquiry.

Chapter 6: Check Processes/AP System Processes

This chapter contains information on check production for invoices due, and the supporting audit and accounting reports.

Chapter 7: Electronic Funds Transfer Processing

This chapter explains how to select and group vouchers to be paid by electronic funds transfer, download these vouchers to your personal computer for matching to purchase orders, and regenerate a downloaded batch, if necessary.

Chapter 8: Accounts Payable Reports

This chapter explains how to create reports and contains examples of system reports.

Chapter 1 - ACCOUNTS PAYABLE SYSTEM INFORMATION

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DATA ENTRY TECHNIQUES

This section provides information and guidelines for entering and accessing data in the STAR Accounts Payable system.

Prompt Line

Read the prompt displayed at the bottom of each screen for instructions and/or prompts before entering information. The prompt line is a brief statement explaining what you can do at a particular point in the system. You can select a menu option, display a set of tables, complete a screen field, etc.

ENTER Key

Pressing the ENTER key submits data that has been keyed. Default values are displayed in brackets ([ ]) on the prompt. Press ENTER without keying any data to accept the default value. (This key may also be referred to as NEW LINE or NL in the STAR system.) An Invalid Format error message is displayed beneath the prompt if you enter an incorrect format (for example, if a date should be entered in the format 030186 rather than 3186.) If the data entered completely fills the field, it is not necessary to press the ENTER key. The data is accepted automatically, and the cursor moves to the next field.

DEL (Delete) Key

Use the DEL (Delete) key to remove errors made while entering data.

Cursor

The cursor identifies where you are on the screen. The cursor can be a flashing or non-flashing dash or block. It can be changed by pressing the CURSOR TYPE key on the keyboard.

Default Values

Many fields on screens have default values associated with them. The default value is easily identifiable because it appears in brackets ([ ]) on the prompt line. The value contained in the brackets is the response that the system accepts if you press ENTER without entering any data. Default values eliminate unnecessary keystrokes. Once you press ENTER, the system enters the default value in the field, and the cursor moves to the next blank field on the screen.

Table Lookup

Many system prompts include the table lookup feature which displays a table of values after you enter a hyphen (-). Then you can select a value from the list. Whenever you

enter a hyphen (-)to select from a table and the table is morethan one screen in length, the following prompt displays.

Enter choice-- next pg (/ or PG DN) Search (TAB)

To page through the information, enter a slash (/) and press the Enter key, or press the Page Down key.

To perform a search, press the Tab key to enter into Search mode. Enter a string of characters on which to search. The search always matches letter for letter starting in column one of the table display. Precede the search string with an asterisk (*) to cause the search to look for the string anywhere in the display. The table driver will find the first entry that matches the string of characters.

To return to Select mode, press the Tab key again. Then you can enter the number of the entry you want to select.

Revising Incorrect Data

To revise incorrect data that has been accepted, enter a slash (/) and the appropriate field number you want to revise, (for example, /4 to revise field 4). Once the cursor returns to the appropriate field, the system prompts you to enter new data. If you enter a slash (/) followed by a field number, after editing that field the cursor moves to the next empty field on the screen. By entering two slashes (//), the previously entered data is moved to the prompt line so you can edit the data on free-form fields. The Right and Left Arrow keys located on the numeric pad keys move thecursor to the right or left on the prompt line. The Up Arrow key allows you to insert characters in the data, and the Down Arrow key deletes characters. If you do want to edit an existing answer, enter the new response and it overwrites the old one.

Some fields are free-form. A flashing vertical bar (|) to the right of the prompt indicates the maximum length of the data field. You can enter data up to the flashing bar.

Exiting a Screen

If you do **not** want to enter data or select one of the choices, press period (.) ENTER in response to a prompt. If you enter period (.) while located in a screen, a question displays asking what field you want to edit. If you are not located in a screen and you enter period (.), you are returned to the previous prompt. If you are adding data on a Scrolling screen, (a screen with "F1Prev Page, F2Next Page, F3 Insert, F4 Delete, F6 Reset, F7 Exit ?" displayed at the bottom) and you enter period (.) ENTER, all data you have entered since the last time that screen was saved, using the F7Exit function, will be erased from the screen.

To save the newly entered data, you must press F7 and respond Yes to the "Accept this screen?" prompt in order to get the "Filed!" message, indicating the data you added was saved.

Accepting or Rejecting Data Entered on a Screen

After the appropriate fields on a screen are entered, the system displays the following prompt:

Accept this screen? (Y/N) [Y]—

Verify that all the information on the screen is correct. Pressing ENTER accepts the data. If N (for No) is entered, the system prompts you to select the appropriate field number to edit:

Enter field number or '/'starting field number—

If you enter the field number only, the system allows you to edit that field, then returns to the Enter field number prompt. If you enter a slash (/) followed by a field number, after editing that field the cursor moves to the next empty field on the screen. If you press ENTER, the Accept this screen prompt displays. If you want to exit the screen without saving the information you just entered, enter a period (.).

If no empty fields exist, the system prompts you with:

Accept this screen? (Y/N) [Y]—

NOTE: It is very important that you enter **Y** (Yes) or **N** (No) at this prompt. If you enter a slash (/), which takes you to the next page, and you did not respond to this prompt, the data is lost and will have to be re-entered. If the default is Y for Yes, then press ENTER to accept the screen.

When saving field changes or entering new field information on any type of screen, the "Filed!" message indicates that the data you entered has been saved. If you do not want to retain the information you have added, or the changes you have made, press period (.) ENTER.

FUNCTION KEYS

In certain system fields, the system provides a series of function keys displayed at the bottom of the screen. The function keys displayed on the prompt line below correspond with the function keys on your keyboard.

1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit ?

The following table provides a description of each function key.

Key	Description
F1 PrevPage	Moves the cursor to a previous screen page.
F2 NextPage	Moves the cursor to the next screen page.
F3 Insert	Inserts a blank line above the line the cursor is on. Once you insert a blank line, the appropriate code can be entered here or you can use the Dash Lookup procedure to find the code you need.
F4 Delete	Deletes the line on which the cursor is located.
F5	Used for special functions.
F6 Reset	Resets the line the cursor is on by erasing data which you just entered.
F7 Exit	Saves the current data entered in this field and exits the field.
?	Displays Help Text for a function menu or field. Once pressed, the help function remains active as you move from column to column (on some screens) entering data in a particular field.

MENU AND SCREEN CONVENTIONS

The Accounts Payable system, as with the other STAR Financial systems (Patient Accounting, General Ledger, Payroll/Human Resources and Materials Management), has a menu capability that can be defined by the hospital. The Accounts Payable system main menus and submenus may vary from hospital to hospital depending on the menu definition during installation. Additionally, the system menu may vary within the hospital, depending on the defined security. To avoid confusion, menu screens have been limited in this documentation and menu selections are referenced by option names rather than option numbers.

Scrolling Screens

On some fields, the data is entered and edited using the PC keyboard keys as well as the function keys. These fields are displayed (in a 6-column format) so that they scroll upward as you enter new lines of data.

Chapter 2 - TABLES

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INTRODUCTION

This chapter presents information about the tables within the Accounts Payable System. The tables are discussed in the order presented on the screen below.

After you select **Tables** from the Accounts Payable System menu, the system displays the following screen:

```
                    General Hospital Tables Processor
                                        Sat Sep 13, 2003 10:22 pm

Page:01                          Maintain Tables
( 1) Bank Master
( 2) Check Codes
( 3) Country Codes
( 4) Federal  Reporting Codes
( 5) Federal State Dollar Limits
( 6) Job Classes
( 7) State SAT Vendor Identifier
( 8) Vendor Classes






    Enter choice--
```

HOW THE SYSTEM HANDLES CODES

Once codes are established in the system, they can be edited or filed for deletion. After editing the information associated with the code, you are prompted by the system:

File as deleted? (Y/N) [N]--

If you press ENTER to accept the default response **N** for No, the system returns to the previous menu or to the next processor screen, if this table has a second screen associated with it. If you decide to file the code as deleted by entering **Y** for Yes, the system deletes this code from the corresponding table. The code remains part of the Accounts Payable system and can be reactivated at any time.

To reactivate a code that has been Filed as Deleted, you must enter it at the appropriate system prompt. Since the code is no longer active, it is no longer part of the table look-up procedure. Therefore, it is recommended that you print a table report by entering **Y** at the prompt:

Include entries filed as deleted? (Y/N)--Y

BANK MASTER

The Bank Master table is shared across all entities. The information it contains applies specifically to the bank and not to its relationship to an entity. The Accounts Payable system uses this table to identify the banks from which Accounts Payable checks are issued. Bank information can be added, changed, or Filed as Deleted.

After you select **Bank Master** from the Maintain Tables screen, enter the Bank Code or a hyphen (-) to display a list of valid Bank Codes:

Enter Bank Code or '-' for table--

If a numeric code is entered that is not defined on the Bank Master, the system displays the following prompt:

Add Code 'XX'? (Y/N) [Y]--

If you are entering a new Bank Code, the system prompts you to confirm that you want to add the code. The system then displays the Bank Master screen. If you are editing bank data for an existing bank, the system displays the information pertaining to the selected bank.

```
                        General Hospital Tables Processor
                                            Mon Jun 21, 1999 03:41 pm
 Bank Master
  1 Bank Code                     2 Name
    3                               SOUTHERN BANK
  3 Branch Title

  4 Address Line 1                 5 Address Line 2
    10 TOWN CENTER                   SUITE 1000
  6 City               7 State                   8 Zip Code   9 Country
    MARIETTA             GA                        30348
 10 Phone             11 Ext.      12 Contact
    (404)555-4090        4090          K. TRITT
 13 FAX Phone          14 Federal Transit Nbr
    (404)333-4444
 15 Outbound Bank Recon Tape Check Date Format

 16 Edit By                        17 Edit Date
    Umplebee,Tom R                    10/29/1998 02:27pm



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

NOTE: If you are using EFT for vendor payment, it is imperative that you generate, transmit and receive confirmation of PRENOTE vouchers every time you change any related Bank Master or Check Code information, to ensure that EFT payments are processed correctly. Also, if a PRENOTE is rejected, a new PRENOTE invoice must be created, re-sent for bank approval, and successfully processed.

NOTE: Because EFT vendor payments cannot be voided, recalled or changed, McKesson recommends that a separate EFT-only Check Code be created to aide in customer Accounts Payable Balancing procedures. You must verify that on the EFT Check Code screen, the Print Zero Checks field is Yes, to ensure that PRENOTE vouchers may be sent and processed for EFT process testing.

Field Explanations

1. BANK CODE (DISPLAY ONLY)
This field contains an identification number for the Bank. This number is used for retrieval of the bank information in the Check Code table and some of the tables in the STAR Payroll system.

2. BANK NAME (40-C-R)
This field contains the name of the bank represented by the associated Bank code.

3. BRANCH TITLE (40-AN-O)
This field contains the name of the branch of the bank.

CN: For Canada, this field is required.

4. ADDRESS LINE 1 (25-C-O)
This field contains the first address line of the bank.

5. ADDRESS LINE 2 (25-C-O)
This field contains the second address line of the bank.

6. CITY (18-C-O)
This field contains the city name for the bank. You can enter the ZIP code in this field instead of the city name, and the City, State (Province), and ZIP fields are automatically displayed from the information stored in the ZIP code table. You can override these defaults.

7. STATE CODE (2-A-O)
7. PROVINCE (2-A-O)
This field contains the State code.   You can enter the code or a hyphen (-) to display a list of valid codes. If you entered the ZIP code in the City field, the State code is displayed from the ZIP code table. You can override the default.

8. ZIP CODE (9-N-O)
8. POST (8-AN-O)
This field contains the five or nine-digit ZIP (Post) code established by the postal service.   The number displays as 99999-9999. If you entered the ZIP (Post) code in the City field, the system moves the number to this field.

9. COUNTRY (2-A-O)
This field contains the country code. Enter a hyphen (-) to display a list of country codes from which to make your selection.

10. PHONE NUMBER (13-N-O)
This field contains the bank or bank contact's phone number. This field is displayed as (999)999-9999.

11. PHONE EXTENSION (4-N-O)
This field contains the bank contact's phone extension. This field is displayedas 9999.

12. CONTACT (25-C-O)
This field contains the name of the bank contact person.

13. FAX PHONE NUMBER (13-N-0)
This field contains the area code and phone number for the bank's Facsimile machine The system displays the number as (999)999-9999.

14. FEDERAL BANK TRANSIT NUMBER (12-N-O)
This field contains the 12-digit federal bank transit number assigned to the bank by the federal government.

15. OUTBOUND BANK RECON TAPE CHECK DATE FORMAT (1-N-O)
This field contains the check date year format by Bank Master code. If left blank, the system produces an Outbound Bank Recon tape with a 2-digit check date year. Values are:

  2   Enter **2** (or leave this field blank) if you want a 2-digit check date year format on the Outbound Bank Recon tape.

  4   Enter **4** if you want a 4-digit check date year format on the Outbound Bank Recon tape.

16. EDIT BY (DISPLAY ONLY)
This field displays the name of the person last editing this code. This field is system-assigned.

17. EDIT DATE (DISPLAY ONLY)
This field displays the date and time of the last edit. This field is system-assigned.

CHECK CODES

Each entity within the system can use multiple checking accounts for processing Accounts Payable checks. Each checking account used by the entity is assigned a two-digit numeric code called a Check Code. The Check Code Parameters control processing for a particular checking account. The Bank Code and the checking account number assigned by the bank are stored in the Check Code Parameters.

The Bank Master must be defined before the Check Codes can be defined. Check Codes can be added, changed, or flagged as deleted.

There are two screens for Check Codes. After you select **Check Codes** from the Maintain Tables screen, the system prompts you to enter the code. You can enter the check code or a hyphen (-) to display a list of valid codes. The entity must be a valid entity in the General Ledger system.

NOTE: You must define the Check Code Table before you define the Entity Parameters in Accounts Payable. When entities are displayed for Entity Parameters, only the entities that have defined Check Codes are valid entities.

After you enter the Check Code, the system displays the first of two screens. If the entered Check Code does not exist, the system prompts you to add it.

```
                    General Hospital Tables Processor
Check Code                                     Tue Sep 18, 2001 08:26 am
Ent : MODEL HOSP - ENT 02        Ck Cd: 1 AP TRADE ACCOUNTS PAYABLE
 1 Check Code                   2 Description
   1                              AP TRADE ACCOUNTS PAYABLE
 3 Bank                                        4 Checking Acct Nbr
   1 NATIONS BANK                                22223333
 5 Bank Routing/Transit Number                 6 ACH Discret. Data

 7 Phone         8 Ext.        9 Contact
   (404)499-9999    2999          MR. JOHN SULLIVAN
10 Print Zero Checks           11 Minimum Check Amt      12 Check Sort
   Yes                            $0.00                     Vendor Name
13 Last Dmd/Batch Check Printed 14 Last Print/Run Date   15 Vendor Check Limit

16 Last Manual Check Printed    17 Last Manual Print/Run Date

18 Last Reconcile Date          19 Last Reconcile Amt




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

NOTE: If you are using EFT for vendor payment, it is imperative that you generate, transmit and receive confirmation of PRENOTE vouchers every time you change any related Bank Master or Check Code information, to ensure that EFT payments are processed correctly. Also, if a PRENOTE is rejected, a

new PRENOTE invoice must be created, re-sent for bank approval, and successfully processed.

NOTE: Because EFT vendor payments cannot be voided, recalled or changed, McKesson recommends that a separate EFT-only Check Code be created to aide in customer Accounts Payable Balancing procedures. You must verify that on the EFT Check Code screen, the Print Zero Checks field is Yes, to ensure that PRENOTE vouchers may be sent and processed for EFT process testing.

Field Explanations

1. CHECK CODE (DISPLAY ONLY)
This field contains the entered check code. This code is used when entering invoices to assign the checking account from which the invoice is paid. Default check codes are established on the Entity Parameters screen for different types of invoices. However, the default Check Code can be overridden when the invoice is entered.

2. DESCRIPTION (40-C-R)
This field contains the description of the Check Code.

3. BANK CODE AND NAME (6-N-R)
This field is used to assign a Bank Code to the Check Code Table. You can enter the code or a hyphen (-) to display a list of valid codes from the Bank Master. The bank name is displayed when the code is entered.

4. CHECKING ACCT NBR (18-N-R)
This field contains the checking account number assigned by the bank.

5. BANK ROUTING/TRANSIT NUMBER (40-N-C)
This field contains the American Bankers Association (ABA) Transit/Routing Number for the hospital from which funds are being transferred electronically. This field is only used for the Electronic Funds Transfer process and is only required if that process is being used. This is a required field for the Check Code that is set in Entity parameters (second screen) as the EFT Check Code.

6. ACH DISCRET. DATA (19-ANP-C)
This field allows you to include special codes or free-form text on the EFT download file, per the Automated Clearing House (ACH) specifications. It is an optional field that may be used by the paying entity for any number of reasons. The value in this field does not appear on any bank statements; those facilities electing to use EFT should discuss with their financial institution whether to use this field. This field is used only for the Electronic Funds Transfer process.

7. PHONE (13-N-O)
This field defaults to the phone number from the Bank Code entered above, but it can be overridden. The system displays the number as (999)999-9999.

8. EXT. (4-N-O)
This field defaults to the phone extension from the Bank Code entered above, but it can be overridden. The system displays the number as 9999.

9. CONTACT (25-C-O)
This field defaults to the bank contact person associated with the entered Bank Code. You can override this entry.

10. PRINT ZERO CHECKS (1-A-R)
This field determines whether a check is printed for a vendor when the total amount of all invoices to be paid for a check run is zero. If a hard copy is needed to satisfy the documentation requirements for a credit memo, enter **Y**. If a hard copy is not needed, enter **N**.

NOTE: It is recommended that if the Print Zero Checks field is set to Yes, the Minimum Check Amount field should be set to zero.

This field must be YES on all Check Codes that will be used for processing EFT vendor payments.

11. MINIMUM CHECK AMT (10-N-R)
This field contains the minimum dollar amount for which a check is produced from this checking account. A check is not produced for invoices that fall below this amount, nor are they marked as C for Complete until the total amount of all invoices for the vendor is greater than this amount.

NOTE: Minimum check amounts and zero checks are determined per remittance address.

This field must be zero (0) on all Check Codes that will be used for processing EFT vendor payments.

12. CHECK SORT (1-A-R)
This field indicates whether checks are sorted by vendor name or vendor number. Enter **A** for alphabetic sort by vendor name or **N** for sequential numeric sort by vendor number.

NOTE: This field relates only to the printing of AP Vendor checks. Employee Reimbursements and Patient Refunds will always print by alphabetical sort.

13. LAST DMD/BATCH CHECK PRINTED (DISPLAY ONLY)
This field contains the last Accounts Payable demand/batch check number generated (printed) against this checking account. Initially, it is blank but is updated as part of the batch or demand check print processes. This field is system-maintained and cannot be changed.

NOTE: If a manual check number is greater than the last batch check number, this field is updated with the highest overall check number. If a manual check voucher is entered, and then deleted before its distribution to GL, the check

number remains on this screen, as well as in the check history records, as the last check number generated, unless a support call is logged to have it removed from your system.

14. LAST PRINT/RUN DATE (DISPLAY ONLY)

This field contains the last date a batch or demand check run was processed against this checking account. The batch or demand check run always posts to the GL on the date the checks are generated. This field also represents the last date the checks are generated.

If you enter a date other than the system date on the Batch Check screen, the date you enter prints on the checks. However, the checks post on the system date, and this field also updates with the system run date, not the print date.

15. VENDOR CHECK LIMIT (14-N-O)

This field allows you to establish a limit amount on Vendor Checks so that if, during the Payment Selection process, a check request is generated that is equal to or greater than the amount in this field, an exception report (GARPOL - Vendor Check Limits Report) is generated along with the Payment Selection Report. This is useful if checks over a certain amount must be hand signed by more than one administrator. Checks that are over this amount will be printed before the Print Priority checks. The Vendor check limit should include checks for Patient Refunds as well as Employee Reimbursements.

If the Check Limits field on the Check Code Table is null, the report will not generate any entries. If the Check Limits field is zero (0), all checks will generate on the report.

16. LAST MANUAL CHECK PRINTED (DISPLAY ONLY)

This field contains the last Accounts Payable manual check number generated (printed) against this checking account. Initially, it is blank but is updated as part of the check print process. This field is system-maintained and cannot be changed.

17. LAST MANUAL PRINT/RUN DATE (DISPLAY ONLY)

This field contains the last date a manual check print run was processed against this checking account.

18. LAST RECONCILE DATE (DISPLAY ONLY)

This field stores the last reconciliation date for the specified checking account. It is maintained by the system as part of the Bank Reconciliation process. It is updated when you reconcile the checking account using the manual Online Bank Reconciliation process.

19. LAST RECONCILE AMT (DISPLAY ONLY)

This field stores the Total Balance for the specified checking account reported on the last Reconciliation Tape or on the last Online Bank Reconciliation. This field is maintained by the system as part of the Reconciliation Online or Tape creation process.

After you accept the first Check Code screen, the system prompts you to enter a fiscal year. You can enter the year or a hyphen (-) to display a list of valid years. This screen is used to define General Ledger accounts and check run dates for each fiscal year. The fiscal year entered must be a valid fiscal year in General Ledger. If checking account information for the fiscal year exists, it is displayed.

If the information for the selected fiscal year does not exist, a blank screen displays and the required information must be entered. The General Ledger account numbers entered here are validated against the account numbers set up in the General Ledger Chart of Accounts.

NOTE: The General Ledger cash, liability, and discount account numbers must be defined on this second check code screen. If this information is not defined, invoices will not be distributed and checks will not print. Invoices that are not distributed for this reason are printed on the Daily Voucher Exception Report (GARVE).

The system displays the following screen after you enter the fiscal year:

```
                        General Hospital Tables Processor
 Check Code                                        Tue Nov 30, 1993 03:01 pm
 Ent : MODEL HOSP - ENT 01        Ck Cd: 1 AP TRADE ACCOUNTS PAYABLE Fiscal Yr: 93
  1 GL Cash Dept                       2 GL Cash Subacct
    1013 OTHER CHECKING ACCOUNTS         01.30 OTCK-A/P TRADE ACCOUNTS
  3 GL Liability Dept                   4 GL Liability Subacct
    2021 A/P TRADE ACCOUNTS PAYABL       22.00 APTR-REGULAR ACCOUNTS PA
  5 GL Discount Dept                    6 GL Discount Subacct
    5171 CASH DISCOUNTS ON PURCHAS       50.10 CASH-OTHER OPERATING INC
  7 Check Date Interval                 8 Edit By      9 Edit Date
    5                                      T. Smith       04/20/93
                              Check Run Dates
 10 Check Date      PD        Check Date      PD        Check Date      PD
    01/05/93        01        02/19/93        02        04/10/93        04
    01/10/93        01        02/24/93        02        04/15/93        04
    01/14/93        01        03/01/93        03        04/20/93        04
    01/25/93        01        03/11/93        03        04/25/93        04
    01/30/93        01        03/16/93        03        04/30/93        04
    02/04/93        02        03/21/93        03        05/05/93        05
    02/07/93        02        03/26/93        03        05/10/93        05
    02/09/93        02        03/31/93        03        05/15/93        05
    02/14/93        02        04/05/93        04        05/20/93        05
 Enter field number or '/' starting field number--
```

Field Explanations

1. GL CASH DEPT (10-N-R)

This field contains the General Ledger Department for the General Ledger cash account that is credited when checks are printed for this checking account. You can enter the department number or a hyphen (-) to display a list of valid numbers. The entry is validated against the entity's General Ledger Department Master.

2. GL CASH SUBACCT (10-N-R)
This field contains the General Ledger Subaccount for the General Ledger cash account that is credited when checks are printed for this checking account. You can enter the number or a hyphen (-) to display a list of valid numbers. The entry is validated against the department's General Ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

3. GL LIABILITY DEPT (10-N-R)
This field contains the General Ledger Department for the General Ledger liability account that is debited when checks are printed for this checking account. You can enter the number or a hyphen (-) to display a list of valid numbers. The entry is validated against the department's General Ledger Department Master.

4. GL LIABILITY SUBACCT (10-N-R)
This field contains the General Ledger subaccount for the General Ledger liability account that is debited when checks are printed for this checking account. You can enter the number or a hyphen (-) to display a list of valid numbers. The entry is validated against the department's General Ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

If the STAR Financials Patient Accounting interface contains Y for Yes, the liability accounts for Patient Accounting must be mapped to the Accounts Payable liability account established for Patient Refunds. If these accounts are not the same, the AP Balancing report will always be out of balance because Patient Accounting will have distributed the patient refunds to a different liability account than what the Accounts Payable system uses. The liability account in Accounts Payable used for Patient Refunds must be the same liability account established in Patient Accounting under the TRANR and TRAND accounts.

5. GL DISCOUNT DEPT (10-N-R)
This field contains the General Ledger Department for the General Ledger account number designated as the discount revenue account. This department is credited with the prompt pay discount amounts that are computed during check processing. You can enter the number or a hyphen (-) to display a list of valid numbers. The entry is validated against the entity's General Ledger Department Master.

6. GL DISCOUNT SUBACCT (10-N-R)
This field contains the General Ledger subaccount for the General Ledger account designated as the discount account. This subaccount is credited with the prompt pay discount amounts that are computed during check processing. You can enter the number or a hyphen (-) to display a list of valid numbers. The entry is validated against the department's General Ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is inactive, the system displays an error message.

7. CHECK DATE INTERVAL (3-N-R)
This field allows you to enter the interval between normal check run dates to allow the system to calculate the projected actual check run dates for Accounts Payable checks for the entire fiscal year. Once the interval has been entered the system will prompt you to enter the first check run date of the fiscal year. The check run dates will be calculated based on the interval and the first check run date.

The system allows for only one interval. This means that if the hospital prints checks once per week on a specific date (for example: Friday), then the interval will be seven (7) days, and the first check generation date should be a Friday.

8. EDIT BY (DISPLAY ONLY)
This field displays the name of the person who made the last modification.

9. EDIT DATE (DISPLAY ONLY)
This field displays the date and time on which the last modification was made.

CHECK RUN DATES

The check run dates established are used only for calculating invoice due dates for Patient Refund and Employee Reimbursement payments. Due dates for all other vendor invoices are calculated using the vendor terms on the Vendor Master screen, or, if those fields are unpopulated, the Entity Parameters payment-related fields. The date displays along with the fiscal period in which that check run date falls when an Employee Reimbursement or Patient Refund invoice is entered into the system. When Employee Reimbursement and Patient Refunds are generated, the Invoice Due Date assigned to the invoice will be the next check run date in the Check Date field.

10. CHECK DATE (8-N-R)
This field is used to maintain the dates that Accounts Payable checks are processed for each fiscal year. For Patient Refunds and Employee Reimbursements, this date is compared to the check run dates to find a check run date that is closest to the due date without going past the due date. This is a default payment date that can be overridden on the invoice. If the check run dates are not entered, no payment date is assigned to the invoice and the operator is required to enter a date.

NOTE: This field is used to compute payment due dates only. It is not a requirement that checks actually be processed on these dates.

PD
This field contains the fiscal period in which the check run date falls.

COUNTRY CODES

The Country Codes Table identifies the country abbreviations used within the Accounts Payable system only. Any additions, deletions, or edits made to this table affect only the Accounts Payable application. After you select **Country Codes** from the Maintain Tables screen, the following prompt displays:

Enter Country Code or '-' for table--

Enter the Country Code or a hyphen (-) to display a list of active Country Codes. The system then displays the Country Code screen.

```
                    General Hospital Tables Processor
                                              Wed Apr 21, 1999 09:19 am
 Country Code
  1 Code           2 Description                      3 Status
    US               UNITED STATES                       Active
  4 Edit by                                   5 Edit Date
                                                11/19/93 09:37am




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

Field Explanations

1. CODE (2-A-O)
This field contains the country code abbreviation.

2. DESCRIPTION (10-C-R)
This field contains the name of the country.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when you create the code.

4. EDIT BY (DISPLAY ONLY)
This field displays the name of the person who made the last modification to this code.

5. EDIT DATE (DISPLAY ONLY)
This field displays the date and time on which the last modification was made to the code.

FEDERAL REPORTING CODES

The Federal Reporting Code Table identifies the codes and types used for Federal 1099 statistics. The data in this table must correlate to the type of return codes and descriptions defined by the IRS.

For the US, the only 1099 type that is supported by the STAR Accounts Payable System is Code A, 1099-MISC. This table is not entity specific but is shared by all entities.

NOTE: The system does not allow 1099 codes to be added, deleted, or changed.

After you select the **Federal Reporting Codes** function, the system prompts you to enter the 1099 reporting code or a hyphen (-) to display a list of valid codes:

```
                        General Hospital Tables Processor
                                              Thu Mar 23, 2000 03:00 pm
1099 Reporting Codes
Page:01                         1099 Reporting Codes
( 1) A-1099-MISC.
( 2) 24-ANNUITIES
( 3) 18-LUMP-SUM PAYMENTS
( 4) 27-NON-ELIGIBLE RETIRING ALLOWANCES
( 5) 28-OTHER INCOME
( 6) 30-PATRONAGE ALLOCATIONS
( 7) 34-PENSION ADJUSTMENT
( 8) 16-PENSION OR SUPERANNUATION
( 9) 32-PENSION PLAN CONTRIBUTION
(10) 40-RESP ACCUMULATED INCOME PAYMENTS
(11) 42-RESP ADDITIONAL ASSISTANCE PROGRAM
(12) 26-RETIRING ALLOWANCES
(13) 20-SELF-EMPLOYED COMMISSIONS




    Enter choice--
```

When a code is selected from the list, the system displays the following screen:

```
                    General Hospital Tables Processor
                                             Tue Aug 01, 2006 03:49 pm
 1099 Reporting Codes
  1 Code              2 Description                  3 Status
    A                   1099-MISC.                     Active
  4 Edit by                                          5 Edit date
    Shaw,Yvonne                                        04/14/1998 03:22pm
  6 Print Box Number
    A
  7 Footnote  Description                  Footnote  Description
    1  Rents                               D   Section 409A Deferrals
    2  Royalties                           E   Section 409A Income
    3  Other Income
    4  Fed. Inc. Tax W/H
    5  Fishing Boat Proc.
    6  Med/Health Care Pmts
    7  Nonemp. compensation
    8  Sub Pmts for Div/Int
    9  Direct Sales
    A  Crop Insurance Proceeds
    B  Excess Golden Parachute Payments
    C  Gross Proceeds Pd to Attorney
 Press NL--
```

Field Explanations

1. CODE (DISPLAY ONLY)
This field contains the entered Federal 1099 (T4A) Reporting code. These codes are used on the Vendor Master to report vendor payments by 1099 (T4A) type to the federal government at year end.

 For the US, the IRS has defined 14 codes (one for each type of 1099-MISC income).

2. DESCRIPTION (DISPLAY ONLY)
This field contains a short description for the type of 1099 (T4A) reporting covered by the code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when you create the code.

4. EDIT BY (DISPLAY ONLY)
This field displays the name of the person who made the last modification to this code.

5. EDIT DATE (DISPLAY ONLY)
This field displays the date and time on which the last modification was made to the code.

6. PRINT BOX NUMBER (DISPLAY ONLY)
This field is no longer used.

7. FOOTNOTE CODE (DISPLAY ONLY)
This field contains the code(s) indicating the types of payments made for this 1099-MISC (T4A) return. For each payment type used, a record is created on the media that totals all payments of this type. For example, for the US, valid Amount Codes for the 1099 - Miscellaneous type are:

Footnote	Description
1	Rents
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
5	Fishing Boat Proceeds
6	Medical and Health Care Payments
7	Nonemployee Compensation
8	Substitute Payments for Div/Int
9	Direct Sales
A	Crop Insurance Proceeds
B	Excess Golden Parachute Payments
C	Gross Proceeds Pd to Attorney
D	Section 409A Deferrals
E	Section 409A Income

For the US, refer to the IRS instruction book, Requirements and Conditions for Filing Returns in the Forms 1098, 1099, 5498, and W-2G Electronically (Publication 1220), for valid amount codes for other types of returns.

DESCRIPTION (DISPLAY ONLY)
This field contains the description associated with the entered amount code.

NOTE: All STAR Accounts Payable users have a table display of combined 1099 and T4A reporting codes and footnotes available for association with their vendors.

FEDERAL STATE DOLLAR LIMITS

This limit is currently controlled in the Federal Reporting Parameters screen. See Chapter 3: Parameters of this volume.

JOB CLASSES

The Job Class Table is used to identify the codes and descriptions for different types of jobs. It is used in the Accounts Payable system for reporting departmental hours and expenses by job class for contract employment paid through the Accounts Payable system (for example, Agency Nursing). This would be similar to the Labor Distribution in a Payroll system, except that these employment hours are paid to an agency instead of a hospital employee.   Only those job classes for which agency or contract employment applies need to be entered. This screen is an abbreviated version of the job class screens in the STAR Financials Payroll/Human Resources system.

NOTE: If STAR Accounts Payable and STAR Payroll/Human Resources applications are interfaced, this table is shared and is maintained by STAR Payroll/Human Resources.

Job classes are defined in the Accounts Payable system only if the Entity Parameters for the Payroll/Human Resources interface contains N for No. However, if the interface contains Y for Yes, the Invoicing function accesses the Job Class Table maintained by the Payroll/Human Resources system. If the interface contains Y, the Job Class Table cannot be edited by the Accounts Payable system.

Codes can be added, changed, or flagged for deletion. The date of the last change and person who made that change are stored in this table for audit trail purposes. After you select **Job Class Codes** from the Maintain Tables screen, enter an Entity code, followed by a Job Class Code. The Job Class Code can contain up to four alphanumeric characters. If you are entering a new Job Class Code, the system prompts you to add it. If you enter **Y** to add the code, the system displays the Job Class Code Master screen to enter the information. If you are editing a code, the system displays the information pertaining to the selected code.

When the AP Close Period process is run, this generates a report listing each invoice detail line by voucher number for the period. Refer to AP Close Period Process in Chapter 6: Check Processes/AP System Processes for more information.

```
                        General Hospital Tables Processor
                                            Wed Feb 01, 1989 02:06 pm
 Job Classes
  1 Code            2 Description                    3 Status
    LPN               LICENSED PRACTICAL NURSE         Active
  4 Edit by                                          5 Edit date
    Winston,Diana J                                    01/20/89 03:32pm




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

Field Explanations

1. CODE (DISPLAY ONLY)
This field contains the entered Job Class code, which identifies the different types of jobs for which contract or temporary employment is paid. The Employment Agency Fees report, which shows hours and expenses for agency employment, is printed by job class.

2. DESCRIPTION (25-C-R)
This field contains the description associated with the entered Job Class Code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when you create the code.

4. EDIT BY (DISPLAY ONLY)
This field displays the name of the person who made the last modification to this code.

5. EDIT DATE (DISPLAY ONLY)
This field displays the date and time of the last modification.

STATE SAT VENDOR IDENTIFIER

The State SAT Vendor Identifier table (formerly the Federal Participating States table) is used to identify which state is associated with taxes that your organization has self-assessed. The table is also used to identify the vendor to whom these self-assessed taxes are remitted.

Codes can be added, changed, or Filed as Deleted. The date of the last change and name of the person who made that change are stored in this table for audit trail purposes.

After you select the **State SAT Vendor Identifier** function, the system prompts you to enter the code for a state or a hyphen (-) to display a list of valid codes. If the code exists, the information pertaining to the selected code displays. If the code does not exist, the system prompts you to enter it.

The system displays the following screen:

```
            General Hospital State SAT Vendor Identifier Processor
                                          Thu Aug 23, 2001 02:26 pm
 State SAT Vendor Identifier
 1 State Code     2 State                          3 Status
   36               NY NEW YORK
 4 SAT Vendor Number  6 Edit by                    5 Edit date
                                                     08/05/1991 14:33




















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

```

Field Explanations

1. STATE CODE (DISPLAY ONLY)
This field contains the two-digit number assigned by the IRS to the state. If the code does not exist, you are prompted to add the new code.

2. STATE (2-A-R)
This field contains the state that correlates to the entered code. You can enter the abbreviation or a hyphen (-) to display a list of valid codes.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when you create the code.

4. SAT VENDOR NUMBER (10-N-OR)
This field contains the self-assessed tax recipient Vendor Number used by AP Month-End processing in the creation of the SAT remittance voucher for this state.

This field is required if the SAT flag on the Entity Parameters screen is set to Yes. There is a one-to-one-to-one ratio: Vendor to Invoice to State. The vendor defined here can be edited using the Vendor Master screen to have as many remittance addresses as necessary. Users should verify that the desired remit address is associated with the SAT voucher before a check is cut.

5. EDIT BY (DISPLAY ONLY)
This field displays the name of the person who made the last modification.

6. EDIT DATE (DISPLAY ONLY)
This field displays the date and time on which the last modification was made.

VENDOR CLASSES

The Vendor Class Code Table is used to identify the codes and descriptions for different types of vendors. This code is used by the STAR Financials Materials Management system to classify vendors by type (for example, Office Supplies and Durable Equipment). This table is not entity-specific but is shared by all entities.

Codes can be added, changed, or Filed as Deleted. The date of the last change and person who made that change are stored in this table for audit trail purposes.

After you select the **Vendor Class** option, the system prompts you to enter the Vendor Class Code or a hyphen (-) to display a list of valid codes. Vendor codes can contain up to six alphanumeric characters. If the code does not exist, the system prompts you to add it. The system displays the following screen for data entry and editing.

```
                        General Hospital Tables Processor
                                             Wed Feb 01, 1989 02:07 pm
 Vendor Classes
  1 Code             2 Description                    3 Status
    MED                 MEDICAL SUPPLIES                 Active
  4 Edit by                                           5 Edit date
    JOHNSON,SUSAN                                        01/24/89 02:15pm




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

Field Explanations

1. CODE (DISPLAY ONLY)
This field contains the entered Vendor Class code. It is used to classify the vendors by type of service supplied, such as office supplies and medical supplies. This code is used by the STAR Financials Materials Management system.

2. DESCRIPTION (25-C-R)
This field contains the description associated with the entered Vendor Class Code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when you create the code.

4. EDIT BY (DISPLAY ONLY)
This field displays the name of the person last editing this code. This field is system-assigned.

5. EDIT DATE (DISPLAY ONLY)
This field displays the date and time of the last edit. This field is system-assigned.

Chapter 3 - PARAMETERS

STAR Financials General Accounting Reference Guide - Accounts Payable Volume
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INTRODUCTION

This chapter presents information on the user-defined parameters within the Accounts Payable system. The parameters are discussed in the order presented on the screen below.

After you select **Parameters** from the Accounts Payable main menu, the system displays the following screen:

```
                    General Hospital Parameters Processor
                                          Wed Mar 29, 2006 11:46 pm
 Parameters Input Options


          Option No.  Option
          ---------------------------------------
              1       System Parameters
              2       Entity Parameters
              3       GL Related Parameters
              4       Federal Reporting Parameters
              5       Intercompany Accounts
              6       Regenerate Parameters
              7       Check Format Parameters
              8       Tax Parameters
              9       Outbound Bank Recon File Format




 Enter option number--
```

NOTE: This chapter contains screens, field explanations, and other documentation for Canadian usage of this product. Generally, the documentation reflects the base (US) product. Documentation for the Canadian version appears in the online version with blue highlighting. When printed, this documentation appears in a light shade of gray. In addition to these designations, Canadian documentation is further identified by (CN) or (CN Only).

SYSTEM PARAMETERS

Although each entity maintains its own set of parameters, entities frequently share the same vendors. Therefore, a Master Vendor file has been established. Each vendor is associated with the entities allowed to use it.

Because of this Master Vendor file, an option is maintained at the system level that determines whether the vendor numbers are automatically or manually assigned. The decision to have automatic vendor number assignment or manual number assignment is made during installation of the Accounts Payable system. Note that this decision impacts all entities. For example, one entity cannot have automatic vendor number assignment while another one has manual assignment. After you select **System Parameters** from the Parameters menu, the following screen is displayed.

```
                  General Hospital System Parameters Processor
                                              Tue Jun 18, 2002 03:06 pm

 1 Automatic Vendor Number Assignment
   No
 2 One-Time Vendor Retention Periods
   24
 3 Criteria for Duplicate Invoice warning
   (A) Vendor#, Invoice# and Amt
 4 Age Credit Memos            5 Allow Invoicing/Vendor Add
   Yes                           Yes
 6 Authorized Employee ID Code(s)
   656,1255
 7 Edit By                     8 Edit Date
   Weldon,Dana                   06/18/2002 12:59pm




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

Field Explanations

1. AUTO VENDOR NUMBER ASSIGNMENT (1-A-R)
This field indicates whether vendor numbers are automatically assigned by the system. Entry options are Y for Yes or N for No. If you enter **Y**, the next available sequential number is automatically assigned when a new vendor is added. If you enter **N**, you are required to enter the vendor number (when you set up a new vendor in the Vendor Master file) that should be assigned to the new vendor.

2. ONE-TIME VENDOR RETENTION PERIODS (2-N-R)
This field is used to determine how long a vendor marked as a One-Time Vendor remains on the system after all invoices for this vendor are paid, and invoice retention has been satisfied. At period-end processing, all One-Time Vendors that were paid prior to this number of periods are put through a series of validations. Refer to "Purge Deleted Vendors" on page 6-47 for factors that impact One-Time Vendor Retention.

The retention parameters should be set to at least two periods.

NOTE: To delete vendors from the system, you must run the Delete Vendors Process; see Chapter 6: PROCESSES for more information.

3. CRITERIA FOR DUPLICATE INVOICE WARNING (1-A-R)
This field indicates the criteria for displaying duplicate invoice messages. Entry options are:

V   Vendor number and Invoice number. If the two criteria are met, the following message displays when you try to accept the invoice header screen after entering a voucher:

 Warning!! Possible Duplicate Invoice

A   Vendor number, Invoice number, and Amount. If the three criteria are met, the following message displays when you try to accept the invoice header screen after entering a voucher:

 Error! Duplicate Invoice

NOTE: Setting the parameter to **V** yields more messages since the search criteria is broader.

4. AGE CREDIT MEMOS (1-A-O)
This field indicates whether or not credit memos are shown as aged on the Aged Trial Balance Report (GARATB). Values are:

N   **(or blank)** No. Do **not** show credit memos as aged on the Aged Trial Balance Report (GARATB).

Y   Yes. Show credit memos as aged on the Aged Trial Balance Report (GARATB).

5. ALLOW INVOICING/VENDOR ADD (1-A-R)
This field enables/disables the Vendor Add via Invoicing functionality. This is a system parameter, so the value selected is true for all entities on the system. See "Adding a Vendor While Entering a Standard Invoice" on page 5-4.

Y   Yes. (default) Enable the Vendor Add via Invoicing functionality. All authorized users (see the Hospital Employee Access field next) have access to this functionality; when entering a standard invoice, they can add a vendor "on the fly." Field 6 is required if field 5 is Yes.

N   No. Disable the Vendor Add via Invoicing functionality. None of the hospital employees have the ability to add vendors "on the fly" when entering a standard invoice. Field 6 is bypassed if field 5 is No.

6. AUTHORIZED EMPLOYEE ID CODE(S) (76-AN-C)
Values for this field are the ID codes found in the Create/Edit Personnel Records screen (Field 1 ALLSTAR ID Code) and/or the Edit Employee Demographics screen (Field 4, ID Code). For examples of both of these screens, see Chapter 3: General Ledger Accounts of the *STAR Financials General Accounting Reference Guide - General Ledger Volume*.

NOTE: Do **not** confuse the ID Codes field with the Employee Numbers field. These values are not interchangeable! You must use the employee ID Code and not the employee number.

For security purposes, there is no dash lookup or table display of hospital employees available. Only valid ID codes can be entered, and only those employees have authorization to add new vendors while in the Invoice Add process.

The system validates the ID codes entered at the time the screen is accepted. ID codes identified as invalid are displayed in the error message; valid ID codes are not. You can re-enter valid ID codes only, and accept the screen. When invalid ID codes are entered, the following error message is displayed:

Error: 99999 is an invalid number!

NOTE: The Authorized Employee ID Code(s) field is a required field if the value in the Allow Invoicing/Vendor Add field is Yes. The Authorized Employee ID Codes field is bypassed if the value in the Allow Invoicing/Vendor Add field is No.

7. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

8. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

ENTITY PARAMETERS

The Accounts Payable system is designed so that each individual entity controls its own parameters. This allows the flexibility to meet the requirements of diverse business entities through one Accounts Payable system. Because of this feature, entities can be set up in the Accounts Payable system which do not affect other entities.

The Entity Parameters information is contained on three screens. These screens are used to:

- Store default information required for invoice processing.

- Indicate interfaces to other STAR Financials products.

- Set EDI parameters for invoice information that is imported from a non-STAR system and set EFT parameters for electronic payments.

The Accounts Payable system allows four default check codes to be established based on invoice type. In instances where identical control is also at another level of the system, such as the Invoice Header and Detail screens, the values entered here are subordinate values. Because the values here are the lowest level (or default values), most are required entries.

You can change an existing entity's parameters in this option, or create new records as entities are added to the system.

After you select **Entity Parameters** from the Parameters menu, the system displays the following prompt:

> *Enter entity code or '-' for list--*

You can enter the code or a hyphen (-) to display a list of valid entity codes.

NOTE: Only those entities for which Check Codes have been established are entities in Entity Parameters. If information for the selected entity exists, it is displayed. If it does not exist, the system assumes that it is being added. The following screen is the first screen for maintaining Entity Parameters.

After you select a valid entity code, the system displays the first Entity Parameters screen.

Entity Parameters Screen 1

```
                    General Hospital Entity Parameters Processor
                                                Tue May 09, 2000 12:48 pm
Ent : HAPPY HOSPITAL 01
 1 Payment Calc Date        2 Payment Days           3 Disregard Disc Parm
   Vendor Invoice             15                        No
 4 Invoice Retention        5 Report Sort            6 View AP Detail
   12                         Vendor Number            Yes
 7 Pat Refund Sep Ck Ind    8 Last Period Closed     9 Auto Approval
   No                         200005                   Yes
10 P-Type Inv Dtl Entry    11 Inv by Exception      12 Variance Check
   PO Priority                Yes - Default NO         BOTH PLUS & MINUS
13 Item Level %            14 Extd Item Level %     15 Item Level Flat Amt
                                                       $10.0000
16 Extd Item Level Flat Amt 17 Tax Indicator        18 Capital Budget Accrue
                              Taxable                   No
19 Auto-Create Invoice     20 Auto create Lead Days 21 SAT Vendor Indicator
   Yes                        87                       Yes
22 Sales Tax Percent       23 Non-Recpt PO Accrue
    3.750%                    No
24 Edit By & Date
   Shen-Tan,Yiang  04/24/2000  14:16


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

Field Explanations

1. PAYMENT CALCULATION DATE (1-A-R)

This field contains the date used to calculate discounts and payment due dates. Valid entries are:

C   System Invoice Creation Date

V   Vendor Invoice Date

When computing payment due dates or determining whether a prompt pay discount should be taken, the system uses the selected date as the calculation date. This value is also on the Vendor Master screen. During Invoice Processing, the Vendor Master Payment Calc field overrides the Entity Parameter.

2. PAYMENT DAYS (3-N-R)

This field contains the number of days the hospital has established as the standard time in which bills are paid.

When invoices are entered, the system automatically computes the due date based on the Payment Days from the Vendor Master. If there are no Terms set up on the Vendor Master, the system computes the due date based on the Payment Days field in Entity Parameters. The automatically-assigned payment date can be overridden on the invoice.

3. DISREGARD DISC PARM (1-A-R)

When no discount date exists at the invoice level, this field is used to determine whether or not discount days are taken into consideration during check processing.

Valid options are **Y** for Yes or **N** for No. If this field contains Y, any discount percentage or flat amount entered on the invoice is deducted from the invoice amount. If this field contains N, discount days are taken into consideration when determining whether to take the discount. This parameter is also on the Vendor Master screen.

NOTE: The system uses this field only if there is no discount date at the invoice level and the Disregard Disc Parm at the Vendor Master level is null. For a detailed explanation of discount processing, see "DISCOUNT ACCOUNTING" on page 5-12 of this volume.

4. INVOICE RETENTION (2-N-R)

This field indicates the number of fiscal periods in which a vendor's invoice information and check history is retained on the system. Period-End processing deletes invoice information based on Invoice Create Date, after it is retained for the specified number of periods.

5. REPORT SORT (2-N-R)

This field indicates the vendor sort sequence on AP reports that are not demand reports. Enter **A** for alphabetic sort by vendor name or **N** for numeric sort by vendor number.

6. VIEW AP DETAIL (1-A-R)

This field controls whether Accounts Payable detail journal entry information can be viewed from the General Ledger. The system creates a separate file with Vendor Name, Amount, and Voucher. This information can be viewed from the General Ledger. The actual invoice can also be viewed from the General Ledger.

If you enter **Y** for Yes in this field, detail information is stored in the system for viewing access to journal entry information in the General Ledger Display Account Activity. If you enter **N** for No, the detail data is not stored and users will not be allowed to access this in the General Ledger.

•   If this field is set to No and then later changed to Yes, users will not be able to view any of the detail that was generated while the field was set to No. They can only view detail data generated from the time the flag was set to Yes.

•   If multi-entity journal entries are made, you must make sure both entities are set to Yes if detail should be retained for each.

NOTE: Other fields also affect the ability to display Accounts Payable journal entry detail in the General Ledger. The entity's GL Security must be appropriately set, and users must be authorized to access department(s) within that entity. For more information, see Chapter 3: DISPLAY ACCOUNT ACTIVITY in the *STAR Financials General Accounting Reference Guide - General Ledger Volume.*

7. PAT REFUND SEP CK IND (1-A-O)
This field allows you to select an option to print multiple patients' refunds on one check, or one guarantor or carrier refund check per patient. Values are:

N   No. The patients' refund invoices are combined if the invoices are sent to the same guarantor or carrier.

Y   Yes. The patients' refunds print on separate checks.

To combine Guarantor/Carrier Refunds on a check, this field must be set to N for No. This tells the system that you want to combine refunds that are for the same Guarantor or Carrier. A value of Y for Yes tells the system to produce separate checks for all refunds. If you want to have the system continue to produce one check per refund voucher, enter **Y** in this field.

If you enter **N** in this field, certain values on the Check Format Parameters screen(s) used for the Guarantor and Carrier refunds must be changed. See for more information.

Following are the new values. These values are used for both the Guarantor and Carrier Refund Formats:

HEADING FORM	^gafcchc
INVOICE LINE FORM	^gafccdc
TRAILER FORM	^gafcctc
CHECK BODY FORM	^gafccbc

This field is the default used when patient refunds are created in Patient Accounting. When the vouchers are created in Accounts Payable, you can change the Sep Ck Ind field within individual vouchers through the Invoice Maintenance function.

NOTE: This field pertains only to allowing separate checks to print for patient refunds, not to employee reimbursements or Accounts Payable vendors, which always print as combined checks.

8. LAST PERIOD CLOSED (DISPLAY ONLY)
This field is system-maintained and displays the last period closed by Accounts Payable. During the closing process, the Last Period Closed field is used to calculate the next period to close.

9. AUTO APPROVAL (1-A-R)
This field controls the approval process of purchase order type invoices. Valid entries are **Y** for Yes and **N** for No. If you enter **Y** and the Materials Management flag (located on the second Entity Parameters screen) is set to Yes, the system automatically changes the invoice header status to Approved if all line item statuses are A or E and the header status is PO Hold. If you enter **N**, the invoice header status remains on PO Hold and the invoice is not distributed.

10. P-TYPE INVOICE DETAIL ENTRY (1-A-R)

Select the method to be used when entering invoice detail against purchase orders. (For format examples, see of this volume.) This field applies only when the Materials Management flag is set to Yes. Choices are as follows:

I   Invoice Priority. During the PO-related Invoice Add function, the user enters PO lines manually, based on the vendor invoice received – the system does not automatically fill in the PO detail line information on the invoice detail screen:

```
Ln    P.O.
Nbr   Line    Qty Inv'd    Item Price Extended Price  Item Description        Stat
1                                                                             A
```

When you set this field to **I**, the system bypasses the Invoice By Exception field below, automatically setting it to No, and this functionality is not available to you in Invoice Add.

P   PO Priority. During the PO-related Invoice Add function, the system automatically displays the PO lines on the invoice lines, in ascending order by PO Line Number (see examples in field 11 explanation below). Users can edit the displayed lines as needed. Also, users may be offered Invoice By Exception functionality for each invoice they add, depending on how you set the Invoice By Exception field below (which becomes a required field when you set this field 10 to P).

11. INVOICE BY EXCEPTION (1-N-CR)

This field applies – and becomes a required field – only if the previous field, P-type Invoice Detail Entry is set to P for PO Priority. When you access this field, the following prompt is displayed at the bottom of the screen:

Invoice by Exception (1-Yes/Default Yes 2-Yes/Default No 3-No)--

Use this field to enable/disable the Invoice By Exception feature during the PO-related Invoice Add function, and (if you enable it) set the default for the user prompt. Valid entries in this field are 1, 2, or 3.

•   If you choose options **1** or **2**, a prompt will appear each time a PO-related invoice is added, just before the detail screen is displayed:

(For option 1-Default Yes, user will see):   Invoice By Exception (Y/N) [Y]

(For option 2-Default No, user will see):   Invoice By Exception (Y/N) [N]

- If you enter **Y** (Yes) to the above prompt, the system displays only the lines from the PO with receipt quantities that have not been fully invoiced. You can edit the displayed fields as needed:

```
Ln   P.O.
Nbr  Line   Qty Inv'd     Item Price Extended Price  Item Description     Stat
1    2          1         100.0000        100.00     NSNOIM               A
2    4          1          19.7500         19.75     BW NON-STOCK         A
3    5          1         100.0000        100.00     STOCK ITEM           A
```

- If you enter **N** (No), all PO lines will display on the detail screen (received, approved, etc.), but the Quantity to be Invoiced and Item Price will be blank:

```
Ln   P.O.
Nbr  Line   Qty Inv'd     Item Price Extended Price  Item Description     Stat
2    2                                                NSNOIM               A
3    3                                                NENOIM 3             R
4    4                                                BW NON-STOCK         A
5    5                                                STOCK ITEM           A
```

- If you choose option **3** in this field, the Invoice by Exception prompt will not display at all (you are not offered the option). The invoice detail screen will display the same information as if you had entered **N** (No) to the prompt (see above example) – all PO lines will display, but Quantity to be Invoiced and Item Price will be blank.

12. VARIANCE CHECK (1-A-R)
This field sets the variance check value, which measures the difference between the Purchase Order and the Invoice item price. Entry options are P for Plus variance or B for Both plus and minus variance; the default is P. If you enter **P**, the system checks only for invoice item price variances greater than purchase order item price. If you enter **B**, the system checks for both positive and negative price variances.

If there is a price variance on an invoice detail line, but it does not exceed the variances set up in the Variance Check Parameter fields, the invoice distributes and the amount of the variance is reported on the Purchase Order Distributed Invoice Variance Report.

If one or more of the next four fields is completed, the system checks each value to determine whether or not to allow the variance.

13. ITEM LEVEL % (6-N-O)
This field contains the percent difference acceptable at the item level of price comparison between the invoice and the purchase order. If the item level percent variance check should not be done, leave this field blank. Entering a zero (0) in this field means that no item level percent variance is acceptable.

On the Invoicing screen, the system uses the following formula to calculate whether the variance is acceptable:

(Purchase Order Item Price – Invoiced Item Price)

14. EXTD ITEM LEVEL % (6-N-O)
This field contains the percent difference that is acceptable at the item extended price level (Item Price x Quantity Invoiced or Ordered) comparison between the invoice and the purchase order. If the extended item level percent variance check should not be done, this field should be left blank.

On the Invoicing screen, the system uses the following formula to calculate whether the variance is acceptable:

[(Invoiced Quantity X Purchase Order Item Price) – (Invoiced Quantity X Invoiced Item Price)] divided by (Invoiced Quantity X Invoiced Item Price)

15. ITEM LEVEL FLAT AMT (10-N-O)
This field contains the flat dollar variance amount used in the price comparison process at the item price level between the invoice and the purchase order. The entry range for this field is 0 to 999999999. If the item level flat amount variance check should not be done, leave this field blank. Entering a zero (0) in this field means that no item level flat variance amount is acceptable.

On the Invoicing screen, the system uses the following formula to calculate whether the variance is acceptable:

Purchase Order Item Price – Invoiced Item Price

16. EXTD ITEM LEVEL FLAT AMT (8-N-O)
This field contains the flat dollar variance amount used in the price comparison process at the extended item price level between the invoice and the purchase order. The entry range is from 0 to 99999.99. If the extended item level flat amount variance check should not be done, leave this field blank.

NOTE: With fields 13-16, the more fields you complete, the narrower the margin for acceptable invoice price variance you allow.

17. TAX INDICATOR (1-A-R)
This field indicates whether the Entity is subject to system calculated taxes as identified in the Tax Parameters. Valid values are:

T   Taxable

N   Non-taxable

This field defaults to the Item Master and the Vendor Master, with user override allowed.

NOTE: Contact STAR Support before attempting to initiate tax processing in an entity.

18. CAPITAL BUDGET ACCRUAL INDICATOR (1-A-R)

This field indicates whether capital budget purchase order goods received, but not invoiced, are included in the Month-End Accrual process. Valid entries are **Y** for Yes and **N** for No.

19. AUTO CREATE INVOICES

This field controls whether vendor invoices automatically generate from receipts in the Materials Management system. When purchase orders are received, an invoice automatically generates if the "Auto Create Invoice" flag is set to YES on this screen and the Vendor Master screen. Refer to the "Vendor Master" on page 4-7 and "ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM" on page 5-17 for additional information.

20. AUTO CREATE LEAD DAYS (3-N-R)

This field controls the number of days an automatically generated invoice remains on "Auto Hold" status before it is distributed to the general ledger. When the invoice is initially generated because the "Auto Create" flag is set to YES, the system looks at the lead days to determine when to distribute the invoice. Refer to Chapter 5: INVOICING for more information.

21. SAT VENDOR INDICATOR (1-A-R)

This field controls whether vendors with Self-Assessed Taxes are processed by this entity. (Self-Assessed Taxes are remitted directly to a government – city, county, etc. – rather than included in vendor payments.) If you enter **Y** for Yes, you can access the Vendor Master field relating to SAT.

Not all taxable vendors associated with this entity need to be self-assessed; Y only indicates that some taxable vendors associated with this entity use self-assessed tax remittance. If you enter **N** for No, you cannot access the Vendor Master fields relating to Self-Assessed Taxes.

NOTE: In multi-entity environments, a vendor may be associated with entities that are taxable, self-assessed and non-taxable. This indicator represents this entity only.

22. SALES TAX PERCENT (6-N-O)

This field contains the default line T sales tax percent that should be added to invoices for this vendor. This field is the default percent for calculating sales tax (line type T) if the associated Vendor Master Purchasing Information screen does not contain a sales tax percent. When entering a T tax detail line, this sales tax percent is multiplied by the invoice subtotal to compute the amount of tax due. This amount can be overridden. The system displays this field as 99.999%.

NOTE: Neither this field nor the Sales Tax Percent field in the Vendor Master Purchasing Information screen should be populated if you use tax calculations through tax parameters.

23. NON-RECPT PO ACCRUE (1-A-R)
This field indicates whether or not non-receipt purchase orders are subject to the month-end accrual process. Values are:

Y Yes. Non-receipt purchase orders will be included in the month-end accrual process. If Yes is selected, non-receipt purchase order invoices can only be expensed to the current period.

N No. Non-receipt purchase orders will not be included in the month-end accrual process. N is the default. If No is selected, non-receipt purchase order invoices can be expensed to either to the current period or the prior period provided the prior period has not been closed.

24. EDIT BY & DATE (DISPLAY ONLY)
This field contains the name of the user who last modified the record, as well as the date and time the record was last modified.

After you accept the first Entity Parameters screen, the system displays the next Entity Parameters screen.

Entity Parameters Screen 2

```
                General Hospital Entity Parameters Processor
                                            Thu Jun 16, 2005 12:27 am
 Ent : HAPPY HOSPITAL
                                    Interfaces
  1 Patient Accounting   2 Materials Management   3 Payroll/Personnel
    Yes                    Yes                       Yes

                              Checking Accounts
  4 Inv Check Code       5 Refund Check Code     6 Employee Reimb. Check Code
    3 BON181HSLKEMN05      50 BON C 857692198       67814509675DELTAST54
  7 Capital Acq Check Code  8 EFT Check Code
    7 CAPITAL ACQUISI        87 DAW809 CHECK CODE

                                Check Formats
  9 AP Check Format      10 AP Remittance Format  11 Pat Ref Carrier Format
    STANDARD B - AP CH      STANDARD B - AP CH        Carrier Refund Checks
 12 Pat Ref Guarantor Format                       13 Unapplied Cash Format
    STANDARD B - GUARANTOR REFUN                      AP CHECKS
                                  14 Edit By          15 Edit Date
                                     Weldon,Dave          06/06/2005 12:41pm


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

Field Explanations

Interfaces

1. PATIENT ACCOUNTING (1-A-R)
This field activates the interface between the Accounts Payable subsystem and the Patient Accounting subsystem. Entry options are Y or N; the default is **N**. If you enter

Y, all facets of Accounts Payable/Patient Accounting integration, as defined by this product, are activated. This field must be Yes if you want to produce patient refund checks out of STAR Accounts Payable.

2. MATERIALS MANAGEMENT (1-A-R)
This field activates the interface between the Accounts Payable subsystem and the STAR Materials Management subsystem. Entry options are Y or N; the default is **N**. If you enter **Y**, all facets of Accounts Payable/Materials Management integration, as defined by this product, are activated. This field must be Yes if you want to pay for STAR Materials Management purchase orders out of STAR Accounts Payable.

3. PAYROLL/PERSONNEL (1-A-R)
This field activates the interface between the Accounts Payable subsystem and the STAR Financials Payroll/Human Resources subsystem. Entry options are Y or N; the default is **N**. If you enter **Y**, all facets of Accounts Payable and Payroll/Human Resources integration, as defined by this product, are activated. This field must be Yes if you want to pay Employee Reimbursements out of STAR Accounts Payable.

Checking Accounts

4. INVOICE CHECK CODE (2-N-R)
This field contains the default check code that will be used for processing checks for all invoices, with the exception of Employee Reimbursements and Patient Refunds. You can override this field on the Check Print Type screen in Invoicing. Multiple check codes are allowed for distributing payments to different GL Cash and Liability accounts.

5. REFUND CHECK CODE (2-N-R)
This field contains the check code that is used for processing checks for R (patient, insurance, and unapplied cash refund) type invoices. If these refunds are paid from the same checking account as all other invoices, the check code in this field should be the same as the invoice check code. You cannot override this setting at the Invoice level.

6. EMPLOYEE REIMBURSEMENT CHECK CODE (2-N-R)
This field contains the check code that is used as the default code for processing checks for Employee Reimbursement (Type E) invoices. This field can be overridden on the Check Print Type screen. Multiple check codes are allowed for distributing payments to different GL Cash and Liability accounts. If Employee Reimbursements are paid from the same checking account as all other invoices, the check code in this field should be the same as the invoice check code.

7. CAPITAL ACQ CHECK CODE (2-N-O)
This field contains the check code that is used for processing checks for P (purchase order-related) and N (non-receipt purchase order-related) type invoices that have the Capital PO field set to Yes on the purchase order header screen. If these capital acquisitions are paid from the same checking account as all other invoices, the check code in this field should be the same as the Invoice Check Code. If this field is blank,

the Invoice Check Code will default into the check print screen. This will occur even if the Capital PO field is set to yes on the purchase order header.

The check code on P and N type invoices will default to the Capital Acquisition check code under the following conditions:

- A check code has been entered in the Capital Acquisition Check Code field of the Entity Parameters Processor screen

- That check code has been set up in the Check Code tables, and

- The Capital PO field on the Purchase Order Header screen is set to Yes.

Check Formats

8. EFT CHECK CODE (2-N-C)
This field contains the check code that will default into the Check Print screen for processing EFT payments for vouchers whose Vendor Payment Type (see EFT Related Information screen) is set to **Funds Transfer**. While McKesson recommends that separate check codes be used for Batch Checks and EFT Payments, if EFT Payments are made from the same checking account as all other invoices, the check code in this field should be the same as the Invoice Check Code. If the Allow Electronic Funds Transfer field (third Entity Parameters screen) is set to **Yes**, this field is required. Otherwise, it can be left blank.

NOTE: If a Purchase Order has been flagged as being a Capital Acquisition and the associated invoice entered is for an EFT vendor, the EFT default check code populates the field on the Check Print Screen. However, if the invoice is for a Capital Acquisition Purchase Order and a non-EFT vendor (a vendor paid with a physical check), the Capital Acquisition Check Code defaults on the PO Related Check Print screen.

If an entity is designated as not using EFT for vendor payments, a Check Code may still be entered in the Default EFT Check Code field on the second screen of Entity Parameters, but that Default EFT field value has no impact on the Check Print screen Check Code populated during invoice entry.

9. AP CHECK FORMAT (2-N-O)
This field contains the code from the Check Format Parameters that represents the print format for the Accounts Payable Vendor and Employee Reimbursement Checks. You must establish a print format before Accounts Payable checks can be printed.

10. AP REMITTANCE FORMAT
This field is not currently used in base software. It is used in the UK STAR Software release.

11. PATIENT REFUND CARRIER FORMAT (2-N-C)
This field contains the code defined through the Check Format Parameters that represents the print format for the Patient Refund Carrier checks which have the

Carrier number as the vendor number and other patient-related data. This is a required field if the Patient Accounting interface field contains **Y.**

12. PATIENT REFUNDS GUARANTOR FORMAT (2-N-C)
This field contains the code defined through the Check Format Parameters that represents the print format for the Patient Refund Guarantor Checks which have the Guarantor number as the Vendor number and other patient related data. This field is required if the Patient Accounting interface field contains **Y.**

13. UNAPPLIED CASH FORMAT (2-N-C)
This field contains the code defined through the Check Format Parameters that represents the print format for the Unapplied Cash Refund checks. This field is required if the Patient Accounting interface field contains **Y**. It should be verified that this field is populated with an "UNAPPLIED CASH" code.

NOTE: If the Patient Accounting interface field is changed to **N** (No), the Unapplied Cash Format field and the other patient account check format fields on this screen are not available.

14. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

15. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

NOTE: McKesson supports the following standard check formats: (selecting any other check formats may result in customization)

A1-STANDARD A - AP CHECK

A4-STANDARD A - CARRIER (DOUBLE)

A2-STANDARD A - CARRIER REFUND

A3-STANDARD A - GUARANTOR REFUND

A5-STANDARD A - UNAPPLIED CASH REFUND

B1-STANDARD B - AP CHECK

B4-STANDARD B - CARRIER (DOUBLE)

B2-STANDARD B - CARRIER REFUND

B3-STANDARD B - GUARANTOR REFUND

B5-STANDARD B - UNAPPLIED CASH REFUND

The upload/import of EDI (Electronic Data Interchange) invoices and the download of Funds Transfer transactions require the respective transaction to be activated for the entity and the appropriate interface format to be selected. Both these selections are made from the third Entity Parameters screen.

Entity Parameters Screen 3

```
                    General Hospital Entity Parameters Processor
                                              Thu Aug 26, 2004 05:40 pm
 Ent : HAPPY HOSPITAL
                                      EDI Invoicing
  1 Allow EDI Invoicing       2 EDI Invoicing Interface
    No
  3 File Delimiter            4 EDI Invoice Header Status

                                 Electronic Funds Transfer
  5 Allow Electronic Funds Tr 6 EFT Interface                  7 Company ID
    Yes                         NACHA                            581606333
  8 Co ID Leading Ind       9 Immediate Origin Flag    10 Immediate Origin Nbr
    1                          Routing/Transit
 11 Balanced File
    No
 12 Accounts Payable Contact      13 Contact Phone          14 Description
    TOM SLICK                        (679)456-4564              pay3778865
 15 Edit By                        16 Edit Date
    Sheridan,Yvonne                   08/23/2004 03:34pm



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

Field Explanations

EDI Invoicing

1. ALLOW EDI INVOICING (1-A-R)
This field indicates whether or not this entity allows EDI invoicing.

- If you enter **No**, all prior field values in the EDI Invoicing Interface field and the EDI Invoice Header Status field are removed.

- If you enter **Yes**, the EDI Invoicing Interface field and the EDI Invoice Header Status field are required. The system does not exit the screen until you enter either **A** or **H** in the EDI Invoice Header Status field.

2. EDI INVOICING INTERFACE (1-N-R)
This field identifies the format in which the Accounts Payable system interprets the Invoice information imported from vendors' systems to your personal computer and uploaded into STAR. There are two valid options for this field:

1   OnCall*EDI - This format is no longer maintained by McKesson, but the format may be compatible for certain customers.

2   ANSI X12 - McKesson supports necessary software changes for compatibility with this format.

3. FILE DELIMITER (1-C-C)
This field indicates how you want to mark the beginning and end of a set of data within the EDI invoicing process. Asterisk (*) is the default.

4. EDI INVOICE HEADER STATUS (1-A-R)
This field indicates the status of the invoice header. Refer to "9. HEADER STATUS (1-A-R)" on page 5-22 for valid status codes.

Electronic Funds Transfer

5. ALLOW ELECTRONIC FUNDS TRANSFER (1-N-C)
This field indicates whether or not this entity allows Electronic Funds Transfers.

6. EFT INTERFACE (1-C-DISPLAY ONLY)
This field automatically populates with NACHA if field 4 is Yes. NACHA complies with published NACHA standards. It is the standard file layout accepted by most financial institutions and is the only record/file format supported in STAR Accounts Payable.

7. COMPANY ID (9-N-C)
This field contains the Federal Taxpayer's Identification Number and is used in your EFT File Record Type 1 (if applicable), Record Type 5, and Record Type 8.

8. CO ID LEADING IND (1-N-O)
This field contains the Company ID leading indicator, which allows you to precede the Federal Tax ID Number in Record Type 8 with a number other than 1 if required by your financial institution. The default is 1.

9. IMMEDIATE ORIGIN FLAG (1-A-R)
This field identifies the number you want placed in the Immediate Origin field of Record Type 1 in the EFT file. Values are:

R   Routing/Transit number. Use the Routing/Transit number.

O   Other. Use the number entered in the following Immediate Origin Nbr field.

10. IMMEDIATE ORIGIN NBR (10-N-C)
This field is required if the Immediate Origin Flag field is populated with O (Other). The 10-digit number entered here is placed in the Immediate Origin field of Record Type 1 in the EFT file.

11. BALANCED FILE (1-A-R)
This field indicates whether to create an additional 6 Type record that shows a debit to the hospital bank account for the net amount that was sent to vendors. Consult with your financial institution on the usage of this field.

12. ACCOUNTS PAYABLE CONTACT (30-AN-C)
This is a user informational/memo field and is not transmitted to the banking institution as part of the file. This can be the hospital person responsible for processing EFT payments or the financial institution's EFT contact person.

13. CONTACT PHONE (20-AN-C)
This is a user informational/memo field and is not transmitted to the banking institution as part of the file. This can be the telephone number for either the hospital person responsible for processing EFT payments or the financial institution's EFT contact person.

14. DESCRIPTION (10-AN-C)
Used by the NACHA process, this field contains any word or short description that is printed on the vendor's bank statement for the funds transfer transaction being transmitted.

15. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

16. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

GL RELATED PARAMETERS

The GL Related Parameters function is used to store an entity's GL Expense and Liability account numbers that apply specifically to a fiscal year:

- **GL Expense Account** numbers for freight, sales taxes, and prepaid expenses.

- **GL Liability Account** numbers for received/uninvoiced inventory, income taxes, and self-assessed taxes (SAT).

These parameters are entered separately because they must be stored for each fiscal year.

New GL Related Parameters are automatically created for the next fiscal year if you run the **Regenerate Parameters** function on the AP Parameters menu. However, since entities and fiscal years are established through the STAR Financials General Ledger system, they cannot be altered by the Accounts Payable system.

When you enter the General Ledger account numbers, they are validated against the account numbers set up in the General Ledger Chart of Accounts. You can change Parameters or add new ones.

After selecting the **GL Related Parameters** function, the system prompts you to enter this information:

- Entity Code

- Fiscal Year

Enter the necessary code at each prompt, or display and select from a list of entity codes and fiscal years. The system then displays the GL Related Parameters screen (see the following illustration).

GL Related Parameters Screen

```
              General Hospital GL Related Parameters Processor
                                        Wed Apr 12, 2000 07:29 pm
Ent : HAPPY HOSPITAL 01              Fiscal Yr: 2000
 1 Freight Dept                       2 Freight Subacct
   0.111 FREIGHT                         00.08 FREI-BD RECOVERY DEFAULT
 3 Sales Tax Dept                     4 Sales Tax Subacct
   0.146 BONNIES 18.1 ASSET              00.09 BONN-DEPARTMENT REVENUE DEFAU
 5 Accrual Liability Dept             6 Accrual Liability Subacct
   2.000 AP-ACCRUALS                     24.45 ACCR-LOCAL#1099
 7 Prepaid Expense Dept               8 Prepaid Expense Subacct
   0.120 AP PREPAIDS                     01.30 PREP-A/P TRADE ACCOUNTS
 9 Income Tax Liability Department   10 Income Tax Subaccount
   2.010 INCOME TAX LIABILITY           23.00 INCO-ACCRUED PTO BENEFITS
11 SAT Liability Department          12 SAT Liability Subaccount
   2.011 SELF-ASSESSED TAX LIABILITY    24.08 SELF-GA-SUI EMPLOYER TAX
13 Edit By                           14 Edit Date
   Smith, Jane                          02/07/2000 11:17




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

```

In these fields, the entire General Ledger department and subaccount number
displays, but only portions of descriptions display. For additional information on how
General Ledger department/subaccount combinations form General Ledger Account
numbers, refer to the *STAR Financials General Accounting Reference Guide –
General Ledger Volume*.

Field Explanations

1. FREIGHT DEPT (10-AN-O)
This field contains the department part of the General Ledger account number
designated as the default freight expense account, which was set up in your STAR
General Ledger system. This field displays the department to debit when F (freight)
line types are entered on the Invoice Detail screen; user override is allowed. You can
enter the department number or a hyphen (-) to display a list of valid departments. The
entry is validated against the General Ledger Chart of Accounts.

2. FREIGHT SUBACCOUNT (10-AN-O)
This field contains the subaccount part of the General Ledger account designated as
the default freight expense account. This field displays the subaccount to debit when
F (freight) line types are entered on the invoice detail screen; user override is allowed.
The entry is validated against the General Ledger Chart of Accounts when combined
with the Freight Department field.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the
system displays an error message.

3. SALES TAX DEPARTMENT (10-AN-O)
This field contains the department part of the General Ledger account number designated as the default sales tax expense account. This field displays (but can be overridden) as the department to debit when T (tax) line types ar entered on the Invoice Detail screen. This field is validated against the General Ledger Chart of Accounts.

4. SALES TAX SUBACCOUNT (10-AN-O)
This field contains the subaccount part of the General Ledger account number designated as the default sales tax expense account. This field displays (but can be overridden) as the subaccount to debit when T (tax) line types are entered on the Invoice Detail screen. When combined with Tax Department field, it is validated against the General ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is inactive or filed as deleted, the system, displays an error message.

5. ACCRUAL LIABILITY DEPARTMENT (10-AN-C)
This field contains the department part of the General Ledger account number designated as the accrual liability account. This field is required only if the Materials Management system is used. The Accounts Payable End of Period process credits this liability account in the closing month and debits this liability account in the new month, with the outstanding dollar amount for all inventory received but not invoiced. This field is validated against the General Ledger Chart of Accounts.

6. ACCRUAL LIABILITY SUBACCOUNT (10-AN-C)
This field contains the subaccount part of the General Ledger account designated as the accrual liability account. This field is required only if the Materials Management system is used. The Accounts Payable End of Period process credits this liability account with the total outstanding dollar amount for all inventory items received but not invoiced. When combined with the Accrual Liability Department field, it is validated against the General Ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

7. PREPAID EXPENSE DEPT (10-AN-O)
This field contains the department of the GL account designated as the Prepaid Expense Account. This field is required when posting invoice expense amounts into a future period. For more information on posting to future periods, refer to the Period Indicator field description on the Invoice Header screen (in Chapter 5: Invoicing).

8. PREPAID EXPENSE SUBACCOUNT (10-AN-O)
This field contains the subaccount of the GL account designated as the Prepaid Expense Account. This field is required when posting invoice expense amounts into a future period. For more information on posting to future periods, refer to the Period Indicator field description on the Invoice Header screen (in Chapter 5: Invoicing).

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

9. INCOME TAX LIABILITY DEPARTMENT (10-N-O)
This field contains the department portion of the General Ledger liability account
number that is used to post income tax invoice detail lines, during Daily Distribution.
Income tax invoice detail line amounts will remain in this account until the Process
Income Tax job creates an income tax remittance invoice that, upon its distribution,
expenses this account and credits the check code liability account.

10. INCOME TAX LIABILITY SUBACCOUNT (10-AN-O)
This field contains the subaccount portion of the General Ledger account number
designated as the income tax liability account set up in the STAR General Ledger
system. This account is where income tax amounts deducted from Vendor Invoices
are stored until the Process Income Tax job is run in AP System Processes. The
Process Income Tax job transfers the dollar amount in the Income Tax Liability
Account to the AP Liability Account for check generation.

NOTE: Contact STAR Support before attempting to implement the Income Tax
Process through the STAR Accounts Payable application.

The Income Tax Liability General Ledger account is where the income tax
withheld from 1099 (T4) Vendor/Employee invoices accumulates and
remains until processed for payment to the federal government through an AP
System Process job. This function transfers the income tax liability balance
from the Income Tax Liability account to the AP Liability account for payment
via invoice generation. The information in the Income Tax Liability account
can only be altered after the Process Income Tax Payments job is complete
and before the invoice entry begins. Income Tax withheld is entered on the
invoice as a "lump sum" amount for remittance to one goverment agency.

NOTE: The Income Tax Liability Department and Income Tax Liability Subaccount
fields must be complete before any income tax invoices can be processed.

11. SELF-ASSESSED TAX LIABILITY DEPARTMENT (10-N-O)
This field contains the department portion of the General Ledger account number
designated as the self-assessed tax liability account set up in the STAR General
Ledger system. This account is where self-assessed tax amounts are posted until the
month-end process creates government-specific invoices to facilitate direct remittance
of tax amounts to the individual government.

NOTE: The Self-assessed Tax Liability Department and Self-assessed Tax Liability
Subaccount fields are required if the SAT Vendor Indicator field on the Entity
Parameters screen is set to Yes.

12. SELF-ASSESSED TAX LIABILITY SUBACCOUNT (10-N-O)
This field contains the department portion of the General Ledger account number
designated as the self-assessed tax liability account set up in the STAR General
Ledger system.   This account is where self-assessed tax amounts, not previously
included in Vendor payments, are stored until the month-end process creates

government-specific invoices to facilitate direct remittance of tax amounts to the individual government.

NOTE: Contact STAR Support before attempting to implement the Self-Assessed Tax Functionality in the STAR Accounts Payable application.

The Self-Assessed Tax Liability General Ledger account is where all self-assessed taxes are held until they are processed for payment to the individual government at month-end. Self-Assessed Taxes are paid directly to a government rather than included as part of the check generated to the vendor. During the month-end process, the account balance is transferred from the Self-Assessed Tax Liability account, to the AP Liability account for payment via invoice generation. The invoices are paid in batch check processing. Currently, only one calculated tax, in Tax Parameters, can be identified as being self-assessed.

The Self-Assessed Tax Liability Department and Self-Assessed Tax Liability Subaccount fields must be complete before any invoices for self-assessed vendors can be processed.

If you enter a subaccount number that is inactive or filed as deleted, the system displays an error message.

13.   EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

14. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

FEDERAL REPORTING PARAMETERS

Federal Reporting Parameters are used for maintaining the data elements necessary for federal 1099 tax reporting, by file or by paper copies. These parameters are entity-specific and must be set up for all Accounts Payable entities. File and paper copies are entity-specific.

NOTE: Entity Parameters must be defined before the entity's Federal Reporting Parameters can be entered.

You can change, add to, or delete Federal Reporting Parameters. The date of the last change and person who made that change are stored in this table for audit trail purposes.

Federal Reporting Parameters Screen 1

From the Accounts Payable main menu, select **Parameters,** then **Federal Reporting Parameters**.

The system displays the following prompt:

Enter entity code or '-' for list--

Enter the code, or a hyphen (-) to display a list of valid entity codes.

If Federal Reporting Parameters exist for the selected entity, the information is displayed. If parameters do not exist, the system assumes that they are being added.

The payor name and address information is brought forward from the GL Entity Master table; this information can be changed. If necessary, an additional name can be added into the Second Federal Report Name field.

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October 2011   *Release 17.0*   *3–27*
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```
           General Hospital Federal Reporting Parameters Processor
                                            Thu Aug 26, 2004 11:38 pm
 Ent : HAPPY HOSPITAL
  1 Federal Report Name
    MODEL HOSPITAL
  2 Federal Report Name 2

  3 Federal Report Address
    301 PERIMETER CENTER NORTH
  4 City                        5 State              6 Zip Code
    ATLANTA                       GA                   30346
  7 Main Telephone  8 Ext     9 Alternate Telephone  10 Ext
    (678)623-5555
 11 Transmitter Control Code    12 Employer ID       13 CUSIP
    07N73                         581606192            12345678ABCDEFG
 14 Combined Federal/State Filer 15 State Number      16 Income Tax Vendor
    Yes                           GA12345678901        501 INC TAX REMIT VEN
 17 1099 Format                                       18 Minimum 1099 Amt
    6-Standard Register PTM-M4 - 4 Part Mailer (One Address     $500.00




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

Field Explanations

1. FEDERAL REPORT NAME
This field contains the name of the 1099 reporting payor. The default entry for this field is the entity name defined in the General Ledger Entity Master, but you can override it.

2. FEDERAL REPORT NAME 2
This field contains the second 1099 report name. This can be used as a continuation of the first Federal Report Name field.

3. FEDERAL REPORT ADDRESS
This field contains the line for payor's address.

4. CITY
This field contains the payor's city. This defaults to the entity city, but user override is permitted. The zip code can be entered here instead of the city. If the zip code is entered, the City, State, and Zip fields default from the Zip Code table.

5. STATE
This field contains the 1099 StateCode as described in the 1099 Federal Specification. This defaults to the entity state, but it can be overridden. If processing as a Combined State/Federal Filer, this is the state to receive the 1099 information.

6. ZIP CODE
This field contains the payor's five-character zip code. This defaults to the entity zip code, but user override is allowed. If the zip code was entered in the City field, it is moved automatically to this field.

7. MAIN TELEPHONE
This field contains the telephone number that will be printed on all 1099 paper forms as well as in the 1099 File (if used). If the entity designated on this screen processes 1099s, this field must be completed prior to generating 1099 paper forms or magnetic media. Otherwise, an online error occurs and processing will not continue until a telephone is entered.

8. EXT
This field contains the extension (if applicable) used in the 'A' Record of the 1099-MISC electronic file.

9. ALTERNATE TELEPHONE
This optional field can be used to provide an alternate contact telephone number or a fax number. This field is not used by the 1099 process.

10. EXT
This optional field contains the extension (if applicable) used in conjunction with the Alternate Telephone field.

11. TRANSMITTER CONTROL CODE
This field contains the 1099 Transmitter Control Code required by the IRS for electronic file submission of 1099 information.

12. EMPLOYER ID
This field contains the 1099 TIN (Taxpayer Identification Number). This is used when creating a 1099 File. This number is required by the IRS. It can be a Social Security number or an Employer Identification number.

NOTE: For additional information on what is a valid entry in this field, refer to IRS Publication Instructions for Forms 1099, 1098, 5498 and W-2G; and IRS Publication 1220 Specifications for Filing Forms 1099, 1098, 5498 and W-2G Electronically.

13. CUSIP (US ONLY)
This field currently not used in the STAR Accounts Payable system.

14. COMBINED FEDERAL/STATE FILER
This field contains the Federal/State filer indicator for 1099 reporting. Entry options are **Y** for Yes or **N** for No; the default is **N**. Enter **Y** to indicate that the entity is participating in the Combined Federal/State Filing Program. Enter **N** to indicate that the entity is located in a non-participating state, or that your organization does not participate in the Combined Filing Program. See the Minimum 1099 Amount field (field 18) for more detail.

15. STATE NUMBER
This field contains the entity's State Code. This field should only be used when the entity is a combined filer.

16. INCOME TAX VENDOR
This field contains the vendor number associated with the remittance contact name and address used in creating the invoice for Payment of Income Tax Withheld to the Federal Government. The vendor to whom the Income Tax dollars is paid is first set up in the Vendor Master, complete with the required remittance addresses. Then the Vendor Number is entered in this field. When the Process Income Tax job is run, this is the vendor associated with the system-generated invoice.

17. 1099 FORMAT
This field is used to indicate to the STAR Financials Accounts Payable system which of the 1099 paper copy formats are to be used to report 1099 information.

NOTE: You must select a format to generate 1099 paper copies. If you try to run 1099 paper copies with a non-existing format, an error message displays and the system returns you to the menu.

18. MINIMUM 1099 AMOUNT
This field contains the minimum 1099 amount that a vendor should have to be processed. During the 1099 print process, the system checks the value in this field against the 1099 amount for each vendor. If the vendor amount does not equal or exceed the minimum amount, the system does not print a form for the vendor.

The amount in the Minimum 1099 Amt field of the Federal Reporting Parameters controls what forms get printed and what records are created on your file. If you want to report to your state at a lower threshold than the IRS (generally $600), put that amount here. You are not prohibited from reporting those lesser amounts to the IRS.

If you reside in a state that participates in the Combined Federal/State Filer program and if your organization has applied for and been accepted as an Approved Filer and you want K type records to be created on your file (for the IRS to forward to your state), set the Combined Federal/State Filer field to **Yes**. Otherwise, leave it set to No.

Federal Reporting Parameters Screen 2

```
              General Hospital Federal Reporting Parameters Processor
                                              Mon Sep 29, 2008 12:49 pm
Ent : HAPPY HOSPITAL
 1 Federal Report Name                  2 Payer Name Control
   MODEL HOSPITAL
 3 Contact Name                         4 Last Filing Indicator
   TEST
 5 Contact Address                      6 Prior Year Indicator
   TEST
 7 City                      8 State         9 Zip Code
   ATLANTA                     GA              30346
10 Contact Telephone    11 Ext      12 Transmitter Control Code
   (111)111-1111                     TT141
13 Contact Email Address                         14 Media Identifier

15 Original,Replacement,Correction   16 Elec Replace File Name  17 Filing Type
   Correction                                                     Electronic
18 Download Drive       19 Media Tracking Slip Replacement Identifier
   c
20 Edit by                        21 Edit Date
   Wilson,Bonnie J                    07/06/2005 10:24am

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

Field Explanations

1. FEDERAL REPORT NAME
This field contains the name of the 1099 reporting payer. This information defaults from the Federal Report Name field on screen 1.

2. PAYER NAME CONTROL
This four character field is obtained only from the mail label on the Package 1099 or T4A that is mailed to most payer's each December. If a Package 1099 has not been received from the government or if the Payer Name control is unknown, leave this field blank.

3. CONTACT NAME
This field contains the name of the person that the IRS should contact if there are problems processing the 1099 File.

4. LAST FILING INDICATOR
Enter **Yes** if the payer does not file information returns under this payer name and TIN in the future. Otherwise, leave the field blank or enter **No**.

5. CONTACT ADDRESS
This field contains the street address of the contact person to whom the IRS can return the 1099 File.

6. PRIOR YEAR DATA INDICATOR
Enter **Yes** only if reporting prior year data. Leave blank or enter **No** if tax year is current year.

7. CITY

This field contains the city associated with the address of the contact person.

8. STATE

This field contains the state associated with the address of the contact person.

9. ZIP CODE

This field contains the zip code associated with the address of the contact person.

10. CONTACT TELEPHONE NUMBER

This field contains the telephone number of the contact person for the IRS.

11. EXT.

This field contains the extension (if applicable) used in conjunction with the Contact Telephone Number.

12. TRANSMITTER CONTROL CODE (DISPLAY ONLY)

This field contains the 1099 or Transmitter Control Code required by the IRS for file transmission of 1099 information.

13. CONTACT EMAIL ADDRESS

This field contains the e-mail address of the person to contact regarding electronic files. You may enter up to 50 characters.

14. MEDIA IDENTIFIER

This field is no longer used.

15. ORIGINAL, REPLACEMENT, or CORRECTION

This field informs the IRS whether the file submitted is the Original, a Replacement, or a Correction. Original is the default but it can be overridden. Replacement is used *only* to resubmit a corrected file that has been returned by the IRS. Correction is valid *only* if the purpose of the file is to correct information that was previously submitted to the IRS/MCC and was processed. Any information omitted from an original file does not qualify as a correction.

To summarize, if the IRS says the media is *Bad*, send a Replacement. If you change your mind about something the IRS has already processed, send a Correction that includes only the items that were wrong.

NOTE: Corrections can be process in STAR Account Payable only if the original return was filed with one or more of the following errors:

- Incorrect payment amount codes in the Payer *A* Record

- Incorrect payment amounts in the Payee *B* Record

- Incorrect code in the distribution code field in the Payee *B* Record

- Incorrect payee address

- Incorrect Direct sales indicator

16. ELECTRONIC REPLACEMENT FILE NAME
This field is only used for a rejected electronic file for which a replacement is being sent. The name is assigned to you by the IRS electronic 'FIRE' system. See IRS Publication 1220.

17. FILING TYPE
This field defaults to Electronic and cannot be edited.

18. DOWNLOAD DRIVE
This field contains the drive to be used when creating a 1099 information file.

19. MEDIA TRACKING SLIP REPLACEMENT IDENTIFIER
This field is no longer used.

20. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

21. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

INTERCOMPANY ACCOUNTS

Intercompany Accounts are established in instances in which one entity needs to cross entity boundaries to post to another accounting entity, such as for invoice expensing or inventory/asset transfers. To control the process by which entities can post to another entity and to map the General Ledger accounts involved, the Intercompany Accounts Maintenance table must be established. This table is entity-specific and an entry must exist for each debit and credit account.

As invoices are entered, the Home entity can charge to any Link entity for which an Intercompany record exists. Two sets of journal entries are made:

Home Entity	Debit the Accounts Receivable account stored in the Intercompany Table and credit the AP liability account stored on the Check Code Parameters.
Link Entity	Debit the asset or expense account entered on the invoice detail line and credit the AP liability account stored in the Intercompany Table.

NOTE: Intercompany accounts can be regenerated automatically each year by using the Regenerate Parameters program.

Intercompany accounts can be added, changed, or Filed as Deleted. After you select this function, the system prompts you to enter the following:

•   Home Entity Code

•   Link Entity Code

•   Fiscal Year for which the Intercompany Account table is valid.

You can enter each code or a hyphen (-) to display a list of valid codes. If the combination of Home/Link entity exists for the selected fiscal year, the information is displayed. If it does not exist, the system prompts you to add it.

NOTE: Do not use this function if the home and link entity are in different fiscal periods or years. Additionally, do not use this function if you want the JE to post for different periods for the home and link entity even though they are in the same fiscal period/year. All entities that use the cross-entity journal entry function must have consistent Fiscal Year Definition fields as follows: JE Approval, RJE Approval, and JE #s From. This document assumes that the JE and RJE Approval fields are set to automatic and the JE #s From field is set to system in Fiscal Year Definition.

After the selections are made, the system displays the following screen:

```
                  General Hospital Intercompany Accounts Processor
                                            Wed Apr 21, 1999 09:53 am
 Ent : MODEL HOSPITAL      Link Ent : TEST YS 1234567890AB   Fiscal Yr: 1999
  1 Home Entity                          2 Link Entity
    01 MODEL HOSPITAL OF GEORGIA            02 TEST YS 1234567890ABCDEFGHIJKL
  3 Accounts Receivable Department       4 Accounts Receivable Subaccount
    1.012 PAYROLL ACCOUNTS                 00.06 PRCA-BD ASSET ACCOUNT DE
  5 Accounts Payable Department         6 Accounts Payable Subaccount
    100.1 STATISTICS DEPARTMENT            00.05 STAT-BD ALLOWANCE DEFAUL
  7 Expense Department                   8 Expense Subaccount
    100.1 STATISTICS DEPARTMENT            00.03 STAT-AGENCY FEES DEFAULT
  9 Description

 10 Tax Expense Department              11 Tax Expense Subaccount
    101.2 PAYROLL ACCOUNTS                 00.03 PRCA-AGENCY FEES DEFAULT
 12 Tax Recovery Department             13 Tax Recovery Subaccount
    101.2 PAYROLL ACCOUNTS                 00.03 PRCA-AGENCY FEES DEFAULT
 14 Edit By                             15 Edit Date
    Caldicott,Janel Z.                     02/01/1999 11:16am



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

Field Explanations

1. HOME ENTITY (DISPLAY ONLY)
This field contains the Home Entity Code. This code represents the entity, which can charge a detail invoice line to another entity. This code is entered at the prompt when you first access the screen.

2. ACCOUNTS RECEIVABLE DEPARTMENT (10-AN-R)
This field contains the department code for the Home entity that is debited as a result of intercompany expensing. The Home entity's Accounts Payable Liability account is credited. You can enter thedepartment number or a hyphen (-)to display a list of valid departments. This field is validated against the Home entity's Chart of Accounts. This is an Asset account for the Home entity.

3. ACCOUNTS RECEIVABLE SUBACCOUNT (10-AN-R)
This field contains the Subaccount portion of the Home entity's Accounts Receivable General Ledger account previously described. You can enter the subaccount number or a hyphen (-) to display alist of valid subaccounts for the entered department. When combined with the Accounts Receivable department, it is validated against the Home entity's Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

4. LINK ENTITY (DISPLAY ONLY)
This field contains the Link Entity Code. This represents the entity which can be charged for a detail invoice line by the Home entity. The Entity Code is entered at the prompt when you first access the screen.

5. ACCOUNTS PAYABLE DEPARTMENT (10-AN-R)
This field contains the department for the Link entity that is credited as a result of intercompany expensing. The Link entity's Asset or Expense account is debited. You can enter the department number or a hyphen (-) to display a list of valid departments. This field is validated against the Link entity's Chart of Accounts. This is a Liability account for the Link entity.

6. ACCOUNTS PAYABLE SUBACCOUNT (10-AN-R)
This field contains the subaccount portion of the Link entity's Accounts Payable General Ledger account as described above. You can enter the subaccount number or a hyphen (-) to display a list of valid subaccounts for the entered department. When combined with the Accounts Payable department, it is validated against the Link entity's Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

7. EXPENSE DEPARTMENT (10-AN-0)
This is the default expense department for the Link entity that is debited as a result of intercompany expensing. If an entry is made in this field, it displays on the invoice detail line as the asset/expense department, but can be changed. The Link entity's Accounts Payable account is credited. You can enter the department number or a hyphen (-) to display a list of valid departments. This field is validated against the Link entity's Chart of Accounts.

8. EXPENSE SUBACCOUNT (10-AN-O)
This is the subaccount portion of the Link entity's expense account as described above. You can enter the subaccount number or a hyphen (-) to display a list of valid subaccounts for the entered department. When combined with the Expense Department, it is validated against the Link entity's Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

9. DESCRIPTION (60-AN-O)
This field is a free-form user comment field. It can be used to describe the link between the two entities or to hold other user-specified information.

10. TAX EXPENSE DEPARTMENT (10-N-C)
This is the default Link entity Calculated Tax expense department that is debited as a result of intercompany expensing using the Single tax accounting method. If an entry is made in this field, it displays on the invoice detail line as the asset/expense department, but can be changed. The Link entity's Accounts Payable account is credited. You can enter the department or a hyphen (-) to display a list of valid departments. This field is validated against the Link entity's Department Master and is only used in the Single tax accounting method.

NOTE: Fields 10-13: If the Home entity is taxable, the Tax Expense Department / Subaccount fields and Tax Recovery Department / Subaccount fields are

required. If a department has been entered, the corresponding subaccount is required.

If an entity changes from non-taxable to taxable and the intercompany accounts are not updated, the related tax / recovery dollars post to the suspense account until fields 10-13 are completed.

11. TAX EXPENSE SUBACCOUNT (10-N-C)
This field contains the subaccount of the General Ledger account number designated as the default tax expense subaccount. You can enter the subaccount number or a hyphen (-) to display a list of valid subaccounts for the entered department. This field displays (but can be overridden) as the subaccount to debit when **T** (tax) line types are entered on the Invoice Detail screen. When the combined with Tax Department field, it is validated against the Link entity's Chart of Accounts and is only used in the Single tax accounting method.

NOTE: If you enter a subaccount number that is inactive, or filed as deleted, the system displays an error message.

12. TAX RECOVERY DEPARTMENT (10-N-C)
This field contains the department of the General Ledger account number designated as the default tax recovery account for the Link entity. This field displays (but can be overridden) as the department to debit when **R** (recovery) line types are entered on the Invoice Tax screen. You can enter the department number or a hyphen (-) to display a list of valid departments. This field is validated against the Home entity's Department Master.

13. TAX RECOVERY SUBACCOUNT (10-N-C)
This field contains the subaccount of the General Ledger account number designated as the default tax recovery subaccount. You can enter the subaccount number or hyphen (-) to display a list of valid subaccounts for the entered department. This field displays (but can be overridden) as the subaccount to debit when T (tax) line types are entered on the Invoice Detail screen. When combined with Tax Department field, it is validated against the Home entity's Chart of Accounts.

NOTE: If you enter a subaccount number that is inactive or filed as deleted, the system displays an error message.

14. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

15. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

REGENERATE PARAMETERS

This function is used to copy Entity Parameters from one fiscal year to another. General Ledger departments and subaccounts stored on the following parameter screens are copied to the new fiscal year. After this function has been run, parameters can be modified for the new year as needed. Copied parameters include:

- Check Codes

- GL Related Parameters

- Intercompany Accounts

- Tax Parameters

Prior to running this function, you must have already set up the new fiscal year to which you are copying the entity's parameters. For additional information on how fiscal years are set up, see the *STAR Financials General Accounting Reference Guide - General Ledger Volume*. If you do not set up your next fiscal year, the system displays the following error message:

Error: Cannot regenerate parameters! Next fiscal year not set up in GL!!

To access this function, you must first enter the Entity code or a hyphen (-) to display a list of valid entity codes. After you enter the entity, the system displays the following prompt:

Regenerate Parameters? (Y/N) [N]-- Y

If you enter **Y**, the system regenerates the parameters and returns to the previous menu screen. If you enter **N**, the system returns to the entity prompt from which you can enter another entity or press ENTER to return to the previous menu.

NOTE: However, if parameters exist for the fiscal year which you are copying to, the system displays an error message. For example, if you have manually built the GL Related Parameters, you must manually build the remaining parameters that could have been part of the regenerate process.

The AP system then copies the General Ledger department and subaccount numbers stored in the tables described above from the old fiscal year to the new fiscal year.

Check code run dates for the new fiscal year are not created by this process and must be manually generated.

CHECK FORMAT PARAMETERS

This function is used to set up the different types of formats to print on the Accounts Payable checks. This includes the Patient Refund Check formats if the interface flag for the STAR Financials Patient Accounting is set to Y for Yes. Typically, you would not alter any information on the Check Format Parameters screens unless you have a customized check form.

After you select **Check Format Parameters** from the Parameters menu, the system displays the following prompt:

Enter check format code--

You can enter the code or a hyphen (-) to display a list of valid check formats. After you select or enter the code, the system displays the following screen:

```
            General Hospital Check Format Parameters Processor
                                             Tue Jan 16, 1990 11:26 am
 1 Code          2 Description                        3 Status
   1               AP CHECKS                            Active

                             Check Stub

 4 Stop line     5 Heading Form                  6 Invoice Line Form
   19              ^gafch                           ^gafcd
 7 Double Inv?   8 Invoice Dtl?   9 Inv Detail Form   10 Summarize Inv Dtl?
   No              Yes              ^gafcid             Yes
11 Print Inv Comments?        12 Trailer Form
   No                            ^gafct

                             Check Body

13 Start Line        14 Stop Line               15 Check Body Form
   22                   42                          ^gafcb
16 Edit By                                      17 Edit Date

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

NOTE: If you entered **N** in the Patient Refund Separate Check Indicator field on the Entity Parameters screen, the following fields on the Check Format Parameter screen(s) must be changed. These same values are used for both the Guarantor and Carrier Refund Formats:

HEADING FORM	^gafcchc
INVOICE LINE FORM	^gafccdc
TRAILER FORM	^gafcctc
CHECK BODY FORM	^gafccbc

Depending on which check format is being used, once the above new form programs have been entered, you may have to adjust the Check Stub Stop Line and the Check Body Start Line and Stop Line.

Field Explanations

1. CODE (DISPLAY ONLY)
The field displays the Check Format Code selected prior to entering this screen.

2. DESCRIPTION (30-AN-R)
This field contains the user-defined description of the Check Format Code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when you create the code.

4. STOP LINE (2-N-R)
This field contains the stop line of the check stub. This is the last line on which the printer will print information on the check stub. This will vary depending upon the size of the check stub. The default is 66 lines.

5. HEADING FORM (17-AC-R)
This field contains the McKesson defined format that determines the heading information that prints on the check stub. Consult your McKesson installation representative for additional information.

6. INVOICE LINE FORM (17-AC-R)
This field contains the McKesson defined format that determines the invoice line information that prints on the check stub. Consult your McKesson installation representative for additional information.

7. DOUBLE INV? (1-A-R)
This field indicates whether two columns of voucher information should print per line on the check stub. If you enter **Y** to this field the system prints two columns of voucher information on the check stub, and does not allow you to access the next three fields of this screen. Enter **N** if you want the system to print one voucher per line on the check stub.

8. INVOICE DTL? (1-A-R)
This field enables you to show detail voucher information on the check stub. Enter **Y** to print the voucher's detail lines and account numbers on the check stub. Enter **N** to print only the voucher header information (for example: voucher number, invoice number, amount, etc.) for each voucher on the check stub. If detail information is selected the number of checks needed for the check run will increase.

9. INV DETAIL FORM (17-AC-R)
This field contains the McKesson defined format that determines the detail information that prints on the check stub. Consult your McKesson installation representative for additional information. You can access this field only if you are printing invoice detail on this check stub (for example: the Invoice Detail field is set to Yes).

10. SUMMARIZE INV DTL? (1-A-R)
If you entered **Y** for Yes to Invoice Detail above, this field enables you to summarize dollar amounts by GL account numbers when printing the check stub. For example, if a check is written for several vouchers and there are duplicate GL account numbers on the detail lines of a voucher, the check process will use one line on the check stub per GL account number and summarize the amounts from the voucher on that line.

11. PRINT INV COMMENTS? (1-A-R)
If any information is needed to print at the end of the check stub instead of at the beginning, a trailer form is needed. For example, you may need vendor number or vendor name to print at the end of the stub. The comments entered on the Voucher Header will print on the check stub. The comments will print immediately after the voucher line is printed on the check. If detail voucher information is printed on the check, the comment will print after the detail information is printed.

12. TRAILER FORM (17-AC-R)
If any information is needed to print at the end of the check stub instead of at the beginning, a trailer form is needed. This field contains the McKesson defined format that determines the trailer. Consult your McKesson installation representative for additional information.

13. START LINE (3-N-R)
This field determines the line on which the system begins printing the check body on the form. Two or three spaces should be skipped between the Stop Line of the check stub and the Start Line of the check body, depending on the specific check form used.

14. STOP LINE (3-N-R)
This field determines the last line on which information is printed on the check. This will vary depending upon the size of the check. The default is 66 lines.

15. CHECK BODY FORM (17-AN-R)
This field contains the McKesson defined format that determines the check body information that prints on the check. Consult your McKesson installation representative for additional information.

16. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

17. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

TAX PARAMETERS

The Tax Parameters function is used to store entity tax codes, descriptions, tax percents, and the General Ledger Accounts for each tax code. These parameters are entity-specific and fiscal year specific.

New Tax Parameters are automatically created for the next fiscal if you run the Regenerate Parameter program.

When you enter the General Ledger account numbers, they are validated against the account numbers set up in the General Ledger Chart of Accounts. You can change the Tax Parameters information and set up new taxes.

After you select the **Tax Parameter** function, the system displays the following prompts:

> *Enter entity code or '-' for list --*

You can enter the fiscal year or a hyphen (-) to display a list of valid fiscal years for the entity entered.

> *Enter fiscal year or '-' for list --*

You can enter the code or a hyphen (-) to display a list of valid entity codes.

> *Enter Tax Code or '-' for list--*

To add a new tax code, enter the tax code here. The system will then take you to the screen shown on the next page, and you can complete the Tax Parameters screen information.

NOTE: On the selection screen, an asterisk (*) is placed which denotes the tax code has been flagged as Inactive.

The system then displays the Tax Parameters screen:

```
                    General Hospital Tax Parameters Processor
                                          Wed Sep 04, 2002 10:50 am
 Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2002
  1 Tax Code         2 Description                        3 Status
    SAT               SAT                                   Active
  4 Tax Expense Department          5 Tax Expense Subaccount
    1.092 DUE FROM PLANT & REPLACE    09.90 PLRP-PLANT & EQUIPMENT R
  6 Tax Recovery Department         7 Tax Recovery Subaccount
    1.092 DUE FROM PLANT & REPLACE    09.90 PLRP-PLANT & EQUIPMENT R
  8 Include Freight                 9 Subject to SAT
    Yes                               Yes
 10 Edit By                        11 Edit Date
    Smith, Jane                       05/01/2002 09:11am
 12 Tax Effective Date    Tax Percentage    Recovery Percentage
    01/01/2002               5.000%




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

Field Explanations

1. TAX CODE (3-AN-D)
This field contains the user-defined Tax Code. You can enter a code or a hyphen (-)
to display a list of valid codes. The Tax Code is used on the Purchase Order and
Invoicing processes. You can post the tax expense to a specific tax Department and
Couching.

2. DESCRIPTION (30-AN-C)
This field contains the description of the associated code.

3. STATUS
This field is used to restrict the use of this Tax code. Valid values are **A** (Active), and **I**
(Inactive). If I is entered, the purchase order and invoice processing will not have
access to this code. If this field is blank, a tax code is considered active.

4. TAX EXPENSE DEPARTMENT (10-N-C)
This field contains the department of the General Ledger account number designated
as the default tax expense department. This field displays (but can be overridden) as
the department to be debited when tax lines are calculated and the tax accounting
method is S (Single) on the Invoice Header screen. You can enter the department
number or a hyphen (-) to display a list of valid departments. The entry is validated
against the General Ledger Department Master. For line accounting method taxing,
the taxes are expensed to the same GL account as their associated invoice detail line
are.

NOTE: The Tax Expense Department and Tax Expense Subaccount fields are not
required. If an invoice is entered with the Single Accounting method and these
fields are blank, the taxes post to the suspense accounts.

5. TAX EXPENSE SUBACCOUNT (10-N-C)
This field contains the subaccount of the General Ledger account number designated
as the default tax expense subaccount. You can enter the subaccount number or a
hyphen (-) to display a list of valid subaccounts for the entered department. This field
displays (but can be overridden) as the subaccount to be debited when tax lines are
calculated and the tax accounting method is S (Single) on the Invoice Header screen.
When combined with Tax Department field, it is validated against the General Ledger
chart of Accounts. For line accounting method taxing, the taxes are expensed to the
same GL account as their associated invoice detail line are.

NOTE: If you enter a subaccount number that is inactive, or filed as deleted, the
system displays an error message.

6. TAX RECOVERY DEPARTMENT (10-N-C)
This field contains the department of the General Ledger account number designated
as the default tax recovery account. This field displays (but can be overridden) as the
department to be debited when R (Recovery) line types and the Invoice Header
contains a percent of recovery. You can enter the department number or a hyphen (-)
to display a list of validdepartments. The entry is validated against the General Ledger
Department Master.

NOTE: The Tax Recovery Department and the Tax Recovery Subaccount fields are
only required if Tax Effective information exists.

7. TAX RECOVERY SUBACCOUNT (10-N-C)
This field contains the subaccount of the General Ledger account number designated
as the default tax recovery account. You can enter the subaccount number or a hyphen
(-) to display a list of valid subaccounts for the entered department. This field displays
(but can be overridden) as the subaccount to be debited when T (tax) line types and
the Invoice Header contains a percent of recovery. When combined with Tax
Recovery Department field, it is validated against the General Ledger chart of
Accounts.

NOTE: If you enter a subaccount number that is inactive, or filed as deleted, the
system displays an error message.

8. INCLUDE FREIGHT (1-A-R)
This field controls whether the freight lines on the invoices are to be included in the tax
calculations. Valid values are Y for Yes, and N for No.

9. SUBJECT TO SAT (1-A-OR)
This field indicates whether this tax is subject to self-assessment. It is required only if
the Entity Parameter SAT flag is Yes.   Self-assessed taxes are taxes that are remitted
to a recipient other than the vendor whose invoice contains these taxes. For example,
a hospital that purchases goods or services from vendors in a state (province) or

county other than that of the hospital may not remit applicable taxes to that vendor as part of their payment, but instead may remit the state (provincial) tax portion directly to that state (province).

10. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who made the last modification to the code.

11. EDIT DATE (DISPLAY ONLY)
This field contains the date and time of the last modification.

12. TAX EFFECTIVE DATE (8-N-R)
This field contains the effective date for the Tax percent. The display format is 99/99/9999.

NOTE: If you want a future dated tax, you must have a current tax. First, enter a tax with a past effective date and a percentage of .00001. (The system rounds to zero if you enter the percentage as .00001.) Then you can enter another line with the future effective date and the higher percentage.

TAX PERCENTAGE (7-N-R)
This field contains the tax percent for this tax code. This field is used to calculate the tax amount for the purchase and the invoice. When entering the purchase order or the invoice, the tax percent is multiplied by the detail line amount or the summary line amount to compute the amount of the tax due. This amount can be overridden at the invoice level. The entry range for this field is 0 to 999.999. The display format is 999.99%.

RECOVERY PERCENTAGE (7-N-O)
This field contains the percentage of recoverable tax that the hospital is refunded for this specific tax code. The percentage in this field is calculated against the tax percent identified on the previous field (Tax Percentage). For example, if the tax percentage code indicates a calculated tax of 8% and the hospital recovers (is refunded) half of it from the governing authority, 50% would go in this field to indicate that half of the 8% (4%) would be recovered. When entering the purchase order or the invoice, the percent of tax recovery defaults this value.

The calculated recovery amount is posted to the tax recovery department/subaccount entered on the Tax Parameter. This amount can be overridden at the invoice level. The entry range for this field is 0 to 100.000. The display format is 999.999%. This field may be blank. If blank, the system assumes there is no tax recovery amount and all the tax calculated is expensed according to the tax accounting method selected.

OUTBOUND BANK RECON FILE FORMAT

The Outbound Bank Recon File Format Parameters are used to store characteristics related to a downloaded file listing of checks. (The file is generated by selecting **AP Processes**, **Bank Reconciliation PC or UNIX**.) The parameter screen allows you to indicate which of ten standard data fields you want to include on your Outbound Bank Reconciliation File. Associated characteristics include:

•   whether the field is a detail record, trailer record, or header record

•   the starting position of the field

•   the length of the field

•   how the field is justified, if it is not the maximum number of characters

•   how the field is filled/padded, if it is not the maximum number of characters

•   the date format, if applicable

In addition to the predetermined data fields, you may add literal fields that you want included in the file. File delimiter and decimal preferences also reside on this parameter screen. The format is entity and check code specific.

After you select the **Outbound Bank Recon File Format** from the Parameters Processor screen, the following prompts are displayed:

Enter entity code or '-' for list --

Enter the code or a hyphen (-) to display a list of valid entity codes.

Enter Check Code, or `-` --

Enter the code or a hyphen (-) to display a list of valid check codes.

Next, the Outbound Bank Recon File Format Parameter screen is displayed for you to enter information about the data fields that are to be included on your Outbound Bank Reconciliation File.

```
           General Hospital Outbound Bank Recon File Format Processor
                                                Fri Apr 21, 2006 02:39 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA     Ck Cd: 3 BONNIES 18.1 TEST
 1 Record Delimiter     2 Special Delimiter    3 Decimal Indicator
   CR/LF                          No
 4 Edit By                      5 Edit Date
   Weldon,Dave                     04/20/06 1217
                               File Format Characteristics
                            Incl Rcrd  Beg  Field  Field  Fill Date
 6 Literal Value or Data Field (Y/N) Type Pos  Lengt Justif Type Format
   Date File Created             N
   Checking Account Number       Y   H2   3   14     Right Blank   0
   Check Number                  Y   D    1    8     Right Blank   0
   Check Date                    Y   D   25    8     Left  Blank   2
   Check Amount                  Y   D    9   15     Right Zero    0
   Check Void Flag               Y   D   24    1     Left  Blank   0
   Check Code                    N
   Total Number of Records       N
   Total Number of Checks        Y   T1   3    5     Right Zero    0
   Total Sum of Checks           Y   T1   8   25     Right Zero    0
   Now is the time for all good empl Y H1 1  35     Left  Blank   0
   oyees to come to work!        Y   H1  36   35     Left  Blank   0
Enter field number or '/' starting field number--
```

Field Explanations

1. RECORD DELIMITER (1-N-R)
This field designates the end of a given record. The following prompt indicates available options if you enter a question mark (?).

Enter new record delimiter (0=None,1=CR,2=LF,3=CR/LF,4=Other)[3]-

Options are:

0   None

1   CR (Carriage Return)

2   LF (Line Feed)

3   CR/LF (combination delimiter, default)

4   Other (If you select Other, the Special Delimiter field is required.)

2. SPECIAL DELIMITER (1-C-C)
This field designates the end of a given record if it is something other than a Carriage Return or a Line Feed. For example, a bank may ask that a tilde (~) be used as the end of record delimiter. This field is required if the Record Delimiter field is set to Other. Otherwise, this field is not accessible. Colon and semi-colon are not acceptable characters for a special delimiter.

3. DECIMAL INDICATOR (1-A-R)
This field designates whether decimals should be included in the file as part of the check amount record. Options are:

Y   Yes. Include decimal in check amount fields.

N   No (default). Do not include decimal in check amount fields.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

6. LITERAL VALUE OR DATA FIELD
This field lists available data fields and gives you the opportunity to specify each field's characteristics related to the file that will be created. The following ten fields are standard and cannot be deleted from the screen. However, you do have the Y/N option of including these fields on the file or not.

- * Date File Created (the actual date the download takes place)

- * Checking Account Number (from the AP Check Code Table)

- Check Number (check number from check history)

- * Check Date (the date that was printed on the check)

- Check Amount (net amount of the check)

- Check Void Flag (merely a **V** indicator on the file)

- * Check Code

- Total Number of Records (number of records including detail, headers, trailers)

   NOTE: Total Number of Records cannot be assigned a record type of Detail because the count cannot be completed until the file is complete.

- Total Number of Checks (number of checks on the file)

- Total Sum of Checks (sum of checks; void checks are informational only and are not included in this sum as either positive or negative amounts)

* The length assigned to these fields is validated against the actual length to avoid truncation.

Literal fields can be added to the bottom of the scrolling screen and the desired file characteristics can be associated. Literals have a maximum of 35 characters. If longer than 35 characters is needed, you can always continue on the next line of the scrolling screen and make the starting position immediately following your first literal field. For example, if you need literal "Now is the time for all good employees to come to work" in the Header 1 (H1) record, it would have to be split between the letters "l" and "o" in employees with the "o" in employees beginning in position 36 of the same record (H1).

File Format Characteristics

NOTE: Enter a question mark while in these fields to view your entry choices.

INCL (Y/N) (1-A-R)
Enter **Y** (Yes) or **N** (No) to include this piece of data in the AP Outbound Bank Reconciliation File.

The following fields are required when the Incl Y/N Indicator field is set to Yes.

RCRD TYPE (3-AN-C)
Your entry choices for record type are Header(H1/H2/H3), (D)etail, and Trailer(T1/T2/T3). Detail is the default.

BEG POS (3-N-C)
Enter the beginning position on the file where you want this piece of data to start. When you enter **Y** (Yes) to accept the screen, validation occurs to verify that this beginning position does not overlap with a position that has already been assigned to another field.

FIELD LENGT (3-N-C)
Enter how many digits the field is (numeric). When you enter **Y** (Yes) to accept the screen, validation occurs to verify that this beginning position does not overlap with a position that has already been assigned to another field.

FIELD JUSTIF (1-A-C)
Enter **R** (Right) or **L** (Left) to indicate how you want this field justified if the data does not fill the entire length. Left is the default.

FILL TYPE (1-A-C)
Enter **B** (Blank) or **Z** (Zero) to indicate how you want this field filled if the data does not fill the entire length. Blank is the default.

DATE FORMAT (1-N-R)
Enter one of the following numbers to indicate your date format preference:

0   N/A (Default)

1   MMDDYY

2   MMDDYYYY

3 YYMMDD

4 YYYYMMDD

Validation occurs to verify that the field length assigned is not shorter than the length of the date format chosen.

Press **F7** to save the screen. A final validation occurs to make sure that no positions within the same record are being used more than once indicating overlaps (for example, a field should not start in position 7 if the previous field was assigned to start in position 1 and assigned a field length of 8). The stored screen will define the placement of each field on the outbound bank reconciliation file at the time it is created.

Chapter 4 - VENDOR INFORMATION

STAR Financials General Accounting Reference Guide - Accounts Payable Volume
October 2011   *Release 17.0*   *4–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

INTRODUCTION

This chapter presents information on setting up your Vendor Master files, purchasing information, other regulatory reporting information, alternate address information, and Accounts Payable statistics.

After you select **Vendor Information** from the Accounts Payable System menu, the system displays the following screen:

```
               General Hospital Vendor Information Processor
                                           Tue Nov 12, 1989 10:27 am
 Vendor Information Input Options


          Option No.  Option
          ---------------------------------------
             1        Vendor Maintenance
             2        Vendor Inquiry












 Enter option number--
```

Vendor Maintenance is used to add vendors and make changes to existing vendors. Vendor Inquiry is used to view the information already established for the vendors.

NOTE: This chapter contains screens, field explanations, and other documentation for Canadian usage of this product. Generally, the documentation reflects the base (US) product. Documentation for the Canadian version appears in the online version with blue highlighting. When printed, this documentation appears in a light shade of gray. In addition to these designations, Canadian documentation is further identified by (CN) or (CN Only).

VENDOR MAINTENANCE

Vendor Maintenance is used to maintain vendor data including names, addresses, and discount and other miscellaneous information. Vendors are maintained for a multiple entity organization in a format not only compatible with the Accounts Payable system but also with the Materials Management system.

Vendors are classified as either permanent or one-time vendors for file reporting purposes. Both permanent and one-time vendors must be set up in the Vendor Master before payments can be processed. Purchase orders and invoices can only be entered and processed for valid vendors. The One-Time Vendor Retention Period field on the Accounts Payable System Parameters screen controls how long a one-time vendor remains on the system. Month-end processing automatically deletes these vendors after the time period (computed from the check date) has elapsed, providing that no 1099 (T4A) reporting is required.

Vendor Master entries are not needed for patient/insurance refunds and employee reimbursements. The Patient Accounting system supplies security and control for all remittance information sent directly to the Accounts Payable system. The Employee Master file, used for issuing employee reimbursements, is maintained in the Payroll/ Human Resources system.

Vendors are first defined in the system as part of the Master Vendor file. The hospital can assign vendor numbers or the system can automatically assign the next available number (refer to Chapter 3: Parameters for information on this function.) A list of entities that are allowed to use the vendor can be displayed on each Vendor Master. If an entity wishes to maintain its own version of a specific type of data for a vendor, such as address, discounts, or 1099 (T4A) information, a new vendor must be defined. Only those vendors available for use by a given entity are valid for purchasing and invoicing. Vendor statistics are maintained at the entity level.

The Accounts Payable system also provides year-end federal reporting for all 1099-(T4A) type vendors. Both 1099 (T4A) magnetic media and paper options are available. McKesson Supports production of Form 1099-MISC. No other form type is available for reporting through STAR Accounts Payable.

Vendors can be added, changed, inactivated, or filed for deletion. When a vendor is filed for deletion, it is not actually removed from the system. It is filed to prevent it from being displayed or used in the purchasing and invoicing processes. You can view the inactivated vendor(s) by using the Invoice Inquiry option (Refer to Chapter 5: Invoicing for more information). The vendor remains in the system until the retention date is met, and the vendor is then deleted.

The Vendor Deletion process from the AP System Processes menu can be run on demand to actually delete the vendors from the system. Refer to Purge Deleted Vendors in Chapter 6: Check Processes/AP System Processes, for additional information.

In addition to the deletion process, the Vendor Status field also allows you to mark the vendor as an Inactive vendor. Inactive Vendors display just as all other Vendors do; however, the purchasing function does not allow an order to be placed with a vendor that has been filed as Inactive.

Each of the seven Vendor Maintenance functions is explained in this chapter.

After you select **Vendor Maintenance**, the system displays the following prompt:

> *Enter Vendor Nbr, Name'-', '-', or 'A' to add--*

If you are not adding a new vendor to the system, enter the current vendor number, name, or a hyphen (-) to select from a list. The system displays the following submenu of options:

```
              General Hospital Vendor Maint. Sub Menu Processor
                                              Sat Sep 13, 2003 10:31 pm
    Vendor: 23 ABC MEDICAL SUPPLY

              Option No.  Option
              ---------------------------------------
                  1       Vendor Master
                  2       Purchasing Information
                  3       Tax Related Information
                  4       Other Regulatory Reporting Information
                  5       Alternate Address Information
                  6       Statistics
                  7       EFT Related Information






    Enter option number--
```

Vendor Maintenance Screens

The Vendor Master is divided into two screens. The first screen of the Vendor Master contains vendor data such as names, addresses, telephone numbers, hold payments, discount percentage, discount days, and vendor status. The second screen of the Vendor Master contains vendor remittance data.

The Purchasing Information screen stores purchasing-related information, such as buyer code, F.O.B., and sales tax percentage.

The Tax Related Information screen stores information such as 1099 (T4A) type, 1099 (T4A) indicator, and ID number.

The Other Regulatory Reporting Information screen is used to flag the vendors that you want to track for some regulatory requirement imposed upon them. Additional

information that can be tracked includes Reporting ID Number, Reporting Name, a Last Reported on date, the Required Calendar Year Report Amount, the Actual Calendar YTD Amount Paid along with an Edit By/Edit Date field.

The Alternate Address Information screen stores purchasing-related additional address information, such as a sales office address.

The Statistics screen, which is entity and fiscal year specific, stores statistical information generated from the purchasing process from the Materials Management system, as well as invoicing and check processing from Accounts Payable. 1099 (T4A) statistics are displayed on this screen when you choose calendar year rather than fiscal.

CN: Canadian T4A processing looks first to the vendor Alternate Address Information screen for the vendor name and address to be used in T4A reporting. If either the vendor name or vendor address (or both) exists on the Alternate Address Information screen, that data is used on the T4A diskette record. If either the vendor name or vendor address is missing, or if the screen is not used, the Vendor Master first screen is accessed for this information.

IMPORTANT: The T4A Vendor Master name or the vendor Alternate Address Name (whichever is used for T4A diskette reporting) **must** be set up in the required format to conform to the required diskette record format for all the T4A vendors in your Live ID:

Last name(comma)(space)First name(space)Middle Initial(NO Period)

The system checks the Alternate Address screen first for T4A vendor name and address. If either (or both) are missing, it then checks the Vendor Master main screen for that information, but the name must appear in the specified format.

The EFT Related Information screen stores prenote information.

Vendor Master

After you enter a vendor number at the prompt, the system displays the Vendor Master screen:

```
                   General Hospital Vendor Master Processor
                                        Tue Jul 01, 1997 10:55 am
Vendor: 15 10BASE NETWORKING COMPANY
 1 Vendor Nbr  2 Vendor Name                        3 One-Time Vendor
   15          10BASE NETWORKING COMPANY              No
 4 Address Line 1          5 Address Line 2         6 City
   101 HIGHWAY 1 NORTH         SUITE 45               ATLANTA
 7 State            8 Zip Code    9 Country      10 Phone        11 Ext.
   GA GEORGIA          30029                         (404)633-4578    1234
12 Contact          13 FAX Phone        14 Vendor Status 15 Status Date
   BOB                 (770)979-9057
16 Payment Days      17 Discount Percent 18 Discount Days 19 Disregard Disc Parm
                        8.000%              15             No
20 Payment Date      21 Auto Create Inv. 22 Hold Payment  23 Reason Held
   Invoice Creation     No                  No
24 SAT Vendor 25 Remit. State      26 Edit By          27 Edit Date
   No                              Sabodo,Fran A         06/05/97 13:13
28 Authorized Entities                              Tax Indicator
   01 MODEL HOSP - ENT 01                           Taxable
   02 MODEL HOSP - ENT 02                           Taxable
   03 MODEL HOSP - ENT 03                           Non-Taxable

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

When you exit this screen the system allows you to delete the vendor:

   Delete? (N)--

Enter **Y** for Yes or **N** for No. If you enter **Y**, the vendor is Filed as Deleted. The vendor cannot be Filed as Deleted if an outstanding PO, invoice or 1099 (T4A) information exists. Further validation is performed to verify if there are Materials Management items attached to the vendor. If these items exist, a message is displayed indicating that the vendor is attached to the items. A prompt is displayed to confirm if you want to view the list of items. If you enter **N**, the following prompt is displayed:

   Do you still want to delete vendor? (Y/N) [N]--

If you enter **Y**, the list of items is displayed.

When you exit the item display screen, the following prompt is displayed:

   Do you still want to delete vendor? (Y/N) [N]

If you choose to delete the vendor in either case, the vendor is Filed as Deleted and the vendor/item relationship is inactivated. If you still choose not to delete the vendor by entering **N**, you can research the vendor/item before you decide to delete or inactivate.

The following prompt is displayed:

Enter Remit Address Nbr,'-' for List,'A' for Add or 'N' for Next Vendor--

Enter a Remittance Address number or a hyphen (-) to select from a list, or **A** to add. You can also enter **N** to go to the next Vendor Number, or ENTER to return to the submenu processor.

After you select a Remittance Address number, the following screen displays:

```
                    General Hospital Vendor Master Processor
                                               Tue Jul 01, 1997 10:59 am
Vendor: 15 10BASE NETWORKING COMPANY               Remittance Code: 3
 1 Remittance Name                    2 Attention To
   BASE10 NETWORK                        Tim Aligheri
 3 Address Line 1                      4 Address Line 2
   101 HIGHWAY 1 NORTH                    SUITE 45
 5 City                     6 State    7 Zip Code      8 Country
   SANT CLARA                 CA          99885
 9 Phone        10 Ext.       11 Contact
                                 TIM
12 FAX Phone    13 Edit By             14 Edit Date
                   Wilton,Connie J         04/21/97 16:34




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

ADDING A NEW VENDOR

Vendor Maintenance

Enter **A** at the initial prompt to add a vendor. If you chose the Automatic Vendor Number Assignment feature on the System Parameters screen, the system displays the following prompt:

Add Vendor? (Y/N) [Y]--

When you enter **Y**, the system displays the Vendor Maintenance Processor screen. The system automatically assigns the next available vendor number when the first Vendor Master screen is accepted.

If you did not choose the automatic vendor number assignment feature, the system prompts you to add the code:

Enter Vendor Nbr to Add--

Invoice Add

> **NOTE:** Nonexistent vendors can be added during the invoice process depending on the values set in Parameter fields 5 and 6. See "SYSTEM PARAMETERS" on page 3-4 and "Adding a Vendor While Entering a Standard Invoice" on page 5-4.

Enter the numeric vendor number. The system takes you to the Vendor Maintenance screen shown below.

```
                General Hospital Vendor Maintenance Processor
                                          Wed Sep 04, 2002 04:20 pm
Vendor: 999 TEEWRQWEQR
 1 Vendor Nbr  2 Vendor Name                        3 One-Time Vendor
   999            TEEWRQWEQR                           No
 4 Address Line 1            5 Address Line 2        6 City
   SDAFASFDSA                                           FADSFAS
 7 State              8 Zip Code     9 Country      10 Phone          11 Ext.
   GA GEORGIA
12 Contact           13 FAX Phone        14 Vendor Status 15 Status Date

16 Payment Days      17 Discount Percent 18 Discount Days 19 Disregard Disc Parm

20 Payment Date      21 Auto Create Inv. 22 Hold Payment  23 Reason Held
                        No                  No
24 SAT Vendor 25 Remit. State     26 Edit By           27 Edit Date
   No                               Smith,Yvonne          03/28/2002 05:11pm
28 Authorized Entities                                 Tax Indicator
   01 MODEL HOSPITAL OF GEORGIA                        Taxable



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

Field Explanations

1. VENDOR NUMBER (10-N-D)
This field displays the vendor number. It can be user-defined or system-generated, depending on the Auto Vendor Number Assignment field on the System Parameters screen. Refer to Chapter 3: Parameters for more information.

2. VENDOR NAME (40-AN-R)
This field stores the name of the vendor. The name entered in this field is prints on purchase orders generated through STAR Financials Materials Management and on all reports that print the vendor's name, unless otherwise specified. This field is also used for the remittance address if no separate remittance address exists.

3. ONE-TIME VENDOR
This field indicates whether a vendor is temporary. Valid values are **Y** for Yes or **N** for No. Vendors marked as Yes are automatically deleted from the system within a user-specified number of periods after all invoices are paid, providing they are not 1099 (T4A) Vendors.

4. ADDRESS LINE 1 (25-AN-R)
This field contains the first address line to print on purchase orders generated through Materials Management. This field is also used for the remittance address if no separate remittance address exists.

5. ADDRESS LINE 2 (25-C-O)
This field contains the second address line to print on purchase orders generated through Materials Management. This field is also used for the remittance address if no separate remittance address exists.

6. CITY (18-C-R)
This field displays the city name to be printed on purchase orders generated through the Materials Management system. This field is also used for the remittance address if no separate remittance address exists. The ZIP (Post) code can be entered in this field instead of the city name, and the City, State, and ZIP (Post) fields automatically display from the information stored in the ZIP (Post) code table. User override is allowed.

(US) 7. STATE (2-A-R)
(CN) 7. PROVINCE (2-A-R)
This field indicates the two-character state (province) code to print on purchase orders (generated through STAR Materials Management). This field is also used for the remittance address if no separate remittance address exists. You can enter the state (province) abbreviation or a hyphen (-) to display a list of valid entries.

NOTE: (US)If the ZIP code is entered in the City field, the State code automatically displays from the information stored in the ZIP code table. This default value can be overridden.

   (CN)If the Post code is entered in the City field, the City Province and Post code fields automatically display from the information stored in the Post code table.

(US) 8. ZIP (9-AN-O)
(CN) 8. POST (9-AN-O)
This field indicates the ZIP (Post) code to print on purchase orders generated through STAR Materials Management. This field is also used for the remittance address if no separate remittance address exists. If the ZIP (Post) code was entered for the city field, it is automatically moved to this field.

NOTE: (US)The ZIP displays as 99999-9999.

   (CN)The Post code displays as free format.

9. COUNTRY (2-AN-O)
This field indicates the country to print on purchase orders generated via STAR Materials Management. This field is also used for the remittance address if no separate remittance address exists. A code or hyphen (-) can be entered to list the valid codes.

10. PHONE (13-N-O)
This field lists the phone number to print on purchase orders generated through Materials Management. This field is also used for the remittance phone if no separate remittance phone exists. The system displays this field as (999)999-9999.

11. EXT (4-N-O)
This field lists the phone extension to printed on purchase orders generated through Materials Management. The system displays this field as 9999.

12. CONTACT (25-C-O)
This field contains a contact name or vendor representative.

13. FAX PHONE (13-N-O)
This field lists the phone number used with the facsimile machine, for transmitting copies over the telephone. The system displays the number as (999)999-9999.

14. VENDOR STATUS (1-A-O)
This field is used to restrict purchasing from placing additional Purchase Orders with this vendor. If you enter **I** for Inactive, purchases cannot be made from this vendor after the date entered in the Status Date field. However, invoices can still be entered and statistics are still maintained. If you leave this field **blank**, a vendor is considered Active.

15. STATUS DATE (8-N-OR)
This field contains the date that the vendor's Inactive status begins. This can be a date in the future for such cases as a vendor which will not be valid after a certain date. This field is skipped unless the Vendor Status is Inactive.

16. PAYMENT DAYS (3-N-R)
This field is the number of days the vendor has established as the number of days in which payment is required. For example, if the vendor's terms to pay the bill is 30 days of receipt of invoice, this option would be 30 and the payment Calculation Date Indicator would be C for Creation Date. When invoices are entered, the system automatically computes the due date based on these options, and it assigns an Invoice Due Date to the Check Print Type screen. There is also a Payment Days field on the Entity Parameter. The Payment Days from the Entity Parameters defaults here, but can be changed. If no payment terms are entered for this vendor, the terms from the Entity Parameters screen automatically default on the invoice screen. This automatically assigned Invoice Due Date can be overridden on the invoice.

17. DISCOUNT PERCENT (6-N-O)
This field contains the Vendor's terms for prompt pay discounts. This is the percentage of the invoice that can be deducted from the total invoice amount, if the invoice is paid within the specified number of discount days. This percent defaults to the Check Print Type screen when entering invoices for this Vendor, but it can be overridden. The system automatically computes this discount during the Payment Selection Process. The discount can be entered in the format 99.999 and a percent (%) sign displays at the end.

18. DISCOUNT DAYS (3-N-OR)
This field contains the Vendor's terms for prompt pay discounts. This is the number of days that the percent discount is in effect. This number of days is used to calculate the discount due date on the Check Print Type screen when entering invoices for this vendor, but it can be overridden. This field is bypassed if no Discount Percent is entered.

19. DISREGARD DISC PARM (1-A-O)
When no discount date exists at the invoice level, this field is used to determine whether or not discount days are taken into consideration during check processing. Enter **Y** for Yes or **N** for No; or you can press ENTER through the field, and it will be cleared.

• If the value of this field is set to Yes, any discount percentage or flat amount entered on the invoice is deducted from the invoice amount, provided either: (1) the Discount Date is earlier than the Check Date, or (2) the invoice Discount Date field is blank and this field is set to Yes.

• If the value is No, discount days are taken into consideration when determining whether or not to take the discount.

• If the value is blank, the setting in Entity Parameters (see "3. DISREGARD DISC PARM (1-A-R)" on page 3-8) will be the determining factor. The Vendor Master overrides the Entity Parameters. The Entity Parameter is referenced only if this field is blank at the vendor level. When adding a new vendor, this field is bypassed if no Discount Percent or Discount Days are entered.

NOTE: This field is only referenced if there is no discount date at the invoice level. For a detailed explanation of discount processing, see "DISCOUNT ACCOUNTING" on page 5-12.

20. PAYMENT DATE (1-A-R)
This field specifies which date to use in calculating discounts and payment due dates. Enter **C** for the system Invoice Creation date or **V** for Vendor Invoice Date. The Invoice Creation date defaults to the current date. When computing payment due dates or determining whether a prompt pay discount should be taken, the system uses the selected date as the calculation date. The Payment Calculation date on the Entity Parameters defaults to this field. This field can be overwritten.

21. HOLD PAYMENT (1-A-O)
The hold payment flag allows you to flag vendors that should have all Invoice payments detained. Valid values are **Y** for Yes or **N** for No. If the Hold Payment Indicator is Y, invoices for the Vendor (even if approved and distributed) will not have checks issued, and will not appear on the Payment Selection Report, regardless of Payment Due Dates. This field defaults to No.

22. REASON HELD (40-AN-OR)
This field is used to store optional comments about the reason a Vendor's payments are held. This field is bypassed unless the Hold Payments indicator is Yes.

23. AUTO CREATE INVOICE (3-A-OR)

This field determines whether this vendor can have invoices automatically created from the receiving process in Materials Management. This process eliminates the need to manually key a purchase order related invoice into the system.

24. SAT VENDOR (3-AR-OR)

This field controls whether this vendor specifically is processed with Self-assessed Taxes. If you enter **Y** for Yes, taxes are not remitted to this vendor as part of their payment, but are held for remittance directly to the government in the Remittance State/Province field after each month-end. If you enter **N** for No, taxes are included in the checks generated for this vendor.

NOTE: If **Y** is entered in this field, the Remittance State/Province field is required.

25. REMITTANCE STATE/PROVINCE (2-A-OR)

This field indicates the government to which self-assessed taxes are remitted on behalf of this vendor. This field is required when SAT Vendor is Yes. This field directs the month-end process in determining the province for which invoices are created for self-assessed tax payments for this vendor. This vendor's data is included in the provincial summary totals on GARSAT, the Self-assessed Tax Report generated at month-end.

26. EDIT BY (DISPLAY ONLY)

This field displays the name of the user who last modified the record.

27. EDIT DAY (DISPLAY ONLY)

This field contains the date and time on which the record was last modified.

28. AUTHORIZED ENTITIES (2-AN-R)

This field lists the codes for the entities that are authorized to use this vendor. An unlimited number of entities can be entered. A vendor can only be used for entering purchases and invoices if the appropriate entity has been entered here. The Vendor Master list for each entity includes only vendors which the entity has authorization to use.

TAX INDICATOR (1-A-R)

This field identifies whether the Vendor is subject to Tax Parameter calculated taxes for this entity. Valid values are **T** for Taxable and **N** for Non-taxable. The system defaults the value stored in the Accounts Payable Entity Parameter. User override is allowed if the Tax Indicator defaults to T.

After the first Vendor Master screen is accepted, the system prompts you to enter a remittance address:

Enter Remit Address Nbr, '-' for list, 'A' for Add or N for next vendor--

You can enter the Remittance Number or a hyphen (-) to display a list of all remittance addresses, as shown on the following screen.

```
                    General Hospital Vendor Master Processor
                                            Wed Jul 01, 1992 03:14 pm
    Vendor: 998 GENERAL MEDICAL
            Remittance Name          Remittance Address 1        Remittance City
    -------------------------------------------------------------------------------
    ( 1) 1-  GEN. MEDICAL ACCEPT     2517 SKYLAND TRAIL          ATLANTA




    


    

    Enter choice--
```

You can then select one of these addresses to edit. If you select **A** to add, the system
displays a blank remittance address screen. If you press ENTER, the system returns
to the Vendor Master submenu.

If you enter **N** for Next Vendor, the system prompts you to select the vendor:

   Enter Vendor Nbr, Name '-', or 'A' to add--

When you select the Vendor Remittance number, the following screen is displayed:

```
                    General Hospital Vendor Master Processor
                                            Wed Jul 01, 1992 03:14 pm
    Vendor: 998 GENERAL MEDICAL
     1 Remittance Name                        2 Attention To
       GENERAL MEDICAL ACCEPTANCE               CATHY JONES
     3 Address Line 1                          4 Address Line 2
       2517 SKYLAND TRAIL
     5 City                        6 State     7 Zip Code      8 Country
       ATLANTA                       GA          30319
     9 Phone          10 Ext.      11 Contact
       523-9234          3234         M. WRIGHT
    12 FAX Phone       13 Edit By   14 Edit Date
                          M. WRIGHT    05/23/96




    

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

NOTE: During Invoice Processing, a Remittance Address is selected. The check process will then print a check to whomever is specified as the Remit Address on the invoice. If there are no Remittance Addresses, check processing will use the name and address on the first screen of the Vendor Master.

Field Explanations

VENDOR (DISPLAY ONLY)
The Vendor Number and Name display on this screen for reference only. The Vendor must be entered when accessing Vendor Maintenance.

1. REMITTANCE NAME (40-AN-R)
This field contains the name used for the vendor when printing Accounts Payable checks. An equals (=) sign can be entered in the Remittance name fields to copy information from the Vendor Master screen 1. The Vendor name, Address Line 1, Address Line 2, City, State, ZIP and Phone and extension will be copied from the first Vendor Master screen.

2. ATTENTION TO (25-AN-O)
This field contains the name of the person to whose attention this remittance check should be addressed. The contents of this field print on the check above the remittance name and address.

3. ADDRESS LINE 1 (25-AN-R)
This field contains the vendor's first line address that is used when printing Accounts Payable checks.

4. ADDRESS LINE 2 (25-AN-O)
This field contains the second line address for the vendor that is used when printing Accounts Payable checks.

5. CITY (18-AN-R)
This field contains the vendor's city name that is used when printing Accounts Payable checks. The ZIP (Post)code can be entered in this field instead of the city name, and the City, State, and ZIP (Post) fields automatically display from the information stored in the ZIP (Post) code table. User override is allowed.

6. STATE (2-A-R)
6. PROVINCE (2-A-R)
This field contains the vendor's State (Province) code which is used when printing Accounts Payable checks. You can enter the state (province) abbreviation or a hyphen (-) to display a list of valid codes. If the ZIP (Post) code was entered for the City field, the State (Province) code automatically displays from the information stored in the ZIP (Post) code table. User override is allowed.

7. ZIP CODE (9-AN-R)
7. POST CODE (9-AN-R)
This field contains the vendor's five or nine-character ZIP (Post) code used when
printing Accounts Payable checks. If the ZIP (Post) code was entered for the City field,
it is moved automatically to this field.

US: The number displays as 99999-9999.

CN: The Post Code displays as free-format.

8. COUNTRY (2-AN-O)
This field indicates the country to print on purchase orders generated via STAR
Materials Management. This field is also used for the remittance address if no separate
remittance address exists. A code or hyphen (-) can be entered to list the valid codes.

9. PHONE NUMBER (13-N-O)
This field contains the phone number used for a remittance contact with the vendor.
The system displays this field as (999)999-9999.

10. EXTENSION (4-N-O)
This field contains the phone number extension used for a remittance contact. The
system displays this field as 9999.

11. CONTACT (25-AN-O)
This field contains the vendor's remittance contact person.

12. FAX PHONE (13-N-O)
This field contains the vendor's FAX phone number used for transmitting copies over
the telephone. The system displays this field as (999)999-9999.

13. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

14. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

Vendor Inquiry

Vendor Inquiry can be accessed by using the vendor number or the vendor name. All
screens used in the inquiry function are identical to those previously defined in Vendor
Maintenance. No additions, changes, or deletions to the vendor are allowed through
the Vendor Inquiry screens.

Purchasing Information

The Purchasing Information function permits the purchasing department to store
information needed for producing purchase orders. This screen is accessed separately
from the Vendor Master screens, since on occasion this information is established at

a different time than the basic information on the Vendor Master screens. You should coordinate with the Materials Management department for a valid user code for this screen. The information can be added or changed only for vendors that already exist in the system.

```
                General Hospital Purchasing Information Processor
                                          Fri Feb 11, 2011 05:14 pm
Vendor: 6 ABC MEDICAL AND SURGICAL SUPPLIES
 1 Vendor Customer Nbr        2 Buyer            3 Vendor Class
   32323                        MHU                1 MEDICAL/SURGICAL SUP
 4 F.O.B.                     5 Ship Via         6 Sales Tax Percent
   HOSPITAL                     TRUCK              0.000%
 7 LIC   8 Freight Allocation  9 Vendor Comments
   321y     No
10 Use GLN for EDI PO's
   Yes









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

```

Field Explanations

1. VENDOR CUSTOMER NBR (15-C-O)
This field contains the number assigned to the hospital by the vendor. This can be a customer number or account number that the vendor uses to identify the hospital.

2. BUYER   (3-AN-O)
This field contains the initials of a hospital buyer assigned to deal with the specified vendor. This field is edited againstthe Materials Management User Code Table. When you access this field, the following prompt displays:

Enter Buyer Code, Name'-', or '-' for list--

You can enter a hyphen (-) to display a list of valid codes.

3. VENDOR CLASS (6-AN-O)
This field identifies the type of vendor. It is used to associate vendors with the type of services or goods that are purchased from this vendor. Vendor Class codes are established in the vendor class table. You can enter the code or a hyphen (-) to display a list of valid codes.

4. F.O.B. (25-C-O)
This field contains the Free on Board indicator normally used when placing purchases with this vendor. This value becomes the default value on the Purchase Order, but can be overridden.

5. SHIP VIA (15-C-O)
This field contains any ship via instructions normally used when placing purchases with this vendor. This value becomes the default value on the purchase order, but can be overridden.

6. SALES TAX PERCENT (6-N-O)
This field contains the default sales tax percent that should be added to invoices for this vendor. This field should only be entered if the percent for the vendor is different than the standard sales tax percent on the Entity Parameters screen. When entering the tax invoice detail line, the sales tax percent is multiplied by the invoice total to compute the amount of tax due. This amount can be overridden. The system displays this field as 99.999%.

7. LIC (4-N-O)
This field contains a Labeler Identification Code or LIC. This code is vendor-specific and is used for making purchases electronically.

NOTE: If the Vendor Purchasing Information screen has a value in the LIC field, the EDI field on the Purchase Order Header screen defaults to Yes. A PO Header cannot have the EDI field set to Yes if there is no value in the LIC field. The EDI field can be manually set to No if you do not want to include the PO in an upcoming EDI batch.

If the LIC field is populated and the Use GLN for EDI PO's field has a value of Yes, and then the LIC field is cleared, the system clears the Use GLN for EDI PO's field at that time.

8. FREIGHT ALLOCATION (1-A-O)
This field allows the freight on an invoice to be expensed proportionally to the General Ledger (GL) accounts in the invoice detail information. This means that if an invoice contains two detail lines with different line account numbers, one invoice line for 90 percent of the total invoice amount and the second line for the remaining ten percent, then the freight expensing would represent the same percentages going to the same GL accounts. Values are:

Y   Yes, expense freight proportional to GL accounts

N   No, do not expense freight proportional to GL accounts

9. VENDOR COMMENTS (40-AN-O)
This field is used to enter any comments pertaining to this vendor. Comments entered in this field update the Vendor Comments field on the Purchasing Information screen and the PO Header screen in Materials Management. Also, comments entered in these fields in Materials Management update Vendor Comments in Accounts Payable.

10. USE GLN FOR EDI PO'S (1-A-O)
This field determines whether the global location number (GLN) is used as the ship-to ID for this vendor in EDI 850 files.

When you access this field, the system displays the following prompt:

Use the GLN as the ship-to id for this vendor in an EDI 850 file? (Y/N) [N]--

Enter **Y** for Yes to use the GLN as the ship-to ID for this vendor. If you do not want to use the GLN for this purpose, enter N of for No or press ENTER.

NOTE: If the Vendor Purchasing Information screen has a value in the LIC field, the EDI field on the Purchase Order Header screen defaults to Yes. A PO Header cannot have the EDI field set to Yes if there is no value in the LIC field. The EDI field can be manually set to No if you do not want to include the PO in an upcoming EDI batch.

If the LIC field is blank, the Use GLN for EDI PO's field must be No or blank. If an attempt is made to enter Yes in this situation, the system displays the following error message and enters a No in the field:

LIC field is blank, vendor PO's are not EDI

If the LIC field is populated and the Use GLN for EDI PO's field has a value of Yes, and then the LIC field is cleared, the system clears the Use GLN for EDI PO's field at that time.

Tax Related Information

Every vendor for whom 1099 (T4A) information is reported and income tax is withheld, reported, and remitted, must be set up in the system as a 1099 (T4A) vendor in Vendor Maintenance. This is done by selecting **Tax Related Information** from the Vendor Maintenance menu and designating the vendor as a 1099 (T4A) vendor. The Tax Related Information screen is also where the vendor's Social Security (Social Insurance number) used in 1099 (T4A) processing is recorded. The default 1099 (T4A) Code Type and 1099 (T4A) Footnote Code information entered here defaults on the invoice header screen. These defaults may be changed on the invoice header any time before the invoice distributes. These values may also be changed on the Tax Related Information screen if a new invoice header default 1099 (T4A) Code Type and/or 1099 (T4A) Footnote Code is required.

```
                General Hospital Tax Related Information Processor
                                               Thu Feb 11, 2010 02:40 pm
Vendor: 6 ABC MEDICAL AND SURGICAL SUPPLIES
 1 1099 Accumulator Flag     2 1099 Code Type          3 1099 Footnote Code
   YES                         A-1099-MISC.               8-Sub Pmts for Div/Int
 4 W9 Indicator              5 1099-MISC Information Returns Name Line 1
   YES                         FIRST LINE INFORMATION RETURNS NAME
 6 1099-MISC Information Returns Name Line 2
   LINE TWO INFORMATION RETURNS NAME
 7 1099 Name Control         8 Federal Tax Indicator   9 Federal Tax ID
   ABCM                        Social Security            123-45-6789
10 Routing/Transit Number   11 Account Number         12 Account Type
   111111                      622222222                  Checking
13 Edit By                  14 Edit Date
   Wilson,Dawn                 05/07/2009 11:08am




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

Field Explanations

(US) 1. 1099 REPORTING ACCUMULATOR (3-A-R)
(CN) 1. T4A REPORTING ACCUMULATOR (3-A-R)
This field identifies a 1099 (T4A) vendor. The vendor must be set up as a 1099 (T4A) vendor for the system to accumulate statistics, generate forms and/or magnetic media and to have income tax dollars withheld from vendor checks. The income tax dollars are reported and remitted to the government according to the hospital payroll schedule or the IRS (Revenue Canada) requirements. Valid options are Yes and No. If you enter **Y** for Yes, the 1099 (T4A) Code Type must be completed. If you enter **N** for No, the remainder of the fields on this screen are bypassed, 1099 (T4A) statistics are not accumulated, and income tax cannot be withheld from vendor payments. This field can be changed at any time; however, when this field is changed to N, 1099 (T4A) statistics are no longer accumulated.

NOTE: This field must be set to Y to correctly accumulate 1099 (T4A) statistics for vendor payments or to process invoices with income tax lines. A vendor may be identified as a 1099/T4A vendor but not all invoices and payments have to be 1099/T4A accountable. For information about changing this flag after a vendor has been paid, see "Changing Vouchers for Newly Classified 1099 Vendors" on page 4-23.

(US) 2. 1099 CODE TYPE (2-AN-R)
(CN) 2. T4A CODE TYPE (2-N-R)
This field is used to determine the default 1099 (T4A) code that displays on invoice header screens when an invoice is entered for the vendor. This code maybe overriden by accessing the appropriate field on the invoice header screen and entering a valid 1099 (T4A) code or selecting a code from the dash lookup. The code may also be

cleared completely from the invoice header if the invoice should not be includedin the 1099/T4A reporting for this vendor.

NOTE: This field must be completed for the system to withhold income tax from vendor payments.

3. 1099 FOOTNOTE CODE
3. T4A FOOTNOTE CODE
This field determines the default 1099 (T4A) footnote code that displays on invoice header screens when an invoice is entered for the vendor. This code maybe overriden by accessing the 1099 (T4A) Footnote field on the invoice header screen and either entering a valid footnote code or selecting a code from the dash lookup. The default 1099 (T4A) Code and 1099 (T4A) Footnote Code may be changed when necessary for any 1099 (T4A) vendor. This field is not required for 1099 processing. The code may also be cleared completely from the invoice header if the invoice should not be included in the 1099/T4A reporting for this vendor.

NOTE: (US)This field is not required for 1099 processing.

(CN)This field must be completed for the system to withhold income tax from vendor payments.

4. W9 INDICATOR (3-A-O)
This field indicates that the vendor must file a W9 form with the Internal Revenue Service. Valid options are **Yes** and **No**. The default for this field is No.

5. 1099-MISC INFORMATION RETURNS NAME LINE 1 (40-AN-O)
 This field should be populated with the name you want reported to the IRS during 1099-MISC Information Return processing if that name is different from that name in the Vendor Master (when you process returns via main address) or if that name is different from the name associated with the Remittance name in the first remit address (if you process returns via remit address). This field is used to print the first line of the recipient's name on the form and in the "B" record of the file.

The value in this field overrides the other two vendor names during 1099 processing. For Sole Proprietorships, the IRS states that this name must be the individual's name. For the related Tax ID number field, the IRS prefers that you enter the individual's Social Security Number and not the EIN of the business (sole proprietorship). 33 characters print as the recipient name. This field is not necessary if you want to use the name on the vendor master (if processing by main address) or on the first remit (if processing by remit address) as the first line printed of your recipient name. For more information, see the note on 3-16.

6. 1099-MISC INFORMATION RETURNS NAME LINE 2 (40-AN-O)
This field should be populated with the name you want to use as the second printed line of the recipient name. This line is inaddition to the 1099-MISC Information Returns Name Line 1 if line 1 is populated. If 1099-MISC Information Returns Name Line 1 is not populated, this field (Line 2) is in addition to the Vendor Master Name (when you

process returns via main address) or in addition to the remittance name (when you process returns via remit address).

7. 1099 NAME CONTROL (4-AN-O)
This field is available for populating positions 7-10 of the B record on the 1099-MISC magnetic media. For more information, see the *Accounts Payable 1099 Year-End Processing Guide.*

8. FEDERAL TAX INDICATOR (1-A-O)
This field determines the format used to the display the federal tax identification number in 1099 (T4A) processing. This field is not required if a 1099 (T4A) type is entered, but must be entered to provide correct 1099 (T4A) processing. Valid entry options are:

S   Employee Social Security/Social Insurance number

E   Employer Identification number

NOTE: (US)### - ## - #### is the format for the employee Social Security number.

(US) ## - ####### is the format for the Employer ID number.

(CN)### - ### - ### is the format for Social Insurance number.

9. FEDERAL TAX ID (9-N-C)
This field displays the vendor's tax identification number, which is either a Social Security (Social Insurance) number or an Employer Identification number. This field is not required if a 1099 (T4A) type is entered, but must be entered to process an accurate 1099 (T4A). If this field is not complete when the 1099 (T4A) Audit Report is produced, a warning message displays on the report advising that this information is missing.

NOTE: This field must be completed for the system to withhold income tax lines from vendor payments.

10. ROUTING/TRANSIT NUMBER (20-N-C)
This field contains the American Banker's Association (ABA) Transit/Routing number for the vendor's bank account to which the hospital will make Electronic Funds Transfer payments. This field is used only for the Electronic Funds Transfer Process and is required only if that process is being used. When a Vendor's Payment Type is set to **Funds Transfer** on the EFT Related Information screen, Vendor's Bank Routing/ Transit Number, Bank Account Number and Account Type are required fields.

NOTE: Only Numeric values specific to the vendor may be entered in this field. Neither alpha nor special character entry is allowed.

11. ACCOUNT NUMBER (20-N-C)
This field contains the vendor's bank account number to which the hospital will make Electronic Funds Transfer payments. This field is used only for the Electronic Funds

Transfer Process and is required only if that process is being used. When a Vendor's Payment Type is set to **Funds Transfer** on the EFT Related Information screen, then Vendor's Bank Routing/Transit Number, Bank Account Number and Account Type are required fields.

NOTE: Only Numeric values specific to the vendor may be entered in this field. Neither alpha nor special character entry is allowed.

12. ACCOUNT TYPE (1-C-C)
This field contains the type of account to which the hospital will make Electronic Funds Transfer payments. Values include **C** (Checking) or **S** (Savings). The default for this field is Checking. This field is used only for the Electronic Funds Transfer Process. When a Vendor's Payment Type is set to **Funds Transfer** on the EFT Related Information screen, then Vendor's Bank Routing/Transit Number, Bank Account Number and Account Type are required fields.

When either the Routing/Transit Number or the Account Number fields are updated, a history record is generated indicating who made the modification, the date and time of the modification, and the before and after values of the edited fields. The Vendor Bank Account Update report (GARVBH) is generated. This report is described in Chapter 8: Accounts Payable Reports.

NOTE: Fields 9-11 must be completed to use EFT payment for the selected vendor. If these fields are not completed, an error message is displayed in the PRENOTE invoice entry process:

Error: Vendor EFT information is incomplete in the Vendor Master.

A PRENOTE voucher must be generated for the vendor before EFT payments for that vendor can commence.

13. EDIT BY (DISPLAY ONLY)
The name of the user who last modified the record.

14. EDIT DATE (DISPLAY ONLY)
The date and time on which the record was last modified.

CHANGING VOUCHERS FOR NEWLY CLASSIFIED 1099 VENDORS

You can update existing unpaid, distributed, and paid vouchers for a vendor who has recently been classified as a 1099 vendor (reportable for 1099 information returns) when you do the following:

- change the 1099 Accumulator Flag field to **Yes** and enter **Y** to accept the screen, and

- enter **Y** at the following prompt:

Do you want any vouchers for this vendor flagged as 1099? (Y/N) [N]-

Enter **Y**, and the following screen is displayed:

```
          General Hospital Tax Related Information Processor
                                       Tue Dec 16, 2003 10:39 am
Entity               Vendor                     1099 Code       1099 Footnote
HBOC MODEL HOSPITA  5 MEDICAL MAINTENANCE CONSULTANTS  A-1099-MISC.   7-Nonemp.compen
Page:01                        Associated Vouchers          ##=Current Choices
    Voucher Nbr  Vndr Inv Nbr   Check Date    Ty    Invoice Amt      Paid Amt
( 1)       8799                 02/15/2002     S        110.79        110.79
( 2)       8803                 02/18/2002     S        356.53        339.87
( 3)       8805                 02/18/2002     S        119.00        113.44
( 4)       8807                 02/18/2002     S        282.24        269.05




'A'll or number(s) to set with 1099 code; Others will remain with no code -- end
select(NL)
```

> **NOTE:** If you do not enter **Y** at the prompt, no warning message is displayed; all existing vouchers merely remain without a 1099 Type and without a 1099 Footnote Code.

For the newly designated 1099 vendor, the Change 1099 Processor screen lists vouchers available to be changed. Vouchers that do not already have a 1099 Type and Footnote Code are listed and are available for change based on the following criteria.

• Any unpaid voucher (no check number or check date associated with the voucher)

• Any voucher with a check paid date in the current calendar year

• Any voucher with a check paid date in the previous calendar year, if the 1099's "paid voucher lock" has **not** been set to **Yes** for that calendar year.

> **NOTE:** If the system did not provide a lock feature, you could potentially make your data out of sync between what you give to a recipient and what you file with the IRS (due approximately 1 month later) without an appropriate system warning. For more information about the paid voucher lock, see Chapter 6: CHECK PROCESSES/AP SYSTEM PROCESSES.

Once you make your selections and accept the screen, the chosen vouchers are marked as 1099 vouchers with the Type (A-MISC is the only type available in the STAR Accounts Payable system for U.S. customers) and Footnote Code that was entered on the Vendor Master screen.

NOTE: Once a voucher is set to accumulate for 1099 reporting, the only way to remove a dollar amount from what is reported to the IRS is to make the lump sum correction on the Vendor Calendar Year Statistics screen.

Other Regulatory Reporting Information

The Other Regulatory Reporting Information screen is used to flag the vendors that you want to track for some regulatory requirement imposed upon them. The screen displays the vendor along with the entity and calendar year chosen upon entry.

```
          General Hospital Other Regulatory Reporting Information Processor
                                             Wed Jun 19, 2002 11:33 am
 Vendor: 6 ABC MEDICAL SUPPLY            Ent: MODEL HOSP - ENT 02

  1 Other Reporting Accumulator Flag   2 Regulatory Reporting ID Number
    Yes                                  25-9874121
  3 Regulatory Reporting Name          4 Last Reported on
    GO                                   01/02/2002
  5 Required Calendar Year Rpt Amt     6 Actual Calendar YTD Amount Paid
     $50.00
  7 Edit By                            8 Edit Date
    Weldon,Dawn                          09/25/01 0958




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

If you change the Accumulator Flag field to Yes and then enter **Yes** to accept the screen, the system must execute a conversion to create the other regulatory statistics for this vendor. The following prompt is displayed:

You have flagged this vendor for 'Other Regulatory Reporting Data'.
Existing vouchers will be converted. Do you want to continue (Y/N)?

If you enter **N** (No), the following message is displayed and the system returns to the previous menu:

Other Reporting Accumulator Flag will be set back to NO!

If you enter **Y** (Yes), the following prompt is displayed:

At what starting Voucher/Invoice Create Date do you want data converted?
Enter [MM/DD/YYYY]--

Once you enter your starting date an additional message is displayed:

Conversion for vendor 5 started in background. See console log message.

The system loops through all existing vouchers for this vendor that meet the specified date criteria. The system flags the associated vouchers and stores the amounts so that they can be reported upon for Other Regulatory purposes. The console log message looks similar to this example:

```
hh:mm:ss: ID 1 GABCOR - Other Regulatory Conversion for vendor
xx and for Voucher/Invoice created date starting mm/dd/yyyy
started hh:mm:ss

hh:mm:ss: ID 1 GABCOR - Other Regulatory Conversion for vendor
xx and for Voucher/Invoice created date starting mm/dd/yyyy
completed hh:mm:ss
```

Once the process is complete, the system returns to the previous menu.

The Other Regulat field on the Invoice Add/Maintain Processor Header screen is populated with a Y (Yes) if the vendor has been set with a Y on the Other Regulatory Reporting Information screen. If not, the field is blank and not required.

Field Explanations

1. OTHER REPORTING ACCUMULATOR FLAG (1-A-R)
This field indicates whether the vendor should be tracked for Regulatory Reporting.
Enter **Y** (Yes) or **N** (No).

2. REGULATORY REPORTING ID NUMBER (11-NC-R)
This field contains the ID number that you want to appear on your Regulatory Report.

3. REGULATORY REPORTING NAME (30-AN-R)
This field contains the vendor/individual name that you want to appear on your Regulatory Report.

4. LAST REPORTED ON (DISPLAY ONLY)
This field indicates the last time this vendor appeared on the Other Regulatory Information report (GARTO).

5. REQUIRED CALENDAR YEAR REPORT AMOUNT (8-N-R)
This is the mandated amount at which this vendor must be reported on.

6. ACTUAL CALENDAR YTD AMOUNT PAID (DISPLAY ONLY)
This field indicates the net check amount paid (for vouchers that were flagged as Other Regulatory) to this vendor for the chosen calendar year.

7. EDIT BY (DISPLAY ONLY)
The name of the user who last modified the record.

8. EDIT DATE (DISPLAY ONLY)
The date and time on which the record was last modified.

Alternate Address Information

The Alternate Address function is used for storing an additional address for the vendor that is not the vendor's purchase or remittance address. This address can be used for returning damaged goods, a repair address, or to store the local sales office information. The Purpose field is provided to designate the purpose of the address.

Because this screen can only be used occasionally, it is accessed separately from the Vendor Master information. This screen can only be added or changed for vendors that already exist in the system.

```
          General Hospital Alternate Address Information Processor
                                    Wed Apr 21, 1999 10:12 am
Vendor: 2 AMERICAN HOSPITAL SUPPLY
 1 Name
   AMERICAN HOSPITAL SUPPLY
 2 Address Line 1              3 Address Line 2
   5540 MEDICAL WAY
 4 City                        5 State    6 Zip Code   7 Country
   NASHVILL                      TN          46590        United States
 8 Phone         9 Ext.       10 Contact
   (704)567-2244    9998
11 FAX Phone                  12 Purpose

13 Edit By                    14 Edit Date
   Abigatle,Tom A                06/18/1993 11:04am




Press NL--
```

CN: Canadian T4A processing looks first to the vendor Alternate Address Information screen for the vendor name and address to be used in T4A reporting. If either the vendor name or vendor address (or both) exists on the Alternate Address Information screen, that data is used on the T4A diskette record. If either the vendor name or vendor address is missing, or if the screen is not used, the Vendor Master first screen is accessed for this information.

IMPORTANT: The T4A Vendor Master name or the vendor Alternate Address Name (whichever is used for T4A diskette reporting) **must** be set up in the required format to conform to the required diskette record format for all the T4A vendors in your Live ID:

Last name(comma)(space)First name(space)Middle Initial(NO Period)

The system checks the Alternate Address screen first for T4A vendor name and address. If either (or both) are missing, it then checks the Vendor Master main screen for that information, but the name must appear in the specified format.

Field Explanations

1. NAME (40-C-O)
This field contains an alternate name for the vendor. It can be used for such things as returning damaged goods, a repair address, or to store the local sales office information. This name is for reference only and does not display when doing an alpha lookup on vendor name.

2. ADDRESS LINE 1 (25-C-O)
This field contains an alternate address for the vendor. It can be used for such things as returning damaged goods, a repair address, or to store the local sales office information. This address is for reference only.

3. ADDRESS LINE 2 (25-C-O)
This field contains an alternate address for the vendor. It can be used for such things as returning damaged goods, a repair address, or to store the local sales office information. This address is for reference only.

4. CITY (18-C-O)
This field contains an alternate city for the vendor. It can be used for such things as returning damaged goods, a repair address, or to store the local sales office information. This field is for reference only. The ZIP Code (Postcode) can be entered in this field instead of the city name, and the City, State, and ZIP Code (Postcode) fields automatically display from the information stored in the ZIP Code (Postcode) table. You can override this default.

(US) 5. STATE (2-A-O)
(CN) 5. PROVINCE (2-A-O)
This field contains an alternate state for the vendor. It can be used for such things as returning damaged goods, a repair address, or to store the local sales office information. This field is for reference only. You can enter the state abbreviation or a hyphen (-) to display a list of valid codes. If the ZIP (Post) code was entered for the City field, the State (Province) code automatically displays from the information stored in the ZIP (Post) code table. Use override is allowed.

(US) 6. ZIP (9-AN-O)
(CN) 6. POST (9-AN-O)
This field contains an alternate ZIP code (Postcode) for the vendor. It can be used for such things as returning damaged goods, a repair address, or to store the local sales office information. This field is for reference only.   If the ZIP code (Postcode) was entered for the City field, it is moved automatically to this field.

NOTE: (US)The number displays as 99999-9999.

7. COUNTRY (2-A-O)
This field contains the country code for the alternate address. This field is for reference only. A hyphen (-) can be entered to list the valid codes.

8. PHONE (13-N-O)

This field contains an alternate phone number for the vendor. It can be used for such things as a repair or service phone number, or to store the local sales office information. The system displays this field as (999)999-9999.

9. EXT (4-N-O)

This field contains an alternate phone number extension for the vendor. The system displays this field as 9999.

10. CONTACT (25-C-O)

This field contains the name of an alternate contact or vendor representative, such as a customer service person or a salesperson.

11. FAX PHONE (13-N-O)

This field contains an Alternate FAX phone number used for transmitting copies over the telephone. The system displays this field as (999)999-9999.

12. PURPOSE (30-C-O)

This field contains any optional comments as to why an alternate address is being used.

13. EDIT BY (DISPLAY ONLY)

This field contains the name of the user who last modified the record.

14. EDIT DATE (DISPLAY ONLY)

This field contains the date and time on which the record was last modified.

Statistics

After you select the **Statistics** function, the system prompts you to enter an Entity code since vendors statistics are stored by entity. Statistics are also stored by fiscal year and by calendar year. After an entity is entered, the system prompts you to enter **F** for fiscal year or **C** for calendar year. With the exception of the Year-to-Date 1099 (T4A) Dollar Amounts, vendor statistics cannot be modified. The fields stored here are updated from either the Materials Management system or the Invoicing function of Accounts Payable.

CN: The following notes apply to Canadian T4A Processing.

- You must run T4A paper copies (even if you do not actually print them) before you run the T4A diskette creation process because the T4A paper processor program creates the data that the diskette process uses for the media creation. The paper process compiles any changes/updates to the vendor's calendar year statistical information.

- If you change any T4A vendor calendar year statistical data, you must rerun the T4A paper copies for the diskette creation program to recognize the updated/edited vendor statistical dollar amounts. It's the T4A paper

processor program that makes the diskette program pick up the new vendor calendar year statistical amounts. (You do not have to actually print the T4A forms. You can choose to send them to the Bit Bucket.)

```
                      General Hospital Statistics Processor
                                        Wed Sep 04, 2002 10:59 pm
 Vendor: 1 BAXTER HOSPITAL SUPPLY        Ent: MODEL HOSP - ENT 03

                       Calendar Year-to-Date Statistics

  1 Calendar Year
    2002
  2 Total 1099 Amount              3 Total Income Tax
    40,123.47                          1,555.55
  4 Edit By                        5 Edit Date
    Wilson,Dane                        08/15/2002 10:21
  6 1099 Code  Footnote          Amount
    A          1               784.00
    A          2               882.00
    A          3             1,001.00
    A          5             1,078.98
    A          6             1,176.98
    A          7             7,479.98
    A          8             1,372.98
    A          9             1,501.00
    A          A             1,601.00
 Enter field number or '/' starting field number--
```

When you press ENTER on this screen, the following prompt is displayed:

Enter 1099 Box 15-18 misc data (Y/N) [N]--

This prompt is used to provide additional vendor 1099 information for reporting purposes.

Field Explanations

ENTITY (DISPLAY ONLY)
This field displays the name of the selected entity.

VENDOR (DISPLAY ONLY)
This field stores the name of the vendor. The name entered in this field is prints on purchase orders generated through STAR Financials Materials Management and on all reports that print the vendor's name, unless otherwise specified. This field is also used for the remittance address if no separate remittance address exists.

Calendar Year Statistics

1. CALENDAR YEAR (DISPLAY ONLY)
This field displays the selected calendar year.

(US) 2. TOTAL 1099 AMOUNT (DISPLAY ONLY)
(CN) 2. TOTAL T4A AMOUNT (DISPLAY ONLY)
This field contains the cumulative gross 1099 (T4A) dollars paid to this vendor during
the designated calendar year. The amount in this field can be verified by adding the
detail line amounts in 1099 (T4A) Code Footnote Amount; however this field is display
only and cannot be edited.

3. TOTAL INCOME TAX (7-N-O)
This field contains the total income tax withheld from the vendor's payments in this
entity for the selected calendar year. Each time an income tax amount is withheld from
the vendor payment, that amount is added to the calendar year total. If a vendor check
is voided, the income tax amount withheld is deducted from the total income tax
amount in this field and the next IRS (Revenue Canada) payment is reduced by that
previously voided income tax amount.

NOTE: The field length shown is the maximum whole number length. In addition, you
can add a decimal point and two decimal numbers. If only a whole number is
entered, the system automatically adds the commas and ".00" to the whole
number.

CAUTION: Use caution when editing this field. Historical data prior to editing is not
retained.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the screen.

5. EDIT DATE (DISPLAY ONLY)
This field displays the date and on time on which the screen was last modified.

(US) 6. 1099 CODE FOOTNOTE AMOUNT (DISPLAY ONLY or 2-2-10-N-C)
(CN) 6. T4A CODE FOOTNOTE AMOUNT (DISPLAY ONLY or 2-2-10-N-C)
This field reflects the the combined total amount of the 1099 (T4A) detail. This gross
dollar amount includes the income tax dollars withheld as the net payment made to the
vendor. Beginning balances may be entered in the this field and on the income tax
screen. These amounts are increased as processed invoices are paid in check
processing. This field is automatically updated as 1099 (T4A) invoices are entered for
a vendor. This field can be accessed and manually updated to allow you to add,
delete, or modify the 1099 (T4A) cumulative detail lines.

NOTE: The field length shown is the maximum whole number length. In addition, you
can add a decimal point and two decimal numbers. If only a whole number is
entered, the system automatically adds the commas and ".00" to the whole
number.

CAUTION: Use caution when editing this field. Historical data prior to editing is not
retained.

When you exit the Calendar Year-To-Date Statistics screen, the following prompt is
displayed:

Enter 1099 Box 15-18 MISC data (Y/N) [N] --

If you need to enter information for boxes 15 through 18 on Form 1099-MISC, then enter **Y** for the next screen and proceed. This screen is strictly optional.

```
                      General Hospital Statistics Processor
                                              Tue Aug 01, 2006 04:48 pm
 Vendor: 654 3M INC                       Ent: HBOC MODEL HOSPITAL OF GEORGIA

              Calendar Year-to-Date 1099 Misc Information

 1 Calendar Year
   2005
 2 Section 409A Deferrals (15a)

 3 Section 409A Income (15b)


 4 State Tax W/H (16a)  5 State (16a)   6 State ID# (16a)  7 State Income (16a)

 8 State Tax W/H (16b)  9 State (16b)  10 State ID# (16b) 11 State Income (16b)




12 Edit By                      13 Edit Date


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

Field Explanations

1. CALENDAR YEAR (DISPLAY ONLY)
This field displays the previously selected calendar year.

2. SECTION 409A DEFERRALS (Box 15a)
This field is used to enter any amount of Section 409A deferral that you want reported on the 1099-MISC form.

3. SECTION 409A INCOME (Box 15b)
This field is used to enter any amount of Section 409A income that you want reported on the 1099-MISC form.

4. STATE TAX WITHHELD
This field is used for input of the amount of State tax withheld for one state.

5. STATE
This field is the state associated with the amount in the State Tax Withheld field.

6. STATE ID #
This field is the state identification number assigned for the state designated in the State field.

7. STATE INCOME
This field is the payment amount if you wish to enter it.

8. THROUGH 11.
These fields are for withholding and related information for a second state.

12. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the screen.

13. EDIT DATE (DISPLAY ONLY)
This field displays the date and time on which the screen was last modified.

Fiscal Year-to-date Statistics

The Fiscal Year-To-Date Statistics are collected and stored by period and year to date. This information is based on the Fiscal Year Definitions from the General Ledger system.

```
                    General Hospital Statistics Processor
                                            Thu Aug 08, 2002 11:31 pm
 Vendor: 6 ABC MEDICAL SUPPLY            Ent: MODEL HOSPITAL OF GEORGIA
  1 Last Order Date         2 Last Receive Date      3 Last Check Date
    02/20/2002                                         06/30/2002
                           Fiscal Year Statistics
  4 Fiscal Year            5 Purchases               6 Gross Payments
    2002                     0.00                      1,285.07
  7 Discounts              8 Deliveries              9 Missed Deliveries
    0.00                     0                         0
 10 Backorders           11 Returns                12 Price Variances
     0                      0                         0







   Press NL--
```

Field Explanations

1. LAST ORDER DATE (DISPLAY ONLY)
This field is updated by the Materials Management system with the last date a purchase order was placed for this vendor.

2. LAST RECEIVE DATE (DISPLAY ONLY)
This field displays the last date a shipment was received from this vendor. It is updated by the receiving process of the Materials Management system.

3. LAST CHECK DATE   (DISPLAY ONLY)
This field displays the last date a check was printed for this vendor. It is updated during Accounts Payable check processing.

4. FISCAL YEAR (DISPLAY ONLY)
This field contains the fiscal year entered. The display format is YYYY.

5. PURCHASES (DISPLAY ONLY)
This field contains the total amount of all purchase order receipts for this vendor for the current fiscal period and year. It is updated as purchases are received in the Materials Management system.

6. GROSS PAYMENTS (DISPLAY ONLY)
This field contains the gross amount (prior to discounts) of all invoices paid for this vendor for the current fiscal year. It is updated during check processing as invoices are paid. The entry in this field is zeroed out during fiscal year-end processing.

7. DISCOUNTS (DISPLAY ONLY)
This field contains the total dollar amount of all discounts taken on invoices paid for this vendor, as well as all income tax dollars withheld from this vendor for the selected fiscal year. It is updated during check processing as invoices are paid. The entry in this field is zeroed out during fiscal year-end processing.

8. DELIVERIES (DISPLAY ONLY)
This field contains the total deliveries received for this vendor for the current fiscal year. It is updated as purchases are received in the Materials Management system. The entry in this field is zeroed out during fiscal year-end processing.

9. MISSED DELIVERIES (DISPLAY ONLY)
This field contains the total deliveries missed for this vendor for the current fiscal year. It is updated as purchases are received, if they are not received on or before the expected receipt date on the purchase order in the Materials Management system. The entry in this field is zeroed out during fiscal year-end processing.

10. BACKORDERS (DISPLAY ONLY)
This field contains the total number of backorders for this vendor for the current fiscal year. It is updated as purchases are filed as Backordered in the Materials Management system. The entry in this field is zeroed out during fiscal year-end processing.

11. RETURNS (DISPLAY ONLY)
This field contains the total number of returns for this vendor for the current fiscal year. It is updated as purchases are filed as Returned in the Materials Management system. The entry in this field is zeroed out during fiscal year-end processing.

12. PRICE VARIANCES (DISPLAY ONLY)
This field contains the total number of acceptable price variances that occurred between the Invoice Detail Lines and Purchase Order Lines for this vendor for the current fiscal period and year. It is updated as Invoices are approved in Accounts Payable, when the Invoice Detail Item or Extended Item amounts do not match the Purchase Order Item or Extended Item Amounts; however, the variances are within the specified limits set in the Entity Parameters.

EFT Related Information

The EFT Related Information option enables you to specify a payment method (either funds transfer or check) for the vendor within each entity. The EFT Related Information Payment Method field is tied to the Allow Electronic Funds Tr field on Entity Parameters Screen 3. If Allow Electronic Funds Tr is set to **Yes** for the entity in which funds transfers are performed, and the Payment Method field for the vendor is set to Funds Transfer, invoices created for this vendor will default to indicate they are being paid by electronic funds transfer.

If the Allow Electronic Funds Tr field on Entity Parameters Screen 3 is set to **No** for the entity, all vendors within the entity are paid by check regardless of the method specified in the EFT Related Information Payment Method field.

NOTE: On the EFT Related Information screen, the Prenote Generated field must contain Yes in order for users to enter standard invoices for that EFT vendor. If the Prenote Generated field does not contain Yes, the system prohibits any standard invoice, other than PRENOTE invoices, to be entered for this vendor.

After you select the **EFT Related Information** function, the system displays the following screen.

```
              General Hospital EFT Related Information Processor
                                              Sat Sep 13, 2003 10:44 pm
 Vendor: 23 ABC MEDICAL SUPPLY

  1 Payment Method                    2 Prenote Generated

  3 Interchange Sender ID             4 Interchange Receiver ID

  5 Accounts Payable Contact          6 Contact Phone Number

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

Field Explanations

1. PAYMENT METHOD (1-A-R)
This field indicates whether invoices for this vendor will be paid by Electronic Funds Transfer or check. Values are:

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Funds Transfer - Vendor will be paid by electronic funds transfer.

Check (default) - Vendor will be paid by check.

NOTE: The Payment Method field must indicate Funds Transfer in order to enter a Prenote invoice for the selected vendor or to flag a vendor invoice to be paid using Funds Transfer. If the field does not contain Funds Transfer, error messages display when either operation is attempted. A Prenote voucher must be generated for the vendor before EFT payments for that vendor can commence.

If the Payment Method field is blank, the system assumes the default value of Check. This field is used to determine the default value that populates the Funds Trans field on the Invoice Check Print Type screen.

2. PRENOTE GENERATED (1-A-C)
This field is used when initially setting up a vendor for EFT processing. When setting a vendor for funds transfer, a Prenote (which is a zero dollar standard invoice whose Vendor Invoice Number is PRENOTE) must be first sent from the hospital's bank to the vendor's bank to verify that the vendor's bank account number is correct and that the account will accept an electronic funds transfer. The EFT record and file format created in STAR Accounts Payable conforms to the NACHA published standards.

This field is directly tied to the Payment Method field (field 1). When Payment Method is first set to Funds Transfer for the vendor, the Prenote Generated field is blank/null, indicating that a Prenote must be sent to the vendor's bank before funds transfer transactions can occur. You will not be able to access and change this field to Yes, indicating the prenote has been sent and approved, until the system sends the first prenote to the vendor's bank. After the prenote is sent and the Hospital receives confirmation, this field must be manually changed to Yes.

NOTE: If the vendor Payment Method field is changed from Funds Transfer to Check after a Prenote has been generated, the Prenote Generated field remains populated with Yes; it is neither cleared out nor changed to No, because you may want to occasionally generate a paper check for a vendor, but may still primarily pay that vendor using Funds Transfer.

The vendor banking information used by the EFT Funds Transfer process is included with the Tax Related Information for the Vendor. For more information, refer to Tax Related Information in this chapter.

3. INTERCHANGE SENDER ID (15-N-C)
This field is not currently used in EFT transmission.

4. INTERCHANGE RECEIVER ID (15-N-C)
This field is not currently used in EFT transmission.

5. ACCOUNTS PAYABLE CONTACT (30-AN-O)
This field is not currently used in EFT transmission.

6. CONTACT PHONE NUMBER (20-AN-O)
This field is not currently used in EFT transmission.

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Chapter 5 - INVOICING

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INTRODUCTION

The Invoicing function is used to:

- enter information necessary to pay vendor bills, issue patient refunds and employee reimbursements

- realize assets, expenses and liabilities

- record credit memos

- verify purchase order pricing

- provide cumulative vendor performance analysis.

As each invoice is created in STAR, it is automatically assigned a sequential voucher number by the system. All invoices are completed for a specific entity, with an Intercompany Expensing feature allowing expenses to be paid by one entity, but expensed to another. Invoices are completed and validated on-line. General Ledger journal entries for distributing approved invoices are created during daily processing.

Invoices are made up of two parts: **Header** information and **Detail** information. The header contains information relevant to the whole invoice such as the Invoice due date, vendor, vendor's invoice date and number, etc. An unlimited number of detail lines are completed to distribute the invoice to different GL accounts, or to provide the information necessary to match the invoice against a purchase order. (Purchase order matching is available only when using the STAR Financials Materials Management system.) Invoices are paid only when all detail lines are approved and distributed.

NOTE: Patient/Insurance refunds created by the STAR Financials Patient Accounting system contain a header and detail lines. This is because General Ledger journal entries are created before the refund request is passed to the Accounts Payable system. With the exception of the Payment Due Date and the Invoice Payment hold fields, Accounts Payable cannot change or delete these PA invoice types. These invoices are not removed from the system after the Invoice Retention Parameters are met.

INVOICE TYPES

These are the types of invoices available in the STAR Financials General Accounting - Accounts Payable system:

- Standard (S)

- Recurring (G)

- Purchase Order-Related (P)

- Non-Receipt Purchase Order-Related (N)

- Patient/Insurance Refunds (R)

- Unapplied Cash Refunds (R)

- Employee Reimbursements (E)

- Credit Memos (C)

Following is a description of each type of invoice.

Standard Invoices (S)

Standard invoices include most types of vendor payments not related to a STAR Financials Materials Management system-generated purchase order. These could include utility payments, check requests, or payments for services such as building maintenance. Standard invoices also include payments to employment agencies. The Standard Invoice screen provides for the entry of Job Class code and hours for monthly reporting of agency dollars and hours by Job Class code and GL department.

ADDING A VENDOR WHILE ENTERING A STANDARD INVOICE

This functionality streamlines Standard invoice entry by allowing authorized users to add vendors to the Vendor Master without leaving the Invoice Add Processor.

NOTE: Employees must be identified in the Accounts Payable System Parameters as authorized to use this functionality. This functionality should be strictly controlled, with access limited to one or two users.

During the Invoice Add process, after the invoice type of Standard is entered, the authorized user can do a partial vendor name lookup to determine whether or not that vendor is in the Vendor Master.

NOTE: It is up to you to determine whether or not the vendor is actually on the Vendor Master.

If the vendor is not on the Vendor Master, you can choose to launch the Vendor Master from the Invoice Add Process, add the vendor, and then return to the invoice currently being entered.

The system checks the Automatic Vendor Number Assignment field on the Accounts Payable System Parameters screen to identify how the vendor should be added.

- If Automatic Vendor Number Assignment is **Yes**, the vendor name (not the vendor number) must be entered for a new vendor:

  Type part (or all) of the vendor name followed by a hyphen (for example, **mcke-**).

  - The system displays any vendors whose names match the criteria entered. If the vendor name you want is not displayed, press period (.) ENTER.

  - If no names on the Vendor Master match the criteria entered, the following message is displayed:

     Error: Not on File

  In either case, the following prompt is displayed next:

  Add vendor? (Y/N) [Y]

  Press ENTER to accept the default of Yes, and then enter the vendor information for the new vendor.

  If a vendor number is entered, the following messages are displayed:

  Error: Not on File

  Error: Vendor numbering is automatic. Enter Vendor Name!

  The system returns to the *Enter Vendor Nbr, Name`-`, or `-` for table-* prompt. You must access the vendor by name, to add the vendor.

- If Automatic Vendor Number Assignment is **No**, the vendor number (not the vendor name) must be entered for a new vendor.

  When a new vendor number is entered, the following messages are displayed:

  Error: Not on File

  Add Vendor Number `#####`? (Y/N) [Y]-

  When the vendor name is entered, the following prompt is displayed:

  Enter Vendor Nbr to Add?

You must enter the new vendor number, rather than the new vendor name.

When you finish adding the vendor, the system returns to the standard invoice to continue entry. The new vendor appears in the Vendor field on the Invoice Add Processor screen.

You may choose to enter a comment in the Comment field on the invoice to explain why the vendor was added (for example, "requested by Jim Wilson") The comment, along with the user ID, date and time, is included on the Vendor List of Added/Invoice Vendors report (GARVLA), which is produced nightly as an audit trail for this process.

NOTE: Only the initial invoice through which the vendor was added appears on the GARVLA report. Subsequent invoices entered for the new vendor do not appear on the report.

Recurring Invoices (G)

If a vendor is paid on a regular basis for items that are not purchase order-related, such as rent payments, lease payments, and service agreements, a recurring invoice request can be automatically generated by the system. The data on a recurring invoice request is the same as a standard invoice, except that it does not have a voucher number assigned to it. When the invoice request is approved, it becomes an actual invoice.

There are three steps involved in creating a recurring invoice:

1. Recurring invoice parameters are established first. These parameters determine the information the invoice request will contain, such as Total Contracted Amount, Cycle Amount, Expiration Date, and GL Distribution Accounts. A different set of parameters is completed for each vendor and for each recurring payment.

2. During Midnight Processing, the system examines the recurring parameters to determine if an invoice request should be created. A report is printed (GARIR) that lists all recurring invoices. The process that generates recurring requests is an optional batch job set up during system installation. This batch job is usually set up to run monthly.

3. After the system generates Recurring Invoice Requests, select the **Recurring Invoice Approval** function. The screens used in this function look exactly like the Standard Invoice screens. However, the system automatically generates some of the data fields for the invoice, determined by the information set up on the Recurring Invoice Parameters screen (for more information, see "RECURRING INVOICE PARAMETERS" on page 5-88). The invoice request can be edited and accepted (in which case it is assigned a voucher number), or it can be deleted.

Purchase Order-Related Invoices (P)

PO-related ("P-type") invoices are created for processing payments for which a purchase order has previously been generated. Vendor invoices must be matched to the original PO for automated screening and price auditing. This invoice type is applicable only when using the STAR Financials Materials Management system.

The Accounts Payable system determines which PO-related invoices are approved, and which ones are held for purchase order discrepancies. The Item Cost and the Extended Item Cost fields on each invoice detail line are compared to the related line on the PO. If the quantities and amounts are equal to the quantity and amount on the PO – or are within the user-defined variances – the invoice detail line is approved. Invoice Header approval and distribution to General Ledger occur only when ALL detail lines on the invoice have passed the variance checks.

Non-Receipt Purchase Order-Related Invoices (N)

Non-Receipt PO-related invoices are created for processing non-items such as service contracts, maintenance fees and miscellaneous freight charges. Once created, the PO does not require any intervention from the Materials Management department and can be invoiced at any intervals agreed on by your facility and the service provider.

The PO amount can be accrued monthly or not, depending on hospital policies and procedures. At the time the non-receipt PO is created, the user enters the PO expiration date, and the PO header status is Received. The PO expires either after the contract/fee period is satisfied or when the contract PO amount is met.

NOTE: If a Non-Receipt Purchase Order Related Invoice (N type) is entered and it distributes during Midnight Processing, neither the purchase order detail line(s) nor the purchase order header can be cancelled. This is true even if the distributed N type invoice has been paid, and both the check and invoice subsequently voided. Once an invoice for a Non-Receipt Purchase Order distributes, the purchase order cancellation functionality is no longer available for the purchase order header or detail lines.

Patient/Insurance Refunds (R)

Although the majority of the online processing for refunds is handled on the Patient Accounting system, Accounts Payable receives the necessary information to build a pre-approved and distributed invoice without requiring the setup of a one-time vendor. Pending refund requests from Patient Accounting are checked for during daily processing, and if requests exist, an optional batch job creates invoices for each request with a D (Distributed) header status. The payment due date is then set for the next scheduled check run. (The next check run date is determined by the check run schedule for the selected Check Code. See "CHECK CODES" on page 2-8 of this volume for more information.) Checks for patient/insurance refunds are sorted separately from other types of invoices to allow for easier distribution.

From Patient Accounting, the Guarantor Account Number is stored as the Vendor Number, the Patient Account Number is stored as the Vendor Invoice Number, and the patient's discharge date is stored as the Vendor Invoice Date. The only data on this invoice type that can be changed by Accounts Payable are the Payment Due Date field, the Invoice Payment Hold field, and the Check Print Type field.

Negative dollar amount patient refunds cannot be created in Accounts Payable. An exception report prints with this information if Patient Accounting tries to pass a refund of this kind.

Unapplied Cash Refunds (R)

The Unapplied Cash Refunds function provides the ability to interface and process non-patient related, miscellaneous cash refund processing from STAR Patient Accounting to STAR Accounts Payable. In Patient Accounting, the "UNAPPLIED CASH" Refund Type distinguishes these refunds separately from Patient/Insurance Refunds, so that cash refunds not associated with a specific patient can be processed and paid via Accounts Payable.

Utilizing the Unapplied Cash Posting processor, Patient Accounting personnel can complete the associated Refund Request screens, approve the refunds, and send them (along with Guarantor/Carrier refund requests) to Accounts Payable during Midnight Processing. The Unapplied Cash Refunds are then processed in Accounts Payable along with the other refunds.

Because Unapplied Cash Refunds aren't associated with a specific patient, their check stub information is different from the Guarantor and Carrier refunds. Therefore, the Unapplied Cash Refund check format *must* be identified in Entity Parameters *before* processing these refunds. It is not necessary to purchase new check stock for Unapplied Cash Refunds, as their check formats are designed to print properly on the Standard A or Standard B check stock – as long as the **UNAPPLIED CASH FORMAT** field in Entity Parameters is populated with either "STANDARD A - UNAPPLIED CASH" or "STANDARD B - UNAPPLIED CASH" (see Entity Parameters Screen 2 in Chapter 3).

Unapplied Cash Refund check stub information includes Vendor Number; Vendor Name; Vendor Invoice Number; Voucher Number; Invoice Date; Invoice Amount; Reason For Refund; and Refund Check Message.

Employee Reimbursements (E)

Employee reimbursements, such as travel expenses, can be paid through the Accounts Payable system without establishing a vendor record for the employee. This invoice type is identical to the standard invoice type except that the employee number is used instead of a vendor number. When checks are produced, the system pulls the appropriate name and address information from the Employee Master file instead of the Vendor Master file. (This type is only valid if the STAR Financials Payroll/Human Resources system is being used.)   For printing multiple Employee Reimbursements

on a check, the system automatically combines multiple Employee Reimbursements for the same payee and prints the applicable voucher information on the Remittance Advice. Checks for employees are sorted separately from other types of invoices to allow for easier distribution. Employee Reimbursements can be printed as Demand or Batch, and also can be written outside the system.

If an Employee Reimbursement invoice was entered as a demand print type in error, you can edit the header amount, check code and detail information to make the invoice a manual print type.

Credit Memos

Credit memos are used to rebate, relieve, or otherwise reverse all or a portion of a previous expense or current liability. These invoices will be assigned separate internal voucher numbers, and carry an invoice type of C for credit memo. There are two types of credit memos: Non-PO-Related and PO-Related ("P-type").

NOTE: Credit memos cannot be applied to patient refunds or employee reimbursements.

NON-PURCHASE ORDER-RELATED CREDIT MEMO

If the credit memo applies to an invoice that was not PO-related, or if a credit memo applies to a PO-related invoice that has already distributed to the General Ledger, it is entered into the system with the same information as a standard invoice; however, the Amount field is automatically stored as a negative amount. During check processing, the system checks the credits against the invoices to be paid accordingly:

1. If the credit amount is less than the invoice amounts, and the difference between the credit and invoices is greater than the dollar amount in the Minimum Check Amount field on the Check Code Table screen, a check is printed that reflects the credit memo taken.

2. If the credit amount is equal to the invoice amounts, the system checks the Print Zero Check field on the Check Code screen to determine if a zero check should be printed.

3. If the credit amount is greater than the invoice amounts, the invoices remain on the system until the invoices total an amount greater than the credit.

PURCHASE ORDER-RELATED CREDIT MEMO

The credit memo must be applied to an undistributed invoice that is PO-related. It is entered into the system with the same information as the associated invoice. On the Invoice Header screen, the voucher number for the original invoice is completed either by entering the voucher number or by doing a dash lookup and selecting the associated voucher. Only PO-related vouchers with header statuses of PO Hold, Hold, Approve, or User Hold are displayed for selection. If no unpaid or undistributed

vouchers exist for that purchase order, the system displays that message and returns to the Original Voucher Number field. The invoice due date, check code, and remittance information on the PO-related credit memo should be identical to that of the specific PO-related invoice for which the credit is due. The Invoice Amount field is automatically stored as a negative amount. The header status of a P-Type credit memo is automatically set to PO Hold.

After you accept the Invoice Header screen, the credit memo must be applied to the specific detail lines for which the credit applies. Enter the line number from the original invoice (or use the hyphen (-) lookup feature to display a list of lines from the original invoice) to relate this credit to the detail line for which the credit should be applied. Next, enter the credit quantity and item price.

During daily processing the system attempts to approve the original invoice by taking the difference between the original invoice line(s) and the credit memo and checking to see if the result now equals the purchase order line. If it does, the original invoice detail line is approved. If it does not, the detail line status is changed to the appropriate code (P=Price; Q=Quantity; B=Both) determined by the type of discrepancy that still exists. A credit memo can correct either a detail line price discrepancy or a detail line quantity discrepancy. It cannot correct a line status of both – one of the discrepancies must be corrected manually and it cannot be used to completely negate an invoice detail line.

During check processing, the system checks the credits against the invoices to be paid according to the parameters for non-PO-related credit memos as shown above.

Outstanding credit memos are printed on the Payment Selection Report (GARPSP) and Demand Cash Requirements Report (GARDCR) as a reminder of credit invoices that have not been relieved. This is so that you can request a check from a particular vendor.

For information about adding a new invoice, see "ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM" on page 5-17.

A credit memo detail line can correct either a detail line price discrepancy or a detail line quantity discrepancy. You cannot correct a detail line with a "Both" discrepancy with one detail line on a credit memo. For example, a purchase order has an item with an order price of $4.00 and received quantity of 10; the original Invoice is input at a price of $9.00 for a quantity of 16. A credit memo voucher to correct the original invoice would have to be entered with two lines as follows:

```
Ln Nbr    Inv line  Qty Invoiced    Item Price       Extended Price
   1         1          - 6           -9.00               -54.00
   1         1          -10           -5.00               -50.00
```

Also, if a Purchase Order Related invoice is entered initially with detail line(s) containing a line status of Both, those Both status detail lines cannot be completely zeroed out using Purchase Order Related credit memo lines. That line of the original

voucher either needs to be corrected based on the information received from the vendor or that line of the original voucher should be deleted completely. For example, a purchase order has an order price of $7.00 and an order quantity of 5, but none has been received. A voucher is entered for a quantity of 5 at $11.00 leaving that voucher line with a status of Both (both quantity and price). If you enter a credit memo for 5@ $11.00, the system still thinks there is a price variance and keeps the line on a Price exception hold.

Manual Check Processing

All invoice types can be processed using the Manual or Demand Check Process by changing the Check Print Type field on the Check Print Type screen (using the Invoice Add/Maintain functions) to either D for Demand or M for Manual. This field will default to batch and process the invoice with the regular batch process unless it is changed to D or M. The Check Print Type field can be changed from B for Batch to D or M if the invoice has not been completed.

NOTE: A manual check is a check that is produced outside of the STAR Accounts Payable application. When a manual check invoice is entered, or if a previously entered invoice is identified as paid with a manual check, the manual check number used can only be associated with one invoice. You cannot associate the same manual check number with multiple invoices of any type.

DISCOUNT ACCOUNTING

Discounts are offered by some vendors for the prompt payment of invoices. This is referred to as the vendor's terms. These terms can be established on the Vendor Master screen for each vendor. The Discount Percent (percentage of the total invoice that can be deducted from the invoice amount if it is paid on time) and the Discount Days (the number of days that the discount is applicable) are entered on the Vendor Master. The discount percent automatically displays on the Check Print Type screen, and the Discount Days is used to calculate a Discount Date value, which is also displayed on the invoice. Both the Discounts Percent and the Discount Date fields can be changed on the Invoice Header.

Some vendors offer a flat amount discount as their terms instead of a percentage of invoice. Since this flat amount usually varies by invoice, no entry is stored on the Vendor Master. Instead, the dollar amount of the discount is entered on the Check Print Type screen in the Flat Discount Amount field. If the invoice must be paid within a certain number of days to receive the discount, the Discount Date can also be entered on the invoice.

If a discount date exists at the voucher level, that date is the ultimate determination of whether or not a discount will be taken.

- If the discount date at the voucher level is after the check print date, the system takes a discount.

- If the discount date at the voucher level is before the check print date, the system does **not** take a discount.

If a discount date **does not** exist at the voucher level, the system performs the following series of verifications to determine whether or not to take a discount.

- Is the **DISREGARD DISC PARM** field on the Vendor Master set to Yes?

  If Yes, the system takes a discount.

- Is the **DISREGARD DISC PARM** field on the Vendor Master set to No?

  If No, the system determines a discount date. The system checks the Vendor Master and adds the number of discount days to either the Invoice Creation Date or the Vendor Invoice Date depending on which of those dates is stated in the Payment Calculation Date field on the Vendor Master.

  - If the discount date determined is after the check print date, the system takes the discount.

  - If the discount date determined is before the check print date, the system does **not** take a discount.

- Is the **DISREGARD DISC PARM** field on the Vendor Master blank/null?

  If it is null, the system checks the Entity Parameters.

  - If the **DISREGARD DISC PARM** field in Entity Parameters is set to Yes, the system takes a discount.

  - If the **DISREGARD DISC PARM** field in Entity Parameters is set to No, the system determines a discount date.

    The system checks the Vendor Master and adds the number of discount days to either the Invoice Creation Date or the Vendor Invoice Date, depending on which of those dates is stated in the Entity Parameter **PAYMENT CALCULATION DATE** field.

    - If the discount date determined is ___*after*___ the check print date, the system takes a discount.

    - If the discount date determined is ___*before*___ the check print date, the system does not take a discount.

All discounts are calculated and distributed to the General Ledger at the time of check generation based on Discount Terms entered on each invoice. For more information, see the field explanations for **DISCOUNT PERCENT**, **DISCOUNT DATE**, and **FLAT DISCOUNT AMOUNT** under "Invoice Check Print Screen" on page 5-27.

GENERAL LEDGER DISTRIBUTION

Entries to the General Ledger from Accounts Payable are generated from three points in the system: daily processing, check processing, and (if these systems are integrated with the Materials Management system) month-end accrual processing.

The first entries – a debit to the Asset or Expense account, and a credit to the Liability account – are made during daily processing for all approved invoices.

The second entries – a debit to the Liability account, and a credit to the Cash account – are made during check processing for all invoices that are paid with that check run.

The third entries – a debit to the Asset or Expense account for each purchase order line for all items received but not invoiced, and a credit to the Accrued Liability account – are made during the month-end process.

The current posting period is determined by the system date. During the first few days of the month, you can elect to keep the prior period open to allow for posting additional invoices into that period. From the first day of a new month, and until the Accounts Payable Close Period process is completed, invoices can be posted into both the prior and the current periods.

NOTE: Accounts Payable *distribution* journal entries can be viewed from the General Ledger in detail. For information, see of this volume.

INTERCOMPANY EXPENSING

This feature allows an entity to pay invoices for another entity. All appropriate journal entries are automatically made to both entities' General Ledgers. Intercompany expensing is accomplished at the invoice detail level by allowing the Link Entity Code to be entered along with the appropriate General Ledger department and subaccount. The Home Entity is determined by the Entity Code specified when accessing the Invoicing function.

As invoices are entered, the paying entity (Home Entity) can charge (expense) to any other entity (Link Entity) for which an Intercompany account record exists. Two sets of journal entries are made:

Entity	Journal Entries
Home Entity	Debit the Accounts Receivable account stored in the Intercompany Account Table; credit the Accounts Payable Liability account stored in the Check Code Parameters.
Link Entity	Debit the Asset or Expense account entered on the invoice detail line; credit the Accounts Payable Liability account stored in the Intercompany Account Table.

NOTE: On invoice detail lines, when a Link Entity is entered, the system validates the department and subaccount fields on that line against the Link Entity's Chart of Accounts.

Do not use this function if the home and link entity are in different fiscal periods or years. Additionally, do not use this function if you want the JE to post for different periods for the home and link entity even though they are in the same fiscal period/year. All entities that use the cross-entity journal entry function must have consistent Fiscal Year Definition fields as follows: JE Approval, RJE Approval, and JE #s From. This document assumes that the JE and RJE Approval fields are set to automatic and the JE #s From field is set to system in Fiscal Year Definition.

ACCRUAL GENERATION - ITEMS RECEIVED PENDING INVOICE

An automatic accrual process is performed monthly if the Entity Parameter for the STAR Financials Materials Management system interface is set to Y for Yes on the Entity Parameters screen. Accruals are computed for purchase order items that are received during the month, but not invoiced by the end of the month. Items that are received would appear on the Materials Management Inventory-On-Hand Value Report; until these items are invoiced, the General Ledger Asset Accounts do not reflect this value. Therefore, for an accurate financial picture, accruals must be generated to reflect the true value of inventory in the General Ledger.

The Accounts Payable system employs a method of batch accrual generation during month-end processing. Distribution entries are generated to reflect the asset's value in the current period, while at the same time reversals are applied to the next period. In this way, when the invoice is entered, the distributed amount will simply be offset by the previous reversal. The system also allows for non-accrual of capital purchase orders and non-receipt purchase orders that are received, but not invoiced. If the Capital Budget Accrual indicator is set to No, the system does not accrue uninvoiced capital purchase orders. If the Non-Receipt PO Accrual Indicator is set to No, the system does not accrue the remaining portion of the non-receipt purchase order.

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ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM

The Invoice Add/Maintain function allows you to add invoices. After you select the **Invoicing** function, the system prompts you to enter an entity code or a hyphen (-) to display a list of valid codes. The system then displays the following submenu:

```
                    General Hospital Invoicing Processor
                                            Tue Sep 18, 2001 03:34 pm
    Ent : MODEL HOSP - ENT 01


            Option No.  Option
            ---------------------------------------
    MAINTAIN     1      Invoice Add/Maintain
                 2      EDI Invoice Import/Maintain
                 3      Recurring Invoice Parameters
                 4      Recurring Invoice Approval
    INQUIRE
                 5      Invoice Inquiry
                 6      Check Inquiry






    Enter option number--
```

All options on this submenu are for the selected entity. Select the **Invoice Add/ Maintain** option. The system prompts first for **A** (Add) or **E** (Edit), then prompts you for the batch number. All added invoices are identified with a batch number, which is used for sorting the Daily Audit Report. You can enter the batch number, a hyphen (-) to display a list of batch numbers created since the last daily batch process, or press ENTER to use the current system date if batch numbers are not used.

The system prompts you for the invoice type. The following invoice types can be added through this function:

- Credit Memo

- Employee Reimbursement (if STAR Payroll/Human Resources is used)

- PO-Related Invoice (if STAR Materials Management is used)

- Non-Receipt PO-Related Invoice (if STAR Materials Management is used)

- Standard Invoice

Recurring Invoices and Patient Refunds cannot be added through this function. PO-related invoices and PO-related credit memos are valid only if the **MATERIALS MANAGEMENT** interface field in Accounts Payable Entity Parameters (see Entity Parameters Screen 2 in Chapter 3) contains **Y** for Yes. Employee Reimbursement

invoices are valid only if the **PAYROLL/HUMAN RESOURCES** interface field in AP Entity Parameters contains **Y** for Yes.

Header Information

The Invoice Header screen is the same for all types of invoices, although different fields may be required depending on the invoice type.

THE HEADER SCREEN FOR AN INVOICE ADD

```
                  General Hospital Invoice Add/Maintain Processor
                                         Fri Jun 21, 2002 02:15 pm
Ent : HBOC MODEL HOSPITAL OF  Create Date :06/21/2002


( 1)Process      : ADD              (15)Orig. Voucher:
( 2)Batch Number : 06212002         (16)1099 Code    : A-1099-MISC.
( 3)Invoice Type : Standard         (17)1099 Footnote: 2-Royalties
( 4)P.O. Number  :                  (18)Other Regulat: Yes
( 5)Vendor       : 17 BONNIE'S VENDOR - (19)Tax Indicator: Taxable
( 6)Vndr Inv Nbr : 5                (20)Tax Acctg    : Line
( 7)Vndr Inv Date: 06/21/2002
( 8)Invoice Total:                  Screens
( 9)Header Status: HOLD             (21)Check Print  :
(10)Buyer        :                  (22)Detail       :
(11)F.O.B.       :                  (23)Freight      :
(12)Period Ind.  : Current          (24)Tax          :
(13)Dist. Period :                  (25)Comment      :
(14)Dist. Date   :




 Enter invoice total--
```

NOTE: Whenever you indicate that the invoice entered is a credit memo, the system prompts:

Is this a PO related credit memo?

If you enter **Y** (Yes), the system associates the credit memo with a specific purchase order-related invoice and a specific purchase order. When you get to the Original Voucher Number field on the invoice header, you can either enter the invoice number or enter a dash (-) to display all invoices, distributed and not, that are associated with the purchase order number in the P.O. Number field.

Field Explanations (Invoice Header Screen)

1. PROCESS (1-A-R)
This field is used to determine whether you want to Add or Edit an invoice. The default for this field is **A** for Add. If Add is selected, the system displays a blank invoice screen. If **E** for Edit is selected, you can retrieve an existing invoice.

2. BATCH NUMBER (10-AN-O)
The batch number is used to sort and total vouchers on the Daily Audit Report. This group facilitates the daily balancing process. It is only entered in the Invoice Add function and cannot be changed on the invoice after the screen has been accepted. If no batch number was entered, the current system date in YYMMDD format is assigned as the batch number.

3. INVOICE TYPE (1-A-R)
This field identifies the type of invoice. The type is selected prior to displaying this screen, but may be edited. Valid invoice types are:

- **S**   Standard invoice

- **P**   Purchase order-related invoice

- **N**   Non-receipt purchase order-related

- **E**   Employee reimbursement

- **C**   Credit memo

The type of invoice selected determines which fields must be completed on this screen.

NOTE: Both P-type and N-type invoices are used only when Accounts Payable interfaces with the STAR Financials Materials Management system. E-type invoices are used only when Accounts Payable interfaces with the STAR Financials Payroll system.

CAUTION: During the Invoice Add process, if the Invoice Type field is accessed and changed, all previously populated fields on the invoice header are immediately cleared of their data.

Invoices for Patient/Insurance carriers (R) and Recurring invoices (G) cannot be added using Invoice Add. R-type invoices are created and maintained by the STAR Patient Accounting subsystem and are only valid types in the Invoice Inquiry and Invoice Edit functions. G-type invoices are added through the recurring Invoice Approval function and are also only valid in the Invoice Inquiry and Invoice Edit functions.

4. PURCHASE ORDER NUMBER (10-N-C)
This field contains the related purchase order number, if one exists. If the invoice type is not P (PO-related) or N (Non-receipt PO-related), this field is memo only, and is not linked to existing, valid purchase orders containing that order number.

If the invoice type is P (PO-related) or N (Non-receipt PO-related), this field is required. The system searches for the purchase order number for the appropriate entity in the STAR Materials Management system and verifies that the purchase order is the type indicated (either P or N). If the number is not found, the following error message displays:

NOT ON FILE!

The system remains on that field and a new purchase order number must be entered. A dash can be entered in this field to display a list of valid purchase orders based on the type entered in field 3. The list displays the purchase order number, vendor number, vendor name, and purchase order release date. If the purchase order number does exist, the vendor number and name display in the Vendor field for verification. The vendor cannot be changed because it is part of the purchase order data. The buyer initials, discount percent, Discount Days, and FOB display from the Vendor Master. The Discount Days are also calculated based on discount days from the Vendor Master.

5. VENDOR (10-C-R)

This field contains the vendor number for the invoice. If a valid number is entered, a portion of the name displays. If the number is not known, a dash or first letters and dash can be entered to display a list of vendors authorized for the entity. This field is required for all invoice types.

NOTE: For **R** (refund) type invoices, this field contains the guarantor account number or the insurance carrier number. For **E** (employee reimbursement) type invoices, this field contains the employee number.

6. VENDOR INVOICE NBR (13-C-R)

This field contains the number assigned to the invoice by the vendor. If the vendor does not assign invoice numbers, the account number that the vendor uses to identify the hospital can be entered.

If the vendor invoice number is entered, it prints on the Accounts Payable check stub. Press ENTER and the default response [NONE] is entered by the system in this field. If the system default is entered, the system does not validate for duplicate invoices. This field also displays when vendor invoices are listed in the Invoice Edit and Invoice Inquiry functions so that it can be easily identified.

NOTE: If the invoice type is **R** (refund), the patient account number is stored in this field. If the patient is not discharged, the date the patient refund invoice is created becomes the Vendor Invoice date.

NOTE: Prior to any EFT (Electronic Funds Transfer) processing, you must enter a PRENOTE voucher for each EFT identified vendor. The PRENOTE voucher distributes and is processed in STAR Accounts Payable as an EFT payment, and then is sent to the bank for validation. The prenote voucher must contain "PRENOTE" as the Vendor Invoice Number. The header and detail amounts on the PRENOTE voucher are $0 (no detail, tax or freight lines are allowed on prenote invoices). The entity and vendor must be identified as EFT processors and all vendor information must be complete.

You can easily determine whether or not a prenote has been entered for an EFT vendor using Invoice Search on the Vendor Invoice Number of "Prenote".

If information in the Bank Master, Check Code table, or Vendor Master changes for electronic funds transfer vendors, another PRENOTE voucher must be entered, distributed, transmitted and validated. If PRENOTE vouchers have been previously entered for the vendor, a message displays advising the user that a prenote voucher has already been processed, then permits the user to continue voucher entry. These PRENOTE vouchers do not allow detail, freight or tax entry and are always for zero dollars.

If a vendor invoice number is entered, the system validates this number and the amount of the invoice. If a duplicate invoice and amount exists, the system displays the following message warning:

Error: Duplicate Invoice!

The system then displays a list of vouchers with the same data (press ENTER to return to the Header portion and *Accept this screen?* prompt):

```
Voucher Nbr   Vendor Nbr   Vendor Name            Vndr Inv Dt Inv Total
      2084           17    XINIA CORP             09/14/1999  $100.50
      2733           17    XINIA CORP             04/12/2000  $100.00
      2742           17    XINIA CORP             04/12/2000  $100.00
Press NL
```

7. VENDOR INVOICE DATE (8-N-R)

This field should contain the date that prints on the vendor's invoice. If the field is left blank, the system defaults to the current system date. If a prompt pay discount applies, the Discount Days can be calculated relative to this date if the Entity parameter field Payment Calculation Date is entered as V (vendor) invoice date. The Invoice Due Date field can also be calculated relative to this date based upon the same Entity parameter.

NOTE: If the invoice type is **R** (refund), the patient's Discharge date displays in this field. If the patient is not discharged, the date the patient refund invoice is created is the vendor's invoice date.

8. INVOICE TOTAL

This field contains the total amount of the invoice. The system maintains a cumulative invoice total as detail lines are entered. When the last Invoice screen is accepted, the system checks the accumulated total against this Invoice Total field. If the amounts are not equal, the following error message displays:

Change Header Total (###.##) to match Detail Total (###.##)   (Y/N)   [N]

The system then displays a prompt to allow you to change the Header Amount while in the detail screen. For more information, see the Header Amount field explanation on the Detail Screen.

The Accept screen? prompt displays and you can accept the screen as out-of-balance, in which case the invoice header status is changed to **H** (Hold), or you can continue editing.

NOTE: If the invoice type is **C** (credit note), this field is automatically stored as a negative amount.

The invoice total is reduced by either the amount entered in the Flat Discount Amount field or the resulting amount when the invoice Total is multiplied by the discount percent. For a detailed explanation of discount processing, see "DISCOUNT ACCOUNTING" on page 5-12.

9- HEADER STATUS (1-A-R)
This field contains the status of the invoice. Valid Status Codes are:

H   **Hold Invoice.** The Header Status is automatically set to Hold when adding all new invoices. If the Header Amount and the Total Detail amount are equal, the status automatically changes to Approved. Otherwise, the invoice remains as Hold. For Purchase Order-related Credit Notes, the invoices are set to PO Hold so they can be matched against the original invoice during Daily Batch Processing.

A   **Approved.** During the Invoice Add function and the Invoice Maintenance function, if all the detail lines of the invoice are approved, and the header amount of the invoice equals the detail amount of the invoice, the invoice header status can be set to approved. This is done when the invoice has been saved. Invoices with a Header Status of Approved are distributed to the General Ledger during the next Daily Batch Process. The Header Status is automatically changed to Distributed at that time.

U   **User Hold.** This Header Status keeps an invoice from being distributed to the General Ledger. The system never automatically defaults or reverses this status. You must manually change this status to the appropriate letter. When you have changed the status to something other than User Hold, the system verifies that the correct status has been entered. If an incorrect status is entered, the system automatically changes the Header Status to Approved, Hold, or PO Hold.

P   **PO-Related Discrepancy Hold.** The Header Status is automatically set to PO Hold if there is a price or quantity discrepancy, or both, on any of the detail lines of a Purchase Order-related invoice. This status can be changed to Approved only under the following conditions:

1)   Invoice detail lines are changed so that they all pass the variance checks and have line statuses of Approved.

2)   The purchase order is changed so that the invoice detail lines all pass the variance checks. (If the header status on a Purchase Order-related invoice is changed to Approved, the system automatically checks the variances on all

detail lines, without forcing you to press ENTER through each detail line. If all lines pass, the header status remains Approved.)

3) A credit note is applied against the detail line(s) that had a discrepancy and the line status has been changed to **E**.

D   Distributed. The header status is automatically changed to Distributed when an invoice is distributed to the General Ledger. (The expense or asset account entered on the invoice detail line is debited and the liability account stored in the Check code file is credited.) This occurs during daily batch processing for all invoices that had a header status of Approved. Invoice detail lines are not distributed to the GL until all detail lines and the invoice header are approved. The header status remains Distributed until the invoice is paid.

> **NOTE:**   All Patient/Insurance refunds have a header status of Distributed since the Patient Accounting system distributes them to the GL before they are sent to Accounts Payable.

C   Complete. The header status is automatically changed to Complete when a check is generated for an invoice. Only invoices with a header status of Distributed and Payment Due Dates equal to or less than the Check Pay Through Date are processed through the check process. An invoice with a Complete status cannot be changed or deleted.

A   Manual Pending. A Manual Pending status is used to indicate that an invoice which had a check printed outside of the system has been entered but has not yet gone through distribution. Once an invoice with a Manual Print Type goes through distribution, the status is changed to Manual Complete.

A   Demand Pending. A Demand Pending status is used to indicate that an invoice is flagged to be paid with a demand check. Once an invoice with a Demand Print Type is paid, the status is changed to Complete.

W   Complete for Manual Check. The header status is automatically changed to Manual Complete when an invoice for a manual check has gone through midnight processing. This status indicates the appropriate journal entries were made to debit the liability account and credit the cash account although no check was generated. An invoice with a Manual Complete status cannot be changed or deleted.

V   Void Check. The header status is automatically changed to Void Check when the check that paid the invoice is voided. This status indicates the invoice should no longer be considered as paid (even though the check information still displays on the invoice) since the check number that should have paid the invoice was voided. An invoice with a status of Void Check cannot be changed or deleted.

10. BUYER (3-A-O)
This field displays the buyer initials from the purchase order for purchase order invoice types only. It is used for researching invoice/purchase order discrepancies. For all

other invoice types, this field is optional. If the STAR Financials Materials Management interface field on the Entity Parameters screen contains **Y** for Yes, valid entries for this field are stored in the Buyer Code table. If the interface field contains **N** for No, this field can contain any user-defined value.

11. F.O.B. (DISPLAY ONLY) or (21-N-O)
For purchases order invoice types, this field is display only and contains the FOB drawn from the purchase order from Materials Management. For standard or manual type invoices, the FOB can be entered manually.

12. PERIOD INDICATOR (1-A-R)
This field is used to indicate the period into which an invoice's detail is to be expensed. Valid values are **P** for Prior period, **C** for Current period, and **F** for Future period. The system defaults to the current fiscal period.

If the Future period indicator is chosen, the system takes the current period plus one period. The GL entries will be debited to the prepaid expense account set up in the GL Related Parameters, and the credit will be to the GL Liability Account. The entries post in the current period. The second set of entries post in the next period and debit the account entered on the detail invoicing screen and credit the prepaid expense account set up in the GL Related Parameters. The posted amounts for the future period print on the Future Periods Expense Report.

Invoices cannot be expensed to the prior period after that period has been closed. The following error message displays:

> *PERIOD ALREADY CLOSED*

The system prompts you to re-enter the period indicator. The General Ledger entries are posted to the appropriate period in accordance with the value of this field.

Prior period posting is only used during the time period after month-end processing has occurred and before the period close process. Prior period posting only posts one month back regardless of how many periods are open in either AP or GL. Because future period posting is also allowed, care should be taken when entering invoices during this time to ensure that they are posted to the correct period. General Ledger balancing can be complicated by the fact that posting to multiple periods is taking place. To simplify this balancing process, daily and monthly distribution reports are sorted by fiscal period. Invoices (with a prior period indicator) entered while the prior period is open, but not distributed until after the period is closed, are automatically posted to the current period.

NOTE: PO-related invoices are expensed to the current period only; they cannot be expensed to prior or future periods.

Non-receipt PO-related invoices can be expensed to either the current or prior period, provided the prior period has not been closed and the Entity Parameter **NON-RECEIPT PO ACCRUE** field is set to No.

13. DISTRIBUTION PERIOD (DISPLAY ONLY)
This field is updated by the system with the period that the invoice was distributed to the General Ledger.

14. DISTRIBUTION DATE (DISPLAY ONLY)
This field displays the date the invoice was distributed to the General Ledger.

15. ORIGINAL VOUCHER (DISPLAY ONLY) or (10-AN-R)
This field is used for purchase order-related credit memos only. For all other types of invoices, this field is bypassed. The original voucher number is used to identify the invoice against which the credit note is to be applied. If this is not a PO-related credit memo, this field is either bypassed or used as a memo reference only. For PO-related credit memos, enter the voucher number or a dash (-) to display all invoices with a PO Hold status that are associated with the purchase order number in the P.O. Number field. Only the corresponding undistributed voucher should be selected for matching with a credit memo; otherwise, the credit memo will not distribute.

If a voucher number is entered, the system checks to ensure that the voucher number is a PO-related invoice and that it applies to the specified Purchase Order. If not, the following error message displays:

Invalid Voucher Number!

The following prompt is re-displayed:

Enter Original Voucher Number –

If you enter a dash (-) in this field, the system displays a complete listing of all undistributed invoices that are associated with the P.O. Number field on the header screen. Select the desired undistributed voucher from the list displayed and continue entering the credit memo header information.

16. 1099 CODE (2-AN-C)
16. T4A CODE (2-AN-C)
This field contains the Federal 1099 (T4A) Income type reporting code for this vendor. This field defaults from Vendor Master information for the entered vendor on the invoice header with user override allowed. The system bypasses this field if the Vendor 1099 (T4A) indicator is set to No. A code or a hyphen (-) can be entered to list the valid codes from the Federal 1099 (T4A) Reporting Code Table, or the field may be blanked out if the invoice amount should not be included in 1099 (T4A) payments.

Internal Revenue Service (Revenue of Canada) has defined income types to be reported in each box of the 1099 (T4A) form. This code is used on the Vendor Master, Invoice Header, and Calendar Year statistics to report vendor payments by 1099 (T4A) income type to the federal government at year-end.

17. FOOTNOTE CODE (2-N-O)
This field contains the Revenue Canada footnote code indicating the types of payment for this vendor within the income reporting code. This field defaults from the Vendor

Master information for the vendor entered on the vendor invoice header with user override allowed, or the field may be blanked out if the invoice amount should not be included in 1099 (T4A) payments. The system bypasses this field if the Vendor T4A indicator is set to No. A code or a hyphen (-) can be entered to list the valid footnote codes for the Income Reporting Code selected in field 16 from the Federal T4A Reporting Code Table. This field is not used for 1099 reporting. If there is a T4A/1099 code in field 16, the Footnote field must also be completed.

18. OTHER REGULAT (1-A-N)
This field displays a Y for yes if the vendor has been set with a Y on the Other Regulatory Reporting Information screen (see Vendor Maintenance in Chapter 4). Otherwise, the field is blank and not required. If the field contains Y, you can edit the field. However, if the field contains a blank or N (No), it cannot be edited.

19. TAX INDICATOR (1-A-C)
This field indicates whether this invoice is subject to Tax Parameter calculated taxes. Valid values are **T** for Taxable and **N** for Non-Taxable. The system defaults the tax indicator from the Vendor Master information for the Vendor entered on this invoice. If the invoice is PO related, the system displays this indicator from the PO header. User override is allowed on standard invoices. If the Entity Parameter is **N** for Non-Taxable or if the vendor is identified as being Non-Taxable in the Vendor Master, the system populates this field with "Non-Taxable" and bypasses the Tax Accounting field (field 20) completely, leaving it blank.

20. TAX ACCOUNTING (1-A-C)

NOTE: There should only be a value in this field if field 19 Tax Indicator is Taxable.

This field indicates to the system how you will do the tax accounting for this invoice. Valid values are **L** for Line Item and **S** for Single. The system defaults to **L** for Line Item with user override allowed. For PO Related invoices, the system defaults the value from the PO header.

a) The **S** (Single) indicator calculates the tax amount for the total invoice amounts entered on invoice detail screen. The tax accounting expenses the tax amount to the Tax Code Expense General Ledger Department/Sub-Account on the Accounts Payable Tax Parameters. User override is allowed. The system creates the additional Tax detail screens with the Tax amount and GL Department/Subaccount for each applicable tax type. User override is allowed.

> **NOTE:**   The accruals use each Tax Parameter Expense General Ledger Department/ Sub-Account from the Accounts Payable Tax Parameters if the Tax Accounting Indicator is Single.

b) The **L** (Line Item) indicator calculates the tax amount to the individual invoice detail lines. The tax accounting expenses the tax amount to each specific General Ledger Department/Asset / Liability Account and Subaccount according to the GL account on the invoice detail line. For PO-related invoices, the systems calculate the tax amount for each line item General Ledger Department /Asset/ Liability

Account and Subaccount on the purchase order. The system creates additional Tax detail screens for each tax code entered. User override is allowed only through Invoice Edit, after the invoice is added.

NOTE: The Accruals accrue the calculated tax expense to each PO line item General Ledger Department/Subaccount.

Header Information - Additional Screens

The following screens can be accessed through fields on the Invoice Header screen:

(21) Check Print

(22) Detail

(23) Freight

(24) Tax

(25) Comment

INVOICE CHECK PRINT SCREEN

When you select the Check Print field on the Invoice Header screen to add or maintain check-related information (or if the system goes to it automatically after you enter the Invoice Total), the following screen appears:

The Check Print Screen

```
                  General Hospital Invoice Add/Maintain Processor
                                             Mon Mar 27, 2000 01:26 pm
 Ent : HAPPY HOSPITAL 01      Create Date :03/01/2000 Edit by   :Smith, Jane
                              Voucher Nbr :2450       Edit Date :03/01/2000
 ( 1)Remittance   : 1-XINIA CORP       ( 8)Sep Ck Ind   : No
 ( 2)Check Code   : 3                  ( 9)Ck Priority  : No
 ( 3)Inv Due Date : 03/06/2000         (10)Chk Print Typ: Batch
 ( 4)Discount %   : 10.000%            (11)Check Nbr    :
 ( 5)Flat Disc Amt:                    (12)Check Date   :
 ( 6)Disc Date    : 03/06/2000         (13)Check Amt    :
 ( 7)Inv Pay Hold : No                 (14)Funds Trans  : No




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

Field Explanations (Check Print Screen)

ENTITY (DISPLAY ONLY)
This field displays the entered entity.

CREATE DATE (DISPLAY ONLY)
This field stores the date on which the invoice was initially created. It is automatically loaded with the current system date and cannot be changed. If a prompt pay discount applied, the Discount Date can be evaluated relative to this date if the Entity Parameter or Vendor Master Payment Calculation Date indicator was entered as **C** for Creation Date. The Invoice Due Date field will also be calculated relative to this date based on the same Entity parameters or the Payment Days on the Vendor Master, if established there.

EDIT BY (DISPLAY)
This field contains the ID number of the user who last modified the invoice. The screen displays a portion of the person's name associated with this ID number. The system updates this field when an invoice is added or changed.

VOUCHER NBR (DISPLAY ONLY)
This field contains the internal voucher number automatically assigned by the system. It is not assigned in the Invoice Add function until the Invoice Header screen is accepted. It then displays on the Invoice Detail screen, so it can be recorded on the source document. The number automatically goes back to one (1) when the highest number has been used.

EDIT DATE (DISPLAY ONLY)
This field contains the date of the last modification to the invoice header. It is updated when an invoice is added or changed.

NOTE: For EFT vouchers, verify that both the EFT Vendor Remittance and EFT Check Code populate these fields prior to invoice distribution. The system uses the first remittance address, or if it doesn't exist, the vendor main address for creating EFT payment records. Remember that EFT payments **cannot** be voided. If an error is made, you and the vendor have to process a standard credit memo to correct it.

1. REMITTANCE (25-AN-O)
This field contains check remittance information for this specific invoice. You can use the Vendor Master to store multiple remittance address information. During invoicing, you can select any of the remittance addresses for the chosen vendor. You can press ENTER at this field to display the first remittance address in the Vendor Master as a default, or you can select a different address by using the hyphen (-) key to display a list of addresses.

During check processing, the Remittance Address selected for the invoice prints on the check. If no remittance address is established in the Vendor Master, this field is left blank, and the check produced for this invoice shows the main vendor address. Also, if a remittance address was chosen but gets deleted before a check is printed, the remittance number is displayed through invoice inquiry with an asterisk preceeding it. This indicates that the main vendor address was used as the default.

2. CHECK CODE (2-N-R)
This field contains the check code identifying the checking account from which this invoice is paid when multiple checking accounts are used within the Accounts Payable system.

This field defaults to the Check code on the Entity Parameters screen for the type of invoice being entered.

- For invoice type **R** (refund), this field defaults to the Refund Check code and cannot be changed.

- For invoice type **E** (employee reimbursement), this field defaults to the Employee Reimbursement Check code, but can be overridden.

- For invoice types **P** (purchase order-related) and **N** (non-receipt purchase order-related), this field defaults to the Capital Acquisition check code if the following conditions are met:

  - A check code has been entered in the Capital Acquisition Check Code field of the Entity Parameters Processor screen

  - That check code has been set up in the Check Code tables, and

- The Capital PO field on the Purchase Order Header screen is set to Yes.

The default Capital Acquisition check code can be overridden.

For all other invoice types, this field defaults to the Invoice Check Code. This field can be changed to any valid Check code only if the invoice has not been distributed to the General Ledger.

3. INV DUE DATE (8-N-R)
This field designates what date this invoice is due. The system automatically calculates this field based on the following series of checks:

- If the invoice type is R for Refund, the system computes the Invoice Due Date as the next Check Run Date (from the Check Run Dates field on the Check Code Tables screen). This is done automatically during Daily Processing as Refund Invoices are created from the Patient Accounting Refund Requests.

- If the invoice type is E for Employee Reimbursement, the system computes the Invoice Due Date as the next check run date (from the Check Run Dates field on the Check Code Tables screen).

For all other invoice types, use the following computations:

- Check Vendor Master (or the Entity Parameters if the Vendor Terms in the vendor Master is NULL) Payment Calculation Date field. If the value is C for Creation Date, use the Invoice Creation Date in the calculation. If it is V for Vendor Invoice Date, use the Vendor's Invoice Date in the calculation.

- Check Vendor Terms field in the Vendor Master (or the Entity Parameters if the Vendor Terms in the Vendor Master is NULL). Add the number of days found in the Vendor Terms field to the Vendor Invoice Date or the Creation date (whichever is used to determine the Invoice Due Date). The automatically computed date is put into the Invoice Due Date field on the Invoice Header, but it can be overridden.

4. DISCOUNT % (6-N-O)
This field contains the prompt Pay Discount Percent. This field defaults to the prompt Pay Discount Percent on the Vendor Master, but can be overridden. If the Employee Reimbursement or Credit Memo Invoice options are chosen, discounts (either percent or flat amounts) are not allowed. The Invoice Subtotal (for standard invoices: invoice subtotal, for PO-related invoices: invoice subtotal plus any PO credit amount) is multiplied by this percentage at Check Processing time, and the resulting dollar amount is deducted from the Invoice Total when the check is printed.

For a detailed explanation of discount processing, see "DISCOUNT ACCOUNTING" on page 5-12. If the Discount Percent field is entered, the Flat Discount Amount field is skipped. The Discount Percent can only be entered if no Flat Discount is entered, since an invoice can only be discounted by one method.

General Ledger journal entries are created at Check Processing time to record all discounts taken. Credits are posted to the Discount department/subaccount stored on the Check Code Parameters.

5. FLAT DISC AMT (12-N-O)

This field contains a dollar amount deducted from the invoice total when the check is printed. Any discount that applies to the invoice, other than a percentage discount, should be entered in this field. This field can only be entered if no Discount Percent was entered, since an invoice can only be discounted by one method. The amount in this field cannot be greater than the invoice amount. If you enter a greater amount, an error message will be displayed.

General Ledger journal entries are created at Check Processing time to record all discounts taken. Credits are posted to the Discount Department and Subaccount stored on the Check Code parameters.

6. DISC DATE (3-N-O)

This is the prompt pay discount date. This field is calculated from the Prompt Pay Discount Days on the Vendor Master, but it can be overridden. If the invoice is paid within the date entered here (calculated from either the invoice Creation Date or the Vendor's Invoice Date, depending on the Entity Parameter or Vendor Master Payment Calculation Date), the discount will be applied to the invoice at Check Processing time. The invoice total will be reduced by either the amount entered in the Flat Discount Amount field or the resulting dollar amount when the invoice total is multiplied by the Discount percent. For a detailed explanation of discount processing, see "DISCOUNT ACCOUNTING" on page 5-12.

7. INV PAY HOLD (1-A-O)

This field is used to keep an invoice from being paid. Enter either **Y** for Yes or **N** for No. If this field contains Y, payment for the invoice is held, regardless of the payment due date, and the invoice does not appear on the Cash Requirements Report. However, the invoice does distribute to the General Ledger if the header status is A for Approved. The default for this field is N.

8. SEP CK IND (1-A-O)

This field indicates whether payment for this invoice is combined with payments for other invoices for this vendor. Enter either **Y** for Yes or **N** for No. If this field contains Y, a separate check is issued to the vendor for this invoice. If this field contains N, this invoice is combined with other invoices for the vendor into one payment to the vendor. The default for this field is N.

9. CHK PRIORITY (1-A-R)

This field labels an invoice as a priority invoice. When checks are printed, the invoices marked as priority print immediately following the employee reimbursement and patient refund checks. This facilitates the check approval and signature process that takes place after checks are printed since all priority checks are sorted together. Enter either **Y** for Yes or **N** for No. This field defaults to N.

NOTE: If a vendor has multiple invoices, and only one is marked as Priority, a separate check prints for the Priority invoice(s). If all invoices for the vendor should print on the same check, this field should contain Y for all invoices.

If a credit memo is pending for the vendor, the system ignores the Check Priority field.

10. CHK PRINT TYP (1-A-O)
This field is used for check processing. The options indicate which type of check will be used to pay this invoice. Values are:

D Indicates that a **Demand** check will be printed, in which case the Check Number, Check Date, and Check Amount fields are skipped, as these are system-updated during the Demand Check Process.

M Indicates that a **Manual** check was used to pay this invoice. Because the check was typed outside the system, the Check Number, Check Date and Check Amount fields are required.

NOTE: Only one invoice can be attached to a manual check print type.

B Indicates that a **Batch** check will be printed, in which case the Check Number, Check Date, and Check Amount fields are skipped, as these are system-updated during the Batch Check Process.

This field will default to B for Batch. This means the invoice will be processed through the regular Batch Check Process. This field is used for all invoice types. Each invoice type is described later in this chapter. The Check Print type may be changed if a check has not yet printed for the invoice.

If you are entering a PO-related invoice and changing the Check Print Type to Demand or Manual, the system locks the invoice so that only the following fields can be edited: Remittance, Invoice Due Date, Discount %, Flat Discount Amount, Discount Date, Invoice Payment Hold, Separate Check Indicator, and Check Priority. All other fields for the invoice are locked.

If you try to set a voucher to Demand or Manual on the Check Print screen and a Demand or Manual check or voucher has already been created that day for the same purchase order, one of two messages is displayed:

• If a Manual or Demand Check exists for that purchase order and is spending posting that night, the message is:

PO is already on Demand/Manual Check XXXXX printed today. This could be a duplicate! Do you want to continue (Y/N)?

You must enter **Y** if you want to continue.

- If another demand check voucher exists for the same purchase order, the message is:

  PO is already on Voucher XXXXXX set to Demand Check Pending. This could be a duplicate! Do you want to continue (Y/N)?

If you try to change a voucher to Demand on the check print screen and another voucher exists for the same purchase order but has not yet gone through the distribution process, the following message is displayed:

  Voucher(s) not yet Distributed exist(s) for the same PO number! Demand Check Print Type not recommended! Do you want to continue (Y/N)[N] --?

You should review the related vouchers to determine how to handle any discrepancies.

NOTE: These messages alert you to double-check existing vouchers that are already on a Demand/Manual voucher or check pending completion that night. Then you can manage the existing vouchers and prevent duplicate payments. If you choose to continue and the same purchase order line is being paid on both vouchers, both are processed. You have control over Demand checks; the warning messages are provided only as a reminder to help prevent duplication. You must intercede to make certain your desire to change the check print type to Demand/Manual is valid.

To change the Check Print type on an invoice, use the following procedures:

- **for Manual Type Invoices:**

  On Manual Check invoices, the system will accommodate only one invoice per check; therefore, credit memos cannot be used on Manual Check print types.

- **for Standard Invoices, Non-PO Related Credit Memos, Employee Reimbursements, Recurring Invoices, and Patient Refunds:**

  All invoices that are set up as Standard, Employee Reimbursement, Patient Refunds, and Recurring can have checks generated through the Batch process, Manually or on Demand. The only exception is Credit Memos, which cannot be set up as Manual.

  If the above type invoices have a status of Approved or Distributed, the Standard Invoice can be changed from Batch to Manual or Demand print types and vice versa. These invoices can be changed during Invoice Add or Maintenance.

  If the Standard invoice is Complete, you cannot change the status of the Check Print Type field, as the check has already been printed. The Check Print Type field on the invoice can be changed to Manual or Demand if the Header Status is Approved or Distributed. The Invoice Header status must have an Approved or Distributed status before the invoice can be processed as paid.

- **for PO Related Invoices:**

  The Check Print field on the PO Related Invoice can be changed from Batch to Demand or Manual if the invoice is Approved or Distributed.

  On PO Related Invoices, the system will not allow you to change the Check Print field from the Batch option if a Hold, User Hold, or PO Hold condition exists. The system also will not allow you to change the Invoice back from a Manual or Demand to a Batch if the invoice is saved as a Manual or Demand unless detail line changes cause the header and detail to no longer agree.

  The reason for this deviation from the Standard type invoice is to make sure that all detail lines of the PO Related invoice have been properly matched to the purchase order, and that there are no variances on the invoice detail line that would cause the invoice to not distribute.

  If the PO Related Invoice has an Approved or Distributed Status, the Check Print field may be changed from Batch to Demand or Manual. Once the field option has been changed, and the invoice has an Approved Status, the system will automatically invoke the Auto Approval process check to make sure that all detail lines are matched to the purchase order. If all lines are matched, then the invoice header status is changed from Approved to Manual Pending or Demand Pending. These statuses apply to all invoice types and are the same as a Distributed Status.

  Demand Pending indicates to the system that all invoice detail matching to purchase order lines is complete and a check may be generated before midnight processing takes place. The header status will remain Demand Pending until either a demand check is generated or the check print type is changed. If a Demand Check is produced for a PO Related invoice before midnight processing, then during midnight processing the status of the invoice will be changed to Complete.

  Once the status of a PO Related invoice has been changed to Demand, Pending, or Distributed, the invoice may not be deleted or changed (except for certain fields such as Due Date).

  When the Check Print Type is changed from Batch to Manual, the same edit checking takes place to make sure that the invoice detail lines have been properly matched to the invoice. If the lines are matched and the status of the invoice was Approved, the status will be changed to Manual Pending. Once the invoice goes through midnight processing, the status is changed to Complete. If the status of the invoice was distributed when the Check Print Type is changed to Manual, the status remains Distributed until the invoice goes through midnight processing, at which time the status is changed to Complete.

- **for PO Related Credit Memos:**

The Check Print Type on a PO Related Credit Memo can only be changed once the Credit Memo has gone through distribution. The reason for this is that if a PO Related Invoice has a line discrepancy and a credit memo must be entered to correct it, the invoice will have a PO Hold status. PO Related invoices cannot have the check print type changed unless the Header Status is Approved or Distributed (for reasons explained above). Therefore, if a Demand Check must be written for a PO Related Invoice that has a credit memo associated with the Invoice, both must be distributed.

11. CHECK NBR (9-N-C)
This field contains the check number used to pay the invoice. With the exception of manual checks, the check process updates this field for all invoice types and is Display Only.

For M (Manual) Check Print Type, this field is required. For Check Print Type D (Demand), this field will update automatically. If this field is left blank, and a Demand Check was not printed, the invoice prints on the Demand Cash Requirements Report until a check is generated.

When you access this field, the system prompts you to enter a check number, with the next check number shown as the default:

Enter Check number or NL for next ck #(999)--

You can accept the default check number or enter a new number. If you enter a check number that is greater than the next system check number, the system displays the following message:

Check number is larger than next system check number. Are you sure? (Y/N)--

You cannot enter a check number that is lesser than the next system check number. In this case, the system displays an error message:

Check number cannot be smaller than next system check number!

When a check number for a Manual Check invoice is entered, that check number will be compared to the manual and regular check history. If a duplicate check is found, an error message displays and you must enter another check number.

12. CHECK DATE (8-N-C)
This field contains the date on the check used to pay the invoice. With the exception of a Manual Print type, the Check Process updates this field for all invoice types and the field is Display Only. For Manual Check invoices, the date is entered in this field, unless you are using the Demand Check feature, which will update this field automatically.

13. CHECK AMT (14-N-C)

This field contains the amount of the check used to pay the invoice. This amount entered in this field is not necessarily the same amount as the Invoice Amount, since discounts can be taken at Check Processing time, or multiple invoices can be paid with the same check, with the exception of a Manual Print type. For invoices with a Manual Print type, this field is must be entered with the amount of the invoice.

14. FUNDS TRANS (1-A-C)

Values for this field are **Yes** or **No**. When invoices are created in an entity set up to allow funds transfer and for a vendor set up to be paid by funds transfer, this field defaults to Yes. Otherwise, this field defaults to No. This is only true for Batch checks. You can only change the content of this field if the entity is set up to allow funds transfer and the vendor is set up to be paid by funds transfer, prior to payment of the invoice.

After you enter the required information on the Check Print screen, the system automatically returns to the Invoice Header screen. Press ENTER at the Enter field number prompt, and the system will prompt: Accept this screen? Press ENTER to accept the default response Yes. If a duplicate voucher already exists in the system, one of the following messages will display, depending on the **CRITERIA FOR DUPLICATE INVOICE WARNING** field setting in System Parameters (see Chapter 3):

- If another invoice voucher already exists with a matching Vendor Number and Invoice Number, the message: Warning! Possible Duplicate Invoice displays.

- If another invoice voucher already exists with a matching Vendor Number, Invoice Number, and Invoice Total, the message: Error! Duplicate Invoice! displays.

The system then displays the matching vouchers at the bottom of the screen (press ENTER to return to the Header portion and *Accept this screen?* prompt):

```
Voucher Nbr   Vendor Nbr   Vendor Name             Vndr Inv Dt  Inv Total
      2084          17     XINIA CORP              09/14/1999   $100.50
      2733          17     XINIA CORP              04/12/2000   $100.00
      2742          17     XINIA CORP              04/12/2000   $100.00
Press NL
```

INVOICE DETAIL SCREENS - NON-PURCHASE ORDER-RELATED

After you accept the Header screen in the Invoice Add process, the following prompt is displayed if the Vendor Master is set to "Taxable" for this vendor: (if the vendor is non-taxable, the detail screen displays)

View/Change Tax Parameters? (Y/N) [N]--

Enter **Y** (Yes) to view the Tax Parameters screen (see below for example). On this screen you can change the tax percentages before actually adding detail lines to the invoice. When the detail lines of the invoice are entered, you can also view the

Calculated Tax screen where the actual tax amounts have been calculated. (The Edit process for Non-PO-related invoices does not allow you to view the tax information.)

The Tax Parameters Screen for a Non-PO Related Invoice

```
                    General Hospital Invoice Add/Maintain Processor
                                             Tue Apr 11, 2000 03:18 pm
Entity                 Type Vendor                      P.O. Nbr   Voucher
HAPPY HOSPITAL 01       S   17 XINIA CORP                             2724
                        Accumulated Invoice Totals
   Inv Subtotal                          Tax  Freight     Inv Total   Disc/IT
        0.00                            0.00     0.00          0.00      0.00

Invoice Header Total        SAT Withheld  Declining Balance
     1,000.00                   0.00          1,000.00
Tax   ----------- Expense ------------- ---------  Recovery --------------
Code  Percent    Department    Subaccount  Percent    Department    Subaccount
123    8.000%         0.145        12.50                    0.145        12.70
CTY    6.250%         6.106        00.71  25.000%           6.106        00.75




View/Change Tax Parameters? (Y/N) [N]--
```

Field Explanations (Tax Parameters Screen)

ENTITY (DISPLAY ONLY)
This field displays the entered entity.

TYPE (DISPLAY ONLY)
This field identifies the type of invoice. The type is selected from a menu prior to displaying the Invoice Header screen. Valid invoice types for this tax screen are:

- **S** Standard invoice
- **E** Employee reimbursement
- **C** Credit note
- **P** PO Related
- **N** Non-Receipt PO Related

The type of invoice selected determines which fields must be completed on this screen.

VENDOR (DISPLAY)
This field contains the vendor number and a portion of the vendor name. The vendor is entered on the Invoice Header screen and displays on the Invoice Detail screen for reference only.

PURCHASE ORDER NUMBER (DISPLAY ONLY)
This field contains the related purchase order number entered on the Invoice Header screen. It displays on the Invoice Detail screen for reference only.

VOUCHER NUMBER (DISPLAY ONLY)
This field contains the internal voucher number automatically assigned by the system after the Invoice header is accepted. If this is a new invoice, you should record this number on the source document. Voucher numbers are not entity-specific and therefore are not duplicated in multiple entities.

INVOICE SUBTOTAL (DISPLAY ONLY)
This field contains the cumulative total of all regular and credit invoice detail lines. It is automatically updated with the line amounts as regular detail lines and income tax lines are entered, changed, or deleted. The invoice subtotal is the invoice total excluding tax, freight, and discounts. Credit lines update the Invoice Subtotal field on standard invoices but not on PO Related invoices. You cannot enter credit lines on N type invoices at all.

TAX (DISPLAY ONLY)
This field contains the cumulative total tax amounts of all corresponding Tax and Recovery Tax line types for this invoice. It is automatically updated with the line amounts as invoice detail lines are entered, with the system calculating the tax amounts for each line. This field is blank when the invoice is Non-taxable unless sales tax lines (line type T) are entered on an invoice.

FREIGHT (DISPLAY ONLY)
This field contains the cumulative total freight amounts of all corresponding Freight type invoice detail lines for this invoice. It is automatically updated with the line amounts as Freight detail lines are entered.

INVOICE TOTAL (DISPLAY ONLY)
This field contains the cumulative total amounts of all invoice detail lines for this invoice. It is automatically updated as detail lines are entered. Discount amounts are not included in this total. This is the gross invoice amount. The discounts taken against the invoice are stored in the Discounts field, which is updated during check processing.

DISCOUNTS (DISPLAY ONLY)
This field contains the discount amount deducted from the invoice total at check processing time. This field is not updated until the invoice is paid; therefore, it reflects discounts taken.

INVOICE HEADER TOTAL (DISPLAY ONLY)
This field reflects the amount that was entered on the Invoice Header screen. If the amount in this field does not equal the total of the detail lines, this field can be changed without going back to the header.

SAT WITHHELD (DISPLAY ONLY)
After the invoice distributes, this field reflects the dollar value of the SAT (Self-Assessed Tax) withheld from the vendor payment amount.

DECLINING BALANCE (DISPLAY ONLY)
This field represents the difference between the accumulated total of the detail lines entered thus far (including line items, freight lines, calculated taxes, income tax, sales tax "T" lines, and credit lines) and the header total. A zero balance indicates that the header and detail totals agree. A positive balance means the header total is larger than the detail total. A negative balance means the header total is smaller than the detail total. Every time a change is made to detail information, the system automatically recalculates this field.

TAX CODE (3-AN-O)
This field contains the user-defined Tax Code(s). You can enter a code or a hyphen to display a list of valid codes. The Tax Code is used on the Purchase Order and on any type of invoice as long as either the vendor or the vendor/purchase order is flagged as being taxable. You can post the tax expense to a specific expense Department and subaccount.

TAX PERCENT (7-N-R)
This field contains the tax percent for this tax code. This field is used to calculate the tax amount for the purchase order and the invoice. When entering the purchase order or the invoice, the tax percent is multiplied by either the taxable detail lines or the summary line to compute the amount of tax due. The amounts can be overridden. The entry range for this field is 0 to 999.999. The display format is 999.999%.

TAX EXPENSE DEPARTMENT (10-N-R)
This field contains the department of the General Ledger account number designated as the default tax expense department. This field displays (but can be overridden) as the department is debited when Tax line types and the tax accounting method is Single are entered on the Invoice Header screen. The field displays will be overwritten by the detail line GL accounts if the tax accounting method is Line. You can enter the department number or a hyphen (-) to display a list of valid departments. The entry is validated against the General Ledger Department Master.

TAX EXPENSE SUBACCOUNT (10-N-R)
This field contains the subaccount of the General Ledger account number designated as the default tax expense subaccount. You can enter the subaccount number or a hyphen (-) to display a list of valid subaccounts for the department entered. This field displays (but can be overridden) as the subaccount to debit when Tax line types and the tax accounting method is Single are entered on the Invoice Header screen. The field displays will be overwritten by the detail line GL accounts if the tax accounting method is Line.   When combined with Tax Department field, it is validated against the General Ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is inactive or filed as deleted, the system displays an error message.

RECOVERY PERCENT (7-N-O)
This field contains the percent of tax recovery for this tax code. This field is used to calculate the percent of the tax calculation that is recovered from the taxing authority. When entering the purchase order or the invoice, the percent of tax recovery defaults this value. The calculated recovery amount posts to the tax recovery department/ subaccount entered on the Tax Parameter. This amount can be overridden. The entry range for this field is 0 to 100.000. The display format is 999.999%. This field may be blank. If blank, the system assumes there is no tax recovery amount and all the tax calculated is expensed according to the tax accounting method selected.

TAX RECOVERY DEPARTMENT (10-N-O)
This field contains the department of the General Ledger account number designated as the default tax recovery account. This field displays (but can be overridden) as the department to debit when Recovery line types and the Invoice Header contains a percent of recovery. You can enter the department number or a hyphen (-) to display a list of valid departments. The entry is validated against the General Ledger Department Master.

TAX RECOVERY SUBACCOUNT (10-N-O)
This field contains the subaccount of the General Ledger account number designated as the default tax recovery account. You can enter the subaccount number or a hyphen (-) to display a list of valid subaccounts for the entered department. This field displays (but can be overridden) as the subaccount to debit when Tax line types and the Invoice Header contain a percent of recovery. When combined with Tax Recovery Department field, it is validated against the General Ledger Chart of Accounts.

NOTE: If you enter a subaccount number that is inactive or filed as deleted, the system displays an error message.

After viewing/editing the Tax Parameters screen (or if you responded No to the View/ Edit Tax parameters? prompt), the detail screen then displays:

The Detail Line Item Screen for a Non-PO Related Invoice

```
                General Hospital Invoice Add/Maintain Processor
                                              Tue Apr 11, 2000 03:18 pm
Entity                   Type Vendor                       P.O. Nbr    Voucher
HAPPY HOSPITAL 01          S   17 XINIA CORP                             2724
                           Accumulated Invoice Totals
    Inv Subtotal                        Tax  Freight     Inv Total   Disc/IT
       850.00                        135.38    0.00        985.38

Invoice Header Total     SAT Withheld  Declining Balance
      1,000.00                 0.00          14.62

Ln   Ln                  -------- GL Distribution -------- Emplymnt Agncy
Nbr  Ty    Line Amount  Ent.    Department    Subaccount  Job Cl   Hours  Stat
1             $100.00   01         6.010         30.00                     A
2             $150.00   01         6.010         30.02                     A
3             $200.00   01         6.010         30.03                     A
4             $300.00   01         6.010         30.04                     A
5     C      -$100.00   01         6.011         30.01                     A
6             $100.00   02          6011          3001                     A
7             $100.00   03         60.11         3.001                     A




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

Detail Line Types Allowed for Entry

- Standard invoice with Tax Indicator of Non-Taxable allows blank, "T" tax and "C" credit detail line type entry. If no discount is associated with the voucher, "I" income tax line types are also allowed.

- Standard invoice with Tax Indicator of Taxable allows both blank and "C" credit line type entry only. Taxes are calculated on both.

- Standard credit memo with Tax Indicator of Non-Taxable allows both blank and "T" tax line types only.

- Standard credit memo with Tax Indicator of Taxable allows blank line type entry only.

Field Explanations (Detail Line Item Screen, Non-PO Related Invoice)

ENTITY (DISPLAY ONLY)
This field displays the entered entity.

TYPE (DISPLAY ONLY)
This field identifies the type of invoice. The type is selected from a menu prior to displaying the Invoice Header screen. Valid invoice types for this Detail screen are: S for standard invoice, E for employee reimbursement, and C for credit memo, if not purchase order-related. The type of invoice selected determines which fields must be completed on this screen.

VENDOR (DISPLAY ONLY)
This field contains the vendor number and a portion of the vendor name. The vendor is entered on the Invoice Header screen and displays on the Invoice Detail screen for reference only.

PURCHASE ORDER NUMBER (DISPLAY ONLY)
This field contains the related purchase order number entered on the Invoice Header screen. It displays on the Invoice Detail screen for reference only.

VOUCHER NUMBER (DISPLAY ONLY)
This field contains the internal voucher number automatically assigned by the system after the Invoice header has been accepted. If this is a new invoice, you should record this number on the source document. Voucher numbers are not entity-specific; therefore, each voucher number is entirely unique regardless of the number of entities.

INVOICE SUBTOTAL (DISPLAY ONLY)
This field contains the cumulative total of all regular and credit invoice detail lines. It is automatically updated with the line amount dollars as regular detail lines are entered, changed, or deleted. The invoice subtotal is the invoice total excluding tax, freight, and discounts. Credit lines on purchase order related invoices are subtotaled and displayed in the Accumulated Invoice Totals portion of the screen.

TAX (DISPLAY ONLY)
This field contains the cumulative total tax dollars of all corresponding calculated tax lines plus any Tax invoice detail lines for this invoice. It is automatically updated with the line amount dollars as tax detail lines are entered, both calculated tax lines and sales tax lines (line type T).

FREIGHT (DISPLAY ONLY)
This field contains the cumulative total freight dollars of all corresponding Freight detail lines for this invoice. It is automatically updated with the line amount dollars as Freight detail lines are entered, deleted or changed, and allocated.

INVOICE TOTAL (DISPLAY ONLY)
This field contains the cumulative total dollars of all invoice detail lines for this invoice. It is automatically updated as detail lines are entered. (Discount amounts are NOT included in this total. This is the gross invoice amount. The discounts actually taken against the invoice are stored in the Discounts field, which is updated during check processing.)

DISCOUNTS (DISPLAY ONLY)
This field contains the discount dollar amount deducted from the invoice total at check processing time. This field is not updated until the invoice is paid; it therefore reflects discounts actually taken.

INVOICE HEADER TOTAL (DISPLAY ONLY)
This field reflects the amount that was entered on the Invoice Header Screen. If the amount in this field does not equal the total of the detail lines, then this field can be

changed without going back to the header. When the Invoice Detail screen is accepted, the header and the detail amounts are compared.

SAT WITHHELD (DISPLAY ONLY)
This field reflects the SAT (Self-Assessed Tax) amount to be withheld from the vendor payment. This field is populated upon invoice distribution to the General Ledger.

DECLINING BALANCE (DISPLAY ONLY)
This field represents the difference between the accumulated total of the detail lines (including invoice lines, freight lines, calculated taxes, income tax, sales tax "T" lines, credit lines) entered thus far, and the header total. Every time a change is made to detail information, the system automatically recalculates this field.

• A zero declining balance indicates that the header and detail totals agree.

• A positive declining balance means the header total is larger than the detail total.

• A negative declining balance means the header total is smaller than the detail total.

The system prompts you to accept the screen:

Accept this screen? (Y/N) [Y]--

If you enter **N** for No in response to this prompt, the system returns to the first line of the scrolling screen.

If you enter **Y** for Yes to accept the screen, the system checks the header and detail amounts. If the amounts are not equal, an error message displays followed by a prompt to change the total:

Total Amount of Lines Does Not Match Invoice Total.
Change Header Total ($ ##.##) to match Detail Total ($ ##.##) (Y/N) [N]--

If you enter **Y** for Yes, the Header Amount is changed to match the Detail Amount, and the screen is then filed. The status will change from Hold to Approved.

If you enter **N** for No, the Header Amount is not changed to match the detail amount, and the screen is then Filed. The status will remain On Hold.

LINE NUMBER (DISPLAY ONLY)
This number is automatically assigned by the system. It is a sequential number given to each detail line as it is added. If lines are added or deleted, this number is automatically recomputed.

NOTE: Detail lines cannot be deleted after the invoice is distributed to the General Ledger.

LINE TYPE (1-A-R)
This field indicates whether the detail line is blank (a regular invoice line), T for tax line, C for credit line or I for Income tax line. If the line type is blank, C for Credit Line, or I for Income Tax line, the line amount is totaled in the Invoice Subtotal and Invoice Total fields. T tax line amounts are added to the Invoice Total, but not to the Invoice Subtotal.

If the line type is I, Vendors receiving payments with income tax withheld from Accounts Payable must be set up in the Vendor Master as a 1099 (T4A) vendor, and invoices containing income tax lines must be non-taxable as well as not subject to discount. During Midnight Processing, invoice income tax lines distribute to the Income Tax Liability Account designated in GL Related Parameters.

If the line type is T (for Tax), the line amount is automatically calculated either by the sales tax percent on the Vendor Purchasing Information screen, or the sales tax percent in Entity Parameters. This amount can be overridden. During Midnight Processing, this amount distributes to the Check Code Liability Account associated with the invoice.

NOTE: All voucher types (Standard, PO Related, PO Related Credit Memos and Standard Credit Memos) with a tax indicator of Taxable cannot contain "T" tax type detail lines. If you enter T tax detail lines on an invoice with calculated taxes, the system displays the following error message:

Error: Invalid format for this field!

If the line type is C, the line amount is automatically maintained as a negative number. A cumulative total is stored in the Invoice Subtotal and Invoice Total fields.

NOTE: C credit detail lines cannot be entered for either Standard or PO Related Credit memos. If you enter a C credit detail line on an invoice with calculated taxes, the system displays the following error message:

Error: Invalid format for this field!

LINE AMOUNT (12-N-R)
This field contains the dollar amount for the line.

NOTE: If the invoice type is C for credit memo, this field is automatically stored as a negative amount.

GL DISTRIBUTION ENT. (2-AN-R)
This field contains the entity to which this line will be expensed. The system defaults to the Invoice Create Entity entered when accessing the Invoicing function. It can, however, be a Link Entity to which the paying Entity is authorized to expense, as established in the Intercompany Accounts parameters. You can enter the code or a hyphen (-) to display a list of valid link entities for the paying entity.

GL DISTRIBUTION DEPARTMENT (10-N-R)
This field contains the department to which this line will be expensed. This field must be entered for all regular invoice detail lines. However, if the line type is T or F, the department defaults to the Sales Tax Dept or Freight Dept fields established on the GL Related Parameters screen. If a Link Entity was entered, the system defaults to the Expense department from the Intercompany Accounts parameters. However, you can override the default. You can enter the department or a hyphen (-) to display a list of valid entries. If you entered a link entity, the valid departments displayed are from the link entity's Chart of Accounts.

GL DISTRIBUTION SUBACCOUNT (10-N-R)
This field contains the subaccount to which this line will be expensed. This field must be completed for all regular invoice detail lines. However, if the line type is T or F, the subaccount defaults to the sales tax or Freight Subaccounts established in the GL Related Parameters. If a Link Entity was entered, the subaccount defaults to the Expense subaccount from the Intercompany Accounts table. All defaults can be overridden. You can enter the subaccount number or a hyphen (-) to display a list of valid entries. If a Link Entity was entered, the valid subaccounts displayed are from the Link Entity's Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

EMPLOYMENT AGENCY JOB CLASS (4-AN-O)
This field contains the Job Class Code that is used when invoices for contract employment payments such as Agency Nursingare entered. A report is printed during the AP Close Period Process to report hours and dollars by job class for each GL department. Only invoice detail lines that have a number entered in the Employment Agency Hours field are printed on the report. This report is used to supplement Payroll Labor Distribution, since this type of employment normally is not reported through the Payroll system. If the Job Class Code is not known, a hyphen can be entered in this field to display a list of valid codes for the entity.

EMPLOYMENT AGENCY HOURS (6-N-O)
This field contains the employment hours that are used when invoices for contract employment payments such as Agency Nursingare entered. A report is printed during the AP period close process to report hours and dollars by Job Class for each GL department. Only invoice detail lines that have a number entered in this field are printed on the report. This report is used to supplement Payroll Labor distribution, since this type of employment normally is not reported through the Payroll/Human Resources system.

DETAIL LINE STATUS (DISPLAY ONLY)
This field indicates the status of each detail line. Valid codes are:

A   Approved. The status is automatically set to A when a line is entered.

D   Distributed. The status is automatically changed to D when the line is distributed to the General Ledger. Line Items are only distributed after all detail

lines and the invoice header are approved. Detail lines with this status cannot be changed or deleted.

If the vendor was taxable and taxes were calculated for this invoice, after accepting the detail line screen the system will prompt whether you want to view the tax amounts:

Would you like to View/Edit Tax screens (Y/N) [N] ?--

The following prompt displays if Yes is selected to view tax screens:

Enter Tax Code, or `-` for list --

At the Tax Code prompt, you can type a hyphen (-) to view/select from a lookup table displayed under the "GL Distribution" headings on the detail line item screen:

```
Ln   Ln                    -------- GL Distribution --------  Emplymnt Agncy
Nbr  Ty      Line Amount  Ent.    Department     Subaccount  Job Cl   Hours  Stat
Page:01                           Tax Codes
( 1) 123-STATE TAX
( 2) CTY-COUNTY TAX




Enter choice--
```

After you select a Tax Code, the Calculated Tax screen displays.

The Calculated Tax Screen

```
                    General Hospital Invoice Add/Maintain Processor
                                               Tue Apr 11, 2000 03:18 pm
Entity                  Type Vendor                        P.O. Nbr    Voucher
HAPPY HOSPITAL 01        S   17 XINIA CORP                                2724
                            Accumulated Invoice Totals
    Inv Subtotal                        Tax   Freight      Inv Total   Disc/IT
        850.00                        121.13    0.00         971.13

Invoice Header Total       SAT Withheld  Declining Balance
      1,000.00                     0.00         28.87
                    Last Edited: 04/11/2000 15:23 Smith, Jane
Ln   Ln                   -------- GL Distribution --------   Tax    Tax/Rec
Nbr  Ty    Line Amount   Ent.    Department    Subaccount  Code    Percent Stat
1    T          8.00  01         60.10           3.000     123      8.000  A
2    T         12.00  01         60.10           3.002     123      8.000  A
3    T         16.00  01         60.10           3.003     123      8.000  A
4    T         24.00  01         60.10           3.004     123      8.000  A
5    T         -8.00  01         60.11           3.001     123      8.000  A
6    T          8.00  02         60.11           3.001     123      8.000  A
7    T          8.00  03         60.11           3.001     123      8.000  A




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

NOTE: Calculated Taxes is a very complicatedprocess, which varies from site to site
depending on the facility's requirements. If you are contemplating using
Calculated Taxes, please log a support call to 1-800-782-7426 beforehand.

When the Line Item Detail screen is complete and you have reviewed the Tax amounts
(or chosen not to review them), the system prompts you to enter freight. If there is no
freight, the system saves the invoice and prompts for the next invoice to add. If you
enter **Y** to enter freight, and the Vendor Master Purchasing screen has been set up to
identify this vendor as using freight allocation, the system displays the following
prompt:

   Do you wish to Allocate freight?   Y/N.

NOTE: You will not get this prompt if the Vendor record in the Vendor Purchasing
screen has not been identified as using Freight Allocation.

If you enter **N**, the system prompts for the line type (F), then for an amount, and
displays this amount plus the freight default accounts that are set up in the GL Related
Parameters. If you want to allocate freight, the system prompts for an amount. The
system then allocates the freight based on the number of lines set up in the Detail
screen. See the next topic for more information.

INVOICE FREIGHT TAXING

The system can automatically allocate freight according to detail line expensing, as
well as make freight subject to (or not subject to) Calculated Taxes. Freight and any
associated Taxes on the freight must also be distributed against the GL accounts.

Freight taxes follow the same GL accounts as the freight amount distribution. The freight and taxes reflect the detail line taxes as to what taxes apply to each line. Taxes applied to the freight charges are shown on the screen with the tax type.

Before entering the Freight screen during the Add process of PO-related invoices, the system displays the Tax Percentage screen (if the vendor is taxable) and prompts you to Edit. This screen only displays if the Tax Related parameter is set to "tax freight." If freight is not taxable, the Tax Percentage screen does not display. After the Freight screen is complete, the system prompts you to display the Tax Amounts. The invoice is then filed, and the Invoice Header screen re-displays so that you can enter another invoice.

The Freight Screen for a Non-PO Related Invoice Add

```
               General Hospital Invoice Add/Maintain Processor
                                            Tue Jul 11, 2000 10:32 am
 Entity                  Type Vendor                        P.O. Nbr    Voucher
 MODEL HOSPITAL 01         S   17 XINIA CORP                               3114
                         Accumulated Invoice Totals
    Inv Subtotal                       Tax   Freight      Inv Total   Disc/IT
        100.00                        14.25   50.00        164.25       0.00

 Invoice Header Total        SAT Withheld  Declining Balance
        300.00                   0.00         135.75
                              ***FREIGHT***
 Ln    Ln                 -------- GL Distribution -------- Emplymnt Agncy
 Nbr   Ty     Line Amount  Ent.    Department    Subaccount Job Cl   Hours  Stat
 1     F         $38.46    01         6.010         30.03                     A
 2     F         $11.54    01         6.010         30.05                     A




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

INVOICE DETAIL SCREEN - PURCHASE ORDER-RELATED

The Accounts Payable system provides two ways to enter detail invoice information: by Invoice Line priority or by Purchase Order Line priority. The method you use is determined by the Entity Parameters screen (see "10. P-TYPE INVOICE DETAIL ENTRY (1-A-R)" in Chapter 3 for more information).

•   In the first method (Invoice Line priority), the detail screen is displayed with no lines. You assign PO lines to the invoice in any order desired, using the hyphen (-) key to show the PO lines to match to the invoice.

•   In the second method (Purchase Order Line priority), PO line items are displayed on the invoice in PO Line Number order.

When invoicing in Purchase Order Line priority, you can either Invoice by Exception (invoice all Received lines with quantities that have not been invoiced), or invoice all PO lines. If Invoice By Exception functionality is enabled on the Entity Parameters screen, the prompt *Invoice By Exception?* will display before the P-Type Invoice Detail screen. This will allow you to decide at the invoice level how to enter detail lines on the invoice. If you enter **Y** (Yes) to this prompt, then the Invoice Detail screen will display in PO Line Number order, and only the PO lines that have outstanding (non-distributed) receipts will display. The Quantity Received and the Item Price will display for the line, and the extended amount will be calculated. You can then edit the detail invoice lines as needed.

Also when invoicing in Purchase Order Line priority, if you enter **N** (No) to *Invoice By Exception* on the Entity Parameters screen, then the prompt *Invoice By Exception?* will not be asked before the P-Type Invoice Detail screen is displayed.   The P-Type Invoice Detail screen will display all lines of the PO without the Quantity Invoiced or Item Price; this information must be entered manually.

The screen flow for the Add and Edit process for the PO-related Invoice screen works exactly the same as the Non-PO-related Invoice screen, except there is an additional screen – the Miscellaneous screen.   Also, if a vendor is taxable, the tax information will re-display for editing before the Freight screen is displayed on PO-related invoices. If you add a PO-related invoice, the system automatically displays the detail screen. If this vendor is taxable, the system displays the tax parameters prior to entering the detail screen. Prior to displaying the Tax Percentage screen, the following prompt displays:

Invoice by exception

This automatically populates the invoice detail lines with receipts on the PO. The Tax Percentage screen is then shown, followed by the Detail screen (see the following screen illustrations).

The Tax Percentage Screen for a PO-related Invoice

```
                  General Hospital Invoice Maintenance Processor
                                            Fri Sep 06, 2002 04:30 pm
Entity               Type Vendor                        P.O. Nbr    Voucher
HAPPY HOSPITAL        P   5 ABBEY MEDICAL                    10    32484289
                         Accumulated Invoice Totals
    Inv Subtotal      PO CR           Tax    Freight     Inv Total    Disc/IT
        100.00         0.00          0.00     0.00         100.00       0.00

Invoice Header Total      SAT Withheld
        239.00                  0.00
Tax  ----------- Expense ------------   --------- Recovery --------------
Code  Percent   Department    Subaccount  Percent   Department   Subaccount
HOP   4.000%      9.099         86.81                 8.212        86.81
SAT   5.000%      8.311         36.70                 6.050        36.70




View/Change Tax Parameters? (Y/N) [N]--   |
```

The Line Item Detail Screen for a PO-related Invoice

```
                  General Hospital Invoice Maintenance Processor
                                            Fri Sep 06, 2002 03:20 pm
Entity               Type Vendor                        P.O. Nbr    Voucher
HAPPY HOSPITAL        P  13 FOSTER MEDICAL                 1634    32484286
                         Accumulated Invoice Totals
    Inv Subtotal      PO CR           Tax    Freight     Inv Total    Disc/IT
         55.02       -17.51          1.59     4.68          43.78       0.00

Invoice Header Total      SAT Withheld
         43.78                  1.59
                                           Total        Total
Order Unit      Order Price   GL Account Number   Rec'd Qty    Dist Qty    Cmt
   BX            27.5000         1116-1051            3           2          N
Vendor Catalog Nbr: 2229113-01
Ln   P.O.
Nbr  Line   Qty Inv'd    Item Price Extended Price  Item Description    Stat
              ***>  THIS P.O. IS FOR DISPLAY ONLY  <***
1     1         2       27.5100          55.02  ANKLE SPLINT LEATHER   D




 F1Prev Page F2Next Page F3 Insert  F4 Delete  F5 Select  F6 Reset  F7  Exit   ?
```

After the detail information is entered, the system prompts to enter a Miscellaneous screen. The Miscellaneous screen is used to enter Additional Tax (T) or Credits (C). The system re-displays the Tax Percentage screen prior to displaying the Freight screen, if this vendor is taxable. If the vendor is taxable, deductions in taxes are made for credits. The following screen shows an example of a Miscellaneous screen.

The Miscellaneous Screen

```
                    General Hospital Invoice Maintenance Processor
                                              Fri Sep 06, 2002 03:20 pm
Entity               Type Vendor                          P.O. Nbr   Voucher
HAPPY HOSPITAL         P   13 FOSTER MEDICAL                 1634    32484286

                          Accumulated Invoice Totals
    Inv Subtotal       PO CR           Tax    Freight     Inv Total   Disc/IT
         55.02         -17.51          1.59    4.68          43.78     0.00

Invoice Header Total       SAT Withheld
        43.78                    1.59

Ln   Ln                  -------- GL Distribution --------
Nbr  Ty    Line Amount  Ent.    Department     Subaccount              Stat
1    C        -$17.51   02         8.311          36.25                 D












                    F1Prev Page F2Next Page F7  Exit
```

The Miscellaneous screen allows the following line types, depending on whether the voucher is a PO Related Invoice or a PO Related Credit Memo:

•   PO related invoice with Tax Indicator of Non-Taxable allows "T" tax and "C" credit line type entry.

•   PO related invoice with Tax Indicator of Taxable allows "C" credit line type entry only. Taxes are calculated on the total credit line(s) amount.

•   PO related credit memo with Tax Indicator of Non-Taxable allows "T" tax lines only.

•   PO related credit memo with Tax Indicator of Taxable does not allow any line type entry on the Miscellaneous screen.

After the Detail and Miscellaneous screens are entered, the system prompts you to enter freight.

NOTE: If a PO-related invoice contains detail line items with a line status of **P** (Price Discrepancy), **Q** (Quantity Discrepancy), or **B** (Both Price and Quantity Discrepancies), after the prompt to enter freight an error message displays:

   Cannot change status to approved! PO has discrepancy!

and the invoice will remain on PO Hold.

A credit memo detail line can correct either a detail line price discrepancy or a detail line quantity discrepancy. You cannot correct a detail line with a "Both" discrepancy

with one detail line on a credit memo. For example, a purchase order has an item with an order price of $4.00 and received quantity of 10; the original Invoice is input at a price of $9.00 for aquantity of 16. A credit memo voucher to correct the original invoice would have to be entered with two lines as follows:

```
Ln Nbr    Inv line  Qty Invoiced    Item Price      Extended Price
   1          1        - 6            -9.00             -54.00
   1          1        -10            -5.00             -50.00
```

Also, if a Purchase Order Related invoice is entered initially with detail line(s) containing a line status of Both, those Both status detail lines cannot be completely zeroed out using Purchase Order Related credit memo lines. That line of the original voucher either needs to be corrected based on the information received from the vendor or that line of the original voucher should be deleted completely. For example, a purchase order has an order price of $7.00 and an order quantity of 5, but none has been received. A voucher is entered for a quantity of 5 at $11.00 leaving that voucher line with a status of Both (both quantity and price). If you enter a credit memo for 5@ $11.00, the system still thinks there is a price variance and keeps the line on a Price exception hold.

If there is freight, the system prompts you to Allocate or not depending on the Vendor Master Purchasing screen. The system then prompts for a dollar amount of the freight. If the vendor is not set up for Freight Allocation, the Freight screen displays for individual Freight line entry. If this vendor is taxable, the system displays the Taxable Percentages prior to calculating the freight. If you elect not to edit the tax percentages, the freight is calculated. If you select to Allocate the freight, the allocation is compiled based on the GL account information for each line item. Freight only calculates for detail line items – not miscellaneous lines. You can elect to display the tax amounts. If the tax amounts are not displayed, the invoice is filed and completed.

Field Explanations (PO-related Invoice Detail Screen)

ENTITY (DISPLAY ONLY)
This field contains the name of the selected entity.

TYPE (DISPLAY ONLY)
This field contains the type of invoice. The type is selected from a menu prior to displaying the Invoice Header screen. Valid invoice types for this screen are **P** (for PO-related invoice) and **C** (for Credit Memo, if the credit applies to a PO-related invoice). The type of invoice selected determines which fields must be entered on this screen.

VENDOR (DISPLAY ONLY)
This field contains the vendor number and a portion of the vendor name. The vendor is entered on the Invoice Header screen and displays on the Invoice Detail screen for reference only.

PO NBR (DISPLAY ONLY)
This field contains the related purchase order number entered on the Invoice Header screen. It displays on the Invoice Detail screen for reference only.

VOUCHER (DISPLAY ONLY)
This field contains the internal voucher number automatically assigned by the system after the invoice header is accepted. If this is a new invoice, you should record this number on the source document.

INV SUBTOTAL (DISPLAY ONLY)
This field contains the cumulative total of all regular invoice detail lines. It is automatically updated with the line amount dollars as regular detail lines are entered, changed, or deleted. The invoice subtotal is the invoice total excluding tax, freight, and discounts. Credit lines on PO related invoices are subtotaled and displayed in the Accumulated Invoice totals portion of the screen.

TAX (DISPLAY ONLY)
This field contains the cumulative total tax dollars of all corresponding calculated tax lines plus any T-type invoice detail lines for this invoice. It is automatically updated with the line amount dollars as tax detail lines are entered.

FREIGHT (DISPLAY ONLY)
This field contains the cumulative total freight dollars of all corresponding Freight invoice detail lines for this invoice. It is automatically updated with the line amount dollars as freight detail lines are entered, deleted, or changed.

INV TOTAL (DISPLAY ONLY)
This field contains the cumulative total dollars of all invoice detail lines for this invoice. It is automatically updated as detail lines are entered. (Discount amounts are not included in this total. This is the gross invoice amount. The discounts actually taken against the invoice are stored in the Discounts field, which is updated during check processing.)

DISCOUNTS (12-N-D)
This field contains the discount dollar amount that was deducted from the invoice total at check processing time. This field is not updated until the invoice is paid, therefore, it reflects discounts actually taken.

INVOICE HEADER TOTAL (12-N-R)
This field reflects the amount that was entered on the Invoice Header Screen. If the amount in this field does not equal the total of the detail lines, then this field can be changed without going back to the header. When the Invoice Detail screen is accepted, the following prompt displays:

   Accept this screen? (Y/N) [Y]--

If you enter **N**, the system returns to the first line of the scrolling screen.

ORDER UNIT (DISPLAY ONLY)
This field contains the unit of measure for the ordered item.

ORDER PRICE (DISPLAY ONLY)
This field contains the per unit price of the ordered item.

GL ACCOUNT NUMBER (DISPLAY ONLY)
This field contains the account number to which this line item will be posted in the General Ledger. This number is assigned on the purchase order.

REC'D QTY (DISPLAY ONLY)
This field contains the total quantity received to date on the purchase order for the particular line item.

DIST QTY (DISPLAY ONLY)
This field contains the total quantity distributed to date on the purchase order for the particular line item. Distributed means the quantity that has been invoiced and the invoice has been distributed to the General Ledger and potentially paid.

CMT (DISPLAY ONLY)
This field indicates whether or not PO Non-Printable comments (entered through the Materials Management purchase order) exist for the line item. As the cursor moves to the line item, the system will display Y or N in this field. Y indicates that comments do exist and N indicates that there are no comments. You can use the F5 key to view the comments. If you press F5 and no comments exist, the following message displays:

> *Error: No file exists!*

VENDOR CATALOG NBR (DISPLAY ONLY)
This field maintains the Vendor's Catalog number stored on the purchase order detail screen for this line item. If a Catalog number is not used on the purchase order this field will be null.

LN NBR (DISPLAY ONLY)
This number is automatically assigned by the system. It is a sequential number given to each detail line as it is added. If lines are added or deleted, this number is automatically recomputed.

PO LINE (3-N-R)
The Purchase Order Line number relating to this Invoice Detail Line should be entered here. If the number is not known, a hyphen can be entered and the detail lines from the related Purchase Order display. If PO Priority is selected from the Entity Parameters screen then the PO Line number will automatically display. The following information from the Purchase Order line is displayed: PO Line Number, Quantity Received Item Price, Vendor Catalog Number, and Item Description. If Invoicing By Exception was selected before entering the detail screen, then the Invoice Quantity and Item Price will show on the Invoice Detail Line.

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INV. LINE (3-N-R)
If the invoice type is C for credit memo, this field title displays instead of the PO Line
Number field. This field is used to match the credit line with the line it should be applied
to on the original invoice. The system takes the credit memo into consideration during
the daily batch process when determining whether the original invoice line passes the
variance checks. If a hyphen (-) is entered in this field, the original invoice detail lines
are displayed, listing line number, quantity invoiced, item price, extended price, item
description, and status.

QTY INV'D (7-N-R)
This field stores the Quantity Invoiced. If the Invoice By Exception option is Y for Yes
on the Entity Parameters screen, and you enter **Y** for Yes to the *Invoicing By Exception*
prompt before entering the detail screen, then the Quantity Invoiced field will
automatically display all receipts from the purchase order that have not been
distributed. You will then need to adjust the quantity as needed to match the vendor's
invoice.

The following paragraphs detail the logic in performing the Quantity Variance check.
(If the Invoice Type is C for Credit Memo, skip the variance checks.)

• If the Quantity Invoiced is less then or equal to the Quantity Received minus the
  Quantity Distributed, the line status is set to A for Approved.

• If the Quantity Invoiced is greater than the Quantity Received minus the Quantity
  Distributed, the Line status is set to Q for Quantity Discrepancy.

ITEM PRICE (9-N-R)
This field stores the Invoice price for one item. If Invoice By Exception option is Y on
the Entity Parameters screen and you enter **Y** for Yes to the *Invoicing By Exception*
prompt before entering the detail screen, then the Item Price field will automatically
display the Item Price from the Purchase Order. You will then need to adjust the price
as needed to match the invoice.   The amount in this field is carried out to four decimal
positions (99999.9999). Enter the amount in the same format as used for calculators.
(For example, a whole dollar amount such as $5.00 is entered as 5 but displays as
5.00. Five dollars and twenty five cents should be entered as 5.25.) The system
performs an on-line check of this field to the Item Price on the Purchase Order. If the
Invoice Type is C for Credit Memo, the variance checks are skipped.

1. Check the Variance Check Parameter on the Entity Parameters. If this field is B
   (checks for both plus and minus price variances), perform the following steps:

   Subtract the PO Item Price from the Invoice Item Price. Take the Absolute Value
   of the difference between the two fields, then perform the following variance
   checks:

   A. Compare the difference amount to the Item Level Flat Amount Variance on the
      Entity Parameters. If this field on the Entity Parameters is null, skip steps 1 and
      2 below.

1) If the difference is less than or equal to the Item Level Flat Amount Variance, the Line Status is not changed.

2) If the difference is greater than the Item Level Flat Amount Variance, and the previous Line Status was A, the Line Status is set to P (Price Discrepancy). If the previous Line Status was Q, the Line Status is set to B (Both Quantity and Price). If the Line Status is now P or B, Step B. below can be skipped.

B. Compute the Variance Percent using the following equation:

(Difference Amt x 100) / Invoice Item Price. Compare the Variance Percent to the Item Level Percentage Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip steps 1 and 2 below.

1) If the Variance Percent is less than or equal to the Item Level Percentage Variance, the Line Status is not changed.

2) If the Variance Percent is greater than the Item Level Percentage Variance, and the previous Line Status was A, the Line Status is set to P (Price Discrepancy). If the previous Line Status was Q, the Line Status is set to B (Both Quantity and Price).

2. If the Variance Check parameter on the Entity Parameters is P (checks for Plus Variances only), perform the following steps:

A. If the Invoice Item Price is less than or equal to the PO Item Price, the Line Status is not changed.

B. If the Invoice Item Price is greater than the PO Item Price, subtract the PO Item Price from the Invoice Item Price. Compute the difference between the two fields, then perform the following variance checks:

1) Compare the Difference Amount to the Item Level Flat Amount Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip steps 2) and 3) below.

2) If the difference is less than or equal to the Item Level Flat Amount Variance, the Line Status is not changed.

3) If the difference is greater than the Item Level Flat Amount Variance, and the previous Line Status was A, the Line Status is set to P for Price Discrepancy. If the previous Line Status was Q, the Line Status is set to B for Both Quantity and Price. If the Line Status is now P or B, skip step 4) below.

4) Compute the Variance Percent using the following equation:

(Difference Amt x 100) / Invoice Item Price. Compare the Variance Percent to the Item Level Percentage Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip steps 5) and 6) below.

5) If the Variance Percent is less than or equal to the Item Level Percentage Variance, the Line Status is not changed.

6) If the Variance Percent is greater than the Item Level Percentage Variance, and the previous Line Status was A, the Line Status is set to P for Price Discrepancy. If the previous Line Status was Q, the Line Status is set to B for Both Quantity and Price.

EXTENDED PRICE (DISPLAY ONLY)
This field is the Quantity Invoiced multiplied by the Item Price. The result is automatically computed by the system. The system performs an on-line check of this field to the Extended Item Price on the Purchase Order. This check only needs to be performed if the Line Status is not P or B, since these statuses already indicate a Price Discrepancy. If the Invoice Type is C for Credit Memo, the variance checks should be skipped and the Extended Price will be stored as a negative number.

1. Check the Variance Check parameter on the Entity Parameters. If this field is B (checks for Both Plus and Minus Price Variances), perform the following steps:

    Subtract the PO Extended Item Price from the Invoice Extended Item Price. Compute the Absolute Value of the difference between the two fields, then perform the following variance checks:

    A. Compare the Difference Amount to the Extended Item Flat Amount Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip steps 1 and 2 below.

        1) If the difference is less than or equal to the Extended Item Flat Amount Variance, the Line Status is not changed.

        2) If the Difference is greater than the Extended Item Flat Amount Variance, and the previous Line Status was A, the Line Status is set to P (Price Discrepancy). If the previous Line Status was Q, the Line Status is set to B (Both Quantity and Price). If the Line Status is now P or B, skip Step B.

    B. Compute the Variance Percent using the following equation:

        (Difference Amt x 100) / PO Extended Item Price. Compare the Variance Percent to the Extended Item Percentage Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip steps 1 and 2 below.

        1) If the Variance Percent is less than or equal to the Extended Item Percentage Variance, the Line Status is not changed.

2) If the Variance Percent is greater than the Extended Item Percentage Variance, and the previous Line Status was A, the Line Status is set to P for Price Discrepancy. If the previous Line Status was Q, the Line Status is set to B for Both Quantity and Price.

2. If the Variance Check Parameter on the Entity Parameters is P (checks for Plus Variances only), perform the following process steps:

A. If the Invoice Extended Item Price is less than or equal to the PO Extended Item Price, the Line Status is not changed.

B. If the Invoice Extended Item Price is greater than the P.O. Extended Item Price, subtract the PO Extended Item Price from the Invoice Extended Item Price. Compute the difference between the two fields, then perform the following variance checks:

1) Compare the Difference Amount to the Extended Item Flat Amount Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip the following steps:

a. If the difference is less than or equal to the Extended Item Flat Amount Variance, the Line Status is not changed.

b. If the difference is greater than the Extended Item Flat Amount Variance, and the previous Line Status was A, the Line Status is set to P Price Discrepancy. If the previous Line Status was Q, the Line Status is set to B (Both Quantity and Price). If the Line Status is now P or B, skip skill step B.

2) Compute the Variance Percent using the following equation:

(Difference Amt x 100) / PO Extended Item Price. Compare the Variance Percent to the Extended Item Percentage Variance on the Entity Parameters. If this field on the Entity Parameters is null, skip the following steps:

a. If the Variance Percent is less than or equal to the Extended Item Percentage Variance, the Line Status is not changed.

b. If the Variance Percent is greater than the Extended Item Percentage Variance, and the previous Line Status was A, the Line Status is set to P for Price Discrepancy. If the previous Line Status was Q, the Line Status is set to B for Both Quantity and Price.

ITEM DESCRIPTION (DISPLAY ONLY)
This field contains a portion of the item description from the detail line of the selected purchase order line.

STAT (DISPLAY ONLY)
This field indicates the status of a detail line. The line status is determined by the Variance fields on the Entity Parameters screen. Valid codes are:

A Approved. The status is automatically set to A if no quantity or price discrepancies were detected.

P Price discrepancy. The status is automatically set to P if the item or extended item amounts are not within the acceptable variances specified in the Entity Parameters.

Q Quantity discrepancy. The status is automatically set to Q if the quantity invoiced is greater than the quantity received (as contained on the purchase order) minus quantity invoiced.

B Both Price and Quantity discrepancy. The status is automatically set to B if both price and quantity discrepancies listed above exist for the line.

D Distributed. The status is automatically changed to D when the line is distributed to the General Ledger. Line items are only distributed after all detail lines and the invoice header are approved. Detail lines with this status cannot be changed or deleted.

A credit memo detail line can correct either a detail line price discrepancy or a detail line quantity discrepancy. You cannot correct a detail line with a "Both" discrepancy with one detail line on a credit memo. For example, a purchase order has an item with an order price of $4.00 and received quantity of 10; the original Invoice is input at a price of $9.00 for a quantity of 16. A credit memo voucher to correct the original invoice would have to be entered with two lines as follows:

```
 Ln Nbr    Inv line  Qty Invoiced    Item Price     Extended Price
   1          1          - 6          -9.00            -54.00
   1          1          -10          -5.00            -50.00
```

Also, if a Purchase Order Related invoice is entered initially with detail line(s) containing a line status of Both, those Both status detail lines cannot be completely zeroed out using Purchase Order Related credit memo lines. That line of the original voucher either needs to be corrected based on the information received from the vendor or that line of the original voucher should be deleted completely. For example, a purchase order has an order price of $7.00 and an order quantity of 5, but none has been received. A voucher is entered for a quantity of 5 at $11.00 leaving that voucher line with a status of Both (both quantity and price). If you enter a credit memo for 5@ $11.00, the system still thinks there is a price variance and keeps the line on a Price exception hold.

INVOICE DETAIL SCREEN - NON-RECEIPT PURCHASE ORDER-RELATED

The invoice flow for non-receipt purchase order-related invoices (Invoice Type N) is similar to that of a standard invoice except that the purchase order number is a required field. Also, N type invoices only work in conjunction with non-receipt purchase orders. Therefore, when you enter a hyphen (-) on the purchase order field the lookup displays a listing which includes only non-receipt purchase orders.

NOTE: If a Non-Receipt Purchase Order Related Invoice (N type) is entered and it distributes during Midnight Processing, neither the purchase order detail line(s) nor the purchase order header can be cancelled. This is true even if the distributed N type invoice has been paid, and both the check and invoice subsequently voided. Once an invoice for a Non-Receipt Purchase Order distributes, the purchase order cancellation functionality is no longer available for the purchase order header or detail lines.

The detail screen for a non-receipt PO-related invoice is displayed.

```
              General Hospital Invoice Add/Maintain Processor
                                            Fri Sep 06, 2002 04:44 pm
Entity                 Type Vendor                      P.O. Nbr    Voucher
HAPPY HOSPITAL          N   13 FOSTER MEDICAL               1622   32483885
                            Accumulated Invoice Totals
    Inv Subtotal                       Tax    Freight    Inv Total   Disc/IT
        3,500.00                       0.00     0.00     3,500.00       0.00

Invoice Header Total       SAT Withheld
     3,500.00                   0.00
                                                          Total
            Contract Amt   GL Account Number            Dist Amt   Cmt
             1,500.0000        1015-0041                 1,500.00    N
Vendor Catalog Nbr:
Ln    P.O.
Nbr   Line   Line Amount        Item Description                     Stat
             ***>  THIS P.O. IS FOR DISPLAY ONLY  <***
1     1      1,500.00      MAINTENANCE 1                              D
2     2      2,000.00      MAINTENANCE 2                              D




 F1Prev Page F2Next Page F3 Insert  F4 Delete  F5 Select  F6 Reset  F7  Exit   ?
```

Field Explanations (Non-Receipt PO-related Invoice Detail Screen)

ENTITY (DISPLAY ONLY)
This field contains the name of the selected entity.

TYPE (DISPLAY ONLY)
This field contains the type of invoice. The type is selected from a menu prior to displaying the Invoice Header screen. Valid invoice types for this screen are: P for purchase order-related invoice and C for credit memo if the credit applies to a purchase order-related invoice. The type of invoice selected determines which fields must be entered on this screen.

VENDOR (DISPLAY ONLY)
This field contains the vendor number and a portion of the vendor name. The vendor is entered on the Invoice Header screen and displays on the Invoice Detail screen for reference only.

PO NBR (DISPLAY ONLY)
This field contains the related purchase order number entered on the Invoice Header screen. It displays on the Invoice Detail screen for reference only.

VOUCHER (DISPLAY ONLY)
This field contains the internal voucher number automatically assigned by the system after the invoice header is accepted. If this is a new invoice, you should record this number on the source document.

INV SUBTOTAL (DISPLAY ONLY)
This field contains the cumulative total of all regular invoice detail lines. It is automatically updated with the line amount dollars as regular detail lines are entered, changed, or deleted. The invoice subtotal is the invoice total excluding tax, freight, and discounts.

TAX (DISPLAY ONLY)
This field contains the cumulative total tax dollars of all corresponding T-type invoice detail lines for this invoice. It is automatically updated with the line amount dollars as tax detail lines are entered.

FREIGHT (DISPLAY ONLY)
The system does not allow freight entry because non-receipt purchase orders do not contain items - so there is no associated freight.

INV TOTAL (DISPLAY ONLY)
This field contains the cumulative total dollars of all invoice detail lines for this invoice. It is automatically updated as detail lines are entered. (Discount amounts are not included in this total. This is the gross invoice amount. The discounts actually taken against the invoice are stored in the Discounts field, which is updated during check processing.)

DISCOUNTS (12-N-D)
This field contains the discount dollar amount that was deducted from the invoice total at check processing time. This field is not updated until the invoice is paid, therefore, it reflects discounts actually taken.

INVOICE HEADER TOTAL (12-N-R)
This field reflects the amount that was entered on the Invoice Header Screen. If the amount in this field does not equal the total of the detail lines, then this field can be changed without going back to the header.

CONTRACT AMOUNT (DISPLAY ONLY)
This field contains the maximum dollar amount to be paid to the vendor per each contract line.

GL ACCOUNT NUMBER (DISPLAY ONLY)
This field contains the account number to which this line item will be posted in the General Ledger. This number is assigned on the purchase order.

TOTAL DIST AMT (DISPLAY ONLY)
This field contains the total quantity distributed to date on the purchase order for that particular line item.

CMT (DISPLAY ONLY)
This field indicates whether or not PO Non-Printable comments (entered through the Materials Management purchase order) exist for the line item. As the cursor moves to the line item, the system will display Y or N in this field. Y indicates that comments do exist and N indicates that there are no comments. You can use the F5 key to view the comments. If you press F5 and no comments exist, the following message displays:

   Error: No file exists!

VENDOR CATALOG NBR (DISPLAY ONLY)
This field maintains the Vendor's Catalog number stored on the purchase order detail screen for this line item. If a Catalog number is not used on the purchase order this field will be null.

LN NBR (DISPLAY ONLY)
This number is automatically assigned by the system. It is a sequential number given to each detail line as it is added. If lines are added or deleted, this number is automatically recomputed.

PO LINE (3-N-R)
The Purchase Order Line number relating to this Invoice Detail Line should be entered here. If the number is not known, a hyphen can be entered and the detail lines from the related Purchase Order display. If PO Priority is selected from the Entity Parameters screen then the PO Line number will automatically display. The following information from the Purchase Order line is displayed: PO Line Number and Item Description.

LINE AMOUNT (9-N-R)
The item amount here represents the installment amount to be entered on the invoice for an intangible item (contract or service). If the line amount exceeds the amount remaining in the contract line, an error is displayed:

   Line amount is greater than amount left in contract. Status will be put on HOLD

and the line status will be held. To approve the line, the contract amount on the purchase order would have to be increased to an amount equal to or greater than the invoice detail contract line amount.

ITEM DESCRIPTION (DISPLAY ONLY)
This field contains a portion of the item description from the detail line of the selected purchase order line.

STAT (DISPLAY ONLY)
This field indicates the status of a detail line. The line status is determined by the Variance fields on the Entity Parameters screen. Valid codes are:

A   Approved. During detail line entry, the line status is set to A if the Line Contract Amount on the non-receipt purchase order has not been exceeded.

H   Hold. During detail line entry, the line status is set to H if the detail line amount entered will cause that line's Contract Amount to be exceeded.

P   Price. A non-receipt purchase order detail line with a status of Hold at the time of entry will have that line status changed to P during Daily Distribution if the line amount is not reduced to prevent it from exceeding the contracted line amount. The associated invoice has a header status of PO Hold and does not distribute.

AUTO GENERATE PURCHASE-ORDER RELATED INVOICE

An Accounts Payable Invoice is automatically created using the next available voucher number. This voucher is created with a PO Hold status and changes can be made to the invoice. For example: Lines can be deleted or changed until the invoice is distributed.

Process:

1. Receipts are entered into the Materials Management system and saved. If the Vendor Master field, Auto Create Invoice, is checked for Yes, create an invoice for this PO. If this field is NO, do not generate an invoice. The invoice will be set with a PO HOLD status.

2. An invoice is generated with the next available voucher number.

3. The voucher remains with a header status of PO Hold until either the number of lead days (midnight processing runs) has been satisfied (refer to Entity Parameters in Chapter 3: PARAMETERS) or the user manually changes the invoice header status to approved.

Auto Create Invoices are automatically assigned vendor invoice numbers based on an internal system number that is prefaced by "AC". Also, in the Comment field, "Auto Generated Invoice" displays to further identify it. You can add freight or make any other adjustments to the invoice after it has been created by using the Invoice Maintenance function. Otherwise, the invoice remains on PO Hold status until the lead days in the Entity Parameters has been satisfied.

INVOICE EDIT

The Invoice Edit function is used to change or delete invoice information. The following rules apply to changing or deleting invoice information:

1. If the header status is A for Approved, H for Hold, U for User Hold or P for Purchasing Hold, anything on the invoice header or invoice detail line can be changed. The invoice or invoice detail lines can also be deleted.

2. If the header status is D for Distributed, selected information on the invoice header can be changed. The Invoice Due Date, Invoice Payment Hold, Check Priority Indicator, Discount Percent, Flat Discount Amount, and Discount Date fields can be changed, and the Check Print type for all invoices can be changed.

3. If the header status is Complete, Demand Pending, Manual Pending, or Void, the invoice cannot be changed or deleted.

After you access Invoice Add/Maintain from the Invoicing function, the system prompts you to choose the type of invoice to maintain:

> *Is this a (P)atient, (E)mployee, or (V)endor invoice? [V]--*

Depending upon the type of invoice you choose, the system prompts you to enter the appropriate Patient, Employee, or Vendor data relating to the invoice. If you enter **V** for Vendor or **E** for Employee, the following prompt displays:

> *Enter Vendor or Employee Name - , Vendor or Employee Nbr'-',(V)oucher, (P)O Nbr or (S)earch*

Enter **V** followed by the voucher number to display an individual voucher. Enter **P** followed by the purchase order number to display all invoices for the PO, if this selection involves a PO-related invoice only.

The following sections discuss how to maintain each type of invoice.

Vendor Invoice

If you enter **V** for Vendor Invoice after accessing Invoice Maintenance, the following prompt displays:

> *Enter Vendor Nbr, Name'-', (V)oucher Nbr, or (P)O Nbr or (S)earch--*

Each option in this prompt is explained below:

1. If you enter **V** followed by the voucher number (for example, V1234), the Invoice Header screen displays. This is the quickest method for selecting an invoice.

2. If you enter **P** followed by the purchase order number (for example, P2222), a list of of PO Related or Non-Receipt PO Related invoices related to the purchase order is displayed. After you select the desired invoice, the Invoice Header screen displays.

3. If Vendor Name '-' is entered, the system displays all vendors whose name matches the vendor name (or portion of the vendor name) entered. Select the desired vendor from those displayed, and the system displays a list of invoices for that vendor in descending order by vendor invoice date:

```
               General Hospital Invoice Inquiry Processor
                                      Thu Apr 22, 1999 10:24 am
Ent : MODEL HOSPITAL OF        Vendor: 18 1-A VENDOR
Page:01           Vendor     Vendor
   Voucher Nbr Inv Date    Invoice Nbr      Inv Amount   P.O. Nbr  Status    Type
( 1)       6267 04/17/1999 AC648                 1.00          63  DIST       P
( 2)       6225 03/08/1999                     150.00             DIST       S
( 3)       6169 11/03/1998                      20.00         444  DIST       S
( 4)       6168 11/01/1998                       5.00             VOID       S
( 5)       6016 06/17/1998                      50.00             HOLD       S
( 6)       6009 06/09/1998                   31213.00             VOID       S
( 7)       5931 05/12/1998                     100.00             DIST       S
( 8)       5770 04/13/1998                     100.00             HOLD       S
( 9)       5212 01/26/1998                      10.00             COMPLETE   S
(10)       4977 11/12/1997                      10.00             HOLD       S
(11)       4965 11/10/1997                     100.00             M CMPLT    S
(12)       4949 10/30/1997                       6.88             DIST       S
(13)       4905 10/22/1997                     100.00             HOLD       S
(14)       4906 10/22/1997                     100.00             HOLD       S
(15)       4902 10/20/1997                     150.00             M CMPLT    S
(16)       4903 10/20/1997                      75.00             M CMPLT    S

Enter choice--
                    next pg(/ or PG DN)   Search(TAB)
```

NOTE: Whenever you enter a hyphen (-) to select from a table and the table is more than one screen in length, the following prompt displays:

Enter choice--   next pg (/ or PG DN) Search (TAB)

- To page through the information, type a slash (/) and press ENTER, or press the Page Down key.

- To perform a search, press the Tab key to activate the Search mode, then type a string of characters on which to search. The search always matches letter for letter starting in the first column of the table display. Precede the search string with an asterisk (*) to cause the search to look for the string anywhere in the display. The table driver will find the first entry that matches the string of characters.

- To return to Select mode, press the Tab key again. Then you can enter the number of the entry you want to select.

4. If you enter **S** for additional searches, the following prompt displays:

Search by Inv (D)ue Date, Vdr (I)nv Date, Vdr Inv (N)br, or (C)reation Date [D]

The prompt that displays depends on the data selected: Vendor, Patient, or Employee. If you enter **D** to search by Invoice Due Date, the following prompt is displayed after the vendor information is entered:

Enter Invoice due Date to search 99/99/99 --

If you enter **N** to search by Vendor Invoice Number, the following prompt displays:

Enter Invoice Number to search--

When the invoice is selected, you can change or delete any field on the invoice if the Invoice Header status is not Distributed, Complete, Void, Demand Pending, or Manual Pending.

In the Screens section of the Invoice Header, Y populates the field if there is data that has been added. You can select to change Detail, Freight, Tax or comments, only if the invoice meets the Header Status Criteria mentioned above.

During the Maintenance process, you are able to select specific screens. If you only want to display information on the header, the invoice can be filed without going to another screen. If you want to see only freight information, you can access this field without going through the Detail or Tax screen. All checks for header/detail matches are processed each time any screen is exited.

NOTE: The system displays the following error message if there are no invoices of the type selected for the vendor selected.

No Entries Defined

For information on entering data into these fields, see .

After you accept this screen, the system displays the detail screen for the selected invoice. For an explanation of the fields on the detail screen, see .

Patient Refund Invoice

Once the STAR Financials Patient Accounting system is operating in your hospital, the Accounts Payable system will be able to generate patient/insurance refund checks through an optional batch job.

After you access Invoice Maintenance from the Invoicing function, the system prompts you to choose the type of invoice to maintain:

Is this a (P)atient, (E)mployee, or (V)endor invoice? [V]--

If you enter **P** for Patient, the following prompt displays:

Enter Patient Name '-' (V)oucher Nbr or (S)earch--

Each option is explained below:

1. If you enter **V** for Voucher Number, the Invoice Header screen displays.

2. If you enter a partial name and a hyphen (for example, **ad-**), the system displays the list of patient names for which refunds are approved as shown in the following list:

```
              General Hospital Invoice Add/Maintain Processor
                                                  Tue Jul 13, 1999 12:52 pm
 Ent : MODEL HOSP - ENT 01                   From Creation Date: 07/13/1999
 Page:01
     Patient Name          Vendor Nbr Name       Voucher      Date     Inv Amount
 ( 1) ADMIT,NEW            640 ADMIT,NEW          644       09/04/1998     25.00
 ( 2) ADMIT,NEW            640 ADMIT,NEW          648       09/04/1998     30.00
 ( 3) ADMIT,NEW            640 ADMIT,NEW          652       09/04/1998     50.00
 ( 4) ADMIT,THREE          660 ADMIT,THREE        612       08/14/1998   1128.00
```

Select the system-assigned number corresponding to the invoice you want to maintain. The system displays the Invoice Header screen. If there are no invoices for this patient, the system displays the following error message:

No Entries Defined

On the Patient Invoice Header screen (which is exactly like the Vendor Invoice Header screen), the guarantor account number or carrier/insurance number is stored in the Vendor Number field, the patient account number is stored in the Vendor Invoice Number field, and the patient's discharge date is stored in the Vendor Invoice Date field. The only fields on this invoice type that can be changed by Accounts Payable are the Invoice Due Date, Invoice Payment Hold, Separate Check Indicator, and the Check Print type.

3. If you enter **S** for Search, the following prompt displays:

Search by Inv (D)ue Date, Vdr (I)nv Date, Vdr Inv (N)br, or (C)reation Date? [D]--

For example, search on (I) (vendor invoice date) and a screen similar to the following displays:

```
          General Hospital Invoice Add/Maintain Processor
                                          Tue Jul 13, 1999 01:00 pm
Ent : MODEL HOSP - ENT 01                 Search by Invoice Date = 09/04/1998
Page:01                   Patient
        Patient           Vouch Nbr   Invoice Nbr  Inv Amount  P.O. Nbr  Status Type
( 1) 1120 CRAFT,DO              641   A9807700001      145.20            DIST      R
( 2) 640 ADMIT,NEW             644   A9733700001       25.00            DIST      R
( 3) 1120 CRAFT,DO              645   A9807700001      180.00            DIST      R
( 4) 640 ADMIT,NEW             648   A9733700001       30.00            DIST      R
( 5) 1120 CRAFT,DO              649   A9807700001      110.40            DIST      R
( 6) 640 ADMIT,NEW             652   A9733700001       50.00            DIST      R
```

Select the system-assigned number corresponding to the invoice you want to maintain. The system displays the Invoice Header screen.

Employee Reimbursement Invoice

Once the STAR Financials Payroll/Human Resources system is operating in your hospital, the Accounts Payable system will generate employee reimbursement checks by accessing the Payroll/Human Resources Employee Master.

This invoice type is identical to the standard invoice type except that an employee number is entered instead of a vendor number. When checks are produced, the system pulls the appropriate name and address information from the Employee Master file instead of the Vendor Master file.

If you enter **E** for employee reimbursement, the system prompts you to enter the Employee Number, Employee Name, or Voucher number.

Enter Employee Nbr, Employee Name '-', (V)oucher Nbr or (S)earch--

Each option is explained below:

1. If you enter the employee number, the system displays a list of invoices (if any exist) for the employee in descending order by Vendor Invoice Date.

2. If you enter the employee name, the system displays a list of employee names from the Payroll/Human Resources Employee Master. After you select the employee, the system displays a list with all employee reimbursement invoices for the employee in descending order by Vendor Invoice Date:

```
Page:01              Vendor     Vendor
  Voucher Nbr Inv Date     Invoice Nbr      Inv Amount   P.O. Nbr  Status  Type
( 1)   32483763 05/09/2001 CC6 PR              100.00       1740  DIST      E
( 2)   32483764 05/09/2001 CC6 FUT            125.00             DIST      E
( 3)   32483756 05/08/2001 CC6 EMP            200.00       1740  DIST      E
( 4)   32483765 05/07/2001 CC6 CUR            150.00             DIST      E
( 5)   32483569 04/04/2001 CC6 DUE 515        250.00             DIST      E
```

Select the system-assigned number corresponding to the invoice you want to
maintain. Once the invoice is selected, the system displays the Employee
Invoice Header screen.

3. If you enter **V** for voucher number, the system displays the Employee Invoice
    Header screen for the selected voucher number.

4. If you enter **S** for Search, the following prompt displays.

Search by Inv (D)ue Date, Vdr (I)nv Date, Vdr Inv (N)br, or (C)reation Date? [D]--

Enter the letter corresponding to the field you want to search on. A screen displays the
results of the search. Select the system-assigned number corresponding to the invoice
you want to maintain. The system displays the Invoice Header screen (illustrated
below).

NOTE: You can neither add nor edit the freight and tax screen information on an
Employee Reimbursement.

```
                 General Hospital Invoice Add/Maintain Processor
                                                   Sat Sep 07, 2002 11:14 am
Ent : HAPPY HOSPITAL             Create Date :05/08/2001 Edit by   :Smith,Jane
                                 Voucher Nbr :32483756   Edit Date :05/08/2001

( 1)Process      : EDIT               (15)Orig. Voucher:
( 2)Batch Number : 05082001           (16)1099 Code    :
( 3)Invoice Type : Employee Reimb.    (17)1099 Footnote:
( 4)P.O. Number  : 1740               (18)Other Regulat:
( 5)Vendor       : 1740 AARRON,STEPHEN (19)Tax Indicator:
( 6)Vndr Inv Nbr : CC6 EMP            (20)Tax Acctg   :
( 7)Vndr Inv Date: 05/08/2001
( 8)Invoice Total: $200.00            Screens
( 9)Header Status: DISTRIBUTED        (21)Check Print  : Y
(10)Buyer        :                    (22)Detail       : Y
(11)F.O.B.       :                    (23)Freight      :
(12)Period Ind.  : Current            (24)Tax          :
(13)Dist. Period : 05                 (25)Comment      :
(14)Dist. Date   : 05/08/2001




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

After this screen is completed, the system displays a screen showing the accumulated invoice totals:

```
                General Hospital Invoice Add/Maintain Processor
                                              Mon Mar 27, 2000 02:33 pm
Entity                Type Vendor                          P.O. Nbr    Voucher
HAPPY HOSPITAL 01       E   25 Aniston,John H                             2541
                         Accumulated Invoice Totals
   Inv Subtotal                            Tax  Freight    Inv Total   Disc/IT
         785.25                           0.00     0.00       785.25      0.00

Invoice Header Total       SAT Withheld  Declining Balance
         785.25                   0.00           785.25

Ln   Ln                    -------- GL Distribution -------- Emplymnt Agncy
Nbr  Ty      Line Amount   Ent.    Department     Subaccount Job Cl  Hours  Stat
 1            $785.25  01            6080            60.06                     A











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

If there are no invoices for this employee, the system displays the following error message:

No Entries Defined

The only fields on this invoice type that can be changed by Accounts Payable after distribution are the Payment Due Date and Invoice Payment Hold and the Check Print Type. For information about these fields, see "ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM" on page 5-17.

EDI INVOICE IMPORT AND MAINTENANCE

The EDI Invoice Import/Maintenance function is used to import invoices sent directly from the vendor through electronic communications. It also enables you to perform detail matching and automatically generate invoices in the Accounts Payable system. EDI 810 transactions supported in STAR Accounts Payable are PO-Related type invoices only. The STAR Accounts Payable system uploads the file. The hospital is responsible for any dealings with the third-party vendor. STAR Accounts Payable offers this transaction in standard ANSI X12 format. Your intervention may be required to accommodate specific vendors. Vendors may require variations that fall outside of the actual X12 standard.

Interface formats currently available for use with STAR Accounts Payable are:

*   ANSI X12 - McKesson supports necessary software changes for compatibility with this format.

*   OnCall*EDI - This format is no longer maintained by McKesson, but the format may remain compatible for certain customers.

An overview of the EDI invoice process follows:

1. A batch of invoices is transmitted to the hospital from the vendor.

2. The batch is downloaded/exported to your personal computer.

3. You upload/import the last batch of invoices created on your personal computer.

4. You perform detail matching.

The process is accessed by selecting the EDI Invoice Import/Maintain option from the Accounts Payable Invoicing menu.

After choosing this option, the EDI Invoicing Import/Maintain Processor menu displays:

```
    General Hospital EDI Invoice Import/Maintain Processor
                                       Wed Jun 18, 1997 03:54 pm
 EDI Invoice Import/Maintain Input Options

             Option No.  Option
             ---------------------------------------
  PROCESSES     1        Upload/Import EDI Invoice
                2        Edit Temporary Vouchers

  REPORT        3        Uploaded EDI Vouchers Report








  Enter option number--
```

Upload/Import EDI Invoice

Use this option to automatically generate vouchers from the invoice file on your personal computer. When you select this option, a prompt is displayed to confirm the desired directory location for the upload. The prompt varies based on the value in the Entity Parameters EDI Invoicing Interface field (see "Entity Parameters Screen 3" in Chapter 3: PARAMETERS):

Value in EDI Invoicing Interface field:	Default directory displayed in prompt:
OnCall*EDI	*Enter PC Upload Directory Location [C;\ONCDAT\BAXTER\]--*
ANSI X12	*Enter PC Upload Directory Location [C;\INVFILE]--*

You can either press ENTER to accept the default directory and file name or enter a different directory and file name.

Once you have entered a directory and file name, the import process begins. The import generates new invoices for the data residing on your personal computer.

When the upload is complete and all invoices have been generated, the system briefly displays message(s) similar to the following:

Vouchers 4510 through 4517 created!

EDI Temporary Vouchers 22-26 created!

Press NL--

Pressing ENTER returns the system to the EDI Invoice Import/Maintain Process menu.

DURING THE UPLOAD PROCESS

The system compares the EDI invoices it is uploading to their respective purchase orders in the STAR Materials Management system based on the purchase order numbers in the EDI Invoice file.

- If the purchase order does not exist in the Materials Management system for the EDI Invoice purchase order number, a temporary voucher is generated.

- If the purchase order does exist, the system compares the detail lines in the EDI invoice to those on the purchase order by vendor catalog number.

- If one or more of the detail lines on the EDI invoice do not match to any of the lines on the purchase order, a temporary voucher is generated. For those detail lines on the temporary voucher that do match to a purchase order detail line, the line statuses are determined based on the quantity and price transmitted.

Temporary vouchers are not reflected on any of the existing system voucher reports. They only exist until you correct the discrepancies. This process is described next in the Edit Temporary Vouchers section.

A voucher is generated during the upload process only when the purchase order number in the EDI invoice matches to one in the Materials Management system and all detail lines in the EDI invoice have a matching detail line on the purchase order, matching by vendor catalog number only.

When a voucher is generated, the system builds it based on the price and quantity information in the EDI invoice and not the information in the purchase order. Appropriate line statuses are assigned depending on price or quantity discrepancies found in the EDI invoice. The invoice header status automatically defaults to HOLD when generated. The comment on the invoice header displays the message, EDI CREATED INVOICE.

When a "real" voucher is created either directly as a result of the imported file or as the result of a user editing a temporary voucher, the system searches for a duplicate invoice (based on the Criteria for Duplicate Invoice Warning field on the System Parameters screen). If a duplicate "real" voucher has been created (as a direct result of the file import), the duplication is indicated on the Uploaded EDI Vouchers Report (GAREVR) by a *Y* in the Dup column. The system cannot stop the voucher from being created if it occurs directly as a result of the import. If a duplicate "real" voucher has been created as a result of the user editing a temporary voucher, the user is prompted with a warning message as described in the Criteria for Duplicate Invoice Warning field on page 3-5. When a temporary voucher is created directly as a result of the imported file, the search searches for a duplicate invoice (based on the Criteria for Duplicate Invoice Warning field on the System Parameters screen). If a duplicate temporary

voucher has been created, the duplication is indicated in the Uploaded EDI Vouchers Report (GAREVR) by a *Y* in the Dup column.

Edit Temporary Vouchers

Use this option to edit a temporary voucher generated during the Upload/Import EDI Invoices process. You can correct any discrepancies found in the EDI invoice and perform matching to the purchase order so that a voucher can be created to replace the temporary voucher.

A temporary voucher is created when the Accounts Payable system detects a purchase order number mismatch or a mismatch between a line item and detail line by vendor catalog number.

When you select this option, the following screen displays a list of temporary vouchers generated during the Upload/Import EDI Invoices process:

```
           General Hospital Edit Temporary Vouchers Processor
                                           Sat Sep 07, 2002 11:24 am
 Ent : HAPPY HOSPITAL


                 EDI Temporary Vouchers
      Temp Vchr   Vendor Inv Num      Upload Date      PO Num
 ( 1) 216        39024925            07/12/00        *052600
 ( 2) 217        39020732            07/12/00        *052600
 ( 3) 218        39010097            07/12/00        *052600
 ( 4) 219        38980207            07/12/00        *17889
 ( 5) 220        38980777            07/12/00        *278889
 ( 6) 221        38990526            07/12/00        *279517
 ( 7) 222        39000038            07/12/00        *17901
 ( 8) 223        38946250            07/12/00        *17867
 ( 9) 224        38946780            07/12/00        *34290
 (10) 225        38936163            07/12/00        *17867
 (11) 226        38936750            07/12/00        *277615
 (12) 227        38925484            07/12/00        *17848
 (13) 228        38926040            07/12/00        *278746
 (14) 230        38914026            07/12/00        *278225


 Enter choice--
                     next pg(/ or PG DN)  Search(TAB)
```

Field Explanations

TEMP VCHR
This field displays the number assigned to the temporary voucher during the upload process.

VENDOR INV NUM
This field displays the invoice number contained in the EDI Invoice import file.

 UPLOAD DATE
This field displays the date and time the temporary voucher was uploaded from the users personal computer.

PO NUM

This field displays the purchase order number contained in the EDI Invoice import file. If the purchase order number does not match one in the Materials Management system, the purchase order number is preceded by an asterisk (*).

From the list of temporary vouchers, enter the line number of the temporary voucher that you want to modify or delete. The Edit Temporary Vouchers Processor screen displays:

```
              General Hospital Edit Temporary Vouchers Processor
                                             Sat Sep 07, 2002 11:28 am
  Ent : HAPPY HOSPITAL          Temp Vchr Num :217    Edit by   :***
                                                     Edit Date :07/12/00


  ( 1)Process      : EDIT              (15)Orig. Voucher:
  ( 2)Batch Number : 58267            (16)1099 Code    :
  ( 3)Invoice Type : PO Related       (17)1099 Footnote:
  ( 4)P.O. Number  : *052600*         (18)Tax Indicator:
  ( 5)Vendor       :                  (19)Tax Acctg    :
  ( 6)Vndr Inv Nbr : 39020732
  ( 7)Vndr Inv Date: 05/29/2000       Screens
  ( 8)Invoice Total: $187.21          (20)Check Print  : Y
  ( 9)Header Status: HOLD             (21)Detail       : Y
  (10)Buyer        :                  (22)Freight      :
  (11)F.O.B.       :                  (23)Tax          :
  (12)Period Ind.  : Current          (24)Comment      : Y
  (13)Dist. Period :
  (14)Dist. Date   :



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

```

The Edit Temporary Invoice processor screen appears the same as the invoice Add/ Maintain Processor screen. The functionality of this screen, however, has changed for temporary vouchers so that you can only perform minimal edits on the temporary voucher. The primary function of this process is to perform the minimal amount of purchase order matching so the system can create the voucher. The only editable fields on the screen are described in the following Field Explanations.

Field Explanations

P.O. NUMBER

This field displays the purchase order number contained in the EDI Invoice import file. If the purchase order does not exist in the Materials Management system, the purchase order number is preceded and followed by an asterisk (*). When a valid purchase order number does not exist , you must either enter a valid purchase order number or enter a dash (-) and select a purchase order number from the list.

Once you select the purchase order number, the values in all purchase order-related fields (e.g., Vendor, Buyer, and F.O.B) are filled with the information from the purchase order. You can continue to change the purchase order number selected until you make a change to a detail line. Once a change is made to a detail line, the purchase order

number can not be changed. The system performs a line-by-line comparison of the temporary voucher detail lines to the selected purchase order lines and, for those lines with a matching vendor catalog number on the purchase order, an appropriate line status is assigned.

VENDOR INV NBR
This field displays the invoice number contained in the EDI Invoice import file.

VENDOR INV DATE
This field displays the invoice date contained in the EDI Invoice import file.

INVOICE TOTAL
This field displays the total dollar amount of the invoice detail lines.

DETAIL
This field displays "Y" if the temporary voucher contains detail lines and "N" if the temporary voucher does not contain detail lines. Selecting this field displays the detail screen for you to review and edit the detail lines.

COMMENT
This field displays a "Y" if there are header comments available. The comment added to the temporary voucher by the upload process is "EDI CREATED INVOICE".

WARNING: If this comment line is removed or modified, there will be no indicator after the voucher is created that the voucher was created from the EDI process.

Upon exiting and accepting the header screen, the Accounts Payable system automatically determines whether the purchase order on the temporary voucher is valid in the Materials Management system and if all detail lines on the temporary voucher are matched to valid detail lines on the purchase order. If all checks indicate the temporary voucher matching is complete, the system prompts you:

Create Voucher? (Y/N)

Entering **Y** at this prompt automatically generates a system voucher; the message *Voucher Number 999 created* is displayed. If all matching has not been completed for the temporary voucher, the message *Vendor invoice data incomplete! Voucher cannot be created* is displayed. The EDI Temporary Vouchers list is displayed again upon exiting.

NOTE: When a "real" voucher is created either directly as a result of the imported file or as the result of a user editing a temporary voucher, the system searches for a duplicate invoice (based on the Criteria for Duplicate Invoice Warning field on the System Parameters screen). If a duplicate "real" voucher has been created (as a direct result of the file import), the duplication is indicated on the Uploaded EDI Vouchers Report (GAREVR) by a *Y* in the Dup column. The system cannot stop the voucher from being created if it occurs directly as a result of the import. If a duplicate "real" voucher has been created as a

result of the user editing a temporary voucher, the user is prompted with a warning message as described in the Criteria for Duplicate Invoice Warning field on page 3-5. When a temporary voucher is created directly as a result of the imported file, the search searches for a duplicate invoice (based on the Criteria for Duplicate Invoice Warning field on the System Parameters screen). If a duplicate temporary voucher has been created, the duplication is indicated in the Uploaded EDI Vouchers Report (GAREVR) by a *Y* in the Dup column.

Selecting the Detail field from the Edit Temporary Vouchers header screen displays the following screen.

```
                General Hospital Edit Temporary Vouchers Processor
                                          Sat Sep 07, 2002 11:28 am
Ent : HAPPY HOSPITAL          Temp Vchr Num :217    Edit by   :***
                                          Edit Date :07/12/00
                         Accumulated Invoice Totals
   Inv Subtotal       PO CR          Tax   Freight      Inv Total    Disc/IT
       183.27         0.00          3.94    0.00          187.21        0.00

Invoice Header Total      SAT Withheld
     187.21                  0.00
                                             Total       Total
Order Unit       Order Price    GL Account Number   Rec'd Qty    Dist Qty   Cmt
   CA              0.0000           -                                        N
Vendor Catalog Nbr:  2B1074
Ln    P.O.
Nbr   Line    Qty Inv'd    Item Price Extended Price  Item Description    Stat
1     **           1        13.4600         13.46  5   DEX AND 0.45   SOD
2     **           3         8.6400         25.92  STERILE WATER FOR IRR
3     **           4        16.8100         67.24  0.9   SOD.CHL.IRRIG. U
4     **           2        13.7200         27.44  0.9   SODIUM CHLORIDE
5     **           1        49.2100         49.21


           F1Prev Page F2Next Page F6 Reset  F7  Exit   ?
```

Field Explanations

TEMP VCHR NUM (DISPLAY ONLY)
This field displays the number assigned to the temporary voucher during the upload process.

EDIT BY (DISPLAY ONLY)
This field displays the name of the person who last edited the temporary voucher. If the temporary voucher has not been edited since it was initially uploaded, this field displays asterisks (***) .

EDIT DATE (DISPLAY ONLY)
This field displays the date the temporary voucher was edited last. If the temporary voucher has not been edited, this field contains the upload date.

INV SUBTOTAL (DISPLAY ONLY)
This field contains the cumulative total of all regular invoice detail lines. It is automatically updated with the line amount dollars as regular detail lines are entered, changed, or deleted.

PO CR (DISPLAY ONLY)
This field displays a zero (0). This field is only used during the Invoice Add/Maintain process.

TAX (DISPLAY ONLY)
This field displays the amounts sent in the TXI segment. This field is editable only after the "real" voucher is created using the Invoice Add/Maintain process.

FREIGHT (DISPLAY ONLY)
This field displays the amount sent in the uploaded fie using the SAC segment as a charge (c) type of D240. This field is editable only after the "real" voucher is created using the Invoice Add/Maintain process.

INV TOTAL (DISPLAY ONLY)
This field contains the cumulative total dollars of all invoice detail lines for this invoice. It is automatically updated as detail lines are entered changed or deleted.

DISCOUNTS (DISPLAY ONLY)
This field displays a zero (0). This field is only used during the Invoice Add/Maintain process.

INVOICE HEADER TOTAL (DISPLAY ONLY)
This field reflects the amount that was entered on the Invoice Header Screen. If the amount in this field does not equal the total of the detail lines, it can be changed upon exiting the detail screen. The following prompt displays:

> *Total amount of Lines does not match Invoice Total. Change Header Total to match Detail Total?*

If you enter **Y** (Yes), the Invoice Header Total is updated to match the detail total and the header screen redisplays.

ORDER UNIT (DISPLAY ONLY)
This field contains the unit of measure for the ordered item. If the detail line does not have a matching purchase order detail line, the unit displayed is from the EDI Invoice file. If the detail line has a matching purchase order detail line, the order unit from the purchase order detail line displays.

ORDER PRICE (DISPLAY ONLY)
This field contains the per unit price of the ordered item. If the detail line does not have a matching purchase order detail line, the order price displayed is zero (0.00), otherwise, the order price is from the purchase order detail line.

GL ACCOUNT NUMBER (DISPLAY ONLY)
This field contains the account number to which this line item will be posted in the General Ledger. It is the number assigned on the purchase order detail line if the temporary voucher detail line has a matching purchase order detail line. Otherwise, this field is blank.

TOTAL REC'D QTY (DISPLAY ONLY)
This field contains the total quantity received to date on the purchase order for the particular line item if the temporary voucher detail line has a matching purchase order detail line. Otherwise, this field is blank.

TOTAL DIST QTY (DISPLAY ONLY)
This field contains the total quantity distributed to date on the purchase order for the particular line item if the temporary voucher detail line has a matching purchase order detail line. Otherwise, this field is blank.

CMT (DISPLAY ONLY)
If the temporary voucher detail line has a matching purchase order detail line, this field indicates whether or not PO Non-Printable comments (entered through the Materials Management purchase order) exist for the line item. Values are:

Y   Yes, comments exist.

N   No, comments do not exist.

Comments cannot be viewed from the Temporary Voucher Detail screen. If the temporary voucher detail line does not have a matching purchase order line item, the field displays **No**.

You can use the F5 key to view the comments. If you press F5 and no comments exist, the following message displays:

Error: No file exists!

VENDOR CATALOG NBR (DISPLAY ONLY)
This field displays the Vendor's Catalog number stored on the purchase order detail screen for this line item, if there is a matching purchase order detail line. If a Catalog number is not used on the purchase order this field is null. If the temporary voucher detail line does not have a matching purchase order detail line, this field displays the vendor catalog number transmitted in the EDI Invoice file.

LN NBR (DISPLAY ONLY)
This field contains a sequential number automatically assigned by the system to each detail line as it is added. As lines are added or deleted, this number is automatically recomputed.

P.O. LINE (3-N-R)
If the temporary voucher detail line has a matching purchase order detail line, this field displays the Purchase Order Line number relating to this Invoice Detail Line. This field

displays two asterisks (**) if the temporary voucher detail line does not have a matching purchase order detail line.

If asterisks appear, a purchase order line number can be entered; or a hyphen can be entered and the detail lines from the related Purchase Order display. The following information from the Purchase Order line is displayed: PO Line Number, Quantity Received Item Price, Vendor Catalog Number, and Item Description. After a purchase order line is selected the Order Unit, Order Price, GL Account Number, Total Rec'd Qty, Total Dist Qty, Cmt, Vendor Catalog Nbr, and Item Description fields are updated with the appropriate information from the purchase order line item. The line status is also automatically calculated when the purchase order line is selected based on the price and quantity information contained in the EDI Invoice file, not the purchase order detail line.

QTY INV'D (9-N-C)
This field displays the invoiced quantity contained in the EDI Invoice file but the user may change this manually. The Quantity Variance check is computed and the line status is updated appropriately when this field is changed.

ITEM PRICE (12-N-C)
This field displays the item price contained in the EDI Invoice file. The Price Variance check is computed and the line status is updated appropriately if this field is edited.

EXTENDED PRICE (DISPLAY ONLY)
This field is the Quantity Invoiced multiplied by the Item Price. The result is automatically computed by the system.

ITEM DESCRIPTION (DISPLAY ONLY)
This field contains a portion of the item description from the detail line of the selected purchase order line, if a matching purchase order line item exists or has been selected.

STAT (DISPLAY ONLY)
This field indicates the status of the detail line.

After exiting the temporary voucher detail screen, the header screen redisplays.

Uploaded EDI Vouchers Report

Use this option to generate the EDI Vouchers report (GAREVR). An explanation and example of this report are provided in Chapter 8: ACCOUNTS PAYABLE REPORTS of this volume.

ANSI X 12 FILE SPECIFICATIONS

In addition to the OnCall*EDI format, STAR Accounts Payable can process EDI Invoices (810 transaction set) in standard ANSI X12 format.

This section contains the ANSI X12 file specifications used in STAR Accounts Payable ANSI X12 (810) Processing. These should be given to technical resources at your facility or given to the 3rd party if they request them. Please note that these specifications are subject to change/update if ANSI X12 standards change.

NOTE: User intervention may be required to accommodate your third-party vendor. McKesson is aware that vendors may require certain file variations that fall outside of the actual X12 standard. As always, it is essential to completely test the functionality in your Test ID before using it in a production environment. With the large number of vendor mechanisms and related software/hardware available, it is not possible to certify this process with every vendor.

The column headings used in the files specifications are described below:

Column Heading	Description
Sequence	The numeric sequence of the Element within the Segment.
Element Number	A unique number assigned to the X12 element.
Element Name	The name for the element assigned by ANSI.
OPT	Indicates whether the field is required or optional according to the ANSI X 12 standards.
DT	Data Type.
Length	The length of the element, for example, 2/8 indicates a minimum of 2 and a maximum of 8.
Comments	Contains special comments about the field. STAR in the comments column means that the STAR product requires and uses the data in this field.

810 Transaction Set

This transaction set can be used for the upload of invoicing data from vendors in an electronic format, and is consistent with customary and established business and industry practices. Decimals are expected to be received for dollar amounts sent.

ISA INTERCHANGE CONTROL HEADER

Used to identify an interchange of zero or more functional groups and interchange-related control segments.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	I01	Authorization Information Qualifier	M	ID	2/2	
02	I02	Authorization Information	M	AN	10/10	
03	I03	Security Information Qualifier	M	ID	2/2	
04	I04	Security Information	M	AN	10/10	
05	I05	Interchange ID Qualifier	M	ID	2/2	
06	I06	Interchange Sender ID	M	AN	15/15	
07	I05	Interchange ID Qualifier	M	ID	2/2	
08	I07	Interchange Receiver ID	M	AN	15/15	
09	I08	Interchange Date	M	DT	6/6	
10	I09	Interchange Time	M	TM	4/4	
11	I65	Repetition Separator	M		1/1	STAR
12	I11	Interchange Control Version Number	M	ID	5/5	
13	I12	Interchange Control Number	M	N0	9/9	
14	I13	Acknowledgment Requested	M	ID	1/1	
15	I14	Usage Indicator	M	ID	1/1	
16	I15	Component Element Separator	M		1/1	

NOTE: For 11, Repetition Separator, Type is not applicable. The repetition separator is a delimiter and not a data element. This field provides the delimiter used to separate repeated occurrences of a simple data element or a composite data structure. This value must be different than the data element separator, component element separator, and the segment terminator. STAR uses the

value entered in the File Delimiter field of the third AP Entity Parameters screen.

GS FUNCTIONAL GROUP HEADER

Used to indicate the beginning of a functional group and to provide control information.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	479	Functional Identifier Code	M	ID	2/2	
02	142	Application Sender's Code	M	AN	2/15	
03	124	Application Receiver's Code	M	AN	2/15	
04	373	Date	M	DT	8/8	
05	337	Time	M	TM	4/8	
06	28	Group Control Number	M	N0	1/9	
07	455	Responsible Agency Code	M	ID	1/2	
08	480	Version / Release / Industry Identifier Code	M	AN	1/12	

NOTE: 04 GS04 is the group date.

05 GS05 is the group time.

06 The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.

BIG BEGINNING SEGMENT FOR INVOICE

Used to indicate the beginning of an invoice transaction set and transmit identifying numbers and dates.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	373	Date	M	DT	8/8	STAR - Invoice Date in yyyymmdd format
02	76	Invoice Number	M	AN	1/22	STAR - Invoice Number
03	373	Date	O	DT	8/8	STAR - Purchase Order Date in yyyymmdd format

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
04	324	Purchase Order Number	O	AN	1/22	STAR - Purchase Order Number
05	328	Release Number	O	AN	1/30	
06	327	Change Order Sequence Number	O	AN	1/8	
07	640	Transaction Type Code	O	ID	2/2	
08	353	Transaction Set Purpose Code	O	ID	2/2	
09	306	Action Code	O	ID	1/2	
10	76	Invoice Number	O	AN	1/22	
11	1005	Hierarchical Structure Code	O	ID	4/4	

NOTE: 01 BIG01 is the invoice issue date.

03 BIG03 is the date assigned by the purchaser to purchase order.

ITD TERMS OF SALE/DEFERRED TERMS OF SALE

Used to specify terms of sale.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	336	Terms Type Code	O	ID	2/2	
02	333	Terms Basis Date Code	O	ID	1/2	
03	338	Terms Discount Percent	O	R	1/6	STAR
04	370	Terms Discount Due Date	C	DT	8/8	
05	351	Terms Discount Days Due	C	N0	1/3	STAR
06	446	Terms Net Due Date	O	DT	8/8	

TXI TAX INFORMATION

Used to specify tax information.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	963	Tax Type Code	M	ID	2/2	STAR
02	782	Monetary Amount (with decimals)	C	R	1/18	STAR

> **NOTE:** Valid Tax Type Codes are FT, LS, CS, and ST. Tax should be positioned in the file after the related PO detail lines.

IT1 BASELINE ITEM DATA (INVOICE)

Used to specify the basic and most frequently used line item data for the invoice and related transactions.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	350	Assigned Identification	O	AN	1/20	STAR
02	358	Quantity Invoiced	C	R	1/10	STAR
03	355	Unit or Basis for Measurement Code	C	ID	2/2	STAR
04	212	Unit Price (with decimals)	C	R	1/17	STAR
05	639	Basis of Unit Price Code	O	ID	2/2	
06	235	Product/Service ID Qualifier	C	ID	2/2	STAR
07	234	Product/Service ID	C	AN	1/48	STAR

> **NOTE:** Product/Service ID equals Vendor Catalog Number in STAR.

PID PRODUCT/ITEM DESCRIPTION

Used to describe a product or process in coded or free-form format.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	349	Item Description Type	M	ID	1/1	
02	750	Product/Process Characteristic Code	O	ID	2/3	
03	559	Agency Qualifier Code	C	ID	2/2	
04	751	Product Description Code	C	AN	1/12	
05	352	Description	C	AN	1/80	STAR
06	752	Surface/Layer/Position Code	O	ID	2/2	

TDS TOTAL MONETARY VALUE SUMMARY

Used to specify the total invoice discounts and amounts.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	610	Amount	M	N2	1/15	See note
02	610	Amount	O	N2	1/15	Not used
03	610	Amount	O	N2	1/15	Not used
04	610	Amount	O	N2	1/15	STAR

NOTE: 01 TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable). STAR calculates this total by adding the detail line totals plus Freight and Tax.

02 TDS02 indicates the amount upon which the terms discount amount is calculated.

03 TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).

04 TDS04 indicates the total amount of flat discount.

SAC TERMS OF SALE

Used to specify allowances, charges, or services. STAR uses this section to allow the sending of one freight line.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	248	Allow/Chg Indicator	M	ID	1/1	STAR-C charge
02	1300	Sv,Pr,All, Chg code	M	ID	4/4	STAR-D240 freight. STAR accepts one freight line.
05	610	Amount	M	N2	1/9	Do not send any decimal points in this field: ANSI X12 standards require that the decimals are implied.

NOTE: Freight should be positioned in the file after the related PO detail lines.

SE TRANSACTION SET TRAILER

Used to indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning [ST] and ending [SE] segments).

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	96	Number of Included Segments	M	N0	1/10	
02	329	Transaction Set Control Number	M	AN	4/9	

NOTE: 00 SE is the last segment of each transaction set.

IEA INTERCHANGE CONTROL TRAILER

Used to define the end of an interchange of zero or more functional groups and interchange-related control segments.

Sequence	Element Number	Element Name	OPT	DT	Length	Comments
01	I16	Number of Included Functional Groups	M	N0	1/5	
02	I12	Interchange Control Number	M	N0	9/9	

NOTE: User intervention may be required to accommodate your third-party vendor. McKesson is aware that vendors may require certain file variations that fall outside of the actual X12 standard. As always, it is essential to completely test the functionality in your Test ID before using it in a production environment. With the large number of vendor mechanisms and related software/hardware available, it is not possible to certify this process with every vendor.

RECURRING INVOICE PARAMETERS

If a vendor is paid on a regular basis for non-purchase order-related items, such as rent payments, lease payments, and service agreements, the system can automatically generate a recurring invoice request. The data on a recurring invoice request is the same as a standard invoice, except that it does not have a voucher number assigned to it. When the invoice request is approved, it becomes an actual invoice.

The steps involved in creating a Recurring Invoice are:

1. Establish the recurring invoice parameters that control the information contained on the invoice request. These parameters or fields display on the Recurring Invoice Parameters screen. These include Total Contracted Amount, Invoice Cycle Amount, and Expiration Date. They are set up for each vendor for each type of payment. Parameters can be printed from the Recurring Invoice Parameter Process. The report name is GARRIP.

2. The system automatically examines the Recurring Invoice Parameters during daily processing to determine if an invoice request should be created. (Recurring invoices are usually set up to run monthly). A report (GARIR) can be printed that lists all invoice requests that have been generated. For more information, see the Recurring Invoice Approval section.

3. To create vouchers from the Recurring Requests, select the Recurring invoice Approval function. The screens used in this function look exactly like the standard Invoice fields for the invoice, determined by the information set up on the Recurring Invoice Parameter screen. The Invoice Request can be edited and accepted (in which case it is assigned a Voucher Number) or it can be deleted.

After you select the Invoicing Menu and enter an Entity Code, select Recurring Invoice Parameters. The system prompts you to enter the vendor name or vendor number. You can enter the code or a hyphen (-) to display a list of valid vendors.

The system displays any existing parameters for the selected vendor. A prompt displays for you to select the number corresponding to the invoice parameters you want to edit.

> *Select #, `A` to Add*

If no parameters exist, you can enter **A** to add a new set of parameters. The system then displays the Recurring Invoice Parameters screen, shown below.

```
            General Hospital Recurring Invoice Parameters Processor
                                                 Mon Jul 01, 2002 04:04 pm
  Ent : MODEL HOSPITAL                   Vendor: 17 BON Medical Supplies
   1 Recurring Invoice Description                     2 Vendor Invoice Nbr
     BON Med
   3 Total Contracted Amt      4 Invoice Cycle Amt     5 Expiration Date
     $1,000.00                   $130.00                 01/30/2002
   6 Accumulated Inv Total

   7 Line    Ty    Line Amount     Entity      Department       Subaccount
     1       C        -$10.00      01              6.010            30.00
     2                $100.00      01              6.010            30.01
     3       T         $10.00      01              6.010            30.02
     4       I         $20.00      02              0.601            30.02
     5       I         $10.00      01              6.010            30.04




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

```

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the selected entity.

VENDOR (DISPLAY ONLY)
This field displays the vendor number and a portion of the vendor name. The vendor is entered on the prompt before accessing this screen.

1. RECURRING INVOICE DESCRIPTION (30-C-R)
This field is reserved for free form text that describes the purpose of the recurring invoice. This might include descriptions such as Electric - Hospital, Electric - Nursing Home, or Lease Payment - Computer.

2. VENDOR INVOICE NUMBER (13-N-R)
This field contains the vendor's invoice number.   If this number changes with every payment, this field should be left blank, and entered at the time the invoice request is approved.

3. TOTAL CONTRACTED AMOUNT (13-N-O)
This field contains the total amount owed to the vendor (as of the day the recurring invoice is established) for this recurring invoice. When the dollar amount in the Accumulated Invoice Total field is equal to this amount, or if the generation of another invoice request makes the Accumulated Invoice Total greater than this amount, no additional invoice requests can be generated. If the recurring invoice is for payments in which there is not a contracted amount, such as mortgage payments, this field

should be left blank. The system does not perform the comparison between these two fields if this field is left blank.

4. INVOICE CYCLE AMOUNT (14-N-O)
This field contains the total invoice amount for each invoice request generated. The Invoice Cycle field itself is a Display Only field. This field is determined by the amount of the detail lines entered. However, this field can be changed at the time the invoice request is approved. If the recurring invoice is for payments where the amounts change from month to month, such as utility payments, this field should be left blank. The invoice amount is then entered when the invoice request is approved.

5. EXPIRATION DATE (8-C-O)
This field indicates how long this recurring invoice parameter record is valid. As long as this date is greater than the current system date, and the dollar amount in the Accumulated Invoice Total field has not surpassed the dollar amount in the Total Contracted Amount field, an invoice request generates. If no expiration date applies, this field can be left blank, and invoice requests continue to be created.

6. ACCUMULATED INVOICE TOTAL (DISPLAY ONLY)
The Invoicing process updates this field each time an invoice is created from a Recurring Request. If the Invoice Header amount is subsequently changed or the invoice is deleted during the Maintenance process, this field is updated with the new accumulated amount.

Detail Invoice Lines

The detail portion of the Recurring Invoice Parameters screen is used to designate the usual General Ledger distribution for this recurring invoice. If the distribution departments and subaccounts differ from month to month, this portion of the screen should be left blank. If the distribution departments and subaccounts are the same each month, but the amount distributed to each changes, the department and subaccount numbers can still be entered without an associated line amount. When the invoice request is approved, only the new amounts will need to be entered.

An unlimited number of detail lines can be entered (just as for regular invoice detail lines) to allow the recurring invoice parameters to create multiple invoice detail lines when generating the recurring invoice request.

7. LINE NUMBER (DISPLAY ONLY)
This number is automatically assigned by the system. It is a sequential number given to each line as it is added. If lines are added or deleted, this number is automatically recomputed.

TY (1-A-R)
This field indicates whether the detail line is **blank** (a regular invoice line), **T** for tax line, **C** for credit line or **I** for Income tax line.

If the line type is *I*, Vendors receiving payments with income tax withheld from Accounts Payable must be set up in the Vendor Master as a 1099 (T4A) vendor, and

invoices containing income tax lines must be non-taxable as well as not subject to discount. During Midnight Processing, invoice income tax lines distribute to the Income Tax Liability Account designated in GL Related Parameters.

If the line type is **T** (for Tax), the line amount must be manually entered on the Recurring Invoice Parameters screen. However, the line amount is automatically calculated either by the sales tax percent on the Vendor Purchasing Information screen, or the sales tax percent in Entity Parameters, when T is entered on the Recurring invoice Approval screen. The amount can be overridden. During Midnight Processing, this amount distributes to the Check Code Liability Account associated with the invoice.

NOTE: All voucher types (Standard, PO Related, PO Related Credit Memos and Standard Credit Memos) with a tax indicator of Taxable cannot contain T tax type detail lines. If you enter T tax detail lines on an invoice with calculated taxes, the system displays the following error message:

Error: Invalid format for this field!

If the line type is **C**, the line amount is automatically maintained as a negative number. A cumulative total is stored in the Invoice Subtotal and Invoice Total fields.

NOTE: C credit detail lines cannot be entered for either Standard or PO Related Credit memos. If you enter a C credit detail line on an invoice with calculated taxes, the system displays the following error message:

Error: Invalid format for this field!

LINE AMOUNT (12-N-R)
This field contains the dollar amount for the line. This amount becomes the default amount on the invoice detail line when approving the recurring invoice request.

ENTITY (2-C-R)
This field contains the default entity to which the line amount is expensed when the recurring invoice request is created. This field defaults to the entity that was entered when accessing the Invoicing function. It can, however, be any entity code to which the paying entity is authorized to expense, as defined in the Intercompany Account Maintenance function. You can enter the code or a hyphen (-) to select from a list of Link Entities Names.

GL DEPARTMENT (10-N-R)
This field contains the default General Ledger department to which the line amount is expensed when the recurring invoice request is created. You can override it during the recurring invoice approval process.

GL SUBACCOUNT (10-N-R)
This field contains the default General Ledger subaccount to which the line amount is expensed when the recurring invoice request is created. You can override it during the recurring invoice approval process.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

RECURRING INVOICE APPROVAL

The Recurring Invoice Process is set up in Accounts Payable as an Optional Batch Job. During setup, you can establish at what time during the month the Recurring Invoices should be created. A report can be printed listing all Invoice Requests that have been generated. This report is on the Demand Reports menu.

To create vouchers from the Recurring Requests, the Recurring Invoice Approval function should be selected from the Invoicing submenu. The screens used in this function look exactly like the standard invoice screens. However, the AP system automatically generates some of the data fields for the invoice, determined by the information set up on the Recurring Invoice Parameter screen. The invoice request can be edited and accepted (in which case it is assigned a voucher number) or it can be deleted.

After you select the **Invoicing** menu and enter an entity code, select **Recurring Invoice Approval**. The system prompts you to enter the vendor name or vendor number.

You can enter the code or a hyphen (-) to display a list of valid vendor names/numbers.

NOTE: The list displayed includes only active vendors which have recurring invoices.

After you enter the vendor number, the system prompts you to enter a batch number. You can enter the number or a hyphen (-) to display a list of existing batch numbers, or you can press ENTER to use the system default batch number.

> *Enter Batch Number, '-' for table, or NL [101689]--*

After you enter or select a batch number, the following screen is displayed:

```
         General Hospital Recurring Invoice Approval Processor
                                         Sat Sep 07, 2002 11:33 am
 Entity                 Type Creation Dt Edit Date   By          Batch    Voucher
 HAPPY HOSPITAL          G   09/07/2002  09/07/2002  Wyeth,Jami 09072002

 ( 1)Process     : ADD               (15)Orig. Voucher:
 ( 2)Batch Number : 09072002         (16)1099 Code    : A-1099-MISC.
 ( 3)Invoice Type : Recurring Invoice (17)1099 Footnote: 8-Sub Pmts for Div/I
 ( 4)P.O. Number  :                  (18)Other Regulat: Yes
 ( 5)Vendor       : 17 XINIA CORP    (19)Tax Indicator: Taxable
 ( 6)Vndr Inv Nbr :                  (20)Tax Acctg    : Line
 ( 7)Vndr Inv Date:
 ( 8)Invoice Total: $200.00          Screens
 ( 9)Header Status: HOLD             (21)Check Print  :
 (10)Buyer        :                  (22)Detail       : Y
 (11)F.O.B.       :                  (23)Freight      :
 (12)Period Ind.  : Current          (24)Tax          :
 (13)Dist. Period :                  (25)Comment      :
 (14)Dist. Date   :




 Enter P.O. Number --           |
```

The system defaults as many of the invoice fields as possible, based on the options provided on the Recurring Invoice Parameter screen. Any of the fields can be added, changed or deleted. Once changes have been made, the system prompts you to accept the screen.

> *Accept this screen? (Y/N/D) [Y]--*

Enter **Y** for Yes to accept the screen or **N** for No to continue editing. If you enter **Y** for Yes, the standard Invoice Detail screen displays. (For more information on these field explanations, see Adding an Invoice to the Accounts Payable System.) The system defaults many of the invoice detail fields based on the options provided on the Recurring Invoice Parameters screen; however, the fields can be changed.

```
              General Hospital Recurring Invoice Approval Processor
                                               Sat Sep 07, 2002 11:39 am
   Entity                 Type Vendor                    P.O. Nbr   Voucher
   HAPPY HOSPITAL           G   17 XINIA CORP
                              Accumulated Invoice Totals
      Inv Subtotal                        Tax   Freight      Inv Total   Disc/IT
          200.00                          0.00    0.00         200.00      0.00

   Invoice Header Total        SAT Withheld
          200.00                    0.00
                                 ***FREIGHT***
   Ln   Ln                  -------- GL Distribution -------- Emplymnt Agncy
   Nbr  Ty     Line Amount  Ent.   Department    Subaccount Job Cl  Hours   Stat
   1                        01        6.010         30.00                     A
   2                        02        6.010         30.00                     A
   3    C                   01        6.010         30.01                     A
   4    C                   02        6.010         30.01                     A
   5             $200.00    02        6.010         30.02                     A




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

When you complete all entries, the system prompts you to accept the screen:

> *Accept this screen? (Y/N) [Y]--*

If you enter **N** to not accept the screen, then the system returns to the first line of the scrolling screen.

If you enter **Y** to accept the screen, the system checks the header and detail amounts. If the amounts are not equal, an error message displays followed by a prompt to change the total:

> *Total Amount of Lines Does Not Match Invoice Total.*

> *Change Header Total to match Detail Total (Y/N) [N]--*

If you enter **Y** for Yes, the Header Amount is changed to match the Detail Amount, and the screen is then filed. The status changes from Hold to Approved.

If you enter **N** for No, the Header Amount is not changed to match the detail amount, and the screen is then Filed. The status remains On Hold.

Next, the system prompts you to create an invoice:

Do you wish to create an invoice from this recurring request? (Y/N)--

If you enter **N** for No, the invoice is not created. If you enter **Y** for Yes, the following message is displayed showing the voucher number assigned:

Voucher #999 assigned

If the vendor is taxable, the following prompt is displayed:

Would you like to View/Edit Tax Screens? (Y/N) [N]

Then the message "Invoice Created" is displayed. The following prompt is displayed:

Do you want to enter Freight? (Y/N) [N]

If you enter **Y**, and the vendor is set up for freight allocation, the freight allocation prompt is displayed, otherwise the freight screen is displayed for line entry.

The system then removes the request from the list.

INVOICE INQUIRY

Invoice Inquiry is similar to the Invoice Maintenance function, except the fields are display only and invoices cannot be changed. This function is useful for looking up payment statuses or dates for vendor invoices.

When you select **Invoice Inquiry** from the Invoicing function of the main menu, the system prompts you to enter an entity code, then to specify the type of invoice:

> *Is this a (P)atient, (E)mployee, or (V)endor invoice? [V]--*

If you enter **P** for Patient invoice, the following prompt displays:

> *Enter Patient Name '-', (V)oucher Nbr or (S)earch--*

If you enter **E** for Employee invoice, the system prompts you for the number or name:

> *Enter Employee Nbr, Name '-' or (V)oucher Nbr--*

If you enter **V**, the system prompts you for the vendor number, voucher or PO number, or name:

> *Enter Vendor Nbr, Name'-', (V)oucher Nbr, (P)O Nbr, or (S)earch--*

NOTE: Whenever you enter a hyphen (-) to select from a table and the table is more than one screen in length, the following prompt displays:

> *Enter choice-- next pg (/ or PG DN) Search (TAB)*

- To page through the information, enter a slash (/) and press the ENTER key, or press the Page Down key.

- To perform a search, press the Tab key to enter into Search mode. Enter a string of characters on which to search. The search always matches letter for letter starting in column one of the table display. Precede the search string with an asterisk (*) to cause the search to look for the string anywhere in the display. The table driver will find the first entry that matches the string of characters.

- To return to Select mode, press the Tab key again. Then you can enter the number of the entry you want to select.

If you enter **S** for Search, the system displays the following prompt:

> *Search by Inv (D)ue Date, Vdr (I)nv Date, Vdr Inv (N)br, or (C)reation Date? [D] --*

Depending on which search criteria you select, you are prompted for the specific search data.

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After all information is entered, the system displays the following screen:

```
                 General Hospital Invoice Inquiry Processor
                                       Sat Sep 07, 2002 11:44 am
 Ent : HAPPY HOSPITAL              Create Date :08/16/2002 Edit by   :Smith,Jane
                                   Voucher Nbr :32484262   Edit Date :08/16/2002

 ( 1)Process      : INQUIRY              (15)Orig. Voucher:
 ( 2)Batch Number : 08162002             (16)1099 Code    : A-1099-MISC.
 ( 3)Invoice Type : PO Related           (17)1099 Footnote: 8-Sub Pmts for Div/I
 ( 4)P.O. Number  : 1805                 (18)Other Regulat: Yes
 ( 5)Vendor       : 17 XINIA CORP        (19)Tax Indicator: Non-Taxable
 ( 6)Vndr Inv Nbr : CC3                  (20)Tax Acctg    :
 ( 7)Vndr Inv Date: 08/16/2002
 ( 8)Invoice Total: $1,843.20            Screens
 ( 9)Header Status: DISTRIBUTED          (21)Check Print  : Y
 (10)Buyer        : BJW                  (22)Detail       : Y
 (11)F.O.B.       : HOSPITAL             (23)Freight      :
 (12)Period Ind.  : Current              (24)Tax          :
 (13)Dist. Period : 08                   (25)Comment      :
 (14)Dist. Date   : 08/16/2002




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

The Invoice Inquiry Detail screen displays the Accumulated Invoice Totals:

```
                 General Hospital Invoice Inquiry Processor
                                       Sat Sep 07, 2002 11:44 am
 Entity              Type Vendor                        P.O. Nbr   Voucher
 HAPPY HOSPITAL        P   17 XINIA CORP                   1805   32484262
                     Accumulated Invoice Totals
    Inv Subtotal      PO CR          Tax   Freight      Inv Total   Disc/IT
       1,843.20       0.00          0.00    0.00        1,843.20      0.00

 Invoice Header Total      SAT Withheld
      1,843.20                  0.00
                                             Total       Total
 Order Unit     Order Price   GL Account Number   Rec'd Qty   Dist Qty   Cmt
    CS            24.5500        1116-1052           10          2        N
 Vendor Catalog Nbr:  CS
 Ln    P.O.
 Nbr   Line   Qty Inv'd    Item Price Extended Price  Item Description     Stat
              ***>   THIS P.O. IS FOR DISPLAY ONLY   <***
 1     1         10      24.5500        245.50   BANDAGE 4/4 WHITE       D
 2     2         10      14.0000        140.00   ANOTHER 5 ITEM          D
 3     3         10     100.0000      1,000.00   NSNOIM                  D
 4     4         10      45.7700        457.70   BONNIE NON-STK AGAIN    D


  F1Prev Page F2Next Page F3 Insert  F4 Delete  F5 Select  F6 Reset  F7  Exit   ?
```

For field explanations, see "ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM" on page 5-17.

CHECK INQUIRY

Check Inquiry is used to display all checks paid to a patient, employee, or vendor and all invoices paid by the selected check. To access this function, select the **Invoicing** function from the Main menu. Enter or select the Entity Code. The Invoicing submenu displays. Select the **Check Inquiry** option.

The system displays the following prompt:

> *Enter (P)atient, (E)mployee, (V)endor or (C)heck [C]--*

If you enter **P** for Patient Checks, the following prompt is displayed:

> *Enter Patient Name '-' --*

If you enter **E** for Employee Checks, the following prompt is displayed:

> *Enter Employee Nbr, Name '-' --*

If you enter **V** for Vendor Checks, the following prompt is displayed:

> *Enter Vendor Nbr, Name '-', or '-' --*

Once the Patient, Employee, or Vendor Nbr or Name has been selected, all checks that are still in the check history will be displayed for that patient, employee or vendor as follows:

```
                    General Hospital Check Inquiry Processor
                                            Sat Sep 07, 2002 11:58 am
      Ent : HAPPY HOSPITAL                  Employee: 1740 AARRON,STEPHEN J
      Page:01
          Check Date Check Cd    Check Nbr      Gross Amt      Disc Amt      Check Amt
      ( 1)  05/11/2001     6           312        100.00          0.00        100.00
      ( 2)  05/11/2001     6           330        150.00          0.00        150.00
      ( 3)  04/17/2001    12             3        100.00          0.00        100.00
      ( 4)  03/20/2001     6           192        100.00          0.00        100.00
      ( 5)  03/16/2001     6           164        250.00          0.00        250.00
      ( 6)  03/13/2001     3          1803        600.00          0.00        600.00
      ( 7)  03/13/2001     3          1804        975.00          0.00        975.00
      ( 8)  03/13/2001     3          1805        200.00          0.00        200.00
      ( 9)  02/25/2001     6           157        250.00          0.00        250.00
      (10)  06/14/2000     3          1275        200.00          0.00        200.00
      (11)  06/13/2000     3          1271        900.00          0.00        900.00
      (12)  05/23/2000    10             8          9.00          0.00          9.00
      (13)  03/01/2000     3          1000        666.00          0.00        666.00
      (14)  02/02/1999     1           653        100.00          0.00        100.00



      Enter choice--

```

If the check has been voided in the system, a V is displayed next to the check amount. After the appropriate line number is selected, the detail screen displays, listing all

invoices paid by the check. If there are no checksfor this vendor and entity, the system displays the following error message:

No Entries Defined

If you are doing an inquiry by check number and the check number does not exist, the system displays this error message:

Check Number not on file

```
                  General Hospital Check Inquiry Processor
                                          Sat Sep 07, 2002 11:58 am
Entity                          Employee              Check Code Check Nbr
HAPPY HOSPITAL                  1740 AARRON,STEPHEN;J       6       312
 1 Check Print Date             2 Check Pay Date      3 Check Status
   05/11/2001                     05/11/2001            Outstanding
 4 Reconciliation Date          5 Gross Amount        6 Discount Amount
                                  100.00                0.00
 7 Net Check Amount             8 Income Tax          9 SAT Amount
   100.00                         0.00                  0.00
10 Reason Check Voided         11 GL Period          12 Void Date
                                  05
13 Voucher Nbr  Vndr Inv Nbr   Vndr Inv Dt  Ty     Invoice Amt      Paid Amt
      32483566  CC6 DUE 41      03/17/2001  E          100.00          100.00




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

NOTE: Like paper vendor checks, EFT vendor payments can be viewed in theCheck Inquiry Processor by entering the Check Code and EFT check number. All vouchers associated with that EFT vendor payment are displayed as well all other Check Inquiry field information.

Field Explanations

The fields on the Check Inquiry screen are Display Only.

ENTITY (DISPLAY ONLY)
This field contains the entity for which the check was processed. The entity is entered in response to a prompt after you access the Invoicing function.

VENDOR /PATIENT/EMPLOYEE (DISPLAY ONLY)
This field contains the vendor number and name for whom the check was written. The vendor is selected before accessing this screen. If this is a Patient Refund type invoice, this field will display the Guarantor/Carrier number and name. If this is an Employee Reimbursement, this field will display the Employee number and name.

CHECK CODE (DISPLAY ONLY)
This field contains the code for the checking account from which the Invoices were paid.

CHECK NBR (DISPLAY ONLY)
This field contains the check number that appeared on the check which paid these invoices.

1. CHECK PRINT DATE (DISPLAY ONLY)
This field contains the date on which the check was processed.

2. CHECK PAY DATE (DISPLAY ONLY)
This field contains the date that printed on the check. The check is not valid before this date.

3. CHECK STATUS (DISPLAY ONLY)
This field identifies the status of the check. Values are:

P Printer Void

L Linked Check voided by system due to remittance stub overflow during check print

V Voided check through Void Check process

M Manual check

O Outstanding

R Reconciled/Returned

4. RECONCILIATION DATE (DISPLAY ONLY)
This field contains the date on which the check was reconciled using the Online Bank Reconciliation function.

5. GROSS AMOUNT (DISPLAY ONLY)
This field contains the total of all invoice amounts for invoices paid by the check.

6. DISCOUNT AMOUNT (DISPLAY ONLY)
This field contains the total of all discounts taken for invoices paid by the check.

7. NET CHECK AMOUNT (DISPLAY ONLY)
This field contains the total dollar amount of the check.

8. INCOME TAX (DISPLAY ONLY)
Federal income tax withheld from this check.

9. SAT AMOUNT (DISPLAY ONLY)
Self-assessed tax for this check.

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10. REASON CHECK VOIDED (DISPLAY ONLY)
This field contains the reason, entered by the user during the Void Check process, indicating why the check was voided (for example, Lost in Mail or Cancelled Payment).

11. GL PERIOD (DISPLAY ONLY)
This field contains the General Ledger period in which the check was posted to General Ledger system.

12. VOID DATE (DISPLAY ONLY)
The system stores the actual date on which the check was voided in this field. This field will contain information only if you have already voided a check.

The following fields repeat multiple times for each invoice paid by the check.

13. VOUCHER NUMBER (DISPLAY ONLY)
This field contains the number automatically assigned to the invoice at the time it was created.

VNDR INV NBR (DISPLAY ONLY)
This field contains the number the vendor uses to identify the invoice.

VNDR INV DATE (DISPLAY ONLY)
This field contains the date on which the vendor printed the invoice.

TY (DISPLAY ONLY)
This field identifies the invoice type. Valid types are:

S   Standard

R   Recurring

P   Purchase Order-Related

R   Patient/Insurance Refund

N   Non-receipt purchase order-related

E   Employee Reimbursement

C   Credit Memo

INVOICE AMOUNT (DISPLAY ONLY)
This field contains the total dollar amount of the invoice.

PAID AMOUNT (DISPLAY ONLY)
This field contains the actual dollar amount that was paid on the invoice. This could be different than the invoice amount if a discount was taken at check processing time.

PURCHASE ORDER INQUIRY

The Materials Management Inquire function may be included on your Accounts Payable Main Menu. Vendors often contact both hospital Accounts Payable and Purchasing staff, and the Materials Management Inquire function provides both departments with accessibility to important purchase order information necessary for them to respond to vendor calls.

Using the Materials Management Inquire function allows you to display or bypass item receipt history as it applies to that purchase order and that detail line. In Inquiry, purchase order detail line access is important because one item may appear multiple times on an individual purchase order.

NOTE: To access all item history for an individual item (across purchase orders), you should continue to use Materials Management History & Statistics Altering Item Quantity.

To view purchase order information, select the **Purchase Orders** option from the Materials Management Inquire Processor menu. The following prompt is displayed:

Access by (P)O Nbr, (V)endor, (I)tem, (L)oc, (D)est, or (C)ost ctr [P]--P

You can select the purchase order by any of the following criteria:

- purchase order number

- vendor

- item

- location

- destination

- cost center

In the example below, the purchase order is accessed by entering the PO number (or by entering a hyphen to select from a list of PO numbers). The purchase order header screen is displayed:

```
                   General Hospital Purchase Orders Processor
                                              Fri Jun 11, 2004 10:02 am
Ent : HAPPY HOSPITAL                          PO :     3006
Vendor : 111 LARGO/TAXABLE/REMITS                Status : Approved
( 1)Vendor Number   : 111            (18)Delivery Date  : 07/27/04
( 2)Vendor Cust Nbr :                (19)Expiration Date : 08/31/04
( 3)Phone Number    :                (20)Inventory Entity: 01
( 4)Phone Extension :                (21)Location Code   : CS
( 5)Contact Name    : FLORENCE BRETT (22)Destination Code: E4
( 6)Reference Number:                (23)Confirm         : No
( 7)Buyer Code      : BJW
( 8)EDI             : No
( 9)Freight on Board: Hospital
(10)VIA             : Best Way
(11)Vendor Comments :

(12)Order Date      : 06/02/04       (24)PO Lines        : 10
(13)Order Type      : Regular        (25)Information Wdws: Yes
(14)Status          : Approved
(15)Ship To         : HOSA HOSPITAL A LOCATION
(16)Receiving Instr :
(17)Capital PO      : No
Enter field number or '/' starting field number--
                next screen(/) or previous screen(/P) [/]
```

All fields displayed through the Inquire function are display only. For an explanation of
the header fields, refer tothe PO Header Screen in Chapter 6 - PURCHASE ORDERS
of the *STAR Financials General Accounting Reference Guide - Materials Management
Processes Volume.* You can view additional information by selecting the Information
Windows field. The following screen is displayed:

```
                   General Hospital Purchase Orders Processor
                                              Fri Jun 11, 2004 10:02 am
Ent : HAPPY HOSPITAL                          PO :     3006
Vendor : 111 LARGO/TAXABLE/REMITS                Status : Approved
Vendor
( 1)Address Line 1   : 847 W. BAY
( 2)Address Line 2   :
( 3)City             : LARGO
( 4)State            : FL
( 5)Zip Code         : 30999

Dates
( 6)Approved Date    : 06/02/2004
( 7)Date Last Printed:

General
( 8)Total Lines      : 10
( 9)Total PO Amount  : 4347.4
(10)Total Tax Amount :
(11)Last Line        : 10
(12)Complete Lines   : 5
(13)No PO Rcpt       :
Press NL--
```

Select the PO Lines field to display the detail lines:

```
              General Hospital Purchase Orders Processor
                                        Fri Jun 11, 2004 10:06 am
Ent : HAPPY HOSPITAL                    PO :      3006
Vendor : 111 LARGO/TAXABLE/REMITS       Status : Approved
Creation Date : 06/02/2004
                      Purchase Order Detail Lines
     PO   Ln   Item                              Ord     Order       Tot
     Ln   St   Number  Vndr Catalog Description  Qty     Price UM    Rcd
( 1)  1 B      1943        PAIRS CLASS STOCK 3     60    11.21 PR      0
( 2)  2 B      1944       EACHES CLASS NON-STOC    50     6.01 EA      0
( 3)  3 B                        NSNOIM           50    25.00 BX      5
( 4)  4 B      1942              CLASS STOCK 2     50     3.14 EA      8
( 5)  5 B      1941   PAIRS OF 2 CLASS NS 1        30    12.14 PR      8
( 6)  6 B      1941   PAIRS OF 2 CLASS NS 1        90     6.07 EA     19
( 7)  7 B      1940              CLASS STOCK 1    120     2.62 EA     66
( 8)  8 B      1945      CARTON CLASS STOCK W/    240     1.72 EA     41
( 9)  9 B      1946        CASE CLASS VENDOR H     30     4.58 BX      8
(10) 10 B      1947              CLASS LOCATION     5    38.28 CS      3




Select #
```

Select the specific detail line for which you want to see line item information, as well as item receipt history and associated vouchers. A screen similar to the following is displayed:

```
              General Hospital Purchase Orders Processor
                                        Fri Jun 11, 2004 10:10 am
Ent : HAPPY HOSPITAL                    PO :      3006
Vendor : 111 LARGO/TAXABLE/REMITS       Status : Approved
( 1)Inventory Entity       : 01
( 2)Item Number            : 1940
( 3)Item Description        : CLASS STOCK 1
( 4)Manufacturer's Item Nbr: conversion factors
( 5)Vendor Catalog Number  :
( 6)Expense Entity         : 01
( 7)Auto Issue             : No
( 8)Unit of Measure        : EA EACH
( 9)Unit Conversion        : 1
(10)Order Price            : 2.6208
(11)Order Quantity         : 120
(12)GL Department          : 0145 BONNIES 18.1 ASSET
(13)GL Subaccount          : 0030 BONN-BONNIE'S JUNE ASSET
(14)Consumption Department :
(15)Expense Department     :
(16)Expense Subaccount     :
(17)Information Windows     : Yes

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

Press ENTER, and if there is receipt history for the selected item, the following prompt is displayed:

Review Item Receipt History (Y/N) - [N]

At the Review Item Receipt History prompt, enter:

Y   to display the Item Receipt History Scrolling screen containing the item receipt
history for that line and purchase order. After you've reviewed the item receipt
history, the Voucher Display screen for that line item is displayed if vouchers exist
for that detail line.

N   to continue. The Tax screen and/or Voucher Display screen are displayed if they
exist for the item. Otherwise, the system returns to the PO Detail Lines screen. N
is the default.

If no receipt history exists for the selected item, the prompt is not displayed and one of
the following happens:

•   If the entity is flagged as non-taxable in the Tax Indicator field of the AP Entity
Parameters, the system returns to the previous screen to select another line item
for review.

•   If the entity is flagged as taxable in the Tax Indicator field of the AP Entity
Parameters, the tax screen for the selected item is displayed.

```
                    General Hospital Purchase Orders Processor
                                            Fri Jun 11, 2004 10:10 am
  Ent : HAPPY HOSPITAL                      PO :        3006
  Vendor :111 LARGO/TAXABLE/REMITS
  PO Ln :7
  Item # :1940
  Item Description :CLASS STOCK 1

  Date Recvd     Time Recvd     Recvd By     Qty Recvd  UOM  Conv  Loc  Dmgd
  06/02/2004       16:35          BJW            2       BX   12   CS    Y
  06/02/2004       16:37          BJW            3       BX   12   BW    N
  06/02/2004       16:37          BJW            2       BX   12   GS    N
  06/03/2004       08:42          BJW            1       BX   12   CS    N
  06/03/2004       08:43          BJW           -1       BX   12   CS    N
  06/03/2004       12:57          BJW          -18       EA    1   CS    N








                  F1Prev Page F2Next Page F7  Exit
```

NOTE: If an item has been received and returned, for a net receipt of zero, receipt
history is still available and displayed for that item because both item receipts
and vendor returns are reflected on the screen.

Press F7 to exist item receipt history, and if the entity processes calculated taxes, the
Tax screen is displayed:

```
                    General Hospital Purchase Orders Processor
                                                    Wed Apr 05, 2000 05:36 pm
Ent : HAPPY HOSPITAL 01                             PO :        412
Vendor : 17 XINIA CORP                              Status : Approved
Line Number: 1
( 1)Tax Indicator: Taxable
( 2)Tax Amount    : 175.33

( 3)Tax Codes     Tax Exempt Indicator
     123                    No









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

Press ENTER again to go to the Voucher Display screen:

```
                    General Hospital Purchase Orders Processor
                                                    Fri Jun 11, 2004 10:16 am
Ent : HAPPY HOSPITAL                                PO :       3006
Vendor : 111 LARGO/TAXABLE/REMITS                   Status : Approved
Creation Date : 06/02/2004
Page:01           Vendor     Vendor
     Voucher Nbr Inv Date Invoice Nbr       Inv Amount    P.O. Nbr  Status    Type
( 1)   32485091 06/03/04 LINE 7 CC60          615.05       3006 COMPLETE    P
( 2)   32485094 06/03/04 CC60                -435.00       3006 COMPLETE    C









     Enter choice--
```

The Voucher Display screen lists all invoices and credit memos that contain the
purchase order detail line item that you selected. Once you have selected an invoice
or credit memo from the Voucher Display screen, you can then drill down into the detail
screen to view the detail information regarding that item.

NOTE: The Voucher Display screen is displayed if the Invoice Inquiry field on the PO
            Parameters screen has been set to Yes.

Chapter 6 - CHECK PROCESSES / AP SYSTEM PROCESSES

CHECK PROCESSING

Check Processing consists of check production and the supporting audit and accounting reports. This includes:

- batch and demand check generation

- check register reports

- bank reconciliation tapes (per checking account)

- maintenance of check history, and

- void check processing.

The purpose of the Check Processing function is to print checks for invoices that are due. Voucher information is printed on the check stub in vendor invoice date order. (The secondary sort is by voucher number.)

NOTE: Checks will not process if the check code does not have a cash, liability, or discount account set up in the Check Code parameters.

Before Batch Check Processing takes place, you must generate a Payment Selection Criteria file for the appropriate checking account. A Payment Selection Report (GARPSP) is also available to obtain a printed list of the selection.

You can also print invoices outside the Batch Check Process by using the Demand Check Process or the Manual Check Process. A Demand/Manual Cash Requirements report (GARDCR) can be generated to list invoices that will be printed as a result of the Demand Check Process or the Manual Check Process.

If you do not want to pay a vendor after a check has already been generated, the Void Check Process reverses the entry of the original invoice distribution and the check entry.

All check processing entries update the Bank Reconciliation Outstanding Check List (GARBKC).

NOTE: Gross vendor calendar/fiscal year statistics accumulated during Check Processing will be reduced by invoice/check discounts and SAT tax. Additionally, these statistics will be increased by Income Tax Withheld and all other taxes on the payment. When a check is voided, the same information will be reversed out of the statistics.

PAYMENT SELECTION PROCESS

The Payment Selection Process enables you to change the selection of invoices to be paid without going directly to the Invoice Header or Vendor Master screens (although those methods are still available).

The benefits of this process are:

- To allow additional analysis tools when evaluating cash flow – for example, the ability to generate, change and print multiple Payment Selection Reports (Cash Requirement Reports).

- To more closely monitor discounted invoices, and to assure that they are paid on a timely basis. The system addresses this by adding this date to the invoice header and allowing you to specifically pick invoices for payment by discount dates.

- To enable you to pick invoices by vendor or invoice number, instead of all invoices as of a due date. This will allow the Batch Check Process to be used when needed in a Demand Check Mode.

Payment Selection Criteria

Before Batch Check Processing takes place, you must set payment selection criteria. This Payment Selection Process can be as simple as selecting to print all invoices as of a specific due date, or several Payment Selection Criteria can be used.

The criteria consists of selecting invoices by:

- Due Date

- Discount Date

- Vendors.

One or a combination of the above selection criteria can be used. Payment Selection Criteria would be used for theBatch Check Process only. The Demand Check feature has the capability of printing all existing invoices set up as Demand Print only.

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Accessing Payment Selection Process

To access the Payment Selection Process, select **Check Processing** from the AP main menu. Then select **Payment Selection Process** from the submenu, as shown in the following example:

```
                    General Hospital Check Processor
                                         Tue Jul 10, 2001 05:02 pm
 Check Input Options

          Option No.   Option
          ---------------------------------------
              1        Payment Selection Process
              2        Batch Check Processing
              3        Demand Check Processing
              4        Void Check Processing
              5        Demand Cash Requirements












 Enter option number--
```

After you select **Payment Selection Process**, the following prompts appear:

Enter Entity Code or '-' for list--

Enter Check Code, or '-' for list--

Once the Entity Code and Check Code have been entered, the following screen displays:

```
                 General Hospital AP Check Processing Processor
                                     Date/Time
 AP Station ID Check Processing Options

          Option No.        Option
          ---------------------------------------------------
              1             Add/Edit Payment Selection
              2             Display Payment Selection

 Enter Option Number--
```

Option Explanations

ADD/EDIT PAYMENT SELECTION
This option enables you to add a new selection criteria, edit one that already exists, or print a Payment Selection Report.

DISPLAY PAYMENT SELECTION
This option enables you to display the selections that exist, or to print a report

Add/Edit Payment Selection

Enter Selection Criteria code, "A" to Add, or '-' for list--

If you enter an existing Selection Criteria code, the system will validate that the code actually exists. If it does not exist, the system will re-prompt you to enter another code. Or, you can enter **A** to add a new code (the next sequential number available will be assigned automatically). Or, you can enter a hyphen (-) to display a list of existing selection codes as shown in the following screen example:

```
                General Hospital Add/Edit Payment Selection Processor
                                              Fri Mar 24, 2000 09:08 am


   Entity: HAPPY HOSPITAL 01                    Check Code: AP TRADE ACCOUNTS

       Selection        Due          Discount        Total        Tax,Disc,     Total
         Code           Date           Date          Amount         SAT         Checks

   ( 1)    1        03/31/2000     03/25/2000      922135.28       2819.94         67










   Enter Option Number--

```

Once the correct code is entered, the system will display the Add/Edit Payment Selection Processor screen with the current settings (see the following screen illustration).

THE ADD/EDIT PAYMENT SELECTION SCREEN

```
              General Hospital Add/Edit Payment Selection Processor
                                              Tue Jul 10, 2001 05:06 pm


   1 Selection Criteria Code        2 Invoice Due Date
     1                                 06/14/2001
   3 Invoice Discount Date          4 Include invoices without disc dates

   5 Check Message

   6 Select by Vendor               7 Select by Voucher
     19 - Vendors                      40 - Vouchers









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

Field Explanations

1. SELECTION CRITERIA CODE (DISPLAY ONLY)
This code is selected prior to entering this screen. Each set of criteria is given a separate code. The Selection Criteria code is used during the Batch Check Process.

NOTE: After Batch Checks have printed, all payment selection codes are deleted, and the system restarts the Payment Selection Code at 1.

2 INVOICE DUE DATE (8-N-O)
This field is used to indicate which invoices are to be paid if you want to specify by Invoice Due Date. The system checks the Invoice Due Date on the Invoice Check Print screen. Invoices that contain due dates that are earlier than or equal to the date in this field will be paid if this particular Payment Selection Code is selected during the Batch Check Run Process.

3. INVOICE DISCOUNT DATE (8-N-O)
This field is used to indicate which invoices are to be paid if you want to specify by Invoice Discount Date. The system checks the Discount Date on the Invoice Check Print screen. Invoices that have discount dates earlier than or equal to the date in this field and that are not less than the system date will be paid and discounts will be taken.

4. INCLUDE INVOICES WITHOUT DISC DATES (1-A-C)
This field is accessible from the following prompt when no date is entered in the Invoice Due Date field and a date is entered in the Invoice Discount Date field:

Include invoices that do not contain discount dates?(Y/N)[Y]-

This field is used to indicate whether to include or exclude vouchers that do not have discount dates specified. Values are:

Y   Yes (default) - Include invoices containing a discount date equal to or earlier than the discount date entered, as well as, invoices that have a blank discount date. Only invoices with future discount dates are not included.

N   No. Do not include invoices that have a blank discount date and invoices with future discount dates. Only include invoices containing a discount date equal to or earlier than the discount date entered.

NOTE: If **both** the Invoice Due Date and the Invoice Discount Date fields contain valid values, the system selects distributed vouchers that meet **either** of these criteria. You do not have access to the Include Invoices Without Disc Dates field. Since every voucher on the system has an Invoice Due Date, any voucher with a blank discount date is automatically checked against the Invoice Due Date entered on the Payment Selection Processor screen.

If the Invoice Due Date field contains a valid value, but the Invoice Discount Date is blank, the system selects all distributed vouchers with an invoice due date equal to or earlier than that date, regardless of whether or not there is any discount information on those vouchers. You do not have access to the Include Invoices Without Disc Dates field.

If the Invoice Due Date field is blank and the Invoice Discount Date is completed, you must enter **Y** or **N** at the prompt for the Include Invoices Without Disc Dates field.

5. CHECK MESSAGE (60-AN-O)
This field is used to print messages on the checks. If a message is entered for this Payment Selection it will be printed on the bottom of the check stub.

6. SELECT BY VENDOR (1-AN-O)
This field is used in two ways. First, it can be used only to select all of a vendor's invoices for payment without regard to the Invoice Due Date.   Second, it can be used in conjunction with the Invoice Due Date or Invoice Discount Date fields to add or exclude invoices or entire vendors from payment during a check run.

If this field is used only to select invoices for payment, then do not make an entry into the Invoice Due Date or Invoice Discount Date fields. Press ENTER to access this field and make your vendor selections.   Once the vendors are established, they can also be deleted using the method described in the next paragraph.   Remember when adding a specific vendor from this field, all of that vendor's invoices will be selected. If only one invoice exists, or just a few of many invoices must be selected for a vendor, press ENTER to access the Select by Voucher field instead.

When using the Select by Vendor field in conjunction with the Invoice Due Date and the Invoice Discount Date fields, vendor invoices can be added to or deleted from the Payment Selection.

After entering dates for the Invoice Due Date field and/or the Invoice Discount Date field , access the Select by Vendor field. Vendors that have invoices which have been selected for payment will automatically display because they meet the Invoice Due Date or Discount Due Date criteria.

At the Select by Vendor field, a prompt displays for you to delete, add, or accept the current selections. If you want to delete an entire vendor, you can page through the list of vendors to select which vendor to delete. You can elect to delete all invoices for this particular vendor or select specific invoices. Once the delete selection is made, the Payment Selection screen will reflect the new number of vendors and invoices to be paid.

If you enter **A** to add a vendor, the system will display a prompt for you to enter by Employee, Patient or Vendor. The system will then add all invoices of the particular Employee, Patient, or Vendor chosen.

If you want to add only one or a few vendor invoices, go to the Select by Voucher field. This function is best suited to adding a small number of invoices for a vendor.

7. SELECT BY VOUCHER (11-AN-O)
This field is used in two ways. First, it can be used to select only one or a few of a vendor's invoices for payment without regard to the Invoice Due Date, Invoice Discount Date, or Select by Vendor fields. Second, it can be used in conjunction with the Invoice Due Date or Invoice Discount Date fields to add or exclude one or a few invoices from payment during a check run. It can also be used with the Select by Vendor field to select all invoices of some vendors and one or a few invoices of other vendors.

To use this field exclusively to enter specific invoices of a vendor, press ENTER through all fields on the Payment Selection Screen. The system will then prompt you to indicate if this invoice is a Patient, Employee, or Vendor. Once the type is established, you can enter by name, voucher number, or purchase order number, depending on the type invoice selected.

If you try to select a voucher that is (1) on hold (2) not distributed (3) has a Check Print Type of Manual or Demand (4) has a different check code than your payment selection, or (5) is a different invoice type than you indicated, the system will display an error message stating why these cannot be selected. Remember that if you must print a check before an invoice is distributed, the Check Print Type on the Invoice Header can be changed to allow this. See the field explanation for "10. CHK PRINT TYP (1-A-O)" on page 5-32 in Chapter 5: INVOICING.

If you want to use this function with the Invoice Due Date and the Invoice Discount Date fields, perform the following: After entering the dates just mentioned, access this field and enter the voucher to delete; or enter **A** to add an additional voucher for a vendor;

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or press ENTER to accept the current selection. The number of vouchers selected is displayed in this field, and the number of vendors represented by the vouchers selected is displayed in the Select by Vendors field.

The following processing takes place when generating a Payment Selection Criteria file:

- The Hold Payment Indicator on the Invoice Header is checked. If the indicator is Yes, do not include the invoice in the Payment Selection Criteria.

- If there is a Flat Discount amount, and no Discount Date, then the Discount will always be included on the Payment Selection Criteria.

- Once the Batch Check Process has been run, all selection criteria codes will be deleted from the file.

BATCH CHECKS

Before batch check processing takes place, you must generate the Payment Selection Criteria Code for the appropriate check code. You can generate as many Payment Selection Criteria as needed, and each one can be printed after viewing a Payment Selection Criteria screen. Invoices that are originally set up to run during the Batch Check Process can be changed to print as Demand or Manual. See the Invoice Header screen's field for "10. CHK PRINT TYP (1-A-O)" on page 5-32 in Chapter 5: INVOICING for more information.

It is important to note that the Batch Check Process takes place in an online mode. This is due to the fact that, for security and control reasons, checks should never be written to a spooler file. For this reason, the PC (or terminal) that initiates the Batch Check Process will be unavailable for use while the process is running.

NOTE: Once checks have been processed using a particular payment selection, all other payment selections are cleared. This protects the integrity of check processing.

Batch checks will print in the following order:

- Employee Reimbursements

- Patient Refunds

- Priority Checks (separate checks and checks over Dollar Limit)

- Regular Vendor Checks, either in alphabetical or numeric order.

The check stubs for Employee Reimbursements will combine all invoices for each Payee on one stub unless there are too many invoices for one stub, in which case an overflow check will be printed and voided. Check stubs for Patient Refunds will be combined on one stub unless there are too many invoices for one stub, or separate checks will be printed depending on the selection made on the Entity Parameters screen, in the Pat Refund Sep Ck Ind field. For information about this field, see "ENTITY PARAMETERS" on page 3-7 in Chapter 3: PARAMETERS.

To begin the Batch Check Process, select the **Check Processes** function from the main menu. Then select the **Batch Check Process** function. Select the Entity Code or enter a hyphen (-) for a list of valid entities, if the entity is not known. The following screen displays:

```
                         General Hospital Batch Checks Processor
                                                    Date/Time
Check Run Parameters
1. Entity Code          2 Check Code          3   Check Print Date

4. Payment Selection Code




Enter Option Number--
```

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
The Entity Code is selected prior to entering the Batch Check screen.

2. CHECK CODE (2-N-R)
The Check Code determines the Bank and Checking Account for which checks are to
be printed. It is very important that this field be entered correctly, otherwise the wrong
invoices will be paid. If the Check Code is not known, a dash may be entered to display
a list of valid codes. The Check Sort field from this Check Code is used to determine
whether the check index is built in vendor name or vendor number order.

3. CHECK DATE (6-N-R)
This is the date that prints on all checks for this check run.

The batch check run will always post to the GL on the date the checks are generated.
This field also represents the last date the checks are generated.

If you enter a date other than the system date on the Batch Check screen, the date you
enter will print on the checks. However, the checks will post on the system date, and
this field will also update with the system run date, not the print date.

4. PAYMENT SELECTION CODE (3-N-R)
This Payment Selection Code indicates which set of invoices are to have checks
generated. This code number is determined from the Payment Selection Process. A
hyphen (-) can be entered to display a list of available codes. If a code number is
entered that does not exist, an error message is displayed. Once the checks have
been generated for this particular Payment Selection Code, all codes are deleted from
the list on the Payment Selection Process.

Check Halt/Abort

After the above fields are completed, the system will prompt you to accept. If you enter
N for No at the Accept prompt, the prompt *Enter field number or '/' starting field number-*

- is displayed. You can press period (.) ENTER twice at this point to abort this process. If you enter **Y** for Yes, the following prompts are displayed:

Processing Check Run Data

The system verifies that there are checks to be printed. If there are none, the message *No Checks to Print* will display. If the printer is busy, an error message will display and the system returns you to the main AP Check Processing menu. If there are checks to print, the following prompt is displayed:

There are 99999999 checks to be printed

NOTE: The number of checks to print is an approximate number of live checks. This will not include pattern prints or overflows from link checks.

Mount A/P Checks Reply [Ready]

If **Ready** is entered, the following prompt is displayed, or you can press period (.) ENTER twice at this point and exit the check process.

Beginning Check number is 99999999. Accept? (Y/N)

If you enter **N** at the above prompt, then the *Enter Beginning Check Number* prompt is displayed, as shown below. Press period (.) ENTER to exit the check process at this point.

If you enter **Y** to the above prompt, then the following prompt is displayed:

Are you sure Beginning Check Number is 99999999? (Yes/N)[N]

If you enter **N** to the Original Check Number prompt, then the following prompt is displayed:

Enter Beginning Check Number

NOTE: The check number entered is compared to the Check Code Table. You can exit the screen at this point or enter a check number (higher than the last check number used).

The check number entered is verified with the following prompt:

Are You sure Beginning check number is [99999999]? Accept?   (Yes/N) [N].

If you enter **N** for No, the *Enter Beginning Check Number* prompt is displayed. If you enter **Y** for Yes, the Check Alignment Process follows. After this point, you must use the Halt or Abort function to exit the check process.

Check Alignment

Before checks are actually printed, the system displays the prompt:

Pattern Alignment (Y/N) [Y]--

Enter **Y** for Yes if youwant to print a check alignment pattern. The system displays the message:

Pattern Printing

When the printing is complete, the system prompts you to print:

Another Pattern (Y/N) [Y]--

Alignment patterns contain a series of x's that show where the check data will be printed so that the forms can be adjusted in the printer before the checks are printed. Entry options are Y for Yes or N for No. If you enter **N**, the system begins printing checks. If you enter **Y**, the system prints a check alignment pattern and then displays this prompt (for multiple alignment patterns) until you enter **N**.

If you enter **Y** at this prompt, the system will print as many patterns as needed to make sure the checks are lined up correctly in the printer.   If you enter **N**, the checks will begin to print. During the actual check print process the following prompts will display on the screen:

Checks Printing

Key in "H" to Halt, "A" to Abort --

If you do not respond to the Halt/Abort prompt, the process runs normally. If you enter **A** to Abort, the system terminates the print process and returns to the menu. See additional information below on Aborting the Check Process.

If you enter **H** to Halt, the message *Print Halted* displays at the top of the controlling screen followed by the prompt:

Continue (Y/N) --

If you enter **Y**, the system restarts the print process at the *Check Alignment - Pattern Print* prompt stage, picking up on the vendor check where it leftoff. If you enter **N**, this is the same as a Check Verification prompt response of N (the checks did not "print okay") and the Restart Check Process (described below) is initiated.

When all checks have completed, the system prompts you to indicate that the process was correct -- without printer jams, etc. The prompt is:

Did All Checks Print OK? (Yes/N)--

If all checks printed correctly, enter **YES** (an entry of Y only is not allowed). At the end of the entire process, the Check History file is updated and the Vendor Master File is updated with the Vendor Statistics.

NOTE: Do **not** distribute paper checks until you have entered **YES** at this prompt and you have a check register.

The Last AP Check Number field on the Check Codes screen is updated with the last check number printed. A Check Register (GARACR) is also generated. The checks are stored in the Check History file and can be inquired through the main invoicing menu.

If you enter **N**, the system assumes that the Check Print Process did not run correctly and initiates the Restart Checks process (outlined below).

After you have entered **Y** (indicating Yes, check printed OK) a prompt displays to inform you to remove the checks from the printer:

Dismount Checks and enter newline

Once you press ENTER, the system returns to the AP Processes menu.

ABORT CHECK PROCESSING

If A is entered to the Halt/Abort prompt, the system will return you to the Check Processing Menu. At this point the system still should hold all of the information in place. When you return to the system to reprint the checks, the system will automatically go to the Check Reprint process. No other checks can be printed until these checks have been cleared from the system.

Once the Entity is entered, select the **Batch Check Processing** function. The following prompt is displayed:

Do you wish to [R}estart or [C]ontinue the current check run [C]--

If you enter **R** to restart, the following prompt displays:

The beginning check number is 1000. Accept? (Y/ N)

If you enter **Y**, the system starts the check run over with the original check number. If you enter **N**, you can enter another beginning check number.

If you enter **C** to continue, follow the instructions provided below.

Check Continue Process

If a printer problem occurs and some checks need to be reprinted, the check process can be continued at the check where the problem occurred.

If you enter **N** in response to the *Did All Checks Print OK?* prompt, a message is displayed giving the first and last check numbers printed:

Begin Check Printed 1000   Last Check Printed 1009

Then the system prompts you to enter:

First Check to Void   Last Check to Void

Enter the appropriate check numbers. The system then prompts you to enter the check number to restart:

Restart at Check Number

The range of check numbers between the entries is verified by the system:

There are 10 checks to be voided.

Void check numbers 1000 to 1009

Restart at Check 1010 (Y/N)--

If you enter **N**, the First Check to Void prompt is displayed again. If you enter **Y**, the system voids all check numbers between these entries and restarts the printing process at the pattern alignment.

NOTE: The Check Register reflects both the voided checks and the new check numbers for the restarted checks.

When the process is complete, the following prompt is displayed:

Please Dismount checks and reply [READY]

The system returns to the AP System Processes menu.

MANUAL AND DEMAND CHECKS

The Demand Checks function enables you to print checks for invoices between regular check runs. This function replaces the need to manually type checks for invoices that must be paid before the next Batch Check run.

Demand checks can be printed for any Invoice type entered for which the Demand Check field on the Invoice Header screen is set to D for Demand Checks. If M for Manual Checks is entered in this field, this indicates that the check will be printed outside the system.

If D is entered in the Check Print Type field, the invoice is added to the Demand Check file. This file accumulates entries until the Demand Check Process is run. When Demand Checks are run, the system prints checks for all invoices in this file. After the checks are printed, the status of the invoice is changed to Demand Complete. After midnight processing, the status on this invoice is changed to Complete. If the invoice goes through distribution before a check is generated, the status of the invoice is changed to Distributed. Invoices that have statuses of Hold or User Hold cannot have Demand Checks printed and they will not distribute to the General Ledger. The Demand Check process may be run any number of times during the day. The journal entries are created to record the expense/asset and liability from the invoice during the next Daily Batch Process. The journal entries to record the cash and reverse the liability account are not created until the Demand Check Process is run.

If the Check Print Type field contains B for Batch, the invoice is processed as a regular invoice, and the check for this invoice will be printed using the Batch Check Process.

See in Chapter 5: INVOICING for more information about this function, and an example of the Invoice screen.

To print Demand Checks, select the **Check Processing** function from the main Accounts Payable menu. Then select the option for **Demand Checks**. After you enter an entity code, the following screen displays:

```
                              General Hospital
                                        Thu Sep 30, 1993 10:10 am

 Check Run Parameters
  1 Entity Code                2 Check Code              3 Check Print Date
    01 MODEL HOSP - ENT 01     ->






  Enter Check Code, or `-` --
```

> **NOTE:** General Ledger journal entries are created during the nightly batch process. The Vendor statistics and invoice history are updated online.

The screen requires you to enter the Check Code and Check Print Date. Journal entries are created to record the liability and expense/asset, and to record the cash and reversal of the liability account. These entries are posted to the General Ledger during the next Daily Batch Process.

The Demand check run will always post to the GL on the date the checks are generated. This field also represents the last date the checks are generated.

If you enter a date other than the system date on the Demand Checks screen, the date you enter will print on the checks. However, the checks will post on the system date, and this field will also update with the system run date, not the print date.

Before you print demand checks, you can generate a Demand/Manual Cash Requirements report (GARDCR) from the Demand Checks submenu. This report generates only invoices that are marked as Demand. The check print process for Demand checks is the same for Batch checks. For more information, see in this chapter.

Demand Check Process

The Demand Check Process is a series of steps the system performs automatically. The process includes these actions:

- Find all invoices in the Demand Check index for the selected Entity code and Check code.

- Sort these invoices by vendor number or vendor name and print the checks.

  > **NOTE:** Demand checks do not sort by priority or check over limit values. They only sort based on the Remit/Vendor Name or Vendor Number.

- Update Check Number, Check Date, and Check Amount fields on Invoice Header screen. Change Print Demand Check field on Invoice Header screen to Demand Complete.

- Print a Demand Check Register (GARMCR) for all checks processed for this run.

Manual Check Process

Checks can be hand-typed outside of the Accounts Payable system using the Manual Check Process. If M for Manual is entered in the Check Print Type field on the Invoice Header screen, this indicates responsibility for printing the check outside the system. The screen requires you to enter the Check Number, Check Date and the check amount.   Journal entries are created to record the liability and expense/asset, and to

record the cash and reversal of the liability account. These entries are posted to the General Ledger during the next Daily Batch Process. If a Demand/Manual Cash Requirements report is printed before the invoice goes through distribution, this check will appear on that report.

After the invoice goes through midnight processing (distribution), a Manual Check Register (GARHCR) is generated as an audit trail for all invoices that were manually processed during the day.

For more information on processing Manual Checks, see the Invoice Header screen's field for "10. CHK PRINT TYP (1-A-O)" on page 5-32 in Chapter 5: INVOICING.

DEMAND CASH REQUIREMENTS

This option will generate a report (GARDCR: Demand Cash Requirements Report) for all Demand invoices for which checks should be generated.

Invoices which will print on this report are those with Demand check print types that have not been distributed, and those with Demand check print types that have distributed, but for which a check has not been produced.

VOID CHECKS

The Void Checks function enables you to void previously printed checks. Use this function to void checks that are lost or stolen, or checks that management decides not to pay after the check is produced.

NOTE: This function is not used for voiding checks that were destroyed because of reasons such as printer problems – the system automatically marks these checks as voids.

Voiding a check causes the appropriate General Ledger reversal entries to be generated. All entries are made in the current Accounts Payable posting period. These reversing entries are:

1. Debit to liability account and credit to asset/expense accounts on the invoice detail lines.

    These entries are made during daily batch processing and are reflected on the Daily Voucher Distribution Report (GARVD), Daily Distribution Register (GARDR), AP Balancing Report (GARAPR), and the Void Check Register (GARVCK). Invoices for voided checks continue to print on the Void Check Register (GARVCK) until they are processed through the next batch check process.

2. Debit to cash account for the appropriate checking account and credit to liability account. These entries are also made during the daily batch processing; they update check history and vendor statistics.

The Void Checks process also backs out vendor statistics for the voided invoices. All voided checks print on the Void Check Register (GARVCK) which is generated during Daily Batch processing, and the Check Register (GARACR) for the next batch check process.

To void a check, select **Void Check Processing** from the Check Processing menu. The system prompts you to enter this information:

*   Entity code

*   Check code

*   Number of the check to void.

You can enter the code or a hyphen (-) to display a list of valid codes.

If the check number does not exist or was entered incorrectly, the system displays the following error message:

Error: Check number does not exist!

The system then displays the following prompt:

   Enter manual void? (Y/N) [N]--

You are required to use the Manual Void process. For more information, see the Manual Void Check Process subsection.

If the check number is valid, the AutomaticVoid Check Process is used and the system displays the following screen, which lists all vouchers that were paid by the check.

NOTE: Vouchers paid using electronic funds transfer cannot be voided. If an error is made on an EFT voucher that requires the vendor to refund payment to the hospital, the vendor must issue a standard credit memo to the hospital to be processed in a future EFT batch.

If a Non-Receipt Purchase Order Related Invoice (N type) is entered and it distributes during Midnight Processing, neither the purchase order detail line(s) nor the purchase order header can be cancelled. This is true even if the distributed N type invoice has been paid, and both the check and invoice subsequently voided. Once an invoice for a Non-Receipt Purchase Order distributes, the purchase order cancellation functionality is no longer available for the purchase order header or detail lines.

Automatic Void Check Process

```
              General Hospital Void Check Processor
                                       Thu Mar 04, 1999 12:56 pm
Entity              Vendor                          Check Code  Check Nbr
HBOC MODEL HOSPITA  18 1-A VENDOR                        1       1231243
 1 Check Print Date      2 Check Pay Date      3 Reconciliation Date
   12/30/1998              12/17/1998
 4 Gross Amount           5 Discount Amount     6 Net Check Amount
   31,338.88                0.00                   31,338.88
 7 Voucher Nbr  Vndr Inv Nbr   Vndr Inv Dt   Ty   Invoice Amt      Paid Amt
      3624     JANE DOE (REM 1)06/10/1996   C       -6.00          -6.00
      4949                     10/30/1997   S        6.88           6.88
      5931                     05/12/1998   S      100.00         100.00
      6009                     06/09/1998   S   31,213.00      31,213.00
      6168                     11/01/1998   S        5.00           5.00
      6169                     11/03/1998   S       20.00          20.00




              F1Prev Page F2Next Page F7  Exit
```

When you press F7 to exit, the following prompt displays:

   Accept this screen? (Y/N) [Y]--

If you press ENTER, the system displays the following prompt:

Reason for check void --

This 30-character field is required and prints along with the Check Number on the next Check Register. The fields on this screen are display-only and cannot be edited. However, if there are multiple pages of invoices to view, enter **7** as the starting field number; the scrolling screen function keys can be used to page forward or backward. After you enter the reason for voiding the check, the system displays the following prompt:

Are you sure you want to void this check (Y/N)

If you enter **N** for No, the system returns to the Check Number prompt. If you enter **Y** for Yes, a prompt displays asking if you want to set any vouchers related to this check back to distributed. Refer to the next subsection for instructions.

Field Explanations

ENTITY (DISPLAY ONLY)
This field displays the entity for which the check was processed.

VENDOR (DISPLAY ONLY)
This field displays the Vendor Number and Name for whom the check was written.

CHECK CODE (DISPLAY ONLY)
This field displays the code for the checking account from which the Invoices were paid.

CHECK NUMBER (DISPLAY ONLY)
This field displays the check number that appeared on the check that paid these invoices.

1. CHECK PRINT DATE (DISPLAY ONLY)
This field displays the system date on which the check was processed.

2. CHECK PAY DATE (DISPLAY ONLY)
This field displays the date that was printed on the check.

3. RECONCILIATION DATE (DISPLAY ONLY)
This field displays the date that the check was reconciled using the Online Bank Reconciliation function.

4. GROSS AMOUNT (DISPLAY ONLY)
This field displays the total of all invoice amounts for invoices paid by the check.

5. DISCOUNT AMOUNT (DISPLAY ONLY)
This field displays the total of all discounts taken for invoices paid by the check.

6. NET CHECK AMOUNT (DISPLAY ONLY)
This field contains the total dollar amount of the check.

The following field information repeats multiple times for each invoice paid by this check.

7. VOUCHER NBR (DISPLAY ONLY)
This field displays the number automatically assigned to the invoice at the time it was created.

VNDR INV NBR (DISPLAY ONLY)
This field displays the number the vendor uses to identify the invoice.

VNDR INV DT (DISPLAY ONLY)
This field displays the date the vendor printed on the invoice.

TY (DISPLAY ONLY)
This field displays the invoice type. Valid types are:

- S   Standard
- R   Recurring
- P   Purchase Order related
- R   Patient/Insurance refund
- E   Employee reimbursement
- C   Credit memo

INVOICE AMT (DISPLAY ONLY)
This field displays the total dollar amount of the invoice.

PAID AMT (DISPLAY ONLY)
This field displays the actual dollar amount that was paid on the invoice. This could be different from the invoice amount if a discount was taken at check processing time.

Setting Invoices Attached to a Void Check Back to Distributed

While exiting the Void Check screen, the following prompt displays:

Do you want Vouchers related to this check set back to distributed(Y/N) [N]--

If you enter **N** for No, the normal Void process occurs. The check status is changed to V for Void, and the invoice header status for all invoices paid by the check is changed to V. Additionally, all other updates mentioned previously in this chapter are performed.

If you enter **Y** for Yes, a screen listing the related vouchers displays.

```
                     General Hospital Void Check Processor
                                              Wed Apr 19, 2000 10:35 am
Entity                  Vendor                         Check Code   Check Nbr
HBOC MODEL HOSPITA  18 1-A VENDOR                          1          1231243




Page:01                          Associated Vouchers           ##=Current Choices
   Voucher Nbr  Vndr Inv Nbr   Vndr Inv Dt    Ty    Invoice Amt      Paid Amt
( 1)       3624 JANE DOE (REM 1)02/10/2000     C         -6.00         -6.00
( 2)       4949                 02/20/2000     S          6.88          6.88
( 3)       5931                 03/12/2000     S        100.00        100.00
( 4)       6009                 03/15/2000     S      31213.00      31213.00
( 5)       6168                 04/01/2000     S          5.00          5.00
( 6)       6169                 04/03/2000     S         20.00         20.00






Enter 'A'll or number to set back to Distributed status; Others will be voided-
                            end select(NL)
```

Enter **A** (for All vouchers) or the line numbers of the vouchers that you want to be set back to Distributed. (The other vouchers listed will be voided.) After you press ENTER to end your selection, the following prompt displays:

Filed!--

When you are selecting the vouchers to set back to Distributed, you must select the voucher and its related credit memos. If you select a voucher without its related credit memo or a credit memo without its related voucher, the following prompt displays:

Voucher(s) XXXX related to XXXX; Select all or none!

For all vouchers selected to be set back to Distributed, the following occurs:

- The Period Indicator field on the Invoice Header screen is always set to the current period.

- The selected vouchers revert back to Distributed status.

- The check information clears from the voucher.

- The journal entries to reverse the check process and distribution are created, and

- An additional journal entry to redistribute the voucher is created.

- A voucher associated with a manual check is set back to a check print type of Batch (since the Manual check information is cleared as a result of the void) along with the header status of Distributed.

NOTE: If the related vouchers are set back to Distributed and these are purchase order-related invoices, the related purchase order maintains a line status of Distributed. If the line status is Distributed for every line on the purchase order, the purchase order status remains Distributed.

Example

In the previous screen sample, voucher numbers V4949, V5931, and V6169 were selected to set back to Distributed. The following journal entries reverse distribution and the check process for these vouchers. In addition, another journal entry is created to redistribute the vouchers.

Reversal Of Distribution

Entry	DR	CR
2001-2097 Liability	126.88	
8050-3662 Food Services		126.88

Reversal Of Check Process

Entry	DR	CR
1011-0110 Cash	126.88	
2001-2097 Liability		126.88

Redistribute Voucher

Entry	DR	CR
2001-2097 Liability		126.88
8050-3662 Food Services	126.88	

When you access the Check Inquiry screen for the check, all of the vouchers originally attached to this check display. Vouchers that were set back to Distributed display with the following message:

*** *Above Voucher was set back to Distributed for payment on Another check * *

See the following screen for an example.

```
                  General Hospital Check Inquiry Processor
                                            Thu Mar 04, 1999 01:20 pm
Entity                           Vendor                   Check Code Check Nbr
HBOC MODEL HOSPITAL OF           18 1-A VENDOR                1      1231243
 1 Check Print Date               2 Check Pay Date       3 Check Status
   12/30/1998                       12/17/1998             Void
 4 Reconciliation Date            5 Gross Amount         6 Discount Amount
                                    31,338.88              0.00
 7 Net Check Amount               8 GL Period            9 Void Date
   31,338.88                        12                    03/04/1999
10 Reason Check Voided
   TESTING
11 Voucher Nbr  Vndr Inv Nbr   Vndr Inv Dt  Ty     Invoice Amt      Paid Amt
        3624    JANE DOE (REM 1) 06/10/1996  C          -6.00          -6.00
        4949                     10/30/1997  S           6.88           6.88
    *** Above Voucher was set back to Distributed for payment on Another check *
**      5931                     05/12/1998  S         100.00         100.00
    *** Above Voucher was set back to Distributed for payment on Another check *
**      6009                     06/09/1998  S      31,213.00      31,213.00
        6168                     11/01/1998  S           5.00           5.00
        6169                     11/03/1998  S          20.00          20.00
    *** Above Voucher was set back to Distributed for payment on Another check *
Enter field number or '/' starting field number--
```

Manual Void Check Process

The Manual Void Check process is used when the retention periods for storing invoice information have passed and the detail is no longer available on-line. If the check number entered at the Void Check function does not exist, an error message displays.

After you select the **Manual Void Check Process**, the system displays the screen shown below:

```
                  General Hospital Void Checks Processor
                                            Mon Jul 31, 1989 03:07 pm
Entity                                        Check Code   Check Nbr
GENERAL HOSPITAL                                 1            111
 1 Vendor                                     2 Check Date
   31 ANDERSON CHEMICAL COMPANY                 07/06/89
 3 Gross Check Amount                         4 Discount Amount
   346.00

   Ln   Ln              -------- GL Distribution --------  Emplymnt Agncy
 5 Nbr  Ty    Line Amount  Ent.    Department   Subaccount  Job Cl   Hours
  1          $245.00    BB         8180           8295     OFT     25.00
  2          $101.00    BB         8180           8295




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

On this screen, invoice detail information can be entered again and reversals to the General Ledger accounts can be made. Reversals are made to the Accounts Payable

current posting period. The dollar amounts entered are displayed as positive numbers. The total of all detail lines is debited to the liability account.

NOTE: The total amount of detail lines must equal the Gross Amount; if they are not equal, the system displays an error message.

Field Explanations

ENTITY (DISPLAY ONLY)
This field displays the General Ledger Entity for which the check was processed.

CHECK CODE (DISPLAY ONLY)
This field displays the code for the checking account from which the invoices were paid.

CHECK NBR (DISPLAY ONLY)
This field displays the check number that appeared on the check that paid the invoices to be voided.

1. VENDOR (10-C-R)
This field displays the vendor for whom the check was written. You can enter the number or a hyphen (-) to display a list of valid vendors.

2. CHECK DATE (6-N-R)
This field contains the date on which the original check was processed. The default is the current system date.

3. GROSS CHECK AMOUNT (12-N-R)
This field contains the gross amount of the check to be voided. This amount is automatically stored as a positive amount. The total of all detail lines entered must be equal to this total in order for the check to be voided. This amount is credited to the General Ledger liability account and the difference between this amount and the Discount Amount is debited to the General Ledger cash account during the nightly batch process.

4. DISCOUNT AMOUNT (10-N-O)
This field contains the total amount of all discounts taken when the check was written. During the batch check process, this amount is debited to the General Ledger Discount Revenue account.

The invoice line items are entered by the user through the following field.

5. LN NBR (DISPLAY ONLY)
This field displays a sequential number automatically assigned by the system for each entered line.

LN TY (1-A-R)
This field indicates the type of invoice line. Values are:

I	Income Tax
C	Credit
F	Freight
T	Tax
Blank	Regular

LINE AMOUNT (12-N-R)
This field contains the dollar amount that is credited to the General Ledger Asset/ Expense account. It is automatically stored as a positive amount. The total of all detail line amounts must equal the number in the Gross Check Amount field in order for the screen to be saved.

GL DISTRIBUTION ENT. (2-N-R)
This field indicates the entity to which this line is expensed. It defaults to the Entity code that was entered when accessing the Void Check function. It can, however, be any Entity code (Link Entity) to which the paying entity is authorized to expense, as established in the Intercompany Accounts table. You can enter a hyphen (-) to display a list of valid Link Entities for the paying entity.

GL DISTRIBUTION DEPARTMENT (10-N-R)
This field indicates the department to which this line is expensed. This field must be entered for all regular detail lines. However, if the Line Type is T or F, the department defaults to the sales tax or freight departments established in the GL Related Parameters. If a Link Entity was entered, the department defaults to the expense department from the Intercompany Accounts table. You can override all defaults.

A hyphen (-) or first numbers followed by a hyphen can be entered in this field to display a list of valid departments. If you entered a Link Entity, the valid departments displayed are from the Link Entity's Chart of Accounts.

GL DISTRIBUTION SUBACCOUNT (10-N-R)
This field contains the subaccount to which this line is expensed. This field must be entered for all regular detail lines. However, if the Line Type is T or F, the subaccount defaults to the Sales Tax or Freight Subaccounts established in the GL Related Parameters. If a Link Entity was entered, the Subaccount defaults to the Expense Subaccount from the Intercompany Accounts table. You can override all defaults.

A hyphen (-) or first numbers followed by a hyphen can be entered in this field to display a list of valid subaccounts. If you entered a Link Entity, the valid subaccounts displayed are from the Link Entity's Chart of Accounts.

NOTE: If you enter a subaccount number that is Inactive or Filed as Deleted, the system displays an error message.

EMPLOYMENT AGENCY JOB CL (4-AN-O)
This field is used to identify the Job Class code when entering void checks for invoices that originally contained this information. The amount and hours are backed out of the Employment Agency report at the next Close Period process. You can enter the code or a hyphen (-) to display a list of valid codes.

EMPLOYMENT AGENCY HOURS (6-N-0)
This field is used to enter employment hours when entering void checks for invoices that originally contained this information. The hours are backed out of the Employment Agency report at the next Close Period process. The format of this field is 999.99 and should be entered like a dollar amount would be entered on a calculator. (For example, 10.00 is entered as 10, but displays as 10.00. 15.75 should be entered as 15.75.)

After you accept this screen, the system prompts you to enter a reason for the manual void check:

Reason for check void--

This 30-character field is required and prints along with the Check Number on the next Check Register.

After you enter the reason, the system prompts you to verify the void check process initiated for this check:

Are you sure you want to void this check? (Y/N)--

If you enter **Y** for Yes, the check status is V for Void, and the standard invoice created by the manual void has a header status of void. All of the line types on the standard invoice also have a status of void. If you enter **N** for No, the system returns to the Check Number prompt.

You can access the standard invoice created by the manual void using the Invoice Add/Edit or Invoice Inquiry functions. You can look up the standard invoice by voucher number, vendor number, or by using the search function. You can also access the manual void check by vendor or by check number using the Check Inquiry function.

AP PROCESSES

Select **AP Processes** from the AP initial menu. The AP Processes menu is displayed:

```
                      General Hospital AP Processes Processor
                                                    Thu May 11, 2006 11:03 am
 AP Processes Input Options

           Option No.  Option
           ---------------------------------------
               1       On-Line Daily Balancing
               2       On-Line Bank Reconciliation
               3       Close Period Process
               4       1099 Process
               5       Purge Deleted Vendors
               6       Bank Reconciliation Tape
               7       Bank Reconciliation PC or UNIX
               8       Income Tax Check Generation




 Enter option number--
```

Each option on the AP Processes menu is described below.

Online Daily Balancing

The Online Daily Balancing function enables you to view information from AP and GL online. This option is also used to store several days of information. It allows for the name of the person who is doing the reconciliation and any comments.

Select the **Online Daily Balancing** option from the AP Processes menu. The system prompts you to enter the entity code. After the entity code is keyed, the following prompt displays:

   Enter Check Code, [IT] for Income Tax Liability, or '-'

When a valid check code is entered, the liability account information associated with that check code displays.

When it is entered for income tax, the income tax liability account designated in the GL Related Parameters displays with the account information associated with the income tax liability account information.

When the appropriate code is entered, the following screen displays:

```
                 General Hospital On-Line Daily Balancing Processor
                                                   Fri Mar 24, 2000 10:29 am
Ent : HAPPY HOSPITAL 01                                   Check Code:   99
Liab. Depart.    2001 CURRENT LIABILITIES                 Control Date: 03/04/2000
Liab. Subacct.   2003 CL-ACCOUNTS PAYABLE

Accounts Payable                          General Ledger
--------------------------------------------------------------------------------
(1) Previous AP Bal.      $133,305.57-  (9) Prev. GL Bal.             $0.00
(2) Vouchers Added              0.00   (10) Plus Pr Per Post.          0.00
(3) Vouchers Del.               0.00   (11) Pr. Per GL Bal.            0.00
(4) Vouchers Undist.            0.00   (12) Plus Cur Per Post.   161,363.76-
(5) Void Ck Distribution        0.00   (13) Cur Per GL Bal.     $161,363.76-
(6) Total Dist Vouchers    133,305.57-
(7) Checks Issued/Voided        0.00
(8) Ending AP Bal.        $133,305.57-

(14) Reconciled by:
(15) Comment:




      F1Prev Page F2Next Page F5Date to View F6 Reset  F7  Exit   ?
```

The screen displayed is the earliest (oldest) screen that is unbalanced. The system stores the last 35 days of balanced screens, and an unlimited number of unbalanced screens.

Field Explanations

ENT
This field displays the name of the selected entity.

LIAB DEPT. (DISPLAY ONLY)
This field contains the liability department number and 20 characters for the description of the AP Liability account. This number will default from the AP Check Codes Table.

LIAB SUBACCT. (DISPLAY ONLY)
This field contains the liability subaccount number and 20 characters for the description of the AP Liability account. This number will default from the AP Check Codes Table.

CHECK CODE (DISPLAY ONLY)
This field contains the check code. The check code tells the system exactly which liability account you want to reconcile, as there can be multiple liability accounts per entity.

CONTROL DATE (DISPLAY ONLY)
The control date is the date of the AP Balancing Report. When the screen initially appears, the control date defaults to the date of the earliest unreconciled balancing screen.

1. PREVIOUS AP BAL. (DISPLAY ONLY)
This field contains the ending balance from the previous day.

2. VOUCHERS ADDED (DISPLAY ONLY)
This field contains the total dollar amount of the vouchers added for the date of the reconciliation. You can verify the contents of this field using the Daily Audit Report and the vouchers added from the Management Sum Section of the AP Balancing Report.

3. VOUCHERS DEL. (DISPLAY ONLY)
This field contains the total dollar amount of vouchers that have been deleted for the date of this reconciliation. You can verify the contents of this field using the Deleted Vouchers Report.

4. VOUCHERS UNDIST. (DISPLAY ONLY)
This field contains the dollar amount of the undistributed vouchers for the date of the reconciliation. This amount is not a cumulative total as on the Balancing Report; it is only the amount for the date of the reconciliation. You can verify the contents of this field using the Undistributed Vouchers Report.

5. VOID CK DISTRIBUTION (DISPLAY ONLY)
The dollar amount in this field reflects the vouchers that have been backed out through distribution because of the void check process. You can verify the contents of this field using the Void Check Register.

NOTE: The system totals the amounts in the Vouchers Added, Vouchers Del., Vouchers Undist. and Void Ck Distribution fields, then adds this amount to the amount in the Prev. Ap Bal field to yield the Total Dist. Vouch. amount. From this amount, the system subtracts the contents of the Checks Issued/Voided field to generate the Ending AP Bal. amount.

6. TOTAL DIST. VOUCH. (DISPLAY ONLY)
This field contains the total dollar amount for all distributed vouchers. This amount is equal to the total dollar amount of vouchers less the vouchers deleted less the undistributed vouchers for the day.

7. CHECKS ISSUED/VOIDED (DISPLAY ONLY)
This field contains the net dollar amount of checks issued and checks voided for the day. You can use the Check Register and Void Check Register reports to verify this amount.

8. ENDING AP BAL. (DISPLAY ONLY)
This field contains the Ending AP Balance. This amount is equal to the amount of the Total Distributed Vouchers less the checks issued plus the checks voided.

9. PREV GL BAL (DISPLAY ONLY)
This field contains the total of the beginning balance from the beginning of the year for the AP liability account, plus any periods that have had the AP Close Period process run. The system takes this value from the General Ledger Display Account Activity function.

10. PLUS PRIOR PERIOD POSTING (DISPLAY ONLY)
This field contains the total dollar amount of all prior periods that have not yet been closed for this AP liability account. The system takes this value from the General Ledger Display Account Activity function.

11. PR. PER GL BAL. (DISPLAY ONLY)
This field contains the total of the Previous GL Balance and the Prior Period Postings.

12. PLUS CUR PER POST (DISPLAY ONLY)
This field contains the total dollar amount of all current period GL postings to the AP liability account. The system takes this value from the General Ledger Display Account Activity function.

13. CUR PER GL BAL. (DISPLAY ONLY)
This field contains the total General Ledger balance for the AP Liability Account. This amount is equal to the total of the Pr. Per GL Bal and the Plus Cur Per Post fields. This amount should equal the bottom line of the Ending AP Bal field.

NOTE: Once the ending Accounts Payable balance and the ending General Ledger balances are equal, you should run and review the Aged Trial Balance and Payables Status Report to verify that they contain the same balance.

14. RECONCILED BY: (20-AN-O)
This field is used to enter the name of the person who is reviewing and balancing the screen.

15. COMMENTS: (50-AN-O)
This field is used to enter any comments pertaining to the screen.

FUNCTION KEYS

The following is an explanation of the function keys displayed at the bottom of the previous screen:

Key	Description
F1 Prev Page	Press **F1** to review the balancing screen dated just before the one that is currently displayed.
F2 Next Page	Press **F2** to review the balancing screen dated just after the one that is currently displayed.
F5 Select Date to View	Press **F5** to change the control date of the screen.
F6 Reset	The Reset key enables you to clear the Reconciled By field and the Comment field. The screen will redraw.
F7 Exit	Press **F7** to exit the screen and return to the menu. If you have made entries to the screen, the system will prompt you to accept the screen before you exit. If you enter **Y** to accept, the entries made to the screen will be saved. Enter **N** if you want to exit the screen without saving the entries.

Online Bank Reconciliation

The Online Bank Reconciliation function enables you to perform the following functions:

- Reconcile bank statements.

- Process returned checks.

- Enter deposits.

- Reconcile items.

- Print a Bank Reconciliation Report.

- Print a Deposits in Transit Report.

- Print an Outstanding Check List.

- Print the Adjustment/Reconciling Items Report.

- Print a Returned Check List.

After you select **On-Line Bank Reconciliation** from the AP Processes menu, the system prompts you to enter the following information:

- Entity Code

- Check Code

You can enter the code and date or a hyphen (-) to display a list of valid codes and dates. The system then prompts you to enter a reconciliation date:

If current period is not open, the following prompt displays:

Enter new reconciliation date or '-' for table--

If current period is open, the following prompt displays:

Enter 'NL' for current reconciliation date [current period date] or '-' for table--

All closed bank reconciliations are stored by reconciliation date. The system will also store one open reconciliation at a time.

NOTE: If a reconciliation is opened, be sure that after you enter data, you go through the Bank Balancing process to save the reconciliation date. Otherwise, the system will not store this date, and data for this reconciliation must then be re-entered.

After you enter the current reconciliation date, the system displays the Online Bank Reconciliation submenu:

```
                General Hospital On-line Bank Reconciliation Processor
                                              Wed Dec 13, 1989 01:44 pm
      Ent : GENERAL HOSPITAL          Ck Cd: 1     Bank Reconciliation Date: 12/13/1989

              Option No.  Option
              ---------------------------------------
 PROCESSES       1         Deposits
                 2         Returned Checks
                 3         Adjustments/Reconciling Items
                 4         Balancing

 REPORTS         5         Outstanding Check List
                 6         Returned Check List
                 7         Balancing Report




      Enter option number--
```

NOTE: The reports generated from this function are discussed in Chapter 8:
ACCOUNTS PAYABLE REPORTS in this volume.

DEPOSITS

In the Accounts Payable system you can enter deposits for each check code by entity. After you select **Deposits** from the Online Bank Reconciliation submenu, the system displays the following screen:

```
                      General Hospital Deposits Processor
                                              Wed Dec 13, 1989 02:58 pm
      Ent : GENERAL HOSPITAL          Ck Cd: 1     Bank Reconciliation Date: 12/13/1989

                          Total Amount of Deposits
                               211,050.00

                  Date of Deposit              Amount of Deposits

                    11/21/1989                     56,889.00
                    12/02/1989                     23,990.00
                    12/09/1989                    112,897.00
                    12/11/1989                     17,274.00






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

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the name of the entity you selected.

CHECK CODE (DISPLAY ONLY)
This field contains the selected check code. This code determines the Bank and Checking Account for which these deposits are to be applied.

BANK RECONCILIATION DATE (DISPLAY ONLY)
This field contains the date the system uses for the reconciliation of outstanding checks and deposits in transit. When the outstanding listing of checks is run, AP checks issued after this date will not be included in the listing. The system uses this date to edit the deposits in transit at the time of data entry. Also, this is the date used when you balance to the General Ledger Cash Balance.

TOTAL AMOUNT OF DEPOSITS (13-N-R)
This field contains the accumulation of the deposits in transit. As each deposit is entered the Total Amount of Deposits is updated to reflect the new amount.

DATE OF DEPOSIT (8-N-R)
The date of the individual deposit. This date cannot be greater than the check reconciliation date entered above.

AMOUNT OF DEPOSIT (11-N-R)
The amount of the individual deposit.

After you accept the screen, the system displays the following prompt:

> *Do you wish to print a list of deposits? (Y/N) [N]--*

If you enter **N** for No, the system returns you to the previous menu screen. If you enter **Y** for Yes, the system prints the Deposits in Transit Report (GARBKD). See Chapter 8: ACCOUNTS PAYABLE REPORTS for more information about this report.

RETURNED CHECKS

The Returned Checks function allows you to enter the checks that have been returned by the bank and to make corrections to an open reconciliation. This function also enables you to change the status of a returned check back to Outstanding.

NOTE: It is recommended that you print an outstanding check list (GARBKC) before and after the Returned Checks Process.

After you select **Returned Checks** from the Online Bank Reconciliation submenu, the system displays the following prompt:

> *Enter (R)eturned checks, or (E)dit status back to Outstanding (R/E) [R]--*

NOTE: If you enter **E** for Edit, when the check is entered, it will be deleted from the Returned Check list and added to the Check Outstanding list.

The system then displays the following screen:

```
                    General Hospital Returned Checks Processor
                                            Fri Dec 15, 1989 02:18 pm
 Ent : GENERAL HOSPITAL          Ck Cd: 1    Bank Reconciliation Date: 12/13/1989
   Returned Checks            Returned Checks            Returned Checks
 Beg Ck #     End Ck #     Beg Ck #     End Ck #     Beg Ck #     End Ck #
 2114         2115         2306         2311
 2117         2162         2313         2313
 2166         2166         2317         2317
 2168         2180         2320         2320
 2181         2200         2322         2323
 2202         2212         2326         2329
 2214         2218         2331         2331
 2220         2238         2333         2333
 2240         2262         2335         2336
 2264         2265         2339         2339
 2268         2272
 2275         2275
 2278         2283
 2287         2295
 2297         2298
 2300         2304
     F1Prev Page F2Next Page F3 Insert   F4 Delete   F6 Reset   F7  Exit   ?
```

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the selected entity.

CHECK CODE (DISPLAY ONLY)
This field contains the selected Check Code. This code determines the Bank and Checking Account for which the account reconciliation will be done.

BANK RECONCILIATION DATE (DISPLAY ONLY)
This field contains the date the system uses for the reconciliation of outstanding checks and deposits in transit. When the outstanding listing of checks is run, AP checks issued after this date will not be included in the listing. The system uses this date to edit the deposits in transit at the time of data entry. Also, this is the date used when you balance to the General Ledger Cash Balance.

BEGINNING CHECK NUMBERS (9-N-R)
This field contains the beginning check number for the reconciliation. This number is taken directly from the bank statement. If you are entering a range of numbers, this field contains the first number.

ENDING CHECK NUMBERS (9-N-R)
This field contains the ending check number for the reconciliation. This number is taken directly from the bank statement. If you are entering a range of numbers, this field contains the last number.

If a range of numbers is not used, you can press ENTER and the field defaults to the value in the Beginning Check Number Balance field.

After you enter all returned checks and enter F7 to exit the screen, the following prompt is displayed:

Accept this screen? (Y/N) [Y]

ADJUSTMENTS/RECONCILING ITEMS

The Adjustments and Reconciling Items screen is used to enter any miscellaneous debits or credits (for example, bank errors or posting errors) in order to balance the Bank Balance to the General Ledger cash balance.

After you select **Adjustments/Reconciling Items** from the Online Bank Reconciliation submenu, the system displays the following screen:

```
          General Hospital Adjustments/Reconciling Items Processor
                                              Fri Dec 15, 1989 02:18 pm
   Ent : GENERAL HOSPITAL           Ck Cd: 1      Bank Reconciliation Date: 12/13/1989

                       Total Amount of Adj/Rec Items
                                185.00

       Description                 D/C          Amount of Adj/Rec Item
       Check Printing Charge        C                   150.00
       Service Charge               C                    35.00












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

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the selected entity.

CHECK CODE (DISPLAY ONLY)
This field contains the selected Check Code. This code determines the Bank and Checking Account for which the account reconciliation will be done.

BANK RECONCILIATION DATE (DISPLAY ONLY)
This field contains the date the system uses for the reconciliation of outstanding checks and deposits in transit. When the outstanding listing of checks is run, AP checks issued after this date will not be included in the listing. The system uses this date to

edit the deposits in transit at the time of data entry. Also, this is the date used when you balance to the General Ledger Cash Balance.

TOTAL AMOUNT OF ADJUSTMENTS/RECONCILING ITEMS (DISPLAY ONLY)
This field contains the accumulation of the user-entered Adjustments and Reconciling Items. Each time an item is entered into the Amount of Adj/Rec Item field, the total amount is updated.

DESCRIPTION (25-AN-R)
This field contains the description of the adjustment or reconciling item.

D/C (1-A-R)
This field indicates whether the amount entered in the Amount field will be positive or negative. Entry options are:

> **D**   Debit. This makes the amount positive.

> **C**   Credit. This makes the amount negative.

AMOUNT (11-N-R)
This field contains the amount of the adjustment or reconciling item. This amount is keyed as a positive number and will be changed to negative by the system if the D/C field contains C for Credit.

After you accept the screen, the system displays the following prompt:

> *Do you wish to print a list of Adjustments? (Y/N) [N]-- Y*

If you enter **N** for No, the system returns you to the previous menu. If you enter **Y** for Yes, the system prints the Adjustments/Reconciling Items Report (GARBKA). See Chapter 8: ACCOUNTS PAYABLE REPORTS for more information about this report.

BALANCING THE BANK RECONCILIATION SCREEN

After you select **Balancing** from the Online Bank Reconciliation submenu, the system displays the following screen:

```
                    General Hospital Balancing Processor
                                        Fri Mar 24, 2000 10:50 am
Ent : MODEL HOSP - ENT 03        Ck Cd: 1   Bank Reconciliation Date: 05/31/1999

Bank Statement End Date:


ENDING BALANCE ON BANK STATEMENT

      ADD DEPOSIT IN TRANSIT                                         0.00

      LESS OUTSTANDING CHECKS                                    3,789.39
                                                             ---------------
BALANCE                                                          3,789.39-

      RECONCILING ITEMS                                             0.00
                                                             ---------------
RECONCILED BALANCE                                               3,789.39-
                                                             ===============
GENERAL LEDGER CASH BALANCE                                         0.00
                                                             ===============


                        F6 Reset  F7  Exit   ?
```

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the selected entity.

CHECK CODE (DISPLAY ONLY)
This field contains the selected Check Code. This code determines the Bank and Checking Account for which the account reconciliation will be done.

BANK RECONCILIATION DATE (DISPLAY ONLY)
This field contains the date the system uses for the reconciliation of outstanding checks and deposits in transit. When the outstanding listing of checks is run, AP checks issued after this date will not be included in the listing. The system uses this date to edit the deposits in transit at the time of data entry. Also, this is the date used when you balance to the General Ledger Cash Balance.

BANK STATEMENT END DATE (6-N-R)
This field contains the bank statement's ending date.

ENDING BALANCE ON THE BANK STATEMENT (13-N-R)
This field contains the bank statement's ending balance.

ADD DEPOSITS IN TRANSIT (DISPLAY ONLY)
This field contains the accumulation of the amounts entered from the Deposits process. It is automatically updated with the amount from the Deposits screen.

LESS OUTSTANDING CHECKS   (DISPLAY ONLY)
This field contains the total dollar amount of outstanding checks for the current Bank Reconciliation. This field is automatically updated each time the Returned Checks screen is saved. This amount includes the outstanding checks up to and including the Bank Reconciliation Date.

BALANCE (DISPLAY ONLY)
This field contains the system-calculated sum of the Ending Balance on the Bank Statement, Add Deposits in Transit, and Less Outstanding Checks fields.

RECONCILING ITEMS (DISPLAY ONLY)
This field contains the accumulation of the reconciling items in the Adjustments/Items process. It is automatically updated with the amount from this process. This field can contain a positive or negative value, depending upon the total of all the individual entries.

RECONCILED BALANCE (DISPLAY ONLY)
This field contains the system-calculated sum of the Balance field and the Reconciling Items field. You should compare this balance to the General Ledger Cash Balance below.

GENERAL LEDGER CASH BALANCE (13-N-R)
This field contains the cash balance recorded in the General Ledger account as of the reconciling date for this check code.

After edits have been made, the system prompts you to accept this screen If you enter **N** for No, the system returns the screen to its previous version and displays the following prompt:

> *Delete this Bank Reconciliation? (Y/N)--*

If you enter **Y** for Yes, the system prompts you to confirm that you want to delete this reconciliation. After you enter **Y**, the system will delete deposits, reconciling items, and the balancing screen and will restore any checks marked Returned to Outstanding. This option should be used with caution as it erases all data entered in the current period Bank Reconciliation.

If you enter **N**, the system returns to the entity prompt line.

If the General Ledger balance equals the reconciled balance, the system prompts:

> *Do You Wish To Close this Bank Reconciliation? (Y/N)--*

If you enter **Y** for Yes, the system writes a summary record for historical lookup purposes and exits to the entity prompt. If you enter **N** for No, the system saves the data and returns to the Online Bank Reconciliation submenu.

AP Close Period Process

The AP Close Period Process is used to close out an AP fiscal period for a specified entity. This function prevents additional invoice expense posting to the closed period and prints monthly reports for the period closed. This function is selected from the Processes menu and runs as a background job.

After selecting the Close Period Process function, the system prompts you to enter this information:

- Entity Code

- Fiscal period to close

The system displays each prompt. You can enter the code or a hyphen (-) to display a list of valid entity codes and fiscal periods. The system then displays this prompt and a list of recent AP closing history:

Close Period 200206? (Y/N) [N]--

```
              General Hospital Close Period Process Processor
                                                Sat Sep 07, 2002 02:41 pm
    Ent : HAPPY HOSPITAL              Last Period Closed: 200205


    Recent AP Closing History:
            Closed By                    Date/Time         Period
            Weldon,Rick            06/17/2002  01:55pm    2002 05
            Weldon,Rick            06/17/2002  01:55pm    2002 04
            Weldon,Rick            05/09/2002  10:56pm    2002 03
            Weldon,Rick            05/09/2002  10:56pm    2002 02
            Weldon,Rick            05/09/2002  10:56pm    2002 01
            Weldon,Rick            05/09/2002  10:56pm    2001 12





    Close Period 200206? (Y/N) [N]--
```

If you enter **N** for No, the system returns you to the AP System Processes menu. If you enter **Y** for Yes, the following functions are performed automatically by the Accounts Payable system during the Accounts Payable Close Period Process:

UPDATE LAST ACCOUNTS PAYABLE PERIOD CLOSED

Taking the period and year into consideration, the system determines the period to close by incrementing the last Accounts Payable period closed by one.

The system updates the last Accounts Payable period closed in fields on the Entity Parameters screen.

PRINT MONTH-END DISTRIBUTION REGISTER (GARMDR)

The system prints a report for all invoices with a distribution period equal to the period just closed.

PRINT EMPLOYMENT AGENCY FEES REPORT (GAREAF)

The system prints a report for all invoices with a distribution period equal to the period just closed and a number in the Employment Agency Hours field on the Invoice Detail screen.

PURGE INVOICES

This function deletes all paid invoices that pass the user-defined retention periods but that do not have 1099 (T4A) vendor or outstanding purchase order information from the STAR Financials Materials Management system. The system automatically prints the Purged Vouchers Report (GARPV).

1099 Process

NOTE: For yearly updates of this process, be sure to obtain the current year's *Accounts Payable 1099 Year-End Processing Guide* which is part of the *STAR Financials General Accounting Reference Guide* suite of volumes.

1099 statistical information is stored on the Vendor Master's Vendor Statistics screen. The Vendor Statistics screen is updated in the current year each time a check is generated through the Batch, Demand, or Manual Check process. If 1099 statistics are to be maintained for a vendor, the Accumulator Flag and 1099 Type must be complete on the Tax Related Information screen. At the end of the calendar year, the current 1099 data is moved to the Prior Year field on the Statistics screen.

1099 statistics are accumulated based on the date that is printed on the physical check. For example, if a check run is processed on December 22, 1999 but you enter January 10, 2000 as the Check Print Date, the checks will be included in the 2000 calendar year and fiscal year statistics.

NOTE: Gross vendor calendar/fiscal year statistics accumulated during Check Processing will be reduced by invoice/check discounts and SAT tax. Additionally, these statistics will be increased by Income Tax Withheld and all other taxes on the payment. When a check is voided, the same information will be reversed out of the statistics.

The 1099 Process creates magnetic media and prints 1099 paper copies that are sent to the federal government to report for a specified calendar year. This function also

generates the Federal 1099 Audit Report (GARTA) in two formats, summary and detail, and spools 1099 paper copies.

This function is accessed from the AP Processes menu and runs online. When you select the **1099 Process** option, the system prompts you to:

Enter entity code or '-' for list--

You can enter the entity code or a hyphen (-) to display a list of valid codes.

Enter desired Reporting Year [1999]?--

Select the Current or Prior year statistics (as compared with the current system date). If you press the ENTER key for Current Year, the 1099 (T4A) information is reported from the vendor's current year 1099 (T4A) amount.

NOTE: The following prompt applies to 1099 processing **only** and is not displayed in T4A processing.

Report by Vendors (M)ain Address or Vendor's FIRST (R)emit Addresses?--

Select the address to be included, either the vendor's main address or first remittance address. Be sure to select the Main or Remittance **Addresses** to be used, not Main or Remittance **Names**.

The system then displays the 1099 Process menu:

(US) 1099 PROCESS MENU

```
                General Hospital 1099 Process Processor
                                                Mon Sep 29, 2008 10:10 am
 Ent : MODEL HOSPITAL - ENT 2                   Year: 2008

          Option No.  Option
          ---------------------------------------
              1        1099 Create File
              2        1099 Print Paper Copies
              3        1099 Create Spooler File
              4        1099 Statistic Rebuild
              5        Create download file for Canada (T4A)










     Enter option number--
```

(CN) T4A PROCESS MENU

```
                     General Hospital T4A Process Processor
                                             Tue Apr 26, 2005 10:33 pm
Ent : ST. JOSEPH'S HOSPITAL                  Year: 2005

           Option No.  Option
           ---------------------------------------
                1       T4A Create Media
                2       T4A Print Paper Copies
                3       T4A Create Spooler File
                4       T4A Statistic Rebuild
                5       Create download file for Canada (T4A)










   Enter option number--
```

NOTE: Be sure to refer to the 1099 or T4A Software Tracking Item (STI) documentation for the current year. The STI documentation contains processing instructions specific to the current year.

US: United States customers should refer to their *Accounts Payable 1099 Year-End Processing Guide* (available from Download Central) for specific information regarding 1099 reporting. The Create download file for Canada (T4A) menu option is for Canadian customers only. It creates outbound data to be used with third-party software for governmental reporting to The Ministry. For more information, refer to the *T4A Instructions.doc* document that is provided each January.

1099 Create File

After you select the **1099 Create File** option, the system displays a prompt that is based on your Federal Reporting Parameters media settings.

1099 Paper Copies

After you select **1099 Paper Copies**, the system displays the following prompt:

Mount 1099 Paper copies and reply 'READY'--

The system displays the following prompt:

Print by (I)ndividual Vendor, or (A)ll [A] --

Press ENTER to accept the default of **A** for All vendors to print or enter **I** to print an individual vendor. If you enter **I**, the following prompt is displayed:

Enter Vendor Nbr, Name '-' or '-' --

Once you select a vendor, the 1099 form is printed for that specific vendor and a 1099 Audit report is generated for that vendor.

Enter the word **READY** after you mount the paper copies. If you do not want to proceed, press period (.) ENTER. After you enter **READY**, the following prompt is displayed:

Print Pattern (Y/N)? [N]--

If you enter **Y**, the system prints out the pattern for the paper copies. Once this is printed, enter **N**. Then the following message is displayed:

Sort by vendor number (N) or vendor name(A) [A]--

The 1099 Process also sorts the 1099 Audit Report according to the sort selected above. While the 1099s print, the following message is displayed:

Processing 1099 Paper Copies

When the process is complete, the following prompt is displayed:

Dismount 1099 paper copies and reply 'READY'--

The Change Paid Voucher Lock prompt is displayed next:

Set the change paid voucher lock to 'Yes' for year [xxxx] (Y/N)?--

Enter **Y** (Yes) to prevent vouchers paid in that prior year [xxxx] from being listed as available to be changed when/if a vendor's 1099 Accumulator Flag is changed from No to Yes. Entering Y indicates to the system that your printing is complete and that no more changes should be made when a vendor Accumulator Flag is changed to Yes. (See "Changing Vouchers for Newly Classified 1099 Vendors" on page 4-23.)

Enter **N** (No) to indicate that you are printing preliminary 1099s for review (on widebar paper, for example), and you are not yet ready to stop the ability to make "bulk" changes for the previously selected calendar year.

You can undo the Change Paid Voucher Lock the next time you access the 1099 Paper Copies process. The following prompt is displayed:

1099's were last printed on mm/dd/yy Continue (Y)es or (N)o [Y]-

If you enter **Y** to continue, another prompt is displayed:

Reset the paid voucher lock to 'No' (Y/N)?-

NOTE: This reset capability gives you control over your data; however, McKesson recommends that once the Change Paid Voucher Lock is set to Yes that it remain as Yes in most instances. If you enter **Y** to reset the Change Paid Voucher Lock to No and a vendor's 1099 Accumulator Flag is changed from No to Yes, then vouchers paid in the calendar year immediately prior are again listed as vouchers available for change.

The system reads the vendor calendar year statistic records for a dollar amount in the appropriate 1099 Amount field (depending upon year selection).

1099 amounts can be edited. Refer to the Prior Year 1099 Amt and Current Year 1099 Amt fields on the Statistics screen in Chapter 4: VENDOR INFORMATION.

SUMMARY REPORT

The system prints the Federal 1099 (T4A) Audit Report for all vendors listed. For more information about this report, refer to Chapter 8: ACCOUNTS PAYABLE REPORTS.

NOTE: The Federal 1099 (T4A) Audit Report is used to verify the information that prints on the magnetic media and paper copies. It is recommended that you run this report to verify the information prior to generating the magnetic media and paper forms. The Summary Report automatically generates after 1099s (T4As) print. The Summary and Detail Report also can be generated from the Demand Reports menu at any time.

Purge Deleted Vendors

The Purge Deleted Vendors process deletes all vendors that have been previously marked as Filed for Deletion in the AP system. This excludes all 1099 (T4A) vendors with current or prior calendar year 1099 amounts.

WARNING: You should always choose to print the Audit Report first (see prompt below) before actually executing the Purge function. The Audit Report shows the projected outcome of the next purge. Do not execute the Purge function unless you are absolutely certain that you want all of the vendors listed on the Audit Report permanently removed from the system.

For more information about the Audit Report, and another version of the report that prints automatically after a purge showing the actual outcome, see the "Purge Deleted Vendors Report (GARPDV)" on page 8-206 of this volume.

After you select **Purge Deleted Vendors** from the AP Processes menu, the system prompts you to:

Print Audit Report(A) or purge deleted Vendors(P)? (A/P)--

If you enter **A** for Print Audit Report, the system prompts you to sort the report by N for Vendor Number or A for Vendor Name. The default is A for Vendor Name. If you enter **P** for Purge Deleted Vendors, the system displays the following prompt:

Are you sure you want to purge deleted Vendors? (Y/N)--

Enter **Y** to complete the process. Marked items must meet the Purge/Inactivate criteria described next.

Purge/Inactivate Criteria

The following information describes the criteria for purging invoices and vendors.

INVOICE PURGE
Invoices that have been marked for deletion and meet the following criteria are purged at AP Close Period:

- Voucher status is Complete or Void

- Voucher is associated only with checks that are marked as Reconciled, and

- Invoice exceeds the Invoice Retention Periods in Entity Parameters.

INACTIVATE ONE-TIME VENDORS
One-Time Vendors meeting the following criteria are automatically marked as Inactive on the last calendar day of the month during Midnight Processing (this is called End of Month, or EOM):

- Vendor is on the One-Time Vendor list

- Vendor has no current or prior calendar year 1099 dollar amounts

- All existing vouchers have a status of either Complete or Void

- Any POs for the vendor have a status of either Canceled or Distributed

- The last check issued for the vendor has elapsed time exceeding the One-Time Vendor Retention periods set in System Parameters, and

- If there is a Materials Management Interface, the Vendor has no link to an Item Master.

NOTE: The One-Time Vendor Inactivate functionality occurring at EOM checks **_all_** entities before marking a vendor as inactive, and checks current and prior year 1099 statistics correctly to determine whether the vendor meets the criteria for inactivating.

VENDOR PURGE

Vendors meeting the following criteria are purged when you run the Purge Deleted Vendors Process:

- The system checks for any Vendors that have been manually marked as inactive and for One-Time Vendors that have been marked during End of Month Processing.

- Vendors must have no current or prior calendar year 1099 amounts

- Vendors must have no existing vouchers, and

- If there is a Materials Management Interface, the Vendor has no link to an item master.

NOTE: While checking for Vendor purge criteria, the System checks one entity at a time. If **_all_** entities pass the criteria, **_then_** the Vendor Master Information is purged. Until that point, only entity-specific items such as Fiscal Year Statistics, Recurring Requests, and Voucher Display are purged (**_not_** the Vendor Master information).

The Purge Deleted Vendors Process checks the current and prior year 1099 statistics to determine if a vendor is to be purged.

Bank Reconciliation Tape

The system creates on demand a physical tape for all checks drafted against a specified checking account that have not previously been included on a reconciliation tape. This tape also contains checks that have been voided since the last reconciliation tape.

Bank Reconciliation PC or UNIX

The system allows you to send your outbound bank reconciliation data to either a PC file or a UNIX file. After selecting the **Bank Reconciliation PC or UNIX** option from the AP Processes menu, you are prompted for an Entity Code and Check Code. The system validates that the Outbound Bank Recon File Format parameter has been set up for this check code. If the parameter has not been set up, the following error message is displayed:

Bank Recon File Format is incomplete. Cannot continue!

If the check code is properly set up in the Outbound Bank Recon File Format parameter, the following prompt is displayed:

Create file for (C)urrent checks, or (P)revious run [C]?-- |

You can choose to download Current checks (indicating checks that have never been downloaded to a bank reconciliation file) or to download a Previous run.

If you enter **P** (Previous), a list of available dates is displayed from which to choose. Once you select a date, all checks that were originally downloaded on that date are added to the newly created file.

NOTE: If you chose to include a void check indicator on your bank file (see screen below), for example, if a check that was on original run 2/24/06 has been voided since that date, the check does **not** show as void when you choose to re-run the Previous date. It keeps the same characteristics as the original run. The voided check is displayed the next time **C** (Current) is entered.

```
          General Hospital Bank Reconciliation PC or UNIX Processor
                                              Mon Apr 24, 2006 12:36 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA     Ck Cd: 3 AP Main Account
Page:01                              Available Dates
( 1) 12/04/03
( 2) 07/01/04
( 3) 02/24/06
( 4) 04/19/06
( 5) 04/20/06
( 6) 04/21/06




 Enter choice--
```

Once C or P is entered, the following prompt is displayed:

   Write records to PC or Unix? (P/U)[P]-

• If you press ENTER to accept the default of **P** (PC), the following prompt is displayed:

Enter drive and path for download--
     (ex. C:\HBONET\,A:\,F:\HBO\) [Default drive and path is C:\]

The directory must already exist on your PC. If it does not exist, the following error message is displayed:

Unable to export file to xxx.txt! Verify that directory exists!
     Enter file name [eg. bankout.txt] -

NOTE: There is no default filename in order to help prevent overwriting an already existing file from another download. The filename must be entered.

If the download path exists, messages are displayed indicating that the download is processing, that it was successful, and that the download report (GARBOB) is generating.

• If you enter **U** (Unix), the following prompt is displayed:

Enter directory for download--
     (ex. /hbo/,/hbo/tmp/) [Default directory is /hbo/tmp/]

The directory must already exist in UNIX. If it does not exist, the following error message is displayed:

Unable to export file to xxx.txt! Verify that directory exists!
     Enter file name [eg. bankout.txt] -

NOTE: There is no default filename in order to help prevent overwriting an already existing file from another download. The filename must be entered.

If the download path exists, messages are displayed indicating that the download is processing, that it was successful, and that the download report (GARBOB) is generating.

The AP OB Bank Recon Dump Report (GARBOB) is an exact replica of the data placed on the file. A counter is provided on the top row of the report to help users count file positions and compare them to their bank requirements. The report header lists the file characteristics you defined and the body of the report includes the data in the file.

Once you have generated the file, you can locate it in the PC drive/path or UNIX directory/filename you designated. Beyond file creation, the next steps must be determined directly by you, your PC and/or UNIX administrator, and the banking institution.

Process Income Tax Payments

The Process Income Tax Payments function generates an invoice for the vendor indicated in the Income Tax Vendor field in the Federal Reporting Parameters and the Income Tax Withheld Report (GARITW). The invoice transfers the cumulative income tax dollars from the income tax liability account designated in the GL Related Parameters, to the AP liability account designated in the Check Code Table. The income tax liability account is cleared, and income tax amounts begin accumulating for the next payment generation.

The invoice generated by this process has a header status of Approved. It is generated with the default check code value designated in Entity Parameters, and an invoice due date of the current date. The invoice can be viewed in Invoice Inquiry or altered in Invoice Maintenance before it distributes in Midnight Processing. The income tax remittance check is produced in the next batch check run for the check code indicated on the invoice header screen.

NOTE: Any change to the system-generated invoice (check code, detail amount, etc.) must be made before the invoice distributes, and should be manually noted on the GARITW report for the invoice being changed.

When you select **Income Tax Payment Process** in AP Processes, the system prompts you to enter an entity code or a hyphen (-) to display a list of valid codes. When you enter the entity code, the system advances to the next screen which displays the following message:

Processing!

This indicates that the invoice and report creation have begun. Once this job has executed, the Income Tax Liability account balance is transferred to the AP Liability GL account and the Income Tax Liability GL account is cleared. The Income Tax Withheld Report (GARITW) is an entity-specific report and it can be printed and/or reviewed online. The report reflects vendor void check information that affected income tax previously remitted and current income tax remittance information. It should be printed and retained as an aid in verifying vendor payments included on the system-generated invoice, and in completing documents that accompany the income tax check.

DAILY BATCH PROCESSING

Daily Batch Processing for Accounts Payable is run as part of the hospital's midnight processing. All daily processes are run in a downtime mode.

Credit Memo Matching

Credit Memo Matching should be set up to run as part of the daily job string only if the STAR Financials Materials Management Interface option is Yes.

The purpose of the Credit Memo Matching function is to clear valid discrepancies between a purchase order and its related invoice. This type of discrepancy occurs when a vendor generates an invoice for more than the received quantity of an item, or charges a price where the difference between the invoice price and the purchase order price is not within the allowable variances.

Credit memo invoices contain a flag identifying them as purchase order-related. Only these credit memos are processed through this function. Also, only credit memos with invoice header statuses of P are processed.

If a credit memo exists for a purchase order-related invoice, it must be matched to the original invoice line(s), then the differences in quantity and price compared to the purchase order. A process similar to the online Variance Check process is done during daily processing. However, the invoice and credit memo must both match the purchase order exactly and not just be within the variance parameters. Detail line statuses on the original invoice will be changed to E for Credit Memo Approved, if the invoice quantity and price are equal to the purchase order quantity and price.

If the Auto Approval field on the Entity Parameter screen is set to N for No (not automatically approved), the invoice and credit memo header does not change to approved even if the invoice header detail line items are E and A. If the parameter is set to Y for Yes (automatically approved), the invoice and credit memo headers will change to approved if all detail lines on the invoice are A or E. The invoices will then be ready for distribution. For more information, see the Auto Approval subsection.

Output

A Credit Memo Matching report is generated to show each voucher and voucher detail line that has a credit memo applied. For more information about the Credit Memo Matching Report, see Chapter 8: ACCOUNTS PAYABLE REPORTS. An Auto Approval Report will also generate for any vouchers that were automatically distributed as above.

Create Invoices for Patient Accounting Refund Requests

This is an optional batch job. It should only be set up to run in the daily job string if the Patient Accounting Interface option is set to Y for Yes. Unapplied Cash Refunds as well as Guarantor or Carrier patient refunds are included in this process.

During the Daily Batch process, each refund request approved through the Patient Accounting system is retrieved by the Accounts Payable system and an invoice record (voucher) is automatically created. As invoices are created from the refund request file, the refund request is deleted from the Patient Accounting system. Refund invoices print on the daily Patient/Insurance Refund report and on the Daily Audit report. They also print on the Payables Status and Aged Trial Balance reports until they are paid. Additionally, the Accounts Payable system updates the account transaction history.

For more information about this function, refer to "Patient/Insurance Refunds (R)" on page 5-7, located under Invoice Types in Chapter 5: INVOICING.

INVOICE HEADER SCREEN FOR PATIENT ACCOUNTING REFUND INVOICES

With the exception of the Payment Due Date and Invoice Payment Hold fields, the following fields on the invoice header screen are display only. For more information about these fields, see the field explanations for the Header screen in "ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM" on page 5-17.

NOTE: These fields are updated as the definitions below indicate. However, you will not be able to view these fields until the Patient Refund process has run (that is, not until the next morning).

Field Explanations

BATCH NUMBER (DISPLAY ONLY)
This initial batch number is set to 000000. When the Daily Audit report is printed, all refunds print at the beginning of the report with a batch number of Refunds.

VOUCHER NUMBER (DISPLAY ONLY)
The system automatically assigns this number.

ENTITY (DISPLAY ONLY)
This field contains the entity code to which the patient's facility is mapped.

CREATION DATE (DISPLAY ONLY)
This field contains the current system date.

EDIT DATE (DISPLAY ONLY)
This field contains the current system date.

INVOICE TYPE (DISPLAY ONLY)
This field contains R (refund).

VENDOR NUMBER (DISPLAY ONLY)
This field contains the PA Guarantor Account Number, the Insurance Carrier/Plan Number, or (for Unapplied Cash Refunds) the refund recipient's assigned Vendor Number from Patient Accounting.

CHECK CODE (DISPLAY ONLY)
This contains the Check code from the Patient Refund Check code on the Entity Parameters.

PAYMENT DUE DATE (8-C-R)
This field contains the next check run date from the above Check code. If a check run date is not available, the system uses the current system date. This field can be edited by the Accounts Payable system.

VENDOR INVOICE NUMBER (DISPLAY ONLY)
This field contains the external Patient Account Number for which the refund is issued. For Unapplied Cash Refunds, this is a system-generated number with the first character identifying the generating facility, the next three letters ("UCR") indicating that this is an Unapplied Cash Refund, the next six digits representing the date the invoice was created, and the last three digits representing the sequence number for that refund on the day it was processed.

VENDOR INVOICE DATE (DISPLAY ONLY)
This field contains the patient's discharge date. If there is no discharge date, the system uses the current system date.

INVOICE AMOUNT (DISPLAY ONLY)
This field contains the total dollar amount of the refund from the refund request.

HEADER STATUS (DISPLAY ONLY)
This field contains D (distributed) since the General Ledger journal entries are created when Patient Accounting approves the refund request.

INVOICE PAYMENT HOLD (DISPLAY ONLY)
This field contains N for No.

CHECK PRIORITY (DISPLAY ONLY)
This field contains N for No.

SEPARATE CHECK INDICATOR (DISPLAY ONLY)
This field contains Y for Yes.

PERIOD INDICATOR (DISPLAY ONLY)
This field contains C for Current.

COMMENT (DISPLAY ONLY)
This field contains the Comment field from the Patient Accounting Refund Approval screen.

DISTRIBUTION DATE (DISPLAY ONLY)
This field contains the current system date.

DISTRIBUTION PERIOD (DISPLAY ONLY)
This field contains the current fiscal period.

INVOICE DETAIL SCREEN FOR PATIENT ACCOUNTING REFUND INVOICES

One invoice detail line is created for each refund. The fields on this screen are display only. For more information about these fields, see the Detail screen in "ADDING AN INVOICE TO THE ACCOUNTS PAYABLE SYSTEM" on page 5-17.

Field Explanations

LINE NUMBER (DISPLAY ONLY)
This field contains 1.

LINE TYPE (DISPLAY ONLY)
This field is blank.

LINE AMOUNT (DISPLAY ONLY)
This field is the same amount as the Invoice Amount.

ENTITY (DISPLAY ONLY)
This field contains the same entity code as the entity on the Invoice Header screen.

GL DEPARTMENT (DISPLAY ONLY)
This field contains the General Ledger department code to which the refund amount was distributed. It is pulled from the Patient Accounting system.

GL SUBACCOUNT (DISPLAY ONLY)
This field contains the General Ledger subaccount to which the refund amount was distributed. It is pulled from the Patient Accounting system.

LINE STATUS (DISPLAY ONLY)
The system automatically sets the line status to A (Approved).

Patient Refund Data

PATIENT NAME (DISPLAY ONLY)
This field contains the patient's (or Unapplied Cash recipient's) name, which is printed on the check to identify the patient (or recipient) to whom the refund applies.

VENDOR NAME AND ADDRESS (DISPLAY ONLY)
The data in these fields is transferred from the Patient Accounting system for the approved refund. Since these fields can be changed during the refund approval process, they are stored by the Accounts Payable system until checks are processed, and print as the remittance address on the Accounts Payable checks.

Auto Approval

The Auto Approval process is used when P-Type vouchers are entered into the Accounts Payable system and are not initially approved because of a price or quantity discrepancy on a detail line.

The Auto Approval process performs two separate functions for all P-Type Vouchers:

- During Daily Batch Processing the system checks each detail line of the voucher against the purchase order for any change of status that would approve or disapproved the voucher. If the line had a discrepancy and can now be approved, the system changes the line status to A for Approved. If the line had originally been A for Approved and now has a discrepancy, the system changes the line status to reflect the correct discrepancy (that is, Q, P, or B).

- The second function performed by the Auto Approval process is performed only if the Auto Approval field on the Entity Parameters Screen is set to Y for Yes. If this field is set to Yes and all detail lines of the vouchers have been set to A for Approved, then the voucher header is automatically set to D for Distributed. The system generates a report, Auto Approved Invoices, that lists each invoice receiving a distributed status because of the Auto Approval process.

Daily Distribution

Daily Distribution is a required batch job. During this process, General Ledger journal entries are created to update asset, expense and liability accounts. All invoices with a header status of A for Approved are distributed.

NOTE: If an invoice has a check code that does not have a cash, Liability, or Discount account established, an exception report is generated and the invoice is not distributed. For an example of this report, refer to the Daily Voucher Distribution Exception Report in Chapter 8: ACCOUNTS PAYABLE REPORTS.

Quantity Discrepancies Check for Approved Invoices

This step is performed only if the STAR Financials Materials Management Interface field on the Entity parameters contains Y for Yes and the Invoice Type is P for Purchase Order-Related.

Since the Purchase Order field for Quantity Invoiced is only updated when an invoice is distributed to General Ledger, the online check for this field might not catch all quantity discrepancies. This situation might occur if multiple invoices were entered against the same purchase order line on the same day. Because of this limitation, the Daily Distribution Process also checks for quantity discrepancies before the invoice is distributed.

If a quantity discrepancy exists, the status on the detail line(s) on the invoice is changed to Q for Quantity Discrepancy and the header status is changed to P for Purchase Hold.

Create Journal Entries

The system performs the following steps for each invoice using the dollar amount in the Line Amount (Extended Amt) field:

1. Debits the Entity Code from the invoice detail line using the accounts entered on the invoice detail line.

2. Credits the Entity Code on the invoice header using the liability accounts stored in the Check Code Parameters.

If the Entity Codes for the two transactions listed above are not the same (for example, intercompany expensing), the system creates the following entries:

1. Debits the Home Entity on the invoice header using the Accounts Receivable accounts stored in the Intercompany Accounts table.

2. Credits the Link Entity from the invoice detail line using the Accounts Payable accounts stored in the Intercompany Accounts table.

The system then sets the Invoice Detail Line Status to D (Distributed). If there are P-type invoices (purchase order-related) the quantity on the invoice is added to the Total Quantity Invoiced on the purchase order.

Update Invoice Header

The invoice header status is changed to D for Distributed. The invoice header distribution date is set to today's date.

The invoice header distribution period is set to either the current or prior period, depending on the Period Ind. field on the Invoice Header screen. If the field is (P) Prior and prior period is closed, posting is then to the current period.

Update GL Record

All journal entries are summarized by department and subaccount and posted to the General Ledger in summary format.

Create Recurring Invoices

Recurring invoice requests are created for each recurring invoice parameter record. This is an optional batch job. New recurring invoice requests are appended to existing requests. The system automatically generates the Recurring Invoice Request Report (GARIR).

Write Daily Reports

The Daily Reports that are printed are listed below:

- GARCMM – Credit Memo Matching Report (optional)

- GARDR – Daily Distribution Register (optional)

- GARDA – Daily Audit Report

- GARVD – Daily Voucher Distribution Report

- GARVE – Daily Voucher Distribution Exception Report

- GARUV – Cumulative Undistributed Vouchers Report

- GARVCK – Void Checks Register

- GARDV – Deleted Vouchers Report

- GARIR – Recurring Invoice Requests (optional)

- GARAPR – AP Balancing Report

- GAREMP – Employee Productivity Report

- GARPOA – Auto Approved Invoices

- GARVLC - Daily Vendor Audit Report

- GARVLA - Vendors Added Via Invoicing

- GARTVC - Federal 1099 Vouchers Changed

AP Balancing Report/Online Balancing

This report is used as a control report to ensure that the system is in agreement with manual controls and the General Ledger totals. See the discussion under "Online Daily Balancing" on page 6-30 for more information.

MONTHLY PROCESS

Monthly processing is run after the last daily batch process of the month is completed. It is run in a downtime mode. The following processes occur in the order listed below.

NOTE: For further discussion about the monthly process and the reports it generates, see Chapter 8: ACCOUNTS PAYABLE REPORTS.

Compute Accruals

Compute Accruals is run only if the STAR Financials Materials Management Interface field in Entity Parameters contains Y for Yes. During monthly processing, the system calculates liability accruals for inventory items received but not yet invoiced. This process checks each Purchase Order-Related Detail screen Line Nbr field for a quantity received that is greater than the quantity invoiced.

The system finds all purchase order header statuses other than C for Cancelled. For each purchase order-related Detail line, the system subtracts quantity invoiced from quantity received. Current period distribution is done, and reversal distribution is done for the next period.

Finally, the system prints the Monthly Accrual Report (GARAA).

Reset Month-to-Date Totals

This function resets all month-to-date Totals on the Accounts Payable Balancing report (GARAPR) to null, in preparation for the new month.

File as Deleted One-Time Vendors

Vendor and invoice information for One-Time Vendors is automatically filed as deleted during the monthly process when data has remained on the system for the number of retention periods displayed on the Entity Parameters screen. This procedure is performed for all vendors that have the One-Time Vendor field set to Y for Yes. The system automatically generates the One-Time Vendor Filed as Deleted Report (GAROT). This process will not delete vendors that have a current year 1099 balance.

Run Payables Status Report

The Payables Status Report (GARPSR) is generated during this process in order to provide an exact end-of-month balance or the AP Liability Accounts.

NOTE: This process **does not close** AP for the month.

SAT (Self-Assessed Tax) Processing

The SAT Tax Processing function is used to review the Entity Parameters and check for entities that pay self-assessed taxes for vendors. Once the entities have been identified, the process reviews the SAT Liability Account for entries.

When entries are found, the process associates those entries with the vendors in the Vendor Master that have been designated as SAT Vendors and their remittance province. The system then generates one invoice per state (province), per entity, that represents the collective amount for all SAT Vendors associated with that state (province) and that entity.

The invoice is created using the default check code in Entity Parameters with a due date of the current system date and a header status of Approved. The invoice can be viewed in Invoice Inquiry or altered in Invoice Maintenance before it distributes in Midnight Processing. The income tax remittance check is produced in the next batch check run for the check code indicated on the invoice header screen.

NOTE: Any change to the system-generated invoice (check code, detail amount, etc.) must be made before the invoice distributes.

The system produces the Self-Assessed Tax Withheld Report (GARSAT) that shows a breakdown of all vendor invoices included in the system-generated SAT invoice total. This report can be used as an audit trail for the SAT tax remittance checks.

CALENDAR YEAR-END PROCESS

This process is run automatically after Daily Processing on the last day of the calendar year. It is run in a downtime mode.

Move Vendor 1099 Amount

This function moves the dollar amount in the Current Year 1099 Amount field in Vendor Statistics to the Prior Year 1099 Amount field and resets the Current Year 1099 Amount field to null.

Reset Year-to-Date Totals

This function resets all year-to-date totals on the Accounts Payable Balancing report to null.

FISCAL YEAR-END PROCESS

Prior to the hospital's fiscal year-end, the Regenerate Parameters function should be run to set up all parameters for the next fiscal year. The following tables and parameters should be reviewed:

- Check Codes (Tables)

- Entity Parameters (Parameters)

- GL Related Parameters (Parameters)

- Intercompany Accounts (Parameters)

Chapter 7 - ELECTRONIC FUNDS TRANSFER PROCESSING

STAR Financials General Accounting Reference Guide - Accounts Payable Volume
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INTRODUCTION

The Funds Transfer process is used to make electronic payments to a vendor by transmitting funds transfer transactions to your banking institution. The process is an export function accomplished by creating a funds transfer Payment Selection then processing the payment selection, similar to performing a batch check run, which creates a PC file containing the payment information. You then import the file created into your third-party software which can subsequently transmit the file and data to the banking institution.

The limit of responsibility of the STAR Accounts Payable system is to download a file that conforms to the published NACHA standards. The hospital is responsible for any dealings with the banking institution, third-party software vendor, or the vendor to whom payments are made, including obtaining the initial copy of the PC-based software used for transmission, establishing any licensing agreements, establishing electronic communication with the banking institution, and setting up the transmission of the related documents. Also, any file edits required by the bank can be performed by the hospital before transmission.

The key to successful EFT processing for any hospital is methodical setup and testing. Please review this entire section before beginning any test entity or test vendor changes. Remember that EFT processing uses Check Codes and Check Numbers, exactly as the Batch Check process. Check numbers are assigned to EFT vendor payments as they are with paper checks, except that EFT invoices always show BATCH for the check type. Because of the similarity in paper check and EFT processing, consideration should be given to setting up a separate check code for EFT processing. If you elect to use your AP Vendor Check Code, remember that some of those checks will be paper checks and others will be EFT (electronic) checks. However, unlike paper checks, EFT payments can neither be voided after creation nor MANUALLY or DEMAND produced/generated.

STAR Accounts Payable Electronic Funds Transfer Processing consists of the following tasks:

- Selecting and grouping the vouchers (all vendor invoice types) to be paid by electronic funds transfer.

- Downloading these vouchers to your personal computer.

- Regenerating the downloaded batch.

NOTE: Before beginning EFT testing, it is important that your Accounts Payable personnel talk with the primary contact at the bank whose checking account will be used for EFT payments. Together, you must decide whether the EFT files will be uploaded to the bank Web site or transmitted using the bank software. You must work together to ensure that, regardless of which process is used, the file is successfully sent to the bank.

Check List for EFT Processing

The EFT Check List provides important information that you need to consider before setting up your system for electronic funds transfer (EFT). Please review the entire check list before you begin setting up EFT in your Test ID. All areas indicated must be completed and verified before you begin testing EFT.

NOTE: McKesson recommends that you start this process with one or two vendors, so you can monitor it easily. Thoroughly test both PRENOTE and dollar test invoices in your Test ID. Once you are comfortable with EFT processing in your Test ID, you can begin EFT processing in your Live ID, again with one or two vendors so the process can be closely monitored. When you are comfortable with EFT processing, you can continue to identify vendors for EFT payment.

EFT Processing Check List
Remember that STAR Accounts Payable Electronic Funds Transfer data conforms to the published NACHA Standards.
Verify that every field on the Bank Master screen has been completed and contains valid information for the bank(s) to whom you'll be sending your EFT payment records.
Verify that the following Check Code Table fields contain the correct bank account/ transaction numbers (talk to your Bank Contact if you have questions):   Field 4 - Checking Account Number   Field 5 - Bank Routing/Transit Number   Field 6 - ACH Discret. Data   Verify that the Print Zero Checks field is set to Yes and that the Minimum Check Amt field is $0.00, so you can print PRENOTES for EFT.
Verify that the Electronic Funds Transfer portion on the third screen of Entity Parameters has been completed: Field 5 - Allow Electronic Funds must be Yes, which causes Field 6 to automatically populate with "NACHA" (the EFT format used).   Field 7 - Company ID is the hospital's Federal Taxpayer's Identification Number.   Field 8 - Co ID Leading Indicator used in Record Type 8.   Field 9 - Immediate Origin Flag. Decide if you want your Routing/Transit Number or some other number in the Immediate Origin positions on Record Type 1.   Field 10 - Immediate Origin Number, if you choose not to use your Routing/Transit number.   Field 11 - Balanced File. Does your bank require a balanced file or does it prefer to determine the offset.   Fields 12 and 13 are not used.   Field 14 - Description contains any word or short description to be printed on the vendor's bank statement for the funds transfer transaction being transmitted.

EFT Processing Check List
Verify the Vendor Master Tax Related Information. The following fields must be completed to use EFT payment to the selected vendor: Field 9 - Routing/Transit Number is the vendor's bank routing number.   Field 10 - Account Number is the vendor's account number.   Field 11 - Account Type is the vendor's account type.   If these fields are not complete, the following error message is displayed in PRENOTE Invoice Entry Process: *Error: Vendor EFT information is incomplete in the Vendor Master.*
Verify the Vendor Master EFT Related Information.   Field 1 - Payment Method must indicate Funds Transfer in order to enter a PRENOTE invoice for the selected vendor or to flag a vendor invoice to be paid via Funds Transfer. If field 1 is not Funds Transfer, error messages display when either operation is attempted. A PRENOTE voucher must be generated for the vendor before EFT payments for that vendor can commence.   • If the field is either Check or blank/null, the system assumes Check and defaults No into the Funds Transfer field on the Invoice Check Print screen. The No cannot be edited to Yes.   • If the field is Funds Transfer, the system defaults Yes into the Funds Transfer field on the Invoice Check Print screen. The Yes can be edited to No if desired.   Field 2 - Prenote Generated is directly tied to field 1 - Payment Method. When Payment Method is first set to Funds Transfer for a vendor, the Prenote Generated field is blank/null, indicating that a PRENOTE must be sent to the vendor's bank before funds transfer transactions can occur.   • You cannot access and change this field to Yes (indicating the PRENOTE has been sent and approved) until the system sends the first PRENOTE to the vendor's bank. After the PRENOTE is sent and you receive confirmation, this field must be manually changed to Yes.
Remember that if Bank Master, Check Code table or Vendor Master information has changed, you need to enter new PRENOTE vouchers for distribution, transmission and approval before you actually use EFT for dollar invoices.
Remember that EFT payments cannot be voided. If there is a problem with the voucher that was paid using funds transfer, you must talk with the vendor and have a standard credit memo issued to you for processing.
Print and carefully review your EFT Payment Selection report **before** you continue with EFT processing.
Remember to print **all** of your EFT processing reports and verify payment data against the associated vouchers every time you used electronic funds transfer.
Remember that you can use Check Inquiry to verify EFT vendor invoices to payment associations, just as you can paper checks.
Verify that your EFT transmission was successful and complete before beginning another process.

Invoicing for EFT Vendors

Prior to any EFT (Electronic Funds Transfer) processing, you must verify that your Entity Parameters, AP Bank Master Table, Check Code Table and Vendor Master information are complete and correct. If these screens are not complete, you will not be able to process payments using Electronic Funds Transfer.

You must enter a PRENOTE standard invoice type voucher for each EFT vendor. The prenote voucher must contain "PRENOTE" as the Vendor Invoice Number. The header and detail amounts on the PRENOTE voucher are $0 (no detail, tax or freight lines are allowed on prenote invoices). The PRENOTE voucher distributes and is processed in STAR Accounts Payable as a test EFT payment, and then, is sent to the bank for validation and verification. Only once the PRENOTE voucher payment has been approved, should you begin using EFT to pay actual invoices for this vendor.

It is imperative that you generate, transmit and receive confirmation of test PRENOTE vouchers when:

- you first begin using EFT

- you are changing vendors previously paid by check over to be paid via EFT

- you change EFT vendor account information

- any time your STAR Accounts Payable Bank Master and/or Check Code Table information is updated or changed.

A PRENOTE voucher is a STANDARD type invoice, with PRENOTE as the Vendor Invoice Number, and does not allow any dollar amounts to be entered on any screens. It is a $0.00 STANDARD invoice.

You can easily determine whether or not a PRENOTE has been entered for an EFT vendor using Invoice Search on Vendor Invoice Number of "Prenote". If information in the Bank Master, Check Code table, or Vendor Master changes for EFT vendors, another PRENOTE voucher must be entered, distributed, transmitted and validated. If PRENOTE vouchers have been previously entered for the vendor, a message displays advising you that a prenote voucher has already been processed, and then permits you to continue voucher entry. These PRENOTE vouchers do not allow detail, freight or tax entry and are always for zero dollars.

NOTE: Gross vendor calendar/fiscal year statistics accumulated during EFT processing are reduced by invoice discounts and SAT tax. Additionally, these statistics are increased by Income Tax Withheld and all other taxes on the payment.

INVOICE CHECK PRINT SCREEN

For EFT vouchers, verify that both the EFT Vendor Remittance and EFT Check Code populate these fields prior to invoice distribution. The system uses the first remittance

address, or if it does not exist, the vendor main address for creating EFT payment records. EFT payments **cannot** be voided. If an error is made, you and the vendor have to process a standard credit memo to correct it.

You can change the content of the Funds Transfer field only prior to payment of the invoice. If you have distributed invoices for an EFT vendor and are unable to transmit that vendors EFT payment, you can change the Funds Transfer field to No, and produce a check for those invoice(s). You cannot flag an invoice for Funds Transfer unless the entity and vendor associated with that invoice are both EFT enabled. As soon as a vendor is identified as an EFT vendor, by indicating the payment method for that vendor as Funds Transfer, the system defaults Yes into the Funds Transfer field. For all other vendors, the system defaults No into the Funds Transfer field.

When an EFT payment is generated for an invoice and the check print type is Batch, the EFT check number appears on the screen. Only the Funds Transfer field being Yes indicates that the check was actually an EFT Payment. Having the check number and other information appear on the Check Print screen allows you to access EFT payments through Check Inquiry in the same manner as actual paper checks generated.

NOTE: The only standard invoices allowed to be entered for an EFT vendor are PRENOTEs until the Prenote Generated field (EFT Related screen) is Yes. Any attempt to enter a standard invoice with something other than PRENOTE in the Vendor Invoice Number field produces an error message. Other types of invoices may be entered for this vendor but none are included in EFT payment processing until their PRENOTEs have been processed. This safety measure ensures that Live (dollar) vendor invoices are not processed through EFT until their file and transmission processes have been verified.

Payment Processing for EFT Vendors

Vouchers paid using electronic funds transfer **cannot be voided.** If an error is made on an EFT voucher that requires the vendor to refund payment, the vendor must issue a standard credit memo to be processed in a future EFT batch.

Vendor PRENOTE vouchers must be successfully processed through EFT before any actual dollar invoices are processed. Once you verify the vendor PRENOTES, access the Vendor(s) EFT Related Information screen and enter **Yes** in the Prenote Generated field. This must be done for every new EFT vendor and also every time any EFT related information is changed (Bank Master, Check Code, Entity Parameter or Vendor Master).

EFT processing is similar to batch check processing:

1. Create a Payment Selection or multiple Payment Selections.

2. Print the GAREPSxx associated reports and review them.

3. The system does not allow actual/dollar invoices to be processed for a vendor unless the Prenote Generated field on the vendor EFT Related information screen is Yes. A PRENOTE cannot be entered or processed for a vendor unless the Tables/Parameters/Vendor have been set up.

4. Access **Process/Download Funds Transfers** to generate the payments.

5. Like the Batch Check Processor, the Process/Download Funds Transfers prompts for an entity, then Check Code, Check Print Date and Payment Selection Code.

6. Once those fields have been completed, the system displays counts for the number of prenotes and checks to be transmitted and prompts you to type **READY** to continue building the batch.

7. You are then prompted for the beginning check number and that number is verified (as with the batch check processor).

8. Like the Batch Check Processor, you can elect to exit the EFT process at any point up to the point of entering the PC Directory and file for the download at the following prompt: *Enter PC directory location [C;\EFTFILE]-*

9. Once you enter the PC directory location, a message displays that the download is processing, the EFT download process completes and the system returns to the EFT Processor menu.

10. You should create your EFT file on the hard drive of the PC that has the bank transmission software on it.

11. Once the file has been created, two reports are generated. Those reports are the EFT Check Register (GARECRxx) and the EFT Vendor Invoices Processed (GAREFTxx) reports.

    NOTE: It is imperative that you review both reports before you transmit your EFT file to your bank.

12. Once you have verified the reports, you can transmit the file to your bank using the bank-supplied transmission software. Your bank, in turn, will transmit the file to a clearinghouse where the funds are then disbursed to the various banks associated with your EFT vendors.

13. If there is a transmission problem (line noise, transmission aborting, etc.), you can regenerate the batch by:

    • Selecting **Regenerate Download Batch** from EFT Processor menu.

    • Entering the entity code.

    • Performing a dash lookup to display existing batches.

- Selecting the batch of your choice for regeneration.

- Retransmitting the batch using the bank-supplied transmission software.

EFT Reports

As with check processing, EFT provides you with reports that must be reviewed before the EFT file is transmitted to your bank. This is important since EFT payments cannot be voided, and reviewing the reports saves you both time and effort. A description of the EFT reports follows:

EFT TRANSFER PAYMENT SELECTION REPORT (GAREPS)

GAREPSxx is similar to the Batch Check Payment Selection report. EFT payment selections can be run numerous times. When you choose a payment selection to be used, the associated report should be printed and retained. Once the EFT process has executed, the remaining/other payment selections disappear, as with batch checks.

EFT CHECK REGISTER (GARECR)

GARECRxx is similar to the Batch Check Register. It lists all EFT check payments as "Batch" Checks, in check number order, and provides the same backup vendor and invoice detail information as the check register. Because there are no Manual, Demand or Voids for EFT payments, those sections of the report are not included on the GARECR.

EFT VENDOR INVOICES PROCESSED REPORT (GAREFT)

GAREFTxx is a report that lists, by vendor, all the invoices that were paid with a specific EFT check payment. It page breaks by vendor so you can mail vendor invoice/payment pages to each vendor, if desired. This is an effective audit trail to help EFT vendors identify which of their invoices were paid by each EFT checks/payments.

Related Documentation

The following chapters of this document provide additional information about Electronic Funds Transfer processing in the STAR Accounts Payable system.

Chapter Name	Electronic Funds Transfer Information
Chapter 2: TABLES	"CHECK CODES" on page 2-8
Chapter 3: PARAMETERS	"ENTITY PARAMETERS" on page 3-7
Chapter 4: VENDOR INFORMATION	"Tax Related Information" on page 4-19
	"EFT Related Information" on page 4-35
Chapter 5: INVOICING	"Invoice Check Print Screen" on page 5-27
	"Upload/Import EDI Invoice" on page 5-72

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Chapter Name	Electronic Funds Transfer Information
Chapter 8: ACCOUNTS PAYABLE REPORTS	"EDI/EFT PROCESSING REPORTS" on page 8-225

FUNDS TRANSFER PAYMENT SELECTION PROCESS

The Funds Transfer Payment Selection process enables you to group information relating to vouchers that will be paid by electronic funds transfer. You can change the selection of invoices to be paid without going directly to the Invoice Header or Vendor Master screens (although those methods are still available).

NOTE: Before beginning EFT testing, it is important that your Accounts Payable personnel talk with the primary contact at the bank whose checking account will be used for EFT payments. Together, you must decide whether the EFT files will be uploaded to the bank Web site or transmitted using the bank software. You must work together to ensure that, regardless of which process is used, the file is successfully sent to the bank.

The Funds Transfer Payment Selection process is similar to the Check Processing Payment Selection process. However, the invoices included in this payment selection process must have the Entity Parameter, Funds Transfer Allowed, set to Yes, and the Payment Method field on the EFT Related Information screen set to Funds Transfer and the Prenote Generated field set to Yes. Also, the payment selection code is different from that used by the Check Processing Payment Selection process. Each process has its own selection code.

NOTE: Because EFT vendor payments cannot be voided, recalled or changed, McKesson recommends that a separate EFT-only Check Code be created to aide in customer Accounts Payable Balancing procedures. You must verify that on the EFT Check Code screen, the Print Zero Checks field is Yes, to ensure that PRENOTE vouchers may be sent and processed for EFT process testing.

EFT record data can be altered prior to its transmission, a manual void can be entered to a check code set up for the purpose of voiding EFT checks, or a manual check can be produced outside of the STAR Accounts Payable system. However, none of these measures actually corrects the EFT invoice originally paid by the EFT check. The best method for correcting EFT payments is to request that the EFT vendor issue a standard credit memo, and then, process that standard credit memo in a future EFT payment process for that vendor.

For any vendors who have been set up to be paid by funds transfer and the vendor's Prenote Generated flag is set to No, the payment selection process includes zero (0) dollar transactions for those vendors and the invoices for those vendors that have since been indicated as funds transfer transactions are not included in the selection process.

The benefits of this process are:

- To allow additional analysis tools when evaluating cash flow, for example, the ability to generate, change and print multiple Payment Selection Reports.

- To more closely monitor discounted invoices and to assure that they are paid on a timely basis. The system addresses this by adding this date to the invoice header and allowing you to specifically pick invoices for payment by discount dates.

- To allow you to pick invoices by vendor or invoice number instead of all invoices as of a due date.

Payment Selection Criteria

Before Funds Transfer Processing takes place, you must set payment selection criteria. This Payment Selection Process can be as simple as selecting to print all invoices as of a specific due date, or several Payment Selection Criteria can be used. The criteria consists of Selecting Invoices by Due Date, Discount Date, or selecting Invoices by Vendors. One or a combination of the above selection criteria can be used.

Accessing Electronic Funds Transfer Process

To access the Electronic Funds Transfer Process, select the **Electronic Funds Transfer Processing** option from the main menu. Then select the **Funds Transfer Payment Selection** process from the submenu, as shown in the following example.

```
                       General Hospital EFT Processor
                                            Mon Jul 29, 2002 08:01 pm
 EFT Input Options


          Option No.  Option
          ----------------------------------------
             1        Funds Transfer Payment Selection
             2        Process/Download Funds Transfer Selections
             3        Regenerate Downloaded Batch














 Enter option number--

```

After you select the Funds Transfer Payment Selection process, the following prompts will display:

Enter Entity Code or '-' for list--

Enter Check Code, or '-' for list--

Once the Entity Code and Check Code have been entered the following screen displays:

```
           General Hospital Payment Selection Sub Menu Processor
                                        Mon Jul 29, 2002 07:58 pm


        Option No.  Option
        ----------------------------------------
           1        Add/Edit Payment Selection
           2        Display Payment Selection













 Enter option number--
```

Option Explanations

ADD/EDIT PAYMENT SELECTION
This option enables you to add a new selection criteria, edit one that already exists, or print a Payment Selection Report.

DISPLAY PAYMENT SELECTION
This option enables you to display the selections that exist, or to print the EFT Payment Selection Report (GAREPS).

Add/Edit Payment Selection

Enter Selection Criteria code, "A" to Add, or '-' for list--

If you enter a selection criteria code, the system validates that the code actually exists. If it does not exist, the system re-prompts you to enter another code. You can enter a hyphen (-) to display a list of selection codes:

```
        General Hospital Add/Edit Payment Selection Processor
                                        Mon Jul 29, 2002 08:03 pm


Entity:MODEL HOSPITAL                    Check Code: CHECK CODE 1

    Selection       Due        Discount        Total      Tax,Disc,    Total
      Code         Date          Date         Amount        SAT       Checks

( 1)    1     07/29/2002    07/29/2002          0.00         0.00         2








Enter Option Number--
```

Enter **A** to display the Payment Processor screen and assign the next available code. Once the correct code is entered, the following screen is displayed with the current options.

```
        General Accounting Add/Edit Payment Selection Processor
                                        Mon Jul 29, 2002 08:10 pm


 1 Selection Criteria Code         2 Invoice Due Date
   1                              ->
 3 Invoice Discount Date           4 Include invoices without disc dates

 5 Check Message

 6 Select by Vendor                7 Select by Voucher








Enter Invoice Due Date--
```

Field Explanations

1. SELECTION CRITERIA CODE (DISPLAY ONLY)
This code is selected prior to entering this screen. Each set of criteria is given a separate code. The Selection Criteria code is used during Funds Transfer Processing. After the Funds Transfer Process is complete, all print selection codes are deleted and the system restarts the Payment Selection Code at one.

2. INVOICE DUE DATE (8-N-O)
This field is used to indicate which invoices are to be paid if you want to specify by Invoice Due Date. The system checks the Invoice Due Date on the Invoice Header screen. Invoices that are less than or equal to the date in this field will be paid if this Particular Payment Selection Code is selected during Funds Transfer Processing.

3. INVOICE DISCOUNT DATE (8-N-O)
This field is used to indicate which invoices are to be paid if you want to specify by Invoice Discount Date. The system checks the Discount Date on the Invoice Header screen. Invoices that have discount dates less than or equal to the date in this field and that are not less than the system date will be paid and discounts will be taken.

4. INCLUDE INVOICES WITHOUT DISC DATES (1-A-C)
This field is accessible from the following prompt when no date is entered in the Invoice Due Date field and a date is entered in the Invoice Discount Date field:

Include invoices that do not contain discount dates?(Y/N)[Y]-

This field is used to indicate whether to include or exclude vouchers that do not have discount dates specified. Values are:

Y   Yes (default) - Include invoices containing a discount date equal to or earlier than the discount date entered, as well as, invoices that have a blank discount date. Only invoices with future discount dates are not included.

N   No. Do not include invoices that have a blank discount date and invoices with future discount dates. Only include invoices containing a discount date equal to or earlier than the discount date entered.

NOTE: If both the Invoice Due Date and the Invoice Discount Date fields contain valid values, the system selects distributed vouchers that meet either of these criteria. You do not have access to the Include Invoices Without Disc Dates field. Since every voucher on the system has an Invoice Due Date, any voucher with a blank discount date is automatically checked against the Invoice Due Date entered on the Payment Selection Processor screen.

If the Invoice Due Date field contains a valid value, but the Invoice Discount Date is blank, the system selects all distributed vouchers with an invoice due date equal to or earlier than that date, regardless of whether or not there is

any discount information on those vouchers. You do not have access to the Include Invoices Without Disc Dates field.

If the Invoice Due Date field is blank and the Invoice Discount Date is completed, you must enter **Y** or **N** at the prompt for the Include Invoices Without Disc Dates field.

5. CHECK MESSAGE (60-AN-O)
This field is not used for Funds Transfer Processing.

6. SELECT BY VENDOR (1-AN-O)
This field is used in two ways. First, it can be used only to select all of a vendor's invoices for payment without regard to the Invoice Due Date. Second, it can be used in conjunction with the Invoice Due Date or Invoice Discount Date fields to add or exclude invoices or entire vendors from payment during a check run.

If this field is used only to select invoices for payment, then do not make an entry into the Invoice Due Date or Invoice Discount Date fields. Press ENTER to access this field and make your vendor selections. Once the vendors are established, they can also be deleted using the method described in the next paragraph. Remember when adding a specific vendor from this field, all of that vendor's invoices marked to be paid by funds transfer will be selected. If only one invoice exists, or just a few of many invoices must be selected for a vendor, press ENTER to access the Select by Voucher field instead.

When using the Select by Vendor field in conjunction with the Invoice Due Date and the Invoice Discount Date fields, vendor invoices can be added or deleted to the Payment Selection.

After entering dates for the Invoice Due Date field and/or the Invoice Discount Date field, access the Select by Vendor field. Vendors that have invoices which have been selected for payment will automatically display because they meet the Invoice Due Date or Discount Due Date criteria.

At the Select by Vendor field, a prompt displays for you to delete, add, or accept the current selections. If you want to delete an entire vendor, you can page through the list of vendors to select which vendor to delete. You can elect to delete all funds transfer invoices for this particular vendor or select specific invoices. Once the delete selection is made, the Payment Selection screen will reflect the new number of vendors and invoices to be paid.

If you enter **A** to add a vendor, the system prompts you to enter the vendor number. The system then adds all funds transfer invoices of the particular vendor chosen.

If you want to add only one or a few vendor invoices, go to the Select by Voucher field. This function is best suited to adding a small number of invoices for a vendor.

7. SELECT BY VOUCHER (1-AN-O)
This field is used in two ways. First, it can be used to select only one or a few of a vendor's invoices for payment without regard to the Invoice Due Date, Invoice Discount Date or Select by Vendor fields. Second, it can be used in conjunction with the Invoice Due Date or Invoice Discount Date fields to add or exclude one or a few invoices from payment during a check run. It can also be used with the Select by Vendor Field to select all invoices of some vendors and one or a few invoices of other vendors.

To use this field exclusively to enter specific invoices of a vendor, press ENTER through all fields on the Payment Selection Screen. The system then prompts you to enter by name, voucher number, or purchase order number.

If you try to select a voucher that is (1) on hold (2) not distributed or (3) has a Check Print Type of Manual or Demand, the system displays an error message stating why these cannot be selected. Remember that if you must print a check before an invoice is distributed, the Check Print Type on the Invoice Header can be changed to allow this. See the field explanation for Check Print Type in Chapter 5: Invoicing.

If you want to use this function with the Invoice Due Date and the Invoice Discount Date fields, after entering the dates just mentioned, access this field and enter the voucher to delete, or enter **A** to add an additional voucher for a vendor or press ENTER to accept the current selection. The number of vouchers selected displays in this field and the number of vendors represented by the vouchers selected displays in the Select by Vendors field.

The following processing takes place when generating a funds transfer payment selection criteria file:

- If the Disregard Discount flag on the Vendor Master is **Y** for Yes, then regardless of the discount date, the discount is always shown even if the Payment Selection date is past the discount date.

- The Hold Payment Indicator on the Invoice Header is checked. If the indicator is Yes, do not include the invoice in the Payment Selection Criteria.

- If the Check Run Date is past the Discount Date, do not display the discount amount on the Payment Selection Report or screen if the Disregard Discount Flag is **N** for No.

- If there is a Flat Discount amount and no Discount Date, then the Discount is always included on the Payment Selection Criteria.

- Once the Funds Transfer Process has been run, all selection criteria codes are deleted from the file.

Processing Reminders

- If an EFT vendor has had a PRENOTE voucher transmitted but the EFT Related Vendor Master screen, field 2 (Prenote Generated) is blank, the system does not recognize that prior transmission. As a result, the EFT Payment Selection when selected by Invoice Due Date, Invoice Discount Date or by Vendor only selects PRENOTE vouchers to transmit for that vendor, even though other vouchers may exist for that vendor. If other vouchers for the EFT vendor need to be paid, they can either be added in field 7 (Select by Voucher) on the EFT Payment Selection screen, or they can be accessed, changed to be paid via check, and paid in a check run.

- If PRENOTE vouchers have been transmitted and approved for an EFT vendor, their EFT Related Vendor Master screen, field 2 should be changed to Yes to allow Standard invoices to be processed for that vendor. All vendor invoice types (PO related, Non-Receipt PO related, Credit Memos and Standard invoices) may be paid through EFT.

- EFT vendors with Yes in their EFT Related Vendor Master screen, field 2 have, in EFT Payment Selection, all EFT vouchers (including existing PRENOTES) selected according to the EFT Payment Selection Criteria you entered.

PROCESS/DOWNLOAD FUNDS TRANSFER SELECTIONS

After a Funds Transfer Payment Selection is created, you must compile the information contained in that payment selection and download that information to your personal computer using the Process/Download Funds Transfer Selections option.

To access this option, select the **Electronic funds Transfer Processing** option from the main menu. Then select **Process/Download Funds Transfer Selections** from the submenu.

After you select the Process/Download Funds Transfer Selections option, the following prompt displays:

Enter Entity Code or '-' for list--

Once the Entity Code is entered, the following screen displays:

```
    General Hospital Process/Download Funds Transfer Selections Processor
                                            Sat Jun 21, 1997 04:55 pm

Check Run Parameters
 1 Entity Code              2 Check Code               3 Check Print Date
   01 MODEL HOSP - ENT 01     ->
 4 Payment Selection Code

 Enter Check Code, or `-` --
```

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
The Entity Code is selected prior to entering the Funds Transfer Processing screen.

2. CHECK CODE (2-N-R)
The Check Code determines the Bank and Checking Account for which checks are to be printed. It is very important that this field be entered correctly, otherwise the wrong invoices will be paid. If the Check Code is not known, a dash may be entered to display a list of valid codes. The Check Sort field from this Check Code is used to determine whether the check index is built in vendor name or vendor number order.

3. CHECK DATE (6-N-R)
This is the date that is transmitted with the check information to the banking institution.

The batch check run always posts to the GL on the date the checks are generated. This field also represents the last date the checks are generated.

If you enter a date other than the system date on the Funds Transfer Processing screen, the date you enter will print on the checks. However, the checks will post on the system date, and this field will also update with the system run date, not the print date.

4. PAYMENT SELECTION CODE (3-N-R)
This Payment Selection Code indicates which set of invoices are to funds transfer payments transmitted. This code number is determined from the Funds Transfer Payment Selection Process. A hyphen (-) can be entered to display a list of available codes. If a code number is entered that does not exist, an error message is displayed. Once the funds transfer transactions have been generated for this particular Payment Selection Code all codes are deleted from the list on the Payment Selection Process.

Generating Funds Transfer Transactions

After the above fields are completed, the system prompts you to accept. If you enter **N** for No, the prompt *Enter field number or '/' starting field number--* displays. You can enter a period (.) and press ENTER twice at this point to abort the process. If you enter **Y** for Yes, the following prompt displays:

Processing Check Run Data

The system checks to verify that there are funds transfer transactions to be generated. If there are no funds transfer transactions to generate, the message, No Funds Transfer Transactions to Generate, displays. If there are funds transfer transactions to generate, the following prompt displays:

There are 99999999 checks to be transmitted.
There are 99999999 pre-notes to be transmitted.

```
      General Hospital Process/Download Funds Transfer Selections Processor
                                               Thu Aug 21, 2003 02:33 pm

Check Run Parameters
 1 Entity Code              2 Check Code                  3 Check Print Date
   01 HBOC MODEL HOSPITAL OF    5 EFT TESTING                 08/21/2003
 4 Payment Selection Code
   2








                    There are 4 checks to be transmitted
                    There are 2 pre-notes to be transmitted.

 When ready to begin batch build reply [READY]
```

The number of checks and pre-notes to be processed is a summary of allthe vouchers and pre-notes included in the funds transfer payment selection. The following prompt displays next.

> *When ready to begin batch build reply [READY] --*

If there are checks to be transmitted, the following prompt displays (If the payment selection only includes pre-notes to be transmitted, this prompt will not display).

> *The beginning check number is 9999999. Accept? (Y/N)*

If you enter **N** for No, the system prompts for the new beginning check number. If you enter **Y** for Yes, the following prompt displays.

> *Are you sure the beginning check number is 999999? (Y/N) [N]--*

The system then prompts for the filename where the funds transfer data will be downloaded.

> *Enter PC directory location [C:\EFTFILE]--*

The message Downloading Batch displays as the download is processed. Upon completion, the message *Download Complete!* appears and the system returns to the Funds Transfer Processing menu.

After a pre-note is downloaded for a vendor, you must manually go to the EFT Information screen for the vendor and change the Prenote Generated field from No to Yes in order to begin selecting invoices to be transmitted for that vendor.

REGENERATE DOWNLOADED BATCH

After a Process/Download Funds Transfer Selections process has completed, you have the option of regenerating the data associated with the payment selection and re-downloading the information for that selection to your personal computer. The Regenerate Downloaded Batch option is used to perform this function.

The Regenerate Downloaded Batch option enables you to regenerate and re-download the data associated with that payment selection.

Select the **Regenerate Downloaded Batch** option, and the following prompt is displayed:

Enter Entity Code or '-' for list--

Once the Entity Code is entered, the following screen is displayed:

```
        General Hospital Regenerate Downloaded Batch Processor
                                        Sat Jun 21, 1997 05:54 pm
 Regenerate Downloaded Batches Processor


                    Downloaded EFT batches
    Batch          End date/time          Nbr of Checks    Begin Check
( 1) 1             04/17/97 1141          1
( 2) 2             05/04/97 1159          1








 Enter choice--
```

The list of funds transfer batches contains all those which have been created and downloaded from the Process/Download Funds Transfer Selections process during the current day. Select the line number corresponding to the batch you want to re-download. After selecting a batch to regenerate, the following prompt is displayed:

Download now? (Y/N)

By pressing ENTER at the prompt, the system returns to the list of batches.

If you enter **Y** for Yes at the prompt, the following prompt is displayed:

Enter PC directory location [C:\EFTFILE]--

If you press ENTER, the batch is re-downloaded, and the message *Download Complete!* is displayed. The system returns to the Electronic Funds Transfer Processing menu.

DELETE DOWNLOADED BATCH

The Delete Downloaded Batch option enables you to delete successfully processed EFT batches according to your facility's Accounts Payable guidelines. The process flow is similar to the Regenerate Downloaded Batch process.

Select the **Delete Downloaded Batch** option, and the following prompt is displayed:

Enter Entity Code or '-' for list--

Once the Entity Code is entered, the following screen is displayed:

```
             General Hospital Delete Downloaded Batch Processor
                                              Fri Aug 27, 2004 10:27 pm
    Delete Downloaded Batches Processor


                         Downloaded EFT batches
        Batch          End date/time        Nbr of Checks    Begin Check
    ( 1) 1             06/16/99             3
    ( 2) 10            07/14/99             1
    ( 3) 11            09/15/99             1
    ( 4) 12            09/15/99             1
    ( 5) 13            12/28/00             1
    ( 6) 14            12/28/00             1
    ( 7) 15            04/30/01             1
    ( 8) 16            04/30/01             1
    ( 9) 17            07/22/02
    (10) 18            07/22/02
    (11) 19            08/04/03             1
    (12) 2             06/16/99             3
    (13) 20            08/05/03             1
    (14) 21            08/05/03             14

    Enter choice--
                        next pg(/ or PG DN)   Search(TAB)
```

The list of funds transfer batches contains all those that have been created and downloaded from the Process/Download Funds Transfer Selections process during the current day. Select the line number corresponding to the batch you want to delete. After selecting a batch to delete, a prompt similar to the following is displayed:

Delete batch 21? (Y/N)--

By pressing ENTER at the prompt, the system returns to the Electronic Funds Transfer Processing menu.

If you enter **Y** for Yes at the prompt, the selected batch is deleted.

NOTE: Use caution when selecting a batch for deletion! Deleted batches are removed completely from the system and are not recoverable.

NACHA EFT RECORD LAYOUTS

This section contains the NACHA file and record layouts used in STAR Accounts Payable EFT processing. These should be given to technical resources at your financial institution if they request them. Please note that these specifications are subject to change/update if NACHA standards change.

File Header Record

Position	Length	Description	Default
1	1	Record type	1
2-3	2	Priority Code (Reserved)	01
4-13	10	Immediate Destination ABA # of the ACH Receiving point for which the file is destined	
14-23	10	Immediate Origin same as position 4-13 or field 10 of the third Entity Parameters screen	
24-29	6	File creation date (YYMMDD)	
30-33	4	File Creation Time (HHMM) 24 hour clock format	
34-34	1	File ID Modifier Digit to differentiate between files with the same creation date. Only upper case A-Z and numeric 0-9 permitted.	
35-37	3	Record Size	094
38-39	2	Blocking Factor	10
40-40	1	Format Code	1
41-63	23	Destination - Receiving Point Name	Alpha
64-86	23	Origin - Sending Point Name	Alpha
87-94	8	Reference Code (Reserved)	Blank

Batch Header Record

Position	Length	Description	Default
1	1	Record type	5
2-4	3	Service Class Code: 200 = Mixed debits and credits, 220 = credits only, 225 = debits only	200
5-20	16	Company Name (Hospital name as it appears in Entity Masters)	
21-39	19	Company Discretionary Data, Optional reference	
40-40	1	Reserved	Blank
41-50	10	Company Identification Tax ID number with either a leading 1 or the leading indicator from the third Entity Parameters screen	
51-53	3	Standard Entry Class Code	CCD
54-63	10	Company Entry Description, description to appear on customer statement	
64-69	6	Company Descriptive Date (YYMMDD)	Current date
70-75	6	Date of Intended Settlement (YYMMDD) Invoice Due Date	
76-78	3	Settlement Date Used by ACH Operator	
79-79	1	Originators Status Code	1
80-87	8	Originating DFI ID, the Originating DFI's ABA number without the check digit Bank Routing/Transit Number	
88-94	7	Batch Number, Sequential number	

Corporate Entry Detail Record

Position	Length	Description	Default
1	1	Record type	6
2-3	2	Transaction Code: 22 - Credit Checking 32 - Credit Savings 23 - Prenote - Checking 33 - Prenote - Savings 27 - Debit Checking 37 - Debit Savings	
4-11	8	Receiving DFI Identification, Receiving DFI's ABA # without the check digit	
12-12	1	Check Digit	
13-29	17	DFI Account Number	
30-39	10	Amount	
40-54	15	Individual ID Number- Optional Vendor Invoice number	
55-58	4	# of Addenda Records	0000
59-74	16	Receiving Company Name and ID Number, Vendor Name	
75-76	2	Reserved	Blank
77-78	2	Discretionary Data	Blank
79-79	1	Addenda Record Indicator	0
80-94	15	Trace Number, Sequential number assigned to each detail entry for specific ID	

Batch Control Record

Position	Length	Description	Default
1	1	Record type Code	8
2-4	3	Service Class Code: 200 - mixed debits and credits 220 - credits only 225 - debits only	200
5-10	6	Entry/Addenda Count, Detail records in this batch	
11-20	10	Entry hash, Sum of DFI ID fields in entry, Detail record with left-most overflow ignored	
21-32	12	Total Debit Entry	
33-44	12	Total Credit Entry	
45-54	10	Company ID, Sending company's Tax ID number, Preceded by either a 1 or the leading indicator from the third Entity Parameters screen	
55-73	19	Blank	
74-79	6	Reserved	Blank
80-87	8	Originating DFI ID, Originating DFI's ABA # (without the check digit)	
80-94	7	Sequential batch number	

File Control Record

Position	Length	Description	Default
1	1	Record type Code	9
2-7	6	Batch Count	
8-13	6	Block Count	
14-21	8	Entry Count	
22-31	10	Entry Hash, Sum of DFI ID fields in entry, Detail records with left-most, Overflow ignored	
32-43	12	Total Debit Amount	
44-55	12	Total Credit Amount	
56-94	39	Reserved	Blank

Chapter 8 - ACCOUNTS PAYABLE REPORTS

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STAR Financials General Accounting Reference Guide - Accounts Payable Volume
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Illustrations

INTRODUCTION

This chapter describes the various reports in the STAR Financials Accounts Payable (AP) system, and how they are produced.

How AP Reports Are Generated and Printed

AP reports can be generated from different locations within your STAR AP system. The **Demand Reports** option on the AP Initial (main) menu contains many of the reports available for generating and printing. Some reports can also be generated from within the **Tables, Parameters,** and **Invoices** submenus in AP. Others are automatically created during General Accounting or AP functions such as batch processing, check runs, invoicing, etc. The method(s) of report generation are indicated in the individual report descriptions in this chapter.

When reports are generated, they are sent ("spooled") to a temporary storage area in the system (see pg. 8-13), and printed/stored according to the parameters defined in Reports Maintenance (see pg. 8-21).

How This Chapter Is Organized

This chapter is organized by AP report type/subject as follows:

SPOOLER FUNCTIONS (page 8-13)	
Describes what report spooling is; how to select a spooled report and view it on-screen; how to set report printing definitions; and how to print spooled reports.	Overview View Spooled Reports Reports Maintenance Demand Print
TABLE MAINTENANCE REPORTS (page 8-30)	
Describes the reports you can generate for **Tables** menu options. These options represent categories of code definitions stored in the system.	GARBKMST Bank Master List GARCK Check Code List GARCC Country Codes List GARGTNN Federal Reporting Codes GARSRC State SAT Vendor Identifier GARTSTDL Federal State Dollar Limits GARGJCC Job Classes GARVCC Vendor Classes
PARAMETERS REPORTS (page 8-41)	
Describes the reports you can generate for AP parameters. These reports are basically a "snapshot" of the current parameter settings. Most of these reports are generated from the **Parameters** menu options.	GARENP Entity Parameters GARLDP GL Related Parameters GARFED Federal Reporting Parameters GARICA Intercompany Accounts GARRIP *Recurring Invoice Parameters ** Generated from the **Invoicing** option.*

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VENDOR LIST REPORTS (page 8-51)

Describes the reports you can generate from the Vendor List option on the **Vendor Related Demand Reports** menu.	GARVLL	Vendor Master Detail
	GARVLR	Vendor Master Remittance
	GARVLS	Vendor Master Summary

Vendor Related Demand Reports (page 8-61)

Describes the other reports you can generate from the Vendor Related Demand Reports option on the **Demand Reports** menu.	(see above)	Vendor List
	GARVML	Vendor Mailing Labels
	GARVIH	Vendor Invoice History
	GARVBH	Vendor Bank Account Update History**
	GARTO	Vendor Other Regulatory Reporting

DEMAND REPORTS (page 8-58)

Describes other reports available on the **Demand Reports** menu.	(see above)	Vendor Related Demand Reports
	GARATB	Aged Trial Balance
	GARPSR	Payables Status
	GARPSE	Payables Status Exception
	GARUV	Cumulative Undistributed Vouchers *
	GARDA	Daily Audit *
	GARMDR	Monthly Distribution Register
	GARIR	Recurring Invoice Requests *
	GARTA	Federal 1099 Audit
	GAREMP	Employee Productivity *
	GARMVD	Monthly Voucher Distribution
	GARANR	Active Non-Receipt Processing
	GARYTD	Year-to-Date Voucher Distribution Register
	(see below)	Remit Vendor/Matched Invoice Reports

* These reports are also generated during Midnight Processing, and are described in MIDNIGHT PROCESSING REPORTS.
** This report is also generated during the EDI/EFT process, and is described in EDI/EFT PROCESSING REPORTS.

REMIT VENDOR/MATCHED INVOICE REPORTS (page 8-115)

Describes the other reports you can generate from the Remit Vendor/Matched Invoice Reports option on the **Demand Reports** menu.	GARVENA	Remit Vendor Audit
	GARVENE	Remit Vendor Exception
	GARINVA	Matched Invoice Audit
	GARINVE	Matched Invoice Exception

ONLINE BANK RECONCILIATION REPORTS (page 8-126)

Describes the reports you can generate during the Online Bank Reconciliation process (see "AP PROCESSES" on page 6-30 in this volume).	GARBKC	Outstanding Check List
	GARBKB	Bank Balancing
	GARBKA	Adjustments/Reconciling Items
	GARBKR	Returned Check List
	GARBKD	Deposits in Transit

CHECK PROCESSING REPORTS (page 8-139)

Describes the reports you can generate regarding payment checks.	GARPSP	Payment Selection Report
	GARDCR	Demand Cash Requirements Report
	GARPOL	Vendor Check Limits Report
	GARACR	Batch Check Register
	GARHCR	Manual Check Register
	GARMCR	Demand Check Register
	GARVCK	Void Checks Register
	GARITW	Income Tax Withheld Report

MIDNIGHT PROCESSING REPORTS (page 8-167)

Describes the reports that can be automatically generated during Midnight Processing (a series of data functions performed by the system, typically set up at installation to run once a day during a "slow" period such as midnight).	GARUV	Cumulative Undistributed Vouchers
	GARDA	Daily Audit
	GARDR	Daily Distribution Register
	GAREMP	Employee Productivity Report
	GARPTR	Patient/Insurance Refunds
	GARPTE	Patient/Insurance Refund Exceptions
	GARVE	Daily Voucher Distribution Exceptions
	GARVD	Daily Voucher Distribution
	GARDV	Deleted Vouchers
	GAREAF	Employment Agency Fees
	GARAA	AP Accrual - Received Not Invoiced
	GARIR	Recurring Invoice Requests
	GARPOV	PO-Distributed Invoice Variances
	GARAPR	AP Balancing and Mgmt Summary
	GAROT	One-Time Vendors Filed As Deleted
	GARCMM	Credit Memo Matching
	GARPDV	Purge Deleted Vendors
	GARPV	Purged Vouchers
	GARFPP	Future Period Expense
	GARPOA	Auto Approved Invoices
	GARSAT	Self-Assessed Tax Withheld
	GARVLA	Vendor List of Added/Invoice Vendors
	GARVLC	Daily Vendor Audit
	GARTVC	Federal 1099 Vouchers Changed

EDI/EFT PROCESSING REPORTS (page 8-225)

Describes the reports related to the EDI (Electronic Data Interchange) process, which involves the electronic transfer of invoice information to STAR from another system, as well as EFT (Electronic Funds Transfer) payments to a vendor.	GARVBH	Vendor Bank Account Updates
	GAREVR	Uploaded EDI Vouchers
	GAREFT	EFT Vendor Invoices Processed
	GAREPS	EFT Payment Selection
	GARECR	EFT Check Register

MONTH-END PROCESSING REPORTS (page 8-236)

Describes the automatic Month-End processes that occur during Midnight Processing on the last day of the month/ fiscal period, and the reports generated by those processes.	GAROT	One-Time Vendors Filed For Deletion
	GARAA	Monthly Accrual Report
	GARPSR	Payables Status Report
	GARATB	Aged Trial Balance
	GARAPR	AP Balancing Report
	GARSAT	Self-Assessed Tax Report

AP CLOSE PERIOD PROCESSING REPORTS (page 8-245)

Describes the discretionary AP Close Period process (an option on the **AP Processes** menu), and the reports generated during this process.	GARMDR	Monthly Distribution Register
	GARMVD	Monthly Voucher Distribution Report
	GAREAF	Employment Agency Fees Report
	GARPV	Purged Vouchers Report

SPOOLER FUNCTIONS

Overview

When a report is generated in STAR AP, the software copies the current information in the system - whether it is parameter settings, statistics, totals, etc. - and compiles the information into a report. It then sends the report to a temporary storage area in the system, where you can access the report and view it on-screen, print it, or delete it from the system. This report generation process is called "spooling."

To access spooler functions, choose the **Spooler Management** option (typically on the System Management menu). When you select this option, a screen similar to the following is displayed:

```
                General Hospital Spooler Management Processor
                                          Fri May 12, 2000 09:53 am
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--
```

The following Spooler functions are described in detail on the following pages:

View Spooled Reports (page 8-14)	Access a list of generated reports still stored in the system, and select a report for printing.
Reports Maintenance (page 8-21)	Set the print parameters for each individual report that can be generated.
Demand Print (page 8-26)	Print individual reports that are stored in the Demand Print queue.

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, and then, send them to a printer if desired.

When you select **View Spooled Reports** from the Spooler Management menu, the following prompt is displayed:

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
                                              Thu Apr 13, 2000 03:37 pm
 Page:01
                            Reports defined in ID 489
      Name         Description                      Retention Time  Print Queue
 ( 1) GARAA        AP Accrual - Rec'd Not Inv'd     until midnight  Demand
 ( 2) GARAA01      AP Accrual - Rec'd Not Inv' (01) 30 day(s)       Demand
 ( 3) GARAA02      AP Accrual - Rec'd Not Inv' (02) until midnight  Demand
 ( 4) GARAA03      AP Accrual - Rec'd Not Inv' (03) until midnight  Demand
 ( 5) GARAAMM      AP Accrual - Rec'd Not Inv'd     30 day(s)       Demand
 ( 6) GARACR       AP Check Register                until midnight  Demand
 ( 7) GARACR01     AP Check Register (01)           9 day(s)        Demand
 ( 8) GARACR02     BATCH CHECK REGISTER             7 day(s)        Demand
 ( 9) GARACR03     BATCH CHECK REGISTER             7 day(s)        Immediate
 (10) GARACR20     BATCH CHECK REGISTER             until midnight  Demand
 (11) GARACRMM     BATCH CHECK REGISTER             5 day(s)        Demand
 (12) GARAD        AP Accrual - Rec'd Not Inv'd     until midnight  Demand
 (13) GARANR       Active Non-Rcpt Processing Rpt   7 day(s)        Demand
 (14) GARANR01     Active Non-Rcpt Processing (01)  7 day(s)        Demand
 (15) GARANR02     Active Non-Rcpt Processing (02)  7 day(s)        Demand
 (16) GARANR03     Active Non-Rcpt Processing (03)  7 day(s)        Demand


 Enter choice--
                     next pg(/ or PG DN)   Search(TAB)
```

After you identify the report you want to view, the Report Search Constraints screen is displayed. Use this screen to narrow your search to a specific time period during which the report was generated, and the printer device to which it was sent:

```
                        General Hospital View Reports Processor
                                                Thu Apr 13, 2000 03:37 pm
Report : GARACR01  AP Check Register (01)


Report Search Constraints

( 1)Starting date: Thu Apr 13
( 2)Starting time: 12:00 midnight
( 3)Ending date  : Thu Apr 13
( 4)Ending time  : 3:37 pm
( 5)Printer Name : BIT







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

Field Explanations (Report Search Constraints)

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. Or, you can enter a hyphen (-) to include all printers for all system IDs in the search. *CAUTION:* Searching across all printers can tie up system resources.

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.

The system then begins the search according to the criteria you defined, displaying the following screen:

```
                     General Hospital View Reports Processor
                                              Thu Apr 13, 2000 03:53 pm
Report : GARDR01  Daily Distribution Register (01)
Page:01

 Copy  Spooled       Last Printed    Pages      Comment
( 1) 04/13/00 1406  04/13/00 1553      5
( 2) 04/13/00 0018  Not Printed        5
( 3) 04/05/00 0039  Not Printed        5
( 4) 04/06/00 0017  Not Printed        5
( 5) 04/07/00 0020  Not Printed        5
( 6) 04/07/00 1406  Not Printed        5
( 7) 03/30/00 0014  Not Printed        5
( 8) 04/08/00 0016  Not Printed        5
( 9) 03/31/00 0013  Not Printed        5
(10) 04/09/00 0018  Not Printed        5
(11) 03/31/00 1745  Not Printed        5
(12) 04/10/00 0017  Not Printed        5
(13) 04/01/00 0015  Not Printed        5
(14) 04/11/00 0019  Not Printed        5
(15) 04/02/00 0014  Not Printed        5

Enter choice--
                        next pg(/ or PG DN)  Search(TAB)
```

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

No Entries Defined

For each report that matches the search criteria, the following is displayed:

- 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 report you selected is displayed:

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Figure 8.1 Sample Report

```
                          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
   F1Screen Up F2Screen Dn F3 GoTo   F4 Skip 10%  F5 Print  F6Nxt Rpt F7 Exit   ?
```

At the bottom of the screen, the following function keys are displayed. 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 following prompt is displayed:

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 scrolls down (forward) through the displayed report. The size of the report determines how far down it scrolls when you press F4:

- If there are less than 10 pages for this report, the system scrolls down 18 lines to display the next screen of report information.

- If there are 10 or more pages for this report, 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, and page 1 is currently displayed, when you press F4, page 10 is displayed.

F5 - Prt
Press the F5 key to print the report. The following prompt is displayed:

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 following prompt is displayed:

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 is displayed:

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** below.

Or, press ENTER or enter **N** to route the report to a printer. The following prompt is displayed:

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 is displayed in the prompt is the printer 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 designated for that 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 following screen is displayed:

```
                    General Hospital View Reports Processor
                                           Thu Apr 13, 2000 03:57 pm
Report : GARAPR01  AP Balancing Report (01)      Position|####---------------|
Spooled: 04/04/00 0014                           Last Printed: Not Printed
 1 Sending Information      2 Override Comment      3 Cover Page
 ->

















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


```

Field Explanations (FAX Routing Screen)

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.

Movement Keys
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 printer(s) or fax machine.

- 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 print control sequences.

- what distribution list and cover page to use for a faxed report.

When you select **Reports Maintenance** from the Spooler Management menu, the following prompt is displayed:

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 following prompt is displayed:

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 following screen is displayed:

```
               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 Print Control  14 Page Index  15 Max # Pages
                          ::CENUSHEAD:CE   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 (Reports Maintenance Screen)

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** (default) 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 HH:MM format.

NOTE: To download the report to a PC, this field must be set to **D** (Demand). Also, the **REPORT STATUS** field (see below) must be **A** (Active), and the ability to download the report to a PC must be enabled in the **PC DOWNLOAD** field (see below).

7. REPORT STATUS (1-A-R)

This field determines the status of the report in the system. Enter **A** (default) to make this report active in the system. Enter **I** to make this report inactive in the system.

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** (Delete). The default is **0** (zero).

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 determines if the report can be downloaded to a PC. Enter **Y** to enable this ability; enter **N** (default) to disable it.

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 the "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. PRINT CONTROL (DISPLAY ONLY)

This field displays any print control sequences established for this report. The system sends print control sequences to appropriate printers before, during, and/or after printing the report. For more information on print control sequences, see "Print Control Maintenance" in the *MultiSTAR Software Environment Operations Guide*.

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** (default) if no page index is desired.

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, and compares 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 routine name, or select from a list of routines. (Whether a routine is included in the list is determined by the contents of the **OWNER** field.)

The system will use the Distribution List built by the specified routine 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 set to 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 will use 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 set to 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.

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 where (to which printers) the 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.

If you enter **N** (for None), there is no default printer. If the report is printed 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 (see below) 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 (see above) 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.

Demand Print

The Demand Print function enables you to print or reprint reports that have been spooled to disk using the system spooler. You can print reports individually or as part of a Batch report group.

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 enables you to define batches of reports in an order that best suits your needs.

- **Reprinting reports.** This enables you to reprint during 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.

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To access the Demand Print function, select the **Demand Print** option from the Spooler Management menu. The system will then display the following screen:

```
                    General Hospital Demand Print Processor
                                              Mon Apr 10, 2000 05:01 pm

 ( 1)Source printer       : 1WIDEBAR - WIDEBAR PRINTER PORT 191 2NDFL
 ( 2)Reports/batch        : DEMANDGL - HPRG1701,HPRG1801
 ( 3)Starting date        : Sat Apr 08
 ( 4)Starting time        : 12:00midnight
 ( 5)Ending date          : Mon Apr 10
 ( 6)Ending time          : 5:02pm
 ( 7)Queue name           : System
 ( 8)Destination          : HSP








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

```

The system will use the parameters you set here to build a Demand Print set of reports.

Field Explanations (Demand Print Screen)

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 specify Batch, you can select predefined report batches. If you specify Reports, you can select report name(s) for 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.

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.

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. The default is the current date.

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. The default is the current time.

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

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. The default is the source printer.

If McKesson's PCDFAX product is installed and STAR Fax is *not* enabled, when you access this field the following prompt is displayed:

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

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

- If PCDFAX is not installed 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 or select a printer that is a fax device, the following prompt is displayed:

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

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

  After you specify the fax destination, the following prompt is displayed:

  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 Demand Print 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!

TABLE MAINTENANCE REPORTS

Table Maintenance Reports can be generated and printed from within the **Tables** menu options. These options represent categories of code definitions that are currently stored in the system:

Bank Master List (GARBKMST) (page 8-31)	Provides information about the banking institutions used by an entity.
Check Code List (GARCK) (page 8-33)	Provides information about the checking accounts set up by each entity.
Country Codes List (GARCC) (page 8-35)	Lists the 2-character codes of the countries used on the AP side of the system – for example, UK for United Kingdom; US for United States.
Federal Reporting Codes Report (GARGTNN) (page 8-36)	Lists Federal 1099 [T4A] reporting codes for all entities' vendors, used for IRS [Revenue Canada] reporting.
State SAT Vendor Identifier Report (GARSRC) (page 8-37)	Lists the remittance vendor for SAT in each relevant state.
Federal State Dollar Limits Report (GARTSTDL) (page 8-38)	Lists each state's Federal 1099 [T4A] dollar amount reporting limit used in the Federal/State Filer program.
Job Classes Report (GARGJCC) (page 8-39)	Lists user-defined Job Class codes and descriptions for each entity (for example, LPN - Licensed Practical Nurse).
Vendor Class List Report (GARVCC) (page 8-40)	Lists user-defined Vendor Class codes and descriptions for all entities (for example, DP - Data Processing Supplies).

Generating a Table Maintenance Report

Table Maintenance reports can be generated whenever you access an option on the **Tables** menu (view the table on-screen), change any of the settings (if desired), then exit the table. Before the system returns you to the **Tables** menu, it asks whether you want to print a report for the table via the following prompt:

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

If you enter **Y** (for Yes) to print a report, a second prompt appears (for Bank Master List, Federal 1099 Reporting Codes, Job Classes, and Vendor Classes reports only):

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

This prompt lets you choose how the report information will be sorted: in code sequence (enter a **C**) or alphabetically by name (enter an **A**).

Next, for all Tables reports, the system presents another prompt:

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

Choose whether the report will include entries marked in the system for deletion during the next purging process.

Finally, for the Check Codes report only, the system presents the following prompt:

Enter entity code, '-' for list or 'ALL'--

You can enter the code for the desired entity; a hyphen (-) to display and select from a list of valid entity codes and descriptions; or **ALL** to include all entities.

The system will then generate the report, and (depending on how this report is defined in Reports Maintenance) either send it to a printer or to the Demand queue.

Bank Master List (GARBKMST)

Description:	The Bank Master List report (GARBKMST) provides information about the banking institutions used by the hospital(s) in the STAR system.
Report Data:	Banking Institution Name and Address; user-defined Bank Code; phone number; phone extension; FAX phone number; bank contact person; Federal Bank Transit number.
How This Report Is Generated:	On demand, when exiting the **Bank Master** screen (in Tables).
Sorted by:	Bank Code or Bank Name.
Special Instructions:	For a detailed explanation of the fields on this report, refer to the field explanations under "BANK MASTER" (page 2-5) in Chapter 2: TABLES.

Figure 8.2 Bank Master List (GARBKMST)

```
Date: 01/31/89                                               Page  : 1
Time: 04:26pm                     Bank Master List           Report: GARBKMST

Bank                              Phone Number/              Federal
Code      Bank Name & Address     FAX Phone Nbr   Ext.  Contact Name         Transit Nbr
-----------------------------------------------------------------------------------------

100528    FIRST NATIONAL BANK OF GEORGIA    (404)328-1290       MS.  JAMESON       64-7001/3045
          3320 MONROE AVE.                  (404)322-5543
          P.O. BOX 998
          ATLANTA, GA 30339-2189

301928    FIRST COMPANY                     727-2345    1110   MARY SMITH 377388
          220 ATLANTA STREET                330-7832
          ATLANTA, GA 30062

439023    BANK OF THE SOUTH                 933-2177    251    MARY SHURZ
          P.O. BOX 266543
          7422 PONCE DE LEON
          ATLANTA, GA 30303

239409    FIRST GIBRALTAR SAVINGS AND LOAN ASSOC  (502)422-0997  21    JANE ROMINES
          922 WATERSON PARKWAY              (502)436-1123
          LOUISVILLE, KY 42501

495830    FIDELITY NATIONAL BANK            (404)393-6000        MARY SMITH   128983
          1290 W PEACHTREE STREET
          ATLANTA, GA 30310

Number of Banks on file: 5

End of Report
```

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Check Code List (GARCK)

Description: The Check Code List report (GARCK) provides a list of user-defined check codes, which represent payment categories such as Invoices, Refunds, Employee Reimbursements, etc. The report also contains descriptions of the checking accounts set up by each entity, including the fiscal year and General Ledger distribution of the bank account.

Report Data: Name and user-defined Bank Code of the bank identified for this account; bank contact person; telephone number and extension; checking account number; zero check amount flag; minimum check amount for this account; and the (optional) check run dates.

**How This Report
Is Generated:**   On demand, when exiting the **Check Codes** screen (in Tables).

Sorted by: Entity Code.

Subsorted by: Check Code; Fiscal Year.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under "CHECK CODES" (page 2-8) in Chapter 2: TABLES.

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Figure 8.3 Check Code List (GARCK)

```
Date: 01/31/89                          GENERAL HOSPITAL          Page  : 1
Time: 04:45pm                           Check Code List           Report: GARCKBA

Check Code: 1 A/P TRADE
                                                           Zero        Minimum     Check
    Bank                                 Phone Number   Ext.  Contact Name    Checking Acct Nbr   Ck       Ck Amt     Sort
    -------------------------------------------------------------------------------------------------------------------------
100528   FIRST NATIONAL BANK OF GEORGIA   (404)328-1290 123    MS. JAMESON       99-748374-02      No       $1.00      Name

         Fiscal Year:    88
         GL Distribution: Cash Dept      - 10-00        Subacct - 110-2
                          Liability Dept - 10-00        Subacct - 211-1
                          Discount Dept  - 50-00        Subacct - 580-0

Check Code: 2 A/P REFUNDS
                                                           Zero        Minimum     Check
    Bank                                 Phone Number   Ext.  Contact Name    Checking Acct Nbr   Ck       Ck Amt     Sort
    -------------------------------------------------------------------------------------------------------------------------
301928   FIRST COMPANY                    727-2345      1965   MARY SMITH       1039484382   Yes      $0.00       Name

         Fiscal Year:    88
         GL Distribution: Cash Dept      - 10-00        Subacct - 110-2
                          Liability Dept - 10-00        Subacct - 211-2
                          Discount Dept  - 50-00        Subacct - 580-0


         Check Run Dates: 12/02/88   12/09/88   12/16/88   12/23/88   12/30/88   01/03/89   01/06/89   01/13/89   01/20/89
                          01/27/89   02/03/89   02/10/89   02/17/89   02/24/89   03/03/89   03/10/89   03/17/89   03/24/89
                          03/31/89   04/07/89   04/14/89


                                            End of Report
```

Country Codes List (GARCC)

Description: The Country Codes List (GARCC) shows countries' codes and definitions used in the Accounts Payable system only.

Report Data: 2-character Country Code; Code Definition.

**How This Report
Is Generated:**   On demand, after exiting **Country Codes** in Tables. The system will prompt you for a sort order (in Code order, or Alphabetically by country name), and whether you want to include entries filed as deleted (such as "Inactive" country codes). The report sample below is sorted in Code order, and includes Country Codes filed as deleted.

Sorted by: Code, or Country Name.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under "COUNTRY CODES" (page 2-15) in Chapter 2: TABLES.

Figure 8.4 Country Codes List (GARCC)

```
Date: 02/22/2000                                          Page  : 1
Time: 15:43                    COUNTRY CODES For 02/22/2000    Report: GARCC



         Code    Country
----------------------------------------------------------------------------

         AR      ARGENTINA
         CA      CANADA
         GA      RUSSIAN GEORGIA
         MX      MEXICO
Inactive PO      Alpha test U&L
         PR      PERU
         UK      ENGLAND
         US      UNITED STATES

Number of codes on file: 8


                            End of Report
```

Federal Reporting Codes Report (GARGTNN)

Description: The Federal Reporting Codes report (GARGTNN) provides the necessary Federal 1099 [T4A] Reporting codes used in the IRS [Revenue Canada] reporting for all entities' 1099 [T4A] vendors.

**How This Report
Is Generated:**   On demand, when exiting the **Federal Reporting Codes** screen (in Tables).

Sorted by: 1099 [T4A] code or 1099 [T4A] description.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under "FEDERAL REPORTING CODES" (page 2-17) in Chapter 2: TABLES.

Figure 8.5 Federal Reporting Codes (GARGTNN)

```
Date: 09/23/2008                                               Page  : 2
Time: 05:54pm       Federal 1099 Reporting Codes For 09/23/2008  Report: GARGTNN



Code  Description      Amt Code   Amount Type
------------------------------------------------------
 A    1099-MISC.         1        Rents
                         2        Royalties
                         3        Other Income
                         4        Fed. Inc. Tax W/H
                         5        Fishing Boat Proc.
                         6        Med/Health Care Pmts
                         7        Nonemp. compensation
                         8        Sub Pmts for Div/Int
                         9        Direct Sales
                         A        Crop Insurance Proceeds
                         B        Excess Golden Parachute Payments
                         C        Gross Proceeds Pd to Attorney
                         D        Section 409A Deferrals
                         E        Section 409A Income



Number of codes on file: 13


                         End of Report
```

State SAT Vendor Identifier Report (GARSRC)

Description: The State SAT Vendor Identifier report (GARSRC) lists the remittance vendor for SAT for each relevant state.

**How This Report
Is Generated:**   On demand, when exiting the **State SAT Vendor Identifier** screen (in Tables).

Sorted by: State Code or alphabetically by state, depending upon the printing parameter chosen.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under "STATE SAT VENDOR IDENTIFIER" (page 2-23) in Chapter 2: TABLES.

Figure 8.6 State SAT Vendor Identifier Report (GARSRC)

```
Date: 09/09/2002                                         Page  : 1
Time: 10:41           STATE SAT IDENTIFIER CODES For 09/09/2002    Report: GARSRC



Code    State                   Sat Vendor Number/Name
-------------------------------------------------------------
01      AL ALABAMA      112  Alabama Sales Tax Commission
06      CA CALIFORNIA    51  Department of Tax
07      CO COLORADO     114  Colorado DOR
13      GA GEORGIA       18  State of Georgia Sales Tax
19      IA IOWA         405  Iowa Internal Business Division
```

Federal State Dollar Limits Report (GARTSTDL)

Description: The Federal State Dollar Limits report (GARTSTDL) provides a list of each state's Federal 1099 [T4A] dollar amount reporting limit for those states involved in the Federal/State 1099 [T4A] Filer program.

      NOTE: Since some states may not be involved in this program, not all entities use this Accounts Payable system function/report unless a vendor is an out-of-state vendor.

How This Report Is Generated: On demand, when exiting the **Federal State Dollar Limits** screen (in Tables).

Sorted by: Federal 1099 [T4A] Code.

Subsorted by: State Code.

Special Instructions: For a detailed explanation of the fields on this report, refer to the field explanations under "FEDERAL STATE DOLLAR LIMITS" (page 2-20) in Chapter 2: TABLES.

Figure 8.7 Federal State Dollar Limits Report (GARTSTDL)

```
Date: 02/24/89                                         Page  : 1
Time: 04:08pm              FED 1099 STATE DOLLAR LIMITS    Report: GARTSTDL

1099                        Dollar
Code Description  State     Limit
-----------------------------------

  1  1099-MISC     AL       $1,500.00

                   AR         $100.00

                   AZ         $300.00

                   DC         $600.00

                   HI          $10.00

                   IA         $200.00

                   MT          $10.00

                   NJ       $1,000.00

                   FL       $1,200.00

                   GA           $0.00


Number on File: 10

                         End of Report
```

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Job Classes Report (GARGJCC)

Description: The Job Classes Report (GARGJCC) provides the user-defined Job Class codes and descriptions defined for each entity.

How This Report Is Generated: On demand, when exiting the **Job Classes** screen (in Tables).

Sorted by: Entity Code.

Subsorted by: Job Class Code or Description.

Special Instructions: For a detailed explanation of the fields on this report, refer to the field explanations under "JOB CLASSES" (page 2-21) in Chapter 2: TABLES.

Figure 8.8 Job Classes Report (GARGJCC)

```
Date: 02/27/89                  GENERAL HOSPITAL              Page  : 1
Time: 10:24am                      Job Classes               Report: GARGJCCBA


Code   Description
-------------------------------
 LPN   LICENSED PRACTICAL NURSE
 OFT   OFFICE TEMPORARY
  RN   REGISTERED NURSE

Number on file: 3
```

Vendor Class List Report (GARVCC)

Description: The Vendor Class List Report (GARVCC) provides a listing of user-defined Vendor Class codes and descriptions set up for all entities.

**How This Report
Is Generated:**   On demand, when exiting the **Vendor Classes** screen (in Tables).

Sorted by: The user-defined Vendor Class Code or Description.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under "VENDOR CLASSES" (page 2-25) in Chapter 2: TABLES.

Figure 8.9 Vendor Class List (GARVCC)

```
Date: 01/31/89                                              Page  : 1
Time: 04:58pm                    VENDOR CLASS LIST          Report: GARVCC


Code     Description
-----------------------------------
COMP     COMPUTER EQUIPMENT
DATADP   DATA PROCESSING DP
DP       DATA PROCESSING SUPPLIES
DUR      DURABLE EQUIPMENT
JAN      JANITORIAL SERVICES
LAB      LAB EQUIPMENT
MAINT    BUILDING MAINTENANCE
MED      MEDICAL SUPPLIES
OFC      OFFICE SUPPLIES
RX       PHARMACY SUPPLIES


Number of codes on file: 10

                            End of Report
```

PARAMETERS REPORTS

Through the Parameters Reports function, the system enables you to generate and print reports which are basically "snapshots" of current parameter settings. The reports containing this information – and described on the following pages – are:

Entity Parameters List Report (GARENP) (page 8-42)	Shows an entity's current settings for invoice and refund processes, tax settings, etc., as defined on the **Entity Parameters** screen within the Parameters option in AP.
Federal Reporting Parameters Report (GARFED) (page 8-44)	Lists each entity's current settings for Employer ID, CUSIP number, etc., as shown on the **Federal Reporting Parameters** screen within the Parameters option in AP.
GL Related Parameters Report (GARLDP) (page 8-46)	Shows an entity's Freight, Sales Tax, and Accrual Liability department and subaccount codes for a particular fiscal year, as defined on the **GL Related Parameters** screen within the Parameters option in AP.
Intercompany Account List Report (GARICA) (page 8-47)	Provides an entity's current posting links to other entities for invoice expensing, inventory/asset transfers, etc., as shown on the **Intercompany Accounts** screen within the Parameters option in AP.
Recurring Invoice Parameters Report (GARRIP) (page 8-49)	Displays an entity's vendor/invoice settings for generating recurring invoices (such as monthly lease payments), as defined on the **Recurring Invoice Parameters** screen within the Invoicing option in AP.

Generating a Parameters Report

Parameters reports are generated the same way as Tables reports – after you enter the Parameters option and display it on-screen, the system lets you choose whether to print a report for the option when you exit it. The prompts used to create these reports are similar to the prompts for "Generating a Table Maintenance Report" on page 8-30.

Entity Parameters List Report (GARENP)

Description: The Entity Parameters List Report (GARENP) provides an entity's current settings for invoice processes, refunds, tax calculations, etc., as shown on the Entity Parameters screen.

How This Report
Is Generated: On demand, when exiting the Entity Parameters screen (in Parameters).

Selection
Criteria: Entity Code, or All Entities.

Sorted by: Entity Code.

Page Breaks: Entity Code.

Subtotals/
Grand Totals: None.

Special
Instructions: For a detailed explanation of the fields on this report, refer to the field explanations under Entity Parameters in Chapter 3: PARAMETERS.

Figure 8.10 Entity Parameters List Report (GARENP)

```
Date: 05/09/2000                  HAPPY HOSPITAL 01              Page  : 1
Time: 12:24            Entity Parameter List For 05/09/2000    Report: GARENP01



Entity:            01 HAPPY HOSPITAL 01


Interfaces:        Patient Accting        - Yes
                   Materials Management    - Yes
                   Payroll/Personnel       - Yes
                   Allow EDI Invoicing     - No
                   Allow EDI Funds Transfer- No

Retention:         Invoice Periods        - 24
                   Last Period Closed     - 9912

Check Codes:       Invoices               - 1 AP VENDOR ACCOUNT
                   Patient Refunds        - 1 AP VENDOR ACCOUNT
                   Employee Reimbursement - 1 AP VENDOR ACCOUNT
                   Capital Acquisition    - 1

Check Formats:     AP Check               - STANDARD B - AP CHECK
                   AP Remittance          -
                   Pat Ref Carrier        - STANDARD B - CARRIER (SINGLE)
                   Pat Ref Guarantor      - STANDARD B - CARRIER (SINGLE)
                   Unapplied Cash         - STANDARD B - UNAPPLIED CASH RE

Payment Calc:      Date                   - Inv Creation
                   Days                   - 15
                   Disregard Disc Parm    - Yes

Variances:         Variance Check         - Plus Only
                   Item Percent           -          0.0000
                   Extended Percent       -          0.0000
                   Item Flat Amt          -        $3.0000
                   Extended Flat Amt      -        $0.00

Auto Create:       Invoice                - Yes
                   Lead Days              - 1

Accruals:          Capital Budget         - No
                   Non-Recpt PO           - No

Tax:               Indicator              - Taxable
                   SAT Vendor Indicator   - No
                   Sales Tax Percent      -  0.000%

Miscellaneous:     Report Sort            - Vendor Name
                   Auto Approval          - Yes
                   View AP Detail         - Yes
                   Inv By Exception       - Yes - Default NO
                   P-Type Inv Dtl Entry   - PO Priority
                   Pat Refund Sep Check   - Yes



                            End of Report
```

Federal Reporting Parameters Report (GARFED)

Description: The Federal Reporting Parameters Report (GARFED) provides each entity's current settings for federal tax reporting requirements, as shown on the **Federal Reporting Parameters** screen.

Report Data: Entity Code; Entity Name and Address; Employer ID number; transmitter control code; whether the entity is involved with the 1099 Federal/State Filer program; CUSIP number.

**How This Report
Is Generated:**   On demand, when exiting the **Federal Reporting Parameters** screen (in Parameters).

Sorted by: Entity Code. The report includes information on all existing entities; it is not an entity-specific report.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under Federal Reporting Parameters in Chapter 3: PARAMETERS.

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Figure 8.11 Federal Reporting Parameters (GARFED)

```
Date: 02/27/89                    GENERAL HOSPITAL                   Page : 1
Time: 09:41am              Federal Reporting Parameters             Report: GARFED

Entity                                           Transmit    Fed/St
Code    Name & Address                Employer ID  Control   Filer CUSIP
-----------------------------------------------------------------------------------

 AC     WEST-END HOSPITAL              589302213   9B123      No  3894205432
        OF HARRISON COUNTY
        1120 PEACHTREE INDUSTRIAL, PO BOX 2234      DECATUR, GA 30304-1123

 BA     GENERAL HOSPITAL              123456789    A1234      Yes 123456789012345
        PO BOX 3450-12
        1401 SOUTH MAIN STREET
        FORT WORTH, TX 76104

                              End of Report
```

GL Related Parameters Report (GARLDP)

Description: The GL Related Parameters Report (GARLDP) provides listing of all the accounts displayed on the **GL Related Parameters** screen. The report is for a specific fiscal year and is entity specific.

**How This Report
Is Generated:**   On demand, when exiting the GL Related Parameters screen.

**Selection
Criteria:**   Upon exiting the GL Related Parameters screen, you are prompted for the entity and fiscal year. If the entity response is ALL, the report is generated for each individual entity for its current year.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under GL Related Parameters in Chapter 3: PARAMETERS.

Figure 8.12 GL Related Parameters (GARLDP)

```
Date: 06/16/2003                           HAPPY HOSPITAL
Page  : 1
Time: 11:26am                    GL RELATED PARAMETERS For 06/16/2003
Report: GARLDP01


                                  For Fiscal Year 2003
--------------------------------------------------------------------------------------

Freight Dept:                     0.111           FREIGHT
Freight Subacct:                  00.09           FREI-DEPARTMENT REVENUE DEFAULT

Sales Tax Dept:                   1.011           GENERAL FUND ACCOUNTS
Sales Tax Subacct:                01.10           GECA-GENERAL FUND

Accrual Liability Dept:           2.000           AP-ACCRUALS
Accrual Liability Subacct:        22.00           ACCR-TRADE ACCOUNTS PAYABLE

Prepaid Expense Dept:             0.120           AP PREPAIDS
Prepaid Expense Subacct:          01.10           PREP-GENERAL FUND

Income Tax Liability Department:  2.092           INC TAX LIAB FOR G2581
Income Tax Liability Subacct:     20.92           INCL-INC TAX LIAB SUBACCT FOR G2581

SAT Liability Department:         2.091           SAT LIAB FOR G2581
SAT Liability Subaccount:         20.91           SATL-SAT LIAB SUBACCT FOR G2581

Edit By:                          Weldon,Lynn
Edit Date:                        01/23/2003 10:24am


                                  End of Report
```

Intercompany Account List Report (GARICA)

Description: The Intercompany Account List Report (GARICA) provides Intercompany default accounts as set up on the Intercompany Accounts screen in AP Parameters. The report name is entity specific when generated (for example, GARICA01).

Report Data: The report displays Due To/Due From posting paths set up between the Home entity Accounts Receivable accounts and the Link entity Accounts Payable accounts, along with the other expense account and description information displayed on the screen.

**How This Report
Is Generated:**   On demand, when exiting the Intercompany Accounts screen (in Parameters).

**Selection
Criteria:**   Upon exiting, you are prompted for the entity and fiscal year. If the entity response is ALL, the report is generated for each individual entity for its current year.

**Special
Instructions:**   For a detailed explanation of the fields on this report, refer to the field explanations under Intercompany Accounts in Chapter 3: PARAMETERS.

Figure 8.13 Intercompany Account List (GARICA)

```
Date: 06/16/2003                            GENERAL HOSPITAL                            Page  : 1
Time: 11:24am                      INTERCOMPANY ACCOUNT LIST For 06/16/2003            Report: GARICA01


                                        For Fiscal Year 2003

-------------------------------------------------------------------------------------------------------

Home Entity:01 GENERAL HOSPITAL                  Link Entity:02 MODEL HOSP - ENT 02

Direct Expense: Yes

Accounts Receivable Department:    1.011          GENERAL FUND ACCOUNTS
Accounts Receivable Subaccount:    01.12          GECA-FAMILY PRACTICE


Accounts Payable Department:       2013           INTERCOMPANY A/P
Accounts Payable Subaccount:       2205           INTE-SYSTEM ACCRUED A/P


Expense Department:                6024           MEDICAL SURGICAL-3RD FLOOR
Expense Subaccount:                3013           MDS3-EDUCATION

Description:

Tax Expense Department:            6024           MEDICAL SURGICAL-3RD FLOOR
Tax Expense Subaccount:            3014           MDS3-EMERGRNCY/SUPPLEMENTAL

Tax Recovery Department:           6024           MEDICAL SURGICAL-3RD FLOOR
Tax Recovery Subaccount:           3014           MDS3-EMERGRNCY/SUPPLEMENTAL

Edit By:                           Smith,Jane
Edit Date:                         08/18/2000 01:07pm
```

Recurring Invoice Parameters Report (GARRIP)

Description: The Recurring Invoice Parameters Report (GARRIP) displays (by vendor) the parameters defined to create Recurring Invoice Requests. The system automatically generates Recurring Invoice Requests based on these parameters. The GARRIP report can be used for monitoring these parameters on a regular basis to ensure that the settings are current and valid (i.e., won't produce Requests that you're not ever planning to pay). For more information about the Recurring Invoice process, see "RECURRING INVOICE PARAMETERS" on page 5-88 in this volume.

NOTE: This report does *not* list actual Recurring Invoices; it only displays the current parameter settings which control their creation. The Recurring Invoice Request Report (GARIR) on pg. 8-195 lists the Recurring Invoices actually created.

Report Data: Vendor Number and Name; Recurring Invoice Description; Total Contracted dollar amount; Cycle dollar amount; Accumulated (period-to-date) dollar amount paid on the contracted amount; Expiration Date of the contract.

How This Report Is Generated: On demand, from the **Recurring Invoice Parameters** option: Select **Invoicing** from the AP main menu, then enter an Entity Code, then select **Recurring Invoice Parameters.** The following prompt appears:

> Enter Vendor Nbr, Name'-', or '-' for table-

Press ENTER at this prompt. Another prompt appears:

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

Enter **Y** at this prompt to generate a report. The system then prompts you for a sort order. Enter **A** (to sort by Vendor Name) or **N** (to sort by Vendor Number). The report is then produced.

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name.

Totals: ENTITY: Total Number of Recurring Invoice records.

Special Instructions: If there are no Recurring Invoice Parameters set for the entity, only the report header will display, along with the message Total Number of Records On File: 0.

Figure 8.14 Recurring Invoice Parameters Report (GARRIP)

```
Date: 04/27/89                              GENERAL HOSPITAL                                    Page  : 1
Time: 02:45pm                          RECURRING INVOICE PARAMETERS                             Report: GARRIPBA

Vendor Nbr Vendor Name              Invoice Description        Contract Amt      Cycle Amt    Accumulated Amt  Exp Date
-------------------------------------------------------------------------------------------------------------------------
       229 APARTMENT FURNISHINGS CO  MONTHLY LEASE PAYMENT             300.00         300.00            0.00  12/31/89
      3000 CREATIONS BY COVOL        PLANT MAINTENANCE         999,999,999.99      16,874.99       16,874.00  05/01/89
      3001 X-RAY/LAB CONTRACTORS     X-RAY EQUIPMENT LEASE               0.00      13,500.00            0.00
       211 BARDSTOWN LAB SALES CO    LAB EQUIPMENT LEASE             5,000.00       3,000.00            0.00

TOTAL NUMBER OF RECORDS ON FILE:    4

                                             End of Report
```

VENDOR LIST REPORTS

The Vendor List reports contain Vendor Master parameter settings:

Vendor Master Detail Report (GARVLL) (page 8-52)	Includes detailed information about the valid vendors of each entity. Shows vendor name & address, discount terms, payment terms, YTD statistics, and total counts of vendor types.
Vendor Master Remittance Report (GARVLR) (page 8-54)	Lists payment addresses for the vendors of each entity. Also includes total counts of vendor types.
Vendor Master Summary Report (GARVLS) (page 8-56)	Lists summary information for each vendor (1 line per vendor), including applicable entity code(s) that use that vendor.

Generating a Vendor List Report

To generate a Vendor List report, choose the **Demand Reports** option, then choose **Vendor List.** The three reports will then display on a menu; choose the report you want to generate. A series of prompts will appear, allowing you to specify the information to be contained in the report:

Enter entity code, '-' for list or 'ALL'--

Enter the desired Entity Code (or hyphen [-] to select from a displayed list of Entity Codes) to print vendor information for a single entity. Or, enter **ALL** to include all entities in the report. The next prompt appears:

Enter Vendor Nbr,Name'-', 'ALL' or leading char'-'

If you enter a hyphen (-) at this prompt, the system displays all vendors for the selected entity. Inactive vendors are indicated with an asterisk (*) before the vendor name. Press ENTER to select all displayed vendors; no other prompts will appear.

Or, if you enter **ALL** instead (to include all vendors), the following prompts display (for the Vendor Master Detail and Summary reports, but not for the Remittance report):

Print 1099 Vendors Only (V), or All (A)? (V/A)--

Print Vendors on Hold Only (H) or All (A)? (H/A)--

Print One Time Vendors or All? (O/A)--

For each of these prompts, choose whether to limit the report to the displayed vendor type.

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The next prompt appears (for all three Vendor List reports):

Print in (A)lpha or (N)umeric? (A/N)--

Enter **A** to print alphabetically by Vendor Name, or **N** to print in numeric order by Vendor Number.

Include vendors filed as Deleted? (Y/N) [Y]

If you enter **Y** (Yes) at this prompt, inactive vendors *are* included on the report.
If you enter **N** (No), inactive vendors are *not* included on the report.

The system will then generate the report, and (depending on how this report is defined in Reports Maintenance) either send it to a printer or to the Demand queue.

Vendor Master Detail Report (GARVLL)

Description:	The Vendor Master Detail Report (GARVLL) provides detailed information about the vendors that are valid for each entity.
Report Data:	Vendor name/address, Alternate name/address, Remittance name/ address. Fiscal YTD statistics such as total purchase dollars, total payment dollars, discount dollars, number of deliveries and missed deliveries, number of backorders, total number of acceptable price variances, vendor's discount days and percentage, vendor's federal 1099 type, YTD federal 1099 dollar amount, and On-Hold status.
How This Report Is Generated:	On demand, by choosing this report option from the **Vendor List** menu in Demand Reports.
Totals:	Number of vendors; number of 1099 vendors; number of vendors on hold; number of one-time vendors.
Sorted by:	Entity Code.
Subsorted by:	Vendor Number or Name.
Special Instructions:	For a detailed explanation of the fields on this report, see the field explanations for Vendor Master, Purchasing Information, Alternate Address Information, and Statistics subsections under "VENDOR MAINTENANCE" on page 4-4 in Chapter 4: VENDOR INFORMATION.

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Figure 8.15 Vendor Master List (GARVLL)

```
Date: 09/14/1992                        GENERAL HOSPITAL A            Page  : 1
Time: 01:50pm                           Vendor Master List            Report: GARVLLDP


Vendor Nbr  Vendor Name & Address                   Alternate Name & Address
-----------------------------------------------------------------------------------------------------
       5  ABBEY MEDICAL                          ABBEY MEDICAL                 Pmt Terms:  15    By Invoice Date
          4299 INTERNATIONAL BLVD.               4299 INTERNATIONAL BLVD.
Disc Terms:  10 - 5.00%
          P.O. 230                                                    Disregard Disc Parm: Yes
          ATLANTA GA  30342                      ATLANTA GA  30342            1099 Type:
          Phone:(404)345-6789                                                YTD 1099 Amt:          0.00
          Fax Phone: 1099 ID Nbr:
                                                                      Vendor Hold: No
                                                                      One-Time Vendor: No
Remittance Name                         Remittance Address      City       ST  Zip         Phone
  ABBEY MEDICAL                         4299 INTERNATIONAL BLVD. ATLANTA    GA  30342
  ABBEY ACCEPTANCE CORP                 P.O. BOX 51234           NEW YORK   NY  49308

YTD Statistics
  Purchases        Payments    Discounts  Deliv.  Miss Del  Backord  Price Var   Returns
------------------------------------------------------------------------------------
 $41,006.00      $61,680.17      $47.79     13        5        3        3         0


Total Number of Vendors        : 1
Total Number of 1099 Vendors   :
Total Number of Vendors on Hold :
Total One-Time Vendors         :

                                        End of Report
```

Vendor Master Remittance Report (GARVLR)

Description: The Vendor Master Remittance report (GARVLR) provides vendor remittance (invoice payment) information for each entity.

Report Data: Vendor names, addresses, and phone numbers (including fax phone).

How This Report Is Generated: On demand, by choosing this report option from the **Vendor List** menu in Demand Reports.

Page Breaks: Entity Code.

Totals: Number of vendors; number of 1099 vendors; number of vendors on hold; number of one-time vendors.

Special Instructions: For a detailed explanation of the fields on this report, see the field explanations for the second Vendor Master screen under "VENDOR MAINTENANCE" (page 4-4) in Chapter 4: VENDOR INFORMATION.

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VENDOR LIST REPORTS

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Figure 8.16 Vendor Master Remittance Report (GARVLR)

```
Date: 08/11/1992                              GENERAL HOSPITAL A                                        Page  : 1
Time: 02:24pm                           Vendor Master List - Remittance Addresses                      Report: GARVLRDP
Vendor Nbr  Vendor Name                              Vendor Address              City         ST   Zip Code   Phone
---------------------------------------------------------------------------------------------------------------------
     14  *FOWLER CARTON CO.                           1 MAIN ST                                IA  35722
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
*FOWLER CARTON CO.                      1 MAIN ST               NEWBURY     IA 35722
      5  ABBEY MEDICAL                               4299 INTERNATIONAL BLVD.                 GA  30342    404-345-6789
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
ABBEY MEDICAL                          4299 INTERNATIONAL BLVD. NORCROSS    GA 30040
ABBEY ACCEPTANCE CORP                  430 ABBEY LANE          NEW YORK    NY 49308
      6  ABC MEDICAL SUPPLY                          7155 ROSWELL ROAD N.E.                   GA  30342    404-390-4567
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
ABC MEDICAL SUPPLY                     P.O. BOX 4459           ATLANTA     GA 30342
ABC ACCEPTANCE COR                     P.O. BOX 45871          ATLANTA     GA 12547
      2  AMERICAN HOSPITAL                           1340 MAIN STREET                         IL  59087    215-345-6789
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
AMERICAN HOSPITAL                      P.O. BOX 4567           CHICAGO     IL 59087
AMERICAN ACCEPTANCE CORP              4521 JOHNSON ST          MIAMI       FL 38749    450 785 7854450 854 7854
     12  AMERICAN PAPER COMPANY                      8080 MAIN ST                             GA           404-489-5555
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
AMERICAN PAPER COMPANY                 8080 MAIN ST            ATLANTA     GA
      7  ANDERSON PIERSON & CO.                      5520 PEACHTREE ROAD                      GA  30340    404-340-9087
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
ANDERSON PIERSON & CO.                 5520 PEACHTREE ROAD     ATLANTA     GA 30340
     16  ANDRE'S CATERING SERVICE                    510 W. 57TH STREET                       GA  32545    404-958-4587
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
ANDRE'S CATERING SERVICE               510 W. 57TH STREET      ATLANTA     GA 32545    404 958 7458
ANDRES CATERING NORTH                  5412 DUNWOODY PLACE     DUNWOODY    GA 45271    404 785 4521
     99  BAXTER                                      123 MAIN ST.                             CA
Remittance Name                         Remittance Address      City        ST Zip      Phone      Fax Phone
BAXTER                                 123 MAIN ST.            ANYWHERE    CA
Total Number of Vendors        : 8
Total Number of 1099 Vendors   : 8
Total Number of Vendors on Hold : 1
Total One-Time Vendors         : 5

                                              End of Report
```

Vendor Master Summary Report (GARVLS)

Description: The Vendor Master Summary report (GARVLS) provides a summary of vendor information (1 line per vendor).

Report Data: Vendor number, name and address; 1099 type; On-Hold status; Entity Codes set up to use this vendor.

How This Report Is Generated: On demand, by choosing this report option from the **Vendor List** menu in Demand Reports.

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name (unless all vendors are selected to print).

Totals: Number of Vendors.
Number of 1099 Vendors.
Number of Vendors On Hold
Number of One-Time Vendors.

Special Instructions: For a detailed explanation of the fields on this report, refer to the field explanations for Vendor Master, Purchasing Information, Alternate Address Information, and Statistics subsections under "VENDOR MAINTENANCE" on page 4-4 in Chapter 4: VENDOR INFORMATION.

Figure 8.17 Vendor Master Summary (GARVLS)

```
Date: 03/23/2000                                                                    Page  : 1
Time: 10:02                         Vendor Master Summary For 03/23/2000             Report: GARVLSALL


                                                              Vendor   1099  One-Time
  Vendor Nbr Vendor Name                       City, State, Zip        On Hold   Type  Vendor  Entities
----------------------------------------------------------------------------------------------------------
           1 BAXTER HOSPITAL SUPPLY            NORCROSS  GA  30340      No                No    01,02,03
           2 AMERICAN HOSPITAL SUPPLY          CHICAGO   IL  59087      No      A7       No    01,02,03
           3 GENERAL MEDICAL CORPORATION (20)  TAMPA  FL  33619         No      A6       No    01,02
           4 AMERISOURCE TEST                  ATLANTA  GA  30368-0593  Yes     A6       No    01
           5 ABBEY MEDICAL                     CALGARY  SK  LG4 5KL     No      A1       No    01,02,03,20
           6 ABC MEDICAL SUPPLY                ATLANTA  GA  30342       Yes     2809     No    01,02
           7 SYSCO FOOD SERVICES-WEST COAST FL, INC.  PALMETTO  FL  34220-1911  No                No    01,02,03
           8 TEMPORARY NURSE ASSOCIATION       ATLANTA  GA  30030       No      A7       No    01,02
           9 MAGNETIC RESONANCE ASSOCIATES     ST. PETERSBURG  FL  33705 No     A6       Yes   01,03
          10 BAXTER HOSPITAL SUPPLY DIV TEST   TAMPA  FL  33612         No      A5       No    01,02,03
          11 JOHNSON & JOHNSON                 NEW BRUNSWICK  NJ  08903 No      A7       No    01,02,03
          12 BAXTER I.V. SYSTEMS-PHARMACY ORDERS ONLY  TAMPA  FL  33612 No      A6       No    01,02,03
          13 FOSTER MEDICAL                    BALTIMORE  MD  21121      No      A5       No    01,02,03
          14 GE WALKER, INC.                   TAMPA  FL  33610         No      A2       No    01,02
          15 CCHANGE NAME                      ATLANTA  GA  30029       No      AA       No    01,02,03
          16 STANDARD REGISTER                 ATLANTA  GA  30393       No      A7       No    01,02,03
          17 XINIA CORP                        NEW CAPE BURONTOWN  ME  65322  No   A8    No    01,02,03,20
          18 XINIA FRUIT AND CHEMICAL CORP     JOHANNASBURG TOWNE  NV  65587-1254 No  A2  No    01,02,03
          19 BONNIE SAT TAX                    TORONTO  ON  M5N 7R6     No      2614     No    01,02,03
          20 BONNIE TAX NO SAT                 TAMPA  FL  33609         No      A1       No    01,02,03
          21 Georgia Dept of Revenue           Atlanta  GA  30030       No                No    01,02
          22 MEDICAL MAINTENANCE INC           ATLANTA  GA  30054       No                No    01
          23 BAYCARE SERVICES INC              CLEARWATER  FL  34622     No                No    01,02
          24 BECKMAN INSTRUMENTS INC           NORCROSS  GA  30091       No      A6       No    01
          25 MALLINCKRODT MEDICAL, INC.        ST LOUIS  MO  63134       No      A6       No    01,02
          28 MAY,ALICE                         ATLANTA  GA  30044       No      1814     No    01,02
. . . .


Total Number of Vendors         : 414
Total Number of 1099 Vendors    : 253
Total Number of Vendors on Hold : 2
Total One-Time Vendors          : 11


                                            End of Report
```

DEMAND REPORTS

Demand Reports are reports that you can generate anytime. The names of these reports are typically listed on a menu that appears when you select the **Demand Reports** option from the AP main menu. The following screen is an example of a Demand Reports menu for STAR Accounts Payable reports:

```
                    General Hospital Demand Reports Processor
                                                Tue May 24, 2005 10:00 am
Demand Reports Input Options

            Option No.  Option
            ---------------------------------------
                 1       Vendor Related Demand Reports
                 2       Aged Trial Balance
                 3       Payables Status
                 4       Payables Status Exception
                 5       Cumulative Undistributed Vouchers
                 6       Daily Audit
                 7       Monthly Distribution Register
                 8       Recurring Invoice Requests
                 9       Federal 1099 Audit
                10       Employee Productivity Report
                11       Monthly Voucher Distribution Report
                12       Active Non-Receipt Processing Report
                13       Year-to-Date Voucher Distribution Register
                14       Remit Vendor/Matched Invoice Reports
                15       Month-to-Date Check Register

Enter option number--
```

Generating a Demand Report

You can generate any available Demand Report by choosing it from the **Demand Reports** menu, then responding to the prompts displayed.

NOTE: Some Demand Reports are also generated as a result of a General Accounting or Accounts Payable system process (such as during the automatic Midnight Processing function, or in the Invoicing process). The table below lists the Demand Reports and indicates which of them can be generated through other methods.

* This report is also generated during Midnight Processing. ** This report is also generated during the EDI process. + You can use the STAR Audit Service to audit user requests for certain reports. 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. The report requests that can be audited are marked with a plus sign (+). For more information, see the *STAR Audit Service Reference Guide*.	
Vendor Related Demand Reports (page 8-61) (submenu)	When you select this item from the Demand reports menu, a submenu displays with the following report options: Vendor List Vendor Mailing Labels Vendor Invoice History Vendor Bank Account Update History Vendor Other Regulatory Reporting
Vendor List Reports (page 8-62)	Show the current settings for Vendor Master parameters (see "VENDOR LIST REPORTS" on page 8-51).
Vendor Mailing Labels (GARVML) (page 8-63)	Prints vendor names and addresses onto standard mailing labels.
Vendor Invoice History (GARVIH) (page 8-67)	Provides detail invoice information generated during a user-specified period of time, and according to other selection criteria.
**Vendor Bank Account Update History (GARVBH) (page 8-71)	Lists all updates made to the Routing/Transit No. or Account No. fields on the Tax-Related Information screen in Vendor Maintenance.
Vendor Other Regulatory Reporting (GARTO) (page 8-73)	Provides AP voucher information for vendors who have been designated as needing to be monitored. The report can only retrieve vouchers that still exist on the system because they fall within the Invoice Retention Period time frame already set in Accounts Payable Entity Parameters.
Aged Trial Balance Report (GARATB) (page 8-76)	Lists (by vendor) all distributed but unpaid invoice vouchers, and how long they've been waiting to be paid (in 30-day increments/ columns).
Payables Status Report (GARPSR) (page 8-79)	Shows the current status of all distributed but unpaid invoice vouchers.
Payables Status Exception Report (GARPSE) (page 8-81)	Lists discrepancies between PO lines and invoice lines.
*Cumulative Undistributed Vouchers Report (GARUV) (page 8-84)	Lists missing voucher numbers for invoices that haven't been approved or distributed.

*Daily Audit Report (GARDA) (page 8-86)	Lists all approved and unapproved invoices keyed into the system during the previous day.
Monthly Distribution Register (GARMDR) (page 8-88)	Displays all GL distributions made during the previous accounting period (last month).
*Recurring Invoice Request Report (GARIR) (page 8-92)	Shows all recurring invoice requests that are generated in daily processing, as well as those remaining from prior months.
Federal 1099 [T4A] Audit Report (GARTA) (page 8-94)	Lists vendors with a 1099 [T4A] Type Code in their Vendor Master record, and their accumulated 1099 [T4A] dollar amounts, in Summary or Detail report format.
*Employee Productivity Report (GAREMP) (page 8-100)	Lists all invoices and number of lines entered by individual employees during the day, and provides the employee's day/month/year totals within each entity they worked.
Monthly Voucher Distribution Report (GARMVD) (page 8-90)	Lists (in voucher number order) all invoices distributed month-to-date.
Active Non-Receipt Processing Report (GARANR) (page 8-102)	Includes all non-receipt PO-related invoices with a header status other than "Complete."
Year-to-Date Voucher Distribution Register (GARYTD) (page 8-104)	Includes vouchers meeting criteria specified in the request screen.
Remit Vendor/Matched Invoice Reports (page 8-109) (submenu)	When you select this item from the Demand reports menu, a submenu displays with the following report options: Remit Vendor Audit Remit Vendor Exception Matched Invoice Audit Matched Invoice Exception
Remit Vendor Audit Report (GARVENA) (page 8-117)	Lists all vendor records that have been received/processed from Pathways Materials Management™.
Remit Vendor Exception Report (GARVENE) (page 8-119)	Lists all vendor records that were rejected from Pathways Materials Management in the last day's processing.
Matched Invoice Audit Report (GARINVA) (page 8-121)	Lists all invoice records for a particular entity that have been received/processed from Pathways Materials Management.

Matched Invoice Exception Report (GARINVE) (page 8-123)	Lists all invoice records for a particular entity that were rejected from Pathways Materials Management in the last day's processing.
+Month-to-Date Check Register (GARCTD) (page 8-110)	Includes key pieces of check history information for easy access during times of the month/year other than the time immediately following check production.

Vendor Related Demand Reports

When you select **Vendor Related Demand Reports** from the Demand reports menu, the following submenu is displayed:

```
           General Hospital Vendor Related Demand Reports Processor
                                           Thu Jun 20, 2002 05:06 pm
Vendor Related Demand Reports Input Options


           Option No.  Option
           ---------------------------------------
               1       Vendor List
               2       Vendor Mailing Labels
               3       Vendor Invoice History
               4       Vendor Bank Account Update History
               5       Vendor Other Regulatory Reporting










        Enter option number--

```

The reports available from this submenu are described next.

Vendor List Reports

This option on the Demand Reports menu leads to three Vendor Master reports, which are described in the previous subsection

Vendor Mailing Labels (GARVML)

This Demand Report option prints vendor names and addresses onto mailing labels. GARVML is available only on demand, and can be sorted by vendor number, vendor name or ZIP code based on how you set up the labels to print.
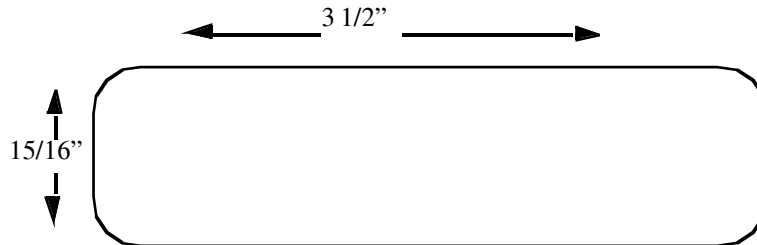
>   **NOTE:**   These labels are pin-fed, pressure-sensitive, continuous forms designed to be used on impact type printers. The labels are considered standard mailing labels and should be readily available at local office supplies stores. Those clients using Medforms Optio Software for their hot-print forms generation, like AP checks, may elect to generate laser printer labels with the aid of Optio Software technical consulting.

After you select **Vendor Mailing Labels** from the Demand Reports menu, the system prompts you to enter an entity code. You can enter a code, or a hyphen (-) to display a list of valid codes. The following screen is displayed:

```
              General Hospital Vendor Mailing Labels Processor
                                              Sun Dec 17, 1989 03:51 pm
 Ent : GENERAL HOSPITAL
  1 Vendor Name Selection        2 Vendor Type              3 Label Sort
    Standard                       All                        Vendor Name
  4 Nbr of Labels Across         5 Print Vendor Number      6 Print Address
    1                              No                         Yes
  7 Include Deleted Vendors
    No




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

Field Explanations (Vendor Mailing Labels)

1. VENDOR NAME SELECTION
This field contains the vendor name/address to print. Valid entries are:

>   **S**   print Standard names/addresses (default)

R   print Remittance names/addresses

A   print Alternate names/addresses

2. VENDOR TYPE
This field maintains the type of vendors to print. Valid entries are:

V   print 1099 Vendors only

A   print All vendors (default)

3. LABEL SORT
This field contains the label sort value. Valid entries are:

N   sort labels by vendor Number

A   sort labels by vendor nAme (default)

Z   sort labels by ZIP code

4. NBR OF LABELS ACROSS
This field maintains the number of labels you wish to print across. You can print either **1** or **2** labels across. The default is **1**.

5. PRINT VENDOR NUMBER
This field maintains whether the vendor number prints on the labels. Valid entries are **Y** for Yes or **N** for No. The default is **N**.

6. PRINT ADDRESS
This field maintains whether the vendors' addresses print on the labels. Valid entries for this field are **Y** for Yes or **N** for No. The default is **Y**.

7. INCLUDE DELETED VENDORS
This field maintains whether you want to include vendors with the status of "Deleted" on the printed labels. Valid entries for this field are **Y** for Yes or **N** for No. The default is **N**.

After you accept the screen, the following prompt is displayed:

Print Alignment Pattern? (Y/N) [Y]--

If you enter **Y**, you can print a label alignment pattern to align the labels in your printer. If you enter **N**, the printer begins printing labels and displays the following message:

Labels Printing...

Examples of one-label-wide and two-label-wide formats for Vendor Mailing Label reports are shown on the next pages.

VENDOR MAILING LABEL REPORT - ONE LABEL WIDE

ABBEY MEDICAL
4299 INTERNATIONAL BLVD.
ATLANTA GA   30342

ABBEY ACCEPTANCE CORP
430 ABBEY LANE
NEW YORK NY 49308

ABC MEDICAL SUPPLY
7155 ROSWELL ROAD N.E.
ATLANTA GA 30342

ABC MEDICAL SUPPLY
P.O. BOX 4459
ATLANTA GA 30342

ABC ACCEPTANCE CORP
P.O. BOX 45871
ATLANTA GA 32547

AMERICAN HOSPITAL
1340 MAIN STREET
ROCKFORD IL 59087

VENDOR MAILING LABEL REPORT - TWO LABELS WIDE

ABBEY MEDICAL   ABBEY ACCEPTANCE CORP

4299 INTERNATIONAL BLVD.   430 ABBEY LANE

ATLANTA GA   30342   NEW YORK NY 49308

ABC MEDICAL SUPPLY   ABC MEDICAL SUPPLY

7155 ROSWELL ROAD N.E.   P.O. BOX 4459

ATLANTA GA 30342   ATLANTA GA 30342

ABC ACCEPTANCE CORP   AMERICAN HOSPITAL

P.O. BOX 45871   1340 MAIN STREET

ATLANTA GA 32547   ROCKFORD IL 59087

AMERICAN ACCEPTANCE CORP   AMERICAN PAPER COMPANY

4521 JOHNSON ST   8080 MAIN ST

MIAMI FL 38749   PALMETTO GA 31458

ANDRES CATERING NORTH   BUSH LANDSCAPING

5412 DUNWOODY PLACE   101 HOUSTON AVE

DUNWOODY GA 45271   LAKE, TX 30102

FOSTER MEDICAL   MEDICAN MAINTENANCE CONS.

OLD BRICK ROAD   4025 PLEASANTDALE RD.

BALTIMORE, MD 21121   DORAVILLE GA 30240

SMITH CONTRACTORS

SMITH STREET EAST

ALLENTOWN, PA 56789

Vendor Invoice History (GARVIH)

Description: The Vendor Invoice History report (GARVIH) provides detail invoice information based on user-defined criteria.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. When you choose this option, a criteria screen displays (shown below). The report will include all invoices meeting the selection criteria you define on this screen. Your criteria settings will also print on the first page of the report.

NOTE: If there is no data available based on your selections, the report will not spool.

**Selection
Criteria:**   You can set the following criteria each time you generate this report: (see the following **Field Explanations** for information about these settings)

```
                General Hospital Vendor Invoice History Processor
                                            Thu Apr 13, 2000 06:31 pm
   1 Entity Code                      2 Invoice Header Statuses
     01 - HAPPY HOSPITAL 01             A,C,D,H
   3 Invoice Types                     4 Check Code
     C,E,G,N,P,R,S                      ALL
   5 Date Selection                    6 Date Range
     Invoice Creation Date              03/23/2000 to 04/12/2000
   7 Sort                              8 Range of Vendors
     Vendor Name                        ALL








   Accept this screen? (Y/N) [Y]--
```

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name.

Subtotals: VENDOR: Invoice Dollar Amount.
                     VENDOR: Paid Dollar Amount.

Grand Totals: ENTITY/INVOICE TYPE: Total number of vouchers.
                     ENTITY/INVOICE TYPE: Invoice Dollar Amount.
                     ENTITY/INVOICE TYPE: Paid Dollar Amount.

Field Explanations (GARVIH Selection Criteria)

1. ENTITY CODE (2-AN-R)
This field contains the entities for which the report is generated. When you access this field, a list of valid entity codes displays. You can choose one, several or all entities.

2. INVOICE HEADER STATUSES (TABLE LOOKUP)
This field contains the header status(es). You can select the status(es) from the displayed table. Or, if you press ENTER, the system defaults this field to **ALL**.

3. INVOICE TYPES (1-A-R)
This field contains the type(s) of invoices that will be included on the report. You can select the type(s) from the displayed table. Or, if you press ENTER, the system defaults this field to **ALL**.

4. CHECK CODE (2-N-C)
This field contains the check code(s) that will be included on this report. You can enter the code, a hyphen (-) to display a list of valid codes, or **ALL** to include all check codes.

NOTE: If you enter more than one entity in the Entity Code field, this field will default to **ALL** check codes and cannot be accessed.

5. DATE SELECTION (1-A-R)
This field contains the selection date used for the report. Entry options are:

> **C**   Check Date
>
> **V**   Vendor Invoice Date
>
> **I**   Invoice Creation Date (default)

6. DATE RANGE (8-N-R)
This field contains the range of dates for the selected invoices. You enter both the Start Date and the Stop Date in response to the prompts.

7. SORT (1-A-R)
This field indicates the sort criterion to be used for the report. Entry options are:

> **N**   Vendor Number (default) **Note:** If you plan to choose just one vendor number in the Range Of Vendors field (field 8), you must choose N in this field.
>
> **A**   Vendor Name. A table lookup is available.

NOTE: The system sorts Employee Reimbursement invoice types (E) and Patient/ Insurance Refund types (R) separately, because these invoice types have numbers that are the same as vendor numbers. Patient/Insurance Refunds will print before Employee Reimbursements.

If you choose to run the report alphabetically by Vendor Name, the report uses the Accounts Payable Vendor Master to access the alphabetical name and then determine what vendor numbers are needed on the report.

Therefore, an Employee or Patient Refund type invoice that shares a true vendor number that has been pre-determined is also included on the report even if its employee or patient alpha name was not technically in the alpha range chosen.

Conversely, if you specifically want Employee type invoices and/or patient refund type invoices in your selection criteria, you must select to run the report by number rather than by alpha. The alpha-based criteria can look only to the Accounts Payable Vendor Number table to pull the name. Employees and patients do not exist in the Accounts Payable Vendor Number table. When running the report using the number criteria, the system reads voucher numbers associated with a particular payee. In this search (based on number), payments made to employees and patients that match the number set in the criteria are included.

Running the report by number results in faster processing than running the report by name.

8. RANGE OF VENDORS (40-A-R) or (10-N-R)
This field contains either the range of vendor names for the report, or the range of vendor numbers. You enter both the Beginning and Ending names or numbers; the system uses this range for the report criteria. If you press ENTER for both prompts, the system displays **ALL** in this field.

NOTE: If you choose a single vendor number in this field, you must choose N (sort by number) in the Sort field (field 7).

Figure 8.18 Vendor Invoice History (GARVIH)

```
Date: 06/16/2005                                HAPPY HOSPITAL                                    Page  : 2
Time: 09:03am                          VENDOR INVOICE HISTORY For 06/16/2005                      Report: GARVIH01


SELECTION CRITERIA

Invoice Header Statuses: A,C,D,H,P,U,V,W
Invoice Types          : C,E,G,N,P,R,S
Check Code             : ALL
Date Selection         : Invoice Creation Date
Date Range             : From 06/16/2004 To 06/16/2005
Sort                   : Vendor Number
Range of Vendors       : From 7 To 12


                                            Vendor       Vendor
Vendor Nbr  Vendor Name         Voucher Nbr Ty  St  Invoice Nbr  Inv Date    Invoice Amt     Paid Amt  Check Nbr  Check Date
------------------------------------------------------------------------------------------------------------------------------
     7    SYSCO FOOD SERVICES-WE  32485483   S   D   INSIGHT 05  06/13/2005    250,000.00

                                                     VENDOR TOTAL:            250,000.00          0.00


     8    TEMPORARY NURSE ASSOCI  32485292   P   D               04/25/2005      1,809.15
                                  32485293   C   D               04/25/2005     -1,526.00
                                  32485313   N   V               04/25/2005        600.00                 60380   04/26/2005
                                  32485314   N   V   1           04/25/2005      1,500.00                 60380   04/26/2005
                                  32485315   N   D               04/25/2005      2,400.00
                                  32485398   S   C   50          04/04/2005     44,444.44    41,777.77   100035   06/15/2005
                                  32485399   S   D               05/04/2005      6,500.00
                                  32485400   S   C               05/04/2005      8,900.00     8,900.00      331   06/06/2005
                                  32485401   S   C               05/04/2005      9,800.00     9,212.00      331   06/06/2005
                                  32485492   S   C   8536441     06/06/2005      8,888.88     8,888.88   100035   06/15/2005
                                  32485493   S   C               06/15/2005      7,777.77     7,777.77   100036   06/15/2005

                                                     VENDOR TOTAL:             91,094.24    76,556.42


    11    SISTERS OF JOHNSON & J  32485128   P   H   123         07/14/2004        100.00
                                  32485147   N   D               09/07/2004        200.00
                                  32485436   P   C               05/18/2005      2,222.00     1,966.47   555558   05/18/2005
                                  32485437   S   C   G2670STEP5  05/05/2005     86,420.64    72,671.90   555558   05/18/2005
                                  32485443   P   D               05/23/2005        220.00
                                  32485444   P   D               05/23/2005         55.00
                                  32485445   P   D               05/23/2005      5,610.00
                                  32485458   P   H               06/02/2005          1.00
                                  32485459   P   H               06/02/2005          1.00
                                  32485460   P   P   551401439   01/23/2004        491.98
                                  32485463   P   P   551401439   01/23/2004        629.08
                                  32485464   P   H   1           06/06/2005          1.00
                                  32485465   P   H               06/06/2005          1.00
                                  32485466   P   H               06/06/2005          1.00

                                                     VENDOR TOTAL:             95,953.70    74,638.37
```

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Chapter 8 - ACCOUNTS PAYABLE REPORTS

October 2011

Vendor Bank Account Update History (GARVBH)

Description: The Vendor Bank Account Updates report (GARVBH) lists all updates made to the Routing/Transit No. or Account No. fields on the Tax-Related Information screen in Vendor Maintenance. These fields are part of the Electronic Funds Transfer process, where payments to a vendor are set up to be electronically transmitted from the hospital's banking institution.

Report Data: Vendor Number and Name; Date/Time of Update; User Name; "Before" and "After" values of the Routing/Transit No. and Account No. fields.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. Also generated automatically anytime a user modifies one of these fields which would affect the EFT funds transfer process .

**Selection
Criteria:**   Demanding the report will prompt you whether to include all updates for a vendor, a given date, or all updates stored in the system:

>   Report by (V)endor, (D)ate, or (A)ll [A]--

If the option to Report by (V)endor is chosen, you must enter the vendor to report on:

>   Enter Vendor Nbr, Name`-`, or `-` --

If the option to report by (D)ate is chosen, you are prompted to enter a date (the current date is the default, and can be selected by pressing ENTER):

>   Enter date [07/02/97]--

If the option to report on (All) data is chosen, or after the (V)endor or (D)ate is entered, the system displays the following message and the report is generated:

>   Compiling and Printing!

Figure 8.19 Vendor Bank Account Updates Report (GARVBH) - demand

```
Date: 04/14/2000                                                                      Page  : 1
Time: 12:53                     Vendor Bank Account Updates For 04/14/2000             Report: GARVBH

                                    Routing/Transit Number              Bank Account Number
Date/Time        User               Before        After                Before         After
---------------------------------------------------------------------------------------------------

VENDOR: 1 - BAXTER HOSPITAL SUPPLY
03/17/1997       Corbette,Brian                    9876543321                          11234-432-11

VENDOR: 134 - ABBEY MEDICAL
07/14/1999       Wilson,Dewey                      1056987                             1056987

VENDOR: 135 - TRISTAN GROUP
07/14/1999       Wilson,Dewey                      6548922                             6548922

VENDOR: 136 - ROCKFORD MEDICAL SOURCE
07/15/1999       Wilson,Dewey                      2

VENDOR: 47 - WILLIAMS & SCHAFER
03/03/1997       Wilson,Bernie J                   02929292929292929                   02029292929

VENDOR: 5 - OXFORD RESOURCES
02/26/1997       Corbette,Brian                    1234                                1111
03/06/1997       Corbette,Brian      1234          12341234                1111        4444-4444

VENDOR: 52 - TENBERRY SQUARE SUPPLIES
03/03/1997       Wilson,Bernie J                   564654654656                        897979879

VENDOR: 53 - SURE-AID
03/03/1997       Wilson,Bernie J                   99777778787                         897979879

VENDOR: 60 - MITRELLIA CARE
10/17/1997       Petre,Brenda                      65432                               123457


                                        End of Report
```

Vendor Other Regulatory Reporting (GARTO)

Description: The Vendor Other Regulatory Reporting report (GARTO) provides Accounts Payable voucher information for vendors who have been designated as needing to be monitored. The report can only retrieve vouchers that still exist on the system because they fall within the Invoice Retention Period time frame already set in Accounts Payable Entity Parameters.

Report Data: Last Payment Amount Reported On, Vendor Number, Vendor Name, Reporting Name, Reporting ID Number, Accumulated Amount, Voucher Number, Vendor Invoice Date, Status.

How This Report
Is Generated: On demand, by choosing the **Vendor Related Demand Reports** option from the **Demand Reports** menu, and then, choosing the **Vendor Other Regulatory Reporting** option from the submenu.

Selection
Criteria: You are prompted to choose the entity and calendar year, and then the following prompt is displayed:

Perform a statistical rebuild before running your report? (Y/N) [Y] --

McKesson recommends that you rebuild your statistics before relying on this report. Rebuilding statistics loops back through the vouchers (originally converted and newly created having the Other Regulatory Accumulator flag set to yes) for the selected year and ensures that they are stored appropriately. For example, you may have called the Support Center some time during the year for help in resetting a check run or un-voiding a check or some other "behind the scenes" assistance. Rebuilding your statistics ensures that the vouchers associated with these checks are properly recorded before you run the Other Regulatory Reporting Report. Executing the Rebuild generates an Other Regulatory Reporting Report (GARTO) with an additional heading noting that the report was generated as a result of the Statistical Rebuild.

The following prompts are displayed next for you to make selections:

Sort By Vendor Number (N) or Vendor Name (A)[A] --

Print (A)ll Regulatory Vendors or (O)nly those which exceed the Required

Calendar Year Report Amount [A] --

Print Report? (Y/N)[Y] --

If Y is entered at the *Print Report?* prompt, the following message is

displayed and the report is generated:

Report GARTO printing in the background!

NOTE: Month-end (last calendar day of the month during Midnight Processing) processing steps include the automatic marking of One-Time Vendors as Inactive. These vendors should not be marked as inactive if the vendor has current or prior year "other regulatory" amounts.

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Figure 8.20 Vendor Other Regulatory Reporting Report (GARTO)

```
Date: 06/20/2002                        MODEL HOSPITAL OF GEORGIA                        Page  : 1
Time: 05:29pm                      Other Regulatory Report For 06/20/2002                Report: GARTO01


                          Other Regulatory DETAIL for Calendar Year 2002 for All Vendors

Last          Vndr Name              Vndr Nbr    Reporting          Reporting ID              Vendor    S
Reported on                                      Name               Number      Voucher Nbr   Inv Date  T    Payment Amt
-------------------------------------------------------------------------------------------------------------------------
05/03/02      1-A VENDOR FOR BONNI    18         POPA VENDOR OR     33-8888888   8737          01/29/02  C        $100.00
                                                                                 8766          02/06/02  C        $100.00
                                                                                 8767          02/06/02  C        $122.00
                                                                                 8777          02/08/02  C        $111.30
                                                                                 8808          02/18/02  C      $5,410.00
                                                                                 8955          03/20/02  C        $184.00
                                                                                 9119          04/25/02  C          $8.74
                      Threshold Amt:  $120,000.00     YTD Total:   $6,036.04     Invoice Total:        $6,036.04

05/03/02      A-2 VENDOR 5            19         TEST YOUNG 1       32-1221222    NONE                             $0.00
                      Threshold Amt:     $300.00      YTD Total:      $0.00      Invoice Total:            $0.00

05/03/02      ABC CONSULTING GROUP    14         TEST GABCOR        333-88-9956  8758          02/04/02  C        $339.00
                      Threshold Amt:      $10.00      YTD Total:    $339.00      Invoice Total:          $339.00

05/03/02      BAX TEST                1          TEST BAX TEST 1    323-22-7878  8743          01/30/02  C      $1,315.50
                      Threshold Amt:     $100.00      YTD Total:  $1,315.50      Invoice Total:        $1,315.50

05/03/02      BONNIE'S VENDOR - DO    17         KEN'S BODY SHOP KEN  98-6875421  8724          01/25/02  C        $150.00
                                                                                 8731          01/28/02  C        $232.35
                                                                                 8742          01/29/02  C        $174.67
                                                                                 8746          01/30/02  C        $920.00
                                                                                 8759          02/06/02  C      $1,979.42
                                                                                 8760          02/06/02  C         $69.20
                                                                                 8763          02/06/02  C        $108.07
                                                                                 8764          02/06/02  C      $2,248.80
                                                                                 8765          02/06/02  C     -$1,805.50
                                                                                 8791          02/11/02  C         $70.62
                                                                                 8877          02/28/02  C        $226.85
                                                                                 8939          03/13/02  C        $161.00
                                                                                 8941          03/13/02  C        $125.00
                                                                                 8969          04/01/02  C        $299.00
                                                                                 8970          04/01/02  C        $102.00
                                                                                 8971          04/01/02  C        $213.90
                                                                                 8972          04/01/02  C        $100.00
                                                                                 8973          04/01/02  C        $457.31
                                                                                 8974          04/01/02  C         $98.89
                                                                                 9186          05/06/02  C      $2,690.00
                                                                                 9233          05/20/02  C        $192.07
                                                                                 9296          06/04/02  C      $3,055.11
                                                                                 9329          06/12/02  W          $0.00
                      Threshold Amt:   $1,200.00      YTD Total: $14,839.22      Invoice Total:       $13,919.22
```

Aged Trial Balance Report (GARATB)

Description: The Aged Trial Balance Report (GARATB) lists all distributed invoices waiting to be paid, in 30-day increment columns from 0-30 days to 121+ days. The aging is calculated from the vendor invoice date for all vendor invoices except credit memos (which can be aged or current, based on System Parameters designation).

The total on this report documents the current Accounts Payable liability in the General Ledger, and should balance with the total shown on the "Payables Status Report (GARPSR)" (see page 8-79).

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

In Entity Parameters, when the Tax Indicator for an entity is Taxable, TAX and RECOVERY lines print on this report. See "AP Aged Trial Balance Report (GARATB) - Taxable Entity" on page 8-77. However, when the Entity Parameters Tax Indicator is Non-Taxable, TAX and RECOVERY lines are not printed on this report. See "AP Aged Trial Balance Report (GARATB) - Non-Taxable Entity" on page 8-78.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu.

**Selection
Criteria:**   The system prompts to age invoices by either Vendor Invoice Date or by Vendor Due Date. All credit memos are also aged on the report according to this prompt, if the "Age Credit Memos" field on the System Parameters screen is set to Yes (but if set to No or is blank, credit memos are not shown as aged on the report).

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name.

Subtotals: VENDOR: Invoice Dollars per aging category (0-30 days, 31-60 days, 61-90 days, 91-120 days, 121+ days) and total gross.

Grand Totals: LIABILITY SUBACCOUNT: Invoice Dollars per aging category and total gross.
ENTITY: Invoice Dollars per aging category and total gross.
ENTITY: Total count of vouchers.

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Figure 8.21 AP Aged Trial Balance Report (GARATB) - Taxable Entity

```
Date: 05/21/2001                         MODEL HOSPITAL OF GEORGIA                       Page  : 1
Time: 10:47am                     AP Aged Trial Balance Report For 05/21/2001            Report: GARATB01
Liability Department:       1.031 I/P RECEIVABLE IN-HOUSE
Liability Subaccount:       0002
Age Credit Memos   : No    Age by: Due Date
 Vendor             Payment   T Inv
Inv Date  Voucher #  Due Date  Y Hld        0-30          31-60          61-90         91-120          121+        Gross Amt
-----------------------------------------------------------------------------------------------------------------------------
Vendor:        1  KRIS                        Vendor Payment Hold: N/A
03/11/1998     5501 03/14/1998 R No          0.00          0.00           0.00          0.00          66.77          66.77
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
                                     ----------------------------------------------------------------------------------------
                         VOUCHER TOTAL       0.00          0.00           0.00          0.00          66.77          66.77
03/12/1998     5524 03/14/1998 R No          0.00          0.00           0.00          0.00          66.88          66.88
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
                                     ----------------------------------------------------------------------------------------
                         VOUCHER TOTAL       0.00          0.00           0.00          0.00          66.88          66.88
              VENDOR TOTAL:                  0.00          0.00           0.00          0.00         133.65         133.65
Vendor:        1  TEST PAYMENT BY WED 25TH   Vendor Payment Hold: N/A
02/25/1998     5317 02/26/1998 R No          0.00          0.00           0.00          0.00         111.11         111.11
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
                                     ----------------------------------------------------------------------------------------
                         VOUCHER TOTAL       0.00          0.00           0.00          0.00         111.11         111.11
03/04/1998     5361 03/06/1998 R No          0.00          0.00           0.00          0.00         111.11         111.11
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
                                     ----------------------------------------------------------------------------------------
                         VOUCHER TOTAL       0.00          0.00           0.00          0.00         111.11         111.11
03/06/1998     5394 03/06/1998 R No          0.00          0.00           0.00          0.00         111.11         111.11
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
                                     ----------------------------------------------------------------------------------------
                         VOUCHER TOTAL       0.00          0.00           0.00          0.00         111.11         111.11
              VENDOR TOTAL:                  0.00          0.00           0.00          0.00         333.33         333.33
Vendor:        2  2ND ON 25TH                Vendor Payment Hold: N/A
02/25/1998     5319 02/26/1998 R No          0.00          0.00           0.00          0.00         123.00         123.00
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
                                     ----------------------------------------------------------------------------------------
                         VOUCHER TOTAL       0.00          0.00           0.00          0.00         123.00         123.00
03/05/1998     5375 03/06/1998 R No          0.00          0.00           0.00          0.00         123.00         123.00
                         TAX                 0.00          0.00           0.00          0.00           0.00           0.00
                         RECOVERY            0.00          0.00           0.00          0.00           0.00           0.00
```

Figure 8.22 AP Aged Trial Balance Report (GARATB) - Non-Taxable Entity

```
Date: 05/11/2001                                MODEL HOSP - ENT 03                            Page  : 1
Time: 16:17                                AP Aged Trial Balance Report For 05/11/2001        Report: GARATB03
Liability Department:     6050605065 10 DIGIT DEPT
Liability Subaccount:     3625362536 TEN-10 DIGIT
Age Credit Memos    : Yes      Age by: Invoice date
 Vendor            Payment   T Inv
Inv Date  Voucher # Due Date  Y Hld        0-30          31-60          61-90          91-120          121+          Gross Amt
--------------------------------------------------------------------------------------------------------------------------------
Vendor:      2  AMERICAN HOSPITAL SUPPLY      Vendor Payment Hold: No
05/19/1999   1681 05/29/1999 P No          0.00           0.00           0.00           0.00         213.00          213.00
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         213.00          213.00
05/24/1999   1712 06/23/1999 P No          0.00           0.00           0.00           0.00          59.20           59.20
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00          59.20           59.20
05/24/1999   1713 06/23/1999 C No          0.00           0.00           0.00           0.00           6.40-           6.40-
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00           6.40-           6.40-
05/24/1999   1714 06/23/1999 P No          0.00           0.00           0.00           0.00         108.30          108.30
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         108.30          108.30
05/24/1999   1715 06/23/1999 C No          0.00           0.00           0.00           0.00          36.40-          36.40-
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00          36.40-          36.40-
                  VENDOR TOTAL:            0.00           0.00           0.00           0.00         337.70          337.70
Vendor:      3  Cassy,Cynthia C             Vendor Payment Hold: N/A
05/14/1999   1668 05/14/1999 E No          0.00           0.00           0.00           0.00         190.00          190.00
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         190.00          190.00
                  VENDOR TOTAL:            0.00           0.00           0.00           0.00         190.00          190.00
Vendor:      5  Ellias,Laura T              Vendor Payment Hold: N/A
05/14/1999   1666 05/14/1999 E No          0.00           0.00           0.00           0.00         175.00          175.00
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         175.00          175.00
                  VENDOR TOTAL:            0.00           0.00           0.00           0.00         175.00          175.00
Vendor:      6  Forrester,Jim P             Vendor Payment Hold: N/A
05/14/1999   1663 05/14/1999 E No          0.00           0.00           0.00           0.00         100.00          100.00
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         100.00          100.00
                  VENDOR TOTAL:            0.00           0.00           0.00           0.00         100.00          100.00
Vendor:      9  BEINKE,ONE                  Vendor Payment Hold: N/A
05/14/1999   1664 05/14/1999 E No          0.00           0.00           0.00           0.00         125.00          125.00
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         125.00          125.00
                  VENDOR TOTAL:            0.00           0.00           0.00           0.00         125.00          125.00
Vendor:     11  JOHNSON & JOHNSON           Vendor Payment Hold: No
05/19/1999   1682 06/03/1999 P No          0.00           0.00           0.00           0.00      63,405.44       63,405.44
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00      63,405.44       63,405.44
05/19/1999   1683 06/03/1999 P No          0.00           0.00           0.00           0.00         340.80          340.80
                  VOUCHER TOTAL            0.00           0.00           0.00           0.00         340.80          340.80
```

Payables Status Report (GARPSR)

Description: The Payables Status Report (GARPSR) shows all distributed invoices that are waiting to be paid. Invoices are cleared from this report as their payment checks are produced. This report is used for balancing to the Accounts Payable liability account, and should balance with the "Aged Trial Balance Report (GARATB)" (see page 8-76).

                          Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

Report Data: Vendor Number/Name; Vendor invoice number/date; payment due date; invoice amount; invoice type; invoice hold flag; voucher number; PO number; GL period.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. It will also run automatically at Month-End.

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name.

Page Breaks: Entity Code; Period End.

Subtotals: VENDOR: Invoice Dollars for the fiscal period.

Grand Totals: LIABILITY ACCOUNT: Invoice Dollars for the fiscal period.
                          ENTITY: Invoice Dollars for the fiscal period.
                          ENTITY: Total count of vouchers for the fiscal period.

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Figure 8.23 Payables Status Report (GARPSR)

```
Date: 02/28/89                              GENERAL HOSPITAL                                   Page  : 1
Time: 09:04am                            PAYABLES STATUS REPORT                                Report: GARPSRSJ


Period:
Liability Department :  49596   BALANCE SHEET ACCOUNTS
Liability Sub Account:  09809   AP-TRADE


                            Vndr     Vendor        Vendor    Pymt Due                    Inv.                      GL
Vendor Nbr Vendor Name      Hold     Invoice Nbr   Inv Date   Date      Invoice Amt  Type Hold Voucher Nbr  P.O. Nbr  Per
-----------------------------------------------------------------------------------------------------------------------

       227 A-ACCURACY SURGICAL INC   No   7483//CREDIT   12/31/88  02/24/89       227.99-  C   No          9        10   1
                                              VENDOR TOTAL:                       227.99-

       428 ABBOTT LABORATORIES       No   ABCDE          02/16/89  02/17/89       625.95   S   No         11    738273   1

                                     CR1237783           02/23/89  02/17/89       100.00-  C   No          4             1
                                              VENDOR TOTAL:                       525.95

      1326 LADD RESEARCH INDUSTRIES  No   0000001111122  01/06/89  01/31/89     100,000.00 S   No          6             1
                                              VENDOR TOTAL:                     100,000.00

      1370 LEWIS LABEL PRODUCTS      No   MVIJ-493/23    02/24/89  02/24/89         7.21   M   No          8    849382   1
                                              VENDOR TOTAL:                         7.21

      3000 HINKLE,MYERS ASSOC        No   T7990-32782    02/22/89  02/23/89       515.00   M   No          3             1
                                          VENDORS INV #  02/23/89  02/25/89       830.00   S   No          5   4937473   1
                                              VENDOR TOTAL:                     1,345.00


                                          LIABILITY ACCOUNT TOTAL:             101,650.17


                                                  ENTITY TOTAL:               101,650.17
                                              Number of Vouchers:                      7


                                              End of Report
```

Payables Status Exception Report (GARPSE)

Description: The Payables Status Exception report (GARPSE) shows the discrepancies between Purchase Order (PO) lines and Invoice lines. The report can be used as a tool for reconciling these discrepancies: when the discrepancies are cleared and the invoice header status is A (Approved), the invoice is distributed to the General Ledger and then appears on the "Payables Status Report (GARPSR)" (see page 8-79) instead.

Report Data: This report includes information on PO Related invoices or Non-Receipt PO related invoices in a status of PO-related Hold (P), Accounting Hold (H), or User Hold (U). It also includes the related invoice and PO line numbers for easy reference.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu.

**Selection
Criteria:**   This report can be generated to include approved item detail lines associated with each of the P, H, or U vouchers, or to include only those item detail lines with variances. In either case, credit, freight, and tax-related lines are ***not*** included on this report.

Sorted by: Voucher Header Status and by Buyer Code (if buyer code was chosen during selection criteria).

Subsorted by: Vendor Number or Name; Voucher Number; Line Number.

Subtotals: VENDOR: Invoice Amounts.
BUYER CODE: Invoice Amounts (if sorted by Buyer Code).
VOUCHER HEADER STATUS: Invoice amount and count (dollars and number of vouchers).

Grand Totals: None.

**Special
Instructions:**   See "Field Explanations (GARPSE)" (page 8-83) for a description of the fields on this report.

Figure 8.24 Payables Status Exception Report (GARPSE)

```
Date: 03/12/2009                          MODEL HOSPITAL OF GEORGIA                          Page  : 1
Time: 05:48pm                     Payables Status Exception Rpt For 03/12/2009                Report: GARPSE01


  Voucher   Vendor            Vendor    Payment               Po Nbr     Total    Total              PO           Inv
  Nbr       Inv Nbr/Ln        Inv Date  Due Date  Inv Amt     Ln Nbr     Rec'd    Dist     Inv'd     Price        Price   St
------------------------------------------------------------------------------------------------------------------------
Vendor:         3 TEST VENDOR 10
*     60247             /    03/26/04 03/26/04    5.00        651/                                                       H
                       1         Last Recvd Date:  01/28/02     1        10       10        1       12.0000      12.0000 Q


                       VENDOR TOTAL:    5.00

Vendor:         4 MEDICAL MAINTENANCE CONSULTANTS
*      9675            /    09/30/02 10/25/02   23.00        10/                                                         H

*      9676            /    09/30/02 10/25/02   10.00        10/                                                         H

*      9677            /    09/30/02 10/25/02    4.00        10/                                                         H

*      9696            /    10/15/02 11/09/02    3.00        10/                                                         H


                       VENDOR TOTAL:   40.00


`*`  indicates a discounted invoice


`#`  indicates a Non-Receipt PO
```

```
Date: 03/12/2009                          MODEL HOSPITAL OF GEORGIA                          Page  : 26
Time: 05:48pm                     Payables Status Exception Rpt For 03/12/2009                Report: GARPSE01


  Voucher   Vendor            Vendor    Payment               Po Nbr     Total    Total              PO           Inv
  Nbr       Inv Nbr/Ln        Inv Date  Due Date  Inv Amt     Ln Nbr     Rec'd    Dist     Inv'd     Price        Price   St
------------------------------------------------------------------------------------------------------------------------
Vendor:         6 ABC MEDICAL AND SURGICAL SUPPLIES
    60479 AC2112    /    09/22/05 10/22/05   3,663.00     9238824/                                                      U
                  1         Last Recvd Date:  09/22/05     1       111              111      30.0000      30.0000 A
                  2         Last Recvd Date:  09/22/05     3       333              333       1.0000       1.0000 A


                       VENDOR TOTAL:   93,663.00

                       ENTITY TOTAL:   93,663.00
                       Number of Vouchers:     2

                                     End of Report
```

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Field Explanations (GARPSE)

VOUCHER NBR
The voucher number.

VENDOR INV NBR/LN
Vendor invoice number and invoice line number.

VENDOR INV DATE
The Vendor Invoice date on the voucher header screen.

PAYMENT DUE DATE
The date when the invoice is due to be paid.

INV AMT
The total for this line on the invoice: (Invoice Price x Invoice Quantity; dollar amount for a Non-Receipt PO).

PO NBR/LN NBR
The Purchase Order number and the PO line number.

TOTAL REC'D
The quantity received for the PO, and date of last receipt. This is blank for Non-Receipt PO's as no receiving process takes place.

TOTAL DIST
The quantity distributed for the PO line; this is a dollar amount for a Non-Receipt PO.

INV'D
The voucher quantity for this PO line (whether the voucher is distributed or not). This column is not necessary for Non-Receipt PO's because the dollar that would be displayed here is always equal to the dollar amount of the Inv Price already shown in the last column.

PO PRICE
The price on the purchase order for this PO line.

INV PRICE
The price on the invoice for this PO line.

ST
The Voucher Header Status followed by invoice line statuses.

Cumulative Undistributed Vouchers Report (GARUV)

Description: The Cumulative Undistributed Vouchers report (GARUV) shows invoices not yet distributed to the General Ledger because of unapproved vouchers.

Report Data: (for each unapproved voucher) Vendor Number and Name; Vendor Invoice Number and Date; Payment Due Date; Invoice Type and Status; Total Invoice Dollar Amount.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. Also generated automatically during Midnight Processing .

Sorted by: Entity Code; Voucher Number.

Grand Totals: ENTITY: Total Dollar Amount of undistributed vouchers.
ENTITY: Total Number of undistributed vouchers.

Figure 8.25 Cumulative Undistributed Vouchers (GARUV) - demand

```
Date: 06/19/2000                                    GENERAL HOSPITAL                                    Page  : 4
Time: 14:42                                     Cumulative Undist. Vouchers                             Report: GARUV01


                                                     Vendor       Vendor     Payment    Inv.  Inv.
Voucher Nbr  Vendor Nbr  Vendor Name                 Invoice Nbr  Inv Date   Due Date   Type  Stat    Invoice Amt
------------------------------------------------------------------------------------------------------------------
      2429         252  MIAMI DIVISION                            02/28/2000 03/02/2000  P     H          111.00
      2430         252  MIAMI DIVISION                            02/28/2000 03/02/2000  P     H          111.00
      2431         252  MIAMI DIVISION                            02/28/2000 03/02/2000  P     H          100.00
      2463          79  WILL AND MATTHEW'S TOY AND BOOK STORE  21 03/08/2000 03/23/2000  P     H          100.00
      2476         139  SOMEONE NEW, SECOND                      03/09/2000 03/29/2000  P     H            1.00
      2477         139  SOMEONE NEW, SECOND                      03/09/2000 03/29/2000  P     H            1.00
      2478         139  SOMEONE NEW, SECOND          1            03/09/2000 03/29/2000  P     H            3.00
      2497           3  CURAFLEX                     1            03/13/2000 03/18/2000  P     H            1.00
      2498           3  CURAFLEX                     2            03/13/2000 03/18/2000  P     H            1.00
      2505         297  YORK,BROOKS N                            03/14/2000 03/14/2000  E     H        1,000.00
      2514          16  STANDARD REGISTER                        03/15/2000 04/14/2000  S     H   15,000,000.00
      2527           5  3RD REMIT                                03/16/2000 03/16/2000  C     H          500.00-
      2628           5  3RD REMIT                                03/27/2000 04/26/2000  S     H        2,507.69
      2670           5  3RD REMIT                    12           03/29/2000 03/28/2000  C     P            0.00
      2686         111  FIFTH REMIT - 111            REM5         04/06/2000 04/06/2000  P     P          636.97
      2687          17  MONROE COUNTY DIVISION       REM 3        04/06/2000 04/06/2000  P     P          757.60
      2688          18  THIRD XINIA                  REM 3        04/06/2000 04/06/2000  P     P          300.00
      2689          18  XINIA CHEMICALS              REM 1        04/06/2000 04/06/2000  P     P          100.00
      2697          93  QUINCY TWO                                04/07/2000 04/22/2000  P     P            1.00
      2704          17  XINIA CORP                   AC460        04/07/2000 04/12/2000  P     P           24.03
      2721          17  XINIA CORP                                04/07/2000 04/12/2000  P     H           10.00
      2728         252  TALLAHASSEE DIVISION         IBE          04/11/2000 04/11/2000  P     H          215.00
      2731         252  JACKSONVILLE DIVISION        BW           04/11/2000 04/14/2000  P     H          100.00
      2732         252  MIAMI DIVISION               BW           04/11/2000 04/14/2000  P     H          100.00
      2735          17  XINIA CORP                                04/12/2000 04/17/2000  P     H          100.00
      2737          17  XINIA CORP                                04/12/2000 04/17/2000  P     H           21.00
      2739         252  MIAMI DIVISION               BW           04/12/2000 04/12/2000  P     P           17.00
      2742          17  SOUTH GULF XINIA             BW           04/12/2000 04/12/2000  P     H          100.00
      2745         252  MIAMI DIVISION               2048         04/12/2000 04/15/2000  P     H          100.00
      2746          17  XINIA CORP                   2047         04/12/2000 04/17/2000  P     H          100.00
      2799          17  SOUTH GULF XINIA             REM5 PR      04/25/2000 04/25/2000  P     P          205.82
      2815         502  TAXABLE SAT GA VENDOR        ABBA         05/08/2000 05/23/2000  P     H        1,000.00
      2845         139  SOMEONE NEW, SECOND          2383D        05/09/2000 05/29/2000  P     H            1.00
      2882           9  WILSON MEDICAL PRACTICE                   05/11/2000 05/11/2000  C     H           33.00-
      2891           6  ABC MEDICAL SUPPLY           AC483        05/12/2000 06/11/2000  P     P          513.53
      2906          13  2ND REMIT                    70           05/16/2000 05/20/2000  P     P           35.00
      3043          17  BAY AREA XINIA               SAT REM4     06/19/2000 06/19/2000  S     H          200.00
      3044         291  MERCY,JANE W                 MAY EXPENSES 06/19/2000 06/19/2000  E     A          500.00
      3045          50  EMMA JANE WILSON             MAY CONTRACT 06/01/2000 06/19/2000  S     A        2,900.00
      3050          10  SIMPSON, BILL C.P.A                       06/19/2000 07/09/2000  S     A          403.30


                                                          ENTITY TOTAL:       15,427,592.74
                                                          Number of Vouchers:          196


                                            End of Report
```

Daily Audit Report (GARDA)

Description:	The Daily Audit report (GARDA) lists all invoices entered the previous day, including approved and unapproved invoices. It is used to account for all voucher numbers currently in the system. It also includes refunds from the Patient Accounting side that are passed to Accounts Payable.
	Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.
Report Data:	Voucher Number; Vendor Number and Name; Vendor Invoice Number and Date; Payment Due Date; Invoice Type and Status; Invoice Total Amount.
How This Report Is Generated:	On demand, by choosing this report option from the **Demand Reports** menu. Also generated automatically during Midnight Processing .
Sorted by:	Entity Code.
Subsorted by:	Batch Number; Voucher Number.
Subtotals:	BATCH: Invoice Dollars for the previous day.
Grand Totals:	ENTITY: Invoice Dollars for the previous day.
	ENTITY: Total number of vouchers for the previous day.

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Figure 8.26 Daily Audit (GARDA) - demand

```
Date: 03/23/2000                              HAPPY HOSPITAL 01                                Page  : 1
Time: 13:13                                   Daily Audit Report                              Report: GARDA01


                                         Vendor         Vendor     Payment      _____ I N V O I C E _____
Voucher Nbr   Vendor Nbr  Vendor Name    Invoice Nbr    Inv Date   Due Date     Type  Stat       Amount
--------------------------------------------------------------------------------------------------------

BATCH NUMBER:  REFUNDS

      2608       1320  MOUSE,CAROLYN J.       A9808400003    12/14/1999 03/23/2000    R     D        4,000.00
      2609       2050  WINTERS,REBECCA        A9828000004    10/04/1998 03/23/2000    R     D        1,085.94
      2610        124  Henry Smith            AUCR000323124  03/23/2000 03/23/2000    R     D          600.00

                                                                       Batch Total:               5,685.94

BATCH NUMBER:  3232000

      2593         42  XINIA TUESDAY          SAT            03/23/2000 03/23/2000    S     D        1,442.00
      2594         42  XINIA TUESDAY          ITAX           03/23/2000 03/23/2000    S     D          800.00
      2595         28  Tritt,Anthony          MAR EXP        03/23/2000 03/23/2000    E     D          600.00
      2596         98  SANDBURG,ALVIN;M       FEB EXP        03/23/2000 03/23/2000    E     D          300.00
      2597         36  LOWER CASE LARRY                      03/23/2000 03/23/2000    S     D          400.00
      2598        120  LARGO NON-TAX                         03/23/2000 03/23/2000    S     D          503.25
      2599        252  XINIA PAPER PRODUCTS                  03/23/2000 03/23/2000    S     D          972.00
      2600        116  LARGO AUTO-1099 TAXABLE               03/23/2000 04/07/2000    P     D        4,520.00
      2601        110  LARGO AUTO CREATE/SAT                 03/23/2000 04/07/2000    P     D          546.80
      2602        116  LARGO AUTO-1099 TAXABLE  125          03/23/2000 03/23/2000    P     D       15,113.36
      2603        110  LARGO AUTO CREATE/SAT    65           03/23/2000 03/23/2000    C     D          216.00-
      2604        116  LARGO AUTO-1099 TAXABLE  954          03/23/2000 03/23/2000    C     D       12,600.00-
      2605         42  XINIA TUESDAY            25165        03/23/2000 03/23/2000    C     D           36.75-
      2606         50  JUNE WILSON              MARCH PYMT   03/23/2000 03/23/2000    G     D          250.00
      2607          9  MAGNETIC RESONANCE ASSOCIA 654-MARCH  03/23/2000 03/23/2000    G     D          375.00

                                                                       Batch Total:              12,969.66


                                                                       ENTITY TOTAL:            18,655.60
                                                                       Number of Vouchers:             18


                                         End of Report
```

Monthly Distribution Register (GARMDR)

Description: The Monthly Distribution Register (GARMDR) displays all General Ledger distributions made during the month or accounting period. It also includes distributions that were reversed because of voided checks entered during the period.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

Report Data: Posting Period; Link Entity Code and Description; General Ledger Account; Voucher Number; Vendor Number and Name; Vendor Invoice Number and Date; Voucher Type and Status; GL Distribution Date; Purchase Order Number; Check Number for the Voucher; Invoice Line Number; Line Dollar Amount.

**How This Report
Is Generated:**   Available on demand by choosing this report option from the **Demand Reports** menu; the Demand version includes transactions for all open periods. Also produced during the AP Close Period process (see pg. 8-246) for the month which has just ended; the Close Period version includes the AP transactions for the period being closed.

Sorted by: Entity Code.

Subsorted by: General Ledger Posting Period; Link Entity Code; General Ledger Department and Subaccount Codes; Voucher Number.

Subtotals: GL SUBACCOUNT: Total Dollar Amount of all detail lines.
                    GL DEPARTMENT: Total Dollar Amount of all detail lines.

Grand Totals: GL POSTING PERIOD: Total Dollar Amount of all detail lines.
                    LINK ENTITY (Liability Dept/Acct): Total Dollar Amount of all detail lines.

**Special
Instructions:**   The **Ln Amount** field on this report represents the dollar amount that was distributed to the GL account - not the invoice amount. This is because each invoice line can be distributed to a different GL Department/Subaccount. Therefore, each voucher will be listed on this report the same number of times as the number of detail lines it contains.

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Figure 8.27 Monthly Distribution Register (GARMDR)

```
Date: 05/11/2001                           GENERAL HOSPITAL 01                                Page  : 2
Time: 12:42                        Monthly Distribution Register For 05/11/2001               Report: GARMDR01
Liability Department: 2.005 ENTITY 01 ONLY
Liability Subaccount: 23.03 ENTI-VACATION ACCRUALS
GL Posting Period   : 2001/05
GL Department       : 0.111 FREIGHT
                                        Vendor         Vendor          GL Dist                       Ln
Voucher Nbr  Vendor Nbr  Vendor Name    Invoice Nbr    Inv Date   Ty St  Date    P.O. Nbr  Check Nbr Nbr     Ln Amount
------------------------------------------------------------------------------------------------------------------
GL Subaccount: 00.08 BD RECOVERY DEFAULT
   32483727        133  XXX FLORIDA ASSOCIATE  CC6        05/04/2001  P  D 05/04/2001   1434       402        30.00
   32483730        133  XXX FLORIDA ASSOCIATE  CC6        05/04/2001  P  D 05/04/2001   1434       401        35.00
   32483731        133  XXX FLORIDA ASSOCIATE  CC6        05/04/2001  P  D 05/04/2001   1434       401       100.00
                                                                           SUBACCOUNT TOTAL:                 165.00
                                                                           DEPARTMENT TOTAL:                 165.00
```

Monthly Voucher Distribution Report (GARMVD)

Description: The Monthly Voucher Distribution report (GARMVD) displays a monthly listing of all distributed invoices in Voucher Number order. The report reflects activity for the month in which it is generated.

Report Data: This report includes patient/insurance refunds that are assigned voucher numbers when the system passes them from Patient Accounting to Accounts Payable. It also includes distributions that were reversed because of voided checks entered that month.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. A related report is the "Daily Voucher Distribution Report (GARVD)" (page 8-185) produced daily during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: Liability Account; General Ledger Posting Period; Voucher Number.

Subtotals: VOUCHER: Total Dollar Amount of the distributed invoice.

Grand Totals: GL POSTING PERIOD: Total Dollar Amount of distributed invoices.
LIABILITY ACCOUNT: Total Dollar Amount of distributed invoices.
ENTITY: Total Dollar Amount of distributed invoices.

Figure 8.28 Monthly Voucher Distribution Report (GARMVD)

```
Date: 05/11/2001                            GENERAL HOSPITAL 01                            Page  : 18
Time: 12:42                       AP Monthly Voucher Dist Report For 05/11/2001            Report: GARMVD01
Liability Department:        2.023 OTHER/ ACCOUNTS PAYABLE
Liability Subaccount:        22.11 APOT-EMPLOYEE REIMBURSEMENTS
GL Posting Period   : 2001/05
                                   Vendor       Vendor              Ln   ------- GL Distribution --------
Voucher Nbr Vendor Nbr Vendor Name  Invoice Nbr  Inv Date   Ty  P.O. Nbr Nbr  Ent.  Department    Subaccount        Amount
-------------------------------------------------------------------------------------------------------------------
                                                                     2  01     1.007         12.10            20.00-
                                                                     3  01     0.010         00.12            20.00-
                                                                     4  01     1.007         11.20            25.00-
                                                                     5  01     1.007         11.20            19.00-
                                                                     6  01     1.043         04.31            50.00-
                                                                   501  01     8.311         36.65            19.24-
                                                                   701  01     1.007         12.10             2.50-
                                                                   702  01     1.007         12.10             2.00-
                                                                   703  01     1.007         12.10             2.50-
                                                                   704  01     1.007         12.10             2.00-
                                                                   705  01     0.010         00.12             2.50-
                                                                   706  01     0.010         00.12             2.00-
                                                                   707  01     1.007         11.20             3.13-
                                                                   708  01     1.007         11.20             2.50-
                                                                   709  01     1.007         11.20             2.38-
                                                                   710  01     1.007         11.20             1.90-
                                                                   711  01     1.043         04.31             6.25-
                                                                   712  01     1.043         04.31             5.00-
                                                              VOUCHER TOTAL:                                 207.90-
      1497*        110 LARGO AUTO CREATE/ REM6 CC87   04/13/1999  C    261  1  01     1.007         12.10           100.00
                                                                   501  01     8.311         36.65            12.50
                                                                   701  01     1.007         12.10            12.50
                                                                   702  01     1.007         12.10            10.00
                                                              VOUCHER TOTAL:                                 135.00
      3112*          8 TEMPORARY NURSE AS             07/05/2000  S       1  01     6.050         30.00            10.00-
                                                              VOUCHER TOTAL:                                  10.00-
                                                          GL POSTING PERIOD TOTAL:                         3,069.75-
                                                          LIABILITY ACCOUNT TOTAL:                         3,069.75-
                                                                  ENTITY TOTAL:                        2,970,597.62-
                                                              Number of Vouchers:                              70
                                    End of Report
```

Recurring Invoice Request Report (GARIR)

Description: The Recurring Invoice Request Report (GARIR) prints all Recurring Invoice Requests (such as rent/lease/mortgage payments or service agreements) that are waiting to be approved. This report is cumulative; it includes any Requests remaining from prior months as well as new ones.

Recurring Invoice Requests are generated automatically by the system (via an optional batch job normally set up at installation to run once a month), based on user-defined Recurring Invoice Parameters. Each time the optional batch job runs, another Request is generated - and added to the GARIR report - if the Parameters specify that the invoice either hasn't expired or hasn't yet reached the total contracted amount.

In order to remove a generated Request from the GARIR report, you must manually approve or delete it via the Recurring Invoice Approval process. When you approve it during this process, the system removes it from the Recurring Invoice Request list and processes it through the AP system as a normal voucher (assigns it a voucher number, processes payment, posts to GL accounts). For more information, see "RECURRING INVOICE PARAMETERS" on page 5-88 in this volume.

WARNING: The Recurring Invoice Approval process should be performed on a regular basis to keep the GARIR report manageable; otherwise it can run hundreds of pages long.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. Also generated automatically during Midnight Processing (see page 8-195).

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name; Invoice Description.

Grand Totals: ENTITY: Cycle Dollar Amount of recurring requests.
                    ENTITY: Total Number of recurring requests.

**Special
Instructions:**   A related report is the "Recurring Invoice Parameters Report (GARRIP)" (see page 8-49), which shows the current parameter settings that control the generating of Recurring Invoices. This report should also be monitored on a regular basis to ensure that the settings are current and valid (i.e., won't produce Requests that you're not ever planning to pay).

Figure 8.29 Recurring Invoice Request Report (GARIR) - demand

```
Date: 03/28/2000                          HAPPY HOSPITAL 01                              Page  : 1138
Time: 9:19                                Recurring Invoice Request                      Report: GARIR01


                                        Creation              ------- GL Distribution --------
Vendor Nbr Vendor Name       Invoice Description   Date        Cycle Amt Ent   Department   Subaccount       Amount
-------------------------------------------------------------------------------------------------------------------
       5 ABBEY MEDICAL        DAWN TEST            05/12/1999    40,000.00 01      8.311        36.25      40,000.00

      15 10BASE NETWORKING CO TEST NONTAX          10/05/1999   100,000.00 01      6.010        30.00     100,000.00

      24 BECKMAN INSTRUMENTS  G2429 ALL FIELDS 1   02/11/2000     9,000.00 01      8.311        36.25       9,000.00

      46 XINIA,JILL           TEST NEG CR/IT LINES 03/28/2000       -75.00 01      6.010        30.00          50.00
                                                                          01      6.010        30.01        -125.00

     107 LARGO 1099,SAT,REMIT SAT                  03/20/2000       400.00 01      6.141        00.00        -100.00
                                                                          03      6.140        30.50         200.00
                                                                          01      6.141        00.01         300.00

     107 LARGO 1099,SAT,REMIT VANILLA              04/18/1999       220.00 01      6.141        00.20          10.00
                                                                          01      6.141        00.21         -10.00
                                                                          01      6.141        00.22          10.00
                                                                          01      6.141        00.23          10.00
                                                                          01      6.141        00.24          10.00
                                                                          03      6.140        13.50          10.00
                                                                          01      6.141        00.25          10.00
                                                                          01      6.141        00.26          10.00
                                                                          01      6.141        00.35          10.00
                                                                          01      6.141        00.52          25.00
                                                                          01      6.141        00.54          25.00
                                                                          01      6.141        00.50          50.00
                                                                          01      6.141        00.70          50.00

     109 LARGO ONETIME/1099/N ITAX                 04/23/1999       550.00 01      6.141        00.11         100.00
                                                                          03      6.140        31.00         100.00
                                                                          03      6.140        31.02         -75.00
                                                                          01      6.141        00.13         -25.00
                                                                          03      6.140        31.03         350.00
                                                                          01      6.141        00.15         100.00




                                        ENTITY TOTAL:  65,565,571.00
                             Number of Recurring Requests:      16343


                                        End of Report
```

Federal 1099 [T4A] Audit Report (GARTA)

Description: The Federal 1099 [T4A] Audit Report (GARTA) provides information for all vendors that have a Federal 1099 [T4A] Type Code entered in the Vendor Master file. This report is used periodically to verify that the 1099 [T4A] accumulator amount is in balance with the detail information existing for the vendor. An out-of-balance condition could result if the 1099 [T4A] Type Code is entered for the vendor after invoices were paid.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports** menu. This report also prints after the 1099 [T4A] paper copies and magnetic media processes have run.

**Selection
Criteria**   You can print the Summary report which contains one summary line for each vendor, or the Detail report which provides voucher information lines for each vendor. Both versions also contain an Exceptions Report section and a Summary By Type and Footnote section at the end.

In addition, when generating this report on demand you can choose to note (*) vendors that need W9's filed with the IRS. And, you can limit the report to include only Overlimit vendors.

Sorted by: Entity Code.

Subsorted by: Reporting Year
                    Reporting Code (eg., "1099-MISC")
                    Footnote (eg., "Prizes and Awards")
                    Vendor Number or Name

Subtotals: 1099 [T4A] TYPE: Total Accumulated Dollars.
                    1099 [T4A] TYPE: Total number of vendors.

Grand Totals: ENTITY: Total Accumulated Dollars.
                    ENTITY: Total number of vendors.

**Special
Instructions:**   The error message No tax ID prints in the Tax ID Nbr field if an ID is not specified on the Vendor Tax Related Information screen. Also, if the D.B.A. (Doing Business As) field is specified, it prints beside the Vendor Name.

Figure 8.30 Federal 1099 Audit Report (GARTA) - Summary/First Page

```
Date: 03/24/2000                          HAPPY HOSPITAL 01                        Page  : 1
Time: 13:09                            FEDERAL 1099 AUDIT For 03/24/2000            Report: GARTA01

                                               SUMMARY

Year     : 1999

                                            Accumulated
Vendor Nbr  Vendor Name           Tax ID Nbr Type    Amount    Description
--------------------------------------------------------------------------------------------
      13  FOSTER MEDICAL           452222447 A-3      882.82    1099-MISC. - Other Income


                         MISC  TOTALS:             882.82

      17  XINIA CORP               225511440 I-C    1,175.00    INCOME TAX
                                             A-3    1,000.00    1099-MISC. - Other Income


                         MISC  TOTALS:           1,000.00

      72  LANOLINE                 555845671 I-C       38.00    INCOME TAX
                                             A-3      314.10    1099-MISC. - Other Income


                         MISC  TOTALS:             314.10

      92  QUINCY ONE               581606192 A-3      879.00    1099-MISC. - Other Income


                         MISC  TOTALS:             879.00

     107  LARGO 1099,SAT,REMITS    332104411 I-C    3,124.00    INCOME TAX
                                             A-3      622.50    1099-MISC. - Other Income


                         MISC  TOTALS:             622.50

     109  LARGO ONETIME/1099/NT    653322220 I-C      550.00    INCOME TAX
                                             A-3       22.23    1099-MISC. - Other Income


                         MISC  TOTALS:              22.23

     110  LARGO AUTO CREATE/SAT    NO TAX ID  I-C    1,665.00    INCOME TAX
                                             A-3      267.95    1099-MISC. - Other Income


                         MISC  TOTALS:             267.95
```

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Figure 8.31 Federal 1099 Audit Report (GARTA) - Summary/Last Page

```
Date: 03/24/2000                              HAPPY HOSPITAL 01                       Page  : 2
Time: 13:09                              FEDERAL 1099 AUDIT For 03/24/2000            Report: GARTA01

                                                   SUMMARY

Year    : 1999


                                             Accumulated
Vendor Nbr  Vendor Name            Tax ID Nbr Type   Amount      Description
-----------------------------------------------------------------------------------------------------


                          ENTITY TOTALS:           25,034.16
                    NUMBER OF  VENDORS:                    19



Exceptions Report:

                 Vendors With No TAX ID Number

           Vendor Number              Vendor Name

           110                        LARGO AUTO CREATE/SAT
           116                        LARGO AUTO-1099 TAXABLE
           119                        LARGO NON-TAX/1099/AUTOCREATE



Summary by  Type and Footnote:


   Type     Footnote      Total      Discounts      Income Tax  Self Assessed Tax
   -------------------------------------------------------------------------------

     A   1         0.00        0.00          0.00          0.00
     A   2         0.00        0.00          0.00          0.00
     A   3     25034.16     2457.46       4488.00        943.20
     A   4         0.00        0.00          0.00          0.00
     A   5         0.00        0.00          0.00          0.00
     A   6         0.00        0.00          0.00          0.00
     A   7         0.00        0.00          0.00          0.00
     A   8         0.00        0.00       -375.00          0.00
     A   A         0.00        0.00          0.00          0.00
     A   B         0.00        0.00          0.00          0.00
     A   C         0.00        0.00          0.00          0.00

Totals:        25034.16     2457.46       4113.00        943.20

                        End of Report
```

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Figure 8.32 Federal 1099 Audit Report (GARTA) - Detail/First Page

```
Date: 03/24/2000                          HAPPY HOSPITAL 01                          Page  : 1
Time: 9:30                            FEDERAL 1099 AUDIT For 03/24/2000               Report: GARTA01

                                               DETAIL

Year    : 1999


                                         Accumulated          Vendor
Vendor Nbr  Vendor Name        Tax ID Nbr Type    Amount    Vouchr Nbr  Inv Date  Status     Invoice Amt
------------------------------------------------------------------------------------------------------
     13  FOSTER MEDICAL        452222447  A-3       882.82       239  03/31/1998   C             882.82

    Total 1099-MISC. - Prizes and Awards Type Vouchers:                                           882.82


                             MISC  TOTALS:         882.82

     17  XINIA CORP           225511440  I-C     1,175.00      1671  05/17/1999   C              150.00
                                                               1676  05/18/1999   C              250.00
                                                               1678  05/18/1999   C              400.00
                                                               2012  07/29/1999   W               25.00
                                                               2014  07/29/1999   V              200.00
                                                               2014  07/29/1999   V             -200.00
                                                               2015  07/29/1999   V              100.00
                                                               2015  07/29/1999   V             -100.00
                                                               2019  07/29/1999   C              200.00
                                                               2023  07/29/1999   C               50.00
                                                               2025  07/29/1999   C              100.00

    Total INCOME TAX Type Vouchers:                                                             1,175.00

                                        A-3     1,000.00      2019  07/29/1999   C            1,000.00

    Total 1099-MISC. - Prizes and Awards Type Vouchers:                                        1,000.00


                             MISC  TOTALS:       1,000.00

     92  QUINCY ONE           581606192  A-3       879.00       780  02/05/1999   C              724.50
                                                                782  02/05/1999   C             -124.50
                                                               1167  02/28/1999   C              279.00

    Total 1099-MISC. - Prizes and Awards Type Vouchers:                                           879.00


                             MISC  TOTALS:         879.00
```

Figure 8.33 Federal 1099 Audit Report (GARTA) - Detail/Last Page

```
Date: 03/24/2000                         HAPPY HOSPITAL 01                              Page  : 26
Time: 9:29                            FEDERAL 1099 AUDIT For 03/24/2000                 Report: GARTA01

                                               DETAIL

Year    : 1999


                                       Accumulated             Vendor
Vendor Nbr  Vendor Name            Tax ID Nbr Type    Amount    Vouchr Nbr  Inv Date  Status    Invoice Amt
-------------------------------------------------------------------------------------------------------------
                            ENTITY TOTALS:          351,799.38
                       NUMBER OF  VENDORS:                 59

Exceptions Report:

                Vendors With No TAX ID Number

         Vendor Number              Vendor Name

         14                         GE WALKER, INC.
         46                         XINIA,JILL
         57                         VEN TEST NAME
         79                         WILL AND MATTHEW'S TOY AND BOOK STORE
         105                        QUINCY TEN
         110                        LARGO AUTO CREATE/SAT
         111                        LARGO/TAXABLE/REMITS
         116                        LARGO AUTO-1099 TAXABLE
         119                        LARGO NON-TAX/1099/AUTOCREATE
         136                        ROCKIN' ROBIN
         1740                       ADMAN ADVERTISING


Summary by  Type and Footnote:


   Type    Footnote    Total      Discounts      Income Tax  Self Assessed Tax
   ----------------------------------------------------------------------------
     A   1     107417.08      7434.55         425.00      5583.18
     A   2      13991.64      1024.15        2419.00       777.11
     A   3      25034.16      2457.46        4488.00       943.20
     A   4       4134.50       102.50         350.00        68.50
     A   5      44292.41      2718.91        2355.75      1556.59
     A   6      19130.89       150.16        1375.00       128.59
     A   7      49492.50      1324.67        2015.00       649.76
     A   8      55703.06      4617.69        2640.00      3443.01
     A   A      31461.52       215.21           0.00       181.25
     A   B        187.87         4.63           0.00         0.00
     A   C        953.75         0.00           0.00         0.00

Totals:        351799.38     20049.93       16067.75     13331.19

                         End of Report
```

Figure 8.34 Federal T4 Summary Audit Report (GARTA)

```
Date: 96/04/08                  GENERAL HOSPITAL              Page  : 1
Time: 13.18              FEDERAL 1099 AUDIT For 04/08/96      Report: GARTA01


Year     : 19C
T-4A Type: A0 1099-MISC - JKJ


                                                   Accumulated
  Vendor Nbr   Vendor Name                Tax ID Nbr   T-4A Amount
  --------------------------------------------------------------- ---------------
     22 WILSON,BRETT                      123122122        0.00

                    T-4A TYPE TOTALS:              0.00
                    Number of Vendors:                1
```

Figure 8.35 Federal T4 Detail Audit Report (GARTA)

```
Date: 96/04/08                        GENERAL HOSPITAL                      Page  : 1
Time: 13.19                    FEDERAL 1099 AUDIT For 04/08/96              Report: GARTA01


Year    : 19C
T-4A Type: A0 1099-MISC - JKJ


                                                 Accumulated   Vendor
Vendor Nbr   Vendor Name                Tax ID Nbr   T-4A Amount   Vouchr Nbr  Inv Date  Status      Invoice Amt
--------------------------------------------------------------- ------------------------------------------------
     22 WILSON,BRETT                     123122122        0.00       226  03/14/96   C            325.00
                                                                    227  03/14/96   C            306.00
            229  03/14/96   C           900.00
            231  03/15/96   C         3,000.00
            341  03/21/96   C           771.89
            356  03/25/96   C           900.00
            357  03/25/96   C         2,000.00

                    Total T-4A Vouchers:       8,202.89
                    T-4A TYPE TOTALS:              0.00
                    Number of Vendors:                1
```

Employee Productivity Report (GAREMP)

Description: The Employee Productivity Report (GAREMP) lists all invoices and number of lines entered by individual employees during the day. It also provides a Management Summary report that tracks the number of voucher lines for each invoice type entered by the employee for the day, month, and year.

How This Report Is Generated: On demand, by choosing this report option from the **Demand Reports** menu. Also produced during Midnight Processing .

Sorted by: Employee Name; Entity Code; Voucher Number.
MGT.SUMMARY: Employee Name; Entity Code.

Page Breaks: Employee.

Subtotals: (by Entity Code) Number of invoice lines per employee.
MGT.SUMMARY: (by Entity Code) Total vouchers added.

Grand Totals: (by Employee) Total number of invoice lines, dollars, and vouchers for each entity.

Special Instructions: The voucher lines are counted for all new voucher lines that are added to the system, including all types of vouchers (standard, credit memo, etc.). During the Invoice Edit function, if existing invoice lines are edited, deleted or added, they are not added or subtracted from the total entered.

- The Invoice Detail screen must be saved before voucher lines are counted.

- For intercompany expensing, voucher lines are included in the Home entity.

The information in the Management Summary is accumulated and updated in the monthly and year-to-date columns each night at batch.

- The **daily** column is cleared and replaced each night with new information for that day.

- The **monthly** column is cleared when the AP Month-End process is run.

- The **year-to-date** column is cleared at the end of the calendar year (December 31).

Figure 8.36 Employee Productivity Report (GAREMP)

```
Date: 04/12/2000                                                                     Page : 1
Time: 5:09                          EMPLOYEE PRODUCTIVITY REPORT For 04/11/2000       Report: GAREMP
                                             Williams,Barnie J


                                              Vendor          Total          Invoice        Number of
Voucher Nbr  Vendor Nbr  Vendor Name         Invoice Nbr    Detail Amt      Type  Stat      Detail Lines
-----------------------------------------------------------------------------------------------------

Entity : 01-HAPPY HOSPITAL 01

    2440        17  XINIA CORP                  BW           1,000.00        S    H              1

                                                                          Entity Total:         1

                                                                          EMPLOYEE TOTAL:        1
                                                                          Number of Vouchers:    1
```

Figure 8.37 Employee Productivity - Management Summary Report (GAREMP1)

```
Date: 04/12/2000                                                                     Page : 1
Time: 5:09                          EMPLOYEE PROD MGMT REPT For 04/11/2000            Report: GAREMP1
                                             Williams,Barnie J

MANAGEMENT SUMMARY

                               --------- Today --------    ----- Month to Date ----   ----- Year to Date -----
Entity : 01-HAPPY HOSPITAL 01   Number      Dollars        Number      Dollars        Number      Dollars
---------------------------------  -----------------------------------------------------------------------------
    Voucher Lines Added
       Standard Invoices             1      1,000.00          1       1,000.00            2      1,100.00
       Purchase Order Related        0          0.00          0           0.00            0          0.00
       Employee Reimbursements       0          0.00          0           0.00            7        800.00
       Manual Checks                 0          0.00          0           0.00            0          0.00
       Credit Memos                  0          0.00          0           0.00            0          0.00
       Recurring                     0          0.00          0           0.00            0          0.00
                                   -----------------------------------------------------------------------------
       Total Voucher Lines Added     1      1,000.00          1       1,000.00            9      1,900.00


       Entity Totals                 1      1,000.00          1       1,000.00            9      1,900.00
```

Active Non-Receipt Processing Report (GARANR)

Description: The Active Non-Receipt Processing Report (GARANR) lists all non-receipt
                     Purchase Order-related invoices (such as lawn maintenance contracts)
                     that have a header status other than Complete.

Report Data: Vendor Number and Name; PO Number; Voucher Number/Status/Amount.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Demand Reports**
                     menu.

Sorted by: Entity Code.

Totals: Vendor: Voucher Dollar Amount.

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Figure 8.38 Active Non-Receipt Processing Report (GARANR)

```
Date: 06/23/97                        MODEL HOSP - ENT 01                         Page  : 1
Time: 15:20                   Active Non-Rcpt Processing Rpt For 06/23/97          Report: GARANR01
Vendor Nbr    Vendor Name        PO Number    Voucher Nbr    Voucher Status    Voucher Amt
------------------------------------------------------------------------------------------------------
1             BAXTER HOSPITAL SUPPLY    103       114         VOID              $1,321.40
                                                             *PO Total          $1,321.40
                                        118       150         DISTRIBUTED         $306.14
                                                             *PO Total            $306.14
                                        119       151         DISTRIBUTED          $12.00
                                                             *PO Total             $12.00
                                        44        116         VOID                 $20.00
                                                             *PO Total             $20.00
                                        45        117         VOID                $741.40
                                                            **Vendor Total      $2,400.94
11            JOHNSON & JOHNSON                                *PO Total          $600.00
                                        136       254         DISTRIBUTED       $1,100.00
                                                             *PO Total          $1,100.00
                                        170       273         PO HOLD             $100.00
                                                  274         DISTRIBUTED         $111.70
                                                             *PO Total            $211.70
                                        64        46          COMPLETE            $121.38
                                                            **Vendor Total      $1,433.08
13            FOSTER MEDICAL                                   *PO Total          $121.38
                                        112       136         DISTRIBUTED         $288.20
                                                  191         DISTRIBUTED         $726.00
                                                  192         PO HOLD              $11.00
                                                             *PO Total          $1,025.20
                                        113       140         DISTRIBUTED         $100.00
                                                  141         DISTRIBUTED          $98.79
                                                  142         DISTRIBUTED         $100.00
                                                  143         DISTRIBUTED         $100.84
                                                  144         DISTRIBUTED          $97.00
                                                             *PO Total            $496.63
                                        114       137         DISTRIBUTED         $212.52
                                                  138         DISTRIBUTED          $26.18
                                                             *PO Total            $238.70
                                        161       229         DISTRIBUTED           $4.95
                                                             *PO Total              $4.95
                                        162       230         DISTRIBUTED           $4.95
                                                             *PO Total              $4.95
                                        53        44          COMPLETE              $5.94
                                                            **Vendor Total      $1,776.37
14            GE WALKER, INC.                                 *PO Total            $5.94
                                        124       178         DISTRIBUTED       $2,200.00
                                                            **Vendor Total      $2,200.00
15            10BASE NETWORKING COMPANY                        *PO Total        $2,200.00
                                        101       206         PO HOLD             $212.00
                                                             *PO Total            $212.00
                                        122       188         PO HOLD             $399.85
                                                  189         DISTRIBUTED         $363.50
```

Year-to-Date Voucher Distribution Register (GARYTD)

This Demand Report option provides the ability to retrieve specific invoice expense data for analysis of hospital project costs and for compliance with external and internal auditor requests. You can request the Year-to-Date Voucher Distribution Register (GARYTD) based on specific reporting criteria that you choose at run time. The reporting criteria include the ability to:

- choose a beginning distribution date and an ending distribution date on which to report. "Date" refers to the date on which the voucher was distributed (that is, the date that the expense hit the general ledger).

- choose a department(s) or range of departments to which the voucher detail lines were expensed

- choose a subaccount(s) or a range of subaccounts to which the voucher detail lines were expensed

- choose a vendor, selected vendors, or all vendors

- choose an employee, selected employees, or ALL employees

   NOTE: Choosing all vendors will include patient refunds. If you enter a hyphen (-) to display a list of vendors from which to select, only AP vendors are displayed in the list.

- choose a check code, range of check codes or all check codes

- choose an expense entity(s) or all expense entities

- choose to include purchase order line item descriptions or not, and

- retrieve Accounts Payable expensing information on demand.

After you select **Year-to-Date Voucher Distribution Register** from the Demand Reports menu, the system prompts you to enter an entity code. You can enter a code, or a hyphen (-) to display a list of valid codes from which to select. Then, the system displays a screen similar to the following:

```
        General Hospital Year-to-Date Voucher Distribution Register Processor
                                              Mon Aug 11, 2003 05:21 pm
 Ent : HBOC MODEL HOSPITAL OF GEORGIA
  1 Beginning Distribution Date    2 Ending Distribution Date
 ->
  3 Vendor(s)                       4 Employee(s)

  5 Department Code(s)              6 Subaccount Code(s)

  7 Check Code(s)                   8 Expense Entity(s)

  9 PO Line Item Description Print Indicator




 Enter Beginning Distribution Date--
```

Field Explanations

1. BEGINNING DISTRIBUTION DATE (8-N-R)
This field contains the date that the system begins retrieving information for the report.
This is the date that the detail line expensing information was distributed to the General
Ledger.

2. ENDING DISTRIBUTION DATE (8-N-R)
This field contains the last date that the system retrieves information for the report. This
is the date that the detail line expensing information was distributed to the General
Ledger.

3. VENDOR(S) (10-N-R)
This field contains the vendor(s) to be included in the report.

4. EMPLOYEE(S) (10-N-R)
This field contains the employee(s) to be included in the report.

5. DEPARTMENT CODE(S) (10-N-R)
This field contains the department(s) to be included in the report.

6. SUBACCOUNT CODE(S) (10-N-R)
This field contains the subaccount code(s) to be included in the report.

7. CHECK CODE(S) (2-N-R)
This field contains the check code(s) to be included in the report.

8. EXPENSE ENTITY(S) (3-AN-R)
This field contains the detail line "expense to" entities to be included on the report.

9. PO LINE ITEM DESCRIPTION PRINT INDICATOR (1-A-O)
This field indicates whether PO line item descriptions will be included in the report. Values are:

Y   Yes, print an additional line for each voucher detail line of a PO Type voucher.

N   No, do not print PO line item descriptions.

The report prints in voucher number order. A Grand Total for the Entity/date range selected appears at the end of the voucher listing. Vendor/Employee, Subaccount, Department, and Check Code subtotals are provided at the end of the report.

Figure 8.39 Year-to-Date Voucher Distribution Register (GARYTD) - Page 1

```
Date: 08/11/2003                                   HAPPY HOSPITAL                                    Page  : 1
Time: 05:35pm                             Year-to-Date Voucher Dist Reg For 08/11/2003               Report: GARYTD01

                                                Selection Criteria:
                      Begin Distr date: 01/01/2003                        End Distr date: 08/01/2003
Vendor(s):ALL                           Employee(s):NONE          Dept(s):ALL              Subacct(s):ALL
Ck Cd:ALL                               Entity(s): ALL            PO Item Print Ind: Yes


                                                                 --------------- GL Distribution ---------------
Voucher   Dtl   Vendor    Vendor    Vendor    Vendor    S T  PO    Ck   Ck    P Department Subaccount Exp   Date    Detail Line
  Nbr     Ln    Nbr       Name      Inv Nbr   Inv Dt    T Y        Cd   Nbr   D                       EC            Amount
-----------------------------------------------------------------------------------------------------------------------------

2686        1   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 6141      0005       01  07/09/03     100.00
     PO Ln: 4      PO Qty: 100      Item Nbr:            Item Desc: NSNOIM
2686        2   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 1007      1210       01  07/09/03      50.00
     PO Ln: 5      PO Qty: 100      Item Nbr: 581        Item Desc: STOCK 1 BJW
2686        3   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 6010      3000       01  07/09/03     -31.55
     PO Ln:        PO Qty:          Item Nbr:            Item Desc:
2686        4   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 6011      3001       01  07/09/03      65.25
     PO Ln:        PO Qty:          Item Nbr:            Item Desc:
2686        5   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 6010      3002       01  07/09/03      33.00
     PO Ln:        PO Qty:          Item Nbr:            Item Desc:
2686      401   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 6999      3000       01  07/09/03      50.00
     PO Ln:        PO Qty:          Item Nbr:            Item Desc:
2686      705   111       LARGO/TAX REM3 CC3 04/06/00 D P 219       3         C 6010      3000       01  07/09/03      -4.73
     PO Ln:        PO Qty:          Item Nbr:            Item Desc:

32483956  1     17        XINIA COR  DEM CK 01/31/02 W N 1670      12 15      C 6232      3912       01  01/23/03   1,500.00
     PO Ln: 3                                          Item Desc: LINE 3 PAID FOR

32484501  1     17        XINIA COR      1 01/02/03 C P 1896        3 61006   C 1111      1012       01  01/08/03     208.22
     PO Ln: 1      PO Qty: 10       Item Nbr: 4444      Item Desc: BANDAGE CLEAR

32484502  1     17        XINIA COR      1 01/02/03 C C 1896        3 61006   C 1111      1012       01  01/08/03    -104.11
32484502  2     17        XINIA COR      1 01/02/03 C C 1896        3 61006   C 1111      1012       01  01/08/03    -100.00

32484503  1     17        XINIA COR      2 01/02/03 C P 1896        3 61007   C 1111      1012       01  01/08/03     205.91
     PO Ln: 2      PO Qty: 10       Item Nbr: 1080      Item Desc: BANDAGE CONF STRETCH 1"

32484504  1     17        XINIA COR      2 01/02/03 C C 1896        3 61008   C 1111      1012       01  01/08/03    -102.96

* - Void/Redistributed Voucher
```

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Figure 8.40 Year-to-Date Voucher Distribution Register (GARYTD) - Page 11

```
Date: 06/24/2001                          HBOC MODEL HOSPITAL OF GEORGIA                          Page  : 11
Time: 09:35am                         Year-to-Date Voucher Dist Reg For 06/24/2001                Report: GARYTD01
                                                   Selection Criteria:
                   Begin Distr date: 03/01/2001                        End Distr date: 06/01/2001
Vendor(s):ALL                      Dept(s):0000 TO 1011           Subacct(s):0000 TO 0006  Ck Cd:ALL      PO Item Print Ind: Yes
                                  Totals by Vendor, by Department, by Subaccount, by Check Code
-----------------------------------------------------------------------------------------------------------------------
Vendor              Vendor              Amount
  Nbr                Name
-----------------------------------------------------------
1             BAXTER HOSPITAL SUPP       10,293.44
2             AMERICAN HOSPITAL SU          101.24
5             MEDICAL MAINTENANCE             8.07
12            AMERICAN PAPER COMPA            0.06
15            100 BASE NETWORKING     1,119,868.70
17            XXX BW                        559.94
18            1-A VENDOR                  9,125.33
26            BERCIK,MICHELLE               100.00
33            BEE'S HONEYPIES               900.00
40            ABEL,JODI;A                   100.00
91            XINIA PRODUCTS              4,242.94
100           KORPAK,SARA                57,818.47
129           XXX MANUFACTURING               0.14
140           XXX G2409 SAT VDR               0.14
1390          DUCOTE,NEWMOM               1,742.00
              Vendor Grand Total      $1,204,860.47
  Dept               Dept                Amount
  Nbr                Name
-----------------------------------------------------------
0000          TEST FOR GL CONV            3,546.19
0140          BONNIE 1                1,125,128.10
0141          BONNIE 2                    6,177.45
0142          BONNIE 3                    3,103.38
0143          BONNIES 4                   6,166.29
0151                                         75.00
0152                                        100.00
1000          NEW DEFAULT DEPT              881.23
1011          GENERAL FUND ACCOUNTS         122.36
              Department Grand Total  $1,145,300.00
Subacct             Subacct             Amount
  Nbr                Name
-----------------------------------------------------------
0000          SUSPENSE                   13,127.86
0001          ADJUSTMENTS DEFAULT           865.13
```

Remit Vendor/Matched Invoice Reports

This option on the Demand Reports menu leads to four Remit Vendor/Matched Invoice reports, which are described in the subsection "REMIT VENDOR/MATCHED INVOICE REPORTS" (page 8-115):

Month-to-Date Check Register (GARCTD)

This Demand Report option provides the ability to retrieve key pieces of check history information at times during the year other than the time immediately after checks are produced. You can request the Month-to-Date Check Register (GARCTD) based on specific reporting criteria that you choose at run time. The reporting criteria allow you to specify the following:

- Choose a check code or multiple check codes.

- Choose either a date range or a check number range.

- Select a summary or detail format. Both formats page break by check code.

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*.

After you select **Month-to-Date Check Register** option from the Demand Reports menu, the system prompts you to enter an entity code. You can enter a code, or a hyphen (-) to display a list of valid codes from which to select. Then, the system displays a screen similar to the following:

```
        General Hospital Month-to-Date Check Register Processor
                                        Tue May 24, 2005 11:19 am
Ent : HAPPY HOSPITAL
 1 Check Code(s)
->
 2 Beginning Check Date     3 Ending Check Date


   OR

 4 Beginning Check Number   5 Ending Check Number

 6 Detail or Summary







Enter Check Code, 'ALL' or `-` --
```

Field Explanations

1. CHECK CODE(S) (2-N-R)
This field contains the check code(s) to be included in the report.

NOTE: Fields 2 through 5 are conditional. Either the Check Date fields or the Check Number fields must be completed, but not both. You cannot period (.) NEW LINE out of this field because of the "either/or" functionality offered using the next 2 sets of fields. If you need to back out of this screen, simply enter a value in this field and then period (.) NEW LINE to return to the previous menu.

2. BEGINNING CHECK DATE (8-N-C)
This field contains the date that the system begins retrieving information for the report. This is the date that the check was actually produced/generated in the STAR Accounts Payable System. For manual checks, this is the date that the check was processed through Midnight Processing, making it an official check in the STAR Accounts Payable System.

3. ENDING CHECK DATE (8-N-C)
This field contains the last date that the system retrieves information for the report.

4. BEGINNING CHECK NUMBER (9-N-C)
This field contains the first check number for which the system retrieves information for the report.

5. ENDING CHECK NUMBER (9-N-C)
This field contains the last check number for which the system retrieves information for the report.

6. DETAIL OR SUMMARY (1-A-R)
This field indicates the format of the report.

The **summary** format (default) prints the following:

- check number

- check date

- check pay date

- status

- print type

- EFT indicator

- vendor number

- vendor name

- gross amount

- discount amount

- income tax amount

- SAT amount

- net Amount

The **detail** format prints the summary information, plus the following:

- invoice type

- voucher number

- distribution date

- vendor invoice number

- vendor invoice date

NOTE: Selecting a detail format significantly increases the page length of the report, since each associated voucher is listed on a separate additional line.

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Figure 8.41 Month-to-Date Check Register (GARCTD) - Summary

```
Date: 05/25/2005                          HAPPY HOSPITAL                            Page  : 2
Time: 01:50pm                 Month-to-Date Check Register For 05/25/2005           Report: GARCTD01

                                        Selection Criteria:

Check Code(s): 3,7         Begin Check date: 02/01/2005      End Check date: 05/31/2005
Summary/Detail: Summary    Begin Check number: n/a          End Check number: n/a
Check Code(s): 3 - BONNIES 18.1 TEST

Check Nbr  Ck Date     Pay Dt    Status   Prt Ty  EFT  Vndr Nbr/Vndr Name   Gross Amt        Disc      Inc Tax        SAT       Net Amt
-----------------------------------------------------------------------------------------------------------------------------------
60395      04/26/2005 04/26/2005 Link     Link    No   -                         0.00        0.00         0.00       0.00          0.00
60396      04/26/2005 04/26/2005 O/S      Batch   No   1580-ELEVEN O NON-TA   1407.32        0.99         0.00       0.00       1406.33
100000     04/27/2005 04/23/2005 O/S      Batch   Yes  15-CCHANGE NAME 3       132.00        3.60         0.00       7.20        121.20
100001     04/27/2005 04/23/2005 O/S      Batch   Yes  1579-ELEVEN SAT WITH    979.00        8.90         0.00      53.40        916.70
100002     05/05/2005 05/05/2005 O/S      Manual  No   15-CCHANGE NAME 3      9709.46        0.00         0.00     529.61       9179.85
100010     05/09/2005 05/30/2005 O/S      Batch   No   6-UNDER CONSTRUCTION 101982.50     1782.00         0.00    4800.00      95400.50
100011     05/09/2005 05/30/2005 O/S      Batch   No   8-TEMPORARY NURSE AS   9183.15      390.00         0.00       0.00       8793.15
100012     05/09/2005 05/30/2005 Link     Link    No   -                         0.00        0.00         0.00       0.00          0.00
100013     05/09/2005 05/30/2005 Link     Link    No   -                         0.00        0.00         0.00       0.00          0.00
100014     05/09/2005 05/30/2005 O/S      Batch   No   15-CCHANGE NAME 3    421312.04     2430.00      1444.00    5572.69     411865.35
100015     05/09/2005 05/30/2005 O/S      Batch   No   1582-E-O-ELEVEN-O TA  15126.07      789.00         0.00       0.00      14337.07
100016     05/09/2005 05/30/2005 O/S      Batch   No   5-MEDICAL BY ABBEY      465.00        0.00         0.00       0.00        465.00
100017     05/09/2005 05/30/2005 O/S      Batch   No   5-MEDICAL BY ABBEY       15.47        0.00         0.00       0.00         15.47
100018     05/09/2005 05/30/2005 O/S      Batch   No   5-MEDICAL BY ABBEY       15.52        0.00         0.00       0.00         15.52
100019     05/09/2005 05/30/2005 Link     Link    No   -                         0.00        0.00         0.00       0.00          0.00
100020     05/09/2005 05/30/2005 O/S      Batch   No   6-UNDER CONSTRUCTION   1818.92        0.00         0.00     100.63       1718.29
100021     05/09/2005 05/10/2005 O/S      Batch   Yes  5-MEDICAL BY ABBEY 13200000.00        0.00         0.00  720000.00   12480000.00
100022     05/09/2005 05/10/2005 O/S      Batch   Yes  15-CCHANGE NAME 3     18836.02        0.00         0.00    1085.07      17750.95
100023     05/09/2005 05/10/2005 O/S      Batch   Yes  15-CCHANGE NAME 3      1210.00        0.00         0.00     210.00       1000.00
100024     05/09/2005 05/10/2005 O/S      Batch   Yes  15-CCHANGE NAME 3       250.00        7.50         0.00       0.00        242.50
100025     05/09/2005 05/05/2005 O/S      Demand  No   5-MEDICAL BY ABBEY       80.39        0.00         0.00       0.00         80.39
100026     05/09/2005 05/05/2005 O/S      Demand  No   8-TEMPORARY NURSE AS  44444.44     2666.67         0.00       0.00      41777.77
100027     05/09/2005            P-Void   P-Void  No   -                         0.00        0.00         0.00       0.00          0.00
100028     05/09/2005            P-Void   P-Void  No   -                         0.00        0.00         0.00       0.00          0.00
100029     05/09/2005            P-Void   P-Void  No   -                         0.00        0.00         0.00       0.00          0.00
100030     05/09/2005 05/05/2005 O/S      Demand  No   1582-E-O-ELEVEN-O TA   6780.00        0.00         0.00       0.00       6780.00
100031     05/10/2005 05/10/2005 O/S      Batch   No   17-XINIA ENTERPRISES    277.25        0.00         0.00       0.00        277.25


Totals for Check Code 3 - BONNIES 18.1 TEST

Status             Number      Net Amount
-------------------------------------------


Link                   21           n/a
O/S                    27     13147923.99
P-Void                 11           n/a
Recon                   1    372999999.65
Void                    8    352850040.20


* - Detail for this check must be seen using Check Inquiry or original check register.  Voucher(s) set back to a re-distributed
status. Current voucher data and/or check print type may not be set the same as at the time of this check number.
```

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Figure 8.42 Month-to-Date Check Register (GARCTD) - Detail

```
Date: 05/25/2005                               HAPPY HOSPITAL                                Page  : 62
Time: 03:16pm                         Month-to-Date Check Register For 05/25/2005            Report: GARCTD01

                                              Selection Criteria:

Check Code(s): 3,7          Begin Check date:              End Check date:
Summary/Detail: Detail      Begin Check number: 1          End Check number: 68000
Check Code(s): 3 - BONNIES 18.1 TEST


Check Nbr  Ck Date      Pay Dt      Status   Prt Ty  EFT  Vndr Nbr/Vndr Name   Gross Amt       Disc     Inc Tax     SAT       Net Amt
                                             Inv Type  Dist Dt  Voucher Nbr    Inv Nbr         Inv Dt
------------------------------------------------------------------------------------------------------------------------------------
7005       05/25/2005 05/25/2005             Link    No   -                        0.00          0.00     0.00      0.00          0.00
7006       05/31/2001 05/31/2001  Recon      Demand  No   73-NIVEA BATH         9006.48          0.00     0.00    149.60       8856.88
                                          S      05/31/2001  32483777    PICNIC GAMES           05/12/2001
7007       05/31/2001 05/31/2001  Recon      Demand  No   116-LARGO AUTO-1099   2000.00          0.00     0.00      0.00       2000.00
                                          S      04/13/2001  32483667                           04/24/2001
7008       05/31/2001 05/31/2001  Recon      Demand  No   252-XINIA PAPER PROD    35.87          0.00     0.00      9.22         26.65
                                          P      12/22/2000  32483028    CC6 1-2 R3             12/22/2000
7009       06/11/2001 06/11/2001  Void       Batch   No   17-XINIA ENTERPRISES   100.00          5.25     0.00      0.00         94.75
                                          S      06/11/2001  32483795    BONNIE                 06/11/2001
7010       05/25/2005 05/25/2005             Link    No   -                        0.00          0.00     0.00      0.00          0.00
7011       08/16/2001 08/16/2001  Recon      Batch   No   -                      762.01          0.00     0.00      0.00        762.01
                                          S      05/01/2001  32483710                           05/01/2001
                                          S      06/01/2001  32483789                           06/01/2001
7012       08/16/2001 08/16/2001  Recon      Batch   No   2-AMERICAN HOSPITAL    7380.00          0.00     0.00      0.00       7380.00
                                          S      05/03/2001  32483589                           04/12/2001
7013       08/16/2001 08/16/2001  Recon      Batch   No   6-UNDER CONSTRUCTION      6.00          0.00     0.00      0.00          6.00
                                          P      07/03/2001  32483855                           07/03/2001
7014       08/16/2001 08/16/2001  Recon      Batch   No   10-BAXTER HOSPITAL S    615.00          0.00     0.00      0.00        615.00
                                          G      05/07/2001  32483748    LITTLE RICKY           05/07/2001
7015       08/16/2001 08/16/2001  Void       Batch   No   12-BAXTER - IV DIVIS    340.00          0.00     0.00      0.00        340.00
                                          P      07/25/2001  32483884    NONE                   07/25/2001
7016       08/16/2001 08/16/2001  Recon      Batch   No   17-XINIA ENTERPRISES    356.21         17.17     0.00     10.16        328.88
                                          S      05/03/2001  32483722                           05/03/2001
                                          S      05/03/2001  32483723                           05/03/2001
7017       08/16/2001 08/16/2001  Recon      Batch   No   17-XINIA ENTERPRISES     43.01          0.00     0.00      0.00         43.01
                                          P      01/08/2001  32483042    THIS YEAR              01/08/2001
                                          P      01/08/2001  32483043    LAST YR                01/08/2001
7018       08/16/2001 08/16/2001  Recon      Batch   No   17-XINIA ENTERPRISES     42.83          0.00     0.00      2.10         40.73
                                          S      07/12/2001  32483873    20                     07/16/2001
7019       08/16/2001 08/16/2001  Recon      Batch   No   20-BONNIE TAX NO SAT    185.00         33.30     0.00      0.00        151.70
                                          P      07/11/2001  32483871    BW                     07/11/2001
7020       08/16/2001 08/16/2001  Recon      Batch   No   54-CALIFORNIA TAX CO     70.37          0.00     0.00      0.00         70.37
                                          S      05/01/2001  32483709                           05/01/2001
                                          S      06/01/2001  32483788                           06/01/2001
7021       05/25/2005 05/25/2005             Link    No   -                        0.00          0.00     0.00      0.00          0.00
7022*      08/16/2001 08/16/2001  Void       Batch   No   252-XINIA PAPER PROD     92.00         10.00     0.00      0.00         82.00

* - Detail for this check must be seen using Check Inquiry or original check register.  Voucher(s) set back to a re-distributed
status. Current voucher data and/or check print type may not be set the same as at the time of this check number.
```

REMIT VENDOR/MATCHED INVOICE REPORTS

The Remit Vendor/Matched Invoice reports contain information related to the transfer of data between STAR Accounts Payable/General Ledger and Pathways Materials Management™:

Remit Vendor Audit Report (GARVENA) (page 8-117)	Lists all vendor records that have been received/processed from Pathways Materials Management. The report includes the vendor number, name, address lines 1 and 2 and status. This report is **not** entity-specific.
Remit Vendor Exception Report (GARVENE) (page 8-119)	Lists all vendor records that were rejected from Pathways Materials Management in the last day's processing. The report includes the same information as the Remit Vendor Audit report, but for rejected records only. This report is **not** entity-specific.
Matched Invoice Audit Report (GARINVA) (page 8-121)	Lists all invoice records for a particular entity that have been received/processed from Pathways Materials Management. The report includes the batch, invoice number, vendor number, voucher number, invoice date, type, invoice amount, purchase order number, and status.
Matched Invoice Exception Report (GARINVE) (page 8-123)	Lists all invoice records for a particular entity that were rejected from Pathways Materials Management in the last day's processing. The report includes the same information as the Matched Invoice Audit report, but for rejected records only.

Generating a Remit Vendor/Matched Invoice Report

To generate the Remit Vendor/Matched Invoice reports, choose the **Demand Reports** option, and then choose **Remit Vendor/Matched Invoice Reports.** The following submenu is displayed for you to choose the report you want to generate:

```
        General Hospital Remit Vendor/Matched Invoice Reports Processor
                                          Sun Sep 14, 2003 12:08 am
 Remit Vendor/Matched Invoice Reports Input Options


            Option No.  Option
            ----------------------------------------
                1        Remit Vendor Audit Report
                2        Remit Vendor Error Report
                3        Matched Invoice Audit Report
                4        Matched Invoice Error Report
                5        Generate all reports









 Enter option number--
```

After selecting the option number for the report you want to generate, the following message is displayed:

> *BACKGROUND PROCESS STARTED*

The system then generates the report and (depending on how this report is defined in Reports Maintenance) either sends it to a printer or to the Demand queue.

Remit Vendor Audit Report (GARVENA)

Description: The Remit Vendor Audit Report (GARVENA) lists all vendor records that have been received/processed from Pathways Materials Management.

Report Data: Vendor number, name, address lines 1 and 2 and status. This report is **not** entity-specific.

How This Report Is Generated: On demand, by choosing this report option from the **Remit Vendor/ Matched Invoice Reports** menu in Demand Reports.

Totals: Vendor.

Special Instructions: This report is related to the base interfaces available to customers who are using both Pathways Materials Management and STAR Accounts Payable/ General Ledger.

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Figure 8.43 Remit Vendor Audit Report (GARVENA)

```
Date: 08/27/03                                    General Hospital                                    Page  : 1
Time: 5:04                                 Remit Vendor Integration Audit Report                      Report:  GARVENA


--------------------------------------------------------------------------------------------------------------------

Receive Date : 08/26/03

Seq          Vendor        Vendor                          Address                     Address          Vendor
Number       Number        Name                            Line  1                     Line 2           Status
--------------------------------------------------------------------------------------------------------------------
16942        900027        SMITH SIGN SERVICE INC          526 PACIFIC AVE             SUITE 803        ACTIVATED
16943        9680          THOMSON MICROMEDEX INC          PO BOX 95334                ""               ACTIVATED
16944        9680-1        MICROMEDIX  INC.                PO BOX 95553                ""               INACTIVATED
16945        9680-2        MICROMEDIX  INC.                PO BOX 95554                ""               INACTIVATED
16946        9680-3        MICROMEDIX  INC.                PO BOX 95334                ""               INACTIVATED
16947        2514          JOHNSON \& JOHNSON HEALTHCARE SYSTEMS5972 COLLECTIONS CTR. DR. ""            ACTIVATED
16949        2689          SHARN  INC.                     PO BOX 21666                ""               ACTIVATED
16950        50526-1       STEUBEN                         151 CENTER WAY              ""               INACTIVATED
16951        50526-2       STEUBEN                         ONE STEUBEN WAY             ""               INACTIVATED


             TOTAL VENDORS                      9


                                              End of Report
```

Remit Vendor Exception Report (GARVENE)

Description: The Remit Vendor Exception Report (GARVENE) lists all vendor records that were rejected from Pathways Materials Management in the last day's processing. The report includes the same information as the Remit Vendor Audit report, but for rejected records only.

Report Data: Vendor number, name, address lines 1 and 2 and status. This report is **not** entity-specific.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Remit Vendor/ Matched Invoice Reports** menu in Demand Reports.

Totals: Number of vendors with errors

**Special
Instructions:**   This report is related to the base interfaces available to customers who are using both Pathways Materials Management and STAR Accounts Payable/ General Ledger.

Figure 8.44 Remit Vendor Exception Report (GARVENE)

```
Date: 08/27/03                              General Hospital                              Page  : 1
Time: 5:04                          Remit Vendor Integration Exception Report             Report:  GARVENE


-----------------------------------------------------------------------------------------------------------

Receive Date : 08/26/03

Seq          Vendor      Vendor                        Address                   Address              Vendor
Number       Number      Name                          Line  1                   Line 2               Status
-----------------------------------------------------------------------------------------------------------
0
** VENDOR MASTER NOT UPDATED DUE TO THE FOLLOWING ERRORS **
   *** Vendor number contains Alpha characters ***
   *** Invalid Vendor status ***
   *** Discount Percent missing ***
   *** Vendor discount days missing ***
   *** Vendor Discount due date missing ***

16948
** VENDOR MASTER NOT UPDATED DUE TO THE FOLLOWING ERRORS **
   *** Vendor number contains Alpha characters ***
   *** Invalid Vendor status ***
   *** Discount Percent missing ***
   *** Vendor discount days missing ***
   *** Vendor Discount due date missing ***



        TOTAL VENDORS RECEIVED WITH ERRORS            2


                                          End of Report
```

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Matched Invoice Audit Report (GARINVA)

Description:	The Matched Invoice Audit Report (GARINVA) lists all invoice records for a particular entity that have been received/processed from Pathways Materials Management.
Report Data:	Batch, invoice number, vendor number, voucher number, invoice date, type, invoice amount, purchase order number, and status.
How This Report Is Generated:	On demand, by choosing this report option from the **Remit Vendor/ Matched Invoice Reports** menu in Demand Reports.
Totals:	Invoice Amount - by page total and grand total
Special Instructions:	This report is related to the base interfaces available to customers who are using both Pathways Materials Management and STAR Accounts Payable and General Ledger.

Figure 8.45 Matched Invoice Audit Report (GARINVA)

```
Date: 08/27/03                          General Hospital                         Page  : 3
Time: 5:04                      Matched Invoice Integration Audit Report          Report:  GARINVA


Entity Code/Name :  01 -  MODEL HOSPITAL
--------------------------------------------------------------------------------------------------------
Batch          Invoice          Vendor # Voucher #  Inv Date    Type    Invoice Amt  P.O. #           Status
--------------------------------------------------------------------------------------------------------
ed082700       522941515        1122     1182       04/09/2001  S            42.84   V142392          REJECTED
ed082700       522941516        1122     1184       04/09/2001  S            56.30   V142393          REJECTED
ed082700       522941525        1122     1186       04/09/2001  S           266.73   V142368          REJECTED
ed082700       522941528        1122     1188       04/09/2001  S             9.50   V142369          REJECTED
ed082700       522941530        1122     1190       04/09/2001  S            31.82   V142398          REJECTED
ed082700       522941531        1122     1192       04/09/2001  S             4.39   V142399          REJECTED
ed082700       522941532        1122     1194       04/09/2001  S             4.55   V142400          REJECTED
ed082700       522941533        1122     1196       04/09/2001  S             3.30   V142401          REJECTED
ed082700       522941534        1122     1198       04/09/2001  S             0.35   V142402          REJECTED
ed082700       522941536        1122     1200       04/09/2001  S             2.25   V142403          REJECTED
ed082700       522941538        1122     1202       04/09/2001  S            12.80   V142404          REJECTED
ed082700       522941540        1122     1204       04/09/2001  S            46.26   V142405          REJECTED
ed082700       522941545        1122     1206       04/09/2001  S            12.87   V142406          REJECTED
ed082700       522941547        1122     1208       04/09/2001  S            15.17   V142407          REJECTED
ed082700       522941548        1122     1210       04/09/2001  S             4.11   V142408          REJECTED
ed082700       522941550        1122     1212       04/09/2001  S            33.00   V142409          REJECTED
ed082700       522941551        1122     1214       04/09/2001  S             2.74   V142410          REJECTED
ed082700       522941553        1122     1216       04/09/2001  S            35.12   V142411          REJECTED
ed082700       522941555        1122     1218       04/09/2001  S            11.77   V142412          REJECTED
ed082700       522941556        1122     1220       04/09/2001  S             3.96   V142413          REJECTED
ed082700       522941560        1122     1222       04/09/2001  S           525.47   V142359          REJECTED
ks082700       12345678         1122     1224       04/11/2001  S           216.12   V129356          REJECTED
ks082700       470027           13433    1230       03/23/2001  S            61.95   139816           REJECTED
ks082700       I03215           22798    1236       03/29/2001  S          2475.00   121160           REJECTED
ks082700       R03215           22798    1238       03/29/2001  C         -1485.00   121160           REJECTED


           PAGE TOTAL                                                       2393.37


           GRAND TOTAL                                                     11971.54


                                        End of Report
```

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Matched Invoice Exception Report (GARINVE)

Description: The Matched Invoice Exception Report (GARINVE) lists all invoice records for a particular entity that were rejected from Pathways Materials Management in the last day's processing. The report includes the same information as the Matched Invoice Audit report, but for rejected records only.

Report Data: Batch, invoice number, vendor number, voucher number, invoice date, type, invoice amount, purchase order number, and status.

**How This Report
Is Generated:**   On demand, by choosing this report option from the **Remit Vendor/ Matched Invoice Reports** menu in Demand Reports.

Totals: Invoice Amount - by page total and grand total

**Special
Instructions:**   This report is related to the base interfaces available to customers who are using Pathways Materials Management and STAR Accounts Payable and General Ledger.

Figure 8.46 Matched Invoice Exception Report (GARINVE)

```
Date: 08/27/03                          General Hospital                     Page  : 1
Time: 5:04                      Matched Invoice Integration Exception Report        Report:  GARINVE


Entity Code/Name :  01 - MODEL HOSPITAL
-------------------------------------------------------------------------------------------------------
Batch        Invoice          Vendor # Voucher #  Inv Date    Type    Invoice Amt   P.O. #          Status
-------------------------------------------------------------------------------------------------------
ed082700    522941571          1122    1016       04/09/2001                -2.43   V140064         USER HOLD
   *** Duplicate Invoice number ***



          PAGE TOTAL                                             -2.43



          GRAND TOTAL                                            -2.43


                                        End of Report
```

Generate All Reports

Choosing this report option from the **Remit Vendor/Matched Invoice Reports** menu in Demand Reports allows you to generate the following set of reports related to the base interfaces between Pathways Materials Management and STAR Accounts Payable/General Ledger:

Remit Vendor Audit Report (GARVENA) (page 8-117)

Remit Vendor Exception Report (GARVENE) (page 8-119)

Matched Invoice Audit Report (GARINVA) (page 8-121)

Matched Invoice Exception Report (GARINVE) (page 8-123)

ONLINE BANK RECONCILIATION REPORTS

The Online Bank Reconciliation function can be accessed from the **AP Processes** menu. This function enables you to reconcile bank statements and other items, process returned checks, enter deposits, and print reports. For more information, see "Online Bank Reconciliation" (page 6-34) in Chapter 6: PROCESSES.

The reports included in the Online Bank Reconciliation function and described on the following pages are:

Outstanding Check List (GARBKC) (page 8-127)	Lists all outstanding checks (AP payment checks issued but have not cleared the bank) for any period(s).
Bank Balancing Report (GARBKB) (page 8-130)	Prints the Online Bank Balancing screen, which reconciles the bank statement with the GL cash balance.
Adjustments/Reconciling Items Report (GARBKA) (page 8-131)	Prints the Adjustments/Reconciling Items screen, which lists miscellaneous debits and credits such as bank or posting errors, check printing charges, etc.
Returned Check List (GARBKR) (page 8-132)	Prints the Returned Checks screen, which lists checks that have been cleared by the bank and verified by the STAR AP user.
Deposits In Transit (GARBKD) (page 8-134)	Prints the Deposits screen, which lists deposits made while running the Deposits function.

Generating an Online Bank Reconciliation Report

To generate any of these reports, choose **Online Bank Reconciliation** from the AP Processes menu. You will be prompted to enter an Entity Code, a Check Code (representing the type of payment – Invoice, Refund, Employee Reimbursement, or Capital Acquisition), and a Reconciliation Date. After entering this information, the Online Bank Reconciliation screen appears. Select the appropriate option to access the desired report.

The Online Bank Reconciliation reports are described on the following pages.

Outstanding Check List (GARBKC)

Description: The Outstanding Check List report (GARBKC) lists all outstanding checks for any period(s) you select.

When a check has cleared the bank and has been verified by you, the system marks the check as R for Returned. The check does not appear on this report unless it is outstanding.

Report Data: Check Number, Amount, and Date; Vendor Name and Number.

How This Report Is Generated: On demand, by choosing this report option from the **Online Bank Reconciliation** menu (in Processes).

Sorted by: Entity Code.

Subsorted by: Check Code; Fiscal Year; Check Number within fiscal period.

Subtotals: FISCAL PERIOD: Number of outstanding checks.
FISCAL PERIOD: Dollar Amount of outstanding checks.

Grand Totals: ENTITY: Dollar Amount total for all selected fiscal periods.

Special Instructions: **For Outstanding Checks with No Check Print Date:** As a precautionary measure, the final section of this report lists any outstanding checks in the system that do not have a print date. The section begins with the heading "Checks with missing check print dates." The checks are then listed, with asterisks (**** **) displaying in the Fiscal Year/Period column. The date displays as **/**/****.

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Figure 8.47 Outstanding Check List (GARBKC)

```
Date: 04/22/1999                        HBOC MODEL HOSPITAL OF GEORGIA                    Page  : 9
Time: 11:43am                          Outstanding Check List For 04/22/1999             Report: GARBKC01
Check Code: 1 CHECK CODE 1
Checking Account Number : 9876543210
Bank Reconciliation Date: 01/02/1999
Fiscal
Year/Period    Check Number     Check Date       Check Amount    Vendor Number   Vendor Name
-----------------------------------------------------------------------------------------------------------
1999   04        1231351        01/30/2000           480.00         133   TAXABLE SAT GA VENDOR
1999   04        1231352        01/31/2000           480.00         133   TAXABLE SAT GA VENDOR
1999   04        1231353        01/31/2000           480.00         133   TAXABLE SAT GA VENDOR
1999   04        1231354        01/31/2000           480.00         133   TAXABLE SAT GA VENDOR
1999   04        1231355        01/31/2000           613.00         133   TAXABLE SAT GA VENDOR
1999   04        1231356        01/31/2000           480.00         133   TAXABLE SAT GA VENDOR
1999   04        1231357        01/31/2000           530.00         133   TAXABLE SAT GA VENDOR
1999   04        1231358        04/07/1999           207.48          15   ANOTHER REMIT
1999   04        1231361        02/02/2000           530.00         133   TAXABLE SAT GA VENDOR
1999   04        1231362        02/02/2000           580.00         134   TAXABLE NON-SAT
1999   04        1231363        02/02/2000           350.00         135   NON-TAXABLE VENDOR
1999   04        1231364        02/02/2000           350.00         135   NON-TAXABLE VENDOR
1999   04        1231365        02/02/2000           350.00         135   NON-TAXABLE VENDOR
1999   04        1231366        04/08/1999           350.00         135   NON-TAXABLE VENDOR
1999   04        1231367        04/08/1999            40.00           5   MEDICAL OF ABBEY
1999   04        1231368        02/08/2000           580.00         134   TAXABLE NON-SAT
1999   04        1231369        02/09/2000           350.00         135   NON-TAXABLE VENDOR
1999   04        1231370        04/15/1999           480.00         133   TAXABLE SAT GA VENDOR
1999   04        1231371        04/17/1999            10.60           5   MEDICAL OF ABBEY
1999   04        1231372        04/15/1999         1,060.00         133   TAXABLE SAT GA VENDOR
1999   04        1231373        02/09/2000             2.00           2   AMERICAN HOSPITAL SUPPLY
1999   04        1231374        02/09/2000             5.00           5   MEDICAL OF ABBEY
1999   04        1231376        02/09/2000    26,358,024,451.50      16   SAMS WAREHOUSE
1999   04        1231377        02/09/2000         1,130.00          11   JOHNSON & JOHNSON
1999   04        1231378        02/09/2000           290.00          11   ANOTHER REMIT
1999   04        1231379        02/09/2000         1,250.00          15   ANOTHER REMIT
1999   04        1231380        02/09/2000           271.44          90   TIM'S GOOD STUFF
1999   04        1231381        02/09/2000           160.00          91   ONE REMIT
1999   04        1231382        02/09/2000         1,351.40          91   ONE REMIT
1999   04        1231383        02/09/2000           468.00          91   SECOND REMIT
1999   04        1231384        02/09/2000           625.00          91   THIRD REMIT
1999   04        1231385        02/09/2000           143.26          91   FOURTH REMIT
1999   04        1231386        02/09/2000           800.00          91   FOURTH REMIT
1999   04        1231387        02/09/2000           860.46          91   FIFTH REMIT
1999   04        1231388        02/09/2000           123.00          91   SIXTH REMIT
1999   04        1231389        02/09/2000            55.00          91   SEVENTH  REMIT
1999   04        1231390        02/09/2000           880.45         114   REMIT NAME 1
1999   04        1231391        02/09/2000           413.12         127   WILSON,DEE
Number of Outstanding Checks:                          55
Total Dollar Amount Outstanding:            26,358,050,650.71
```

Figure 8.48 Outstanding Check List (GARBKC) - missing check print dates

```
Date: 04/22/1999                        HBOC MODEL HOSPITAL OF GEORGIA                    Page  : 10
Time: 11:43am                        Outstanding Check List For 04/22/1999                Report: GARBKC01


Check Code: 1 CHECK CODE 1
Checking Account Number : 9876543210
Bank Reconciliation Date: 01/02/1999


Fiscal
Year/Period   Check Number        Check Date        Check Amount   Vendor Number  Vendor Name
---------------------------------------------------------------------------------------------------------


Checks with missing check print dates


****    **            400          **/**/****              0.00
****    **            401          **/**/****              0.00
****    **            402          **/**/****              0.00
****    **            403          **/**/****              0.00
****    **            404          **/**/****              0.00
****    **            407          **/**/****              0.00
****    **            408          **/**/****              0.00
****    **            409          **/**/****              0.00
****    **            410          **/**/****              0.00
****    **            411          **/**/****              0.00
****    **            412          **/**/****              0.00
****    **            413          **/**/****              0.00
****    **            414          **/**/****              0.00
****    **           1234          **/**/****              0.00
****    **           1501          **/**/****              0.00
****    **           5001          **/**/****              0.00
****    **           5002          **/**/****              0.00
****    **           5003          **/**/****              0.00
****    **           5004          **/**/****              0.00
****    **           5005          **/**/****              0.00
****    **           5006          **/**/****              0.00
****    **           5007          **/**/****              0.00
****    **           6001          **/**/****              0.00
****    **           6002          **/**/****              0.00
****    **           6006          **/**/****              0.00
****    **           6008          **/**/****              0.00
****    **           6009          **/**/****              0.00
****    **           6010          **/**/****              0.00
****    **           6011          **/**/****              0.00
****    **           6013          **/**/****              0.00
****    **           6019          **/**/****              0.00
```

Bank Balancing Report (GARBKB)

Description: The Bank Balancing Report (GARBKB) is a printed copy of the Online Bank
Balancing screen, which reconciles the bank statement with the GL Cash
balance. For more information about this screen, see "Balancing the Bank
Reconciliation Screen" (page 6-40) in Chapter 6: PROCESSING.

**How This Report
Is Generated:**   On demand, by choosing the **Balancing** option from the Online Bank
Reconciliation menu (in Processes).

Figure 8.49 Bank Balancing Report (GARBKB)

```
Date: 12/15/89                 GENERAL HOSPITAL                Page  : 1
Time: 14:23               Bank Balancing Report              Report: GARBKBBA

Check Code: 1 AP CHECKING ACCOUNT          Bank Reconciliation Date: 12/13/89
Fiscal Period End Date: 12/31/89           Bank Statement End Date : 12/15/89

ENDING BALANCE ON BANK STATEMENT                              122,000.00

    ADD DEPOSIT IN TRANSIT                                    211,050.00

    LESS OUTSTANDING CHECKS                                       830.00
                                                         ----------------

BALANCE                                                       332,220.00

    RECONCILING ITEMS                                            185.00
                                                         ----------------

RECONCILED BALANCE                                            332,035.00
                                                         ================

GENERAL LEDGER CASH BALANCE                                   332,035.00
                                                         ================


                            End of Report
```

Adjustments/Reconciling Items Report (GARBKA)

Description: The Adjustments/Reconciling Items Report (GARBKA) is a printed copy of the Adjustments/Reconciling Items screen, which lists miscellaneous debits and credits such as bank or posting errors, check printing charges, etc. For more information about this screen, see "Adjustments/Reconciling Items" (page 6-38) in Chapter 6: PROCESSING.

**How This Report
Is Generated:**   On demand, by choosing the **Adjustments/Reconciling Items** option from the Online Bank Reconciliation menu (in Processes). When you enter this option and then accept the screen, the system prompts whether you want a printed list. Answer **Y** to print the report.

Figure 8.50 Adjustments/Reconciling Items (GARBKA)

```
Date: 12/16/89                 GENERAL HOSPITAL                Page  : 1
Time: 14:56                Adjustments/Reconciling Items       Report: GARBKA

Check Code: 1 AP CHECKING ACCOUNT
Checking Account Number : 114-23068646
Bank Reconciliation Date: 12/13/89

Description            D/C   Amount of Adj/Rec Items
-------------------------------------------------------
CHECK PRINTING CHARGE    C                   150.00
SERVICE CHARGE           C                    35.00




Total Number of Adj/Rec Items:                    2
Total Amount of Adj/Rec Items:            <185.00>

                       End of Report
```

Returned Check List (GARBKR)

Description: The Returned Check List (GARBKR) is a printed copy of the Returned Checks screen in Online Bank Reconciliation. For more information about this screen, see "Returned Checks" (page 6-36) in Chapter 6: PROCESSING.

Report Data: Check Date/Number/Amount of each returned check.

How This Report
Is Generated: On demand, by choosing this report option from the **Online Bank Reconciliation** menu (in Processes).

Selection
Criteria: When this option is selected, the following prompts display:

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

Print (H)orizontally or (V)ertically? [H]--

Selecting **H** (Horizontal) lists the checks in ascending order from left to right, using three columns of checks per page (Landscape format). The following report example illustrates this Horizontal (Landscape) format.

Selecting **V** (Vertical) lists the checks in ascending order from top to bottom, using three columns of checks per page (Portrait format).

Figure 8.51 Returned Check List (GARBKR) - horizontal format

```
Date: 07/05/91                          GENERAL HOSPITAL                          Page  : 1
Time: 09:17pm                         AP Bank Reconciliation                     Report: GARBKRGH
                                        Returned Check List

Check Code: 1 AP CHECK ACCOUNT                                          Account Number: 34-58475
Bank: 1 THIRD NATIONAL


Check Date   Check Number   $ Amount      Check Date   Check Number   $ Amount      Check Date   Check Number   $ Amount
------------------------------------------------------------------------------------------------------------------------


03/04/91           1         317.00       03/22/91          10         187.00       05/16/91         102         109.00
05/16/91         104         333.00       05/24/91         106          53.07       03/22/91          11         434.00
03/22/91          12         202.00       03/22/91          13         593.55       03/22/91          14         160.00
03/22/91          15         952.38       03/22/91          16       9,832.54       03/22/91          17          24.75
03/25/91          19       2,424.87       03/25/91          21       8,966.80       03/25/91          23         346.14
03/26/91          26          55.62       03/26/91          27         650.00       03/27/91          31      10,000.00
03/27/91          32      10,000.00       03/27/91          33         562.00       03/28/91          35         102.04
03/28/91          36          60.37       03/28/91          37          20.48       03/28/91          38         600.00
03/28/91          39           5.25       04/16/91          40         100.00       03/22/91           8       3,330.00
03/22/91           9         290.00

Grand Total Number of Returned Checks:           28
Grand Total of Dollar Amount Returned:    50,711.86

                                        End of Report
```

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Deposits In Transit (GARBKD)

Description: The Deposits In Transit report (GARBKD) lists deposits made while running the Deposits function in the Online Bank Reconciliation process. This information is also displayed on the Deposits screen. For more information about this function, see "Deposits" (page 6-35) in Chapter 6: PROCESSING.

**How This Report
Is Generated:** On demand, by choosing the **Deposits** option from the Online Bank Reconciliation menu (in Processes). When you enter this option and then accept the screen, the system prompts whether you want a printed list. Answer **Y** to print the report.

Figure 8.52 Deposits In Transit Report (GARBKD)

```
Date: 12/13/89               GENERAL HOSPITAL             Page  : 1
Time: 15:01                     Deposits                  Report: GARBKD

Check Code: 1 AP CHECKING ACCOUNT
Checking Account Number : 114-23068646
Bank Reconciliation Date: 12/13/89

Date of Deposit             Amount of Deposit
-----------------------------------------------
    11/21/89                      56,889.00
    12/02/89                      23,990.00
    12/09/89                     112,897.00
    12/11/89                      17,274.00

Total Number of Deposits:              4
Total Amount of Deposits:      211,050.00

                        End of Report
```

BANK RECONCILIATION PC OR UNIX REPORT

The Bank Reconciliation PC or UNIX function can be accessed from the **AP Processes** menu. This function enables you to create a report that lists the data that was selected to be included in your outbound bank reconciliation file.

The report included in the Bank Reconciliation PC or UNIX function and described on the following pages is:

AP OB Bank Recon Dump Report (GARBOB) (page 8-135)	Lists the data that was selected to be included in your outbound bank reconciliation file.

AP OB Bank Recon Dump Report (GARBOB)

Description: The AP OB Bank Recon Dump Report (GARBOB) provides an audit trail as an exact record of what was placed on the outbound bank reconciliation file and in what positions. The report header page lists the file characteristics as defined in AP Parameters, Outbound Bank Recon File Format along with the check code, decimal indicator, record delimiter, and the date of the check file selected, and either **Current** (indicating checks that have never been downloaded to a bank reconciliation file) or **Previous** (checks downloaded on a previous date are selected, and a new file is created for those checks). A counter is shown on the first row of each page to assist with counting file positions and matching them to bank requirements. For more information about this function, see "OUTBOUND BANK RECON FILE FORMAT" on page 3-46.

How This Report
Is Generated: Automatically as a result of creating/sending an Outbound Bank Reconciliation file to PC or UNIX. First, you set up Outbound Bank Recon File Format Parameters that meet your banking institution requirements (see "OUTBOUND BANK RECON FILE FORMAT" on page 3-46.). Next, you select **AP Processes**, **Bank Reconciliation PC or UNIX** to create the file. Enter an Entity Code and a Check Code (representing the type of payment – Invoice, Refund, Employee Reimbursement, or Capital Acquisition), and then respond to the following prompts:

> *Create tape for (C)urrent checks, or (P)revious run [C]?--*

> *Write records to PC or Unix? (P/U)[P]--*

The report is not available on Demand and there are no file criteria selections.

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Figure 8.53 AP OB Bank Recon Dump Report (GARBOB) - Page 1

```
Date: 04/28/2006                              HAPPY HOSPITAL                              Page  : 1
Time: 01:08pm                        AP OB Bank Recon Dump Report For 04/28/2006          Report: GARBOB01

                                   Date chosen: Previous (04/28/2006)

    File Format Characteristics:


    Check Code:     12
    Record Delimiter:  CR/LF
    Decimal Indicator: No
                                     Incl    Rcrd    Beg    Field    Field    Fill    Date
    Literal Value or Data Field      Y/N     Type    Pos    Lengt    Justif   Type    Format
    ------------------------------------------------------------------------------------------------
Date File Created                    Y       H1      1      8        Left     Blank   2
Checking Account Number              Y       H1      9      15       Right    Blank   0
Check Number                         Y       D       1      7        Right    Zero    0
Check Date                           Y       D       25     8        Left     Blank   2
Check Amount                         Y       D       8      10       Right    Zero    0
Check Void Flag                      Y       D       18     1        Left     Blank   0
Check Code                           N
Total Number of Records              N
Total Number of Checks               Y       T1      1      4        Right    Zero    0
Total Sum of Checks                  Y       T2      1      15       Right    Zero    0
call 678-888-9977 with questions     Y       H2      1      35       Left     Blank   0
```

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Figure 8.54 AP OB Bank Recon Dump Report (GARBOB) - Page 2

```
Date: 04/28/2006                              HAPPY HOSPITAL                                Page  : 2
Time: 01:08pm                      AP OB Bank Recon Dump Report For 04/28/2006              Report: GARBOB01


          12345678901234567890123456789012345678901234567890123456789012345678901234567890
H1        04282006        35211554
H2        call 678-888-9977 with questions
D    1    00000010000015000      04122001
D    2    000000030000010000     04172001
D    3    0000000400000012500V   04172001
D    4    00000060000013000      04172001
D    5    00000100000014000      04172001
D    6    000001200000022400     04172001
D    7    0000001300000023000    04172001
D    8    00000140000012500      04172001
D    9    00000150000142125      01312002
D   10    00000160000000000      10122005
D   11    00000170000000000      10272005
D   12    00000180000018315      10272005
D   13    00000190000000000      10272005
D   14    00000200000000000      10272005
D   15    00000210000018900      10272005
D   16    00000220000030600      10272005
D   17    00000230000000000      10282005
D   18    00000240000000000      10282005
D   19    00000250000000000      10282005
D   20    00000260000031400      04072006
D   21    0000027000090000V      04072006
D   22    00000280000030000      04072006
D   23    0000029000000000V      04282006
D   24    00000300000009195      04072006
D   25    00000310000070000      04072006
D   26    00000320000043805      04072006
D   27    0000033000060000V      04072006
D   28    00000340000065437      04072006
D   29    0000035000000000V      04072006
D   30    0000036000000000V      04072006
D   31    000003700000025400     04072006
D   32    00000380000025000V     04072006
D   33    00000390000002500      04072006
D   34    0000040000000000V      04072006
D   35    00000410000008785      04072006
D   36    00000420000031000      04072006
D   37    00000430000002200      04032006
D   38    00000440000000000      04032006
D   39    00000450000008258      04032006
D   40    00000460000049000      04072006
```

Figure 8.55 AP OB Bank Recon Dump Report (GARBOB) - Page 3

```
Date: 04/28/2006                              HAPPY HOSPITAL                           Page  : 3
Time: 01:08pm                        AP OB Bank Recon Dump Report For 04/28/2006       Report: GARBOB01


            1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
D    50     000005600000077000         04102006
D    51     000005700000083912         04102006
D    52     000005800000037200         04102006
D    53     000005900000000000         04102006
D    54     0000060000000000000V       04102006
D    55     0000061000000000000V       04102006
D    56     000006200000013628         04102006
D    57     000006300000001500         04102006
D    58     0000064000000000000V       04102006
D    59     0000065000000000000V       04102006
D    60     0000066000000000000V       04102006
D    61     0000070000000022500V       04102006
D    62     000007100000023138         04102006
D    63     000007200000056534         04102006
D    64     000007300000007366         04102006
D    65     000007400000011110         04102006
D    66     000007500000031450         04102006
D    67     000007600000022500         04102006
D    68     000007700000074100         04102006
D    69     000007800000020258         04102006
D    70     000007900000040000         04102006
D    71     000008000000007068         04102006
D    72     000008100000014500         04102006
D    73     000008200000040680         04102006
D    74     000008300000011200         04102006
D    75     000008400000025000         04102006
D    76     000008500000020000         04102006
D    77     000008600000034440         04102006
D    78     000008700000034500         04102006
T1          0078
T2          000000001261629


                                        End of Report
```

CHECK PROCESSING REPORTS

Check Processing reports contain information regarding vendor payment checks. (See "CHECK PROCESSING" on page 6-3 in this volume for more information.) Check Processing reports are listed below and described on the following pages:

+ You can use the STAR Audit Service to audit user requests for certain reports. 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. The report requests that can be audited are marked with a plus sign (+). For more information, see the *STAR Audit Service Reference Guide*.	
+Payment Selection Report (GARPSP) (page 8-140)	Lists invoices selected to be paid by Batch Check run, based on Payment Selection Criteria screen settings.
Demand Cash Requirements Report (GARDCR) (page 8-146)	Lists unpaid invoices with a "Demand" Check Print type.
Vendor Check Limits Report (GARPOL) (page 8-151)	Prints vendors selected for payment whose payment amount equals or exceeds the Vendor Check Limit.
+Check Register (GARACR) (page 8-154)	Lists the Batch checks generated during a specific check run. Also includes Demand, Manual, and Voided checks generated since the last Batch Check run/process. Produced when the Batch Check run successfully completes.
Manual Check Register (GARHCR) (page 8-159)	Lists the Manual checks (produced outside of STAR AP) entered for the current day. Produced during Midnight Processing.
+Demand Check Register (GARMCR) (page 8-161)	Lists the checks generated during a Demand Check run that successfully completed (report produced after the run).
Void Check Register (GARVCK) (page 8-163)	Lists checks that were voided that day.
Income Tax Withheld Report (GARITW) (page 8-165)	An audit report that serves as a paper trail for Income Tax Remittance invoices produced during the Income Tax Payments process.

Generating a Check Processing Report

These reports are produced during the applicable check process (Payment Selection, Batch Check, etc.). The method(s) of generating each Check Processing Report are included in the report descriptions on the following pages.

Payment Selection Report (GARPSP)

Description: The Payment Selection Report (GARPSP) provides a preview of invoices (vendor, employee reimbursements, patient refunds, etc.) that have been selected for payment, based on user-defined criteria established on the Payment Selection screen.

Vouchers that have been set back to a Distributed status (as a result of the Void Check Process) are indicated with an asterisk (*) on this report.

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.*

How This Report Is Generated: On demand, by choosing **Payment Selection Process** from the Check Processing menu (off the AP main menu). You will be prompted for an Entity Code and a Check Code before accessing the Payment Selection Criteria screen. Once you view/define your Payment Selection Criteria on-screen, the system will give you the option to print this report. For more information, see "PAYMENT SELECTION PROCESS" (page 6-4) in Chapter 6: PROCESSES.

Selection Criteria/Sort: The report can be printed by Invoice Due Date, Invoice Discount Date, or Vendor. Within the Invoice Due Date or Invoice Discount Date sort options you can choose a Vendor Alpha (by Remittance Name) or Numeric Sort. Within the Vendor sort option you can choose to sort by Vendor Remittance Name (Alpha) or Number.

NOTE: Since the Check Register is sorted by Check Number, and certain vendor checks are printed as priority, the Payment Selection Report and the Check Register may not be in the same exact order, even if you choose vendor name.

Subtotals: SELECTED VENDOR: Invoice Dollar Amount, Discount, Net Dollar Amount.

Grand Totals: Gross, Discount, and Net Dollar amounts for each of the following:
    CHECK CODE
    BATCH RUN (should match Check Register after checks are run)
    OUTSTANDING CREDIT BALANCES
    EMPLOYEE REIMBURSEMENTS
    PATIENT REFUNDS
    STANDARD INVOICES
    RECURRING INVOICES
    P.O. RELATED INVOICES

CREDIT MEMOS

**Special
Instructions:**   See the **Field Explanations** on page 8-144 for more information.

Figure 8.56 Payment Selection Report (GARPSP) - Page 19

```
Date: 06/25/2002                              HAPPY HOSPITAL                                    Page  : 19
Time: 08:34am                          Payment Selection For 06/25/2002                         Report: GARPSP01

Check Code  : 3 BONNIES 18.1 TEST                          Bank Code  : 16 REPUBLIC BANK
Payment Selection: 1                                       Sort: Vendor / Vendor Remittance Name

Vendor Nbr  Vendor Name                 Remittance Name              Address Line 1            City        State  Zip
Due Date Disc Date Inv Date       Invoice Nbr Type P.O. Nbr Sep Ck Pri
                                  Voucher Nbr   Invoice Amt   Disc. Amt    Income Tax      SAT Tax       Net Amount
--------------------------------------------------------------------------------------------------------------------------
    123  WILL'S CAMO STORE               WILL'S CAMO STORE            100 CAMO LANE              MOUNTAIN CITY TN    38216
01/14/02  04/16/02 04/12/02       CC3          S              No  No
                                  32484034        185.00         0.00         0.00         0.00            185.00
                                  *CHECK TOTAL:   184.04         0.00         0.00         0.00            184.04

                 REMITTANCE VENDOR TOTAL:         184.04         0.00         0.00         0.00            184.04

                          VENDOR TOTAL:           184.04         0.00         0.00         0.00            184.04

     14  GE WALKER, INC.                 WILSON IND                  3993 MAIN ST               LARGO        FL    39399
04/21/02  05/30/02 04/16/02       AC855        P       1699  No  No
                                  32484040         84.42         0.00         0.00         0.00             84.42
04/21/02  05/30/02 04/16/02       CC3 R2 NSNOOI P       1699  No  No
                                  32484043        131.70         0.00         0.00         0.00            131.70
04/17/02  05/31/02 04/17/02       CC3 R2       P       1699  No  No
                                  32484052      1,901.57         0.00         0.00         0.00          1,901.57
                                  *CHECK TOTAL: 2,117.69         0.00         0.00         0.00          2,117.69

                 REMITTANCE VENDOR TOTAL:       2,117.69         0.00         0.00         0.00          2,117.69

                          VENDOR TOTAL:         2,117.69         0.00         0.00         0.00          2,117.69

     18  XINIA FRUIT AND CHEMICAL CORP   XINIA CHEMICALS             324 BRENTRIDGE PARKWAY, N  JOHANNASBURG TOWNENV655871
04/09/02           03/25/02       *            S              No  No
                                  32484011      4,444.44         0.00         0.00         0.00          4,444.44
                                  *CHECK TOTAL: 4,444.44         0.00         0.00         0.00          4,444.44

                 REMITTANCE VENDOR TOTAL:       4,444.44         0.00         0.00         0.00          4,444.44

                          VENDOR TOTAL:         4,444.44         0.00         0.00         0.00          4,444.44

                 PAYMENT SELECTION TOTALS:    111,283.88     2,368.71-     2,110.00     2,689.94        108,852.65

         Check Code Total for Batch Check Run:  119,875.79       491.24     2,110.00       614.82        116,659.73
```

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Figure 8.57 Payment Selection Report (GARPSP) - Page 20

```
Date: 06/25/2002                         HAPPY HOSPITAL                         Page  : 20
Time: 08:34am                    Payment Selection For 06/25/2002               Report: GARPSP01


Check Code  :                                    Bank Code  :
Payment Selection: 1                             Sort: Vendor / Vendor Remittance Name


Vendor Nbr  Vendor Name            Remittance Name         Address Line 1         City         State  Zip
Due Date Disc Date Inv Date        Invoice Nbr Type P.O. Nbr Sep Ck Pri
                                   Voucher Nbr   Invoice Amt   Disc. Amt   Income Tax     SAT Tax      Net Amount
-------------------------------------------------------------------------------------------------------------------
              ENTITY TOTALS:       119,875.79       491.24    2,110.00      614.82       116,659.73

          Employee Reimbursements:     411.11         0.00        0.00        0.00           411.11
              Standard Invoices:    95,310.16       427.21    2,110.00      540.29        92,232.66
                   P.O. Related:    51,300.62        64.03        0.00      714.53        50,522.06
                   Credit Memos:    27,146.10-        0.00        0.00      640.00-       26,506.10-


                                       End of Report
```

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Field Explanations (GARPSP)

1. CHECK CODE
This field represents the check code selected prior to entering the Payment Selection screen. Check Code is defined from the Tables menu Check Code screen.

2. PAYMENT SELECTION
This field displays the actual code for the Payment Selection to print. When Payment Selection Criteria are defined during the Payment Selection Process, a code is assigned to each one.

3. BANK CODE
This is the code for the bank for this particular Check Code.

4. SORT
This report can be sorted by Invoice Due Date, Discount Date, or Vendor. A secondary sort is by Vendor Remittance Name or Vendor Number.

5. VENDOR NBR
The vendor number is assigned either by the system or by the user while adding vendors to the system during the Vendor Maintenance process. The vendor number can be up to 10 digits.

6. VENDOR NAME
This field represents the name of the vendor entered on the first screen of the Vendor Master.

7. REMITTANCE NAME
The Remittance Name is the name that actually prints on the check and determines the sort order of this report when an Alpha Sort is chosen.

8. ADDRESS LINE 1
This field represents the first line of the address that prints on the Accounts Payable check. Only the first line prints on this report for reference.

9. CITY/STATE/ZIP
The City/State/Zip is part of the Remittance Address and is the City/State/zip that prints on the check.

10. DUE DATE
This field represents the Invoice Due Date from the Invoice Header screen.

11. DISC DATE
This field represents the Invoice Discount Date from the Invoice Header screen.

12. INV DATE
This field represents the Vendor's Invoice Date from the Invoice Header screen.

13. VOUCHER NBR

The voucher number is automatically assigned when the user saves an invoice on the system. This voucher is stored on the Invoice Header screen.

14. INVOICE NBR

This field represents the Vendor's Invoice number which is stored on the Invoice Header screen.

15. TYPE

This field determines whether the invoice is a (S) Standard, (P) PO Related, (C) Credit memo, (R) Recurring, (E) Employee, or (R) Patient Refund. The invoice type is determined before the invoice is actually added to the AP system.

16. P.O. NBR

The field represents the purchase order number from the Invoice Header screen. If this is a PO-related invoice, the purchase order number is required; otherwise, it is optional.

17. SEP CK

This field is the Separate Check indicator. This field is on the Invoice Header screen and can be set to **Y** for Yes to print a separate check for this invoice, or **N** for No to combine this invoice with all other invoices for this vendor.

18. CK PRI

The Check Priority field on the Invoice Header determines whether this invoice/check has priority over all other vendor checks. If this field is **Y** for Yes, the check for this invoice prints before all other vendor checks. If this field is **N** for No, this check will not have a priority status.

19. INVOICE AMOUNT

This field represents the total amount of the invoice before the discounts are taken.

20. DISC. AMT

This field represents the total amount of the discount (if there are discount terms for the vendor).

21. INCOME TAX

This field represents the total amount of the income tax (if there is any associated with this vendor remittance.)

22. SAT TAX

This field represents the total amount of the Self-Assessed Tax withheld from this vendor remittance.

23. NET AMOUNT

This field represents the total amount of the invoice after the discount would be taken.

Demand Cash Requirements Report (GARDCR)

Description: The Demand Cash Requirements Report (GARDCR) lists all invoices that have been entered into the Accounts Payable system with a Check Print Type of D (for Demand), but their payment process is not yet completed.

Demand check printing means the invoice must be paid by generating a check on demand (as opposed to batch processing) in the AP system. Invoices with a "Demand" Check Print Type are included on the GARDCR report only if their header status is not Complete (meaning a check has not yet been generated for this invoice); see page 5-32 for more information. Vouchers that have been set back to a Distributed status (as a result of the Void Check Process) are indicated with an asterisk (*) on this report.

How This Report Is Generated: On demand, by choosing this report option from the **Demand Checks** submenu in the Check Processing function (off the AP main menu). It is recommended that you generate this report before running the Demand Checks process, to see how much the Demand check run will total.

Special Instructions: See the **Field Explanations** on page 8-149 for more information.

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Figure 8.58 Demand Cash Requirements Report (GARDCR) - Page 1

```
Date: 07/19/1999                          MODEL HOSP - ENT 01                              Page  : 1
Time: 10:07                          Demand Cash Requirement For 07/19/1999                Report: GARDCR01
Check Code  : 2 PATIENT REFUNDS                            Bank Code  : 1 NATIONS BANK
Pay Thr: 07/19/1999
                                                       Sort: Payment Due Date / Vendor Number
Vendor Nbr  Vendor Name                    Remittance Name           Address Line 1        City        State  Zip
Due Date Disc Date Inv Date         Invoice Nbr Type P.O. Nbr Sep Ck Pri
                    Voucher Nbr                     Invoice Amt    Disc. Amt   Income Tax      SAT       Net Amount
------------------------------------------------------------------------------------------------------------------
     40  ABEL,JODI A                                           30 CLYDE RD               WATERTOWN   MA     01272
04/19/98  04/16/98 04/16/98          DEM          E          No  No
                    294                 5,000.00        0.00         0.00        0.00        5,000.00
                    REMITTANCE VENDOR TOTAL:     5,000.00        0.00         0.00        0.00        5,000.00
                           VENDOR TOTAL:         5,000.00        0.00         0.00        0.00        5,000.00
                    PAYMENT DUE DATE TOTAL:      5,000.00        0.00         0.00        0.00        5,000.00
     16  Payment Source 1                                     address line 1            CITY 1      GA     303030303
07/08/98  07/07/98 07/07/98          AUCR980707016 R         Yes No
                    511                   100.00        0.00         0.00        0.00          100.00
                    REMITTANCE VENDOR TOTAL:       100.00        0.00         0.00        0.00          100.00
                           VENDOR TOTAL:           100.00        0.00         0.00        0.00          100.00
                    PAYMENT DUE DATE TOTAL:        100.00        0.00         0.00        0.00          100.00
    252  Abbott,Lacy                                          897 PIEDMONT              WALNUT CREEK CA     30346
10/01/98  10/01/98 10/01/98          DEMAND       E          No  No
                    711                   350.00        0.00         0.00        0.00          350.00
                    REMITTANCE VENDOR TOTAL:       350.00        0.00         0.00        0.00          350.00
                           VENDOR TOTAL:           350.00        0.00         0.00        0.00          350.00
                    PAYMENT DUE DATE TOTAL:        350.00        0.00         0.00        0.00          350.00
      2  AMERICAN HOSPITAL SUPPLY        AMERICAN HOSPITAL SUPPLY    1340 MAIN STREET         CHICAGO     IL     59087
02/15/99  02/01/99 01/12/99          17           S          No  No
                    981                   111.00        0.00         0.00        0.00          111.00
                    REMITTANCE VENDOR TOTAL:       111.00        0.00         0.00        0.00          111.00
                           VENDOR TOTAL:           111.00        0.00         0.00        0.00          111.00
                    PAYMENT DUE DATE TOTAL:        111.00        0.00         0.00        0.00          111.00
     40  FREIDA'S FLAPJACKS              FREIDA'S FOODS              P.O. BOX 837             BATTLE CREEK MI
04/10/99  04/08/99 04/08/99          S          No  No
                    1120                  500.00        0.00         0.00        0.00          500.00
                    REMITTANCE VENDOR TOTAL:       500.00        0.00         0.00        0.00          500.00
                           VENDOR TOTAL:           500.00        0.00         0.00        0.00          500.00
                    PAYMENT DUE DATE TOTAL:        500.00        0.00         0.00        0.00          500.00
```

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Figure 8.59 Demand Cash Requirements Report (GARDCR) - Page 2

```
Date: 07/19/1999                         MODEL HOSP - ENT 01                             Page  : 2
Time: 10:07                         Demand Cash Requirement For 07/19/1999                Report: GARDCR01
Check Code  : 2 PATIENT REFUNDS                              Bank Code  : 1 NATIONS BANK
Pay Thr: 07/19/1999
                                                    Sort: Payment Due Date / Vendor Number
Vendor Nbr  Vendor Name                 Remittance Name           Address Line 1          City        State  Zip
Due Date Disc Date Inv Date       Invoice Nbr Type P.O. Nbr Sep Ck Pri
            Voucher Nbr                Invoice Amt    Disc. Amt     Income Tax       SAT        Net Amount
--------------------------------------------------------------------------------------------------------------
    1740  AARRON,STEPHEN J                              321 LOWER ROSEDALE          TORONTO      ON   M5J8T7
04/11/99  04/06/99 04/06/99               E             No  No
                     1108            1,000.00       0.00         0.00        0.00         1,000.00
                REMITTANCE VENDOR TOTAL:    1,000.00       0.00         0.00        0.00         1,000.00
                          VENDOR TOTAL:    1,000.00       0.00         0.00        0.00         1,000.00
                     PAYMENT DUE DATE TOTAL:    1,000.00       0.00         0.00        0.00         1,000.00
    400100  GROUP NAME FOR BLUE CROSS BASI                BLUE CROSS ADDR. LINE ..1   BLUECROSS CITY...XAL30209
04/11/99  04/09/99 04/09/99       A9807200001  R       Yes No
                     1127             100.00       0.00         0.00        0.00          100.00
                REMITTANCE VENDOR TOTAL:     100.00       0.00         0.00        0.00          100.00
                          VENDOR TOTAL:     100.00       0.00         0.00        0.00          100.00
                     PAYMENT DUE DATE TOTAL:     100.00       0.00         0.00        0.00          100.00
     17  XINIA CORP                    UNITED XINIA              TWO ADDRESS LINE REMIT 1   NEW CAPE BURONTOWNME65322
06/22/99  06/27/99 06/17/99               S             No  No
                     1703             250.00       0.00         0.00        0.00          250.00
                REMITTANCE VENDOR TOTAL:     250.00       0.00         0.00        0.00          250.00
                          VENDOR TOTAL:     250.00       0.00         0.00        0.00          250.00
                     PAYMENT DUE DATE TOTAL:     250.00       0.00         0.00        0.00          250.00
                     CHECK CODE TOTALS:    7,411.00       0.00         0.00        0.00         7,411.00
        Total Invoices for Demand Check Run:    7,411.00       0.00         0.00        0.00         7,411.00
```

Figure 8.60 Demand Cash Requirements Report (GARDCR) - Page 3

```
Date: 07/19/1999                         MODEL HOSP - ENT 01                             Page  : 3
Time: 10:07                         Demand Cash Requirement For 07/19/1999                Report: GARDCR01
Check Code  : 2 PATIENT REFUNDS                              Bank Code  : 1 NATIONS BANK
Pay Thr: 07/19/1999
                                                    Sort: Payment Due Date / Vendor Number
Vendor Nbr  Vendor Name                 Remittance Name           Address Line 1          City        State  Zip
Due Date Disc Date Inv Date       Invoice Nbr Type P.O. Nbr Sep Ck Pri
            Voucher Nbr                Invoice Amt    Disc. Amt     Income Tax       SAT        Net Amount
--------------------------------------------------------------------------------------------------------------
                     ENTITY TOTALS:    7,411.00       0.00         0.00        0.00         7,411.00
                Employee Reimbursements:    6,350.00       0.00         0.00        0.00         6,350.00
                     Patient Refunds:     200.00       0.00         0.00        0.00          200.00
                     Standard Invoices:     861.00       0.00         0.00        0.00          861.00
                             End of Report
```

Field Explanations (GARDCR)

1. ENTITY
The Entity Code is a display-only field. It is selected upon entering the Demand Cash Requirements Report screen.

2. CHECK CODE
The Check Code determines the Bank and Checking Account for which checks are to be printed. It is very important that this field be entered correctly, otherwise the wrong invoices will be paid. If the Check Code is not known, a dash may be entered to display a list of valid codes. The Check Sort field from this Check Code is used to determine whether the check index is built in Vendor Name or Vendor Number order.

3. CHECK DATE
This is the date that prints on all checks for this check run.

4. SORT
The report can be sorted either by Invoice Due Date or by Vendor. If the Vendor option is selected, there is a secondary sort either by Vendor Name (A) or Vendor Number (N). Both sorts (Invoice Due Date and Vendor) produce a Demand Cash Requirement report that lists *every* invoice that has a D (Demand) in the Check Print Type screen and a header status that is *not* Complete, regardless of the invoice due date (past dates, today's date, future dates).

5. VENDOR NBR
The vendor number is assigned either by the system or by the user while adding vendors to the system during the Vendor Maintenance process. The vendor number can be up to 10 digits.

6. VENDOR NAME
This field represents the name of the vendor entered on the first screen of the Vendor Master.

7. REMITTANCE NAME
The Remittance Name is the name that actually prints on the check.

8. ADDRESS LINE 1
This field represents the first line of the address that prints on the Accounts payable check. Only the first line prints on this report for reference.

9. CITY/STATE/ZIP
The City/State/Zip is part of the Remittance Address and is the City/State/zip that prints on the check.

10. DUE DATE
This field represents the Invoice Due Date from the Invoice Header screen.

11. DISC DATE
This field represents the Invoice Discount Date from the Invoice Header screen.

12. INV DATE
This field represents the Vendor's Invoice Date from the Invoice Header screen.

13. VOUCHER NBR
The voucher number is automatically assigned when the user saves an invoice on the system. This voucher is stored on the Invoice Header screen.

14. INVOICE NBR
This field represents the Vendor's Invoice number and this information is stored on the Invoice Header screen.

15. TYPE
This field determines whether the invoice is a (S) Standard, (P) PO Related, (C) Credit memo, (R) Recurring, (E) Employee, or (R) Patient Refund. The invoice type is determined before the invoice is actually added to the AP system.

16. P.O. NBR
The field represents the purchase order number from the Invoice Header screen. If this is a PO Related invoice the purchase order number is required. Otherwise, the PO number is optional.

17. SEP CK
This field is the Separate Check indicator. This field is on the Invoice Header screen and can be set to **Y** for Yes to print a separate check for this invoice, or **N** for No to combine this invoice with all other invoices for this vendor.

18. CK PRI
The Check Priority field on the Invoice Header will determine whether this invoice/ check has priority over all other vendor checks. If this field is **Y** for Yes, then the check that this invoice is printed on will be printed before all other vendor checks. If this field is **N** for No, then this check will not have a priority status.

19. INVOICE AMOUNT
This field represents the total amount of the invoice before the discounts are taken.

20. DISC. AMT
This field represents the total amount of the discount (if there are discount terms for the vendor).

21. NET AMOUNT
This field represents the total amount of the invoice after the discount would be taken.

Vendor Check Limits Report (GARPOL)

Description: The Vendor Check Limits Report (GARPOL) prints all vendors from the Payment Selection Criteria whose payment will equal or exceed the "Vendor Check Limit" field (see page 2-11) in the Check Codes Table. This will not prevent the check from printing.

                       This is an exception report that lists these checks for special audit purposes. If the "Vendor Check Limit" field is null, the report does not generate any entries. If the "Vendor Check Limit" field is zero(0), all checks are included on this report.

How This Report
Is Generated: This report is generated automatically during the Payment Selection Process (described on pg. 6-4 in this volume), along with the "Payment Selection Report (GARPSP)" (page 8-140).

Special
Instructions: The **Field Explanations** on pg. 8-153 describe the information on this report.

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Figure 8.61 Vendor Check Limits Report (GARPOL)

```
Date: 09/09/2002                              GENERAL HOSPITAL                           Page  : 1
Time: 09:49am                         Vendor Check Limits For 09/09/2002                 Report: GARPOL01


Check Code  : 3 BONNIES 18.1 TEST                          Bank Code  : 16 REPUBLIC BANK
Check Limit: 2500                                          Payment Selection: 5

Vendor Nbr    Vendor Name                      Remittance Name           Sep Ck  Pri              Net Amount
-----------------------------------------------------------------------------------------------------------
         1    BAXTER HOSPITAL SUPPLY           BAXTER HOSPITAL SUPPLY       No     No                9,537.26
        11    JOHNSON & JOHNSON                ABBA INDUSTRY                No     No               12,020.00
        63    DRUGS AND MORE                   DRUGS AND MORE               No     No               33,955.68
      9585    AAA PEST CONTROL                 AAA PEST CONTROL OF FLORIDA  No     No                4,500.00

                                  Payment Selection Code Over Limit Total                          60,012.94

                                              End of Report
```

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Field Explanations (GARPOL)

1. CHECK CODE
This field represents the check code selected prior to entering the Payment Selection screen. The Check Code is defined from the Tables menu Check Code screen.

2. CHECK LIMIT
This field represents the amount entered in the Vendor Check Limits field on the Check Code screen.

3. BANK CODE
This is the code for the bank for this particular Check Code.

4. PAYMENT SELECTION
This field displays the actual code for the Payment Selection to print. When payment selection criteria are defined during the Payment Selection process, a code is assigned to each set of criteria.

5. VENDOR NBR
The vendor number is assigned either by the system or by the user while adding vendors to the system during the Vendor Maintenance process. The vendor number can be up to 10 digits.

6. VENDOR NAME
This field represents the name of the vendor entered on the first screen of the Vendor Master.

7. REMITTANCE NAME
The Remittance Name is the name that actually prints on the check.

8. SEP CK
This field indicates whether the check was designated as separate on the Check Print screen of the voucher.

9. PRI
This field indicates whether the check was designated as priority on the Check Print screen of the voucher.

10. NET AMOUNT
This field represents the total amount of the invoice after the discount is taken.

Check Register (GARACR)

Description: The Check Register report (GARACR) prints all checks issued for a specific Batch Check run, as well as other check types processed since the last Batch Check run. It provides accountability for each check number printed.

NOTE: Do not distribute paper checks from a batch run until this report has successfully completed.

The report includes separate sections for these check types:
- **Batch Checks** for the current Batch Check run.
- **Demand Checks** since the last Batch Check run.
- **Manual Checks** since the last Batch Check run.
- **Voided Checks** since the last Batch Check run.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

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*.

How This Report Is Generated: This report prints automatically after a Batch Check run, when you answer **Yes** to the prompt *Did All Checks Print OK?*. For more information about the Batch Check process, see pg. .

Report Data: Vendor Number/Name; Vendor's Invoice Number/Date; Voucher Number; GL Distribution Date; Gross Dollar Amount of the invoice; Discount Dollar Amount; Net Dollar Amount; Check Number.

Sorted by: Entity Code.

Subsorted by: Check Code; Check Numbers.

Subtotals: VENDOR: Dollar Amount of check(s).

Grand Totals: CHECK CODE: Gross/Discount/Net Dollar Amount; Number of Checks. INVOICE TYPE: Gross/Discount/Net Dollar Amount (for **Batch Checks** section only).

Special Instructions: Each of the check type sections in this cumulative Check Register report can be generated individually as daily reports. These individual reports are explained on the following pages.

NOTE: The Demand Check Process generates a separate report – the which includes only Demand checks printed for a specific run. The Demand Check Register uses the same form as the cumulative Check Register, butdoes not include Manual or Void check information.

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Figure 8.62 Check Register (GARACR) - Batch Checks Section

```
Date: 03/29/2000                         HAPPY HOSPITAL 01                           Page  : 1
Time: 15:59                        Batch Check Register For 03/29/2000               Report: GARACR01


Check Code: 3 BANK-CHECKING

                        Vendor        Vendor     T          Distr.
Vendor Nbr Vendor Name  Invoice Nbr   Inv Date   Y Vouchr Nbr Date
                                      Gross Amount         Disc     Income Tax          SAT       Net Amt  Check Nbr
--------------------------------------------------------------------------------------------------------------------
Check Voided - Printer Void                                                                                 636

Check Voided - Printer Void                                                                                 637

     68 ROXANNE         4066822       03/20/2000 C      2555 03/20/2000
                                         61.00-         0.00         0.00         0.00        61.00-
                        4066824       03/20/2000 P      2556 03/20/2000
                                         89.64          0.58         0.00         0.00        89.06
                        68320         03/20/2000 S      2557 03/20/2000
                                        155.00          1.25         0.00         0.00       153.75
    251 Cash,Joy        AGY HRS       03/29/2000 E      2126 03/29/2000
                                        800.00          0.00         0.00         0.00       800.00
                        CHECK TOTAL:    800.00          0.00         0.00         0.00       800.00        638

540703391 Gabriel,Janack AGY HRS      03/29/2000 E      2125 03/29/2000
                                        870.00          0.00         0.00         0.00       870.00
                        CHECK TOTAL:    870.00          0.00         0.00         0.00       870.00        640

     17 XINIA CORP      AGY HRS       03/16/2000 S      2096 03/29/2000
                                        594.00         55.00         0.00         0.00       539.00
                        CHECK TOTAL:    594.00         55.00         0.00         0.00       539.00        641

     67 NIVEA CORP      606054        05/07/1999 N      1657 05/07/1999
                                        200.00          0.00         0.00         0.00       200.00
                        CHECK TOTAL:    200.00          0.00         0.00         0.00       200.00        643

    107 SAT REMIT 1     AC278         05/21/1999 P      1689 05/21/1999
                                        445.50          0.00         0.00        33.00       412.50
                        CHECK TOTAL:    445.50          0.00         0.00        33.00       412.50        645


                        CHECK CODE TOTAL:   10,687.13    322.20      0.00        33.00    10,331.93

                        Number of Checks Printed:                                            7


CHECK TYPE TOTALS: Employee Reimbursements:    2,605.00     0.00         0.00         0.00     2,605.00
                        Standard Invoices:     7,436.63   322.20        0.00         0.00     7,114.43
                    Purchase Order Related:      445.50     0.00         0.00        33.00       412.50
                            Credit Memos:        119.50-    0.00         0.00         0.00       119.50-
```

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Figure 8.63 Check Register (GARACR) - Demand Checks Section

```
Date: 03/29/2000                          HAPPY HOSPITAL 01                          Page  : 2
Time: 17:33                       Batch Check Register For 03/29/2000                 Report: GARACR01
                                Demand Checks Since Last Batch Check Register


Check Code: 3 BANK-CHECKING

                          Vendor        Vendor     T           Distr.
Vendor Nbr Vendor Name    Invoice Nbr   Inv Date   Y Vouchr Nbr Date
                                        Gross Amount         Disc    Income Tax        SAT        Net Amt  Check Nbr
--------------------------------------------------------------------------------------------------------------------
      1 BAXTER HOSPITAL              05/08/1997 P       12 05/10/1997
                                        296.56         0.00          0.00        0.00        296.56
                                     01/01/1999 C      554 07/17/1999
                                        210.00-        0.00          0.00        0.00        210.00-
                          CHECK TOTAL:    86.56        0.00          0.00        0.00         86.56        726


                          CHECK CODE TOTAL:    86.56   0.00          0.00        0.00         86.56

                                Number of Checks Printed:                                       1
```

Figure 8.64 Check Register (GARACR) - Manual Checks Section

```
Date: 03/29/2000                          HAPPY HOSPITAL 01                          Page  : 3
Time: 10:39                       Batch Check Register For 03/29/2000                 Report: GARACR01
                                Manual Checks Since Last Batch Check Register


Check Code: 3 BANK-CHECKING

                          Vendor        Vendor     T           Distr.
Vendor Nbr Vendor Name    Invoice Nbr   Inv Date   Y Vouchr Nbr Date
                                        Gross Amount         Disc    Income Tax        SAT        Net Amt  Check Nbr
--------------------------------------------------------------------------------------------------------------------
    252 MIAMI DIVISION   IBE NO       03/27/2000 P     2727 03/27/2000
                                      1,819.00         0.00          0.00        0.00      1,819.00
                          CHECK TOTAL:  1,819.00       0.00          0.00        0.00      1,819.00        1038


            CHECK CODE TOTAL:  1,819.00               0.00          0.00        0.00      1,819.00

                                Number of Checks Printed:                                       1
```

Figure 8.65 Check Register (GARACR) - Checks Voided Section

```
Date: 03/29/2000                              HAPPY HOSPITAL 01                              Page  : 4
Time: 10:39                           Batch Check Register For 03/29/2000                    Report: GARACR01
                                      Checks Voided Since Last Batch Check Register

Check Code: 3 BANK-CHECKING


                          Vendor        Vendor    T            Distr.
Vendor Nbr Vendor Name    Invoice Nbr   Inv Date  Y Vouchr Nbr Date
                                            Gross Amount       Disc      Income Tax       SAT        Net Amt  Check Nbr
-------------------------------------------------------------------------------------------------------------------
Check Voided-TEST

    68 ROXANNE            407681        03/21/2000 P     2572 03/21/2000
                                            120.00         1.00        0.00          0.00         119.00
                          407682        03/21/2000 P     2573 03/21/2000
                                             96.30         0.74        0.00          0.00          95.56
                          407683        03/21/2000 P     2574 03/21/2000
                                             67.00         0.50        0.00          0.00          66.50
                          407684        03/21/2000 P     2575 03/21/2000
                                             87.48         0.81        0.00          0.00          86.67
                          407685        03/21/2000 C     2576 03/21/2000
                                             19.44-        0.00        0.00          0.00          19.44-
                          407686        03/21/2000 S     2577 03/21/2000
                                            135.00         1.25        0.00          0.00         133.75
                          407687        03/21/2000 S     2578 03/21/2000
                                            108.00         1.00        0.00          0.00         107.00
                          407688        03/21/2000 S     2579 03/21/2000
                                            129.60         1.20        0.00          0.00         128.40
                          407689        03/21/2000 C     2580 03/21/2000
                                             32.40-        0.00        0.00          0.00          32.40-
                          4076810       03/21/2000 S     2581 03/21/2000
                                            162.00         1.50        0.00          0.00         160.50
             CHECK TOTAL:                   853.54         8.00        0.00          0.00         845.54       1037


             CHECK CODE TOTAL:              853.54         8.00        0.00          0.00         845.54

                              Number of Checks Voided:                                 1


                  End of Report
```

Manual Check Register (GARHCR)

Description: The Manual Check Register report (GARHCR) displays information on any manual checks (hand-written or otherwise produced outside the STAR AP application) entered for the current day. It provides daily accountability for manual checks issued outside the system.

During the Manual Check process (see page 6-18), invoices that are selected for payment via manual check are tagged with Check Print Type "M" on the invoice header screen, and the system requires you to enter the check number, date, and amount. This is how manual checks are entered into the system.

NOTE: The Manual Check Register is a daily report and does *not* accumulate information for manual checks, as does the "Check Register (GARACR)" (page 8-154).

How This Report Is Generated: Automatically during Midnight Processing. Not generated if there were no Manual checks produced that day.

Report Data: Vendor Number/Name; Vendor's Invoice Number/Date; Voucher Number; GL Distribution Date; Gross/Discount/Net Dollar Amount of the invoice; Check Number.

Sorted by: Entity Code.

Subsorted by: Check Code; Check Number.

Subtotals: VENDOR: Gross/Discount/Net Dollar Amount of checks.

Grand Totals: CHECK CODE: Gross/Discount/Net Dollar Amount.
CHECK CODE: Number of Checks.

Special Instructions: If the invoice has a Manual check number that is the same as a Batchcheck number, or if there is no check number entered, the invoice will not be included on this report.

Figure 8.66 Manual Check Register (GARHCR)

```
Date: 04/12/2000                        HAPPY HOSPITAL 01                        Page : 1
Time: 0:16                      Manual Check Register For 04/11/2000              Report: GARHCR01


Check Code: 3 SW

                         Vendor      Vendor  T          Distr.
Vendor Nbr Vendor Name   Invoice Nbr Inv Date Y Vouchr Nbr  Date
                                     Gross Amount    Disc Amt     Income Tax        SAT        Net Amt  Check Nbr
----------------------------------------------------------------------------------------------------------------
   252 MIAMI DIVISION    IBE NO      04/11/2000 P    2727 04/11/2000
                                         1,819.00        0.00           0.00        0.00       1,819.00
                          CHECK TOTAL:   1,819.00        0.00           0.00        0.00       1,819.00        1038


                          CHECK CODE TOTAL:  1,819.00    0.00           0.00        0.00       1,819.00

                                   Number of Checks Printed:                                        1


                          End of Report
```

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Demand Check Register (GARMCR)

Description: The Demand Check Register report (GARMCR) displays information about the checks printed during the Demand Check process. The Demand Check Register does *not* accumulate information for Demand checks, as does the "Check Register (GARACR)" (page 8-154). The Demand Check Register is created each time a Demand Check run successfully completes, and includes only the information from that check run.

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.*

How This Report
Is Generated: Automatically every time the "Demand Check Process" (page 6-18) is performed.

Report Data: Vendor Number/Name; Vendor's Invoice Number/Date; Voucher Number; GL Distribution Date; Gross/Discount/Net Dollar Amount of the invoice; Check Number.

Sorted by: Entity Code.

Subsorted by: Check Code; Check Number.

Subtotals: VENDOR: Gross/Discount/Net Dollar Amount of checks.

Grand Totals: CHECK CODE: Gross/Discount/Net Dollar Amount.
CHECK CODE: Number of Checks.

Figure 8.67 Demand Check Register (GARMCR)

```
Date: 03/23/2000                            HAPPY HOSPITAL 01                              Page  : 1
Time: 15:44                            Demand Check Register For 03/23/2000                Report: GARMCR01


Check Code: 2 PATIENT REFUNDS

                         Vendor      Vendor    Type     Vchr   Distr.
Vendor Nbr Vendor Name   Invoice Nbr Inv Date           Nbr    Date
                                     Gross Amount     Disc Amount    Income Tax       SAT      Net Amount  Check Nbr
-----------------------------------------------------------------------------------------------------------------------
    28 Tritt,Anthony     MAR EXP     03/23/2000 E      2595 03/23/2000
                                        600.00            0.00         0.00         0.00        600.00
                        CHECK TOTAL:    600.00            0.00         0.00         0.00        600.00         190

    50 EMMA JANE WILSON  MARCH PYMT  03/23/2000 G      2606 03/23/2000
                                        250.00            0.00        50.00         0.00        200.00
                        CHECK TOTAL:    250.00            0.00        50.00         0.00        200.00         191

    98 SANDBURG,ALVIN M  FEB EXP     03/23/2000 E      2596 03/23/2000
                                        300.00            0.00         0.00         0.00        300.00
                        CHECK TOTAL:    300.00            0.00         0.00         0.00        300.00         192

   117 ODD J. WILSON, JR AUCR000323117 03/23/2000 R    2611 03/23/2000
                                        400.00            0.00         0.00         0.00        400.00
                        CHECK TOTAL:    400.00            0.00         0.00         0.00        400.00         193

   119 ODD B. INS        AUCR000323119 03/23/2000 R    2612 03/23/2000
                                        664.00            0.00         0.00         0.00        664.00
                        CHECK TOTAL:    664.00            0.00         0.00         0.00        664.00         194


                        CHECK CODE TOTAL:    2,214.00     0.00        50.00         0.00      2,164.00
                                          Number of Checks Printed:                                 5


                          End of Report
```

Void Check Register (GARVCK)

Description: The Void Check Register (GARVCK) prints all checks that were voided during the day via the Void Checks process . This process is used to void checks which are lost or stolen, or management decides not to pay after the checks are produced.

NOTE: This daily report does *not* accumulate information for void checks, nor does it include checks automatically voided as a result of printer problems. This information is included on the .

How This Report Is Generated: Automatically during Midnight Processing. If no voids were done that day, the system produces a report containing only the check code information and the liability account.

Report Data: Entity Name; Check Code and Description; Liability Department and Subaccount; Check Number; Vendor Number and Name; Vendor Invoice Number, Date, and Type; Voucher Number; Distribution Date; Gross, Discount, and Net check amounts.

Vouchers included on this report that were set back to a Distributed status are displayed with an asterisk (*).

Sorted by: Entity Code.

Subsorted by: Check Code; Check Number.

Totals: CHECK CODE: Invoice Dollar Amount (gross, discount, and net).
CHECK CODE: Number of Checks.

Special Instructions: Information relating to the voiding of all checks for a Check Code is accumulated between Batch Check runs, and printed on the . This occurs separately from the GARVCK report.

Figure 8.68 Void Check Register (GARVCK)

```
Date: 06/19/89                         GENERAL HOSPITAL                        Page : 1
Time: 12:02am                         VOID CHECK REGISTER                      Report: GARVCKBA


Check Code        :              1 BA - GENERAL CHECKING FUND
Liability Department:         1000 BALANCE SHEET ACCOUNTS
Liability Subaccount:        2111 BALS-A/P-TRADE


                              Vendor        Vendor  T           Distr.
Check Nbr   Vendor Nbr Vendor Name   Invoice Nbr   Inv Date Y Vouchr Nbr  Date    Gross Amount    Disc Amt      Net Amt
---------------------------------------------------------------------------------------------------------------------
  5000          31 ANDERSON CHEMICAL CO 98026      06/26/89 S    303 06/20/89      500.00          0.00         500.00
  5001         395 BARD MEDSYSTEMS                 06/25/89 S    305 06/20/89    1,250.00                     1,250.00

                                                           CHECK TOTAL:        1,750.00          0.00       1,750.00

                                                           CHECK CODE TOTAL:   1,750.00          0.00       1,750.00
                                                   Number of Checks Voided:                                        2

                                                   End of Report
```

Income Tax Withheld Report (GARITW)

Description: The Income Tax Withheld report (GARITW) reflects current income tax remittance information for vendors, as well as Void Check information which affects income tax previously remitted.

This report is entity-specific, and can be printed and/or reviewed online. It should be printed and retained as an audit/paper trail to verify the vendor payments included on the system-generated invoice, and in completing documents that accompany the income tax check.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

**How This Report
Is Generated:**   Both the report and the invoice are generated when "Process Income Tax Payments" (page 6-51) is run.

Sorted by: Check Code.

Subsorted by: Vendor Number; Voucher Numbers for each vendor.

Subtotals: VENDOR: Gross, Discount, Income Tax, and Net dollar amount of the check.

Grand Totals: CHECK CODE: Gross, Discount, Income Tax, and Net dollar amount of all checks.

Figure 8.69 Income Tax Withheld Report (GARITW)

```
Date: 06/12/96                               GENERAL HOSPITAL                              Page  : 1
Time: 12:02                        INCOME TAX CHECK REGISTER FOR 06/12/96                  Report: GARITW01


Check Code:  5AP CHECK CODE


                      T        Distr.
Vendor Nbr   Vendor Name     Y Vouchr Nbr  Date    Gross Amount    Discount    Income Tax    Net Amt     Check Nbr
----------------------------------------------------------------------------------------------------------------
      530  AARON, DENISE      S    12729 06/02/96    5,050.00       00.00        750.00      4,300.00
                             Check Total:           5,050.00       00.00        750.00      4,300.00        317
      559  BANKS, CATHY       S    12804 06/11/96      250.00       00.00         50.00        200.00
                             Check Total:             250.00       00.00         50.00        200.00        319
      562  DEAN,SHEREE        S    12896 06/19/96      230.00       00.00         30.00        200.00
                             Check Total:             230.00       00.00         30.00        200.00        323
      563  HALL, GEORGE       S    12929 06/26/96      120.00       00.00         20.00        100.00
                             Check Total:             120.00       00.00         20.00        100.00        324
      565  HILL, PATRICIA     S    12934 06/26/96      350.00       00.00         50.00        300.00
                             Check Total:             350.00       00.00         50.00        300.00        329
      575  MASTERS,KEITH      S    12896 06/19/96      240.00       00.00         30.00        210.00
                             Check Total:             240.00       00.00         30.00        210.00        323
      563  MOORE, JOHN        S    12929 06/26/96      220.00       00.00         20.00        200.00
                             Check Total:             220.00       00.00         20.00        200.00        324
      565  WATERS, DAVID      S    12934 06/26/96      360.00       00.00         50.00        300.00
                             Check Total:             360.00       00.00         50.00        300.00        329

                             CHECK CODE TOTAL:      6,810.00        0.00      1,080.00      5810.00

                                            End of Report
```

MIDNIGHT PROCESSING REPORTS

This subsection describes the Accounts Payable reports that can be generated automatically by the system during Midnight Processing.

Midnight Processing is a series of data functions/tasks performed automatically by the STAR system - such as accruals, updates, housekeeping, report generation, etc. It typically runs once a day during a slow period which is often at midnight - hence the term "Midnight Processing."

Numerous STAR application reports are generated in Midnight Processing, either on a daily basis as Midnight Processing steps, or as indicated in the optional Batch job processes. It also runs AP Month-End (automatically after the last day of the month), Close Period (a process initiated at the facility's discretion), and other processes initiated by the facility during the day (such as Check Processing).

Generating a Midnight Processing Report

The AP reports that can be produced during Midnight Processing are listed below.

*also available on demand.	

Check Processing Reports -
   Manual Check Register (GARHCR) (page 8-159)
   Void Check Register (GARVCK) (page 8-163)
	See "CHECK PROCESSING REPORTS" on page 8-139.

*Cumulative Undistributed Vouchers Report (GARUV) (page 8-170)	(Daily) Lists missing voucher numbers for invoices that haven't been approved or distributed.
*Daily Audit Report (GARDA) (page 8-172)	(Daily) Lists all approved and unapproved invoices keyed into the system during the previous day.
Daily Distribution Register (GARDR) (page 8-174)	(Daily, Period Close) Displays all GL distributions made during the previous accounting period.
*Employee Productivity Report (GAREMP) (page 8-176)	(Daily, Month-End) Lists all invoices and number of lines entered by individual employees during the day, and provides the employee's day/month/year totals within each entity they worked.
Patient/Insurance Refund Report (GARPTR) (page 8-179)	(Daily) Lists all Patient/Insurance Refund invoices created during daily processing (sent over from Patient Accounting).

Patient/Insurance Refund Exception Report (GARPTE) (page 8-181)	(Daily) Lists Patient/Insurance Refund invoices with a negative dollar amount (no AP vouchers could be created).
Daily Voucher Distribution Exception Report (GARVE) (page 8-183)	(Daily) Lists vouchers that don't have an AP Cash, Liability, or Discount account assigned (posts to the Suspense Account in the accounts indicated).
Daily Voucher Distribution Report (GARVD) (page 8-185)	(Daily) Lists distributed invoices, and balances them to the daily GL posting.
Deleted Vouchers Report (GARDV) (page 8-187)	(Daily) Lists voucher numbers deleted from the system since the last daily processing, to help account for missing vouchers.
Employment Agency Fees Report (GAREAF) (page 8-189)	(Period Close) Displays all employment agency fee distributions made during the previous accounting period.
AP Accrual - Received Not Invoiced Report (GARAA) (page 8-191)	(Month-End) Displays PO line items that were received but not invoiced for the last accounting period closing.
*Recurring Invoice Request Report (GARIR) (page 8-195)	(Daily) Accumulates recurring invoice requests which have not yet been approved, including those from prior months.
Purchase Order-Distributed Invoice Variances Report (GARPOV) (page 8-197)	(optional Daily) Lists invoices with price variances that were still distributed because they fell within the acceptable variance range.
AP Balancing and Management Summary Report (GARAPR) (page 8-199)	(Daily) Provides a summary sheet for balancing gross Accounts Payable with the GL.
One-Time Vendors Filed For Deletion Report (GAROT) (page 8-202)	(Month-End) Lists one-time vendors deleted from the system.
Credit Memo Matching Report (GARCMM) (page 8-204)	(Daily) Lists PO-related invoices with credit memos applied against them, and with a header status of Hold or PO Hold.

Federal 1099 Vouchers Changed Report (GARTVC) (page 8-221)	Provides an audit trail of vouchers that were selected for change at the time the Vendor was edited and classified for accumulation of 1099 information.
*Purge Deleted Vendors Report (GARPDV) (page 8-206)	(whenever Purge Deleted Vendors process is run) Lists vendors with a "Filed as Deleted" status who have been (or will be) purged from the system.
Purged Vouchers Report (GARPV) (page 8-209)	(Period Close) Lists vouchers deleted from the system.
Future Period Expense Report (GARFPP) (page 8-211)	(Daily) Lists invoice amounts posted to a future period for prepaid GL accounts.
Auto Approved Invoices (GARPOA) (page 8-213)	(Daily) Lists PO-related invoice lines which were automatically approved after a matching line item was corrected.
Self-Assessed Tax Withheld Report (GARSAT) (page 8-215)	(Month-End) Provides a breakdown of vendor invoices included in the Self-Assessed Tax invoice total.
Vendor List of Added/Invoice Vendors Report (GARVLA) (page 8-217)	(Daily) Lists vendors added through the Invoice Add process.
Daily Vendor Audit Report (GARVLC) (page 8-219)	(Daily) Lists before and after images of key Vendor Master file fields, along with the user ID of the person who made the change and the date and time the change was made.

Cumulative Undistributed Vouchers Report (GARUV)

Description: The Cumulative Undistributed Vouchers report (GARUV) reflects invoices not yet distributed to the General Ledger. It audits and accounts for missing voucher numbers that have not yet been approved and distributed.

Report Data: (for each unapproved voucher) Vendor Number and Name; Vendor Invoice Number and Date; Payment Due Date; Invoice Type and Status; Total Invoice Dollar Amount.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing. Also available as a Demand report .

Sorted by: Entity Code; Voucher Number.

Grand Totals: ENTITY: Total Dollar Amount of undistributed vouchers.
ENTITY: Total Number of undistributed vouchers.

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Figure 8.70 Cumulative Undistributed Vouchers (GARUV)

```
Date: 06/19/2000                              HAPPY HOSPITAL 01                                    Page  : 4
Time: 15:37                          Cumulative Undist. Vouchers For 06/19/2000                    Report: GARUV01


                                                Vendor      Vendor    Payment    Inv.  Inv.
Voucher Nbr  Vendor Nbr  Vendor Name            Invoice Nbr Inv Date  Due Date   Type  Stat    Invoice Amt
------------------------------------------------------------------------------------------------------------
     2429         252  MIAMI DIVISION                       02/28/2000 03/02/2000  P     H           111.00
     2430         252  MIAMI DIVISION                       02/28/2000 03/02/2000  P     H           111.00
     2431         252  MIAMI DIVISION                       02/28/2000 03/02/2000  P     H           100.00
     2463          79  WILL AND MATTHEW'S TOY AND BOOK STORE 21     03/08/2000 03/23/2000  P     H           100.00
     2476         139  SOMEONE NEW, SECOND                  03/09/2000 03/29/2000  P     H             1.00
     2477         139  SOMEONE NEW, SECOND                  03/09/2000 03/29/2000  P     H             1.00
     2478         139  SOMEONE NEW, SECOND         1        03/09/2000 03/29/2000  P     H             3.00
     2497           3  CURAFLEX                    1        03/13/2000 03/18/2000  P     H             1.00
     2498           3  CURAFLEX                    2        03/13/2000 03/18/2000  P     H             1.00
     2505         297  YORK,BROOKS N                        03/14/2000 03/14/2000  E     H         1,000.00
     2514          16  STANDARD REGISTER                    03/15/2000 04/14/2000  S     H    15,000,000.00
     2527           5  3RD REMIT                            03/16/2000 03/16/2000  C     H           500.00-
     2628           5  3RD REMIT                            03/27/2000 04/26/2000  S     H         2,507.69
     2670           5  3RD REMIT                   12       03/29/2000 03/28/2000  C     P             0.00
     2686         111  FIFTH REMIT - 111           REM5     04/06/2000 04/06/2000  P     P           636.97
     2687          17  MONROE COUNTY DIVISION      REM 3    04/06/2000 04/06/2000  P     P           757.60
     2688          18  THIRD XINIA                 REM 3    04/06/2000 04/06/2000  P     P           300.00
     2689          18  XINIA CHEMICALS             REM 1    04/06/2000 04/06/2000  P     P           100.00
     2697          93  QUINCY TWO                           04/07/2000 04/22/2000  P     P             1.00
     2704          17  XINIA CORP                  AC460    04/07/2000 04/12/2000  P     P            24.03
     2721          17  XINIA CORP                           04/07/2000 04/12/2000  P     H            10.00
     2728         252  TALLAHASSEE DIVISION        IBE      04/11/2000 04/11/2000  P     H           215.00
     2731         252  JACKSONVILLE DIVISION       BW       04/11/2000 04/14/2000  P     H           100.00
     2732         252  MIAMI DIVISION              BW       04/11/2000 04/14/2000  P     H           100.00
     2735          17  XINIA CORP                           04/12/2000 04/17/2000  P     H           100.00
     2737          17  XINIA CORP                           04/12/2000 04/17/2000  P     H            21.00
     2739         252  MIAMI DIVISION              BW       04/12/2000 04/12/2000  P     P            17.00
     2742          17  SOUTH GULF XINIA            BW       04/12/2000 04/12/2000  P     H           100.00
     2745         252  MIAMI DIVISION              2048     04/12/2000 04/15/2000  P     H           100.00
     2746          17  XINIA CORP                  2047     04/12/2000 04/17/2000  P     H           100.00
     2799          17  SOUTH GULF XINIA            REM5 PR  04/25/2000 04/25/2000  P     P           205.82
     2815         502  TAXABLE SAT GA VENDOR       ABBA     05/08/2000 05/23/2000  P     H         1,000.00
     2845         139  SOMEONE NEW, SECOND         2383D    05/09/2000 05/29/2000  P     H             1.00
     2882           9  WILSON MEDICAL PRACTICE              05/11/2000 05/11/2000  C     H            33.00-
     2891           6  ABC MEDICAL SUPPLY          AC483    05/12/2000 06/11/2000  P     P           513.53
     2906          13  2ND REMIT                   70       05/16/2000 05/20/2000  P     P            35.00


                                                              ENTITY TOTAL:        15,423,589.44
                                                              Number of Vouchers:          192


                                    End of Report
```

Daily Audit Report (GARDA)

Description: The Daily Audit report (GARDA) provides a list of all invoices keyed in the system on the previous day, approved and unapproved invoices. It is used to account for all the voucher numbers in the system. It also includes the refunds that the system passes from Patient Accounting to Accounts Payable.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

Report Data: Voucher Number; Vendor Number and Name; Vendor Invoice Number and Date; Payment Due Date; Invoice Type and Status; Invoice Total Amount.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing. Also available as a demand report .

Sorted by: Entity Code.

Subsorted by: Batch Number; Voucher Number.

Grand Totals: ENTITY: Total Dollar Amount for all invoices.
ENTITY: Total Number of vouchers.

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Figure 8.71 Daily Audit (GARDA) - Midnight Processing

```
Date: 03/23/2000                              HAPPY HOSPITAL 01                                 Page  : 1
Time: 14:55                              Daily Audit Report For 03/23/2000                      Report: GARDA01


                                        Vendor      Vendor      Payment      _____ I N V O I C E _____
Voucher Nbr   Vendor Nbr   Vendor Name  Invoice Nbr Inv Date    Due Date     Type Stat       Amount
-------------------------------------------------------------------------------------------------------------

BATCH NUMBER:  REFUNDS

     2608         1320  MOUSE,CAROLYN J.          A9808400003  12/14/1999 03/23/2000    R     D        4,000.00
     2609         2050  WINTERS,REBECCA           A9828000004  10/04/1998 03/23/2000    R     D        1,085.94
     2610          124  Henry Smith               AUCR000323124 03/23/2000 03/23/2000   R     D          600.00

                                                                           Batch Total:              5,685.94

BATCH NUMBER:  3232000

     2593           42  XINIA TUESDAY            SAT           03/23/2000 03/23/2000    S     D        1,442.00
     2594           42  XINIA TUESDAY            ITAX          03/23/2000 03/23/2000    S     D          800.00
     2595           28  Tritt,Anthony            MAR EXP       03/23/2000 03/23/2000    E     D          600.00
     2596           98  SANDBURG,ALVIN M         FEB EXP       03/23/2000 03/23/2000    E     D          300.00
     2597           36  LOWER CASE LARRY                       03/23/2000 03/23/2000    S     D          400.00
     2598          120  LARGO NON-TAX                          03/23/2000 03/23/2000    S     D          503.25
     2599          252  XINIA PAPER PRODUCTS                   03/23/2000 03/23/2000    S     D          972.00
     2600          116  LARGO AUTO-1099 TAXABLE                03/23/2000 04/07/2000    P     D        4,520.00
     2601          110  LARGO AUTO CREATE/SAT                  03/23/2000 04/07/2000    P     D          546.80
     2602          116  LARGO AUTO-1099 TAXABLE  125           03/23/2000 03/23/2000    P     D       15,113.36
     2603          110  LARGO AUTO CREATE/SAT    65            03/23/2000 03/23/2000    C     D          216.00-
     2604          116  LARGO AUTO-1099 TAXABLE  954           03/23/2000 03/23/2000    C     D       12,600.00-
     2605           42  XINIA TUESDAY            25165         03/23/2000 03/23/2000    C     D           36.75-
     2606           50  Wilson, June              MARCH PYMT   03/23/2000 03/23/2000    G     D          250.00
     2607            9  MAGNETIC RESONANCE ASSOCIA 654-MARCH   03/23/2000 03/23/2000    G     D          375.00

                                                                           Batch Total:             12,969.66


                                                                           ENTITY TOTAL:            18,655.60
                                                                           Number of Vouchers:            18


                                        End of Report
```

Daily Distribution Register (GARDR)

Description: The Daily Distribution Register (GARDR) displays all General Ledger invoice distributions from AP that were made during the previous day. It also includes distributions that were reversed because of voided checks entered that day. GL postings occur on a daily basis from AP when invoices are approved for distribution. The **Check Number** field is blank if the invoice has been distributed but not paid.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing. A related report is the Monthly Distribution Register (GARMDR) on pg. 8-88, which is produced during the AP Close Period process (but can also be generated on demand) and includes AP transactions for the period being closed.

Report Data: Posting Period; Link Entity Code and Description; GL Account and Distribution Date; Voucher Number, Type, Status, and Check Number; Vendor Number, Name, Invoice Number and Date; PO Number; Invoice Line Number and Dollar Amount.

Sorted by: Entity Code.

Subsorted by: GL Posting Period; Link Entity Code; GL Department and Subaccount Codes; Voucher Number.

Grand Totals: GL DEPT/SUBACCT: Dollar Amount.
LINK ENTITY: Dollar Amount.
GL POSTING PERIOD: Dollar Amount.

**Special
Instructions:**   The **Ln Amount** field represents the dollar amount that was distributed to the GL account - not the invoice amount. This is because each invoice line can be distributed to a different GL Department/Subaccount. Therefore, each voucher will be listed on this report the same number of times as the number of detail lines it contains.

When the GARDR is used in balancing the Materials Management system, the Purchase Order Total at the end of the report and the PO-related credit memos should balance to line 17-Daily Distribution on the Online Balancing screen. However, if you are using tax recovery as part of the Accounts Payable Tax Parameters, the tax recovery is included in the GARDR report but not on the Daily Distribution line of the Online Balancing screen. Therefore, when balancing the GARDR to the Daily Distribution line, you should reduce the Purchase Order Total and the PO-related credit memos by the recovery amount related to those vouchers.

Figure 8.72 Daily Distribution Register (GARDR)

```
Date: 06/23/2003                          HAPPY HOSPITAL                          Page  : 5
Time: 02:15pm                   Daily Distribution Register For 06/23/2003        Report: GARDR01


Liability Department: 2.301 BONNIE'S LIABILITY
Liability Subaccount: 20.91 BONN-SAT LIAB SUBACCT FOR G2581

GL Posting Period   : 2003/06
GL Department       : 6.888 BONNIE'S EXP

                                    Vendor        Vendor         GL Dist                   Ln
Voucher Nbr  Vendor Nbr  Vendor Name   Invoice Nbr   Inv Date   Ty St  Date      P.O. Nbr  Check Nbr Nbr      Ln Amount
----------------------------------------------------------------------------------------------------------------
GL Subaccount: 00.06 BD ASSET ACCOUNT DEFAULT

   32484482        18  XINIA FRUIT AND VEGET  3747H-9   06/23/2003  P  D 06/23/2003    1948            3         7.50

                                                                          SUBACCOUNT TOTAL:           7.50

                                                                          DEPARTMENT TOTAL:           7.50

                                                                             PERIOD TOTAL:       12,910.03

                                                                  LIABILITY ACCOUNT TOTAL:       12,910.03

                     Entity Totals:                 12,910.03

                     Standard                        12,000.00
                     P-Type                             147.10
                     Recurring                            0.00
                     Patient Refunds                      0.00
                     Credit memos                       100.00-
                     Employee Reimbursements            345.75
                     Non-receipt POs                    517.18

                                         End of Report
```

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Employee Productivity Report (GAREMP)

Description: The Employee Productivity Report (GAREMP) lists all invoices (including approved Recurring invoices) and number of lines entered during the day by each employee. It also provides a Management Summary report that tracks the number of voucher lines for each invoice type entered by the employee for the day, month, and year.

**How This Report
Is Generated:** Automatically (Daily Batch and Month-End) during Midnight Processing. Also available as a demand report .

Sorted by: Employee Name; Entity Code; Voucher Number.
MGT.SUMMARY: Employee Name; Entity Code.

Page Breaks: Employee.

Subtotals: (by Entity Code) Number of invoice lines per employee.
MGT.SUMMARY: (by Entity Code) Total vouchers added.

Grand Totals: (by Employee) Total number of invoice lines, dollars, and vouchers for each entity.

**Special
Instructions:** The voucher lines are counted for all new voucher lines that are added to the system, including all types of vouchers (standard, credit memo, etc.). During the Invoice Edit function, if existing invoice lines are edited, deleted or added, they are not added or subtracted from the total entered.

- The Invoice Detail screen must be saved before voucher lines are counted.

- For intercompany expensing, voucher lines are included in the Home entity.

The information in the Management Summary is accumulated and updated in the monthly and year-to-date columns each night at batch.

- The **daily** column is cleared and replaced each night with new information for that day.

- The **monthly** column is cleared when the AP Month-End process is run.

- The **year-to-date** column is cleared at the end of the calendar year (December 31).

Figure 8.73 Employee Productivity Report (GAREMP)

```
Date: 10/22/90                                                                  Page  : 1
Time: 00:00                              Employee Productivity Report           Report: GAREMP
                                               Smith,Gail C


                                        Vendor          Invoice           Invoice      Number of
Voucher Nbr  Vendor Nbr  Vendor Name    Invoice Nbr     Amount          Type  Stat    Invoice Lines
--------------------------------------------------------------------------------------------------


Entity : GN-GENERAL HOSPITAL

      1538         142  A-C MEDICAL SUPPLY, INC.                       2,375.00     P    D           4
      1539        7994  DOCTOR'S MEDICAL SUPPLIES   125510               700.00     S    D           7
      1540         142  A-C MEDICAL SUPPLY, INC.    CM300              -500.00     C    D           1
      1541        7994  DOCTOR'S MEDICAL SUPPLIES   125521               175.00     M    D           1
      1542         142  A-C MEDICAL SUPPLY, INC.    CM501                100.00     S    D           1
      1543        7994  DOCTOR'S MEDICAL SUPPLIES   125622               500.00     S    D           5


                                                                    Entity Total:               19

                                                                    EMPLOYEE TOTAL:              19
                                                                    Number of Vouchers:           6


                                        End of Report
```

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Figure 8.74 Employee Productivity Report (GAREMP) - Mgt. Summary

```
Date: 10/22/90                                                          Page  : 2
Time: 00:00                      Employee Productivity Report           Report:  GAREMP1
                                      Smith,Gail C

MANAGEMENT SUMMARY

                             --------- Today --------   ----- Month to Date ----   ----- Year to Date -----
Entity : GN-GENERAL HOSPITAL  Number      Dollars       Number       Dollars       Number       Dollars
                             ----------------------------------------------------------------------------------
        Voucher Lines Added
            Standard Invoices        13    1,300.00         13       1,300.00         16       2,135.00
            Purchase Order Related    4    2,375.00         19       7,725.00        121      83,469.50
            Employee Reimbursements   0        0.00          0           0.00          0           0.00
            Manual Checks             1      175.00          1         175.00          3         725.00
            Credit Memos              1     -500.00          1        -500.00          2        -550.00
            Recurring                 0        0.00          0           0.00          0           0.00
                                     ------------------------------------------------------------------------------
----------------------------
        Total Voucher Lines Added    19    3,350.00         34       8,700.00        142      85,779.50

Entity : OC-OUTPATIENT CLINIC  Number     Dollars       Number       Dollars       Number       Dollars
                             ----------------------------------------------------------------------------------
        Voucher Lines Added
            Standard Invoices         0        0.00          0           0.00          4         300.00
            Purchase Order Related    0        0.00          0           0.00          0           0.00
            Employee Reimbursements   0        0.00          0           0.00          0           0.00
            Manual Checks             0        0.00          0           0.00          0           0.00
            Credit Memos              0        0.00          0           0.00          0           0.00
            Recurring                 0        0.00          0           0.00          0           0.00
                                     ------------------------------------------------------------------------------
----------------------------
        Total Voucher Lines Added     0        0.00          0           0.00          4         300.00


        Entity Totals                19    3,350.00         34       8,700.00        146      86,079.50


                                      End of Report
```

Patient/Insurance Refund Report (GARPTR)

Description: The Patient/Insurance Refund Report (GARPTR) provides a list of all patient refund invoices that were created during daily processing. Accounts Payable personnel often attach copies of the issued checks to this report and use it for auditing purposes.

How This Report Is Generated: Automatically (Daily Batch) during Midnight Processing.

Report Data: Voucher Number; Guarantor or Carrier Plan Number and Name; Patient's Account Number, Name, and Discharge Date; GL Distribution Date; Total Dollar Refund Amount.

Sorted by: Entity Code; Voucher Number.

Grand Totals: ENTITY: Total Refund Dollar Amount.
ENTITY: Total Number of Refunds.

Figure 8.75 Patient/Insurance Refund Report (GARPTR)

```
Date: 04/21/89                              GENERAL HOSPITAL                              Page  : 1
Time:  5:20pm                    Patient/Insurance Refund Report for 04/20/89             Report: GARPTRBA

                                                  Patient                  Discharge   GL Dist.
Voucher Nbr  Guarantor or Carrier/Plan           Account Nbr  Patient Name    Date        Date      Refund Amt
-----------------------------------------------------------------------------------------------------------------
       269      2400 RICHARD JANNINE             A8900900204  JANNINE, RICHARD  01/14/89  04/20/89      225.00
       270       930 FREIDA HALL                 A8826700081  HALL, FREIDA      09/23/88  04/20/89      121.62
       271       980 AMY LAGER                    A8828500099  LAGER,AMY         10/11/88  04/20/89       25.00
       272   0300002 BLUE CROSS/BLUE SHIELD      A8900900204  JANNINE, RICHARD  01/14/89  04/20/89      150.00
       273   9800001 CHAMPUS                      A8903700029  ANDERSON, BRYAN   04/20/89  04/20/89    1,000.00

                                                                              ENTITY TOTAL:          1,521.62
                                                                              Number of Refunds:           5


                                       End of Report
```

Patient/Insurance Refund Exception Report (GARPTE)

Description: The Patient/Insurance Refund Exception Report (GARPTE) is generated automatically if the Patient Accounting system tries to send patient/ insurance invoices with a negative dollar amount to Accounts Payable. A voucher cannot be created in Accounts Payable if the dollar amount is negative.

This report serves as an audit trail to notify Patient Accounting that no vouchers were created for these particular patient refunds.

**How This Report
Is Generated:** Automatically (Daily Batch) during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: Guarantor/Carrier Plan Number.

Grand Totals: ENTITY: Total Refund Exception Dollar Amount.
ENTITY: Total Number of Refund Exceptions.

Figure 8.76 Patient/Insurance Refund Exception Report (GARPTE)

```
Date: 12/04/89                          GENERAL HOSPITAL                     Page : 1
Time:  5:20pm               Patient/Insurance Refund Exception Report 12/04/89    Report: GARPTEBA

                                    Patient                    Discharge
   Guarantor or Carrier/Plan        Account Nbr   Patient Name      Date      Refund Amt
-------------------------------------------------------------------------------------------
    2400 RICHARD JANNINE            A8900900204   JANNINE, RICHARD  01/14/89      225.00
     930 WILLIAM SMITH              A8826700081   WILLIAM SMITH     09/23/88      121.62
     980 AMY LAGER                  A8828500099   LAGER,AMY         10/11/88       25.00
 0300002 BLUE CROSS/BLUE SHIELD     A8900900204   JANNINE, RICHARD  01/14/89      150.00
 9800001 CHAMPUS                    A8903700029   ANDERSON, BRYAN   04/20/89    1,000.00

                                              ENTITY TOTAL:                     1,521.62
                                              Number of Refund Exceptions:          5


                                   End of Report
```

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Daily Voucher Distribution Exception Report (GARVE)

Description: The Daily Voucher Distribution Exception Report (GARVE) provides a list of vouchers (by Check Code) that don't have AP Cash, Liability, or Discount expense accounts assigned to them. Because the system cannot post the vouchers to an expense account, it posts them to the Suspense Dept/ Subaccount identified in "Fiscal Year Definitions" in the General Ledger.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: Check Code; Voucher Number.

Subtotals: VOUCHER: Dollar Amount.
                      CHECK CODE: Dollar Amount.
                      CHECK CODE: Number of vouchers.

Grand Totals: ENTITY: Total Dollar Amount for all check codes.
                      ENTITY: Total Number of vouchers.

Figure 8.77 Daily Voucher Distribution Exception Report (GARVE)

```
Date: 12/18/89                          GENERAL HOSPITAL                         Page  : 1
Time: 05:22                    DAILY VOUCHER EXCEPTION REPORT For 12/16/89       Report: GARVEBA

Missing Check Code Accounts for Check Code: 03 AP Supplies Account

                                    Vendor       Vendor           Ln   ------- GL Distribution --------
Voucher Nbr Vendor Nbr Vendor Name  Invoice Nbr  Inv Date Ty  P.O. Nbr Nbr  Ent.  Department    Subaccount       Amount
-------------------------------------------------------------------------------------------------------------------------
            237 SMITHS OFFICE SUPPLIES            12/08/89  S            1  BA   00012/00111   00044/00034      475.00

                                                               Voucher Total:                                 475.00

                                                               CHECK CODE TOTAL:                              475.00
                                                               Number of Vouchers:                                 1

                                                               ENTITY TOTAL:                                  475.00
                                                               Number of Vouchers:                                 1

                                    End of Report
```

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Daily Voucher Distribution Report (GARVD)

Description:　The Daily Voucher Distribution Report (GARVD) provides daily balancing by voucher number for all distributed invoice lines. These invoices are balanced to Daily General Ledger posting.

This report includes patient/insurance refunds that are assigned voucher numbers when the system passes them from Patient Accounting to Accounts Payable. It also includes distributions that were reversed because of voided checks entered that day.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

**How This Report
Is Generated:**　Automatically (Daily Batch) during Midnight Processing.

Sorted by:　Entity Code.

Subsorted by:　Liability Account; General Ledger Posting Period; Voucher Number.

Subtotals:　VOUCHER: Total Dollar Amount.
GL POSTING PERIOD: Total Dollar Amount.
LIABILITY ACCOUNT: Total Dollar Amount.

Grand Totals:　ENTITY: Total Dollar Amount of vouchers.
ENTITY: Total Number of vouchers.

Figure 8.78 Daily Voucher Distribution Report (GARVD)

```
Date: 06/19/2000                           GENERAL HOSPITAL                              Page  : 10
Time: 15:37                        DAILY VOUCHER DISTRIBUTION REP For 06/19/2000         Report: GARVD01


Liability Department:        2.011 SELF-ASSESSED TAX LIABILITY
Liability Subaccount:        24.08 SELF-GA-SUI EMPLOYER TAX

GL Posting Period   : 2000/06


                              Vendor         Vendor           Ln   ------- GL Distribution --------
Voucher Nbr Vendor Nbr Vendor Name   Invoice Nbr   Inv Date  Ty  P.O. Nbr Nbr  Ent.   Department   Subaccount       Amount
-------------------------------------------------------------------------------------------------------------------------

        2207*      107 LARGO 1099,SAT,REM REM 1        11/17/1998 C          701  01      6.010        30.08         3.20-
                                                                        VOUCHER TOTAL:                               3.20-


        2208*      107 LARGO 1099,SAT,REM REM1 SAT     11/14/1999 G          701  01      6.141        00.00         8.00-
                                                                            702  01      6.010        30.08        96.00
                                                                        VOUCHER TOTAL:                              88.00


        3043        17 XINIA CORP       SAT REM4       06/19/2000 S          701  02      6.217        60.04        15.00
                                                                            705  01      6.006        00.02         5.00
                                                                        VOUCHER TOTAL:                              20.00


        3058        17 XINIA CORP       4-669          05/19/2000 S          701  01      6.010        30.03         6.00
                                                                            705  02      6.217        60.04         6.40
                                                                            709  03      6.251        14.40         7.20
                                                                        VOUCHER TOTAL:                              19.60


        3059        17 XINIA CORP       4-625          05/01/2000 S          701  03      6.251        14.40         7.20
                                                                            705  02      6.217        60.04         8.00
                                                                            709  01      6.006        00.00         3.68-
                                                                            713  01      6.007        00.00         3.68
                                                                        VOUCHER TOTAL:                              15.20


                                                                    GL POSTING PERIOD TOTAL:                       139.60

                                                                    LIABILITY ACCOUNT TOTAL:                       139.60

                                                                            ENTITY TOTAL:                       92,116.63
                                                                        Number of Vouchers:                            31


                                                  End of Report
```

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Deleted Vouchers Report (GARDV)

Description: The Deleted Vouchers Report (GARDV) provides a list of those voucher numbers deleted from the system since the last daily processing. It is used to audit and account for missing voucher numbers.

Vouchers deleted after distribution are flagged with an asterisk (*) on the report.

Report Data: Voucher Number; Vendor Number and Name; Vendor Invoice Number, Date, Type, and Total Dollar Amount.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: Voucher Number.

Grand Totals: ENTITY: Total Dollar Amount of deleted vouchers.
ENTITY: Total Number of deleted vouchers.

Figure 8.79 Deleted Vouchers Report (GARDV)

```
Date: 06/23/97                         MODEL HOSP - ENT 01                         Page  : 1
Time: 2:22                       Deleted Vouchers Report For 06/22/97               Report: GARDV01
                                                      Vendor        Vendor   Inv.
Voucher Nbr   Vendor Nbr   Vendor Name                Invoice Nbr   Inv Date Type  Invoice Amt
-------------------------------------------------------------------------------------------------
     156          15     10BASE NETWORKING COMPANY      340          04/25/97 C         121.00-
                                                         ENTITY TOTAL:                  121.00-
                                                      Number of Vouchers:                    1
                                      End of Report
```

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Employment Agency Fees Report (GAREAF)

Description: The Employment Agency Fees Report (GAREAF) displays all employment agency fee distributions made during the previous accounting period. All invoices with a value in the **Hours** field on the Invoice Detail Line are included on this report.

General Ledger posting of these fee distributions occurs on a daily basis when invoices are approved for payment. The **Check Number** field will be blank if the invoice has been distributed but not paid.

This report also includes distributions that were reversed because of Voided Checks entered that period.

**How This Report
Is Generated:**   Automatically (at Period Close) during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: General Ledger Posting Period; Link Entity; General Ledger Department/ Subaccount Code; Job Class Code; Voucher Number; Line Number.

Subtotals: VENDOR: Number of Hours.
VENDOR: Line Amount.

Grand Totals: ENTITY: Job Class - Number of Hours and Line Amount.
ENTITY: GL Subaccount - Number of Hours and Line Amount.
ENTITY: GL Department - Number of Hours and Line Amount.
ENTITY: Link Entity - Number of Hours and Line Amount.
ENTITY: Period - Number of Hours and Line Amount.
ENTITY: Liability Account - Number of Hours and Line Amount.

Figure 8.80 Employment Agency Fees Report (GAREAF)

```
Date: 06/09/89                              GENERAL HOSPITAL                              Page:      1
Time: 11:08am                          Employment Agency Fees Report                     Report: GAREAF

Liability Department:          1000 BALANCE SHEET ACCOUNTS
Liability Subaccount:          2111 BALS-A/P-TRADE
GL Posting Period    :         8903
Link Entity          :         LL First General Hospital
GL Expense Department:         22222/22222 LABORATORY

Job                                       Vendor      Vendor   GL    Dist              Ln
Class   Voucher Nbr  Vendor Nbr  Vendor Name   Invoice Nbr  Inv Date Ty St  Date    Check Nbr  Nbr  Hours    Line Amt
-------------------------------------------------------------------------------------------------------------------
2359 AP/MERCHANTS

10      223456       411  MEDCO SUPPLIES         11-334     09/01/88 M D 09/30/88   12789     1    23.20     234.90

                                                          JOB CLASS TOTAL:                           23.20     234.90

                                                          SUBACCOUNT TOTAL:                          23.20     234.90

                                                          DEPARTMENT TOTAL:                          23.20     234.90

                                                          LINK ENTITY TOTAL:                         23.20     234.90

                                                          PERIOD TOTAL:                              23.20     234.90

                                                  LIABILITY ACCOUNT TOTAL:                           23.20     234.90

                                            End of Report
```

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AP Accrual - Received Not Invoiced Report (GARAA)

Description: The AP Accrual - Received Not Invoiced Report (GARAA) displays all purchase order line items that were received but not invoiced for the last accounting period closing. This report is used to balance the General Ledger Accounts Payable accrual liability account defined on the GL Related Parameters screen.

How The Report Is Generated: Automatically (at Month-End) during Midnight Processing. This report is created as a result of the accrual calculations that occur during monthly processing. (Reversal entries are not printed on this report.)

Report Data: The data from this report comes from the STAR Materials Management purchase order records:

> **Quantity Accrued = Total Quantity Received – Total Quantity Invoiced**
> **Accrued Amount = Quantity Accrued x PO Item Price**

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

Sorted by: Entity Code.

Subsorted by: GL Department/Subaccount; Vendor Number and Name; Purchase Order Number; Purchase Order Line Item Number.

Subtotals: GL SUBACCOUNT: Accrued Dollar Amount of line items.

Grand Totals: GL DEPARTMENT: Total Accrued Dollar Amount of line items.
ENTITY: Total Accrued Dollar Amount of line items.

Special Instructions: **PURCHASE ORDER ACCRUAL EXCEPTIONS:** The GARAA report will not display or reflect an accrual for purchase order detail lines that have:

- a quantity invoiced that is greater than the quantity received, or
- a negative quantity invoiced.

Also, an accrual entry will not post to the General Ledger for these detail lines. To identify all of these purchase order detail lines, use the GMRPOE Purchase Order Exception for Accruals Report (see Chapter 5: PO-RELATED REPORTS in the *STAR Financials General Accounting Reference Guide - Materials Management Reports Volume*).

When the GARAA is produced on a monthly basis, it should balance to the Materials Management Undistributed Report (GMRSB2) for that same day. The GMRSB2 and the GARAA both provide accrual information in different formats. Variances (if any) between the GMRSB2 and the GARAA should be identified on the GMRPOE report, which identifies the incorrect PO detail lines so that they can be corrected. Once these detail lines are

corrected, the GARAA and the GMRSB2 should balance.

TAX RECOVERY: If you are using tax recovery as part of the Accounts Payable Tax Parameters, the tax recovery is included in theGARAA report, but not on the GMRSB2 or GMRPOE reports.

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Figure 8.81 AP Accrual - Received Not Invoiced Report (GARAA) - Page 2

```
Date: 08/21/2001                            HAPPY HOSPITAL                              Page  : 2
Time: 14:13                             AP Accrual - Rec'd Not Inv'd                    Report: GARAA01
Link Entity  : 01 - HAPPY HOSPITAL
GL Department: 0.010 - ENTITY 01 ONLY
                                 Ln                       ------ Quantity ------    Item Price/  Accrued Amt/
Vendor Nbr  Vendor Name          P.O. Nbr Nbr Item Description   Rec'd  Inv'd  Accr'd   Tax Accrued  Total Accrued
---------------------------------------------------------------------------------------------------------------
GL Subaccount: 00.05 - ENTI-BD ALLOWANCE DEFAULT
       18  XINIA FRUIT AND CHEMICAL      434   6 nsnoim              5            5      35.0000         175.00
                                                             SUBACCOUNT  TOTAL:                         175.00
GL Subaccount: 00.12 - ENTI-VENDOR REVENUE DEFAULT
        5  ABBEY MEDICAL           131   1 BABY PACIFIERS           5            5       3.0000          15.00
        5  ABBEY MEDICAL           293   2 BABY PACIFIERS          30     2     28       3.0000          84.00
        5  ABBEY MEDICAL           293  19 FILM X-RAY OG-1 24 X 30  30     2     28     228.0000       6,384.00
        5  ABBEY MEDICAL           373   1 BABY PACIFIERS          30     0     30       3.0000          90.00
        5  ABBEY MEDICAL          5555   2 BABY PACIFIERS           5     1      4       3.0000          12.00
        5  ABBEY MEDICAL           592   1 BABY PACIFIERS           1     0      1      17.4400          17.44
        5  ABBEY MEDICAL           593   1 BABY PACIFIERS           1     0      1      17.4400          17.44
        5  ABBEY MEDICAL           723   1 BABY PACIFIERS           2            2       3.0000           6.00
        2  AMERICAN HOSPITAL SUPPLY 66   1 Mylanta                  2     1      1       2.0000           2.00
                                                                 TAX  TOTAL:          574.5600         574.56
       20  BONNIE TAX NO SAT       396   1 HAMBURGER HELPER       2000     0   2000       1.5000       3,000.00
       13  FOSTER MEDICAL          452   1 FILM X-RAY OG-1 18 X 43    2            2      12.3500          24.70
       13  FOSTER MEDICAL          470   2 CLEANER GENERAL            2            2      33.0000          66.00
       11  JOHNSON & JOHNSON        12   1 CLEANER GENERAL            4            4     134.4000         537.60
       11  JOHNSON & JOHNSON        12   2 CLEANER COMET              4            4     175.4400         701.76
       11  JOHNSON & JOHNSON        12   3 CIRCUIT WIRE HEATER LARGE  2            2      35.7600          71.52
       11  JOHNSON & JOHNSON        12   4 CIRCUIT WIRE HEATER SMALL  2            2      26.0400          52.08
       11  JOHNSON & JOHNSON        12   5 CLEANER SHARPSHOOTER 5 GA  3            3      11.4800          34.44
       11  JOHNSON & JOHNSON       177   1 22BY STUFF                 1            1       5.0000           5.00
      110  LARGO AUTO CREATE/SAT   222   5 STOCKED STOCKINGS (L/XL)  12     5      7      33.0000         231.00
      110  LARGO AUTO CREATE/SAT   222   6 STOCKED STOCKINGS (S/M)   16     6     10      30.0000         300.00
      111  LARGO/TAXABLE/REMITS    218   3 STOCKED STOCKINGS (L/XL)  28           28      20.0000         560.00
      124  MATTHEW E SALLADE       301   3 POSTIT NOTES               5            5      12.0000          60.00
      124  MATTHEW E SALLADE       305   3 POSTIT NOTES               5     2      3       5.7500          17.25
      124  MATTHEW E SALLADE       331   3 POSTIT NOTES               5            5       5.7500          28.75
      124  MATTHEW E SALLADE       344   3 POSTIT NOTES               5            5       5.7500          28.75
       74  NIVEA EXTRA             339   8 FILM X-RAY OG-1 24 X 30   50     5     45      25.0000       1,125.00
       68  NIVEA PRODUCTS          406   5 BABY PACIFIERS            20     0     20       3.5000          70.00
       68  NIVEA PRODUCTS          407   4 BABY PACIFIERS            20     0     20       3.5000          70.00
      123  WILL'S CAMO STORE       225   1 POSTIT NOTES              50           50      13.0000         650.00
                                                             SUBACCOUNT  TOTAL:                      14,836.29
                                                             DEPARTMENT  TOTAL:                      15,011.29
                                                                          N - Non-Receipt
```

Figure 8.82 AP Accrual - Received Not Invoiced Report (GARAA) - Last Page

```
Date: 08/21/2001                              HAPPY HOSPITAL                              Page  : 86
Time: 14:13                                AP Accrual - Rec'd Not Inv'd                   Report: GARAA01
Link Entity : 03 - MODEL HOSP - ENT 03
GL Department: 6.251 - CENTRAL SERVICES
                                            Ln                    ------ Quantity ------   Item Price/  Accrued Amt/
Vendor Nbr  Vendor Name           P.O. Nbr Nbr Item Description    Rec'd   Inv'd  Accr'd   Tax Accrued  Total Accrued
----------------------------------------------------------------------------------------------------------------------
GL Subaccount: 13.10 - CSR-I/P MEDICARE REVENUE
      18  XINIA FRUIT AND CHEMICAL    436   2 BONNIE'S TUES NS 2       8       7      1      25.5500         25.55
                                                          SUBACCOUNT TOTAL:                                 25.55
GL Subaccount: 13.20 - CSR-I/P MEDICAID REVENUE
      18  XINIA FRUIT AND CHEMICAL    436   3 BONNIE'S TUES NS 3       8       7      1      33.3300         33.33
                                                          SUBACCOUNT TOTAL:                                 33.33
GL Subaccount: 13.50 - CSR-I/P OTHER REVENUE
      52  WILSON SAT                  429   1 MONDAY BONNIE NS        16       6     10      16.1600        161.60
      18  XINIA FRUIT AND CHEMICAL    436   1 BONNIE'S TUES NS 1       8       7      1      21.1100         21.11
                                                          SUBACCOUNT TOTAL:                                182.71
                                                          DEPARTMENT TOTAL:                                241.59
                                                          LINK ENTITY TOTAL:                             7,880.56
                                                          ENTITY TOTAL:                              4,875,846.70
                                          End of Report
```

Recurring Invoice Request Report (GARIR)

Description: The Recurring Invoice Request Report (GARIR) prints all Recurring Invoice Requests (such as rent/lease/mortgage payments or service agreements) that are waiting to be approved. This report is cumulative; it includes any Requests remaining from prior months as well as new ones.

Recurring Invoice Requests are generated automatically by the system (via an optional batch job normally set up at installation to run once a month), based on user-defined Recurring Invoice Parameters. Each time the optional batch job runs, another Request is generated - and added to the GARIR report - if the Parameters specify that the invoice either hasn't expired or hasn't yet reached the total contracted amount.

In order to remove a generated Request from the GARIR report, you must manually approve or delete it via the Recurring Invoice Approval process. When you approve it during this process, the system removes it from the Recurring Invoice Request list and processes it through the AP system as a normal voucher (assigns it a voucher number, processes payment, posts to GL accounts).   For more information, see "RECURRING INVOICE PARAMETERS" (page 5-88) in Chapter 5: INVOICING.

WARNING: The Recurring Invoice Approval process should be performed on a regular basis to keep the GARIR report manageable; otherwise it can run hundreds of pages long.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing. Also available as a Demand report (see page 8-92).

   NOTE: This report prints only those requests that have not been approved.

Sorted by: Entity Code.

Subsorted by: Vendor Number or Name; Invoice Description.

Grand Totals: ENTITY: Cycle Dollar Amount of recurring requests.
ENTITY: Total Number of recurring requests.

**Special
Instructions:**   A related report is the "Recurring Invoice Parameters Report (GARRIP)" (page 8-49), which shows the current parameter settings that control the generating of Recurring Invoices. This report should also be monitored on a regular basis to ensure that the settings are current and valid (i.e., won't produce Requests that you're not ever planning to pay).

Figure 8.83 Recurring Invoice Request Report (GARIR)

```
Date: 03/28/2000                              HAPPY HOSPITAL 01                              Page  : 1138
Time: 5:08                          Recurring Invoice Request For 03/27/2000                 Report: GARIR01


                                            Creation              ------- GL Distribution --------
Vendor Nbr Vendor Name         Invoice Description    Date        Cycle Amt Ent   Department   Subaccount      Amount
-------------------------------------------------------------------------------------------------------------------
        5 ABBEY MEDICAL         DAWN TEST            05/12/1999    40,000.00 01       8.311        36.25     40,000.00

       15 10BASE NETWORKING CO  TEST NONTAX          10/05/1999   100,000.00 01       6.010        30.00    100,000.00

       24 BECKMAN INSTRUMENTS   G2429 ALL FIELDS 1   02/11/2000     9,000.00 01       8.311        36.25      9,000.00

       46 XINIA,JILL            TEST NEG CR/IT LINES 03/28/2000       -75.00 01       6.010        30.00         50.00
                                                                            01       6.010        30.01       -125.00

      107 LARGO 1099,SAT,REMIT SAT                   03/20/2000       400.00 01       6.141        00.00       -100.00
                                                                            03       6.140        30.50        200.00
                                                                            01       6.141        00.01        300.00

      107 LARGO 1099,SAT,REMIT VANILLA               04/18/1999       220.00 01       6.141        00.20         10.00
                                                                            01       6.141        00.21        -10.00
                                                                            01       6.141        00.22         10.00
                                                                            01       6.141        00.23         10.00
                                                                            01       6.141        00.24         10.00
                                                                            03       6.140        13.50         10.00
                                                                            01       6.141        00.25         10.0
                                                                            01       6.141        00.26         10.00
                                                                            01       6.141        00.35         10.00
                                                                            01       6.141        00.52         25.00
                                                                            01       6.141        00.54         25.00
                                                                            01       6.141        00.50         50.00
                                                                            01       6.141        00.70         50.00

      109 LARGO ONETIME/1099/N ITAX                  04/23/1999       550.00 01       6.141        00.11        100.00
                                                                            03       6.140        31.00        100.00
                                                                            03       6.140        31.02        -75.00
                                                                            01       6.141        00.13        -25.00
                                                                            03       6.140        31.03        350.00
                                                                            01       6.141        00.15        100.00


                                            ENTITY TOTAL:  65,565,571.00
                                Number of Recurring Requests:      16343


                                            End of Report
```

Purchase Order-Distributed Invoice Variances Report (GARPOV)

Description: The Purchase Order-Distributed Invoice Variances Report (GARPOV) lists those invoices with price variances that have been distributed as a result of falling within the acceptable price variance range.

The report lists PO-related invoices with lines on which there was a difference between the item invoice price and the item PO price, but the difference was within the acceptable range (set in Entity Parameters) so the invoice distributed rather than going on PO hold.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing. This is an optional daily report.

Sorted by: Entity Code.

Subsorted by: Vendor Name; Voucher Number; Invoice Line Item.

Subtotals: INVOICE: Extended Price Variance (dollar amount).
                    VENDOR: Extended Price Variance (dollar amount).

Grand Totals: ENTITY: Extended Price Variance (dollar amount).

Figure 8.84 Purchase Order-Distributed Invoice Variances Report (GARPOV)

```
Date: 04/21/89                          GENERAL HOSPITAL                        Page:      1
Time: 10:33am               Purchase Order Distributed Invoice Variances Report Report:  GARPOBA


            Vendor    Vendor        Ln                                Invoice    Purchase    Extended
Voucher Nbr Invoice Nbr Inv Date  PO Nbr Nbr Item Description  Qty Inv'd Item Price Item Price  Price Var
---------------------------------------------------------------------------------------------------------
Vendor: 225 SPECIAL SUPPLIES COMPANY

    1124     11220093 03/23/89    120   1 FILE DRAWERS             1    235.25   267.99          32.74
                                        2 DESK CHAIRS             3    169.89   198.99          29.10
                                                INVOICE TOTAL:                                  405.14

                                                VENDOR TOTAL:                                   405.14


                                                ENTITY TOTAL:                                   405.14
```

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AP Balancing and Management Summary Report (GARAPR)

Description: The AP Balancing and Management Summary Report (GARAPR) is used as a control report to ensure that the system is in agreement with manual controls and with General Ledger totals.

How This Report Is Generated: Automatically (Daily Batch) during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: Liability Department; Subaccount.

Grand Totals: ENTITY: Total Dollar Amount for all liability departments.

Figure 8.85 AP Balancing Report (GARAPR) - Page 1

```
Date: 06/19/89                        GENERAL HOSPITAL              Page  : 1
Time: 12:02am                         AP Balancing Report           Report: GARAPRBA


Liability Department:         1000 BALANCE SHEET ACCOUNTS
Liability Subaccount:         2111 BALS-A/P-TRADE


Gross Accounts Payable
------------------------------------
       Previous AP Balance                     72,804.21
       Distributed Vouchers                    20,038.28
       Checks Issued                           34,804.21
                                              -----------------
       Ending Balance                          58,038.28




General Ledger Balancing
------------------------------------
       Previous GL Balance                     26,302.29
       Plus Prior Period Posting               16,970.06
                                              -----------------
       Prior Period GL Balance                 43,272.35

       Plus Current Period Posting             14,765.93
                                              -----------------
       Current Period GL Balance               58,038.28
```

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Figure 8.86 AP Balancing Report (GARAPR) - Page 2

```
Date: 06/19/89                        GENERAL HOSPITAL                  Page  : 2
Time: 12:02am                         AP Balancing Report               Report: GARAPRBA


MANAGEMENT SUMMARY

Gross Accounts Payable
-----------------------------------
        Previous AP Balance           72,804.21
        Distributed Vouchers          20,038.28
        Checks Issued                <34,804.21>
                                     -----------------
        Ending Balance                58,038.28


        Cumulative Undistributed Vouchers     7,837.70


                              ---------Today---------    -----Month to Date-----    -----Year to Date------
System Totals                 Number        Dollars      Number        Dollars      Number        Dollars
-----------------------------------------------------------------------------------------------------------
        Vouchers Added
          Standard Invoices        4         30.00         18       15,633.35         33       48,563.30
          Recurring Invoices       0          0.00          1        1,750.00          1        1,750.00
          Purchase Order Related   2         30.00         46       57,968.75         76       77,788.90
          Patient Refunds          0          0.00          0            0.00          0            0.00
          Employee Reimbursements  0          0.00          0            0.00          0            0.00
          Manual Checks            0          0.00         15       37,545.00         34      111,287.50
          Credit Memos             0          0.00         14        5,386.30-        17        5,806.30-
                                   -----------------------------------------------------------------------
          Total Vouchers Added     6         60.00         94      107,510.80        161      233,583.40

        Vouchers Distributed      10      7,038.28         71       62,109.30        484      231,690.04
        Vouchers Deleted           0          0.00          7        2,400.00         38        7,440.00
        Checks Issued             15      4,804.21         50       51,248.20        279      226,237.72
        Checks Voided              0          0.00          3        1,537.50         21        3,263.26


                              End of Report
```

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One-Time Vendors Filed For Deletion Report (GAROT)

Description: The One-Time Vendors Filed for Deletion Report (GAROT) is used as an audit trail to report all one-time vendors and the associated invoices that have been Filed As Deleted during Month-End processing.

How This Report
Is Generated: Automatically (at Month-End) during Midnight Processing.

Sorted by: Vendor Number or Name; Voucher Number.

Subsorted by: A secondary sort by Vendor Number is used only when vendors have duplicate names.

Subtotals: VENDOR: Invoice Dollar Amount of deleted invoices.

Grand Totals: ENTITY: Total Number of deleted invoices.
                       ENTITY: Total Number of deleted vendors.

Figure 8.87 One-Time Vendors Filed For Deletion Report (GAROT)

```
Date: 09/07/89                        GENERAL HOSPITAL                            Page:    1
Time: 10:34am                  One-Time Vendor Filed as Deleted Report            Report:  GAROT

Vendor Nbr  Name & Address
-------------------------------------------------------------------------------------------------
    101  BAIRD COMPANY, 3367 WESTSIDE DRIVE, NEW YORK, NY 21209

  INVOICES            Vendor        Vendor   Inv.                  Ck             Check
  DELETED:  Voucher Nbr  Invoice Nbr  Inv Date  Type   Invoice Amt  Code  Check Nbr  Date      Check Amt
            ------------------------------------------------------------------------------------
            298           8934  06/23/89  S          309.99    2       6781  07/23/89        309.99
            8901          7123  05/19/89  S          201.50    2       5985  06/26/89        201.50
                          VENDOR TOTAL:             511.49


     TOTAL AMOUNT OF INVOICES DELETED FOR ENTITY:           1
     TOTAL NUMBER OF VENDORS DELETED FOR ENTITY :           1
```

Credit Memo Matching Report (GARCMM)

Description:　　The Credit Memo Matching Report lists all Purchase Order-Related type invoices that have credit memos applied against them and have a header status of H (for Hold) or P (for Purchase Order Hold).

Report Data:　　Vendor Name and Number; Vendor Invoice Number and Date; Payment Due Date; Invoice Amount, Status, and Line Number; Quantity Received and Invoiced, P.O. Price; Invoice Line Item Price; Line Status.

**How This Report
Is Generated:**　　Automatically (Daily Batch) during Midnight Processing.

Sorted by:　　Entity Code.

Subsorted by:　　Vendor Number; Purchase Order Number; Purchase Order-Type Invoice and Line Number; Credit Memo-Type Invoice and Line Number.

Totals:　　None.

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Figure 8.88 Credit Memo Matching Report (GARCMM)

```
Date: 06/27/94                              GENERAL HOSPITAL                              Page  : 1
Time: 12:40am                       Credit Memo Matching For 06/27/94                     Report: GARCMM01


                     Vendor       Vendor  Payment      Extended  Inv Inv ----Quantity----              Invoice  Ln
    P.O. Nbr Ty Vouchr Nbr Invoice Nbr  Inv Date Due Date  Line Amount Stat Line   Rec'd    Inv'd     P.O. Price  Item Price St
------------------------------------------------------------------------------------------------------------------------------
Vendor: 1 BAXTER HOSPITAL SUPPLY
    123472  P      73 NONE        05/13/94 04/24/94      55.10  D   1      5        6        9.1827      9.1827  D
            C      77 NONE        05/13/94 04/24/94       9.18- P   1      5       -1                    9.1827  A
            P      73 NONE        05/13/94 04/24/94     147.31  D   2     12        6       24.5512     24.5512  D
            C      77 NONE        05/13/94 04/24/94     147.31- P   2     12       -6                   24.5512  A
Vendor: 19 BUSH LANDSCAPING AND HOSPITAL MAINTENANCE
    123482  P     103 NONE        06/01/94 04/24/94     177.84  P   1     10       12       10.8200     14.8200  B
            C     104 NONE        06/01/94 04/24/94      29.64- P   1     10       -2                   14.8200  A
            C     104 NONE        06/01/94 04/24/94      40.00- P   2     10      -10                    4.0000  A
Vendor: 13 FOSTER MEDICAL
    123480  P      98            05/31/94 04/24/94       97.50  P   1     15       15        5.5000      6.5000  B
            C     100 NONE        06/01/94 04/24/94      15.00- P   1     15      -15                    1.0000  A
            P      98            05/31/94 04/24/94      260.67  P   2     25       27        9.6543      9.6543  A
            C     100 NONE        06/01/94 04/24/94      19.31- P   2     25       -2                    9.6543  A
Vendor: 4 MEDICAL MAINTENANCE CONSULTANTS
    123481  P      99 NONE        05/31/94 04/24/94       30.08  P   1     10       12        2.5070      2.5070  A
            C     101 NONE        06/01/94 04/24/94       5.01- P   1     10       -2                    2.5070  A
            P      99 NONE        05/31/94 04/24/94      317.86  P   2     12       13       22.4511     24.4511  B
            C     102 NONE        06/01/94 04/24/94      24.45- P   1     12       -1                   24.4511  A
            C     102 NONE        06/01/94 04/24/94      24.00- P   2     12      -12                    2.0000  A

                                          End of Report
```

Purge Deleted Vendors Report (GARPDV)

Description: The Purge Deleted Vendors Report (GARPDV) lists all vendors witha Filed As Deleted status that were (or will be) purged from the system. See "Purge Deleted Vendors" (page 6-47) in Chapter 6: PROCESSES for more information.

Report Data: Vendor Number and Name; Vendor's City, State and ZIP Code; Vendor's 1099 Type; Valid Entities for the vendor.

**How This Report
Is Generated:**   Automatically during Midnight Processing, whenever the Purge Deleted Vendors process is run. From the AP main menu, choose **AP Processes - Purge Deleted Vendors.** The following prompt appears:

> Print Audit Report(A) or purge deleted Vendors(P)? (A/P)--

If you enter **A**, an audit report is sent to the spooler, showing the projected outcome of the next purge. If you enter **P**, additional prompts are displayed to guide you through the Purge process, including where to send the Purged version of the report, which shows the actual outcome of the purge.

Both versions of the report will show Exception vendors that were not purged for various reasons (vouchers still on file, etc.).

Grand Totals: Total Number of Vendors deleted.
Total Number of 1099 Vendors deleted.
Total Number of One-Time Vendors deleted.

Figure 8.89 Purge Deleted Vendors (GARPDV) - Purged Report

```
Date: 03/23/2000                                                          Page  : 1
Time: 15:54                         PURGE DELETED VENDORS For 03/23/2000   Report: GARPDV
                                            Purged Report


                                                              One   1099
Vendor Nbr   Vendor Name                  City, State, Zip    Time Type  Entities
-----------------------------------------------------------------------------------------


TOTAL NUMBER OF VENDORS:
TOTAL NUMBER OF 1099 VENDORS:
TOTAL NUMBER OF ONE-TIME VENDORS:



- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -


Date: 03/23/2000                                                          Page  : 2
Time: 15:54                         PURGE DELETED VENDORS For 03/23/2000   Report: GARPDV
                                              EXCEPTIONS

VENDOR #   NAME                        Entity  Error
-----------------------------------------------------------------------------------------
1890       ACME CHEMICAL PLANT          01    1099 Data on File
1890       ACME CHEMICAL PLANT          01    Vouchers on File
118        LARGO ONETIME/SAT            01    Vouchers on File

                                     End of Report
```

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Figure 8.90 Purge Deleted Vendors (GARPDV) - Audit Report

```
Date: 03/23/2000                                                              Page  : 1
Time: 10:07                          PURGE DELETED VENDORS For 03/23/2000     Report: GARPDV
                                               Audit Report


                                                            One  1099
Vendor Nbr  Vendor Name                      City, State, Zip           Time Type  Entities
-----------------------------------------------------------------------------------------------------
        33  BETTER BUSINESS FORMS, INC       PINELLAS PARK  FL  34664-0250   NO        01,02
        27  FINCH,CLARISA                    TORONTO   ON  N5B6F-5           YES  AB   01,02
       118  LARGO ONETIME/SAT                JACKSONVILLE  FL  39987         YES       03
        34  MAY MEDICAL TAXABLE              ATLANTA   GA  30000            NO   3200  01,02
        30  MEDIFAX. INC. TEST               ATLANTA   GA  30339            NO   A6    02
       102  ONE-TIME CHEMICAL CO             PITTSBURGH  PA  49585          NO   AA    01,02,03
       101  ONE-TIME TEST VENDOR             ATLANTA   GA  30000            YES        01,02,03
       100  ONE-TIME VENDOR ONE              NORCROSS   GA  30229           YES  2410  01,02,03
        61  RWS & MES                        SUWANEE   GA                   NO   A1    02,03
        26  WALDEC GROUP - TAMPA   THE       TAMPA   FL  33607              NO         01,02


TOTAL NUMBER OF VENDORS: 10
TOTAL NUMBER OF 1099 VENDORS: 6
TOTAL NUMBER OF ONE-TIME VENDORS: 4




- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Date: 03/23/2000                                                              Page  : 2
Time: 10:07                          PURGE DELETED VENDORS For 03/23/2000     Report: GARPDV
                                                EXCEPTIONS

VENDOR #   NAME                        Entity  Error
-----------------------------------------------------------------------------------------------------
1890       ACME CHEMICAL PLANT         01    1099 Data on File
1890       ACME CHEMICAL PLANT         01    Vouchers on File
118        LARGO ONETIME/SAT           01    Vouchers on File
30         MEDIFAX. INC. TEST          01    Vouchers on File

                                           End of Report
```

Purged Vouchers Report (GARPV)

Description: The Purged Vouchers Report (GARPV) lists all vouchers that were deleted from the system as a result of the AP Close Period process. It is used as an audit of purged voucher numbers.

**How This Report
Is Generated:**   Automatically (at Period Close) during Midnight Processing.

Sorted by: Entity Code.

Subsorted by: Either Vendor Name or Vendor Number, depending on the value entered in the **Report Sort** field on the Entity Parameters screen.

Page Breaks: Entity Code.

Grand Totals: ENTITY: Total Dollar Amount of purged vouchers.
                     ENTITY: Total Number of purged vouchers.

Figure 8.91 Purged Vouchers Report (GARPV)

```
Date: 02/25/1999                            MODEL HOSP - ENT 01                              Page  : 2
Time: 13:00                           Purged Vouchers Report For 02/25/1999                  Report: GARPV01
                                            Vendor      Vendor   Inv.
Voucher Nbr  Vendor Nbr  Vendor Name        Invoice Nbr Inv Date Type  Check Nbr  Check Date  Invoice Amt
-----------------------------------------------------------------------------------------------------------
       270          69  BANK OF NY          AUCR980401069 04/01/98  R       126    04/22/98      2,500.00
       514          72  SILLY SALLY SOURCE  AUCR980707072 07/07/98  R       133    07/07/98        250.00
       213         200  Allen,Janice;T      INV NBR       03/05/98  E       104    03/05/98        211.00
       102         252  Abbott,Lacy                       12/04/97  E        32    02/26/98    100,000.00
       207         490  CHOVEY,ANN          A9722300005   08/11/97  R       116    03/05/98        250.00
       192         650  ADMIT,TWO           A9733800001   02/26/98  R        42    02/26/98     19,254.00
       166         660  ADMIT,THREE         A9733800002   02/25/98  R        37    02/26/98     18,942.00
       208         660  ADMIT,THREE         A9733800002   03/05/98  R       117    03/05/98     39,582.00
       344         880  GUARANTOR,SAM       A9805100012   05/01/98  R       137    09/01/98        110.55
       432        1120  CRAFT,DODECAHEDRON  A9807700001   06/11/98  R       138    09/01/98         72.60
       341        1180  GUARANTOR,SCOOBY    A9807900003   05/01/98  R       128    07/07/98      9,471.00
       342        1270  GUARANTOR, FRED     A9808200001   05/01/98  R       166    09/26/98     34,687.30
       209      400100  GROUP NAME FOR BLUE CROSS BASI A9712800003 03/05/98  R     118    03/05/98     46,169.90
       225      400100  GROUPER,GARY        CC2           03/05/98  S       125    03/05/98        351.69


                                                                   ENTITY TOTAL:       10,004,269.93
                                                                Number of Vouchers:             64

                                            End of Report
```

Future Period Expense Report (GARFPP)

Description: The Future Period Expense Report (GARFPP) is a daily report which lists the invoice amounts that were posted into the future period for the prepaid account set up on the GL Parameters screen. Only information posted to the future period for each prepaid account will be included on this report. It also includes distributions that were reversed because of voided checks entered that day.

**How This Report
Is Generated:**   Automatically (Daily Batch) during Midnight Processing.

Sorted by: Entity Code; Prepaid Department/Subaccount; Voucher Number; Line Number.

Subtotals: VOUCHER: Total Dollar Amount of lines posted to the future period.

Grand Totals: GL POSTING PERIOD: Total Dollar Amount posted to the future period.
LIABILITY ACCOUNT: Total Dollar Amount posted to the future period.
ENTITY: Total Dollar Amount posted to the future period.
ENTITY: Total Number of vouchers posted to the future period.

Figure 8.92 Future Period Expense Report (GARFPP)

```
Date: 06/30/96                                  GENERAL HOSPITAL                                    Page  : 1
Time: 01:17pm                            Future Period Expense Report for 06/30/96                  Report: GARFPP


Prepaid Department:       20192   BALANCE SHEET ACCOUNTS
Prepaid Subaccount:       102993  AP-TRADE


GL Posting Period   : 8903


                              Vendor         Vendor              Ln    ------- GL Distribution --------
Voucher Nbr Vendor Nbr Vendor Name     Invoice Nbr   Inv Date Ty  P.O. Nbr Nbr  Ent.   Department     Subaccount          Amount
----------------------------------------------------------------------------------------------------------------------------
        12      120 JAMESTOWN DISTRIBUT 092939402     06/27/90  S             1  SJ     1029301        00299               200.00
                                                                                VOUCHER TOTAL:                            200.00

        13      186 ABBOTT LABORATORIES 390278-88     06/27/90  S             1  SJ     1023910        01929               450.00
                                                                             2  SJ     1029122        02930                18.00

                                                                             3  SJ     0293021        01823                17.50
                                                                                VOUCHER TOTAL:                            485.50

        14      019 CARTERSVILLE CARTAGE 02929498-7382 06/25/90 S             1  SJ     019200         102930              101.00
                                                                                VOUCHER TOTAL:                            101.00

        19      192 UNGER JANITORIAL SUP 209298        06/22/90 S  10000000   1  SJ     019203         102930              250.75
                                                                                VOUCHER TOTAL:                            250.75

        20      162 OWENS, CORNING AND S 829382-374874 06/12/90 S  9021383    1  SJ     019203         102930            1,999.55
                                                                                VOUCHER TOTAL:                          1,999.55

        21      222 SHARESON LINEN SUPPL 39873984      06/01/90 S             1  SJ     202902         019931              450.00
                                                                             2  SJ     203910         012922               22.50
                                                                             3  SJ     201930         019291               27.50
                                                                                VOUCHER TOTAL:                            500.00


                                                     GL POSTING PERIOD TOTAL:                                           3,536.80

                                                     LIABILITY ACCOUNT TOTAL:                                           3,536.80

                                                          ENTITY TOTAL:                                                 3,536.80
                                                       Number of Vouchers:                                                    6


                                            End of Report
```

Auto Approved Invoices (GARPOA)

Description: The Auto Approved Invoices report (GARPOA) lists all P-type (PO-related) invoice lines in Accounts Payable that were automatically approved after a matching line item was corrected. The report lists the lines that were approved regardless of whether the invoice was distributed. The current status of the invoice is shown on the report.

How This Report Is Generated: Automatically (Daily Batch) during Midnight Processing.

Sorted by: Entity Code; Vendor Name or Number; Voucher Number; Line Number.

Page Breaks: Entity Code.

Subtotals: VENDOR: Dollar Amount of auto-approved invoices.

Grand Totals: ENTITY: Total Dollar Amount of auto-approved invoices.
ENTITY: Total Number of auto-approved vouchers.

Figure 8.93 Auto Approved Invoices (GARPOA)

```
Date: 09/13/91                        GENERAL HOSPITAL                          Page  : 1
Time: 0125am                   AUTO APPROVED INVOICES For 09/12/91              Report:GARPOAGN

          Vendor      Vendor  Payment                     Ln  ------ Quantity ------                     Line
Voucher Nbr Invoice Nbr  Inv Date Due Date  Invoice Amt Stat  P.O. Nbr Nbr  Rec'd    Paid    Inv'd  P.O. Price  Inv Price Stat
--------------------------------------------------------------------------------------------------------------------
Vendor: 142 A-C MEDICAL SUPPLY, INC.
*    2716 PO4038        09/12/91 09/30/91      450.00  P       4038   3    10             10      40.00        40.00   A

              VENDOR TOTAL:      450.00

Vendor: 6488 A-1 MEDICAL SUPPLIES
*    2715 PO4037        09/12/91 09/30/91    1,570.75  P       4037   3    10             10      45.50        45.50   A
                                                                     2    10             10      57.95        57.95   A

              VENDOR TOTAL:    1,570.75

              ENTITY TOTAL:    2,020.75
              Number of Vouchers:        2

*Indicates Discounted Invoices

                                        End of Report
```

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Self-Assessed Tax Withheld Report (GARSAT)

Description:　　The Self-Assessed Tax Withheld Report (GARSAT) is a breakdown of all vendor invoices that are included in the system-generated SAT invoice total.

Vouchers that have been set back to a Distributed status are indicated with an asterisk (*) on this report.

How This Report Is Generated:　　Automatically (at Month-End) during Midnight Processing.

Sorted by:　　State Code.

Subtotals:　　VENDOR: Check Totals (gross, discount, self-assessed tax, net).

Grand Totals:　　CHECK CODE: Check Totals (gross, discount, self-assessed tax, net).

Special Instructions:　　See "MONTHLY PROCESS" (page 6-60) in Chapter 6: PROCESSES for more information.

Figure 8.94 Self-Assessed Tax Report (GARSAT)

```
Date: 96/06/12                           GENERAL HOSPITAL                              Page  : 1
Time: 10:02                     SELF-ASSESSED TAX WITHHELD REPORT FOR 06/12/96         Report:GARSAT01


STATE CODE: 24 British Columbia


                        T          Distr.
Vendor Nbr  Vendor Name Y  Voucher Nbr  Date    Gross Amount    Discount     Self-Assessed Tax    Net Amt    Check Nbr
-------------------------------------------------------------------------------------------------------------------------
     630  AARON, DENISE     S    12944 06/02/96    262.55        00.00             50.00           212.55
                           Check Total:           262.55        00.00             50.00           212.55        317
     659  BANKS, CATHY      S    12957 06/11/96    250.00        00.00             50.00           200.00
                           Check Total:           250.00        00.00             50.00           200.00        319
     662  DEAN,SHEREE       S    12958 06/19/96    380.00        00.00             80.00           300.00
                           Check Total:           380.00        00.00             80.00           300.00        323
     663  HALL, GEORGE      S    12965 06/26/96    120.00        00.00             20.00           100.00
                           Check Total:           120.00        00.00             20.00           100.00        324

                           CHECK CODE TOTAL:     1012.55        00.00           1212.55           812.5


Check TYPE TOTALS:              Standard Invoices
                                             End of Report
```

Vendor List of Added/Invoice Vendors Report (GARVLA)

Description: The Vendor List of Added /Invoice Vendors Report (GARVLA) reflects all vendors added that day, through the Invoice Add process, as well as the voucher number, vendor invoice number and any invoice comments entered by the user. It serves as a daily audit trail of all vendors added to the Vendor Master through the standard Invoice Add processor. It should be compared to the Deleted Voucher Report (GARDV) in the event that any of the vouchers listed on the GARVLA report were subsequently deleted prior to distribution.

Note: Only the initial invoice through which the vendor was added appears on the GARVLA report. Subsequent invoices entered for the new vendor do not appear on the report.

How This Report Is Generated: Automatically (nightly) during Midnight Processing. If there is no data to report, only a report header is created. The report is not created if the Allow Invoicing/Vendor Add field in the Accounts Payable System Parameters is set to No.

Sorted by: The report sort is determined by the Report Sort field on the first screen of the Entity Parameters and is associated with the entity used in the Invoice Add process. For example, if the Invoice Add entity is entity 01, then the vendor report created during Midnight Processing is GARVLA01 because that is the entity associated with the Invoice Add process.

Special Instructions: See "Adding a Vendor While Entering a Standard Invoice" in Chapter 5: INVOICING for more information.

Figure 8.95 Vendor List of Added /Invoice Vendors Report (GARVLA)

```
Date: 06/20/2002                         GENERAL HOSPITAL                      Page  : 1
Time: 12:33am                   Vendors Added via Invoicing For 06/19/2002     Report: GARVLA01


Vendor       Vendor                  Vendor                    Voucher    Invoice Nbr    Comment                User ID
             Name                    Address
----------------------------------------------------------------------------------------------------------------------
295          PALMS & FERNS           3939 NURSERY ST, CLEARWAT  32484206   MAY-JUNE                              Smith,Jane A
310          PAVERS OF THE GULF COA  3938 PENNINGTON BLVD, NAP  32484218   3938-A         problems with patching Smith,Jane A
319          ZEBULON INDUSTRIES      938 RALEIGH RD, WILSON, N *32484209                                         Smith,Jane A
365          TRINITY FOODS           3938 PALMS AVE, PALM HARB  32484219                  authorized by jim jones, Smith,Jane A
652          BAXLEY FLUIDS           3939 GLORIA BLVD, NAPLES,  32484220                  andy wilson submitted thi Smith,Jane A
1411         TRANE COMFORT INDUSTRI  126 HWY 19 S., ST PETERSB  32484210   3T55           authorized by joe smith Smith,Jane A
2011         CLEARVUE LABS           3938 INTERSTATE 95, BOCA   32484223   3KK3           authorized by sue smith, Smith,Jane A
2111         GARCIA'S ITALIAN        3938 GLEN ST, LARGO, FL    32484225   MAY DELIVER 12 dinner deliveries      Smith,Jane A
2511         CAREGIVERS INC          P.O. BOX 39387, SARASOTA, *32484211                                         Smith,Jane A
2554         RANDY ROBERTS INC       9398 GULF BLVD, INDIAN RO  No Vouchers Added.                               Smith,Jane A
2632         PERRY'S PIZZA           3938 SUNSHINE PARKWAY, SA  No Vouchers Added.                               Smith,Jane A
3620         FLOWER MASTERS          3939 BREEZES BLVD, SARASO  No Vouchers Added.                               Smith,Jane A
3621         ARTISTIC POOLS INC      3838 BAYSIDE BRIDGE, CLEA  32484215   POOL REPAIR approved by glenda smith Smith,Jane A
3655         BLOWN AWAY SHUTTERS AN  9383 WALSINGHAM RD, LARGO  32484217   3U377          jim wilson requested this Smith,Jane A
3955         DONETELLA SERVICES      9383 BERKLEY AVE, NAPLES,  No Vouchers Added.                               Smith,Jane A
9585         AAA PEST CONTROL        3938 HWY 19 NORTH, PALM H  32484208   2ND QUARTER authorized by sam wilson Smith,Jane A


                                      Total Vendors Added: 16


* Indicates the voucher was deleted prior to distribution.


                                           End of Report
```

Daily Vendor Audit Report (GARVLC)

Description: This report provides an audit trail of changes made to the Vendor Master screen. It lists before and after images of key Vendor Master file fields, along with the user ID of the person who made the change and the date and time the change was made. When an edit is performed on a vendor, the before and after images are captured and produced on a report that is generated nightly during Midnight Processing. The report includes changes to existing vendors, new vendors, and vendors added while still in the Invoice Add process. New vendors, added either through the Vendor Master or the Invoice Add process, display "New Entry" in the After Value column of the report.

The changes tracked on the Daily Vendor Audit report (GARVLC) come from changes made on the following screens: Vendor Information, Vendor Maintenance, Vendor Master (main screen, remittance screen, and tax related screen).

**How This Report
Is Generated:**   Automatically (nightly) during Midnight Processing. If there is no data to report, only a report header is created.

Sorted by: The report sorts in Vendor Name order.

**Special
Instructions:**   Other existing Vendor Maintenance screens that can be edited but whose edits are not part of this report include Purchasing Information, Other Regulatory Reporting Information, Alternate Address Information, Statistics, and EFT Related Information.

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Figure 8.96 Daily Vendor Audit Report (GARVLC)

```
Date: 06/19/2003                                                                  Page  : 1
Time: 05:22am                       Daily Vendor Audit Report For 06/18/2003      Report: GARVLC


Vendor Nbr   Vendor Name          Field Name              Before Value       After Value          Edit by ID   Edit by Name
----------------------------------------------------------------------------------------------------------------------------
1515         AAA AARON'S BAKERY    VM-Add Line 2           NEW ADDRESS 2                           01000        Wilson,Bob
  16:35                            VM-City                 MOBILE             ATLANTA              01000        Wilson,Bob
                                   VM-State                AL                 GA                   01000        Wilson,Bob
                                   VM-Zip code             99999              306521477            01000        Wilson,Bob
                                   VM-Phone                                   (770)457-2365        01000        Wilson,Bob
                                   VM-Ext                                     111                  01000        Wilson,Bob


1515         AAA AARON'S BAKERY    Auto Create Inv                            No                   01000        Wilson,Bob
  16:35                            SAT Vendor              Yes                No                   01000        Wilson,Bob
                                   Remit State             AL                                      01000        Wilson,Bob


5544         BLOOMINGDALE'S INC                                               NEW ENTRY            01000        Wilson,Bob
  16:30


5544         BLOOMINGDALE'S INC    1-Remittance Name                          BLOOMINGDALE'S INC   01000        Wilson,Bob
  16:32                            1-Remit-Add Line 1                         P.O. BOX 3988        01000        Wilson,Bob
                                   1-Remit-Add Line 2                         STATION J            01000        Wilson,Bob
                                   1-Remit-City                               NEW YORK             01000        Wilson,Bob
                                   1-Remit-State                              NY                   01000        Wilson,Bob
                                   1-Remit-Zip Code                           977653988            01000        Wilson,Bob
                                   1-Remit-Phone                              (782)747-4747        01000        Wilson,Bob
                                   1-Remit-Contact                            LARRY SMITH          01000        Wilson,Bob
                                   1-Remit-Attention To                       WARREN JONES         01000        Wilson,Bob


5544         BLOOMINGDALE'S INC    2-Remittance Name                          BLOOMINGDALE'S INC   01000        Wilson,Bob
  16:32                            2-Remit-Add Line 1                         P.O. BOX 166         01000        Wilson,Bob
                                   2-Remit-City                               TRENTON              01000        Wilson,Bob
                                   2-Remit-State                              NJ                   01000        Wilson,Bob
                                   2-Remit-Zip Code                           653010166            01000        Wilson,Bob
                                   2-Remit-Contact                            ANDY WILSON          01000        Wilson,Bob
                                   2-Remit-Attention To                       GREG WILSON          01000        Wilson,Bob


5544         BLOOMINGDALE'S INC    3-Remittance Name                          BLOOMINGDALE'S INC   01000        Wilson,Bob
  16:33                            3-Remit-Add Line 1                         P.O. BOX 38783       01000        Wilson,Bob
                                   3-Remit-City                               MIAMI                01000        Wilson,Bob
                                   3-Remit-State                              FL                   01000        Wilson,Bob
                                   3-Remit-Zip Code                           56466                01000        Wilson,Bob
                                   3-Remit-Phone                              (815)858-8588        01000        Wilson,Bob
                                   3-Remit-Contact                            JUAN BLANCO          01000        Wilson,Bob
                                   3-Remit-Ext                                999                  01000        Wilson,Bob
                                   3-Remit-Attention To                       ZELDA WILSON         01000        Wilson,Bob
```

Federal 1099 Vouchers Changed Report (GARTVC)

Description:　　The Federal 1099 Vouchers Changed Report (GARTVC) provides an audit trail of vouchers that were selected for change at the time the Vendor was edited and classified for accumulation of 1099 information.

　　　　　　　　　　The report contains the following information for each voucher: Vendor Number, Vendor Name, Tax ID Number, 1099 Type/Footnote, Accumulated 1099 Amount, Voucher number, Check Date, Status, and Invoice Amount. This is the same information provided on the Federal 1099 Audit Report (GARTA), except that Check Date is provided instead of Invoice Date. The check date is necessary because the vouchers selected might not all fall in the same calendar (IRS Reporting period) year.

How This Report
Is Generated:　　Automatically (nightly) during Midnight Processing.

Selection
Criteria　　　　　None.

Sorted by:　　　Either in Alpha or Numeric order by Vendor depending on what is set in the Entity Parameter Report Sort field.

Subtotals:　　　1099 [T4A] Type: Total Accumulated Dollars.

Grand Totals:　　Entity: Total Accumulated Dollars.
　　　　　　　　　　Entity: Total number of vendors.

Special
Instructions:　　Even though this report is generated during Midnight Processing as a daily audit trail, the vouchers changed during the day can be seen immediately on the Federal 1099 Audit Report (GARTA) if you run that report using Demand Reports.

Figure 8.97 Federal 1099 Vouchers Changed Report (GARTVC)

```
Date: 06/24/2004                              HAPPY HOSPITAL                               Page  : 1
Time: 02:31pm                       Federal 1099 Changed Vouchers  For 06/24/2004         Report: GARTVC01

                                              1099 DETAIL

                                    1099   Accumulated           Vendor
Vendor Nbr  Vendor Name            Tax ID Nbr Type  1099 Amount Vouchr Nbr  Chk Date  Status    Invoice Amt
----------------------------------------------------------------------------------------------------------
      6  ABC MEDICAL SUPPLY        205937401  A-7    56,145.01     1276                 H             22.00
                                                                  1349                 D              1.33
                                                                  1352                 D              5.32
                                                                  1501                 P              4.05
                                                                  1602                 P              0.14
                                                                  1616                 H          2,162.50
                                                                  1870                 P          1,026.00
                                                                  1917                 H          3,659.40
                                                                  1919                 U              6.00
                                                                  1922                 P             13.68
                                                                  1952                 P         40,798.66
                                                                  1957                 U          7,693.86
                                                               32484317                 P            105.00
                                                               32484318                 H              2.00
                                                               32484319  06/22/2004     C             15.82
                                                               32484320                 H              4.00
                                                               32484322                 P            105.00
                                                               32484323                 P             10.00
                                                               32484324  06/22/2004     C             15.25
                                                               32484325                 P              2.00
                                                               32484331                 P            105.00
                                                               32484661                 H             55.00
                                                               32484662                 H            333.00

      Total 1099-MISC. - Nonemp. compensation Type Vouchers:                                      56,145.01


                    MISC 1099 TOTALS:           56,145.01

     18  FLORIDA FRUITS, INC       254125477  A-7     8,357.95  32484576  05/11/2004     C            153.60
                                                               32484577  05/11/2004     C           -151.38
                                                               32484578                 D          1,260.50
                                                               32484579                 D           -386.12
                                                               32484709                 D             44.65
                                                               32484711  05/11/2004     C             22.52
                                                               32484712  05/11/2004     C             67.48
                                                               32484835  05/11/2004     C            540.00
                                                               32484837                 D          2,376.00
                                                               32484838                 D          1,200.00
                                                               32484841  05/06/2004     C          1,063.00
                                                               32484842  05/11/2004     C          1,188.66
```

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Figure 8.98 Federal 1099 Vouchers Changed Report (GARTVC) - Page 2

```
Date: 06/24/2004                          HAPPY HOSPITAL                              Page  : 2
Time: 02:31pm                   Federal 1099 Changed Vouchers  For 06/24/2004         Report: GARTVC01

                                           1099 DETAIL

                                  1099   Accumulated            Vendor
Vendor Nbr  Vendor Name          Tax ID Nbr Type   1099 Amount Vouchr Nbr  Chk Date   Status      Invoice Amt
------------------------------------------------------------------------------------------------------------
     18  FLORIDA FRUITS, INC      254125477
                                                                32484923               D           166.63
                                                                32485093  06/07/2004   C           315.00


     Total 1099-MISC. - Nonemp. compensation Type Vouchers:                                      8,357.95



                         MISC 1099 TOTALS:        8,357.95

     98  QUINCY SEVEN             581606999  A-3   22,214.35       841                  D          -133.33
                                                                 1037                  P           540.00
                                                                 1325                  D        19,025.00
                                                                 1326                  D           540.00
                                                                 1327                  D           303.75
                                                                 1625                  P         1,926.36
                                                                 3010                  D            12.57

     Total 1099-MISC. - Other Income Type Vouchers:                                             22,214.35



                         MISC 1099 TOTALS:       22,214.35



                         ENTITY TOTALS:          86,717.31
                   NUMBER OF 1099 VENDORS:               3
```

Figure 8.99 Federal 1099 Vouchers Changed Report (GARTVC) - Last Pages

```
Exceptions Report:

                    Vendors With No TAX ID Number

        Vendor Number                Vendor Name
```

```
Exception Report: NEGATIVE TOTALS

The following vendors have 1099 type/footnotes with Negative totals.
Consider Manual Adjustments (Vendor Statistics).

                    Vendors with Negative 1099 Totals

        Vendor#    Vendor Name                        Type FN        Amount
```

```
Summary by 1099 Type and Footnote:


1099 Type   Footnote-------------------------------------------------------------------------------

     A   3           22214.35
     A   7           64502.96

Totals:              86717.31
                              End of Report
```

EDI/EFT PROCESSING REPORTS

This subsection describes the reports related to the EDI (Electronic Data Interchange) process. This process involves the electronic transfer of invoice information to STAR from a vendor's system, as well as Electronic Funds Transfer payments to vendors. For more information about this process, see Chapter 7: ELECTRONIC FUNDS TRANSFER PROCESSING.

The following EDI/EFT reports are described in this subsection:

Vendor Bank Account Updates Report (GARVBH) (page 8-226)	Lists changes made by any user to the **Routing/Transit No.** and/or **Account No.** fields of the Vendor Maintenance Tax Related Information screen. These fields determine the destination of Electronic Funds Transfer payments.
Uploaded EDI Voucher Report (GAREVR) (page 8-228)	Shows detailed information about the vouchers created during the Upload/ Import EDI Invoice process, during which a vendor's invoices are electronically uploaded to STAR.
EFT Vendor Invoices Processed Report (GAREFT) (page 8-230)	Prints a list by vendor of vendor invoice transactions that were included in the EFT processor.
EFT Transfer Payment Selection Report (GAREPS) (page 8-232)	Prints user-defined Payment Selection Criteria for funds transfer payments, and the invoices that are selected for payment based on these criteria.
EFT Check Register (GARECR) (page 8-234)	Documents a Funds Transfer (Download) run of vendor payments.

Generating an EDI or EFT Report

EDI/EFT reports are automatically generated and/or produced on demand at different points during the EDI/EFT Process.

Vendor Bank Account Updates Report (GARVBH)	Generated automatically anytime a user changes the **Routing/Transit No.** and/or **Account No.** fields, which are crucial for accurate electronic transmission of payments to vendors. This report can also be generated on demand from the Demand Reports menu.
Uploaded EDI Voucher Report (GAREVR)	Can be generated on demand from the EDI Invoice Import/Maintain Processor menu, from which vendor invoices can be electronically transmitted ("uploaded") to STAR.

EFT Vendor Invoices Processed Report (GAREFT)	Generated automatically when the Process/Download Funds Transfer is executed and successfully completes.
EFT Transfer Payment Selection Report (GAREPS)	Can be generated on demand during the Funds Transfer Payment Selection process, in which vendor invoices are selected for electronic payment.
EFT Check Register (GARECR)	Prints automatically after a Process/Download Funds Transfer Selections run, in which vendor payments are electronically transferred from STAR to the vendors' bank accounts.

Vendor Bank Account Updates Report (GARVBH)

Description: The Vendor Bank Account Updates Report (GARVBH) lists any updates that any user has made to the **Routing/Transit Number** and/or **Account Number** fields on the Vendor Maintenance Tax Related Information screen. These fields determine the bank account to which vendor payments are electronically transmitted.

Report Data: Vendor Number and Name; Date and Time the update was made; User's Name who made the changes; "Before" and "After" values of both the **Routing/Transit Number** and **Account Number** fields.

**How This Report
Is Generated:** Automatically anytime a user modifies one of these fields; lists any changes made for that current day. A history version of the report can also be generated from the Demand Reports menu .

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Figure 8.100 Vendor Bank Account Updates Report (GARVBH)

```
Date: 06/25/97                                                              Page  : 1
Time: 12:42                    Vendor Bank Account Updates For 06/25/97     Report: GARVBH

                               Routing/Transit Number            Bank Account Number
Date/Time       User           Before        After               Before          After
--------------------------------------------------------------------------------------------

VENDOR: 1 - BAXTER HOSPITAL SUPPLY

03/17/97 1137   Converse,Brian                9876543321                         11234-432-11
06/25/97 1234   Converse,Brian  9876543321    432223432          11234-432-11    99843211
06/25/97 1242   SMITH,JOHN Q    432223432     22343333

VENDOR: 11 - JOHNSON & JOHNSON

06/25/97 1223   SMITH,JOHN Q                  445872992                          1122344457

VENDOR: 47 - WILTON MEDICAL SUPPLIES

03/03/97 0941   Wilton,Jonnie J               02929292929292929                  02029292929

VENDOR: 5 - ABBEY MEDICAL

02/26/97 2217   Codnerse,Brian                1234                               1111
03/06/97 2057   Codnerse,Brian  1234          12341234           1111            4444-4444
06/25/97 1235   Codnerse,Brian  12341234      1122334411223344   4444-4444       234343499988
06/25/97 1236   Codnerse,Brian  1122334411223344  553343433
06/25/97 1241   SMITH,JOHN Q    553343433     44553343433
06/25/97 1242   SMITH,JOHN Q                                     234343499988    111234343499988

VENDOR: 52 - WILTON NON-TAXABLE

03/03/97 1042   Wilton,Jonnie J               564654654656                       897979879

VENDOR: 53 - WILSON TAXABLE

03/03/97 1002   Wilton,Jonnie J               99777778787                        897979879
06/25/97 1237   Codnerse,Brian                                   897979879       22338897979
                               End of Report
```

Uploaded EDI Voucher Report (GAREVR)

Description: The Uploaded EDI Voucher Report (GAREVR) prints detail information regarding the vouchers (including temporary vouchers) created during the Upload/Import EDI Invoice process, in which vendor invoice information is electronically transmitted to STAR, and vouchers are created for the invoices.

Report Data: Voucher Number (or, if a voucher could not be created, the temporary voucher number followed by an asterisk *); Vendor Invoice Number and Date; Payment Due Date; Invoice Header Amount; Header Status; Purchase Order Number; Line Number (or two asterisks ** if a matching Purchase Order detail line could not be found); Item Description; Vendor Catalog Number; Quantity Invoiced; Order Quantity; Receive Quantity; Invoice Price; Order Price; Extended Price; Line Status.

**How This Report
Is Generated:**   On demand, by selecting this report option from the **EDI Invoice Import/ Maintain Processor** menu.

Sorted by: Voucher Number/Temporary Voucher Number.

**Selection
Criteria:**   When this report is selected from the **EDI Invoice Import/Maintain Processor** menu, the system presents a list of dates/times when EDI invoice batches were uploaded to the STAR system. You select a batch from the list. The report will include all invoices created during the chosen upload date/time.

NOTE: When a "real" voucher is created either directly as a result of the imported file or as the result of a user editing a temporary voucher, the system searches for a duplicate invoice (based on the Criteria for Duplicate Invoice Warning field on the System Parameters screen). If a duplicate "real" voucher has been created (as a direct result of the file import), the duplication is indicated on the Uploaded EDI Vouchers Report (GAREVR) by a *Y* in the Dup column. The system cannot stop the voucher from being created if it occurs directly as a result of the import. If a duplicate "real" voucher has been created as a result of the user editing a temporary voucher, the user is prompted with a warning message as described in the Criteria for Duplicate Invoice Warning field on page 3-5. When a temporary voucher is created directly as a result of the imported file, the system searches for a duplicate invoice (based on the Criteria for Duplicate Invoice Warning field on the System Parameters screen). If a duplicate temporary voucher has been created, the duplication is indicated in the Uploaded EDI Vouchers Report (GAREVR) by a *Y* in the Dup column.

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Figure 8.101 Uploaded EDI Voucher Report (GAREVR)

```
Date: 08/20/2007                        MODEL HOSPITAL OF GEORGIA                            Page  : 49
Time: 12:28pm                     EDI Uploaded Voucher Report For 08/20/2007                 Report: GAREVR01

Voucher Nbr Vendor              Dup Vend Inv       Inv Date   Pay Due Date         Inv Amount  Stat      PO Nbr
     Ln PO Ln  Description           Vend Cat #             Qty Inv Rcv Qty        Inv Price    Order Price       Stat
-----------------------------------------------------------------------------------------------------------------

     4   **                                30502-113             10      0            2.55            0.00      B
     5   **                                AT74531                1      0            5.11            0.00      B
     6   **                                24000-006              1      0            0.52            0.00      Q
     7   **                                23593-14LF             6      0            2.06            0.00      B
     8   **                                23602-06LF             6      0            1.50            0.00      B
     9   **                                C15053-006             1      0            3.03            0.00      B

32486021    16 STANDARD REGISTER    Y  591744287     07/27/2007 08/26/2007        $129.69  P       519845
     1   1  BANDAGE-MEDIUM                3200PG                60      0            1.92            1.92      Q
     2   2  BANDAGE-SMALL                 HL78501                1      0           14.49           14.49      Q

32486022    16 STANDARD REGISTER    Y  591744424     07/27/2007 08/26/2007         $15.12  P       519978
     1   1  CRUTCHES-SMALL                300016A                1      0           15.12           15.12      Q

32486023    16 STANDARD REGISTER    Y  591744168     07/27/2007 08/26/2007         $82.12  P       520034
     1   1  LATEX GLOVES                  BI669030               4      0           20.53           20.53      Q


                                          End of Report
```

EFT Vendor Invoices Processed Report (GAREFT)

Description: The EFT Vendor Invoices Processed Report (GAREFT) prints a list of vendor invoice transactions, by vendor, that were included in the EFT processor. It may be distributed to vendors for use as an audit trail to reflect invoices associated with the vendor EFT payment.

How This Report Is Generated: This report is generated automatically when the Process/Download Funds Transfer is executed and successfully completes. The GAREFT report is generated along with the GARECR report as part of the EFT process.

Report Data: Vendor Number/Remit Name;Vendor Address/Phone/Contact; Check Number/Pay Date;Dollar Amounts/Gross/Discount/Income Tax/SAT/Net Amounts; Voucher Detail including Voucher Number/Vendor Invoice Number/Invoice Type/Invoice Amount/Paid Amount

Sorted by: Entity Code

Subsorted by: Check Code, Check Numbers (same as the EFT Check Register), Vendor

Grand Totals: Gross/Discount/Net/Income Tax/SAT Amounts

Special Instructions: This report page breaks by vendor so it can be easily mailed or faxed to provide an audit trail of vendor vouchers paid using EFT. Vendor specific information prints at the top of each page for easy identification and distribution of transaction check information.

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Figure 8.102 EFT Vendor Invoices Processed Report (GAREFT)

```
Date: 07/29/2002                              HAPPY HOSPITAL 01                          Page  : 1
Time: 16:37                            Invoices Paid via EFT For 07/29/2002              Report: GAREFT01


Vendor #     Name / Address
  1730       WILSON BENEFICIAL
             123 MAPLE AVE  B CENTRE
             TPRPMTP, CT  77814

             Phone:
             Contact: BONNIE WILSON


Check Number:          974             Check pay date:      07/29/02


Gross Amount:         9007.26          Discount Amount:        838.39
                                       Income Tax:             750.00
                                       SAT Amount:             269.25

NET EFT Amount:      7899.62

VOUCHER DETAIL for CHECK # 974


Voucher Nbr    Vndr Invoice Nbr    Type  Invoice Amt   Paid Amount
   32484503    CC6                  S        226.00        194.00


VOUCHER DETAIL for CHECK # 974


Voucher Nbr    Vndr Invoice Nbr    Type  Invoice Amt   Paid Amount
   32484504    CC6                  C        -22.60        -22.60


VOUCHER DETAIL for CHECK # 974


Voucher Nbr    Vndr Invoice Nbr    Type  Invoice Amt   Paid Amount
   32484505    CC6 A5               S        300.00        200.00


VOUCHER DETAIL for CHECK # 974


Voucher Nbr    Vndr Invoice Nbr    Type  Invoice Amt   Paid Amount
   32484506    CC6                  P         41.68         39.28


VOUCHER DETAIL for CHECK # 974


Voucher Nbr    Vndr Invoice Nbr    Type  Invoice Amt   Paid Amount
   32484507    CC6                  P        129.70        116.52


VOUCHER DETAIL for CHECK # 974


Voucher Nbr    Vndr Invoice Nbr    Type  Invoice Amt   Paid Amount
   32484508    CC6                  P        139.54        139.54
```

EFT Transfer Payment Selection Report (GAREPS)

Description: The EFT Transfer Payment Selection Report (GAREPS) prints a list of vendor's invoices that have been selected for Funds Transfer payment, based on a user-defined set of Payment Selection Criteria.

**How This Report
Is Generated:** On demand, by selecting the **Funds Transfer Payment Selection** option from the Electronic Funds Transfer Processing menu (off the AP main menu). You will be prompted for an Entity Code and Check Code. A Payment Selection submenu then appears; choose **Display Payment Selection**. You will be given the option to display an existing Payment Selection Criteria or print a report for it.

**Selection
Criteria/Sort:** After choosing to print the Payment Selection report, select the sort options by responding to the following prompts:

> Print report by Invoice Due Date(I), Discount Due Date(D) or (V)endor?--

> Print report in Vendor Name(A) or Vendor Number(N) order?--

Subtotals: VENDOR: (Invoice Gross, Discount, and Net Dollars for each of the following categories) -
    CHECK TOTAL
    REMITTANCE VENDOR TOTAL
    VENDOR TOTAL
    PAYMENT DUE DATE TOTAL

Grand Totals: CHECK CODE: Total Invoice Gross, Discount, Net Dollars.
FUNDS TRANSFER BATCH: Total Invoice Gross, Discount, Net Dollars.

**Special
Instructions:** The report summarizes the data by Total Invoices for the Funds Transfer Check Run (this amount should match the Check Register after checks are run).

The report also produces a summary of each Invoice Type.

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Figure 8.103 EFT Payment Selection Report (GAREPS)

```
Date: 07/29/2002                              MODEL HOSPITAL 01                              Page  : 1
Time: 16:36                            EFT Payment Selection For 07/29/2002                  Report: GAREPS01


Check Code  : 6 BONNIE'S NEW CHECK CODE                    Bank Code  : 25 Florida Sunshine Bank
Payment Selection: 1                                       Sort: Vendor / Vendor Number

Vendor Nbr  Vendor Name                  Remittance Name              Address Line 1            City          State  Zip
Due Date Disc Date Inv Date         Invoice Nbr Type P.O. Nbr Sep Ck Pri
                                    Voucher Nbr      Invoice Amt      Disc. Amt    Income Tax      SAT Tax       Net Amount
--------------------------------------------------------------------------------------------------------------------------
    1730  WILSON BENEFICIAL
07/29/02  09/11/02 07/29/02         CC6          S            No  No
                                    32484503         226.00          22.00         0.00          10.00           194.00
07/29/02           07/29/02         CC6          C            No  No
                                    32484504          22.60-          0.00         0.00           1.00-            21.60-
07/29/02           07/29/02         CC6 A5       S            No  No
                                    32484505         300.00           0.00       100.00           0.00           200.00
07/29/02  02/04/04 07/29/02         CC6          P     2026   No  No
                                    32484506          41.68           2.40         0.00           0.00            39.28
07/29/02  09/11/02 07/29/02         CC6          P     2015   No  No
                                    32484507         129.70           7.44         0.00           5.74           116.52
07/29/02           07/29/02         CC6          P     2016   No  No
                                    32484508         139.54           0.00         0.00           0.00           139.54
07/29/02           07/29/02         CC6          S            No  No
                                    32484509       2,000.00           0.00       650.00           0.00         1,350.00
07/29/02  10/16/03 07/29/02         CC6 SAT      S            No  No
                                    32484510       5,250.00          55.55         0.00         250.00         4,944.45
07/29/02  04/21/02 07/29/02         CC6          S            No  No
                                    32484511         154.64           0.00         0.00           0.00           154.64
07/29/02  04/21/02 07/29/02         CC6 A1       S            No  No
                                    32484512         351.21           0.00         0.00           0.00           351.21
07/29/02           07/29/02         CC6 A2       P     2026   No  No
                                    32484513         406.33           0.00         0.00           0.00           406.33
07/29/02           07/29/02         CC6 A1       C     2026   No  No
                                    32484514         322.00-          0.00         0.00           0.00           322.00-
07/29/02           07/29/02         CC6 A3       P     2015   No  No
                                    32484515          97.11           0.00         0.00           4.51            92.60
07/29/02           07/29/02         CC6 A3       P     2016   No  No
                                    32484516         255.65           0.00         0.00           0.00           255.65
                              *CHECK TOTAL:     9,007.26          87.39       750.00         269.25         7,900.62

              REMITTANCE VENDOR TOTAL:          9,007.26          87.39       750.00         269.25         7,900.62

                       VENDOR TOTAL:            9,007.26          87.39       750.00         269.25         7,900.62

            PAYMENT SELECTION TOTALS:           9,007.26          86.39       750.00         270.25         7,900.62


    Check Code Total for Funds Transfer Run:    9,007.26          87.39       750.00         269.25         7,900.62
```

EFT Check Register (GARECR)

Description: The EFT Check Register report (GARECR) prints the data of a specific Funds Transfer run.

Report Data: Vendor Number and Name; Vendor Invoice Number and Date; Voucher Number; General Ledger Distribution Date; Invoice Gross, Discount, and Net Dollar Amount; Check Number.

For Pre-Notes transmitted to the banking institution:

- the Vendor Invoice Number and Check Number print as "PRENOTE."

- the Vendor Invoice Date is the date that the Funds Transfer process is initiated.

- all dollar amounts are zero (0).

How This Report Is Generated: Prints automatically after the Process/Download Funds Transfer Selections process is completed .

Sorted by: Entity Code; Check Code; Check Number.

Special Instructions: All checks and pre-notes transmitted during the Process/Download Funds Transfer Selections process will be included on the report. The Batch and Demand Check Processes generate separate reports. This report includes only Funds Transfer checks and pre-notes transmitted for a specific run.

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Figure 8.104 EFT Check Register (GARECR)

```
Date: 07/29/2002                                MODEL HOSPITAL 01                             Page  : 1
Time: 16:37                              EFT Batch Check Register For 07/29/2002               Report: GARECR01


Check Code: 6 BONNIE'S NEW CHECK CODE

                        Vendor          Vendor      T             Distr.
Vendor Nbr Vendor Name  Invoice Nbr     Inv Date    Y Vouchr Nbr  Date
                                        Gross Amount          Disc    Income Tax          SAT         Net Amt  Check Nbr
-----------------------------------------------------------------------------------------------------------------------
    1730 WILSON BENEFICIA CC6            07/29/2002 S  32484503    07/29/2002
                                          226.00             22.00          0.00        10.00          194.00
                        CC6             07/29/2002 C  32484504    07/29/2002
                                           22.60-             1.00          0.00         1.00-          22.60-
                        CC6 A5          07/29/2002 S  32484505    07/29/2002
                                          300.00              0.00        100.00         0.00          200.00
                        CC6             07/29/2002 P  32484506    07/29/2002
                                           41.68              2.40          0.00         0.00           39.28
                        CC6             07/29/2002 P  32484507    07/29/2002
                                          129.70              7.44          0.00         5.74          116.52
                        CC6             07/29/2002 P  32484508    07/29/2002
                                          139.54              0.00          0.00         0.00          139.54
                        CC6             07/29/2002 S  32484509    07/29/2002
                                        2,000.00              0.00        650.00         0.00        1,350.00
                        CC6 SAT         07/29/2002 S  32484510    07/29/2002
                                        5,250.00             55.55          0.00       250.00        4,944.45
                        CC6             07/29/2002 S  32484511    07/29/2002
                                          154.64              0.00          0.00         0.00          154.64
                        CC6 A1          07/29/2002 S  32484512    07/29/2002
                                          351.21              0.00          0.00         0.00          351.21
                        CC6 A2          07/29/2002 P  32484513    07/29/2002
                                          406.33              0.00          0.00         0.00          406.33
                        CC6 A1          07/29/2002 C  32484514    07/29/2002
                                          322.00-             0.00          0.00         0.00          322.00-
                        CC6 A3          07/29/2002 P  32484515    07/29/2002
                                           97.11              0.00          0.00         4.51           92.60
                        CC6 A3          07/29/2002 P  32484516    07/29/2002
                                          255.65              0.00          0.00         0.00          255.65
                        CHECK TOTAL:    9,007.26             88.39        750.00       269.25        7,899.62        974

                        CHECK CODE TOTAL:  9,007.26          88.39        750.00       269.25        7,899.62

                                        Number of Checks Printed:                                          1


CHECK TYPE TOTALS:      Standard Invoices:     8,281.85      77.55        750.00       260.00        7,194.30
                        Purchase Order Related: 1,070.01      9.84          0.00        10.25        1,049.92
                                Credit Memos:    344.60-      1.00          0.00         1.00-         344.60-

                        End of Report
```

MONTH-END PROCESSING REPORTS

AP Month-End is an inevitable event that occurs automatically, immediately after the Daily Batch Process on the last day of the month/fiscal period. Month-End performs a number of processes that generate associated reports.

ONE-TIME VENDORS

The system reviews the vendors that have been flagged as One-Time Vendors, then files both the vendors and their associated data as "Deleted" – provided their invoices have reached the retention indicated in Entity Parameters, and they have no 1099 or T4A dollars accumulated in the current year. The system will not delete One-Time Vendors (and their associated check and invoice information) that have a current 1099/ T4A balance. The GAROT One-Time Vendors Filed For Deletion Report (see page 8-238) is generated as a result of this process.

MATERIALS MANAGEMENT MONTH-END ACCRUALS

If STAR Materials Management is interfaced on the system, Month-End Accruals are also generated.

- The system reviews the purchase orders, comparing the line item quantity received with the quantity distributed. It then rolls the difference between the two forward to the next month. Because the system automatically rolls the anticipated liability and expenses forward monthly, purchase order-related invoices cannot be posted to any period other than the current one.

  For Non-Receipt POs, when the entity parameter is set to Yes for Accrue, the report takes the Total Amount of the Non-Receipt PO and compares it to the Amount Invoiced to date and accrues the difference.

- The GARAA Monthly Accrual Report (see page 8-239) is automatically generated by this process.

  - You must always ensure that this report is present after Month-End has run. If this report was not generated, then it is likely that the accruals were neither generated nor posted to your General Ledger. Check your GL postings and if accruals didn't run, check with your Information Systems Department to determine whether there were Nightly Batch problems. If there were no known problems with MNP, then log a support case to have the cause of your non-accruals researched by STAR Support personnel.

  - As a supplemental report, hospitals may elect to produce a GMRPAL Purchase Order Anticipated Liability Report in STAR Materials Management to compare to the Monthly Accrual Report. The two reports will probably not tie back to each other completely, but the amounts they reflect should be reasonably close. For more information about the GARPAL report, see the *Materials*

Management Reports Volume of the *STAR Financials General Accounting Reference Guide.*

MONTH-END BALANCING FOR AP LIABILITY ACCOUNTS

The GARPSR Payables Status Report (see page 8-240) is automatically generated at Month-End to provide a precise month-end balance for the AP liability accounts.

- A GARATB Aged Trial Balance Report (see page 8-241) should be manually generated before daily processing begins in the new month, for comparison with the Payables Status Report. Again, these reports may differ slightly, but overall should be very close in the amounts reported.

MONTH-TO-DATE TOTALS RESET

Month-To-Date totals on the GARAPR Accounts Payable Balancing Report (see page 8-242) are reset for the new month.

SAT VENDOR INVOICES

For taxable clients that utilize SAT processing, invoices are generated to those vendors indicated in the State SAT Vendor Identifier Table as being tax recipients. Also, the GARSAT Self-Assessed Tax report (see page 8-244) is generated and can be used as an audit trail for the SAT tax remittance checks.

Figure 8.105 One-Time Vendors Filed For Deletion Report (GAROT)

```
Date: 04/01/2000                             HAPPY HOSPITAL 01                            Page  : 1
Time: 0:20                             One-Time Vendors For 04/01/2000                   Report: GAROT01
                                          Filed for Deletion Report


Vendor Nbr  Name & Address
--------------------------------------------------------------------------------------------------------

    TOTAL NUMBER OF VENDORS FILED FOR DELETION :               0

                                            End of Report
```

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Figure 8.106 Monthly Accrual Report (GARAA)

```
Date: 08/21/2001                            HAPPY HOSPITAL                              Page  : 2
Time: 14:13                            AP Accrual - Rec'd Not Inv'd                     Report: GARAA01
Link Entity  : 01 - HAPPY HOSPITAL
GL Department: 0.010 - ENTITY 01 ONLY
                                       Ln                       ------ Quantity ------   Item Price/  Accrued Amt/
Vendor Nbr  Vendor Name              P.O. Nbr Nbr Item Description   Rec'd  Inv'd  Accr'd  Tax Accrued  Total Accrued
----------------------------------------------------------------------------------------------------------------------
GL Subaccount: 00.05 - ENTI-BD ALLOWANCE DEFAULT
    18  XINIA FRUIT AND CHEMICAL      434   6 nsnoim                   5             5      35.0000          175.00
                                                               SUBACCOUNT TOTAL:                           175.00
GL Subaccount: 00.12 - ENTI-VENDOR REVENUE DEFAULT
     5  ABBEY MEDICAL                 131   1 BABY PACIFIERS           5             5       3.0000           15.00
     5  ABBEY MEDICAL                 293   2 BABY PACIFIERS          30      2     28       3.0000           84.00
     5  ABBEY MEDICAL                 293  19 FILM X-RAY OG-1 24 X 30  30      2     28     228.0000        6,384.00
     5  ABBEY MEDICAL                 373   1 BABY PACIFIERS          30      0     30       3.0000           90.00
     5  ABBEY MEDICAL                5555   2 BABY PACIFIERS           5      1      4       3.0000           12.00
     5  ABBEY MEDICAL                 592   1 BABY PACIFIERS           1      0      1      17.4400           17.44
     5  ABBEY MEDICAL                 593   1 BABY PACIFIERS           1      0      1      17.4400           17.44
     5  ABBEY MEDICAL                 723   1 BABY PACIFIERS           2             2       3.0000            6.00
     2  AMERICAN HOSPITAL SUPPLY       66   1 Mylanta                  2      1      1       2.0000            2.00
                                                               TAX TOTAL:            574.5600             574.56
    20  BONNIE TAX NO SAT             396   1 HAMBURGER HELPER      2000      0   2000       1.5000        3,000.00
    13  FOSTER MEDICAL                452   1 FILM X-RAY OG-1 18 X 43   2             2      12.3500           24.70
    13  FOSTER MEDICAL                470   2 CLEANER GENERAL           2             2      33.0000           66.00
    11  JOHNSON & JOHNSON              12   1 CLEANER GENERAL           4             4     134.4000          537.60
    11  JOHNSON & JOHNSON              12   2 CLEANER COMET             4             4     175.4400          701.76
    11  JOHNSON & JOHNSON              12   3 CIRCUIT WIRE HEATER LARGE 2             2      35.7600           71.52
    11  JOHNSON & JOHNSON              12   4 CIRCUIT WIRE HEATER SMALL 2             2      26.0400           52.08
    11  JOHNSON & JOHNSON              12   5 CLEANER SHARPSHOOTER 5 GA 3             3      11.4800           34.44
    11  JOHNSON & JOHNSON             177   1 22BY STUFF                1             1       5.0000            5.00
   110  LARGO AUTO CREATE/SAT         222   5 STOCKED STOCKINGS (L/XL) 12      5      7      33.0000          231.00
   110  LARGO AUTO CREATE/SAT         222   6 STOCKED STOCKINGS (S/M)  16      6     10      30.0000          300.00
   111  LARGO/TAXABLE/REMITS          218   3 STOCKED STOCKINGS (L/XL) 28            28      20.0000          560.00
   124  MATTHEW E SALLADE             301   3 POSTIT NOTES              5             5      12.0000           60.00
   124  MATTHEW E SALLADE             305   3 POSTIT NOTES              5      2      3       5.7500           17.25
   124  MATTHEW E SALLADE             331   3 POSTIT NOTES              5             5       5.7500           28.75
   124  MATTHEW E SALLADE             344   3 POSTIT NOTES              5             5       5.7500           28.75
    74  NIVEA EXTRA                   339   8 FILM X-RAY OG-1 24 X 30  50      5     45      25.0000        1,125.00
    68  NIVEA PRODUCTS                406   5 BABY PACIFIERS           20      0     20       3.5000           70.00
    68  NIVEA PRODUCTS                407   4 BABY PACIFIERS           20      0     20       3.5000           70.00
   123  WILL'S CAMO STORE             225   1 POSTIT NOTES             50      0     50      13.0000          650.00
                                                               SUBACCOUNT TOTAL:                        14,836.29
                                                               DEPARTMENT TOTAL:                        15,011.29
                                                                                      N - Non-Receipt
```

Figure 8.107 Payables Status Report (GARPSR)

```
Date: 04/01/2000                          HAPPY HOSPITAL 01                          Page  : 16
Time: 0:20                         PAYABLES STATUS REPORT For 04/01/2000              Report: GARPSR01


Liability Department :        2.022 AGENCIES ACCOUNTS PAYABLE
Liability Sub Account:        22.54 APAG-KIMBERLY NURSE AGENCY


                             Vndr   Vendor      Vendor   Pymt Due                    Inv.                      GL
Vendor Nbr Vendor Name       Hold   Invoice Nbr Inv Date   Date     Invoice Amt Type Hold Voucher Nbr  P.O. Nbr Per
---------------------------------------------------------------------------------------------------------------------

        5 ABBEY MEDICAL       No                04/26/1999 06/10/1999     135.00  S   No     1617              4
                                                05/21/1999 05/21/1999     493.00- C   No     1692         293  5
                                                05/21/1999 05/21/1999   3,168.54  P   No     1700         293  5
                                                05/21/1999 07/05/1999   1,899.02  P   No     1701         293  5
                                    6           05/21/1999 07/05/1999   2,913.48  P   No     1705         293  5
                                    NONE        01/17/2000 03/02/2000       1.00  N   No     2064         363  2
                                                03/29/2000 03/30/2000      97.20  S   No     2104              3
                                                03/29/2000 03/30/2000     216.00  S   No     2105              3

                                                VENDOR TOTAL:         7,937.24


       62 BARNEY'S           No                05/04/1999 05/24/1999     138.94  S   No     1637              5

                                                VENDOR TOTAL:           138.94


       99 BAXTER             No  BAD ACCTS      05/18/1999 05/18/1999   2,254.64  P   No     1679         284  5
                                                05/18/1999 05/18/1999   1,497.13- C   No     1680         284  5
                                    AC281       06/02/1999 06/17/1999     355.22  P   No     1723         284  6

                                                VENDOR TOTAL:         1,112.73

        1 BAXTER HOSPITAL SUPPLY No            02/29/2000 03/01/2000     111.24  S   No     2071              2
                                                03/29/2000 03/30/2000     172.80  S   No     2106              3

                                                VENDOR TOTAL:           284.04


                            LIABILITY ACCOUNT TOTAL:       494,858.35


                                   ENTITY TOTAL:        4,019,373.03
                                   Number of Vouchers:          492

                                        End of Report
```

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Figure 8.108 Aged Trial Balance Report (GARATB)

```
Date: 04/11/2000                              HAPPY HOSPITAL 01                                    Page  : 1
Time: 10:28                          AP Aged Trial Balance Report For 04/11/2000                   Report: GARATB01

Liability Department:          2.141 A/P TRADE ACCOUNTS PAYABLE
Liability Subaccount:          20.97 APTR-REGULAR ACCOUNTS PAYABLE
Age Credit Memos    : Yes      Age by: Due Date

 Vendor             Payment   T Inv
Inv Date  Voucher # Due Date  Y Hld        0-30        31-60        61-90       91-120         121+        Gross Amt
---------------------------------------------------------------------------------------------------------------------

Vendor:       17  XINIA CORP                    Vendor Payment Hold: No

03/29/2000    2112 03/30/2000 S No         77.00         0.00         0.00         0.00         0.00           77.00
                   TAX                       3.08         0.00         0.00         0.00         0.00            3.08
                   RECOVERY                   3.08         0.00         0.00         0.00         0.00            3.08
                   ------------------------------------------------------------------------------------------------
                   VOUCHER TOTAL             83.16         0.00         0.00         0.00         0.00           83.16
03/29/2000    2113 03/30/2000 S No        300.00         0.00         0.00         0.00         0.00          300.00
                   TAX                      12.00         0.00         0.00         0.00         0.00           12.00
                   RECOVERY                  12.00         0.00         0.00         0.00         0.00           12.00
                   ------------------------------------------------------------------------------------------------
                   VOUCHER TOTAL            324.00         0.00         0.00         0.00         0.00          324.00
            VENDOR TOTAL:                   407.16         0.00         0.00         0.00         0.00          407.16

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Date: 04/11/2000                              HAPPY HOSPITAL 01                                    Page  : 111
Time: 10:28                          AP Aged Trial Balance Report For 04/11/2000                   Report: GARATB01

Liability Department:          2.141 BONNIES 18.1 LIABILITY
Liability Subaccount:          20.97 BONN-FOR ENTITY 01
Age Credit Memos    : Yes      Age by: Due Date

 Vendor             Payment   T Inv
Inv Date  Voucher # Due Date  Y Hld        0-30        31-60        61-90       91-120         121+        Gross Amt
---------------------------------------------------------------------------------------------------------------------

Vendor:      297  YORK,BROOKS N                 Vendor Payment Hold: N/A

04/26/1999    1612 04/30/1999 E No          0.00         0.00         0.00         0.00         1.00            1.00
                   TAX                       0.00         0.00         0.00         0.00         0.00            0.00
                   RECOVERY                   0.00         0.00         0.00         0.00         0.00            0.00
                   ------------------------------------------------------------------------------------------------
                   VOUCHER TOTAL              0.00         0.00         0.00         0.00         1.00            1.00
            VENDOR TOTAL:                     0.00         0.00         0.00         0.00         1.00            1.00

     LIABILITY ACCOUNT TOTAL:            9,453.59   203,021.66         0.00       331.24   763,762.42      976,568.91

            ENTITY TOTAL:              504,204.19   203,021.66       115.26       331.24 6,459,055.29    7,166,727.64
            Number Of Vouchers:                                         839
```

Figure 8.109 Accounts Payable Balancing Report (GARAPR) - Liability Detail

```
Date: 03/29/2000                          HAPPY HOSPITAL 01                          Page  : 1
Time: 15:59                          AP Balancing Report For 03/29/2000               Report: GARAPR01


Liability Department:        2.022 AGENCIES ACCOUNTS PAYABLE
Liability Subaccount:        22.54 APAG-KIMBERLY NURSE AGENCY


Gross Accounts Payable
------------------------------------
     Previous AP Balance                  574,992.39-
     Distributed Vouchers                       0.00
     Checks Issued                         10,654.13
                                         ------------------
     Ending Balance                       564,338.26-


General Ledger Balancing
------------------------------------
     Previous GL Balance                  680,330.64-
     Plus Prior Period Posting               547.48-
                                         ------------------
     Prior Period GL Balance              680,878.12-

     Plus Current Period Posting          19,538.58
                                         ------------------
     Current Period GL Balance            661,339.54-


*** Accounts Payable Balance does not equal General Ledger Balance ***
```

Figure 8.110 Accounts Payable Balancing Report (GARAPR) - Management Summary

```
Date:Date: 03/29/2000                        HAPPY HOSPITAL 01                        Page  : 3
Time: 15:59                          AP Balancing Report For 03/29/2000               Report: GARAPR01



MANAGEMENT SUMMARY

Gross Accounts Payable
-----------------------------------
       Previous AP Balance            9,598,176.89
       Distributed Vouchers                   0.00
       Checks Issued                     10,654.13
                                     ----------------
       Ending Balance                  9,608,831.02


       Cumulative Unapproved Vouchers    421,553.19


                                 ---------Today---------   -----Month to Date-----   -----Year to Date------
System Totals                    Number        Dollars     Number        Dollars     Number        Dollars
-----------------------------------  ----------------------------------------------------------------------------
       Vouchers Added
         Standard Invoices            0           0.00        27      13,013.99        47      20,190.43
         Recurring Invoices           0           0.00         0           0.00         0           0.00
         Purchase Order Related       0           0.00         0           0.00         0           0.00
         Patient Refunds              0           0.00        19     501,749.42        19     501,749.42
         Employee Reimbursements      0           0.00         3       2,605.00         3       2,605.00
         Manual Check Invoices        0           0.00         0           0.00         0           0.00
         Credit Memos                 0           0.00         0           0.00         0           0.00
                                  ----------------------------------------------------------------------------
          Total Vouchers Added        0           0.00        49     517,368.41        69     524,544.85

       Vouchers Distributed           0           0.00        50      17,112.84        64      20,588.20
       Vouchers Deleted               0           0.00         0           0.00         0           0.00
       Checks Issued                 10      10,654.13        69  10,210,042.70        80  10,212,970.58
       Checks Voided                  0           0.00         0           0.00         0           0.00


                                     End of Report
```

Figure 8.111 Self-Assessed Tax Report (GARSAT)

```
Date: 04/01/2000                               HAPPY HOSPITAL 01                              Page  : 1
Time: 0:18                          Self-Assessed Tax Voucher Register For 04/01/2000         Report: GARSAT01


State : CALIFORNIA
State Vendor : 54 CALIFORNIA TAX COMMISSION
                             T        Distr.
Vendor Nbr Vendor Name       Y Vouchr Nbr  Date       Gross Amount      Discount    Assessed Tax        Net Amt Check Nbr
-----------------------------------------------------------------------------------------------------------------
    95 QUINCY FOUR           P    1152  03/05/1999         53.66          0.00          3.40               50.26
                             Check Total:                  53.66          0.00          3.40               50.26          190


                             Total for Check Code 2:       53.66          0.00          3.40               50.26


                             Total for Vendor 95:          53.66          0.00          3.40               50.26


State Totals :                                             53.66          0.00          3.40               50.26
System Generated Voucher number 2139 totaling :            3.40



- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Date: 04/01/2000                               HAPPY HOSPITAL 01                              Page  : 5
Time: 0:18                          Self-Assessed Tax Voucher Register For 04/01/2000         Report: GARSAT01


State : WYOMING
State Vendor : 125 WYOMING TAX REMIT
                             T        Distr.
Vendor Nbr Vendor Name       Y Vouchr Nbr  Date       Gross Amount      Discount    Assessed Tax        Net Amt Check Nbr
-----------------------------------------------------------------------------------------------------------------
   116 LARGO AUTO-1099 TA P     1546  04/22/1999        294.00          0.00         11.50              282.50
   116 LARGO AUTO-1099 TA P     1570  04/16/1999         21.25-         0.00          2.50-              18.75-
   116 LARGO AUTO-1099 TA P     1690  05/21/1999      6,191.85          0.00        460.60            5,731.25
   116 LARGO AUTO-1099 TA C     1693  05/21/1999      5,703.75-         0.00        422.50-           5,281.25-
   116 LARGO AUTO-1099 TA P     1702  05/21/1999        349.09          0.00         27.68              321.41
                             Check Total:             1,109.94          0.00         74.78            1,035.16          627


                             Total for Check Code 3:  1,109.94          0.00         74.78            1,035.16


                             Total for Vendor 116:    1,109.94          0.00         74.78            1,035.16


State Totals :                                        1,109.94          0.00         74.78            1,035.16
System Generated Voucher number 2142 totaling :         74.78


                             End of Report
```

AP CLOSE PERIOD PROCESSING REPORTS

The AP Close Period process occurs entirely at the client's discretion. This process is found in AP Processes, off the AP Main Menu. Typically, clients process one month's "business" for about a week to ten days into the new month. Invoices that are not purchase order-related can be entered well into the new month while being posted to the prior month's expenses, simply by changing the **PERIOD INDICATOR** on the invoice header screen from the default (Current period) to Prior period. This can be done up until AP Close Period Process has been executed. Once the period has been closed in AP, invoices cannot be posted to it, regardless of any GL open periods.

When you run the Close Period process, the system displays the period you are attempting to close and prompts you to continue. **It is important that you read this prompt to make absolutely sure you are closing the desired period!** Once you respond "Yes" to the Close Period prompt, a "Processing" message is displayed and a number of jobs run in the background.

- The GARMDR Monthly Distribution Report (see page 8-246) and the GARMVD Monthly Voucher Distribution Report (see page 8-247) are both automatically generated. These reports are valuable historical tools because they reflect all expensing activity for the period that was just closed. The Monthly Distribution Report displays the expense detail in GL account number order. The Monthly Voucher Distribution Report displays the expense detail in voucher number order.

- The GAREAF Employment Agency Fees Report (see page 8-248) is also generated during this process. This report provides a useful audit tool for tracking employment agency costs. It lists all of the invoices distributed in the period just closed that contained amounts in the Employment Agency Hours field of the invoice detail lines.

- The Close Period process also reviews the dates of all paid invoices, comparing them to the retention period indicated in Entity Parameters. Those invoices that have satisfied the retention requirement are listed on the GARPV Purged Vouchers Report (see page 8-249) and are deleted from the system. This purge process helps ensure efficient use of system storage by maintaining only the amount of invoice history desired by individual clients.

- On the first screen of the Entity Parameters, the **LAST PERIOD CLOSED** field is updated to provide clients an easy way of identifying the last AP closed period.

It is important to note that STAR Accounts Payable will only post invoices *one period in the past* and *one period in the future* of the current actual period, regardless of how many open periods you have either in AP or in the GL. McKesson strongly recommends that you avoid having several open periods in AP, as it can be very confusing for all involved.

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Figure 8.112 Monthly Distribution Register (GARMDR)

```
Date: 05/11/2001                           GENERAL HOSPITAL 01                              Page  : 2
Time: 12:42                      Monthly Distribution Register For 05/11/2001               Report: GARMDR01
Liability Department: 2.005 ENTITY 01 ONLY
Liability Subaccount: 23.03 ENTI-VACATION ACCRUALS
GL Posting Period   : 2001/05
GL Department       : 0.111 FREIGHT
                                     Vendor        Vendor          GL Dist                       Ln
Voucher Nbr  Vendor Nbr  Vendor Name  Invoice Nbr  Inv Date  Ty St  Date      P.O. Nbr  Check Nbr Nbr     Ln Amount
-----------------------------------------------------------------------------------------------------------------
GL Subaccount: 00.08 BD RECOVERY DEFAULT
   32483727      133  XXX FLORIDA ASSOCIATE  CC6         05/04/2001  P  D 05/04/2001     1434          402       30.00
   32483730      133  XXX FLORIDA ASSOCIATE  CC6         05/04/2001  P  D 05/04/2001     1434          401       35.00
   32483731      133  XXX FLORIDA ASSOCIATE  CC6         05/04/2001  P  D 05/04/2001     1434          401      100.00
                                                                                  SUBACCOUNT  TOTAL:       165.00
                                                                                  DEPARTMENT  TOTAL:       165.00
```

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Figure 8.113 Monthly Voucher Distribution Report (GARMVD)

```
Date: 05/11/2001                          GENERAL HOSPITAL 01                              Page  : 18
Time: 12:42                    AP Monthly Voucher Dist Report For 05/11/2001               Report: GARMVD01
Liability Department:       2.023 OTHER/ ACCOUNTS PAYABLE
Liability Subaccount:       22.11 APOT-EMPLOYEE REIMBURSEMENTS
GL Posting Period   : 2001/05
                                   Vendor        Vendor                Ln   ------- GL Distribution --------
Voucher Nbr Vendor Nbr Vendor Name Invoice Nbr   Inv Date   Ty  P.O. Nbr Nbr  Ent.  Department  Subaccount     Amount
------------------------------------------------------------------------------------------------------------------
                                                                      2  01     1.007       12.10         20.00-
                                                                      3  01     0.010       00.12         20.00-
                                                                      4  01     1.007       11.20         25.00-
                                                                      5  01     1.007       11.20         19.00-
                                                                      6  01     1.043       04.31         50.00-
                                                                    501  01     8.311       36.65         19.24-
                                                                    701  01     1.007       12.10          2.50-
                                                                    702  01     1.007       12.10          2.00-
                                                                    703  01     1.007       12.10          2.50-
                                                                    704  01     1.007       12.10          2.00-
                                                                    705  01     0.010       00.12          2.50-
                                                                    706  01     0.010       00.12          2.00-
                                                                    707  01     1.007       11.20          3.13-
                                                                    708  01     1.007       11.20          2.50-
                                                                    709  01     1.007       11.20          2.38-
                                                                    710  01     1.007       11.20          1.90-
                                                                    711  01     1.043       04.31          6.25-
                                                                    712  01     1.043       04.31          5.00-
                                                               VOUCHER  TOTAL:                            207.90-
        1497*      110 LARGO AUTO CREATE/ REM6 CC87  04/13/1999 C   261   1  01     1.007       12.10        100.00
                                                                    501  01     8.311       36.65         12.50
                                                                    701  01     1.007       12.10         12.50
                                                                    702  01     1.007       12.10         10.00
                                                               VOUCHER  TOTAL:                            135.00
        3112*        8 TEMPORARY NURSE AS            07/05/2000 S         1  01     6.050       30.00         10.00-
                                                               VOUCHER  TOTAL:                             10.00-
                                                      GL POSTING PERIOD TOTAL:                          3,069.75-
                                                      LIABILITY ACCOUNT TOTAL:                          3,069.75-
                                                                ENTITY TOTAL:                       2,970,597.62-
                                                            Number of Vouchers:                              70
                                              End of Report
```

Figure 8.114 Employment Agency Fees Report (GAREAF)

```
Date: 03/29/2000                          HAPPY HOSPITAL 01                          Page  : 1
Time: 16:04                    Employment Agency Fees Report For 03/29/2000          Report: GAREAF01


Liability Department : 2021          A/P TRADE ACCOUNTS PAYABLE
Liability Subaccount : 3014
GL Posting Period    : 1999/06
GL Expense Department: 1111          INVENTORY/GENERAL STORES

Job         Job                                        Vendor          GL Dist         Ln
Class       Description    Voucher Nbr    Vendor Name   Invoice Nbr  Ty St  Date    Check Nbr Nbr  Hours        Amount
--------------------------------------------------------------------------------------------------------------------
GL Subaccount: 1012          INGS-LINEN-ON HAND


                                                       SUBACCOUNT TOTAL:        0.00          0.00


GL Subaccount: 1013          INGS-OFFICE SUPPLIES-ON HAND


                                                       SUBACCOUNT TOTAL:        0.00          0.00

                                                       DEPARTMENT TOTAL:        0.00          0.00

                                                          ENTITY TOTAL:        0.00          0.00

                                              LIABILITY ACCOUNT TOTAL:         0.00          0.00

                                              LIABILITY ACCOUNT TOTAL:         0.00          0.00

                                              LIABILITY ACCOUNT TOTAL:         0.00          0.00

                                              LIABILITY ACCOUNT TOTAL:         0.00          0.00


                                       End of Report
```

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Chapter 8 - ACCOUNTS PAYABLE REPORTS

Figure 8.115 Purged Vouchers Report (GARPV)

```
Date: 03/29/2000                          HAPPY HOSPITAL 01                          Page  : 1
Time: 16:04                       Purged Vouchers Report For 03/29/2000              Report: GARPV01


                                                Vendor      Vendor   Inv.
Voucher Nbr  Vendor Nbr  Vendor Name           Invoice Nbr  Inv Date Type  Check Nbr  Check Date  Invoice Amt
------------------------------------------------------------------------------------------------------------
        474           5  ABBEY MEDICAL         AC86         06/16/98  P       637      01/20/99        115.00
        461          67  NIVEA CORP                         06/15/98  P       560      11/21/98        575.98
        505          55  XINIA NON-TAXABLE     ITAX         06/18/98  S       537      09/30/98      1,000.00


                                                                     ENTITY TOTAL:               1,690.98
                                                                     Number of Vouchers:                3


                                       End of Report
```

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YEAR-END PROCESSES

ACCOUNTS PAYABLE FISCAL YEAR-END PROCESS

Fiscal Year-End processing requires that the **Regenerate Parameters** function be run. This creates the GL Related Parameters, Intercompany Accounts Processor, Tax Parameters, and the Check Code Table for the new year. This process does not set up the check run dates within the Check Code Table; this must be done manually.

NOTE: If any of these parameters are set up manually before the Regenerate Process is run, the remaining parameters must also be set up manually.

ACCOUNTS PAYABLE CALENDAR YEAR-END PROCESS

Calendar Year-End processing runs automatically in Nightly Batch, on the last day of the calendar year. The process creates a new current year in the **Vendor Master** – **Calendar Year Statistics** function for all 1099/T4A vendors. The prior year amount may continue to be displayed and will be associated with the previous calendar year. The current calendar year amounts will be zeroed out and will begin accumulating as 1099/T4A identified invoices are processed. Also, all the year-to-date totals on the Management Summary portion of the Accounts Payable Balancing Report are reset to zero.

GENERAL LEDGER FISCAL YEAR-END PROCESS

All STAR General Accounting subsystems look to the Fiscal Year Definitions screen in the General Ledger (GL) to determine when year-end occurs. The STAR GL Fiscal Year-End process should be completed before initiating other STAR subsystem year-end processes.

To properly complete GL Fiscal Year-End, the GL Chart of Accounts must be established for the new fiscal year prior to year-end. There are four steps that must be performed in order to accomplish this. They are:

1. In **Master Files** – **Entity Information**, set up the current new year by running the **Create New Fiscal Year** process. This copies the current fiscal year definition, associated tables, and Chart of Accounts into the new year. This process can be run multiple times if necessary.

   • The **Copy Fiscal Year Definitions** process should be run if you only want to copy the fiscal year definitions from the current year to the new year. This would be done if a different Chart of Accounts will be used in the new year. A new Chart of Accounts can be either created from scratch or from the **Multi-Entity Dept/Sub Copy** function.

2. In **Entity Information** – **Fiscal Year Definition**, make sure a Profit and Loss
   Department and Subaccount as well as a Suspense Department and Subaccount
   have been identified.

3. In **Run GL Transaction** – **Year End Processing**, enter the entity code and
   respond to the "Roll Fiscal Year" prompt to start the job running in background.
   The asset and liability totals roll forward into the next year; the revenue and
   expense totals are added together and rolled into the Profit and Loss Account. If
   this is run after the beginning of the new year, you must go into the Entity Master
   and set the current year to the year you want to roll your balances from. This
   process can be run multiple times if necessary.

4. In **Financial Reports – Entity Organization Maps**, the maps need to be copied
   to the new year. The maps are copied by entity and map number under the **Copy
   Department Maps to New Year** option. The map can be edited after the copy
   takes place. **Generate Department Maps** must then be run to validate the map.

OTHER GENERAL LEDGER PROCESSES

There are no specific system processing STAR General Ledger steps at Calendar
Month-End, Fiscal Month-End, or Calendar Year-End. What hospitals do at each of
these times is dependent upon individual hospital policy.

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

Topic	Poor	Fair	Good	Excellent
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Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
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Are there parts of this manual that could be made more helpful to you? Please explain.

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