

STAR 2000™



STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE
Materials Management Worksheets Volume

Release 17.0
October 2011

I17000031

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Reader comments

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Preface

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

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Introduction

The worksheets consist of Parameter and Table Worksheets, Parameter Worksheets, and Master File Worksheets. They are organized alphabetically according to the File Build Critical Path. Space is provided at the bottom of each worksheet for completion and revision dates and user initials.

Chapter 1 - FILE BUILD CRITICAL PATH

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FILE BUILD CRITICAL PATH

NOTE: The Accounts Payable System, Entity and GL Related Parameters must be established FIRST.

DESCRIPTION	ASSIGNED TO	ESTIMATED COMPLETION DATE	ACTUAL COMPLETION DATE	VERIFIED DATE
Expense Class Codes				
Asset Class Codes				
Cons/Expense Cross Ref				
Inventory Class codes				
User Codes				
Destination Codes				
Location Codes				
Management Codes				
Manufacturer Table				
Price Formula Codes				
Unit of Measure Codes				
Intercompany Accounts (Multiple Entity Only)				
Charge Loc/Cons Cross Ref (Auto-Relief Only)				
Revenue/Expense Cross Ref (Auto-Relief Only)				
Ship To Code				
Parameters				
General Function Control				
PO Parameters				
GL Parameters				
Sort Parameters				
Bill-To Information				
EDI Parameters				
Item Master File				
Standard Requisitions				
Cart Requisitions				
Traveling Requisitions				

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EXPENSE CLASS CODE - DATA ELEMENTS

Expense Class Code: (R5AN) _____

Description: (R40AN) _____

Status:

Default Value = Active (DISPLAY ONLY)

Edit By:

(DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

ASSET CLASS - DATA ELEMENTS

Asset Class Code: (R5AN)_____

Description: (R40AN)_____

Status: (DISPLAY ONLY)

Default Value = Active

Asset Department: (R14N)_____

Asset Subaccount: (R14N)_____

Inventory Adjustment Department: (O14N)_____

Inventory Adjustment Subaccount: (O14N)_____

Price Adjustment Department: (O14N)_____

Price Adjustment Subaccount: (O14N)_____

Edit By:

(DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

CONSUMPTION/EXPENSE CROSS-REFERENCE

Asset Class: (R5AN) _____

Expense Class: (R5AN) _____

Status: (DISPLAY ONLY)

Default Value = Active

Consumption Department: (R14N) _____

Description: (R40AN) _____

Expense Department: (R14N) _____

Description: (R40AN) _____

Expense Subaccount: (R14N) _____

Description: (R40AN) _____

Edit By: (DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

INVENTORY CLASS - DATA ELEMENTS

Inventory Class Code: (R5AN)_____

Description: (R40AN)_____

Status: (DISPLAY ONLY)
Default Value = Active

Edit By: (DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

USER CODE - DATA ELEMENTS

User Code: (R3AN) _____

Description: (O40AN) _____

Status: (DISPLAY ONLY)

Default Value = Active

Contact Phone: (O10N) _____

Extension: (O4N) _____

Edit By: (DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

LOCATION CODE - DATA ELEMENTS

Location Code: (R5AN) _____

Description: (R40AN) _____

Status: (DISPLAY ONLY)
Default Value = Active

Stock Auto Issue (RTP) (3-A-R) _____

Stock Auto Issue (AUTO) (3-A-R) _____

Stock Auto Issue (MANUAL) (3-A-R) _____

Direct Issue(3-A-R) _____

PAR/QOH(3-A-C) _____

Include Auto Issue(3-A-R) _____

Edit By: (DISPLAY ONLY)

Edit Date: (DISPLAY ONLY)

Destination(4-A-O) _____

Primary (Y=Yes/Null=No)

Date Completed		By		#	of	
Date Revised		By				

MANAGEMENT CODE - DATA ELEMENTS

Management Code: (R10AN) _____

Description: (R40AN) _____

Status: (DISPLAY ONLY)
Default Value = Active

Edit By: (DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

MANUFACTURER TABLE

Manufacturer Number (R10AN) _____

Manufacturer's Name: (R25AN) _____

Status: (DISPLAY ONLY)

Default Value = Active

Address Line One: (O25AN) _____

Address Line Two: (O25AN) _____

City: (R18A) _____

State: (R2A) _____

Zip: (R5 or 9N) _____

Contact: (C25AN) _____

Phone: (O10N) _____

Extension: (O4N) _____

Fax Phone: (O10N) _____

Modem Phone: (O10N) _____

Edit By:

(DISPLAY ONLY)

Edit Date:

Labeler Identification Code: (R4AN) _____

Type: (R1A) Valid Values are M, D or W _____

Date Completed		By		#	of	
Date Revised		By				

PRICE FORMULA CODES - DATA ELEMENTS

Price Formula Code: (R2AN)_____

Description: (R40AN)_____

Status: (DISPLAY ONLY)
Default Value = Active

Pricing Formula: (R70C)_____

Edit By:

(DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

UNIT OF MEASURE CODE - DATA ELEMENTS

Unit of Measure Code: (R2AN)_____

Description: (R40AN)_____

Status: (DISPLAY ONLY)
Default Value = Active

EDI X12 Equivalent (O2AN)_____

Edit By: (DISPLAY ONLY)

Edit Date: (DISPLAY ONLY)

Date Completed		By		#	of	
Date Revised		By				

INTERCOMPANY ACCOUNT MAINTENANCE

Fiscal Year: (4N) _____

Home Entity - Accts Receivable Dept: (10N) _____

Home Entity - Accts Receivable Subacct: (10N) _____

Link Entity - Accts Payable Dept: (10N) _____

Link Entity - Accts Payable Subacct: (10N) _____

Link Entity - Expense Dept: (10N) _____

Link Entity - Expense Subacct: (10N) _____

Description:
(40ANC) _____

Link Entity - Tax Expense Dept: (10N) _____

Link Entity - Tax Expense Subacct: (10N) _____

Link Entity - Tax Recovery Dept: (10N) _____

Link Entity - Tax Recovery Subacct: (10N) _____

Edit By (DISPLAY ONLY)

Edit Date (DISPLAY ONLY)

NOTE: 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 the tax fields are completed.

All account number fields on this worksheet edit against established General Ledger account numbers for the Entity specified.

Date Completed		By		#	of	
Date Revised		By				

SHIP TO CODE

Ship to Code: (R17AN) _____

Name: (R40AN) _____

Status: (Display Only - Default is Active) _____

Address Line One: (O25AN) _____

Address Line Two: (O25AN) _____

City: (O18AN) _____

State: (O2A) _____

Zip Code: (O9AN) _____

Country (O2A) _____

Phone: (O10N) _____

Extension: (O4N) _____

Contact: (O25AN) _____

FAX Phone: (O10N) _____

Edit By: (Display Only)

Edit Date: (Display Only)

Date Completed		By		#	of	
Date Revised		By				

CHARGE LOCATION/CONSUMPTION CROSS-REFERENCE

Charge Location: (DISPLAY ONLY)

Description: (R40A) _____

Status: (DISPLAY ONLY)
Default Value = Active

Entity Code: (R2AN) _____

Description: (DISPLAY ONLY)

Consumption Department: (R14N) _____

Description: (DISPLAY ONLY)

Edit By:

(DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

DESTINATION CODES

Code: (R10AN) _____

Description: (R40AN) _____

Status: (Default is Active) _____

Edit By: (Display Only)

Edit Date: (Display Only)

Date Completed		By		#	of	
Date Revised		By				

REVENUE ACCOUNT/EXPENSE ACCOUNT CROSS-REFERENCE

Revenue Department: (R14N) _____

Revenue Subaccount: (R14N) _____

Description: (DISPLAY ONLY)

Expense Department: (R14N) _____

Expense Subaccount: (R14N) _____

Description: (DISPLAY ONLY)

Status: (DISPLAY ONLY)

Default Value = Active

Edit By:

(DISPLAY ONLY)

Edit Date:

Date Completed		By		#	of	
Date Revised		By				

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GENERAL FUNCTION CONTROL PARAMETERS

Last Receipt Nbr: (DISPLAY ONLY)

Last Requisition Nbr: (DISPLAY ONLY)

Issue/Dept Return Sort: (R1A) (Asset Class, Department
or FIFO) _____

CLINSTAR Interface: (R1A) _____

Update GL Switch: (Display Only)

Auto Expense Nonstock: (R1A) _____

Receive by Exception: (R1A) _____

Receive Greater Ordered: (R1A) _____

Expense Class Codes: (RN) _____

Periods in Average: (R2N) _____

Item History Years: (R2N) _____

Slow Days: (R3N) _____

Item Master A %: (R2N) _____

Item Master B %: (R2N) _____

Item Master C %: (R2N) _____

Requisition A %: (R2N) _____

Requisition B %: (R2N) _____

Requisition C %: (R2N) _____

Current Prd Wgt %: (R3N) Field Size: (100.00) _____

ROP Evaluation %: (R2N) Field Size: (99.99) _____

Turnrate Method: (R1N) _____

Dept. Backordering: (R1A) _____

Expense Reporting: (R1A) _____

GENERAL FUNCTION CONTROL PARAMETERS (CONTINUED)

Multientity: (R1A) _____

Receiving Sort: (R1A) _____

Nonstk Request Days: (R3A) _____

Stock Request Days: (R3N) _____

Label Type: (R1N) _____

Reconcile Retention Days: (R2N) _____

Include Pending Order Quantity: (R1A) _____

Contract Days (R3N) _____

Include Transfers in ADU (R1A) _____

Include Zero Request (R1A) _____

Capture GL Detail (R1A) _____

Detail Retention (R4N) _____

Default Location (NR5AN) _____

Multi Users Ctrl # Phy Inv Adj (R1A) _____

Last Edit Date: (DISPLAY ONLY)

Last Edit By: (DISPLAY ONLY)

Date Completed		By		#	of	
Date Revised		By				

PO PARAMETERS

Auto Sequence PO: (R1A) _____

Last PO Number: (DISPLAY ONLY)

PO Create Entity: (R2AN) Default Value is Home Entity _____

Update Quotes: (R1A) _____

Demand PO Print: (R1A) _____

PO Expire Days: (R4N) _____

Confirm Only: (3AR) _____

Default Batch Buyer: (C3AN) _____

PO Form: (RAN) choose from table _____

Line Level Due Date: (R1A) _____

Allow Duplicate Stock Items: (R1A) _____

Reorder Sequence: (R1A) _____

PO Delivery Days: (R3N) _____

Max PO Line: (R3N) _____

Cycle Update: (R1A) _____

Default Ship To: (R17AN) _____

POs by Inv Entity: (R3AN) _____

RTP Inv Entity: (R2N) _____

PO PARAMETERS (CONTINUED)

RTP Segregation: (R11AN) _____

POs by Location: (R3AN) _____

Require Ship To RTP: (R1A) _____

Allow Stock On RTP : (R1A) _____

GUI PO Print To File: (NR11AN) _____

Default PO Status: (R1A) _____

Invoice Inquiry: (R1A) _____

Date Completed		By		#	of	
Date Revised		By				

GENERAL LEDGER PARAMETERS - DATA ELEMENTS

Inventory Adjustment Department Number: (R14N) _____

Inventory Adjustment Subaccount: (R14N) _____

Price Adjustment Department Number: (R14N) _____

Price Adjustment Subaccount: (R14N) _____

Note: All fields on this worksheet edit against established General Ledger account numbers established for the Entity specified.

Date Completed		By		#	of	
Date Revised		By				

SORT PARAMETERS

Sort Criteria: Choose 1 to 3 Selections (DISPLAY ONLY)

- 1 - Sequence Number
- 2 - Item Number
- 3 - Row/Bin - Shelf/Bin
- 4 - Description

Standard Requisition: (5-N-R) _____

Cart Requisition: (5-N-R) _____

Stock Item Request: (5-N-R) _____

Pre-Issue: (5-N-R) _____

PAR Area Count: (5-N-R) _____

Picklist Print: (5-N-R) _____

Request Review: (5-N-R) _____

Pending Picklist Appr: (5-N-R) _____

Issue/Approval: (5-N-R) _____

Stock Status Review: (5-N-R) _____

Last Edit Date: (Display Only)

Last Edit By: (Display Only)

Date Completed		By		#	of	
Date Revised		By				

EDI PARAMETERS

PURCHASE ORDER

Hosp/Lic: (6-C-C) _____

Allow PO Transmission: (3-A-R) _____

PO Interface: (1-N-C) _____

Last Used Batch Number: (DISPLAY ONLY)

PRICE SALES CATALOG

Allow PSC: (3-A-R) _____

PSC Interface: (1-N-C) _____

Last Used Batch Number: (DISPLAY ONLY)

PSC Retention Period: (10-N-R) _____

Default Conversion Factor: (7-N-O) _____

PURCHASE ORDER ACKNOWLEDGMENT

Allow PO ACK: (3-A-R) _____

PO ACK Interface: (1-N-C) _____

ACK Retention Period: (10-N-C) _____

UPLOAD FILE INFORMATION

Delimiter (1-ANC-R) _____

Date Completed		By		#	of	
Date Revised		By				

BILL-TO PARAMETERS

Bill-to Description (40-AN-R)_____

Address Line One (25-AN-O)_____

Address Line Two (25-AN-O)_____

City (18-AN-O)_____

State (2-C-O)_____

Zip Code (9-N-O)_____

Attention (25-ANP-O)_____

Edit By (DISPLAY ONLY)

Edit Date (DISPLAY ONLY)

Date Completed		By		#	of	
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ITEM MASTER

General Information

Description 1: (R40AN) _____

Description 2: (R40AN) _____

Item Type: (R1A) _____

Count Cycle: (2N) _____

Disp Unit: (R2AN) _____

Primary Location: (AN5) _____

Package Size: (4NO) _____

Maximum Quantity: (9N) _____

Purchasing Information

Buyer: (3AN) _____

Base Price: (10N) _____

Avg Price: (R11N) _____

GL Information

Expense Subaccount: (14N) _____

Nonstock Department: (14N) _____

Nonstock Subaccount: (14N) _____

Class Information

Asset Class: (R5AN) _____

Inventory Class: (R5AN) _____

Expense Class: (5AN) _____

ITEM MASTER (CONTINUED)

Miscellaneous Information

Substitute Item: (9N) _____

Edited against existing Items in the Item Master.

Management Code: (10AN) _____

Price Code: (2AN) _____

Hazard: (1A) _____ Default Value = No

** Sterile: (1A) _____ Default Value = No

** Latex Sensitive: (1A) _____ Default Value = No

** Alternate Names

Alternate Item Name: (40A) _____

** Comments: (Free-form) _____

** Note: These fields apply to the GUI Item Master only.

***Interface Item:(displays if HSM/IntelliShelf interface exists) (C1A) _____

Note: The following two items are based upon the Patient Chargeable Expense Class identified in the interface internal parameters.

*** SIM Department: (C3A) _____

*** SIM/FIM Number: (C8N) _____

*** Note: These fields are for character-based only.

Tax Information

Tax Code: (3A) _____

Tax Exempt Ind: (9A) _____

Date Completed		By		#	of	
Date Revised		By				

ITEM MASTER - ITEM/VENDOR FOLDER

Vendor Number: (20AN) _____

Vendor Name: (40A) _____

Manufacturer: (C125C) _____

Manufacturer's Item Nbr: (20C) _____

LIC: (4C) _____

Vendor Catalog Number: (20N) _____

Order Unit: (R2AN) _____

Conversion Factor: (5NR) _____

Default Value = 1 if Order Unit = Disp Unit

Quote Price: (R9C) _____

Manual or Automatic System Update

Expiration Date: (6N) _____

Next Quote Price: (8N) _____ (CONDITIONALLY REQUIRED)

Next Quote Price Exp. Date: (8C) _____ (CONDITIONALLY REQUIRED)

Supplied: (R1A) _____

Division Code: (2AN) Conditionally Required _____

Date Completed		By		#	of	
Date Revised		By				

ITEM MASTER - ITEM/LOCATION FOLDER

Location Code: (2A) _____

Row: (05AN) _____

Bin: (05AN) _____

Storage Unit: (R2A) _____

Storage Conv: (R7N) _____

Count Unit (R1A) _____
Default Value = 1 if Storage Conv = Disp Unit

Par Level: (07N) _____

Vendor Gaming: (Display Only)

Auto Reorder: (01A) _____
Default Value = No

Use Quantity Committed: (R1A) _____

Periods in Average: (03N) _____

Current Period Weight: (06N) _____

Lead Days: (3N) _____

Desired Days: (3N) _____

Safety Stock Days: (3N) _____

Include Trans in ADU: (1A) _____
Default Value = No

Update ROP/ROQ: (1A) _____
Default Value = No

Active ROP: (3N) _____

Active ROQ: (3N) _____

Date Completed		By		#	of	
Date Revised		By				

LINK ENTITY EXPENSE CROSS-REFERENCE

Entity: (OA2)_____

Nonstock Expense Dept: (OC14)_____

Nonstock Expense Subaccount: (OC14)_____

Date Completed		By		#	of	
Date Revised		By				

STANDARD REQUISITION

Requisition Number: (R10AN)_____

Requisition Type: (DISPLAY ONLY)

Requisition Description: (040AN)_____

Dispensing Unit Description: (DISPLAY ONLY)

Item Description: (DISPLAY ONLY)

SCROLLING SCREEN SECTION:

Sequence Number: (DISPLAY ONLY)

Item Number: (R9N)_____

ABC Code: (01A)_____

Row:

(DISPLAY ONLY)

Bin:

Standard Issue Qty: (09N)_____

Charge: (R1A)_____

Date Completed		By		#	of	
Date Revised		By				

TRAVELING REQUISITION

Requisition Number: (R10AN) _____

Requisition Type: (DISPLAY ONLY)

Requisition Description: (O40AN) _____

Manufacturer: (DISPLAY ONLY)

Disp. Unit: (DISPLAY ONLY)

Item Description: (DISPLAY ONLY)

Manufacturer Item Number: (DISPLAY ONLY)

Order Unit: (DISPLAY ONLY)

Order Conversion: (DISPLAY ONLY)

Approved By: (O25AN)

SCROLLING SCREEN SECTION:

Sequence Number (Seq): (DISPLAY ONLY)

Item Number: (R3N) _____

Vendor Number: (DISPLAY ONLY)

Vendor Catalog: (DISPLAY ONLY)

Standard Request Quantity (O9N) _____

Date Completed		By		#	of	
Date Revised		By				

CART REQUISITION

Requisition Number: (R10AN) _____

Requisition Type: (DISPLAY ONLY)

Requisition Description (O40AN) _____

Issue Method: (R1A) _____

Dispensing Unit Description (DISPLAY ONLY)

Item Description (DISPLAY ONLY)

Expense Ent (R2N) _____

Department (O14N) _____

Department Description (DISPLAY ONLY)

SCROLLING SCREEN SECTION:

Sequence Number (DISPLAY ONLY)

Item Number (R9N) _____

ABC CODE (O1A) _____

PAR Level (R7N) _____

Shelf/Bin (R3AN/3AN)

Charge (R1A) _____

Date Completed		By		#	of	
Date Revised		By				

■ R e a d e r C o m m e n t F o r m ■

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

Topic	Poor	Fair	Good	Excellent
Organization of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completeness of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount of overview information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there parts of this manual that could be made more helpful to you? Please explain.

Other Comments:

Thanks for your help in improving the documentation.

Your Name and Position

Hospital/Organization
Name

Telephone Number

May we contact you?

Yes or No (circle one)

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