STAR 2000™

STAR FINANCIALS GENERAL ACCOUNTING REFERENCE GUIDE
General Ledger Volume

Release 17.0
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Preface

The *General Ledger Volume* of the *STAR Financials General Accounting Reference Guide* provides detailed information about the STAR Financials General Ledger System. This book is a single-volume document designed to provide hospital personnel with a reference tool for using the General Ledger System. The reports are listed alphabetically by system name.

STAR Financials General Accounting Reference Guide - General Ledger Volume
iv   *Release 17.0*   *October 2011*
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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--*

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *v*
Proprietary to McKesson - Subject to Confidentiality Agreement

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.

Table of Contents

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *vii*
Proprietary to McKesson - Subject to Confidentiality Agreement

Chapter 3 - GENERAL LEDGER ACCOUNTS

STAR Financials General Accounting Reference Guide - General Ledger Volume
viii   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

Chapter 4 - JOURNAL ENTRIES

Chapter 5 - GENERAL LEDGER BUDGET

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   ix
Proprietary to McKesson - Subject to Confidentiality Agreement

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *xi*
Proprietary to McKesson - Subject to Confidentiality Agreement

STAR Financials General Accounting Reference Guide - General Ledger Volume
xii   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

Chapter 8 - GENERAL LEDGER REPORT WRITER

Chapter 9 - RUN GENERAL LEDGER TRANSACTIONS

Chapter 10 - GL MAPPING MAINTENANCE

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *xv*
Proprietary to McKesson - Subject to Confidentiality Agreement

Table of Illustrations

Introduction

The *General Ledger Volume* of the *STAR Financials General Accounting Reference Guide* is divided into ten chapters and one appendix. A brief introduction of each chapter is provided below.

Chapter 1: Setting Up the General Ledger

This chapter contains information specific to setting up the STAR Financials General Accounting system.

Chapter 2: Master Files

This chapter contains information on how to add, delete, edit, and copy information in the Entity Master and Fiscal Year Definition Master files.

Chapter 3: General Ledger Accounts

This chapter explains how to build, display, maintain, copy, and add general ledger (GL) accounts, as well as how to print the GL account-based reports.

Chapter 4: Journal Entries

This chapter explains how to maintain manual, recurring, and standard journal entries, how to approve and display entries, how to perform demand posting, and how to generate Journal Entry reports.

Chapter 5: General Ledger Budget

This chapter describes how to create, generate, display, and print GL budget data.

Chapter 6: Statistics

This chapter contains information on how statistics are used to maintain and edit actual and budgeted statistic amounts in the General Ledger.

Chapter 7: General Ledger Reports

This chapter provides you with information about the General Ledger reports, and includes examples of these reports.

Chapter 8: General Ledger Report Writer

This chapter contains information on the General Ledger Report Writer, which enables you to define financial reports to accommodate your facility's financial reporting needs.

Chapter 9: Run General Ledger Transactions

This chapter contains information on year-end processing and General Ledger interface tapes.

Chapter 10: GL Mapping Maintenance

This chapter provides you with information on Patient Accounting (PA) and GL Mapping Maintenance.

Appendix A: General Ledger Interfaces

This appendix provides you with information on General Ledger Interfaces used to interface products to the General Ledger system.

Chapter 1 - SETTING UP THE GENERAL LEDGER

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

INTRODUCTION

This chapter contains information specific to the STAR Financials General Accounting system.

For further information, see the *STAR Financials General Accounting Reference Guide - General Information Volume.* The subjects covered there are common to all STAR Financials systems.

For information about Menus and Mnemonics, see Appendix A of the *General Information Volume.*

ESTABLISHING SYSTEM TABLES

Many of the STAR Financials General Ledger system's reporting activities are table-driven. The system refers to values in parameter tables as it collects information. Consequently, before you set up entities, departments, or accounts, you need to establish these reporting tables. The three major tables are Project IDs, Subaccount Activity Classes, and Subaccount Reporting Groups.

Project ID

Project ID numbers are assigned to special projects undertaken by the facility (for example, new construction or renovation) which may need separate identification.

Subaccount Activity Classes

Subaccount Activity Class Codes enable the General Ledger system to group subaccounts together when generating GL accounts (for example, valid entity/department/subaccount combinations). Examples of ten Subaccount Activity Class Codes are shown below.

NOTE: You cannot redefine Classes 1 or 2 because the End-of-Year Process program uses those two classes to identify balance sheet accounts. The other codes can be defined to meet your hospital's needs.

0   Undefined

1   Assets

2   Liabilities & Equity

3   Inpatient (IP) Revenue

4   Outpatient (OP) Revenue

5   Deductions from Revenue

6   Other Revenue

7   Expenses

8   Common Expense Accounts

9   Undefined

Each subaccount must be assigned a class; departments are set up to allow one or more classes of subaccounts.

Subaccount Reporting Groups

The General Ledger system's Report Writer uses Subaccount Reporting Group Codes when collecting and sorting accounts for reports. Since reporting is a functional element of a general ledger, defining and assigning Subaccount Reporting Group Codes should be a major consideration in the start-up process. Consider the various financial reports your institution needs and how those reports should look before you assign group codes. These two-letter group codes are user-defined.

SETTING UP THE GENERAL LEDGER SYSTEM TABLES

The following is a sample menu from the General Ledger tables:

```
                      General Hospital Tables Processor
                                          Mon Mar 15, 1999 03:14 pm

Page:01                          Maintain Tables
( 1) Pathways Subaccount Class code
( 2) Project ID's
( 3) Subaccount Class Codes
( 4) Subaccount Report Group Codes











    Enter choice--
```

Pathways Subaccount Class Codes Table

Subaccount Activity Class Codes enable the General Ledger system to group subaccounts together when generating GL accounts (for example, valid entity/ department/subaccount combinations). The Pathways subaccount activity class codes are shown below:

1   Assets

2   Liability

3   Equity

4   Revenue

5   Expense

Each subaccount must be assigned a class; departments can have one or more classes of subaccounts. You cannot redefine the Pathways Subaccount Class Codes.

The Pathways Subaccount Class Codes table contains codes and descriptions representing the classes of activity a subaccount can contain (for example, assets, liabilities, equity, revenues, and expenses).

After you select this table, the system prompts you to enter a Pathways Subaccount Class Code:

Pathways subaccount class code (1-5)--

You can enter the code or use the hyphen (-) key to display and select from a list of codes established in the system, as shown in the following example:

```
                    General Hospital Tables Processor
                                        Mon Apr 26, 1999 09:47 am
Pathways Subaccount Class code

Page:01                 Pathways Subaccount Class code
( 1) 1-ASSETS
( 2) 2-LIABILITY
( 3) 3-EQUITY
( 4) 4-REVENUE
( 5) 5-EXPENSE




Enter choice--
```

After you enter or select the code, the following screen displays:

```
                    General Hospital Tables Processor
                                        Mon Apr 26, 1999 09:47 am
Pathways Subaccount Class code
 1 Subaccount Class    2 Description                3 Status
   1                     ASSETS
 4 Balance Sheet/Income Statement Account
   Income Statement
 5 Edit by                                 6 Edit date
   Smith,Yvonne                              05/21/1998 02:29pm




Press NL--
```

Field Explanations

1. SUBACCOUNT CLASS (DISPLAY ONLY)
This field contains the user-defined, one-digit subaccount class code entered or selected.

2. DESCRIPTION (DISPLAY ONLY)
This field contains the description of this subaccount class. This description is used on system screens and reports.

3. STATUS (DISPLAY ONLY)
This field indicates whether this subaccount class code is active or inactive in the system.

4. BALANCE SHEET/INCOME STATEMENT ACCOUNT (DISPLAY ONLY)
This field indicates whether this account appears on the balance sheet (B) or the income statement (I).

5. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last edited this code.

6. EDIT DATE (DISPLAY ONLY)
This field contains the date and time this code was last edited.

When you have finished reviewing the screen, press ENTER.

The following prompt is displayed:

Do you want a printed list? Y/N--

If you enter **Y** for Yes, the following prompt is displayed:

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

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

NOTE: Reports are generated under the spooler name FIN.

Project ID Table

Project ID numbers are assigned to special projects undertaken by the hospital, for example new construction or renovation, which may need separate identification. This table is user-defined.

Project IDs can also be used in manual journal entry definitions. The codes and descriptions entered in this table enable you to assign identifiers to track special projects, such as new construction or renovation, in the General Ledger. This is a user-defined table. These codes do not appear on system reports.

When you select this table, the system prompts you to enter a Project ID code.

Enter project ID --

If you are creating a new code for any of the tables, the system prompts you to add it:

Add this code '0'? (Y/N) [Y]--

If you are editing or reviewing an existing code, you can enter the code or use the hyphen (-) key to display and select from a list of codes established in the system, as shown in the following example:

```
                    General Hospital Tables Processor
                                            Fri Oct 18, 1991 08:59 am
 Project Id

 Page:01                            Project ID's
 ( 1) 303-BLDG 303 ADDITION
 ( 2) 123-CHAPEL CONSTRUCTION
 ( 3) 001-EAST WING ADDITION
 ( 4) 4713-WEST WING RECONSTRUCTION







 Enter choice--
```

After you enter or select the Project ID code, the following screen displays:

```
                    General Hospital Tables Processor
                                            Tue Jun 22, 1999 01:51 pm
 Project ID's
  1 Code            2 Description                   3 Status
    303               EAST WING ADDITION PHASE 1      Active
  4 Edit by                                         5 Edit date
    Sallama,Ned E                                     04/20/99 03:05pm








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

Field Explanations

1. CODE (DISPLAY ONLY)
This field contains the entered or selected code representing this project ID. This code can be up to six-digits.

2. DESCRIPTION (30-AN-R)
This field contains a free-form, 30-character description of this project ID code.

3. STATUS (DISPLAY ONLY)
This field indicates whether this project ID is active or inactive in the system.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last edited this code.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time this code was last edited.

Once these fields are completed, you have the option of accepting or editing the information on the screen. Accepting the screen completes the transaction.

After you complete this screen, the system displays the following prompt:

Do you want a printed list? Y/N--

If you enter **Y** for Yes, the system prompts you to choose the sort sequence:

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

NOTE: Reports are generated under the spooler name FIN.

Subaccount Class Codes Table

Subaccount Activity Class Codes enable the General Ledger system to group subaccounts together when generating GL accounts (for example, valid entity/ department/subaccount combinations). Examples of ten subaccount activity class codes are shown below:

0   Undefined

1   Assets

2   Liabilities & Equity

3   Inpatient (IP) Revenue

4   Outpatient (OP) Revenue

5   Deductions from Revenue

6   Other Revenue

7   Expenses

8   Common Expense Accounts

9   Undefined

Each subaccount must be assigned a class; departments can have one or more classes of subaccounts. Because the End-of-Year Process program uses Classes 1 and 2 to identify balance sheet accounts, you cannot redefine these classes. The other classes can be defined to meet your hospital's needs identifying income statement accounts.

The Subaccount Activity Class Codes table contains codes and descriptions representing the classes of activity a subaccount can contain (for example, assets, liabilities and equity, inpatient and outpatient revenues and expenses).

After you select this table, the system prompts you to enter a Subaccount Class Code:

Enter subaccount class code (0-9)--

If you are creating a new code for any of the tables, the system prompts you to add it:

Add this code '0'? (Y/N) [Y]--

If you are editing or reviewing an existing code, you can enter the code or use the hyphen (-) key to display and select from a list of codes established in the system, as shown in the following example:

```
                        General Hospital Tables Processor
                                          Thu Nov 07, 1991 04:28 pm
 Subaccount Class Codes

 Page:01                        Subaccount Class Codes
 ( 1) 1-ASSETS
 ( 2) 2-LIABILITIES & EQUITY
 ( 3) 3-Inpatient Revenue
 ( 4) 4-Outpatient Revenue
 ( 5) 5-Other Operating Revenue
 ( 6) 6-Deductions From Revenue
 ( 7) 7-Operating Expenses
 ( 8) 8-Depreciation & Fixed Charges
 ( 9) 9-Non-Operate Revenue & Expense




 Enter choice--
```

After you enter or select the code, the following screen displays:

```
                       General Hospital Tables Processor
                                         Mon Mar 15, 1999 03:23 pm
 Subaccount Class Codes
  1 Subaccount Class    2 Description                    3 Status
    1                     ASSETS
  4 Balance Sheet/Income Statement Account
    Balance Sheet
  5 Edit by                                         6 Edit date
                                                      03/27/1987 01:54pm








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

Field Explanations

1. SUBACCOUNT CLASS (DISPLAY ONLY)
This field contains the user-defined, one-digit subaccount class code entered or selected.

2. DESCRIPTION (30-AN-R)
This field contains the hospital-defined description of this subaccount class. This description is used on system screens and reports. If you are editing an established subaccount class code, its description displays here and can be edited.

3. STATUS (DISPLAY ONLY)
This field indicates whether this subaccount class code is active or inactive in the system.

4. BALANCE SHEET/INCOME STATEMENT ACCOUNT (1-A-R)
This field indicates whether this account appears on the balance sheet (B) or the income statement (I). The default entry is I.

5. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last edited this code.

6. EDIT DATE (DISPLAY ONLY)
This field contains the date and time this code was last edited.

Once these fields are completed, you have the option of accepting or editing the information on the screen. Accepting the screen completes the transaction.

After you complete this screen, the system displays the following prompt:

Do you want a printed list? Y/N--

If you enter **Y** for Yes, the system prompts you to choose the sort sequence:

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

NOTE: Reports are generated under the spooler name FIN.

Subaccount Report Group Codes Table

The General Ledger system's Report Writer uses Subaccount Reporting Group codes when collecting and sorting accounts for reports. Since reporting is a functional element of a general ledger, defining and assigning Subaccount Reporting Group codes should be a major consideration in the start-up process. Consider the various financial reports your institution needs and how those reports should look before you assign group codes. These two-letter codes are user-defined.

The Subaccount Reporting Group Codes table contains codes used to group subaccounts for reporting purposes. The codes stored on this table are important for using the Report Writer.

After you select this table, the system prompts you to enter a subaccount report group code:

Enter subaccount report group--

If you are creating a new code for any of the tables, the system prompts you to add it:

Add this code '0'? (Y/N) [Y]--

If you are editing or reviewing an existing code, you can enter the code or use the hyphen (-) key to display and select from a list of codes established in the system, as shown in the following example:

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *1–13*
Proprietary to McKesson - Subject to Confidentiality Agreement

You can enter the code or use the hyphen (-) key to display and select from a list of codes established in the system, as shown in the following example:

```
                         General Hospital Tables Processor
                                              Sat Sep 07, 2002 05:30 pm
Subaccount Report Group Codes

Page:01                    Subaccount Report Group Codes
( 1) CC-#2 TEST J1773
( 2) TP-C/Asset-A/R 3rd Party Payors
( 3) AR-C/Asset-Accounts & Notes Rec.
( 4) CA-C/Asset-Cash
( 5) AL-C/Asset-Contractuals/Uncollect
( 6) OF-C/Asset-Due from Other Funds
( 7) IN-C/Asset-Inventories
( 8) IV-C/Asset-Investments
( 9) ST-C/Asset-Marketable Securities
(10) PL-C/Asset-Pledges & Other A/R
(11) PP-C/Asset-Prepaid Expenses
(12) SS-C/Asset-Statistics
(13) DT-C/Assets-Defaults
(14) AP-C/Liability-Accounts Payable
(15) PR-C/Liability-Accrued  Payrolls
(16) AE-C/Liability-Accrued Expenses


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

After you enter or select the code, the system displays the following screen:

```
                         General Hospital Tables Processor
                                              Sat Sep 07, 2002 05:33 pm
Subaccount Report Group Codes
 1 Subaccount Report Group   2 Description                      3 Status
   AR                          C/Asset-Accounts & Notes Rec.       Active
 4 Edit by                                          5 Edit date
   Penfield,Diane M                                    02/04/1990 12:33pm












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

Field Explanations

1. CODE (DISPLAY ONLY)
This field contains the entered or selected two-character alpha code representing this report group used on system reports and screens.

2. DESCRIPTION (30-AN-R)
This field contains the description of this report group, also used on system reports and screens.

3. STATUS (DISPLAY ONLY)
This field indicates whether this report group code is active or inactive in the system.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last edited this code.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time this code was last edited.

After you complete this screen, the system displays the following prompt:

Do you want a printed list? Y/N--

If you enter **Y** for Yes, the system prompts you to choose the sort sequence:

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

NOTE: Reports are generated under the spooler name FIN.

DEFINING ENTITIES

The General Ledger system maintains Detail and Reporting entities.

Detail Entities

Detail Entities are business units which have their own separate and balanced general ledger. These data-collecting entities store dollars and statistics in general ledger accounts. Reports can be generated in the Report Writer for an individual entity or multi-entity, if using a reporting entity.

An example of a multi-entity facility is a hospital corporation consisting of four hospitals, each in a separate area of the city. Each hospital conducts its own business, has its own accounting identity, and is therefore a Detail Entity.

The multi-hospital corporation can group the hospitals together in a variety of ways as Reporting Entities to assess profitability by location. Since Reporting Entities have no departments or subaccounts associated with them, they can be defined or redefined at any time. Reporting Entities are set up in the same way as Detail Entities.

Detail Entities are best defined when the system is first established. Each entity should have:

- A name of up to 30 characters

- A two-character alphanumeric identifying code

- A currently defined fiscal year, and

- A current period.

For example, North City Metro Hospital could be identified as NC with a current fiscal year of 2002 and a current period of 8. Depending on the number of Detail Entities in your organization, you may need to define an easily recognizable identifying code.

Reporting Entities

Reporting Entities are created for the sole purpose of multi-entity reporting. The Report Writer uses Reporting Entities to consolidate Detail Entities into reporting units. A multi-entity report definition can be built for consolidating data for a Reporting Entity. See Chapter 8: General Ledger Report Writer in this volume for more information.

Once you identify all Detail Entities in your organization, you can begin to define Fiscal Years.

DEFINING FISCAL YEARS

For each entity, you must define the detail of your institution's fiscal policies. This information includes:

- Number of characters in the department number.

- How the department number is displayed (for example, XXX-XXXX-XXX, XX.XXX-XX).

- Number of characters in the subaccount number.

- How the subaccount number is displayed.

- Whether posting is permitted to closed periods.

- Number of days before posting recurring journal entries are created.

- Whether recurring journal entries are manually or automatically approved.

- Whether journal entry numbers are manually or automatically assigned.

- Which department code is used for retained earnings (P/L Department).

- Which subaccount code is used for retained earnings (P/L Subaccount).

- Which department code is used for suspense postings (Suspense Department).

- Which subaccount code is used for suspense postings (Suspense Subaccount).

- The beginning date of the fiscal year.

- How many periods are in the fiscal year.

This level of detail enables you to process each entity differently in the General Ledger. However, if all entities have similar characteristics, the General Ledger system enables you to establish the first record and copy it to all other entities. This procedure accommodates both complex and simple processing environments.

Once you have completed defining Fiscal Year policies for all entities, you can begin defining Departments for your entities.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR® Hospital System Library (HSL), the department number in General Ledger cannot exceed 8 digits. If you are not using this interface, the department number in General Ledger can be up to 10 digits in length. The subaccount cannot exceed 10 digits.

DEFINING DEPARTMENTS

As with entities, departments can be defined either as Detail Departments or Reporting Departments.

Detail Departments

Detail departments are distinct business units for which financial information is recorded and one or more subaccounts are assigned. The subaccounts collect detail according to the classes of subaccount activity assigned to the departments. Report definitions can be set up for entities to report on the data within these detail departments.

To define departments, provide the following information:

- A department name of up to 30 characters.

- A shortened department name of up to four characters.

- Type of department (Detail or Reporting).

- Subaccount class assignments (if Detail department).

- A department status (Active, Inactive or Deleted).

- A department number of up to 10 digits.

The particular Subaccount Class Codes you assign to a Detail department control the types of GL account records that can be created for this department. Only subaccounts with these class codes can be attached to the department.

Reporting Departments

Reporting Departments are used for consolidated reporting purposes. They do not maintain detail information and so have no subaccounts. See "Consolidated Reporting" in Chapter 8: General Ledger Report Writer for more information.

Complete the appropriate information for each department — both Detail and Reporting — in each entity. Once this task is completed, you can define subaccount information within each Detail department.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR Hospital System Library (HSL), the department number in General Ledger cannot exceed 8 digits. If you are not using this interface, the department number in General Ledger can be up to 10 digits in length. The subaccount cannot exceed 10 digits.

Entity organization maps must be set up to structure Detail Departments within Reporting Departments. Detail Departments must reside at the bottom of the organization map, while Reporting Departments are organized so that they report to each other, as shown in the following example:

REPORTINGDEPARTMENTS

Dept 6000 Director of Ancillary Services

Dept 7000 Radiology

Dept 7100 MRI

Dept 7200 Nuclear Medicine   —DETAIL DEPARTMENTS

Dept 7300 GeneralRadiology

Dept 8000 Laboratory

Dept 9000 Pharmacy
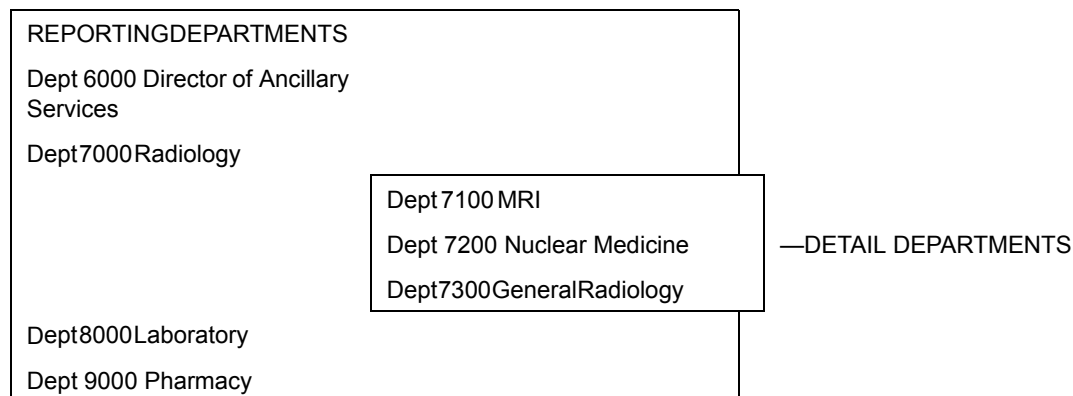
In this example, Detail Departments 7100, 7200, and 7300 contain General Ledger accounts with data. These departments report to Reporting Department 7000, which does not contain General Ledger accounts. Department 6000 is also a Reporting Department, with three departments (7000, 8000, and 9000) reporting to it. This structure should also be set up in the user's entity organization map in the General Ledger Report Writer. For more information, see Chapter 8: GENERAL LEDGER REPORT WRITER of this book.

Consolidated reports can be run for any of the reporting departments consolidating the overall data. The function of Reporting Departments is to allow this consolidation of detail for multiple departments.

Reporting Departments are set up in the same way as Detail Departments.

Both Detail and Reporting Departments are set up in Master Files within Department Information.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR Hospital System Library (HSL), the department number in General Ledger cannot exceed 8 digits; the subaccount cannot exceed 10 digits.

DEFINING SUBACCOUNTS

Defining subaccounts correctly is an important step in establishing your general ledger. At this most detailed level, small mistakes can quickly compound. For example:

- Data entered at this step is duplicated when the system generates GL accounts by using the Build and Add GL Accounts processes.

- The Class Code assigned to a subaccount determines to which departments that subaccount information flows.

- The global flag setting indicates whether the subaccount is automatically assigned to those departments with the same class code when the build process is used.

- The Report Group Code defines the summary group into which GL accounts flow for reporting.

Although the General Ledger system enables you to correct errors made during subaccount definition, the correction process can be laborious, especially if your chart of accounts and reporting requirements are complex. McKesson recommends you spend as much time as possible verifying these subaccount definitions before entering them into the system.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR Hospital System Library (HSL), the department number in General Ledger cannot exceed 8 digits. If you are not using this interface, the department number in General Ledger can be up to 10 digits in length. The subaccount cannot exceed 10 digits.

Defining a subaccount involves the following tasks:

- Provide a subaccount number of up to 10 digits.

- Provide a subaccount description.

- Determine if the subaccount should be globally assigned.

- Assign a subaccount report group.

- Determine the subaccount's normal balance (debit or credit).

- Determine the budget procedure used to generate the subaccount.

- Assign statistics codes to the subaccount.

- Provide a record status.

- Set a minimum balance reporting point.

- Set a maximum balance reporting point.

- Set a greater than posting percentage change reporting point.

- Set a greater than posting amount reporting point.

- Set a greater than budget percentage variance reporting point.

- Set a greater than budget dollar variance reporting point.

After you have defined all subaccounts for each department, check them to prevent reporting discrepancies during processing. Once you are sure the subaccounts accurately reflect your organization's structure, you can define GL accounts.

NOTE: McKesson strongly recommends that the same subaccount **not** be built under different Subaccount Classes, as this can affect the following functions:

- **Consolidated GL Reporting with Report Writer**

    The reports will not be accurate.

- **Subaccount Deletion**

    You cannot delete a subaccount under one class if the same subaccount under a different class contains posted amounts.

- **Detail or Summary Trial Balance**

    If you select the report by account, it will not be correct. You must select the report by department.

DEFINING GL ACCOUNTS

GL accounts summarize your organization's financial records for valid entity/ department/subaccount combinations. Since your institution may have several hundred or even several thousand distinct GL accounts, the General Ledger system can automatically generate the accounts at your direction. This saves you time as you enter your GL account structure.

Before defining GL accounts, review the entities, the departments within each entity, and the subaccounts defined within each entity. Verify that these components and their interrelationships are accurate for your institution. Attention to detail at this early stage can prevent problems later.

Once you are satisfied with the entity, department, and subaccount definitions and relationships, you can begin to define how your institution financially manages these relationships. Although the system can automatically generate GL accounts, you should consider the following operational parameters for each GL account for each fiscal year:

- Associate a statistic type with the GL account.

- Indicate a normal balance (whether credit or debit).

Although the following variables can be changed for individual GL accounts, they may already be set up when subaccounts were defined.

- Set a greater than posting exception flag.

- Set a greater than posting exception percentage point.

- Set an account minimum balance.

- Set an account maximum balance.

- Set a greater than budget variance percentage point.

- Set a greater than budget variance amount point.

- Indicate how the system should generate this account for next year's budget.

After GL accounts are built, the Department Name and Subaccount Description are the only fields where, if changed, will flow to the individual GL accounts.

Once you complete this step, you can proceed to the final step in preparing your general ledger, Entity Organization Maps. See Chapter 8: General Ledger Report Writer in this document for more information.

Chapter 2 - MASTER FILES

STAR Financials General Accounting Reference Guide - General Ledger Volume
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INTRODUCTION

The Master File functions discussed in this chapter are accessed by selecting **Master Files** from the General Ledger main menu, and then, making your selection from a Master Files menu similar to the example displayed below:

```
              General Hospital GL Master File Maintenance Processor
                                              Sun Jun 29, 2003 10:58 am
 GL Master File Maintenance Input Options


             Option No.  Option
             --------------------------------------
  Maintain      1        Entity Information
                2        Department Information
                3        Subaccount Information

  Print         4        Entity List
                5        Entity Profile
                6        Department List
                7        Subaccount List

 Parameters     8        Non-entity specific Parameters




 Enter option number--
```

ENTITY INFORMATION

The STAR Financials General Ledger system identifies entity information by fiscal year. An entity can have only one current year (the year for which it is currently collecting data), but you can define as many fiscal years for an entity as you need.

The functions described here enable you to add, delete, edit, and copy information stored in the Entity Master and Fiscal Year Definition Master files. These functions are used to add entities or change entity information, to define a new fiscal year to prepare for budgeting, or to accommodate changes in your hospital's reporting or organizational structure.

A fiscal year definition contains calendar information (when the fiscal year begins, number of periods, etc.) and provides the GL account structure. To process a fiscal year, the system requires both a fiscal year definition, which provides an organizational skeleton (for example, department and subaccount length, number of fiscal year periods, journal entry processing criteria, etc.), and GL account information (the entity/department/subaccount matchings), which tells the system how dollars flow into subaccounts.

To access the entity information functions, first select **Master Files** from the General Ledger main menu. Then select **Entity Information**. The Entity Information Processor menu is displayed similar to the following:

```
              General Hospital Entity Information Processor
                                            Sun Jun 29, 2003 11:29 am
 Entity Information Input Options

           Option No.  Option
           --------------------------------------
  Maintain     1       Entity Masters
               2       Fiscal Year Definitions
               3       Cash Account Code Table
               4       Intercompany Cash Posting Table
               5       Intercompany Link Table
               6       Miscellaneous Revenue Description Table

               7       Create New Fiscal Year
               8       Copy Fiscal Year Definitions
               9       Multi-Entity Dept/Sub Copy




 Enter option number--
```

ENTITY MASTER

Entities are the highest organizational level within the General Ledger system, and defining an entity is the first step in building the system. The Entity Master File (and its component entity master records) contains definitions for all the entities your financial system uses. You define one entity master record for each hospital or corporation for which you want to keep general ledger information. These definitions include each entity's code, name, type, fiscal year/period, and address information.

Entities are defined as Detail or Reporting. A **Detail Entity** is an organization that uses its own balanced general ledger and collects line item detail information according to its general ledger account structure. A **Reporting Entity** consolidates Detail Entities for comparison reporting but does not maintain detail information. Reporting entities do not contain their own chart of accounts.

To access Entity Master, select this option from the Entity Information menu. The following prompt is displayed:

Enter entity code or '-' for list--

Enter the entity code or enter a hyphen (-) to select from a list of entity codes similar to the following.

```
                  General Hospital Entity Masters Processor
                                          Mon Jun 10, 2002 11:08 pm

     Entity                              Current  Reporting/    Pathways
     Code-Name                          FY   Pd  Detail       GL  AP  MM
( 1) 00-                                             Detail
( 2) 01-HBOC MODEL HOSPITAL OF GEORGIA  2002  06    Detail
( 3) 02-MODEL HOSP - ENT 02             2002  06    Detail
( 4) 03-ENTITY 03                       2002  06    Detail
( 5) 04-TESTING                         2000  07    Detail
( 6) 05-TESTING                         2000  07    Detail
( 7) 06-REPORTING ENTITY                2000  07    Reporting
( 8) 1-                                              Detail
( 9) 10-REPORTING ENTITY                2000  07    Detail
(10) 12-CRHC DEVELOPMENT CORP           2000  08    Detail        Y   Y   Y
(11) 13-                                             Detail
(12) 14-REPORTING ENTITY                2000  07    Reporting
(13) 15-REPORTING ENTITY                2000  07    Reporting
(14) 20-MODEL HOSP - ENT 02             2001  06    Detail        Y   Y   Y
(15) 21-                                             Detail
(16) 22-CRHC DEVELOPMENT CORP           2000  09    Detail        Y   Y   Y

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

Once the entity code is entered or selected, the Entity Masters Processor screen is displayed:

```
                    General Hospital Entity Masters Processor
                                              Mon Feb 03, 2003 12:56 pm
Ent : MODEL HOSP - ENT 02
 1 Entity Code    2 Entity Name                   3 Entity Type
   02              MODEL HOSP - ENT 02               Detail
 4 Address                        5 Address (second line)
   301 PERIMETER CTR NORTH
 6 City                  7 State      8 Zip Code
   ATLANTA               GA           30346
 9 Media            10 Pathways GL    11 Pathways AP   12 Pathways MM
   ASCII
13 Y2K Outbd GL Interface      14 Current Fiscal Year  15 Current Period
                               2002                      12
16 GL Security                 17 Intercompany JE Default
   Yes                            No
18 Stop Automatic COA Creation  19 Last Year to Create
   Yes                             2002
20 Edit By                      21 Edit Date
   Weldon,Shawn                    12/26/02 1044

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

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the two-character alphanumeric code for the entity selected.

2. ENTITY NAME (30-AN-R)
This field contains the user-defined name of this entity code. If you are entering a new entity, you can enter up to 30 characters in this required field.

3. ENTITY TYPE (1-A-R)
This field identifies the entity as either a detail entity (data-collecting) or a reporting entity (non-data collecting, but grouped with other entities for reporting purposes). Entry options are R (reporting) or D (detail). The default is D.

4. - 5. ADDRESS (25-A-O)
These two fields contain the entity's address. Each field can contain up to 25 characters.

6. CITY (18-A-O)
This field contains the city in which the entity is located.

7. STATE (2-A-R)
This field contains the state in which the entity is located. The two-character, U.S. Postal Service state abbreviation is displayed.

8. ZIP CODE (9-N-O)
This field contains the entity's nine-digit ZIP code. If you use ZIP+4, omit the hyphen between the fifth and sixth digit (the system adds the hyphen). If the ZIP code is

defined in the ZIP Code Table, you can enter only the ZIP code and allow the system to provide the city and state portions of the entity address.

9. MEDIA (1-A-R)
This field contains the parameter used to identify the output media type for all HSL Interface Files. This field is used for both the STAR Financials General Ledger and STAR Financial Payroll systems. This field can be edited during the fiscal year if necessary.

The system uses this media field to determine how the output is stored. This field must be set before data is sent to HSL or back from HSL.

If you are working in a UNIX or VMS environment, the following prompt is displayed when you access this field:

   MEDIA (T)ape, (N)FS, (C)pu or (A)scii [T]--

Enter **T** for Tape For HSL files that will be written to tape.

Enter **N** for Network File Server (NFS) to transfer interface files to TRENDSTAR using NFS media. The NFS option is available only if your system is operating under UNIX. This option uses the Network File Server (NFS) module of TCP/IP to transfer the file from STAR General Ledger to TRENDSTAR. The transferred file is written to the HBONFS: directory on TRENDSTAR immediately after the file is created as part of the file creation process. The file name follows the same naming conventions as noted below:

   HSL ACTUAL TABLE - HSL <create date>Entity code>a.hsl

   HSL BUDGET TABLE - HSL <create date>Entity code>b.hsl

To use the NFS option, implementation must be done on both the STAR and TRENDSTAR systems. If the file appears in the HBONFS: directory on TRENDSTAR with TEMP appended to the file name, the file is not complete. This could be due to the TCP/IP NFS connection being broken, or that file creation is still in process. If the file transfer was aborted, the TCP/IP NFS manual transfer can be used to retransmit the file to TRENDSTAR.

NOTE: The file hboguest.config resides on the HBONFS: directory on TRENDSTAR. This file must remain in this directory in order for the TCP/IP NFS manual transfer to work correctly. Do not delete this file.

Enter **C** for CPU if your HSL Interface files will be transmitted directly from CPU to CPU.

Enter **A** for ASCII if your HSL Interface files will be transmitted via the TCP/IP network in an ASCII format.

In a non-UNIX/VMS environment, the following prompt is displayed:

MEDIA (T)ape or (C)pu [T] --

For HSL files that will be written to tape, enter **T** for Tape. Enter **C** for CPU if your HSL Interface files will be transmitted directly from CPU to CPU.

See HSL Interface in Appendix A: GL Interfaces in this guide for more information.

10. PATHWAYS GL (DISPLAY ONLY)
This field indicates if the selected entity uses the Pathways General Ledger product.

11. PATHWAYS AP (DISPLAY ONLY)
This field indicates if the selected entity uses the Pathways Accounts Payable product.

12. PATHWAYS MM (DISPLAY ONLY)
This field indicates if the selected entity uses the Pathways Materials Management product.

13. Y2K OUTBD GL INTERFACE (1-A-R)
This field indicates if the selected entity uses a four-digit fiscal year in its outbound journal entry interface.

CAUTION: Specifying a four-digit year alters the Outbound Journal Interface record layout.

14. CURRENT FISCAL YEAR (4-N-R)
This field contains the four digits of this entity's current fiscal year.

If this field is kept current, the system automatically updates this field. The system uses the contents of this field as a default throughout the General Ledger system.

15. CURRENT PERIOD (2-N-R)
This field contains the entity's current fiscal period. The entry range is 1 to 13.

If this field is kept current, the system automatically updates this field. The system uses the contents of this field as a default throughout the General Ledger system.

16. GL SECURITY (1-A-R)
Use this field to enable/disable the entity's security for Display Account Activity in the General Ledger. When this field is selected, the following prompt appears at the bottom of the screen:

Is GL Security used? (Y/N)[N]--

Valid entries are **Y** for Yes or **N** for No. If you choose No (default), the entity's security is disabled for Display Account Activity. This means that the system does not check Employee Demographics screens for security information regarding that entity. All

employees who can already access this entity's journal entries for viewing in Display Account Activity will continue to have unrestricted access.

If you choose Yes, the entity's Display Account Activity security is enabled. This means that each time any user selects a journal entry for viewing in Display Account Activity, the system will check the user's Hospital Employee File for authorized entities and departments. If a match is not found in the Hospital Employee File for the entity/ department of the selected journal entry, the employee will be denied access and one of the following prompts will display (depending on which information is not present in the Hospital Employee File):

   You do not have authorization to access this Entity!   -OR-

   You do not have authorization to access this department!

NOTE: If this field setting is later changed to a different value, it will **not** change any user's existing entity/department links stored in the Hospital Employee File. This **GL Security** field simply determines whether or not the system will check the Hospital Employee File for these links. For more information, see "GL SECURITY FOR DISPLAY ACCOUNT ACTIVITY" on page 3-40.

17. INTERCOMPANY JE DEFAULT (1-N-R)
This field is used to specify the default value for the Intercompany JE field. The value here determines the default value for all journal entry types, Manual, Recurring and Standard. Values are:

1   Y (Yes) is the field default value on the Intercompany JE? field on all the journal entry screens.

2   N (No) is the field default value on the Intercompany JE? field on all journal entry screens.

3   (None) No default value is displayed.

If anything other than 1, 2 or 3 is entered here, the error message, *Error: Invalid format for this field!*, is displayed and the system returns to the prompt. If this field is left blank, no default value is displayed on the journal entry screens.

18. STOP AUTOMATIC COA CREATION (1-A-R)
This field allows you to stop the automatic creation of fiscal year definitions and chart of accounts.

19. LAST YEAR TO CREATE (4-N-C)
If you enter **Yes** in the Stop Automatic COA Creation field, then this field is required. Enter the four-digit year that you want to be the last one to be automatically created.

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.

After you complete these fields, you have the option of accepting, editing, or deleting the information entered. Accepting the screen completes the function.

FISCAL YEAR DEFINITIONS

Use the Fiscal Year Definitions function to add or revise fiscal year definitions in the Fiscal Year Master file. You can define any number of fiscal years for a particular entity. However, you must create the entity before you can define any fiscal years for it, and you must have a fiscal year definition in the system for each year you want to keep GL or budget information.

Fiscal year definitions include this information:

- Department number size and display characteristics.

- Subaccount number size and display characteristics.

- Whether posting is permitted to closed periods.

- Whether particular periods are opened or closed.

- The P&L department and subaccount used to reconcile earnings.

- The Suspense department and subaccount used for suspense postings.

A fiscal year definition provides only a portion of the requirements the General Ledger system needs to process financial information. To complete the requirements, you must also provide GL account information (entity/department/subaccount matchings) as described in Chapter 3: GENERAL LEDGER ACCOUNTS. If you want to create the complete processing package (fiscal year definition and GL accounts), see "CREATE NEW FISCAL YEAR" on page 2-17.

You can also delete fiscal year definitions if no active departments or subaccounts are attached to the fiscal year.

To access the Fiscal Year Definitions option, first select **Master Files** from the General Ledger main menu, and then select **Entity Information**. Select **Fiscal Year Definitions** from the Entity Information menu.

The system prompts you to enter the Entity Code for the desired entity. You can enter the two-character alphanumeric code or display and select from a list of established entities.

Next, the system prompts you to enter the fiscal year:

Enter fiscal year, '-' for list or '=' for current year--

Enter all four digits of the year you want, or enter an equals (=) sign for the current year.

Once this information is entered, the Fiscal Year Definitions screen is displayed:

```
              General Hospital Fiscal Year Definitions Processor
                                              Sat Sep 07, 2002 05:44 pm
Ent : HAPPY HOSPITAL                   Fiscal Yr: 2002
 1 Entity Code     2 Entity Name                        3 Fiscal Year
   01                HAPPY HOSPITAL                        2002
 4 Dept # Size     5 Display as       6 Subaccount Size  7 Display as
   4                 X.XXX              4                   XX.XX
 8 Closed Periods  9 JE Lead Days     10 JE Approval      11 RJE Approval
   Yes               3                   Automatic           Automatic
12 JE #'s From      13 FY Begins       14 # of Periods
   System             01/01/2002         12
15 P/L Department  16 P/L Subaccount   17 Suspense Dept   18 Suspense Subacct
   3.600              46.00               0.000              00.00
19 Period  Ending Date   Closed        Period   Ending Date    Closed
    1        01/31/2002     No            9       09/30/2002      No
    2        02/28/2002     No           10       10/31/2002      No
    3        03/31/2002     No           11       11/30/2002      No
    4        04/30/2002     No           12       12/31/2002      No
    5        05/31/2002     No
    6        06/30/2002     No
    7        07/31/2002     No
    8        08/31/2002     No
Enter field number or '/' starting field number--
```

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the two-character code identifying the entity selected.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the user-defined name for the entity selected.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the four digits of the fiscal year selected.

4. DEPT # SIZE (2-N-R)
This field contains the maximum number of digits the department code can contain in this fiscal year. The entry range is 1 to 10 digits.

Once department masters are defined, this field cannot be changed.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR Hospital System Library (HSL), the department number in General Ledger cannot exceed eight digits. If you are not using thisinterface, the department number in General Ledger can be up to 10 digits in length. The subaccount cannot exceed ten digits.

5. DISPLAY AS (14-A-R)
This field contains the display format for the department number. Enter X's (separated by periods or slashes) to define the format (for example, 123456, XX.XXXX = 12.3456). Up to 14 digits can be entered. This field controls the department number format display on all system screens and reports.

You control how the department and subaccount numbers display on all system screens and reports, based on the definitions you enter in the Display As fields. The system combines these fields to create the chart of accounts account number.

For example, if you defined a subaccount number of four digits with the format XX.XX (56.78) and a department number of four digits with the format XXX.X (123.4), the resulting account number displays as XXX.X.XX.XX (department + subaccount or 123.4.56.78).

The system edits this format against the total number of digits in the department number (as specified in the Dept # Size field). The number of Xs in your display format must match the number of digits in the department code.

6. SUBACCOUNT SIZE (2-N-R)
This field contains the maximum number of characters a subaccount code can contain in this fiscal year definition. The entry range is 1 to 10 digits. This field controls the size of the subaccount number throughout the system.

Once subaccount masters are defined, this field cannot be changed.

7. DISPLAY AS (14-A-R)
This field contains the display format for the subaccount number. Enter X's (separated by periods or slashes) to define the format (for example, 123456, XX.XXXX = 12.3456). Up to 14 characters can be entered. This field controls the subaccount number format display on all system screens and reports.

The system edits this format against the total number of digits in the Subaccount Size field. The number of Xs in your display format must match the number of digits in the subaccount code.

8. CLOSED PERIODS (1-A-R)
This field indicates whether this fiscal year definition allows posting to closed periods. Options are Y for Yes or N for No. The system defaults to N.

This field overrides the Period/Ending Date/Closed field, where periods can be set to closed.

9. JE LEAD DAYS (2-N-R)
This field contains the number of days prior to the posting date at which the system should create recurring journal entries. (The posting date is set in the recurring journal entry - see Chapter 4: Journal Entries.) The entry range is 0 to 99 days with a default entry of 3 days. The purpose of this field is to enable you to review system-generated, recurring journal entries before they are scheduled to post.

This field is used in conjunction with the RJE Approval field. If the RJE Approval field is set to Manual Approval, the RJE generates an MJE with the specified lead days prior to the first day of the period, and the MJE is placed on Hold status until manually approved.

10. JE APPROVAL (1-A-R)
This field indicates whether manual journal entry approval is automatic or manual. The entry options are A (Automatic) or M (Manual); the default entry is A. The journal entry to be approved must be in balance, regardless of the approval process. The system displays journal entries online to simplify this process.

If you select manual approval of journal entries, you must manually review and approve all journal entries. The system will not approve any journal entries in the manual approval mode.

11. RJE APPROVAL (1-A-R)
This field contains the approval mode for the recurring journal entries. Entry options for this field are A (Automatic) or M (Manual) approval; the default entry is A. The journal entry is automatically created based on the data set up in the Recurringjournal entry.

After the JE is created, if the field is set to Manual, the JE will be on hold until the Approve JE function is run. A journal entry will be created for the appropriate period prior to the first day of the period, depending on the days established in the JE Lead Days field. If the field is set to Automatic, the JE will automatically be generated and posted each time it is created.

If this field is set to Automatic, it is suggested that you set Lead Days to 0 so the MJE created will automatically post on the first day of each period.

12. JE #s FROM (1-A-R)
This field indicates whether journal entry numbers are user- or system-assigned. The entry options are U (User) or S (System). The default is S.

If the system supplies journal entry numbers, it starts at 0000001 at the beginning of each new fiscal year. If you manually supply journal entry numbers, you provide a seven-digit journal entry number when you post the entry.

Journal entry numbers cannot be used more than once in a fiscal year. System generated journal entry numbers restart at 0000001 with each new fiscal year.

13. FY BEGINS (8-N-R)
This field contains the calendar date on which this fiscal year begins. The date is entered in the format MM/DD/YYYY. Ifyou enter a date that leaves a gap between that date and the ending date of the previous fiscal year, the following warning message is displayed.

Date does not immediately follow the last day of previous FY/FP! Continue (Y/N)—

14. # OF PERIODS (2-N-R)
This field contains the total number of accounting periods in this fiscal year. The entry options are 12 or 13. The default is 12.

The system uses this value to calculate the appropriate number of fiscal periods and the period-end dates it displays in the Periods field. If you select 13 accounting periods, the system divides the year into 13 periods of 28 days each (with one extra day in January). You can then adjust the period-ending dates to accommodate your accounting requirements.

15. P/L DEPARTMENT (4-N-R) or (TABLE LOOKUP)
This field contains the number of the department containing retained earnings from the previous year end. You can enter a department number or select from a list of department numbers by entering a hyphen (-). You can enter an undefined department number when you define a fiscal year; however, an error message is displayed that you must acknowledge to complete the fiscal year definition.

16. P/L SUBACCOUNT (4-N-R) or (TABLE LOOKUP)
This field contains the number of the subaccount containing retained earnings from the previous year end. You can enter a subaccount number or select from a list of subaccount numbers by entering a hyphen (-). You can enter an undefined subaccount number when you define a fiscal year; however, an error message is displayed that you must acknowledge to complete the fiscal year definition.

17. SUSPENSE DEPT (10-N-R)
This field contains the department which reflects activity from other subsystems which attempted to post to invalid or inactive GL accounts. Any entry to an invalid or inactive account will post to the Suspense Department number shown in this field. The Daily GL Suspense Account Posting Report will show these postings.

For example, a journal entry containing an invalid or inactive account number from Materials Management or Patient Accounting would post to the account number established for the Suspense Department. This posting method keeps subsystems in balance with General Ledger.

NOTE: In addition to building this GL account in General Ledger, you must establish the account numbers for the Suspense Department and Subaccount in the Department and Subaccount Masters. The system will allow you to enter the Suspense Department and Subaccount prior to being established as a GL Account. If this is undefined, the system will display an error message which you must acknowledge to accept. The following prompt is displayed when these fields are accessed:

Enter suspense department code, or leading char '-' for a list--

18. SUSPENSE SUBACCT (10-N-R)
This field contains the subaccount which reflects activity from other subsystems which attempted to post to invalid or inactive GL accounts. Any entry to an invalid or inactive account will post to the Suspense Subaccount number shown in this field. The Daily GL Suspense Account Posting Report will show these postings.

For example, a journal entry containing an invalid or inactive account number from Materials Management or Patient Accounting would post to the account number established for the Suspense Subaccount. This posting method keeps subsystems in balance with General Ledger.

NOTE: In addition to building this GL account in General Ledger, you must establish the account numbers for the Suspense Department and Subaccount in the Department and Subaccount Masters. The system will allow you to enter the Suspense Department and Subaccount prior to being established as a GL Account. If this is undefined, the system will display an error message which you must acknowledge to accept. The following prompt is displayed when these fields are accessed:

> *Enter suspense subaccount code, or leading char '-' for a list--*

19. PERIOD/ENDING DATE/CLOSED (8-N-R)
For each period, this field indicates whether that period is currently open or closed to posting and provides the period ending date (in the format MM/DD/YYYY). The system initially builds this data and assumes periods are open. You can edit the ending date and whether the period is open or closed for each period.

If Field 8 (Post to Closed Periods) is set to Yes, it overrides this field.

When all fields are completed, you have the option of accepting, editing or deleting the information entered. Accepting the screen completes the function.

CREATE NEW FISCAL YEAR

This function enables you to create a new fiscal year by copying the fiscal year definitions, the GL Chart of Accounts, and the tables of a currently existing fiscal year. Use this function to completely duplicate both the organizational and processing parameters of another year.

To access the Create New Fiscal Year option, first select **Master Files** from the General Ledger main menu, and then select **Entity Information**. Select **Create New Fiscal Year** from the Entity Information menu.

The system prompts you to enter or select an entity, and then, the fiscal year you want to create:

> *Enter fiscal year to create --*

Enter the four digit fiscal year. If you enter an existing fiscal year, the following screen is displayed:

```
              General Hospital Create New Fiscal Year Processor
                                           Thu May 10, 2001 01:57 pm
 Ent : MODEL HOSPITAL OF GEORGIA

         Last Create New Fiscal Year Process:

         For FY: 2001     Last Performed By: Wyeth,Tami
                                        Date: 05/10/2001 01:55pm














 Fiscal year 2001 already exists. Create anyway? [N]--
```

You can recreate the existing fiscal year without affecting already existing dollars and/or statistics. Entering Y (Yes) at the following prompt only overlays already existing Department descriptive information.

> *Do you want to OVERLAY dept. descriptions that already exist in fiscal year 2001? (Y/N)[N]--*

Next, the system prompts for the fiscal year to copy:

> *Enter create from fiscal year [2000]--*

Enter the four digits of an established fiscal year or accept the displayed default value which is the currently defined fiscal year in the Entity Master file.

Once the Create New Fiscal Year process is complete, you should review the following screen:

```
                General Hospital Create A New Fiscal Year Processor
                                              Wed Sep 30, 1992 10:39 am
Ent : MESSERLY MEMORIAL HOSPITAL
 1 Entity Code    2 Entity Name                        3 Fiscal Year
   LM               MESSERLY MEMORIAL HOSPITAL           1994
 4 Dept # Size    5 Display as       6 Subaccount Size  7 Display as
   4                XXXX               5                  XXXXX
 8 Closed Periods  9 JE Lead Days   10 JE Approval      11 RJE Approval
   No               8                  Automatic          Automatic
12 JE #'s From    13 FY Begins      14 # of Periods
   System           01/01/1994         12
15 P/L Department 16 P/L Subaccount  17 Suspense Dept   18 Suspense Subacct
   4500             30100              9999               99999
19 Period  Ending Date   Closed       Period  Ending Date   Closed
    1        01/31/1998     No           9      09/30/1998     No
    2        02/28/1998     No          10      10/31/1998     No
    3        03/31/1998     No          11      11/30/1998     No
    4        04/30/1998     No          12      12/31/1998     No
    5        05/31/1998     No
    6        06/30/1998     No
    7        07/31/1998     No
    8        08/31/1998     No
Accept this screen? (Y/N) [Y]--
```

Information from the previous fiscal year is brought forward. These fields can be edited if necessary. See the field explanations following for information on which fields can be edited only before the screen is accepted.

NOTE: If necessary, Create New Fiscal Year can be rerun without affecting already existing dollars and/or statistics in the new fiscal year.

Automatic Creation of New Fiscal Year

If the system finds that the next fiscal year and/or chart of accounts is not defined at the time of the last Nightly Batch of the current fiscal year, an automatic creation of those definitions will occur for the next fiscal year.

NOTE: This automation feature is not intended to be a substitute for your current policies and procedures. It is intended to be strictly precautionary in nature. The timing and sequence of your current procedures for the creation of next year's data might be critical to your organization.

You can stop the automatic creation of fiscal year definitions and chart of accounts by using the Stop Automatic COA Creation and Last Year To Create fields on the Entity Master File.

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the two-character code identifying the entity selected.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the user-defined name for the entity selected.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the four digits of the fiscal year definition being copied.

4. DEPT # SIZE (2-N-R)
This field contains the maximum number of digits the department code can contain in this fiscal year. The department number can be up to four digits long.

Once the screen is accepted, this field cannot be changed because GL Accounts are built immediately by the system.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR Hospital System Library (HSL), the department number in General Ledger cannot exceed eight digits. If you are not using this interface, the department number in General Ledger can be up to 10 digits in length. The subaccount cannot exceed ten digits.

5. DISPLAY AS (14-A-R)
This field contains the display format for the department number. Enter X's (separated by periods or slashes) to define the format (for example, 123456, XX.XXXX = 12.3456). Up to 14 digits can be entered. This field controls the department number format display on all system screens and reports.

You control how the department and subaccount numbers display on all system screens and reports, based on the definitions you enter in the Display As fields. The system combines these fields to create the chart of accounts account number. For example, if you defined a subaccount number of four digits with the format XX. XX (56-78) and a department number of four digits with the format XXX.X (that is, 123.4), the resulting account number displays as XXX.X.XX.XX (department + subaccount or 123.4.56.78).

The system edits this format against the total number of digits in the department number (as specified in the Dept # Size field). The number of Xs in your display format must match the number of digits in the department code.

6. SUBACCOUNT SIZE (2-N-R)
This field contains the maximum number of characters a subaccount code can contain in this fiscal year definition. The subaccount number can be up to 10 digits long. This field controls the size of the subaccount number throughout the system.

Once the screen is accepted, this field cannot be changed because GL Accounts are built immediately by the system.

7. DISPLAY AS (14-A-R)
This field contains the display format for the subaccount number. Enter X's (separated by periods or slashes) to define the format (for example, XX.XXXX = 12.3456). Up to 14 characters can be entered. This field controls the subaccount number format display on all system screens and reports.

The system edits this format against the total number of digits in the Subaccount Size field. The number of Xs in your display format must match the number of digits in the subaccount code.

8. CLOSED PERIODS (1-A-R)
This field indicates whether this fiscal year definition allows posting to closed periods. Options are Y for Yes or N for No. The default is N.

This field overrides Field 19, where periods can be set to closed.

9. JE LEAD DAYS (2-N-R)
This field contains the number of days prior to the posting date (set in the recurring journal entry) at which the system should create recurring journal entries. The entry range is 0 to 99 days with a default entry of 3 days. The purpose of this field is to enable you to review system-generated recurring journal entries before they are scheduled to post.

This field is used in conjunction with the RJE Approval field. If the RJE Approval field is set to Manual Approval, the RJE generates an MJE with the specified lead days prior to the first day of the period, and the MJE is placed on Hold status until manually approved.

10. JE APPROVAL (1-A-R)
This field indicates whether manual journal entry approval is automatic or manual. The entry options are A (Automatic) or M (Manual); the default entry is A. The journal entry to be approved must be in balance, regardless of the approval process. The system displays journal entries online to simplify this process.

If you select manual approval of journal entries, you must manually review and approve all journal entries. The system will not approve any journal entries in the manual approval mode. The system will not approve any journal entries in the manual approval mode.

11. RJE APPROVAL (1-A-R)
This field contains the approval mode for the recurring journal entries. Entry options are A (Automatic) or M (Manual) approval. The default value for this field is A. The journal entry is automatically created based on the data set up in the Recurring journal entry.

After the JE is created, if the field is set to Manual, the JE will be on hold until the Approve JE function is run. A journal entry will be created for the appropriate period prior to the first day of the period, depending on the days established in the JE Lead

Days field. If the field is set to Automatic, the JE will automatically be generated and posted each time it is created.

If this field is set to Automatic, it is suggested that you set Lead Days to 0 so the MJE created will automatically post on the first day of each period.

12. JE #s FROM (1-A-R)
This field indicates whether journal entry numbers are user- or system-assigned. The entry options are U (user) or S (system). The system defaults to S.

If the system supplies journal entry numbers, it starts at 0000001 at the beginning of each new fiscal year. If you manually supply journal entry numbers, you provide a seven-digit journal entry number when you post the entry.

Journal entry numbers cannot be used more than once in a fiscal year. System generated journal entry numbers restart at 0000001 with each new fiscal year.

13. FY BEGINS (8-N-R)
This field contains the calendar date on which this fiscal year begins. Enter the date in the MMDDYYYY format. If you enter a date that leaves a gap between that date and the ending date of the previous fiscal year, the following warning message is displayed.

Date does not immediately follow the last day of previous FY/FP! Continue (Y/N)—

14. # OF PERIODS (2-N-R)
This field contains the total number of accounting periods in this fiscal year. The entry options are 12 or 13. The system defaults to 12.

The system uses this value to calculate the appropriate number of fiscal periods and the period-end dates it displays in the Periods field. If you select 13 accounting periods, the system divides the year into 13 periods of four weeks. You can then adjust the period-ending dates to accommodate your accounting requirements.

15. P/L DEPARTMENT (4-N-R) OR (TABLE LOOKUP)
This field contains the number of the department containing retained earnings from the previous year end. You can enter the department number or select from a list of department numbers by entering a hyphen (-). You can enter an undefined department number when you define a fiscal year; however, an error message is displayed that you must acknowledge to complete the fiscal year definition.

16. P/L SUBACCOUNT (4-N-R) or (TABLE LOOKUP)
This field contains the subaccount number containing retained earnings from the previous year end. You can enter a subaccount number or select from a list of subaccount numbers by entering a hyphen (-). You can enter an undefined subaccount number when you define a fiscal year; however, an error message is displayed that you must acknowledge to complete the fiscal year definition.

17. SUSPENSE DEPT (10-N-R)
This field contains the department which reflects activity from other subsystems which attempted to post to invalid or inactive GL accounts. Any entry to an invalid or inactive account will post to the Suspense Department number shown in this field. The Daily GL Suspense Account Posting Report will show these postings.

For example, a journal entry containing an invalid or inactive account number from Materials Management or Patient Accounting would post to the account number established for the Suspense Department. This posting method keeps subsystems in balance with General Ledger.

NOTE: In addition to building this GL account in General Ledger, you must establish the account numbers for the Suspense Department and Subaccount in the Department and Subaccount Masters. The system will allow you to enter the Suspense Department and Subaccount prior to being established as a GL Account. If this is undefined, the system will display an error message which you must acknowledge to accept. The following prompt is displayed when these fields are accessed:

> *Enter suspense department code, or leading char '-' for a list--*

18. SUSPENSE SUBACCT (10-N-R)
This field contains the subaccount which reflects activity from other subsystems which attempted to post to invalid or inactive GL accounts. Any entry to an invalid or inactive account will post to the Suspense Subaccount number shown in this field. The Daily GL Suspense Account Posting Report will show these postings.

For example, a journal entry containing an invalid or inactive account number from Materials Management or Patient Accounting would post to the account number established for the Suspense Subaccount. This posting method keeps subsystems in balance with General Ledger.

NOTE: In addition to building this GL account in General Ledger, you must establish the account numbers for the Suspense Department and Subaccount in the Department and Subaccount Masters. The system will allow you to enter the Suspense Department and Subaccount prior to being established as a GL Account. If this is undefined, the system will display an error message which you must acknowledge to accept. The following prompt is displayed when these fields are accessed:

> *Enter suspense subaccount code, or leading char '-' for a list--*

19. PERIOD/ENDING DATE/CLOSED (8-N-R)
For each period, this field indicates whether that period is currently open or closed to posting and provides the period ending date (in the format MM/DD/YYYY). The system initially builds this data and assumes periods are open. You can edit the ending date and whether the period is open or closed for each period.

If the Post to Closed Periods field is set to Yes, it overrides this field.

When all fields are completed, you have the option of accepting, editing or deleting the information entered. Accepting the screen completes the transaction.

COPY FISCAL YEAR DEFINITIONS

This function is used to create a new fiscal year whose processing characteristics (or GL accounts) differ from those of other fiscal years. After you copy a fiscal year definition, you must also provide a GL account structure for the new fiscal year.

NOTE: The GL Chart of Accounts does not exist in the new year if you use the Copy function.

To access the Copy Fiscal Year Definitions option, first select **Master Files** from the General Ledger main menu, and then select **Entity Information**. Select **Copy Fiscal Year Definitions** from the Entity Information menu.

The following warning message is displayed.

Warning-- This function does NOT create the Chart of Accounts necessary for processing in the new year. Do you want to Continue? (Y/N)—

Enter **Y**, and the system prompts you to enter an Entity Code. Next, the system prompts for the fiscal year to copy:

Enter fiscal year, '-' for list or '=' for current year--

Enter the four digit fiscal year, or enter an equals (=) sign to copy the current fiscal year. When the information is entered, the following screen is displayed:

```
              General Hospital Fiscal Year Definitions Processor
                                          Mon Apr 19, 1999 02:26 pm
Ent : MODEL HOSPITAL OF GEORGIA Fiscal Yr: 1998
 1 Entity Code    2 Entity Name                      3 Fiscal Year
   01               MODEL HOSPITAL OF GEORGIA           1998
 4 Dept # Size    5 Display as       6 Subaccount Size  7 Display as
   4               X.XXX              4                   XX.XX
 8 Closed Periods  9 JE Lead Days   10 JE Approval    11 RJE Approval
   No               3                  Manual             Manual
12 JE #'s From    13 FY Begins      14 # of Periods
   System           01/01/1998         12
15 P/L Department 16 P/L Subaccount  17 Suspense Dept  18 Suspense Subacct
                                        1.000             00.00
19 Period  Ending Date   Closed        Period  Ending Date   Closed
    1        01/31/1998     Yes           9       09/30/1998     Yes
    2        02/28/1998     Yes          10       10/31/1998     Yes
    3        03/31/1998     Yes          11       11/30/1998     Yes
    4        04/30/1998     Yes          12       12/31/1998     Yes
    5        05/31/1998     Yes
    6        06/30/1998     Yes
    7        07/31/1998     Yes
    8        08/31/1998     Yes
Enter field number or '/' starting field number--
```

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the two-character code identifying the entity selected.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the user-defined name for the entity selected.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the four digits of the fiscal year definition being copied.

4. DEPT # SIZE (2-N-R)
This field contains the maximum number of digits the department code can contain in this fiscal year. The department number can be up to four digits in length.

NOTE: If you plan to interface the General Ledger system with the McKesson TRENDSTAR Hospital System Library (HSL), the department number in General Ledger cannot exceed eight digits. If you are not using this interface, the department number in General Ledger can be up to 10 digits in length. The subaccount cannot exceed ten digits.

McKesson strongly recommends that if you are copying to different fiscal years of the same entity, that you keep the same Department and Subaccount size from year to year. If you copy to a larger or smaller size Department and/ or Subaccount, the PA/GL Mapping Table must be re-done for the new fiscal year. Also, if you are using TRENDSTAR HSL, these new numbers must also be remapped properly. GL Report Writer will also be affected and you will lose any abilities to report on prior year's data.

5. DISPLAY AS (14-A-R)
This field contains the display format for the department number. Enter X's (separated by periods or slashes) to define the format (for example, XX.XXXX = 12.3456). Up to 14 digits can be entered. This field controls the department number format display on all system screens and reports.

You control how the department and subaccount numbers display on all system screens and reports, based on the definitions you enter in the Display As fields. The system combines these fields to create the chart of accounts account number. For example, if you defined a subaccount number of four digits with the format XX. XX (56.78) and a department number of four digits with the format XXX.X (123.4), the resulting account number displays as XXX.X.XX.XX (department + subaccount or 123.4.56.78).

The system edits this format against the total number of digits in the department number (as specified in the Dept # Size field). The number of Xs in your display format must match the number of digits in the department code.

6. SUBACCOUNT SIZE (2-N-R)
This field contains the maximum number of characters a subaccount code can contain in this fiscal year definition. The subaccount number can be up to 10 digits in length. This field controls the size of the subaccount number throughout the system.

NOTE: McKesson strongly recommends that if you are copying to different fiscal years of the same entity, that you keep the same Department and Subaccount

size from year to year. If you copy to a larger or smaller size Department and/ or Subaccount, the PA/GL Mapping Table must be re-done for the new fiscal year. Also, if you are using TRENDSTAR HSL, these new numbers must also be remapped properly. GL Report Writer will also be affected and you will lose any abilities to report on prior year's data.

7. DISPLAY AS (14-A-R)
This field contains the display format for the subaccount number. Enter X's (separated by periods or slashes) to define the format (XX.XXXX = 12.3456). Up to 14 characters can be entered. This field controls the subaccount number format display on all system screens and reports.

The system edits this format against the total number of digits in the Subaccount Size field. The number of Xs in your display format must match the number of digits in the subaccount code.

8. CLOSED PERIODS (1-A-R)
This field indicates whether this fiscal year definition allows posting to closed periods. Options are Y for Yes or N for No. The default is N.

This field overrides the Period/Ending Date/Closed field, where periods can be set to closed.

9. JE LEAD DAYS (2-N-R)
This field contains the number of days prior to the posting date (set in the recurring journal entry) at which the system should create recurring journal entries. The entry range is 0 to 99 days with a default entry of 3 days. The purpose of this field is to enable you to review system-generated recurring journal entries before they are scheduled to post.

This field is used in conjunction with the RJE Approval field. If the RJE Approval field is set to Manual Approval, the RJE generates an MJE with the specified lead days prior to the first day of the period, and the MJE is placed on Hold status until manually approved.

10. JE APPROVAL (1-A-R)
This field indicates whether manual journal entry approval is automatic or manual. The entry options are A (Automatic) or M (Manual). The default is A. The journal entry to be approved must be in balance, regardless of the approval process. The system displays journal entries online to simplify this process.

If you select manual approval of journal entries, you must manually review and approve all journal entries. The system does not approve any journal entries in the manual mode.

11. RJE APPROVAL (1-A-R)
This field contains the approval mode for the recurring journal entries. Entry options are A (Automatic) or M (Manual) approval. The default value for this field is A. The journal entry is automatically created based on the data set up on the recurring journal entry.

After the JE is created, if the field is set to Manual, the JE will be on hold until the Approve JE function is run. A journal entry will be created for the appropriate period prior to the first day of the period, depending on the days established in the JE Lead Days field. If the field is set to Automatic, the JE will automatically be approved each time it is created.

If this field is set to Automatic, it is suggested that you set Lead Days to 0 so the MJE created will automatically post on the first day of each period.

12. JE #s FROM (1-A-R)
This field indicates whether journal entry numbers are user- or system-assigned. The entry options are U (User) or S (System). The default is S.

If the system supplies journal entry numbers, it starts at 0000001 at the beginning of each new fiscal year. If you manually supply journal entry numbers, you provide a seven-digit journal entry number when you post the entry.

Journal entries numbers cannot be used more than once in a fiscal year. System generated journal entry numbers restart at 0000001 with each new fiscal year.

13. FY BEGINS (8-N-R)
This field contains the calendar date on which this fiscal year begins. Enter the date in the MMDDYYYY format. If you enter a date that leaves a gap between that date and the ending date of the previous fiscal year, the following warning message is displayed.

Date does not immediately follow the last day of previous FY/FP! Continue (Y/N)—

14. # OF PERIODS (2-N-R)
This field contains the total number of accounting periods in this fiscal year. The entry options are 12 or 13. The system defaults to 12.

The system uses this value to calculate the appropriate number of fiscal periods and the period-end dates it displays in the Periods field. If you select 13 accounting periods, the system divides the year into 13 periods of 28 days each (with one extra day in January). You can then adjust the period-ending dates to accommodate your accounting requirements.

15. P/L DEPARTMENT (4-N-R) or (TABLE LOOKUP)
This field contains the number of the department containing retained earnings from the previous year end. You can enter the department number or select from a list of department numbers by entering a hyphen (-). You can enter an undefined department number when you define a fiscal year; however, an error message is displayed that you must acknowledge to complete the fiscal year definition.

16. P/L SUBACCOUNT (4-N-R) or (TABLE LOOKUP)
This field contains the subaccount number containing retained earnings from the previous year end. You can enter a subaccount number or select from a list of subaccount numbers by entering a hyphen (-). You can enter an undefined subaccount

number when you define a fiscal year; however, an error message is displayed that you must acknowledge to complete the fiscal year definition.

17. SUSPENSE DEPT (10-N-R)
This field contains the department which reflects activity from other subsystems which attempted to post to invalid or inactive GL accounts. Any entry to an invalid or inactive account will post to the Suspense Department number shown in this field. The Daily GL Suspense Account Posting Report will show these postings.

For example, a journal entry containing an invalid or inactive account number from Materials Management or Patient Accounting would post to the account number established for the Suspense Department. This posting method keeps subsystems in balance with General Ledger.

NOTE: In addition to building this GL account in General Ledger, you must establish the account numbers for the Suspense Department and Subaccount in the Department and Subaccount Masters. The system will allow you to enter the Suspense Department and Subaccount prior to being established as a GL Account. If this is undefined, the system will display an error message which you must acknowledge to accept. The following prompt is displayed when these fields are accessed:

Enter suspense department code, or leading char '-' for a list--

18. SUSPENSE SUBACCT (10-N-R)
This field contains the subaccount which reflects activity from other subsystems which attempted to post to invalid or inactive GL accounts. Any entry to an invalid or inactive account will post to the Suspense Subaccount number shown in this field. The Daily GL Suspense Account Posting Report will show these postings.

For example, a journal entry containing an invalid or inactive account number from Materials Management or Patient Accounting would post to the account number established for the Suspense Subaccount. This posting method keeps subsystems in balance with General Ledger.

NOTE: In addition to building this GL account in General Ledger, you must establish the account numbers for the Suspense Department and Subaccount in the Department and Subaccount Masters. The system will allow you to enter the Suspense Department and Subaccount prior to being established as a GL Account. If this is undefined, the system will display an error message which you must acknowledge to accept. The following prompt is displayed when these fields are accessed:

Enter suspense subaccount code, or leading char '-' for a list--

19. PERIOD/ENDING DATE/CLOSED (8-N-R)
For each period, this field indicates whether that period is currently open or closed to posting and provides the period ending date (in the format MM/DD/YYYY). The system

initially builds this data and assumes periods are open. You can edit the ending date and whether the period is open or closed for each period.

If the Closed Periods field is set to Yes, it overrides this field.

When all fields are completed, you have the option of accepting, editing or deleting the information entered. Accepting the screen completes the transaction.

MULTI-ENTITY DEPARTMENT/SUBACCOUNT COPY

This function enables you to copy particular departments and/or subaccounts of one entity to another entity. This function only copies Department and Subaccount Masters, not GL Account Masters. After copying the Department and Subaccount Masters to a new entity, you can make any necessary modifications to the newly created entity before using the Build or Add GL Accounts functions. This allows you to create a slightly different Chart of Accounts for the new entity, but not to change any of the department or subaccount numbers.

To access the Multi-Entity Dept/Sub Copy option, first select **Master Files** from the General Ledger main menu, and then select **Entity Information**. Select **Multi-Entity Dept/Sub Copy** from the Entity Information menu.

The following processor screen is displayed:

```
            General Hospital Multi-Entity Dept/Sub Copy Processor
                                        Thu Jul 02, 1992 09:55 am
 1 From Entity                        2 From Fiscal Year
   MESSERLY MEMORIAL HOSPITAL            1991
 3 To Entity                          4 To Fiscal Year
   GENERAL HOSPITAL A                     1991
 5    Dept/Sub        Class        From dept/sub           To dept/Sub
   Department                         1010                   1050
   Department                         1090                   1090
   Subaccount          3             40500                  40900
   Subaccount          7             50200                  50200




            F2Next Page F3 Insert  F6 Reset  F7  Exit   ?
```

The From Entity field represents the detail entity from which the copy will originate. When you enter the Multi-Entity Copy function the following prompt will immediately display at the bottom of the screen:

Enter entity code or '-' for list--

You can either enter the appropriate two-character entity code or enter a hyphen (-) to view the valid entities available. If you enter an invalid entity, the following error message is displayed: *Error: Entity Does not exist!*. You can then make another selection. After choosing an entity code, the chosen entity name is immediately displayed in Field 1 of the processor screen.

The From Fiscal Year field, represents the fiscal year of the entity from which the copy will originate. The following prompt is displayed:

Enter fiscal year, '-' for list or '=' for current year--

You can enter the four-digit fiscal year, enter a hyphen (-) to view valid fiscal years available, or enter = to default to the current fiscal year for the chosen From Entity. If you enter an invalid fiscal year, the following error message is displayed: *Error: Fiscal Year Does not exist!.* You can then make another selection. After choosing a fiscal year the chosen fiscal year is immediately displayed in Field 2 of the processor screen.

The To Entity field represents the detail entity to which the copy will take place. The following prompt is displayed:

Enter entity code or '-' for list--

NOTE: The To Entity value must be predefined in the Entity Master before copying departments and subaccounts to it.

You can either enter the appropriate two-character entity code or a hyphen (-) to view the valid entities available. You can copy to the same entity, only to a different fiscal year. If you do not enter a valid entity, the following error message displays: *Error: Entity Does not exist!.* You can then make another selection. After choosing an entity code, the chosen entity name is displayed immediately in Field 3 of the processor screen.

The <u>To Fiscal Year</u> field represents the fiscal year of the entity to which the copy will take place. The following prompt is displayed:

Enter fiscal year, '-' for list or '=' for current year--

NOTE: The To Fiscal Year must be predefined in the Fiscal Year Definitions before copying departments and subaccounts to it.

You can enter the four-digit fiscal year, or enter a hyphen (-) to view valid fiscal years available, or entering = to default to the current fiscal year for the chosen To Entity. You can copy to the same entity but to a different fiscal year within the entity. If you do not choose a valid fiscal year, the following error message displays: *Error: Fiscal Year Does not exist!.* You can then make another selection. After choosing a fiscal year, the chosen fiscal year is displayed immediately in Field 4 of the processor screen.

The system does not allow you to copy From or To a Reporting Entity. When you enter a Reporting Entity in the From Entity or the To Entity fields, the following error message is displayed:

Error: Entity is a Reporting Entity

You can then enter a valid Detail Entity.

The To Entity and Fiscal Year cannot be the same as the From Entity and Fiscal Year. The Entity and/or the Fiscal Year must be different; if they are the same, the following error message will display:

Error: Cannot copy to the same entity and fiscal year.

You should be aware of the number of digits defined for the Departments and Subaccounts in the To Entity for this fiscal year. The size of these fields (as defined in the Fiscal Year Definition) of the To Entity must be equal to or greater than that of the Fiscal Year of the From Entity or the copy for the department or subaccount will not occur.

(That is, the system will not allow copying an Entity with a Fiscal Year having a 4-digit department and a 5-digit subaccount to one with a 4-digit department and a 4-digit subaccount. If copying to a 5-digit department and a 5-digit subaccount, the system can zero-fill on the front end of the account for the extra digit in the department of the To Entity.) You will receive an error message if either the To department size is too small

Error: FROM Department size larger than TO Department size

or the To subaccount size is too small

Error: FROM Subaccount size larger than TO Subaccount size.

You can then enter an Entity and Fiscal Year with a valid Department and Subaccount combination. After choosing a fiscal year, the selection will immediately be displayed in Field 4 of the processor screen.

NOTE: McKesson strongly recommends that if you are copying to different fiscal years of the same entity, that you keep the same Department and Subaccount size from year to year. If you copy to a larger or smaller size Department and/ or Subaccount, the PA/GL Mapping Table must be re-done for the new fiscal year. Also, if you are using TRENDSTAR HSL, these new numbers must also be remapped properly. GL Report Writer will also be affected and you will lose any abilities to report on prior year's data.

Field 5 will contain a scrolling screen allowing you to enter the departments and/or subaccounts to be copied. You can enter **?** at any time to get additional help in this field.

The following is an example of how this copy function works:

```
         General Hospital Multi-Entity Dept/Sub Copy Processor
                                            Mon Aug 30, 2004 09:43 pm
  1 From Entity                          2 From Fiscal Year
    MESSERLY MEMORIAL HOSPITAL               1991
  3 To Entity                            4 To Fiscal Year
    GENERAL HOSPITAL A                       1991
  5    Dept/Sub        Class        From dept/sub            To dept/Sub
    Department                         1010                    1050
    Department                         1090                    1090
    Subaccount          3             40500                   40900
    Subaccount          7             50200                   50200







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

This function only copies the Department and Subaccount Masters, not the GL
Accounts Masters. The scrolling screen allows you to view the choices made in this
function. The first column Dept/Sub displays the prompt (D)epartment or
(S)ubaccount. You can enter **D** to copy a range of Departments (such as Departments
1010-1050 in the example above) or **S** to copy a range of Subaccounts (such as
Subaccounts 40500-40900 in the example above).

After entering the Dept/Sub selection, you must enter the Class if Subaccount is
chosen. You can enter **A** (All) if you want to copy all subaccounts of a very large range.
Otherwise you must enter the appropriate one-digit class code (0-9) for the subaccount
range to be chosen. If you choose Department, the Class field is bypassed.

A table lookup is allowed in either of the From or To columns for viewing the
appropriate Master files existing in the From Entity. Only one entry is accepted from
the lookup. This is a range function; both the From and the To values are always
required. If you want to copy only a single Department (such as Department 1010) or
Subaccount (such as Subaccount 50200), enter the same number in the From and the
To columns.

If you want to copy all Departments and Subaccounts in an entity, enter the entire
existing range of Departments in the From Entity on one line of the scrolling screen and
the entire existing range of Subaccounts on another line. Or, to make sure all
Departments and Subaccounts are included you can follow these guidelines:

1. After you enter **D** for the Department line, enter **0000** in the From Dept/Sub field
    and **9999** in the To Dept/Sub field. (Be sure to enter a value based on the From
    Entity's department size.)

2. On the next line, after you enter **S** for the Subaccount line, enter **A** for All Classes.

3. Next, enter **00000** in the From Dept/Sub field; enter **99999** in the To Dept/Sub field. (Be sure to enter a value based on the From Entity's subaccount size.)

If copying an entire entity to another entity using the Multientity Department/ Subaccount copy function, you can delete or add individual Departments and Subaccounts later, if necessary. Be sure to complete all deletions and additions before running the Build/Add process.

After an entry is made into a field, the system advances to the next field. If an Entity has Departments or Subaccounts containing leading zeros, you can enter the number without the leading zeros, and press ENTER. An edit check on the number is performed when the copy is initiated. If you want to edit a line entry, use the arrow keys to access that line. You can then use the Function keys to Insert, Reset, or Exit.

You can edit a line entry by using the arrow keys and the Function keys. The function keys are as follows:

F1 Prev Page	This function is used to scroll to the previous page of data. This would be used if you had more than one page of requested departments and subaccounts to copy.
F2 Next Page	This function is used to scroll to the next page of data. This would be used if you had more than one page of requested departments and subaccounts to copy.
F3 Insert	This function's performance is based off of where the prompt is when using this key. It will Insert a line of data.
F4 Delete	This function's performance is based on where the prompt is when using this key. It will delete the entire line of data.
F6 Reset	This function's performance is based off of where the prompt is when using this key. It will Reset the entire line of data.
F7 Exit	This function is used to exit the screen. The system prompts you to accept and save the screen. If the screen is accepted the copy is initiated and you are returned to the main menu. If you choose not to accept the screen, you are returned to the main menu and the information from the scrolling screen is lost.

The scrolling screen will continue to add new lines until you press F7 to Exit. The prompt appears as follows:

Accept this screen (Y/N) [Y]?

If you do not accept the screen, you can edit the scrolling screen using the Function keys and arrow keys.

When you accept the screen, the copy is run as a background job and the following message is displayed when the screen is accepted:

Background Job Started

The report FGL365 is spooled by the two-character Entity Code of the From Entity. A description and example of this report is given in Chapter 7: General Ledger Reports.

After using the copy function, assure that the proper PL Department and Subaccount and Suspense Department and Subaccount are set up in the Fiscal Year Definitions of the To Entity.

After the copy is performed, you can add or delete necessary departments and/or subaccounts in the new entity beforerunning the Build and Add GLAccounts functions. The GL Account Masters are not built for the new entity until the Build and Add functions are performed.

NOTE: Since the Department Master has Edit By and Edit Date fields, the name of the user performing the copy and the date will be put into these fields. This is not the case for the Subaccount Master since it does not currently contain these two fields.

NOTE: Defined HSL Statistic Codes and HSL Account Numbers (Field 19 of the Subaccount Master) will be copied to the To Entity. You can then edit this field if needed after the copy is performed. Review HSL codes for compatibility to your new chart on HSL.

Field Explanations

1. FROM ENTITY (2-AN-R)
This is the entity that the copy initiates from. Enter this as a 2-character code and is displayed as a 30-character description of the entity name.

2. FROM FISCAL YEAR (4-N-R)
This is the fiscal year of the From Entity that the copy initiates from. This is entered and displayed as a 4-digit fiscal year.

3. TO ENTITY (2-AN-R)
This is the entity that the accounts are copied into. Enter this as a two-character code and is displayed as a 30-character description of the entity name.

4. TO FISCAL YEAR (4-N-R)
This is the fiscal year of the To Entity that the accounts are copied into. This is entered and displayed as a 4-digit fiscal year.

5. DEPT/SUB (1-A-R)
This field determines whether you want to copy Departments or Subaccounts. Enter this as a **D** or an **S**. They are displayed as Department and Subaccount.

CLASS (1-AN-C)
If you choose Subaccount in the Dept/Sub field then this class code field is required. You can enter **A** (All) or the appropriate class code number 0-9. Enter **A** (All) if copying all subaccounts in all class codes. Otherwise, enter the single digit class code number.

FROM DEPT/SUB (10-N-R)
This field is the first part of the user-defined range of departments or subaccounts. You must enter the appropriate department or subaccount number (depending on what you chose in the Dept/Sub field) up to 10 digits. This field will zero-fill for the number if necessary. This account number is not validated at entry, only the size of the field.

If you want to copy only a single department or subaccount, the number in this field will be the same as the number on the same line of the To Dept/Sub field.

TO DEPT/SUB (10-N-R)
This field is the last part of the user-defined range of departments or subaccounts. You must enter the appropriate department or subaccount number (depending on what is chosen in the Dept/Sub field) up to 10 digits. This field will zero-fill for the number if necessary. This account number is not validated at entry, only the size of the field.

If you want to copy only a single department or subaccount, the number in this field will be the same as the number on the same line of the To Dept/Sub field.

CASH ACCOUNT CODE TABLE

The purpose of the Cash Account Code Table is to set up GL account numbers for cash accounts to allow journal entries to be automatically created when posting miscellaneous cash. The system uses this table only when cash is posted using the Miscellaneous Cash Posting screen. After cash account codes have been added or edited, the system gives you the option to print a report that lists each Cash Account Code Table by entity.

NOTE: You must set up General Ledger accounts before you can set up this table.

After you select the Cash Account Code Table from the Entity Information menu, the system prompts you to enter an Entity Code. Next, the system prompts for the fiscal year:

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

Enter the four digit of the fiscal year, enter a hyphen (-) to select from a list of fiscal years, or enter an equal sign (=) to select the current year.

The system prompts you to enter the Cash Account Code:

> *Enter Cash Account Code or '-' for list--*

Enter the three-character alphanumeric code (letters can be upper or lowercase), or enter a hyphen (-) to select from a list of Cash Account Code Tables:

```
                 General Hospital Cash Account Code Table Processor
                                              Thu Oct 17, 1991 11:07 am
    Ent : GENERAL HOSPITAL                 Fiscal Yr: 1991


    Page:01                             Cash Codes
    ( 1) 1-MISC CASH RECEIPTS
    ( 2) 123-CAFETERIA RECEIPTS
    ( 3) MCC-MISC CASH CLEARING ACCT












    Enter choice--

```

If you are creating a new cash account code table, the following prompt is displayed:

> *Add this cash code? (Y/N) [Y]*
> *Cash code does not exist!*

After the code is entered, the Cash Account Code Table screen is displayed.

```
                  General Hospital Cash Account Code Table Processor
                                            Thu Jan 17, 1991 03:27 pm
 Ent : GENERAL TEST HOSPITAL              Fiscal Yr: 1991
  1 Entity Code    2 Entity Name                          3 Cash Code
    GH               General Hospital                        999
  4 Cash Code Description        5 Bank Name
 -> Gift Shop Receipts             First National
  6 Cash Department              7 Cash Subaccount
    1000                           0001







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

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field represents the entity for the specific code table. The entity code is entered at the prompt leading into this screen and cannot be edited.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the entity name set up in the Entity Master.

3. CASH CODE (DISPLAY ONLY)
This field displays the three-character cash account code. This code is entered at the prompt leading into this screen and cannot be edited. The cash account code displays on the Cash Posting Processor screen.

4. CASH CODE DESCRIPTION (30-AN-R)
This field contains the user-defined description of the cash code. This is a required field and will partially display on the Cash Posting Processor screen.

5. BANK NAME (30-AN-O)
This field contains the name of the bank in which this cash account resides. This is a 30-character, user-defined, optional field. The bank name does not display on the Cash Posting Processor screen.

6. CASH DEPARTMENT (14-N-R)
This field contains the department number which is used to debit the cash account during the cash posting process. Only valid GL Department numbers can be selected. You can enter a hyphen (-) to select from a list of department numbers. The length of the field depends on the parameter set up in the Fiscal Year Definitions.

7. CASH SUBACCOUNT (14-R-N)
This field contains the subaccount number which is used to debit the cash account during the cash posting process. Only valid GL Subaccount numbers can be selected. You can enter a hyphen (-) to select from a list of subaccount numbers. The length of the field depends on the parameter set up in the Fiscal Year Definitions.

Once the fields have been completed, the following prompt is displayed:

Accept this screen (Y/N) [Y]--

Enter **N** for No to continue editing the screen. To accept the screen and save the table, enter **Y** for Yes. Once the screen is accepted, the following prompt is displayed:

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

If you enter **Y**, the system prints a report that lists each cash account code table for the entity. This report is spooled as FGRCCD.

INTERCOMPANY CASH POSTING TABLE

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

There are two different ways to collect cash. Each entity can collect its own cash which is posted to its own GL Cash account, or the cash can be collected in one central location (the Home Entity) and posted to one general fund. If the first method is used, the Intercompany Cash Posting Table is not needed. If the second method is used, during the cash posting process, the system uses the home entity's Due To and the link entity's Due From accounts set up on this table. (Refer to Miscellaneous Cash Posting in Chapter 4: Journal Entries for more information.)

When intercompany cash transactions are entered, the resulting journal entry is a debit to the home entity's cash account and a credit to the home entity's Due To account. The transaction that is made to the Link Entity's general ledger will be a debit to the Due From account and a credit to the Link Entity's revenue account. Therefore, all cash is posted to the Home Entity and all revenue is posted to the appropriate Link Entity. The Due To and Due From accounts are used as references. These references show to which link entity the cash belongs.

NOTE: You must set up General Ledger accounts before you can set up this table.

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 you have edited and accepted the Intercompany Table screen, you can print a report listing all Intercompany Cash Posting Tables by entity.

To access the Intercompany Cash Posting Table, select **Master Files** from the General Ledger main menu. Then, select **Entity Information** and **Intercompany Cash Posting**. The following prompt is displayed:

Enter home entity code or '-' for list--

Enter the entity code for the home entity, or enter a hyphen (-) to select from a list of entity codes. After the home entity is selected, the following prompt is displayed:

Enter link entity code or '-' for list--

Enter the code for the link entity, or enter a hyphen (-) to select from a list of entity codes. The following prompt is displayed:

Enter fiscal year, '-' for list or '=' for current year

You can enter the four digit of the fiscal year, enter a hyphen (-) to select from a list of fiscal years, or enter an equal sign (=) to select the current fiscal year.

After you select the fiscal year, the Intercompany Cash Posting Table screen is displayed:

```
            General Hospital Intercompany Cash Posting Table Processor
                                                     Fri Jan 18, 1991 10:59 am
 Ent : GENERAL HOSPITAL         Link Ent : OUTPATIENT CLINIC        Fiscal Yr: 1990
  1 Home Entity
    BA GENERAL HOSPITAL
  2 Due To Department                      3 Due To Subaccount
    2000 Due To - Payables                   2102 Bals-Misc Cash Due to OP
  4 Link Entity
    OP Outpatient Clinic
  5 Due From Department                    6 Due From Subaccount
    1001 Misc Receivables                    1010 AR Misc Receivable from BA
  7 Description
    Cash Due from BA to OP




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

Field Explanations

1. HOME ENTITY (DISPLAY ONLY)
This field contains the entity code and description of the entity that collects the cash. (The home entity is the entity whose cash account is debited during the cash posting process.) The home entity code is entered at the prompt leading into this screen and cannot be edited.

2. DUE TO DEPARTMENT (10-N-R) OR (TABLE LOOKUP)
This field represents the department to which the liability is credited on the general ledger for the home entity selected above. You can enter the department code, or enter a hyphen (-) to select from a list of valid department codes.

3. DUE TO SUBACCOUNT (10-N-R) or (TABLE LOOKUP)
This field represents the subaccount to which the liability is credited on the general ledger for the home entity selected above. You can enter the subaccount code, or enter a hyphen (-) to select from a list of valid subaccount numbers.

4. LINK ENTITY (DISPLAY ONLY)

This field represents the entity to which the revenue belongs. The link entity code is entered at the prompt leading into this screen and cannot be edited. During cash posting, the system automatically debits the Link entity's Due From account (set up below) and credits the Link entity's revenue account. (The revenue account is set up on the Miscellaneous Revenue Description Table.)

5. DUE FROM DEPARTMENT (10-N-R) OR (TABLE LOOKUP)

This field represents the department to which the receivable is debited on the general ledger for the link entity selected above. You can enter the department code, or enter a hyphen (-) to select from a list of department codes. The length of the field depends on the parameter set up in the Fiscal Year Definitions.

6. DUE FROM SUBACCOUNT (10-N-R) OR (TABLE LOOKUP)

This field represents the subaccount to which the receivable is debited on the general ledger for the link entity selected above. You can enter the subaccount number or enter a hyphen (-) to select from a list of subaccounts. The length of the field depends on the parameter set up in the Fiscal Year Definitions.

7. DESCRIPTION (60-AN-O)

This field can be used to enter a 60-character description of the Intercompany Cash Code table.

Once the fields have been completed the following prompt is displayed:

Accept this screen (Y/N) [Y]--

To continue editing the screen, enter **N** for No. To accept the screen and save the table, enter **Y** for Yes. Once the table has been saved, the following prompt is displayed:

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

If you enter **Y**, the system prints a report that lists each Intercompany Cash Posting Table for the entity. This report is spooled as FGRICP.

MISCELLANEOUS REVENUE DESCRIPTION TABLE

This table is used to set up different types of miscellaneous cash revenue codes and assign General Ledger account numbers to those different types. For example, within one hospital there could be parking lot receipts, cafeteria receipts, and gift shop receipts, all of which would need separate accounts for cash receipts. The revenue account number set up on this table is used to credit the General Ledger of the entity. For intercompany cash posting, this table is used to credit the General Ledger revenue account for the link entity. See "MISCELLANEOUS CASH POSTING" on page 4-52 for more information about the cash posting process.

NOTE:　　You must set up General Ledger accounts before you can begin setting up this table.

To access the Miscellaneous Revenue Description Table, select **Master Files** from the General Ledger main menu. Select **Entity Information** and then, **Miscellaneous Revenue Description Table**.

The system prompts you to enter an Entity Code. Next, a prompt is displayed to enter the fiscal year:

　　Enter fiscal year, '-' for list or '=' for current year--

Enter the four-digit fiscal year, enter a hyphen to select from a list of fiscal years, or enter an equal sign (=) to select the current fiscal year.

Next, the system prompts you to enter the Miscellaneous Revenue Description Code:

　　Enter Miscellaneous Revenue Description code or '-' for list--

If the code is unknown, use the hyphen (-) lookup feature to display a list of codes, as shown in the following screen:

```
              General Hospital Misc. Revenue Description Processor
                                              Fri Mar 31, 2000 03:17 pm
 Ent : HAPPY HOSPITAL 01                Fiscal Yr: 2000


 Page:01               Miscellaneous Revenue Description Codes
 ( 1) 123-OTHER OPERATING INCOME
 ( 2) 124-GIFT SHOP REVENUE
 ( 3) 125-COMMUNITY EDUCATION
 ( 4) 126-POSTAGE INCOME









    Enter choice--
```

Enter or select the three-character (or less) alphanumeric code for the Miscellaneous Revenue Description table you want to edit. If you are adding a new table, the following message is displayed:

Add this miscellaneous revenue description code? (Y/N) [Y]
Miscellaneous revenue description code does not exist!

Enter **Y** for Yes to add the code. Once the revenue code is entered, the Miscellaneous Revenue Description Table is displayed.

```
              General Hospital Misc. Revenue Description Processor
                                              Thu Jan 17, 1991 03:39 pm
 Ent : GENERAL HOSPITAL                Fiscal Yr: 1991
  1 Entity Code           2 Entity Name                       3 Fiscal Year
    BA                       General Hospital                    1991
  4 Code Nbr              5 Code Description
    CR                       Cafeteria Receipts
  6 Revenue Department    7 Revenue Subaccount
    5100                     5215









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

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field represents the entity for which the description table is set up. The entity code is entered at the prompt leading into this screen and cannot be edited.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the name of the entity for which this code table is created.

3. FISCAL YEAR (DISPLAY ONLY)
This field displays the fiscal year related to the description table. The fiscal year is selected at the prompt leading into this screen and cannot be edited.

4. CODE NBR (DISPLAY ONLY)
This field contains the three-character (alphanumeric) code for the Miscellaneous Revenue Description table that was selected at the prompt leading into this screen.

5. CODE DESCRIPTION (30-AN-R)
This field contains the user-defined description of the table. This description will be partially displayed on the detail entry of the Cash Posting Processor screen.

6. REVENUE DEPARTMENT (14-N-R)
This field contains the Revenue Department to which this type of cash receipt will be posted within the general ledger. You can enter the revenue department code, or enter a hyphen (-) to select from a list of valid department codes. The length of the field depends on the parameter set up in the Fiscal Year Definitions.

7. REVENUE SUBACCOUNT (14-N-R)
This field contains the Revenue Subaccount to which this type of cash receipt will be posted within the general ledger. You can enter the subaccount code, or enter a hyphen (-) to select from a list of valid subaccounts. The length of the field depends on the parameter set up in the Fiscal Year Definitions.

Once the fields have been completed, the following prompt is displayed:

    Accept this screen (Y/N) [Y]--

Enter **N** for No to continue editing the screen. To accept the screen and save the table, enter **Y** for Yes. Once the table has been saved, the following prompt is displayed:

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

If you enter **Y**, the system prints a report listing each Miscellaneous Revenue Description Table for the entity. This report is spooled as FGRMRD.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *2–45*
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INTERCOMPANY LINK TABLE

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

An Intercompany Link Table entry must be set up for each home/link entity. When intercompany transactions are entered, the resulting journal entry is a corresponding entry to the home account and an offsetting entry to the link account.

NOTE: You must set up General Ledger accounts before you set up this table.

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 you have edited and accepted the Intercompany Link Table screen, you can print a report listing all Intercompany Link Table entries by entity.

To access the Intercompany Link Table, select **Master Files** from the General Ledger main menu. Select **Entity Information** and then, **Intercompany Link Table**. The following prompt is displayed:

    Enter home entity code or '-' for list--

Enter the entity code for the home entity, or enter a hyphen (-) to select from a list of entity codes. After the home entity is selected, the following prompt is displayed:

    Enter link entity code or '-' for list--

Enter the code for the link entity, or enter a hyphen (-) to select from a list of entity codes. The following prompt is displayed:

    Enter fiscal year, '-' for list or '=' for current year

You can enter the four-digit fiscal year, enter a hyphen (-) to select from a list of fiscal years, or enter an equal sign (=) to select the current fiscal year.

STAR Financials General Accounting Reference Guide - General Ledger Volume
2–46   *Release 17.0*   *October 2011*
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After you select the fiscal year, the Intercompany Link Table screen is displayed:

```
               General Hospital Intercompany Link Table Processor
                                            Thu Jul 25, 1996 02:48 pm
 Ent : MODEL HOSP - ENT 01      Link Ent : MODEL HOSP - ENT 02      Fiscal Yr: 1996
  1 Home Entity
    01 MODEL HOSP - ENT 01
  2 Due To/From Department                  3 Due To/From Subaccount
    2080 INTERCOMPANY ACCOUNT                 2202 INTP-INTERCOMPANY SUB-ACCOUNT
  4 Link Entity
    02 MODEL HOSP - ENT 02
  5 Due To/From Department                  6 Due To/From Subaccount
    1080 INTERCOMPANY ACCOUNT                 12.00 INTR-INTERCOMPANY SUB-ACCOUNT
  7 Description
    INTERCOMPANY TRANSACTIONS
```

Field Explanations

1. HOME ENTITY (DISPLAY ONLY)
This field contains the entity code and description of the Due To Entity. The home
entity code is entered at the prompt leading into this screen and cannot be edited.
During Intercompany Expense Posting, the system automatically debits/credits the
home entity's Due To account (set up below).

2. DUE TO/FROM DEPARTMENT (10-N-R) OR (TABLE LOOKUP)
This field represents the department which is debited/credited on the general ledger
for the home entity selected above. You can enter the department code, or enter a
hyphen (-) to select from a list of valid department codes. The length of the field
depends on the parameter set up in the Fiscal Year Definitions. This field combined
with the subaccount below must be a valid account on the home entity's general ledger.

3. DUE TO/FROM SUBACCOUNT (10-N-R) OR (TABLE LOOKUP)
This field represents the subaccount which is debited/credited on the general ledger
for the home entity selected above. You can enter the subaccount code, or enter a
hyphen (-) to select from a list of valid subaccount numbers. The length of the field
depends on the parameters set up in Fiscal Year Definitions. This field combined with
the department above must be a valid account on the home entity's general ledger.

4. LINK ENTITY (DISPLAY ONLY)
This field contains the entity code and description of the Due From Entity. The link
entity code is entered at the prompt leading into this screen and cannot be edited.
During Intercompany Expense Posting, the system automatically debits/credits the link
entity's Due From Account (set up below).

5. DUE TO/FROM DEPARTMENT (10-N-R) OR (TABLE LOOKUP)
This field represents the department which is debited/credited on the general ledger
for the link entity selected above. You can enter the department code, or enter a
hyphen (-) to select from a list of department codes. The length of the field depends
on the parameter set up in the Fiscal Year Definitions. This field combined with the
subaccount below must be a valid account on the link entity's general ledger.

6. DUE TO /FROM SUBACCOUNT (10-N-R) OR (TABLE LOOKUP)
This field represents the subaccount which is debited/credited on the general ledger
for the link entity selected above. You can enter the subaccount code or enter a
hyphen (-) to select from a list of valid subaccount numbers. The length of the field
depends on the parameter set up in the Fiscal Year Definitions. This field combined
with the department above must be a valid account on the link entity's general ledger.

7. DESCRIPTION (60-AN-O)
This field can be used to enter a 60-character description for this entry in the
Intercompany Link Table.

Once the fields have been completed the following prompt is displayed:

Accept this screen (Y/N) [Y]--

To continue editing the screen, enter **N** for No. To accept the screen and save the
table, enter **Y** for Yes. Once the table has been saved, the following prompt is
displayed:

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

If you enter **Y**, the system prints a report that lists each Intercompany Link Table for
the entity. This report is spooled as FGRILT.

DEPARTMENT INFORMATION

This function is used to add, delete, or edit information stored in the Department Master file. Departments are the second highest organizational level within STAR/GL and are defined as detail or reporting. A detail department collects line item detail information according to the classes of subaccount activity it can receive. A reporting department consolidates detail departments but does not maintain detail information. For example, a Radiology department might be subdivided into two detail departments (Radiology and Nuclear Medicine) but consolidated for reporting purposes.

To access the Department Information function, first select **Master Files** from the General Ledger main menu. Then select **Department Information**.

The system prompts you to enter an Entity Code, and then, a fiscal year:

Enter fiscal year, '-' for list or '=' for current year--

Enter the four-digit fiscal year, enter a hyphen to select from a list of fiscal years, or enter an equal sign (=) to select the current fiscal year.

Next, the system prompts for a department code:

Enter department code or leading char'-' --

If the code is unknown, you can enter a hyphen (-) to view a selection screen:

```
                General Hospital Department Information Processor
                                          Sun Jun 29, 2003 02:39 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2002
    Department                              Report/
    Code-Description                        Detail
( 1) 0000-TEST FOR GL CONV                  Detail
( 2) 0130-INTERCOMPANY RECV                 Detail
( 3) 0140-BONNET 1                          Detail
( 4) 0141-BONNET 2                          Detail
( 5) 0142-BONNET 3                          Detail
( 6) 0143-BONNETS 4                         Detail
( 7) 0213-TEST                              Reporting
( 8) 1000-NEW DEFAULT DEPT                  Detail
( 9) 1001-NEW STATS DEPT                    Detail
(10) 1011-GENERAL FUND ACCOUNTS             Detail
(11) 1012-PAYROLL ACCOUNTS                  Detail
(12) 1013-OTHER CHECKING ACCOUNTS           Detail
(13) 1014-IMPREST CASH FUNDS                Detail
(14) 1015-PLANT AND EQUIPMENT FUND          Detail
(15) 1016-CERTIFICATES OF DEPOSITS          Detail
(16) 1021-US GOVERNMENT SECURITIES          Detail


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

```

After you enter or select a Department Code, the following screen is displayed:

```
                 General Hospital Department Information Processor
                                          Sun Jun 29, 2003 02:39 pm
 Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2002
  1 Entity Code   2 Entity Name              3 Fiscal Year  4 Entity Type
    01              HBOC MODEL HOSPITAL OF GEORGIA   2002       Detail
  5 Department Number     6 Department Name            7 Short Name
    1.011                 GENERAL FUND ACCOUNTS          GFCA
  8 Department Type       9 Subaccount Classes        10 Status
    Detail                1                             Inactive
 11 Edit By              12 Edit Date
    Pawlet,Debra M          06/17/1991 1749
 13 Inactivate/Delete by  14 Inactivate/Delete Date
    Smith,Yvonne            11/27/1996 1127




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

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the two-digit code identifying the entity selected.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the user-defined name for the entity selected. This name is used to identify this entity on all reports and screens.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the four-digit fiscal year definition selected.

4. ENTITY TYPE (DISPLAY ONLY)
This field indicates whether this entity is a detail (D) or reporting (R) entity.

5. DEPARTMENT NUMBER (DISPLAY ONLY)
This field contains the code number identifying the department selected.

6. DEPARTMENT NAME (30-AN-R)
This field contains the name or description of this department, used to identify it on all screens and reports. Up to 30 characters can be entered.

Changes made to this field will flow to all pertinent GL Accounts.

7. SHORT NAME (4-AN-O)
This field contains the user-defined abbreviation of the department name. You can enter an abbreviation, or the system will use the first four characters of the department

name as a default entry. The system combines the short name with the subaccount description to create the GL account description.

8. DEPARTMENT TYPE (1-A-R)
This field indicates whether this department is a Detail (data-collecting) or a Reporting (data-consolidating) department. Entry options are **R** (Reporting) or **D** (Detail). The system defaults to D.

9. SUBACCOUNT CLASSES (TABLE LOOKUP)
This field contains the number of subaccount classes (e.g., asset, liability & equity, etc., as defined in the Subaccount Class table) this department can handle. When this field is accessed, a list of classes is displayed from which to select. You can select more than one subaccount class.

NOTE: If the Department Type is **D** (Detail), this is a required field. If the Department is **R** (Reporting), the system bypasses this field.

10. STATUS (1-A-O)
This field indicates the department's current status. Valid status codes include:

> **A**   Active and able to receive data
>
> **I**   Inactive and unable to receive data
>
> **D**   Flagged for deletion from the master file

11. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last edited this department.

12. EDIT DATE (DISPLAY ONLY)
This field contains the date and time this department was last edited.

13. INACTIVATE/DELETE BY (DISPLAY ONLY)
This field contains the name of the user who inactivated the department.

14. INACTIVATE/DELETE DATE (DISPLAY ONLY)
This field contains the date and time that the record was inactivated.

When you are done updating the fields, press ENTER, and the following prompt is displayed:

> *Accept this screen? (Y/N/D) [Y]*

You have the option of accepting, editing, or deleting the information entered. Accepting the screen completes the function.

Inactivating a Department

If you have updated the Status field with **I** to inactivate a Department, the system prompts you when you enter **Y** to accept the screen:

Inactivate Department (O)nly or Department and (G)L Accounts?

If you enter **O** (Department Only), the Department status changes to inactive and the Inactivate By and Inactivate Date fields are updated.

If you enter **G** (GL Accounts), a screen is displayed with the following prompt:

Change All(L) Accounts, Range (R) of Accounts, or None(N)?

If you enter **N** (None), the Department status remains active, and the Department Information screen is displayed.

If you enter **L** (All accounts) or **R** (Range of accounts), the system checks for non-zero account balances and active accounts that are associated with the PA/GL Mapping Table. If the system finds any non-zero account balances and/or active accounts that are associated with the PA/GL Mapping Table, a screen similar to the following is displayed:

```
              General Hospital Department Information Processor
                                        Fri May 14, 2004 06:10 pm

  Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2004

  The following accounts have balance(s) and/or PA/GL Mapping entries
  exist:

      GL Account              Balance              PA/GL Mapping
      1011-0012              -3855.00                  No
      1011-0019                  0.00                  Yes
      1011-0140                273.45                  Yes






 Are you sure you want to INACTIVATE? (Y/N) [N]--
```

All accounts with balances and/or PA/GL mapping are displayed along with the following prompt:

Are you sure you want to INACTIVATE? (Y/N) [N]--

Enter **Y** (Yes) to accept the screen and complete the inactivation of all GL accounts for the department.

If you enter **R** (Range), the system prompts you to enter a beginning and then, an ending department code to define the range:

Enter department code or leading char '-' --

Enter department code or leading char '-' --

The accounts selected are displayed with the following prompt:

Accept (Y/N)? [N]

If you enter **N** (No), the files are not updated, and the Department Information screen is displayed. If you enter **Y** (Yes), the Department Master and the selected GL Accounts are updated.

If the system finds any non-zero account balances, they are displayed along with the following prompt:

Are you sure you want to INACTIVATE? (Y/N) [N]--

Enter **Y** (Yes) to accept the screen and complete the inactivation of the range of GL accounts that you specified for the department.

USING INACTIVATED DEPARTMENTS IN ADD GL ACCOUNTS

When a Department that has been set to Inactive or Delete status is used in the Add GL Accounts function, the following error message is displayed:

Department is not Active, GL combined account will be created with an Inactive status-- Continue (Y/N)?[N]

If ALL departments are selected, the following message is displayed:

One or more of the selected departments could be inactive. Combined GL accounts will be created with an inactive status for those departments!

SUBACCOUNT INFORMATION

This function is used to maintain or copy information in the Subaccount Master file. Subaccounts are the third level of data organization within the General Ledger system. The Subaccount Master file contains definitions for all subaccounts each entity uses. You can define as many subaccounts as required, providing each subaccount is associated with an entity, fiscal year definition, and subaccount activity class code.

Subaccount class codes define the kinds of financial activity a subaccount can handle. The STAR General Ledger system provides the following classes:

Code	Description
0	Undefined
1	Assets
2	Liabilities and Equity
3 through 9	User-defined

Codes 1 and 2 are controlled by McKesson and cannot be changed. Code 0 and Codes 3 through 9 are user-defined and can be changed as necessary. When defining a subaccount, you must indicate which kinds of financial activity it can handle.

NOTE: The Pathways General Ledger system provides the following subaccount class codes:

Code	Description
1	Assets
2	Liability
3	Equity
4	Revenue
5	Expense

Pathways codes 1 through 5 are controlled by McKesson and cannot be changed.

To access the Subaccount Information function, first select **Master Files** from the General Ledger main menu. Then select **Subaccount Information**.

A menu similar to the following example is displayed:

```
            General Hospital Subaccount Information Processor
                                          Tue Jan 09, 1990 09:11 am
Subaccount Information Input Options

         Option No.  Option
         ----------------------------------------
            1        Maintain Subaccounts
            2        Copy Subaccounts













Enter option number--
```

Maintain Subaccounts

After you select the Maintain Subaccounts function, the system prompts you to enter an Entity Code, then a fiscal year:

Enter fiscal year, '-' for list or '=' for current year--

Enter the four-digit fiscal year, enter a hyphen to select from a list of fiscal years, or enter an equal sign (=) to select the current fiscal year.

Next, the system prompts for the subaccount class:

Enter subaccount class or '-' for list --

If the class is unknown, you can enter a hyphen (-) to use the lookup feature to select from a list of classes, as in the following example:

```
                    General Hospital Maintain Subaccounts Processor
                                                Sun Jun 29, 2003 02:48 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2002

Page:01                          Subaccount Class Codes
( 1) 0-ASSETS
( 2) 1-ASSETS
( 3) 2-LIABILITIES & EQUITY
( 4) 3-In-Patient Revenues
( 5) 4-Out-Patient Revenues for me
( 6) 5-Other Operating Revenues
( 7) 6-Deductions from Revenue
( 8) 7-Operating Expenses
( 9) 8-Depreciation & Fixed Charges
(10) 9-Non-Operate Revenue & Expens




Enter choice--
```

If the subaccount already exists in another class code, the following error message is displayed:

Subaccount already exists in class code [X]! Do you wish to add this subaccount Y/N [N]?

NOTE: McKesson strongly recommends that the same subaccount **not** be built under different Subaccount Classes, as this can affect the following functions:

- **Consolidated GL Reporting with Report Writer**

  The reports will not be accurate.

- **Subaccount Deletion**

  You cannot delete a subaccount under one class if the same subaccount under a different class contains posted amounts.

- **Detail or Summary Trial Balance**

  If you select the report by account, it will not be correct. You must select the report by department.

After you enter or select a subaccount class, the following screen is displayed:

```
                  General Hospital Maintain Subaccounts Processor
                                              Sun Jun 29, 2003 02:48 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2002
 1 Entity Code         2 Entity Name                    3 Fiscal Year
   01                    HBOC MODEL HOSPITAL OF GEORGIA    2002
 4 Subaccount Number   5 Subaccount Description          6 Global Subaccount
   00.00                 SUSPENSE                           No
 7 Subaccount Report Group      8 Normal Balance         9 Minimum Balance
   DT-C/Assets-Defaults           Debit
10 Maximum Balance             11 Budget Excpt %         12 Budget Excpt Amount

13 Budget Flag                 14 Posting Excpt %        15 Posting Excpt Amount
   1
16 Statistics Codes           17 Primary Statistic       18 Record Status
   CHG,CHQ,ADM                   CHQ                         Active
19 Edit By        20 Edit Date       21 Inact/Delete by 22 Inact/Delete Date
   Morgan,Lana       07/06/2000 1408    Smith,Yvonne       12/12/1996 1412
23 HSL Statistic Code/s  HSL Account Number/s
    CHG                    1111
    CHQ                    1112
    ADM                    1113


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

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the two-character code identifying the entity selected.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the name of the entity selected.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the four-digit fiscal year definition selected (for example, 1998).

4. SUBACCOUNT NUMBER (DISPLAY ONLY)
This field contains the subaccount code selected.

5. SUBACCOUNT DESCRIPTION (30-AN-O)
This field contains the description of the subaccount code selected which identifies this code on all reports and screens. Up to 30 characters can be entered in this required field.

Changes made to this field will flow to all pertinent GL Accounts.

6. GLOBAL SUBACCOUNT (1-A-R)
This field indicates whether this subaccount applies to all departments defined for this subaccount's activity class code. The options are Y for Yes or N for No. If the subaccount represents an expense to a department (i.e., radiology film costs), this field should be completed with N.

7. SUBACCOUNT REPORT GROUP (TABLE LOOKUP)
This field contains the two-character alpha code representing the report group to which this subaccount provides reporting information. Enter the code (using upper or lowercase letters), or, if the code is unknown, enter a hyphen (-) to select a subaccount report group code from a list of codes. To complete this field, subaccount report group codes must have been previously defined in the Subaccount Report Group Code table.

8. NORMAL BALANCE (1-A-R)
This field contains this subaccount's normal balance. Entry options are (D) Debit or (C) Credit.

9. MINIMUM BALANCE (14-N-O)
This field contains the subaccount's user-defined minimum balance. The entry range is 0 to $99,999,999.99. This field is used for exception reporting. If the subaccount's total balance falls below this amount, the system includes the subaccount on an exception report.

10. MAXIMUM BALANCE (14-N-O)
This field contains the subaccount's user-defined maximum balance. The entry range is 0 to $99,999,999.99. This field is used for exception reporting. If the subaccount's total balance exceeds this amount, the system includes the subaccount on an exception report.

11. BUDGET EXCPT % (5-N-O)
This field contains the budget exception percentage by which this subaccount's year-to-date (YTD) balance can increase or decrease from budgeted amounts before the system includes the subaccount on an exception report. The entry range is 0 to 99.99%.

12. BUDGET EXCPT AMOUNT (14-N-O)
This field contains the budget exception dollar amount by which this subaccount's Year-To-Date balance can increase or decrease from budgeted amounts before the system includes the subaccount on an exception report. The entry range is 0 to $99,999,999.99.

13. BUDGET FLAG (1-N-O)
This field contains a one-digit code which indicates how the system should roll the budget forward into the new budget year. Entry options are:

> 1 = Use previous year's budget figures

> 2 = Use previous year's actual figures

> 3 = Use previous year's actual figures added to a percentage

In entry option 1, the current year's budget will be used to generate next year's budget. The system will use the Revised Budget amount for the GL Account number unless there is no revised amount. If there is no revised amount, the system uses the Original

amount. If there is no budget at all for the current year, the budget for the next year will be zero.

In entry option number 2, the current year's actual dollar amount will be used to generate next year's budget. If there are no actual dollar amounts, the budget will be zero.

In entry option number 3, the current year's actual figures are added to a percentage entered at budget generation time. The system allows you to enter different percentages for several different groups of accounts. For more information, see Chapter 5: General Ledger Budget.

NOTE: At budget generation time, the statistical codes which are set up for the particular account will have their statistical budgets calculated based on the methods used for the GL account dollars.

14. POSTING EXCPT % (5-N-O)
This field contains the user-defined posting exception percentage limit for including individual postings on exception reports. The entry range is 0 to 99.99%.

15. POSTING EXCPT AMOUNT (14-N-O)
This field contains the user-defined posting exception dollar amount for including individual postings on exception reports. The entry range is 0 to $99,999,999.99.

16. STATISTICS CODES (3-N-O) or (TABLE LOOKUP)
This field contains the McKesson-maintained Statistics Codes associated with this subaccount. You can enter a statistic code or select from a list by entering a hyphen (-).   The codes default to the HSL Statistics Codes field.

17. PRIMARY STATISTIC (3-N-O)
This field contains the main statistic which this subaccount will use for reporting on the General Ledger Report Writer. Only one primary statistic can be chosen. The statistical data for the GL account must be maintained either automatically from a subsystem or entered manually each period through Statistics. If no monthly statistical data exists for the particular account, the reported amount will be zero. For more information about using primary statistics, refer to Reports Formats and Report Definitions in Chapter 8: GL Report Writer.

18. RECORD STATUS (1-A-R)
This field indicates the record's current status. Valid status codes include:

    A   Active and able to receive data

    I   Inactive and unable to receive data

    D   Flagged for deletion from the master file

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

20. EDIT DATE (DISPLAY ONLY)
This field contains the date and time that the record was last modified.

21. INACTIVATE/DELETE BY (DISPLAY ONLY)
This field contains the name of the user who inactivated the subaccount.

22. INACTIVATE/DELETE DATE (DISPLAY ONLY)
This field contains the date and time that the record was inactivated.

23. HSL STATISTIC CODES (DISPLAY ONLY) HSL ACCOUNT NUMBERS (7-N-C)
This field contains the Statistic Codes and Account Numbers that are in the McKesson TRENDSTAR HSL (Hospital Systems Library) System. The system defaults to the codes entered in the Statistics Codes field.

If you want to capture these statistics in TRENDSTAR HSL, the HSL Account Number field is required if any codes are entered in the Statistics Codes field. If you plan to interface with TRENDSTAR HSL, you must enter a separate and unique account number for each statistic entered in the Statistics Codes field.

UPDATE OPTIONS

Any time a change is made to fields 7 through 17 and accepted, a screen is displayed with the following prompt:

   Update Subaccount (O)nly, or Subaccount and (G)L Accounts [O]?

If you enter **O**, only the subaccount master changes.

If you enter **G** (GL Accounts), a screen is displayed with the following prompt:

   Change All(L) Accounts, (R)ange of Accounts, or (N)one [N]?

If you enter **N** (None), the subaccount is not updated, and the Maintain Subaccounts Processor screen is displayed.

If you enter **L** (All), the change will be made to the subaccount master as well as all GL Accounts that have the subaccount. The Edit By and Edit Date fields will be updated in the subaccount master and the GL Account master.

If you enter **R** (Range), the system prompts you to enter a beginning and then, an ending department to define the range:

   Enter department or leading char '-' --

   Enter department code or leading char '-' --

The selected range of accounts will display with the following prompt:

Accept (Y/N)? [N]

If you enter **N** (No), the Maintain Subaccounts Processor screen is displayed. If you enter **Y** (Yes), the subaccount Master and the selected GL Accounts are updated with the change, and the Edit By and Edit Date fields are updated.

Inactivating a Subaccount

If you have updated the Record Status field with **I** to inactivate the subaccount, the system prompts you when you enter **Y** to accept the screen:

Inactivate Subaccount (O)nly or Subaccount and (G)L Accounts?[O]

If you enter **O** (Subaccount Only), the subaccount status changes to inactive and the Inactivate By and Inactivate Date fields are updated.

If you enter **G** (GL Accounts), a screen is displayed with the following prompt:

Inactivate All(L) Accounts, (R)ange of Accounts, or (N)one [N]?

If you enter **N** (None), the subaccount status is not updated, and the Maintain Subaccounts Processor screen is displayed.

If you enter **L** (All accounts) or **R** (Range of accounts), the system checks for non-zero account balances and active accounts that are associated with the PA/GL Mapping Table. If the system finds any non-zero account balances and/or active accounts that are associated with the PA/GL Mapping Table, a screen similar to the following is displayed:

```
              General Hospital Department Information Processor
                                            Fri May 14, 2004 06:10 pm

  Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2004

  The following accounts have balance(s) and/or PA/GL Mapping entries
  exist:

     GL Account            Balance              PA/GL Mapping
     1011-0012            -3855.00                   No
     1011-0019                0.00                   Yes
     1011-0140              273.45                   Yes








Are you sure you want to INACTIVATE? (Y/N) [N]--
```

All accounts with balances and/or PA/GL mapping are displayed along with the following prompt:

Are you sure you want to INACTIVATE? (Y/N) [N]--

Enter **Y** (Yes) to accept the screen and complete the inactivation of all GL accounts that have the subaccount. The Inactivate By and Inactivate Date fields are updated in the Subaccount master and the GL Account master.

If you enter **R** (Range), the system prompts you to enter a beginning and then, an ending subaccount code to define the range:

Enter subaccount code or leading char '-' --

Enter subaccount code or leading char '-' --

The selected range of accounts will display with the following prompt:

Accept (Y/N)? [N]

If you enter **N** (No), the subaccount status is not updated, and the Maintain Subaccounts Processor screen is displayed. If you enter **Y** (Yes), the system checks for non-zero balances. If the system finds any non-zero account balances, they are displayed along with the following prompt:

Are you sure you want to INACTIVATE? (Y/N) [N]--

Enter **Y** (Yes) to accept the screen and complete the inactivation of the GL accounts that contain any of the subaccounts you specified.

Copy a Subaccount

This function enables you to copy an existing subaccount's data and give the copy a new subaccount code (number). Use this function when you have several subaccounts that are either identical or very similar. Rather than creating each subaccount individually, you just create one Master subaccount format and then copy it (editing as necessary) to produce the additional subaccounts.

NOTE: This copy process does not copy the GL Account, only the subaccount structure. The copied subaccount must then be added to the department using the Build or Add function. These functions are explained in the chapter entitled GL Accounts in this guide.

After you select the Copy Subaccounts function, the system prompts you to enter an Entity Code, then a fiscal year:

Enter fiscal year, '-' for list or '=' for current year--

Enter the four-digit fiscal year, enter a hyphen to select from a list of fiscal years, or enter an equal sign (=) to select the current fiscal year.

Next, the system prompts for the subaccount class:

Enter subaccount class or '-' for list --

If the class is unknown, you can use the hyphen (-) lookup feature to select from a list of classes. The selection list is the same as that used for Maintain Subaccounts.

After you enter or select a subaccount class, the following screen is displayed.

```
                General Hospital Copy Subaccounts Processor
                                            Sun Jun 29, 2003 02:58 pm
Ent : HAPPY HOSPITAL                 Fiscal Yr: 2002
 1 Entity Code        2 Entity Name              3 Fiscal Year
   01                   HAPPY HOSPITAL             2002
 4 Subaccount Number  5 Subaccount Description    6 Global Subaccount
->                                                  No
 7 Subaccount Report Group      8 Normal Balance  9 Minimum Balance
   C/Assets-Defaults              Debit
10 Maximum Balance     11 Budget Excpt %         12 Budget Excpt Amount

13 Budget Flag         14 Posting Excpt %        15 Posting Excpt Amoun

16 Statistics Codes    17 Primary Statistic      18 Record Status
                                                    Active
19 HSL Statistic code's   HSL Account Number's




 Enter subaccount code --      |
```

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the user-defined code that identifies the subaccount's entity.

2. ENTITY NAME (DISPLAY ONLY)
This field contains the user-defined description of the entity. This description is used on all reports and screens.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the four-digit fiscal year (for example, 1998).

4. SUBACCOUNT NUMBER (10-N-R)
This field is a user-defined field that identifies the subaccount. When you add or copy a subaccount, if the subaccount exists in another class code, the following error message is displayed:

Subaccount already exists!

To add the existing subaccount, you must return to Maintain Subaccounts Processor screen. For more information, see the Maintain Subaccounts subsection.

5. SUBACCOUNT DESCRIPTION (30-AN-O)
This field is a user-defined field that names or describes the subaccount. This description displays on all reports and screens.

6. GLOBAL SUBACCOUNT (1-A-R)
This field indicates whether the subaccount should apply to all departments defined for this subaccount's activity class code. Entry options are Y for Yes or N for No.

7. SUBACCOUNT REPORT GROUP (TABLE LOOKUP)
This field indicates the particular report group to which this subaccount provides reporting information.

NOTE: Subaccount report group codes must have been previously defined in the Subaccount Report Group Code Table. For more information, see Establishing System Tables in Chapter 1: Setting Up the General Ledger.

8. NORMAL BALANCE (1-A-O)
This field contains the subaccount's normal balance. Entry options are D (debit) or C (credit).

9. MINIMUM BALANCE (14-N-O)
This field contains the subaccount's user-defined minimum balance. This field is used for exception reporting. If the subaccount's total balance falls below this amount, the system includes the subaccount on an exception report.

10. MAXIMUM BALANCE (14-N-O)
This field contains the subaccount's user-defined maximum balance. This field is used for exception reporting. If the subaccount's total balance exceeds this amount, the system includes the subaccount on an exception report.

11. BUDGET EXCPT % (5-N-O)
This field indicates the budget exception percentage by which the subaccount's YTD balance can increase or decrease from budgeted amounts before the system includes the subaccount on an exception report. The entry range is from 0 to 99.99 percent.

12. BUDGET EXCPT AMOUNT (14-N-O)
This field contains the budget exception dollar amount by which the subaccount's YTD balance can increase or decrease from budgeted amounts before the system includes the subaccount on exception reports. The entry range is from 0 to $99,999,999.99.

13. BUDGET FLAG (1-N-O)
This field contains a one-digit code which indicates how the system should roll the budget forward into the new budget year. Entry options are:

1 - Use previous year's budget figures

2 - Use previous year's actual figures

3 - Use previous year's actual figures added to a percentage

In entry option 1, the current year's budget will be used to generate next year's budget. The system will use the Revised Budget amount for the GL Account number unless there is no revised amount. If there is no revised amount, the system uses the Original amount. If there is no budget at all for the current year, the budget for the next year will be zero.

In entry option number 2, the current year's actual dollar amount will be used to generate next year's budget. If there are no actual dollar amounts, the budget will be zero.

In entry option number 3, the current year's actual figures are added to a percentage entered at budget generation time. The system allows you to enter different percentages for several different groups of accounts. For more information, see Chapter 5: General Ledger Budget.

NOTE: At budget generation time, the statistical codes which are set up for the particular account will have their statistical budgets calculated based on the methods used for the GL account dollars.

14. POSTING EXCPT % (5-N-O)
This field contains the user-defined posting exception percentage limit for including individual postings on exception reports.

15. POSTING EXCPT AMOUNT (14-N-O)
This field contains the user-defined posting exception dollar amount at which the system includes individual postings on an exception report.

16. STATISTICS CODES (3-A-O) or (TABLE LOOKUP)
This field maintains the McKesson maintained Statistics Codes associated with this subaccount. You can enter a statistic code or select from a list of codes by entering a hyphen (-). Up to five codes can be entered in this field. Once entered, the codes default to the HSL Statistics Codes field.

17. PRIMARY STATISTIC (3-A-O)
This field contains the main statistic which this subaccount used for reporting on the GL Report Writer. This field automatically updates the Department/Subaccount. Only one primary statistic can be chosen. The statistical information must be maintained each month either from a subsystem or manually entered through the statistics program. If no monthly statistical data exists for the particular account, the reported amount will be 0.

18. RECORD STATUS (1-A-R)
This field indicates the record's current status. Valid status codes include:

A   Active and able to receive data

I   Inactive and unable to receive data

D   Flagged for deletion from the master file

19. HSL STATISTIC CODES (DISPLAY ONLY) HSL ACCOUNT NUMBERS (7-N-C)
This field contains the Statistic Codes and Account Numbers that are in the McKesson TRENDSTAR HSL (Hospital Systems Library) System. The system defaults to the codes entered in the Statistics Codes field. The HSL account number field is required if any codes are entered in the Statistics Codes field.

If you want to capture these statistics in TRENDSTAR HSL, the HSL Account Number field is required if any codes are entered in the Statistics Codes field. If you plan to interface with TRENDSTAR HSL, you must enter a separate and unique account number for each statistic entered in the Statistics Codes field.

Once the system has accepted the screen, the following message is displayed to indicate that the subaccount has been copied:

Subaccount Copied

STAR Financials General Accounting Reference Guide - General Ledger Volume
2–66   *Release 17.0*   *October 2011*
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ENTITY LIST (FGL110)

Reference lists help you assess how the system is structured and enable you to ensure that the structure meets your needs on a daily basis. The General Ledger system provides several functions that enable you to produce listings of the various system components. An Entity List is one of these reference tools.

With this option, you can generate a comprehensive or specialized Entity List. A processor screen lists selections from which you can choose your report's content. An example of this report appears in Chapter 7: General Ledger Reports, in this volume.

NOTE: These options only generate the entity listings. Your STAR Financials coordinator will indicate whether these listings display on your monitor or print on a local printer. This documentation assumes the listings will be routed to a printer.

After you access this function, a menu similar to the following is displayed. Some selections, such as the Print All Invalid Entities and Print All Valid Entities, enable you to verify that your entity definitions include all required information (current fiscal year, current period, description, etc.).

```
                    General Hospital Entity List Processor
                                              Mon Jan 01, 1990 10:10 am
   Entity List Input Options


            Option No.  Option
            ---------------------------------------
   Print        1       All Entities
                2       All Invalid Entities
                3       All Valid Entities
                4       All Detail Entities
                5       All Reporting Entities
                6       All Entities for Specific CFY
                7       All Entities for Specific Fiscal Year







    Enter option number--
```

After you select the kinds of entities you want, the system gives you the options of printing the entities' addresses. Your options are Y for Yes and N for No; the default response is N. Enter **Y** to include addresses on the report or **N** to exclude addresses.

NOTE: If you select the entity list report for a specific current fiscal year, the system also prompts you to enter the current fiscal year to search for. You then enter the four digits of the desired current fiscal year.

However, if you select the entity list report for a specific fiscal year, the system then prompts you to enter a fiscal year. You then enter the four digits of the desired fiscal year (current or otherwise).

Once you provide the necessary report definition data, the system generates the report FGL110 and returns to the Entity List Processor screen.

ENTITY PROFILE (FGL120)

Entity Profiles provide a quick reference for all essential entity information. Use this option to generate an entity summary you can review whenever you need to add entities, departments, or subaccounts.

With this option, you can generate a comprehensive or specialized Entity Profile. A processor screen lists several selections from which you can choose your report's content. An example of the Entity Profile Report appears in Chapter 7: General Ledger Reports, in this volume.

NOTE: These options only generate the Entity Profiles. Your STAR Financials Coordinator determines where these profiles appear (i.e., displayed on a monitor or printed on a local printer). This documentation assumes the profiles will be routed to a printer.

When you access this function a menu similar to the following screen is displayed. Some selections, such as the Print All Invalid Entities and Print All Valid Entities, enable you to verify that your entity definitions include all required information (i.e., current fiscal year, current period, description, etc.).

```
                  General Hospital Entity Profile Processor
                                            Mon Jan 01, 1990 10:10 am
 Entity Profile Input Options


            Option No.  Option
            ---------------------------------------
  Print         1       An Entity
                2       All Entities
                3       All Invalid Entities
                4       All Valid Entities
                5       All Detail Entities
                6       All Reporting Entities
                7       All Entities for Specific CFY
                8       All Entities for Specific Fiscal Year






  Enter option number--
```

After you select the kinds of entities you want, the system prompts you to enter the Entity Code.

NOTE: If you select the entity profile report for a specific current fiscal year, the system also prompts you to enter the current fiscal year to search for. You then enter the four digits of the desired current fiscal year. However, if you select the entity profile report for a specific fiscal year, the system then prompts you to enter a fiscal year. You then enter the last two digits of the desired fiscal year (current or otherwise).

Once you provide the necessary report definition data, the system generates the report FGL120 and returns to the Entity Profile Processor screen, completing this function. This report will only be entity-specific if spooled for one entity.

DEPARTMENT LIST (FGL130)

Department Lists summarize all departmental information defined for one or more entities. Use this option to generate a list you can review whenever you need to add, edit or delete an entity's departmental structure.

NOTE: This option only generates the department list. Your STAR Financials Coordinator determines whether the list displays on a monitor or prints on a local printer. This documentation assumes the list will be routed to a printer.

An example of the Department List Report appears in Chapter 7: General Ledger Reports, in this volume.

After you choose this option from the Master Files menu, the system prompts you to enter an entity code and a fiscal year:

> *Enter fiscal year, '-' for list, '=' for current year or 'ALL'--*

Enter the four-digit fiscal year; enter a hyphen to select from a list of fiscal years; enter an equals sign (=) to select the current fiscal year, or enter **ALL** for all fiscal years.

After you enter the entities and fiscal year for the report, the system prompts you to select the specific categories of departments for inclusion on the report.

> *Print reporting(R), detail(D), inactive(I), or active(A) [All depts]--*

Once you provide the necessary report definition data, the system generates the report FGL130.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *2–71*
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SUBACCOUNT LIST (FGL140)

Subaccount Lists summarize all subaccount information defined for one or more entities and fiscal years. The Subaccount List contains any Subaccount Codes, descriptions, normal balance, and subaccount attributes you have previously defined for a particular entity and fiscal year combination. Use this option to generate a list you can review whenever you need to add, edit or delete an entity's subaccount structure.

An example of this report appears in Chapter 7: General Ledger Reports of this volume.

NOTE: This option generates only the subaccount list. Your STAR Financials Coordinator determines where the list is produced (i.e., displayed on a monitor or printed on a local printer). This documentation assumes the list will be routed to a printer.

After you select this option from the Master File menu, the system prompts you to enter an Entity Code, then a fiscal year:

Enter fiscal year, '-' for list, '=' for current year or 'ALL'--

After entering the entities and fiscal year for the report, the system then prompts you to select the specific categories of subaccounts included on the report:

Enter subaccount print option [ALL]-

(ALL), (A)ctive, (I)nactive, (G)lobal, (N)on-global, (U)nassigned-

After you select the subaccourts, a list of Subaccount Class Codes is displayed for you to select one or more codes, as shown on the following screen:

```
                    General Hospital Subaccount List Processor
                                          Thu Oct 17, 1991 03:19 pm
 Subaccount Class Codes

 Page:01                        Subaccount Class Codes
 ( 1) 1-ASSETS
 ( 2) 2-LIABILITIES & EQUITY
 ( 3) 3-Inpatient Revenue
 ( 4) 4-Outpatient Revenue
 ( 5) 5-Other Operating Revenue
 ( 6) 6-Deductions From Revenue
 ( 7) 7-Operating Expenses
 ( 8) 8-Depreciation & Fixed Charges
 ( 9) 9-Non-Operate Revenue & Expense




 Enter choice--
```

NOTE: If using the Pathways General Ledger system, the following subaccount class codes are displayed:

Code	Description
1	Assets
2	Liability
3	Equity
4	Revenue
5	Expense

After you indicate the subaccount class codes, the system generates the report and returns to the GL Master File Maintenance Menu.

NON-ENTITY SPECIFIC PARAMETERS

The General Ledger Daily Balancing Summary reports enable you to quickly determine whether an out of balance situation exists between the STAR Patient Accounting module and the related General Ledger accounts. (For detailed information and examples of the General Ledger Daily Balancing Summary reports, see "Chapter 7 - GENERAL LEDGER REPORTS".) Using the Non-entity Specific Parameters, you can choose whether you want Midnight Processing to generate a Summary Report by Balancing Category that shows ALL facilities on one report.

NOTE: If this flag is not set, the system treats a blank as Yes, and generates the report. If you do not want reports that show more than one facility, set this flag to **No**.

The Summary Report by Balancing Category shows all facilities for a single balancing category (for example, A/R Daily Balancing) on one report. Report categories are:

- FGLBALPA - Daily Summary PA Balance Report

- FGLBALAR - Daily Summary A/R Balance Report

- FGLBALBD - Daily Summary BD Balance Report

- FGLBALCPA - Daily Summary Contract PA Report

- FGLBALCAR - Daily Summary Contract A/R Report

- FGLBALUC - Daily Summary Unapplied Cash Report

You must also use a parameter on the Non-Entity Specific Parameters to define the path for sending outbound data from STAR General Ledger to Horizon Performance Manager™.

To access the Non-Entity Specific Parameters function, first select **Master Files** from the General Ledger main menu. Then select **Non-Entity Specific Parameters**.

The Non-Entity Specific Parameters Processor menu is displayed similar to the following:

```
            General Hospital Non-entity Specific Parameters Processor
                                                    Fri May 23, 2008 04:03 pm

    1 ALL Facility Daily Balancing Summary Report Flag
      Yes

    2 Outbound HPM interface data - directory/subdirectory path
      hbo/tmp/edi/

    3 Edit By                           4 Edit Date
      Wilson,Tammy                         04/18/2008 1205




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

Field Explanations

1. ALL FACILITY DAILY BALANCING SUMMARY REPORT FIELD (1-A-O)
Enter either **Y** for Yes or **N** for No in this field, depending on your hospital policy. Yes
(or blank) indicates that you want the following summary reports generated, even
though they allow readers of the reports to see information about more than one
facility: FGLBALPA, FGLBALAR, FGLBALBD, FGLBALCPA, FGLBALCAR,
FGLBALUC.

**2. OUTBOUND HPM INTERFACE DATA - DIRECTORY/SUBDIRECTORY PATH (36-ANC-
O)**
This parameter must be updated by users who send outbound data from STAR
General Ledger to Horizon Performance Manager. The field must contain the exact
UNIX destination to which you want to send outbound STAR General Ledger data to
Horizon Performance Manager.

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

   Enter the complete path for HPM data (i.e. pds/0600/dwprod0600/data/source/)
   with no leading `/`--

If the expected UNIX directory path changes as a result of a Horizon Performance
Manager upgrade, you must modify this parameter.

Chapter 3 - GENERAL LEDGER ACCOUNTS

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *3–1*
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STAR Financials General Accounting Reference Guide - General Ledger Volume
3–2   *Release 17.0*   *October 2011*
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INTRODUCTION

General Ledger accounts are combinations of existing entities, departments, and subaccounts. Based on your hospital's requirements and definitions during installation, the system uses GL accounts to channel dollars into the appropriate subaccounts.

This chapter explains how to build, display, maintain, copy, and add GL accounts, as well as how to print these GL account-based reports:

- the Chart of Accounts.

- the Detail Trial Balance.

- the Summary Trial Balance.

When you choose **GL Accounts** from the GL main menu, the system displays a GL Accounts Processor menu similar to the following:

```
              General Hospital GL Accounts Processor
                                        Thu Apr 24, 1997 04:23 pm
 GL Accounts Input Options

          Option No.  Option
          ---------------------------------------
             1       Maintain GL Accounts
             2       Display Account Activity
             3       Build GL Accounts
             4       Copy GL Accounts
             5       Add GL Accounts
             6       Graph Accounts

  Print      7       Chart of Accounts
             8       Detail Trial Balance
             9       Summary Trial Balance
            10       List of Accounts by Report Group




  Enter option number--
```

Maintain GL Accounts enables you to edit or delete (if necessary) existing GL accounts.

Display Account Activity enables you to display summary and detail activity on any GL account.

Build GL Accounts, used once during system installation, constructs all GL accounts for an entity based on:

- the subaccount activity class assigned to each department, and

- whether the subaccounts in each of these classes are flagged as "Global."

Copy GL Accounts enables you to copy one department's GL accounts and produce other departments that have similar or identical Charts of Accounts.

Add GL Accounts enables you to add specific GL accounts to a specific department or group of departments.

Typically, you establish an entity's Chart of Accounts once (during installation) using the Build GL Accounts function. For periodic maintenance, the Add and Maintain options enable you to customize GL account structures within particular departments.

Finally, if you add one or more departments to an entity's chart of accounts, you can use Copy to replicate another department's structure and define the new department's chart of accounts using Add or Maintain.

MAINTAIN GL ACCOUNTS

GL Accounts represent the financial paths – the entity/department/subaccount combinations – you use to tell the system how to move dollars into and out of entities. The functions (which the system presents as menu options) described in this section enable you to edit or delete GL account information.

When you select **Maintain GL Accounts**, the system prompts you to enter this information:

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

> *Enter fiscal year, '-' for list or '=' for current year--*

> *Enter department code or leading char'-' --*

> *Enter subaccount code or leading char'-' --*

NOTE: When you enter an exact department number or subaccount code, you must press ENTER to advance to the next prompt.

Enter the necessary code in response to each prompt, or display and select from a list of entity codes, fiscal year definitions, department codes, or subaccount class codes.

When all information is entered, the Maintain GL Accounts screen displays:

```
              General Hospital Maintain GL Accounts Processor
                                        Wed Apr 01, 1998 07:52 am
Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 1997
 1 Entity Code         2 Entity Name                  3 Fiscal Year
   01                     HBOC MODEL HOSPITAL OF GEORGIA   1997
 4 Department Number    5 Department Name
   1.015                  PLANT AND EQUIPMENT FUND
 6 Subaccount Number    7 Account Description
   00.00                  TEST-SUSPENSE ACCOUNT
 8 Account Class                      9 Report Group
   ASSETS                               DT-C/Assets-Defaults
10 Normal Balance  11 Minimum Balance     12 Maximum Balance
   Debit
13 Budget Excpt %  14 Budget Excpt Amt    15 Budget Flag    16 Primary Stat

17 Posting Excpt % 18 Posting Excpt Amt                     19 Record Status
                                                               Inactive
20 Statistics Codes         21 Inactivate By         22 Inactivate Dt
                               Shen-Tan,Yiang            02/25/1998 1251
                            23 Edit By                 24 Edit Date


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

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the code of the entity selected.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   3–5
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2. ENTITY NAME (DISPLAY ONLY)
This field contains the name of the entity. This description appears on all reports and screens.

3. FISCAL YEAR (DISPLAY ONLY)
This field contains the last four digits of the fiscal year (for example, 92 for 1992).

4. DEPARTMENT NUMBER (DISPLAY ONLY)
This field contains the user-defined code that identifies the department.

NOTE: The number specified in the Dept # Size field on the Fiscal Year Definition screen controls the size of this field.

5. DEPARTMENT NAME (DISPLAY ONLY)
This field contains the department name. This name is used on all system screens and reports.

6. SUBACCOUNT NUMBER (DISPLAY ONLY)
This field contains the user-defined code that identifies the subaccount.

NOTE: The number specified in the Subacct Size field on the Fiscal Year Definition screen controls the size of this field.

7. ACCOUNT DESCRIPTION (30-AN-R)
This field contains the name of the GL account. This name appears on all system screens and reports. The default entry for this field is a combinaton of the department name and subaccount name.

8. ACCOUNT CLASS (DISPLAY ONLY)
This field contains the number of the account class to which this department/ subaccount belongs. The account class is determined during the add and build function and cannot be edited.

9. REPORT GROUP (TABLE LOOKUP)
This field contains the two-character code that indicates the report group to which this account provides reporting information. To select a report group code from a list, enter a hyphen (-).

NOTE: These codes must have been previously defined in the Subaccount Report Group Code Table.

10. NORMAL BALANCE (1-A-R)
This field contains the one-character field that indicates the nature of the account's normal balance. Entry options are D (debit) or C (credit).

11. MINIMUM BALANCE (14-N-O)
This field contains the account's minimum balance. This field is used for exception reporting. If the GL account's total balance falls below this amount, the system includes the account on an exception report.

12. MAXIMUM BALANCE (14-N-O)
This field contains the account's maximum balance. This field is used for exception reporting. If the GL account's total balance exceeds this amount, the system includes the account on an exception report.

13. BUDGET EXCPT % (5-N-O)
This field indicates the percentage by which the account's year-to-date (YTD) balance may increase or decrease from budgeted amounts before the system includes the subaccount on an exception report.

14. BUDGET EXCPT AMT (14-N-O)
This field is a user-defined numeric field that indicates the dollar amount by which the account's YTD balance may increase or decrease from budgeted amounts before the system includes the account on an exception report.

15. BUDGET FLAG (1-N-O)
This field indicates the method the system should use to roll the budget forward into the new budget year. This flag is used when running the Generate Budget process. The following entry options display when you access this field:

_____

(1) Previous year's budget figures

(2) Previous year's actual figures

(3) Previous year's actual figures added to a percentage

_____

16. PRIMARY STATISTIC (3-A-O)
This field contains the default statistic which this department/subaccount uses to report on the GL Report Writer. The statistic code entered in this field must be one of the codes listed in field 19, Statistics Codes. If this field is not used, this specific department/subaccount will have 0 statistics when running reports using the primary stats.

17. POSTING EXCPT % (5-N-O)
This field contains a percentage limit (based on the account's YTD balance) for individual postings to be included on exception reports.

18. POSTING EXCPT AMT (14-N-O)
This field is a user-defined field that defines a dollar amount at which the system includes individual postings on an exception report. For example, if you set this field at $5,000, the system includes any postings equal to or greater than that amount on an exception report.

19. RECORD STATUS (1-A-R)
This field indicates the record's current status. Valid status codes include:

A   Active and able to receive data

I   Inactive and unable to receive data

D   Flagged for deletion from the master file

NOTE: If you enter **I** to inactivate the account, the following prompt displays:

Inactivate the account (Y/N)--

If you enter **Y** (Yes) to inactivate and the account has a non-zero balance, a prompt similar to the following displays:

Acct has a balance of -$5,601.27. Are you sure you want to INACTIVATE (Y/N)--

Enter **Y** (Yes) to complete the inactivation of the account.

If you change the Status to **I** (Inactive) or **D** (flagged for deletion) and that Department/Subaccount combination is associated with a current GL Mapping Table Key, the following prompt is displayed:

Warning - Account is on a current GL Mapping Table Key! Are you sure you want to continue? (Y/N)--

20. STATISTICS CODES (TABLE LOOKUP)
This field contains the statistics code(s) associated with this GL account. Up to five statistics codes can be entered. To select a statistic code from a list, enter a hyphen (-).

21. INACTIVATE BY (DISPLAY ONLY)
This field contains the name of the user who inactivated the subaccount.

22. INACTIVATE DATE (DISPLAY ONLY)
This field contains the date and time that the record was inactivated.

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

24. EDIT DATE (DISPLAY ONLY)
This field contains the date and time that the record was last modified.

Once the system has accepted the screen, a message displays to indicate that the GL Account Master file has been updated.

DISPLAY ACCOUNT ACTIVITY

This option enables you to select a GL account (department/subaccount combination within an entity), and display both the annual and period activity within the GL account. Also, you can display detail information about a GL transaction originating from either the Accounts Payable or Materials Management subsystems. If a transaction is a multiple-entity journal entry, all affected entities are displayed.

NOTE: Since this is an inquiry-only function, you cannot change the displayed data.

When you select **Display Account Activity**, the system prompts you to enter this information:

> *Enter entity code or '-' for list--*
>
> *Enter fiscal year, '-' for list or '=' for current year--*
>
> *Enter department code or leading char'-' --*
>
> *Enter subaccount code or leading char'-' --*

Enter the necessary code in response to each prompt. Or display and select from a list of entity codes, fiscal year definitions, department codes, or subaccount class codes.

NOTE: If you are not authorized to access the selected entity, the error message You do not have authorization to access this Entity! displays, and the screen returns to the GL Accounts menu.

Similarly, if you are not authorized to access the selected department, the error message You do not have authorization to access this department! displays, and the screen returns to the GL Accounts menu.

User authorization for Display Account Activity viewing is determined by several parameters. For more information, see "GL SECURITY FOR DISPLAY ACCOUNT ACTIVITY" on page 3-40.

When all information is entered for the above prompts – and your authorization is cleared – the first Display Account Activity screen displays for the selected GL account.

Display Account Activity Screen 1: Fiscal Year Summary of Journal Entries

```
                  General Hospital Display Account Activity Processor
                                             Thu Sep 30, 1993 10:56 am
Entity : 01-MODEL HOSP - ENT 01          Fiscal Year: 1993
Dept   : 2021 - A/P TRADE ACCOUNTS PAYABLE
Account: 22.00 - APTR-REGULAR ACCOUNTS PAYABLES
Per        Period Actual       Period Budget        Variance        YTD Actual
BB              $0.00               $0.00              $0.00              $0.00
01            $257.00-              $0.00            $257.00-           $257.00-
02          $2,340.00-              $0.00          $2,340.00-         $2,597.00-
03            $136.00-              $0.00            $136.00-         $2,733.00-
04             $84.00-              $0.00             $84.00-         $2,817.00-
05             $50.00-              $0.00             $50.00-         $2,867.00-
06         $87,335.46-              $0.00         $87,335.46-        $90,202.46-
07         $31,847.65               $0.00         $31,847.65         $58,354.81-
08         $88,822.55-              $0.00         $88,822.55-       $147,177.36-
09         $19,695.52-              $0.00         $19,695.52-       $166,872.88-
10              $0.00               $0.00              $0.00        $166,872.88-
11              $0.00               $0.00              $0.00        $166,872.88-
12              $0.00               $0.00              $0.00        $166,872.88-
YTD       $166,872.88-              $0.00        $166,872.88-       $166,872.88-


Enter period number --
                '/' next account or '/P' previous account
```

This screen summarizes, by period, the activity for the entity/fiscal year/department/subaccount combination you selected. Using this screen, you can survey account activity for all periods in the fiscal year. Also from this screen, you can begin to "drill-down" to the detail information of a journal entry, by selecting one of the displayed periods at the *Enter period number--* prompt (see next screen).

Field Explanations

1. ENTITY (DISPLAY ONLY)
This field contains the entity code.

2. FISCAL YEAR (DISPLAY ONLY)
This field contains the fiscal year.

3. DEPARTMENT (DISPLAY ONLY)
This field contains the user-defined code that identifies the department.

NOTE: The number specified in the Dept # Size field on the Fiscal Year Definition screen controls the size of this field.

4. ACCOUNT (DISPLAY ONLY)
This field contains the name of the GL account. This name appears on all system screens and reports. The default entry for this field is a combination of the department name and subaccount name.

5. PER BB (DISPLAY ONLY)
This field contains the period number.

6. PERIOD ACTUAL (DISPLAY ONLY)
This field contains the actual amount of the chosen Department and Subaccount for the period number displayed in the far left column. The column Period Actual also contains a Y-T-D Total at the bottom of the screen. This total represents the summation of all period's actual data. It shows the current GL Account balance.

7. PERIOD BUDGET (DISPLAY ONLY)
This field contains the budget amount of the chosen Department and Subaccount for the period number displayed in the far left column.

8. VARIANCE (DISPLAY ONLY)
This field contains the amount difference between the Actual and Budget columns for the GL Account. It is calculated by subtracting Period Budget from Period Actual.

9. YTD ACTUAL (DISPLAY ONLY)
This field represents the running year-to-date balance by period for the selected Department and Subaccount. It is inclusive of the Beginning Balance, and takes the year-to-date total of the previous month and adds the current period's actual to it to get the year-to-date total for the current period.

At the *Enter period number--* prompt, select one of the displayed period numbers to begin "drilling-down" to detail transactions.

NOTE: Since this is a display-only function, you cannot edit the contents of either the summary or detail Display Account Activity screens.

After you enter the period number, the following prompt is displayed:

   Enter 'D' for Date, 'J' for J/E number, 'NL' for all detail --

If you press ENTER to view all detail, the system displays a Period Summary screen of journal entries (see next screen).

If you enter **D** for Date, the system will prompt you to enter a date, after which the screen displays the journal entries for that date (similar to the next screen).

If you enter **J** for Journal Entry Number, the system will prompt you to enter the number, after which you can choose whether to isolate the Journal Entry display to specific lines posted to that GL department/subaccount number (see pg. 3-13).

Display Account Activity Screen 2: Period Summary of Journal Entries

```
              General Hospital Display Account Activity Processor
                                              Thu Apr 24, 1997 11:46 am
 Entity : 01-MODEL HOSP - ENT 01          Fiscal Year: 1996Period :02
 Dept   : 0.000 - TEST FOR GL CONV                    BB :        $140.00-
 Account: 00.01 - TEST-ADJUSTMENTS DEFAULT            EB :        $407.84
   JE #  IC Line SS  Src       Description          Post Dte      Amount  D/C
      15       2 AP  AP        AP Compute Monthly Accru 02/29/1996      3.00 D
      10       1 MM  MM        Issue                02/27/1996     684.84 D
     388       1 PR  PRBR03    Deduction Empl Cr-BG 07/22/1996      70.00 C
     395       1 PR  PRBR04    Deduction Empl Cr-BG 07/23/1996      70.00 C




     Enter '/' for next page or '/P' for previous or JE# for detail --
```

This screen contains the journal entries that compose the period's summary values, including the journal entry reference number, the line number, the subsystem and source for the entry, line description, post date, amount, and whether the entry was a debit or credit.

You can use this screen to survey the GL Account activity for each day in the fiscal period. If the period contains pages of detailed information, enter **/** to proceed to the next page, **/P** to go back to the preceding page, or the Journal Entry Number to "drill down" to detail information for a specific journal entry (see next screen).

All transactions posting to the General Ledger can be displayed by Journal Entry number. However, in order to capture the transaction detail for Accounts Payable and Materials Management journal entries, you must set a parameter in each of these subsystems as follows:

- In the STAR Financials Accounts Payable subsystem, the **View AP Detail** field in AP Entity Parameters must be set to Yes. You can then view AP detail that distributes after the parameter is set. If multi-entity journal entries are made, you must make sure that this field is set to Yes for both entities if detail is to be retained for each. This feature is not retroactive for viewing detail of previously-posted Accounts Payable distribution.

- In the STAR Financials Materials Management subsystem, the **Capture GL Detail** field on the General Function Control screen must be set to Yes, and **Detail Retention # of Days** must be set according to the hospital's needs.

Field Explanations

JE # (DISPLAY ONLY)
This field contains the journal entry number. You can enter a journal entry number at the prompt to view additional detail for that journal entry.

LINE (DISPLAY ONLY)
This field contains the number identifying this line item in the journal entry.

SS (DISPLAY ONLY)
This field is a two-character field that identifies the source system for this line item.

SRC (DISPLAY ONLY)
This field contains the source for this line item (RJE, MJE, etc.).

DESCRIPTION (DISPLAY ONLY)
This field contains the description of the individual line item.

POST DATE (DISPLAY ONLY)
This field contains the posting date for the line item.

AMOUNT (DISPLAY ONLY)
This field contains the dollar amount of the line item.

D/C (DISPLAY ONLY)
This field indicates whether the line item is a debit or credit.

If you enter a Journal Entry Number, the system will prompt you to choose whether to view all lines of the Journal Entry, or isolate the display to only those lines that posted to the previously selected department/subaccount. (Frequently, journal entries consist of many pages of lines that posted to different GL accounts.) Respond to one of the following prompts that will appear depending on GL Security settings: (for more information, see "GL SECURITY FOR DISPLAY ACCOUNT ACTIVITY" onpage 3-40)

View (E)ntire journal entry or (O)nly lines for 6010-3000 [E]--	This prompt appears if you have unlimited access to all departments, or if the entity's GL Security is disabled.
View lines for all (A)uthorized depts or (O)nly lines for 6010-3000 [A]--	This prompt appears if your viewing authorization is limited to certain departments.

NOTE: The "6010-3000" shown in the above prompts, represents the department/subaccount code you entered after you selected **Display Account Activity.**

After you respond to this prompt, the following screen of Posted Journal Entry Detail Lines displays next, based on the type of entry and the subsystem. This information is also provided on the Posted Journal Entry report (FGL420).

Display Account Activity Screen 3: List of Journal Entry Lines

```
           General Hospital Display Account Activity Processor
                                        Thu Apr 24, 1997 11:46 am
Entity : 01-MODEL HOSP - ENT 01        Fiscal Year: 1996  Period :02
Dept   : 0.000 - TEST FOR GL CONV               DEBIT :$111,168,147,984.91
Account: 00.01 - TEST-ADJUSTMENTS DEFAULT       CREDIT:        $520.00
Line   JE #  Description          EC Dept/Acct        Debit        Credit
 1      15   AP Compute Monthly A  01 0000 0000         $20.00
 2      15   AP Compute Monthly A  01 0000 0001          $3.00
 3      15   AP Compute Monthly A  01 0130 1098      $21,611.00
 4      15   AP Compute Monthly A  01 0130 1099      $37,341.02
 5      15   AP Compute Monthly A  01 1000 0000      $51,104.99
 6      15   AP Compute Monthly A  01 1000 0000                   $520.00
 7      15   AP Compute Monthly A  01 1000 0001   $3,088,340.00
 8      15   AP Compute Monthly A  01 1000 0002        $328.00
 9      15   AP Compute Monthly A  01 1001 0072         $33.00
10      15   AP Compute Monthly A  01 1011 0111         $30.00
11      15   AP Compute Monthly A  01 1016 0160         $75.00
12      15   AP Compute Monthly A  01 1111 1010  $13,040,776.05
13      15   AP Compute Monthly A  01 1111 1011   $4,676,568.30
14      15   AP Compute Monthly A  01 1111 1012$111,138,721,670.60
15      15   AP Compute Monthly A  01 1111 1013   $8,510,083.95


Enter '/' for next page or '/P' for previous or LINE NUMBER for detail --
```

If the Journal Entry contains pages of lines, enter **/** to proceed to the next page, **/P** to go back to the preceding page, or the line number to "drill down" to additional detail information about a specific line (see next screen).

Field Explanations

LINE (DISPLAY ONLY)
This field contains the number identifying this line item in the journal entry. To display additional detail about the journal entry, enter this line number at the prompt.

JE # (DISPLAY ONLY)
This field contains the journal entry number assigned to the transaction during Midnight Processing.

DESCRIPTION (DISPLAY ONLY)
This field contains the description of the transaction.

EC (DISPLAY ONLY)
This field contains the entity code to which the journal entry line was posted. For a multiple-entity journal entry, line items from all affected entities are displayed.

DEPT/ACCT (DISPLAY ONLY)
This field contains the department and subaccount to which the line was posted.

DEBIT (DISPLAY ONLY)
This is the dollar amount debited to the line's department/subaccount.

STAR Financials General Accounting Reference Guide - General Ledger Volume
3–14   *Release 17.0*   *October 2011*
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CREDIT (DISPLAY ONLY)
This is the dollar amount credited to the line's department/subaccount.

If you enter a Journal Entry Line Number, a header screen for that line is displayed next. Press ENTER on the header screen to view the detail screen. Shown below are sample header and detail screens for an Accounts Payable journal entry line.

Display Account Activity Screen 4: Journal Entry Line Detail (Header)

```
              General Hospital Display Account Activity 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   :




Press newline
```

Display Account Activity Screen 5: Journal Entry Line Detail

```
              General Hospital Display Account Activity 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   ?
```

NOTE: If you drill down into an invoice associated with the selected department, the system will display all detail lines for that invoice – even if some of the lines were posted to other departments.

BUILD GL ACCOUNTS

This function is typically used during the installation of the General Ledger system. It rapidly generates all of an entity's GL accounts by automatically matching the class code assigned to each department (stored in the Department Master File) and the class code assigned to each subaccount (stored in the Subaccount Master File), using the subaccount's global switch (the Global Subaccount field of the Subaccount master).

NOTE: The Build function should be used only once, during installation. Using this function more than once will cause corrupted data in your Chart of Accounts. If you choose a fiscal year for which the Chart of Accounts already exists, the system will display a warning message:

Chart of Accounts exists for Entity 01 FY 1994. Data will be corrupted!

The message hangs for several seconds, followed by the message:

Do you wish to continue anyway? (Y/N)[N]--

Enter **Y** to continue.

Departments are predefined to accept only certain subaccount class codes. The Build GL Accounts function will allow only subaccounts of the defined class codes to be attached to the department.

For example, you want to generate GL accounts for Departments 100 and 200. These departments have been previously defined to accept only the following subaccount class codes:

DEPT. 100:

Class Code 1
Class Code 2
Class Code 4

DEPT. 200:

Class Code 1
Class Code 3

Within the Subaccount Master File, the system groups the following subaccounts by subaccount class code and notes whether the subaccount is global (that is, applies to all departments within the Entity):

CLASS CODE 1:

1000 (GLOBAL)
2000 (GLOBAL)
3000 (NON-GLOBAL)

CLASS CODE 2:

4000 (GLOBAL)
6000 (GLOBAL)
8000 (NON-GLOBAL)

When you begin the process of automatically generating GL accounts, the system matches the subaccount class codes a department can accept (found in the Department Master File) with the global subaccounts defined with the same subaccount class codes (found in the Subaccount Master File). The following GL accounts result:

100-1000
100-2000
100-4000
100-6000
200-1000
200-2000

Department 100 accepts Class Code 1; within Class 1 in the Subaccount Master File are Global Subaccounts 1000 and 2000. The system creates GL Accounts 100-1000 and 100-2000 (Subaccount 3000, not being global, is not used). Department 100 also accepts Class Code 2; within Class 2 are Global Subaccounts 4000 and 6000. The system creates GL Accounts 100-4000 and 100-6000 (Subaccount 8000, not being global, is not used). Similarly, Department 200 accepts Class Codes 1 and 3. Within the Subaccount Master File are Class 1 Global Subaccounts 1000 and 2000. The system creates GL Accounts 200-1000 and 200-2000.

The following diagram illustrates this process:

```
┌──────────────────────────────────────────────────────────────────────────┐
│     DEPARTMENT MASTER              SUBACCOUNT MASTER                        │
│          FILE                          FILE                                 │
│  |────────────────────────|   |────────────────────────|                   │
│  | DEPT 100:              |   | CLASS 1:               |                    │
│  |    Sub class 1         |   |    1000   GLOBAL       |                    │
│  |    Sub class 2         |   |    2000   GLOBAL       |                    │
│  |    Sub class 4         |   |    3000   NON-GLOBAL   |                    │
│  |                        |   |                        |                    │
│  | DEPT 200:              |   | CLASS 2:               |                    │
│  |    Sub class 1         |   |    4000   GLOBAL       |                    │
│  |    Sub class 3         |   |    6000   GLOBAL       |                    │
│  |                        |   |    8000   NON-GLOBAL   |                    │
│  |_____|   |_____|                   │
│          |                              |                                   │
│          |_____|                                  │
│                        |                                                    │
│                 |─────────────|                                             │
│                 | 100-1000    |                                             │
│                 | 100-2000    |                                             │
│                 | 100-4000    |                                             │
│                 | 100-6000    |                                             │
│                 | 200-1000    |                                             │
│                 | 200-2000    |                                             │
│                 |_____|                                             │
│                   GL ACCOUNTS                                               │
└──────────────────────────────────────────────────────────────────────────┘
```
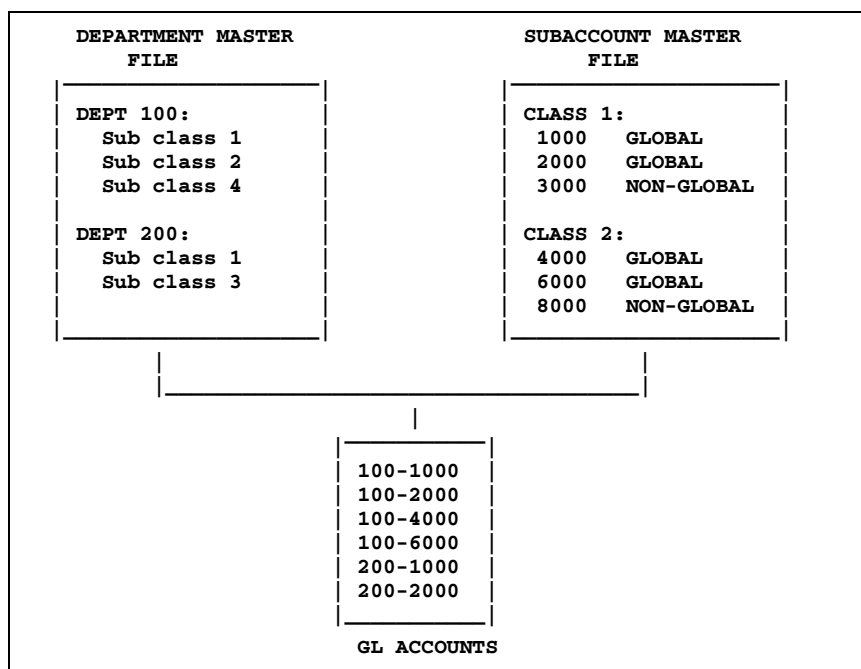
The BUILD option only generates global GL accounts. To generate non-global GL accounts, use the ADD option.

NOTE: This option builds only new GL accounts. If you make changes to an existing subaccount's data (for example, change the maximum or minimum balance) you must manually edit the respective GL account. You cannot use this option to generate a modified GL account.

After selecting the Build GL Accounts function, the system prompts you to enter this information:

Enter entity code or '-' for list--

Enter fiscal year, '-' for list or '=' for current year--

Enter department code or leading char'-' --

Enter the necessary code in response to each prompt, or display and select from a list of entity codes, fiscal year definitions, or department codes.

Once you provide one or more department codes, the system prompts you to select the GL account build methodology:

Create (A)utomatically or allow (U)ser modification? [A]--

If you enter **A**, the system creates all GL accounts and returns to the GL Accounts Menu when finished. If you enter **U**, the system creates each GL account and displays it for your review and acceptance.

NOTE: Enter **U** at this prompt only if you are building a limited number of GL accounts (as in the case of a newly added global subaccount).

This function does not have an associated processor screen.

STAR Financials General Accounting Reference Guide - General Ledger Volume
3–20   *Release 17.0*   *October 2011*
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COPY GL ACCOUNTS

This option provides one or more new departments with a complete set of GL accounts. The system accomplishes this step by copying an existing department's GL account structure. All subaccounts from a department are added to one or more new departments to form new GL Accounts. This option is useful when the new department's chart of accounts is either identical or very similar to an existing department's chart of accounts.

For example, you have recently added a Neonatal ICU to your hospital. After defining the new department and any non-global subaccounts unique to the new department (refer to the Master Files chapter of this manual), you can copy your Surgical ICU department's GL account structure for the Neonatal ICU. You need only to add or delete individual GL accounts (using the Add GL Accounts option) to modify the new department's GL account structure to your exact needs.

NOTE: Although the Build GL Accounts and Copy GL Accounts functions perform similar activities, the difference lies in the degree to which you have modified a department's chart of accounts. The Build function does not generate non-global accounts; the Copy function includes these accounts so you do not have to re-define them for each new department.

After you select the Copy GL Accounts function, the system prompts you to enter this information:

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

> *Enter fiscal year, '-' for list or '=' for current year--*

> *Enter department code or leading char'-' --*

This code is for the providing department.

> *Enter department code, ALL, or leading char'-' --*

This code is for the receiving department.

Enter the necessary code in response to each prompt, or display and select from a list of entity codes, fiscal year definitions, and providing or receiving department codes. The system copies the GL accounts and returns to the GL Accounts Menu.

This function does not have an associated processor screen.

ADD GL ACCOUNTS

This function enables you to add global or non-global accounts to a department's existing GL structure. For example, after using the Copy GL Accounts option to create a GL account structure for your new Neonatal ICU, you need to include several GL accounts that relate specifically to neonatal care. Use Add GL Accounts to include those accounts.

NOTE: To delete GL accounts from a department's GL structure, you must use the Maintain GL Accounts option. If any activity has occurred for the record during the year, or if the account has a beginning balance, the account cannot be deleted.

After selecting the Add GL Accounts function, the system prompts you to enter this information:

> *Enter entity code or '-' for list--*
>
> *Enter fiscal year, '-' for list or '=' for current year--*
>
> *Enter department code, 'ALL' or leading char'-' --*
>
> *Enter subaccount class or '-' for list--*
>
> *Enter subaccount code, 'ALL' or leading char'-' --*

Enter the necessary code in response to each prompt, or display and select from a list of entity codes, fiscal year definitions, department codes, or subaccount class codes.

After you provide a subaccount code, the system displays a prompt to create the new GL account:

> *Create (A)utomatically or allow (U)ser modification? [A]--*

Enter **U** if you want to review each detail of the Add GL Account screen as the system creates it.

The system returns to the GL Accounts Menu when the GL account(s) are created.

NOTE: When a Department that has been set to Inactive or Delete status is used in the Add GL Accounts function, the following error message is displayed:

> *Department is not Active, GL combined account will be created with an Inactive status--Continue (Y/N)?[N]*

> The status of a Subaccount Master (Active, Inactive, Delete) determines the status of the Department/Subaccount combined account when added to an Active Department.

GRAPH ACCOUNTS

The Graph Accounts option enables you to graph Departments or Subaccounts for chosen fiscal periods. After the graph specifications are defined in this function, the graph can be viewed through WEM, using the Graphs option from the General Ledger menu.

After you select the Graph Accounts function, the following prompt is displayed:

Do you wish to graph (Y/N)? [N]--

If you enter **N** for No, the system returns you to the GL Accounts Processor screen.

If you enter **Y** for Yes, the system prompts you to enter the following information:

Enter entity code or '-' for list--

Enter fiscal year, '-' for list or '=' for current year--

After you respond to each prompt, the system displays the following screen:

```
                        General Hospital Graph Accounts Processor
                                                  Wed Aug 26, 1992 10:11 am
 Ent : MESSERLY MEMORIAL HOSPITAL      Fiscal Yr: 1992
  1 Beg Period            2 End Period
 ->
  3 Sort                  4 Dept/Sub Code










 Enter Beginning Period for report [01]    |

```

Field Explanations

1. BEG PERIOD (2-N-R)
This field contains the beginning period for the report data. The entry range is 01 to 13. The entry range is from 01 to 13. The default is the first fiscal period.

The following prompt displays when you access this field:

Enter Beginning Period for report [01]

2. END PERIOD (1-A-R)
This field contains the ending period for the report data. The entry range is from 01 to 13. The default is the current period listed in the Entity Master.

The following prompt displays when you access this field:

Enter Ending Period for report [current]--

3. SORT (1-A-R)
This field indicates whether the report data will be sorted by department or subaccount. Entry options for this field are (D) Department or (S) Subaccount. The default is (D) Department. The following prompt displays when you access this field:

Print By (D)epartment or (A)ccount [D] --

4. DEPT/SUB CODE (10-N-R)
This field indicates which departments or subaccounts should print, depending on the sort chosen in the Sort field. The following prompt displays when you access this field:

Enter department code, 'ALL', leading char'-' or (R)ange --

(or Enter subaccount code, 'ALL', leading char'-' or (R)ange based on type of sort from Sort field).

If you want to select more than one department/subaccount, where all are not contained in a single Range, you must enter and hyphen (-). This displays the choices of departments and also allows the system to validate the departments/subaccounts. From here you can choose ranges of departments/subaccounts, as well as individual departments/subaccounts. You can enter a slash (/) to view selections from the display of additional departments/subaccounts on the following page(s). If you must remove a selection, enter a hyphen (-) followed by the appropriate number must be entered in the lookup screen that contains the selection. When finished making selections, press ENTER to end the selection process.

If you enter **R** for Range, the system prompts you to enter the beginning and ending department/subaccount numbers. The following prompts are displayed, one after another.

Enter FROM or '-' for a list -

Enter TO or '-' for a list -

To select a department/subaccount from a list, enter a hyphen (-), make your selection, and press ENTER. Only one Range of Departments/Subaccounts can be entered. Otherwise, you can directly enter the From or To department/subaccount. If several ranges are needed you must use the lookup procedure explained above and select and highlight these ranges.

You can enter **ALL** to report on all departments/subaccounts, as well as using a leading character to view choices from a lookup.

After all fields are completed, the following prompt displays:

Accept this screen? (Y/N/D) [Y]--

After you accept the Graph Accounts Processor screen, the system generates the graph and displays the following message:

Compiling Graph Data

You can edit the screen by entering N for No at the Accept screen prompt.

If your hospital uses WEM, you can view the graph on your PC by accessing the Graphs option from the General Ledger Processor menu. See the *WEM User's Guide* for more information.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *3–25*
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CHART OF ACCOUNTS (FGL150)

This function provides you with a quick reference for all GL account information. It enables you to generate a chart of accounts for one or more departments or subaccounts within an entity and to select either a summarized or detailed report. An example of this report is in Chapter 7: General Ledger Reports.

NOTE: This option only generates the Chart of Accounts Report. Your STAR Financials Coordinator determines whether this report displays on a monitor or prints on a local printer. This documentation assumes the report will be routed to a printer.

After selecting the Print Chart of Accounts function, the system prompts you to enter this information:

> *Enter entity code or '-' for list--*
> *Enter fiscal year, '-' for list or '=' for current year--*

Enter the necessary code in response to each prompt, or display and select from a list of entity codes and fiscal year definitions.

Next, a prompt displays for you to select how the report should be structured, by department or account:

> *Print by department(D) or account(A)--*

If you enter **D** (print by department), the system displays the department code prompt followed by the subaccount code prompt:

> *Enter department code, 'ALL' or leading char'-' --*
> *Enter subaccount code, 'ALL' or leading char'-' --*

If you elect to print by subaccount, this order is reversed.

After you provide a report sort sequence, the system prompts you for the report's level of detail and whether each account should print on a separate page:

> *Summary(S) or detail(D) report? [S]--*
> *Page break by Account (Y/N) [N]--*

The system then prompts you for the department and subaccount codes you need to complete this report.

This report does not involve a processor screen. After you complete the report prompts, the system displays the message, Compiling and Printing, and returns to the GL Accounts Menu.

DETAIL TRIAL BALANCE (FGL210)

The General Ledger system's detail trial balance provides a quick assessment of your institution's financial position. The detail trial balance produces an accounting overview of activity within GL accounts, listing total assets, liabilities, and other data. This function enables you to generate a detail trial balance for one or more departments or subaccounts within an entity and to select the periods the report covers.

An example of this report is included in Chapter 7: General Ledger Reports, of this volume.

NOTE: This option only generates the detail trial balance. Your STAR Financials Coordinator determines whether this report displays or prints. This documentation assumes the report will be routed to a printer.

After selecting the Print Detail Trial Balance function, the system prompts you to enter this information:

Enter entity code or '-' for list--

Enter fiscal year, '-' for list or '=' for current year--

Enter the necessary code in response to each prompt, or display and select from a list of entity codes or fiscal year definitions.

When all information is entered, the system displays the following Detail Trial Balance screen. After you complete the processor screen, the system displays a message and returns to the GL Accounts Menu.

```
                General Hospital Detail Trial Balance Processor
                                            Mon Jun 10, 2002 01:39 pm
 Ent : MODEL HOSP - ENT 02           Fiscal Yr: 2002
  1 Sort Option                     2 Department Code
    Department                         1012
  3 Subaccount Code                  4 Totals
    ALL                                Grand totals by Subaccount,Class code
  5 Report Begin Period             6 Report End Period
    01                                 06
  7 Detail Begin Period             8 Detail End Period
    01                                 06
  9 Exception Report               10 Page Break
    Yes                                No
 11 Print Option
 ->
  (1) ALL - Print All accounts
  (2) BALANCE - Print only accounts with a dollar BALANCE not equal to zero
  (3) ACTIVITY - Print only accounts with any ACTIVITY, not considering balance
  (4) ACTIVITY or BALANCE - Print accounts with EITHER activity or balance



 Enter report choice (1, 2, 3, or 4)-
```

Field Explanations

1. SORT OPTION (10-A-R)
This field indicates whether the report will be printed by department or subaccount.
Entry options for this field are (D) Department or (S) Subaccount.

The following prompt displays:

Sort by (D)epartment or (S)ubaccount-

The field entry will display as Department or Subaccount.

2. DEPARTMENT CODE (30-AN-R) OR (TABLE LOOKUP)
This field indicates which departments should print. The following prompt displays:

Enter department code, 'ALL', leading char '-', or (R)ange -

If you want to select more than one department, where all are not contained in a single
Range, you must enter a hyphen (-). This displays the choices of departments and also
allows the system to validate the departments. From here you can choose ranges of
departments, as well as individual departments. You can enter a slash (/) to view
selections from the display of additional departments on the following page(s). If you
must remove a selection, a hyphen (-) followed by the appropriate number must be
entered in the lookup screen that contains the selection. Selections can only be
removed before the Department Code field has been completed. When finished
making selections, press ENTER to end the selection process.

If you select **R** (Range), the system prompts you to enter the beginning and ending
department numbers. The following prompts display, one after another.

Enter FROM Department or '-' for a list -

Enter TO Department or '-' for a list -

To select a department from a list, enter a hyphen (-), make your selection, and press
ENTER. Only one Range of Departments can be entered here. Otherwise you can
directly enter the chosen From or To department. If several Ranges are needed you
must use the lookup procedure explained above and select and highlight these ranges.

You can enter **ALL** to report on all departments, as well as using a leading character
to view choices from a lookup.

If changes need to be made to the department selection criteria after the choices are
displayed on the processor screen in the Department Code field, you must rekey all of
the entries for the field, not just the one modification. This allows the system to verify
that you have not entered duplicates of valid departments. Once the Department field
is completed, the system prompts for Subaccount Code.

This field entry will display up to 30 characters to allow for multiple selections.

3. SUBACCOUNT CODE (30-AN-R) OR (TABLE LOOKUP)
This field indicates which subaccounts should print. The following prompt displays:

Enter subaccount code, 'ALL', leading char '-', or (R)ange -

If you want to select more than one subaccount, where all are not contained in a single Range, you must enter a hyphen (-). This displays the choices of subaccounts and also allows the system to validate the subaccounts. From here you can choose ranges of subaccounts, as well as individual subaccounts. You can enter a slash (/) to view selections from the display of additional subaccounts on the following page(s). If you need to remove a selection, enter a hyphen (-) followed by the appropriate number in the lookup screen that contains the selection. Selections can only be removed before the Subaccount Code field has been completed. When finished making selections, press ENTER to end the selection process.

If you select **R** (Range), the system prompts you to enter the beginning and ending subaccount numbers. The following prompts are displayed:

Enter FROM Subaccount or '-' for a list -

Enter TO Subaccount or '-' for a list -

To select a subaccount from a list, enter a hyphen (-). Only one Range of Departments can be entered here. Otherwise you can directly enter the From or To department. If several ranges are needed, you must use the lookup procedure explained above and select and highlight these ranges.

You can enter **ALL** to report on all subaccounts, or use a leading character to view choices from a lookup.

If changes need to be made to the subaccount selection criteria after the choices are displayed on the processor screen in the Subaccount Code field, you must rekey all of the entries for the field, not just the one modification. This allows the system to verify that you haven't entered duplicates of valid subaccounts. Once the Subaccount field is completed, the system prompts for Totals.

This field entry is displayed up to 30 characters to allow for multiple selections.

4. TOTALS (22-A-O)
This field allows you to choose various ways to total the report. The following prompt is displayed:

Grand Totals by Dept/Sub (G), Grand Totals by Class Code (C), or 'ALL'-

Enter **G**, **C** or **ALL**.

The prompt will read differently depending on the Sort Option chosen:

If the report is sorted by subaccount, the system prompts for Grand Totals by Department. If the report is sorted by department, the system prompts for Grand Total by Subaccount.

If ALL is selected, the choices will be displayed on the processor screen as follows:

Department, Class Code (if sort option is by subaccount)

or

Subaccount, Class Code (if sort option is by department)

The totals Dept/Sub Grand Totals and/or Class Code Grand Totals will be listed at the end of the DTB report.

If you do not want any additional totals in the report, bypass the above selections by pressing ENTER at the initial prompt.

5. REPORT BEGIN PERIOD (2-N-R)
This field contains the beginning period for the report data. The entry range is 01 to 13. The default is the first fiscal period.

The Print Option fields use this period in determining whether an account should print.

The following prompt is displayed:

Enter Beginning Report for report(01)

NOTE: The Report Begin Period must be equal to or less than the Report End Period.

6. REPORT END PERIOD (2-N-R)
This field contains a user-defined value that indicates the ending period for the report data. The entry range is 01 to 13. The default is the current period.

The Print Option fields use this period in determining whether an account should print.

The following prompt is displayed:

Enter Ending Period for report (current)

NOTE: The Report End Period must be equal to or greater than the Report Begin Period.

7. DETAIL BEGIN PERIOD (2-N-R)
This field contains the beginning period for inclusion of the report's detail data. The entry range is 01 to 13. The default is the period selected in the Report Begin Period from above.

This field does not have to be the exact same as the <u>Report</u> Begin Period but should be a period inclusive in the Report Begin and Report End range.

The following prompt displays:

> *Enter Beginning Period for Detail--*

NOTE: The Report Begin Period must be equal to or less than the Report End Period.

8. DETAIL END PERIOD (2-N-R)
This field contains the ending period for inclusion of the report's detail data. The entry range is 01 to 13. The default is the period selected in the Report End Period from above.

This field does not have to be the exact same as the <u>Report</u> End Period but should be a period inclusive in the Report Begin and Report End range.

The following prompt displays:

> *Enter Ending Period for detail--*

NOTE: The Report End Period must be equal to or greater than the Report Begin Period.

9. EXCEPTION REPORT (1-A-R)
This field indicates whether the system should produce an exception report in association with the detail trial balance report. Valid values are Y for Yes and N for No; the default value is N.

The following prompt displays:

> *Print Exception Report (Y/N) [N]-*

The screen displays the choice as Yes or No.

This exception report generated is FGL219, and shows the accounts if the current account balance is below the minimum balance (as listed in the Fiscal Year Definition) or above the maximum balance. It also lists the account if the posted amount is above the posting maximum or if the posted amount is above the posting percentage maximum.

10. PAGE BREAK (1-A-R)
This field indicates whether you want to page break within the report. Valid values are Y for Yes and N for No; the default is N.

If you sort the report by Department the following prompt will display:

Page Break by Department (Y/N) [N]

If you sort the report by subaccount the following prompt will display:

Page Break by Subaccount (Y/N) [N]

The screen displays the choice as Yes or No.

11. PRINT OPTION (1-N-R)
The Print Option field provides four options for further specifying the items to be included in the Detail Trial Balance Report. Select one of the following print options:

1   ALL - print all accounts that meet the criteria listed in fields 1-6.

2   BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have a year to date (YTD) balance at the end of the Report Period in an amount other than zero. For example, if an account has had 100 entries posted to it, but all of those entries along with the beginning balance add up to a zero balance, then that account is not printed if this option is chosen.

3   ACTIVITY - print accounts that meet the criteria listed in fields 1-6 only if they have had activity during the Report Period. For example, if an account has a YTD Balance, but has not had activity during the selected Report Period, then that account is not printed if this option is chosen. "Activity" is defined as any posting to the General Ledger, even if the net of those postings is zero.

4   ACTIVITY or BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have either activity or a balance not equal to zero. This option is differentiated from choice 1 (ALL) because it does not include accounts that have a zero beginning balance, no activity, and no ending balance.

For example, using the following account information:

	Acct. 1000-1051 (Special Gift Fund)	Acct. 1050-3001 (Petty Cash)	Acct. 1000-1352 (Checking Acct. EC 55)	Acct. 2050-1652 (Note Payable)
Beginning Balance $	1200.00	1300.00	0.00	(5000.00)
Debit Activity		450.00		5000.00
Credit Activity		(450.00)		
Ending Balance	1200.00	1300.00	0.00	0.00

The print outcome resulting from each print option would be:

Option Chosen----->	1 (All)	2 (Balance)	3 (Activity)	4 (Balance or Activity)
Special Gift Fund	Include - Y	Include - Y	Include - N	Include - Y
Petty Cash	Include - Y	Include - Y	Include - Y	Include - Y
Checking Acct EC 55	Include - Y	Include - N	Include - N	Include - N
Note Payable	Include - Y	Include - N	Include - Y	Include - Y

After you accept the information entered on the Detail Trial Balance Processor screen, the system generates the Detail Trial Balance and displays the following message:

Background Job Started

NOTE: The Source Subsys column of the report contains a detailed source in addition to the subsystem. For example, instead of just PA (which indicates the Patient Accounting system), PA DPRF is shown to indicate Patient Accounting Department Professional Fees. Additional information provided for Payroll entries includes pay cycle, cycle type, and pay period. For example, a journal entry generated as a result of running a regular payroll for pay period 8, for a cycle type with a code of BW (bi-weekly) could show as PRBWR08 in the Source Subsys column.

SUMMARY TRIAL BALANCE (FGL220)

The STAR Financials General Ledger system's summary trial balance provides an overview, by period, of the account activity and resulting balances within your departments or account. This function enables you to generate a summary trial balance for one or more departments or subaccounts within an entity. To further summarize the information, you can suppress any accounts which have zero balances.

An example of this report is included in Chapter 7: General Ledger Reports of this volume.

After selecting the Print Summary Trial Balance function, the system prompts you to enter this information:

Enter entity code or '-' for list--

Enter fiscal year, '-' for list or '=' for current year--

Enter the necessary code in response to each prompt, or display and select from a list of entity codes or fiscal year definitions.

When all information is entered, the system displays the following Summary Trial Balance screen. After you complete the processor screen, the system displays the message Background Job Started and then returns to the GL Accounts Menu.

```
              General Hospital Summary Trial Balance Processor
                                         Mon Jun 10, 2002 04:36 pm
Ent : MODEL HOSP - ENT 02          Fiscal Yr: 2002
 1 Sort Option                  2 Department Code
   Department                      ALL
 3 Subaccount Code              4 Totals
   0050,0052,0054                  Grand totals by Subaccount,Class code
 5 Report Begin Period          6 Report End Period
   01                              06
 7 Ind/Sum                      8 Page Break
   Summary                         No
 9 Print Option
->


 (1) ALL - Print All accounts
 (2) BALANCE - Print only accounts with a dollar BALANCE not equal to zero
 (3) ACTIVITY - Print only accounts with any ACTIVITY, not considering balance
 (4) ACTIVITY or BALANCE - Print accounts with EITHER activity or balance



 Enter report choice (1, 2, 3, or 4)-
```

Field Explanations

1. SORT OPTION (10-A-R)
This field indicates whether the report will be printed by department or subaccount. Entry options for this field are D (Department) or S (Subaccount).

The following prompt displays:

> *Sort by (D)epartment or (S)ubaccount-*

The entry will display as Department or Subaccount.

2. DEPARTMENT CODE (30-AN-R) OR (TABLE LOOKUP)
This field indicates which departments should print.   The following prompt displays:

> *Enter department code, 'ALL', leading char '-', or (R)ange -*

If you want to select more than one department, where all are not contained in a single Range, you must enter a hyphen (-). This displays the choices of departments and also allows the system to validate the departments. From here you can choose ranges of departments, as well as individual departments. You can press ENTER to view selections from the display of additional departments on the following page(s). If you must remove a selection, a hyphen (-) followed by the appropriate number must be entered in the Lookup screen that contains the selection. Selections can only be removed before the Department Code field has been completed. When finished making selections, press ENTER to end the selection process.

If you enter **R** (Range), the system prompts you to enter the beginning and ending department numbers. The following prompts are displayed:

> *Enter FROM Department or '-' for a list -*

> *Enter TO Department or '-' for a list -*

To select a department from a list, enter a hyphen (-), make your selection, and press ENTER.

You can enter **ALL** to report on all departments, or enter a leading character to view choices from a lookup.

If changes need to be made to the department selection criteria after the choices are displayed on the processor screen in the Department Code field, you must rekey all of the entries for the field, not just the one modification. This allows the system to verify that duplicates of valid departments have not been entered. Once the department field is filled in, the system prompts for Subaccount Code.

This field entry will display up to 30 characters to allow for multiple selections.

3. SUBACCOUNT CODE (30-AN-R) OR (TABLE LOOKUP)
This field indicates which subaccounts should print. The following prompt displays:

Enter subaccount code, 'ALL', leading char '-', or (R)ange -

If you want to select more than one subaccount, where all are not contained in a single Range, you must enter a hyphen (-). This displays the choices of subaccounts and also allows the system to validate the subaccounts. From here you can choose ranges of subaccounts, as well as individual subaccounts. You can enter a slash (/) to view selections from the display of additional subaccounts on the following page(s). If you need to remove a selection, enter a hyphen (-) followed by the appropriate number in the lookup screen that contains the selection. Selections can only be removed before the Subaccount Code field has been completed. When finished making selections, press ENTER to end the selection the process.

If you select **R** (Range), the system prompts you to enter the beginning and ending subaccount numbers. The following prompts are displayed:

Enter FROM Subaccount or '-' for a list -

Enter TO Subaccount or '-' for a list -

To select a subaccount from a list, enter a hyphen (-).

You can enter **ALL** to report on all subaccounts, or a leading character to view choices from a lookup.

If changes need to be made to the Subaccount selection criteria after the choices are displayed on the processor screen in the Subaccount Code field, you must rekey all of the entries for the field, not just the one modification. This allows the system to verify that duplicates of valid subaccounts have not been entered. Once the subaccount field is completed, the system prompts for Totals.

This field entry will display up to 30 characters to allow for multiple selections.

4. TOTALS (22-A-O)
This field allows you to choose various ways to total the report. The following prompt is displayed:

Grand Totals by Dept/Sub (G), Grand Totals by Class Code (C), or 'ALL'-

The prompt reads differently depending on the Sort Option chosen. If the report is sorted by subaccount, the prompt reads Grand Totals by Dept. If the report is sorted by department, the prompt reads Grand Total by Sub.

If **ALL** is selected, the choices are displayed on the processor screen as follows:

Department, Class Code (if sort option is by subaccount)

-or-

> *Subaccount, Class Code (if sort option is by department)*

The chosen totals Dept/Sub Grand Totals and/or Class Code Grand Totals are listed at the end of the STB report.

If you do not want any additional totals in the report, bypass the above selections by pressing ENTER at the initial prompt.

5. REPORT BEGIN PERIOD (2-N-R)
This field contains the beginning period for the report data. The entry range is 01 to 13. The default is the first fiscal period.

The Print Option fields use this period in determining whether an account should print.

The following prompt is displayed:

> *Enter Beginning Report for report(01)*

NOTE: The Report Begin Period must be equal to or less than the Report End Period.

6. REPORT END PERIOD (2-N-R)
This field contains a user-defined value that indicates the ending period for the report data. The entry range is 01 to 13. The default is the current period listed in the Entity Masters.

The Print Option fields use this period in determining whether an account should print.

The following prompt displays:

> *Enter Ending Period for report (current)*

NOTE: The Report End Period must be equal to or greater than the Report Begin Period.

7. IND/SUM (1-A-R)
This field contains the option that allows you to print the STB Individual data or Summary data. By selecting Individual, individual periods on the report are displayed with the debits, credits, and ending balance for each period. By selecting Summary, the periods will be summarized on one line of data, printing the beginning balance, debits and credits, and the ending balance for the Department/Subaccount.

The following prompt displays:

> *(I)ndividual or (S)ummary periods (S)-*

The screen displays the choice as Individual or Summary.

8. PAGE BREAK (1-A-R)
This field indicates whether you want to page break within the report. Valid values are
Y for Yes and N for No; the default is N.

If you sort the report by Department the following prompt will display:

Page Break by Department (Y/N) [N]

If you sort the report by subaccount the following prompt will display:

Page Break by Subaccount (Y/N) [N]

The screen displays the choice as Yes or No.

9. ALL ACCOUNTS (1-N-R)
The Print Option field provides four options for further specifying the items to be
included in the Detail Trial Balance Report. Select one of the following print options:

1   ALL - print all accounts that meet the criteria listed in fields 1-6.

2   BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have
    a year to date (YTD) balance at the end of the Report Period in an amount other
    than zero. For example, if an account has had 100 entries posted to it, but all of
    those entries along with the beginning balance add up to a zero balance, then that
    account is not printed if this option is chosen.

3   ACTIVITY - print accounts that meet the criteria listed in fields 1-6 only if they have
    had activity during the Report Period. For example, if an account has a YTD
    Balance, but has not had activity during the selected Report Period, then that
    account is not printed if this option is chosen. "Activity" is defined as any posting to
    the General Ledger, even if the net of those postings is zero.

4   ACTIVITY or BALANCE - print accounts that meet the criteria listed in fields 1-6
    only if they have either activity or a balance not equal to zero. This option is
    differentiated from choice 1 (ALL) because it does not include accounts that have
    a zero beginning balance, no activity, and no ending balance.

For example, using the following account information:

	Acct. 1000-1051 (Special Gift Fund)	Acct. 1050-3001 (Petty Cash)	Acct. 1000-1352 (Checking Acct. EC 55)	Acct. 2050-1652 (Note Payable)
Beginning Balance $	1200.00	1300.00	0.00	(5000.00)
Debit Activity		450.00		5000.00
Credit Activity		(450.00)		
Ending Balance	1200.00	1300.00	0.00	0.00

The print outcome resulting from each print option would be:

Option Chosen----->	1 (All)	2 (Balance)	3 (Activity)	4 (Balance or Activity)
Special Gift Fund	Include - Y	Include - Y	Include - N	Include - Y
Petty Cash	Include - Y	Include - Y	Include - Y	Include - Y
Checking Acct EC 55	Include - Y	Include - N	Include - N	Include - N
Note Payable	Include - Y	Include - N	Include - Y	Include - Y

After you accept the information entered on the Summary Trial Balance Processor screen, the system generates the Summary Trial Balance and displays the following message:

Background Job Started

GL SECURITY FOR DISPLAY ACCOUNT ACTIVITY

Each STAR user with a Hospital Employee File can be "linked" to individual entities and departments, thus authorizing them to view only journal entries for those entity/ departments within the GL Display Account Activity processor.

Drill-down capability with this GL Security feature depends on several parameters throughout the STAR system:

- Hospital Employee File: Create/Edit Personnel Records (Valid Entities field)
- Hospital Employee File: Employee Demographics (Entity - GL Department(s) field)
- GL Entity Masters (GL Security field)
- Materials Management System: General Function Control (Capture GL Detail field)
- Accounts Payable System: Entity Parameters (View AP Detail field)

Hospital Employee File: Create/Edit Personnel Records (Valid Entities field)

```
            General Hospital Create/Edit Personnel Records Processor
                                          Tue Jun 22, 2004 08:36 am

 ALLSTAR   1 ID Code    2 Name                3 Init    4 Employee Number
            123456789    A,HOSPITAL EMPLOYEE    HEA       11111111111
 5 STAR Environments                         6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By              10 Edit Date


 PRODUCT   11 Position              12 Allergy Privileges  13 Beeper     14 CRT
            48 Dept Supervisor       Add/Modify
15 Initial Menu        16 Lock Comment 17 Temporary Security     18 Until
   NP-Sup/Adm
19 Department          20 Facilities        21 Security
                                             Dept Sup/Head 61
22 Pharmacy Employee Type 23 Valid Entities     24 Resource Code
   Non-Pharmacy
25 CliniCom Group        26 NPIIR    27 Edit By              28 Edit Date
                                     Smith, John              05/16/03


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

23. VALID ENTITIES (3-A-R)
Use this field to link the employee to an existing entity or entities in the STAR system. You can enter one or more entity codes in this field, or enter **ALL** to allow the employee access to all entities in the system. If this field is not defined, the Entity - GL Department(s) field on the Employee Demographics screen does not accept any entries (see next page).

For more information about the Hospital Employee File, see the *ALLSTAR SignOn User's Guide*.

Hospital Employee File: Employee Demographics (Entity - GL Department(s) field)

```
                    General Hospital Edit Employee Demographics Processor
                                              Wed Jun 14, 2006 04:23 pm

  1 Name                      2 Position              3 Employee Number  4 ID Code
    TEST,ADMISSIONS          47 Dept Director              55               ADM
  5 Soc Sec Num  6 License #      7 Hire Date    8 Termination   9 Birthdate

 10 Address                      11 City              12 State   13 ZIP Code

 14 Home Phone      15 Work Ext.   16 Pharmacy Employee Type
                                      Non-Pharmacy
 17 Payroll Entity               18 Payroll Number      19 Soc Sec Format
                                                           XXX-XX-NNNN
 20 Edit By                      21 Edit Date
    Bell,Tracy A                    05/24/06
 22 Entity   GL Department(s)    23 Table Maintenance    24 View Tables




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

21. ENTITY - GL DEPARTMENT(S) (C-AN-O for Entity/GL Departments)
Use this dual-entry field to define all Entities and GL Departments that the employee is authorized to access in GL Display Account Activity.

- If you perform a hyphen (-) lookup of Entities, the system will display only the "Valid Entities" already defined for this employee in Hospital Employee File - Create/Edit Personnel Records. One entity code per line can be defined.

- If you perform a hyphen (-) lookup of GL Departments, you can choose one or multiple GL Departments displayed; or enter **ALL** in the GL Department(s) field to authorize the employee to view all departments of that entity in GL Display Account Activity.

- The screen displays up to six lines of defined entity/department combinations at a time; but more can be defined. Press F2 to scroll down through the entity/ departments allowed for this employee.

- If an entity or department is not entered in this field, the employee will be denied viewing access to that entity/department's journal entries in Display Account Activity, if GL Security has been invoked for the entity in GL Entity Masters. If security has *not* been invoked for the entity, the current access capability for employees remains unchanged.

GL Entity Masters (GL Security field)

This field determines whether each entity's GL Security is enabled/disabled for GL Display Account Activity.

- If you *disable* an entity for GL Security, all employees who are linked to that entity in their Hospital Employee Files (Valid Entities field in Create/Edit Personnel Records), and who have access to STAR GL, will be allowed viewing access to the entity's journal entries in Display Account Activity.

- If you *enable* an entity for GL Security, the system will check for each user's authorized entity/department combinations defined in the Hospital Employee File - Edit Employee Demographics. If the entity/department is not found, the user will be blocked from viewing its journal entries in GL Display Account Activity.

- If you *enable* an entity for GL Security, and then later *disable* it, the system will not erase the authorized entity/department combinations defined in the Hospital Employee File - Edit Employee Demographics (the system will simply ignore the settings there). If you later *enable* the entity's GL Security again, the same settings will apply once more.

For more information about this setting, see "16. GL SECURITY (1-A-R)" on page 2-8 in Chapter 2: Master Files of this volume.

Materials Management System: General Function Control (Capture GL Detail field)

If STAR Materials Management is interfaced to STAR General Ledger, the **CAPTURE GL DETAIL** field on the General Function Control screen must be set to Yes, and the **DETAIL RETENTION # OF DAYS** field set according to the hospital's needs (long enough for accessibility, but short enough to free-up disk space when needed).

For more information about these fields, see Chapter 3: Parameters in the *Materials Management Processes Volume*.

Accounts Payable System: Entity Parameters (View AP Detail field)

If STAR Accounts Payable is interfaced to STAR General Ledger, the **VIEW AP DETAIL** field in AP Entity Parameters must be set to Yes in order to view Accounts Payable journal entry detail information in Display Account Activity. If multi-entity journal entries are made, you must make sure that this field is set to Yes for both entities to retain detail for each entity.

For more information about this field, see Chapter 3: Parameters in the *Accounts Payable Volume*.

Chapter 4 - JOURNAL ENTRIES

STAR Financials General Accounting Reference Guide - General Ledger Volume
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INTRODUCTION

The STAR Financials General Ledger system updates account balance records by posting journal entries. The system requires that all journal entries be balanced and approved before posting, insuring that an entity's general ledger is always in balance.

The journal entry examples presented in this chapter illustrate how the system would operate without supporting Accounts Receivable, Accounts Payable, or Payroll systems. Since most institutions have these support systems (which post recurring journal entries and generate standard journal entries without customer intervention), the descriptions of standard and recurring journal entries appear only to demonstrate these functions. In these automated environments, manual journal entries are used for correcting coding errors caused by input or processing problems.

This chapter explains how to maintain manual, recurring and standard journal entries, how to approve and display entries, how to perform demand posting and how to generate Journal Entry Reports.

Both the Journal Entries function and the Miscellaneous Cash Posting function are included in this chapter of this document.

JOURNAL ENTRY NUMBER ASSIGNMENT

A journal entry receives its identifying number based on the definitions in the Fiscal Year Definitions File (see "FISCAL YEAR DEFINITIONS" on page 2-11). Although some institutions elect to manually number journal entries, most allow the system to automatically assign journal entry numbers. (If you elect to manually assign journal entry numbers, the maximum length is seven digits.) This reference guide assumes automatic (system-provided) journal entry number assignment.

Journal entry numbers cannot be used more than once in a fiscal year. System-generated journal entry numbering restarts at 0000001 with each new fiscal year.

NOTE: Once the journal entry number assignment method has been chosen, it should not be changed during the fiscal year.

An important feature of the General Ledger system is its ability to display both the summary and detail information for a journal entry. This feature is represented by a sequence of two Journal Entry Maintenance screens. The processing aspects of the journal entry (reversibility, referring JE#, referring entity, date entered, posting period, etc.) appear on the first screen. The second screen provides the line item detail for the journal entry.

JOURNAL ENTRY STATUS

Journal entries can have one of the following statuses:

STATUS	DESCRIPTION
BALANCED	JE's debits equal credits; ready for approval.
UNBALANCED	JE's debits and credits do not balance. Entry cannot be posted.
APPROVED	JE in balance and ready for posting.
HOLD	JE in balance but held for manual approval.
INCOMPLETE	JE's line items missing.
ERRORS	JE contains errors. System attempted to post entry but could not. System displays explanatory error message.
COMPLETE	JE has been posted. Recurring Journal entries can display with a status of Complete, but no changes are allowed. (Manual and Standard journal entries cannot be displayed after completion.)

INTERCOMPANY JOURNAL ENTRIES

Intercompany journal entries are entered from the same options as single entity journal entries. The STAR General Ledger system can accommodate up to 11 entities within one intercompany journal entry. The options include:

> Manual Journal Entries
>
> Recurring Journal Entries
>
> Standard Journal Entries

Each of these options allow you to enter journal entries which will post against another entity or entities. The journal entry must be balanced before the processor will create the corresponding expense entry lines.

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.

The following example illustrates the way revenue or expenses can be posted across entities:

A professional building is rented by a hospital parent company and two hospitals. The cost of the rent is divided between the hospitals(02) and (03) and the parent company(01), but it is paid by the parent company.

You would enter the following lines:

Entity	Department	Subaccount	Description	DR/CR	Amount
01	1000	2000	Cash	CR	5000.00
01	6000	2000	Rent Exp	DR	2500.00
02	6000	2000	Rent Exp	DR	1250.00
03	6000	2000	Rent Exp	DR	1250.00

After the initial accept of the journal entry, the following lines would be added:

Entity	Department	Subaccount	Description	DR/CR	Amount
01	2080	2202	Due To/From	DR	1250.00
02	1080	1200	Due To/From	CR	1250.00

Entity	Department	Subaccount	Description	DR/CR	Amount
01	2080	2202	Due To/From	DR	1250.00
03	1080	1200	Due To/From	CR	1250.00

Since the home entity could have a different Due To/From account for its relationship with each link entity, the home entity Due To/From account will be split for each different link entity relationship within the journal entry. This occurs even if the Due To/From account is the same for each link entity relationship.

To create an intercompany journal entry, select the Journal Entries option from the main menu, and then select one of the following from the Journal Entry Maintenance menu: Manual Journal Entries, Recurring Journal Entries, or Standard Journal Entries. The screens for these options contain the Intercompany Journal Entry field which you can use to identify an entry as intercompany.

MANUAL JOURNAL ENTRIES

The manual journal entry function enables you to:

- Establish new journal entries

- Modify existing journal entries

- Identify intercompany journal entries

- View existing journal entries

- Delete entries that have not been posted

- Assign a journal entry to a specific project

- Automatically reverse an entry in a future period

Manual journal entries (MJEs) display Edit By and Edit Date information on the processor screen when the journal entry is first added. These fields are updated each time the journal entry is edited before posting.

Once journal entries are posted, they can not be viewed online in this function.

When you access this function the system displays a Journal Entry menu similar to the following:

```
              General Hospital Journal Entry Maintenance Processor
                                            Wed Jan 23, 1991 02:04 pm
 Journal Entry Maintenance Input Options

           Option No.  Option
           --------------------------------------
  Maintain      1       Manual Journal Entries
                2       Recurring Journal Entries
                3       Standard Journal Entries

                4       Approve Journal Entries
                5       Display Journal Entries
                6       Run Demand Posting
                7       Print Journal Entry Reports




  Enter option number--
```

The Recurring Journal Entries and Standard Journal Entries options contain secondary menus that you can use to maintain, print or display recurring and standard journal entries.

Select Maintain Manual Journal Entries from the initial menu. The following prompt displays:

Enter entity code or '-' for list--

Enter the entity code, or enter a hyphen (-) to select from a list of entity codes. The following prompt displays:

Enter fiscal year, '-' for list or '=' for current year--

You can enter the four-digit fiscal year, enter a hyphen (-) to select from a list of fiscal years, or enter an equals sign (=) to select the current fiscal year. The following prompt displays:

Enter journal entry number, '-' to list, add (A), copy standard (C)--

Enter the desired journal entry number or enter a hyphen (-) to select from a list of journal entry numbers.

To add a new journal entry, enter **A**.

To copy a standard journal entry, enter **C**. The following prompt displays:

Enter standard journal entry number, or '-' to list--

Enter the number of the standard journal entry to be copied, or enter a hyphen (-) to select from a list of standard journal entries. (Refer to Copy A Standard Journal Entry in this chapter for more information.)

Once the journal entry number is selected, the Manual Journal Entry Maintenance screen displays.

```
          General Hospital Manual Journal Entry Maintenance Processor
                                            Fri Dec 30, 1994 10:10 am
 Ent : ST. CHRISTOPHER'S HOSPITAL          Fiscal Yr: 1994
  1 Post Date     2 Post Fiscal Year            3 Post Period
    12/15/1994        94                            12
  4 Reverse?      5 Reverse Fiscal Year         6 Reverse Period
    No
  7 Ref JE #      8 Ref Entity                  9 Ref FY
    1               BA                            1994
 10 Project ID              11 Source          12 Subsystem
                              MJE                 GL
 13 JE Number    14 Description of Entry       15 Date Entered
    0000001         Reclass Expenses             12/15/1994
 16 Edit By                                    17 Edit Date
    L.Mathers                                    12/30/1994
 18 Entry Status    19 Error Description       20 Interco JE
    Approved                                      Yes




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

Field Explanations

1. POST DATE (6-N-R)
This field contains the posting date for this journal entry. The system automatically loads the current date as the default; to make this a future date, enter a slash (/) followed by the field number (1) to return to the field, then enter the new date.

2. POST FISCAL YEAR (DISPLAY ONLY)
This field contains the four-digit fiscal year in which the journal entry posts.

3. POST PERIOD (2-N-R)
This field indicates the period in which the journal entry posts. When you access the screen, the cursor resides in this field and a prompt displays for you to enter the post period:

Enter period to post this entry (1-13)[Current]--

Press ENTER to accept the default of the current period (which is established in the Entity Master).

4. REVERSE? (1-A-R)
This field indicates whether the system should automatically reverse the journal entry in the next period. Entry options are Y for Yes and N for No; the default value is N.

5. REVERSE FISCAL YEAR (4-N-R)
This field contains four-digit fiscal year in which the journal entry reverses.

6. REVERSE PERIOD (2-N-R)
This field contains the period in which the journal entry reverses.

7. REF JE # (7-N-O)
This field contains the number of the journal entry associated with this journal entry.

8. REF ENTITY (TABLE LOOKUP)
This field contains the name of the entity to which the referring journal entry number belongs. Enter the entity code or enter a hyphen (-) to select from a list of entities.

9. REF FY (2-N-C) or (TABLE LOOKUP)
This field contains the last two digits of the fiscal year for the referring journal entry's entity. Enter the year or enter an equals sign (=) to display the current year. To select from a list, enter a hyphen (-). This field is required if the Reverse Period and Ref JE # fields contain values.

10. PROJECT ID (6-N-O) or (TABLE LOOKUP)
This field contains the user-defined project ID number that associates the manual journal entry with a specific project. Enter the ID number or enter a hyphen (-) to select from a list of project IDs.

NOTE: The project ID code you enter here must have been previously defined on the Project ID Code Table.

11. SOURCE (DISPLAY ONLY)
This field indicates, for the summary journal, the source of this manual journal entry (that is, standard or recurring journal entry, etc.).

12. SUBSYSTEM (DISPLAY ONLY)
This field indicates the financial subsystem (for example, AP, MM, PA, etc.) which provided this journal entry.

13. JE NUMBER (DISPLAY ONLY)
This field contains the manual journal entry number for this fiscal year.

NOTE: Depending on the options selected in the Fiscal Year Definition File, journal entry numbers are either manually or automatically assigned. (If journal entry numbers are manually assigned, the maximum field length is seven digits.) If you allow the system to assign journal entry numbers, the system completes this field. Otherwise, you must complete this field.

14. DESCRIPTION OF ENTRY (30-AN-R)
This field contains the description of the journal entry.

15. DATE ENTERED (DISPLAY ONLY)
This field contains the date when the journal entry initially entered the GL system.

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.

18. ENTRY STATUS (DISPLAY ONLY)

NOTE: This field indicates the status of the entry. Values are:

Value	Description
BALANCED	JE's debits equal credits; ready for approval
UNBALANCED	JE's debits and credits do not balance
APPROVED	JE ready for posting
HOLD	JE in balance but held for manual approval
INCOMPLETE	JE's line items missing
ERRORS	JE contains errors (posting period closed, GL account inactive, etc.)

NOTE: The system continually assesses the information you enter and assigns the journal entry a status when you press the F7 key.

19. ERROR DESCRIPTION (DISPLAY ONLY)
If the journal entry status is ERRORS, this field will contain a description of the error (for example, No detail lines, GL account no longer active, etc.). After you complete and accept the first Manual Journal Entry Maintenance screen, the system displays the second Manual Journal Entry Maintenance screen, which presents line item details.

20. INTERCO JE (1-A-O)
This field indicates whether or not the entry is an intercompany journal entry. Values are: Y(Yes) and N (No).

After you complete and accept the first Manual Journal Entry Maintenance screen, the following message displays (example shows message displayed for intercompany journal entry):

> *Intercompany Journal Entry Number XX* Assigned*

> *Record Updated*

NOTE: Intercompany journal entry numbers are followed by an asterisk. The numbering sequence for intercompany journal entries is different from single entity journal entries and is done without regard to entity. As a result, the intercompany journal entries may duplicate the single entity journal entry numbers.

The system displays a second Manual Journal Entry Maintenance screen. This screen presents line item detail for each component (entity, description, department,

subaccount, amount, debit/credit indicator) of the manual journal entry. You can edit the contents of this screen.

```
        General Hospital Manual Journal Entry Maintenance Processor
                                          Mon Aug 30, 2004 10:39 pm
Ent : HBOC MODEL HOSPITAL OF GEORGIA Fiscal Yr: 2004
JE #:        1  AP Daily Journal Entry            DR  :           10.00
Post: 10/14/2002    Per : 01                      CR  :       15,710.00
Rev : No                                          Diff:       15,700.00

Dept: NEW NEW DEFAULT DEPT               Desc : AP Compute Monthly Accruals
Acct: NEWW-NEW AGENCY CASH DEFAULT       Error:
EC  Department       Subaccount          Amount     D/C  Proj ID  Line  Error
01  1.000            00.02              $200.00  CR                 1
01  1.111            10.11            $2,380.00  CR                 2
01  1.116            10.50              $500.00  CR                 3
01  1.116            10.53           $12,500.00  CR                 4
01  1.116            10.54              $120.00  CR                 5
01  1.000            00.02               $10.00  DR                10   Error
01  1.000            00.02               $10.00  CR                40




 F1Prev Page F2Next Page F3 Insert  F4 Delete  F5Chg Desc F6 Reset  F7  Exit   ?
```

NOTES:

1. For Intercompany Journal entries, you can edit the contents of the second Manual Journal Entry Maintenance screen only prior to the creation of the Due To/From Accounts.

2. If the JE contains errors, the system flags the individual incorrect line item on the second Manual Journal Entry Maintenance screen and details the error in the Error Description field on the first Manual Journal Entry Maintenance screen.

Field Explanations

ENT (DISPLAY ONLY)
This field contains the name of the entity to which this journal entry belongs.

FISCAL YR (DISPLAY ONLY)
This field contains the four-digit fiscal year to which this journal entry belongs.

JE # (DISPLAY ONLY)
This field contains both the journal entry's identifying number and up to 30 characters of description.

DR (DISPLAY ONLY)
This field is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

POST (DISPLAY ONLY)
This field contains the posting date for this journal entry.

PER (DISPLAY ONLY)
This field contains the fiscal period in which this journal entry posts.

CR (DISPLAY ONLY)
This field is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

REV (DISPLAY ONLY)
This field indicates whether the journal entry should reverse in the next period.

DIFF (DISPLAY ONLY)
This field is a system-maintained field that displays the current dollar difference between the journal entry's debits and credits.

DEPT (DISPLAY ONLY)
This field is a system-maintained field naming the department of the currently selected line item.

DESC (DISPLAY ONLY)
This field contains the description of the selected line item.

ACCT (DISPLAY ONLY)
This field is a system-maintained field that describes or names the GL account component of the currently selected line item.

ERROR (DISPLAY ONLY)
This field provides additional information on an individual line item's error.

EC (2-AN-R) or (TABLE LOOKUP)
This field contains the entity code for either the home or link entity. If this is not an inter-company journal entry, this field contains the entity code entered at the initial entity code prompt and is display only. At least one line in the intercompany journal entry must contain the home entity code. If this field is not the home entity, the entity code will be validated against the Intercompany Link Table to validate that the Due To/Due From link is correctly established.

DEPARTMENT (10-N-R) or (TABLE LOOKUP)
This field contains the code of the GL department to be posted. You provide the department code; the system provides the department description. The number of digits the department code can contain is determined by the parameters set up on the Fiscal Year Definitions screen. See "FISCAL YEAR DEFINITIONS" on page 2-11.

SUBACCOUNT (10-N-R)
This field contains the code of the GL subaccount to be posted. You enter the subaccount code; the system provides the subaccount description. The number of digits the subaccount code can contain is determined by the parameters set up on the

Fiscal Year Definitions screen. See "FISCAL YEAR DEFINITIONS" on page 2-11.

AMOUNT (14-N-R)
This field contains the amount of the line item. Twelve (12) numbers can be entered; 14 characters (including commas and dollars signs) will display. The maximum amount allowed in this field is determined by the maximum balance defined for a particular subaccount in the Subaccount Master File.

D/C (1-A-R)
This field indicates whether the subaccount's normal balance is a debit or credit.

PROJ ID (6-N-O)
This field is a user-defined field containing up to six characters that associates a line item with a specific project.

NOTE: Any codes entered in this field must have been previously defined in the Project ID Codes Table.

LINE (DISPLAY ONLY)
This field contains a system-maintained line number. The lines are increased 10 lines at a time to allow you to enter new line items into the journal entry. To insert lines press the F3 key.

ERROR (DISPLAY ONLY)
This field contains a system-maintained flag that indicates, for a particular line item, an error condition. If a line item has errors, the Error field provides a brief description of the error (for example, GL account no longer active).

Completing the function

When you have a balanced journal entry and press the F7 key, the following prompt displays:

> *Accept changes (A) or edit (E) [A]--*
> *Status of entry is Approved*

If you entered Yes in the Interco JE field (indicating an intercompany journal entry), the following message is displayed after Accepting the entry.

> *System is creating Due To/From Accounts*

The Due To/From Accounts are displayed. To accept, press the F7 key. The following prompt is displayed:

> *Accept change (Y/N) [Y]?--*
> *Status of entry is Approved*

After accepting the entry, the following message displays:

Records Updated

NOTE: During the creation of the Due To/From Accounts, the system verifies that the accounts used in the Intercompany Link table are valid and active. If an intercompany account is inactive or invalid, the system defaults it to the suspense account. The following message displays:

Account xxxx-xxxx in Entity xx is Not Active. Defaulting to Suspense Account!

The suspense account will display in the entry, and will post to this account. You must add a manual journal entry after posting to move the suspense account posting to the correct account.

Once you complete the second Manual Journal Entry Maintenance screen, the system redisplays the journal entry number prompt. You can select another journal entry to maintain or return to the Journal Entry Menu.

RECURRING JOURNAL ENTRIES

Recurring Journal Entries (or RJEs) represent business expenses which recur on a scheduled basis for a established amount. These expenses can include rent, salaries, insurance payments or other expenses. In a typical automated environment, supporting systems (AP, AR, FA, etc.) generate and receive these recurring journal entries, which the GL tracks and logs without customer intervention.

Recurring journal entries also show who creates the journal entry on the processor screen, as well as who edits it. When the recurring journal entry (RJE) becomes a manual journal entry, the user's name and the date on the MJE screen is that of the user who last edited the RJE before it becomes an MJE. These fields continue to update if the MJE is edited before posting.

NOTE: When creating a recurring journal entry, remember to verify that the Lead Days and RJE Approval fields in the GL Entity Master are set up correctly. These two fields affect the creation and posting of recurring journal entries. An example of the GL Entity Master screen is found under "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files.

Maintain Recurring Journal Entries

When you access the Maintain Recurring Journal Entries function, the system displays a menu similar to the following:

```
            General Hospital Recurring Journal Entry Functions Processor
                                               Wed Jan 23, 1991 03:09 pm
  Recurring Journal Entry Functions Input Options


            Option No.  Option
            ----------------------------------------
                1       Maintain Recurring Journal Entries
                2       Print Recurring Journal Entries
                3       Display Recurring Journal Entries










   Enter option number--

```

After you choose the option, the following prompt displays:

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

Enter the entity code, or enter a hyphen (-) to select from a list of entity codes. The following prompt displays:

Enter recurring journal entry number, 'A' to add or '-' to list--

Enter the number of the recurring journal entry or enter a hyphen (-) to select from a list of journal entry numbers. To add a recurring journal entry, enter **A**. After you enter the journal entry number, the system displays the first of two screens:

```
          General Hospital Maintain Recurring Journal Entries Processor
                                         Fri Dec 30, 1996
 10:10 am
 Ent : ST. CHRISTOPHER'S HOSPITAL
  1 Start Date     2 Start FY                3 Start Period
    01/15/1994       1994                      01
  4 Reverse?       5 Reverse Start FY        6 Reverse Start Per
    No
  7 Ref JE #       8 Ref Entity              9 Ref FY

 10 Project ID                   11 Description of Entry
                                    PHYSICIAN SALARIES
 12 Date Entered  13 SubSystem    14 Source          15 Entry Status
    01/15/1994       GL              RJE                 Approved

 16 Interval       17 # To Generate          18 Generated To Date
    1                12                         12
 19 Last Post FY  20 Last Post Per           21 Last Generated Date
    1994             12                          12/01/1994
 22 Next Post FY  23 Next Post Per           24 Next Scheduled Post Date

 25 Edit By                  26 Edit Date    27 Interco JE
    L. Mathers                  12/30/1994
 Enter field number or '/' starting field number--
                   next screen(/) or previous screen(/P) [/]
```

When you access each field on this screen, the prompt at the bottom of the screen will contain instructions for entering information into that field. The default entry (if any) will appear in the prompt [in brackets]; press ENTER to accept it, or type a different entry and then press ENTER.

Field Explanations

1. START DATE (8-N-R)
This field contains the date to start posting this recurring journal entry. The Start Date must be today's date or later. You can accept the default [Current System Date] shown in the prompt, or enter a different date.

2. START FISCAL YEAR (4-N-R)
This field contains the four digits of the fiscal year in which the recurring journal entry first posts. The default [Current Fiscal Year] shown in the prompt will be determined by the current fiscal year in the Entity Master, but you can enter a different fiscal year. If this field already contains a Fiscal Year entry and you change it, the system will clear **START PERIOD** (see next field), and you must redefine the Start Period.

3. START PERIOD (2-N-R)
This field indicates the period in which the recurring journal entry first posts. The default [Current Period] shown in the prompt is determined by the current period in the

Entity Master, but you can enter a different period. This field is cleared If **START FISCAL YEAR** (see previous field) is changed; you must then re-define the Start Period.

4. REVERSE? (1-A-O)
This field indicates whether the system should automatically reverse the journal entry. The system defaults to the next period. Entry options are Y for Yes and N for No; the default value shown in the prompt is N.

5. REVERSE START FY (4-N-C)
This field contains the four-digit fiscal year in which the journal entry reverses. If the Reverse? field contains Yes, this field must be completed.

6. REVERSE START PER (2-N-C)
This field indicates the period in which the journal entry reverses. If the Reverse? field contains Yes, this field must be completed.

7. REF JE # (7-N-O)
This field indicates the number of the journal entry associated with this journal entry.

8. REF ENTITY (2-AN-O)
This field indicates the entity code for the entity to which the referring journal entry number belongs.

9. REF FY (4-N-O)
This field contains the four-digit fiscal year for the referring journal entry's entity.

10. PROJECT ID (6-N-O) or (TABLE LOOKUP)
This field contains the user-defined project ID number that associates the manual journal entry with a specific project. Enter the ID number or enter a hyphen (-) to select from a list of project ID numbers.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

11. DESCRIPTION OF ENTRY (30-AN-O)
This field contains the description of the journal entry.

12. DATE ENTERED (DISPLAY ONLY)
This field contains the date that indicates when the journal entry initially entered the GL system.

13 SUBSYSTEM (DISPLAY ONLY)
This field indicates the financial subsystem (for example, AP, FA, MM, etc.) which provided this journal entry.

14. SOURCE (DISPLAY ONLY)
This field indicates, for the summary journal, the source of this recurring journal entry (for example, standard or recurring journal entry).

15. ENTRY STATUS (DISPLAY ONLY)

NOTE: This field indicates the status of the entry. Values are:

Value	Description
BALANCED	JE's debits equal credits; ready for approval
UNBALANCED	JE's debits and credits do not balance
APPROVED	JE ready for posting
HOLD	JE in balance but held for manual approval
INCOMPLETE	JE's line items missing
ERRORS	JE contains errors (posting period closed, GL account inactive, etc.)
COMPLETE	JE has been posted. No changes are allowed.

NOTE: The system continually assesses the information you enter and assigns the journal entry a status when you press the F7 key.

After a Recurring Journal Entry's status is Complete, no changes are allowed to the screen.

16. INTERVAL (2-N-O)
This field indicates, in periods, the frequency of posting. Enter **1** to post every month, **2** to post every other month, **3** to post once each quarter, etc.

17. # TO GENERATE (2-N-R)
This field contains the total number of recurring journal entries the system should generate.

NOTE: This field can be updated only before an RJE is complete. Once the status is complete, the entry must be recreated as a separate RJE.

18. GENERATED TO DATE (DISPLAY ONLY)
This is a system-maintained field containing the total number of this recurring journal entry generated to date.

19. LAST POST FY (DISPLAY ONLY)
This is a system-maintained field that indicates, using the four-digit fiscal year, when the entry last posted.

20. LAST POST PER (DISPLAY ONLY)
This is a system-maintained field that indicates the last period during which the entry posted.

21. LAST GENERATED DATE (DISPLAY ONLY)
This is a system-maintained field that indicates the last date on which the entry was generated.

22. NEXT POST FY (DISPLAY ONLY)
This is a system-maintained field that indicates, using the four-digit fiscal year, when the entry is next scheduled to post.

23. NEXT POST PER (DISPLAY ONLY)
This is a system-maintained field that indicates the next period during which the entry is scheduled to post.

24. NEXT SCHEDULED POST DATE (DISPLAY ONLY)
This is a system-maintained field that indicates the first day of the next posting period scheduled. If this is a new RJE, this field displays the Start Date.

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

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

27. INTERCO JE (1-A-O)
This field indicates whether or not the entry is an intercompany journal entry. Values are: Y(Yes) and N (No).

After you complete and accept the first Recurring Journal Entry Maintenance screen, the following prompt displays:

> *Accept this screen?(Y/N/D) [Y]--*

After accepting the screen, the following message displays:

> *Updated*

NOTE: Intercompany journal entry numbers are followed by an asterisk. The numbering sequence for intercompany journal entries is different from single entity journal entries and is done without regard to entity. As a result, intercompany journal entry numbers may duplicate single entity journal entry numbers.

The system assigns journal entry numbers for recurring journal entries during midnight processing.

The system displays a second Recurring Journal Entry Maintenance screen. This screen presents line item detail for the recurring journal entry.

```
          General Hospital Maintain Recurring Journal Entries Processor
                                             Mon Aug 30, 2004 10:39 pm
Ent : GENERAL HOSPITAL
RE #:      7  CEO CAR RENTAL ACCRUAL              DR  :          350.00
Post: 07/08/1994    Per : 07                     CR  :          350.00
Rev : Yes                                        Diff:            0.00

Dept: MED/SIR 2W                        Desc :
Acct: MED-RENT                          Error:
EC   Department      Subaccount         Amount          D/C    Proj ID  Line  Error
01   6014            08480              $350.00         DR               10
02   6015            08480              $350.00         CR               20




 F1Prev Page F2Next Page F3 Insert  F4 Delete  F5Chg Desc F6 Reset  F7  Exit   ?
```

Field Explanations

ENT (DISPLAY ONLY)
This field contains the description of the entity to which this journal entry belongs.

RE # (DISPLAY ONLY)
This field contains the journal entry's identifying number and up to 30 characters of description.

DR (DISPLAY ONLY)
This is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

POST (DISPLAY ONLY)
This field contains the initial posting date for this journal entry.

PER (DISPLAY ONLY)
This field contains the fiscal period in which this journal entry initially posts.

CR (DISPLAY ONLY)
This field is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

REV (DISPLAY ONLY)
This field indicates whether the journal entry should reverse in the next period.

DIFF (DISPLAY ONLY)
This is a system-maintained field that displays the current dollar difference between the journal entry's debits and credits.

DEPT (DISPLAY ONLY)
This is a system-maintained field naming the department of the currently selected line item.

DESC (30-AN-O)
This field contains additional description for the selected line item. To edit the description field, press the F5 key.

ACCT (DISPLAY ONLY)
This field contains the description of the GL account for the currently selected line item.

ERROR (DISPLAY ONLY)
This field contains additional information on an individual line item's error.

EC (2-AN-R) or (TABLE LOOKUP)
This field contains the entity code for either the home or link entity. If this is not an inter-company journal entry, this field contains the entity code entered at the initial entity, code prompt and is display only. At least one line in an intercompany journal entry must contain the home entity code. If this field is not the home entity, the entity code will be validated against the Intercompany Link Table to validate that the Due To/Due From link is correctly established.

DEPARTMENT (10-N-R)
This field indicates the department component for the selected line item's GL account.

SUBACCOUNT (10-N-R)
This field indicates the subaccount component for the selected line item's GL account.

AMOUNT (10-N-R)
This field indicates the dollar amount of the line item. Twelve (12) numbers can be entered; 14 characters (including commas and dollars signs) will display.

D/C (1-A-O)
This field is a system-maintained field indicating whether the subaccount's normal balance is a debit or credit.

PROJ ID (6-N-O)
This field contains the project ID number that associates a line item with a specific project.

NOTE: Any codes entered in this field must have been previously defined in the Project ID Codes Table.

LINE (DISPLAY ONLY)
This field contains a system-maintained line number. The line numbers are increased ten lines at a time to allow you to insert lines. To insert lines, press the F3 key.

ERROR (DISPLAY ONLY)
This is a system-maintained field that indicates, for a particular line item, an error condition. If a line item has errors, the Error field provides a brief description of the error (for example, GL account no longer active).

COMPLETING THE FUNCTION

When you have a balanced journal entry and press the F7 key, the following prompt displays:

> *Accept changes (A) or edit (E) [A]--*
> *Status of entry is Approved*

If you entered Yes in the Interco JE field (indicating an intercompany journal entry), the following message displays after Accepting the entry.

> *System is creating Due To/From Accounts*

The Due To/From Accounts are displayed. To accept, press the F7 key. The following prompt displays:

> *Accept changes (Y/N) [Y]?--*
> *Status of entry is Approved*

After accepting the entry, the following message displays:

> *Records Updated*

NOTE: During the creation of the Due To/From Accounts, the system verifies that the accounts used in the intercompany link table are valid and active. If an intercompany account is inactive or invalid, the system defaults it to the suspense account. The following message displays:

> *Account xxxx-xxxx in Entity xx is Not Active. Defaulting to Suspense Account!*

The suspense account will display in the entry, and will post to this account. You must add a manual journal entry after posting to move the suspense account posting to the correct account.

Once you complete the second Recurring Journal Entry Maintenance screen, the system redisplays the journal entry number prompt. You can select another journal entry to maintain or return to the Journal Entry Menu.

Print Recurring Journal Entries

The Print Recurring Journal Entries function enables you to produce printed versions of your recurring journal entries for review or audit. The General Ledger system provides two review methods, printed and on-line. The next section, Display Recurring Journal Entries, describes the companion on-line review function.

After selecting the Print Recurring Journal Entries function, the system prompts you to enter an entity code, then to enter the journal entries you want to print:

> *Print (A)ll journal entries [A]--*
> *or by (S)tatus, (L)ast post date, (N)ext post date, (P)roject ID*

If you want to print all journal entries, press ENTER to accept the default of All.

If you want to print journal entries by Status, the system requires you to enter the status code for the journal entries:

> *Enter status codes to print (ABHIU)--*
> *(A)pproved, (B)alanced, (H)old, (I)ncomplete, (U)nbalanced*

If you want to print journal entries by the Last Posting Date or the Next Posting Date, the system prompts you for a start and stop date in the proper format.

If you want to print journal entries by Project ID, the system prompts you for the project ID number(s).

After you specify the report's content, a prompt displays for the report's level of detail:

> *Print (S)ummary or (D)etail report [S]--*

The system then prints the report and returns to the Recurring Journal Entry Functions Menu.

An example of the Recurring Journal Entries report (FGL410) is included in Chapter 7: General Ledger Reports.

There are no associated processor screens for this function.

Display Recurring Journal Entries

This function enables you to display all recurring journal entries defined for a particular entity. Use this option to review recurring entry processing and line item detail data prior to posting.

After selecting the Display Recurring Journal Entries function, the system prompts you to enter an entity code, then displays a selection list of available journal entries:

```
          General Hospital Display Recurring Journal Entries Processor
ENT:GENERAL HOSPITAL                               Fri Oct 25, 1994 01:17 pm
                                                          --Last Posted---
     JE #      Description                SubSys Source   Date     FY   Per
( 1) 0000002   Monthly Rent Proration       GL    RJE   12/01/1993 93   12
( 2) 0000006   AUTO APPROVAL FOR RJE        GL    RJE   07/01/1994 94   07
( 3) 0000010   RECURRING                    GL    RJE   09/01/1994 94   06




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

After you select an entry, the system displays processing information related to the entry, and gives you an option to view the entity's detail records:

```
          General Hospital Display Recurring Journal Entries Processor
ENT:GENERAL HOSPITAL                               Fri Oct 25,1996 01:17 pm
Recurring Journal Entry Number: 2
 1 Start Date     2 Start FY              3 Start Period
   01/18/1994       1994                    01
 4 Reverse?       5 Reverse Start FY      6 Reverse Start Per
   No
 7 Ref JE #       8 Ref Entity            9 Ref FY

10 Project ID                  11 Description of Entry
                                  Monthly Rent Proration
12 Date Entered  13 SubSystem   14 Source      15 Entry Status
   10/30/1994       GL             RJE            Approved
16 Interval      17 # To Generate            18 Generated To Date
   1                12                          11
19 Last Post FY 20 Last Post Per            21 Last Post Date
   1994             11                          11/01/1994
22 Next Post FY 23 Next Post Per            24 Next Post Date
   1994             12                          12/01/1994
25 Edit By                26 Edit Date      27 Interco JE
   L. Mathers                 10/25/1994
View detail records (Y/N) [Y]--
```

This screen shows the processing parameters for a recurring journal entry. Since this is a display-only function, you cannot change the contents of this screen. For field-by-field descriptions, refer to the discussion of this screen under the heading Maintain Recurring Journal Entries.

To view the detailed records for this entry, answer the prompt with Y. The system then displays the detail Recurring Journal Entries screen (shown next). If you do not want

to view the detail records, enter **N**. If this is an intercompany journal entry, the system displays the entire journal entry including the Intercompany Due To/From Accounts.

```
              General Hospital Display Recurring Journal Entries Processor
         ENT:ST. CHRISTOPHER'S HOSPITAL                    Mon Aug 30, 2004 10:39 pm

         RE #:       1  NMR LICENSE FEES                  DR  :        52,000.00
         Post: 01/04/1994    Per : 01                     CR  :        52,000.00
         Rev : No                                         Diff:             0.00

         Dept: ADMIN&GEN                          Desc :1 of 6 payments of $52K
         Acct: OTHR-OTHER EXPENSES                Error:
         EC  Department     Subaccount       Amount         D/C     Proj ID Line  Error
         01  01             007              $52,000.00     DR               10
         02  02             018              $52,000.00     CR               20




                              F1Prev Page F2Next Page F7  Exit
```

Once you have finished reviewing the detail records, you can return to the entry listing and select another recurring entry to review or return to the Recurring Journal Entry Menu.

This screen, the last in the display sequence, shows the line item detail for the recurring journal entry. If this is an intercompany journal entry, it is not yet split by entity and will include all entities that are part of the intercompany journal entry. Since this is a display-only function, you cannot change the contents of this screen.

For field-by-field descriptions, refer to the discussion of this screen under the heading Maintain Recurring Journal Entries.

STANDARD JOURNAL ENTRIES

To help you manage variable expenses which occur on a regular basis, the General Ledger system provides the standard journal entry. Standard journal entries (or SJEs) define processing and line item detail, but do not contain expense amounts or GL accounts. You can use this function to copy an SJE, provide the specific information needed, and process the entry as a manual journal entry. This procedure streamlines the effort involved in generating these journal entries.

NOTE: You must define standard journal entries before using this function. Refer to the heading Maintain Standard Journal Entries later in this chapter for further information on defining template SJEs.

Standard journal entries (SJEs) also retain the name and date of the user who creates or last edits the SJE before it is copied to an MJE. The initials of the person who copies the SJE to an MJE remain in the Edit By field on the processor screen of the MJE when it is copied. The Edit By and Edit Date fields continue to update if the MJE is edited before posting.

Copy a Standard Journal Entry

To copy a standard journal entry, select the Maintain Manual Journal Entries function. The following prompt displays:

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

Enter the entity code, or enter a hyphen (-) to select from a list of entity codes. The following prompt displays:

> *Enter fiscal year, '-' for list or '=' for current year--*

You can enter the four-digit fiscal year, enter a hyphen (-) to select from a list of fiscal years, or enter an equals sign (=) to select the current fiscal year. The following prompt displays:

> *Enter journal entry number, '-' to list, add (A), copy standard (C)--*

Enter **C** to copy a standard journal entry, and the following prompt displays:

> *Enter standard journal entry number, or '-' to list--*

Enter the number of the standard journal entry to be copied, or enter a hyphen (-) to select from a list of standard journal entries. After the journal entry number is entered, the system displays the first of two processor screens (as described in Maintain Manual Journal Entries). After you complete the necessary information on the first screen, the system displays the second screen. If this is an intercompany journal entry, you can edit the journal entry detail at this point because the Due To/From Accounts have not been created. Enter the specific line item amounts and press the

F7 key to accept the displayed data. The system applies the information to the Manual Journal Entry Master File and redisplays the journal entry number prompt. Then, you can copy another standard journal entry or return to the Journal Entry Menu.

Template SJEs

Template SJEs are useful for recurring expenses assigned to the same account. For example, the linen expense for a pediatric ward occurs regularly, although the actual amount varies. By defining a template SJE for this expense, you can reduce the data entry requirements each time this expense occurs. This is an amount-based transaction.

Distribution SJEs

Distribution SJEs provide a way to allocate expense by percentages. For example, radiology and laboratory departments occupy the same facility. However, you receive one rent bill and one utility bill for that facility. Using a distribution SJE, you can allocate expenses based on specific use (for example, number of square feet occupied, gallons of water or kilowatts of electricity, etc.). This is a percentage based transaction.

NOTE: You define both template and distribution SJEs in the same way. Field 4 (Type) of the first Standard Journal Entry Maintenance screen indicates the type of SJE; the second Standard Journal Entry Maintenance screen contains an Amount field for template SJEs or a Percent field for distribution SJEs.

When you select the Maintain Standard Journal Entries function, the system displays a menu similar to the following:

```
           General Hospital Standard Journal Entry Functions Processor
                                               Wed Jan 23, 1991 03:09 pm
 Standard Journal Entry Functions Input Options


          Option No.  Option
          ---------------------------------------
             1        Maintain Standard Journal Entries
             2        Print Standard Journal Entries
             3        Display Standard Journal Entries













     Enter option number--
```

Maintain Standard Journal Entries

Select Maintain Standard Journal Entries. The following prompt displays:

Enter entity code or '-' for list--

Enter the entity code, or enter a hyphen (-) to select from a list of entity codes. The following prompt displays:

Enter standard journal entry number, 'A' to add or '-' to list--

Enter the standard journal entry number, or enter a hyphen (-) to select from a list of standard journal entries. To add a standard journal entry, enter **A**. Once the journal entry number is selected, the system displays the following Standard Journal Entry Maintenance screen which provides processing parameters for the standard entry.

```
             General Hospital Standard Journal Entry Maintenance Processor
                                           Fri Dec 30, 1996 10:10 am
      Ent : ST. CHRISTOPHER'S HOSPITAL
       1 Standard Entry #          2 SubSystem                3 Source
            1                        GL                         SJE
       4 Type                      5 Entry Status             6 Date Entered
         Template                    Balanced                   10/01/1994
       7 Ref JE #        8 Ref Entity                         9 Ref FY

      10 Reverse         11 Project ID
         No
      12 Description                      Last Posting  13 Date     14 FY   15 Per
         LINEN EXPENSE                                   10/01/1994    1996    10
      16 Edit By                    17 Edit Date           18 Interco JE
         L. Mathers                    12/30/1994




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

Field Explanations

1. STANDARD ENTRY # (DISPLAY ONLY)
This field contains the code which identifies the standard journal entry.

2. SUBSYSTEM (DISPLAY ONLY)
This field contains the code indicating the financial subsystem (for example, AP, MM, PA, etc.) which provided this journal entry.

3. SOURCE (DISPLAY ONLY)
This field indicates the source of this journal entry, either a standard or recurring journal entry (SJE or RJE).

4. TYPE (DISPLAY ONLY)
This field indicates whether the journal entry is a template (amount-based) or distribution (percentage-based) entry. Entry options are T (template) and D (distribution); the default value is T.

5. ENTRY STATUS (DISPLAY ONLY)

NOTE: This field contains the status of the entry. Possible values are:

Value	Description
BALANCED	JE's debits equal credits; ready for approval
UNBALANCED	JE's debits and credits do not balance
APPROVED	JE ready for posting
HOLD	JE in balance but held for manual approval
INCOMPLETE	JE's line items missing
ERRORS	JE contains errors (posting period closed, GL account inactive, etc.)

6. DATE ENTERED (DISPLAY ONLY)
This field contains the date the journal entry initially entered the GL system.

7. REF JE # (7-N-O)
This field contains the number of another journal entry associated with this journal entry.

8. REF ENTITY (2-AN-C)
This field contains the entity code for the entity to which the referring journal entry number belongs.

9. REF FY (4-N-C)
This field contains the fiscal year for the referring journal entry's entity. Enter the four-digit year or enter an equals sign (=) to display the current year. To select from a list, enter a hyphen (-).

10. REVERSE (1-A-O)
This field indicates whether the system should automatically reverse the journal entry in the next period. Entry options are Y for Yes or N for No; the default value is N.

11. PROJECT ID (6-N-O) or (TABLE LOOKUP)
This field contains the project ID number that associates the journal entry with a specific project. Enter the ID number or enter a hyphen (-) to select from a list of project ID numbers.

NOTE: The project ID code you enter here must have been previously defined on the Project ID Code Table.

12. DESCRIPTION (30-AN-R)
This field contains the description of the journal entry.

13. (LAST POSTING) DATE (DISPLAY ONLY)
This field indicates this journal entry's last posting date.

14. (LAST POSTING) FY (DISPLAY ONLY)
This field indicates this journal entry's last posting fiscal year.

15. (LAST POSTING) PER (DISPLAY ONLY)
This field indicates this journal entry's last posting period.

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.

18. INTERCO JE (1-A-O)
This field indicates whether or not the entry is an intercompany journal entry. Values
are: Y(Yes) and N (No).

After you complete and accept the first Standard Journal Entry Maintenance screen,
the system displays the second SJE Maintenance screen, which presents line item
details.

```
            General Hospital Standard Journal Entry Maintenance Processor
                                              Mon Aug 30, 2004 10:39 pm
 Ent : ST. CHRISTOPHER'S HOSPITAL
 SE #:     1  LINEN EXPENSE                    DR  :       150,000.00
 Type: Template                                CR  :       150,000.00
 Rev : No                                      Diff:            0.00

 Dept: PEDIATRICS                         Desc :
 Acct: PEDI-INPATIENT REVENUE             Error:
 EC  Department      Subaccount         Amount        D/C    Proj ID  Line  Error
 01  01              004             $150,000.00      CR               10
 02  01              005             $150,000.00      DR               20




   F1Prev Page F2Next Page F3 Insert  F4 Delete  F5 Chg Desc  F6 Reset  F7  Exit
```

Field Explanations

ENT (DISPLAY ONLY)
This field contains the name of the entity to which this journal entry belongs.

SE # (DISPLAY ONLY)
This field contains both the journal entry's identifying number and description.

DR (DISPLAY ONLY)
This field contains the current cumulative dollar total of debits involved in this journal entry.

TYPE (DISPLAY ONLY)
This field indicates whether the entry is a template (amount-based) or distribution (percentage-based) entry.

CR (DISPLAY ONLY)
This is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

REV (DISPLAY ONLY)
This field indicates whether the journal entry should reverse in the next period.

DIFF (DISPLAY ONLY)
This is a system-maintained field that displays the current dollar difference between the journal entry's debits and credits.

DEPT (DISPLAY ONLY)
This field contains the description of the department of the currently selected line item.

DESC (30-AN-O)
This field contains additional description for the selected line item. To edit this field, press F5, Chg Desc.

ACCT (DISPLAY ONLY)
This field contains the description of the GL account component of the currently selected line item.

ERROR (DISPLAY ONLY)
This field contains additional information on an individual line item's error.

EC (2-AN-R) or (TABLE LOOKUP)
This field contains the entity code for either the home or link entity. If this is not an intercompany journal entry, this field contains the entity code entered at the initial entity code prompt and is display only. At least one line in an intercompany journal entry must contain the home entity code. If this field is not the home entity, the entity code will be validated against the Intercompany Link Table to validate that the Due To/Due From link is correctly established.

DEPARTMENT (10-N-R)
This field contains the code of the GL department to be budgeted. You provide the department code; the system provides the department description in the Dept field above. The number of digits the department code can contain is determined by the parameters set up on the FiscalYear Definitions screen (see Fiscal Year Definitions in Chapter 2: Master Files).

SUBACCOUNT (10-N-R)
This field contains the code of the GL subaccount to be budgeted. You enter the subaccount code; the system provides the subaccount description in the Acct field above. The number of digits the subaccount code can contain is determined by the parameters set up on the FiscalYear Definitions screen (see Fiscal Year Definitions in Chapter 2: Master Files).

AMOUNT (10-N-R)
This field contains the dollar amount of the line item. The maximum amount allowed in this field is determined by the maximum balance defined for a particular subaccount in the Subaccount Master File.

NOTE: On distribution standard entries, this field is labeled DISTRIBUTION, and indicates the particular percentage value associated with each line item.

D/C (1-A-R)
This is a system-maintained field indicating whether the subaccount's normal balance is a debit or credit.

PROJ ID (6-N-O) or (TABLE LOOKUP)
This field contains the project ID number that associates a line item with a specific project. Enter the ID number or enter a hyphen (-) to select from a list.

NOTE: Any codes entered in this field must have been previously defined in the Project ID Codes Table. See Chapter 1: Setting Up the General Ledger for more information.

LINE (DISPLAY ONLY)
This field contains a system-maintained line number. Line numbers are increased ten lines at a time so you can insert new lines. To insert lines, press the F3 key.

ERROR (DISPLAY ONLY)
This is a system-maintained field that indicates, for a particular line item, an error condition. If a line item has errors, the Error field provides a brief description of the error (for example, GL account no longer active).

Once you complete this screen, the system prompts you to accept the changes or to edit the entries:

> *Accept changes(A) or edit(E) [A]--*
> *Status of entry is Balanced*

After accepting the entry, the following message is displayed:

>   *Records Updated*

The Standard Journal Entry Number prompt redisplays for you to select another Standard Journal Entry, or return to the Journal Entry menu.

STAR Financials General Accounting Reference Guide - General Ledger Volume
4–34   *Release 17.0*   *October 2011*
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Print Standard Journal Entries

This function, like the companion function for recurring journal entries, provides a method to print and review the standard journal entries you have established. The General Ledger system provides two review methods, printed and on-line. This function enables you to produce printed versions of your standard journal entries for review or audit. The next chapter, Display Standard Journal Entries, describes the companion on-line review function.

After selecting the Print Standard Journal Entries function, the system prompts you to enter an entity code, then to enter the journal entries you wish print:

> *Print (A)ll journal entries [A]--*
> *or by (S)tatus, (P)roject ID, or (T)ype*

If you want to print all journal entries, press ENTER to accept the default of All.

If you want to print journal entries by Status, the system requires you to enter the status code for the journal entries:

> *Enter status codes to print (B/I/U)--*
> *(B)alanced, (I)complete, (U)nbalanced*

When entering the statuses, do not separate with punctuation.

If you want to print journal entries by Project ID, the system requires you to enter the project ID code for the journal entries, and provides correct entry format:

> *Enter project ID's to print--*
> *Separate with commas, ex: PROJ1,BBBB,1234*

If you want to print journal entries by Type, the system requires you to enter the type:

> *Enter types to print (D/T)--*
> *(D)istribution, (T)emplate*

After you specify the report's content, a prompt displays for the report's level of detail:

> *Print (S)ummary or (D)etail report [S]--*

The system then prints the report and returns to the Standard Journal Entry Functions Menu.

An example of the Standard Journal Entries report (FGL450) is included in Chapter 7: General Ledger Reports.

NOTE: There are no associated processor screens for this function.

Display Standard Journal Entries

This function enables you to display all standard journal entries defined for a particular entity. Use this option to review standard entry processing and line item detail prior to posting.

After you select the Display Standard Journal Entries function, the system prompts you to enter an entity code, then displays a selection list of available journal entries.

After you choose a journal entry number, the system displays processing information related to the entry, and gives yo an option to view the entity's detail records:

```
           General Hospital Display Standard Journal Entries Processor
ST. CHRISTOPHER'S HOSPITAL              FY:1994     Fri Dec 28, 1994 10:10 am
Standard Journal Entry Number: 1
 1 Standard Entry #           2 SubSystem               3 Source
        1                       GL                        SJE
 4 Type                       5 Entry Status            6 Date Entered
   Template                     Balanced                  10/01/1994
 7 Ref JE #          8 Ref Entity                       9 Ref FY

10 Reverse          11 Project ID
   No
12 Description                           Last Posting  13 Date     14 FY 15  Per
   RADI SJE 11                                           10/01/1994  1994   10
16 Edit By                      17 Edit Date              18 Interco JE
   L. Mathers                      12/28/1994



 View detail records (Y/N) [Y] --
```

This screen shows the processing parameters for the standard journal entry. Since this is a display-only function, you cannot change the contents of this screen. For field-by-field descriptions, refer to the discussion of this screen in the heading Maintain Standard Journal Entries.

To view the detailed records for this entry, enter **Y** at the prompt. The system then displays the detail Standard Journal Entries screen (shown next). If you do not want to view the detail records, enter **N**.

```
        General Hospital Display Standard Journal Entries Processor
ST. CHRISTOPHER'S HOSPITAL              FY:2004      Mon Aug 30, 2004 10:39 pm
Standard Journal Entry Number: 1
SE #:      1  LINEN EXPENSE                     DR  :      $150,000.00
Type: Template                                  CR  :      $150,000.00
Rev : No                                        Diff:            0.00

Dept: PEDIATRICS                          Desc :
Acct: PEDI-INPATIENT REVENUE              Error:
EC  Department      Subaccount        Amount        DR/CR   Proj ID  Line  Error
01  01              004               $150,000.00     CR               10
02  01              005               $150,000.00     DR               20








                    F1Prev Page F2Next Page F7  Exit
```

Once you have finished reviewing the detail records, you can return to the entry listing and select another standard entry to review or return to the Standard Journal Entry Menu.

This screen, the last in the display sequence, shows the line item detail for the standard journal entry. Since this is a display-only function, you cannot change the contents of this screen. For field-by-field descriptions, refer to the discussion of this screen under the heading Maintain Standard Journal Entries.

APPROVE JOURNAL ENTRIES

In the General Ledger system, the system approves journal entries based on customer-defined processing parameters. When you define a fiscal year, you indicate whether the system should automatically approve balanced manual journal entries and when (for example, the number of days prior to posting) approval should occur. The system then uses these definitions to automatically post balanced journal entries.

However, when defining fiscal years, you can choose no automatic posting of journal entries. If this is the case, you must use this function to manually approve all journal entries.

Additionally, you can use this function to hold one or more journal entries (whether automatically or manually approved) until you decide to approve them. The system cannot post an On-Hold journal entry; you must use this function to approve and then release an On-Hold journal entry for posting.

After selecting the Approve Journal Entries function, the system prompts you to enter an entity code followed by the fiscal year:

Enter fiscal year, '-' for list or '=' for current year-

The system then displays the journal entry approval prompt:

Approve (A) all, Hold (H) all, or NL for list--

Entry options are:

A Approve all balanced journal entries at one time

H Hold all journal entries at one time

NL Display all journal entries and selectively approve or hold each

Regardless of your selection, the system displays the Approve Journal Entries screen (described below). The Status field on this screen indicates each standard journal entry's current status, which you can change. After you accept the displayed information, the system returns to the entity code prompt. You can then return to the Journal Entry Functions Menu.

NOTE: Most frequently, you use this option to selectively approve or hold journal entries. This documentation assumes you have answered the prompt by pressing ENTER.

```
                  General Hospital Approve Journal Entries Processor
                                              Fri Dec 28, 1994 10:10 am
    Ent : ST. CHRISTOPHER'S HOSPITAL          Fiscal Yr: 1994

                                            ------- Post --------
    Status      JE Number     Description       Date     FY   Per
    Hold            11    LINEN EXPENSE        12/14/1994  1994  12






                    F1Prev Page F2Next Page F6 Reset  F7  Exit
```

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the entity code and the description of the entity.

FISCAL YR (DISPLAY ONLY)
This field contains the four digits of the current fiscal year.

STATUS (1-A-R)
This field indicates the journal entry's current status (either HOLD or APPROVED). Entry options are (A) Approved or (H) Hold.

JE NUMBER (DISPLAY ONLY)
This field contains the number assigned to this journal entry.

DESCRIPTION (DISPLAY ONLY)
This field contains the description of the journal entry.

(POST) DATE (DISPLAY ONLY)
This field indicates the last posting date for this journal entry.

(POST) FY (DISPLAY ONLY)
This field indicates the four-digit fiscal year in which this journal entry last posted.

(POST) PER (DISPLAY ONLY)
This field indicates the period when this journal entry last posted.

DISPLAY JOURNAL ENTRIES

The ability to review the journal entries eligible for posting is part of managing the posting process. Whether you allow the system to automatically approve and post or require manual approval before posting, you need to know which journal entries are in queue. If you need to change line item detail for a journal entry, you can then use the other system functions to make necessary corrections. The ability to review journal entries can prevent manual adjustments later in the processing cycle.

After selecting the Display Journal Entries function, the system prompts you to enter an entity code followed by the fiscal year:

Enter fiscal year, '-' for list or '=' for current year-

After you enter a fiscal year, the system displays a list of journal entries:

```
              General Hospital Display Journal Entries Processor
                                            Fri Nov 08, 1994 09:16 am
   Ent : GENERAL HOSPITAL                  Fiscal Yr: 1994
                                                  ------Post-------Project
       Status          JE #        Description        Date     FY   Per   ID
   ( 1) Unbalanced     184   AP Daily Journal Entry   10/24/1994 1994  10
   ( 2) Errors         185   AP Daily Journal Entry   10/24/1994 1994  10




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

After you select a journal entry, a second screen displays processing information related to the entry. You can view the entry's detail records on the third screen. Once you have finished reviewing the detail records, you can return to the entry listing and select another entry to review or return to the Journal Entry Functions Menu.

NOTE: This option only displays journal entry information. To edit information presented on an entry's processing or line item detail screens, you must select one of the options under Maintain Journal Entries for the particular kind of journal entry (manual, standard or recurring).

STAR Financials General Accounting Reference Guide - General Ledger Volume
4–40   *Release 17.0*   *October 2011*
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```
              General Hospital Display Journal Entries Processor
                                              Fri Dec 28, 1994 10:10 am
   Ent : ST. CHRISTOPHER'S HOSPITAL         Fiscal Yr: 1994
   Journal Entry Number: 7
    1 Post Date    2 Post Fiscal Year           3 Post Period
      12/05/1994     1994                         12
    4 Reverse?     5 Reverse Fiscal Year         6 Reverse Period
      No
    7 Ref JE #     8 Ref Entity                  9 Ref FY

   10 Project ID              11 Source        12 Subsystem
                                 MJE              GL
   13 JE Number      14 Description of Entry   15 Date Entered
         7               RECLASS SALARIES         12/05/1994
   16 Edit By                                  17 Edit Date
      L. Mathers                                  12/28/1994
   18 Entry Status   19 Error Description      20 Interco JE
      Unbalanced



   View detail records (Y/N) [Y]--
```

Field Explanations

ENT (DISPLAY ONLY)
This field contains the description of the entity to which the journal entry belongs.

FY (DISPLAY ONLY)
This field contains the entity's current fiscal year.

JOURNAL ENTRY NUMBER (DISPLAY ONLY)
This field contains the user-defined journal entry number.

1. POST DATE (DISPLAY ONLY)
This field indicates when this journal entry is next scheduled to post.

2. POST FISCAL YEAR (DISPLAY ONLY)
This field indicates the fiscal year in which this journal entry is next scheduled to post.

3. POST PERIOD (DISPLAY ONLY)
This field indicates the period in which this journal entry is next scheduled to post.

4. REVERSE? (DISPLAY ONLY)
This field indicates whether the journal entry should reverse in the next period.

5. REVERSE FISCAL YEAR (DISPLAY ONLY)
This field indicates the fiscal year in which this entry should reverse.

6. REVERSE PERIOD (DISPLAY ONLY)
This field indicates the period in which this journal entry should reverse.

7. REF JE # (DISPLAY ONLY)
This field indicates the number of the journal entry which is associated with this journal entry.

8. REF ENTITY (DISPLAY ONLY)
This field indicates the entity code to which the referring journal entry number belongs.

9. REF FY (DISPLAY ONLY)
This field indicates the current fiscal year for the referring entity.

10. PROJECT ID (DISPLAY ONLY)
This field contains the user-defined project ID number that associates the journal entry with a specific project.

11. SOURCE (DISPLAY ONLY)
This field indicates, for the summary journal, the source of this journal entry (for example, MJE, SJE, or RJE).

12. SUBSYSTEM (DISPLAY ONLY)
This field indicates the financial subsystem (for example, AP, FA, MM, etc.) which provided this journal entry.

13. JE NUMBER (DISPLAY ONLY)
This field contains the identifying number assigned to this journal entry.

14. DESCRIPTION OF ENTRY (DISPLAY ONLY)
This field contains the user-defined description that names or describes the journal entry.

15. DATE ENTERED (DISPLAY ONLY)
This field contains the date when the journal entry initially entered the GL system.

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.

18. ENTRY STATUS (DISPLAY ONLY)

NOTE: This field indicates the status of the entry. Values are:

Value	Description
BALANCED	JE's debits equal credits; ready for approval
UNBALANCED	JE's debits and credits do not balance
APPROVED	JE ready for posting
HOLD	JE in balance but held for manual approval

Value	Description
INCOMPLETE	JE's line items missing
ERRORS	JE contains errors (posting period closed, GL account inactive, etc.)

19. ERROR DESCRIPTION (DISPLAY ONLY)
This field provides an explanation of the journal entry's error (for example, GL Account no longer active).

20. INTERCO JE (DISPLAY ONLY)
This field indicates whether or not the entry is an intercompany journal entry.

The next screen in the sequence presents the line item detail associated with this journal entry:

```
            General Hospital Display Journal Entries Processor
                                         Mon Aug 30, 2004 10:39 pm
   Ent : ST. CHRISTOPHER'S HOSPITAL      Fiscal Yr: 2004
   JE #:      7  RECLASS SALARIES               DR  :           0.00
   Post: 12/05/1994   Per : 12                  CR  :       45,000.00
   Rev : No                                     Diff:       45,000.00

   Dept: PEDIATRICS                       Desc :
   Acct: PEDI-PHYSICIAN SALARIES          Error:
   EC  Department     Subaccount          Amount        D/C    Proj ID  Line   Error
   01  01             007                 $45,000.00    CR               10
   02  01             009                     $0.00     CR               20




                        F1Prev Page F2Next Page F7  Exit
```

Field Explanations

ENT (DISPLAY ONLY)
This field contains the description of the entity to which this journal entry belongs.

FY (DISPLAY ONLY)
This field contains the four digits of the related entity's current fiscal year.

JE # (DISPLAY ONLY)
This field contains both the journal entry's identifying number and description.

DR (DISPLAY ONLY)
This field is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

POST (DISPLAY ONLY)
This field indicates the next scheduled posting date for this journal entry.

PER (DISPLAY ONLY)
This field indicates the fiscal period in which this journal entry is next scheduled to post.

CR (DISPLAY ONLY)
This is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

REV (DISPLAY ONLY)
This field indicates whether the journal entry should reverse in the next period.

DIFF (DISPLAY ONLY)
This is a system-maintained field that displays the current dollar difference between the journal entry's debits and credits.

DEPT (DISPLAY ONLY)
This field contains the description of the department component of the first line item.

DESC (DISPLAY ONLY)
This field contains additional description for the first line item.

ACCT (DISPLAY ONLY)
This field contains the description of the GL account component of the first line item.

ERROR (DISPLAY ONLY)
This field contains additional information on the first line item's error condition (if applicable).

EC (DISPLAY ONLY)
This field contains the entity code for either the home or link entity. If this is not an intercompany journal entry, this field contains the entity code entered at the initial entity code prompt and is display only. At least one line in an intercompany journal entry must contain the home entity code. If this field is not the home entity, the entity code will be validated against the Intercompany Link Table to validate that the Due To/Due From link is correctly established.

DEPARTMENT (DISPLAY ONLY)
This field indicates the department of each line item's GL account.

SUBACCOUNT (DISPLAY ONLY)
This field indicates the subaccount component of each line item's GL account.

AMOUNT (DISPLAY ONLY)
This field contains the dollar amount of each line item.

D/C (DISPLAY ONLY)
This field indicates whether the subaccount's normal balance is a debit or credit.

PROJ ID (DISPLAY ONLY)
This field contains the user-defined project ID number that associates a particular line item with a specific project.

LINE (DISPLAY ONLY)
This field contains a system-maintained line number.

ERROR (DISPLAY ONLY)
This field indicates, for a particular line item, an error condition.

RUN DEMAND POSTING

This function posts journal entries immediately. You can select one or more entries to post, although all entries must be approved before posting can occur. After selecting the Run Demand Posting function, the system prompts you to enter an entity code.

NOTE: Once you have entered an entity code, no one else can enter the Demand Posting process — not even for a separate entity.

You are then prompted for the fiscal year:

> *Enter fiscal year, '-' for list or '=' for current year--*

Next, the system displays a prompt to enter the journal entry number:

> *Enter J/E number, '-' for list, or 'A' to post all approved entries--*

You can either post journal entries individually or select all approved journal entries. After you have selected the entries to post, the system requires you to verify the posting request by entering **Y** or **N**. The system then returns to the entity code prompt.

This function is primarily used to post specific journal entries before reporting on information.

NOTES:

1. This documentation assumes you have answered the journal entry number prompt with a hyphen (-) to display a list of all journal entries available for processing.

2. In order to demand post an intercompany journal entry, the demand posting must be done from each entity included in the intercompany journal entry. If a portion of the intercompany journal entry is not demand posted (as a result of not being selected), the additional entity will post during midnight processing.

The General Ledger Daily Posting Detail report FGL250 and the General Ledger Daily Posting Summary report FGL260 are generated immediately after running Demand Posting. These reports provide an audit trail for the demand posted journal entries. When created during batch processing at night, these reports will not contain the journal entry postings from the Demand Posting process.

PRINT JOURNAL ENTRY REPORTS

The General Ledger system provides an audit report for each type of journal entry it supports.

NOTE: This function only generates these reports. Your STAR Financials Coordinator determines whether these reports display or print.

All four reports are located within Maintain Journal Entries. From the General Ledger main menu, select the Journal Entries option. A Journal Entries Maintenance menu similar to the following example displays.

```
              General Hospital Journal Entry Maintenance Processor
                                           Thu Jul 02, 1992 10:27 am
Journal Entry Maintenance Input Options


          Option No.  Option
          --------------------------------------
 Maintain     1       Manual Journal Entries
              2       Recurring Journal Entries
              3       Standard Journal Entries

              4       Approve Journal Entries
              5       Display Journal Entries
              6       Run Demand Posting
              7       Print Journal Entry Reports




 Enter option number--
```

Select Print Journal Entry Reports from the Journal Entries Maintenance menu, and the system displays a screen similar to the following, which shows the available options:

```
                   General Hospital Journal Entry Reports Processor
                                                   Thu May 01, 1997 01:36 pm
Journal Entry Reports Input Options


            Option No.  Option
            ---------------------------------------
  Print         1        Posting Schedule
                2        Journal Entries
                3        Intercompany Journal Entries
                4        Posted Journal Entries







  Enter option number--
```

Posting Schedule Report (FGL405)

This report lists approved journal entries scheduled for posting. Use this report to review those entries scheduled for the next posting run.

After you select the report, the system requires you to enter an entity code and fiscal year. Then the system displays a series of prompts to choose the report criteria. Selections are:

You have the following sort options for this report:

- Post date (default)

- Post period

- JE number

After you complete all prompts, the system displays the Report Started message and returns to the Journal Entry Reports menu.

An example of this report is included in Chapter 7: General Ledger Reports.

Journal Entries Report (FGL400)

The Journal Entries Report lists, in either a summary or detail format, all journal entries processed or pending in the system, for a specific fiscal year. This report is useful in auditing journal entry activity. This report shows more detail than the Posting Schedule Report.

After you select the report, the system requires you to enter an entity code and fiscal year. Then the system displays a series of prompts to choose the report criteria.

This report sorts by the following criteria:

- Print All journal entries or by Status, Post Date, Project ID or Subsystem Status options are:

  A - Approved

  B - Balanced

  E - Errors

  H - Hold

  I - Incomplete

  U - Unbalanced

If you decide to print all journal entries, the system prints the report and returns to the Journal Entry Reports menu.

If you decide to print journal entries by Status, the system requires you to enter the journal entry status code for the journal entries. When entering the statuses, do not separate with punctuation.

If you decide to print journal entries by the Posting Date, the system prompts you for a start and stop date in the proper format.

If you decide to print journal entries by the Project IDs, the system prompts you for the project ID number(s).

After you specify the report's content, the system prompts you for the report's level of detail, either Summary or Detail. Then you can specify page breaks by journal entry.

After you complete all prompts, the system displays the Report Started message and returns to the Journal Entry Reports menu.

An example of this report is included in Chapter 7: General Ledger Reports.

Intercompany Journal Entries Report (FGL401)

The Intercompany Journal Entries Report provides a printed copy of all intercompany journal entries in the system that have not yet posted, without regard to entity.

After you select the report, the system displays a series of prompts to choose the report criteria.

This report sorts by the following criteria:

- Print All journal entries or by Status, Post Date, Project ID or Subsystem.

  Status options are:

  A - Approved

  B - Balanced

  E - Errors

  H - Hold

  I - Incomplete

  U - Unbalanced

After you specify the report's content, the system prompts you for the report's level of detail, either Summary or Detail. Then you can specify page breaks by journal entry.

After you complete all prompts, the system displays the Report Started message and returns to the Journal Entry Reports menu.

An example of this report is included in Chapter 7: General Ledger Reports.

Posted Journal Entries Report (FGL420)

The Posted Journal Entry Reports allows you to print posted journal entries. This function enables you to view both sides (Debits and Credits) of posted journal entries without viewing Display Account Activity online for each posting by individual account.

After you select the report, the system requires you to enter an entity code and fiscal year. Then the system displays a series of prompts to choose the report criteria.

This report sorts by the following criteria:

- Journal Entry Number

- Date

- User Journal Entry Number

- Intercompany Journal Entry Number

Total debits and credits will be listed at the bottom of each of the reports.

A blank report will be produced if you enter a journal entry that doesn't exist, or if you choose a date to which no journal entries were posted.

After you complete all prompts, the system displays the Report Started message and returns to the Journal Entry Reports menu.

NOTE: Journal Entries must have posted at least one day prior to the date you request them.

If this report is requested for an intercompany journal entry number, all entities included in the intercompany journal entry automatically spool this report. Each entity reflects only its portion of the entry.

An example of this report is included in Chapter 7: General Ledger Reports.

MISCELLANEOUS CASH POSTING

This function is used to post miscellaneous cash to GL Accounts. Examples of miscellaneous cash include parking lot, gift shop or cafeteria receipts. Each entity can enter and post its own miscellaneous cash, or posting can be done across entities. For example, the cash can be received in one central location and entered by one entity (home) for another entity (link).

The following example illustrates the way cash can be posted across entities:

Two hospitals, a nursing home, and a doctors' building make up the structure of a corporation. The policy of the corporation is to collect all cash into a general fund for investments. The cash is collected by the cashier at one of the hospitals and entered through the Miscellaneous Cash Posting function. The system uses the Due To and Due From accounts for the Home Entity and the Link Entity that are predefined on the Intercompany Cash Posting Table. (See "INTERCOMPANY CASH POSTING TABLE" on page 2-40 in Chapter 2: Master Files for more information.) The following journal entry is created:

Home Entity	
Debit:	Cash (from the home entity's Cash Account Code Table)
Credit:	Due To Account (From Intercompany Cash Posting Table)

Link Entity	
Debit:	Due From Account (From Intercompany Cash Posting Table)
Credit:	Revenue Account (From Miscellaneous Revenue Description Table of Link Entity, or the GL Account as defined during entry of the cash)

NOTE: The Intercompany Cash Posting Table, Miscellaneous Revenue Description Table, and Cash Account Code Table must be set up before Intercompany Transactions can be entered through the Miscellaneous Cash Posting function.

The home and link entities 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.

If the entry is not an intercompany transaction, the following journal entry is created:

Entry not intercompany transaction:	
Debit:	Cash (from the entity's Cash Account Code Table)
Credit:	Revenue Account (from the entity's Miscellaneous Revenue Description Table, or the GL Account as defined during entry of the cash)

STAR Financials General Accounting Reference Guide - General Ledger Volume
4–52   *Release 17.0*   *October 2011*
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When you finish entering the transaction on the Miscellaneous Cash Posting screen, the system can print a cash receipt report, if requested. An example of this report is included in Chapter 7: General Ledger Reports in this volume.

To access the Miscellaneous Cash Posting screen, from the General Ledger main menu, select Miscellaneous Cash Posting. The entity prompt displays, followed by a prompt to enter the fiscal year:

> *Enter fiscal year, '-' for list or '=' for current year--*

You can enter the four digit fiscal year, enter a hyphen (-) to select from a list, or enter an equals sign (=) to select the current fiscal year. The following prompt displays:

> *Enter a batch number, 'A' for a system assigned number or (R)eprint--*

Enter the batch number or enter an **A** for a system-assigned batch number. If you enter the batch number, the numbers 1 through 9999999999 can be entered. To reprint an existing transaction, enter an **R**. The system displays a list of existing transactions in descending order by batch number. Select the desired batch number, and the system reprints the cash receipt.

Once the batch number selection is entered, the Miscellaneous Cash Posting Screen displays:

```
            General Hospital Miscellaneous Cash Posting Processor
                                           Wed Jan 23, 1991 02:10 pm
 Ent : GENERAL HOSPITAL                  Fiscal Yr: 1991
  1 Batch        2 Batch Description           3 Cash Code/Description
    Auto           Miscellaneous Receipts        1 Misc Cash Receipts
  4 Posting Period        5 Payment Date      6 Batch Amount
    01                      01/23/1991                   $650.00
  7 Comments                                   Accumulated Amount
                                                          $650.00


 Line      Misc.  Misc. Revenue      Revenue        Revenue          Cash
  #    Ent  Code   Description        Dept.          Subacct         Amount
 1     GN   10    Cafeteria Recei     5010            5010           $500.00
 2     NH   11    Vending Machine     5000            5011           $150.00






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

Field Descriptions

1. BATCH # (DISPLAY ONLY)
This field contains either the batch number you entered or the system-assigned identification number for this batch. The numbers 1 through 9999999999 can be assigned to identify a batch. If the system assigns a number to this batch, the word

Auto displays until you save this screen. (After the screen is saved, a the system assigns a number to this batch.) This field cannot be edited.

2. BATCH DESCRIPTION (30-C-R)
This field contains the user-defined description of this batch (for example Cafeteria Receipts).

3. CASH CODE/DESCRIPTION (3-AN-R)
This field represents the cash code and partial description which indicates which cash account will be debited for the entity selected. You can enter the cash code or enter a hyphen (-) to select from a list of codes.

4. POSTING PERIOD (2-N-R)
This field contains the batch posting period. Periods 1-13 are available, but period 13 can be used only if the fiscal year definitions are set up for 13 period accounting. If you press ENTER, the system defaults to the current period from the Entity Master screen.

5. PAYMENT DATE (6-N-R)
This field contains the date on which the batch payments are made. If you press ENTER, the system automatically assigns the current system date. You can enter a different date, if desired.

6. BATCH AMOUNT (14-N-R)
This field represents the total amount of the cash receipts that will be entered. The total amount entered in this field must equal the total amount entered on the detail lines in order for the screen to be accepted. The system will not allow an unbalanced cash batch to be saved.

7. COMMENTS (30-AN-O)
This is an optional field which can be used to enter any comments pertaining to the batch.

ACCUMULATED AMOUNT (DISPLAY ONLY)
This field indicates the total amount of the cash detail lines that have been entered. Once the Accumulated Amount equals the Batch Amount the screen can be saved.

When you finish editing the first seven fields on this screen, the following prompt displays:

Accept this screen? (Y/N) [Y]

To continue editing the screen, enter **N**. When you enter **Y**, the screen is saved and the detail line portion of the screen displays.

LINE NBR (DISPLAY ONLY)
This system-generated field represents the line number of the cash posting detail that will be posted to the entity's revenue account. Using the function keys listed at the bottom of the screen, you can delete, reset, or insert a new line.

STAR Financials General Accounting Reference Guide - General Ledger Volume
4–54   *Release 17.0*   *October 2011*
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ENTITY (2-AN-R)
This field contains the entity code of the entity to which the revenue will be posted. If this is not an intercompany transaction, you can press ENTER and the system defaults to the home entity. If this is an intercompany transaction enter the entity code for the link entity. (The Intercompany Cash Code table must be set up before a link entity can be used.) You can enter a hyphen (-) to select from a list of valid entity codes.

MISCELLANEOUS REVENUE CODE (3-AN-R)
This field contains the three-character miscellaneous revenue code used for this transaction. (Revenue codes are set up on the Miscellaneous Revenue Description Table.) You can enter a hyphen (-) to select from a list of revenue codes. Once the code is entered, the description, department number and subaccount number for the miscellaneous revenue code are entered automatically.

MISCELLANEOUS REVENUE DESCRIPTION (DISPLAY ONLY)
This field contains the description associated with the miscellaneous revenue code entered above.

REVENUE DEPARTMENT (10-N-R)
This field contains the revenue department associated with the miscellaneous revenue code entered above. The revenue department is set up on the Miscellaneous Revenue Description Table. You can edit this field in one of two ways:

- If you choose to edit this field at the time of entry, you must first complete the line of data by filling in the amount. On the following line, press F6 (Reset) to get to the preceding line. Use the arrow keys to advance to the appropriate field to edit.

- If you choose to edit this field after line entry, press F7 (Exit) and enter **N** for No at the *Accept? Y/N* prompt. This action advances the cursor to the first field of Line 1. The arrow keys can then be used to advance to the appropriate field.

REVENUE SUBACCOUNT (10-N-R)
This field contains the revenue subaccount associated with the miscellaneous revenue code entered above. The revenue subaccount is set up on the Miscellaneous Revenue Description Table. You can edit this field in one of two ways:

- If you choose to edit this field at the time of entry, you must first complete the line of data by filling in the amount. On the following line, press F6 (Reset) to get to the preceding line. Use the arrow keys to advance to the appropriate field to edit.

- If you choose to edit this field after line entry, press F7 (Exit) and enter **N** for No at the *Accept? Y/N* prompt. This action advances the cursor to the first field of Line 1. The arrow keys can then be used to advance to the appropriate field.

AMOUNT (13-N-R)
This field contains the amount of the cash receipt to be posted to the specified entity and GL account. When you enter the dollar amount, the system enters the dollar sign automatically.

When you finish editing the detail lines, press F7 and the following prompt displays:

Accept (Y/N) [Y]?

To continue editing the screen, enter **N**. To save the screen, enter **Y**, and the following prompt displays:

Do you wish to print a Cash Receipt (Y/N)? [Y]--

If you enter **Y**, the system prints a cash receipt (FGRMCP) for the transactions entered on the screen. The cash receipt contains only the transactions entered for this batch. During midnight processing, the system also generates and prints the Cash Posting Transaction Register (FGRPTR) which lists all batches entered for each entity.

After the screen has been accepted, the batch is processed and the transactions are posted during midnight processing.

NOTE: You cannot accept the screen if the amounts entered do not balance. If you press F7 and the amounts entered on the detail lines do not match the batch amount, the following prompt displays:

Accumulated amount not equal to batch amount!

Edit (E) or Cancel (C)?

Enter **E** to continue editing the fields, or enter **C** to exit from the screen without saving the data.

Chapter 5 - GENERAL LEDGER BUDGET

INTRODUCTION

This chapter describes how to create, generate, display, and print budget data. When you access Budget from the General Ledger main menu, the system displays a screen similar to the following:

```
                    General Hospital Maintain Budget Processor
                                             Mon Nov 04, 1991 10:23 am
Maintain Budget Input Options


            Option No.  Option
            ---------------------------------------
                1       Maintain Budget
                2       Generate Budget
                3       Display Budget
                4       Print Budget












    Enter option number--

```

Each option and its associated screens are explained below.

MAINTAIN BUDGET

In a typical processing environment, an automated General Ledger system is supported by other automated financial systems, such as McKesson's TRENDSTAR HSL. The TRENDSTAR budgeting system supplies the GL with historical, current and projected budget values, and provides the programs for budget generation, analysis, decision support functions and what-if situations.

In the absence of another automated financial system, you can manually build a complete budget using this function. You can enter a new budget by spreading or allocating values into the appropriate periods. If you already have existing values, you can indicate a percent increase for the current figures.

This function enables you to build a revised budget. To generate figures for the original budget you must use the Generate Budget function. The General Ledger Report Writer permits you to select the budget to use in creating a report. The Generate Budget function is explained later in this chapter.

After selecting the Maintain Budget function, the system prompts you to enter an entity code followed by a fiscal year definition:

Enter fiscal year, '-' for list or '=' for current year--

After you enter or select an entity and fiscal year, the system displays the Maintain Budget detail screen:

```
                   General Hospital Maintain Budget Processor
                                                 Tue Oct 09, 1990 04:14 pm
   Ent : GENERAL HOSPITAL                Fiscal Yr: 1989


   Dept Code: 6040 PEDIATRICS
   Acct Code: 2106 I/P REV-PF - AETNA


   Action   : Spread
   Amt/Pct  : $55,000,000.00
   Begin    : 1
   End      : 12                            Total Entered:   $55,000,000.00-

   Per   Original Budget      Revised Budget   Per   Original Budget      Revised Budget
    1             0.00          4,583,333.33     8             0.00          4,583,333.33
    2             0.00          4,583,333.33     9             0.00          4,583,333.34
    3             0.00          4,583,333.33    10             0.00          4,583,333.34
    4             0.00          4,583,333.33    11             0.00          4,583,333.34
    5             0.00          4,583,333.33    12             0.00          4,583,333.34
    6             0.00          4,583,333.33
    7             0.00          4,583,333.33

                   F5Calc Budget F6 Reset  F7  Exit   ?
```

After you complete all fields and press F5, the system calculates the budget based on the information you entered. To exit the screen without making changes, press F7. If you choose to Spread or Allocate budget dollars (determined by your entry to the Action field), the system prompts you to add to or replace the budget amount, then

displays the new budget amount. You can then enter another department and subaccount code combination for which to establish budget figures.

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the name or description of the entity.

FISCAL YEAR (DISPLAY ONLY)
This field contains the four digit fiscal year.

DEPT CODE (10-N-R) or (TABLE LOOKUP)
This field contains the code and name of the GL department to be budgeted. You provide the department code; the system provides the department description.   The number of digits the department code can contain is determined by the parameters set up on the Fiscal Year Definitions screen (see "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files for more information).

ACCT CODE (10-N-R) or (TABLE LOOKUP)
This field contains the code and number of the GL subaccount to be budgeted. You enter the subaccount code; the system provides the subaccount description. The number of digits the subaccount code can contain is determined by the parameters set up on the Fiscal Year Definitions screen (see "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files for more information).

ACTION (1-A-R)
This field indicates the action you want to perform. Options are:

S Spread the amount entered in the Amt/pct field over the periods specified below.

A Allocate the amount entered in the Amt/pct field into each specified period.

P Increase the original per-period budget value (if any) by the percentage entered in the Amt/Pct field.

E Edit each period value. The system immediately moves the cursor to the first period value. You can then edit each period's value. Do not enter commas; the system provides them as you move from period to period. If you enter **S** or **A** to spread or allocate budget money to the periods, when you press F5 to calculate the budget the system displays the following prompt:

Add to or replace existing amount (A/R)? [A] --

To add the amount of your change to the period values, enter **A** or press ENTER. To replace the current period values with the amount of your change, enter **R**.

AMT/PCT (16-N-R) or (2-N-R)
This field indicates the positive or negative dollar amount or percentage value the Action field should use. Commas are decimal points are automatically entered. For dollar values, the largest value that can be entered is $999,999,999.99 (the system provides the commas). For percentage values, the system allows only two decimal places.

BEGIN (2-N-R)
This field contains the number of the period in which the Action begins. The system defaults to the first period.

END (2-N-R)
This field contains the number of the period in which the Action ends. The system defaults to the last period.

TOTAL ENTERED (DISPLAY ONLY)
This field is a system-maintained field that displays a cumulative total for the revised budget.

PER (DISPLAY ONLY)
This field contains the period number.

ORIGINAL BUDGET (DISPLAY ONLY)
This field contains the existing values for each period in the original budget. These numbers originate from the Generate Budget process.

REVISED BUDGET (16-N-O)
This field contains the current values for each period in the revised budget. To edit this field, you must enter **E** in the Action field. The largest value that can be entered is $999,999,999.99 (the system provides the commas).

GENERATE BUDGET

This function enables you to quickly and easily generate a budget for a new fiscal year by copying the budgeted or actual dollar and statistic figures for an existing year into a new budget year. However, the new year must already have the appropriate GL account structures. (See "CREATE NEW FISCAL YEAR" on page 2-17 in this volume for further information.)

This function enables you to generate figures for the original budget. If no revised budget exists for any period for the account, these same numbers will be generated into the revised budget. If the Generate Budget function is used again, the system replaces the revised budget values with the newly generated values. You can also make changes to the revised budget by using the Maintain Budget. The Maintain Budget function is explained earlier in this chapter.

After selecting the Generate Budget function, the system prompts you to anentity code followed by a fiscal year definition.

> *Enter fiscal year, '-' for list or '=' for current year--*

Once this information is entered, the following screen displays:

```
                    General Hospital Generate Budget Processor
                                              Wed Oct 10, 1990 10:43 am
 Ent : GENERAL HOSPITAL                  Fiscal Yr: 1990
  1 Budget Year                                2 Budget Generation Process
    1991                                          1
  3 Prorate Budgets    4 Prorate Begin Period    5 Prorate End Period
    No
  6 Percentages to Increase




              F2Next Page F3 Insert  F6 Reset  F7  Exit   ?
```

Field Explanations

ENTITY (DISPLAY ONLY)
The entity code is entered prior to entering the screen. This field cannot be edited.

FISCAL YEAR (DISPLAY ONLY)
The fiscal year is entered prior to entering the screen. This fiscal year represents the use of the existing actual and budget information.

1. BUDGET YEAR (4-N-R)
This field represents the new budget year which will be generated.

2. BUDGET GENERATION PROCESS (1-N-R)
The STAR General Ledger allows the budget process to be regenerated as many times as needed. This field is used to specify which part of the budget needs to be generated. When this field is selected, the following prompt displays:

Budget Generation Process Budget Type 1,2,3 or all? (All)

Each option and its impact is outlined below:

• Type 1

    Regenerates only for subaccounts that have Budget Type 1 (existing fiscal year's revised budget information) as the budget method.

• Type 2

    Regenerates only for subaccounts that have Budget Type 2 (existing fiscal year's actual information) as the budget method. Proration can be used if current year is selected.

• Type 3

    Regenerates only for subaccounts that have Budget Type 3 (existing fiscal year's actual plus a percentage) as the budget method. Proration can be used if current year is selected. When Type 3 is requested individually, you have an option to spread the different percentages over a range of accounts or to enter one (1) percentage for all accounts.

    NOTE: Using Type 3, if you choose to prorate and to increase by a percentage, the calculated monthly prorated amount is increased by the percentage.

• All

    The entire budget is generated for all methods at the same time. You can choose to spread budget amounts using one (1) percentage for all subaccounts, or different percentages for ranges of accounts.

    NOTE: The Budget Generation flag must be set for the General Ledger account for the new year. This flag can be verified for any specific account by accessing GL Accounts and checking the appropriate account.

    The system looks to the General Ledger Entity Master before generating a budget. The Current Period is used as a basis for generating the new year's budget. The system brings over the first period through the current period's actual or budget information to the new year's budget. The

current period is also used in determining Proration months for Type 2 or 3 accounts.

3. PRORATE BUDGETS (1-A-R)
This field is used to allow projections to be made based on current year actual amounts to date so that an entire year of budget data can be projected for the new budget year. Entry options are Y for Yes or N for No. If you enter **Y**, the following occurs:

1. The system takes the first period through the current period for the current year and copies these amounts into the same periods of the new year.

2. The system then adds the amount in periods 1 through the current period of the current year and divides by the number of the periods added. (This will equal a monthly prorated amount.) The MONTHLY amount is used as the budget for the periods of the new budget that are specified in fields Prorate Begin Period and Prorate End Period.

If the entry for the Prorate Budget Amounts field is equal to N, the system performs only Step 1 above.

NOTE: The current period is determined by the Current Period field on the Entity Master file.

4. PRORATE BEGIN PERIOD (2-N-R)
This field defines the beginning period that will be prorated if the Prorate Budget flag is set to Y. Data entry options are periods 01-13. The date in this field must be later than the current fiscal period. This field defaults to one period later than the current fiscal period.

5. PRORATE END PERIOD (2-N-R)
This field defines the ending period that will be prorated if the Prorate Budget flag is set to Y. Data entry options are periods 01-13. This field defaults to the last period of your current fiscal year.

6. PERCENTAGES TO INCREASE (2-N-R)
This field indicates the percentage amount by which subaccounts are increased. If you enter 3 in the Budget Regeneration field (Field 2), the following prompt displays:

   Regenerate Budgets for (A)ll or (R)ange of Accounts [All].

If you enter **A** or press ENTER to accept the default of All, the system will prompt for a Percentage to Increase.

If you enter **R** for Range of Accounts, the system displays the scrolling screen, containing the Class, Subaccount, and %Amt fields (shown below). You can enter a range of subaccount numbers or one account number.

```
                    General Hospital Generate Budget Processor
                                              Wed Oct 10, 1990 10:43 am
Ent : GENERAL HOSPITAL                 Fiscal Yr: 1990
 1 Budget Year                                  2 Budget Generation Process
   1991                                          3
 3 Prorate Budgets    4 Prorate Begin Period    5 Prorate End Period
   No
 6 Percentages to Increase
        BEGINNING        ENDING
CLASS  SUBACCOUNT  -  SUBACCOUNT     %AMT
   2     2101           2111        02 %




         F2Next Page F3 Insert  F6 Reset  F7  Exit   ?
```

NOTE: In order to use the scrolling portion of the processor screen, the subaccounts must be set up to use Budget Generation Process 3 (indicated in the Budget Generate Process field on the previous screen). If this has not been set up for the subaccounts you have selected, no budget will be generated for these entries.

CLASS (1-N-R)
This field contains the class code from which the subaccount is selected.

SUBACCOUNT (10-N-R)
You can enter a subaccount number or enter a hyphen (-) to select from a list of valid subaccounts. If you are not generating a budget for a range of subaccounts, you can press ENTER and the default subaccount number is entered automatically.

%AMT (3-N-R)
The amount in this field represents the percentage increase for the subaccount. You can enter up to 999%.

NOTE: If errors occur during budget generation, they will display on the Budget Generation Error Report. For more information on this report, see Chapter 7: General Ledger Reports.

DISPLAY BUDGET

The General Ledger system provides an on-line display of all current budget data. You can use this information to review the current budget figures for one or more subaccounts within a department. To assist in the task, the system links the display screens together. You can then request the first subaccount display and use the slash (/) command to view subsequent subaccounts.

After selecting the Display Budget function, the system prompts you to enter an entity code followed by a fiscal year definition:

> *Enter fiscal year, '-' for list or '=' for current year--*

Next, the system prompts you to enter a department code:

> *Enter department code or leading char'-' --*

If the code is unknown, you can enter a hyphen (-) to display a list of existing codes similar to the following:

```
                    General Hospital Display Budget Processor
                                                Fri Nov 08, 1991 10:00 am
 Ent : GENERAL HOSPITAL               Fiscal Yr: 1991
     Department                                   Report/
     Code-Description                             Detail
 ( 1) 6001-EXPENSE DEFAULT ACCOUNT                Detail
 ( 2) 6005-CRITICAL CARE SUMMARY                  Reporting
 ( 3) 6010-SURGICAL SERV SUMMARY                  Reporting
 ( 4) 6015-GENERAL NURSING                        Reporting
 ( 5) 6020-ICU NURSING                            Detail
 ( 6) 6030-CCU NURSING                            Detail
 ( 7) 6050-3RD FLOOR NURSING                      Detail
 ( 8) 6075-4TH FLOOR NURSING                      Detail
 ( 9) 6085-CARDIAC CATH LAB                       Detail
 (10) 6100-EMERGENCY ROOM                         Detail
 (11) 6150-OPERATING ROOM                         Detail
 (12) 6175-RECOVERY ROOM                          Detail
 (13) 7000-ANCILLARY CARE SUMMARY                 Reporting
 (14) 7200-RESPIRATORY THERAPY                    Detail
 (15) 7225-PHYSICAL THERAPY                       Detail
 (16) 7250-LABORATORY                             Detail

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

After you enter or choose a department, the system prompts for a subaccount code:

> *Enter subaccount code or leading char'-' --*

When all the information is entered, the system displays the Display Budget screen:

```
                    General Hospital Display Budget Processor
                                            Thu Feb 29, 1988 10:10 am

 Entity: ST. CHRISTOPHER'S HOSPITAL               Fiscal Year:  1988
 Department: 01 - PEDIATRICS
 Account: 005 - PEDI-OUTPATIENT REVENUE
 Per         Original Budget        Revised Budget          Variance
 01                 $0.00           $4,500,000.00        $4,500,000.00-
 02                 $0.00           $4,700,000.00        $4,700,000.00-
 03                 $0.00           $4,583,333.33        $4,583,333.33-
 04                 $0.00           $4,500,000.00        $4,500,000.00-
 05                 $0.00           $5,100,000.00        $5,100,000.00-
 06                 $0.00           $4,000,000.00        $4,000,000.00-
 07                 $0.00           $6,700,000.00        $6,700,000.00-
 08                 $0.00           $3,000,100.00        $3,000,100.00-
 09                 $0.00           $4,500,000.00        $4,500,000.00-
 10                 $0.00           $4,700,000.00        $4,700,000.00-
 11                 $0.00           $2,500,000.00        $2,500,000.00-
 12                 $0.00           $2,100,000.00        $2,100,000.00-
 YTD                $0.00          $50,883,433.33       $50,883,433.33-

 Enter /'/ next account or 'P' previous account--

```

NOTE: The system links the display screens for any subsequent or previous
subaccounts to this display. Enter a slash (/) to view subsequent accounts or
a slash followed by P to view previous accounts.

Field Explanations

ENTITY (DISPLAY ONLY)
This field contains the department name or description.

FISCAL YEAR (DISPLAY ONLY)
This field contains the four digit fiscal year.

DEPARTMENT (DISPLAY ONLY)
This field contains both the department code and the department name or description.

ACCOUNT (DISPLAY ONLY)
This field contains both the subaccount code and the subaccount name or description.

PER (DISPLAY ONLY)
This field contains the period number.

ORIGINAL BUDGET (DISPLAY ONLY)
This field contains the current values for each period in the original budget.

REVISED BUDGET (DISPLAY ONLY)
This field contains the current values for each period in the revised budget.

VARIANCE (DISPLAY ONLY)
This field contains the per period variance (under or over budget) between the original and revised budget values.

PRINT BUDGET (FGL510)

This function, which is a companion function to the on-line display, enables you to generate printed copies of current budget values for review. Printed copies are useful as worksheets or other budget cycle tools.

NOTE: This option only generates this report. Your STAR Financials Coordinator determines whether these reports display or print. This documentation assumes this report will be routed to a printer.

After selecting the Print Budget function, the system prompts you to enter an entity code followed by a fiscal year definition:

Enter fiscal year, '-' for list or '=' for current year--

Next, the system prompts you to indicate how the report data should be organized:

Print by (D)epartment or (A)ccount [D]--

Enter **D** for departments with subaccounts subordinate, or **A** for subaccounts with departments subordinate.

If you enter **D**, the system displays the Department Code prompt:

Enter department code, 'ALL' or leading char'-' --

If you enter **A**, the system first prompts you to enter a subaccount class, then a subaccount code:

Enter subaccount class or '-' for list --

Enter subaccount code, 'ALL' or leading char'-' --

Next, the system prompts you to specify the budget print format:

Enter budget print format --

(O)riginal budget only, (R)evised budget only, (B)oth

Enter the budget print format, and then select the report's level of detail:

Print (D)etailed or (S)ummary [S]--

The system then generates the report and returns to the Maintain Budget Menu. An example of this report is included in Chapter 7: General Ledger Reports, in this volume.

Chapter 6 - STATISTICS

STAR Financials General Accounting Reference Guide - General Ledger Volume
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INTRODUCTION

Statistics functions are used to maintain and edit actual and budgeted statistic amounts in the general ledger. The Statistics Codes that control these functions are defined when your system is initially set up.

When you select **Statistics** from the main menu, the system displays a menu of options similar to the following:

```
                        General Hospital Statistics Processor
                                         Mon Aug 04, 1992 11:01 am
 Statistics Input Options


           Option No.  Option
           --------------------------------------
 Maintain      1       GL Statistics
               2       Budgeted Statistics
               3       Display Statistics

 PRINT         4       G/L Statistics Report









 Enter option number--

```

Maintain GL Statistics is used to edit actual statistic totals for the entity/fiscal year/department/subaccount combination selected.

Maintain Budgeted Statistics is used to edit revised budget totals for the entity/fiscal year/department/subaccount combination selected.

Display Statistics is used to display the period actual, period budget and variance amounts for the entity/fiscal year/department/subaccount combination selected.

The **GL Statistics Report** compares actual and budgeted statistics.

MAINTAIN GL STATISTICS

This function is used to maintain and edit by accounting period, the actual statistic amounts generated by the system for the entity/fiscal year/department/sub- account combination entered.

After this option is selected, the system prompts you to enter an entity followed by a fiscal year.

> *Enter fiscal year, '-' for list or '=' for current year--*

You can enter this information or display and select from a list of entities and fiscal years already entered in the system. Once this information is entered, this following screen displays:

```
              General Hospital GL Statistics Maintenance Processor
                                              Fri Dec 29, 1990 09:44 am
    Ent : ST. CHRISTOPHER'S HOSPITAL      Fiscal Yr: 1989

    Dept Code: 112 ACCOUNTS RECEIVABLE
    Acct Code: 003 BAD DEBT ASSET
    Stat Code: CHQ CHARGE QUANTITY

    Action   : Spread
    Amt/Pct  : 10
    Begin    : 3
    End      : 9                            Total Entered:  0

    Per  Revised Stats     Actual Stats    Per   Revised Stats     Actual Stats
     1         100,000           90,000    8          100,000           90,000
     2         100,000          130,000    9          100,000          123,000
     3         100,000           65,000   10          100,000           89,000
     4         100,000          102,000   11          100,000          136,000
     5         100,000          111,000   12          100,000          110,000
     6         100,000           98,000
     7         100,000          126,000

                   F5Calc Stats F6 Reset  F7  Exit    ?
```

Field Explanations

The system displays the entity and fiscal year at the top of this screen.

DEPT CODE (10-N-R) or (TABLE LOOKUP)
This field contains the GL department whose statistics are maintained or edited. You can enter the department code or display and select from a list of departments established for this entity. The number of digits the department code can contain is determined by the parameters set up on the Fiscal Year Definitions screen (see "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files).

ACCT CODE (10-N-R) or (TABLE LOOKUP)
This field contains the subaccount associated with the selected department. You can enter the subaccount code or display and select from a list of subaccounts established for this department. The number of digits the subaccount code can contain is

determined by the parameters set up on the Fiscal Year Definitions screen (see "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files).

STAT CODE (DISPLAY ONLY)
This field contains the statistic code associated with the selected department. You can enter the statistic code, or display and select from a list of statistic codes established for this department.

The following McKesson maintained statistic codes are established in the system and cannot be changed.

Code	Description
CHG	Charge Amount
CHQ	Charge Quantity
ADM	Number of Admissions
DIS	Number of Discharges
EXP	Number of Expirations
FTE	Payroll Full Time Equivalent
ITR	Number of Internal Transfers
HRS	Payroll Man-Hours
OPV	Number of O/P Visits
ODS	Number of One-Day Stays
PTD	Number of Patient Days
REG	Number of Registrations
TRI	Number of Transfers-In
TRO	Number of Transfers-Out
OIB	Outpatients in Beds
RVL	Relative Value
UOS	Units of Service
LCA	Late Charge Amount
LCQ	Late Charge Quantity
DD	Discharge Days

NOTE: PTD is mapped to GL Revenue accounts through the PA/GL mapping function. REG and OPV are mapped to a single GL account through the PA/GL mapping function. FTE and HRS are mapped to GL accounts through payroll. CHQ, RVL, and UOS are mapped to GL accounts automatically from revenue received. The remaining codes are manually updated.

NOTE: Statistic codes must be defined in the appropriate subaccount master before the BUILD and ADD GL Accounts function are used.

ACTION (1-A-R)
These functions can be performed on the statistics for the entity/fiscal year/ department/subaccount combination selected. Entry options are:

S Spread. Used to divide (spread) a single amount over a desired number of accounting periods in the Actual Statistics column. For example, $15,000 spread over periods 1 through 3 would increase the actual total by $5,000 in each period.

A Allocate. Used to increase the actual total in the specified period(s) by a single amount. For example, an allocation of $15,000 for periods 1 through 3 increases the actual total by $15,000 in each period.

P Percentage. Used to add a desired percentage to the actual totals for the period(s) specified. For example, a percentage change of 20% for period 1 through 3 increases the actual amounts by 20% in periods 1 through 3.

E Edit. Used to change an actual total (increase or decrease) in a specified period or periods.

AMT/PCT (5-N-R)
Depending on the action selected, this field contains the dollar amount or percentage to be spread, allocated, or added to the actual stats for the period(s) specified. Do not enter the dollar sign ($) or percent symbol (%); the system enters these symbols automatically.

BEGIN (2-N-R)
This field contains the beginning period for the action selected. The entry range is 1 through 13.

END (2-N-R)
This field contains the ending period for the action selected. The entry range is 1 through 13. Selecting a single period is done by entering the same period number in the Begin and End fields.

PER (DISPLAY ONLY)
This field contains the accounting period the budgeted and actual stats are displayed for.

BUDGETED STATS (DISPLAY ONLY)
This field contains the revised budget amounts entered by accounting period for this entity/fiscal year/department/subaccount combination in the Maintain Budget function. These amounts cannot be changed in this transaction.

ACTUAL STATS (10-N-O)
This field contains the amounts accumulated by accounting period for this entity/fiscal year/department/subaccount combination through system activity. These amounts can be changed. To edit this field, enter **E** in the Action field.

Using the Function Keys to Edit GL Statistics

F5
This key is used to calculate a new set of actual statistics based on the selections made in the Action, Amt/pct, Begin and End Period fields. If statistical information is changed, this key results in a system prompt for you to indicate how you want the changes to be handled:

   Add to or replace existing statistics (A/R)? [A] --

Enter **A** to add changes to the current values, or **R** to replace the current statistical totals. The default response is A. The system then returns the cursor to the Action field.

F6
If you press F6 Reset, and the cursor is in either the Dept, Subacct, or Stat Code fields, this clears all fields. If the cursor is in either the Action, Amt/PCT, Begin or End Fiscal Period fields, only those fields are cleared. If F6 Reset is pressed twice, all fields are cleared.

NOTE: You can use the arrow keys to move up or down within the screen to any of the fields.

F7
The F7 Exit key is used to complete (after F5 Calc) and exit the transaction. The system displays a prompt for you to confirm any changes made by accepting the screen:

   Accept? (Y/N) [Y]-- Y

Enter **Y** to save the changes. The message New statistics saved displays and the system returns the cursor to the Dept field.

If you enter **N** at the prompt, the system returns the cursor to the Action field to allow further corrections. If you press F7 twice, the system returns to the Entity prompt.

?
Use this key to display a line of help text for the screen field accessed.

MAINTAIN BUDGETED STATISTICS

This function is used to maintain and edit the revised budget amounts entered for the entity/fiscal year/department/subaccount combination by accounting period. The original budgeted statistics are generated using the Generate Budget process.

After you select this option, the system prompts you to enter an entity code followed by a fiscal year:

>   *Enter fiscal year, '-' for list or '=' for current year--*

You can enter this information or display and select from a list of entities and fiscal years already entered in the system. Once this information is entered, the system displays this screen:

```
              General Hospital Budgeted Statistics Maintenance Processor
                                                    Fri Dec 28, 1990 09:44 am
    Ent : ST. CHRISTOPHER'S HOSPITAL      Fiscal Yr: 1989

    Dept Code: 112 ACCOUNTS RECEIVABLE
    Acct Code: 003 BAD DEBT ASSET
    Stat Code: CHQ CHARGE QUANTITY

    Action   : Spread
    Amt/Pct  : 10
    Begin    : 3
    End      : 9                                 Total Entered:   0

    Per  Original Budget      Revised Budget  Per  Original Budget     Revised Budget
     1           100,000              90,000   8          100,000             90,000
     2           100,000             130,000   9          100,000            123,000
     3           100,000              65,000  10          100,000             89,000
     4           100,000             102,000  11          100,000            136,000
     5           100,000             111,000  12          100,000            110,000
     6           100,000              98,000
     7           100,000             126,000

                        F5Calc Stats F6 Reset  F7  Exit   ?
```

Field Explanations

The system displays the entity and fiscal year at the top of this screen.

DEPT CODE (10-N-R) or (TABLE LOOKUP)
This field contains the GL department whose budget totals are being maintained or edited. You can enter the department code or display and select from a list of departments established for this entity. The number of digits the department code can contain is determined by the parameters set up on the Fiscal Year Definitions screen (see "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files).

ACCT CODE (10-N-R) or (TABLE LOOKUP)
This field contains the subaccount associated with the selected department. You can enter the subaccount code or display and select from a list of subaccounts established for this department. The number of digits the department code can contain is

determined by the parameters set up on the Fiscal Year Definitions screen (see "FISCAL YEAR DEFINITIONS" on page 2-11 in Chapter 2: Master Files).

STAT CODE (DISPLAY ONLY)
This field contains the statistic code associated with the selected department. You can enter the statistic code or display and select from a list of statistic codes established for this department.

The following McKesson maintained statistic codes are established in the system and cannot be changed.

Code	Description
CHG	Charge Amount
CHQ	Charge Quantity
ADM	Number of Admissions
DIS	Number of Discharges
EXP	Number of Expirations
FTE	Full Time Equivalent
ITR	Number of Internal Transfers
HRS	Labor Hours
OPV	Number of O/P Visits
ODS	Number of One-Day Stays
PTD	Number of Patient Days
REG	Number of Registrations
TRI	Number of Transfers-In
TRO	Number of Transfers-Out
OIB	Outpatients in Beds
RVL	Relative Value
UOS	Units of Service
LCA	Late Charge Amount
LCQ	Late Charge Quantity
DD	Discharge Days

NOTE: PTD is mapped to GL Revenue accounts through the PA/GL mapping function. REG and OPV are mapped to a single GL account through the PA/GL mapping function. FTE and HRS are mapped to GL accounts through payroll. CHQ, RVL, and UOS are mapped to GL accounts automatically from revenue received. The remaining codes are manually updated.

NOTE: Statistic codes must be defined in the appropriate subaccount master before the BUILD and ADD GL Accounts functions are used.

ACTION (1-A-R)
These functions can be performed on the revised budget totals for the entity/fiscal year/ department/subaccount combination selected. Entry options are:

S   Spread. Used to divide (spread) a single amount over a desired number of accounting periods in the Actual Statistics column. For example, $15,000 spread over periods 1 through 3 would increase the actual total by $5000 in each period.

A   Allocate. Used to increase the actual total in the specified period(s) by a single amount. For example, an allocation of $15,000 for periods 1 through 3 increases the actual total by $15,000 in each period.

P   Percentage. Used to add a desired percentage to the actual totals for the period(s) specified. For example, a percentage change of 20% for period 1 through 3 increases the actual amounts by 20% in periods 1 through 3.

E   Edit. Used to change an actual total (increase or decrease) in a specified period or periods.

AMT/PCT (10-N-R)
Depending on the action selected, the dollar amount or percentage to be spread, allocated, or added to the revised budget totals for the period(s) specified. Do not enter the dollar sign ($) or percent symbol (%); the system enters these symbols automatically.

BEGIN (2-N-R)
This field contains the beginning period for the action selected. The entry range is 1 through 13.

END (2-N-R)
This field contains the ending period for the action selected. The entry range is 1 through 13. Selecting a single period is done by entering the same period number in the Begin and End fields.

PER (DISPLAY ONLY)
This field contains the accounting period for which the original budget and revised budget totals are displayed.

ORIGINAL BUDGET (DISPLAY ONLY)
This field contains the original budget amounts entered by accounting period for this entity/fiscal year/department/subaccount combination in the Maintain Budget function. These amounts cannot be changed in this transaction.

REVISED BUDGET (10-N-O)
This field contains the revised budget totals accumulated by accounting period for this entity/fiscal year/department/subaccount combination through system activity. These amounts can be changed.

Using the Function Keys to Edit Budgeted Statistics

F5
This key is used to calculate a new set of actual stats based on the selections made in the Action, Amt/pct, Begin and End Period fields. If statistical information is changed, using this key prompts the system to ask if you want the changes made to be (A) Added to the current values or to (R) Replace the current statistical totals. The default response is A.

Add to or replace existing statistics (A/R)? [A] --

The system then returns the cursor to the Action field.

F6
If F6 Reset is chosen, and the cursor is in either the Dept, Subacct, or Stat Code fields, then all fields are cleared. If the cursor is in either the Action, Amt/PCT, Begin or End Fiscal Period fields, then only those fields are cleared. If F6 Reset is pressed twice, then all fields are cleared.

NOTE: You can use the arrow keys to move up or down within the screen to any of the fields.

F7
The F7 Exit function key completes (after F5 Calc) and exits the transaction, asking you to confirm any changes made by accepting the screen (Y or N with a default response of Y). By entering **Y**, the changes are saved (as displayed below) and the system returns the cursor to the Dept field.

Accept? (Y/N) [Y]-- Y

New statistics saved

By entering **N** to the prompt, the system returns the cursor to the Action field to allow further corrections. F7 pressed twice returns you to the Entity prompt.

?
Pressing this key results in the system displaying a line of help text for the screen field accessed.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *6–11*
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DISPLAY STATISTICS

This function is used to display statistics and journal entry records by accounting period for the entity/fiscal year/department/subaccount combination selected.

After this function is selected, the system prompts you to enter an entity code followed by a fiscal year:

> *Enter fiscal year, '-' for list or '=' for current year--*

Next, a prompt displays to select the desired department and subaccount code:

> *Enter department code or leading char'-' --*

> *Enter subaccount code or leading char'-' --*

In each case, you can enter the code or display and select from a list of codes in the system. When the information is entered, this screen displays:

```
                    General Hospital Display Statistics Processor
                                             Fri Dec 28, 1990 01:56 pm
Entity : GA-GENERAL HOSPITAL A
Dept   : 112 - ACCOUNTS RECEIVABLE               Fiscal Year: 1990
Account: 003 - A/R-BAD DEBT ASSET
Stat   : RELATIVE VALUE
Per       Period Actual          Revised Budget           Variance
01             110,000                100,000               10,000
02             111,000                100,000               10,000
03              91,000                100,000                9,000-
04              98,000                100,000                2,000-
05             101,000                100,000                1,000
06             103,500                100,000                3,500
07             104,000                100,000                4,000
08              89,000                100,000               11,000-
09             112,000                100,000               12,000
10             100,000                100,000                    0
11             136,000                100,000               36,000
12              66,000                100,000               34,000-
YTD          1,221,500              1,200,000               21,500

Enter period number --
              '/' next statistic or '/P' previous statistic
```

Field Explanations

The system displays the code and description of the entity, fiscal year, department, subaccount and statistic code selected.

PER (DISPLAY ONLY)
This field contains the accounting period as well as YTD.

PERIOD ACTUAL (DISPLAY ONLY)
This field contains the actual GL statistic total for the entity/fiscal year/department/ subaccount combination selected by statistic code for this accounting period.

PERIOD BUDGET (DISPLAY ONLY)
This field contains the revised budget GL statistic total for the entity/fiscal year/ department/sub-account combination selected by statistic code for this accounting period.

VARIANCE (DISPLAY ONLY)
This field contains the variance, if any, between the actual and budgeted amounts for this accounting period. Credit amounts include a minus sign (10,000-).

Once this screen displays, you have two options:

- Display the information for another statistic code associated with the   entity/ fiscal year/department/subaccount combination selected. Enter a slash (/) for the next statistic code or a slash followed by a P (/P)to review a previously displayed code. (There must be at least two statistic codes to use this option).

- Display journal entry detail for a specific period.

Displaying Journal Entry Detail

Selecting a period number from the previous screen results in the system displaying the following screen:

```
                General Hospital Display Statistics Processor
                                              Fri Dec 28, 1990 01:56 pm
Entity : GA-GENERAL HOSPITAL A
Dept   : 378 - EMERGENCY ROOM                  Fiscal Year: 1990
Account: 100 - ER-INPATIENT REVENUE
Stat   : CHARGE QUANTITY
  JE #  Line  SS  Description             Post Date       Amount     D/C
    64    21  PA  PA Statistics           11/29/1990      10.00       D
    64    22  PA  PA Statistics           11/29/1990     100.00       C




Enter '/' for next page or '/P' for previous --
```

Field Explanations

The system displays the entity, fiscal year, department, subaccount and statistic code selected.

JE # (DISPLAY ONLY)
This field contains the number identifying this journal entry. This field cannot be changed.

LINE (DISPLAY ONLY)
This field contains the line number this item occupies in this journal entry. This field cannot be changed.

SS (DISPLAY ONLY)
This field contains the financial subsystem from which this statistical entry was posted. The financial subsystem codes and descriptions in the system are:

AR	Accounts Receivable
GL	General Ledger
PA	Patient Accounting
PR	Payroll

DESCRIPTION (DISPLAY ONLY)
This field contains the journal entry description. This field cannot be changed.

POST DATE (DISPLAY ONLY)
This field contains the date this journal entry was posted. This field cannot be changed.

AMOUNT (DISPLAY ONLY)
This field contains the amount of the journal entry. This field cannot be changed.

D/C (DISPLAY ONLY)
This field indicates whether this journal entry was a debit (D) or a credit (C).

When these fields are displayed, you can display additional or previous pages of journal entry detail (if they exist), or return to the previous screen to complete the transaction. If no further statistics exist, the following message displays:

   Error: No more statistics for this account

GL STATISTICS REPORT (FGRGLS)

This function reports actual and budgeted statistics from the General Ledger.   The system stores and accumulates statistics for each account in the GL. The hospital can define the statistic type(s) maintained for each account. Executing this function causes the system to generate the report, so you can view or print it later. The system generates a detail report as well as a department summary report. For a detailed review of the format and contents of this report, refer to Chapter 7: General Ledger Reports, in this volume.

When you select this option, the system prompts you to enter the entity for which you want a report. Enter an entity code, or enter a hyphen (-) to display a table of entities for selection. After you select an entity, the system requests you enter a fiscal year, a hyphen (-) for a table lookup, or an equals sign (=) for the current fiscal year. After you select the fiscal year, the following screen displays:

```
                      General Hospital G/L Statistics Report Processor
                                              Wed Sep 30, 1992 10:49 am
 Ent : MESSERLY MEMORIAL HOSPITAL      Fiscal Yr: 1992
  1 Beginning Department
    6100 - ICU NURSING
  2 Ending Department
    6200 _ CCU NURSING

  3 Beginning Subaccount
    40100 - INPATIENT REVENUE
  4 Ending Subaccount
    50200 - BENEFITS

  5 Beginning Period           6 Ending Period        7 Budget Type
    01                           06                      Revised




 Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. BEGINNING DEPT (10-N-R) or (TABLE LOOKUP-O)
This field contains your entry of a General Ledger Department with which to begin this report. The GL Departments are defined in the GL Master files. You can enter the code, or enter a hyphen (-) to display a table lookup of valid GL Departments. If you leave this field blank, the system does not include departments on the report.

This field also contains the description of the department code you entered. Look at this description name to verify you selected the correct beginning department.

2. ENDING DEPT (10-N-R) or (TABLE LOOKUP-O)
This field contains your entry of the last department to be included on this report. You can enter the code or enter a hyphen (-) to display a table lookup of valid GL Departments.

This field also contains the description of the department code you entered. Look at this description name to verify you selected the correct ending department.

3. BEGINNING SUBACCT (10-N-R) or (TABLE LOOKUP-R)
This field contains your entry of a General Ledger Subaccount with which to begin this report. The GL Subaccounts are defined in the GL Master files. You can enter the code, or enter a hyphen (-) to display a table lookup of valid GL Subaccounts. If you leave this field blank, the report will not print.

The description of the subaccount code you entered also displays in this field. Look at this description name to verify you selected the correct beginning subaccount.

4. ENDING SUBACCT (10-N-R) or (TABLE LOOKUP-O)
This field contains your entry of the last subaccount to be included on this report. You can enter the code, or enter a hyphen (-) to display a table lookup of valid GL Subaccounts.

The description of the subaccount code you entered also displays in this field. Look at this description name to verify you selected the correct ending subaccount.

5. BEGINNING PERIOD (2-N-R)
This field specifies the first fiscal period to be included in this report. Enter the period using the a two-number format (for example: 01 for the first fiscal period). The system defaults to the first fiscal period defined for the selected fiscal year.

6. ENDING PERIOD (2-N-R)
This field contains your entry of a the last fiscal period to be included in this report. Enter the period using the a two-number format (for example: 01 for the first fiscal period). The system defaults to the last fiscal period defined for the selected fiscal year.

7. BUDGET TYPE (1-A-R)
This field contains the budget type to be included in this report. The following prompt displays:

Budget type (R)evised or (O)riginal -- [R]

The chosen budget type is compared to actual data for the chosen statistics on the report.

After you complete and accept the screen, the system displays a second screen for
you to select the statistic codes to be included in the report:

```
                    General Hospital G/L Statistics Report Processor
                                           Mon Oct 25, 1993 02:01 pm
Ent : MODEL HOSP - ENT 01          Fiscal Yr: 1993
Page:01                         Statistic Codes          ##=Current Choices
( 1) CHG-CHARGE AMOUNT                     (18) RVL-Relative Value
( 2) CHQ-CHARGE QUANTITY                   (19) HRS-SALARY HOURS
( 3) DD-Discharge Days                     (20) UOS-UNITS OF SERVICE
( 4) FTE-Full time equivalents
( 5) LCA-Late Charge Amount
( 6) LCQ-Late Charge Quantity
( 7) ADM-NUMBER OF ADMISSIONS
( 8) DIS-NUMBER OF DISCHARGES
( 9) EXP-NUMBER OF EXPIRATIONS
(10) ITR-NUMBER OF INTERNAL TRANSFERS
(11) OPV-NUMBER OF O/P DEPARTMENTAL VIS
(12) ODS-NUMBER OF ONE DAY STAYS
(13) PTD-NUMBER OF PATIENT DAYS
(14) REG-NUMBER OF REGISTRATIONS
(15) TRI-NUMBER OF TRANSFERS IN
(16) TRO-NUMBER OF TRANSFERS OUT
(17) OIB-OUTPATIENTS IN BEDS

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

Enter the option numbers of the statistic codes corresponding to your selection. The
system highlights your selected codes in reverse video. After you press ENTER to
accept your selections, the system displays the message Report Spooled, and the
system returns to the Financial Statistics Functions submenu.

Chapter 7 - GENERAL LEDGER REPORTS

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *7–1*
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STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *7–3*
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Illustrations

INTRODUCTION

The General Ledger system generates reports from different modules within the submenus. For example, the Detail Budget report can be ordered only from the Budget Options screen, and the Entity Master List report comes from the Master File Maintenance screen. Once generated, both reports can be printed using either the View Reports, View Spooled Reports, or the Demand Print functions.

SPOOLER FUNCTIONS

The following Spooler functions are available for General Ledger reports:

- View Spooled Reports

  This function enables you to view reports that have been spooled.

- Reports Maintenance

  This function enables you to add and edit reports.

- Demand Print

  This function enables you to view spooled reports and create batches of reports.

NOTE: You can also view spooled reports using the View Reports option on the General Ledger Menu.

When you select the Spooler functions, the system displays a menu similar to the following:

```
                    General Hospital Spooler Processor
                                       Fri Feb 22, 1991 08:43 am
Output Management Input Options

          Option No.  Option
          --------------------------------------
             1        Reports Maintenance
             2        Printer Maintenance
             3        Forms Maintenance
             4        Queue Review
             5        Assign a Form to a Printer
             6        Demand Print
             7        Print Special Forms
             8        Queue Control
             9        Define Batch Report Groups
            10        Spooler Control Reports
            11        Print Job Control
            12        Disabled printer display
            13        Reassign Spooled Output
            14        Write Reports to Tape
            15        View Spooled Reports
            16        Print Control Sequence Maintenance

Enter option number--6
```

These functions are described in this chapter.

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 the report to a printer, if desired.

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

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

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

```
                    General Hospital View Reports Processor
                                          Tue Aug 31, 2004 11:34 pm
  Page:01
                              Reports defined in ID 134
        Name       Description                      Retention Time  Print Queue
  ( 1) FARDAP      Daily GL Default                 until midnight  Demand
  ( 2) FARDAPA     Daily GL Default (A)             until midnight  Demand
  ( 3) FARDAPB     Daily GL Default (B)             until midnight  Demand
  ( 4) FARDAPC     Daily GL Default (C)             until midnight  Demand
  ( 5) FARDAPD     Daily GL Default (D)             until midnight  Demand
  ( 6) FARDBL      PA Daily Balancing Report        until midnight  Demand
  ( 7) FARDBLA     PA Daily Balancing Report (A)    until midnight  Demand
  ( 8) FARDBLB     PA Daily Balancing Report (B)    until midnight  Demand
  ( 9) FARDBLC     PA Daily Balancing Report (C)    until midnight  Demand
  (10) FARDBLD     PA Daily Balancing Report (D)    until midnight  Demand
  (11) FARDLR      Departmental Log Detail          until midnight  Demand
  (12) FARDLRA     Financial Department Log (A)     4 day(s)        Demand
  (13) FARDLRB     Financial Department Log (B)     4 day(s)        Demand
  (14) FARDLRC     Financial Department Log (C)     4 day(s)        Demand
  (15) FARDLRCARA  DEPARTMENT LOGS - CAR - A        7 day(s)        Demand
  (16) FARDLRCARB  DEPARTMENT LOGS - CAR - B        7 day(s)        Demand

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

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

```
                  General Hospital View Reports Processor
                                          Tue Aug 31, 2004 11:40 pm




  ( 1)Report Name  : FARDBLA-PA Daily Balancing Report (A)
  ( 2)Starting date: Tue Aug 31
  ( 3)Starting time: 12:00 midnight
  ( 4)Ending date  : Tue Aug 31
  ( 5)Ending time  : 11:40 pm
  ( 6)Printer Name : BIT








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

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

Field Explanations

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

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

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

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

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

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

```
              General Hospital View Spooled Reports Processor
                                          Mon Aug 30, 2004 11:12 pm
Report : FARDBLA  PA Daily Balancing Report (A)
Page:01

 Copy  Spooled      Last Printed   Pages     Comment
( 1) 08/30/04 0625  Not Printed    No Index








     Enter choice--
```

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

   No Entries Defined

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

To view a report, enter the option number of the report. The system displays the
following screen:

```
              General Hospital View Spooled Reports Processor
                                    Tue Aug 31, 2004 11:58 pm
   Report :FARDBLA  PA Daily Balancing Report (A)   Position:######------------
   Spooled: 08/31/04 0305                           Last Printed: 08/31/04 2342

   Date: 08/31/04                           Model Hospital A                      Page  : 1
   Time: 03:05am                        PA Daily Balancing Report                 Report: FARDBLA
                                              for 08/30/04

   Acct #      Patient Name     FC LOS Admit   Dischg  Unbilled Chg  Billed Chg   Payments    Adj/Refunds  Account Balance PT
   ------------------------------------------------------------------------------------------------------------------------
   0332800001  RUTHERFORD,MONCHARON M 280 11/24/03       25,990.79  181,169.44       0.00        0.00       207,160.23 PWR
   0335700001  HARDERSEN,LOBO    S 251 12/23/03          21,591.83  257,453.44       0.00        0.00       279,045.27 I/P
   0406200001  DONER,LAURA       S 181 03/02/04           9,952.80   59,716.80       0.00        0.00        69,669.60 ALL
   0408600001  MERRITT,A         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600002  MERRITT,A A       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600003  MERRITT,AA        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600004  MERRITT,B         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600005  MERRITT,B B       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600006  MERRITT,BB        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600007  MERRITT,C C       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600008  MERRITT,C C       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600009  MERRITT,CC        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600010  MERRITT,CHG TO    S 157 03/26/04        1,135,372.42 5,779,946.89     0.00        0.00     6,915,319.31 I/P
   0408600011  MERRITT,D         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600012  MERRITT,D D       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600013  MERRITT,DD        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600014  MERRITT,E         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600015  MERRITT,E E       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600016  MERRITT,EE        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600017  MERRITT,F         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600018  MERRITT,F F       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600019  MERRITT,FF        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600020  MERRITT,G         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600021  MERRITT,G G       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600022  MERRITT,GG        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600023  MERRITT,H         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600024  MERRITT,H H       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600025  MERRITT,HH        S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600026  MERRITT,I         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600027  MERRITT,I I       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600028  MERRITT,J         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600029  MERRITT,J J       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600030  MERRITT,L         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600031  MERRITT,K         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600032  MERRITT,K K       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600033  MERRITT,L L       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600034  MERRITT,M         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600035  MERRITT,M M       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600036  MERRITT,N         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600037  MERRITT,N N       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600038  MERRITT,O         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600039  MERRITT,O O       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600040  MERRITT,P         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600041  MERRITT,P P       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600042  MERRITT,Q         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600043  MERRITT,Q Q       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600044  MERRITT,R         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600045  MERRITT,R R       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600046  MERRITT,S         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600047  MERRITT,S S       S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
   0408600048  MERRITT,T         S 157 03/26/04               0.00        0.00       0.00        0.00             0.00 I/P
      F1Page up  F2Page Dn  F3GoTo  F4Skip 10%  F5Print  F6Nxt Rpt  F7Exit  ?
```

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

F1 Page Up

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

F2 Page Dn

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

F3 GoTo

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

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

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

F4 Skip 10%

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

F5 Prt

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

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

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

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

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

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

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

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

ROUTING TO A PRINTER

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

the default printer for the report. The system then returns you to the report viewing screen.

ROUTING TO A FAX MACHINE

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







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

Field Explanations

1. 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 Fax Administrator. See the *Fax Administrator's Guide* for more details.

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. 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.

F6 Nxt Rpt

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

F7 Exit

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

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

• The up arrow key on your keyboard moves the screen display up one line

• The down arrow key on your keyboard moves the screen display down one line

• The ENTER key moves the screen display down 18 lines to display the next screen full of report information

• The PAGE DOWN key moves the screen display down 18 lines to display the next screen full of report information

• The PAGE UP key moves the screen display up 18 lines to display the preceding screen full of report information

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

Reports Maintenance

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

• When the report prints (on demand, immediately, or at a specified time)

• Where the report is sent (to a printer(s) or a fax)

• Whether the report requires special forms

- If the report can be downloaded to a PC

- The security level required to demand print the report

- Whether the report uses print control sequences

- What distribution list and cover page to use for a faxed report

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

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

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

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

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

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

```
                General Hospital Reports Maintenance Processor
                                               Tue Apr 05, 1994 10:40 am

 1 Report Name          2 Description
   FACA                   Alphabetic Census (A)
 3 Base Report          4 Release #        5 Owner
                                             C
 6 When Printed         7 Report Status    8 Retention Days
   Demand                 Active             Delete at System Maintenance
 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    No              500
16 List Update Routine 17 Distribution List           18 Cover Page

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



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

Field Explanations

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

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

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

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

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

6. WHEN PRINTED (1-A-R) or (5-AN-R)
This field determines when the report should begin to print. Enter **I** to cause the system to begin printing this report immediately after it is generated. Enter **D** to cause the system to place this report into the Demand Print queue after it is generated. To cause the system to hold this report for printing until a specific time, enter the time in the HH:MM format. The default is I.

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

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

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

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

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

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

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

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

13. 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.

14. PAGE INDEX (1-A-O)
This field determines whether the system should build a page index when this report is
spooled. Enter **Y** to cause the system to build a page index, thus making the report
immediately available to the View Spooled Reports function. Enter **N** if no page index
is desired. The default is N.

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

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

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

Enter the list update routine or select a list update routine from a list. Which list update
routines display in the list is determined by the contents of the Owner field.

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

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

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

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

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

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

Printer Assignments

NOTE: If you assign multiple printers to a report, the report will print at all specified logical printers.

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 (10-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 which printers output can be directed to.

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

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

If you enter **N** (for None), there is no default printer. If the report 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 determine the times during which the printer is available for printing this report. This field is required if an End Time is entered. If this field is left blank, the printer is always available.

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

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

NOTE: If you assign multiple printers to a report, the report will print at all specified logical printers.

Demand Print

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

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

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

Demand Print can be used for:

- Controlling the print order of reports. This permits you to define batches of reports in an order that best suits your needs.

- Reprinting of reports. This permits you to reprint up to a specified number of days after the report is created.

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

- The Print queue holds all reports waiting to print on a device. Once that device is available and all print criteria are satisfied (criteria such as: the queuer is running, the report and printer are defined as active, any specified print time has been reached and the correct form is on the printer), the system prints the report and moves it to the demand queue for that printer.

- The Demand queue contains reports available for reprint. Reports specified as demand reports go directly to the demand queue rather than passing through the print queue. The demand queue consists of previously printed reports and reports specified as demand reports. These are the reports available to the demand print process and are deleted from the demand queue when the retention time specified in the report definition is exceeded.

To access the Demand Print function, select the **Demand Print** option from the Spooler Management menu.

```
                 General Hospital Output Management Processor
                                                Wed Aug 11, 1993 09:27 am
Output Management Input Options


            Option No.  Option
            --------------------------------------
                1        Reports Maintenance
                2        Printer Maintenance
                3        Forms Maintenance
                4        Assign a Form to a Printer
                5        Define Batch Report Groups
                6        Print Control Maintenance
                7        Queue Control
                8        Print Job Control
                9        Disabled printer display
               10        Demand Print
               11        View Spooled Reports
               12        Write Reports to Tape
               13        Print Special Forms
               14        Spooler Control Reports
               15        STAR Fax

Enter option number--10

```

Once you select the Demand Print option, the system displays the following screen. The system uses the parameters you set on this screen tobuild this demand print set.

```
                       General Hospital Demand Print Processor
                                            Fri Mar 31, 2000 05:17 pm

 ( 1)Source printer       : 247 - LINE PRTR, QA LAB
 ( 2)Reports/batch        : ADM
 ( 3)Starting date        : Wed Mar 01
 ( 4)Starting time        : 3:02am
 ( 5)Ending date          : Thu Mar 02
 ( 6)Ending time          : 12:00noon
 ( 7)Queue name           :
 ( 8)Destination          : HSP




 Accept this screen? (Y/N) [Y]--
```

Field Explanations

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

2. REPORT/BATCH (1-A-O)
Enter **B** to specify batch or **R** to specify reports. If you 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 system displays the following prompt:

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

Enter **P** to route the report to printer(s). Enter **F** to fax the report 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 system displays the following prompt:

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

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

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

Enter override comment--

The override comment appears in the Fax audit trail. Suggested information to enter for this comment would be your name and phone extension and some brief description.

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

Compiling list! Please wait!

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

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

to correct and re-run the report.

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

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

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

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

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

Queueing!

ENTITY MASTER LIST REPORT - FGL110

The Entity Master List Report provides your facility with the complete names and addresses for the entities defined in your General Ledger system. The report includes the entity code, whether the entity is a detail or reporting, the current fiscal year in use by the entity, and the status of the entity - either active or inactive.

Generating and Printing This Report

This report is generated from the Print Entity List function in the GL Master File Maintenance submenu. Print options for entities on the report display on a selection menu. The options are:

All Entities

All Invalid Entities

All Valid Entities

All Detail Entities

All Reporting Entities

All Entities for Specific CFY (current fiscal year)

All Entities for Specific Fiscal Year

The report name will not be entity-specific.

The following is an example of an Entity Master List Report.

Figure 7.1 Entity Master Profile (FGL110)

```
Date: 06/06/1990                                              Page  :    1
Time: 12:57                    GENERAL HOSPITAL               Report: FGL110
                              Entity Master List
                             Valid entities included

Entity                                  Fiscal   Detail/
Code       Entity Name                  Year     Reporting  Status
-----------------------------------------------------------------------
 01        GENERAL HOSPITAL A           1990     Detail     Active
           PO BOX 1168
           DALTON, GA 30720

 12        ST FRANCIS HOSPITAL          1990     Detail     Active
           8 SOUTH MAIN
           OLEAN , NY

 13        SLNL MEMORIAL HOSPITAL       1990     Reporting  Active
           260 ASHFORD DUNWOODY ROAD
           ATLANTA, GA 30346

 AA        SOUTHERN HEALTHCARE, INC     1990     Reporting  Inactive
           2300 RAVINA PLAZA
           BUILDING 4, SUITE 900
           MARIETTA, GA 12345-6789

 BA        GENERAL HOSPITAL             1990     Detail     Active
           100 WATERSON EXPRESSWAY
           LOUISVILLE, KY 42501

 CT        ST. CHRISTOPHER'S HOSPITAL   1990     Detail     Active
           BOX J296,
           1305 ARCHER ROAD, NW
           GAINESVILLE, FL 31301-1145

 DC        COLLIER PROVISIONS INC       1990     Reporting  Active
           9881 THE BELTWAY
           WASHINGTON, DC 20242

 SH        ST HENRY'S  HOSPITAL         1990     Detail     Inactive
           901 MARINERS ISLAND BLVD
           SUITE 700
           SAN FRANCISCO, CA 94127

                           End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number and the report name as used in the system.

An explanation of selected fields follows.

ENTITY CODE
This field contains the two-digit, user-defined code for this entity.

ENTITY NAME
This field contains the user-defined entity name including the mailing address. This description is used to identify this entity on all reports and screens.

FISCAL YEAR
This field contains the four digit fiscal year under which this entity is currertly reporting.

DETAIL/REPORTING
This field indicates this entity is either a Detail entity (data-collecting) or Reporting entity (non-data collecting, but grouped with other entities for reporting purposes).

STATUS
This field indicates whether the entity is an active entity or inactive.

ENTITY PROFILE REPORT - FGL120

The Entity Profile Report provides your facility with a detailed review of entity information.

Generating and Printing This Report

This report is generated from the Print an Entity Profile function on the GL Master File Maintenance submenu. Print options for including an entity, or entities, on the report display on a selection menu. Options are:

One entity

All entities

All Invalid entities

All Valid entities

All Detail entities

All Reporting entities

All entities for Specific CFY (current fiscal year)

All entities for Specific Fiscal Year

For a report that lists only one entity, the report name will be entity-specific (for example, FGL120XX for Entity XX).

The following is an example of an Entity Profile Report.

Figure 7.2 Entity Profile (FGL120)

```
                         General Hospital
                       Entity Master Profile
Fri Apr 06, 1990 10:34 am                          Page 1 : FGL120GH
---------------------------------------------------------------------

Entity Name  : ST. THOMAS GENERAL HOSPITAL    Current Fiscal Year: 1990
Address      : 122 CAPITOL AVENUE             Reporting/Detail  : Detail
             : PO BOX 11578                   Status            : Active
City, St, Zip: ATLANTA          GA 30036      Entity Code       : ST
---------------------------------------------------------------------
                       Fiscal Year Definition

Fiscal Year Begins      : 01/01/1990
Number of Fiscal Periods: 12

Per    Period Ends     Closed         Per     Period Ends      Closed

 01    01/31/1990        No            07      07/31/1990        No
 02    02/28/1990        No            08      08/31/1990        No
 03    03/31/1990        No            09      09/30/1990        No
 04    04/30/1990        No            10      10/31/1990        No
 05    05/31/1990        No            11      11/30/1990        No
 06    06/30/1990        No            12      12/31/1990        No


---------------------------------------------------------------------

 Allow posting to closed periods    : No
 Lead Days for RJE Creation         : 3
 Manual or Automatic JE approval     : Automatic
 Journal Entry Number Assignment     : User

 Length of Department Code: 3   Displays as: XX/X
 Length of Subaccount Code: 3   Displays as: XXX

 P/L Department : 210/2
 P/L Sub Account: 222
 Susp Department: 99/9
 Susp Sub Account: 999
                         End of Report
```

DEPARTMENT LIST REPORT - FGL130

The Department List Report provides your facility with a complete list of all department codes and descriptions you designate for your entity. This report also includes department class, status, and whether the department is detail or reporting.

Generating and Printing This Report

This report is generated from the Print Department List function in the GL Master File Maintenance submenu.

After you select the entity and the fiscal year(s) for reporting the departments, the system prompts you to choose a print option. Options are:

      Reporting departments

      Detail departments

      Inactive departments

      Active departments

      All departments

The default is All departments.

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

DEPARTMENT CODE
This field contains the user-defined code, used to identify this department on all reports and screens.

DEPARTMENT NAME
This field contains the user-defined description of this department, used to identify it on all reports and screens.

CLASS
This field indicates the subaccount classes (for example, assets, liability and equity, etc.) this department can handle. More than one class may display for a department depending upon how the department was set up.

STAR Financials General Accounting Reference Guide - General Ledger Volume
7–32   *Release 17.0*   *October 2011*
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STATUS

This field indicates the department's current status. Valid status codes are Active (able to receive data), Inactive (unable to receive data), and Deletion (flagged for deletion from the master file).

DETAIL/REPORTING

This field indicates the department's type: either Detail (data collecting) or Reporting (data consolidating).

Figure 7.3 Department List Report (FGL130)

```
Date: 11/16/1990                                              Page  :     1
Time: 02:45 pm                     GENERAL HOSPITAL           Report: FGL130GH
                                   Department List
                    All Departments for Fiscal Year 1990 Listed


Department       Department                                           Detail/
Code             Name                          Class      Status   Reporting
--------------------------------------------------------------------------

112              ACCOUNTS RECEIVABLE           1          Active   Detail
113              INVENTORIES                   1          Active   Detail
114              OTHER ASSETS                  1          Active   Detail
140              CASH-RESTRICTED FUNDS         1          Active   Detail
141              INVEST-RESTRICTED FUNDS       1          Active   Detail
142              UNAMORTIZED DISCOUNTS         1          Active   Detail
143              A/R RESTRICTED FUNDS          1          Active   Detail
145              PROPERTY PLANT & EQUIPMENT    1          Active   Detail
146              ACCUMULATED DEPRECIATION      1          Active   Detail
170              EDUCATIONAL ENDOWMENT FUND    1          Active   Detail
213              UNREQUITED PAYROLL DEDUCTIONS 2          Active   Detail
214              FEES & COMMISSIONS            2          Active   Detail
215              CASH & ERROR CLEARING         2          Active   Detail
216              OTHER LIABILITIES             2          Active   Detail
217              ACCRUALS & PAYABLE            2          Active   Detail
218              CURRENT INSTALLMENT           2          Active   Detail
219              SURPLUS                       2          Active   Detail
227              SPECIAL PURPOSE FUNDS         2          Active   Detail
247              ACCRUED INTEREST PAYABLE      2          Active   Detail
248              BONDS PAYABLE                 2          Active   Detail
270              EDUCATION ENDOWMENT FUND      6          Active   Detail
312              2 EAST                        9          Active   Detail
313              3 SOUTH                       9          Active   Detail
314              4 FLOOR                       9          Active   Detail
...              .....................         ..         ......   ......
...              .....................         ..         ......   ......
...              .....................         ..         ......   ......
...              .....................         ..         ......   ......


Total Departments: 283



                            End of Report
```

SUBACCOUNT MASTER LIST REPORT - FGL140

The Subaccount Master List Report provides your facility with a complete list of all subaccount codes and descriptions you designate for your entity. This report also includes whether the subaccount is a debit or credit account, if the subaccount activity class code is global or non-global in its application to departments, if the subaccount is active or inactive, or whether it is a detail or reporting subaccount.

Generating and Printing This Report

This report is generated from the Print Subaccount List function in the GL Master File Maintenance submenu. You can select multiple entities and fiscal year(s) for reporting the subaccounts. The report spools by entity code.

The system prompts you to choose a print option. Options are:

> All Subaccounts
>
> Active Subaccounts
>
> Inactive Subaccounts
>
> Global Subaccounts
>
> Non-Global Subaccounts
>
> Unassigned Subaccounts

The default is All subaccounts. After you enter a print option, a prompt displays to choose a subaccount class code.

The following is an example of a Subaccount Master List Report.

Figure 7.4 Subaccount Master List (FGL140) - Page 1

```
Date: 12/15/1992                                              Page  :     1
Time: 09:26am                     GENERAL HOSPITAL            Report: FGL140LM
                              Sub Account Master List
                        Fiscal Year 1991 - All Subaccounts Listed


Subaccount
Code          Description                    Subaccount attributes
            -------------------------------------------------------------------


ASSETS
10100         CASH ACCTS. PAYABLE            DR Nonglobal Active   Detail
10200         CASH-INVESTMENTS               DR Nonglobal Active   Detail
10300         PETTY CASH                     DR Nonglobal Active   Detail
10400         CASH FROM MISC. PAYMENTS       DR Nonglobal Active   Detail
10500         MISCELLANEOUS CASH             DR Nonglobal Active   Detail
10600         A/R DUE FROM OTHER ENTITY      DR Nonglobal Active   Detail
10700         A/R INPATIENTS                 DR Nonglobal Active   Detail
10800         A/R OUTPATIENTS                DR Nonglobal Active   Detail
10900         OTHER A/R                      DR Nonglobal Active   Detail
11000         PREPAID A/P                    DR Nonglobal Active   Detail
11100         LAND & IMPROVEMENTS            DR Nonglobal Active   Detail
11200         BUILDING & IMPROVEMENTS        DR Nonglobal Active   Detail
11300         EQUIPMENT-MAJOR MOVEABLE       DR Nonglobal Active   Detail
11350         AUTOMOBILES                    DR Nonglobal Active   Detail
11400         AUTOMOBILES                    DR Nonglobal Active   Detail
11500         CONSTRUCTION IN PROGRESS       DR Nonglobal Active   Detail
11600         SURGICAL SUPPLIES              DR Nonglobal Active   Detail
11700         MEDICAL SUPPLIES               DR Nonglobal Active   Detail
11800         HOUSEKEEPING SUPPLIES          DR Nonglobal Active   Detail
11900         LAB SUPPLIES                   DR Nonglobal Active   Detail
11950         GENERAL INVENTORY              DR Nonglobal Active   Detail
12000         PHARMACY SUPPLIES              DR Nonglobal Active   Detail
12050         ADJUSTMENTS TO INVENTORY       DR Nonglobal Active   Detail
12100         ACCUM DEPREC-MAJOR MOVABLE     CR Nonglobal Active   Detail
12200         ACCUM.DEPRECIATION-BUILDING    CR Nonglobal Active   Detail
12300         ACCUM.DEPRECIATION-AUTO        CR Nonglobal Active   Detail


Total assets subaccounts 26


LIABILITIES & EQUITY
20100         ACCOUNTS PAYABLE               CR Nonglobal Active   Detail
20200         ACCRUED LIABILITIES-OTHER      CR Nonglobal Active   Detail
20300         ACCRUED SALARIES PAYABLE       CR Nonglobal Active   Detail
20400         SALARY TAXES PAYABLE           CR Nonglobal Active   Detail
20500         MISC CASH DUE TO AN ENTITY     CR Nonglobal Active   Detail
20700         MORTGAGE                       CR Nonglobal Active   Detail
20800         NOTES PAYABLE                  CR Nonglobal Active   Detail
20900         BONDS PAYABLE                  CR Nonglobal Active   Detail
21000         OTHER LIABILITIES PAYABLE      CR Nonglobal Active   Detail
21100         PHYSICIAN FEES PAYABLE         CR Nonglobal Active   Detail
30100         RETAINED EARNINGS              CR Nonglobal Active   Detail
30200         STOCK EQUITY                   CR Nonglobal Active   Detail
30300         NET INCOME                     DR Nonglobal Active   Detail


Total liabilities & equity subaccounts 13
```

Figure 7.5 Subaccount Master List (FGL140) - Page 2

```
Date: 12/15/1992                                            Page  :     2
Time: 09:26am                   GENERAL HOSPITAL            Report: FGL140LM
                            Sub Account Master List
                    Fiscal Year 1991 - All Subaccounts Listed


Subaccount
Code            Description                   Subaccount attributes
----------------------------------------------------------------------------


In-Patient Revenues
40100           INPATIENT REVENUE             CR Nonglobal Active   Detail

Total in-patient revenues subaccounts 1

Out-Patient Revenues
40200           OUTPATIENT REVENUE            CR Nonglobal Active   Detail

Total out-patient revenues subaccounts 1

Other Operating Revenues

Total other operating revenues subaccounts 0

Deductions from Revenue
40900           OTHER REVENUE                 CR Nonglobal Active   Detail

Total deductions from revenue subaccounts 1

Operating Expenses
50100           SALARIES                      DR Global    Active   Detail
50200           BENEFITS                      DR Global    Active   Detail
50300           EMPLOYER FICA                 DR Global    Active   Detail
50400           GENERAL SUPPLIES              DR Global    Active   Detail
50500           OTHER OPERATING EXPENSES      DR Global    Active   Detail
50600           RENT EXPENSE                  DR Nonglobal Active   Detail
50700           MEETINGS & TRAVEL             DR Nonglobal Active   Detail
50800           EQUIPMENT-MINOR               DR Nonglobal Active   Detail
50900           PHYSICIAN FEES                DR Nonglobal Active   Detail
51000           LEGAL FEES                    DR Nonglobal Active   Detail
51100           AUDIT FEES                    DR Nonglobal Active   Detail
51200           SALES TAX                     DR Nonglobal Active   Detail
51300           FREIGHT                       DR Nonglobal Active   Detail
51400           EQUIPMENT RENTAL              DR Nonglobal Active   Detail
52000           CONSULTING FEE EXPENSE        DR Nonglobal Active   Detail
52010           TELEPHONE EXPENSE             DR Nonglobal Active   Detail
52020           MODEM LINE EXPENSE            DR Nonglobal Active   Detail

Total operating expenses subaccounts 17
```

Figure 7.6 Subaccount Master List (FGL140) - Page 3

```
Date: 12/15/1992                                              Page :     3
Time: 09:26am                      GENERAL HOSPITAL           Report: FGL140LM
                                Sub Account Master List
                         Fiscal Year 1991 - All Subaccounts Listed


Subaccount
Code            Description                    Subaccount attributes
-----------------------------------------------------------------------------


Depreciation & Fixed Charges
60100           CAFETERIA RECEIPTS             CR Nonglobal Active   Detail
60200           VENDING MACHINE RECEIPTS       CR Nonglobal Active   Detail
60300           PARKING LOT RECEIPTS           CR Nonglobal Active   Detail
60400           RESTRICTED DONATIONS           CR Nonglobal Active   Detail
60500           OTHER REVENUE                  CR Nonglobal Active   Detail


Total depreciation & fixed charges subaccounts 5


Non-Operate Revenue & Expense
70100           INTEREST EXPENSE               DR Nonglobal Active   Detail


Total non-operate revenue & expense subaccounts 1



                                End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

SUBACCOUNT CODE
This field contains the user-defined subaccount class code, used to identify it on all reports and screens.

DESCRIPTION
This field contains the user-defined description of the subaccount, used to identify this subaccount on all reports and screens.

SUBACCOUNT ATTRIBUTES
This field contains the account's normal balance (Debit or Credit), whether it is Global or Nonglobal in its application to departments, Active or Inactive in the way of data collecting, or Detail or Reporting in the way it stores data.

CHART OF ACCOUNTS DETAIL AND SUMMARY REPORT - FGL150

The Chart of Accounts provides your facility with either detail or summary information on accounts. This report is can be a detail report or summary report. Both categories of reports provide information in this manner: departments sorted by accounts, or accounts sorted by department. Detail reports provide data on account type, the normal balance of the account (debit or credit), the account status, posting amounts, exception percentages, and the minimum and maximum balances. Summary reports provide only data on account type, the normal balance of the accounts, and the account status.

NOTE: This report can be set up to have page breaks by department or subaccount, or printed with no page breaks.

Generating and Printing This Report

This report is generated from the Print Chart of Accounts function on the GL Accounts submenu. After you enter an entity code and fiscal year, the system prompts you to select either Detail or Summary Accounts by department sequencing or account sequencing.

Two examples of the Chart of Accounts are shown below. The first report displays a detail report listed by department. The second report displays a summary report listed by subaccount.

Figure 7.8 Chart of Accounts Summary Report (FGL150) - Page 1

```
Date: 08/14/2006                                                                    Page :    1
Time: 10:49am                              HAPPY HOSPITAL                            Report: FGL15001
                                           Chart of Accounts
                                           Fiscal Year 2006


                                    Acct   Norm    Acct      Posting Exceptions     Minimum         Maximum
Account        Department           Class  Balance Status    Amount    Percent      Balance         Balance
-------------------------------------------------------------------------------------------------------------
3600 PATIENT CHARGEABLES
     6.011 PATIENT CARE SUPERVISION          7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.012 PATIENT CARE EDUCATION            7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.013 PATIENT CARE ORIENTATION          7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.014 PATIENT CARE CENTRAL TRANSPORT    7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.017 PATIENT CARE CENTRAL STAFFING     7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.018 PATIENT CARE FLOAT POOL           7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.020 MEDICAL SURGICAL-1ST FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.022 MEDICAL SURGICAL-2ND FLOOR        7    Debit   Inactive    $0.00    0.00      $0.00           $0.00
     6.024 MEDICAL SURGICAL-3RD FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.026 MEDICAL SURGICAL-4TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.028 MEDICAL SURGICAL-5TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.030 MEDICAL SURGICAL-6TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.050 PEDIATRICS                        7    Debit   Inactive    $0.00    0.00      $0.00           $0.00

3602 PATIENT PHARMACY SUPPLIES
     6.011 PATIENT CARE SUPERVISION          7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.012 PATIENT CARE EDUCATION            7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.013 PATIENT CARE ORIENTATION          7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.014 PATIENT CARE CENTRAL TRANSPORT    7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.017 PATIENT CARE CENTRAL STAFFING     7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.018 PATIENT CARE FLOAT POOL           7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.020 MEDICAL SURGICAL-1ST FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.022 MEDICAL SURGICAL-2ND FLOOR        7    Debit   Inactive    $0.00    0.00      $0.00           $0.00
     6.024 MEDICAL SURGICAL-3RD FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.026 MEDICAL SURGICAL-4TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.028 MEDICAL SURGICAL-5TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.030 MEDICAL SURGICAL-6TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.050 PEDIATRICS                        7    Debit   Inactive    $0.00    0.00      $0.00           $0.00

3610 PATIENT IV SOLUTIONS
     6.011 PATIENT CARE SUPERVISION          7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.012 PATIENT CARE EDUCATION            7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.013 PATIENT CARE ORIENTATION          7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.014 PATIENT CARE CENTRAL TRANSPORT    7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.017 PATIENT CARE CENTRAL STAFFING     7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.018 PATIENT CARE FLOAT POOL           7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.020 MEDICAL SURGICAL-1ST FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.022 MEDICAL SURGICAL-2ND FLOOR        7    Debit   Inactive    $0.00    0.00      $0.00           $0.00
     6.024 MEDICAL SURGICAL-3RD FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.026 MEDICAL SURGICAL-4TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.028 MEDICAL SURGICAL-5TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
     6.030 MEDICAL SURGICAL-6TH FLOOR        7    Debit   Active      $0.00    0.00      $0.00           $0.00
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

ACCT CLASS
This field contains the account class.

NORM BALANCE
This field contains this subaccount's normal balance. Options are D (debit) or C (credit).

ACCT STATUS
This field contains the subaccount's current status. Valid status codes are Active (able to receive data), Inactive (unable to receive data), and Deletion (flagged for deletion from the master file).

NOTE: The following fields display on detail reports only:

POSTING EXCEPTIONS AMOUNT
This field contains thedollar limit for including individual postings on exception reports. For example, if you set this fieldat $5,000, the system includes any posting equal to or greater than that amount on an exception report.

POSTING EXCEPTIONS PERCENT
This field contains the percentage limit for including individual postings on exception reports. For example, if the account balance is $100,000 and you set this field at 5%, any posting over $5,000 appears on an exception report.

MINIMUM BALANCE
This field contains the subaccount's user-defined minimum balance. If the subaccount's total balance falls below this amount, the system includes the subaccount on an exception report.

MAXIMUM BALANCE
This field contains the subaccount's user-defined maximum balance. If the subaccount's total balance exceeds this amount, the system includes the subaccount on an exception report.

BUILD/ADD GL ACCOUNTS AUDIT REPORT - FGL180, FGL182

The Build Accounts Audit Report and the Add Accounts Audit Report provide you with listings of GL accounts which have been built or added to the General Ledger. The reports for both processes are identical. Each report lists the subaccount number and the number of the department to which the subaccount was added.

Generating and Printing This Report

These reports are generated automatically when either the Build GL Accounts function or Add GL Accounts function is performed. However, if you choose to view the account creation on-line, no report is generated.

From the GL main menu, select the **GL Accounts** option, then select either Build or Add GL Accounts.

Build GL Accounts

This function is used only during system installation to build the Chart of Accounts.

Add GL Accounts

After you enter an entity code and fiscal year, the system prompts you to enter a department code, subaccount class, and subaccount code. Next, the system prompts you to choose whether the accounts are created automatically or online.

Create (A)utomatically or allow (U)ser modification? [A]--

The default is A. The system adds the accounts automatically as a background job. If you enter **U**, the system displays the screen of each GL account and adds the accounts individually.

NOTE:　Do not choose U (User Modification) if you are adding more than two accounts due to the time involved.

Figure 7.9 Build GL Accounts Audit Report (FGL180)

```
Date: 06/06/1990 05:30am                    GENERAL HOSPITAL              Report: FGL180GH
                                     Build G/L Accounts Audit Report         Page: 1


Account 3030                         added to department 3020
Account 4122                         added to department 6005
Account 4205                         added to department 6005

                                            End of Report

```

Figure 7.10 Add GL Accounts Audit Report (FGL182)

```
Date: 06/06/1990 05:30am                    GENERAL HOSPITAL              Report: FGL182GH
                                        Add G/L Accounts Audit Report      Page: 1


Account 3030                            added to department 3020
Account 4122                            added to department 6005
Account 4205                            added to department 6005

                                            End of Report
```

BUILD/ADD GENERAL LEDGER ACCOUNT ERRORS - FGL190, FGL192

The Build GL Accounts Errors Report (FGL190) and the Add GL Accounts Errors Report (FGL192) provide you with listings of any accounts that were unable to be built or added during the Build or Add GL Accounts process. Both reports are identical. Each report lists the department and subaccount number which was in error.

Generating and Printing This Report

These reports are generated automatically if an error occurs during the Build GL Account or Add GL Account process.

Figure 7.11 Build GL Account Errors (FGL190)

```
Date: 06/06/1990 05:30am                   GENERAL HOSPITAL                   Report: FGL190GH
                                        Build G/L Account Errors               Page: 1


Account 0300                            not added to department 6000
Account 3000                            not added to department 6000
Account 3020                            not added to department 6000
Account 3040                            not added to department 6005
Account 9010                            not added to department 6005
Account 9020                            not added to department 6005


                                            End of Report
```

Figure 7.12 Add GL Account Errors (FGL192)

```
Date: 06/06/1990 05:30am                   GENERAL HOSPITAL                   Report: FGL192GH
                                         Add G/L Account Errors                Page: 2

Account 0300                            not added to department 6000
Account 3000                            not added to department 6000
Account 3020                            not added to department 6000
Account 3040                            not added to department 6005
Account 9010                            not added to department 6005
Account 9020                            not added to department 6005


                                            End of Report
```

DETAIL TRIAL BALANCE REPORT - FGL210

The General Ledger system Detail Trial Balance Report provides a quick way to assess your institution's financial position. The detail trial balance produces an accounting snapshot of activity within GL accounts, listing total assets, liabilities, and other data.

The Detail Trial Balance Report provides your facility with a detailed overview of department and subaccount balances sequenced by either department or subaccount for any fiscal year and periods. The report includes beginning and ending balances for all periods selected, the debits and credits to the subaccount or department for all periods selected, and the subsystem source of the journal entries.

Generating and Printing This Report

The Detail Trial Balance can be printed by Department or by Subaccount. Reports representing both options are displayed following. In both cases the reports contain all possible totals and grand totals you can request. The two sort options are to print by Department and print by Subaccount. The Print by Department option is the first figure displayed, and is followed by Print by Subaccount.

PRINT BY DEPARTMENT

In the Detail Trial Balance Report printed by department, the optional totals included are Subaccount Grand Totals and Class Code GrandTotals. All other totals will always be printed in the body of the report.

This would be the resulting report if you requested to print departments 6300 and 6400 and subaccounts 30100, 30200, and 70100 for periods 02 through 03.

PRINT BY SUBACCOUNT

In the Detail Trial Balance Report printed by subaccount, the optional totals included are Department Grand Totals and Class Code Grand Totals. All other totals will always be printed in the body of the report.

This would be the resulting report if you requested to print departments 6300 and 6400 and subaccounts 30100, 30200, and 70100 for periods 02 through 03.

This report is generated from the Print Detail Trial Balance option in the GL Accounts submenu of the General Ledger. When you select this option, the system prompts you to enter an entity code and fiscal year, then displays the following screen. This report (if set up as Demand) can be printed through the Demand Print procedure.

Additional Print Options

The Print Option field provides four options for further specifying the items to be included in the Detail Trial Balance Report.

```
                 General Hospital Detail Trial Balance Processor
                                              Mon Jun 10, 2002 01:39 pm
 Ent : MODEL HOSP - ENT 02          Fiscal Yr: 2002
  1 Sort Option                    2 Department Code
    Department                       1012
  3 Subaccount Code                4 Totals
    ALL                              Grand totals by Subaccount,Class code
  5 Report Begin Period            6 Report End Period
    01                               06
  7 Detail Begin Period            8 Detail End Period
    01                               06
  9 Exception Report              10 Page Break
    Yes                              No
 11 Print Option
 ->
  (1) ALL - Print All accounts
  (2) BALANCE - Print only accounts with a dollar BALANCE not equal to zero
  (3) ACTIVITY - Print only accounts with any ACTIVITY, not considering balance
  (4) ACTIVITY or BALANCE - Print accounts with EITHER activity or balance



 Enter report choice (1, 2, 3, or 4)-
```

Select one of the following print options in field 11:

1   ALL - print all accounts that meet the criteria listed in fields 1-6.

2   BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have a year to date (YTD) balance at the end of the Report Period in an amount other than zero. For example, if an account has had 100 entries posted to it, but all of those entries along with the beginning balance add up to a zero balance, then that account is not printed if this option is chosen.

3   ACTIVITY - print accounts that meet the criteria listed in fields 1-6 only if they have had activity during the Report Period. For example, if an account has a YTD Balance, but has not had activity during the selected Report Period, then that account is not printed if this option is chosen. "Activity" is defined as any posting to the General Ledger, even if the net of those postings is zero.

4   ACTIVITY or BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have either activity or a balance not equal to zero. This option is differentiated from choice 1 (ALL) because it does not include accounts that have a zero beginning balance, no activity, and no ending balance.

The following reports are examples of Detail Trial Balance reports. For more information, refer to Report Headings for all Detail Trial Balances.

Figure 7.13 Detail Trial Balance by Department (FGL210) - Page 1

```
Date: 06/10/2002                                                                      Page  :     1
Time: 10:11am                          MODEL HOSP - ENT 02                             Report: FGL21002
                                        Detail Trial Balance
                                         Fiscal Year 2002

                            Accounts with a dollar BALANCE not equal to zero are printed
                              Sort by DEPTS   Departments = ALL Subaccounts = ALL

Fiscal Periods :  01-06
Detail Periods :  01-06


Department/   Fiscal  Post            S                        Beginning                                       Ending
Subaccount    Period  Date     JE #   S   Src    Description    Balance          Debits        Credits         Balance
------------------------------------------------------------------------------------------------------------------------
0010 ENTITY 01 ONLY
    0001 ENTI-ADJUSTMENTS DEFAULT
                  TOTAL 01                                       $0.00           $0.00          $0.00           $0.00

                  TOTAL 02                                       $0.00           $0.00          $0.00           $0.00

             03  05/01/2002    31   AP AP     AP Compute Monthly Accr        $0.00         $14,777.22
                                                                        ----------------------------------
                  TOTAL 03                                       $0.00           $0.00       $14,777.22      $14,777.22-

             04  05/01/2002   130   AP AP     AP Compute Monthly Accr        $0.00         $14,777.22
                                                                        ----------------------------------
                  TOTAL 04                                    $14,777.22-       $0.00       $14,777.22      $29,554.44-

                  TOTAL 05                                    $29,554.44-       $0.00          $0.00        $29,554.44-
                  TOTAL 06                                    $29,554.44-       $0.00          $0.00        $29,554.44-
                                                                        ----------------------------------
       SUBACCOUNT TOTAL  (0001-ADJUSTMENTS DEFA)                 $0.00           $0.00       $29,554.44      $29,554.44-

    0002 ENTI-AGENCY CASH DEFAULT
                  TOTAL 01                                       $0.00           $0.00          $0.00           $0.00

                  TOTAL 02                                       $0.00           $0.00          $0.00           $0.00

             03  05/01/2002    31   AP AP     AP Compute Monthly Accr      $140.00          $0.00
                                                                        ----------------------------------
                  TOTAL 03                                       $0.00         $140.00          $0.00         $140.00

             04  05/01/2002    32   AP AP     AP Compute Monthly Accr       $91.00          $0.00
             04  05/01/2002   130   AP AP     AP Compute Monthly Accr      $140.00          $0.00
                                                                        ----------------------------------
                  TOTAL 04                                     $140.00         $231.00          $0.00         $371.00

             05  05/01/2002   131   AP AP     AP Compute Monthly Accr       $91.00          $0.00
             05  05/17/2002   156   AP AP     AP Daily Distribution        $10.00          $0.00
                                                                        ----------------------------------
                  TOTAL 05                                     $371.00         $101.00          $0.00         $472.00
                  TOTAL 06                                     $472.00          $0.00          $0.00         $472.00
```

Figure 7.14 Detail Trial Balance by Department (FGL210) - Last Page

```
Date: 06/10/2002                                                                    Page  :   205
Time: 10:11am                              MODEL HOSP - ENT 02                       Report: FGL21002
                                           Detail Trial Balance
                                           Fiscal Year 2002

                           Accounts with a dollar BALANCE not equal to zero are printed
                             Sort by DEPTS    Departments = ALL Subaccounts = ALL


Fiscal Periods :  01-06
Detail Periods :  01-06


Department/     Fiscal  Post            S                    Beginning                                    Ending
Subaccount      Period  Date    JE #    S  Src   Description  Balance         Debits         Credits       Balance
-------------------------------------------------------------------------------------------------------------------


CLASS CODE GRAND TOTALS
                        1                                     $0.00    $1,495,901.22   $3,118,615.07   $1,622,713.85-
                        2                                     $0.00    $3,475,020.20   $2,198,757.19   $1,276,263.01
                        5                                     $0.00        $0.00       $4,085.00          $4,085.00-
                        7                                     $0.00      $483,520.15     $99,352.81       $384,167.34

ENTITY GRAND TOTALS
                                                             $0.00    $5,454,441.57   $5,420,810.07      $33,631.50

                                           End of Report
```

Figure 7.15 Detail Trial Balance by Subaccount (FGL210) - Page 1

```
Date: 06/10/2002                                                                    Page  :    1
Time: 10:13am                              HBOC MODEL HOSPITAL OF GEORGIA            Report: FGL21001
                                                Detail Trial Balance
                                                  Fiscal Year 2002

                             Accounts with any ACTIVITY, not considering balance are printed
                                 Sort by SUBACCTS   Departments = 1012 Subaccounts = ALL

Fiscal Periods : 01-06
Detail Periods : 01-06
Subaccount/    Fiscal  Post          S                             Beginning                                            Ending
  Department   Period  Date    JE #  S  Src    Description          Balance          Debits         Credits            Balance
-----------------------------------------------------------------------------------------------------------------------------------
0006 BD ASSET ACCOUNT DEFAULT

    1012 PAYROLL ACCOUNTS
                  01  04/10/2002  248  AP AP    AP Compute Monthly Accr      $180.00          $0.00
                                                                      ------------------------------------------------------------
               TOTAL 01                                            $1,380.00-       $180.00          $0.00         $1,200.00-

                  02  04/10/2002  249  AP AP    AP Compute Monthly Accr        $0.00        $180.00
                  02  04/10/2002  934  AP AP    AP Compute Monthly Accr      $180.00          $0.00
                                                                      ------------------------------------------------------------
               TOTAL 02                                            $1,200.00-       $180.00        $180.00         $1,200.00-

                  03  04/10/2002  936  AP AP    AP Compute Monthly Accr        $0.00        $180.00
                  03  04/10/2002 1539  AP AP    AP Compute Monthly Accr      $180.00          $0.00
                                                                      ------------------------------------------------------------
               TOTAL 03                                            $1,200.00-       $180.00        $180.00         $1,200.00-

                  04  04/10/2002 1540  AP AP    AP Compute Monthly Accr        $0.00        $180.00
                  04  05/01/2002 2478  AP AP    AP Compute Monthly Accr      $180.00          $0.00
                                                                      ------------------------------------------------------------
               TOTAL 04                                            $1,200.00-       $180.00        $180.00         $1,200.00-

                  05  05/01/2002 2479  AP AP    AP Compute Monthly Accr        $0.00        $180.00
                                                                      ------------------------------------------------------------
               TOTAL 05                                            $1,200.00-         $0.00        $180.00         $1,380.00-

                  06  05/31/2002 4213  AP AP    AP Compute Monthly Accr        $0.00        $180.00
                                                                      ------------------------------------------------------------
               TOTAL 06                                            $1,380.00-         $0.00        $180.00         $1,560.00-
                                                                      ------------------------------------------------------------
        DEPARTMENT TOTAL   (1012-PAYROLL ACCOUNTS)                 $1,380.00-       $720.00        $900.00         $1,560.00-
                                                                      ------------------------------------------------------------
SUBACCOUNT TOTAL   (0006-BD ASSET ACCOUNT D)                      $1,380.00-       $720.00        $900.00         $1,560.00-

0025 OUTPATIENT VISITS DEFAULT
    1012 PAYROLL ACCOUNTS
                  01  04/10/2002  248  AP AP    AP Compute Monthly Accr  $775,326.47          $0.00
                                                                      ------------------------------------------------------------
               TOTAL 01                                         $6,099,390.07-   $775,326.47        $0.00      $5,324,063.60-
```

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Release 17.0
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7-53

DETAIL TRIAL BALANCE REPORT - FGL210

Figure 7.16 Detail Trial Balance by Subaccount (FGL210) - Last Page

```
Date: 06/10/2002                                                               Page :    7
Time: 10:13am                          HBOC MODEL HOSPITAL OF GEORGIA          Report: FGL21001
                                          Detail Trial Balance
                                            Fiscal Year 2002

                           Accounts with any ACTIVITY, not considering balance are printed
                              Sort by SUBACCTS   Departments = 1012 Subaccounts = ALL

Fiscal Periods :  01-06
Detail Periods :  01-06


Subaccount/   Fiscal  Post             S                      Beginning                                         Ending
  Department  Period  Date      JE #   S  Src    Description   Balance            Debits          Credits        Balance
-----------------------------------------------------------------------------------------------------------------------


DEPARTMENT GRAND TOTALS
                      1012   PAYROLL ACCOUNTS         $2,351,987,398.38-  $941,395,557.86 $1,177,150,224.99 $2,587,742,065.51-

CLASS CODE GRAND TOTALS
                      1                              $2,351,987,398.38-  $941,395,557.86 $1,177,150,224.99 $2,587,742,065.51-

ENTITY GRAND TOTALS
                                                    $2,351,987,398.38-  $941,395,557.86 $1,177,150,224.99 $2,587,742,065.51-

                                                    End of Report
```

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Chapter 7 - GENERAL LEDGER REPORTS

October 2011

DETAIL TRIAL BALANCE REPORT - FGL210

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system. An explanation of selected fields follows.

DEPARTMENT
This field contains the user-defined code and name used to identify this department on all reports and screens.

SUBACCOUNT
This field contains the user-defined code and name used to identify this subaccount on all reports and screens.

FISCAL PERIOD
This field contains the user-defined code for the period.

POST DATE
This field contains the posting date corresponding to the journal entry. All journal entries will have a posting date and source from which they are posted.

JE #
This field contains the journal entry numbers posted to that subaccount subtotaled by period for each department printed.

SOURCE SUBSYS
This field indicates the financial subsystem (for example, AP, FA, MM, etc.) which provided this journal entry.

NOTE: This column of the report contains the following detail about the source: payroll, pay cycle, cycle type and pay period. For example, a report might show PRBWR08, which indicates Payroll, Biweekly, Regular, pay period 08.

DESCRIPTION
This field contains the journal entry description.

BEGINNING BALANCE
This field contains the beginning balance for this subaccount for the period selected.

DEBITS
This field contains the subtotal, by period, of the dollar amount posted as debits to the subaccount.

CREDITS
This field contains the subtotal, by period, of the dollar amount posted as credits to the subaccount.

ENDING BALANCE
This field contains the ending balance for this subaccount for the period selected. This field is a summation of the Debits and Credits fields.

SUMMARY TRIAL BALANCE REPORT - FGL220

The Summary Trial Balance Report provides your facility with a summarization of department and subaccount balances sequenced by either department or subaccount for any fiscal year and periods you designate. The reports include the debits and credits to the subaccount or department for all periods selected, and the balance for all periods.

Generating and Printing This Report

The Summary Trial Balance can be printed by Department or by Subaccount. The report can be printed to display Individual data or Summary data. Reports representing each of the four options are displayed below. In each case the reports contain all possible totals and grand totals that you can request.

Additional Print Options

The Print Option field provides four options for further specifying the items to be included in the Summary Trial Balance Report.

```
                General Hospital Summary Trial Balance Processor
                                             Mon Jun 10, 2002 04:36 pm
 Ent : MODEL HOSP - ENT 02            Fiscal Yr: 2002
  1 Sort Option                    2 Department Code
    Department                        ALL
  3 Subaccount Code                 4 Totals
    0050,0052,0054                    Grand totals by Subaccount,Class code
  5 Report Begin Period            6 Report End Period
    01                                06
  7 Ind/Sum                        8 Page Break
    Summary                           No
  9 Print Option
 ->


  (1) ALL - Print All accounts
  (2) BALANCE - Print only accounts with a dollar BALANCE not equal to zero
  (3) ACTIVITY - Print only accounts with any ACTIVITY, not considering balance
  (4) ACTIVITY or BALANCE - Print accounts with EITHER activity or balance



 Enter report choice (1, 2, 3, or 4)-
```

Select one of the following print options in field 9:

1   ALL - print all accounts that meet the criteria listed in fields 1-6.

2   BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have a year to date (YTD) balance at the end of the Report Period in an amount other than zero. For example, if an account has had 100 entries posted to it, but all of those entries along with the beginning balance add up to a zero balance, then that account is not printed if this option is chosen.

3   ACTIVITY - print accounts that meet the criteria listed in fields 1-6 only if they have had activity during the Report Period. For example, if an account has a YTD Balance, but has not had activity during the selected Report Period, then that account is not printed if this option is chosen. "Activity" is defined as any posting to the General Ledger, even if the net of those postings is zero.

4   ACTIVITY or BALANCE - print accounts that meet the criteria listed in fields 1-6 only if they have either activity or a balance not equal to zero. This option is differentiated from choice 1 (ALL) because it does not include accounts that have a zero beginning balance, no activity, and no ending balance.

PRINT BY DEPARTMENT, INDIVIDUAL

The first report is the Individual Summary Trial Balance report printed by department. The optional totals included in this report are Subaccount Grand Totals and Class Code Grand Totals. All other totals are always printed in the body of the report.

For each subaccount, this Summary Trial Balance report lists the fiscal periods chosen, with the debits, credits, and ending balances for each individual fiscal period within the subaccounts.

An example of the Summary Trial Balance by Department Individual report and report headings for all Summary Trial Balance reports follow.

Figure 7.17 Summary Trial Balance by Department - Individual (FGL220) - Page 1

```
Date: 06/10/2002                                                            Page :      1
Time: 04:52pm                        HBOC MODEL HOSPITAL OF GEORGIA         Report: FGL22001
                                         Summary trial balance
                                     Fiscal Year 2002 Periods 01-06

                         Accounts with a dollar BALANCE not equal to zero are printed
                Sort by DEPTS   Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...

                                 Fiscal           Beginning                                            Ending
Department    Subaccount         Period           Balance            Debits           Credits          Balance
-----------------------------------------------------------------------------------------------------------------
0000 TEST FOR GL CONV
              0000 TEST-SUSPENSE
                                 01              $607,971.42      $8,934,311.92     $4,680,865.28     $4,861,418.06
                                 02              $608,151.92      $6,508,350.67    $10,243,399.72     $3,126,897.13-
                                 03              $608,319.21            $274.78           $274.78       $608,319.21
                                 04              $608,444.96         $108,471.10          $274.78       $716,641.28
                                 05              $716,641.28            $957.29           $274.78       $717,323.79
                                 06              $717,323.79            $224.30           $274.78       $717,273.31
                                                                 ----------------------------------------------------
              SUBACCOUNT TOTAL   (0000-SUSPENSE)  $607,971.42     $15,552,590.06    $14,925,364.12     $1,235,197.36

              0001 TEST-ADJUSTMENTS DEFAULT
                                 01               $52,254.75-        $1,466.54            $0.00        $50,788.21-
                                 02               $52,254.75-           $10.00            $0.00        $52,244.75-
                                 03               $52,254.75-            $2.50            $0.83        $52,253.08-
                                 04               $52,254.75-            $0.00            $0.00        $52,254.75-
                                 05               $52,254.75-            $0.00            $0.00        $52,254.75-
                                 06               $52,254.75-            $0.00            $0.00        $52,254.75-
                                                                 ----------------------------------------------------
              SUBACCOUNT TOTAL   (0001-ADJUSTMENTS DEFA)  $52,254.75-   $1,479.04          $0.83        $50,776.54-

              0002 TEST-AGENCY CASH DEFAULT
                                 01                  $100.00-        $1,900.00          $700.00         $1,100.00
                                 02                  $100.00-          $600.00        $1,200.00           $700.00-
                                 03                  $100.00-            $0.00            $0.00           $100.00-
                                 04                  $100.00-            $0.00            $0.00           $100.00-
                                 05                  $100.00-            $0.00            $0.00           $100.00-
                                 06                  $100.00-            $0.00            $0.00           $100.00-
                                                                 ----------------------------------------------------
              SUBACCOUNT TOTAL   (0002-AGENCY CASH DEFA)     $100.00-   $2,500.00        $1,900.00           $500.00
```

Figure 7.18 Summary Trial Balance by Department - Individual (FGL220) - Last Page

```
Date: 06/10/2002                                                            Page :    41
Time: 04:52pm                        HBOC MODEL HOSPITAL OF GEORGIA          Report: FGL22001
                                        Summary trial balance
                                     Fiscal Year 2002 Periods 01-06

                       Accounts with a dollar BALANCE not equal to zero are printed
               Sort by DEPTS   Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...

                                 Fiscal           Beginning                                    Ending
Department    Subaccount         Period           Balance          Debits        Credits       Balance
--------------------------------------------------------------------------------------------------------

SUBACCOUNT GRAND TOTALS
                       0000  SUSPENSE            $897,038.66-   $15,900,489.22  $15,091,378.76      $87,928.20-
                       0001  ADJUSTMENTS DEFA     $51,010.64-       $2,679.04       $1,375.83       $49,707.43-
                       0002  AGENCY CASH DEFA  $3,376,719.03-    $2,053,800.19   $2,585,044.67   $3,907,963.51-
                       0003  AGENCY FEES DEFA    $824,944.73       $240,077.63     $239,554.30      $825,468.06
                       0004  AR CONTROL ACCOU $36,596,550.81  $10,093,281,828.84 $10,183,006,241.47 $53,127,861.82-
                       0005  BD ALLOWANCE DEF        $393.42         $355.03           $0.00          $748.45
                       0006  BD ASSET ACCOUNT $61,026,570.73-  $19,999,466.59  $19,327,400,208.20 $19,368,427,312.34-
                       0009  DEPARTMENT REVEN     $58,670.68-      $49,198.95     $122,248.14      $131,719.87-

CLASS CODE GRAND TOTALS
                       1                     $27,988,120.78-$10,131,527,895.49 $29,528,446,051.37 $19,424,906,276.66-

ENTITY GRAND TOTALS
                                             $27,988,120.78-$10,131,527,895.49 $29,528,446,051.37 $19,424,906,276.66-

                                         End of Report
```

PRINT BY DEPARTMENT, SUMMARY

The second report is the Summary Trial Balance report printed by department. The optional totals included in this report are Subaccount Grand Totals and Class Code Grand Totals. All other totals are always printed in the body of the report.

For each subaccount, this Summary Trial Balance report suppresses the fiscal periods chosen and displays one line of data for all periods.

An example of the Summary Trial Balance by Department Summary report and report headings for all Summary Trial Balance reports follow.

Figure 7.19 Summary Trial Balance by Department - Summary (FGL220) - Page 1

```
Date: 06/10/2002                                                         Page :    1
Time: 05:01pm                        HBOC MODEL HOSPITAL OF GEORGIA       Report: FGL22001
                                         Summary trial balance
                                     Fiscal Year 2002 Periods 01-06

                           Accounts with a dollar BALANCE not equal to zero are printed
                  Sort by DEPTS   Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...


                                       Beginning                                          Ending
Department    Subaccount                Balance           Debits          Credits         Balance
------------------------------------------------------------------------------------------------------

0000 TEST FOR GL CONV
          0000  TEST-SUSPENSE                 $607,971.42    $15,552,590.06    $14,925,364.12     $1,235,197.36
          0001  TEST-ADJUSTMENTS DEFAULT       $52,254.75-        $1,479.04             $0.83        $50,776.54-
          0002  TEST-AGENCY CASH DEFAULT          $100.00-       $2,500.00         $1,900.00           $500.00
          0003  TEST-AGENCY FEES DEFAULT          $921.52        $4,157.88             $0.00         $5,079.40
          0004  TEST-AR CONTROL ACCOUNT DEFAULT  $36,639,274.90 $10,093,253,273.24 $10,182,970,546.97  $53,077,998.83-
          0005  TEST-BD ALLOWANCE DEFAULT         $160.42          $355.03             $0.00           $515.45
          0006  TEST-BD ASSET ACCOUNT DEFAULT       $0.00            $0.00             $0.00             $0.00
                                       ---------------------------------------------------------------------
DEPARTMENT TOTAL   (0000-TEST FOR GL CONV)    $37,195,973.51 $10,108,814,355.25 $10,197,897,811.92   $51,887,483.16-

0130 INTERCOMPANY RECV
0140 BONNIE 1
          0000  BONN-SUSPENSE                    $966.46       $37,771.72         $1,536.46        $37,201.72
          0002  BONN-AGENCY CASH DEFAULT      $1,122,168.87        $8,447.97        $11,094.03     $1,119,522.81
          0003  BONN-AGENCY FEES DEFAULT         $7,535.21       $41,759.26            $12.00        $49,282.47
          0006  BONN-BD ASSET ACCOUNT DEFAULT    $1,085.40        $1,889.81             $0.00         $2,975.21
          0009  BONN-DEPARTMENT REVENUE DEFAULT $16,177.71          $440.00           $550.00        $16,067.71
                                       ---------------------------------------------------------------------
DEPARTMENT TOTAL   (0140-BONNIE 1)           $1,147,933.65       $90,308.76        $13,192.49     $1,225,049.92

0141 BONNIE 2
0141 BONNIE 2
          0000  BONN-SUSPENSE                  $2,716.99           $35.00            $10.00         $2,741.99
          0002  BONN-AGENCY CASH DEFAULT       $3,393.04       $35,967.16         $8,689.00        $30,671.20
          0003  BONN-AGENCY FEES DEFAULT    $1,022,302.59          $537.00            $18.00     $1,022,821.59
          0006  BONN-BD ASSET ACCOUNT DEFAULT  $1,281.72        $1,069.75           $512.00         $1,839.47
          0009  BONN-DEPARTMENT REVENUE DEFAULT  $184.29            $0.00             $0.00           $184.29
                                       ---------------------------------------------------------------------
DEPARTMENT TOTAL   (0141-BONNIE 2)           $1,029,878.63       $37,608.91         $9,229.00     $1,058,258.54

0142 BONNIE 3
0142 BONNIE 3
          0000  BONN-SUSPENSE                  $1,607.71          $233.44             $0.00         $1,841.15
          0002  BONN-AGENCY CASH DEFAULT      $22,575.28        $3,885.34           $888.00        $25,572.62
```

Figure 7.20 Summary Trial Balance by Department - Summary (FGL220) - Last Page

```
Date: 06/10/2002                                                                  Page :     7
Time: 05:01pm                           HBOC MODEL HOSPITAL OF GEORGIA            Report: FGL22001
                                            Summary trial balance
                                        Fiscal Year 2002 Periods 01-06

                       Accounts with a dollar BALANCE not equal to zero are printed
              Sort by DEPTS   Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...


                                        Beginning                                            Ending
Department    Subaccount                Balance            Debits            Credits         Balance
----------------------------------------------------------------------------------------------------------


SUBACCOUNT GRAND TOTALS
                    0000  SUSPENSE             $897,038.66-   $15,900,489.22   $15,091,378.76      $87,928.20-
                    0001  ADJUSTMENTS DEFA      $51,010.64-        $2,679.04        $1,375.83      $49,707.43-
                    0002  AGENCY CASH DEFA   $3,376,719.03-    $2,053,800.19    $2,585,044.67   $3,907,963.51-
                    0003  AGENCY FEES DEFA     $824,944.73       $240,077.63      $239,554.30     $825,468.06
                    0004  AR CONTROL ACCOU  $36,596,550.81 $10,093,281,828.84 $10,183,006,241.47  $53,127,861.82-
                    0005  BD ALLOWANCE DEF         $393.42          $355.03            $0.00         $748.45
                    0006  BD ASSET ACCOUNT  $61,026,570.73-  $19,999,466.59 $19,327,400,208.20 $19,368,427,312.34-
                    0009  DEPARTMENT REVEN      $58,670.68-       $49,198.95      $122,248.14     $131,719.87-

CLASS CODE GRAND TOTALS
                    1                     $27,988,120.78-$10,131,527,895.49 $29,528,446,051.37 $19,424,906,276.66-

ENTITY GRAND TOTALS
                                          $27,988,120.78-$10,131,527,895.49 $29,528,446,051.37 $19,424,906,276.66-

                                        End of Report
```

PRINT BY SUBACCOUNT, INDIVIDUAL

The third report is the Individual STB report printed by subaccount. The optional totals included in this report are Subaccount Grand Totals and Class Code Grand Totals. All other totals will always be printed in the body of the report.

For each department this STB report lists the fiscal periods chosen, with the debits, credits, and ending balances for each individual fiscal period within the departments.

An example of the Summary Trial Balance by Subaccount Individual report follows. For more information, refer to the Report Headings for all Summary Trial Balances.

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7-65

Figure 7.21 Summary Trial Balance by Subaccount - Individual (FGL220) - Page 1

```
Date: 06/10/2002                                                                          Page :     1
Time: 05:16pm                              HBOC MODEL HOSPITAL OF GEORGIA                  Report: FGL22001
                                               Summary trial balance
                                            Fiscal Year 2002 Periods 01-06

                              Accounts with any ACTIVITY, not considering balance are printed
                        Sort by SUBACCTS   Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...

                                  Fiscal          Beginning                                             Ending
Subaccount        Department      Period          Balance             Debits          Credits          Balance
-----------------------------------------------------------------------------------------------------------------------
0000 SUSPENSE
                  0000 TEST FOR GL CONV
                                    01          $607,971.42       $8,934,311.92     $4,680,865.28     $4,861,418.06
                                    02          $608,151.92       $6,508,350.67    $10,243,399.72     $3,126,897.13-
                                    03          $608,319.21            $274.78           $274.78       $608,319.21
                                    04          $608,444.96         $108,471.10           $274.78       $716,641.28
                                    05          $716,641.28            $957.29           $274.78       $717,323.79
                                    06          $717,323.79            $224.30           $274.78       $717,273.31
                                                -----------------------------------------------------------------------
                  DEPARTMENT TOTAL  (0000-TEST FOR GL CONV)  $607,971.42     $15,552,590.06    $14,925,364.12     $1,235,197.36

                  0005
                                    01               $0.00            $184.20           $184.20            $0.00
                                    02               $0.00              $0.00           $184.20          $184.20-
                                    03               $0.00              $0.00             $0.00            $0.00
                                    04               $0.00              $0.00             $0.00            $0.00
                                    05               $0.00              $0.00             $0.00            $0.00
                                    06               $0.00              $0.00             $0.00            $0.00
                                                -----------------------------------------------------------------------
                  DEPARTMENT TOTAL  (0005-)          $0.00            $184.20           $368.40          $184.20-

                  0141 BONNIE 2
                                    01           $2,716.99              $5.00             $5.00        $2,716.99
                                    02           $2,716.99              $0.00             $5.00        $2,711.99
                                    03           $3,598.20              $0.00             $0.00        $3,598.20
                                    04           $4,464.14             $10.00             $0.00        $4,474.14
                                    05           $4,474.14             $20.00             $0.00        $4,494.14
                                    06           $4,494.14              $0.00             $0.00        $4,494.14
                                                -----------------------------------------------------------------------
                  DEPARTMENT TOTAL  (0141-BONNIE 2)  $2,716.99            $35.00            $10.00        $2,741.99

                  0142 BONNIE 3
                                    01           $1,607.71              $0.00             $0.00        $1,607.71
                                    02           $1,607.71              $0.00             $0.00        $1,607.71
                                    03           $1,607.71              $0.00             $0.00        $1,607.71
                                    04           $1,607.71            $233.44             $0.00        $1,841.15
                                    05           $1,841.15              $0.00             $0.00        $1,841.15
                                    06           $1,841.15              $0.00             $0.00        $1,841.15
                                                -----------------------------------------------------------------------
                  DEPARTMENT TOTAL  (0142-BONNIE 3)  $1,607.71           $233.44             $0.00        $1,841.15
```

Figure 7.22 Summary Trial Balance by Subaccount - Individual (FGL220) - Page 2

```
Date: 06/10/2002                                                                            Page  :    25
Time: 05:16pm                               HBOC MODEL HOSPITAL OF GEORGIA                   Report: FGL22001
                                                Summary trial balance
                                             Fiscal Year 2002 Periods 01-06


                                   Accounts with any ACTIVITY, not considering balance are printed
                          Sort by SUBACCTS    Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...


                                 Fiscal              Beginning                                              Ending
Subaccount       Department      Period               Balance            Debits           Credits           Balance
-------------------------------------------------------------------------------------------------------------------
DEPARTMENT GRAND TOTALS
                                0000  TEST FOR GL CONV  $37,195,973.51 $10,108,814,355.25 $10,197,897,811.92    $51,887,483.16-
                                0005                        $0.00            $184.20           $368.40            $184.20-
                                0010                        $0.00            $877.42           $567.00            $310.42
                                0100                        $0.00            $234.53             $0.00            $234.53
                                0111                        $0.00         $22,383.33        $21,677.40            $705.93
                                0120                        $0.00          $1,720.84             $0.00          $1,720.84
                                0141  BONNIE 2         $1,029,694.34        $37,743.91         $9,364.00       $1,058,074.25
                                0145                        $0.00         $21,677.60        $16,258.20          $5,419.40
                                1000  NEW DEFAULT DEPT $6,053,572.85-    $2,312,964.95     $2,726,592.11       $6,467,200.01-
                                1001  NEW STATS DEPT    $121,635.94-        $80,191.44       $100,239.30         $141,683.80-
                                1006                        $0.00          $2,552.40           $850.80          $1,701.60
                                1007                        $0.00            $718.20           $468.65            $249.55
                                1011  GENERAL FUND ACC       $0.00            $888.00           $888.00              $0.00
                                1012  PAYROLL ACCOUNTS   $1,380.00-          $720.00           $900.00          $1,560.00-
                                1014  IMPREST CASH FUN   $2,033.37-        $1,275.16         $1,363.67          $2,121.88-
                                1015  PLANT AND EQUIPM       $0.00            $145.00           $145.00              $0.00
                                1022  OTHER CURRENT IN       $0.00            $320.00           $160.00            $160.00
                                1031  I/P RECEIVABLE I       $0.00          $3,150.72             $0.00          $3,150.72
                                1067  ALLOWANCE/COLLEC       $0.00              $0.00           $357.72            $357.72-
                                1111  INVENTORY/GENERA  $25,132.80-        $14,470.40        $18,088.00         $28,750.40-
                                1116  NON-STOCK-DIRECT $170,838.07-       $166,409.16       $208,011.45         $212,440.36-
                                6006                        $0.00         $17,170.89        $19,308.98          $2,138.09-
                                6103                        $0.00            $686.55           $457.70            $228.85
                                6105                        $0.00          $4,319.41         $3,145.12          $1,174.29
                                6106                        $0.00          $8,190.17         $6,140.59          $2,049.58
                                6132                        $0.00          $1,045.65         $2,091.30          $1,045.65-
                                6147                        $0.00          $1,280.00           $992.00            $288.00
                                6700  BONNIE            $17,135.42-        $13,230.28        $16,537.85         $20,442.99-
                                6701                        $0.00          $3,191.68         $6,672.43          $3,480.75-
                                6996  BONNIE                 $0.00          $5,430.54         $8,479.37          $3,048.83-
                                6998  ENT 01 ONLY            $0.00            $537.50             $0.00            $537.50

CLASS CODE GRAND TOTALS
                                1                  $29,127,490.78-$10,131,410,070.55 $29,528,397,718.49 $19,426,115,138.72-

ENTITY GRAND TOTALS
                                                   $29,127,490.78-$10,131,496,442.42 $29,528,478,833.06 $19,426,109,881.42-

                                                End of Report
```

PRINT BY SUBACCOUNT, SUMMARY

The fourth report is the Summary Trial Balance report printed by subaccount. The optional totals included in this report are Subaccount Grand Totals and Class Code Grand Totals. All other totals are always printed in the body of the report.

For each department, this Summary Trial Balance report suppresses the fiscal periods chosen and displays one line of data for all periods.

This report is generated from the Print Summary Trial Balance option in the GL Accounts submenu of the General Ledger. This report (if set up as Demand) can be printed through the Demand Print procedure.

An example of the Summary Trial Balance by Subaccount Summary report and report headings for all Summary Trial Balance reports follow.

Figure 7.23 Summary Trial Balance by Subaccount - Summary (FGL220) -
Page 1

```
Date: 06/10/2002                                                              Page :      1
Time: 05:25pm                        HBOC MODEL HOSPITAL OF GEORGIA           Report: FGL22001
                                        Summary trial balance
                                     Fiscal Year 2002 Periods 01-06

                          Accounts with any ACTIVITY, not considering balance are printed
                    Sort by SUBACCTS   Departments = ALL Subaccounts = 0000:0001:0002:0003:0004:0005:0006:00...

                                        Beginning                                             Ending
Subaccount       Department              Balance          Debits          Credits            Balance
-------------------------------------------------------------------------------------------------------

0000 SUSPENSE
                 0000 TEST FOR GL CONV       $607,971.42  $15,552,590.06  $14,925,364.12     $1,235,197.36
                 0005                             $0.00         $184.20         $368.40           $184.20-
                 0141 BONNIE 2                $2,716.99          $35.00          $10.00         $2,741.99
                 0142 BONNIE 3                $1,607.71         $233.44           $0.00         $1,841.15
                 1000 NEW DEFAULT DEPT   $1,515,947.92-    $309,859.00     $164,468.18     $1,370,557.10-
                 1014 IMPREST CASH FUNDS          $0.00         $483.36         $373.92           $109.44
                 1022 OTHER CURRENT INVESTMENTS   $0.00         $320.00         $160.00           $160.00
                 1031 I/P RECEIVABLE IN-HOUSE     $0.00       $3,150.72           $0.00         $3,150.72
                                             ---------------------------------------------------------------
SUBACCOUNT TOTAL   (0000-SUSPENSE)           $903,651.80-  $15,866,855.78  $15,090,744.62      $127,540.64-

0001 ADJUSTMENTS DEFAULT
                 0000 TEST FOR GL CONV       $52,254.75-      $1,479.04           $0.83        $50,776.54-
                 0141 BONNIE 2                    $0.00         $135.00         $135.00             $0.00
                 0145                             $0.00       $8,425.60       $6,319.20         $2,106.40
                 1000 NEW DEFAULT DEPT        $1,626.36          $48.00          $60.00         $1,614.36
                 1011 GENERAL FUND ACCOUNTS       $0.00         $888.00         $888.00             $0.00
                 6006                             $0.00       $5,300.00       $4,226.00         $1,074.00
                 6103                             $0.00         $686.55         $457.70           $228.85
                 6106                             $0.00       $6,752.00       $5,064.00         $1,688.00
                 6132                             $0.00         $150.00         $300.00           $150.00-
                 6147                             $0.00       $1,280.00         $992.00           $288.00
                 6701                             $0.00         $104.64         $209.28           $104.64-
                 6996 BONNIE                      $0.00         $150.00         $150.00             $0.00
                                             ---------------------------------------------------------------
SUBACCOUNT TOTAL   (0001-ADJUSTMENTS DEFA)   $50,628.39-     $25,398.83      $18,802.01        $44,031.57-

0002 AGENCY CASH DEFAULT
                 0000 TEST FOR GL CONV          $100.00-      $2,500.00       $1,900.00           $500.00
                 0100                             $0.00         $209.00           $0.00           $209.00
                 0111                             $0.00      $21,130.98      $21,634.70           $503.72-
                 0141 BONNIE 2                $3,393.04      $35,967.16       $8,689.00        $30,671.20
                 0142 BONNIE 3               $22,575.28       $3,885.34         $888.00        $25,572.62
                 0143 BONNIES 4               $3,820.65         $115.83           $0.00         $3,936.48
                 1000 NEW DEFAULT DEPT    $4,522,632.09-   $1,993,516.70   $2,551,563.93     $5,080,679.32-
                 1007                             $0.00         $280.00         $140.00           $140.00
                 6006                             $0.00       $4,900.00       $9,800.00         $4,900.00-
                 6132                             $0.00         $150.00         $300.00           $150.00-
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

DEPARTMENT
This field contains the user-defined code and name used to identify this department on all reports and screens.

SUBACCOUNT
This field contains the user-defined code and name used to identify this subaccount on all reports and screens.

FISCAL PERIOD
This field contains the user-defined code for the period.

BEGINNING BALANCE
This field contains the beginning balance for this subaccount for the period selected.

DEBITS
This field contains the subtotal, by period, of the dollar amount posted as debits to the subaccount.

CREDITS
This field contains the subtotal, by period, of the dollar amount posted as credits to the subaccount.

ENDING BALANCE
This field contains the ending balance for this subaccount for the period selected. This field is a summation of the Debits and Credits fields.

GENERAL LEDGER DAILY POSTING DETAIL REPORT - FGL250

The General Ledger Daily Posting Detail Report lists the General Ledger's detail posting from all subsidiary sources (PA, AR, BD, PR, AP, etc.) and all journal entries. Debits and credits are listed with totals by Subaccount number. The report lists the journal entry number, line number, description, project, department, and subaccount, as well as the initials of the user who last edited the manual journal entry. Facility totals for debits and credits are provided by fiscal year and period and by source and subsystem.

Generating and Printing This Report

The General Ledger Daily Posting Detail Report is produced automatically as a Daily Batch Report. It is also produced any time you demand post journal entries. The report is sorted by fiscal year and subsorted by fiscal period. Each posting source code is sorted alphabetically. Page breaks occur by subsystem and source and fiscal period totals. The following is an example of the General Ledger Daily Posting Detail Report.

Reports generated during batch processing at night will not contain journal entry postings from the Demand Posting process.

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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7-71

Figure 7.24 Daily Posting Detail Report (FGL250) - Page 1

```
                                         General Hospital
Date: 08/15/1990 08:44pm                BA - GENERAL HOSPITAL                        Report: FGL250GH
Fiscal Year: 1990   Period: 08        Daily Posting Detail Report For 08/15/1990     Page:     1
Sub System: MM      Source: MM


J/E #   Line  Description           Edited By  Proj.  Department    Subaccount    Debit           Credit
------------------------------------------------------------------------------------------------------------

  118     1  MM Physical Adjustment                  1000          1101                              $1,467.00
  118     2  MM Physical Adjustment                  1000          1101                              $2,222.00
  118     3  MM Physical Adjustment                  1000          1101                             $20,220.00
  118     4  MM Physical Adjustment                  1000          1101          $2,489.00
  118     5  MM Physical Adjustment                  1000          1101        $118,456.00
  118     6  Departmental Return                     6012          8215                                  $0.00
  118     7  Departmental Return                     6012          8215                              $2,933.00
  118     8  Departmental Return                     6013          8215                              $1,511.00
  118     9  MM Physical Adjustment                  7000          8220                            $118,456.00
  118    10  Departmental Return                     7410          8275          $1,511.00
  118    11  Departmental Return                     7410          8275              $0.00
  118    12  Departmental Return                     7410          8275          $2,933.00
  118    13  MM Physical Adjustment                  7410          8275          $2,222.00
  118    14  MM Physical Adjustment                  7410          8275         $20,220.00
  118    15  MM Physical Adjustment                  7410          8275                              $2,489.00
  118    16  MM Physical Adjustment                  7410          8275          $1,467.00

                          **Total Sub System MM, Source AP        $149,298.00     $149,298.00 **

                          ***Total Fiscal Year 90, Period 08      $149,298.00     $149,298.00 ***
```

Figure 7.25 Daily Posting Detail Report (FGL250) - Page 2

```
                                    General Hospital
Date: 08/15/1990 08:44pm            BA - GENERAL HOSPITAL                    Report: FGL250GH
                              Daily Posting Detail Report For 08/15/1990     Page:      2

                                      Posting Totals


                     Transactions:                16

                         Debits:       $149,298.00

                         Credits:      $149,298.00


                     End of Report - Balanced
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

October 2011

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

SUBSYS
This field contains the financial subsystem (PA, AP, MM, etc.) where the journal entries are posted that day.

SOURCE
This field contains the subsidiary source within the subsystem (AR, BD, TRANA, etc.).

J/E #
This field contains the journal entry number.

**TOTAL SUB SYSTEM
This field contains the credit total for that source within the designated sub-system.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *7–73*
Proprietary to McKesson - Subject to Confidentiality Agreement

GENERAL LEDGER DAILY POSTING DETAIL REPORT (STATISTICS) - FGL250

The General Ledger Daily Posting Detail Report (Statistics) lists the General Ledger's detail posting from all subsidiary sources (PA, AR, BD, PR, AP, etc.) and calculates a statistics count for each transaction. Debits and credits are listed with totals by subaccount number. The report lists the journal entry, line number, description, and subaccount. Totals and credits are provided by subaccount. Facility totals for debits and credits are provided by fiscal year and period and by source and subsystem.

Generating and Printing This Report

The General Ledger Daily Posting Detail Statistics Report is produced automatically as a Daily Batch Report. It is also produced any time you demand post journal entries. The report is sorted by fiscal year and subsorted by fiscal period. Each posting source code is sorted alphabetically. Page breaks occur by subsystem and source and fiscal period totals. The following is an example of the General Ledger Daily Posting Detail Statistics Report.

Reports generated during batch processing at night will not contain journal entry postings from the Demand Posting process.

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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7-75

Figure 7.26 Daily Posting Detail Report - Statistics (FGL250) - Page 1

```
                                          General Hospital
Date: 10/12/1993 02:43am                 01 - MODEL HOSP - ENT 01                      Report: FGL250
Fiscal Year: 1993  Period: 10      Daily Posting Detail Report [Statistics] For 10/11/1993        Page:    1
Sub System: PA      Source: PTD

J/E #    Line  Description                 Project  Department   Subaccount           Debit              Credit
-----------------------------------------------------------------------------------------------------------

  1263    1  PA Statistics                         1000         00.09                   15
  1263    4  PA Statistics                         1000         00.22                    2
  1263    8  PA Statistics                         6020         13.10                    3
  1263   11  PA Statistics                         6020         13.20                    1
  1263   14  PA Statistics                         6020         13.30                    2
  1263   17  PA Statistics                         6020         13.40                    3
  1263   20  PA Statistics                         6020         13.50                   23
  1263   23  PA Statistics                         6050         13.30                    2
  1263   26  PA Statistics                         6050         13.50                    1
  1263    7  PA Statistics                         1000         00.26                   82
  1264    1  PA Statistics                         1000         00.26                   19

                            **Total Sub System PA, Source PTD                        153.00             0.00**
```

Figure 7.27 Daily Posting Detail Report - Statistics (FGL250) - Page 2

```
Date: 10/12/1993 02:43am                          General Hospital
                              Daily Posting Detail Report [Statistics] For 10/11/1993            Page:        5

                                              Posting Totals


                              Transactions:                11

                                 Debits:               153.00

                                 Credits:                  .00

                                            End of Report
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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October 2011

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

SUBSYS
This field contains the financial subsystem (PA, AP, MM, etc.) where the journal entries are posted that day.

SOURCE
This field contains the subsidiary source within the subsystem (AR, BD, TRANA, etc.).

J/E #
This field contains the journal entry number.

**TOTAL SUB SYSTEM
This field contains the credit total for that source within the designated sub-system.

DAILY GL SUSPENSE ACCOUNT POSTING REPORT - FGL255

The Daily GL Suspense Account Posting Report provides you with a listing of journal entries that were posted to the GL Suspense Account due to an inactive or invalid account number. The Journal entry, Source (PA, AP, MM, BD, PR, etc.) and Subsystem listed on the report enable you to determine where the posting originated. The invalid Department and Subaccount are also listed on the report to track where the journal entry should have posted. All Suspense Account postings post to the Suspense Department and Subaccount as defined in the Fiscal Year Definitions processor screen by Entity and Fiscal year. Total Debits and Credits are listed by Subsystem and by Fiscal Period.

Generating and Printing This Report

The Daily GL Suspense Account Posting Report is produced automatically by entity code as a Daily Batch Report. It is also produced any time you demand post journal entries. These journal entries that were demand posted will not appear on the batch report created that night, only on the report created at demand posting. The report is sorted by Date, followed by Source and Subsystem. Each posting source code is sorted alphabetically. Page breaks occur by Subsystem and Source and by Fiscal Period. The following is an example of the Daily GL Suspense Account Posting Report.

Figure 7.28 Daily GL Suspense Account Posting Report (FGL255) - Page 1

```
                                    General Hospital System
Date: 07/12/2001 10:11am                  01 - MODEL HOSPITAL OF GEORGIA                    Report: FGL25501
Fiscal Year: 2001  Period:   07       Daily GL Suspense Posting Report For 07/12/2001        Page:        1
Sub System: AP      Source: AP
Suspense Dept: 0000
Suspense Sub: 0000
                                            --- Invalid ---
  J/E #  Line  Description              Edit by Department   Subaccount              Debit              Credit
------------------------------------------------------------------------------------------------------------
  1225    7  AP Daily Distribution            6.010           3030                $160.83
  1225    8  AP Daily Distribution            6.010           3034                $110.46
  1225    9  AP Daily Distribution            6.011           1000                $421.64
  1225   11  AP Daily Distribution            6.011           3054                $629.01
  1225   12  AP Daily Distribution            6.012           1000                $144.58
  1225   13  AP Daily Distribution            6.040           3200              $1,625.57
  1225   14  AP Daily Distribution            6.040           3201                $625.02
  1225   15  AP Daily Distribution            6.040           3202                $432.59
  1225   16  AP Daily Distribution            6.040           3203                $189.47
  1225   17  AP Daily Distribution            6.040           3204                $621.64
  1225   18  AP Daily Distribution            6.040           3205                $213.65
  1225   19  AP Daily Distribution            6.040           3206                $415.56
                              **Total Sub System AP, Source AP              $5,590.02          $0.00 **
                              ***Total Fiscal Year 2001, Period 07          $5,590.02          $0.00 ***
```

Figure 7.29 Daily GL Suspense Account Posting Report (FGL255) - Page 2

```
                                    General Hospital System
Date: 07/12/2001 10:11am                01 - MODEL HOSPITAL OF GEORGIA                    Report: FGL25501
                               Daily GL Suspense Posting Report For 07/12/2001             Page:       2
                                         Posting Totals
                              Transactions:              12
                                 Debits:          $5,590.02
                                 Credits:             $0.00
                                         Unbalanced!
                     End of Report
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

October 2011

GENERAL LEDGER DAILY POSTING SUMMARY REPORT - FGL260

The Daily Posting Summary Report summarizes all daily GL posting from all sources (PA, AR, Journal Entries, etc.). Postings are listed numerically by department and include the subsidiary source, source code (valid entries are standard\recurring, and manual JEs), journal entry number, line number, and account description and posting amounts. A beginning and ending balance is reported for audit purposes. Posting totals for number of transactions, total debits, and total credits are reported. The initials of the user who last edited the manual journal entry are also included.

Generating and Printing This Report

The General Ledger Daily Posting Summary Report is produced automatically as a daily batch report. The report is sorted by fiscal year and period and subsorted by department. Page breaks occur at the end of a page or department. The following is an example of the General Ledger Daily Posting Summary Report.

Reports generated during batch processing at night will not contain journal entry postings from the Demand Posting process.

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

October 2011

Figure 7.30 Daily Posting Summary Report (FGL260) - Page 1

```
                                    General Hospital
Date: 12/13/1990                    GH -  GENERAL HOSPITAL                        Report: FGL260GH
Fiscal Year: 1990    Period: 12     Daily Posting Summary Report for 12/12/1990   Page:     1

Department       Subaccount    Account Description          Edit By
       SubSys Source  J/E #  Line Description                     Debit          Credit         Begin/End Balance
-----------------------------------------------------------------------------------------------------------------

112              010           A/R Patients                                                     $ 10,100.00CR  Beg
       PA    AR    148     1   PA Revenue Reclassification        475.20
       PA    AR    148     2   PA Revenue Reclassification                       475.20

                                                                  475.20         475.20         $ 10,100.00CR  End

215              060           Default - Error Clearing                                         $  3,625.12CR  Beg
       PA    DPRV  150     1   PA Revenue Reclassification        100.00
       PA    DPRV  150     2   PA Revenue Reclassification                       100.00
                                                                  100.00         100.00         $  3,625.12CR  End


*** Total Fiscal Year 1990, Period 12                             575.20         575.20
```

Figure 7.31 Daily Posting Summary Report (FGL260) - Page 2

```
                                    General Hospital
Date: 12/13/1990                  GH -   GENERAL HOSPITAL                      Report: FGL260GH
                           Daily Posting Summary Report for 12/12/1990         Page:        2

                                     Posting Totals


                Transactions:                 4

                    Debits:            575.20

                    Credits:           575.20



                End of Report - BALANCED

                        End of Report
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7–83

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

ACCOUNT DESCRIPTION
This field contains the description of the account to which the entry was posted.

SUBSYS
This field contains the financial subsystem (PA, AP, MM, etc.) where the journal entries are posted that day.

SOURCE
This field contains the subsidiary source within the subsystem (AR, BD, TRANA, etc.).

J/E #
This field contains the journal entry number.

BEGIN/END BALANCE
This field contains the year-to-date beginning and ending balances.

GENERAL LEDGER DAILY POSTING SUMMARY REPORT (STATISTICS) - FGL260

The Daily Posting Summary Report (Statistics) summarizes all daily GL postings and calculates a statistic count for each transaction. Postings are listed numerically by department and include the subsidiary source, source code statistics (valid entries are RVL - relative value, CHQ - charge quantity, UOS -units of service, PTD - patient days, OPV - outpatient visits, Reg -Registrations), journal entry number, JE line number, and account description and posting amounts. Posting totals for number of transactions, total debits and total credits are reported.

Generating and Printing This Report

The General Ledger Daily Posting Statistics Report is a daily batch report. The report is sorted by fiscal year and period and subsorted by department. The General Ledger Daily Posting Statistics Report is generated as a function of the General Ledger Daily Posting Report printed in the night batch.

The following is an example of the General Ledger Daily Posting Statistics Report.

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *7–85*
Proprietary to McKesson - Subject to Confidentiality Agreement

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

October 2011

Figure 7.32 Daily Posting Summary Report - Statistics (FGL260) - Page 1

```
                                        General Hospital
Date: 12/13/1990                      GH -  GENERAL HOSPITAL                    Report: FGL260GH
Fiscal Year: 1990  Period: 11             Daily Posting Summary Report [Statistics]      Page:        1

Department        Subaccount      Account Description
        SubSys Source  J/E #   Line Description                          Debit              Credit
----------------------------------------------------------------------------------------------------

150              003
        PA    CHQ       13     1 PA Statistics                                             1.00
        PA    RVL       13     2 PA Statistics                                             0.00
        PA    UOS       13     3 PA Statistics                                             1.00
                                                                        0.00               2.00

228              060
        PA    PTD       13     4 PA Statistics                           1.00
                                                                        1.00               0.00

229              060
        PA    CHQ       13     5 PA Statistics                                             1.00
        PA    RVL       13     6 PA Statistics                                             0.00
        PA    UOS       13     7 PA Statistics                                             1.00
                                                                        0.00               2.00

312              100          2 EA-INPATIENT REVENUE
        PA    CHQ       13     8 PA Statistics                                             3.00
        PA    PTD       13     9 PA Statistics                           3.00
        PA    RVL       13    10 PA Statistics                                             0.00
        PA    UOS       13    11 PA Statistics                                             3.00
                                                                        3.00               6.00

321              100          2CTR-INPATIENT REVENUE
        PA    CHQ       13    12 PA Statistics                                             1.00
        PA    PTD       13    13 PA Statistics                           2.00
        PA    RVL       13    14 PA Statistics                                             0.00
        PA    UOS       13    15 PA Statistics                                             1.00
                                                                        2.00               2.00

321              400          2CTR-ECU REVENUE
        PA    CHQ       13    16 PA Statistics                                             1.00
        PA    RVL       13    17 PA Statistics                                             0.00
        PA    UOS       13    18 PA Statistics                                             1.00

*** Total Fiscal Year 1990, Period 11                                   12.00              26.00
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7-87

Figure 7.33 Daily Posting Summary Report - Statistics (FGL260) - Page 2

```
General Hospital
Date: 12/13/1990                GH - GENERAL HOSPITAL                  Report:FGL260GH
Daily Posting Summary Report [Statistics]                             Page:  2

                                   Posting Totals


                        Transactions:              18

                            Debits:             12.00

                           Credits:             26.00

                               End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

SUBSYS
This field contains the financial subsystem (PA, AP, MM, etc.) where the journal entries are posted that day.

SOURCE
This field contains the subsidiary source within the subsystem (AR, BD, TRANA, etc.).

J/E #
This field contains the journal entry number.

DAILY POSTING EXCEPTION REPORT - FGL265

The Daily Posting Exception Report prints journal entry posting exceptions. The exception messages will vary according to how the hospital's general ledger Chart of Accounts is set up.

Generating and Printing the Report

The Daily Posting Exception Report will spool anytime exceptions occur at posting, whether at nightly batch posting or demand posting. The report lists exception messages based on areas defined within the GL Account. Following are examples of messages for specific areas:

NORMAL BALANCE

DB posting to CR balance account.

The report shows if there is a debit posting made to an account defined to have a Credit Balance.

CR posting to DB balance account.

The report shows if there is a Credit posting made to an account defined to have a Debit Balance.

POSTING EXCEPTION AMOUNT

Exceeds exception amount.

The report shows a transaction if the posting is equal to or greater than this defined amount.

POSTING EXCEPTION %

Exceeds exception percentage.

The report shows a transaction which has a posting equal to or greater than this defined amount based on the GL Account YTD current balance.

The following is an example of the Daily Posting Exception Report.

Figure 7.34 Daily Posting Exception Report (FGL265)

```
Date: 05/24/99 12:46am                     01 - MODEL HOSPITAL OF GEORGIA                    Report: FGL26501
Fiscal Year: 1999                    Daily Posting Exception Report For 05/23/1999           Page:      1
Department        Subaccount      Account Description            Exception Amount  Nor.Bal.  Ex. %
   Per. SS   Source  J/E #   Line  J/E Description               Trans Amount      D/C       Reason for Exception
------------------------------------------------------------------------------------------------------------------

6100              40100          ICU-INPATIENT REVENUE                $1,000.00    Credit    10.00%

    05   GL  MJE       54    10  RECLASS-MAY 15TH                    $15,000.00    Credit    Exceeds exception amount
    05   GL  MJE       54    10  RECLASS-MAY 15TH                    $15,000.00    Credit    Exceeds exception percentage

6100              50100          ICU-SALARIES                         $3,000.00    Debit     5.00%

    05   GL  MJE       54    20  RECLASS-MAY 15TH                     $3,300.00    Credit    Exceeds exception amount
    05   GL  MJE       54    20  RECLASS-MAY 15TH                     $3,300.00    Credit    CR posting to DB balance account

6100              50900          ICU-PHYSICIAN FEES                   $2,000.00    Debit     10.00%

    05   GL  MJE       54    30  RECLASS-MAY 15TH                     $5,000.00    Credit    Exceeds exception amount
    05   GL  MJE       54    30  RECLASS-MAY 15TH                     $5,000.00    Credit    Exceeds exception percentage
    05   GL  MJE       54    30  RECLASS-MAY 15TH                     $5,000.00    Credit    CR posting to DB balance account

6200              50100          CCU-SALARIES                             $0.00    Debit     10.00%

    05   GL  MJE       54    40  RECLASS-MAY 15TH                    $23,300.00    Debit     Exceeds exception percentage

                                            End of Report
```

Report Headings

DEPARTMENT
This is the department number for the posting exception listed.

SUBACCOUNT
This is the subaccount number for the posting exception listed.

ACCOUNT DESCRIPTION
This is the GL Account Description for the posting exception listed.

EXCEPTION AMOUNT
This is the Posting Exception Amount as defined for the listed GL account.

NOR BAL
This is the defined normal balance for the listed GL account.

EX %
This is the defined Posting Exception Percentage as defined for the listed GL account.

PER
This is the period in which the posting exception was posted.

SS
This is the subsystem of the posting exception (for example, GL, AP, MM).

SOURCE
This is the source of the posting exception (for example, MJE, RJE).

JE #
This is the journal entry number of the posting exception.

LINE
This is the line number of the journal entry for which the posting exception occurred.

J/E DESCRIPTION
This is the description of the journal entry for which the posting exception occurred.

TRANS AMOUNT
This is the transaction amount for which the posting exception occurred.

D/C
This shows the posting exception as a Debit or a Credit.

REASON FOR EXCEPTION
This shows why the posting exception occurred. Possible exceptions are:

- DB posting to CR balance account

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   7–91
Proprietary to McKesson - Subject to Confidentiality Agreement

- • CR posting to DR balance account

- • Exceeds exception percentage

- • Exceeds exception amount

YEAR END BAL ROLL OVER ERRORS REPORT - FGL360

The Year End Balance Roll Over Errors Report lists all departments and subaccounts that had an amount posted in the current year but did not get rolled over to the new year because the account does not exist for the new year. To correct the errors, add the accounts printed on this report using the Add GL Accounts function for the new year. After the accounts are added, rerun the year end rollover and check the report again. The error report should show No Errors found.

Generating and Printing This Report

The Year End Balance Roll Over Errors report is generated automatically during year end processing. For more information, see Running Year-End Processing in Chapter 9: Run General Ledger Transactions.

This report (if set up as Demand) can be printed through the Demand Print procedure.

Figure 7.35 Year End Balancing Rollover Errors Report (FGL360)

```
Date: 06/06/1990                 GENERAL HOSPITAL              Page: 1
05:30am                    Year End Bal Roll Over Errors       Report:FGL360GH


Department                              Subaccount                    Amount
-----------------------------------------------------------------------------
 3030                                      4000                    25,950.00
 6020                                      4000                     3,600.00
 6050                                      4000                     2,190.00

```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

DEPARTMENT
This field contains the department component of the selected line item's GL account.

SUBACCOUNT
This field contains the subaccount component of the selected line item's GL account.

AMOUNT
This field contains the dollar amount that should have been rolled over for the particular GL account number.

MULTI-ENTITY DEPT/SUB COPY REPORT - FGL365

The Multi-Entity Dept/Sub Copy Report provides you an audit trail of the departments and subaccounts copied to the To Entity and the To Fiscal Year.

Generating and Printing This Report

This report is generated on demand from a processor screen in the Multi Entity Dept/Sub Copy function within Entity Information. The report is generated each time the Copy function is run. This report shows only the Department Masters and Subaccount Masters that were copied, not requested. The report page breaks occur between the list of departments and the list of subaccounts. It spools by the entity code of the From Entity.

Figure 7.36 Multi-Entity Dept/Sub Copy Report (FGL365) - Page 1

```
Date: 07/06/1992                                        Page  :    1
Time: 11:23am                   GENERAL HOSPITAL         Report: FGL365LM
                             Multi Entity Dept/Sub Copy
                Copy Dept/Sub from LM Fiscal Yr 1992 To DP Fiscal Yr 1991

Department
Code            Description                 Status
---------------------------------------------------------------------------
1010            ICU NURSING                 Active
1020            CCU NURSING                 Active
1030            RADIOLOGY                   Active
1040            PHARMACY                    Active
1050            LAB                         Active
1090            FINANCE                     Active
```

Figure 7.37 Multi-Entity Dept/Sub Copy Report (FGL365) - Page 2

```
Date: 07/06/1992                                      Page  :    2
Time: 11:23am                 GENERAL HOSPITAL         Report: FGL365LM
                        Multi Entity Dept/Sub Copy
               Copy Dept/Sub from LM Fiscal Yr 1992 To DP Fiscal Yr 1991


Subaccount
Code            Description                 Status         Class
-------------------------------------------------------------------------
40500           SUPPLIES                    Active           7
40600           TRAVEL                      Active           7
40700           ENTERTAINMENT               Active           7
40800           SALARIES                    Active           7

                              End of Report
```

JOURNAL ENTRY DETAIL AND SUMMARY LISTING - FGL400

The Journal Entry Report enables you to obtain a printed copy of all the journal entries currently in the system that have not yet been posted.

Generating and Printing This Report

To print the Journal Entry Listing, select the **Journal Entries** option from the General Ledger main menu. From the Journal Entry Maintenance menu, select the **Print Journal Entry Reports** option. Then, select **Journal Entries**. After you enter an entity code, the system prompts you to choose the following options:

A   All journal entries

S   Status code. Valid status codes are:

   (A) Approved

   (B) Balanced

   (E) Errors

   (H) Hold

   (I) Incomplete

   (U) Unbalanced

D - Posting Date

P   Project ID code

U   Subsystem

Once you have selected the type of journal entries for the report, you can select either a Detailed or Summary listing. The following examples show both Summary and Detail Journal Entry Listings which were selected by entering A for All journal entries.

Figure 7.38 Summary Journal Entry Listing (FGL400) - Page 1

```
Date: 01/07/1990                                              Page :   1
Time: 15:14                    GENERAL HOSPITAL               Report: FGL400GH
                           Summary Journal Entry Listing
                     Journal Entries entered during fiscal year 1990

Journal                            ------Post------              Proj  Edit
Entry # Description                Date     FY Per  Status Ref JE ID    By
----------------------------------------------------------------------------
00000011 REVERSING JE              01/02/90 1990 01  Bal   0000001      LJM
00000012 PRIOR POSTING             01/03/90 1990 01  Unbal 0000002      LJM
00000013 RECURRING JE              01/03/90 1990 01  Bal   0000003      LJM
00000014 REVERSING JE              01/05/90 1990 01  Bal   0000004      LJM
00000015 RECURRING JE              01/06/90 1990 01  Hold  0000005      LJM
```

Figure 7.39 Summary Journal Entry Listing (FGL400) - Page 2

```
Date: 01/07/1990                                            Page :    2
Time: 15:14                    GENERAL HOSPITAL             Report: FGL400GH
                          Summary Journal Entry Listing
                     Journal Entries entered during fiscal year 1990

Journal                              ------Post------            Proj   Edit
Entry # Description                   Date   FY Per  Status  Ref JE  ID    By
--------------------------------------------------------------------------------


Total number of approved entries       :
Total number of balanced entries       :3
Total number of entries in error       :
Total number of entries on hold        :1
Total number of unbalanced entries     :1
Total number of incomplete entries     :


                              End of Report
```

Report Headings - Summary Journal Entry Listing

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the journal entry numbers.

DESCRIPTION
This field displays the corresponding journal entry description.

POST DATE
This field contains the initial posting date for this entry.

POST FY
This field contains the four digit fiscal year in which the journal entry first posted.

POST PER
This field contains the period in which the standard journal entry first posted.

STATUS
This field indicates the status of the entry. Values are:

Incomplete

Balanced

Hold

Approved

Unbalanced

Errors

REF JE
This field indicates the number of the journal entry associated with this journal entry.

PROJ ID
This field contains the user-defined project ID number that associates the journal entry with a specific project.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

Figure 7.40 Detail Journal Entry Listing (FGL400) - Page 1

```
Date: 01/07/1990                                        Page :     1
Time: 09:45                    GENERAL HOSPITAL          Report: FGL400GH
                          Detail Journal Entry Listing
                   Journal Entries entered during fiscal year 1989

Journal                                  ------Post------           Proj  Edit
Entry # Description                      Date      FY  Per  Status  Ref JE  ID    By
-------------------------------------------------------------------------------
0000011 REVERSING JE                     01/02/1990 1990  01  Bal     0000001      LJM

    Line  Department   Subaccount          Debit            Credit
    0010  6100         3040                $500.00
    0020  6100         3020                                 $500.00
                                    ================== ==================
                       Totals            $500.00            $500.00

0000012 PRIOR POSTING                    01/03/1990 1990  01  Unbal   0000002

    Line  Department   Subaccount          Debit            Credit
    0010  6020         3040                $250.00
    0020  6030         3040                $250.00
    0030  6050         3040                $720.00
    0040  6075         3040                $390.00
    0050  9050         3040                $420.00
    0060  9075         3040                $910.00
    0070  9075         3040                $200.00
    0080  2001         2010                                 $3,240.00
                                    ================== ==================
                       Totals            $3,140.00          $3,240.00

0000013 RECURRING JE                     01/03/1990 1990  01  Bal     0000003

    Line  Department   Subaccount          Debit            Credit
    0010  6020         3040                                 $250.00
    0020  6030         3040                                 $250.00
    0030  6050         3040                                 $720.00
    0040  6075         3040                                 $390.00
    0050  9050         3040                $1,610.00
                                    ================== ==================
                       Totals            $1,610.00          $1,610.00
```

Figure 7.41 Detail Journal Entry Listing (FGL400) - Page 2

```
Date: 01/07/1990                                        Page  :    2
Time: 09:45                    GENERAL HOSPITAL          Report: FGL400GH
                          Detail Journal Entry Listing
                    Journal Entries entered during fiscal year 1989

Journal                                  ------Post------          Proj  Edit
Entry # Description                      Date    FY Per  Status  Ref JE  ID    By
--------------------------------------------------------------------------------


Total number of approved entries        :
Total number of balanced entries        :2
Total number of entries in error        :
Total number of entries on hold         :
Total number of unbalanced entries      :1
Total number of incomplete entries      :


                              End of Report

```

Report Headings - Detail Journal Entry Listing

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the standard journal entry numbers.

DESCRIPTION
This field displays the corresponding journal entry number description.

POST DATE
This field contains the initial posting date for this entry.

POST FY
This field contains the four digit fiscal year in which the standard journal entry first posted.

POST PER
This field contains the period in which the standard journal entry first posted.

STATUS
This field indicates the status of the entry. Possible values are:

Incomplete

Balanced

Hold

Approved

Unbalanced

Errors

REF JE
This field indicates the number of the journal entry associated with this journal entry.

PROJ ID
This field contains the user-defined project ID number that associates the journal entry with a specific project.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

LINE
This field contains a system-maintained line number.

DEPARTMENT
This field contains the department component of the selected line item's GL account.

SUBACCOUNT
This field contains the subaccount component of the selected line item's GL account.

DEBIT
This field is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

CREDIT
This field is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

INTERCOMPANY JOURNAL ENTRY DETAIL AND SUMMARY LISTING - FGL401

The Intercompany Journal Entry Report lists all the intercompany journal entries currently in the system that have not yet been posted, without regard to entity.

Generating and Printing This Report

To print the Intercompany Journal Entry Listing, select the **Journal Entries** option from the General Ledger main menu. From the Journal Entry Maintenance menu, select the **Print Journal Entry Reports** option. Then, select **Intercompany Journal Entries**. After you enter an entity code, the system prompts you to choose from the following options:

A   All journal entries

S   Status code. Valid status codes are:

   (A) Approved

   (B) Balanced

   (E) Errors

   (H) Hold

   (I) Incomplete

   (U) Unbalanced

D   Posting Date

P   Project ID code

U   Subsystem

Once you have selected the type of intercompany journal entries for the report, you can select either a Detail or Summary listing.

The following examples show both Summary and Detail Journal Entry Listing Reports. The Intercompany Journal Entry Detail Report illustrates how all entities included in the intercompany journal entry are included in this report. Each entity reflects only its portion of the entry.

Figure 7.42 Summary Intercompany Journal Listing (FGL401) - Page 1

```
Date: 05/05/1997            GENERAL HOSPITAL - ENT01              Page : 1
Time: 12:21            Intercompany JE report For 05/05/1997      Report: FGL401
                     Summary Intercompany Journal Entry Listing
                     Journal Entries entered during fiscal year 1997

Journal                            ------Post------              Proj  Edit
Entry # Description                 Date    FY  Per  Status  Ref JE  ID    By
-------------------------------------------------------------------------------
000200* TEST FOR NES               05/05/1997  1997  03  App     0000000     NES
```

Figure 7.43 Summary Intercompany Journal Entry Listing (FGL401) -
Page 2

```
Date: 05/05/1997              GENERAL HOSPITAL - ENT01           Page  : 2
Time: 12:21              Intercompany JE report For 05/05/1997   Report: FGL401
                        Summary Intercompany Journal Entry Listing
                        Journal Entries entered during fiscal year 1997

Journal                              ------Post------              Proj  Edit
Entry # Description                  Date    FY Per  Status  Ref JE  ID    By
--------------------------------------------------------------------------------



Total number of approved entries      :1
Total number of balanced entries      :
Total number of entries in error      :
Total number of entries on hold       :
Total number of unbalanced entries    :
Total number of incomplete entries    :



                              End of Report
```

Report Headings - Summary Intercompany Journal Entry Listing

Each report contains a header that includes the date and time the report is generated, the home entity, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the journal entry numbers.

DESCRIPTION
This field displays the corresponding journal entry description.

POST DATE
This field contains the initial posting date for this entry.

POST FY
This field contains the four digit fiscal year in which the journal entry first posted.

POST PER
This field contains the period in which the standard journal entry first posted.

STATUS
This field indicates the status of the entry. Values are:

Incomplete

Balanced

Hold

Approved

Unbalanced

Errors

REF JE
This field indicates the number of the journal entry associated with this journal entry.

PROJ ID
This field contains the user-defined project ID number that associates the journal entry with a specific project.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

EDIT BY
This field contains the initials of the user who last edited the journal entry.

Figure 7.44 Detail Intercompany Journal Entry Listing (FGL401) - Page 1

```
Date: 05/05/1997              GENERAL HOSPITAL - ENT01          Page  : 1
Time: 12:21               Intercompany JE report For 05/05/1997    Report: FGL401
                        Detail Intercompany Journal Entry Listing
                        Journal Entries entered during fiscal year 1997

 Journal                             -------Post-------              Proj  Edit
Entry # Description                  Date     FY   Per  Status  Ref JE  ID    By
--------------------------------------------------------------------------------
000200* TEST FOR NES                 05/05/1997  1997  03  App    0000000     NES

Ent  Line  Department   Subaccount          Debit           Credit
01   0010  1.011        01.10                                $100,000.00
01   0020  8.561        83.50            $50,000.00
01   0060  1.080        12.00            $25,000.00
01   0080  1.080        12.00            $25,000.00
                                    =================  ==================
                        Totals           $100,000.00        $100,000.00
```

Figure 7.45 Detail Intercompany Journal Entry Listing (FGL401) - Page 2

```
Date: 05/05/1997              GENERAL HOSPITAL - ENT02          Page  : 2
Time: 12:21             Intercompany JE report For 05/05/1997   Report: FGL40101
                         Detail Intercompany Journal Entry Listing
                         Journal Entries entered during fiscal year 1997

Journal                             ------Post------              Proj  Edit
Entry # Description                  Date    FY Per  Status  Ref JE  ID    By
-----------------------------------------------------------------------------


Ent  Line  Department    Subaccount           Debit             Credit
02   0030  8561          8350             $25,000.00
02   0050  2013          2112                                $25,000.00
                                        ==================  ==================
                         Totals            $25,000.00          $25,000.00
```

Figure 7.46 Detail Intercompany Journal Entry Listing (FGL401) - Page 3

```
Date: 05/05/1997              GENERAL HOSPITAL -ENT03           Page  : 3
Time: 12:21              Intercompany JE report For 05/05/1997  Report: FGL40102
                           Detail Intercompany Journal Entry Listing
                          Journal Entries entered during fiscal year 1997

Journal                               ------Post------            Proj  Edit
Entry # Description                   Date    FY Per  Status  Ref JE  ID    By
------------------------------------------------------------------------------


Ent   Line  Department    Subaccount          Debit              Credit
03    0040  85.61         8.350            $25,000.00
03    0070  10.00         0.000                               $25,000.00
                                         ==================  ==================
                          Totals            $25,000.00          $25,000.00

```

Figure 7.47 Detail Intercompany Journal Entry Listing (FGL401) - Page 4

```
Date: 05/05/1997                                        Page  : 4
Time: 12:21            Intercompany JE report For 05/05/1997    Report: FGL401
                       Detail Intercompany Journal Entry Listing
                       Journal Entries entered during fiscal year 1997


Journal                           ------Post------            Proj  Edit
Entry # Description               Date    FY Per  Status  Ref JE  ID    By
-------------------------------------------------------------------------
Total number of approved entries      :1
Total number of balanced entries      :
Total number of entries in error      :
Total number of entries on hold       :
Total number of unbalanced entries    :
Total number of incomplete entries    :




                          End of Report
```

Report Headings - Detail Intercompany Journal Entry Listing

Each report contains a header that includes the date and time the report is generated, the entity to which this page of the journal entry is posted, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the standard journal entry numbers.

DESCRIPTION
This field displays the corresponding journal entry number description.

POST DATE
This field contains the initial posting date for this entry.

POST FY
This field contains the four digit fiscal year in which the standard journal entry first posted.

POST PER
This field contains the period in which the standard journal entry first posted.

STATUS
This field indicates the status of the entry. Possible values are:

Incomplete

Balanced

Hold

Approved

Unbalanced

Errors

REF JE
This field indicates the number of the journal entry associated with this journal entry.

PROJ ID
This field contains the user-defined project ID number that associates the journal entry with a specific project.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

EDIT BY
This field contains the initials of the user who last edited the journal entry.

ENTITY
This field contains the entity code for either the home or link entity.

LINE
This field contains a system-maintained line number.

DEPARTMENT
This field contains the department component of the selected line item's GL account.

SUBACCOUNT
This field contains the subaccount component of the selected line item's GL account.

DEBIT
This field is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

CREDIT
This field is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

POSTING SCHEDULE - FGL405

The posting schedule is used to print and sort journal entries by posting date, period, or journal entry number. This report will list only journal entries that are currently not posted.

Generating and Printing This Report

The Posting Schedule is manually created using the Posting Schedule function. When you access this function, the system prompts you to enter an entity code and fiscal year. Next, a prompt displays with the following sort criteria:

D (default) Post date

P   Post period

N   JE number

Figure 7.48 Posting Schedule (FGL405)

```
Date: 06/06/1990                    GENERAL HOSPITAL                      Page: 1
Time: 05:30am                       Posting Schedule                      Report:  FGL405GH
                                    Sorted by Post Date


JE #             Post            Post          Reversal
Number           Date            Per           Period        Description
---------------------------------------------------------------------------------
      15    01/22/1990           01                          Cash Transfer
      45    03/30/1990           02            03            AP Accruals
      49    04/02/1990           04                          Prepaid Insurance
      53    04/10/1990           04                          Prepaid Physician Fees
      54    04/10/1990           04                          Depreciation-Automobiles


                                    End of Report
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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POSTING SCHEDULE - FGL405

7-119

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the journal entry number.

POST DATE
This field contains the initial posting date for this entry.

POST PER
This field contains the period in which the journal entry first posted.

REVERSAL PERIOD
This field contains the period in which the journal entry will be reversed (if applicable).

DESCRIPTION
This field displays the corresponding journal entry number description.

RECURRING JOURNAL ENTRIES REPORT - FGL410

The Recurring Journal Entries Report provides your facility with a list of journal entries that post regularly to the same account numbers.

Generating and Printing This Report

To generated this report, select the **Print Recurring Journal Entries** option from the Journal Entries submenu. After you select this option, the system prompts you to enter an entity code. Next, the system prompts you to choose the following print options:

        A   All journal entries

        S   Status

        L   Last post date

        N   Next post date

        P   Project ID

The default is A (All). Once you have selected the type of journal entries to print, you can select either a Detailed or Summary listing.

The following is an example of a Recurring Journal Entries Report.

Figure 7.49 Recurring Journal Entries (FGL410) - Page 1

```
Date: 08/22/1990                          All entries listed                          Page :1
Time: 05:21pm                          Recurring Journal Entries                       Report:FGL410GH
                                       Detail Journal Entry Listing

Journal                        ------Post------              Proj  Entries  #to      Posting    Edit
Entry # Description             Date     FY  Per  Status Ref JE ID   Generated Generate Interval    By
--------------------------------------------------------------------------------------------------------
0000001 COMPUTER EQUIPMENT RENTAL  05/11/1989 1989 05  App    0000123 AAA  12       12       1          LJM

        Line          Debit          Credit          Dept     Subaccount
        0B10          $100.00                         1000        1101
        0B20          $200.00                         1000        1101
        0B30                         $300.00          1000        1101

                      ==================  ==================
        Totals        $300.00             $300.00

0000002 OFFICE FURNITURE RENTAL    11/16/1989 1989 11         0000000      12       12       1          LJM

        Line          Debit          Credit          Dept     Subaccount
        0B10          $200.00                         1000       01000
        0B20                         $200.00          1000        1101

                      ==================  ==================
        Totals        $200.00             $200.00

0000003 ACCRUED RENT               11/16/1989 1989 11  Inc    0000000 AAA           12       1          LJM

        Line          Debit          Credit          Dept     Subaccount

        0B10                         $5,400.00        1000        2212
        0B20          $5,400.00                       8410        8695
                      ==================  ==================
        Totals        $5,400.00           $5,400.00
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7-123

Figure 7.50 Recurring Journal Entries (FGL410) - Page 2

```
Date: 08/22/1990                              All entries listed                    Page :2
Time: 05:21pm                             Recurring Journal Entries               Report:FGL410GH
                                          Detail Journal Entry Listing

Journal                        ------Post------              Proj Entries   # to    Posting
Entry # Description            Date    FY  Per  Status  Ref JE  ID  Generated Generate Interval
-----------------------------------------------------------------------------------------------
0000004 ELECTRICITY COST ACCRUAL  07/08/1990 1988 06  App    0000000      3       3       1

     Line          Debit            Credit           Dept    Subaccount

     0B10        $50,000.00                          6014      8480
     0B20                         $50,000.00          6015      8480
              ==================  ==================
     Totals      $50,000.00        $50,000.00

2
0000005 CEO CAR RENTAL ACCRUAL  07/08/1990 1988 06  App    0000000     12      12      1

     Line          Debit            Credit           Dept    Subaccount
     0B10          $350.00                           6014      8480
     0B20                           $350.00           6015      8480
              ==================  ==================
     Totals        $350.00          $350.00

Total number of approved entries  :4
Total number of balanced entries   :0
Total number of entries on hold    :0
Total number of unbalanced entries:0
Total number of incomplete entries:1


                              End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the recurring journal entry numbers.

DESCRIPTION
This field displays the corresponding journal entry number description.

POST DATE
This field contains the starting date for this recurring journal entry.

POST FY
This field contains the four digit fiscal year in which the recurring journal entry first posts.

POST PER
This field contains the period in which the recurring journal entry first posts.

STATUS
This field indicates the status of the entry. Possible values are:

    Incomplete

    Balanced

    Hold

    Approved

    Unbalanced

    Errors

REF JE
This field indicates the number of a journal entry associated with this journal entry.

PROJ ID
This field contains the user-defined project ID number that associates the journal entry with a specific project.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

ENTRIES GENERATED
This field is a system-maintained field containing the total number of this recurring journal entry generated to date.

 # TO GENERATE
This field indicates the total number of recurring journal entries the system should generate.

POSTING INTERVAL
This field indicates, in periods, the frequency of posting. If 1 displays, entries are posed every month, if 2 displays, entries are posted every other month, and if 3 displays, entries are posted once each quarter.

This report displays the debit department and subaccount and credit department and subaccount to which each recurring journal entry is posted.

LINE
This field contains a system-maintained line number.

DEBIT
This is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

CREDIT
This is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

DEPARTMENT
This field contains the department component of the selected line item's GL account.

SUBACCOUNT
This field contains the subaccount component of the selected line item's GL account.

POSTED JOURNAL ENTRY REPORT - FGL420

The Posted Journal Entry Report allows you to obtain a printed copy of specific journal entries in the system. This report allows you to view both sides (Debits and Credits) of posted journal entries. Total debits and credits are listed at the bottom of the report.

Generating and Printing the Report

To print the Posted Journal Entry Report, select the **Print Journal Entry Reports** option from the Journal Entries screen. Then select **Print Posted Journal Entries**.

After you select the report, the system requires you to enter an entity code and fiscal year. The report sorts by:

- Journal Entry Number

- Date

- User Journal Entry Number

- Intercompany Journal Entry Number

If you want to print by Journal Entry Number, the system prompts you to enter a user or system-generated Journal Entry Number. If you choose **Date**, you must enter the date in the correct format (MMDDYYYY). A date prior to today's system date must be entered.

If this report is requested for an intercompany journal entry number, all entities included in the intercompany journal entry automatically spool this report. Each entity reflects only its portion of the entry.

Total debits and credits will be listed at the bottom of each of the reports.

A blank report will be produced if you enter a journal entry that doesn't exist, or if you choose a date to which no journal entries were posted.

After you complete all prompts, the system displays the Report Started message and returns to the Journal Entry Reports menu.

The following is an example of the Posted Journal Entry Report.

Figure 7.51 Posted Journal Report - by Journal Entry Number (FGL420)

```
Date: 07/02/1992                    GENERAL HOSPITAL                            Page: 1
Time: 11:45:58                   Posted Journal Entry Report                 Report:FGL420LM
                                   By Journal Entry Number

User Journal Entry #: 81   Posted: 07/01/1992  System: GL   Source: MJE      Fiscal Year: 1992  Fiscal Period: 05

Line #        Description              Department         Subaccount         Debit                 Credit
--------------------------------------------------------------------------------------------------------
  10    JE 1                             6100               40100                                999,999,999.99
  20    JE 1                             6100               50100          999,999,999.99
                                                                          -------------          ------------
                                                            Total:        999,999,999.99         99,999,999.99

                                                   End of Report
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7–127

POSTED JOURNAL ENTRY REPORT - FGL420

Figure 7.52 Posted Journal Entry Report by Date (FGL420) - Page 1

```
Date: 07/06/1992                      MESSERLY MEMORIAL HOSPITAL                    Page: 1
Time: 10:29:12                        Posted Journal Entry Report                   Report: FGL420LM
                                              By Date

Posted: 07/01/1992        Fiscal Year: 1992     Fiscal Period: 03

  J/E #  Line #           Description       SS  Source    Department    Subaccount         Debit           Credit
-----------------------------------------------------------------------------------------------------------------
   83     10   JE3                          GL  MJE          1400          11000        100,000.00
          20   JE3                          GL  MJE          2400          20100                        100,000.00
                                                                                       ----------------  ----------------
                                                        Total for Journal Entry # 83:  100,000.00        100,000.00

   84     10   JE4                          GL  MJE          6300          40100                        2,222,222.00
          20   JE4                          GL  MJE          6300          50200        2,222,222.00
                                                                                       ----------------  ----------------
                                                        Total for Journal Entry # 84:  2,222,222.00      2,222,222.00
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

October 2011

Figure 7.53 Posted Journal Entry Report by Date (FGL420) - Page 2

```
Date: 07/06/1992                          MESSERLY MEMORIAL HOSPITAL                          Page: 2
Time: 10:29:13                            Posted Journal Entry Report                         Report: FGL420LM
                                                  By Date

Posted: 07/01/1992          Fiscal Year: 1992      Fiscal Period: 04

 J/E #   Line #              Description          SS   Source   Department   Subaccount         Debit              Credit
------------------------------------------------------------------------------------------------------------------------
  82      10   JE 2                                GL    MJE        1400        11000           999,999.99
          20   JE 2                                GL    MJE        2300        20200                          999,999,999.99
          30   JE 2                                GL    MJE        6100        50100       999,000,000.00
                                                                                          ----------------   ----------------
                                                        Total for Journal Entry # 82:    999,999,999.99     999,999,999.99
```

Figure 7.54 Posted Journal Entry Report by Date (FGL420) - Page 3

```
Date: 07/06/1992                    MESSERLY MEMORIAL HOSPITAL                          Page: 3
Time: 10:29:13                      Posted Journal Entry Report                         Report: FGL420LM
                                            By Date

Posted: 07/01/1992        Fiscal Year: 1992      Fiscal Period: 05

  J/E #   Line #          Description        SS   Source    Department    Subaccount          Debit            Credit
-----------------------------------------------------------------------------------------------------------------------
   81      10    JE 1                         GL   MJE          6100         40100                         999,999,999.99
           20    JE 1                         GL   MJE          6100         50100        999,999,999.99
                                                                                        ----------------  ----------------
                                                        Total for Journal Entry # 81:   999,999,999.99   999,999,999.99

   85      10    JE5                          GL   MJE          6200         40100                                321.00
           20    JE5                          GL   MJE          6200         50100               321.00
                                                                                        ----------------  ----------------
                                                        Total for Journal Entry # 85:          321.00           321.00
                                                                                        ================  ================
                                                        Total for all Journal Entries: 2,002,322,542.98 2,002,322,542.98

                                                        End of Report
```

STANDARD JOURNAL ENTRIES REPORT - FGL450

The Standard Journal Entries Report provides your facility with a list of journal entries that post regularly to the same account numbers.

Generating and Printing This Report

This report is generated from the Print Standard Journal Entries option on the Journal Entries submenu. The system prompts you to enter an entity code, then to choose the following print options:

A   All journal entries

S   Status

P   Project ID

T   Type

The default is A (All). Once you have selected the type of journal entries to print, you can select either a Detailed or Summary listing.

The following is an example of a Standard Journal Entries Report.

Figure 7.55 Standard Journal Entry List (FGL450)

```
Date: 12/08/1999                                          Page  :      1
Time: 09:30 am                   All entries listed       Report: FGL450GH
                              Standard Journal Entry List
                              Detail Standard Entry Listing

Standard                                ---Last Post----              Proj   Edit
Entry # Description                      Date    FY  Per  Status  Ref JE  ID     By
-------------------------------------------------------------------------------
     1 STANDARD JE #1                  01/05/1999  1998  04  Bal.    0000000 AAA    LJM

Ent  Line   Department    Subaccount           Debit            Credit
 01  0010   110           040                  $10.00
 01  0020   114           040                                   $10.00
                                        ==================  ==================
     Totals                                    $10.00              $10.00


Total number of balanced entries      :1
Total number of unbalanced entries    :
Total number of incomplete entries    :

                           End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field displays the standard journal entry numbers.

DESCRIPTION
This field displays the corresponding journal entry number description.

POST DATE
This field contains the initial posting date for this entry.

POST FY
This field contains the four digit fiscal year in which the standard journal entry first posted.

POST PER
This field contains the period in which the standard journal entry first posted.

STATUS
This field indicates the status of the entry. Values are:

Incomplete

Balanced

Hold

Approved

Unbalanced

Errors

REF JE
This field indicates the number of the journal entry associated with this journal entry.

PROJ ID
This field contains the user-defined project ID number that associates the journal entry with a specific project.

NOTE: The project ID code you enter here must have been previously defined in the Project ID Code Table.

ENT
This field contains the posting entity code.

LINE
This field contains a system-maintained line number.

DEBIT
This field is a system-maintained field that displays the current cumulative dollar total of debits involved in this journal entry.

CREDIT
This field is a system-maintained field that displays the current cumulative dollar total of credits involved in this journal entry.

DEPARTMENT
This field contains the department component of the selected line item's GL account.

SUBACCOUNT
This field contains the subaccount component of the selected line item's GL account.

BUDGET DETAIL AND SUMMARY REPORT - FGL510 & FGL520

The Budget Detail Report provides your facility with a detailed review of current budget figures for one or more subaccounts within a department. The Budget Summary Report provides a summarization of this data.

Generating and Printing This Report

This report is generated from the Print Budget option of the Budget submenu. The system prompts you to enter an entity code followed by a fiscal year.

Next, a prompt displays for you to select to print by (D)epartment or (A)ccount. If you enter **D**, the system prompts you to enter a department code; if you enter **A**, the prompt is for a subaccount class, followed by a subaccount code.

The system then prompts you to choose a budget format. Options are:

O   Original budget only

R   Revised budget only

B   Both

Finally, you can select a Detailed or Summary listing.

The following are examples of a Budget Detail Report (FGL510) and a Budget Summary Report (FGL520).

Figure 7.56 Budget Detail Report (FGL510)

```
Date: 05/15/1992                                            Page  :     1
Time: 09:14am                    GENERAL HOSPITAL           Report: FGL510GH
                                 Fiscal Year 1991
                        Comparative Budget-Listed by department

Dept  : 6100 ICU NURSING

Account              Original Budget      Revised Budget          Variance
--------------------------------------------------------------------------
40100 ICU-INPATIENT REVENUE
   Period 1               $23,263.00          $21,230.00            $33.00
   Period 2               $21,891.00          $19,789.00         $2,102.00
   Period 3               $16,213.00          $14,090.00         $2,123.00
   Period 4               $19,095.00          $22,371.00         $3,276.00-
   Period 5               $18,930.00          $16,567.00         $2,363.00
   Period 6               $14,034.00          $12,908.00         $1,126.00
   Period 7               $17,095.00          $17,095.00             $0.00

   Total for Department
                         $130,521.00         $124,050.00         $6,471.00


                         End of Report
```

Figure 7.57 Budget Summary Report (FGL520)

```
Date: 05/15/1992                                           Page  :      1
Time: 01:55pm                     GENERAL HOSPITAL         Report: FGL520GH
                               Fiscal Year 1991
                       Comparative Budget-Listed by department

Dept  : 6100 ICU NURSING

Account               Original Budget      Revised Budget          Variance
--------------------------------------------------------------------------
40100 ICU-INPATIENT REVENUE
                         $130,521.00          $124,050.00          $6,471.00
50100 ICU-SALARIES
                               $0.00        $3,600,000.00      $3,600,000.00
50200 ICU-BENEFITS
                               $0.00        $1,200,000.00      $1,200,000.00
50300 ICU-EMPLOYER FICA
                               $0.00                $0.00              $0.00
50400 ICU-GENERAL SUPPLIES
                               $0.00           $12,000.00         $12,000.00
50500 ICU-OTHER OPERATING EXPENSES
                               $0.00           $12,000.00         $12,000.00
50600 ICU-RENT EXPENSE
                               $0.00          $120,000.00        $120,000.00
50700 ICU-MEETINGS & TRAVEL
                               $0.00           $12,000.00         $12,000.00
50800 ICU-EQUIPMENT-MINOR
                               $0.00           $12,000.00         $12,000.00
50900 ICU-PHYSICIAN FEES
                               $0.00           $60,000.00         $60,000.00
51000 ICU-LEGAL FEES
                               $0.00           $24,000.00         $24,000.00
51100 ICU-AUDIT FEES
                               $0.00           $12,000.00         $12,000.00
51200 ICU-SALES TAX
                               $0.00                $0.00              $0.00
51300 ICU-FREIGHT
                               $0.00            $1,200.00          $1,200.00
51400 ICU-EQUIPMENT RENTAL
                               $0.00           $12,000.00         $12,000.00
   Total for Department
                               $0.00        $6,922,800.00-     $17,077,200.00
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

DEPARTMENT
This field contains the user-defined code and name used to identify this department on all reports and screens.

ACCOUNT
This field contains the user-defined code and name used to identify this subaccount on all reports and screens.

ORIGINAL BUDGET
This field contains the dollar amount allocated for this subaccount during this fiscal year.

REVISED BUDGET
This field contains the revised dollar amount for this subaccount.

VARIANCE
This field contains the total dollar difference between the original budgeted amount for this subaccount and the revised budget figure.

BUDGET GENERATION ERROR REPORT - FGL580

The Budget Generation Error Report provides your entity with a list of errors created each time the budget is generated.

Generating and Printing This Report

The system automatically generates this report when errors occur while using the Generate Budget option within the Maintain Budget menu.

This report sorts numerically by department listed all departments and subaccounts containing errors occurring during budget generation. The following is an example of the Budget Generation Error Report.

Figure 7.58 Budget Generation Error Report (FGL580)

```
Date: 06/26/1991              General Hospital              Page  : 1
Time: 09:58           Budget Generation Error Report        Report: FGL580GH
          Budget for fiscal year 1992 - Produced from fiscal year 1991


Department           Subaccount           Error
--------------------------------------------------------------------------------
1100                 10200                No actual amounts for year 1991
1100                 10200                No budget generated
1100                 10300                No actual amounts for year 1991
1100                 10300                No budget generated
1200                 11950                No actual statistic amounts for year 1991
1200                 11950                No actual statistic amounts for year 1991
1500                 12050                Budget generation flag not set

                              End of Report
```

Report Headings

The report header includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

DEPARTMENT
This field contains the department component of the selected GL account.

SUBACCOUNT
This field contains the subaccount component of the selected GL account.

ERROR
This field contains information about the error that occurred for the selected GL account.

DAILY BALANCING SUMMARY REPORTS - FGLBAL

The General Ledger Daily Balancing Summary reports enable you to quickly determine whether an out of balance situation exists between the STAR Patient Accounting module and the related General Ledger accounts. The report set presents the same information displayed on six STAR Patient Accounting Balancing screens and can be used for reconciling the Patient Accounting dollars to the General Ledger dollars.

Each report is an exact replica of the Patient Accounting screen with the following mathematical differences calculated and displayed for:

- Subsidiary Balance and GL Control Balance difference

- Ending Balance and Subsidiary Balance difference

- Ending Balance and GL Control Balance difference

- Net Activity

In addition to the detailed "screen replica" reports, the following summary reports are generated:

- Summary report by balancing category — this optional report shows all facilities for a single balancing category (for example, A/R Daily Balancing)

- Summary report by facility — shows each balancing category for one facility

Generating and Printing These Reports

The following reports are generated during Midnight Processing.

DAILY BALANCING SUMMARY REPORTS

This set of reports presents information displayed on several STAR Patient Accounting screens.

Patient Accounting Screen	Corresponding General Ledger Report Name	
PA Daily Balancing	Daily PA Balance Control Report	FGLBAL1x
AR Daily Balancing	Daily A/R Balance Control Report	FGLBAL2x
BD Daily Balancing	Daily BD Balance Control Report	FGLBAL3x
Contract PA Daily Balancing	Daily Contract PA Balance Control Report	FGLBAL11x
Contract AR Daily Balancing	Daily Contract A/R Balance Control Report	FGLBAL12x
Unapplied Cash Daily Balancing	Daily Unapplied Cash Balancing Report	FGLBALCx

DAILY SUMMARY BY FACILITY

The Daily Summary by Facility report shows all balancing categories for a single facility on one report.

- FGLBALSx - Daily Summary by Facility Report

DAILY SUMMARY BY BALANCING CATEGORY (NOT FACILITY-SPECIFIC)

The Daily Summary by Balancing Category report shows all facilities for a single balancing category (for example, A/R Daily Balancing) on one report.

> **NOTE:** The Summary by Balancing Category is optional since some organizations may not want more than one facility to be seen on the same report. If you do not want the system to produce this report, a flag is available in the Master Files, Non-Entity Specific Parameter to keep the report from being produced.

- FGLBALPA - Daily Summary PA Balance Report

- FGLBALAR - Daily Summary A/R Balance Report

- FGLBALBD - Daily Summary BD Balance Report

- FGLBALCPA - Daily Summary Contract PA Report

- FGLBALCAR - Daily Summary Contract A/R Report

- FGLBALUC - Daily Summary Unapplied Cash Report

DAILY PA BALANCE CONTROL REPORT

The Daily PA Balance Control Report contains the following information from Patient Accounting:

Line name on FGLBAL1:	Dollars from PA Report:
Revenue	FARAJR2 (Total Dollars)
Final Bill Total	FBR200 (Final Totals)
Cash	FAR130/135/131(PA Total)
Adjustments	FAR210/131 (PA Total)
Refunds	****FPREPPRP
Late Charges	FARAJR1 (Total)
Post M'nite Activity	Call support if $$ here
Facility Transfer	****FBR295

Figure 7.59 Daily PA Balance Control Report (FGLBAL1x)

```
Date: 02/02/2007               Model Hospital A            Page  : 1
Time: 2:05                 Daily PA Balance Control Rpt     Report: FGLBAL1x

                              Mapped to EC: 01

( 1) Control Date      :    02/01/2007                 Report          Amount

( 2) Opening Balance   :           185,333,714.84

( 3) Revenue           :               397,323.79    FARAJR2:      397,323.79

( 4) Final Bill Total  :               180,162.03    FBR200:       180,162.03

( 5) Cash              :                -2,227.32    FAR130:         2,227.32
                                                     FAR131:             0.00
                                                     FAR135:             0.00

( 6) Adjustments       :              -129,740.91    FAR210:      -129,740.91
                                                     FAR131              0.00

( 7) Refunds           :                33,000.00    ****FPREPPRP

( 8) <Late Charges>    :                -8,878.51    FARAJR1:       -8,878.51

( 9) Post M'nite Activity:                   0.00    Call support if $$ here

(10) Facility Transfer :                     0.00    ****FBR295

(11) Ending Balance    :           185,445,484.50

(12) Subsidiary Balance :          185,447,484.50

(13) GL Control Balance :          185,447,484.50

(15) Comments          :

(16)                   :

(17) Reconciled by     :

-------------------------------------------------------------------------------

BALANCING CALCULATIONS

Subsidiary minus GL Control:               0.00

Ending minus Subsidiary  :                 0.00

Ending minus GL Control  :                 0.00

Net Activity             :           113,769.66

For PA, net activity fields are taken as follows:
Revenue - take sign as is; Final Bill -  minus; Cash - minus unless sign is
negative (then plus); Adjustment - as is; Refunds - as is; Late Charges - as is;
Post m'nite - as is; Facility Transfer - as is

****This amount is not available at the time of Daily Balancing Control report
generation.  See the location total on the report.


                              End of Report
```

DAILY A/R BALANCE CONTROL REPORT

The Daily A/R Balance Control Report contains the following information from Patient Accounting:

Line name on FGLBAL2:	Dollars from PA Report:
Final Bill Total	FBR200 (Final Totals)
Cash	FAR130/135/131 (AR Total)
Adjustments	FAR210/131 (AR Total)
Refunds	****FPREPPRP
Late Charges	FARAJR1 (AR Total)
Post M'nite Activity	Call support if $$ here
AR To BD Transfer	FFR210 (Total)
BD To AR Transfer	FFR220 (Total)
Facility Transfer	****FBR295

Figure 7.60   Daily A/R Balance Control Report (FGLBAL2x)

```
Date: 02/01/2007                Model Hospital A              Page  : 1
Time: 2:05               Daily AR Balance Control Rpt         Report: FGLBAL2A

                              Mapped to EC: 01

( 1) Control Date      :   01/31/2007                    Report          Amount

( 2) Opening Balance   :         150,289,006.86

( 3) Final Bill Total  :             176,435.35      FBR200 :    176,435.35

( 4) Cash              :              46,258.11      FAR130:      46,258.11
                                                     FAR131:           0.00
                                                     FAR135:           0.00

( 5) Adjustments       :            -220,305.00      FAR210 :   -220,305.00
                                                     FAR131:           0.00

( 6) Refunds           :                   0.00      ****FPREPPRP

( 7) <Late Charges>    :               8,720.35      FARAJR1:       8,720.35

( 8) Post M'nite Activity:                 0.00      Call support if $$ here

( 9) AR To BD Transfer :                   0.00      FFR210:            0.00

(10) BD To AR Transfer :                 173.84      FFR220:          173.84

(11) Facility Transfer :                   0.00      ****FBR295

(12) Ending Balance    :         150,207,773.29

(13) Subsidiary Balance :        150,207,773.29

(14) GL Control Balance :        150,207,773.29

(15) Comments          :

(16)                   :

(17) Reconciled by     :

------------------------------------------------------------------------------

BALANCING CALCULATIONS

Subsidiary minus GL Control:                        0.00

Ending minus Subsidiary :                           0.00

Ending minus GL Control :                           0.00

Net Activity           :                      -81,233.57

For AR, net activity fields are taken as follows:
Final Bill - plus; Cash - minus unless sign is negative (then plus);
Adjustment - as is; Refunds - as is; Late Charges - as is;
Post m'nite - as is; AR to BD - minus; BD to AR - plus;
Facility Transfer - as is

****This amount is not available at the time of Daily Balancing Control report
generation.  See the location total on the report.

                              End of Report
```

DAILY BD BALANCE CONTROL REPORT

The Daily BD Balance Control Report contains the following information from Patient Accounting:

Line name on FGLBAL3:	Dollars from PA Report:
Cash	FAR130/131/135 (BD Total)
Adjustments	FAR210/131 (BD Total)
Refunds	****FPREPPRP
Late Charges	FARAJR1 (BD Total)
Post M'nite Activity	Call support if $$ here
BD Archived Accts	****FBRBDA
AR To BD Transfer	FFR210 (Total)
BD To AR Transfer	FFR220 (Total)

Figure 7.61 Daily BD Balance Control Report (FGLBAL3x)

```
Date: 02/03/2007              Model Hospital A           Page  : 1
Time: 2:03                 Daily BD Balance Control Rpt      Report: FGLBAL3A

                              Mapped to EC: 01

( 1) Control Date        :   02/02/2007                   Report          Amount

( 2) Opening Balance     :              280,778.37

( 3) Cash                :                    0.00        FAR130:            0.00
                                                          FAR131:            0.00
                                                          FAR135:            0.00


( 4) Adjustments         :                    0.00        FAR210 :           0.00
                                                          FAR131 :           0.00

( 5) Refunds             :                    0.00        ****FPREPPRP

( 6) <Late Charges>      :                    0.00        FARAJR1 :          0.00

( 7) Post M'nite Activity:                    0.00        Call support if $$ here

( 8) BD Archived Accts   :               13,237.49        ****FBRBDA

( 9) AR To BD Transfer   :                    0.00        FFR210 :           0.00

(10) BD To AR Transfer   :                    0.00        FFR220 :           0.00

(11) Ending Balance      :              267,540.88

(12) Subsidiary Balance  :              267,540.88

(13) GL Control Balance  :              267,540.88

(14) Comments            :

(15)                     :

(16) Reconciled by       :

--------------------------------------------------------------------------------

BALANCING CALCULATIONS

Subsidiary minus GL Control:                         0.00

Ending minus Subsidiary  :                           0.00

Ending minus GL Control  :                           0.00

Net Activity             :                     -13,237.49

For BD, net activity fields are taken as follows:
Cash - minus unless sign is negative (then plus); Adjustment - as is;
Refunds - as is; Late Charges - as is; Post m'nite - as is;
BD Archived - minus; AR to BD - plus; BD to AR - minus

****This amount is not available at the time of Daily Balancing Control report
generation.  See the location total on the report.


                              End of Report
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
7–148   *Release 17.0*   *October 2011*
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DAILY CONTRACT PA BALANCE CONTROL REPORT

The Daily Contract PA Balance Control Report contains the following information from Patient Accounting:

Line name on FGLBAL11:	Dollars from PA Report:
Revenue	FDRAJR2 (Total Dollars)
Final Bill Total	FDR200 (Final Totals)
Cash	FAR130/131 (Contract PA Total)
Adjustments	FAR210/131 (Contract PA Total)
Late Charges	FDRAJR1 (whole Total)

Figure 7.62 Daily Contract PA Balance Control Report (FGLBAL11x

```
Date: 02/02/2007                 Model Hospital A             Page  : 1
Time: 2:05               Daily Contract PA Bal Ctrl Rpt       Report: FGLBAL11A

                              Mapped to EC: 01

( 1) Control Date      :   02/01/2007                Report        Amount

( 2) Opening Balance   :           30,270,647.17

( 3) Revenue           :               35,315.62    FDRAJR2 :     35,315.62

( 4) Final Bill Total  :                    0.00    FDR200  :          0.00

( 5) Cash              :                    0.00    FAR130  :          0.00
                                                    FAR131  :          0.00

( 6) Adjustments       :                    0.00    FAR210  :          0.00
                                                    FAR131  :          0.00

( 7) <Late Charges>    :                    0.00    FDRAJR1 :          0.00

(08) Ending Balance    :           30,305,962.79

(09) Subsidiary Balance :          30,305,962.79

(10) GL Control Balance :          30,305,962.79

(11) Comments          :

(12)                   :

(13) Reconciled by     :

-------------------------------------------------------------------------------

BALANCING CALCULATIONS

Subsidiary minus GL Control:                   0.00

Ending minus Subsidiary :                      0.00

Ending minus GL Control :                      0.00

Net Activity            :                 35,315.62

For Contract PA, net activity fields are taken as follows:
Revenue - plus; Final Bill - minus; Cash - minus unless sign is negative
(then plus), Adjustment - as is; Late Charges - as is



                              End of Report
```

DAILY CONTRACT A/R BALANCE CONTROL REPORT

The Daily Contract A/R Balance Control Report contains the following information from Patient Accounting:

Line name on FGLBAL12	Dollars from PA Report
Final Bill Total	FDR200 (Final Totals -)
Cash	FAR130/131 (Contract AR Total)
Adjustments	FAR210/131 (Contract AR Total)
Late Charges	FDRAJR1(AR Total -)
AR To BD Transfer	N/A
BD To AR Transfer	N/A

Figure 7.63 Daily Contract A/R Balance Control Report (FGLBAL12x)

```
Date: 02/05/2007                Model Hospital A            Page  : 1
Time: 2:10                 Daily Contract AR Bal Ctrl Rpt    Report: FGLBAL12A

                              Mapped to EC: 01

( 1) Control Date       :   02/04/2007                  Report        Amount

( 2) Opening Balance    :                  9,721.53

( 3) Final Bill Total   :                      0.00     FDR200:         0.00

( 4) Cash               :                      0.00     FAR130:         0.00
                                                        FAR131:         0.00

( 5) Adjustments        :                      0.00     FAR210:         0.00
                                                        FAR131:         0.00

( 6) <Late Charges>     :                      0.00     FDRAJR1:        0.00

( 7) AR To BD Transfer                         0.00     N/A    :

( 8) BD To AR Transfer  :                      0.00     N/A    :

( 9) Ending Balance     :                  9,721.53

(10) Subsidiary Balance :                  9,721.53

(11) GL Control Balance :                  9,721.53

(12) Comments           :

(13)                    :

(14) Reconciled by      :

--------------------------------------------------------------------------------

BALANCING CALCULATIONS

Subsidiary minus GL Control:                      0.00

Ending minus Subsidiary  :                        0.00

Ending minus GL Control  :                        0.00

Net Activity             :                        0.00

For Contract AR, net activity fields are taken as follows:
Final Bill - plus; Cash - minus unless sign is negative (then plus);
Adjustment - as is; Late Charges - as is; AR to BD - minus; BD to AR - plus




                              End of Report
```

DAILY UNAPPLIED CASH BALANCE CONTROL REPORT

The Daily Unapplied Cash Balance Control Report contains the following information from Patient Accounting:

Line name on FGLBALC	Dollars from PA Report
Unapplied Cash	FAR130/131 (see note #2)
Cash Applied	FAR130/131 (see note #2)
Refunds	FAR130/131 (see note #2)

NOTE: The information relating to note #2 is printed at the bottom of the report.

Figure 7.64 Daily Unapplied Cash Balance Control Report (FGLBALCx)

```
Date: 02/01/2007              Model Hospital A              Page  : 1
Time: 2:05                 Daily Unapplied Cash Bal         Report: FGLBALCA

                             Mapped to EC: 01

( 1) Control Date       :   01/31/2007              Report        Amount

( 2) Opening Balance    :              112.00

( 3) Unapplied Cash     :              777.77      FAR130:      see note #2

( 4) Cash Applied       :                0.00      FAR130:      see note #2

( 5) Refunds            :             -111.00      FAR130:      see note #2

( 6) Ending Balance     :              778.77

( 7) Subsidiary Balance :              778.77

( 8) GL Control Balance :              778.77

( 9) Comments           :

(10)                    :

(11) Reconciled by      :

--------------------------------------------------------------------------------


BALANCING CALCULATIONS

Subsidiary minus GL Control:                    0.00

Ending minus Subsidiary  :                      0.00

Ending minus GL Control  :                      0.00


Net Activity                                  666.77


For Unapplied Cash, net activity fields are taken as follows:
Unapplied Cash - plus; Cash Applied - minus unless sign is negative (then plus);
Refunds - as is

note #2:  Unapplied Cash (3) is the amount of cash posted into unapplied cash
for the day.  This amount will be on the top of the summary page of report
FAR130 under Transaction  Code `U`. Refunds (5) from unapplied cash will also
show on the top of the summary page of report FAR130.  Cash Applied (4) is the
amount that was taken out of unapplied cash and posted either to a patient's
account or to miscellaneous cash.  Cash Applied (4) and Refunds (5) from
unapplied cash are grouped together on the bottom of report FAR130 and are
shown as type `Transfers from Unapplied`. Cash posted into unapplied cash also
show on the bottom of report FAR130 as `Unapplied.` Cross Facility cash posted
into or transferred from unapplied cash shows on the bottom of each Facility
report Totals page on report FAR131 as `Unapplied` or `Transfers from
Unapplied`




                             End of Report
```

Figure 7.65 Daily Summary by Facility Report (FGLBALSx)

```
Date: 07/01/2003                           Model Hospital A                        Page  : 1
Time: 05:07am                          Daily Summary by Facility Rpt                Report: FGLBALSA

                                            Mapped to EC: 01

                                       Control Date:   06/30/2003

              Ending          Subsidiary        GL Control       Subsidiary        Ending          Ending           Net
              Balance         Balance           Balance            minus            minus           minus         Activity
                                                                 GL Control       Subsidiary      GL Control

      ----------------------------------------------------------------------------------------------------------------------

PA    2,368,443.59      2,368,443.59      1,746,018.17       622,425.42          0.00        622,425.42        26,893.88

AR      521,098.80        521,098.80        259,161.40       261,937.40          0.00        261,937.40        -4,252.62

BD        4,994.24          4,994.24          4,994.24             0.00          0.00              0.00             0.00

C PA  6,686,695.56      6,686,695.56      6,686,695.56             0.00          0.00              0.00             0.00

C A/R       0.00              0.00              0.00             0.00          0.00              0.00             0.00

UC       12,792.55         12,792.55         12,792.55             0.00          0.00              0.00        10,412.55


                                            End of Report
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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7-155

Figure 7.66 Daily Summary PA Balance Report (FGLBALPA)

```
Date: 07/01/2003                              General Hospital                              Page  : 1
Time: 05:07am                             Daily Summary-PA Balance Rpt                      Report: FGLBALPA

                                          Control Date:    06/30/2003


F        Ending          Subsidiary        GL Control        Subsidiary        Ending            Ending            Net
a        Balance         Balance           Balance           minus             minus             minus             Activity
c                                                            GL Control        Subsidiary        GL Control

-------------------------------------------------------------------------------------------------------------------------

A     2,368,443.59      2,368,443.59      1,746,018.17       622,425.42              0.00       622,425.42          26,893.88

B        74,200.00         74,200.00    194,073,500.00  -193,999,300.00              0.00  -193,999,300.00             700.00

C             0.00              0.00              0.00             0.00              0.00             0.00               0.00



                                              End of Report
```

Figure 7.67 Daily Summary A/R Balance Report (FGLBALAR)

```
Date: 07/01/2003                              General Hospital                              Page  : 1
Time: 05:07am                              Daily Summary-AR Balance Rpt                      Report: FGLBALAR

                                          Control Date:   06/30/2003


F        Ending           Subsidiary       GL Control        Subsidiary        Ending           Ending            Net
a        Balance          Balance          Balance             minus           minus            minus             Activity
c                                                             GL Control      Subsidiary       GL Control

-----------------------------------------------------------------------------------------------------------------------

A        521,098.80       521,098.80       259,161.40        261,937.40          0.00          261,937.40        -4,252.62

B          9,123.53         9,123.53    82,010,235.27     -82,001,111.74          0.00      -82,001,111.74            0.00

C              0.00             0.00             0.00              0.00          0.00              0.00              0.00



                                              End of Report
```

Figure 7.68 Daily Summary BD Balance Report (FGLBALBD)

```
Date: 07/01/2003                          General Hospital                              Page  : 1
Time: 05:07am                          Daily Summary-BD Balance Rpt                      Report: FGLBALBD

                                       Control Date:    06/30/2003

F        Ending        Subsidiary      GL Control       Subsidiary      Ending          Ending           Net
a        Balance       Balance         Balance          minus           minus           minus            Activity
c                                                       GL Control      Subsidiary      GL Control

--------------------------------------------------------------------------------------------------------------

A        4,994.24      4,994.24        4,994.24         0.00            0.00            0.00             0.00

B        0.00          0.00            5,225,225.25     -5,225,225.25   0.00            -5,225,225.25    0.00

C        0.00          0.00            0.00             0.00            0.00            0.00             0.00


                                            End of Report
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

October 2011

Figure 7.69 Daily Summary Contract PA Report (FGLBALCPA)

```
Date: 07/01/2003                           General Hospital                          Page  : 1
Time: 05:07am                         Daily Summary-Contract PA Rpt                   Report: FGLBALCPA

                                      Control Date:   06/30/2003

F        Ending          Subsidiary       GL Control       Subsidiary          Ending           Ending           Net
a        Balance         Balance          Balance           minus              minus            minus            Activity
c                                                          GL Control         Subsidiary       GL Control

------------------------------------------------------------------------------------------------------------------------

A      6,686,695.56      6,686,695.56     6,686,695.56          0.00              0.00             0.00             0.00

B             0.00              0.00     16,994,883.99    -16,994,883.99          0.00      -16,994,883.99          0.00

C             0.00              0.00             0.00           0.00              0.00             0.00             0.00


                                            End of Report
```

Figure 7.70 Daily Summary Contract A/R Report (FGLBALCAR)

```
Date: 07/01/2003                            General Hospital                              Page  : 1
Time: 05:07am                           Daily Summary-Contract AR Rpt                     Report: FGLBALCAR

                                        Control Date:    06/30/2003

F        Ending          Subsidiary      GL Control       Subsidiary        Ending          Ending           Net
a        Balance         Balance         Balance            minus           minus           minus          Activity
c                                                         GL Control       Subsidiary      GL Control

------------------------------------------------------------------------------------------------------------------

A          0.00            0.00            0.00              0.00            0.00            0.00             0.00

B          0.00            0.00        7,455,223.31      -7,455,223.31       0.00        -7,455,223.31        0.00

C          0.00            0.00            0.00              0.00            0.00            0.00             0.00



                                            End of Report
```

Figure 7.71 Daily Summary Unapplied Cash Report (FGLBALUC)

```
Date: 07/01/2003                              General Hospital                              Page  : 1
Time: 05:07am                            Daily Summary-Unapplied Cash                       Report: FGLBALUC

                                         Control Date:    06/30/2003

F        Ending          Subsidiary       GL Control       Subsidiary       Ending          Ending          Net
a        Balance         Balance          Balance            minus           minus           minus         Activity
c                                                          GL Control      Subsidiary      GL Control

--------------------------------------------------------------------------------------------------------------

A        12,792.55       12,792.55        12,792.55           0.00            0.00            0.00         10,412.55

B            0.00            0.00        142,888.64      -142,888.64          0.00       -142,888.64           0.00

C            0.00            0.00             0.00            0.00            0.00            0.00             0.00


                                             End of Report
```

INACTIVATE DEPARTMENT AUDIT TRAIL REPORT - FGLID

The Inactivate Department Audit Trail Report lists all accounts that were inactivated in the Department Master files.

Generating and Printing FGLID

This report is generated immediately when accounts are inactivated in the Department Master File Processor.

The following is an example of the Inactivate Department Audit Trail Report.

NOTE: The Inactivate Department Audit Trail Report is spooled under FGLIDXX, where XX represents the entity.

Figure 7.72 Inactivate Department Audit Trail (FGLID)

```
Date: 04/01/1998                                                        Page  :     1
Time: 10:52                              MODEL HOSP - ENT 01            Report: FGLID01
                                     Inactivate department audit
                                           Fiscal Year 1998

Department INACTIVATED: 1000
                         Before                   After
                         ------                   -----
Dept Name                DEFAULT DEPARTMENT       DEFAULT DEPARTMENT
Dept Short Name          DDDD                     DDDD
Dept Class               1                        1
Status                   Active                   Inactive
Report/Detail Flag       Detail                   Detail
Edit By                  Shen-Tal,June            Shen-Tal,June
Edit Date                07/20/1995 1605          07/20/1995 1605
Inactivated By                                    Richart,Della G
Inactivated Dt                                    04/01/1998 1052
The following GL accounts are Inactivated
(* - Account Inactivated with a Balance)
*  1000-0000
*  1000-0001
   1000-0002
   1000-0003
*  1000-0005
   1000-0006
   1000-0007
   1000-0008
*  1000-0009
   1000-0010
   1000-0011
*  1000-0012
   1000-0013
   1000-0014
   1000-0015
   1000-0016
   1000-0017
   1000-0018
   1000-0019
   1000-0020
   1000-0021
*  1000-0022
   1000-0023
   1000-0024
*  1000-0050
   1000-0052
   1000-0054
                                         End of Report
```

INACTIVATE SUBACCOUNT AUDIT TRAIL REPORT - FGLIS

The Inactivate Subaccount Audit Trail Report lists all accounts that were inactivated in the Subaccount Master files.

Generating and Printing FGLIS

This report is generated immediately when accounts are inactivated in the Subaccount Master File Processor.

The following is an example of the Inactivate Subaccount Audit Trail Report.

NOTE: The Inactivate Subaccount Audit Trail Report is spooled under FGLISXX, where XX represents the entity.

Figure 7.73 Inactivate Subaccount Audit Trail Report (FGLIS)

```
Date: 04/01/1998                                                                    Page  :     1
Time: 11:03                                 MODEL HOSP - ENT 01                      Report: FGLIS01
                                        Inactivate Subacct Audit Trail
                                             Fiscal Year 1998
Subaccount INACTIVATED: 0210
                                Before              After
                                ------              -----
Subacct Name                    KEMPER US GOV SERCURITIESKEMPER US GOV SERCURITIES
Report Grps                     ST                  ST
Normal Balance                  Debit               Debit
Account Status                  Active              Inactive
Reporting/Detail                Detail              Detail
Edited By
Edited Date
Inactivated By                                      Richart,Della G
Inactivated Dt                                      04/01/1998 1103
The following GL accounts are Inactivated
(* - Account Inactivated with Balance)
   0000-0210
   0010-0210
   0100-0210
   0111-0210
   0120-0210
   1000-0210
   1001-0210
   1005-0210
*  1006-0210
   1007-0210
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7-165

INACTIVATE GL ACCOUNT AUDIT TRAIL REPORT - FGLIG

The Inactivate GL Account Audit Trail Report lists all GL accounts that were inactivated in the Maintain GL Account Processor during daily processing.

Generating and Printing FGLIG

This report is generated during midnight processing.

The following is an example of the Inactivate GL Account Audit Trail Report.

NOTE: The Inactivate GL Account Audit Trail Report is spooled under FGLIGXX, where XX represents the entity.

Figure 7.74 Inactivate GL Account Audit Trail Report (FGLIG)

```
Date: 03/31/1998                                                              Page  :     1
Time: 11:12                              MODEL HOSP - ENT 01                   Report: FGLIG01
                                      Inactivate GL Acct Audit Trail
For Fiscal Year: 1998
(* - Account Inactivated with a Balance)
GL Account        1031-0400 *
Account Name      I/P RECEIVABLES
Inactivated By    Rogers,Maeella
Inactivated Date  03/30/1998

                                         End of Report
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7-167

ORGANIZATION CHART - FGORG

The Organization Chart Report provides your entity with a structure of your mapping table.

Generating and Printing This Report

You create this report by selecting the Financial Reports option of the main then selecting Entity Organization Maps from the submenu. The system prompts you to enter an entity code, followed by the map number of the organization. You can generate the report for a selected entity as well as a selected map number. For more information on using this option, see Print Organization Chart in Chapter 8: General Ledger Report Writer, in this volume.

The following is an example of an Organization Chart.

NOTE: The Organization Chart is spooled under FGORGXX, where XX represents the entity.

Figure 7.75 Organization Chart (FGORG)

```
Date: 11/24/1992                                           Page  :     1
Time: 12:11                  Department Organization Chart    Report: FGORGLM
                        Entity LM - MESSERLY MEMORIAL HOSPITAL

Level    Department                    Description
-------------------------------------------------------------------------------
 1     5900                        VICE PRESIDENT
 2       6000                        GENERAL NURSING
 3         6100                          ICU NURSING
 3         6200                          CCU NURSING
 3         6300                          4TH FLOOR NURSING
 3         6400                          5TH FLOOR NURSING
 2       7000                        ANCILLARY CARE SUMMARY
 3         7100                          LABORATORY
 3         7200                          RADIOLOGY
 3         7300                          PHARMACY
 3         7400                          PHYSICAL THERAPY
 3         7500                          CENTRAL SERVICES
 3         7600                          ANESTHESIOLOGY
 2       8000                        PATIENT ACCOUNTING
 3         8100                          MEDICAL RECORDS
 3         8200                          BUSINESS OFFICE
 3         8300                          ADMISSIONS

                              End of Report
```

Report Headings

The report header displays the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

LEVEL
This field displays the organization level within the chosen map.

DEPARTMENT
This field contains the department number within the appropriate level.

DESCRIPTION
This field contains the description of the department.

CASH ACCOUNT CODE TABLE REPORT - FGRCCD

The Cash Account Code Table report lists each cash account code table set up for a particular entity.

Generating and Printing This Report

When you access the Cash Account Code Table, you can create a printed list of codes by either:

- Adding a new code

- Selecting an existing code

When you exit the code by pressing ENTER, the following prompt is displayed:

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

If you enter **Y** for Yes, the system compiles and prints this report.

Figure 7.76 Cash Account Code Table (FGRCCD)

```
Date: 01/30/1991                General Hospital              Page  : 1
Time: 09:58                 CASH ACCOUNT CODE TABLE           Report: FGRCCDGH


Fiscal Yr: 1991

Cash
Code           Description                     Bank Name
----------------------------------------------------------------------------
1      Misc Cash Receipts               First Trust
Department: 1001
Subaccount: 1010

123    Cafeteria Receipts               First Trust
Department: 1001
Subaccount: 1005

MCC    Misc Cash Clearing Acct          Third National
Department: 1001
Subaccount: 1015



                          End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

FISCAL YR
This field contains the fiscal year associated with the cash account code table.

CASH CODE
This field contains the three character cash account code.

DESCRIPTION
This field contains the description of the cash account code.

BANK NAME
This field indicates the bank in which the cash account resides.

GENERAL LEDGER STATISTICS REPORT - FGRGLS

The General Ledger Statistics Report provides you with a comparison of actual versus budgeted statistics residing in chosen GL accounts. You have the option of choosing original budget or revised budget at runtime.

Generating and Printing this Report

This report is generated on demand from a processor screen in the GL Statistics Report function within Statistics. Two reports are generated when the report is run, a detail report and a department summary report. After choosing Departments, Subaccounts and Fiscal Period, you must then choose which statistics to include in the report. The report spools by entity code.

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
Proprietary to McKesson - Subject to Confidentiality Agreement

7-175

Figure 7.77 GL Statistics Report (FGRGLS) - Page 1

```
Date: 05/22/2001                                                    Page  :    1
Time: 01:05pm                    MODEL HOSPITAL OF GEORGIA          Report: FGRGLS01
                               GENERAL LEDGER STATISTICS
                                  REPORT SELECTIONS



                   FISCAL YEAR    2001



                   DEPARTMENTS    6000 - 6999



                   SUB ACCOUNTS   6000 - 6252



                   PERIODS        01 - 12



                   STAT TYPES     CHG,CHQ,DD,FTE,LCA
                                      LCQ,ADM,DIS,EXP,ITR
                                      OPV,ODS,PTD,REG,TRI
                                      TRO,OIB,RVL,HRS,UOS
```

Figure 7.78 GL Statistics Report (FGRGLS) - Page 2

```
Date: 05/22/2001                                                          Page :    2
Time: 01:05pm                          MODEL HOSPITAL OF GEORGIA          Report: FGRGLS01
                                       GENERAL LEDGER STATISTICS
                                         DEPARTMENT SUMMARY


DEPT                               STAT TYPE       ACTUAL     REVISED BUDGET          VARIANCE
                                                                                  AMT          %

-----------------------------------------------------------------------------------------------------
6001-DIR PATIENT CARE              HRS-SALARY       171.43         170.00          1.43         0.8
6002-MGMT PATIENT CARE             HRS-SALARY     2,452.23       2,892.00        439.77-       17.9
6003-EDUC PAT CARE                 HRS-SALARY       751.85         853.70        101.85-       13.55
6004-CASE MGMT                     HRS-SALARY     1,563.25       1,181.00        382.25        24.5
6005-EMS                           HRS-SALARY     4,013.34       4,273.00        259.66-        6.5
6006-2nd FLR EAST                  HRS-SALARY     2,745.21       2,454.00        291.21        10.6
6007-2ND FLR WEST                  HRS-SALARY     2,452.23       2,892.00        439.77-       17.9
6008-ICU                           HRS-SALARY     4,910.79       4,382.00        528.79        10.8
6009-OB/GYN                        HRS-SALARY     3,645.53       2,852.00        793.53        21.8
6010-NURSERY                       HRS-SALARY     1,706.63       1,454.00        252.63        14.85
6011-LABOR & DELIVERY              HRS-SALARY     3,864.15       3,051.00        813.15        21.0
6012-MED-SURG                      HRS-SALARY     5,446.04       5,458.00         11.96-        0.2
6013-OR                            HRS-SALARY     4,875.65       3,848.05      1,027.60        21.1
6014-RECOVERY                      HRS-SALARY     1,823.47       1,771.00         52.47         2.9
6015-EDOSCOPY                      HRS-SALARY       213.96         212.00          1.96         .09
6016-RADIOLOGY                     HRS-SALARY       711.96         350.00        361.96        50.8
6017-PHARMACY                      HRS-SALARY     2,452.23       2,892.00        439.77-       17.9
6018-ELECTROCARDIOLOGY             HRS-SALARY       876.22       1,010.00        133.78-       15.3
6019-ANESTHESIOLOGY                HRS-SALARY     2,437.82       1,799.00        638.82        26.2
6020-PHYSICAL THERAPY              HRS-SALARY       849.79         987.00        137.21-       16.1
6021-LAB                           HRS-SALARY     5,948.55       5,241.00        707.55        11.9
```

Figure 7.79 GL Statistics Report - Department Recap (FGRGLS) - Page 1

```
Date: 05/10/2001                                                      Page  :     1
Time: 17:04                         GENERAL HOSPITAL 01               Report: FGRGLS01
                                 GENERAL LEDGER STATISTICS
                                    REPORT SELECTIONS




                    FISCAL YEAR   2000



                    DEPARTMENTS   6020 - 6050



                    SUB ACCOUNTS  3000 - 3006



                    PERIODS       01 - 12



                    STAT TYPES    FTE,HRS
```

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Release 17.0
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October 2011

Figure 7.80 GL Statistics Report - Department Recap (FGRGLS) - Page 2

```
Date: 05/10/2001                                                                    Page :    2
Time: 17:04                                    GENERAL HOSPITAL 01                   Report: FGRGLS01
                                            GENERAL LEDGER STATISTICS
                                             DEPARTMENT SUMMARY

DEPT                               STAT TYPE                   ACTUAL    REVISED BUDGET        VARIANCE
                                                                                           AMT        %

---------------------------------------------------------------------------------------------------------
6020-MEDICAL SURGICAL-1ST FLOOR    FTE-Full time equivilents   220.47         0.00        220.47     100.0
6020-MEDICAL SURGICAL-1ST FLOOR    HRS-SALARY HOURS          17,639.41    15,873.78      1,765.63      10.0
6022-MEDICAL SURGICAL-2ND FLOOR    FTE-Full time equivilents     0.00         0.00          0.00       0.0
6022-MEDICAL SURGICAL-2ND FLOOR    HRS-SALARY HOURS              0.00         0.00          0.00       0.0
6024-MEDICAL SURGICAL-3RD FLOOR    FTE-Full time equivilents     0.00         0.00          0.00       0.0
6024-MEDICAL SURGICAL-3RD FLOOR    HRS-SALARY HOURS              0.00         0.00          0.00       0.0
6026-MEDICAL SURGICAL-4TH FLOOR    FTE-Full time equivilents     0.00         0.00          0.00       0.0
6026-MEDICAL SURGICAL-4TH FLOOR    HRS-SALARY HOURS              0.00         0.00          0.00       0.0
6028-MEDICAL SURGICAL-5TH FLOOR    FTE-Full time equivilents     0.00         0.00          0.00       0.0
6028-MEDICAL SURGICAL-5TH FLOOR    HRS-SALARY HOURS              0.00         0.00          0.00       0.0
6030-MEDICAL SURGICAL-6TH FLOOR    FTE-Full time equivilents     0.00         0.00          0.00       0.0
6030-MEDICAL SURGICAL-6TH FLOOR    HRS-SALARY HOURS              0.00         0.00          0.00       0.0
6050-PEDIATRICS                    FTE-Full time equivilents     0.00         0.00          0.00       0.0
6050-PEDIATRICS                    HRS-SALARY HOURS              0.00     19,874.00     19,874.00- 1987400.0-
```

Figure 7.81 GL Statistics Report - Department Recap (FGRGLS) - Page 3

```
Date: 05/10/2001                                                                    Page :    3
Time: 17:04                                    GENERAL HOSPITAL 01                   Report: FGRGLS01
                                            GENERAL LEDGER STATISTICS
                                      DEPARTMENT SUMMARY - STATISTICS TOTALS

DEPT                               STAT TYPE                   ACTUAL    REVISED BUDGET        VARIANCE
                                                                                           AMT        %

---------------------------------------------------------------------------------------------------------
                                   FTE                         220.47         0.00        220.47     100.0
                                   HRS                      17,639.41    35,747.78     18,108.37-    102.7-


                                            End of Report
```

INTERCOMPANY CASH POSTING TABLE REPORT - FGRICP

The Intercompany Cash Posting Table Report contains a list of each intercompany cash posting table set up for a particular entity.

Generating and Printing This Report

When you access the Intercompany Cash Posting Table, you can create a printed list of codes by either:

- Adding a new code

- Selecting an existing code

When you exit the code by pressing ENTER, the following prompt is displayed:

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

If you enter **Y** for Yes, the system automatically compiles and prints this report.

Figure 7.82 Interco Cash Posting Table (FGRICP)

```
Date: 01/30/1991                General Hospital                Page  : 1
Time: 09:59                 INTERCO CASH POSTING TABLE           Report: FGRICPGH

Fiscal Yr: 1990


                    Due To              Link        Due From
            Number       Description    Ent.    Number      Description
-----------------------------------------------------------------------------
Department: 2001         Interco Payable   BA    1001         Interco Receiv
Subaccount: 2010         Cash Due BA       BA    1010         AR - Cash From GN

Description: MISCELLANEOUS RECEIPTS

Department: 2500         Interco Payable   NH    1100         Interco Receiv
Subaccount: 2021         Cash Due NH       NH    1022         AR-Cash From GN

Description:


                              End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

FISCAL YR
This field contains the fiscal year associated with the cash posting table.

DUE TO DEPARTMENT AND DESCRIPTION
This field represents the department to which the liability is credited on the general ledger for the home entity.

DUE TO SUBACCOUNT AND DESCRIPTION
This field represents the subaccount to which the liability is credited on the general ledger for the home entity.

LINK ENT
This field indicates the entity to which the revenue belongs.

DUE FROM DEPARTMENT AND DESCRIPTION
This field represents the department to which the receivable is debited on the general ledger for the link entity.

DUE FROM SUBACCOUNT AND DESCRIPTION
This field represents the subaccount to which the receivable is debited on the general ledger for the link entity.

INTERCOMPANY LINK TABLE REPORT - FGRILT

The Intercompany Link Table Report contains the data from the intercompany link table from which you requested a printed list.

Generating and Printing This Report

When you access the Intercompany Link Table, you can either:

- Add a new intercompany link table

- Access an existing intercompany link table

When you exit the intercompany link table by pressing ENTER, the following prompt is displayed:

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

If you enter **Y** for Yes, the system automatically compiles and prints this report.

The following is an example of an Intercompany Link Table Report.

Figure 7.83 Intercompany Link Table Report (FGRILT)

```
Date: 05/05/1997                                              Page:   1
Time: 12:26                    GENERAL HOSPITAL               Report: FGRILT01
                           INTERCOMPANY LINK TABLE
                              Fiscal Year 1997



TO LINK ENT 01 TO ENT 02

    Home Entity :        MODEL HOSP - ENT 01
    Due To/From Department : 1080 INTERCOMPANY RECEIVABLES
    Due To/From Subaccount : 1200 INTR-INTERCOMPANY RECEIVABLE FROM 2


    Link Entity :        MODEL HOSP - ENT 02
    Due To/From Department : 2013 INTERCOMPANY A/P
    Due To/From Subaccount : 2112 INTE-FOR ENTITY 02



                             End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, the home entity, the report title, the page number, the report name as used in the system, and the fiscal year associated with the report.

An explanation of selected fields follows.

HOME ENTITY
This field contains the entity code and description of the Due To Entity.

DUE TO DEPARTMENT/FROM DEPARTMENT
This field represents the department which is debited/credited on the general ledger for the home entity.

DUE TO/FROM SUBACCOUNT
This field represents the subaccount which is debited/credited on the general ledger for the home entity.

LINK ENTITY
This field contains the entity code and description of the Due From Entity.

DUE FROM DEPARTMENT AND DESCRIPTION
This field represents the department which is debited/credited on the general ledger for the link entity.

DUE FROM SUBACCOUNT AND DESCRIPTION
This field represents the subaccount which is debited/credited on the general ledger for the link entity.

DAILY JOURNAL ENTRY POSTING VALIDATION ERROR REPORT - FGRJPE

The Daily Journal Entry Posting Validation Error Report provides your entity with detail information about a journal entry when a journal entry error is created and the journal entry cannot be posted.

Generating and Printing This Report

This report is generated during midnight processing if journal entry errors are present. Posting errors will appear on this report if the transactions could not post to the GL Suspense Account, as established in the Fiscal Year Definitions screen.

The following is an example of a Daily Journal Entry Posting Validation Error Report.

Figure 7.84 Daily Journal Entry Posting Validation Errors (FGRJPE)

```
Date: 06/27/1991                                                    Page  :    1
Time: 09:14am                      GENERAL HOSPITAL                  Report: FGRJPEGH
                         Daily Journal Entry Posting Validation Errors
                         Journal Entries entered during Fiscal Year 1991


Journal                                  ------Post------              Proj
Entry # Description                       Date     FY  Per  Status  Ref JE  ID ------
    95 INCORRECT POSTING OF SUPPLIES   06/26/1991  1991  06   Errors

  Line  EC   Department     Subaccount            Debit            Credit
     Description                    Source Project       Error Message
-------------------------------------------------------------------------------
   10  LM   6500           50400                 $157.00
**Error: Fiscal period is closed to posting
   20  LM   6600           50400                                  $157.00
                                             ==================  ==================
                                  Totals         $157.00           $157.00


    96 RECLASS TELEPHONE EXPENSE        06/26/1991  1991  06   Errors

  Line  EC   Department     Subaccount            Debit            Credit
     Description                    Source Project       Error Message
-------------------------------------------------------------------------------
   10  LM   6300           50500               $2,010.00
   20  LM   6400           50500                                $2,010.00
**Error: Fiscal period is closed to posting
                                             ==================  ==================
                                  Totals       $2,010.00         $2,010.00

Total number of entries in error: 2




                                End of Report
```

Report Headings

The report header includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

JOURNAL ENTRY #
This field contains the number of the journal entry that contains the error.

DESCRIPTION
This field contains the description of the journal entry.

POST DATE
This field contains the initial posting date for this entry.

POST FY
This field contains the four digit fiscal year in which the journal entry was to be posted.

POST PER
This field contains the period in which the journal entry was to be posted.

STATUS
This field contains the status of the entry.

REF JE
This field contains the reference journal entry to this journal entry.

PROJ ID
This field contains the user-defined project ID number associated with this journal entry.

LINE
This field contains the system-maintained line numbers.

EC
This field contains the entity code of the selected line items.

DEPARTMENT
This field contains the department component of the selected line item's GL account.

SUBACCOUNT
This field contains the subaccount component of the selected line item's GL account.

DEBIT
This system-maintained field displays the current cumulative dollar total of the debits involved in this journal entry.

CREDIT
This system-maintained field displays the current cumulative dollar total of the credits involved in this journal entry.

DESCRIPTION
This field contains the description of the problem associated with the line item of the journal entry.

ERROR MESSAGE
This field contains the error message associated with the line item of the journal entry.

MISCELLANEOUS CASH POSTING RECEIPT - FGRMCP

The Miscellaneous Cash Posting Receipt contains the transactions entered for a single batch of miscellaneous cash receipts. This report was designed to allow the cashier to enter miscellaneous cash receipts using the miscellaneous cash posting function and receive a printed receipt immediately after saving each cash batch. The report can also reprint individual cash receipt reports in the event of printer problems.

Generating and Printing This Report

When you finish entering transactions on the Miscellaneous Cash Posting screen, the following prompt displays:

Do you wish to print a Cash Receipt (Y/N) [Y]--

If you enter **Y** or press ENTER to accept the default of Yes, the system automatically compiles and prints the report.

Figure 7.85 Cash Posting Receipts (FGRMCP)

```
Date: 01/30/1991              General Hospital           Page  : 1
Time: 10:08                CASH POSTING RECEIPTS          Report: FGRMCPGH

Fiscal Yr: 91

Batch Nbr             - 22
Batch Description     - Miscellaneous Receipts
Cash Code/Description - 1-Misc Cash Receipts
Posting Period        - 02
Payment Date          - 01/30/1991
Batch Amount          -         $500.00
Comments              -

Line     Misc.  Misc. Revenue      Revenue         Revenue          Cash
 #   Ent Code     Description       Dept.          Subacct         Amount
-------------------------------------------------------------------------
 1   GN  10     Cafeteria Recei      5010            5010          $300.00
 2   GN  11     Vending Machine      5010            5011          $100.00
 3   GN  12     Gift Shop Recei      5010            5012          $100.00




                            End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

FISCAL YR
This field contains the fiscal year associated with the cash posting receipt.

BATCH NBR
This field contains the identification number associated with the transactions listed on the cash posting receipt. The batch number can be either user-defined or assigned by the system.

BATCH DESCRIPTION
This field contains the description that was entered on the Miscellaneous Cash Posting screen.

CASH CODE/DESCRIPTION
This field contains the cash code and partial description of the cash account that will be debited for the entity.

POSTING PERIOD
This field contains the batch posting period.

PAYMENT DATE
This field contains the date on which the payments are to be made.

BATCH AMOUNT
This field indicates the total amount of the cash receipts entered in this batch.

COMMENTS
This field contains any comments which were entered on the Miscellaneous Cash Posting screen.

LINE #
This field contains the number of the cash posting detail line.

ENT
This field contains the entity code of the entity to which the revenue will be posted.

MISC CODE
This field contains the three-character miscellaneous revenue code used for this transaction.

MISC. REVENUE DESCRIPTION
This field contains the description of the revenue code.

REVENUE DEPT
This field indicates the revenue department to which this Miscellaneous Revenue Code posts.

REVENUE SUBACCOUNT
This field contains the revenue subaccount to which this Miscellaneous Revenue Code posts.

CASH AMOUNT
This field contains the amount of the cash receipt to be posted to the specified entity and GL account.

MISCELLANEOUS REVENUE DESCRIPTION TABLE - FGRMRD

The Intercompany Cash Posting Table Report contains a list of each intercompany cash posting table set up for a particular entity.

Generating and Printing This Report

When you access the Miscellaneous Revenue Description Table, you can create a printed list of codes by either:

- Adding a new code

- Selecting an existing code

When you exit the code by pressing ENTER, the following prompt is displayed:

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

If you enter **Y** or press ENTER to accept the default of Yes, the system automatically compiles and prints this report.

Figure 7.86 Misc. Revenue Description Table (FGRMRD)

```
Date: 01/30/1991                  General Hospital              Page  : 1
Time: 10:00                  Misc. Revenue Desc. Table          Report: FGRMRDGH

Fiscal Yr: 1991

Code
Nbr     Description
-------------------------------------------------------------------------------
10      CAFETERIA RECEIPTS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5010              - MISC-CAFETERIA RECEIPTS

11      VENDING MACHINE RECEIPTS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5011              - MISC-VENDING MACHINE

20      RESTRICTED DONATIONS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5020              - MISC-RESTRICTED DONATIONS

345     MISCELLANEOUS RECEIPTS
Revenue Department:  1001              - CASH
Revenue Subaccount:  1005              - CASH-CASH INVESTMENTS

CSR     COFFEE SHOP RECEIPTS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5013              - MISC-COFFEE SHOP RECEIPTS

GSR     GIFT SHOP RECEIPTS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5012              - MISC-GIFT SHOP RECEIPTS

MUD     MISC UNRESTRICTED DONATIONS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5021              - MISC-MISC DONATIONS

PLR     PARKING LOT RECEIPTS
Revenue Department:  5010              - MISC REVENUE
Revenue Subaccount:  5015              - MISC-PARKING LOT RECEIPTS




                            End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

FISCAL YR
This field contains the fiscal year associated with the miscellaneous revenue description table.

CODE NBR
This field contains the three-character code for the Miscellaneous Revenue Description table.

DESCRIPTION
This field contains the description associated with the miscellaneous revenue code.

MISCELLANEOUS CASH POSTING TRANSACTION REGISTER - FGRPTR

The Miscellaneous Cash Posting Transaction Register contains all batches entered for each entity. This report is designed to be used as an audit trail to balance cash posting transactions to the General Ledger (in addition to FGL250 and FGL260, the General Ledger Summary and Detail Posting reports).

Generating and Printing This Report

The Miscellaneous Cash Posting Transaction Register is generated and printed during midnight processing.

STAR Financials General Accounting Reference Guide - General Ledger Volume
7–196   *Release 17.0*   *October 2011*
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Figure 7.87 Misc. Cash Posting Trans. Register (FGRPTR) - Page 1

```
Date: 01/29/1991                          General Hospital                        Page  :  1
Time: 01:52                        Misc Cash Posting Trans Register                Report:  FGRPTRGH


Posting Period: 01/1991
Cash Code Nbr:  1   MISC CASH RECEIPTS


            Payment    Line  Entity   Revenue      Revenue            Department      Subaccount
Batch Nbr     Date     Nbr   Code     Code         Description        Number          Number         Amount
------------------------------------------------------------------------------------------------------------
        6   01/28/91    1     NH       10         Cafeteria Receipts     5000            5010          $200.00
                        2     EM       CR         Cafeteria Receipts     5001            5010          $200.00

                                                              Batch Total:                            $400.00


        7   01/28/91    1     NH       20         Restricted Donations   5000            5020        $5,000.00

                                                              Batch Total:                          $5,000.00


        8   01/28/91    1     GN       GSR        Gift Shop Receipts     5010            5012          $375.67

                                                              Batch Total:                            $375.67


        9   01/28/91    1     GN       PLR        Parking Lot Receipts   5010            5015          $457.68

                                                              Batch Total:                            $457.68


       10   01/28/91    1     GN       PLR        Parking Lot Receipts   5010            5015           $34.00
                        2     GN       PLR        Parking Lot Receipts   5010            5015           $26.00
                        3     GN       PLR        Parking Lot Receipts   5010            5015           $45.00
                        4     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                        5     GN       PLR        Parking Lot Receipts   5010            5015           $57.00
                        6     GN       PLR        Parking Lot Receipts   5010            5015           $75.00
                        7     GN       PLR        Parking Lot Receipts   5010            5015           $50.00
                        8     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                        9     GN       PLR        Parking Lot Receipts   5010            5015           $75.00
                       10     GN       PLR        Parking Lot Receipts   5010            5015           $75.00
                       11     GN       PLR        Parking Lot Receipts   5010            5015           $50.00
                       12     GN       PLR        Parking Lot Receipts   5010            5015           $50.00
                       13     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       14     GN       PLR        Parking Lot Receipts   5010            5015           $75.00
                       15     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       16     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       17     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       18     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       19     GN       PLR        Parking Lot Receipts   5010            5015           $50.00
                       20     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       21     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       22     GN       PLR        Parking Lot Receipts   5010            5015           $30.00
                       23     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       24     GN       PLR        Parking Lot Receipts   5010            5015           $25.00
                       25     GN       PLR        Parking Lot Receipts   5010            5015           $50.00
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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October 2011

Figure 7.88 Misc. Cash Posting Trans. Register (FGRPTR) - Page 2

```
Date: 01/29/1991                          General Hospital                        Page  : 2
Time: 01:52                          Misc Cash Posting Trans Register              Report:  FGRPTRGH


Posting Period: 01/1991
Cash Code Nbr:  1   MISC CASH RECEIPTS


            Payment    Line  Entity   Revenue            Revenue          Department    Subaccount
Batch Nbr    Date      Nbr   Code      Code            Description         Number         Number      Amount
------------------------------------------------------------------------------------------------------------
    10     01/28/91     26    GN       PLR     Parking Lot Receipts          5010          5015       $50.00
                        27    GN       PLR     Parking Lot Receipts          5010          5015       $50.00
                        28    GN       PLR     Parking Lot Receipts          5010          5015       $75.00
                        29    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        30    GN       PLR     Parking Lot Receipts          5010          5015       $30.00
                        31    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        32    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        33    GN       PLR     Parking Lot Receipts          5010          5015       $50.00
                        34    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        35    GN       PLR     Parking Lot Receipts          5010          5015       $35.00
                        36    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        37    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        38    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        39    GN       PLR     Parking Lot Receipts          5010          5015       $45.00
                        40    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        41    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        42    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        43    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        44    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        45    GN       PLR     Parking Lot Receipts          5010          5015       $36.00
                        46    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        47    GN       PLR     Parking Lot Receipts          5010          5015       $50.00
                        48    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        49    GN       PLR     Parking Lot Receipts          5010          5015       $25.00
                        50    GN       PLR     Parking Lot Receipts          5010          5015       $25.00

                                                                       Batch Total:              $1,838.00

    13     01/28/91      1    EM       CR      Cafeteria Receipts            5001          5010      $300.00
                         2    EM       VM      Vending Machines              5001          5011       $45.00
                         3    GN       10      Cafeteria Receipts            5010          5010      $275.00
                         4    GN       CSR     Coffee Shop Receipts          5010          5013      $125.00
                         5    NH       11      Vending Machine Receipts      5000          5011       $44.00

                                                                       Batch Total:                $789.00
                                                                       Cash Code Total:          $8,860.35

                                           Total Revenue for Home Entity GN :                     3,071.35
                                           Total Revenue for Link Entity EM :                      $545.00
                                           Total Revenue for Link Entity NH :                     5,244.00

                         End of Report
```

Report Headings

Each report contains a header that includes the date and time the report is generated, your hospital's name, the report title, the page number, and the report name as used in the system.

An explanation of selected fields follows.

POSTING PERIOD
This field contains the batch posting period. The report will sort by posting period.

CASH CODE NBR
This field contains the three character cash code and description for the cash code that is debited. The report will sort by cash code number.

BATCH NBR
This field contains the identifying number of the batch associated with the transaction(s). The batch number will also appear in the description on the GL FGL250 and FGL260 posting reports.

PAYMENT DATE
This field contains the user-entered date to identify when the cash was received.

LINE NBR
This field contains the system-assigned number of the cash posting detail line.

ENTITY CODE
This field contains the entity code of the entity to which the revenue is posted.

REVENUE CODE
This field contains the three-character miscellaneous revenue code used for this transaction.

REVENUE DESCRIPTION
This field contains the description of the miscellaneous revenue code.

DEPARTMENT NUMBER
This field contains the revenue department associated with the miscellaneous revenue code.

SUBACCOUNT NUMBER
This field contains the revenue subaccount associated with the miscellaneous revenue code.

AMOUNT
This field contains the amount of the cash receipt to be posted to the specified entity and GL account.

BATCH TOTAL
This field contains the total amount of cash receipts to be posted for the specific batch.

CASH CODE TOTAL
This field contains the total amount of all cash receipts for all batches listed on the report. This amount can be balanced to the corresponding cash account in the General Ledger posting reports, making balancing of Due to/Due from accounts to the General Ledger easier.

The report also breaks down the cash receipt totals for all batches by Home Entity and Link Entities.

DAILY GL INTERFACE JOURNAL ENTRY REPORT - FXRGLI

The Daily GL Interface Journal Entry Report contains information about the dollar transactions loaded into STAR General Ledger via the General Ledger Interface Processor.

Generating and Printing This Report

The Daily GL Interface Journal Entry Report is generated when a foreign interface tape is loaded into STAR General Ledger.

From the General Ledger main menu, select **Financial System Management** > **Interface Functions** > **General Ledger Interface**. Follow the prompts to upload the data.

Once the transactions have passed to STAR General Ledger, the Daily GL Interface Journal Entry Report is generated.

Figure 7.89 Daily GL Interface Journal Entry Report (FXRGLI) - Page 1

```
                                   GENERAL HOSPITAL SYSTEM
Date: 07/03/2001 1108                 38 - GENERAL MEDICAL CENTER                     Report: FXRGLI38
Fiscal Year: 2001  Period:   12     Daily GL Interface Journal Entry Report For 07/03/2001          Page:        1


Department       Subaccount     Account description
         SubSys Source    Line Description                          Debit          Credit         Comments
-------------------------------------------------------------------------------------------------------------

200              112705            LBEQ-I/C - DUE TO/FROM NMC PAYROLL
         PR     ADPACU     11 INTERCO. PAYROLL - NMC
                                                                   $0.00          $0.00

200              217105            LBEQ-ACCRUED PAYROLL
         PR     ADPACU     12 ACCRUED EARNINGS
                                                                   $0.00          $0.00

200              217270            LBEQ-EMPLOYERS ACCRUED FICA PAYABLE
         PR     ADPACU     13 ACCRUED MEDICARE
         PR     ADPACU     14 ACCRUED SOC SEC
         PR     ADPACU     15 ACCRUED MEDICARE
         PR     ADPACU     16 ACCRUED SOC SEC
                                                                   $0.00          $0.00
603              100000            PCSV-SAL/WAGE - MGMT & SUPERVISION
         PR     ADPACU     17 REGULAR EARNINGS
                                                                   $0.00          $0.00

945              270000            OVER-PAYROLL TAXES-FICA
         PR     ADPACU     18 MEDICARE EXPENSE
         PR     ADPACU     19 SOC SEC EXPENSE
         PR     ADPACU     20 MEDICARE EXPENSE
         PR     ADPACU     21 SOC SEC EXPENSE
                                                                   $0.00          $0.00

*** Total Fiscal Year 2001, Period 12                              $0.00          $0.00

*** Total Subsystem PR                                             $0.00          $0.00
```

Figure 7.90 Daily GL Interface Journal Entry Report (FXRGLI) - Page 2

```
                                  GENERAL HOSPITAL SYSTEM
Date: 07/03/2001 1108                  38 - GENERAL MEDICAL CENTER                    Report: FXRGLI38
                          Daily GL Interface Journal Entry Report For 07/03/2001      Page:          2

                                       Posting Totals



                          Transactions:              11

                             Debits:            $0.00

                             Credits:           $0.00



                                   Balanced

                End of Report
```

GL STATISTICS INTERFACE EXCEPTION REPORT - FXRGLITS

The GL Statistics Interface Exception Report contains information about the FTE (Full Time Equivalent) and/or HRS (Hours) statistical transactions loaded into STAR General Ledger via the General Ledger Interface Processor.

Generating and Printing This Report

The GL Statistics Interface Exception Report is generated when a foreign interface tape is loaded into STAR General Ledger.

From the General Ledger main menu, select **Financial System Management** > **Interface Functions** > **General Ledger Interface**. Follow the prompts to upload the data.

Once the transactions have passed to STAR General Ledger, the GL Statistics Interface Exception Report is generated.

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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7-205

Figure 7.91 GL Statistics Interface Exception Report (FXRGLITS)

```
Date: 06/11/02                              General Hospital System                          Page  : 1
Time: 10:13am                     General Ledger Statistics Interface Exception Report       Report:  FXRGLITS


--------------------------------------------------------------------------------------------------------------------
EC   FY/FP  SubSys  Source  Department  Subaccount           Amount   DB/CR   Description                Project ID   Stats Cd
--------------------------------------------------------------------------------------------------------------------
01   2001/09   PR    STTEST 6050       3640                   2.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***

01   2001/09   PR    STTEST 6050       3640                   7.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***

01   2001/09   PR    STTEST 6050       3640                   9.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***

01   2001/09   PR    STTEST 6050       4100                 260.00    D       TESTING SSSSS              PROJID       FTE
*** Invalid GL Account ***

01   2001/09   PR    STTEST 6050       3640                  11.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***

01   2001/09   PR    STTEST 6050       4100                 141.41    D       TESTING SSSSS              PROJID       HRS
*** Invalid GL Account ***

01   2001/09   PR    STTEST 6050       3640                  13.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***

01   2001/09   PR    STTEST 6050       4100                   0.50    D       TESTING SSSSS              PROJID       FTE
*** Invalid GL Account ***

01   2001/09   PR    STTEST 6050       3640                  15.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***

01   2001/09   PR    STTEST 6050       4100                   1.46    D       TESTING SSSSS              PROJID       FTE
*** Invalid GL Account ***

01   2001/09   PR    STTEST 6050       3625                  17.00    D       TESTING SSSSS              PROJID       FTE
*** FTE Invalid Stats Code ***


Total for Entity 01          # of Records: 11    Debits =            477.37   Credits =            0.00


                                              End Of Report
```

GL STATISTICS INTERFACE JOURNAL ENTRY REPORT - FXRGLIS

The GL Statistics Interface Journal Entry Report contains information about the FTE (Full Time Equivalent) and/or HRS (Hours) statistical transactions loaded into STAR General Ledger via the General Ledger Interface Processor.

Generating and Printing This Report

The GL Statistics Interface Journal Entry Report is generated when a foreign interface tape is loaded into STAR General Ledger.

From the General Ledger main menu, select **Financial System Management** > **Interface Functions** > **General Ledger Interface**. Follow the prompts to upload the data.

Once the transactions have passed to STAR General Ledger, the GL Statistics Interface Journal Entry Report is generated.

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7-207

Figure 7.92 GL Statistics Interface Journal Entry Report (FXRGLIS) -
Page 1

```
                              General Hospital System
Date: 06/11/2002 10:13am                 01 - MODEL HOSPITAL                      Report: FXRGLIS01
Fiscal Year: 2001  Period:   09   Daily GL Statistics Interface Journal Entry Report For 06/11/2002      Page:       1

Department       Subaccount              Account description
       SubSys Source   Stats Cd  Line Description                      Debit           Credit        Comments
------------------------------------------------------------------------------------------------------------------

6.050          30.00                     PEDS-SAL-REGULAR
       PR    STTEST    FTE       1 TESTING SSSSS                       20.99
       PR    STTEST    FTE       2 TESTING SSSSS                       11.99
       PR    STTEST    FTE       3 TESTING SSSSS                        5.00
       PR    STTEST    FTE       4 TESTING SSSSS                       99.99
       PR    STTEST    FTE       5 TESTING SSSSS                    45678.00
                                                                    45815.97            0.00

8.311          36.25                     ADMS-FREIGHT ON SUPPLIES
       PR    PPTEST    HRS       6 TTTTTTT RRRRR                       30.23
       PR    PPTEST    HRS       7 TTTTTTT RRRRR                        3.00
       PR    PPTEST    HRS       8 TTTTTTT RRRRR                       33.00
       PR    PPTEST    HRS       9 TTTTTTT RRRRR                        6.00
       PR    PPTEST    HRS      10 TTTTTTT RRRRR                       22.23
       PR    PPTEST    HRS      11 TTTTTTT RRRRR                        8.00
       PR    PPTEST    HRS      12 TTTTTTT RRRRR                    32100.00
       PR    PPTEST    HRS      13 TTTTTTT RRRRR                       10.00
       PR    PPTEST    HRS      14 TTTTTTT RRRRR                      360.00
       PR    PPTEST    HRS      15 TTTTTTT RRRRR                       12.00
       PR    PPTEST    HRS      16 TTTTTTT RRRRR                      353.53
       PR    PPTEST    HRS      17 TTTTTTT RRRRR                       14.00
       PR    PPTEST    HRS      18 TTTTTTT RRRRR                        0.75
       PR    PPTEST    HRS      19 TTTTTTT RRRRR                       16.00
       PR    PPTEST    HRS      20 TTTTTTT RRRRR                        6.54
       PR    PPTEST    HRS      21 TTTTTTT RRRRR                       18.00
                                                                    32993.28            0.00

*** Total Fiscal Year 2001, Period 09                               78809.25            0.00

*** Total Subsystem PR                                              78809.25            0.00
```

Figure 7.93 GL Statistics Interface Journal Entry Report (FXRGLIS) -
Page 2

```
                                    General Hospital System
Date: 06/11/2002 10:13am                01 - MODEL HOSPITAL                          Report: FXRGLIS01
                          Daily GL Statistics Interface Journal Entry Report For 06/11/2002          Page:        2

                                       Posting Totals


                          Transactions:              21

                             Debits:           78809.25

                             Credits:              0.00


                                  Unbalanced!

                                 End of Report
```

Chapter 8 - GENERAL LEDGER REPORT WRITER

Illustrations

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   *8–1*
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STAR Financials General Accounting Reference Guide - General Ledger Volume
8–2   *Release 17.0*   *October 2011*
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INTRODUCTION

Using Report Writer

The General Ledger Report Writer allows you to define financial reports to accommodate your hospital's financial reporting needs. You can use the Report Writer to retrieve information from GL departments and subaccounts for financial reports.

The Report Writer can access actual and budget data as well as departmental statistics, which allows you to format the data into various report format arrangements.

NOTE: In designing your reports, you must enter the data in a logical sequential flow. The GL Report Writer functions are designed so that lower-level functions (as displayed below) are dependent on previously entered information. Therefore, you must enter Format data before Table data or Definitions data, etc.

After you access the Financial Reports option, the system displays a menu similar to the following:

```
                  General Hospital Financial Reports Processor
                                               Tue Mar 27, 1990 09:25 am
   Financial Reports Input Options


               Option No.  Option
               ---------------------------------------
    Maintain      1         Report Literals
                  2         Report Formats
                  3         Report Table
                  4         Report Definitions
                  5         Report Groupings
                  6         Copy Report Definitions
                  7         Entity Organization Maps

    Print         8         Request Financial Reports
                  9         Print Financial Reports
                 10         Print Financial Report Structures




    Enter option number--
```

The menu options are used to maintain and edit the Report Writer functions.

The **Report Literals** option is used to set up the titles for the rows of GL account data in your reports.

The **Report Formats** option is used to define the layout of the columns and their contents, and to give titles to column headings.

The **Report Table** is used to set up new reports in the system or edit the parameters of old reports.

The **Report Definitions** option is used to define the rows of department and subaccount data for your reports.

The **Report Groupings** option is used to group reports for convenient nightly batch processing.

The **Copy Reports Definitions** option is used to move report definitions from one entity to another.

The **Entity Organization Maps** option is used to maintain reporting entity maps to consolidate detail entity data, maintain reporting department maps, maintain the map masters, create a new GL map master, copy department maps to the new year, and to print the maps' organizational charts.

The **Request Financial Reports** option is used to generate your reports after they are set up.

The **Print Financial Reports** option is used to prioritize and print your reports after they are generated.

The **Print Financial Report Structures** option is used to print out your report definitions or report formats.

Consolidation Reporting

ENTITIES

You can report on multiple entities by building rows of a report to contain several different Detail entities. This is done by creating a Report Definition for a Reporting Entity. You can then enter Detail entities with the same current fiscal year within the individual rows. The report generated will contain data from the different entities. See in this chapter for more information.
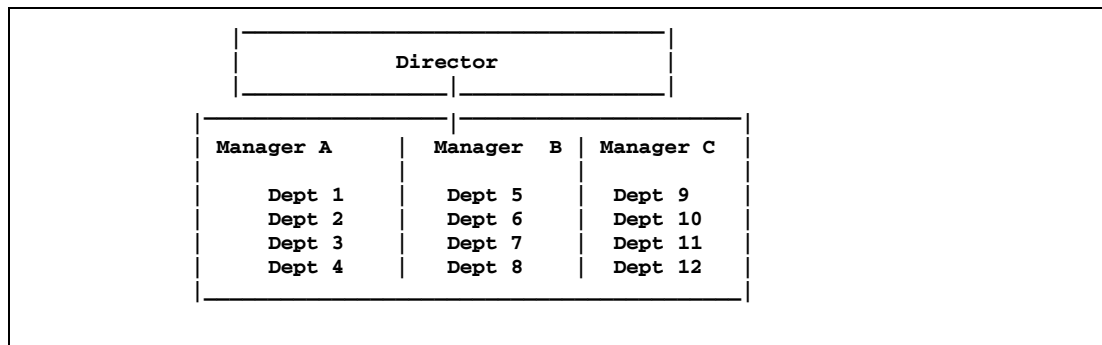
DEPARTMENTS

You can report on multiple Detail departments by creating a departmental "shell" report in the Report Definitions function. This allows you to define the department at run-time.

To create a shell, first create a report using the Report Definitions function. A Departmental definition type report must be built. This allows the department to be defined when generating the report in Request Financial Reports.

You must define a Departmental Map within the Entity Organization Maps function. A map is created with Detail (data-collecting) entities located within Reporting departments.

If you choose a reporting department and its appropriate organization map (using Request Financial Reports), the resulting report consolidates data according to the organizational structure established within the map. Detail departments can also be chosen at runtime.

```
          |————————————————————————————|
          |             Director        |
          |——————————————|——————————————|
  |————————————————|——————|———————————————|
  | Manager A      | Manager  B | Manager C |
  |                |            |            |
  |     Dept 1     |   Dept 5   |  Dept 9    |
  |     Dept 2     |   Dept 6   |  Dept 10   |
  |     Dept 3     |   Dept 7   |  Dept 11   |
  |     Dept 4     |   Dept 8   |  Dept 12   |
  |————————————————————————————————————————|
```

Choose Director's Reporting Department to get a consolidated report containing data for the entire organization.

Choose second-level Reporting Departments (such as Manager A) to get a consolidated report containing that detail department's data (such as Dept 1, 2, 3, 4.)

REPORT LITERALS

The Report Literals function allows you to set up the names (or the header titles) for the rows of GL account data in your reports. Report Literals classify the types of data which make up the rows – for example, Assets, Current Assets, Liabilities, or Total Liabilities.

Literals are not report-specific and can beused by all reports. Additionally, Literals are used when you print a combined range of subaccounts. This is because subaccount descriptions do not print when the Range Combined (RC) Report Definition Line Type Code is entered.

The Literal prints flush left on the report, while account information (department/ subaccount codes and descriptions) indents two spaces.

After selecting the Report Literals function, the system prompts you to enter a Literal code. You can enter the necessary code in response to the prompt, or display and select from a list of Literal codes by entering a hyphen (–).

If you are adding a Literal code to the list, the system prompts you to enter **A** for Add and then displays the GL Literal Maintenance screen, discussed below. After you accept the Literal, the prompt displays again so you can add or select another Literal.

```
                General Hospital Report Literals Maintenance Processor
                                              Fri Apr 20, 1990 10:00 am

Page:01                          Financial Reports Literals
( 1) Accounts Payable                (17) Inventory
( 2) Accounts Receivable             (18) Investment and Other Assets
( 3) Accrued Interest                (19) Investments
( 4) Accrued Salaries and Wages      (20) Liability
( 5) Accumulated Depreciation        (21) Long-Term Debt
( 6) Allowance for Uncollectibles    (22) Notes Payable
( 7) Assets                          (23) Other Assets
( 8) Cash                            (24) Other Current Assets
( 9) Cash & Short-Term Investments   (25) Other Receivables
(10) Current Assets                  (26) Plant, Property and Equipment
(11) Current Liabilities             (27) Research Expenditures
(12) Current Portion long-term debt  (28) Total Accounts
(13) Deferred Liabilities            (29) Total Accounts Receivable
(14) Depreciation                    (30) Total Assets
(15) Grand Total                     (31) Total Cash
(16) Interest Payable                (32) Total Current Assets

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

```
            General Hospital Report Literals Maintenance Processor
                                         Fri Apr 20, 1999 01:06 pm

 1 Literal Number      2 Literal Description
   3                        Total Assets
 3 Status       4 Edited by                     5 Edit Date
   Active          Jones,John R                    10/21/1999 04:03








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

Field Explanations

1. LITERAL NUMBER (DISPLAY ONLY)
This field contains the Literal code number. The system assigns the numbers
sequentially as new literals are added. Up to 9999 literals can be assigned by the
system.

2. LITERAL DESCRIPTION (30-AN-R)
This field contains the 30-character description of the literal.

3. STATUS (DISPLAY ONLY)
This field indicates whether this literal is active or inactive. A literal with a status of
Inactive will still be shown on reports but will not be on the list of literal codes (displayed
by entering a hyphen (-).

4. EDITED BY (DISPLAY ONLY)
This field contains the name of the person who last edited this literal. This field is
system-assigned.

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

REPORT FORMATS

The GL Report Writer allows 13-column reporting. Defined columns that do not fit on the first page are carried over onto the next page. These columns are defined under Report Formats within Financial Reports. The Report Formats function permits you to set up the header information on the reports, to define column positions and column size, to define the periods from which the data is accessed, and to define calculations used between columns. You also have the flexibility to choose among data rounding options and printing of dollars and cents. (Another option is PC Downloading capabilities, located on the Request Financial Reports processor screen. For a description of this option, see "REQUEST FINANCIAL REPORTS" on page 8-40.)

Report Formats can be set up and stored in GL Report Writer to be used with multiple Report Definitions. You can define each report format to meet the hospital's needs. Statistic reports as well as data reports can be set-up in the formats. The columns can be defined to pickup actual or budget information, and can show current monthly information, as well as quarter-to-date and year-to-date information.

After you select the **Report Formats** option from the Financial Reports Processor screen, the system prompts you to enter this information:

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

> *Enter report Format Code or '-' For List--*

Enter the necessary code in response to each prompt, or display and select from a list of entity codes or format codes.

If you are adding a new format code, for example 123, after entering the code the following prompt will display:

> *Report Format '123' does not exist. Add this Rpt Format (Y/N) [Y]--*

Enter **Y** for Yes to add a new Format Code. The following screen is displayed:

```
                    General Hospital Report Formats Processor
                                             Thu Jul 02, 1999 10:06 am
 Ent : MESSERLY MEMORIAL HOSPITAL
  1 Format 2 Description                          3 Print Account #
    51        YTD ACT VS BUD                         No
   4 Print Cents            5 Print Commas        6 Rounding
                                     No
  7 Status    8 Edit by                  9 Edit date        10 Columns
    Active       Hathaway,Michele            05/29/1999 10:06        9








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

Field Explanations

1. FORMAT (DISPLAY ONLY)
This field contains the 3-Digit format code entered to access this screen.

2. DESCRIPTION (30-AN-R)
This field contains the 30-character description of the report format.

3. PRINT ACCOUNT # (1-A-R)
This field indicates whether the GL Account number will print on the report. This field
is displayed as Yes or No; the default is N.

4. PRINT CENTS (1-A-R)
This field is a user-defined report specification that indicates whether the report using
this format will print dollars and cents. The following prompt displays for this field:

Print Dollars and Cents? (Y/N) [N]--

If you enter **Y** for Yes, the report will be formatted to contain dollars and cents. If you
enter **N** for No, the actual dollar value will be printed but will not contain cents. The
number will round to the nearest dollar.

If you enter **Y**, the system bypasses the Rounding field.

NOTE: Print Cents pertains only to Dollars, not Statistics.

This field is displayed as Yes or No; the default is N.

5. PRINT COMMAS (1-A-R)
This field indicates whether you want to format the report with commas. The following prompt displays:

Print commas? (Y/N) [N]--

If you enter **Y** for Yes to this prompt, the report will be formatted with commas. If you enter **N** for No, the numbers on the report will not contain commas.

This field is displayed as Yes or No; the default is N.

6. ROUNDING (1-A-C)
This field is a user-defined report specification indicating whether the report using this format will contain rounded data. The choices offered are listed in a prompt as follows:

Round by 1)1,000's 2)10,000's or 3)100,000's

The data will round according to standard rounding methods. The following example shows how Rounding will affect the data:

Data result if Rounded by:			
Actual $	**1000s**	**10,000s**	**100,000s**
435	0	0	0
935	1	0	0
1,278	1	0	0
13,873	14	1	0
475,875	476	48	5

NOTE: Rounding pertains only to Dollars, not Statistics.

If you enter **Y** (Yes) at the Print Cents field, the system bypasses this field.

Press ENTER to bypass this field, which in turn means no rounding is performed.

This field is displayed as 1,000, 10,000, or 100,000. The rounding method you choose will also display on the report.

7. STATUS (DISPLAY ONLY)
This field indicates the status of this report format.

8. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last edited this report format. This field is system-assigned.

9. EDIT DATE (DISPLAY ONLY)
This field contains the data and time of the last edit. This field is system-assigned.

10. COLUMNS (DISPLAY ONLY)
This field will display the number of columns you have created in the Report Format. This field is display only and will be filled in after you exit from the Report Format Processor scrolling screen and the columns have been created. This field is updated anytime edits are made to the columns.

A maximum of 14 columns can be created. This accommodates a Description column and up to 13 data-collecting columns.

You can save the initial processor screen without going into the scrolling screen by entering **No** at the prompts *Delete?* and *Edit Columns?* and **Y** for Yes to the following prompt:

    Accepting (Y/N) [Y]--

After accepting the screen, the system returns to the Report Format Processor Screen. The following prompt is displayed:

    Enter Report Format Code or '-' For List--

If you want to edit the columns, enter **Y** to *Edit Columns?*. The remainder of the screen is presented in a scrolling screen format.

```
                      General Hospital Report Formats Processor
                                              Thu Jul 02, 1992 10:06 am
 Ent : GENERAL HOSPITAL
  1 Format 2 Description                       3 Print Account #
    234       YTD ACT VS BUD                     Yes
 Col  Field Fiscal type     col   periods
   #  content year balance   size  from/to   header1    header2    header3
   1  Desc.                   30                                    Description
   2  Actual   C   YTD        14              YTD        ACTUAL
   3  Budget   C   YTD        14              YTD        BUDGET
   4  Cal                     14          VARIANCE




   Accepting? (Y/N) [Y]--  |
```

You can request Help from the screen by entering a question mark (?) followed by in any field. The online Help continues to display for each field you reach until the messages are turned off. You can enter **?** a second time for additional online Help at the following prompt:

Press '?' for More Help, NL to Continue, or 'X' to Turn Off Help Messages

- Enter a question mark (?). An additional online Help screen is displayed for the individual field if one exists.

- If you press ENTER only in response to the additional Help prompt, the cursor remains in the current field and the additional help message is cleared from the screen.

- If you enter **X**, all help messages are cleared from the screen and turned off.

When exiting the scrolling screen you can accept the screen to save the data by entering **Y** to the *Accepting Y/N* prompt. This exits the Report Format function. If you are editing this screen and choose not to accept the screen, the edits are not saved.

If you are creating a new format and do not accept the screen, all input is cleared. Accepting the screen always saves the data currently displayed.

Field Explanations

COL # (DISPLAY ONLY)
This field contains the system-assigned sequential column numbers. You can define up to 14 columns.

FIELD CONTENT (1-A-R)
This field contains the column contents. You can use the hyphen (-) key to display and select from a list of entries for this field. Entries are:

A - Actual (Actual)

The system accesses actual figures already posted to the General Ledger, according to the fiscal year and the type of balance entered.

B - Budget (Budget)

The system accesses revised budget figures according to the fiscal year and the type of balance entered.

C - Calculation (Cal)

Calculations are used to define how you want columns to be added, subtracted, multiplied, and divided. It is used as a method of free-form entry and allows you to define how the Calculation should function. Constants can also be entered in the Calculations and used with column numbers (such as Column 1 is defined as C1 . Column 1 can be added to Column 2 and used as Column 3). You can define the Calculation on a calculations scrolling screen that displays when you are creating or editing a calculation. This scrolling screen displays on the bottom of the current screen (within the main scrolling screen). An example of the calculation scrolling screen is shown below.

If you did a Calculation for Variance Percent for Column 3 (C3), the Variance of Column 1 (C1) and Column 2 (C2) would be entered as follows for Column 3 (C3).

```
Calculations                                       Calc Types
          Col   Funct  Col   Funct               (+,-,*,\)

    C3 =( C1     -     C2)\
         ( C2              )*
         (100             )
```

NOTE: When using division in a calculation: The system uses the   backward slash symbol (\ ) as a division sign, rather than the forward slash (/). The / key is used to advance to the next screen.

If you accidentally enter a forward slash (/), press F7 to exit the calculation scrolling screen, then re-enter the calculation by pressing F5 and placing the division sign (\ ) in the correct place.

Up to two functions and two column calculations (or constants) will be allowed per line of this scrolling screen. You can only use column calculations for columns that have already been defined above the current calculation (for example, in column 3 you cannot define the Calculation to use column 5, since it is located below the current calculation.) Any column can be defined as a Calculation. You can press ENTER to proceed to the next line of the calculation scrolling screen or F7 to exit back to the Field Content and complete the Headers for the Calculation (on the main scrolling screen). When exiting the calculation scrolling screen, it is no longer displayed.

NOTE: Calculations take place prior to the formatting of data (as defined in the Report Format). For example:

Calculation	(C1 - C2)
Actual data	9.7 - 2.4 = 7.3
Rounded data	10 - 2 = 7
(w/no cents)	

Although the rounding appears to have skewed the total, the number shown is the correct total.

After completing the Calculation column line on the main processor screen, the cursor advances to the next column definition line of Field Content. If you want to edit the Calculation column, at any time you can press F5 (Calculation) to get the prompt, *Enter column calculation* (ie. 1,2,3). Enter the correct column number to view the desired calculation. The calculation scrolling screen will be then be displayed on the lower part of the screen to be edited. You can edit these fields using the Function keys and arrow keys.

NOTE: If any of the columns of the calculation divide by zero, data resulting from the calculation will be skewed.

Use caution when inserting (F3 function key) or deleting (F4 function key) in a format containing a Calculation. When an insertion or deletion is done in a column located on the screen above a calculation, the system does not automatically adjust the column numbers referenced in the calculation. It may be necessary to edit the column number in the Calculation scrolling screen.

D - Description (Desc.)

Description must be chosen as a Field Content for the account description to print on the report. You have the ability to place the Description in any of the 14 columns.

N - Blank (Blank)

A Report column is left blank if this option is chosen.

NOTE: If you are editing an existing format and you change a Field Content from any type to Blank, the F6 Reset function key does not reset the column to the previous type. You must enter **No** to *Accepting?* and the screen will then be redrawn displaying the previous entries.

O - Original Budget (Org Bud)

The system accesses original budget figures according to the fiscal year and the type of balance entered.

NOTE: Both choices of Original and Revised Budget will allow you to print two different iterations of a budget for reporting purposes. Original budget figures originate from the Generate Budget function within the Budget menu of GL. This is the only way to put data into the Original budget. If no figures exist in the Revised budget at the time Generate Budget is run, the same figures are also put into the Revised budget.

NOTE: The Original budget can be changed by re-running Generate Budget. The new figures will then overlay existing figures. The Revised budget can only be maintained by using the Maintain Budget function within the Budget menu of GL. (See the Budget chapter for further information.)

S - Statistic (Stat)

The statistical column allows you to retrieve data from the statistical database for the GL Account.

There are two ways to use the statistics in columns. You can use the primary statistic (default statistic), or you can select a statistic from the statistic table set up in the Subaccount Master (see Maintain Subaccounts in Chapter 2: Master Files). Prmy is displayed beside Stat in the Field Content if the Primary Stat (default) is chosen, or the appropriate chosen stat is displayed beside Stat. After you choose a statistic, the system will prompt you to select A (Actual) or B (Budget) statistics.

NOTE: If statistics are defined as columns on a report, they should not be defined as rows (See Report Definitions in this chapter) within the same report. The Report Writer should not use statistic definitions and report format stat columns on the same report.

The printing of Statistics in Report Writer conforms to the way the scale of the individual Statistic is defined for an ID.

FISCAL YEAR (1-A-R)
This field indicates whether the GL data, Budget or Actual, can be accessed from the (C) current year or from the (P) prior year. The system determines the base year/ month using your entry to the Run Year/Period field, located on the Request Financial Reports screen (an example of this screen and field explanations are given later in this chapter).

TYPE BALANCE (1-A-R)
This is the type of financial data balance from the GL Accounts. You can display and select from a list of valid GL balances. The system determines the base year/month using your entry to the Run Year/Period field located on the Request Financial Reports screen (an example of this screen and field explanations are given later in this chapter).

Entry values are:

B - Beginning Balance (Beg Bal)

The system accesses the beginning dollar balance posted to the General Ledger for the year selected according to the parameters set up in the Field Content field and the Fiscal Year field.

L - Last Month (Lst Mth)

The system accesses the postings in the last period made to the General Ledger for the year selected according to the parameters set up in the Field Content field and the Fiscal Year field.

NOTE: If you request the Last Month's balance to generate for a column, and the current run period is 01 (see Request Financial Reports), and the Fiscal Year column displays C (current), the data cannot generate because you are requesting prior year's data.

M - This Month (Month)

The system accesses the month-to-date postings in the General Ledger for the period selected according to the parameters set up in the Field Content field and the Fiscal Year field.

Q - Quarter-To-Date (QTD)

The system accesses the quarter-to-date postings to the General Ledger for the quarter selected according to the parameters set up in the Field Content field and the Fiscal Year field.

R - Range (Range)

The system accesses dollar figures posted to the General Ledger ranging from period x to period y, where x and y are period values 01 to 13. If you select Range, then in the Period From/To field, you are required to enter both a From and To date.

Y - Year-To-Date (YTD)

The system accesses the year-to-date postings to the General Ledger selected according to the parameters set up in the Field Content field and the Fiscal Year field.

COL SIZE (2-N-R)
This field contains the size of each column. The Field Content types Actual, Budget, Calculation, and Statistics all default to 14 as the column size. Description defaults to 30. These defaults represent the maximum field sizes for these columns. These fields can be edited.

NOTE: If the column size is not large enough for a field of data to display, the system displays asterisks (******) in the field.

PERIODS FROM/TO (2-N-C)
This field contains the data range Period From Date and Period To Date. The To and From dates are only required if the Type Balance requested is Range. For other Type Balances it is optional. An entry in this field becomes the default run period for the

report, and overrides the run period request you make when using Request Financial Reports. If Periods From/To are used these fields have to be updated frequently if running reports for different months.

If you want to produce a report with only one or two months of concurrent data, you do not need to use this Periods From/To column.

To produce a report totalling periods 1-12, you must hardcode the appropriate period in the Period From/To column, using only the Period From prompt. This field always overrides the run period chosen in Request Financial Reports. An example of a 12 period report format is displayed below:

```
Col   Field   Fiscal  type     col   periods
#     content year    balance  size  from/to   header 1 header 2  header 3
1     Desc.                     30                                 DESCRIPTION
2     Actual  C       Month     14    01        ACTUAL   PERIOD    01
3     Actual  C       Month     14    02        ACTUAL   PERIOD    02
4     Actual  C       Month     14    03        ACTUAL   PERIOD    03
5     Actual  C       Month     14    04        ACTUAL   PERIOD    04
6     Actual  C       Month     14    05        ACTUAL   PERIOD    05
7     Actual  C       Month     14    06        ACTUAL   PERIOD    06
8     Actual  C       Month     14    07        ACTUAL   PERIOD    07
9     Actual  C       Month     14    08        ACTUAL   PERIOD    08
10    Actual  C       Month     14    09        ACTUAL   PERIOD    09
11    Actual  C       Month     14    10        ACTUAL   PERIOD    10
12    Actual  C       Month     14    11        ACTUAL   PERIOD    11
13    Actual  C       Month     14    12        ACTUAL   PERIOD    12
14    Cal                       14                                 TOTAL
```

HEADER 1,2,3 (10-AN-O)
These fields display the 10-characters per-line headers in which you identify the 14 columns of the report. These are not required fields. Remember, however, if you do not enter text into these columns, there will be no column headings on their reports, other than the three-line Report Header, as set up in the Report Table function.

NOTE: If D(escription) is chosen as the Field Content the header Description will automatically be used as the column header for the Description column containing the account names. This header can be edited.

REPORT TABLE

The Report Table function allows you set up a new report or edit the parameters of those already stored in your GL system. You can then assign a new code number, edit the description of the report, and define the report's three-line header.

> **NOTE:** Deleting the report here will also delete the definitions.

After selecting the Report Table function, the system prompts you to enter an Entity Code followed by a Report Code.

If you are adding a report, the system prompts you to enter a new code number and then displays the GL Report Table screen, discussed below.

```
                    General Hospital G/L Report Table Processor
                                              Fri Apr 06, 1999 04:19 pm
 Ent : GENERAL HOSPITAL
  1 Code    2 Description                    3 Report Format
    1          BALANCE SHEET REPORT              FORMAT 2
                    4 Header # 1
                      GENERAL HOSPITAL
                    5 Header # 2
                      BALANCE SHEET
                    6 Header # 3
                      FOR PERIOD ENDING NOVEMBER 30, 1989
  7 Status     8 Edit by                      9 Edit date
  Active       SMITH,MARY                     03/06/1999 09:17




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

Field Explanations

1. CODE (DISPLAY ONLY)
This field contains the three-digit code number identifying this report on all screens and reports. Up to 999 reports can be defined for an entity.

2. DESCRIPTION (30-AN-R)
This field contains the 30-character description of the report identifying this report on all screens and reports.

3. REPORT FORMAT (1-AN-R)
This field contains the report format selected for this report.

4. HEADER #1 (40-AN-O)
This field contains the first line of the user-defined, 40-character description of the report. The default value for this field is the entity name.

5. HEADER #2 (40-AN-O)
This field contains the second line of the user-defined, 40-character description of the report.

6. HEADER #3 (40-AN-O)
This field contains the third line of the user-defined, 40-character description of the report.

7. STATUS (DISPLAY ONLY)
This field indicates whether this report is active or inactive.

8. EDIT BY (DISPLAY ONLY)
This system-assigned field contains the person's name who last edited this report table screen.

9. EDIT DATE (DISPLAY ONLY)
This system-assigned field contains the date/time of the last edit.

After you create a new table or edit an existing table you must accept the screen to save the data.

REPORT DEFINITIONS

The Report Definitions function permits you to define the rows (Line Types) of your reports with the previously set up (1) Report Literals, (2) Account data from GL departments and subaccounts, (3) Accumulators for the running totals, and (4) Total lines.

Accumulators

The GL Report Writer can store rows of report data in accumulators. These accumulator totals store the data in an array of "buckets" that retain the data until totaled.

For example, nursing revenue, room and care revenue, and inpatient other revenue are defined to store each line of data in accumulator (Tot) number 1. When you want to print the total of this inpatient revenue, the system defines a total bucket (T1) as the Line Type. The totaled data is then stored in bucket 2; bucket 1 is again empty and ready to be used.

Outpatient revenue data can then be defined, storing each line of data in accumulator (Tot) number 1. Then, outpatient revenue can be totaled (T1) and put into bucket 2. The system now stores inpatient revenue subtotaled dollars and outpatient revenue subtotaled dollars in bucket 2. To total these two subtotals, select T2 as the Line Type and put the data into bucket 3.

This method allows you to use subtotals and totals throughout the report and create a grand total at the end. For a similar example, refer to the Definitions screen in Single Entity Reporting.

Combining

Since one of the purposes of financial reporting is to print a summation of GL Account information, the GL Report Writer does this by printing GL information to one line by combining. This combining function, which is accessed when you enter a line type, allows you to print a summary of the data, which would normally print in detail line by line. The system allows you to combine Account, Subaccount Reporting Groups, Mask, Natural Class and Range data by entering a C following the code for the above types of data. This tool permits you to total data, which is categorically similar in financial terms, but because of the way your chart of accounts is set up, may not be numerically sequential. For example, you might combine a range of department and subaccount data in subaccounts 100 to 400, departments 312 and 402, but you also need the account data in department 700, subaccount 200. Since these numbers are not sequential, you would combine the first set of data by entering the RC code, followed on the next line by the AC code to combine the GL account 700-200 to the range. All of this would then print on one line. As a result, the Literal/Group Code chosen for the RC line would print as the description for this line of data. (Report Writer always prints the first Literal/Group Code of a group of combines as the description).

Multi-Entity Reporting

To build a multi-entity report, enter a Reporting Entity at the Entity Code prompt. Detail entities with the same current fiscal year are then entered on individual lines in the Report Definition. This report will contain data collected from several entities. The Reporting Entity groups Detail Entities for reporting purposes. Departmental Definition type reports are not allowed in Multientity Reporting.

Single Entity Reporting

To build a report for a single entity, enter a Detail Entity at the Entity Code prompt. In the Report Definition, the Entity Code will default to the chosen entity on data-related lines.

Once you have accessed the Report Definition the Entity Code column will default to this entity. You cannot enter this field if reporting on a single entity.

Once you enter an Entity Code, the following prompt displays:

Enter Report Code or Leading Character '-'--

Enter the Report Code or enter a hyphen (-) to select from a list of Report Codes. After you enter a valid Report Code, the Reports Definition Processor Screen displays. If the Report Code entered already has definition lines assigned, the Definition Processor screen for the Report Code will display.

When building a report definition screen for a single entity report, the following prompt displays:

(S)tandard or (D)epartmental definition [s]

The departments and subaccounts of a Standard Report are defined at the time the definition lines are entered. If department (D) is selected, the definition lines will prompt for subaccount numbers only, and the department will be defined at the time the report is run. See Consolidated Reporting in this chapter for additional information.

This type of definition is used with consolidated reporting. The following screen displays:

```
                   General Hospital Report Definitions Processor
                                                 Mon May 15, 1989 09:52 am
       Ent : GENERAL HOSPITAL                        RPT: 2 REVENUE AND EXPENSE
                                      Line Types
        A=account Bx=blank lines D=line of dashes E=line of double dashes S=Stats
        G=rpt grps L=literal M=mask N=natural class P=page break R=range Tx=total

       Ln Entity Lit/Grp      Rev                 Sub                        Sub        Ln
       Ty  Code  Code  Tot   Sign Department    Account   Department       Account      No
       B1                                                                                1
       RC   GN    32    1     No    3025          3001       4099            3010         2
       RC   BA    32    1     No    3025          3001       4099            3010         3
       D                                                                                 4
       T1         14    2     No                                                         5
       B1                                                                                6
       RC   GN    34    1     No    6075          0001       8501            9999         7
       RC   BA    37    1     No    8502          0001       9999            9999         8
       D                                                                                 9
       T1         15    2     No                                                        10
       B1                                                                               11
       E                                                                                12
       T2         20    3     No                                                        13

        F1Prev Page F2Next Page F3 Insert  F4 Delete  F5 Go To F6 Reset  F7  Exit   ?
```

The following report gives an example of a report generated using the above definition.

Figure 8.1 Revenue & Expense

```
May 15,1992 10:00A                    GENERAL HOSPITAL                      Page 1
Report # 2                            REVENUE & EXPENSE                     Period 08
Format # 51                                                                 Year   92

                       ACTUAL      BUDGET     VARIANCE    ACTUAL    BUDGET   VARIANCE
                       CURRENT     CURRENT    CURRENT     YEAR      YEAR     YEAR
        DESCRIPTION    MONTH       MONTH      MONTH       TO DATE   TO DATE  TO DATE
------------------------------------------------------------------------------------

  Room and Care Revenue  120000.00  132000.00  -12000.00  780590.00 700000.00  80590.00
                       ------------------------------------------------------------------
Gross Revenues           120000.00  132000.00  -12000.00  780590.00 700000.00  80590.00

  Expenses               110500.00  105000.00  -21500.00  750000.00 680000.00  70000.00
                       ------------------------------------------------------------------

Total Expenses           110500.00  105000.00  -21500.00  750000.00 680000.00  70000.00

                       ==================================================================
Total Revenue over Expense 9500.00   27000.00  -17500.00   30590.00  20000.00  10590.00
```

Field Explanations

LINE TYPES (DISPLAY ONLY)
This field contains the line types that define the contents of the rows in your report. The following is a brief description of each code as shown in the help inset below:

_____

```
Line Types
A=account Bx=blank lines D=line of dashes E=line of double dashes
S=Stats
G=rpt grps L=literal M=mask N=natural class P=page break R=range
Tx=total
```
_____

Code Definitions

A (Account)
The systems pulls data from the GL Account, either actual or budget data and prints the account's data on one line.

AC (Account combined)
The system combines the account data into the preceding line.

NOTE: Account Combined can be used only after other combining functions (RC, MC, NC, or GC).

B(x) (Blank lines)
The system inserts x number of blank lines (where x equals the number of blank lines desired). You can insert 1-9 blank lines.

B0 (Zero blank lines)
The system prints no blank lines. However, this function is used to break apart the system's combining function. For example, if you were to enter at the Line Type field:

    1 RC

    2 MC

    3 AC

invoking the system's combining functions, the data accessed in these three lines (Range Combined, Mask Combined and Account Combined) would print on only one line. If you do not want the data to print on one line you would enter B0 between each line as shown below:

    1 RC

    2 B0

3   MC

4   B0

5   R

This would result in data printing on three lines.

D (Dashes)
The system prints a line of dashes. --------

E (Double dashes)
The system prints a line of double dashes ======

G (Subaccount Groups)
The system accesses subaccount reporting groups as defined in the General Ledger subaccount master screen and bypasses the department and subaccount fields. You can use the table lookup procedure to view the available subaccount groups as set up in the GL. See Chapter 1: Setting Up The General Ledger for more information on subaccount reporting groups. A typical list of subaccounts groups might include:

Subaccount Report Group Codes	
A - ASSETS	M - Current Portion-Long Term D
B - Cash	N - Long Term Debt
C - Short-term Investments	O - Inter-Entity Accounts
D - Accounts/Notes Receivable	P - Equity
E - Inventory	Q - Equity
F - Other Current Assets	R - I/P Revenue
G - Property,Plant & Equipment	S - MEDICARE
H - Other Assets	T - MEDICAID
I - Board Designated Funds	U - BLUE CROSS
J - Liabilities & Equity	V - COMMERCIAL INSURANCE
K - Accounts Payable	W - CHARITY
L - Accrued Expenses	X - SELF PAY

NOTE: Subaccount Groups (G and GC) cannot be chosen as a Line Type in a Departmental definition report.

GC (Subaccount groups combined)
The system combines the detail data to a one-line summation for the subaccount reporting groups defined.

NOTE: Subaccount Groups (G and GC) cannot be chosen as a Line Type in a
Departmental definition report.

L (Literal)
The system uses the Literal as defined in the Literal Definitions table.

M (Mask)
The system recognizes the (*) asterisk character you enter as a numeric character.
This character or mask can represent any department and/or subaccount you choose.
The system recognizes the mask and searches sequentially from (0) zero to (9) nine
for all data from the appropriate department and subaccount and pulls the data into the
reports. Following are two examples:

Department	Subaccount
6000	1*10

The system prints all data for Department 6000, Subaccounts 1010, 1110, 1210, to
1910.

Department	Subaccount
60*0	1010

The system prints all data for Subaccount 1010, Departments 6000, 6010, 6020 to
6090.

NOTE: Using more than two asterisks in a mask can slow system performance.

Do not use Mask with Departmental Definition reports.

MC (Mask combined)
The system combines the masked data into a one-line summation rather than print the
data line by line. The system moves the cursor automatically to the Lit/Grp Code field
where you enter your predefined literal code that names this group of account data.

N (Natural class)
The system accesses all subaccounts within the department range defined. For
example, if the following data is requested with N as the line typed:

Department	Subaccount	Department	Subaccount
06000	0100	07000	This field cannot be entered.

The system prints, line by line, all subaccounts 0100 between departments 06000 and
07000, inclusive.

NOTE: Only one subaccount can be accessed with this function. If the line type is N,
once the first subaccount field in entered, the second one is closed.

NC (Natural class combined)
The system combines Natural Class data into a one-line summation rather than print the data line by line. The system moves the cursor automatically to the Lit/Grp Code field where you enter your predefined literal code.

P (Page break)
The system enters a page break at that line in the report and starts a new page. A page break can be manually entered here; otherwise, the system automatically breaks the page at 60 lines.

R (Range)
The system searches a range of departments and subaccounts for data and pulls them into the report according to the column headers set up, for example:

Department	Subaccount	Department	Subaccount
6010	3001	6420	4010

This range would result in all G/L accounts between 6010-3001 and 6420-4010 being printed on the report.

RC (Range combined)
The system combines range data into a one-line summation. The system moves the cursor automatically to the Lit/Grp Code field where you enter your predefined literal code.

S (Statistics)
The system will print actual and budget statistics from the GL accounts. Statistics can be entered as S. They can be used with literals, natural classes, and totals.

Once the Statistic (S) function has been selected, the reverse sign can be selected as Y/N. The department is selected and then the subaccount. As soon as the subaccount is selected, the statistical table display will be drawn for you to select the stat.

NOTE: If statistics are defined as columns on a report, they should not be defined as rows (See Report Definitions in this chapter) within the same report. The Report Writer should not use statistic definitions and report format stat columns on the same report.

SC (Statistics Combined)
The system combines the statistical data of several accounts into a one-line summation. After you enter this code, the system moves your cursor to the Lit/Grp field where you enter your predefined Literal Code. The system then moves your cursor to the Reverse field. The Reverse field enables you to choose whether to reverse the normal dollar sign value of the data when printed. Next, you select the department and subaccount. When you select the subaccount, the statistical table displays for you to choose the appropriate statistic.

When using Statistics Combined consecutively in a report make sure you use this function to combine data for the same statistics, or the resulting data will be inaccurate.

NOTE: If statistics are defined as rows on a report, they should not be defined as columns within the same report (See Report Formats in this chapter). The Report Writer should not use a report definition containing statistic rows in the same report with report formats containing statistic columns. If this occurs, the resulting data will be incorrect.

T(x) (Total)
The system rolls accumulated subtotals from sequential lines with the same accumulator number and totals them. For example, if you enter **T1**, all lines with accumulator 1 will total to this line. If you want to keep a grand total, roll your subtotal lines into the last accumulator (9) for the last line of your report.

NOTE: Each time you total an accumulator (T1, T2, T3, etc.) that accumulator empties and can be reused later in the report.

ENTITY CODE (2-AN-R)
This field is used to indicate the entity for this definition line. If a Reporting Entity was chosen prior to entering this screen, then any valid Detail Entity can be entered. If a Detail Entity was entered prior to entering this screen, then this field will default to that detail entity only.

LIT/GRP CODE (2-AN-R)
The Literal code or the Subaccount Group code is entered here to display a Literal name or a Combined Ranges Literal name. When using a total as a line type, a group code is also required. These Lit/Grp codes determine what will print as the line description.

TOT (1-N-R)
The accumulator total allows line data to accumulate in subsequent lines with the same accumulator number to produce a subtotal line, for example, revenue lines subtotaling to a revenue subtotal line. As accounts with the same accumulator number are accessed for other lines, a running subtotal is kept in the accumulator bucket. If a revenue or asset is sent to the accumulator bucket, it is added to the running subtotal. In contrast, an expense or liability is subtracted from the subtotal.

NOTE: Only nine accumulators can be active at one time while you are defining your report. Once an accumulator bucket is totalled or printed, the accumulator empties and the number can be reused later in the same report.

REV SIGN (1-A-R)
This field indicates if the normal dollar sign value of this account (debit or credit) prints reversed. When you print a Revenue and Expense Statement, for example, you can choose to reverse the sign printed for revenues to avoid having a negative sign print. Similarly, you would choose to print expenses with a normal sign. This feature does not change the value of the data in the GL or serve as a calculation function, it is only a print function.

DEPARTMENT (10-N-C)
This field contains the department code from which the data is accessed. If you are selecting a Range of departments, enter the beginning department number in the first department field and the ending department number in the second field. Valid department numbers can be accessed with the table lookup procedure.

NOTE: If you are using the Depatmental report definition, this field is skipped and the department is defined at report run time.

SUBACCOUNT (10-N-R)
This field contains the subaccount code from which the data is accessed. As with the Department field, if you are selecting a Range of subaccounts, you would enter the beginning subaccount number in the first subaccount field and the ending subaccount number in the second field. Valid subaccount numbers can be accessed with the table lookup procedure.

REPORT GROUPINGS

The Report Groupings function is designed to allow you to put standard definition reports into groups to facilitate requesting multiple reports for printing.

After selecting the Report Groupings function, the system prompts you to enter an Entity Code followed by a Report Group Code.

The system displays a screen containing a list of available reports:

```
            General Hospital Report Groupings Maintenance Processor
                                             Tue Jan 10, 1989 09:23 am
 Ent : GENERAL HOSPITAL                   RPT GRP: 1 REPORT GROUP


              Reports in Report Group (1 - REPORT GROUP)
 ( 1) 1  BALANCE SHEET
 ( 2) 2  TRIAL BALANCE
 ( 3) 3  VARIANCE REPORT











 Add(A), move(M), remove(R) reports, edit description(E) or delete(D)--

```

Field Explanations

ADD(A)
To add a new report to this group, enter **A**; then enter the Report code number or display and select from the list.

MOVE(M)
To move a report to a different position within the currently displayed group, enter **M**, and insert the report before or after another report.

REMOVE(R) REPORTS
To remove a report from the group, enter **R**.

EDIT DESCRIPTION(E)
To edit the report group 30-character description, enter **E**.

DELETE(D)
To delete the report group, enter **D**.

NOTE: Do not group report shells (reports with Departmental definition). If you group report shells, you cannot define the department.

COPY REPORT DEFINITIONS

The Copy Reports Definitions function is designed to allow you to copy standard reports definitions set up for one entity or a multi-entity organization to another entity.

After selecting the Copy Reports Definitions function, the system prompts you to enter this information:

- A From Entity Code (only if you are a multi-entity user)

- A From Report Code

- A To Entity Code (system defaults to the From Entity Code)

- A To Report Code

The information you enter displays on a screen similar to the following:

```
                  General Hospital Copy Report Definitions Processor
                                            Wed Mar 08, 1989 10:37 am

From Entity : GENERAL HOSPITAL
From Report : BALANCE SHEET

To Entity : MERCY HOSPITAL
To Report :BALANCE SHEET












 Enter report code or leading char'-' --
```

Field Explanations

FROM ENTITY (2-AN-R)
This field contains the From entity where the report definitions are currently set up.

NOTE: This field displays only if you are logged on as a multi-entity system. If you are a single-entity system, this field does not display.

FROM REPORT (2-AN-R)
This field contains the name of the report from which your definitions are copied.

TO ENTITY (2-AN-R)
This field contains the description of the entity to which you copy the reports.

TO REPORT (2-AN-R)
This field contains the name of the receiving report to which your report definition is copied.

You must have the receiving report set up in the To Entity Report Table before transferring the report definitions. This function will not permit you to overlay an existing report definition.

NOTE: You are not allowed to copy definitions from a Detail Entity to a Reporting Entity, or from a Reporting Entity to a Detail Entity. Due to the structure of definitions, you can copy only to the same type entity, whether Detail or Reporting.

Also, only **standard** report definitions can be copied.

ENTITY ORGANIZATION MAPS

The Entity Organization Maps is a group of functions used to maintain department maps and the map master. Each function and its use is outlined below:

- The Map Master defines each map.

- Create Department Maps consolidates departments by creating organizational maps for an entity.

- Copy Department Maps to New Year copies existing department maps to a new fiscal year.

- Generate Department Maps validates and builds the maps you define within Create Department Maps.

- Print Organization Chart prints an organizational listing for your entity.

After you select the Entity Organization Maps function, the system prompts you to enter an Entity Code followed by a map number:

Enter Map Number or '-' for list [1]--

If you are adding a new map, the system prompts you to enter a new number and then displays the GL Mapping Options screen, discussed below.

After you select a map number, the system displays a menu similar to the following:

```
                    General Hospital Mapping Options Processor
                                             Fri Nov 08, 1991 03:21 pm
  Mapping Options Input Options


              Option No.  Option
              ---------------------------------------
   Maintain      1        Map Master
                 2        Create Department Maps
                 3        Copy Department Maps to New Year
                 4        Generate Department Maps
                 5        Print Organization Chart






  Enter option number--
```

NOTE: When you are using each of the five mapping options, the system knows what entity and map number you are editing due to the entity and map number prompts answered prior to this screen.

Map Master

Each map is defined in the Map Master. After you access the Map Master function, the system displays the following Map Master Maintenance screen. This screen is used to enter the map's 30-character description and the map's status.

```
              General Hospital Map Master Maintenance Processor


 1 Map Number         2 Map Name                            3 Map Status
   1                    GENERAL HEALTHCARE SYSTEMS              Active
 4 Validation Code
   Not Validated









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

```

Field Explanations

1. MAP NUMBER (DISPLAY ONLY)
This field contains the Map number. The system assigns the numbers sequentially as new maps are added.

2. MAP NAME (30-AN-R)
This field contains the 30-character, user-defined name assigned to this map for this reporting entity.

3. MAP STATUS (1-A-R)
This field indicates whether this map's status is Active or Inactive. If this field is left blank, the default response (A) Active is stored in the system when the screen is saved.

The status must be Active to generate a report using this map.

4. VALIDATION CODE (DISPLAY ONLY)
This field indicates whether this map is Valid or Not Validated. Once the Create Map process is initiated, the GL system updates this field to display Valid.

The code must be Valid to generate a report using this map.

NOTE: Each time a change is made to a valid map, you must run the Generate Department Maps function to rebuild and revalidate the map. Maps are not created for Reporting Entities, only Detail Entities.

Create Department Maps

The Create Department Maps function is used to consolidate detail departments to a reporting department. Prior to consolidating departments, however, your General Ledger must already have the reporting departments defined. See Defining Departments in Chapter 1: Setting up the General Ledger and Department Information in Chapter 2: Master Files for more information on setting up departments.

Maps need to be created only for consolidated reporting purposes. A map is not necessary if you are generating a Report Writer report of standard definition with predefined departments (in Report Definitions). If you want to define a Reporting department at run time (in Request Financial Reports) to capture data from Detail departments within the structure, you must create a map and choose the map at run time.

After you select the Create Department Maps option from the Mapping Options Processor menu, the following screen displays:

```
              General Hospital Create Department Maps Processor
                                          Fri Apr 06, 1990 10:31 am

   Consolidation Path
   LM

 Department          Description                         Entity Type
 6000                NURSING SERVICES                    REPORTING




        




     F2Next Page F3 Insert  F4 Delete  F5 Select  F6 Reset  F7  Exit   ?
```

The system displays the list of valid reporting departments set up for this reporting entity's map. If you are setting up a reporting department for the first time, the system displays the entire list of departments (detail and reporting) for the entity selected. Choose the appropriate highest level reporting departments for your map as indicated by the prompt and press ENTER.

To insert a new detail or reporting department into the reporting department, first select by using the F5 Select key. This allows you to create lower reporting levels of the map. Each time the F5 Select key is used you move to a lower level of the map. Use the F3 Insert key to add the new detail or reporting department if you need to add an existing map. (You can select a department from a list by using the table lookup procedure.) To delete a department, use the F4 Delete key. After defining your departments, save and exit by using the F7 Exit key. Each time the F7 Exit key is pressed you are exiting

out one level of the map. At the highest level of the map, you can use the F7 Exit key to save the edits made.

After you choose a reporting department from the first screen, the system displays the next screen in the sequence. This example shows a map which allows reporting for three levels.

```
              General Hospital Create Department Maps Processor
                                          Tue Aug 25, 1992 01:52 pm

    Consolidation Path
    LM, 6000

  Department          Description                        Dept/Type
  6100                FACILITIES SERVICES                Reporting
  6200                ANCILLARY SERVICES                 Reporting












     F2Next Page F3 Insert  F4 Delete  F5 Select  F6 Reset  F7  Exit   ?
```

After you choose a department from the second screen, the system displays the third screen in the sequence. The Detail Departments shown on this screen are defined within the Reporting Department 6100 Facilities Services. Reporting Department 6200 Ancillary Services contains its own Detail Departments.

Detail Departments represent the end of the screen sequence. The Consolidation Path always displays the chosen levels.

```
                General Hospital Create Department Maps Processor
                                                Tue Aug 25, 1992 01:53 pm

    Consolidation Path
    LM, 6000, 6100

 Department          Description                          Dept/Type
 6110                ICU NURSING                          Detail
 6120                CCU NURSING                          Detail
 6130                4TH FLOOR NURSING                    Detail






     F2Next Page F3 Insert  F4 Delete  F5 Select  F6 Reset  F7  Exit   ?
```

If using the map on this screen, you can choose Department 6000 at runtime if wishing to report on the entire organization. If you select only Department 6100 or 6200, the system would report only on these departments.

Note that on each screen, the Consolidation Path tells you which part of the sequence you are viewing.

NOTE: Each time a change is made to a valid map, the Generate Department Maps function must be run to rebuild and revalidate the map.

Copy Department Maps to New Year

The Copy Department Maps to New Year function enables you to copy previously defined department maps from one fiscal year to another.

After you access this function, the system prompts you to enter the fiscal year:

Enter fiscal year, '-' for list or '=' for current year--

Next, the system prompts for the fiscal years to copy to and to copy from:

Enter Fiscal Year to copy maps to [92] --
Copy GL Maps from entity G for year 91 to year 92 (Y/N) --

When you enter **Y** for Yes, the system initiates the copy for all maps for the selected entity and fiscal year. Maps will be copied to the new year with the current map status (Valid or Invalid).

This function can be re-run if necessary. All maps will be recopied to the new year.

Generate Department Maps

The Generate Department Maps function permits you to validate and build a new GL map master for the department maps you defined using the Create Department Maps function.   It validates the map you are currently using.

Once the Generate Department Maps function is selected from the Mapping Options Processor Menu, the following prompt displays:

Validate and build GL map? [Y]--

If you enter **Y** or press ENTER to accept the default of Yes, the system initiates the Create Map process. The GL system then updates the Validation Code field on the Map Master Maintenance processor screen to display Valid. If you enter **N**, the system returns you to the Mapping Options screen.

NOTE: If a map is edited after it is initially created, the Generate Department Maps function must be run to revalidate the map.

Print Organization Chart

The Print Organization Chart allows you to print the organizational chart of your entity for the map you are currently using.

After selecting the Print Organization Chart function, the system prompts you to confirm your entry:

Print organization chart for GENERAL HOSPITAL? [Y]--

Enter **N** for No to return to the Mapping Options screen without printing the organization chart. Enter **Y** for Yes or press ENTER to begin printing the organization chart for the selected entity. The following message is displayed:

Organization Chart Print Started

Press ENTER to return to the Mapping Options screen.

The organization chart is spooled under the report name FGORG.

See Chapter 7: General Ledger Reports, for an example of this report.

REQUEST FINANCIAL REPORTS

The Request Financial Reports function allows you to request the financial report you defined previously. After you select the Request Financial Reports function, the system prompts you to choose to Add or List:

(A)dd or (L)ist Report Request

You can enter **A** to add a new report request or **L** to list existing report requests.

If you choose to add a report request this prompt displays:

Enter entity code or '-' for list--

The Request Financial Reports Processor screen is then displayed.

```
                 General Hospital Request Financial Reports Processor
                                             Thu Jul 02, 1999 10:13 am
 Ent : GENERAL HOSPITAL
  1 Request Type          2 Run Period        3 Run Year       4 MAP #
    Report                  07                  1999             1
  5 Report/Group                    6 Report Format
    BUDGET REPORT                      CURR ACT VS. BUD
  7 Department                       8 Print Zero Activity    9 PC Down Load
                                       Yes                      No
 10 Requested by                    11 Request date




 Accept this screen? (Y/N/D) [Y]--
```

After all fields are complete, the system prompts you to accept the screen. This action ends the Add report request option.

If you choose to list report requests, the system prompts you to choose a single or multiple entity list with the following prompt:

Enter (S)ingle or (M)ulti entity list--

If you enter **S** for Single entity, you are first prompted for the entity code.

Next, choose from the following prompt:

(R)eport or (G)roup Request [R]--

A selection list displays the existing report and/or groups.

```
          General Hospital Request Financial Reports Processor
                                          Fri Mar 31, 2000 05:51 pm

          REPORT                    ENTITY  PERIOD  YEAR   DATE AND TIME
( 1) BUDGET REPORT                    01      01    1999 03/31/2000 17:51












   Enter choice--

```

After you enter a choice, the system displays the Request Financial Reports Processor screen (the initial screen) which displays the chosen report or group. You can delete the report or group, or edit the screen as necessary. Since these are just the parameters for running the report or group, these fields can be edited before the report generated. For more information, see the Print Financial Reports subsection. After making the edits the screen can be accepted to save the changes made. Reports or Groups will continue to list under this function until they are generated manually or in Batch Processing.

If you enter **M** to list multiple entities, the following prompt is displayed:

   (R)eport or (G)roup Request [R]--

You can then choose to list either Reports or Groups. The Request Financial Reports processor screen appears displaying all the reports or groups in the ID in which you are working. You can choose from the entries defined to list the processor screen displaying the fields of the report or group. At this time the report or group can be edited before it is generated (See Print Financial Reports in this chapter). After making the edits the screen can be accepted to save the changes made. Reports or Groups will continue to list under this function until they are generated manually or in Batch Processing.

NOTE: The Request Financial Reports function does not display reports or groups once they have been printed. For more information, see Print Financial Reports (REPORTXX) subsection.

Field Explanations

1. REQUEST TYPE (1-A-R)
This field contains the category of reports to be generated. Valid options are either an individual report (R) or a report group (G).

NOTE: A Report Group must be set up using the Report Groupings function before you select (G) Group. For more information on this function, see the Report Groupings function in this chapter.

The prompt is:

   Enter (R)eport or (G)roup--[R]

This field displays as Report or Group.

2. RUN PERIOD (2-N-R)
This field contains the two-character numeric run period. The default response is the chosen entity's current period (as defined in the Entity Master.)

The prompt is:

   'Run Period [current]'.

This field is used for the Type Balance column defined in Report Formats where the fiscal period is not hardcoded as a selection in the Periods From/To column. The months chosen in the Periods From/To column override the selection made in this Run Period field at run time. This field is used for the columns that rely on runtime selections to be made for This Month, Last Month, Quarter to Date, or Year to Date where the Periods From/To are not predefined.

3. RUN YEAR (2-N-R)
This field contains the two-character numeric run year. The default response is the chosen entity's current year (as defined in the Entity Master.)

The prompt is:

   'Run Year [current]'.

This field is used for the Fiscal Year column defined in Report Formats (where you choose Current or Prior year). The selection made at runtime for the Run Year defines the Current year.

4. MAP # (2-N-O) OR (TABLE LOOKUP)
This field contains the reporting map. You can enter the necessary code in this field or use the table lookup procedure to select from a list of maps for this entity and fiscal year.

If you select an Invalid or Inactive map, an error message will display. You must then choose another map or exit the screen.

A map is necessary only if you are requesting a consolidated report. If you are generating a standard definition report for predefined departments (in Report Definitions), it is not necessary toenter a map number in this field. The system will use the entire database as a default.

The prompt for this field is as follows:

Enter Map Number or '-' for list --

5. REPORT/GROUP (2-N-R) OR (TABLE LOOKUP)
This field contains the name of the report group depending upon the entry made in the Request Type field. You can enter the necessary code in this field or use the table lookup procedure to select from a list of reports or report groups.

The prompt for this field is as follows:

Enter report code or leading char '-' --

6. REPORT FORMAT (2-N-R) OR (TABLE LOOKUP)
This field contains the default format set up for the report selected. You can enter the necessary report format code in this field or use the table lookup procedure to select from a list of report formats.

This field defaults to the Format defined in the Report Table but can be changed at request time.

The prompt for this field is as follows:

Enter report Format Code or '-' For List --

7. DEPARTMENT (TABLE LOOKUP)
If the report you selected in the Report/Group field is a format of Departmental definition, this field contains the department code. Reports of Departmental Definition require the department to be defined at runtime. The department is chosen here in the parameters. You can enter a single department or several departments, depending on the consolidation wanted. You can enter up to fifteen departments per Report Request. You can enter the necessary department code(s) or use the table lookup procedure to display the list of departments.

This field can only be entered if the Report Definition is Departmental. For other definitions, this field is bypassed.

The prompt for this field is as follows:

Enter department code or leading char '-' --

The chosen department numbers display in this field.

8. PRINT ZERO ACTIVITY (1-A-R)
This field specifies which accounts will print on this report. The system adds together the account beginning balance and all of the periods to determine whether the account will print. If you enter **N** for No in this field, accounts with a zero ending balance in all Report Writer columns will not print. If you enter **Y** for Yes in this field, then all GL Accounts with a non-zero ending balance in any of the Report Writer columns will print. The default response is Y.

The prompt for this field is as follows:

Print 0 Activity (Y/N) [Y] --

This field is displayed as Yes or No.

9. PC DOWNLOAD (1-A-R)
This field indicates whether you plan to download a report using this format to a personal computer from STAR Financials.

The system prompts you as follows:

Download to PC? (Y/N) [N]--

By answering Y for Yes to this prompt, you can create a report format up to 14 columns without report or column headings. When the report is generated, only the data and description are spooled to the file. The download then takes place through STAR WEM. Your configuration must be set up properly to allow this function.

This field is displayed as Yes or No.

10. REQUESTED BY (DISPLAY ONLY)
This field contains the name of the person requesting this report or report group. It is system-assigned and cannot be edited.

11. REQUEST DATE (DISPLAY ONLY)
This field contains the date and time of the request. This field is system-assigned and cannot be edited.

PRINT FINANCIAL REPORTS (REPORTXX)

The Print Financial Reports function is used to generate reports. The correct sequence for this function is after Request Financial Reports, which is used to determine report generation parameters.

NOTE: When viewing spooled reports in the STAR General Ledger Report Writer, the report name is REPORTXX, where XX is the entity code.

After selecting the Print Financial Reports option from the Financial Reports Processor screen the system prompts you to enter the following information:

(P)rioritize or run (A)ll request [P]--

These options are explained below.

A   All. By choosing this option all requested reports are immediately generated. You are returned to the Financial Reports Processor screen. This option is the only way to generate a report group.

P   Prioritize. By choosing this option you can prioritize individual reports to generate immediately in priority order. All reports that are not prioritized generate during midnight processing.

Only reports can be prioritized, not groups. The only way to generate a report group is using the A (for All) option, explained above.

When you enter **P** to prioritize, the system displays the following screen:

```
              General Hospital Print Financial Reports Processor
                                           Thu Jul 02, 1992 10:18 am

  Priority                                 Format  Fiscal   Map  PC Down
   Level   Entity          Report Name      Code   Per Yr    #    Load
           LM    BUDGET REPORT              50     07  92    1    No












              F1Prev Page F2Next Page F6 Reset  F7  Exit   ?
```

Once the prioritizing is done, the reports that have been selected to print must finish generating before additional prioritizing. For any reports not prioritized, the system displays this message:

ALL JOBS NOT PRIORITIZED WILL BE RUN IN TONIGHT'S BATCH

This means that any reports or groups requested, but not prioritized or generated, will be generated at Midnight Processing.

Generated reports can be viewed and printed using the View Reports option on the main menu.

Field Explanations

PRIORITY LEVEL
This is the user-defined priority level given to reports. The reports are generated immediately in priority-order. Only reports can be prioritized, groups cannot. All requests which are not prioritized are generated at Midnight Processing. Report priorities can be changed by exiting the Print Financial Reports Processor screen without saving. The original prioritizations are not saved until you accept the screen.

ENTITY
This displays the entity for the report requested in Request Financial Reports.

REPORT NAME
This displays the name of the report which was requested in Request Financial Reports.

FORMAT CODE
This displays the defined code for the format requested in Request Financial Reports.

FISCAL PER
This displays the fiscal period chosen for the report requested in Request Financial Reports.

FISCAL YR
This displays the fiscal year chosen for the report requested in Request Financial Reports.

MAP #
This displays the map number chosen for the report chosen in Request Financial Reports.

PC DOWNLOAD
This displays whether you chose to download this report to a PC when requesting the report in Request Financial Reports.

The following example shows a report generated by this process.

Figure 8.2 Financial Report Example

```
May,22,1992 10:55A                        GENERAL HOSPITAL                              Page 1
Report # 54
Format # 1                                                                         Period 10
                                                                                   Year 1991


                          ACTUAL          BUDGET                      ACTUAL        BUDGET
         DESCRIPTION       CURRENT         CURRENT        VARIANCE     Y-T-D         Y-T-D        VARIANCE
------------------------- ---------------  ---------------  ---------------  ---------------  ---------------  ---------------

  6100-40100 ICU-INPATIENT REV   20100.49    1000000.00    -979899.51    35200.49   10000000.00    -9964799.51
                              ----------    ----------    ----------    ---------   ----------    ----------
REVENUE                          20100.49    1000000.00    -979899.51    35200.49   10000000.00    -9964799.51
                              ----------    ----------    ----------    ---------   ----------    ----------


  6100-50100 ICU-SALARIES         7426.04     300000.00    -292573.96     7486.04    3000000.00    -2992513.96
  6100-50200 ICU-BENEFITS          500.00     100000.00     -99500.00      500.00    1000000.00     -999500.00
  6100-50300 ICU-EMPLOYER FICA       0.00          0.00          0.00        0.00          0.00          0.00
  6100-50400 ICU-GENERAL SUPPLIE   9804.06       1000.00       8804.06     9954.06      10000.00        -45.94
  6100-50500 ICU-OTHER OPERATING   5000.00       1000.00       4000.00    11666.00      10000.00       1666.00
  6100-50600 ICU-RENT EXPENSE         0.00      10000.00     -10000.00        0.00     100000.00    -100000.00
  6100-50700 ICU-MEETINGS & TRAV      0.00       1000.00      -1000.00        0.00      10000.00     -10000.00
  6100-50800 ICU-EQUIPMENT-MINOR      0.00       1000.00      -1000.00        0.00      10000.00     -10000.00
  6100-50900 ICU-PHYSICIAN FEES    5000.00       5000.00          0.00     5684.00      50000.00     -44316.00
  6100-51000 ICU-LEGAL FEES           0.00       2000.00      -2000.00        0.00      20000.00     -20000.00
  6100-51100 ICU-AUDIT FEES           0.00       1000.00      -1000.00        0.00      10000.00     -10000.00
  6100-51200 ICU-SALES TAX            0.00          0.00          0.00     1000.00          0.00       1000.00
  6100-51300 ICU-FREIGHT             0.00        100.00       -100.00    10100.00       1000.00       9100.00
  6100-51400 ICU-EQUIPMENT RENTA      0.00       1000.00      -1000.00     4555.00      10000.00      -5445.00
                              ----------    ----------    ----------    ---------   ----------    ----------

EXPENSE                          27730.10     423100.00    -395369.90    50945.10    4231000.00    -4180054.90
                              ----------    ----------    ----------    ---------   ----------    ----------
NET INCOME                        7629.61    -576900.00     584529.61    15744.61   -5769000.00    5784744.61
                              ----------    ----------    ----------    ---------   ----------    ----------
                              ----------    ----------    ----------    ---------   ----------    ----------
```

PRINT FINANCIAL REPORT STRUCTURE (REPORTXX)

The Print Financial Report Structure function is used to print a copy of the report structures, which are stored in your system. You have the option of printing Report Formats or Report Definitions; you then select the report or format code. An example of each report is on the next two pages.

Figure 8.3 Financial Report Formats

```
Jul 7, 1992                          GENERAL HOSPITAL                              Page 1
                                  FINANCIAL REPORT FORMATS                         FGRRWP


*************************************************************************************************
Format : 123 ACT VS BUD-CURRENT & YTD


                      ACTUAL        BUDGET                     ACTUAL        BUDGET
       Description    CURRENT       CURRENT      VARIANCE       YTD           YTD       VARIANCE
------------------------- -------------- -------------- -------------- -------------- -------------- --------------
        Desc--x       ACT C MTH     BUD C MTH      CAL         ACT C YTD     BUD C YTD      CAL


*************************************************************************************************
*************************************************************************************************

                              End of Report
```

Figure 8.4 Financial Report Definitions

```
Jul 7, 1992                               GENERAL HOSPITAL                          Page 1
                                     FINANCIAL REPORT DEFINITIONS                   FGRRWP


Report : 123 ACTUAL VS BUDGET

Line                      ENTITY                           TOT REVERSE  BEGINNING ACCOUNT  ENDING ACCOUNT
NMBR        LINE TYPE      CODE      LITERAL / GROUP        IND  SIGN    DEPT    SUBACCT    DEPT    SUBACCT
----------------------------------------------------------------------------------------------------------
 1      1 Blank Line                                            NO
 2      Range             LM                                 1  YES              40100              40200
 3      Line of Dashes                                         NO
 4      Total (1)                   REVENUE                  3  YES
 5      2 Blank Line                                           NO
 6      Range             LM                                 1  NO               50100              52020
 7      Line of Dashes                                         NO
 8      Total (1)                   EXPENSE                  2  NO
 9      2 Blank Line                                           NO
10      Range             LM                                 1  NO               60100              60500
11      Line of Dashes                                         NO
12      Total (1)                   OTHER EXPENSES           2  NO
13      Line of Dashes                                         NO
14      Total (2)                   TOTAL EXPENSES           3  NO
15      Line of Double Dashes                                   NO

                                        End of Report
```

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October 2011

Chapter 9 - RUN GENERAL LEDGER TRANSACTIONS

STAR Financials General Accounting Reference Guide - General Ledger Volume
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INTRODUCTION

Run General Ledger Transactions consists of two user-generated processes, as shown on the following screen:

```
                  General Hospital Process Transactions Processor
                                             Mon Nov 11, 1991 01:43 pm
 Process Transactions Input Options

            Option No.  Option
            ---------------------------------------
  Run           1       Year-End Processing

                2       General Ledger Interface Tapes













 Enter option number--

```

Year-End Processing is used by close out accounts and bring balances forward from the previous year to the new year. General Ledger Interface Tapes is used to download information from other vendors' systems to the General Ledger system.

This chapter also discusses suggested steps for the General Ledger Monthly Closing Process.

GENERAL LEDGER FISCAL YEAR END PROCESSING

Recommended Steps

In order to properly complete fiscal year end, the General Ledger Chart of Accounts must be established for the new fiscal year, therefore, prior to year end, the following steps must be performed:

1. In Entity Information under Master Files set up the new year by running the Create New Fiscal Year program. This copies the current fiscal year definition, associated tables, and the current year Chart of Accounts into the new fiscal year. This can be done at any time during the year and can be done more than one time. It is recommended that if the Create New Fiscal Year is run earlier in the current fiscal year that it also be run close to the end of the current fiscal year so that any new accounts that have been added to the current fiscal year will also be included in the next fiscal year.

    The Copy Fiscal Year Definitions program should be run instead, if only wanting to copy the fiscal year definitions from the current year to the new year. This process should only be used if a different Chart of Accounts will be used in the new year. A new Chart of Accounts can be created from scratch or created from the Multi-Entity Dept/Sub Copy function. See Journal Entries of this manual for more information on this function.

    NOTE: The Copy Fiscal Year Definitions process does **not** create a Chart of Accounts for the new year.

2. In Entity Information under Master Files, make sure a P & L Department and Subaccount are set up in your Fiscal Year Definitions screen. This account number can be changed in your Fiscal Year Definitions from year to year if you want. This is the equity account which the total of all the revenue and expense accounts will roll into. Also, make sure a Suspense Department and Subaccount are set up in the new fiscal year. This is where transactions are posted by default if they have an invalid GL Account or posting period.

3. Access the End of Year Processing function from the Run GL Transaction menu and enter the appropriate entity code. The system displays this prompt:

    Roll prior FY (XXXX) into current FY (YYYY) [PC] or Roll current FY
    (YYYY) into next FY (ZZZZ) [CN]. Enter 'PC' or 'CN'--

Depending on what years you choose, you receive a prompt similar to the following:

Do you want to proceed with rolling FY XXXX to FY YYYY?(Y/N)--

If you enter **N** for No, the system returns to the entity prompt. If you enter **Y** for Yes, the system rolls the accounts forward and displays the message: BACKGROUND JOB STARTED.

The ending balances of the asset and liability accounts roll forward into next year's beginning balances. This includes all accounts that have class codes of 1 or 2. All other accounts (Revenue and Expenses) are added together and the balance is rolled forward into the P & L account set up in the new year's Fiscal Year Definitions.

The End of Year process allows you to roll over the End of Year balances as many times as you need. The best way to use this function is to do the End of Year Processing after closing the current fiscal year. When it is time to enter audit entries, etc., access the Fiscal Year Definitions function, change the Post to Closed Periods field to Yes (do this if in the definitions Post to Closed Periods field is set to No; otherwise, this step will not be necessary), and enter the adjusting entries to the last period of the previous year. Run the End of Year Processing again, and then change the Post to Closed Periods field back to No. The beginning balances now reflect the adjustments.

This End of Year process can be run multiple times if necessary.

4. Entity Organization Maps in GL Report Writer also needs 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.

> **NOTE:** All General Accounting subsystems look to the Fiscal Year Definitions screen in General Ledger to determine when year-end occurs.
>
> The General Ledger Fiscal Year End Processing should be completed before initiating other subsystem year end processes.

STAR Financials General Accounting Reference Guide - General Ledger Volume
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GENERAL LEDGER MONTHLY CLOSING PROCESS

Recommended Steps

The following are recommended monthly closing procedures. You may decide to use these or create your own procedures from this list.

1. Verify that all of the subsystems have gone through their closings and that their end of month accruals (which run automatically) have been posted to the General Ledger.

2. Verify that all the appropriate Standard and Recurring Journal Entries have been generated.

3. Go through the Manual Journal Entry function. Display, and correct if necessary, any unposted journal entries. If necessary, print and review the Journal Entry report (FGL400).

4. Print the Detail Trial Balance report (FGL210), a Balance Sheet, and Income Statement (if necessary) and review these for additional journal entries that need to be made.

5. Review the Daily General Ledger Suspense Account Posting report (FGL255) for any situation that may require a journal entry. This report is produced Daily and since it is non-cumulative, should be checked on a regular basis. Verify at the end of the month that the General Ledger Suspense Account has a zero balance. This account is the one established in the Fiscal Year Definition screen.

6. Make any necessary journal entries for the period.

7. The outstanding journal entries can be posted through Batch processing or can be posted Real Time by use of the Demand Posting function.

8. Generate and print Financial Statements.

9. You can then set the appropriate General Ledger period to Closed in Fiscal Year Definitions. The period can be reopened or reclosed at any time by changing this field. Another field on the same screen Post to Closed Periods, if set to Yes, can override it to allow postings to closed periods. Be sure to set these fields appropriately for your hospital.

GENERAL LEDGER INTERFACE

This process is used to load journal entries from other systems to STAR Financials General Ledger. The process can be run as needed.

This process generates the GL Interface Journal Entry Report (FXRGLI) that lists the detail from the downloaded transaction file. The entity code is attached to the report name when the report is created.

When you choose this option, the system displays the following prompt:

Receive data from (T)ape, (U)nix, or (P)c (T/U/P) [P]--

After the interface is run, you can access the journal entries created to make any required additions or corrections. These journal entries are created in a hold status. You can post the entries when they are balanced and approved, either online or when Midnight Processing is run.

Entries for invalid GL accounts will be posted to the suspense GL account. Manual entries will be needed to move the balances to the correct account.

See Appendix A: General Ledger Interfaces for more information.

Chapter 10 - GL MAPPING MAINTENANCE

Illustrations

INTRODUCTION

GL Mapping Maintenance is a collection of functions which enable you to establish and maintain the mechanism that maps Patient Accounting (PA) events to the General Ledger. Using hospital-defined map structures, the system selects the proper mapping path (or key) for each PA event.

The mapping key enables the system to update a PA event to the correct GL account, where it is then compared to mapping keys that direct the event to the appropriate GL accounts. If the system cannot find a mapping key for a specific event, it uses either a general default key (based on a general transaction classification) or places the event in a GL Suspense Account. To ensure audit trails, every PA event is processed.

NOTE: McKesson strongly recommends that if you are copying to different fiscal years of the same entity, that you keep the same Department and Subaccount size from year to year. If you copy to a larger or smaller size Department and/ or Subaccount, the PA/GL Mapping Table must be re-done for the new fiscal year. Also, if you are using TRENDSTAR HSL, these new numbers must also be remapped properly. GL Report Writer will also be affected and you will lose any abilities to report on prior year's data.

When you select **GL Mapping Maintenance** from the General Ledger main menu, the system displays a menu similar to the following:

```
              General Hospital GL Mapping Maintenance Processor
                                         Fri Jun 22, 2001 11:04 am
GL Mapping Maintenance Input Options

           Option No.  Option
           ---------------------------------------
MAINTAIN      1        GL Mapping Table Definition
              2        GL Mapping Parameters
              3        GL Mapping Table Key Definition
              4        GL Mapping Table Entry

              5        Build GL Mapping Table Keys
              6        Delete GL Mapping Table Keys
              7        GL Mapping Table Revenue Center Copy
              8        GL Mapping Table Invalid Accounts Maintenance

 REPORTS      9        GL Mapping Table Reports




 Enter option number--

```

Each of the options shown on this screen is described under separate headings in this chapter.

GL MAPPING TABLE DEFINITION

This function enables you to define mapping table codes and their associated descriptions. Although the system can have only one current table, you can define up to 99 mapping tables per PA facility. The codes and descriptions entered here are used to identify each mapping table throughout the system. Completing this table is dependent on the GL Mapping Parameters being completed. See "GL MAPPING PARAMETERS" on page 10-5 for more information.

After you select **GL Mapping Definition Table** from the Tables menu, you are prompted to enter a facility and the code identifying the mapping table you want to select or add. After this information is entered, the GL Mapping Table Definition Processor screen displays.

```
          General Hospital GL Mapping Table Definition Processor
                                            Mon Sep 26, 1988 03:32 pm

 1 Table Number   2 Mapping Table Description
   1                 GENERAL HOSPITAL











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

```

Field Explanations

1. TABLE NUMBER (DISPLAY ONLY)
This field contains the hospital-defined code for this mapping table definition.

2. MAPPING TABLE DESCRIPTION (30-C-R)
This field contains the hospital-defined description of this mapping table code.

When these fields are completed, you have the option of editing or accepting the information entered. Accepting the screen completes the transaction.

GL MAPPING PARAMETERS

This function is used to provide the system with this information:

- Last posting date

- Current conversion table & description

- Last journal entry number posted

- GL entity code

- GL suspense account (department and subaccount).

Completing this table depends on the GL Mapping Table Definition located in this chapter. It also depends on the GL Chart of Accounts and Entity Master being defined in the system.

After selecting **GL Mapping Parameters** from the GL Mapping Maintenance menu, you are prompted to select a facility (if this is a multifacility installation). The system then displays the Mapping Parameters Processor screen:

```
               General Hospital GL Mapping Parameters Processor
                                          Mon May 29, 2006 11:37 pm

 1 Date Last Posted      2 Current Table #/Description
   05/28/06                 01 MODEL HOSPITAL MAPPING TABLE
 3 Last J/E #             4 G/L Entity
   0002911                   01
 5 Next Year's Table #/Desc
   01 MODEL HOSPITAL MAPPING TABLE
                                G/L Suspense Account
 6 G/L Department       7 Sub Account       8 Account Description
   8.541                  82.70                GLDA-Suspense
                                 Unbilled Charge Reversal
 9 G/L Department      10 Sub Account      11 Account Description
   0.142                  00.09                BBN-Department Revenue Reversal
12 Edit By                               13 Edit Date
   Shelley,Yvonne                           05/23/06 1514




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

Field Explanations

1. DATE LAST POSTED (DISPLAY ONLY)
This field contains the date of the last posting of patient accounting transactions to the general ledger.

2. CURRENT TABLE #/DESCRIPTION (DISPLAY ONLY)
This field contains the hospital-defined code and description of the current GL Mapping Table as set up in the GL Mapping Definition table.

3. LAST J/E # (DISPLAY ONLY)
This field contains the last journal entry number used during GL daily posting.

4. GL ENTITY (3-A-R)
This field contains the hospital-defined code identifying the GL entity for this facility. The Entity master must be defined before this table can be completed.

GL Suspense Account

This portion of the screen describes the GL suspense account for this facility. The suspense account is used to keep the GL in balance and handles GL posting in these situations:

- when a patient accounting transaction defaults because of a missing mapping key and the default account has not been established.

- when a GL account is deleted from the hospital's chart of accounts and a mapping entry still exists for the account deleted.

- when error conditions occur.

5. NEXT YEAR'S TABLE # / DESC (2-N-R)
This field contains the mapping table number of the mapping table to be used for the new fiscal year. The same mapping table can be used year after year.

6. GL DEPARTMENT (10-N-R)
This field contains the department code of the suspense account. It is populated with the Suspense Department in the Fiscal Year Definition screen. You cannot access this field except in the instance described in the following note:

NOTE: For a Pathways entity, this field is accessible and is used to populate the FY Definition screen (the FY Definition screen is inaccessible for a Pathways entity).

7. SUBACCOUNT (10-N-R)
This field contains the hospital-defined code identifying the subaccount code associated with the suspense account. It is populated with the Suspense Subaccount in the Fiscal Year Definition screen. You cannot access this field except in the instance described in the following note:

NOTE: For a Pathways entity, the field is accessible and is used to populate the FY Definition screen (the FY Definition screen is inaccessible for a Pathways entity).

8. ACCOUNT DESCRIPTION (DISPLAY ONLY)
This field contains the description of the GL subaccount number in the Subaccount field on this screen.

NOTE: For the following three fields: before sending user-requested reversal journal entries (initiated using the Unbilled Charge Worklist) to General Ledger, STAR Patient Accounting reviews the GL Mapping Parameters screen to determine which fields are populated.

9. G/L DEPARTMENT (10-N-O)
This field contains the department code to which all unbilled charge reversals should be posted. Enter a value in this field only if you want all unbilled charge reversals (from the Unbilled Charge Worklist) to be posted to one single department and one single subaccount within that department. The code entered must be a valid department defined on the chart of accounts for the entity displayed in the GL Entity field. If a code is entered in this field, then the Sub Account field is required.

10. SUB ACCOUNT (10-N-C)
This field contains the subaccount code to which all unbilled charge reversals should be posted. It is required when the G/L Department field is used, but it can also be used if the G/L Department field is left blank.

If the G/L Department field is blank, enter a value in this field if you want all unbilled charge reversals (from the Unbilled Charge Worklist) to post to this designated subaccount along with the department that **originally** received the revenue. If the Sub Account field is populated without a department in the G/L Department field, you are prompted for a subaccount class code. The subaccount code you enter must be active as defined on the chart of accounts for the entity displayed in the GL Entity field.

If only the Sub Account field contains a value (no value in G/L Department field) and that subaccount is not valid with a department to which the system later tries to post at the time of reversal, the reversal is posted by default in the GL Suspense Account as defined in the Entity Master Fiscal Year Definitions screen.

If both the G/L Department field and the Sub Account field are left blank, unbilled charge reversals are posted to the department/subaccount that originally received the revenue.

11. ACCOUNT DESCRIPTION (DISPLAY ONLY)
This field contains the department short name (if applicable) and the description of the subaccount number entered in the previous field(s).

The hierarchy for the G/L Department, Sub Account, and Account Description fields is summarized as follows:

*   If both the Department and Sub Account fields are populated, the revenue side of the journal entry prompted by a user-requested reversal (from the Unbilled Charge Worklist) is posted to that Dept/Subacct.

- If only the Sub Account field is populated, the revenue side of the journal entry prompted by the user-requested reversal is posted to that subaccount along with the revenue department from the original charge.

- If neither the Department nor Sub Account field is populated, the revenue side of the journal entry prompted by the user-requested reversal is posted to the department/subaccount indicated on the original charge.

GL MAPPING TABLE KEY DEFINITIONS

This function is used to define keys that determine how patient accounting transactions update the general ledger. The hospital maintains selected portions of these mapping keys while McKesson defines the number of mapping keys and the components (for example, financial patient indicator, financial class, medical service, etc.) each mapping key can contain. To maintain table key definitions, enter **Y** (Yes) to use these components with a specific key type. Enter **N** (No) if you do not want to use this option. Default mapping keys do not have components.

Based on the components listed below, the system uses transaction types (for example, Revenue) to indicate how the general ledger is updated.

- • Revenue Center

- • Patient Type

- • Patient Indicator

- • Medical Service

- • Financial Class

A Yes or No response to these values indicates how detailed the hospital's chart of accounts is. There are some types of transactions that do not allow component choices, such as the PA Control Account. This means there can be only one PA Control Account for the hospital.

When this function is selected, the system prompts you to select a facility and then the mapping table number. After the mapping table number is entered, the system displays a list of the key types contained in the selected table.

After you select a key, this screen displays.

```
          General Hospital GL Mapping Table Key Definition Processor
                                           Fri Jun 22, 2001 11:06 am
   Facility: A       Entity: 01
 1 Table Number/Description
   01 MODEL HOSPITAL MAPPING TABLE
 2 Table Key Type/Description
   TRANA ADJUSTMENT ACCOUNT
 3 Field Description                      Include in Key?
   Patient Indicator                          Yes
   Financial Class                            Yes
   Patient Type                               No
   Transaction Code                           Yes




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

Field Explanations

1. TABLE NUMBER/DESCRIPTION (DISPLAY ONLY)
This field contains the table number code and its associated description, as entered in
the Mapping Table File.

2. TABLE KEY TYPE/DESCRIPTION (DISPLAY ONLY)
This field contains the mapping table key type and its associated description.

3. FIELD DESCRIPTION (DISPLAY ONLY)
This field contains the descriptions of all key components which can be assigned to this
mapping key.

INCLUDE IN KEY? (3-A-R)
This field indicates whether the key components contained in the FieldDescription field
are used in GL mapping for this table key. Entry options are Y for Yes or N for No. If
you enter **Y**, the component is used in GL Mapping. If you enter **N**, the component is
not used in GL Mapping.

After you edit the processor screen, the system returns you to the mapping key name
listing screen. You can then select another key or return to the GL Mapping Menu.

Understanding and Using Transaction Keys

The following is a listing and explanation of each transaction key available, its associated components, and how both are used in GL mapping.

Key	Components
TRANA - Adjustments	Transaction Code
	Patient Indicator
	Patient Type
	Financial Class

The Transaction Code component should be set to Yes so the appropriate GL accounts can be maintained by different transaction codes, such as Small Balance Write-off versus Medicare Contractual Adjustments.

The hospital must decide if it wants different GL accounts updated by Patient Indicator (Inpatient, Outpatient and Emergency Room). If the hospital does not vary its adjustments in the GL by Patient Indicator, you should enter **N** to this component.

If there is a specific patient type requiring a breakdown in the GL for adjustments (for example, an Extended Care Unit), you should enter **Y** to Patient Type. Entering Yes means that every Patient Type set up by the hospital must be mapped to the GL for adjustments. Because of this, it is not necessary to set Patient Indicator to Yes since Patient Type is more detailed than Patient Indicator.

If, for example, the hospital varies the GL Small Balance Write-off account by financial class, you should enter **Y** to this field. However, before making a decision in these cases, careful consideration should be given to the processing ramifications. If the hospital has 40 transaction codes and 40 financial classes, the system requires that 1600 mapping entries be made if Yes is entered for both transaction code and financial class. A better approach would be to set up more transaction codes in lieu of financial classes.

Key	Components
TRANE - Agency Cash	Transaction Code
	Patient Indicator

If all agency cash is posted to the same account, it is not necessary to include either component as part of the key.

Key	Components
TRANV - Agency Fees	Transaction Code

If all agency fees are directed to the same GL account, you should enter **N** for this component; depending on the agency, if different GL accounts are used, you should enter **Y**.

Key	Components
AR - AR Control	Patient Indicator
	Financial Class
	Patient Type

These three components can be set to Yes if the Accounts Receivable Control Account (final billed accounts) varies by patient indicator (I,O,E), financial class or patient type. If only one AR Control Account exists, set this to No for all components. If the hospital needs a breakdown by patient type, it is not necessary to set the patient indicator to Yes since each patient type is mapped.

Key	Components
BDAL - Bad Debt Allowance	Patient Indicator
	Financial Class
	Patient Type

These three components can be set to Yes if the Bad Debt Allowance Account varies by patient indicator (I,O,E), financial class or patient type. The Bad Debt Allowance Account acts as the bad debt control account when accounts are transferred to bad debt or when adjustments are made to bad debt accounts. If only one Bad Debt Allowance Account exists, enter **N** for all components. If the hospital needs a breakdown by patient type, it is not necessary to set the patient indicator component to Yes since each patient type is mapped.

Key	Components
BD - Bad Debt Asset Control	Patient Indicator
BDWO - Bad Debt Contra Asset	Financial Class

These accounts keep the net amount of bad debt in the GL at 0. The Bad Debt Asset Account contains the current value of bad debt as a debit while the Bad Debt Contra Asset Account keeps the same value as a credit so the net effect in the GL is 0. These control accounts can be varied by patient indicator and financial class. If only one account for each is needed, set both components to No.

Key	Components
BDRC - Bad Debt Recovery	Patient Indicator
	Financial Class
	Patient Type

These components should be set to Yes if the Bad Debt Recovery Account varies by patient indicator (I,O,E), financial class or patient type. This account is used as the control account when cash is received on a bad debt account. If only one Bad Debt Recovery Account exists, you should enter **N** for all components. If the hospital needs a breakdown by patient type, it is not necessary to set the patient indicator to Yes since each patient type is mapped.

Key	Components
TRANR - Patient Refund	Transaction Code
TRAND - Insurance Refund	Patient Indicator
	Financial Class

If there is a single Refund Liability Account in the GL, setting these three components to Yes is not necessary.   Entering Yes to these components assumes a different GL account will be used.

If there is a patient type requiring a breakdown in the GL for revenue (for example, an Extended Care Unit), you should enter **Y** to patient type. If not, you should enter **N**. Entering Yes means every patient type set up by the hospital must be mapped to the GL for revenue. Because of this, it is not necessary to set patient indicator to Yes since patient type is more detailed than patient indicator.

The hospital must also decide if revenue in the GL is broken down by financial class and/or medical service.

Revenue statistics for quantity (Chq), units of service (UOS), and relative value are automatically accumulated by the system and are mapped using the same mapping keys as DPRV and DPRF.

Patient Days (PTD), Registration (Reg), and Outpatient Visits also update the General Ledger automatically. These statistics types must be mapped using the GL Mapping Table.

Key	Components
PTD - Patient Days	Financial Class
	Patient Type
	Medical Service
	Revenue Center

McKesson recommends revenue center be set to Yes. Whether the other components should be set to Yes depends on how the GL chart of accounts is structured.

Key	Components
REG - Registration	Financial Class
	Medical Service

Each registration updates statistics in the GL. If the hospital has set up their chart of accounts to vary the number of registrations by financial class or medical service, these fields are set to Yes; if not, they are set to No.

Key	Components
OPV - Outpatient Visits	Financial Class
	Patient Type
	Medical Service

Each outpatient visit (a visit is an outpatient registration or visit check-in) updates visit statistics in the GL. These statistics can be mapped to different GL accounts based on the above components.

The following transactions have either zero or limited component choices:

Key	Components
PA	PA Control Account (not final billed AR)
RFCASH	Refund Cash Account
UACASH	Unapplied Cash Control Account
UACHRG	Unapplied Charge Control Account
DFTRANA	Default Adjustments
DFTRANE	Default Agency Cash
DFTRANV	Default Agency Fees
DFAR	Default AR Control Account
DFBDAL	Default BD Allowance
DFBD	Default BD Asset Account

Key	Components
DFBDWO	Default BD Contra Asset
DFBDRC	Default BD Recovery
DFDPRV	Default Department Revenue
DFTRANI	Default Insurance Payment
DFTRAND	Default Insurance Refund
DFTRANP	Default Patient Cash
DFDPRF	Default Professional Revenue
DFTRANR	Default Patient Refund
DFTRANU	Default Unapplied Cash
DFREG	Default Registrations for Statistics
DFOPV	Default Visits for Statistics
DFPTD	Default Patient Days for Statistics
DFTRANF	Default Miscellaneous Cash
DFTRANN	Default Vendor Cash Posting
DFTRANG	Default Other Adjustments
DFTRANJ	Default Other Refunds
TRANN - Non-Patient Cash	Transaction Code
TRANJ - Other Refunds	Patient Indicator
	Transaction Code
DFVA	Default Contract PA Control
DFVB	Default Contract AR Control
DFVR	Default Contract Revenue
VA	Contract PA Control
VB	Contract AR Control
VR - Contract Revenue	Revenue Center
DFPA	Default PA Control
TRANI - Insurance Payment	Patient Indicator Transaction Code
TRANF - Miscellaneous Cash	Transaction Code
TRANG - Other Adjustments	Transaction Code
TRANP - Patient Payments	Patient Indicator Transaction Code
TRANR - Refunds	Patient Indicator Transaction Code
TRANU - Unapplied Cash	Transaction Code
TRFFROM	Cross Facility Transfer From
TRFTO	Cross Facility Transfer To

ENTERING THE GL MAPPING TABLES

The following functions, GL Mapping Table Entry and Build GL Mapping Table, are used to connect the mapping table keys with specific GL accounts. While the functions are similar in mechanics, their purpose and effect on the system is different.

- **GL Mapping Table Entry** is used to enter/edit single mapping keys and correct errors made on single mapping keys.

- **Build GL Mapping Table** is used for the initial build of the table where multiple keys are directed to a single GL account number. The system builds and maps these multiple keys automatically.

How the Build Function Works

The following example of mapping revenue to the GL illustrates the use of the Build and Single Entry functions of the mapping table.

A hospital has set up its mapping key table to be broken down by patient indicator, financial class and revenue center. This is the chart of accounts in the Laboratory:

300 - 100 Medicare Lab Revenue - IP

300 - 200 Medicare Lab Revenue - OP

300 - 300 Medicare Lab Revenue - ER

300 - 110 Blue Cross Lab Revenue - IP

300 - 210 Blue Cross Lab Revenue - OP

300 - 310 Blue Cross Lab Revenue - ER

300 - 120 Other Financial Class Revenue - IP

300 - 220 Other Financial Class Revenue - OP

300 - 320 Other Financial Class Revenue - ER

The hospital's financial class for Medicare is M and C and for Blue Cross is B and BB. They also have 50 other financial classes, all to be directed to other financial class lab revenue. The build process is used to direct all the financial classes other than Medicare and Blue Cross in this manner:

to 300 - 120 for all inpatients except Medicare and Blue Cross patients.

to 300 - 220 for all outpatients except Medicare and Blue Cross patients.

to 300 - 320 for all emergency patients except Medicare and Blue Cross patients.

The GL Mapping Table entry is used for Medicare and Blue Cross revenue. Where the build process will be used for the entry of all other financial classes, the build process asks for the GL number and keys; the GL mapping table entry asks for key and GL number. The entry of the Medicare revenue requires six entries in the table:

```
Entry 1 -Revenue Center 300
        Patient Indicator I
        Financial Class M
        to 300 - 100

Entry 2 -Revenue Center 300
        Patient Indicator I
        Financial Class C
        to 300 - 100

Entry 3 -Revenue Center 300
        Patient Indicator O
        Financial Class M
        to 300 - 200

Entry 4 -Revenue Center 300
        Patient Indicator I
        Financial Class M
        to 300 - 200

Entry 5 -Revenue Center 300
        Patient Indicator E
        Financial Class M
        to 300 - 300

Entry 6 -Revenue Center 300
        Patient Indicator E
        Financial Class C
        to 300 - 300
```

To add revenue for all other financial classes, three build screen entries are required:

```
Entry 1 -300-120
        Patient Indicator I
        The 50 financial classes are entered.

Entry 2 -300-220
        Patient Indicator O
        The 50 financial classes are entered.

Entry 3 -300-320
        Patient Indicator E
        The 50 financial classes are entered.
```

GL MAPPING TABLE ENTRY

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

The GL Mapping Table Entry function depends on the following tables: Financial Class, Hospital Services, Transaction Type, Revenue Center, Patient Type, and GL Mapping Key Definition. Information on the Hospital Services, Revenue Center, and Patient Type tables can be found in the *STAR Patient Care Tables Volume*, information on Transaction Types can be found in the *STAR Patient Accounting Worksheets Volume*, and information on the GL Mapping Key Definition can be found in this chapter.

After selecting **GL Mapping Table Entry** from the GL Mapping Maintenance menu, you are prompted to enter a facility, a mapping table number, and then a mapping table key type. After entering this information, a screen similar to the following is displayed:

```
            General Hospital GL Mapping Table Entry Processor
                                           Wed Jul 11, 2001 06:44 pm

 Facility: A    Entity: 01    Mapping Table: 55 - Small Table to test ER 7.0

 Key Type: TRANA-ADJUSTMENT ACCOUNT

    Key Component Description          Key Value
    Patient Indicator
    Financial Class
    Transaction Code











           F2Next Page F5Accept Values F6 Reset  F7  Exit   ?
```

Field Explanations

FACILITY (DISPLAY ONLY)
This field contains the facility on which to report invalid account numbers. The system checks the facility entered against the CRT facility(s) designated to ensure that the user is linked to it. If that link does not exist, the following error message is displayed:

Error: Invalid Facility

ENTITY (DISPLAY ONLY)
This field displays the entity associated with the selected facility.

MAPPING TABLE (DISPLAY ONLY)
This field contains the Mapping Table on which to report invalid account number combinations. If an invalid mapping table number is entered, the following error message is displayed:

Error: Invalid Table Number

KEY TYPE (DISPLAY ONLY)
This field contains the code and description of the mapping table key entered or selected.

KEY COMPONENT DESCRIPTION (DISPLAY ONLY)
This field contains the components available for the key selected.

KEY VALUE (TABLE LOOKUP)
If you are using this transaction to add a single key type, this field is blank. You can enter a value or a hyphen (-) to display a list of valid values for the component. You must provide a value for each component presented and only one value can be entered per key component.

If you are editing a single key type, the system displays the values selected for the key components assigned to the key. As in adding a key type, you can enter or select a new value for each component. Each component must have a value assigned.

Using the Function Keys

These function keys display at the bottom of the screen. They are used in the following ways:

F2 NEXT PAGE
This function key is not currently used.

F5 ACCEPT
When values have been assigned to the components, press the F5 key to update the system. The system then displays fields which identify the GL entity, department and subaccount to which PA events defined by this mapping key are sent.

F6 RESET
This function key is not currently used.

F7 EXIT
This function key is not currently used.

?
This key displays the help text available for this function.

After you accept the Key Values (by pressing F5), the system displays a screen similar to the following:

```
                General Hospital GL Mapping Table Entry Processor
                                              Wed Jul 11, 2001 06:44 pm

 Facility: A   Entity: 01   Mapping Table: 55 - Small Table to test ER 7.0

 Key Type: TRANA-ADJUSTMENT ACCOUNT

    Key Component Description            Key Value
    Patient Indicator                E Emergency
    Financial Class                  B BLUE CROSS
    Transaction Code                 0020 I/P MEDICAID ALLOWANCE

 Entity         Department      Subaccount/Description
   01           0.001          00.09 BONN-DEPARTMENT REVENUE DEFAULT




 Change Department (D), Subaccount (S) or Remove/Delete (R)?--  |
```

Field Explanations

FACILITY (DISPLAY ONLY)
This field contains the facility associated with the Mapping Table selected.

ENTITY (DISPLAY ONLY)
This field displays the entity associated with the selected facility.

MAPPING TABLE (DISPLAY ONLY)
This field contains the Mapping Table associated with the facility selected.

KEY TYPE (DISPLAY ONLY)
This field contains the code and description of the mapping table key entered or selected.

ENTITY (DISPLAY ONLY)
This field contains the code identifying the GL entity to which this key is being mapped.

DEPARTMENT (10-N-C)
This field contains the GL department to which the key type is mapped. If a value is already assigned to the key component, the department number currently assigned displays here and can be edited. If you are adding a single entry, you can enter the department code or display and select from a list of codes.

SUBACCOUNT/DESCRIPTION (10-N-C)
This field contains the GL subaccount to which the key type is mapped. If a value is already assigned to the key component, the subaccount number currently assigned

displays here and can be edited. If you are adding a single entry, you can enter the department code or a hyphen (-) to display a list of valid codes.

NOTE: If you enter a department/subaccount combination that is in Inactive or Deleted status, the following message is displayed:

> *Account is inactive! Continue? (Y/N) [Y]--*

When these fields are completed, you have the option of accepting, editing, or deleting the information entered. Accepting the screen completes the function. You can then select another key type or return to the menu.

When you exit this process, you have the option to print the table. The report name is FTRPAGL.

BUILD GL MAPPING TABLE KEYS

WARNING: If there are previously defined mapping keys for the values that you enter here, it may jeopardize the integrity of your mapping table. The system displays a warning message if you are redefining a current mapping. If you are unsure regarding the use of this function, please contact your McKesson representative.

This function is used for the initial build of a table where several mapping keys update the same GL account. It approaches mapping from the GL account and enables you to point multiple mapping keys (i.e., specific sets of key component values) to a single GL account. To save time and effort, the system creates the keys and maps them to the GL automatically.

The Build GL Mapping Table Keys function is dependent on these tables: Financial Class, Hospital Services, Transaction Type, Revenue Center, Patient Type, and GL Mapping Key Definition. Please refer to these tables, in this volume, for more information.

After you select **Build GL Mapping Table Keys** from the GL Mapping Maintenance menu, the system prompts you to select a facility and then a mapping table number. When this information is entered, a list of key types is displayed. After you select a key type, the system prompts you for a department code and then a subaccount code. You can enter the codes or a hyphen (-) to display a list of departments and subaccounts in the system.

After the department and subaccount is entered, this screen displays.

```
            General Hospital Build GL Mapping Table Keys Processor
                                        Fri Jun 22, 2001 11:24 am

 Facility: A    Entity: 01   Mapping Table: 01 - MODEL HOSPITAL MAPPING TABLE

  1 GL Department    2 Subaccount       3 G/L Account Description
    1.011              0005                GFCA-BD ALLOWANCE DEFAULT
  4 Key Component(s)                    Values to use
    Patient Indicator                   None
    Financial Class                     None
    Transaction Code                    None

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

Field Explanations

1. GL DEPARTMENT (DISPLAY ONLY)
This field contains the code identifying the department component of the GL account for this mapping key. This field is set up in the GL Fiscal Year Definition File.

2. SUBACCOUNT (DISPLAY ONLY)
This field contains the code identifying the subaccount component of the GL account for this mapping key. This field is set up in the GL Fiscal Year Definition File.

3. GL ACCOUNT DESCRIPTION (DISPLAY ONLY)
This field contains the name which describes the GL account. The abbreviated name and the full account name are provided by the GL Department Master File.

4. KEY COMPONENT(S) (DISPLAY ONLY)
This field contains the description of the components defined as valid for this mapping key. The components that display in this field are those which were given Yes values in the Table Key Definition File.

VALUES TO USE (TABLE LOOKUP)
This field contains the value codes that define this key component. You can enter the codes or a hyphen (-) to display a list of valid codes for the component. Once defined, the component values are directed to the GL account. Multiple values can be selected.

After all fields are completed, you can accept or edit the information entered. Accepting the screen completes the function. You can then select another mapping key to build or return to the menu.

When you exit the Build process, you have the option to print the table. The report name is FTRPAGLB.

DELETE GL MAPPING TABLE KEYS

The mapping table deletion function enables you to delete mapping keys by department and subaccount. The keys are be deleted by first selecting a key type to delete and then selecting specific departments or subaccounts within that key type. After the deletion process is completed, the system generates an audit report (FTSPGD) which contains a list of all deleted mapping table keys.

After you select **Delete GL Mapping Table Keys** from the GL Mapping Maintenance menu, the system prompts you to enter a facility. Once the facility is selected, the following prompt displays:

Enter Mapping Table number, or '-' for list [01]

Enter the desired mapping table number or enter a hyphen (-) to select from a list of mapping tables. Once the mapping table number is selected, a list of key types is displayed. After you select the desired key type, the following prompt displays:

Enter department code, 'ALL' or leading char '-'

After you select the department code, the following prompt displays:

Enter subaccount code, 'ALL' or leading char '-'

Enter the desired subaccount or enter a hyphen (-) to select from a list of subaccount codes. After the subaccount is selected, the following screen displays:

```
            General Hospital Delete GL Mapping Table Keys Processor

 Facility: A   Entity: 01   Mapping Table: 04 - TEST
  1 Facility                          2 Table Nbr
    Model Hospital A                     04   TEST
  3 Key Type                          4 Department
    DFTRANA   DEFAULT ADJUSTMENTS        1013   OTHER CHECKING ACCOUNTS
  5 Subaccount
    0009   DEPARTMENT REVENUE DEFAULT










    Accept this screen? (Y/N) [N]--  |
```

Field Explanations

1. FACILITY (DISPLAY ONLY)
This field contains the number and description of the facility selected at the prompt leading into this screen.

2. TABLE NBR (DISPLAY ONLY)
This field contains the table number selected at the prompt leading into this screen.

3. KEY TYPE (DISPLAY ONLY)
This field contains the key type selected at the prompt leading into this screen.

4. DEPARTMENT (DISPLAY ONLY)
This field contains the number and description of the department selected at the prompt leading into this screen.

5. SUBACCOUNT (DISPLAY ONLY)
This field contains the number and description of the subaccount selected at the prompt leading into this screen.

When all fields are defined, press ENTER at the Enter field number prompt. The following prompt displays at the bottom of the screen:

Accept this screen? (Y/N) [N]--

If you want to change the information shown on the screen, enter **N**. The subaccount prompt will be displayed. Press period (.) ENTER until you reach the prompt you wish to change.

When the information on the screen is correct, enter **Y**. The following prompt is displayed:

Are you sure you want these keys DELETED? (Y/N) [N]

Enter **Y** to start the deletion process. (This process is run in the background.) Once the deletion process begins, the system returns to the GL Mapping Maintenance Processor screen.

GL MAPPING TABLE REVENUE CENTER COPY

Use this option to copy the mapping of one revenue center to another revenue center (or centers) you select.

This Copy option significantly reduces the time and effort it takes to map a new Financial Class, Patient Type, or Medical Service. Instead of mapping each combination of indicators for individual revenue centers one by one, you can set up the mapping once, for one revenue center – and then copy the mapping to other revenue centers.

This Mapping Table Revenue Center Copy option applies to the following keys:

- DPRV (Departmental Revenue)

- DPRF (Professional Fee Revenue).

Function Steps

1. To perform this function, select **GL Mapping Table Revenue Center Copy** from the GL Mapping Maintenance menu.

2. The system lists the available facilities on-screen, and prompts for a choice:

```
                 General Hospital PA/GL Mapping Table Copy Processor
                                                  Thu Mar 30, 2000 06:02 pm

Page:01                          Facilities
( 1) Model Hospital A
( 2) Model Hospital B













   Enter choice--

```

Select a facility from the list.

3. The system then prompts for a Mapping Table Number, defaulting to the current table:

    Enter Mapping Table number, or '-' for list [01] -- |

    •   Press ENTER at this prompt to accept the default Table Number.

    •   Or, type a dash [–] and press ENTER to display and select from a list of Conversion Tables.

4. The system then displays the available key types, and prompts for a choice:

```
              General Hospital PA/GL Mapping Table Copy Processor
                                           Fri Jun 22, 2001 11:38 am

 Facility: A   Entity: 01   Mapping Table: 01 - MODEL HOSPITAL MAPPING TABLE

 Page:01                         Table Types            ##=Current Choices
 ( 1) DPRF - DEPARTMENT PROFESSIONAL
 ( 2) DPRV - DEPARTMENT REVENUE




 Choose Table Types to create mapping table entries for --
                            end select(NL)
```

To choose either DPRF or DPRV, type the number shown in parentheses and press ENTER. For example, type **1** and press ENTER to choose (1) DPRF - DEPARTMENT PROFESSIONAL. The system will highlight the chosen number in the list, and will remain on this screen. You can also select the other number by typing it and pressing ENTER; now both numbers are highlighted.

When you are finished selecting the key(s), press ENTER at the Choose Table Types prompt.

5. The system then displays a list of all revenue centers and prompts for a choice:

```
             General Hospital PA/GL Mapping Table Copy Processor
                                           Fri Jun 22, 2001 11:38 am

   Facility: A   Entity: 01   Mapping Table: 01 - MODEL HOSPITAL MAPPING TABLE

   Page:01                           Revenue Centers
   ( 1) 1 - TEST                        (16) 6080 - OBSTETRICS
   ( 2) 1013 - PA HCPCS RESERVED        (17) 6090 - NEWBORN NURSERY
   ( 3) 1111 - WENDELL REV CENTER       (18) 6120 - INTENSIVE CARE
   ( 4) 123 - JKL                       (19) 6130 - BURN CARE UNIT
   ( 5) 1234 - MAXIMUM LENGTH....X      (20) 6140 - CORONARY CARE UNIT
   ( 6) 2222 - WENDELL REV CENTER2      (21) 6160 - HEMODIALYSIS
   ( 7) 5062 - DIETARY REVENUES         (22) 6170 - RESPIRATORY SERVICE
   ( 8) 6020 - MED SURG 1ST FLOOR       (23) 6190 - LABOR & DELIVER
   ( 9) 6022 - MED SURG 2ND FLOOR       (24) 6211 - OPERATING ROOMS
   (10) 6024 - MED SURG 3RD FLOOR       (25) 6217 - PRIVATE AMBULATORY
   (11) 6026 - MED SURG 4TH FLOOR       (26) 6218 - RECOVERY ROOMS
   (12) 6028 - MED SURG 5TH FLOOR       (27) 6231 - EMERGENCY DEPARTMEN
   (13) 6030 - MED SURG 6TH FLOOR       (28) 6232 - AMBULANCE SERVICE
   (14) 6050 - PEDIATRICS               (29) 6233 - EMERGENCY PHYSICIAN
   (15) 6060 - PSYCHIATRIC              (30) 6251 - CENTRAL SERVICES

   Choose 'Source' Revenue Center --
                      next pg(/ or PG DN)   Search(TAB)
```

From the displayed list, select the Source revenue center to copy **from**, by typing its line number (shown on the screen in parentheses) and pressing ENTER.

6. The system then displays the message:

Finding Mapping Table nodes, please wait...

•   If no Mapping Table nodes are found, the system briefly displays an error message and then returns to the Facilities list.

•   If Mapping Table nodes exist for the revenue center, the system displays the total number found and prompts whether you want to view them:

Total Mapping Table nodes found with Rev Center 6050 : 71

Display Nodes (Y/N) [Y]? --

Enter **Y** or press ENTER to accept the default of Yes.

7. The current mapping for the selected Source revenue center then displays:

```
             General Hospital PA/GL Mapping Table Copy Processor
                                             Fri Jun 22, 2001 11:43 am

Facility: A    Entity: 01    Mapping Table: 01 - MODEL HOSPITAL MAPPING TABLE

Key Type   FC   PI   Pt Type   Med Serv   Rev Ctr   GL Dept   GL Sub

DPRV       B         ADV                  6050      6050      1330
DPRV       B         I/P                  6050      6050      1330
DPRV       B         LTC                  6050      6050      1330
DPRV       B         MH                   6050      6050      1330
DPRV       B         NII                  6050      6050      1330
DPRV       B         OB                   6050      6050      1330
DPRV       B         PAT                  6050      6050      1330
DPRV       B         PRE                  6050      6050      1330
DPRV       B         PRI                  6050      6050      1330
DPRV       C         ADV                  6050      6050      1340
DPRV       C         I/P                  6050      6050      1340
DPRV       C         LTC                  6050      6050      1340
DPRV       C         MH                   6050      6050      1340
DPRV       C         NII                  6050      6050      1340
DPRV       C         OB                   6050      6050      1340


Press NL (Enter '.' to end display)
```

Press ENTER to scroll down to another screen of mapping entries for the Source revenue center, or type a period (".") and press ENTER to end the display.

8. Next, the system lists all revenue centers again, and prompts for a choice. Here you select the Destination revenue center(s) to copy **to.** (When this function is executed in Step 14 below, the system will delete the current mapping from these revenue centers, and copy the Source revenue center's mapping to them.)

```
             General Hospital PA/GL Mapping Table Copy Processor
                                             Tue Aug 21, 2001 01:50 pm

Facility: A    Entity: 01    Mapping Table: 55 - Small Table to test

Page:01                          Revenue Centers          ##=Current Choices
( 1) 1 - TEST                        (16) 6130 - BURN CARE UNIT
( 2) 1234 - ALICE TEST 1             (17) 6140 - CORONARY CARE UNIT
( 3) 5062 - DIETARY REVENUES         (18) 6160 - HEMODIALYSIS
( 4) 5678 - ALICE TEST 2             (19) 6170 - RESPIRATORY SERVICE
( 5) 6020 - MED SURG 1ST FLOOR       (20) 6190 - LABOR & DELIVER
( 6) 6022 - MED SURG 2ND FLOOR       (21) 6211 - OPERATING ROOMS
( 7) 6024 - MED SURG 3RD FLOOR       (22) 6217 - PRIVATE AMBULATORY
( 8) 6026 - MED SURG 4TH FLOOR       (23) 6218 - RECOVERY ROOMS
( 9) 6028 - MED SURG 5TH FLOOR       (24) 6231 - EMERGENCY DEPARTMEN
(10) 6030 - MED SURG 6TH FLOOR       (25) 6232 - AMBULANCE SERVICE
(11) 6050 - PEDIATRICS               (26) 6233 - EMERGENCY PHYSICIAN
(12) 6060 - PSYCHIATRIC              (27) 6251 - CENTRAL SERVICES
(13) 6080 - OBSTETRICS               (28) 7011 - LAB/CHEMISTRY
(14) 6090 - NEWBORN NURSERY          (29) 7012 - LAB/HEMATOLOGY
(15) 6120 - INTENSIVE CARE           (30) 7013 - LAB/HISTOLOGY


Choose 50 OR LESS 'Destination' Revenue Center(s) to create mapping tables --
             end select(NL)   next pg(/ or PG DN)   Search(TAB)
```

To select a revenue center from the displayed list, type its line number (shown in parentheses on the screen) and press ENTER. One, several, or ranges of revenue centers can be selected. The choice(s) selected on each displayed page will be highlighted. To scroll down to the next page, type a slash ("/") and press ENTER.

NOTE: The number of Copy To revenue centers is limited to 50 or less. The system checks the number of revenue centers selected, and if more than 50 have been selected, the following error message is displayed:

Cannot choose more than 50 Destination Rev Centers! Please re-enter.

Then, the system prompts you to select again.

When all Destination revenue centers are selected, press ENTER at the Choose 'Destination' Revenue Center(s)... prompt.

9. The system then displays another prompt:

Are your Revenue Center codes the same as your Department codes (Y/N)? [N] --

•   If the Destination revenue center codes do not match the department codes, simply press ENTER at this prompt to accept the default response No. Go to Step 10 below.

•   If the Destination revenue centers have matching department codes, type the letter **y** (for Yes). A list of the codes is then displayed:

```
                General Hospital PA/GL Mapping Table Copy Processor
                                          Tue Aug 21, 2001 01:50 pm

Facility: A    Entity: 01    Mapping Table: 55 - Small Table to test
'Source' Revenue Center:              6022 - MED SURG 2ND FLOOR

'Destination' Revenue Center(s)          'Destination' Department Code(s)
6026 - MED SURG 4TH FLOOR                        6026
6028 - MED SURG 5TH FLOOR                        6028
6030 - MED SURG 6TH FLOOR                        6030
6050 - PEDIATRICS                                6050
6060 - PSYCHIATRIC                               6060
6080 - OBSTETRICS                                6080
6090 - NEWBORN NURSERY                           6090
6120 - INTENSIVE CARE                            6120




Accept destination rev center dept codes (Y/N)? [N]--  |
```

Press ENTER to proceed. Skip Step 10 below, and go to Step 11.

10. The system prompts you to assign department codes to the displayed revenue centers, one at a time:

    Enter Department Code for Rev Center 6022 [6022] -

    This prompt includes the first Destination revenue center you selected, and a default department code for it [in brackets].

    • If this department code is acceptable, press ENTER. If not, type the desired department code and press ENTER.

    • The system starts a list of your entries, and the same prompt re-appears with the next Rev Center code and a default department code [in brackets]. Repeat until you have assigned department codes to all of the Destination revenue centers. A sample screen is shown below:

```
                  General Hospital PA/GL Mapping Table Copy Processor
                                              Tue Apr 04, 2000 09:11 am


            Revenue Center        Department Code
                 6022                  6100
                 6024                  6100

















   Enter Department Code for Rev Center 6026 [6026] --
```

11. When all department codes have been selected or keyed-in for the Destination revenue centers, the system displays your selections and prompts you to accept them:

```
Facility: A   Entity: 01   Mapping Table: 01 - MODEL HOSPITAL MAPPING TABLE


'Source' Revenue Center:              6020 - MED SURG 1ST FLOOR

'Destination' Revenue Center(s)       'Destination' Department Code(s)
6120 - INTENSIVE CARE                        6120









Accept destination rev center dept codes (Y/N)? [N]--  |
```

- If the displayed information is correct, enter **Y** (Yes) at the prompt. Go to Step 12 below.

- If the displayed information is **not** correct, press ENTER to accept the default response of No. The system prompts you to assign a department code to one of the displayed Destination revenue centers, using the same prompt as in Step 10. Repeat Step 10 until all desired department codes are re-keyed. Then, enter **Y** (Yes) at the above prompt to accept them.

12. The system then displays the following prompt:

Are you sure you want to execute this copy? (Y/N) [N]? --

- If you do not want to perform the Mapping Copy, press ENTER at this prompt to accept the default response of No. The screen returns to the GL Mapping Maintenance menu, and no changes will be made.

- If you are sure you want the system to execute the Mapping Table Copy, type the letter **Y** (to respond Yes). Proceed to the next step.

13. As a final verification, the system then displays the existing mapping for the Destination revenue centers:

```
Facility: A    Entity: 01    Mapping Table: 01 - MODEL HOSPITAL MAPPING TABLE


The existing Mapping Table Nodes are as follows:
Revenue Center: 6120
Key Type  FC  PI  Pt Type  Med Serv  Rev Ctr  GL Dept  GL Sub

DPRV      B       ADV                6120     6120     1330
DPRV      B       DIA                6120     6120     1430
DPRV      B       ER                 6120     6120     1430
DPRV      B       FPC                6120     6120     1430
DPRV      B       I/P                6120     6120     1330
DPRV      B       LTC                6120     6120     1330
DPRV      B       MH                 6120     6120     1330
DPRV      B       NII                6120     6120     1330
DPRV      B       NIO                6120     6120     1430
DPRV      B       O/P                6120     6120     1430
DPRV      B       OB                 6120     6120     1330
DPRV      B       ONC                6120     6120     1430
DPRV      B       OPO                6120     6120     1430


Press NL (enter '.' to END Mapping Table Copy Process)
```

If there is more than one page of data, press ENTER to scroll down; or type a period (.) and press ENTER to exit the Mapping Table Copy Process entirely. After you have scrolled down the entire list of already existing mapping (that you are about to replace), a prompt is displayed to verify that the copy should take place:

Are you sure you want to delete these nodes and proceed (Y/N) [N]? --

- To respond No, press ENTER at this prompt. The screen will return to the GL Mapping Maintenance menu, and no changes will be made.

- If you are sure you want the system to perform the Mapping Copy, enter **Y** (Yes) at this prompt.

14. The system executes the Mapping Copy function, performing the following actions:

- If the department codes you specified are valid GL accounts, the mapping for the Source revenue center is copied to the Destination revenue center(s), replacing their previous mappings.

- The Mapping Table Key Copy Report (FTSPGMACP) is generated and spooled. See the report example starting on page 10-35. The first part of the FTSPGMACP report includes the mapping of the Source revenue center; it then lists the new mapping for the Destination revenue center(s). Page breaks occur between revenue centers.

- If a code is found to be invalid or inactive, the account is flagged as an exception on the FTSPGMSCP report (asterisks appear in the Invalid Acct

column on that account line), and the mapping will not be copied for that line. This report should be checked and any errors investigated to prevent revenue from going to default or suspense.

- The following message appears on the screen when the Mapping Copy is completed:

  Report FTSPGMSCP queued, Copy complete, HIT RETURN!

  Press ENTER; the screen returns to the GL Mapping Maintenance menu.

STAR Financials General Accounting Reference Guide - General Ledger Volume
10–34   *Release 17.0*   *October 2011*
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Figure 10.1 Mapping Table Revenue Center Copy Report (FTSPGMACP)

```
Date: 06/04/04                  Model Hospital B              Page  : 1
Time: 02:06pm           Mapping Table Rev Ctr Copy Rpt        Report: FTSPGMACPB



ENTITY: 02      TABLE NO: 02-MODEL HOSPITAL MAPPING TABLE

Source Revenue Center:  6020   MED SURG 1ST FLOOR

Key Type    Pat Ind    Fin Cls    Pat Typ    Med Ser    Rev Ctr    Dept      Subacct
            B          ADV                    6020                  6020      1330
            B          I/P                    6020                  6020      1330
            B          LTC                    6020                  6020      1330
            B          M/H                    6020                  6020      1330
            B          MH                     6020                  6020      1330
            B          NII                    6020                  6020      1330
            B          NIP                    6020                  6020      1330
            B          OB                     6020                  6020      1330
            B          PAT                    6020                  6020      1330
            B          PRA                    6020                  6020      1330
            B          PRE                    6020                  6020      1330
            B          PRI                    6020                  6020      1330
            C          ADV                    6020                  6020      1340
            C          I/P                    6020                  6020      1340
            C          LTC                    6020                  6020      1340
            C          M/H                    6020                  6020      1340
            C          NII                    6020                  6020      1340
            C          OB                     6020                  6020      1340
            C          PAT                    6020                  6020      1340
            C          PRA                    6020                  6020      1340
            C          PRE                    6020                  6020      1340
            H          ADV                    6020                  6020      1370
            H          I/P                    6020                  6020      1370
            H          LTC                    6020                  6020      1370
            H          MH                     6020                  6020      1370
            H          NII                    6020                  6020      1370
            H          OB                     6020                  6020      1370
            H          PAT                    6020                  6020      1370
            H          PRE                    6020                  6020      1370
            H          PRI                    6020                  6020      1370
            K          ADV                    6020                  6020      1320
            K          I/P                    6020                  6020      1320
            K          LTC                    6020                  6020      1320
            K          MH                     6020                  6020      1320
            K          NII                    6020                  6020      1320
            K          OB                     6020                  6020      1320
            K          PAT                    6020                  6020      1320
            K          PRE                    6020                  6020      1320
            K          PRI                    6020                  6020      1320
            M          ADV                    6020                  6020      1310
            M          I/P                    6020                  6020      1310
            M          LTC                    6020                  6020      1310
            M          MH                     6020                  6020      1310
            M          NII                    6020                  6020      1310
            M          OB                     6020                  6020      1310
            M          PAT                    6020                  6020      1310
            M          PRE                    6020                  6020      1310
            M          PRI                    6020                  6020      1310
```

Figure 10.2 Mapping Table Revenue Center Copy Report (FTSPGMACP) - Page 2

```
Date: 06/04/04                  Model Hospital B              Page  : 2
Time: 02:06pm             Mapping Table Rev Ctr Copy Rpt      Report: FTSPGMACPB



ENTITY: 02     TABLE NO: 02-MODEL HOSPITAL MAPPING TABLE

Source Revenue Center:  6020   MED SURG 1ST FLOOR

Key Type    Pat Ind    Fin Cls    Pat Typ    Med Ser    Rev Ctr    Dept    Subacct
            O          ADV                    6020                  6020    1340
            O          I/P                    6020                  6020    1340
            O          LTC                    6020                  6020    1340
            O          M/H                    6020                  6020    1340
            O          NII                    6020                  6020    1340
            O          OB                     6020                  6020    1340
            O          PAT                    6020                  6020    1340
            O          PRA                    6020                  6020    1340
            O          PRE                    6020                  6020    1340
            S          ADV                    6020                  6020    1350
            S          I/P                    6020                  6020    1350
            S          LTC                    6020                  6020    1350
            S          MH                     6020                  6020    1350
            S          NII                    6020                  6020    1350
            S          OB                     6020                  6020    1350
            S          PAT                    6020                  6020    1350
            S          PRE                    6020                  6020    1350
            S          PRI                    6020                  6020    1350
            W          ADV                    6020                  6020    1340
            W          I/P                    6020                  6020    1340
            W          LTC                    6020                  6020    1340
            W          M/H                    6020                  6020    1340
            W          NII                    6020                  6020    1340
            W          OB                     6020                  6020    1340
            W          PAT                    6020                  6020    1340
            W          PRA                    6020                  6020    1340
            W          PRE                    6020                  6020    1340
```

Figure 10.3 Mapping Table Revenue Center Copy Report (FTSPGMACP) - Page 3

```
Date: 06/04/04                 Model Hospital B               Page  : 3
Time: 02:06pm          Mapping Table Rev Ctr Copy Rpt         Report: FTSPGMACPB



ENTITY: 02      TABLE NO: 02-MODEL HOSPITAL MAPPING TABLE

Source Revenue Center:  6020   MED SURG 1ST FLOOR

Destination Revenue Center:  6120   INTENSIVE CARE

Key Type    Pat Ind    Fin Cls    Pat Typ   Med Ser    Rev Ctr   Dept     Subacct    Not Copied (1)
DPRV                   B          ADV                  6120      6120     1330
DPRV                   B          I/P                  6120      6120     1330
DPRV                   B          LTC                  6120      6120     1330
DPRV                   B          M/H                  6120      6120     1330
DPRV                   B          MH                   6120      6120     1330
DPRV                   B          NII                  6120      6120     1330
DPRV                   B          NIP                  6120      6120     1330
DPRV                   B          OB                   6120      6120     1330
DPRV                   B          PAT                  6120      6120     1330
DPRV                   B          PRA                  6120      6120     1330
DPRV                   B          PRE                  6120      6120     1330
DPRV                   B          PRI                  6120      6120     1330
DPRV                   C          ADV                  6120      6120     1340
DPRV                   C          I/P                  6120      6120     1340
DPRV                   C          LTC                  6120      6120     1340
DPRV                   C          M/H                  6120      6120     1340
DPRV                   C          NII                  6120      6120     1340
DPRV                   C          OB                   6120      6120     1340
DPRV                   C          PAT                  6120      6120     1340
DPRV                   C          PRA                  6120      6120     1340
DPRV                   C          PRE                  6120      6120     1340
DPRV                   H          ADV                  6120      6120     1370
DPRV                   H          I/P                  6120      6120     1370
DPRV                   H          LTC                  6120      6120     1370
DPRV                   H          MH                   6120      6120     1370
DPRV                   H          NII                  6120      6120     1370
DPRV                   H          OB                   6120      6120     1370
DPRV                   H          PAT                  6120      6120     1370
DPRV                   H          PRE                  6120      6120     1370
DPRV                   H          PRI                  6120      6120     1370
DPRV                   K          ADV                  6120      6120     1320
DPRV                   K          I/P                  6120      6120     1320
DPRV                   K          LTC                  6120      6120     1320
DPRV                   K          MH                   6120      6120     1320
DPRV                   K          NII                  6120      6120     1320
DPRV                   K          OB                   6120      6120     1320
DPRV                   K          PAT                  6120      6120     1320
DPRV                   K          PRE                  6120      6120     1320
DPRV                   K          PRI                  6120      6120     1320
DPRV                   M          ADV                  6120      6120     1310
DPRV                   M          I/P                  6120      6120     1310
DPRV                   M          LTC                  6120      6120     1310
DPRV                   M          MH                   6120      6120     1310
DPRV                   M          NII                  6120      6120     1310
DPRV                   M          OB                   6120      6120     1310
DPRV                   M          PAT                  6120      6120     1310


(1) Invalid/Inactive dept/sub acct. Line item WAS NOT copied to dest. revenue dept.
```

Figure 10.4 Mapping Table Revenue Center Copy Report (FTSPGMACP) -
Page 4

```
Date: 06/04/04                  Model Hospital B              Page  : 4
Time: 02:06pm           Mapping Table Rev Ctr Copy Rpt       Report: FTSPGMACPB


ENTITY: 02     TABLE NO: 02-MODEL HOSPITAL MAPPING TABLE

Source Revenue Center:  6020  MED SURG 1ST FLOOR

Destination Revenue Center:  6120  INTENSIVE CARE

Key Type   Pat Ind   Fin Cls   Pat Typ   Med Ser   Rev Ctr   Dept    Subacct   Not Copied (1)
DPRV                 M         PRE                  6120      6120    1310
DPRV                 M         PRI                  6120      6120    1310
DPRV                 O         ADV                  6120      6120    1340
DPRV                 O         I/P                  6120      6120    1340
DPRV                 O         LTC                  6120      6120    1340
DPRV                 O         M/H                  6120      6120    1340
DPRV                 O         NII                  6120      6120    1340
DPRV                 O         OB                   6120      6120    1340
DPRV                 O         PAT                  6120      6120    1340
DPRV                 O         PRA                  6120      6120    1340
DPRV                 O         PRE                  6120      6120    1340
DPRV                 S         ADV                  6120      6120    1350
DPRV                 S         I/P                  6120      6120    1350
DPRV                 S         LTC                  6120      6120    1350
DPRV                 S         MH                   6120      6120    1350
DPRV                 S         NII                  6120      6120    1350
DPRV                 S         OB                   6120      6120    1350
DPRV                 S         PAT                  6120      6120    1350
DPRV                 S         PRE                  6120      6120    1350
DPRV                 S         PRI                  6120      6120    1350
DPRV                 W         ADV                  6120      6120    1340
DPRV                 W         I/P                  6120      6120    1340
DPRV                 W         LTC                  6120      6120    1340
DPRV                 W         M/H                  6120      6120    1340
DPRV                 W         NII                  6120      6120    1340
DPRV                 W         OB                   6120      6120    1340
DPRV                 W         PAT                  6120      6120    1340
DPRV                 W         PRA                  6120      6120    1340
DPRV                 W         PRE                  6120      6120    1340


(1) Invalid/Inactive dept/sub acct. Line item WAS NOT copied to dest. revenue dept.
```

Figure 10.5   Mapping Table Revenue Center Copy Report (FTSPGMACP) - Page 5

```
Date: 06/04/04                   Model Hospital B               Page  : 5
Time: 02:06pm               Mapping Table Rev Ctr Copy Rpt      Report: FTSPGMACPB



ENTITY: 02     TABLE NO: 02-MODEL HOSPITAL MAPPING TABLE

Source Revenue Center:  6020   MED SURG 1ST FLOOR

Destination Revenue Center:  6130   BURN CARE UNIT

Key Type   Pat Ind   Fin Cls   Pat Typ   Med Ser   Rev Ctr   Dept      Subacct   Not Copied (1)
DPRV                 B         ADV                 6130      6130      1330
DPRV                 B         I/P                 6130      6130      1330
DPRV                 B         LTC                 6130      6130      1330
DPRV                 B         M/H                 6130      6130      1330
DPRV                 B         MH                  6130      6130      1330
DPRV                 B         NII                 6130      6130      1330
DPRV                 B         NIP                 6130      6130      1330
DPRV                 B         OB                  6130      6130      1330
DPRV                 B         PAT                 6130      6130      1330
DPRV                 B         PRA                 6130      6130      1330
DPRV                 B         PRE                 6130      6130      1330
DPRV                 B         PRI                 6130      6130      1330
DPRV                 C         ADV                 6130      6130      1340
DPRV                 C         I/P                 6130      6130      1340
DPRV                 C         LTC                 6130      6130      1340
DPRV                 C         M/H                 6130      6130      1340
DPRV                 C         NII                 6130      6130      1340
DPRV                 C         OB                  6130      6130      1340
DPRV                 C         PAT                 6130      6130      1340
DPRV                 C         PRA                 6130      6130      1340
DPRV                 C         PRE                 6130      6130      1340
DPRV                 H         ADV                 6130      6130      1370
DPRV                 H         I/P                 6130      6130      1370
DPRV                 H         LTC                 6130      6130      1370
DPRV                 H         MH                  6130      6130      1370
DPRV                 H         NII                 6130      6130      1370
DPRV                 H         OB                  6130      6130      1370
DPRV                 H         PAT                 6130      6130      1370
DPRV                 H         PRE                 6130      6130      1370
DPRV                 H         PRI                 6130      6130      1370
DPRV                 K         ADV                 6130      6130      1320
DPRV                 K         I/P                 6130      6130      1320
DPRV                 K         LTC                 6130      6130      1320
DPRV                 K         MH                  6130      6130      1320
DPRV                 K         NII                 6130      6130      1320
DPRV                 K         OB                  6130      6130      1320
DPRV                 K         PAT                 6130      6130      1320
DPRV                 K         PRE                 6130      6130      1320
DPRV                 K         PRI                 6130      6130      1320
DPRV                 M         ADV                 6130      6130      1310
DPRV                 M         I/P                 6130      6130      1310
DPRV                 M         LTC                 6130      6130      1310
DPRV                 M         MH                  6130      6130      1310
DPRV                 M         NII                 6130      6130      1310
DPRV                 M         OB                  6130      6130      1310
DPRV                 M         PAT                 6130      6130      1310


(1) Invalid/Inactive dept/sub acct. Line item WAS NOT copied to dest. revenue dept.
```

STAR Financials General Accounting Reference Guide - General Ledger Volume
October 2011   *Release 17.0*   10–39
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Figure 10.6 Mapping Table Revenue Center Copy Report (FTSPGMACP) -
Last Page

```
Date: 06/04/04                  Model Hospital B                Page  : 12
Time: 02:06pm             Mapping Table Rev Ctr Copy Rpt        Report: FTSPGMACPB


ENTITY: 02      TABLE NO: 02-MODEL HOSPITAL MAPPING TABLE

Source Revenue Center:  6020   MED SURG 1ST FLOOR

Destination Revenue Center:  7031   ELECTROCARDIOLOGY

Key Type    Pat Ind    Fin Cls    Pat Typ    Med Ser    Rev Ctr    Dept     Subacct    Not Copied (1)
DPRV                   M          PRE                   7031       7031     1310
DPRV                   M          PRI                   7031       7031     1310
DPRV                   O          ADV                   7031       7031     1340       ***Invalid***
DPRV                   O          I/P                   7031       7031     1340       ***Invalid***
DPRV                   O          LTC                   7031       7031     1340       ***Invalid***
DPRV                   O          M/H                   7031       7031     1340       ***Invalid***
DPRV                   O          NII                   7031       7031     1340       ***Invalid***
DPRV                   O          OB                    7031       7031     1340       ***Invalid***
DPRV                   O          PAT                   7031       7031     1340       ***Invalid***
DPRV                   O          PRA                   7031       7031     1340       ***Invalid***
DPRV                   O          PRE                   7031       7031     1340       ***Invalid***
DPRV                   S          ADV                   7031       7031     1350
DPRV                   S          I/P                   7031       7031     1350
DPRV                   S          LTC                   7031       7031     1350
DPRV                   S          MH                    7031       7031     1350
DPRV                   S          NII                   7031       7031     1350
DPRV                   S          OB                    7031       7031     1350
DPRV                   S          PAT                   7031       7031     1350
DPRV                   S          PRE                   7031       7031     1350
DPRV                   S          PRI                   7031       7031     1350
DPRV                   W          ADV                   7031       7031     1340       ***Invalid***
DPRV                   W          I/P                   7031       7031     1340       ***Invalid***
DPRV                   W          LTC                   7031       7031     1340       ***Invalid***
DPRV                   W          M/H                   7031       7031     1340       ***Invalid***
DPRV                   W          NII                   7031       7031     1340       ***Invalid***
DPRV                   W          OB                    7031       7031     1340       ***Invalid***
DPRV                   W          PAT                   7031       7031     1340       ***Invalid***
DPRV                   W          PRA                   7031       7031     1340       ***Invalid***
DPRV                   W          PRE                   7031       7031     1340       ***Invalid***


(1) Invalid/Inactive dept/sub acct. Line item WAS NOT copied to dest. revenue dept.

                               End of Report
```

GL MAPPING TABLE INVALID ACCOUNT MAINTENANCE

This function provides you with a safe, accurate tool to use in removing invalid GL accounts from the Mapping Table. You must first generate and review the GL Mapping Table Invalid Accounts report (FTSMIA) before continuing to the second step of actually deleting those accounts.

After selecting **GL Mapping Table Invalid Account Maintenance** from the GL Mapping Maintenance Menu, the following screen is displayed:

```
    General Hospital GL Mapping Table Invalid Accounts Maintenance Processor
                                          Fri Jun 22, 2001 04:42 pm
 GL Mapping Table Invalid Accounts Maintenance Input Options

          Option No.  Option
          ----------------------------------------
             1        Create Invalid Accounts Report
             2        Delete Invalid Accounts
















 Enter option number--
```

Create Invalid Accounts Report

The Create Invalid Accounts Report option allows you to generate a report that lists either mapping combinations using invalid accounts, mapping combinations using invalid key definitions, or both. The report contains the account codes and the number of accounts identified, and the report generation criteria.

NOTE: This option merely creates a report; it does not remove any Mapping Table account combinations. The report must be generated on the same day that you plan to delete the invalid account combinations using the Delete Invalid Accounts process.

If you select the **Create Invalid Accounts Report** option from the GL Mapping Table Invalid Account Maintenance menu, the following screen is displayed, and you are prompted to select a facility (if this is a multi-facility installation) and then, a mapping table number:

```
        General Hospital Create Invalid Accounts Report Processor
                                              Fri Jun 22, 2001 04:46 pm

 1 Facility               2 Entity                  3 Mapping Table
->
 4 Report Option






 Enter facility or '-' for list--  |

```

Field Explanations

1. FACILITY (1-AN-R)
This field contains the facility on which to report invalid account numbers. The system checks the facility entered against the CRT facility(s) designated to ensure that the user is linked to it. If that link does not exist, the following error message is displayed:

Error: Invalid Facility

2. ENTITY (DISPLAY ONLY)
This field displays the entity associated with the selected facility.

3. MAPPING TABLE (2-N-R)
This field contains the Mapping Table on which to report invalid account number combinations. If an invalid mapping table number is entered, the following error message is displayed:

Error: Invalid Table Number

When these fields are completed, the screen redisplays with the values for the Report Options field:

```
        General Hospital Create Invalid Accounts Report Processor
                                         Fri Jun 22, 2001 04:46 pm

 1 Facility                2 Entity                3 Mapping Table
   Model Hospital A          01-MODEL HOSPITAL         01-MODEL HOSPITAL MAP
 4 Report Option
->


   Report Options:
    Report Generation Criteria
      A  Create report for mapping combinations with invalid accounts
      B  Create report for mapping combinations using invalid key definitions
      C  Create report for both types of invalid mapping combinations






 Enter report choice (A,B, or C)-
```

4. REPORT OPTIONS (1-A-R)
This field contains the option for generating the GL Mapping Table Invalid Accounts report. This option determines how the account data is selected for the report. Values are:

A   Select all invalid account combinations in the Mapping Table. This includes accounts inactivated or deleted previously, but still contained in the Mapping Table. This report option coincides with delete option X.

B   Select all invalid account combinations in the Mapping Table that no longer match the current key definition. This report option coincides with delete option Y.

C   Select all invalid account combinations in the Mapping Table that meet either criteria A or B defined above. This report option coincides with delete option Z.

Once an option is selected, the following prompt is displayed:

Accept this screen? (Y/N) [Y]--

If you enter **Y**, the report name is displayed along with the *Compiling and Printing* message.

Delete Invalid Accounts Processor

The Delete Invalid Accounts Processor option allows you to delete the Mapping Table account combinations identified on the GL Mapping Table Invalid Accounts Report (FTSMIA).

The report must be generated on the same day that you plan to run the Delete Invalid Accounts process. If a GL Mapping Table Invalid Accounts Report was not generated on the same day that the delete process option was accessed, the following error message is displayed:

Error: Mapping Table Invalid Account Report must be generated prior to executing this process!

The system returns to the GL Mapping Table Invalid Account Maintenance menu.

NOTE: When this job runs, a temporary backup of the deleted data is held until the user identification information is removed from the screen.

If you select the **Delete Invalid Accounts Processor** option from the GL Mapping Table Invalid Account Maintenance menu, the following screen is displayed, and you are prompted to select a facility:

```
        General Hospital GL Mapping Table Delete Invalid Accounts Processor
                                                    Tue May 15, 2001 05:07 pm

 Tue May 15, 2001 05:07 pm


 1 Facility                 2 Entity                    3 Mapping Table
->
 4 Delete Option

   Recent Invalid Account Delete History:
   Deleted By                    Date/Time       Deletion Option
   Shen-Tan,Yvonne               04/28/01 1226        Y
   Wilson,Dave                   04/28/01 0825        X
   Shen-Tan,Yvonne               03/28/01 1138        Z
   Wilson,Buela                  02/26/01 1225        X
   Nicks,Gary                    02/20/01 1025        X
   Little,Shanna                 01/29/01 0958        X

   Delete Options:
    Delete Invalid Accounts Selection Criteria
      X  Delete mapping combinations with invalid accounts
      Y  Delete mapping combinations using invalid key definitions
      Z  Delete both types of invalid mapping combinations


 Enter delete choice (X,Y, or Z)-
```

Field Explanations

1. FACILITY (1-AN-R)
This field contains the facility on which to report invalid account numbers. The system checks the facility entered against the CRT facility(s) designated to ensure that the user is linked to it. If that link does not exist, the following error message is displayed:

Error: Invalid Facility

2. ENTITY (DISPLAY ONLY)
This field displays the entity associated with the selected facility.

3. MAPPING TABLE (2-N-R)
This field contains the Mapping Table on which to report invalid account number combinations. If an invalid mapping table number is entered, the following error message is displayed:

Error: Invalid Table Number

When these fields are completed, the system allows you to enter an option in the Delete option field.

4. DELETE OPTION (1-A-R)
This field determines how the account data is selected for deletion. The value entered must coincide with the GL Mapping Table Invalid Accounts Report that was run (and reviewed) the same day. Values are:

X   Select all invalid account combinations for deletion in the Mapping Table. This includes accounts inactivated or deleted previously, but still contained in the Mapping Table. This delete option coincides with report option A.

Y   Select all invalid account combinations for deletion in the Mapping Table that no longer match the current key definition. This delete option coincides with report option B.

Z   Select all invalid account combinations in the Mapping Table that meet either criteria A or B defined above. This delete option coincides with report option C.

NOTE: The delete option selected must match a report option selected previously on the same day. Once the delete process runs, all previously generated reports are removed from the system. This functions similarly to Payment Selection and Batch Check processing. If all three reports (A, B, and C) are generated and then delete criteria X is selected, reports B and C are removed from the system. To run a delete with Y criteria on the same day, report B must be rerun.

Once you enter a value in the Delete Option field, the system displays the last six users who successfully ran the delete process, along with the dates and times, and the deletion criteria selected. Also, the following warning message is displayed:

WARNING!! You have indicated that you want to delete existing invalid accounts from this Mapping Table. Do you wish to proceed with this process?   (Y/N) -

If you do not want to run the Delete process, enter **N**. The system returns you to the GL Mapping Table Invalid Account Maintenance menu.

If you want to run the Delete process, enter **Y**. The following message is displayed:

Are you sure? (Y/N) -

Again, if you do not want to run the Delete process, enter **N**. The system returns you to the GL Mapping Table Invalid Account Maintenance menu.

If you want to run the Delete process, enter **Y**. The following message is displayed:

Processing request….

When the Delete process is completed, the following message is displayed:

Deletion complete

Each time the Delete Invalid Accounts processor runs, the system deletes the invalid accounts based on the criteria indicated, and then produces a GL Mapping Table Invalid Accounts Report to reflect the deleted account information, as well as the process criteria. The report should be identical to that of the previously generated GL Mapping Table Invalid Accounts report. All reports list the selection criteria used to create the report.

Figure 10.7 GL Mapping Table Invalid Account Report (FTSMIA) - Create Report

```
Date: 02/13/2001                    Windward Memorial Medical Center              Page  : 1
Time: 04:28pm                       GL Mapping Table Invalid Account Report        Report: FTSMIAA

Criteria: A  - Create report for mapping combinations with invalid accounts

Key            Pt Ind     Fin Cls    Pt Type    Med Svs    Rev Dpt    Trans Cd    Dept        Subacct
---------------------------------------------------------------------------------------------------------
  DPRV            O                    I/P                  7013                   7013        1340
  DPRV            O                    LTC                  7013                   7013        1340
  DPRV            O                    MH                   7013                   7013        1340
  DPRV            O                    NII                  7013                   7013        1340
  DPRV            O                    NIO                  6020                   6020        1440
  DPRV            O                    O/P                  6020                   6020        1440
  DPRV            O                    OB                   7013                   7013        1340
  DPRV            O                    ONC                  6020                   6020        1440
  DPRV            O                    OPO                  6020                   6020        1440
  DPRV            O                    OPS                  6020                   6020        1440
  DPRV            O                    OPT                  6020                   6020        1440
  DPRV            O                    PAT                  7013                   7013        1340
  DPRV            O                    PRE                  7013                   7013        1340
  TRANP                                                     0062                   008221      006014
  TRANR                                                     0001                   002034      002404
  TRANU                                                     0002                   002034      002404
  TRANU                                                     0003                   002034      002404
  TRANU                                                     0004                   002034      002404
  TRANU                                                     0005                   002034      002404
  VB                                                                               001032      000582

Total number of accounts found: 749
                                            End of Report
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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10-47

Figure 10.8 GL Mapping Table Invalid Account Report (FTSMIA) - Delete Process

```
Date: 02/13/2001                    Windward Memorial Medical Center                  Page  : 1
Time: 04:28pm                       GL Mapping Table Invalid Account Report            Report: FTSMIAA
                                       Produced during Deletion Process


Criteria: X  - Create report for mapping combinations with invalid accounts


Key             Pt Ind    Fin Cls    Pt Type   Med Svs    Rev Dpt   Trans Cd    Dept          Subacct
---------------------------------------------------------------------------------------------------------
  DPRV            O                     I/P                7013                  7013          1340
  DPRV            O                     LTC                7013                  7013          1340
  DPRV            O                     MH                 7013                  7013          1340
  DPRV            O                     NII                7013                  7013          1340
  DPRV            O                     NIO                6020                  6020          1440
  DPRV            O                     O/P                6020                  6020          1440
  DPRV            O                     OB                 7013                  7013          1340
  DPRV            O                     ONC                6020                  6020          1440
  DPRV            O                     OPO                6020                  6020          1440
  DPRV            O                     OPS                6020                  6020          1440
  DPRV            O                     OPT                6020                  6020          1440
  DPRV            O                     PAT                7013                  7013          1340
  DPRV            O                     PRE                7013                  7013          1340
  TRANP                                                    0062                  008221        006014
  TRANR                                                    0001                  002034        002404
  TRANU                                                    0002                  002034        002404
  TRANU                                                    0003                  002034        002404
  TRANU                                                    0004                  002034        002404
  TRANU                                                    0005                  002034        002404
  VB                                                                             001032        000582


Total number of invalid accounts deleted: 749


                                              End of Report
```

GL MAPPING TABLE REPORTS

Use this option to print reports of GL Mapping information based on parameters you specify. A GL Mapping report can be used to verify that the mapping information entered into the system is correct. The report can be printed for a GL Account Number or for a Key Type.

- If a GL Account Number is selected, all mapping keys print for that GL Account number only.

- If a Key Type is selected, then you can further narrow down the selection criteria by Patient Indicator, Financial Class, Patient Type, Medical Service, Revenue Center and Transaction Code.

When you select **GL Mapping Table Reports** from the GL Mapping Maintenance menu, the system prompts you to enter a facility. After you have selected a facility, the following prompt displays:

Enter Mapping Table number or '-' for list

After you select the Mapping Table, the following prompt displays:

Report selection criteria by Key Type (K) or Dept-Subaccount (D)?

- If you select **D** (Department-Subaccount), the following screen displays:

```
              General Hospital GL Mapping Table Reports Processor

                        Report selection criteria by Dept-Subacct
 1 Print Option
->
 2 Dept/Sub Code












 Print by (D)epartment or (A)ccount  [D] --  |
```

Field Explanations

1. PRINT OPTIONS (1-A-R)
The print option field enables you to select the report for key types which are mapped to specific departments and subaccounts. Entry options are **D** for Department or **A** for Account. The default is Department.

2. DEPARTMENT/SUBACCOUNT CODE (10-N-R)
Depending on the selection made in the Print Options field, select either a Department or Subaccount code. You can enter a specific department/subaccount code, all codes, first letter followed by a hyphen (-), or **R** for Range of codes. Once this criteria has been selected the report is generated.

*   If you select **K** (Key Type), the following screen is displayed. The report contains all mapping keys for the selected key type. You can select one key type or a combination of several key types.

```
                 General Hospital GL Mapping Table Reports Processor

                        Report selection criteria by Key Type
       1 Key Type                              2 Patient Indicator
         TRANA                                   E
       3 Financial Class                       4 Patient Type
         C                                       ER
       5 Medical Services                      6 Revenue Center
         EMR                                     7060




       Accept this screen? (Y/N) [Y]--
```

NOTE: When you choose report selection criteria by Key Type, the system defaults to ALL for Financial Class, Patient Type, Medical Services, and Revenue Center if no tables have been established through the STAR Patient Accounting system.

*   The following prompt is displayed:

    Print KeyTyp, FinCl, PatTyp, MedSer, RevCtr, TranCode Descriptions?(Y/N) [N]-

    If you enter **Y** (Yes), the report includes descriptions for the Key Type, Financial Class, Patient Type, Medical Service, Revenue Center, and Transaction Code columns. Description lines are displayed on two rows under each code. The Key Type, Patient Type and Revenue Center descriptions are shown on the first row.

The Financial Class, Medical Service, and Transaction Code descriptions are shown on the second row.

NOTE: Be aware that the report size triples when you select **Y** to print descriptions.

If you enter **N** (No), the report does not include descriptions for the Key Type, Financial Class, Patient Type, Medical Service, Revenue Center, and Transaction Code columns.

Field Explanations

1. KEY TYPE (TABLE LOOKUP)
When this field is selected, a list of all available key types is displayed. You can enter a range of key types or ALL key types.

2. PATIENT INDICATOR (TABLE LOOKUP)
This field enables you to further specify mapping keys by patient indicator for the key types selected. When this field is selected, a list containing the following patient indicators is displayed: 1. Emergency, 2. Inpatient, 3. Outpatient. Select the number of the desired patient indicator and press ENTER. You can select one, two, or all Patient Indicators.

3. FINANCIAL CLASS (TABLE LOOKUP)
This field is used to specify mapping keys by Financial class for the key types selected. When this field is selected, a list of all available financial classes displays. You can select one financial class, a range, or all financial classes to print. To select all financial classes, leave the field blank and press ENTER.

4. PATIENT TYPE (TABLE LOOKUP)
This field enables you to specify mapping keys by patient type. When this field is selected, a list of all available patient types is displayed. You can select one patient type, a range, or all patient types to print. To select all patient types, leave the field blank and press ENTER.

5. MEDICAL SERVICE (TABLE LOOKUP)
This field is used to select report information based on medical service. When this field is selected, a list of all available medical service options is displayed. You can select one medical service type, a range, or all medical service types. To select all medical service types, leave the field blank and press ENTER.

6. REVENUE CENTER (TABLE LOOKUP)
This field enables you to select report information based on the revenue center for the key types selected. When this field is selected, a list of all available revenue centers is displayed. You can select one revenue center, a range, or all revenue centers to print. To select all revenue centers, leave the field blank and press ENTER.

Once all report criteria is selected, enter **Y** to accept the screen, and the following message is displayed:

Compiling and Printing Report FTSPGMx

(where x is the facility code).

A sample GL Mapping Report (FTSPGM) is shown next.

NOTE: Account descriptions associated with inactive or deleted accounts are flagged with an asterisk (*) to easily identify them.

Figure 10.9 GL Mapping Report (FTSPGM) - Page 1

```
Date: 04/10/2006                        Model Hospital A                       Page  : 1
Time: 11:36am                           GL Mapping Report                      Report: FTSPGMA
                                        Option Summary


ENTITY: 01      TABLE NO: 01-MODEL HOSPITAL MAPPING TABLE



Selection Criteria by Key Type (K) or Dept-Subaccount (D)?: K
Print KeyTyp, FinCl, PatTyp, MedSer, RevCtr, TranCode Descriptions? (Y/N): Y

              Key Type:    ALL

     Patient Indicator:    ALL

       Financial Class:    ALL

          Patient Type:    ALL

       Medical Service:    ALL

        Revenue Center:    ALL
```

October 2011

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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10-53

STAR Financials General Accounting Reference Guide - General Ledger Volume
Release 17.0
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October 2011

Figure 10.10 GL Mapping Report (FTSPGM) - Page 5

```
Date: 04/10/2006                              Model Hospital A                                      Page  : 5
Time: 11:36am                                 GL Mapping Report                                     Report: FTSPGMA

ENTITY: 01       TABLE NO: 01-MODEL HOSPITAL MAPPING TABLE

KY TYP  PT IND  FIN CL    PT TYP              MED SER    REV CNTR  TRAN CODE    DEPT       SUBACCT    ACCT DESCRIPTION

                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6020                  6.010      30.21      PATC-PAY ADJUSTMENTS
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      MED SURG 1ST FLOOR
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6022                  6.010      30.22      PATC-PERSONAL DAY
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      MED SURG 2ND FLOOR
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6024                  6.010      30.24      PATC-UNITS X HOURLY RATE
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      MED SURG 3RD FLOOR
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6026                  6.010      30.25      PATC-WEEKEND 25 HOUR PAY FOR
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      MED SURG 4TH FLOOR
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6028                  6.010      30.26      PATC-AGENCY OVERTIME PAY
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      MED SURG 5TH FLOOR
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6030                  6.030      30.21      MDS6-PAY ADJUSTMENTS
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      MED SURG 6TH FLOOR
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6080                  6.080      30.21      OBST-PAY ADJUSTMENTS
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      OBSTETRICS
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6120                  6.010      30.12      PATC-CHARGE PAY (USING CHARGE
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      INTENSIVE CARE
                BLUE CROSS                    CARDIOLOGY

DPRF    I       B         IPC                 CAR        6140                  6.010      30.00      PATC-SAL-REGULAR
DEPARTMENT PROFESSIONAL F INPATIENT COMBINED SCREEN      CORONARY CARE UNIT
                BLUE CROSS                    CARDIOLOGY

* - Deleted or Inactive accounts
```

PATIENT ACCOUNTING POSTINGS TO THE GENERAL LEDGER

The following chart is an audit trail guide for general ledger postings originating as a result of PA/GL Mapping Tables. The chart is also helpful in setting up new tables. When the event in column one occurs, look at the key (GL Mapping Tables) in column two, and trace the associated dollars through to the general ledger based on the debits and credits indicated in column three.

Event	Keys Used To Obtain Accounts	GL Posting
Charge	PA	Debit-PA Control
	DPRV	Credit-Department Revenue
Credit	DPRV	Debit-Department Revenue
	PA	Credit-PA Control
Professional Fee Charge	PA	Debit-PA Control
	DPRF	Credit-Professional Dpt Revenue
Professional Fee Credit	DPRF	Debit-Professional Dpt Revenue
	PA	Credit-PA Control
Late Charge-Account in AR	AR	Debit-AR Control
	DPRV	Credit-Department Revenue
Late Credit-Account in AR	DPRV	Debit-Department Revenue
	AR	Credit-AR Control
Late Professional Fee Charge-Account in AR	AR	Debit-AR Control
	DPRF	Credit-Professional Dpt Revenue
Late Professional Fee Credit-Account in AR	DPRF	Debit-Professional Dpt Revenue
	AR	Credit-AR Control
Late Charge-Account in Bad Debt	BDAL	Debit-Bad Debt Allowance
	DPRV	Credit-Department Revenue
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Late Credit-Account in Bad Debt	DPRV	Debit-Department Revenue
	BDAL	Credit-Bad Debt Allowance
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Late Professional Fee Charge-Account in Bad Debt	BDAL	Debit-Bad Debt Allowance
	DPRF	Credit-Professional Dpt Revenue
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset

Event	Keys Used To Obtain Accounts	GL Posting
Late Professional Fee Credit-Account in Bad Debt	DPRF BDAL BDWO BD	Debit-Professional Dpt Revenue Credit-Bad Debt Allowance Debit-Bad Debt Contra Asset Credit-Bad Debt Asset
Final Bill-Account Balance Greater than Zero	AR PA	Debit-AR Control Credit-PA Control
Final Bill-Account Balance Less than Zero	PA AR	Debit-PA Control Credit-AR Control
Cash Payment-Account in PA	TRANP PA	Debit-Cash Account Credit-PA Control
Cash Payment-Account in AR	TRANP AR	Debit-Cash Account Credit-AR Control
Cash Payment-Account in BD	TRANP BDRC BDWO BD	Debit-Cash Account Credit-Bad Debt Recovery Debit-Bad Debt Contra Asset Credit-Bad Debt Asset
Cash Reversal-Account in PA	PA TRANP	Debit-PA Control Credit-Cash Account
Cash Reversal-Account in AR	AR TRANP	Debit-AR Control Credit-Cash Account
Cash Reversal-Account in BD	BDRC TRANP BD BDWO	Debit-Bad Debt Recovery Credit-Cash Account Debit-Bad Debt Asset Credit-Bad Debt Contra Asset
Insurance Payment-Account in PA	TRANI PA	Debit-Cash Account Credit-PA Control
Insurance Payment-Account in AR	TRANI AR	Debit-Cash Account Credit-AR Control
Insurance Payment-Account in Bad Debt	TRANI BDRC BDWO BD	Debit-Cash Account Credit-Bad Debt Recovery Debit-Bad Debt Contra Asset Credit-Bad Debt Asset
Insurance Payment Reversal-Account in PA	PA TRANI	Debit-PA Control Credit-Cash Account

Event	Keys Used To Obtain Accounts	GL Posting
Insurance Payment Reversal-Account in AR	AR	Debit-AR Control
	TRANI	Credit-Cash Account
Insurance payment Reversal-Account in BD	BDRC	Debit-Bad Debt Recovery
	TRANI	Credit-Cash Account
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Agency Cash-Fee not Deducted from Agency Check	TRANE	Debit-Cash Account
	BDRC	Credit-Bad Debt Recovery
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Agency Cash Reversal	BDRC	Debit-Bad Debt Recovery
	TRANE	Credit-Cash Account
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Agency Cash-Fee Deducted from Agency Check	TRANE	Debit-Cash Account
	BDRC	Credit-Bad Debt Recovery
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Note: *Above per patient. Below for the batch in total.*		
	TRANV	Debit-Agency Fee
	TRANE	Credit-Cash Account
TRANE is used to update the patient account for each posting entered for the agency cash function. After the cash posting batch is balanced, the system will check if there is an agency fee for the batch. The amount of the fee will become a credit to the cash account and a debit to the agency fee account.		
Miscellaneous Cash	TRANF	Debit-Cash Account
	Misc Cash Code Table	Credit-Other Revenue Account
Miscellaneous Cash Reversal	Misc Cash Code Table	Debit-Other Revenue Account
	TRANF	Credit-Cash Account
Unapplied Cash	TRANU	Debit-Cash Account
	UACASH	Credit-Unapplied Cash Control
Unapplied Cash Reversal	UACASH	Debit-Unapplied Cash Control
	TRANU	Credit-Cash Account

Event	Keys Used To Obtain Accounts	GL Posting
Apply Unapplied Cash to Patient Account in PA	TRANP	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	PA	Credit-PA Control
Apply Unapplied Cash to Patient Account in AR	TRANP	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	AR	Credit-AR Control
Apply Unapplied Cash to Patient Account in BD	TRANP	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	BDRC	Credit-Bad Debt Recovery
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Apply Unapplied Cash to Insurance Account in PA	TRANI	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	PA	Credit-PA Control
Apply Unapplied Cash to Insurance Account in AR	TRANI	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	AR	Credit-AR Control
Apply Unapplied Cash to Insurance Account in BD	TRANI	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	BDRC	Credit-Bad Debt Recovery
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Apply Unapplied Cash to Miscellaneous Cash	TRANF	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	Misc Cash Code Table	Credit-Other Revenue

Event	Keys Used To Obtain Accounts	GL Posting
Apply Unapplied Cash to Agency Cash	TRANE	Debit-Cash Account
	TRANU	Credit-Cash Account
	UACASH	Debit-Unapplied Cash Control
	BDRC	Credit-Bad Debt Recovery
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Apply Unapplied Cash Reversal Patient Cash-Account in PA	TRANU	Debit-Cash Account
	TRANP	Credit-Cash Account
	PA	Debit-PA Control
	UACASH	Credit-Unapplied Cash Control
Apply Unapplied Cash Reversal Patient Cash-Account in AR	TRANU	Debit-Cash Account
	TRANP	Credit-Cash Account
	AR	Debit-AR Control
	UACASH	Credit-Unapplied Cash Control
Apply Unapplied Cash Reversal Patient Cash-Account in BD	TRANU	Debit-Cash Account
	TRANP	Credit-Cash Account
	BDRC	Debit-Bad Debt Recovery
	UACASH	Credit-Unapplied Cash Control
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Apply Unapplied Cash Reversal Insurance Cash-Account in PA	TRANU	Debit-Cash Account
	TRANI	Credit-Cash Account
	PA	Debit-PA Control
	UACASH	Credit-Unapplied Cash Control
Apply Unapplied Cash Reversal Insurance Cash-Account in AR	TRANU	Debit-Cash Account
	TRANI	Credit-Cash Account
	AR	Debit-AR Control
	UACASH	Credit-Unapplied Cash Control
Apply Unapplied Cash Reversal Insurance Cash-Account in BD	TRANU	Debit-Cash Account
	TRANI	Credit-Cash Account
	BDRC	Debit-Bad Debt Recovery
	UACASH	Credit-Unapplied Cash Control
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset

Event	Keys Used To Obtain Accounts	GL Posting
Apply Unapplied Cash Reversal Misc Cash	TRANU	Debit-Cash Account Misc Cash
	TRANF	Credit-Cash Account
	Misc Cash Code Table	Debit-Other Revenue
	UACASH	Credit-Unapplied Cash Control
Apply Unapplied Cash Reversal Agency Cash	TRANU	Debit-Cash Account
	TRANE	Credit-Cash Account
	BDRC	Debit-Bad Debt Recovery
	UACASH	Credit-Unapplied Cash Control
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Unapplied Charge	UACHRG	Debit-Unapplied Charge Control
	DFDPRV	Credit-Default Depart Revenue
Unapplied Credit	DFDPRV	Debit-Default Depart Revenue
	UACHRG	Credit-Unapplied Charge Control
Unapplied Professional Charge	UACHRG	Debit-Unapplied Charge Control
	DFDPRF	Credit-Default Prof Dept Rev
Unapplied Professional Credit	DFDPRF	Debit-Default Prof Dept Rev
	UACHRG	Credit-Unapplied Charge Control
Apply Unapplied Charge Account in PA	DFDPRV	Debit-Default Dept Rev
	DPRV	Credit-Depart Revenue
	PA	Debit-PA Control
	UACHRG	Credit-Unapplied Charge Control
Apply Unapplied Charge Account in AR	DFDPRV	Debit-Default Dept Rev
	DPRV	Credit-Department Revenue
	AR	Debit-AR Control
	UACHRG	Credit-Unapplied Charge Control
Apply Unapplied Charge Account in BD	DFDPRV	Debit-Default Depart Revenue
	DPRV	Credit-Department Revenue
	BDAL	Debit-Bad Debt Allowance
	UACHRG	Credit-Unapplied Charge Control
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Apply Unapplied Professional Charge-Account in PA	DFDPRF	Debit-Default Prof Dept Rev
	DPRF	Credit-Prof Dept Revenue
	PA	Debit-PA Control
	UACHRG	Credit-Unapplied Charge Control

Event	Keys Used To Obtain Accounts	GL Posting
Apply Unapplied Professional Charge-Account in AR	DFDPRF DPRF AR UACHRG	Debit-Default Prof Dept Rev Credit-Prof Dept Revenue Debit-AR Control Credit-Unapplied Charge Control
Apply Unapplied Professional Charge-Account in BD	DFDPRF DPRF BDAL UACHRG BD BDWO	Debit-Default Prof Dept Rev Credit-Default Prof Dept Rev Debit-Bad Debt Allowance Credit-Unapplied Charge Control Debit-Bad Debt Asset Credit-Bad Debt Contra Asset
Apply Unapplied Credit-Account in PA	DPRV DFDPRV UACHRG PA	Debit-Department Revenue Credit-Default Dept Rev Debit-Unapplied Charge Control Credit-PA Control
Apply Unapplied Credit-Account in AR	DPRV DFDPRV UACHRG AR	Debit-Department Revenue Credit-Default Dept Rev Debit-Unapplied Charge Control Credit-AR Control
Apply Unapplied Credit-Account in BD	DPRV DFDPRV UACHRG BDAL BDWO BD	Debit-Department Revenue Credit-Default Dept Rev Debit-Unapplied Charge Control Credit-Bad Debt Allowance Debit-Bad Debt Contra Asset Credit-Bad Debt Asset
Apply Unapplied Professional Credit-Account in PA	DPRF DFDPRF UACHRG PA	Debit-Professional Dept Rev Credit-Default Prof Dept Rev Debit-Unapplied Charge Control Credit-PA Control
Apply Unapplied Professional Credit-Account in AR	DPRF DFDPRF UACHRG AR	Debit-Prof Dept Rev Credit-Default Prof Dept Rev Debit-Unapplied Charge Control Credit-AR Control

Event	Keys Used To Obtain Accounts	GL Posting
Apply Unapplied Professional Credit-Account in BD	DPRF	Debit-Prof Dept Revenue
	DFDPRF	Credit-Default Prof Dept Rev
	UACHRG	Debit-Unapplied Charge Control
	BDAL	Credit-Bad Debt Allowance
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
The only way unapplied charges will not default is if revenue center is the only key used when building the components for DPRV and DPRF		
Approve Patient Refund-Account in PA	PA	Debit-PA Control
	TRANR	Credit-AP Liability
Approve Patient Refund-Account in AR	AR	Debit-AR Control
	TRANR	Credit-AP Liability
Approve Patient Refund-Account in BD	BDAL	Debit-Bad Debt Allowance
	TRANR	Credit-AP Liability
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Approve Insurance Refund-Account in PA	PA	Debit-PA Control
	TRAND	Credit-AP Liability
Approve Insurance Refund-Account in AR	AR	Debit-AR Control
	TRAND	Credit-AP Liability
Approve Insurance Refund-Account in BD	BDAL	Debit-Bad Debt Allowance
	TRAND	Credit-AP Liability
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Delete Approved Patient Refund-Account in PA	TRANR	Debit-AP Liability
	PA	Credit-PA Control
Delete Approved Patient Refund-Account in AR	TRANR	Debit-AP Liability
	AR	Credit-AR Control
Delete Approved Patient Refund-Account in BD	TRANR	Debit-AP Liability
	BDAL	Credit-Bad Debt Allowance
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Delete Approved Insurance Refund-Account in PA	TRAND	Debit-AP Liability
	PA	Credit-PA Control
Delete Approved Insurance Refund-Account in AR	TRAND	Debit-AP Liability
	AR	Credit-AR Control

Event	Keys Used To Obtain Accounts	GL Posting
Delete Approved Insurance Refund-Account in BD	TRAND BDAL BDWO BD	Debit-AP Liability Credit-Bad Debt Allowance Debit-Bad Debt Contra Asset Credit-Bad Debt Asset
Print Patient Checks	TRANR RFCASH	Debit-AP Liability Credit-Cash Account
Print Insurance Checks	TRAND RFCASH	Debit-AP Liability Credit-Cash Account
Refund check print updates general ledger by total dollars for patient and insurance. This check print update to the general ledger does not occur patient specific.		
Approve Refund-Unapplied Cash	UACASH TRANJ	Debit-Unapplied Cash Control Credit-AP Liability
Delete Approved Refund-Unapplied Cash	TRANJ UACASH	Debit-AP Liability Credit-Unapplied Cash Control
Print Unapplied Refund Check in Patient Accounting	TRANJ RFCASH	Debit-AP Liability Credit-Cash Account
Print Unapplied Refund Check in Accounts Payable	TRANJ APCASH	Debit-AP Liability Credit-Cash
A refund check from Unapplied Cash can only be voided if printed in Accounts Payable	Void the AP Check Do MJE to Dr AP Liability, Cr Cash Post unapplied cash back to unapplied cash	
Debit Adjustment-Account in PA	PA TRANA	Debit-PA Control Credit-Deductions from Revenue
Debit Adjustment-Account in AR	AR TRANA	Debit-AR Control Credit-Deductions from Revenue
Debit Adjustment-Account in BD	BDAL TRANA BD BDWO	Debit-Bad Debt Allowance Credit-Deductions from Revenue Debit-Bad Debt Asset Credit-Bad Debt Contra Asset
Credit Adjustment-Account in PA	TRANA PA	Debit-Deductions from Revenue Credit-PA Control
Credit Adjustments-Account in AR	TRANA AR	Debit-Deductions from Revenue Credit-AR Control

Event	Keys Used To Obtain Accounts	GL Posting
Credit Adjustment-Account in BD	TRANA	Debit-Deductions from Revenue
	BDAL	Credit-Bad Debt Allowance
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Deductions from revenue is just an example of the type of account that an adjustment can affect. Mapping can be set to affect all types of accounts such as expense, revenue, assets, and liability accounts.		
AR to BD Transfer – Balance greater than zero	BDAL	Debit-Bad Debt Allowance
	AR	Credit-AR Control
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
AR to BD Transfer – Balance less than zero	AR	Debit-AR Control
	BDAL	Credit-Bad Debt Allowance
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Bad Debt to AR Transfer – Balance greater than zero	AR	Debit-AR Control
	BDAL	Credit-Bad Debt Allowance
	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Bad Debt to AR Transfer – Balance less than zero	BDAL	Debit-Bad Debt Allowance
	AR	Credit-AR Control
	BD	Debit-Bad Debt Asset
	BDWO	Credit-Bad Debt Contra Asset
Bad Debt Archive	BDWO	Debit-Bad Debt Contra Asset
	BD	Credit-Bad Debt Asset
Contract Charge	VA	Debit-PA Contract Control
	VR	Credit-Department Revenue
Contract Credit	VR	Debit-Department Revenue
	VA	Credit-PA Contract Control
Contract Cash Payment Contract in PA	TRANN	Debit-Cash Account
	VA	Credit-PA Contract Control
Contract Cash Payment Contract in AR	TRANN	Debit-Cash Account
	VB	Credit-AR Contract Control
Cash Payment Reversal Contract in PA	VA	Debit-PA Contract Control
	TRANN	Credit-Cash Account

Event	Keys Used To Obtain Accounts	GL Posting
Cash Payment Reversal Contract in AR	VB TRANN	Debit-AR Contract Control Credit-Cash Account
Debit Adjustment Contract in PA	VA TRANG	Debit-PA Contract Control Credit-Deductions from Revenue
Debit Adjustment Contract in AR	VB TRANG	Debit-AR Contract Control Credit-Deductions from Revenue
Credit Adjustment Contract in PA	TRANG VA	Debit-Deductions from Revenue Credit-PA Contract Control
Credit Adjustment Contract in AR	TRANG VB	Debit-Deductions from Revenue Credit-AR Contract Control
Final Bill Contract Account Balance greater than zero	VB VA	Debit-AR Contract Control Credit-PA Contract Control
Final Bill Contract Account Balance Less than Zero	VA VB	Debit-PA Contract Control Credit-AR Contract Control
Apply Unapplied Charge Contract	DPRV VR VA UACHRG	Debit-Default Depart Revenue Credit-Department Revenue Debit-PA Contract Control Credit-Unapplied Charge Control
Apply Unapplied Professional Charge Contract	DPRF VR VA UACHRG	Debit-Default Prof Dept Rev Credit-Prof Department Revenue Debit-PA Contract Control Credit-Unapplied Charge Control
Apply Unapplied Credit Contract	VR DFDPRV UACHRG VA	Debit-Department Revenue Credit-Default Dept Revenue Debit-Unapplied Charge Control Credit-PA Contract Control
Apply Unapplied Professional Credit Contract	VR DFDPRF UACHRG VA	Debit-Department Revenue Credit-Default Prof Dept Rev Debit-Unapplied Charge Control Credit-PA Contract Control

Appendix A - GENERAL LEDGER INTERFACES

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

Illustrations

GL INTERFACES OVERVIEW

To access General Ledger Interfaces, choose Financial System Management from the main menu, then Interface Functions. The system displays a menu similar to the following:

```
               General Hospital Interface Functions Processor
                                         Fri Mar 13, 2009 11:07 am
 Interface Functions Input Options


           Option No.  Option
           ---------------------------------------

   INTERFACE PROCESSES
              1        Hospital System Library
              2        Pathways GL
              3        Journal Entry
              4        General Ledger Interface

   STAR GL MAINTENANCE
              5        Build GL Interface/Conversion Table
              6        Copy GL Interface Mapping Table to New Year
              7        Star to Pathways Conversion processes




 Enter option number--
```

Option Explanations

HOSPITAL SYSTEM LIBRARY (HSL)
This function is used to Build/Delete HSL GL Interface Files, Create GL Interface Tapes, and Load GL Budget from HSL Data.

PATHWAYS GL
This process is used to interface Pathways GL with STAR.

JOURNAL ENTRY
This process is used to interface from a STAR systems product to a GL system from another vendor.

GENERAL LEDGER INTERFACE TAPE
This process is used to Interface from another vendor's system to STAR Financials GL.

BUILD GL INTERFACE/CONV. TABLE
This function is used to build a mapping table to interface to GL from another vendor's system.

COPY GL INTERFACE MAPPING TABLE TO NEW YEAR
This function is used to copy an existing mapping table that has been built to a new Fiscal Year.

STAR TO PATHWAYS CONVERSION PROCESS
This process is used when customers are converting STAR modules to Pathways modules.

HSL INTERFACE

The HSL Interface enables you to transfer data to and from the STAR Financials General Ledger system and the TRENDSTAR Hospital System Library (HSL). For example, data from the General Ledger can be sent to the HSL for analysis and reporting (such as producing management reports or overhead allocation). Also, you can create a budget using the HSL which can be transferred back to the General Ledger system.

The method used to transfer data to and from TRENDSTAR is determined by a parameter located in the General Ledger Entity Master. This parameter specifies whether the transfer will take place by CPU, Tape, or TCP/IP transfer (ASCII format). The ASCII selection is only for those using a UNIX operating system. See "ENTITY MASTER" on page 2-5 for additional information.

This appendix describes issues that must be considered when the HSL Interface is installed, and then explains how to prepare GL data files for transmission, and how to transfer files between the General Ledger and HSL.

Installation Concerns

The following features of the General Ledger system affect the transmission of data to and from the Hospital System Library (HSL):

- Department and Subaccount Codes

- Chart of Accounts

- Statistical Map

Each of these items must be set up properly when the HSL Interface is installed so that time-consuming tasks, such as building the chart of accounts, do not have to be repeated.

DEPARTMENT AND SUBACCOUNT CODES

The STAR Financials General Ledger system allows a ten (10) character department and a ten (10) character subaccount code. However, the HSL system accepts only an eight (8) digit department code. Therefore, in order to be compatible with the HSL, the General Ledger department codes must conform to the requirements of the HSL system.

NOTE: McKesson strongly recommends that if you are copying to different fiscal years of the same entity, that you keep the same Department and Subaccount size from year to year. If you copy to a larger or smaller size Department and/ or Subaccount, the PA/GL Mapping Table must be re-done for the new fiscal year. Also, if you are using TRENDSTAR HSL, these new numbers must also

be remapped properly. GL Report Writer will also be affected and you will lose any abilities to report on prior year's data.

The following chart shows the relationship between data elements on the General Ledger and HSL.

STAR Financials GL	HSL	Maximum Length
Department	Cost Center	8 Digits
Subaccount	GL Account Number	10 Digits

Once the appropriate field lengths have been determined, these field lengths should be entered into the General Ledger system for each entity via the Fiscal Year Definition function (for more information, see).

NOTE: It is very important that the field lengths for the department and subaccount codes on the General Ledger system be the same as the cost center and GL account number field lengths on the HSL system. The HSL Interface software uses these field lengths to format and extract data being transferred between the GL and HSL systems.

CHART OF ACCOUNTS

The chart of accounts must be the same on both the General Ledger and the HSL. However, statistics are handled differently between the two systems. On the General Ledger side, statistics are stored under the same subaccount as the dollar amounts. On the HSL side, a separate subaccount is created for each statistic.

Therefore, the HSL must have additional accounts. There must be one account for each statistic code corresponding to the subaccount found on the General Ledger system. The following example illustrates how the additional accounts for statistics might be set up on the HSL side.

STAR Financials	HSL
Department: 1000	Cost Center: 1000
Subaccount: 0102 I/P Revenue - Blue	Account Number: 0102
Stat Code: PTD (Patient Days)	Account Number: 0112
EXP (Number of Expirations)	Account Number: 0122
RVL (Relative Value)	Account Number: 0132
Department: 1000	Cost Center: 1000
Subaccount: 0103 I/P Revenue - Medicaid GA	Account Number: 0103
Stat Code: PTD	Account Number: 0113
EXP	Account Number: 0123
RVL	Account Number: 0133

MAPPING GENERAL LEDGER STATISTICS TO HSL

> **NOTE:** The map to direct statistic codes from STAR Financials General Ledger to GL
> account numbers on the HSL is created through the GL Subaccount
> maintenance function (for more information, see "SUBACCOUNT
> INFORMATION" on page 2-54).

When the statistical data is being prepared for transmission to the HSL system, the
statistical map is accessed, and the corresponding HSL account number is substituted
for the GL subaccount that is associated with the statistic code. The associated
department code remains unchanged, since it should be identical on both systems.

The same process takes place in reverse when HSL budget statistics are transferred
back to the STAR Financials General Ledger system. The HSL account number is
replaced by the GL subaccount number, and all other data remains unchanged.

No mapping occurs for dollar-related data, since the chart of accounts for these items
must be identical on both systems.

Using the HSL Interface

To access the HSL menu screen, select the **Financial System Management** option
from the Initial Menu Processor screen. The system displays the Financial System
Management Processor menu screen. Select the **Interface Functions** option, then
TRENDSTAR Interfaces. The Interface Functions Processor screen displays. Select
the **Hospital Systems Library** option. The system displays a menu similar to the
following:

```
                General Hospital Interface Functions Processor
                                            Wed Dec 21, 1994 04:28 pm
  Interface Functions Input Options


          Option No.  Option
          ---------------------------------------
              1       Build/Delete HSL G/L Interface Files
              2       Create G/L Interface Tape
              3       Load G/L Budget from HSL Data
              4       TCP/IP NFS Manual Transfer








  Enter option number--
```

The options on this screen are used to transfer information between the General
Ledger system and the HSL.

Before you can transfer GL data to the HSL, you must first build a data file which the HSL system can read. (Be sure to verify that your Media Parameter on the GL Entity Master corresponds with your desired interface format.) This Build function is also used to delete data files. For example, you can delete a data file after it has been transferred to the HSL.

If you are using the tape transfer method, once the file has been built, use option 2 to transfer the file to a tape on the GL system tape drive. This tape is then loaded onto a tape drive and copied to the HSL system. If you are using the CPU transfer method or TCP/IP transfer (ASCII format), after the file has been built using option 1, it is ready to be accessed through an option on the HSL menu.

Option 3 is used to transfer budget data from the HSL system back to the General Ledger.

Each of these options is explained under separate subheadings in the order listed.

BUILD/DELETE **HSL GL** INTERFACE FILES

Select this option to prepare General Ledger data files for transfer to the HSL system or to delete transfer files which have already been built.

Building an HSL Transfer File

Before building a transfer file, be sure to verify that your Media Parameter on the GL Entity Master corresponds to your desired interface format. The Build process creates a file of GL data in the appropriate format to be sent to HSL.

Select the **Build/Delete** option from the HSL menu screen. The system prompts you to add or delete, then to view existing files:

> *Enter (A)dd or (D)elete HSL Interface file/s-- A*

Enter **A** to add.

> *View a list of Existing files (Y/N) [N]--*

If you enter **N** (No), the system will prompt you to enter an entity code, the fiscal year, and period for the HSL transfer file you are building.

If you enter **Y** (Yes), a screen similar to the following displays listing all existing HSL transfer files:

```
        General Hospital Build/Delete HSL G/L Interface Files Processor

Page:01 Entity             Year/Period   Type  Created                Status
( 1) "GENERAL HOSPITAL     FY=1990 FP=12 ACTUAL 04/30/1990 03 03 P   TO BE DELETED
( 2) "GENERAL HOSPITAL     FY=1990 FP=12 ACTUAL 05/08/1990 10 30 A   SENT
( 3) "GENERAL HOSPITAL     FY=1990 FP=12 ACTUAL 05/10/1990 02 22 P
( 4) "GENERAL HOSPITAL     FY=1990 FP=12 BUDGET 05/10/1990 02 22 P
( 5) "GENERAL HOSPITAL     FY=1990 FP=12 ACTUAL 05/10/1990 03 51 P











 Press NL
```

Field Explanations

ENTITY (DISPLAY ONLY)
This field displays the entity name for the file created.

YEAR/PERIOD (DISPLAY ONLY)
The fiscal year and period for the file created displays in this field.

TYPE (DISPLAY ONLY)
This field indicates whether the file contains either A (Actual) data or B (Budget) data. When creating files, you have the option of using A, B, or C (both Actual and Budget) data. If C (both) was selected, the actual and budget files will be listed separately, but the date and time of creation will be the same.

CREATED (DISPLAY ONLY)
This field displays the date and time the file was created.

STATUS (DISPLAY ONLY)
The status field indicates the current status of the file. This field will be blank if the file has simply been created but has not yet been sent. Sent indicates the file has been transferred to the HSL. To be deleted is a message which is manually assigned to a file by an operator on the HSL system. This message indicates the file has been loaded into the HSL system and can be deleted from the GL system.

NOTE: Any of the listed files can be deleted, but you should not delete a file that has not been written to tape or transferred electronically.

When you finish reviewing this screen, press ENTER. The following prompt is displayed:

Enter entity code or "-" for list--

Enter the desired entity code or enter a hyphen (-) to select from a list of entity codes.

Enter Fiscal year "-" for list or "=" for current year--

Enter the desired year, enter a hyphen (-) to select from a list of fiscal years, or enter an equals sign (=) to accept the current year. The system prompts you to enter the ending fiscal period:

Enter ending fiscal period (1/13)--

This tells the system what periods will be included in the transfer file you are building. For example, if you enter 4, data for periods one, two, three, and four will be included in the transfer file.

Next, enter the type of data the file will contain:

(A)ctual, (B)udget, or (C) Both?--

Most transfers to the HSL will be of actual data. If your budget is in GL, you can transfer it to the HSL also.

Next, enter any comments:

Enter comments to store with the transmission file--

You can enter up to 20 characters of descriptive information. For example, you can enter the entity code associated with the file or a descriptive name to identify the file. Also, it is helpful to include the fiscal year, period number, and whether the file is actual or budget data. This description will be displayed in the list of files on the HSL system. Once you enter the description, press ENTER and the system begins creating the transfer file. The following message is displayed on the screen:

Generating HSL Interface file
Filed!

After the job starts, the system returns to the previous screen.

The creation of this file from your GL accounts should take from 5 to 60 minutes, depending on system load and the number of periods you have selected to transfer. When the process is complete, the new file name will display on the list of files, and the file will be available for transfer and deletion.

Tape Transfer

If the GL Media Parameter on the Entity Master denotes Tape transfer, the system will build the transfer file in the correct format for a tape to read. Once the transfer file is

created here in the Build process, you must initiate the Create GL Interface Tape process to initiate the transfer.

CPU to CPU Transfer

If the GL Media Parameter on the Entity Master denotes CPU transfer, the Interface can occur from CPU to CPU. For the CPU transfer method, you must have a specially configured HSL CPU connected to the STAR Financials General Ledger system. Once the transfer file is created here in the Build process, you must sign on to the HSL CPU to initiate the transfer to HSL.

TCP/IP Transfer (ASCII format)

The HSL interface can occur by TCP/IP transfer (ASCII format) as long as the GL Media Parameter on the Entity Master denotes ASCII format. This type of interface can only occur on UNIX or VMS-based systems. When the file is built, it is stored in an ASCII format. Files are transferred via the TCP/IP network. You must sign on to the HSL system to initiate the transfer to HSL. The file can be transmitted to the HSL system at any time.

Deleting an HSL Transfer File

To delete an HSL transfer file that has already been sent, flagged for deletion by the HSL system, or created in error, enter **D** (Delete) at the initial prompt:

Enter (A)dd or (D)elete HSL G/L Interface file/s

Next, specify which files to delete:

Delete HSL (S)end files or (R)eceive files?--

Enter **S** (Send) to delete any files that have been built or sent to the HSL (regardless of status). Enter **R** (Receive) to delete any budget files that have been received from the HSL system. Once you select the type of file to delete, the system displays a screen listing the available files. If you select Receive, the system displays a list of budget files received from the HSL.

The following screen shows a list displayed after the Sent option was chosen:

```
          General Hospital Build/Delete HSL G/L Interface Files Processor

Page:01                                                        ##=Current Choices
         Entity              Year/Period   Type   Created                Status
( 1) "GENERAL HOSPITAL      FY=1990 FP=02 ACTUAL 05/14/1990 11 19 A
( 2) "GENERAL HOSPITAL      FY=1990 FP=02 BUDGET 05/14/1990 11 19 A
( 3) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 04/30/1990 03 03 P   TO BE DELETED
( 4) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 05/08/1990 10 30 A   TO BE DELETED
( 5) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 05/10/1990 02 22 P   SENT
( 6) "GENERAL HOSPITAL      FY=1990 FP=12 BUDGET 05/10/1990 02 22 P   SENT




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

Enter the number(s) of the file(s) you want to delete and press ENTER. The selected files will be highlighted on the screen. If you select a file by mistake, you can de-select it by entering a hyphen followed by the file number (for example, -1). Once the desired files are highlighted on the screen, press ENTER. The system displays a prompt to confirm your choice(s). The second line of the prompt contains the description of the file you selected.

Are you sure you wish to delete:

GENERAL HOSPITAL FY=1990 FP=02 BUDGET 05/14/90 11 19 A (Y/N) [Y]-- |

To delete the file, enter **Y** for Yes. The message *Filed!* is displayed, and the file is deleted from the system. The file and directory deletion takes anywhere from 5-60 minutes, depending on system load and the number of periods selected.

If you do not want to delete the file, enter **N**, and the first prompt (*Enter (A)dd or (D)elete. . .*) is displayed again.

CREATE GL INTERFACE TAPE

After a transfer file has been built using option 1, select this option to copy the file from the GL system to a tape, using the tape transfer method.

To transfer a file to tape, select the **Create GL Interface File** option from the HSL menu and press ENTER. A screen similar to the following is displayed:

```
            General Hospital Transfer G/L Interface File Processor
                                          Thu May 10, 1990 04:29 pm
 Ent : GENERAL HOSPITAL                  Fiscal Yr: 1990
 Page:01                      Current HSL   Interface Files
 ( 1) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 04/30/1990 03 03 P
 ( 2) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 05/08/1990 10 30 A
 ( 3) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 05/10/1990 02 22 P
 ( 4) "GENERAL HOSPITAL      FY=1990 FP=12 BUDGET 05/10/1990 02 22 P
 ( 5) "GENERAL HOSPITAL      FY=1990 FP=12 ACTUAL 05/10/1990 03 51 P







 
    Enter choice--
```

Enter the number of the file you want to transmit and press ENTER. If your system uses multiple drives, a prompt of available tape drives is displayed:

```
 Page:01                        Available Tape Units
 ( 1) 6250 BI Tape Drive 0
 ( 2) 6250 BI Tape Drive 1
```

The tape drives are numbered starting with zero; enter **1** to select tape drive 0. The prompt on your screen may differ, depending on the number of tape drives on your system.

The density of the tape generated from the General Ledger should match the density of the tape drive used by the TRENDSTAR CPU.

Next, mount the HSL tape:

> *Please mount the HSL interface tape.*

> *Enter tape ready(R) or bypass(B)*

Mount the tape on the tape drive attached to the General Ledger CPU and enter **R** when you are ready to download the file to the tape. To cancel the downloading procedure, enter **B** for Bypass.

After you enter **R**, the following message is displayed:

> *Processing HSL Interface Tape*

When the transfer process is complete, the following message displays:

"XX" GL Records written to HSL Interface Tape!

In the above example, XX represents the number of files copied. Once the files are copied onto the tape, the tape is mounted onto the tape drive of the HSL system and copied into the HSL system. Data on the HSL is overlaid (replaced) on a period-by-period basis with the data from the transmission file.

NOTE: For more information about transferring files to the HSL system, refer to the Interface With STAR Financials chapter of the TRENDSTAR Systems Manager's Manual.

LOAD GL BUDGET FROM HSL DATA

The HSL interface enables you to transfer General Ledger budgets that are created on the HSL system back into the STAR Financials General Ledger system. You have the option of copying the existing HSL budget into the original General Ledger budget (which is always kept on file), or the revised General Ledger budget. The General Ledger budget data will be replaced by the HSL budget data, so use caution when selecting data for transfer.

You may need to modify the data base to match the GL format before sending budget data from the HSL back to the General Ledger. After the data base has been prepared, it should be turned into an update transaction table in the IBM format.

The data can be transferred from the HSL to the General Ledger by tape, directly from CPU to CPU, or by TCP/IP network transfer (ASCII format). TCP/IP network transfer can occur only in a UNIX or VMS operating environment. See information under TCPIP NFS Manual Transfer. For more information, refer to TCPIP NFS Manual Transfer.

In the tape transfer method, the budget created on the HSL must first be downloaded from the HSL system to a tape. This tape is then loaded on the GL system tape drive and copied to the GL system using the Load GL Budget From HSL Data option.

In the CPU to CPU transfer method, the transfer is initiated from the HSL CPU. The budget files are sent from the HSL system to the GL system, and then loaded into the GL system using this option.

In the TCP/IP transfer method, the budget files are sent from the HSL system in an ASCII format to the GL system in a temporary directory and then loaded into the GL system using this option. For UNIX environments, the temporary directory is /hbo/tmp/. For VMS environments, the temporary directory is diskname:[hbo.tmp], where diskname is the disk name for your individual hospital. The transfer is initiated from the HSL system.

NOTE: For more information about transferring files from the HSL system, refer to the Interface with STAR Financials chapter of the TRENDSTAR Systems Manager's Manual.

Any statistics-related data records must be mapped back to the STAR Financials General Ledger system. When the HSL system encounters a transfer file with an HSL data type of M (Man hours) or U (Units), it is considered to be a statistic-type record. The statistics map on STAR Financials General Ledger is accessed using the HSL/GL account number, and the corresponding General Ledger statistic code is retrieved. After this step, the data is ready to be filed on the General Ledger system.

To transfer data files from the HSL system to the General Ledger, select the **Load GL Budget from HSL** option from the HSL menu and press ENTER. The system prompts you to enter an entity code, followed by a fiscal year:

Enter entity code or "-" for list--

Enter Fiscal year, "-" for list or "=" for current year--

Enter the desired entity code and fiscal year at each prompt. You can enter a hyphen to select from a list of entity codes or fiscal years, or enter an equals sign (=) to accept the current year.

Next, indicate which budget to update:

Update (O)riginal or (R)evised 'XX G/L budget [R]

In the above example, XX represents the fiscal year selected. Enter **O** to update the original General Ledger budget or **R** to update the revised budget; the system defaults to R. Remember, the data from the HSL system will replace the data on the STAR Financials General Ledger system. Once you have selected the budget to be updated, the system prompts you to confirm your choice:

Are you sure you wish to update the (original/revised) 'XX budget? (Y/N)

Enter **Y** for Yes.

Next, the transfer takes place based on the format indicated in the Media Parameter field in the GL Entity Master.

The tape transfer, CPU transfer, and TCP/IP transfer (ASCII format) methods are described separately.

TCP/IP NFS Manual Transfer

The TCP/IP NFS Manual Transfer is used to transfer files that were not successfully transferred during the file creation process.

The NFS (Network File Server) transfer option is used to send TCP/IP files from STAR General Ledger and STAR Payroll/Human Resources to HSL via a file server. This feature is available only if your system is operating under the UNIX operating system. The interface file is written to the HBONFS: directory on TRENDSTAR after the file is created. The standard naming convention for these files is the same as the ASCII media type.

When you choose this option from the Interface Functions menu, the system displays a list of files and the date they were created. Enter the number of the file you want to retransmit. The system prompts you to confirm that you want to retransmit the file.

```
           General Hospital TCP/IP NFS Manual Transfer Processor
                                            Wed Dec 21, 1994 10:33 am
 _____ •
• 1) "GENERAL HOSP - ENT 01   FY=1994 FP=01 BUDGET 11/30/94 02 25 P"       •
• 2) "GENERAL HOSP - ENT 01   FY=1994 FP=01 ACTUAL 11/30/94 02 34 P"       •
• 3) "GENERAL HOSP - ENT 01   FY=1994 FP=01 ACTUAL 11/30/94 02 49 P"       •
• 4) "GENERAL HOSP - ENT 01   FY=1994 FP=01 BUDGET 11/30/94 03 32 P"       •
• 5) "GENERAL HOSP - ENT 01   FY=1994 FP=01 ACTUAL 11/30/94 03 37 P"       •
•_____•
•Enter choices (e.g. 1,7,5-9) or '-'choices to remove--                    •
•->___ Search:_____•
•[350K]_____•


```

This transfer option is also used to load the HSL budget file into STAR General Ledger. The HSL Budget file will reside on the HBONFS: directory on TRENDSTAR with the name budget.01 (01 is the entity code).   For more information, see Load GL Budget from HSL Data subsection.

The General Ledger Entity Master contains a Media parameter that identifies the output media type for HSL interface files. If NFS is selected for this parameter, the file is written directly onto the TRENDSTAR system. See "ENTITY MASTER" on page 2-5 for more information about this parameter.

NOTE: The file hboguest.config resides on the HBONFS: directory on TRENDSTAR. This file must remain in this directory in order for the TCP/IP NFS manual transfer to work correctly. Do not delete this file.

Tape Transfer

If the GL Media Parameter on the Entity Master denotes Tape transfer, the system displays a list of available tape units:

```
 Page:01                      Available Tape Units
              ( 1) 6250 BI Tape Drive 0
              ( 2) 6250 BI Tape Drive 1


```

The tape drives are numbered starting with zero; enter **1** to select tape drive 0. The prompt on your screen may differ, depending on the number of tape drives on your system.

Enter the number of the desired tape drive. The system prompts you to mount the tape:

> *Please mount the HSL interface tape.*

> *Enter tape ready(R) or bypass(B)*

Mount the HSL tape on the tape drive attached to the General Ledger CPU and enter **R** when you are ready to copy the file to the GL. To cancel the uploading procedure, enter **B** (bypass).

After you enter **R**, the following message is displayed:

> *Processing HSL Interface Tape*

The system maps HSL account and statistic numbers to the General Ledger departments and subaccounts. This process takes 15 to 60 minutes. If an account or statistic is not found in the GL, the following message displays:

> *## HSL Budget accounts not found in the GL, the report name is FXPHSLI*

In the above example, ## indicates the number of HSL accounts not found. The HSL Budgets-GL Invalid Accounts Report (FXPHSLI) lists the detail of these exceptions and is available through the spooler by entity.

The system creates the FXPHSLI report when Tape transfer, CPU to CPU transfer, or TCP/IP transfer is complete. For an example of the report, see "Sample FXPHSLI Report" on page A-19.

CPU to CPU Transfer

If the GL Media Parameter on the Entity Master denotes CPU transfer, a screen displays containing a list of available files. Enter the number of the desired file. The system displays the following message:

> *Processing HSL budget file!*

The system maps HSL account and statistic numbers to the General Ledger departments and subaccounts. This process takes 15 to 60 minutes. If an account or statistic is not found in the GL, the following message displays:

> *## HSL Budget accounts not found in the GL, the report name is FXPHSLI*

In the above example, ## indicates the number of HSL accounts not found. The HSL Budgets-GL Invalid Accounts Report (FXPHSLI) lists the detail of these exceptions and is available through the spooler by entity.

The system creates the FXPHSLI report when the Tape transfer, CPU to CPU transfer, or TCP/IP transfer is complete. An example of this report is shown below.

TCP/IP Transfer (ASCII format)

If the GL Media Parameter on the Entity Master denotes TCP/IP transfer (ASCII format), a file is automatically created containing the HSL budget information in ASCII format. This file can be read by General Ledger at any time.

NOTE: This transfer method can only take place on a UNIX or VMS operating system.

The system displays the following message:

Processing HSL budget file!

The system maps HSL account and statistic numbers to the General Ledger departments and subaccounts. This process takes 15 to 60 minutes. If an account or statistic is not found in the GL, the following message displays:

HSL Budget accounts not found in the GL, the report name is FXPHSLI

In the above example, ## indicates the number of HSL accounts not found. The HSL Budgets-GL Invalid Accounts Report (FXPHSLI) lists the detail of these exceptions and is available through the spooler by entity.

The system creates the FXPHSLI report when the Tape transfer, CPU to CPU transfer, or TCP/IP transfer is complete. An example of this report is shown below.

Figure A.1 Sample FXPHSLI Report

```
Date: 04/12/1990                   General Hospital              Page  : 1
Time: 04:02pm                HSL Budget - G/L Invalid Accts      Report: FXPHSLIGH
                          HSL Budget accounts not found in the G/L


            Dept.          Account number     Statistic code
            1000               400
            1000               405
            2000               801
            2250               200
            2260               200
            3000               400
            3010               100
            3010               200
            3010               300
            4000               500
            4500               102
            7000               205
            7010               305


                          End of Report
```

PATHWAYS GL

This functionality is used by organizations that use some combination of Horizon Enterprise Fiscal Management™ (formerly known as Pathways Financial Management™) and Horizon Enterprise Materials Management™ (formerly known as Pathways Materials Management™) with some combination of STAR "shadow" General Ledger, STAR General Ledger, STAR Accounts Payable, and STAR Materials Management. Detailed information about this functionality is provided to Horizon Enterprise Fiscal Management and Horizon Enterprise Materials Management customers in their product documentation.

INTERFACE FROM STAR FINANCIALS GENERAL LEDGER

Journal Entry Process

This process enables you to load journal entries from STAR products to a third-party General Ledger System.

This function creates a file of daily journal entry detail information. The data can be sent to a tape, the user's PC, or a UNIX directory. Information contained in the Journal Entry outbound interface contains Entity, Fiscal Year, Fiscal Period, Subsystem, and the specific journal entry data.

The following steps are necessary to create a Journal Entry Outbound file:

1. Set up the Optional Batch Job called "Journal Entry Interface" to run each night.

2. Select the Journal Entry function to create the file.

   a. Select **Interface Functions** from the Financial System Management menu.

   b. Select **Journal Entry** from the Interface Functions menu.

3. After you select this option, a list of available dates is displayed from which you can create a Journal Entry Outbound file. The current system date is the default, or you can select a date from the list displayed. The system stores the interface file for seven days and then automatically purges the file. After you select the desired date, the following prompt is displayed:

   Run interface for xxxday, ## Month, year? (Y/N) [Y]-

4. At the next prompt, choose the media type in which to send the outbound journal entry file.

   Write records to Tape, PC, or Unix ? (T/P/U) [T]-

5. The subsequent prompts are similar to the following:

   For PC:

   Enter drive and path for download--

   Example: C:\HBONET\,A:\,F:\HBO\ (Default drive and path is x:\)

   For UNIX:

   Enter directory for download--

   Example: /hbo/,/hbo/tmp/ (Default directory is /abc/xxx/)

For Tape:

Enter 'R' when tape is mounted and you are READY

```
                         Available Tape Units

( 1) 4mm Uncompressed                    ( 4) 4mm Compressed

( 2) DLT Uncompressed 35 GB              ( 5) DLT Compressed 70 GB

( 3) 9-track default 1600 BPI            ( 6) 9-track default 6250 BPI

Enter choice--
```

If during processing you entered **Y** to the prompt *Do you want to print the associated report (FXRJET)...(Y/N)..[Y],* you can print that report as a record of what was sent to the Outbound Journal Entry file.

If you are using Tape (not PC or UNIX), the Tape specifications are:

- Unlabeled

- Record Size: 100

- 6250 BI

- Block Size: 100

- 9 Track

- Records per Block: 1

- EBCDIC

If you are using UNIX, make sure the directory exists. If not, an error message is displayed similar to the following:

Unable to Export File to /abc/unixmon.txt! Verify that directory exists!

Outbound GL Interface record layout with two-digit year

The following record layout assumes that a two-digit year has been specified in the Y2K Outbd GL Interface field on the Entity Master.

Description	Location	Characteristics
JOURNAL HEADER:		
Record Type (01)	1 - 2	"01"
Entity Code	3 - 4	Alphanumeric, LJ
		Space Fill
Fiscal Year	5 - 6	Numeric,RJ,Zero Fill
Fiscal Period	7 - 8	Numeric,RJ,Zero Fill
Subsystem	9 - 10	Subsystem Code
		GL-General Ledger
		AP-Accts Payable
		PA-Patient Acctg
		PR-Payroll
		MM-Materials Mgt
		FA-Fixed Asset
Source Code	11 - 16	Alphanumeric,LJ
JE Number	17 - 23	Numeric,RJ
Post Date	24 - 29	Date MM/DD/YY
Description	30 - 59	Alphanumeric,LJ
Filler	60 - 100	Filler

Description	Location	Characteristics
JOURNAL DETAIL:		
Record Type (02)	1 - 2	"02"
Entity Code	3 - 4	Alphanumeric,LJ
		Space Fill
Fiscal Year	5 - 6	Numeric,RJ,Zero Fill
Fiscal Period	7 - 8	Numeric,RJ,Zero Fill
Subsystem	9 - 10	(see above)
Source Code	11 - 16	Alphanumeric
JE Number	17 - 23	Numeric,LJ,Zero Fill

Description	Location	Characteristics
JE Line Number	24 - 28	Numeric,LJ,Zero Fill
Description	29 - 58	Alphanumeric
Department	59 - 68	Alphanumeric
Subaccount	69 - 78	Alphanumeric
JE Amount	79 - 92	RJ,Unsigned,ZF, Decimal included
Debit/Credit Ind	93 - 93	"D"ebit or "C"redit
Filler	94 - 100	Spaces

Outbound GL Interface record layout with four-digit year

The following record layout assumes that a four-digit year has been specified in the Y2K Outbd GL Interface field on the Entity Master.

Description	Location	Characteristics
JOURNAL HEADER:		
Record Type (01)	1 - 2	"01"
Entity Code	3 - 4	Alphanumeric, LJ Space Fill
Fiscal Year	5 - 8	Numeric,RJ,Zero Fill
Fiscal Period	9 - 10	Numeric,RJ,Zero Fill
Subsystem	11 - 12	Subsystem Code GL-General Ledger AP-Accts Payable PA-Patient Acctg PR-Payroll MM-Materials Mgt FA-Fixed Asset
Source Code	13 - 18	Alphanumeric,LJ
JE Number	19 - 25	Numeric,RJ
Post Date	26 - 33	Date MM/DD/YYYY
Description	34 - 63	Alphanumeric,LJ
Filler	64 - 100	Filler

Description	Location	Characteristics
JOURNAL DETAIL:		
Record Type (02)	1 - 2	"02"
Entity Code	3 - 4	Alphanumeric,LJ
		Space Fill
Fiscal Year	5 - 8	Numeric,RJ,Zero Fill
Fiscal Period	9 - 10	Numeric,RJ,Zero Fill
Subsystem	11 - 12	(see above)
Source Code	13 - 18	Alphanumeric
JE Number	19 - 25	Numeric,LJ,Zero Fill
JE Line Number	26 - 30	Numeric,LJ,Zero Fill
Description	31 - 60	Alphanumeric
Department	61 - 70	Alphanumeric
Subaccount	71 - 80	Alphanumeric
JE Amount	81 - 94	RJ,Unsigned,ZF,
		Decimal included
Debit/Credit Ind	95 - 95	"D"ebit or "C"redit
Filler	96 - 100	Spaces

Record Explanations

RECORD TYPE
This field contains the 2-digit record type code.

ENTITY CODE
This field contains the code of the entity to which the journal entry is posted.

FISCAL YEAR
This field contains the accounting fiscal year to which this journal entry is posted. The year format depends on the value entered in the Y2K Outbd GL Interface field on the Entity Master. If the Y2K Outbd GL Interface field is set to Yes, the four-digit fiscal year is used. If the Y2K Outbd GL Interface field is set to No, the two-digit fiscal year is used.

FISCAL PERIOD
This field contains the number of the accounting period, in the fiscal year specified above, to which this journal entry is posted.

SUBSYSTEM
This field contains the code for the accounting subsystem from which this journal entry originated. Valid entries are listed in the Journal Entry Interface Specification table.

SOURCE CODE
This field is a standard code, by subsystem, that identifies the summary journal detail in the General Ledger trial balance and detail transaction reports.

Valid entry types are listed below:

General Ledger:	MJE - Manual Journal Entry
	RJE - Recurring Journal Entry
	SJE - Standard Journal Entry

Patient Accounting:	Key component of the PAGL mapping entry
	See the following mapping key list.

JE NUMBER
This field contains the journal entry number from the subsystem transmitting the journal entry.

POST DATE
This field contains the date the journal entry was posted to the General Ledger. The year format depends on the value entered in the Y2K Outbd GL Interface field on the Entity Master. If the Y2K Outbd GL Interface field is set to Yes, the four-digit fiscal year is used. If the Y2K Outbd GL Interface field is set to No, the two-digit fiscal year is used.

DESCRIPTION
This field contains the descriptive name of the journal entry.

DEPARTMENT NUMBER
This field contains the department portion of the General Ledger Account Number.

SUBACCOUNT NUMBER
This field is the subaccount portion of the General Ledger Account Number.

JE AMOUNT
This field is the dollar amount of the journal entry for type 02 records. Dollars are be passed in the format 99999999999.99 with the decimal included.

DEBIT/CREDIT IND
This field identifies the JE amount as either a debit (D) or credit (C).

MAPPING ENTRY KEYS

AR	Accounts Receivable
BD	Bad Debt Asset
BDAL	Bad Debt Allowance
BDRC	Bad Debt Recovery
BDWO	Bad Debt Contra Asset
DPRF	Department Professional Fee Revenue
DPRV	Department Revenue
RFCASH	Refund Cash
PA	PA Control
TRANA	Adjustments
TRAND	Insurance Refunds
TRANE	Agency Cash
TRANF	Miscellaneous Cash
TRANG	Other Adjustments
TRANI	Insurance Payments
TRANJ	Other Refunds
TRANN	Nonpatient Cash
TRANP	Patient Payments
TRANR	Refunds
TRANU	Unapplied Cash
TRANV	Agency Fees
VA	Vendor Accounts Control - PA
VR	Vendor Revenue
VB	Vendor - AR
UNCASH	Unapplied Cash
UNCHRG	Unapplied Charges

INTERFACE TO STAR FINANCIALS GENERAL LEDGER

The STAR Financials General Ledger system offers an interface that enables you to update the system with data from a foreign vendor.

The interface accepts FTE (full time equivalents) and HRS (hours) Statistics Journal Entry codes to be updated into the STAR General Ledger system. The interface accepts both the dollar journal entry and the statistics journal entry through the same GL Interface and can process them at the same time.

NOTE: FTE and HRS must be in upper case letters. Any characters other than FTE and HRS in positions 89-91 of the record are treated as filler, and the inbound journal entry posts as a dollar (not statistical) journal entry.

When this interface is run, the system reads the interface file and creates the journal entries. You can then access the journal entries and approve them before they are posted.

The system assumes a file will be created in the format specified and that the General Ledger accounts being updated are valid system accounts. For more information, see the Record Layout subsection. The system provides a function for creating/maintaining an account mapping table.

The system provides reports identifying invalid entries in the interface file. An entry is considered invalid if the entity code or fiscal year is not valid within the system. These invalid entries must be manually added to the journal entries created by the interface.

Running the Interface

To run the GL Interface, select **Financial System Management** from the main Financials menu, then select **Interface Functions** from the Financial System Management menu. The system displays a menu similar to the following:

```
              General Hospital Interface Functions Processor
                                        Fri Mar 13, 2009 11:07 am
 Interface Functions Input Options

           Option No.  Option
           ---------------------------------------

   INTERFACE PROCESSES
               1        Hospital System Library
               2        Pathways GL
               3        Journal Entry
               4        General Ledger Interface

   STAR GL MAINTENANCE
               5        Build GL Interface/Conversion Table
               6        Copy GL Interface Mapping Table to New Year
               7        Star to Pathways Conversion processes




 Enter option number--
```

Select the **General Ledger Interface** option. The following prompt is displayed:

Receive data from (T)ape, (U)nix, or (P)C (T/U/P) [P]--

Enter the desired media type. Other prompts are displayed depending on your media type selection. Answer the applicable directory/filepath/drive prompts. The system then reads the data and creates journal entries on the correct media type.

This interface can be run as often in one day as desired. For example, the system can run this interface to process payroll information, then run the process again to load accounts payable information.

The system creates the following reports for each tape processed:

- **General Ledger Interface Exception Report (FXRGLIT)**. This report displays information about all invalid records. The report indicates the reason the record was rejected, displaying whether the Entity Code, Fiscal Year, or Fiscal Period was invalid on the STAR Financials system. You can use this report to manually add records to the journal entries that were created for the valid records. If these records are not added to the journal entries, the entry will probably not be in balance; therefore, it cannot be approved and posted.

- **GL Interface Journal Entry Report (FXRGLIxx)**. This entity-specific report (the xx in the name will be the entity indicator) displays all the records for the

entity for which a journal entry was created. You can check this report for any invalid accounts so that the journal entries can be corrected before posting. The system produces this report for each entity.

- **GL Statistics Interface Exception Report (FXRGLITS)**. This report contains information about all invalid FTE (Full Time Equivalent) and/or HRS (Hours) statistical transactions loaded into STAR General Ledger via the General Ledger Interface Processor.

- **GL Statistics Interface Journal Entry Report (FXRGLIS).** This report contains information about the FTE (Full Time Equivalent) and/or HRS (Hours) statistical transactions loaded into STAR General Ledger via the General Ledger Interface Processor.

After the interface is run, you can access the journal entries created to make any required additions or corrections. These journal entries are created in a hold status. You can post the entries when they are balanced and approved, either on demand or when Midnight Processing is run.

Entries for invalid GL accounts will be posted to the suspense GL account. Manual entries will be needed to post the balances to the correct account.

Mapping Tables

The system enables you to map the account number on the interface tape to a different account in the General Ledger. If you elect to use a mapping table, the system uses the table to find the new department and subaccount for the STAR product system. If no entry is found in the mapping table, the system uses the suspense department and subaccount for the journal entry.

If the system does not find an account in the mapping table, it will flag the account on the GL Interface Journal Entry Report.

See for information on building and copying Mapping Tables.

Record Layout

Field	Description	Pic	Pos.
1	**Entity Code** The entity to which this journal entry should be posted.	X(2)	1-2
2	**Fiscal Year** The 2-digit fiscal year to which to post the journal entry. (To record a 4-digit year, leave this field blank and use Field 12 instead.)	9(2)	3-4

Field	Description	Pic	Pos.
3	**Fiscal Period** The fiscal period to which to post the journal entry.	9(2)	5-6
4	**Subsystem Code** This code indicates the subsystem from which the journal entry came. Valid codes are: GL - General Ledger AP - Accounts Payable AR - Accounts Receivable PA - Patient Accounting PE - Personnel PR - Payroll MM - Materials Management	X(2)	7-8
5	**Source Code** The source of the journal entry. The system uses this in conjunction with the subsystem code to pinpoint the origin of a particular journal entry. This code is not edited on the STAR product system and should be considered user-defined.	X(6)	9-14
6	**Department Number** The department number, along with the subaccount number, make up the GL account number to which this entry should be posted.	X(10)	15-24
7	**Subaccount Number**	X(10)	25-34
8	**Amount** The amount to be posted. This should be in numeric display format, sign leading, decimal included.	-9(9).99	35-47
9	**Debit/Credit Flag** Indicates whether the amount to be posted is a debit (D) or credit (C).	X(1)	48
10	**Description** Free-form text describing this journal entry.	X(30)	49-78
11	**Project ID** The ID of the project, if Project Reporting is desired.	X(6)	79-84
12	**4 Digit Fiscal Year**	9(4)	85-88
13	**Description Statistics Code** **FTE** or **HRS** (or Filler if the record is not a Statistics entry).	X(3)	89-91
14	**Filler**	X(9)	92-100

MAPPING TABLE MAINTENANCE

Tape Specifications:	Record Size:	100
	Block Size:	100
	Format:	ASCII
	Unlabeled Tape	

Build G/L Interface/Conversion Table

This function is used to build a mapping table for the Interface to STAR Financials General Ledger from another vendor's system.

If the department and subaccount numbers from the old financial system will be different than those on the STAR product system, or if multiple old accounts will convert to a single STAR product account, then the conversion mapping table is required. The mapping table build process requires that the Chart of Accounts exist on STAR Financials. To build the table, execute the following steps:

1. Access the Build GL Interface/Conversion Table option. The system prompts you to enter the entity code:

    Enter entity code or '-' for list--

2. Enter the entity code of the GL accounts to be mapped. Multiple entities can be mapped. The fiscal year prompt displays:

    Enter fiscal year, '-' for list or '=' for current year--

3. Enter the fiscal year of the GL accounts to be mapped. Multiple fiscal years can be mapped. The department and subaccount code prompts display:

    Enter department code, 'ALL' or leading char'-' --

    Enter subaccount code or leading char'-' --

4. Enter the department code or ALL if all department codes within the specified entity and fiscal year will be mapped. Entering ALL will start the table build process from the first department within the STAR system and proceed through all the department and subaccount combinations in the existing Chart of Accounts on STAR Financials. Entering a single department code allows the table build to proceed from that specific department code forward.

After all information is entered, the system displays the mapping table screen:

```
    1 Entity Code          2 Entity Name                    3 Fiscal Year
      DP                      GENERAL HOSPITAL A               1992

    4 Department Number     5 Department Name
      1240                    ACCUM DEPR/LAND IMPROVEMENTS

    6 Subaccount Number     7 Account Description
      1300                    A-HISTORICAL COSTS


    8 Old Department        9 Old Subaccount
   ->



 Enter Dept Code converting from [NEW]--
```

5. Enter the old department code that will appear on the conversion tape and will be mapped to the department code on the STAR product system.

6. Enter the old subaccount number that will appear on the conversion tape and will be mapped to the subaccount number on the STAR product system.

7. Accept the mapping table entry by entering **Y**.

If the new department/subaccount combination already exists in the mapping table, the old entry can be overlayed with the new entry by entering **O**. The old entry can also be deleted by entering **D**.

8. To exit the mapping table process, press period (.) ENTER.

9. A prompt for a printed list of the mapping table is displayed. Enter **Y** for Yes to produce a list of all the entries in the mapping table. The report created is FGRCONVX, where X represents the facility code.

Copy G/L Interface Mapping Table to New Year

This function is used to copy an existing mapping table that has been built to a new fiscal year.

After you choose this function, the following prompts are displayed:

Enter entity code or '-' for list--

Enter fiscal year, '-' for list or '=' for current year--

Enter Fiscal Year to copy table to [1993] --

Copy Interface/Conv. Table from entity DP for year 1992 to year 1993 (Y/N) --

When you enter **Y** (Yes) to the last prompt, this initiates the copy process to the existing mapping table.

STAR to Pathways Conversion Process

This process is used by customers who are converting STAR Modules to Pathways modules. If you decide to convert from STAR to Pathways, details of this functionality will be provided to you.

STAR Financials General Accounting Reference Guide - General Ledger Volume
A–34   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

Index

STAR Financials General Accounting Reference Guide - General Ledger Volume
Index-2   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

R

STAR Financials General Accounting Reference Guide - General Ledger Volume
Index-4   *Release 17.0*   *October 2011*
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■ 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 *General Ledger Volume* of the *STAR Financials General Accounting Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

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

_____

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Other Comments:

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Thanks for your help in improving the documentation.

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May we contact you?   Yes or No (circle one)

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