

Month End Reports - Accounting Tip Sheet



The purpose of this tip sheet is to walk through the Month End Reports for Accounting to Close the Month in Materials Management.

Inventory Month End Reports

From the Hospital Base Menu, select **Print Reports**.

This screenshot shows the "Hospital Base Menu" interface. At the top, there is a blue header bar with the text "EVIDENT COMMUNITY HOSPITAL" and "Signed On Emp: LTT Dept: 025". Below the header, there is a navigation bar with several buttons: "Sign Off", "Change Department", "Patient List", "Print Reports" (which is highlighted with a red rectangle), and "Phys Phone/Fax". Below the navigation bar, there is a section titled "Enter Patient Account #:" followed by a text input field. Below this, there are three columns of buttons. The first column is titled "Patient Functions" and includes buttons for "Profile Listing", "Temporary Account Registration", "Call Referral Registration", "Appointment Scheduling", "Medical Necessity Lookup", "Release of Information", and "History Account Setup". The second column is titled "Clinical Functions" and includes buttons for "Miscellaneous Clinical Monitoring", "Order Verification", "Incoming Orders and Reports", and "Electronic Signature for Images". The third column is titled "Other Functions" and includes buttons for "Department Specific", "Master Selection", "Charge Tables and Inventory", "Communications", "Patient Tracking", "Registration Edits", "Other Applications and Functions", and "Whiteboard Check-in".

Select Inventory

This screenshot shows the "Print Report Menu" interface. At the top, there is a blue header bar with the text "EVIDENT COMMUNITY HOSPITAL" and "Signed On Emp: LTT Dept: 025". Below the header, there is a section titled "Print Report Menu" with a list of buttons. The buttons are: "Medical Records", "Accounts Receivable", "Census", "Insurance", "Electronic Billing", "Tables", "Inventory" (which is highlighted with a red rectangle), "Pharmacy", "Referring Reports", "Custom Reports", "Report Image System", "LTCH Reports", "Appointment Reports", and "RHC-UDS Reports". Below the list of buttons, there is a section titled "Enter Selection:" followed by a text input field.

Month End Reports - Accounting Tip Sheet



Select **Page 2**

Inventory Reports

Page 1 Page 2

Select & Print Reports

- Build Selected File
- Delete Selected File
- Master Item List
- Item Price List
- Inventory Status Report
- Inventory Cost Report
- Item Labels
- Item Usage Report
- Price Edit/Update
- Cost Changes/Comp
- Cost Accounting Report
- Requisitions
- Daily Requisitions
- Requisition Order Forms
- Stock Out Report
- Stock Unrequested

Miscellaneous Reports

- Physical Count Sheet
- Inventory Status-Vendor
- Labels by Location
- Central Supply Piggyback Labels
- Central Supply Restocking Report
- Item Work Load Units
- Inventory Ad Hoc Report
- Barcode Piggyback Labels
- Item Description Index
- Item Statistics
- Daily Edit
- Direct Expense Usage
- Vendor Information
- Manufacturer Info
- ABC Analysis
- Critical Levels
- Create Item Transfers

Miscellaneous Reports

- Contract-PO Cost Discrepancy
- Supplies for Scheduled Procedures
- Backorder Report
- Receipt History
- PO Delivery Ticket
- Vendor Delivery/Performance
- Physical Inventory Variance Report
- Notification Report
- Restock Sheets by Item
- Inventory Price Edit/Update
- Return/Credit History Report

Purchase Orders

- Inventory Under Stock
- Create POs
- PO Edit
- PO Print (Forms)
- POs by Vendor
- PO Journal
- Receiving Report
- Misc Items Ordered
- POs by Manufacturer

All of the reports listed under Accounting Reports will be the Month End reports.

- There is no particular order the reports have to be run in.

Inventory Reports

Page 1 Page 2

Accounting Reports

- Monthly Requisitions
- Monthly Quantity Adjustments
- Monthly Receiving Report
- Monthly Activity Report
- Inventory Cost Report
- Expense Summary Report

File Management

- Rebuild Item Description Index
- Purge Purchase Orders
- Rebuild PO Indexes
- Purge Inventory History
- Kramer Interface
- Setup GL for Subtype
- CPI Code Check/Update
- Item Master Changes
- Zero Item Balances
- Rebuild Item CPT Index

Electronic Purchase Orders

- First Transmitter
- Send Individual PO to PC
- PO Batch Processing
- Select POs by Agent
- Print Selected POs
- Send Selected POs to PC

Month End Reports - Accounting Tip Sheet



Monthly Requisitions

This report will capture the cost of goods that have been expensed to the departments throughout the month.

This report will need to be run and 'Spooled to File' then moved to ADR through the Report Image System.

A Transaction Edit List must be run by the Accounting/Finance Department to post the entries to the General Ledger.

Enter the following information for the report:

- **As of Date:** Enter the last day of the month that is being closed.
- **Update GL:** This option should ONLY be selected when the report is run by the Finance Department.

Select **Print**

A screenshot of a web-based form titled "Monthly Requisitions". The form contains several input fields and checkboxes. The "As of Date" field is highlighted with a red box and contains the text "06/30/20". The "Update GL:" checkbox is also highlighted with a red box and is currently unchecked. Other fields include "Include All Items:" (checked), "Selected Item:" (empty), "Include All Departments:" (checked), "Selected Departments:" (a row of ten empty boxes), and "Print Requisition Taxable Amounts:" (unchecked). A "Print" button, highlighted with a red box, is located at the bottom right of the form.

Month End Reports - Accounting Tip Sheet



Monthly Quantity Adjustments

This report will capture any adjustment made to inventory balances using either Adjust Item Balance or Set Item Balance.

Spool to file and then move to ADR through the Report Image System.

Enter the following information for the report:

- **As of Date:** Enter the last day of the month that is being closed.
- **Beginning Adjustment Code:** Leave this field blank.
- **Ending Adjustment Code:** Leave this field blank.

Select **Print**

A screenshot of a web-based form titled "Monthly Quantity Adjustments". The form has a light gray background and a white border. It contains three input fields: "As of Date:" with a date picker set to "06/30/20", "Beginning Adjustment Code:" with a text box, and "Ending Adjustment Code:" with a text box. A "Print" button is located at the bottom right of the form. Red boxes highlight the "As of Date:" label and the "Print" button.

NOTE: If there are adjustments for Expired Goods or Sold Goods, a Journal Entry will need to be made to Credit the Inventory Asset GL and Debit the appropriate Expense GL.

Month End Reports - Accounting Tip Sheet



Monthly Activity

This report is used when the facility "Transfers" chargeable supplies, as it will capture the Cost of Goods sold.

NOTE: For facilities using the Expense option only, Materials Management will Spool the File and Move to ADR and use the report for informational purposes only.

Enter the following information for the report:

- **Ending Date:** Change to the last day of the month being closed and the Beginning date will automatically change to the first day of the month.
- **Update GL:** Select this field if the facility Transfers Chargeable supplies.

Select **Print** and Spool to File and Move to ADR through the Report Image System.

A screenshot of a computer window titled "EVIDENT HOSPITAL" with a status bar "Signed On Emp. LTT Dept. 025". The main area shows two lines of text: "Room Enough, NEED=8000 HAVE=38386296" and "Room Enough, NEED=12000 HAVE=42916372". Overlaid on this is a "Monthly Activity Report" dialog box. In the dialog, "Beginning Date:" is set to "06/01/20". "Ending Date:" is set to "06/30/20" and is highlighted with a red rectangle. Below it, "Print Charge Detail" and "Update GL" are unchecked. The "Print" button at the bottom right is also highlighted with a red rectangle.

Leave the **Starting Item Number** field blank and select **Continue**.

A screenshot of the same "Monthly Activity Report" dialog box. The "Starting Item Number:" field is now visible and is empty, highlighted with a red rectangle. Below it, the text "Leave blank for all items." is displayed. The "Continue" button at the bottom right is also highlighted with a red rectangle.

Run the **Transaction Edit List** to post the entries in GL.