



General Ledger User Guide

General Ledger User Guide

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Chapter 1 Introduction

1.1 Attestation Disclaimer

Promoting Interoperability Program attestation confirms the use of a certified Electronic Health Record (EHR) to regulatory standards over a specified period of time. TruBridge Promoting Interoperability Program certified products, recommended processes and supporting documentation are based on TruBridge's interpretation of the Promoting Interoperability Program regulations, technical specifications and vendor specifications provided by CMS, ONC and NIST. Each client is solely responsible for its attestation being a complete and accurate reflection of its EHR use during the attestation period and that any records needed to defend the attestation in an audit are maintained. With the exception of vendor documentation that may be required in support of a client's attestation, TruBridge bears no responsibility for attestation information submitted by the client.

1.2 What's New

This section introduces the new features and improvements for the "**General Ledger**" for release Version 22.01. A brief summary of each enhancement is given referencing its particular location if applicable. As new branches of Version 22.01 are made available, the original enhancements will be moved to the Previous Work Requests section. The enhancements related to the most current branch available will be listed under the main What's New section.

Each enhancement includes the Work Request (WR) Number and the description. If further information is needed, please contact TruBridge Client Services.

NOTE: *Version 22.01 does not include any new enhancements.*

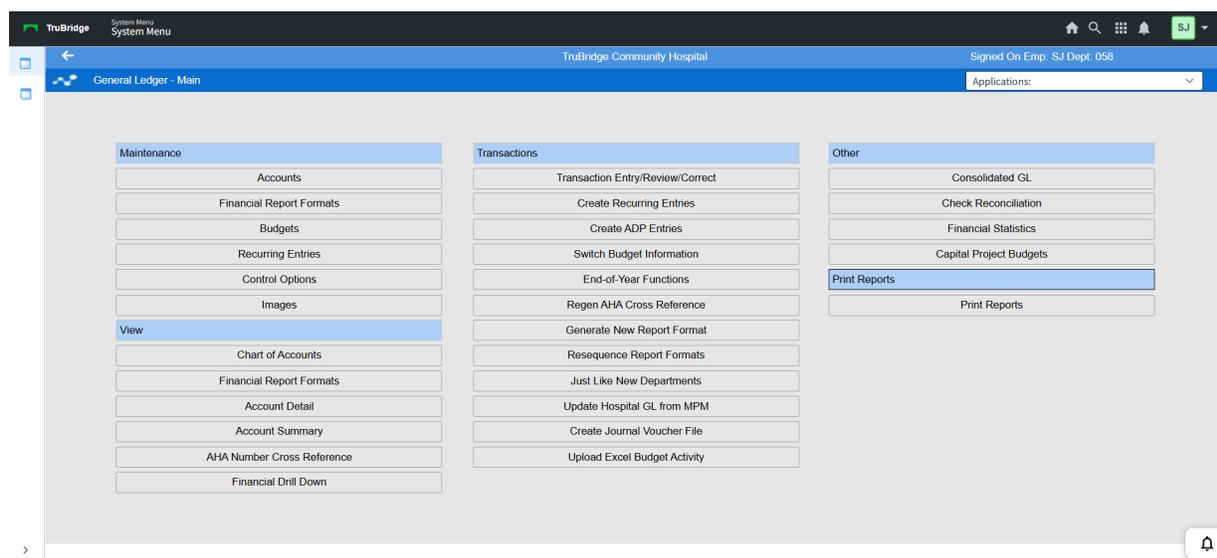
Chapter 2 Overview

The TruBridge General Ledger application integrates information from Accounts Receivable, Accounts Payable and Payroll. The function of the General Ledger system is to correctly reflect the activity of these applications throughout the fiscal year. The activity may be displayed in a detailed or summarized manner on the financial reports.

NOTE: Facilities outside of the United States may choose a date format of MMDDYY, DDMMYY or YYMMDD to be used throughout the General Ledger application. A TruBridge Representative will need to be contacted in order for the date format to be changed.

The General Ledger application provides flexibility in creating the Chart of Accounts, which may include the AHA chart of accounts numbering scheme as well as Budget information for each account. The application may be used to create recurring or manual entries.

Select **Web Client > System Menu > General Ledger**



General Ledger - Main

Within the General Ledger application, sub-systems may be accessed. The sub-systems consist of:

Consolidated General Ledger: Consolidated General Ledger is used to provide Financials for multiple companies.

Check Reconciliation: Check Reconciliation provides tracking capabilities for checks created in the Accounts Payable and Payroll Systems.

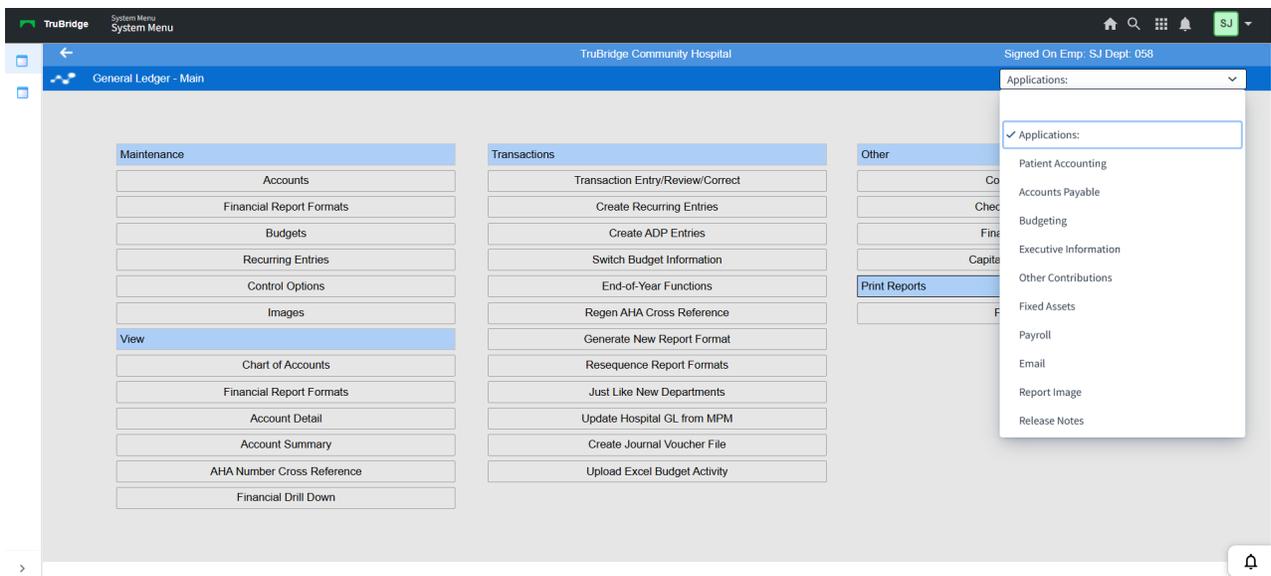
Financial Statistics: Financial Statistics may be utilized to include statistical units of service on Financial Statements.

Capital Project Budgets: Capital Project Budgets provide a means to establish a capital project and track expenses for that project.

The General Ledger application also contains a Control Options table, which allows key information to be stored and maintained. The General Ledger Control Options provides the ability to change dates for recurring entries as well as dates for Year End Close procedures. Some of these fields require a password when changing the dates to prevent unnecessary changes. Please contact a TruBridge Support Representative when prompted for the password.

The Applications drop-down in the upper right corner of the General Ledger Main Menu provides a shortcut to other modules including Patient Accounting, Accounts Payable, Budgeting, Executive Information, Other Contributions, Fixed Assets, Payroll, Email, Report Image and Release Notes. For all applications that are password protected, the password must be entered in order to gain access to those applications from the drop-down menu.

Select **Web Client > System Menu > General Ledger > Applications**



General Ledger - Main

Chapter 3 Accounts

3.1 Overview

This chapter will cover Account Maintenance, which is used to create, change or delete accounts in the General Ledger application.

3.2 Creating A New Account

To set up a new account, select **Accounts** from the General Ledger Main Menu. The new account number must be entered on the first line. When creating a new account using the TruBridge numbering scheme, each account number should be eight digits, with the first digit representing the account type: (1) Assets, (2) Liabilities, (3) Revenue, (4) Expense, (5) Other Revenue or (6) Other Expense.

The last three digits of the account number should correspond to the appropriate department number, if applicable.

Select **Web Client > System Menu > General Ledger > Accounts**

TruBridge System Menu System Menu

TruBridge Community Hospital Signed On Emp: SJ Dept: 058

General Ledger - Chart of Account Maintenance

Update Delete Budget

Account Number: 10000000

General Information

Description: CASH -CASH

AHA Number: 10000

Normal Balance: Debit

Control Account:

Inactive Account:

Exclude Payroll Accruals:

Budgeting Information

Ignore Statistic:

Salary Account:

Default Statistic Code:

Roll-up Code:

General Ledger - Chart of Account Maintenance

- **Description:** The Account Description may have up to 30 characters. This description will pull to the Financial Statements. Enter the description of the account using up to 20 characters and place a dash (-) in the 21st character space. The type of account should be entered in abbreviated form in the remaining spaces of this field. Using this format will properly align all accounts when printed on Financial Statements and reports. An example of a Chart of Account description appears in the screen print above.
- **AHA Number:** A 10-character AHA Number may be used for the American Hospital Association Chart of Accounts numbering scheme or any valid numbering scheme other than TruBridge numbers. The General Ledger system will cross-reference these numbers if used.
- **Normal Balance:** There are only two valid responses to the type of balance. Use the drop-down menu to select **Debit** or **Credit** for the normal balance carried on this account.
- **Control Account:** The Control Account is for those accounts that have sub-ledgers set up within the system, like Accounts Receivable or Accounts Payable. When this field is selected, the system will not allow manual transactions to be made to this account. However, if a manual entry is needed, unselect this field, make the entry and select this field again.
- **Inactive Account:** The Inactive Account field, if selected, will prevent journal entries from being made to that account in Transaction Entry. If an attempt to use an inactive account is made from any of the other accounting related applications, the word "Inactive" will overwrite the General Ledger number of the Inactive Account on the Transaction Edit List, preventing the entry from posting, and the correct General Ledger number will need to be entered. This will prevent entries from being posted to an inactive account, and the account may eventually be deleted from the system.
- **Ignore Statistic:** If selected, the system will ignore all statistics. If left blank, the system will use the Default Statistic from the Department Record in the Budgeting application.
- **Salary Account:** Select this field if this is a true salary account, which releases data from the Budgeting application to the Departmental Payroll Detail.
- **Default Statistic:** If a statistic other than the department's default should be used for this account, enter the name of the statistic. Only valid statistics may be entered.
- **Roll-Up Code:** The code entered in this field will combine budget and financial information from departments in the Budgeting application for display only. Only valid Roll-Up Codes set up in the Roll-Up Code table within Budgeting may be used.

NOTE: *The Budgeting Information fields are utilized in conjunction with the Budgeting application.*

3.3 Changing An Existing Account

To change the setup of an existing account, enter the account number, and make the necessary changes by selecting the appropriate field.

- **Update:** After the desired changes have been completed, select **Update** to save the information entered.
- **Delete:** To delete an account, select **Delete**. If an account previously had activity, there must be two year end closes since any transactions have been made before the account should be deleted. This is to ensure prior year balances are correct on financial statements. If **Delete** is selected, two different prompts will appear. The first prompt is "Are you sure?" If answered **Y**, the system prompts "Delete this account from all financial reports?"
- **Budget:** Select the **Budget** tab to allow access to the Budgeting screen in General Ledger for an account. Please refer to chapter 4 for more information on Account Budgeting.

NOTE: *If an account has detail on it, a prompt will appear, "Account had detail and cannot be deleted."*

Chapter 4 Financial Report Formats

4.1 Overview

This section discusses the system's ability to provide Financial Report Formats. Each Financial Report Format consists of many components. These components have various combinations, which allow for diversity in financial reports.

4.2 Creating And Using A Report Format

Report Formatting allows for the creation of financial reports. Each format consists of several fields that combine to make the financial reports. These formats are required to ensure the correct information will pull to the financial reports and placed in the proper location. To create a format, select Financial Report Formats, from the General Ledger Main Menu.

Report And Line Numbers

Each report must have a unique number. This number is the reference number that is used by the system when viewing the list of reports on the screen display and for printing financial statements.

Select **Web Client > System Menu > General Ledger > Financial Report Formats (Maintenance)**

The screenshot shows the 'General Ledger - Report Formatting' screen in the TruBridge web client. The interface includes a header with 'TruBridge System Menu' and 'TruBridge Community Hospital'. Below the header, there are 'Update' and 'Delete' buttons. The main area is divided into two sections. On the left, there is a table with columns for 'Line', 'Type', and 'Description'. On the right, there are input fields for 'Report Number' and 'Line Number', and a set of radio buttons for 'Title', 'Heading', 'Information', 'Detail', 'Underline', 'Double Underline', and 'Total'. Below these are fields for 'Line Description', 'Print Format' (set to 'A - Balance Sheet'), 'Print Lines/Inch', 'Print Page Number' (with a checkbox), 'Auto Paginate' (with a checkbox), and 'Lines Per Page' (set to '00').

General Ledger - Report Formatting

- **Report Number:** The report number may be 0001-9999. Normally, Balance Sheets and Operating Statements are numbered from 0001-0099. Certain financials, such as cost reports, are usually assigned with the department number as the last three digits and are numbered in the 1000 series (e.g., 1001, 1002, etc.). Statistical Cost Center reports for Payroll are normally numbered in the 2000 series and all others are numbered in the 3000 series.
- **Line Number:** Line numbers should be assigned in increments of five to ten, with the exception of the Title Line. This will allow additional lines to be entered at a later time. If all lines become filled, the system will allow a report to be resequenced. Selecting **Resequence Report Formats** from the General Ledger Main Menu will automatically add 10 lines between each format line and resequence the entire report.

NOTE: *Placing the cursor on **Report Number** or **Line Number** will display definitions to assist in the set up of the financial report.*

- **Line:** This column designates the line number on the report.
- **Type:** This column may be completed by selecting one of the following line types: Title, Heading, Information, Detail, Underline, Double Underline or Total. Each entry will list a different set of options pertaining to the selection.
- **Description:** The Line Description pulls to this column.

Select any lines already set up to see more detail.

Title Lines

All reports must contain a Title line that describes the type of report. After entering the report number, enter line number “00001” to create a Title line for the financial report.

NOTE: When Line number 00001 is used, the system automatically assigns this as a Title line.

Select **Web Client > System Menu > General Ledger > Financial Report Formats > Report Number > Line Number**

Line	Type	Description
00001	T	BALANCE SHEET
00010	H	TRUBRIDGE COMMUNITY HOSPITAL
00020	H	BALANCE SHEET
00030	H	DATE
00040	I	ASSETS
00050	I	CURRENT ASSETS
00060	D	CASH
00070	D	GROSS ACCOUNTS RECEIVABLE
00080	D	LESS ALLOWANCES
00090	D	DUE FROM THIRD PARTIES
00100	D	OTHER RECEIVABLES
00110	D	INVENTORY
00120	D	PREPAID EXPENSES
00130	-	
00140	I	TOTAL CURRENT ASSETS

General Ledger - Report Formatting, Title

- **Line Description:** Enter the description of the report in this field, using up to 40 characters. For a Title line, the report description should be entered.
- **Print Format:** The Print Format field should be completed on the first Title line of the format. The Print Format may be for operating statements or balance sheets. For Balance Sheets, the formats available to determine the column headers are **A, F, G, I** and **L**. Print Format **Q** will print a trend Balance Sheet. For Operating Statements, the formats available are **B, C, D, E, H, J, K, M, N, O, b** and **d**. Print Format **P** will print a trend Income Statement. Please refer to chapter 21 for a sample of each available Financial Report Format.
- **Print Lines/Inch:** Select the lines per inch desired for this report. This will determine the space between each line on the report. To allow more space between each line, use 6LPI, and to allow less space between each line, use 8LPI.
- **Print Page Number:** Select this field for automatic page numbering on the report.

- **Auto Paginate:** Select this field to insert an auto page break when printing the financial statement. The system will default to 60 lines per page. Auto Paginate does not override the Printer Control field in Information, Detail and Total lines.
- **Lines per Page:** If Auto Paginate is selected, this field will default to 60 lines per page. This number may be over-keyed.
- **Update:** After entering each line, select **Update** to save the line. The newly-created line will appear in the box on the left.
- **Delete:** If a line is entered in error or needs to be deleted from a report, select **Delete**.

Heading Lines

Every report must contain a Header. The Header usually consists of three lines; one each for the name of report, facility and date. To create the first Header line of the format, enter the report number, line number as **10**, **20** or **30** depending on how much space is desired between the title line and header of the report. Select the **Heading** tab and enter the name of the facility. The second Header line should contain the name of the report. The third Header line should contain the word **DATE**. This will allow the correct time period to pull to the report date range used when printing.

Select **Web Client > System Menu > General Ledger > Financial Report Formats (Maintenance) > Report Number > Line Number > Heading**

The screenshot displays the 'General Ledger - Report Formatting' window. At the top, there are 'Update' and 'Delete' buttons. Below these, the 'Report Number' is set to '0001' and the 'Line Number' is '00010'. A table on the left lists various line items with their types and descriptions. On the right, the 'Heading' tab is active, showing a 'Line Description' field with the text 'TRUBRIDGE COMMUNITY HOSPITAL'.

Line	Type	Description
00001	T	BALANCE SHEET
00010	H	TRUBRIDGE COMMUNITY HOSPITAL
00020	H	BALANCE SHEET
00030	H	DATE
00040	I	ASSETS
00050	I	CURRENT ASSETS
00060	D	CASH
00070	D	GROSS ACCOUNTS RECEIVABLE
00080	D	LESS ALLOWANCES
00090	D	DUE FROM THIRD PARTIES
00100	D	OTHER RECEIVABLES
00110	D	INVENTORY
00120	D	PREPAID EXPENSES
00130	-	
00140	I	TOTAL CURRENT ASSETS

General Ledger - Report Formatting, Heading

Information Lines

Information lines, such as “Assets” and “Current Liabilities” are used wherever needed within a financial report. These lines will print on the financial report. To create an Information line, enter the report number, the line number (enter the next number using correct increments) and select the **Information** tab. The Line Description should be entered. If the Line Description is not completed, a blank line will print on the report.

Select **Web Client > System Menu > General Ledger > Financial Report Formats (Maintenance) > Report Number > Line Number > Information**

The screenshot displays the 'General Ledger - Report Formatting' window. On the left, a table lists existing lines:

Line	Type	Description
00001	T	BALANCE SHEET
00010	H	TRUBRIDGE COMMUNITY HOSPITAL
00020	H	BALANCE SHEET
00030	H	DATE
00040	I	ASSETS
00050	I	CURRENT ASSETS
00060	D	CASH
00070	D	GROSS ACCOUNTS RECEIVABLE
00080	D	LESS ALLOWANCES
00090	D	DUE FROM THIRD PARTIES
00100	D	OTHER RECEIVABLES
00110	D	INVENTORY
00120	D	PREPAID EXPENSES
00130	-	
00140	1	TOTAL CURRENT ASSETS

On the right, the 'Information' tab is selected. The 'Line Description' field contains 'ASSETS' and the 'Printer Control' dropdown is set to 'P - Pagefeed'. The 'Report Number' is 0001 and the 'Line Number' is 00040.

General Ledger- Report Formatting, Information

- **Line Description:** Enter the description of this Information Line, using up to 40 characters.
- **Printer Control:** Select **P-Pagefeed** to enable the first Information line of the header to print on the report. **P-Pagefeed** in an Information or Detail line will allow a **page break** immediately before that line prints. Select **L-Linefeed** to allow a **blank line** to appear on the report immediately before an Information or Detail line.

NOTE: The first Information line must be set to **Pagefeed** in order for the Heading lines to print on the Financial Reports.

Detail Lines

A Detail line is used to retrieve the numerical data for a Financial report.

Select **Web Client > System Menu > General Ledger > Financial Report Formats (Maintenance) > Report Number > Line Number > Detail**

The screenshot displays the 'General Ledger - Report Formatting' interface. On the left, a table lists various line items with their types and descriptions. Line 00060, 'CASH', is highlighted. On the right, the 'Detail' configuration panel is active, showing settings for the selected line. The 'Report Number' is 0001 and the 'Line Number' is 00060. The configuration panel includes the following fields:

- Line Description:** CASH
- Type Balance:** D - Debit
- Statistic Code:** (empty)
- Printer Control:** (empty)
- Zero Total Types:** (empty)
- Multiple Accounts:** (empty) with an 'Additional Multi Accts' button
- Multiple Printing:** S - Summarized
- Add or Subtract:** (empty) with a 'To Store' dropdown

General Ledger- Report Formatting, Detail

- **Line Description:** Enter the description of the Detail line, using up to 40 characters.
- **Type Balance:** This field is used to indicate the normal balance for a specific line. Select **D-Debit** or **C-Credit**. If a line has been designated as a debit but totals to a credit balance, the numbers will be listed with brackets. This will be helpful in making numerical data easier to identify on a financial report. The system will still add or subtract the line properly regardless of the setting for this field.
- **Statistic Code:** When using the Financial Statistic system, if a Statistic Code needs to be included in a financial report, the code should be loaded on the Detail line of the format. Instructions concerning Statistic Codes may be found in chapter 16.
- **Printer Control:** Select **P-Pagefeed** to create a **page break** immediately before this line prints. Select **L-Linefeed** to pull a single **blank line** immediately before this line. If this field is left blank, this line will print immediately after the previous line.

- **Zero Total Types:** This field is useful when a total effect is needed but should not include all of the previous lines. The following is an example of its use:

Cash	55,000	(Detail line)
Accounts Receivable	648,000	(Detail line with Zero Total Types = "1")
Allowance for Bad Debt	66,000	(Detail line)
Net Accounts Receivable	582,000	(Line Type "1")
Total Current Assets	637,000	(Line Type "2")

In the above example, entering a **1** in the Line Type causes the system to total the lines above it until it reaches another Line Type greater than or equal to it. By entering a Zero Total Type of **1** in the Accounts Receivable line, the totaling line will read up and include only up through this line. Therefore, the Net Accounts Receivable total will only include the Accounts Receivable and Allowance for Bad Debt figures.

- **Multiple Accounts:** This field should contain a single General Ledger account number or the wildcard number for this particular Detail line. An example of a wildcard number is 400XXXXX, which will pull account numbers 40000001 through 40099999.

To enter multiple General Ledger account numbers that may not be able to fit into a wildcard scheme, choose **Additional Multi Accts**. The following screen will display:

Select Web Client > System Menu > General Ledger > Financial Report Formats > Report Number > Line Number > Detail > Additional Multi Accts

Report Formatting X

Detail Line Multiple Accounts X

Add Delete

Report Number: 0001 Line Number: 00060

GL #:

Account	Description
10010000	CHECKING ACCOUNT -CASH
10011000	PAYROLL ACCOUNT -CASH
10012000	CHANGE ACCOUNT -CASH
10013000	PETTY CASH -CASH
10015000	SAVINGS 1101750 -CASH
10017000	SAVINGS CD -CASH
10018000	SAVINGS TSA N.J. -CASH

Detail Line Multiple Accounts

Enter the account number(s), selecting **Add** after each entry to update the financial format. Wildcarding may also be used if necessary. If a General Ledger account number is added in error, select the number from the list and select **Delete** in order to remove the account number.

- **Multiple Printing:** Select **S - Summarized** to print a single line with the total of the multiple accounts. Select **D - Detail** to print a line for each account.
- **Add or Subtract: (“+” or “-”) To Store: (1 thru 9):** This field is used to recall a previously stored Total line. Select **+** or **-** to **Add** or **Subtract** the stored Total line. In the next space, indicate the number associated with the stored Total line that should be used in the computation. For example, if a previous Total line was assigned a 2 in the “Zero Store Total” field, then in the Detail or Total line that the stored total should be included, enter a 2 in the second half of the “Add or Subtract/To Store” field.

Stored Total math functions can only be performed on “Detail” line types that “Multiple Printing” is set to Summarize.

Underlines

To have a single line print, select the **Underline** tab. To have a double line print, select the **Double Underline** tab

- **Printer Control:** Select **P-Pagefeed** to create a **page break** immediately before this line prints. Select **L-Linefeed** to pull a single **blank line** immediately before this line. If this field is left blank, this line will print immediately after the previous line.

Total Lines

A Total line may be used to total all previous Detail lines. Any Line Number field that contains a number will total all previous lines until it reaches another Line Number that it is equal to or greater than itself. This is useful for subtotaling within a report and also for creating a grand total.

For example, if a Line Number is set to the number 3, it will add all preceding lines, including any Detail lines that have been subtotalled with line types 1 and 2, until it reaches a 3 or higher number type line. A Line Number that is set to 1 will only add preceding lines until it reaches another number 1 or higher number.

Select **Web Client > System Menu > General Ledger > Financial Report Formats > Report Number > Line Number > Total**

The screenshot displays the 'General Ledger - Report Formatting' window. On the left, a table lists various line items with their types and descriptions. On the right, configuration options for a 'Total' line are shown, including fields for 'Number', 'Line Description', 'Type Balance', 'Statistic Code', 'Printer Control', 'Zero Store Total', and 'Add or Subtract'.

Line	Type	Description
00001	T	BALANCE SHEET
00010	H	TRUBRIDGE COMMUNITY HOSPITAL
00020	H	BALANCE SHEET
00030	H	DATE
00040	I	ASSETS
00050	I	CURRENT ASSETS
00060	D	CASH
00070	D	GROSS ACCOUNTS RECEIVABLE
00080	D	LESS ALLOWANCES
00090	D	DUE FROM THIRD PARTIES
00100	D	OTHER RECEIVABLES
00110	D	INVENTORY
00120	D	PREPAID EXPENSES
00130	-	
00140	1	TOTAL CURRENT ASSETS

Configuration options for the Total line (Line Number: 00140):

- Report Number: 0001
- Line Number: 00140
- Title: Total
- Number: 1
- Line Description: TOTAL CURRENT ASSETS
- Type Balance: D - Debit
- Statistic Code: [Empty]
- Printer Control: [Empty]
- Zero Store Total: [Empty]
- Add or Subtract: [Empty]
- To Store: [Empty]

General Ledger - Report Formatting, Total

- **Number:** Select the number to be used for this Total line. Total lines may be used to total all previous Detail lines until it reaches another Total line that is greater than or equal to that line.
- **Line Description:** Enter the description of this Total line, using up to 40 characters.
- **Type Balance:** This field is used to indicate the normal balance for a specific line. Enter **D - Debit** or **C - Credit**. If a line has been designated as a debit, but totals to a credit balance, the numbers will be listed with parentheses. This will be helpful in making numerical data easier to identify on a financial report. The system will still add or subtract the line properly regardless of the setting for this field.

- **Statistic Code:** When using the Financial Statistic system, if a Statistic Code needs to be included in a financial report, the code should be loaded on the Detail line of the format. Instructions concerning Statistic Code may be found in chapter 16.
- **Printer Control:** Enter **P- Pagefeed** to create a **page break** immediately before this line prints. Enter **L-Linefeed** to pull a single **blank line** immediately before this line. If this field is left blank, this line will print immediately after the previous line.
- **Zero Store Total:** This field is used to store the amount of this Total line for use in a later computation.
- **Add or Subtract: (“+” or “-”) To Store: (1 thru 9):** This field is used to recall a previously stored Total line. Enter + or - to **Add** or **Subtract** the stored Total line. In the next space, indicate the number associated with the stored Total line that should be used in the computation. For example, if a previous Total line was assigned a 2 in the “Zero Store Total” field, then in the Detail or Total line that the stored total should be included, enter a 2 in the second half of the “Add or Subtract/To Store” field.

Stored total math functions can only be performed on “Detail” Line types that “Multiple Printing” is set to Summarize.

4.3 Copying Financial Formats

When multiple Financial Formats are being created, it may be useful to create a copy of an entire format and then make any necessary changes. This may be accomplished by selecting **Generate New Report Format** from the General Ledger Main Menu. After selecting, a prompt appears to enter the desired report to copy and the number of the new report.

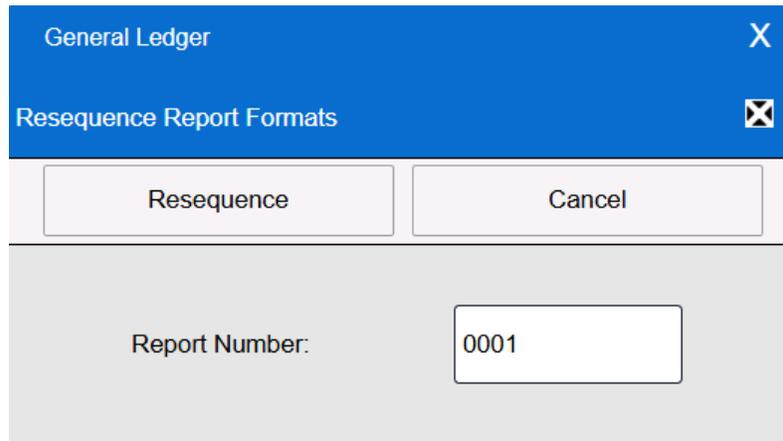
General Ledger	
Financial Report Format Duplication	
Copy	Cancel
Report # to copy from:	0001
Report # to copy to:	2000

Financial Report Format Duplication

Select **Copy** if the numbers are correct, to complete the copying process. Select **Cancel** to exit the option without creating a new financial report.

4.4 Resequence Financial Formats

When Financial Formats have been created there may be a need to add lines of Detail to the report. This may be accomplished by selecting **Resequence Report Formats** from the General Ledger Main Menu. After selecting this option the prompt appears to enter the number of the financial report to be resequenced. Each line number of the report will have ten empty lines inserted between them.



General Ledger X

Resequence Report Formats X

Resequence Cancel

Report Number: 0001

Resequence Report Formats

Select **Resequence** to insert the empty lines. Select **Cancel** to exit without altering the financial report.

4.5 Printing Financial Formats

Formats may be printed to show the contents of each line by accessing **Print Reports** on the General Ledger Main Menu and selecting **Financial Report Formats**.

Select **Web Client > System Menu > General Ledger > Print Reports > Financial Report Formats**

General Ledger	
Print Reports	
Transaction Edit List	Miscellaneous
Transaction Edit List	Chart of Accounts
Edit List Recreation	Budget Report
Account Detail Reports	Check Register
Single Account Detail	Trend Report
GL Detail	Recurring Entries List
GL Detail Cost (Cost Center Sequence)	Amortization Schedule
Trial Balance	Depreciation Schedule
Trial Balance Worksheet	New Accounts
Journal Reports	Financial Reports
Journals	Financial Report Formats
Detailed Journals	Select and Print Financials
Ad Hoc Reports	Accounts Missing on Financials
Build Ad Hoc Report	AHA Sequence Reports
Upload GL Transactions	Trial Balance
Custom Reports	General Ledger Detail

General Ledger, Print Reports

This may help determine if a line is not set up correctly. After selecting **Financial Report Formats** and a print option, the following prompts will appear:

Select **Web Client > System Menu > General Ledger > Print Reports > Financial Report Formats**

General Ledger Print Reports X

Print Financial Report Format X

Beginning Report #: (Leave blank for all)

Ending Report #: (Leave blank for all)

Print all account numbers?

Print

Print Financial Report Format

Enter the Financial Format number(s) to print. Leaving this selection blank will print the report for all Financial Formats created.

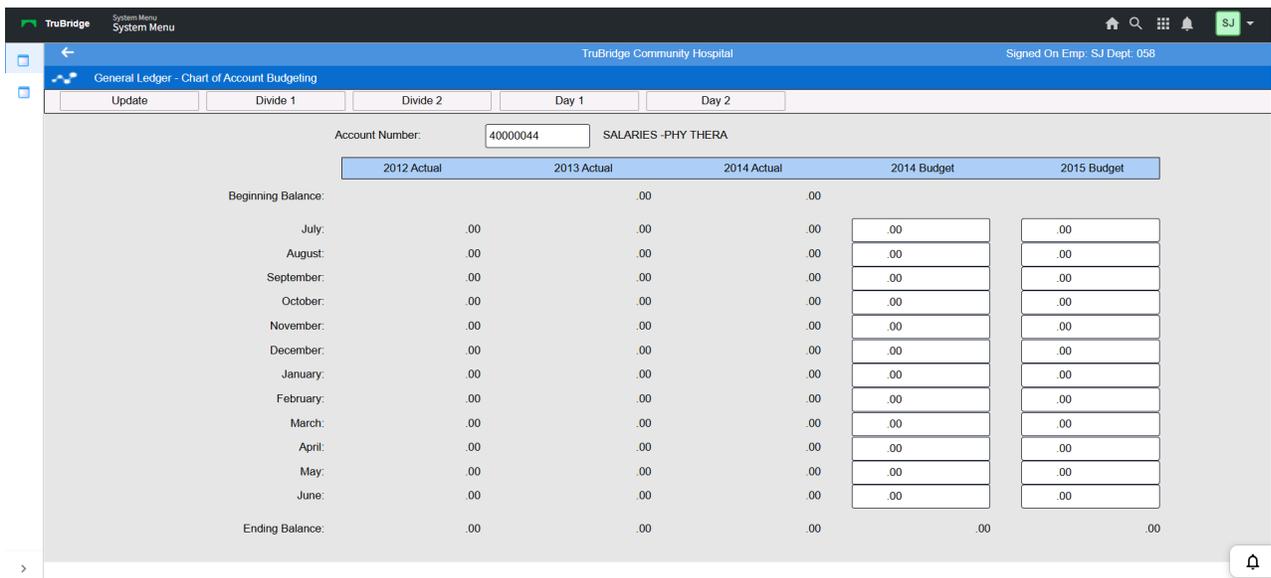
If **Print all Account Numbers?** is selected, each General Ledger number associated with a Detail line will print to the report. If left blank, only the wildcarding information for each Detail line will print to the report.

Chapter 5 Budgets

5.1 Overview

This chapter explains how to access and use the **Budget** application within General Ledger. Budget information may be entered for revenue and expense accounts so that actual information may be compared to the Budget information.

Select **Web Client > System Menu > General Ledger > Budgets > Account #**



General Ledger - Chart of Account Budgeting

5.2 Setting Up A New Budget Master

Budget figures for all income and expense accounts may be entered in **Budgets** as displayed in the figure below. Note that the screen displays three years of actual information and two years of budget information based on the Current Year (Unclosed) in the Control Record. Once the account number has been entered at the top of the **Budgets** screen, several options are available for entering the budget information.

To enter a single dollar figure for the entire budget year (2012 and 2013 in the example), select the first field for the first year and enter the total on that line. Select **Divide 1** or select **Divide 2** for the second year, and the system will automatically divide the total over the 12 month period.

Selecting **Day 1** or **Day 2** will allow the entry of a single dollar figure for the entire budget year, and the system will divide the annual budget based on the days in each month. The system will use 365 days or 366 days if it is a leap year, to compute the monthly budgets based on the number of days in each month.

To enter budget information on each line separately, select the first line for which budget information should be entered. After entering the correct amount, use the Tab key to move to the next field. After the correct budgeting information is entered, select **Update** to save.

	2012 Actual	2013 Actual	2014 Actual	2014 Budget	2015 Budget
Account Number:	10000000 CASH -CASH				
Beginning Balance:		-4309300.38	-4419653.77		
July:	.00	.00	.00	11408.83	11408.83
August:	.00	.00	-200.00	11408.83	11408.83
September:	.00	.00	.00	11408.83	11408.83
October:	.00	150.00	.00	11408.83	11408.83
November:	.00	115.00	.00	11408.83	11408.83
December:	.00	-50.00	-500.00	11408.83	11408.83
January:	.00	-45.00	.00	11408.83	11408.83
February:	.00	.00	-1000.00	11408.83	11408.83
March:	.00	.00	-100.00	11408.83	11408.83
April:	.00	-758.33	-150.00	11408.83	11408.83
May:	.00	-109785.06	-100.00	11408.83	11408.83
June:	.00	.00	.00	11408.87	11408.87
Ending Balance:	-4309300.38	-4419653.77	-4421703.77	136906.00	136906.00

General Ledger - Budget Maintenance Screen

Chapter 6 Recurring Entries

6.1 Overview

The Recurring Entries option allows journal entries to be set up to be used to create transactions. By using these selections, the system will pull pre-created entries and place them into the General Ledger Transaction Entry/Review/Correct Screen. The four types of entries that the system will create are Monthly, Quarterly, Yearly and Percentage.

6.2 Setting Up A Recurring Entry

To begin setting up these entries select **Recurring Entries** from the General Ledger Main Menu. After selecting the Type and Group # the Recurring Entry/Review/Correct screen will be displayed.

Select the appropriate schedule type, **M-Monthly**, **Q-Quarterly**, **Y-Yearly**, or **P-Percentage**. The system will display all existing transactions for the selected schedule type.

- **Group #:** Enter a Group number to identify the Recurring Entries.

If there are existing entries for the schedule type and group number entered, they will be displayed. Entries may be added or existing entries changed.

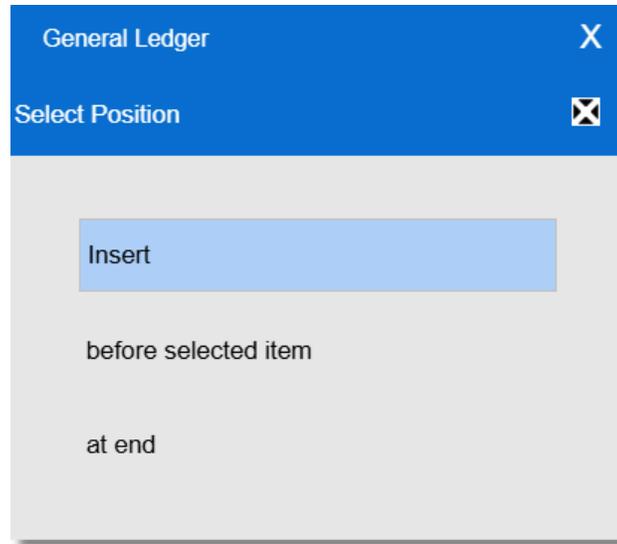
Select **Web Client > System Menu > General Ledger > Recurring Entries**

Account	Not Used	Amount	Jnl	Reference	Description
40855093		100.00	JE	RECURRING	MONTHLY DEPR ENTRY
10144000		-100.00	JE	RECURRING	MONTHLY DEPR ENTRY
40180094		821.53	JE	RECURRING	PREPAID INSURANCE
10121000		-821.53	JE	RECURRING	PREPAID INSURANCE
40000023		1500.00	JE	RECURRING	AMBULANCE/CONT
10081000		-1500.00	JE	RECURRING	AMBULANCE/CONT
40750011		828.12	JE	RECURRING	LEASE/RESPIRATORY
10170000		-828.12	JE	RECURRING	LEASE/RESPIRATORY
40750032		1452.00	JE	RECURRING	LEASE/LAB EQUIPMENT
10170000		-1452.00	JE	RECURRING	LEASE/LAB EQUIPMENT
40750034		3575.00	JE	RECURRING	LEASE/X-RAY EQUIPMENT

Totals	
Debit:	8376.65
Credit:	-8376.65

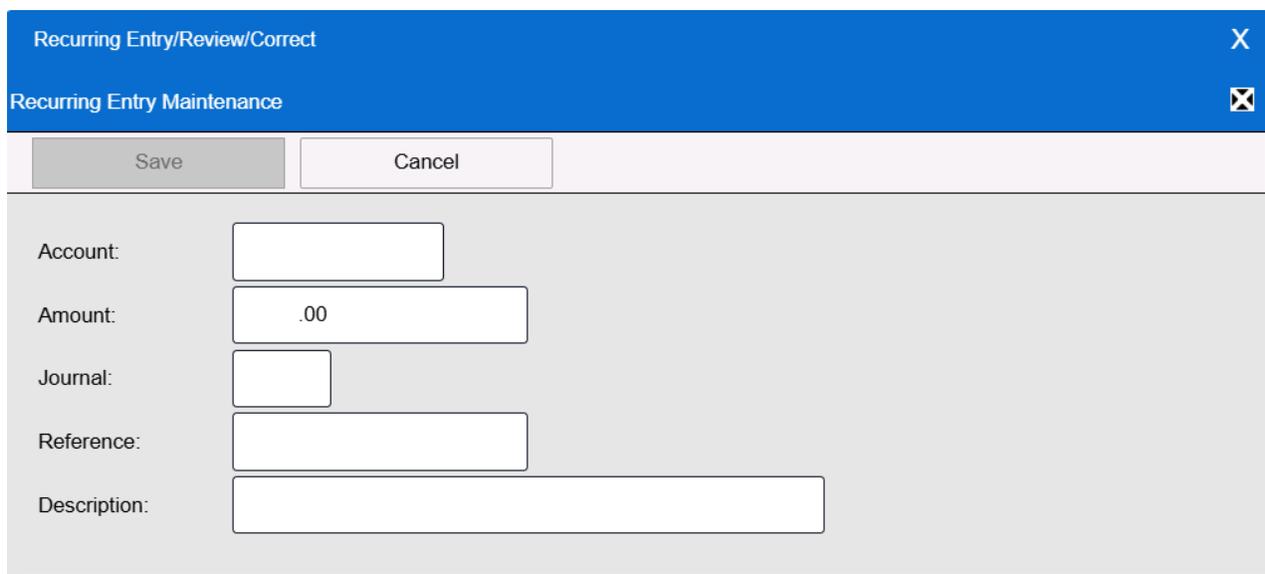
General Ledger- Recurring Entry/Review/Correct

- **Add New Entry:** Selecting this option will allow new Recurring Entries to be added. The following screen will be displayed:



General Ledger - Select Position

The position of the new entry in relation to the existing entries may be selected. Selecting **before selected item** will put the new Recurring Entry prior to an existing entry that is highlighted. Selecting **at end** will put the new entry after all existing entries. When entering Monthly, Quarterly or Yearly entries, after selecting the position of the new entry, the following screen will appear:



Recurring Entry Maintenance

- **Account:** Enter the General Ledger account number associated with the Recurring Entry.
- **Amount:** Enter the dollar amount of the Recurring Entry.
- **Journal:** Enter the Journal Type, typically **JE**.
- **Reference:** This is a free text field used for information purposes.

-
- **Description:** This is a free text field used for information purposes.
 - **Save:** Select this option to update the system with the new Recurring Entry.
 - **Cancel:** Select this option to exit without updating the system with any Recurring Entry information.
 - **Delete Entry:** Highlight an entry and select this option to remove the entry.
 - **Edit Entry:** Highlight an entry and select this option to make changes for the Recurring Entry.

NOTE: *To delete or edit more than one entry, press the Ctrl key and highlight the entries needed.*

When setting up Percentage entries the following screen will appear:

Recurring Entry/Review/Correct X

Recurring Entry Maintenance X

Save Cancel

From Acct:

To Acct:

Percent:

Journal:

Reference:

Description:

Recurring Entry Maintenance

Enter the desired General Ledger account numbers in the **From Acct** and **To Acct** fields. Next, enter the percentage amount to transfer in the **Percent** field. The system will take the monthly activity amount and subject it to the percentage allocation. Enter the Journal Type and any reference and description desired.

These entries are stored in the system for future use. Placing a Recurring Entry into a Transaction Edit List is done via **Create Recurring Entries** from the General Ledger Main Menu. Please refer to Chapter 9 for more information on creating Recurring Entries.

Chapter 7 Control Options

7.1 Overview

This chapter explains the use and importance of the General Ledger Control Options. It is imperative that fields in the General Ledger Control Options are not changed if the purpose of the field is not fully understood. Please contact a TruBridge Support Representative before making any changes to the Control Options.

7.2 GL - Control Options General

Select **Web Client > System Menu > General Ledger > Control Options**

The screenshot displays the 'General Ledger - Control Options' web interface. The page is titled 'General Ledger - Control Options' and includes an 'Update' button. The interface is divided into two main sections: 'General' and 'Physician Consolidated GL Information'. The 'General' section contains the following fields:

AHA Transaction Entry Method:	<input type="checkbox"/>
Consolidation Cd/ Income Stmt Rep:	1 0002
Recurring Entry Quarter Date 1:	0930
Recurring Entry Quarter Date 2:	1231
Recurring Entry Quarter Date 3:	0330
Recurring Entry Quarter Date 4:	0630
Fiscal Begin Month:	07
Current Year (Unclosed):	2014
GL Closed Date:	02/28/23
GL Reorganized Date:	06/30/22
GL Detail Drop Date:	09/30/05
Retained Earnings GL #:	20700000
YTD Profit GL #:	20710000

The 'Physician Consolidated GL Information' section contains the following fields:

Control Record Password:	
Auto Update PR Hour Statistics:	<input checked="" type="checkbox"/>
Create PR Drill Down Entries:	<input checked="" type="checkbox"/>
GL End of Year Close Date:	06/30/22

General Ledger - Control Options

- **AHA Transaction Entry Method:** The first field of the Control Options allows the system to use numbers loaded in the first field of the Chart of Accounts, AHA Number, when creating transactions instead of the TruBridge General Ledger numbers. If the field is selected, the system will use the AHA method. The default for the field is blank. If the default setting is used, the system will use the TruBridge General Ledger numbers. The setting in the Control Options may be overridden when performing transaction entry.

- **Consolidation Cd/Income Stmt Rep:** If more than one company is utilized on the system, Consolidated Financial Statements may be printed. To do so, both companies must have identical Consolidation Codes loaded in the first field. The number should be a single digit of numbers 1-9. The second field concerns the Income Statement number for the Consolidated Financial Statements. The default is 0002. If the Consolidated Income Statement number is not 0002, the correct number must be over-keyed in this field.
- **Recurring Entry Quarter Date 1-4:** These fields of the Control Options contain the Recurring Entry Quarter Dates. If Quarterly Recurring Entries are created, these end dates will be the transaction dates for the entries. Dates should be entered in MMDD format.
- **Fiscal Begin Month:** The calendar month the system will recognize as the first month in the fiscal year should be entered. This will affect budgeting dates, time periods for Financial Statements and the month starting a new year. The Fiscal Begin Month should be entered as two digits (e.g., 05, 07,10).
- **Current Year (Unclosed):** This field of the Control Options represents the year that is currently being used for activity on the system. This field should be manually updated after year end close procedures take place.
- **GL Closed Date:** The GL Closed Date reflects the date prior to which the system will not accept General Ledger entries. This date may be manually manipulated or automatically updated by printing the General Ledger Detail Report at month end.
- **GL Reorganized Date:** Once a final year end close has taken place and all transactions for the year have been entered, including final adjusting entries from auditors, the completed year should be reorganized. The date that data has been reorganized through should appear in this field. This field should never be manually manipulated because the system automatically updates this field during year end close reorganization. This field may only be changed by running end of year processes.
- **GL Detail Drop Date:** This field represents the date used to drop General Ledger detail. This field also should never be manually manipulated because the system automatically updates this field during year end close reorganization. This field may only be changed by running end of year processes.
- **Retained Earnings GL #:** This field of the Control Options should contain the Retained Earnings General Ledger number. This number is automatically affected by year end close with entries consisting of all revenue and expense General Ledger number balances. This allows the revenue and expense accounts to have a zero balance at the start of the next fiscal year.
- **YTD Profit GL#:** This field should contain the YTD Profit and Loss General Ledger number. This number represents the year to date net profit and loss that is system generated based on entries throughout the entire fiscal year.
- **Control Record Password:** A password may be entered in this field using alpha or numeric characters for additional security. Once this has been entered, the system will prompt for this password when accessing the Control Options.

-
- **Auto Update PR Hour Statistics:** If selected, the system will allow for the automatic update to the Statistics application of payroll hours. The PR Labor and Distribution Report updates the Payroll statistics. The default is blank.
 - **Create PR Drill Down Entries:** If selected, this field allows access to an informational Payroll entry detail screen from a General Ledger account detail for Journal Types of "PR" by double clicking the detail line. This feature is available from ClientWare PC's with graphics enabled.
 - **GL End of Year Close Date:** This field is updated when the Year End closing entries or unclosing entries are posted to General Ledger. The system will not allow journal entries to be posted prior to this date.
 - **Update:** After making any changes to the Control Options select **Update** to save the changes.

NOTE: *The Physician Consolidated GL Information tab is not longer used. Please refer to Chapter 13 for information on updating General Ledger from MPM.*

Chapter 8 Images

8.1 Overview

Supporting documentation may be scanned into the system while entering a journal entry. The scanned image will be attached to the batch number of the journal entry and can be viewed from both the Account Detail and the Images option on the General Ledger Main Menu. Scanned images can be attached to any type of journal entry.

8.2 Title Maintenance

Before an image can be scanned for a journal entry, the Image Title must be set up in Title Maintenance.

Select **Web Client > System Menu > General Ledger > Images > Title Maintenance**

Title	Resolution	Color Depth	Document Size	Current	ADF
AP INVOICES	100 DPI	Black & White	8.5 x 11 Letter	Y	Y
BACK UP DOCUMENTATION	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Correspondence	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Invoice	100 DPI	Black & White	8.5 x 11 Letter	Y	N
PAYMENT RECORD	100 DPI	Black & White	8.5 x 11 Letter	N	N
Purchase Order	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Supporting Documentation	100 DPI	Black & White	8.5 x 11 Letter	Y	Y
TEST	100 DPI	Black & White	8.5 x 11 Letter	Y	Y

Accounts Payable - Image Title Maintenance

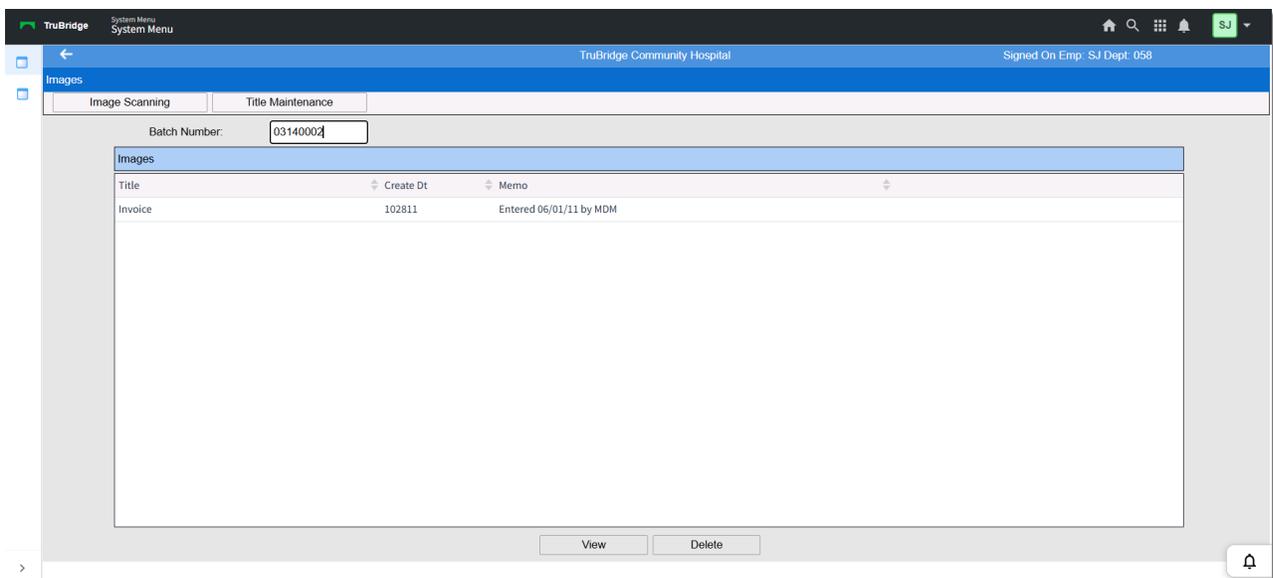
- **Title:** Enter the scanned document title. The title will display when using the Images options.
- **Resolution:** Select the desired resolution from the drop-down menu.
- **Color Depth:** Select the color depth of the document from the drop-down menu. The available options are Black & White, Color and Grey Scale.
- **Document Size:** Select the desired document size from the drop-down menu.

- **Currently Used:** Select this field if the document will be used currently. Removing the check mark in this field will prevent it from being used in the future but will allow existing documents to be viewed.
- **Enable Auto Document Feeder:** Select this field to enable the automatic document feeder on the scanner.

Select **Update** to save the changes.

An existing Batch Number may be entered to view previously scanned images or to scan an image and attach it to that batch number.

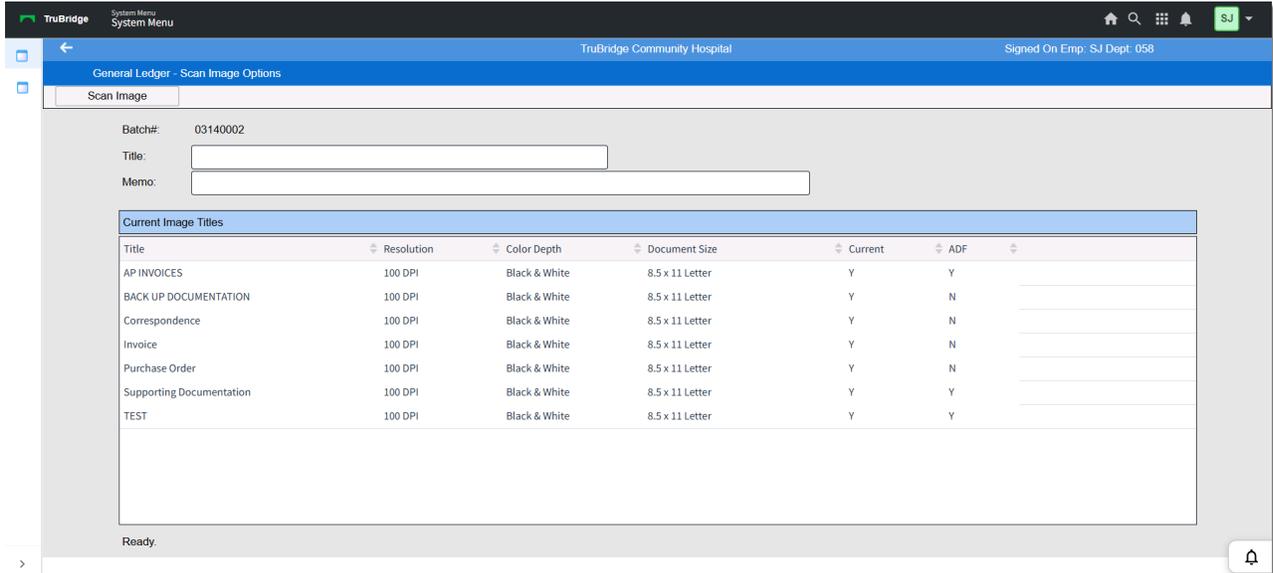
Select **Web Client > System Menu > General Ledger > Images**



Images

Enter the batch number and then select **View** to view the selected scanned image. Select **Delete** to delete the scanned image. To attach a scanned image to the batch, select the batch number and then **Image Scanning**. Select the appropriate title to scan and then select **Scan Image**. Answer the prompts appropriately for the scanned image and save the image using the  **Save icon**.

Select Web Client > System Menu > General Ledger > Images > Batch Number > Image Scanning



TruBridge System Menu System Menu
TruBridge Community Hospital Signed On Emp: SJ Dept: 058

General Ledger - Scan Image Options

Scan Image

Batch#: 03140002

Title:

Memo:

Current Image Titles					
Title	Resolution	Color Depth	Document Size	Current	ADF
AP INVOICES	100 DPI	Black & White	8.5 x 11 Letter	Y	Y
BACK UP DOCUMENTATION	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Correspondence	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Invoice	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Purchase Order	100 DPI	Black & White	8.5 x 11 Letter	Y	N
Supporting Documentation	100 DPI	Black & White	8.5 x 11 Letter	Y	Y
TEST	100 DPI	Black & White	8.5 x 11 Letter	Y	Y

Ready.

General Ledger - Scan Image Options

NOTE: The scanned image attached to the journal entry will purge off the system when a file reorganization is performed during the final year end closing procedures.

Chapter 9 View

9.1 Overview

It is often helpful to be able to view or search for information on the screen without having to print a report. This chapter will provide examples of each screen display available from the General Ledger Main Menu.

9.2 Chart Of Accounts

A master list of all General Ledger accounts may be displayed from the General Ledger Main Menu by selecting **Chart of Accounts** listed under **View**. By pressing the Enter key, the display will begin with the first account number. The display may also begin anywhere within the Chart of Accounts by entering an account number and a department number, if applicable, in the first field of the screen. The screen will display an Account Number, Account Description, AHA Number if used, Normal Balance of the account (debit or credit), Control Account setting, Balance and Previous Balance.

NOTE: The Balance column will display the ending balance of the account. The Previous Balance will display the previous month's balance based on the GL Closed Date in Control Options.

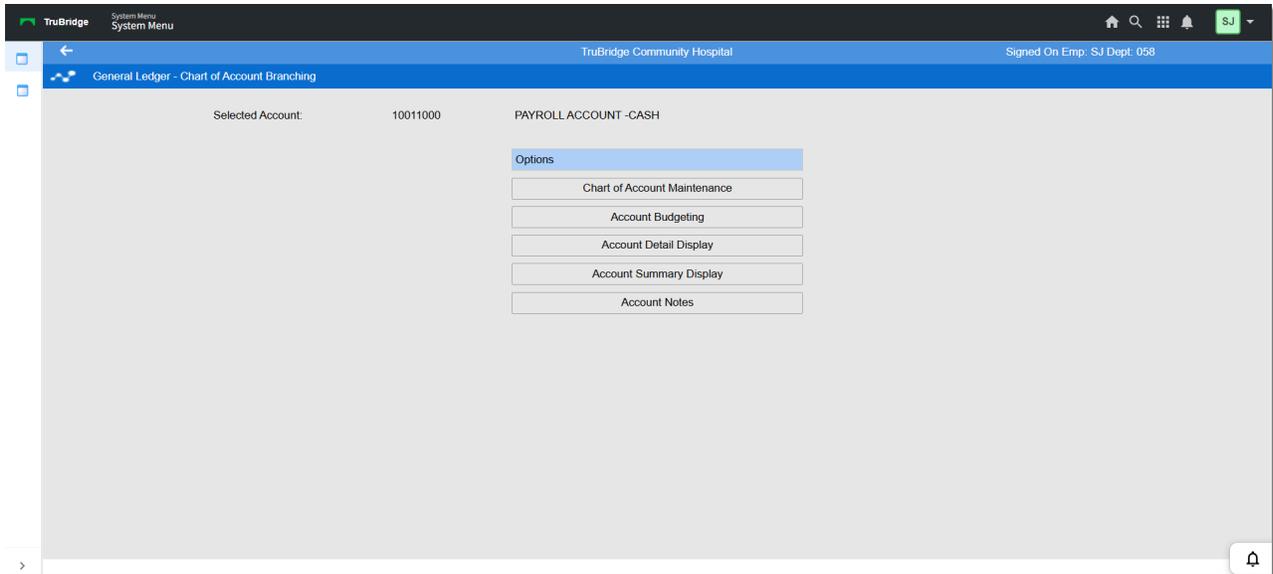
Select **Web Client > System Menu > General Ledger > Chart of Accounts (View)**

Account	Description	AHA Number	D/C	Ctrl	Balance	Previous Balance
10000000	CASH-CASH	10000	D	N	-4494787.52	-4494787.52
10004000	VISA CLEARING ACCOUNT		D		-1217.40	-1217.40
10010000	CHECKING ACCOUNT-CASH	11000	D	N	23419.75	23419.75
10011000	PAYROLL ACCOUNT-CASH	11001	D	N	890.16	890.16
10012000	CHANGE ACCOUNT-CASH	11010	D	N	600.00	600.00
10013000	PETTY CASH-CASH	11020	D	N	111112710.00	111112710.00
10014000	SAVINGS-CASH	11025	D	N	64321.03	64321.03
10015000	SAVINGS 1101750-CASH	11030	D	N	141659.54	141659.54
10015010	SAVINGS WJ SPARKS-CASH	11031	D	N	6398.88	6398.88
10016000	FUNDED DEPR-CASH	11131	D	N	104768.16	104768.16
10017000	SAVINGS CD-CASH	11150	D	N	305397.42	305397.42
10018000	SAVINGS TSA N.J.-CASH	10180	D	N	11819.19	11819.19
10022000	W F SPARKS-CASH	11160	D	N	55646.80	55646.80
10023000	CONSTRUCTION FUND-CASH	10222	D	N	3101422.10	3101422.10
10023050	BOND INSURANCE COSTS	12542	D	N	238687.27	238687.27

General Ledger - Chart of Accounts Display

Select the desired line to display the Chart of Account Branching screen.

Select **Web Client > System Menu > General Ledger > Chart of Accounts (View) > Account Number**



General Ledger - Chart of Account Branching

- **Chart of Account Maintenance:** This screen is used to create, change or delete accounts from the General Ledger system.
- **Account Budgeting:** This screen is used to set up or change budget figures for accounts.
- **Account Detail Display:** This screen will display transactions posted to a specific account for a selected date range.
- **Account Summary Display:** This screen will display a monthly recap of activity as well as budget information.
- **Account Notes:** This option branches to the Account Notes screen. The screen appears in Notepad format or CPWriter format, depending on how Enable TruBridge Edit Boxes in ClientWare is answered. Notes associated with the General Ledger account number selected may be entered here.

9.3 Account Detail

To display detail for a single account, select **Account Detail** from the General Ledger Main Menu. Enter the appropriate account number, and the system will display the account description. The display will begin with the first day of the current month. The Ending Date field will default to the last day of the current month. Either of these dates may be over-keyed. Select **Go** to display 20 lines of detail. The screen displays the Transaction Date, CSN/Batch Number, Sequence Number within the batch, Initials of who made the entry, Journal Type Code, dollar amount of the transaction, any References or Descriptions and a Running Total dollar amount. For additional lines, select **More** at the bottom of the display area. This will display additional detail, 20 lines at a time. Selecting the radio option for **Drill Down Detail** and the line of detail will display the GL Edit List for that batch. Selecting the radio option for **Images** and the desired line of detail will display the list of scanned images associated with the batch. The Images column will display a **Y** if there is a scanned image associated with that line item. See the figure below for an example of a General Ledger Account Detail.

Select **Web Client > System Menu > General Ledger > Account Detail (View) > Account Number**

Date	CS# / Batch-Seq	Init	Jn	Reference	Description	Amount	Running Total	Img
033115	0270025-999	XXX	PJ	SEQ=00023	SUMMARY OF A/P CONTROL	-5550.00	.00	N
091515	0270028-999	XXX	PJ	SEQ=00001	SUMMARY OF A/P CONTROL	-100.00	.00	N
102615	0270027-999	XXX	PJ	SEQ=00001	SUMMARY OF A/P CONTROL	-100.00	.00	N

General Ledger - Account Detail

Detail line entries in a General Ledger account that have a Journal Type of "PR" or "PJ", when selected, will drill down to screens that will provide a summarized version of that journal entry. This feature is available from ClientWare PC's with graphics and Windows Controls enabled. The drill down data screens are informational only. Detail line entries in a General Ledger account that have a Journal Type of "JE", when selected, will display a pop-up window that lists all transactions from that batch's Transaction Edit List. This will provide a tool to determine where a JE is offset. Detail line entries that have a Journal Type of "CR", when selected, will display the line entries from the Monthly Receipt List that make up the selected line of detail. Detail line entries that have a journal type of "MM", when selected, will display the Transaction Edit List that posted the entry to permanent file for further information.

Select Web Client > System Menu > General Ledger > Account Detail (View) > Account Number > Select PR Journal Line

The screenshot shows the TruBridge software interface. At the top, there is a header bar with 'TruBridge' and 'System Menu System Menu'. Below this, a blue button reads 'GL Drill Down to PR Data (Bi-Weekly)'. The main area displays account information: 'GL Acct: 10011000 PAYROLL ACCOUNT -CASH' and 'Tran Dt: 07/02/08 Batch/Seq: 04000034-0011'. Below this is a table with two columns: 'PCd Amount' and 'Hours'. The table contains four rows of data for different employees. At the bottom of the screen, there are navigation buttons for 'PgUp', 'PgDn', 'Enter', and 'Exit'.

PCd	Amount	Hours	Employee	PCd Amount	Hours
			00001 WILSON MARY BETH C	1590.77	.00
			00002 OLIVIA DYAR C	1925.25	.00
			00005 HOWARD RUTHELLEND C	1649.00	.00
			20005 W GAILLARD BIXLER C	1925.02	.00

GL Drill Down to PR Data (Bi-Weekly)

Select Web Client > System Menu > General Ledger > Account Detail (View) > Account Number > Select PJ Journal Line

TruBridge Community Hospital | Signed On Emp: SJ Dept: 058

Accounts Payable - Invoice Maintenance

Vendor: 10113 DELTA HOSPITAL SUPPLY | Amount: 500.00

Invoice: 020983 | Disc. Calc: %: 00.0

Trans Date: 111711 | State Withholding: | CS #: 0027

PO: | Federal Withholding: | Batch: | Sequence: 0001

Invoice Date: 111011 | 1099 Total: Tax Report:

Due Date: 112511 | AP Memo: | Multi-Payments: |

Pay Code: P | Cap Proj #: | Yr: | Amt: |

Check: 123519 | Dt: 013118 | Bank: SCU | Cap Proj #: | Yr: | Amt: |

Seq	GL #	Description	AHA #	Amount
0001	40460066	OFFICE SUPPLIES-ADM	95070	500.00

Undistributed: |

Accounts Payable - Invoice Maintenance

Select Web Client > System Menu > General Ledger > Account Detail (View) > Account Number > Select JE Journal Line

GL Edit List

CSNUM: 0444 | Batch: 0002

Seq.	Account	AHA	Date	Journal	Amount	Reference	Memo
0001	40000001	60100	10/31/11	JE	11456.00	PR HRS OCT	
0002	10000000	10000	10/31/11	JE	-11456.00	PR HRS OCT	
0003	40000001	60100	11/30/11	JE	11502.00	PR HRS NOV	
0004	10000000	10000	11/30/11	JE	-11502.00	PR HRS NOV	
0005	40000001	60100	12/31/11	JE	11002.00	PR HRS DEC	
0006	10000000	10000	12/31/11	JE	-11002.00	PR HRS DEC	
0007	40000001	60100	01/31/12	JE	11444.00	PR HRS JAN	
0008	10000000	10000	01/31/12	JE	-11444.00	PR HRS JAN	
0009	40000001	60100	02/29/12	JE	11220.00	PR HRS FEB	
0010	10000000	10000	02/29/12	JE	-11220.00	PR HRS FEB	
0011	40000001	60100	03/31/12	JE	11452.00	PR HRS MAR	
0012	10000000	10000	03/31/12	JE	-11452.00	PR HRS MAR	
0013	40000001	60100	04/30/12	JE	11620.00	PR HRS APR	

More

GL Edit List

Select Web Client > System Menu > General Ledger > Account Detail (View) > Account Number > Select CR Journal Line

Monthly Receipts List						
CSNUM:	0615	Batch:	0001			
Date	Rec Num	Pay Type	Payer	Cash Amount	Receipt Amount	AR Num
06/01/13	0010967	IN	INS=BB 1 F	50.00	54.00	357120
06/01/13	0010968	IN	BLUE CROSS OF ALA-O/	-4.00	-4.00	
06/03/13	0010969	CA	ROSSER TROY	400.00	400.00	356917
06/04/13	0010970	CK	GRAHAM WILLIAM S	500.00	500.00	357205
06/05/13	0010971	CA	JILL	500.00	500.00	785684
06/05/13	0010971	CA	CLARKE MICHAEL J	452.00	452.00	357012
06/06/13	0010972	CA	JACKSON DANE	259.70	259.70	357106
06/06/13	0010972	CA	GILLESPIE JANE P	6000.00	6000.00	357201
06/07/13	0010973	CK	SULLIVAN MARGARET LO	500.00	500.00	357354
06/07/13	0010973	CK	LARTIGUE JEFFREY	100.00	100.00	332085
06/08/13	0010980	CA		10.00	10.00	357487
06/10/13	0010974	CA	LARTIGUE JEFFREY	800.00	800.00	332085
06/10/13	0010974	CA	WILKINS MARIANNE	7000.00	7000.00	660166

Monthly Receipts List

Select Web Client > System Menu > General Ledger > Account Detail (View) > Account Number > Select MM Journal Line

Seq.	Account	AHA	Date	Journal	Amount	Reference	Memo
0001	10100025		02/06/25	MM	20425.57		ACCURAL ENTRY
0002	20025000	21705	02/06/25	MM	-20425.57		ACCURAL ENTRY
0003	40000001	60100	02/06/25	MM	274.16		ACCURAL ENTRY
0004	20025000	21705	02/06/25	MM	-274.16		ACCURAL ENTRY

More

GL Edit List

9.4 Account Summary

To display summarized information for a specific account, select **Account Summary** from the General Ledger Main Menu. Enter the desired account number and the system will display the account description. The display will also include a monthly recap for the selected account for the prior year, current year, current year budget amount and the difference between the current year and the current year budget amount.

Select **Web Client > System Menu > General Ledger > Account Summary (View) > Account Number**

TruBridge System Menu System Menu
TruBridge Community Hospital Signed On Emp: SJ Dept: 058
General Ledger - Account Summary Display

Account Number: SALARIES -NURS ADM

	2013 Actual	2014 Actual	2014 Budget	=	Difference
Beginning Balance:	.00	.00			
July:	.00	.00	11408.83		-11408.83
August:	.00	.00	11408.83		-11408.83
September:	.00	.00	11408.83		-11408.83
October:	.00	.00	11408.83		-11408.83
November:	.00	.00	11408.83		-11408.83
December:	.00	.00	11408.83		-11408.83
January:	.00	.00	11408.83		-11408.83
February:	.00	.00	11408.83		-11408.83
March:	.00	.00	11408.83		-11408.83
April:	.00	.00	11408.83		-11408.83
May:	100.00	.00	11408.83		-11408.83
June:	.00	.00	11408.87		-11408.87
Ending Balance:	100.00	.00	136906.00		-136906.00

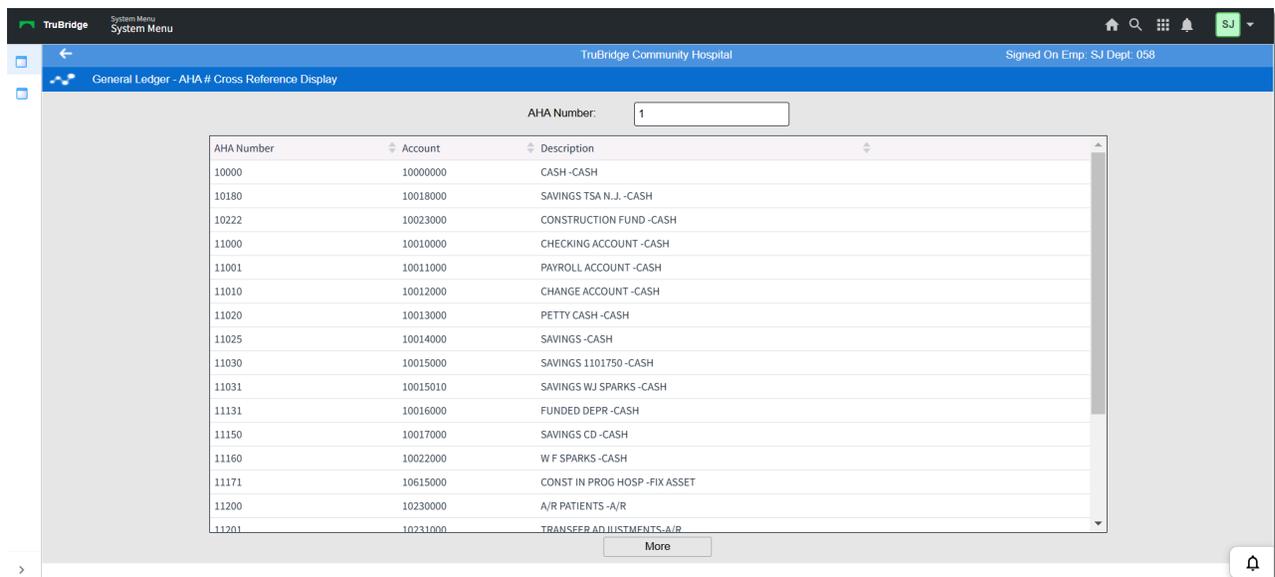
General Ledger - Account Summary Display

The Actual columns will drill down to the Account Detail Display. By selecting a line for a particular month in either of the Actual columns, the entries that make up the total may be viewed.

9.5 AHA Number Cross Reference

The system has a master screen display for cross-referencing an AHA number with the TruBridge standard Chart of Accounts number. The AHA number may be loaded in an account number's Chart of Account Maintenance Screen. This cross-reference information may be displayed by selecting **AHA Number Cross Reference** from the General Ledger Main Menu listed under **View**. The display will begin with the first AHA account number by pressing the Enter key or anywhere within the Cross Reference by entering an AHA account number on the first field on the screen. The display includes the AHA account number, the TruBridge account number and the account description.

Select **Web Client > System Menu > General Ledger > AHA Number Cross Reference (View) > AHA Acct #**



AHA Number	Account	Description
10000	10000000	CASH - CASH
10180	10018000	SAVINGS TSA N.J. - CASH
10222	10023000	CONSTRUCTION FUND - CASH
11000	10010000	CHECKING ACCOUNT - CASH
11001	10011000	PAYROLL ACCOUNT - CASH
11010	10012000	CHANGE ACCOUNT - CASH
11020	10013000	PETTY CASH - CASH
11025	10014000	SAVINGS - CASH
11030	10015000	SAVINGS 1101750 - CASH
11031	10015010	SAVINGS WJ SPARKS - CASH
11131	10016000	FUNDED DEPR - CASH
11150	10017000	SAVINGS CD - CASH
11160	10022000	W F SPARKS - CASH
11171	10615000	CONST IN PROG HOSP - FIX ASSET
11200	10230000	A/R PATIENTS -A/R
11201	10231000	TRANSFER ADJUSTMENTS-A/R

General Ledger - AHA # Cross Reference Display

Selecting a desired line will display the Chart of Account Branching Screen. Any one of the following will be available: Chart of Account Maintenance, Account Budgeting, Account Detail Display, Account Summary Display or Account Notes.

9.6 Financial Reports Format

A master list of all Financial Report Formats is available by selecting **Financial Report Formats** from the General Ledger Main Menu in the **View** section. The display will begin with the first line of the first Financial Report by pressing the Enter key. The display may also begin anywhere within the Financial Report by entering a report number in the first field on the screen and a line number in the second field on the screen. The display will include the Report Number, Line Numbers, Line Type, Line Description, Normal Account Balance (debit or credit), Control Line for characters per inch and Line and Page feeds within the report and all lines utilizing multiple accounts.

Select **Web Client > System Menu > General Ledger > Financial Report Formats (View)**

Report	Line	Type	Description	D/C	Ctl	Multi-Acct
0001	00001	T	BALANCE SHEET	A	6	
0001	00010	H	TRUBRIDGE COMMUNITY HOSPITAL			
0001	00020	H	BALANCE SHEET			
0001	00030	H	DATE			
0001	00040	I	ASSETS		P	
0001	00050	I	CURRENT ASSETS			
0001	00060	D	CASH	D		
0001	00070	D	GROSS ACCOUNTS RECEIVABLE	D		10230000
0001	00080	D	LESS ALLOWANCES	D		10232000
0001	00090	D	DUE FROM THIRD PARTIES	D		10254000
0001	00100	D	OTHER RECEIVABLES	D		10080000
0001	00110	D	INVENTORY	D		10113000
0001	00120	D	PREPAID EXPENSES	D		10121000
0001	00130	-				

General Ledger - Report Format Display

Select the desired line to display the Report Formatting for the selected line. Changes may be made to the selected line in this screen. The following is the Report Formatting screen for a Detail line. When any changes are made to the line, select **Update** to save the changes.

Select **Web Client > System Menu > General Ledger > Financial Report Formats (View) > Select Line**

TruBridge Community Hospital
Signed On Emp: SJ Dept: 058

General Ledger - Report Formatting

Report Number: 0001 Line Number: 00070

Line	Type	Description
00001	T	BALANCE SHEET
00010	H	TRUBRIDGE COMMUNITY HOSPITAL
00020	H	BALANCE SHEET
00030	H	DATE
00040	I	ASSETS
00050	I	CURRENT ASSETS
00060	D	CASH
00070	D	GROSS ACCOUNTS RECEIVABLE
00080	D	LESS ALLOWANCES
00090	D	DUE FROM THIRD PARTIES
00100	D	OTHER RECEIVABLES
00110	D	INVENTORY
00120	D	PREPAID EXPENSES
00130	-	
00140	1	TOTAL CURRENT ASSETS

Line Description: GROSS ACCOUNTS RECEIVABLE

Type Balance: D - Debit

Statistic Code:

Printer Control:

Zero Total Types:

Multiple Accounts: 10230000 Additional Multi Accts

Multiple Printing: S - Summarized

Add or Subtract: To Store:

General Ledger - Report Formatting

9.7 Regen AHA Cross Reference

Selecting **Regen AHA Cross Reference** from the General Ledger Main Menu under the Transactions section will regenerate the AHA Cross Reference. This regeneration will update the AHA file with any changes that were made, for example if an AHA number was recently associated with a General Ledger account number in the Chart of Accounts. Once selected, the following screen will display.

Confirmation

Regenerate the AHA number cross reference file?

Yes No

Confirmation Prompt

Select **Yes** to run the regen. Select **No** to exit without running the regen.

9.8 Financial Drill Down

Financial Drill Down may be used to view Financial Statement reports and drill down into revenue and expense accounts. Enter a date range and specific report range to display. Selecting specific reports from the listing is another way to delimit what will appear.

Select **Web Client > System Menu > General Ledger > Financial Drill Down (View)**

Report	Title	Format	LPI
0001	BALANCE SHEET	A	6
0002	OPERATING STATEMENT	B	6
0004	OPERATING STATEMENT	M	6
0005	OPERATING STATEMENT	B	6
0006	BALANCE SHEET	B	6
0007	BALANCE SHEET	I	6
0010	Departmental P & L Summary	C	6
0011	Departmental P & L Summary	D	6
0012	TREND OPERATING STATEMENT	P	6
0013	BALANCE SHEET	Q	6
0030	BALANCE SHEET	G	6
0075	BALANCE SHEET	G	6
1001	COST CENTER SCHEDULE	B	6

Date Range: 12/01/22 - 12/31/22
 Report Range: -
 Generate

General Ledger - Financial Drill Down

When **Generate** is selected, a prompt to Suppress Closing Entries, Suppress Zero Lines, Suppress Cents, and/or Include Revenue not posted yet to General Ledger will appear.

Financial Drill Down
X

Report Options
X

Suppress Closing Entries: N Suppress Zero Lines: N

Suppress Cents: N Include Rev. Not Posted: N

Reports

0001

Financial Drill Down Report Options

Once the generation process is complete, a listing of the selected reports will display. Select the desired report to display the financial report. Selecting a revenue or expense line will drill down to the Account Detail for that account.

Select **Web Client > System Menu > General Ledger > Financial Drill Down (View) > Generate Report > Report > Detail Line**

	Current Year	Prior Year	Net Change
TRUBRIDGE COMMUNITY HOSPITAL BALANCE SHEET			
From: 12/01/2022 To: 12/31/2022			
0			
ASSETS			
CURRENT ASSETS			
CASH	111,596,246.06	111,596,246.06	.00
GROSS ACCOUNTS RECEIVABLE	6,625,168.80	6,625,168.80	.00
LESS ALLOWANCES	(1,217,308.12)	(1,217,308.12)	.00
DUE FROM THIRD PARTIES	.00	.00	.00
OTHER RECEIVABLES	41,473.79	41,473.79	.00
INVENTORY	53,146.23	53,146.23	.00
PREPAID EXPENSES	17,160.76	17,160.76	.00
TOTAL CURRENT ASSETS	117,115,887.52	117,115,887.52	.00
ASSETS LIMITED USE			
JOHNSTON H SPARKS	4,210,276.83	4,210,276.83	.00

General Ledger - Financial Drill Down Report Display

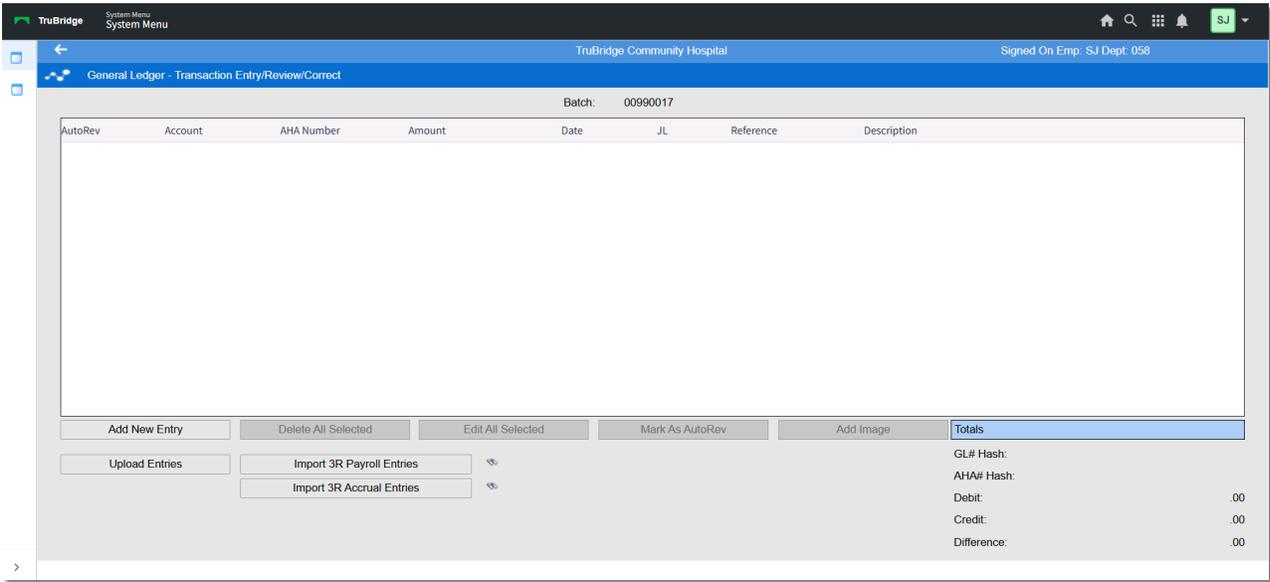
Chapter 10 Transaction Entry

10.1 Overview

Transaction Entry is used to create manual entries when needed.

10.2 Creating Journal Entries

To create a manual transaction entry, select **Web Client > System Menu > General Ledger > Transaction Entry/Review/Correct > Add New Entry**



General Ledger - Transaction Entry/Review/Correct

General Ledger

Transaction Maintenance

Save

Miscellaneous

Transaction Date: 02/05/25

Journal: JE

Reference:

Memo: SUPPLIES

AHA Entry Method?:

Auto Reverse Entries:

Transaction Entry

Account Number: 40500019 OTHER SUPPLIES -EMER ROOM

Amount: 250.00

Transaction Maintenance

Transaction Date

The **Transaction Date** is the date the entry affects General Ledger. There are a few guidelines to follow when entering the Transaction Date:

- **Current Dates:** During the course of a month, most transactions are entered using the current date. The system will default to the current date.
- **Prior Dates:** At the beginning of a new month, adjusting and correcting entries may need to be entered for the prior month. The system will allow a prior date to be used unless the GL Closed Date in the Control Options has been set past the date being used. The Closed Date may be changed back to allow for the posting of a prior date if needed, but this will change any Financial Statements that may have already been produced for that time period. The date may be over keyed, or the arrow to the right of the box may be accessed to bring up a calendar.
- **Future Dates:** There are very few circumstances when there will be a need to enter a future Transaction Date. If there is a need to enter a future date, type “BYPASS” in the Transaction Date field. The system will then allow a future date to be keyed.

Journal

Most of the Journal Types that are entered from the General Ledger Transaction Entry Screen are type JE, which represents a General Journal Entry. TruBridge EHR recognizes the following journal types:

- **JE (General Journal Entry):** This Journal Type is only used in the General Ledger Transaction Entry Screen for manual entries.
- **CD (Cash Disbursements Journal):** These entries are created when checks are produced in the Accounts Payable application and General Ledger is updated.
- **CR (Cash Receipts Journal):** These entries are created in the monthly Receipts Journal. This journal is updated when the Monthly Receipts List is printed and General Ledger is updated.
- **PJ (Purchases Journal):** These entries are created when invoices are entered in the Accounts Payable application and General Ledger is updated.
- **PR (Payroll Journal):** These entries are created when the GL Labor and Distribution Report is printed in the Payroll application and General Ledger is updated.
- **SJ (Service/Sales Journal):** These entries are created in the monthly Service Journal. This journal is updated when the Monthly Detail Revenue Report is printed and General Ledger is updated.
- **MM (Materials Management Journal):** These entries are created when the Monthly Requisitions Report and Monthly Activity Report is printed and General Ledger is updated.
- **FA (Fixed Assets Journal):** This journal is updated when the Fixed Assets Depreciation Run is printed and General Ledger is updated.
- **CL (Closing Journal):** These entries are the result of the year end close. Journal entries of this type are system-generated and may not be keyed in manually.

There will be occasions when entries created from some of the journals shown above will need to be corrected or changed. Make sure in those circumstances the same Journal Type is used.

Reference and Memo

In the first section of each Journal Entry there are Reference and Memo lines. These lines are customer defined and will appear on the Transaction Edit List and in the General Ledger Account Detail.

AHA Entry Method

The AHA Entry Method prompt may be selected and will allow the use of AHA account numbers entered in the second field of the Chart of Accounts instead of standard TruBridge account numbers during Transaction Entry.

Auto Reverse Entries

Transaction Entry allows entries to be designated for automatic reversal on the first day of the following month. If **Auto Reverse Entries** is selected, the system will create a reversing entry and assign the first day of the next month as the Transaction Date. Entries that will auto reverse are indicated with an asterisk (*) to the left of the original journal entry in the Transaction/Review/Correct screen.

The reversing entries are created when the Transaction Edit List is run. If an entry was designated for auto reversal in Transaction Entry, the Edit List prompts “Create reversing entries & move batch to permanent file? Reversing date: MMDDYY.” Answering **Yes** will move the original entries to permanent file and give a second printer prompt (for another Transaction Edit List) so the reversing entries may also be moved to permanent file. If journal entries are entered through Transaction Entry for two separate months, and they are to be auto reversed, the system will display “MULTI” as the reversing Transaction Date.

Account Number

Each line in a Journal Entry requires the account number to be entered first. To look up an account number from within the journal screen, enter a ? in the Account Number field. The Chart of Accounts will be displayed. Select the needed account by highlighting the account or scroll down to view more accounts. Select the **X** at the top of this box to return to the journal screen without selecting an account.

Select **Web Client > System Menu > General Ledger > Transaction Entry/Review/Correct > Add New Entry > Account Number > ?**

Number	Description	Ctrl	
10000000	CASH -CASH	N	
10004000	VISA CLEARING ACCOUNT		
10010000	CHECKING ACCOUNT -CASH	N	
10011000	PAYROLL ACCOUNT -CASH	N	
10012000	CHANGE ACCOUNT -CASH	N	
10013000	PETTY CASH -CASH	N	
10014000	SAVINGS -CASH	N	
10015000	SAVINGS 1101750 -CASH	N	
10015010	SAVINGS WJ SPARKS -CASH	N	
10016000	FUNDED DEPR -CASH	N	

More

Lines shown: 01000

GL Accounts

After entering an account number, enter either a debit or credit dollar amount. All debits are entered in as positive amounts. All credits are entered as negative amounts by using a minus (-) proceeding or following the dollar amount. Select the **Save** button or press Enter to enter another transaction or exit this screen.

Balancing A Journal Entry

The system will display a running total of all debits and credits. Also listed is the difference between these two figures in the totals area at the bottom of the Transaction Entry Screen. The system will not allow an unbalanced entry to be posted.

Using Hash Total In A Journal Entry

The system will display the GL Hash and AHA Hash totals in the **Totals** area at the bottom of the Transaction Entry/Review/Correct Screen. This total will change as entries are made. The Hash Total is based upon the account numbers used.

Batch Number

The batch number that appears at the top of the Transaction Entry/Review/Correct Screen is used to keep track of all transactions. This number is terminal/cpware specific and will update every time a Transaction Edit List is moved to permanent files. For example, the cpware number is listed as the first four digits of the batch number. The next four digits represent the batch sequence number. This batch number will appear on each edit list, and it is important to account for all batches.

Once all necessary transactions have been entered for a batch, select **Save** on the Transaction Maintenance screen. If additional transactions need to be entered in the same batch or different information is needed in the Memo Line, Reference, Journal or Transaction Date, these fields can be over keyed or changed as necessary. These entries will be in the same batch until a Transaction Edit List is run and all entries are moved to permanent file.

10.3 Transaction Correction

Overview

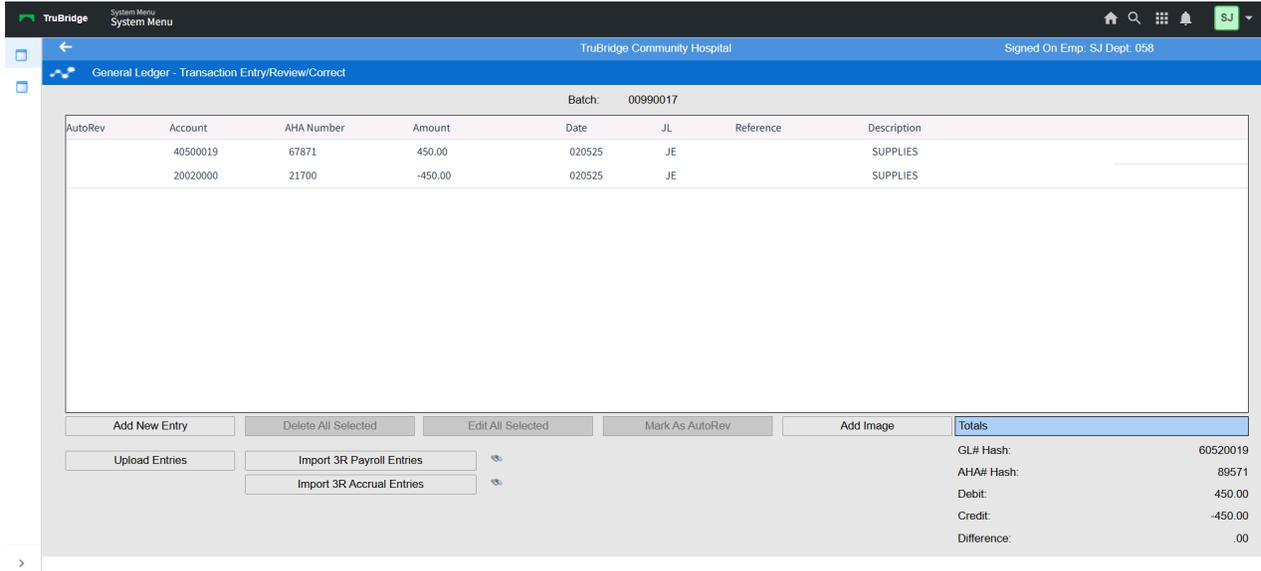
Journal Entries are retained in a temporary area before moving them to permanent file. While in this temporary file, the entries may be reviewed, corrected or deleted.

Reviewing, Correcting and Deleting A Journal Entry

The Transaction Entry/Review/Correct screen displays a batch number along with all transactions currently in the temporary file. A running total of debits and credits appear at the bottom of the screen. If these two totals do not match, the system will not allow the transactions to be moved to permanent file. Transactions may be reviewed, corrected or deleted from this screen.

To review a transaction, select **Transaction/Review/Correct** from the General Ledger Main Menu. The system will display, in sequence number order, all transactions that have been entered and not moved to permanent file. Using the arrows and bar to the right of the screen, scroll up or down to view all transactions.

Select **Web Client > System Menu > General Ledger > Transaction Entry/Review/Correct**



General Ledger - Transaction Entry/Review/Correct

To correct an entry, highlight the transaction and select the **Edit All Selected** button at the bottom of the screen. Select or tab to the appropriate fields to correct information. Select **Save** when corrections have been made.

Highlighting the transaction and selecting the **Delete All Selected** button at the bottom of the screen may delete transactions. Although this will not remove the line, it will zero out the dollar amount.

Transactions may be marked as auto reversing entries from this screen by highlighting the transaction and selecting **Mark As AutoRev** at the bottom of the screen. This will put an asterisk (*) to the left of the account number to denote it is an auto reversing entry.

NOTE: To **Edit All Selected**, **Delete All Selected**, **Mark As AutoRev** more than one entry at a time, select one account and select other accounts while holding the **Ctrl** key.

To scan an image and attach supporting material to the batch or journal entry, select **Add Image** and scan the image into the system. To do this, a scanner must be installed on the PC using this feature. Select the appropriate **Title** from Title Maintenance Table and then select **Scan Image**. Select the **Save** icon to save the image. The image may then be viewed from General Ledger Account Detail by using the Images radio button at the bottom left. The scanned image may also be viewed by selecting **Images** from the General Ledger Main Menu and entering the batch number associated with the image.

10.4 Upload Entries

Entries may be uploaded into the Transaction/Review/Correct screen from an Excel spreadsheet. Before the spreadsheet can be uploaded, the columns listed below are required to be on the spreadsheet:

- **GLCOMP:** Two-digit company number. The cells in this column will need to be in Text format.
- **GLNUM:** Eight-digit General Ledger account number. This cells in this column will need to be in Number format.
- **GLDEBIT:** Debit amount for the General Ledger entry. The cells in this column will need to be in Number format.
- **GLCREDIT:** Credit amount for the General Ledger entry. This figure does not require a credit symbol in front of it. The cells in this column will need to be in Number format.
- **GLJE:** Journal Type for the General Ledger entry. If using the Upload Entries option, this should, in most cases, be JE for Journal Entry. The cells in this column will need to be in General format.
- **GLDATE:** Date to use for the General Ledger entry. This will need to be entered as a MMDDYYYY format. The cells in this column will need to be in Text format.

The column headers listed below are optional to be included on the spreadsheet as well:

- **GLAHA:** AHA number associated with the General Ledger entry.
- **GLCNET:** The net change of the General Ledger entry.

NOTE: If using the GLCNET column, amounts should **NOT** be populated in the GLDEBIT or GLCREDIT columns.

- **GLMEMO:** The Memo line is customer defined and will appear on the Transaction Edit List and in the General Ledger Account Detail. The cells in this column will need to be in General format.
- **GLREF:** The Reference line is customer defined and will appear on the Transaction Edit List and in the General Ledger Account Detail. The cells in this column will need to be in General format.
- **GLAUTOR:** Put a Y or N to indicate if the entry will be an auto-reverse entry.

NOTE: To format a column or cell, select the column header or cell to be formatted and right-click. Then select **Format Cells**. Select the desired format from the Category list, and select **OK**.

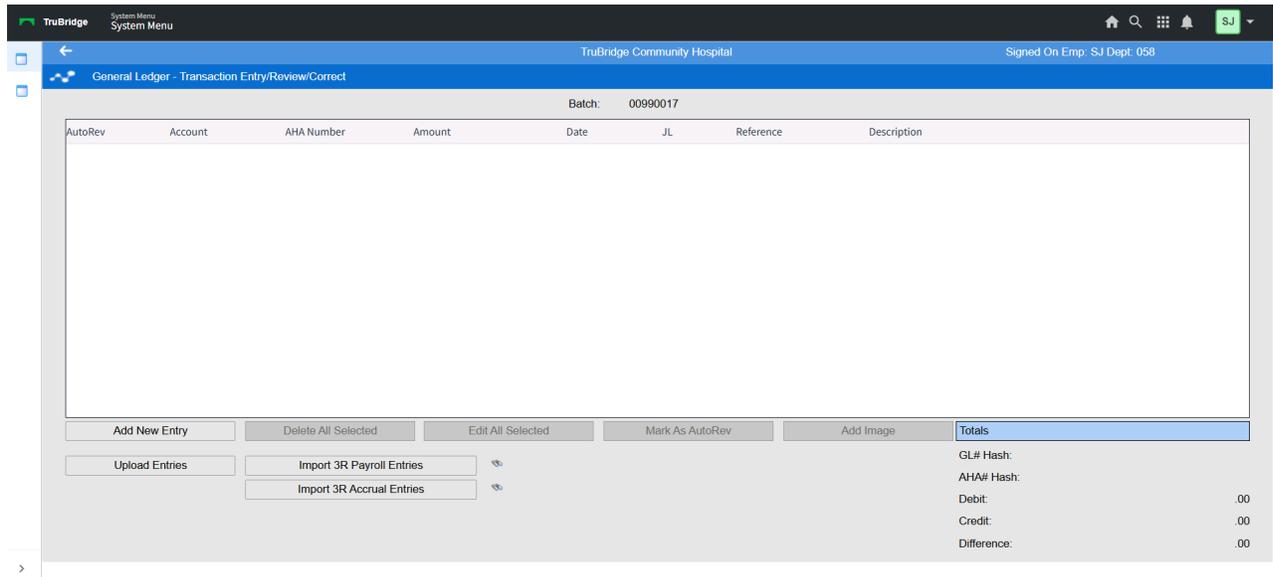
After all the information is in the spreadsheet, it will need to be saved with an .xls file extension in order to upload properly.

	A	B	C	D	E	F	G	H	I
1	GLCOMP	GLNUM	GLDEBIT	GLCREDIT	GLJE	GLMEMO	GLREF	GLDATE	GLAUTOR
2	01	10000000	100.00		JE			10022024	
3	01	10000046	10.00		JE			10022024	
4	01	10010000	200.00		JE			10022024	
5	01	20020000		100.00	JE			10022024	
6	01	20032000		10.00	JE			10022024	
7	01	20042000		200.00	JE			10022024	
8									

General Ledger - Upload Entries Excel Spreadsheet

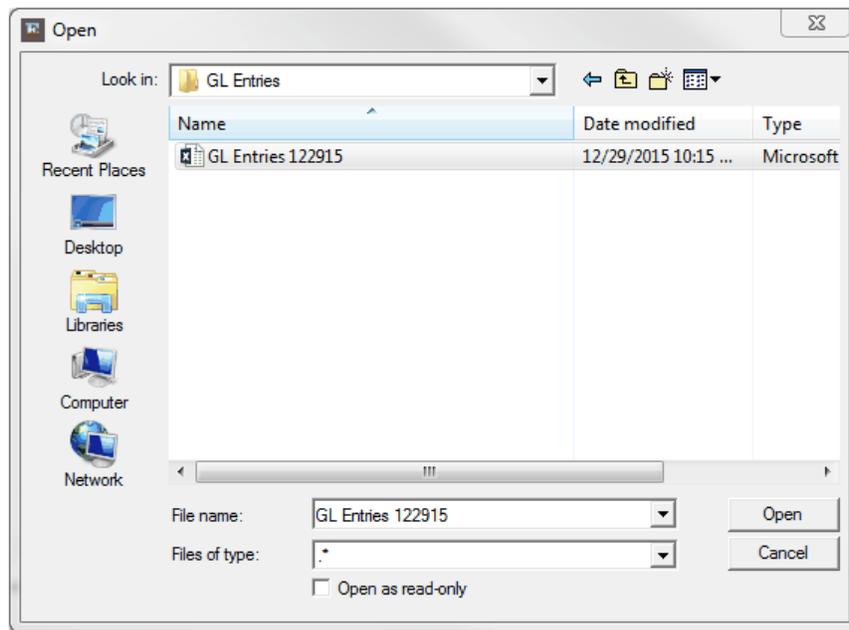
When the spreadsheet is ready to be uploaded, select **Upload Entries**.

Select **Web Client > System Menu > General Ledger > Transaction Entry/Review/Correct > Upload Entries**



General Ledger - Upload Entries

A browser will open to search for the spreadsheet to upload. Select the Excel spreadsheet and select **Open**.

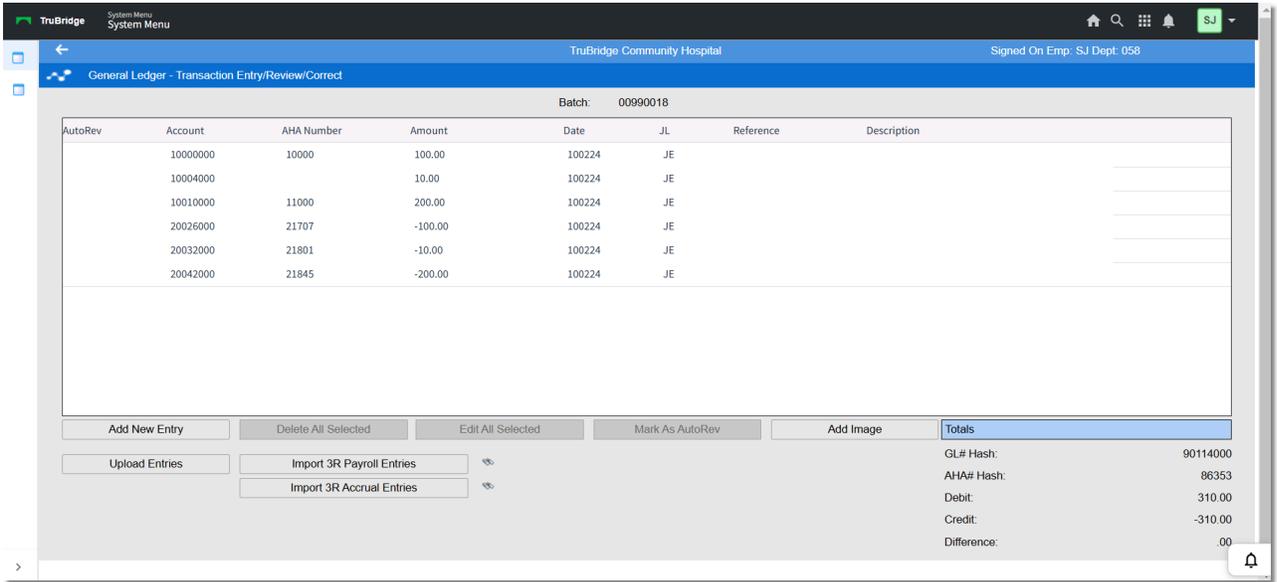


General Ledger - Browser

Once Open is selected, the entries will begin to upload. When the upload is complete, a message will display stating: "Entries available for posting. Please run Transaction Edit List." If there are issues with the upload, the system will display an error message of why it was unable to complete the upload. The messages that could display are:

- **Invalid GL#'s present:** This message will display if there is a General Ledger number that does not exist or it is not active. It will also bring up an Adobe report of which GL's are invalid/inactive.
- **Transaction date prior to close date:** This message will display if a date in the GLDATE column is prior to the GL Closed Date in the Control Options table.
- **Out of Balance:** This message will display if the GLDEBIT and GLCREDIT columns do not balance.
- **Must post existing entries in temp screen prior to upload:** This message will display if there are existing entries present. If so, they will need to be posted.
- **Spreadsheet headers not in correct format:** This message will display if the column header is misspelled.

When the entries are displayed in the Transaction/Review/Correct screen, they are able to be posted.



General Ledger - Transaction Entry/Review/Correct

Chapter 11 Create Recurring Entries

11.1 Overview

Recurring Entries may be set up according to a Monthly, Quarterly, Yearly or Percentage schedule, as shown in the screen below. Please refer to chapter 5 for additional information on setting up recurring entries.

11.2 Creating the Entry

Once the recurring entries have been set up, they may be moved into transaction entry by selecting **Create Recurring Entries** under the Transaction column. Select any one of the four recurring types **M-Monthly**, **P-Percentage**, **Q-Quarterly**, or **Y-Yearly**, and enter the transaction date desired.

Create Recurring Entries

- **Schedule Type:**
 - If schedule type **M - Monthly** is selected, the system will display the previous month's end date as the Transaction Date.
 - If schedule type **P - Percentage** is entered, the system will display the previous month's end date as the Transaction Date..
 - If schedule type **Q - Quarterly** is selected, the system will display a Transaction Date (based on the current quarter) from fields set up in Control Options.
 - If schedule type **Y - Yearly** is entered, the system will display the year end date as the Transaction Date based on the Fiscal Begin Month in Control Options.
- **Group From:** If only one group or a range of groups should be created, enter the group number(s) in the **Group From** and **Thru** boxes.
- **Transaction Date:** The displayed Transaction Date may be over-keyed or a drop down calendar may be selected by accessing the arrow to the right of this box.

-
- **Create:** If this option is selected, the system will place all entries, which are set up under the selected schedule type and group, into the existing batch in Transaction Entry.
 - **Cancel:** Select this option to exit without creating Recurring Entries.

Recurring Entries will be displayed in the Transaction Entry/Review/Correct screen. If all entries are correct, print the Transaction Edit List and move to permanent file. Entries may be changed or deleted, if incorrect, prior to moving to permanent file.

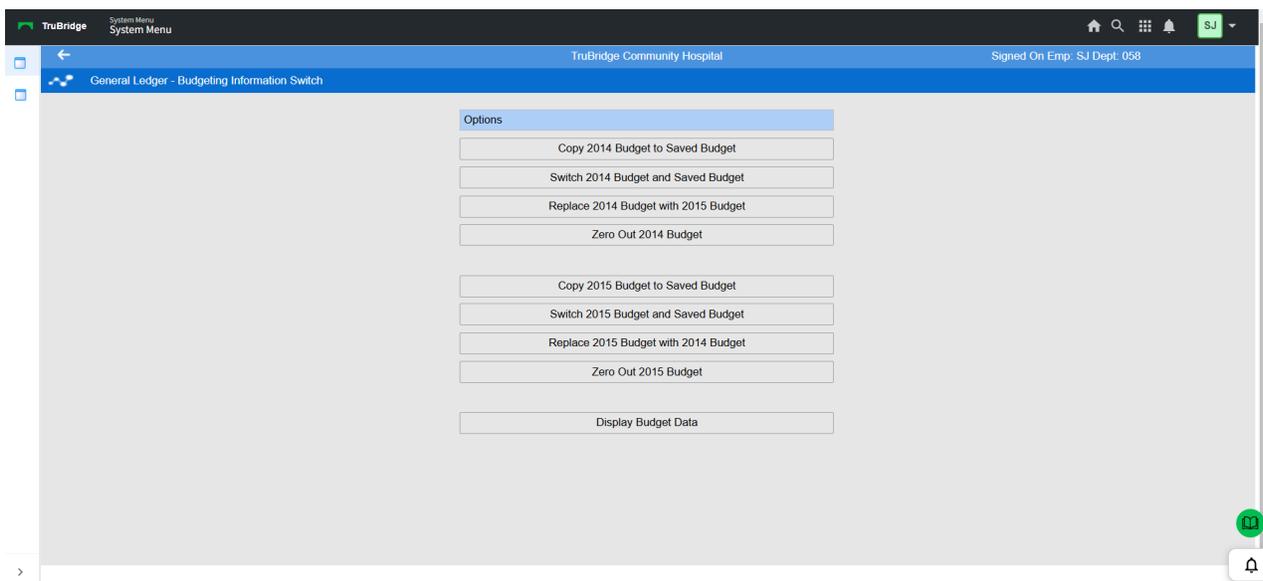
Chapter 12 Switch Budget Information

12.1 Overview

Once budgets have been entered through the Budgets option, they may be copied, switched, replaced or zeroed out via the **Switch Budget Information** from the General Ledger Main Menu. There are 3 budget years available through this option: the current year, the next year, and a saved budget. The “Saved” budget is a work or storage area that allows for the creation of a future year before the current year is completed. The year headings that appear in the Switch Budget option pull from the Current Year (Unclosed) field in the General Ledger Control Options. This chapter contains an explanation of how to copy, switch, replace and zero out budget information.

12.2 Switching and Saving Budget Information

Select **Web Client > System Menu > General Ledger > Switch Budget Information**



General Ledger - Budget Information Switch

- **Copy Budget to Saved Budget:** Copying a budget to the “Saved” area can be accomplished by selecting the first or fifth option. Once copied, the budget information for that year can be accessed by viewing the saved column in the budget display. The budget for the chosen year will still appear in that year's column.
- **Switch Budget and Saved Budget:** This will allow the chosen year's budget to be placed in the saved area. The budget that was in the saved area will now be in the year's column that was moved to the saved area. In other words, the two budgets have traded places.
- **Replace Budget With Budget:** Replacing budget information occurs when the third or seventh option is selected. Once one of these options has been selected, the year's budget that was replaced is gone.

NOTE: If this option is selected and exited, the information will be gone. Once the information is replaced, there is no way to retrieve the lost budget information.

- **Zero Out Budget:** Either option will erase all budget information for the chosen year.

NOTE: If this option is selected and exited, the information will be gone. Once the information is zeroed out, there is no way to retrieve the lost budget information.

All of the above options may be selected at any time during the year, but the Switch Budget option is one of the important steps for year end close procedures. Please be aware of this so the future budget will be saved at that time.

Displaying Budget Information

- **Display Budget Data:** Selecting this option will display the budget information for three years. There are three columns in the example: 2008, 2009 and Saved. To display the budget for a certain account number, key the account number.

Select **General Ledger module > Switch Budget Information > Display Budget Data > General Ledger #**

The screenshot shows a window titled "Budget Data Display" with a blue header bar. Below the header are two buttons: "Previous Account" and "Next Account". The main area contains the following text:

Beginning Account Number: SALARIES -NURS ADM

	2012	2013	Saved	
1	11857.81	11456.00	.00	
2	11475.30	11502.00	.00	
3	11857.81	11002.00	.00	
4	11857.81	11444.00	.00	
5	11092.79	11220.00	.00	
6	11857.81	11452.00	.00	
7	11475.30	11620.00	.00	
8	11857.81	11210.00	.00	
9	11475.30	.00	.00	
10	11857.81	.00	.00	
11	11857.81	.00	.00	
12	11476.64	.00	.00	

Budget Data Display

- **Previous Account:** Selecting this option will display the budget and saved information for the account prior to the account entered as the Beginning Account Number.
- **Next Account:** Selecting this option will display the budget and saved information for the account that will come after the account entered as the Beginning Account Number.

Chapter 13 End Of Year Functions

13.1 Overview

The End of Year Procedures are broken down into two major categories: procedures prior to final audit adjustments and procedures after final audit adjustments.

These categories can also be broken down into four sub-categories: Temporary Closing Procedures, Reversing Temporary Closing Procedures, Entry of Final Audit Adjustments and Final Closing Procedures.

After the year end, the Temporary Closing Procedures will need to be executed prior to the final audit adjustments. After receiving the final audit adjustments, Reversing Temporary Closing Procedures will need to be performed. After the entry of all audit adjustments have been made, the Final Closing Procedures will need to be executed.

NOTE: *The understanding of which PHASE or STEP is being executed is important to TruBridge Client Services when assisting with Year End Closing Procedures.*

It is presumed that prior to the execution of any Year End Procedures, all Monthly Closing Procedures have already been performed.

13.2 Temporary Closing Procedures

Step 1: Print annual reports and perform annual budget procedures.

- Printing annual reports includes the following: All Financial Statements for the month, General Ledger Trial Balance for the month, General Ledger Detail for the year and Budget Analysis for the year.
- Performing Annual Budget Procedures includes: Printing desired budget reports and saving the current year budget.

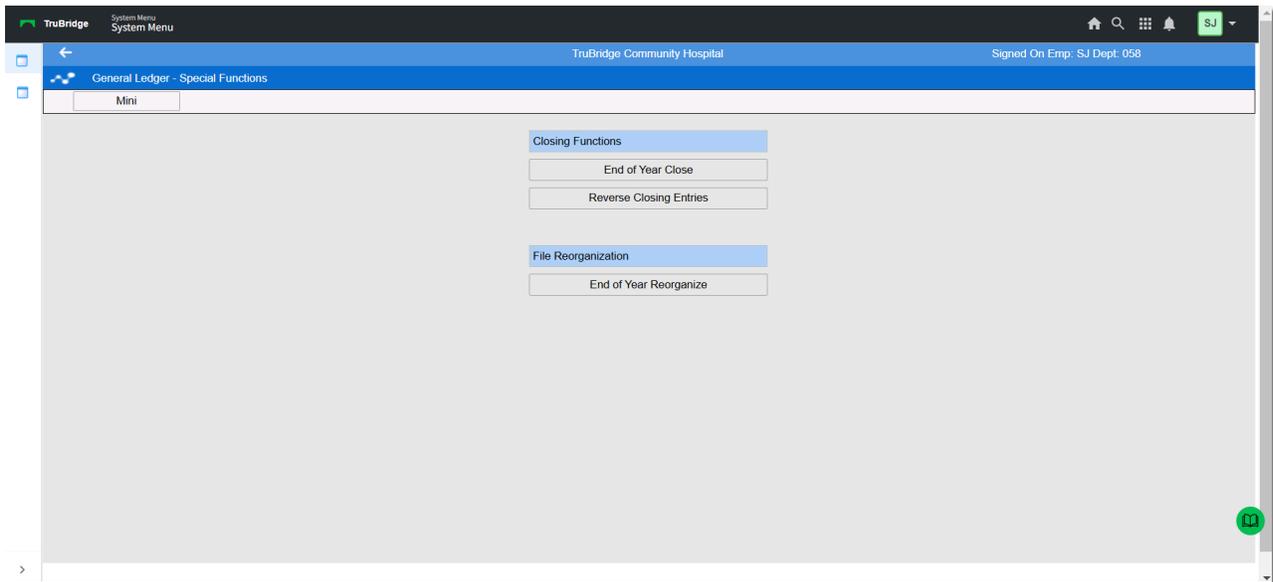
Step 2: Verify the following fields are correct in the Control Options:

- **Current Year (Unclosed):** This should be the current year being closed. It should not require changing at this time.
- **GL Closed Date:** This should be switched back to a date prior to the fiscal year ending date being closed. Normally this is one month prior to the fiscal year ending date.
- **GL Reorganized Date:** This should already be set to the prior year's ending date. If this is not the prior year's ending date, determine if the prior year has been reorganized. If this cannot be determined, contact TruBridge Client Services for assistance.

Step 3: Create and post Closing Entries.

- Select **End of Year Functions** from the General Ledger Main Menu.

Select **Web Client > System Menu > General Ledger > End-of-Year Functions**



General Ledger - Special Functions

- After selecting **End of Year Close**, the system prompts “Enter Special Functions password”.
- System prompts “Close as of: (This defaults to the last day of the fiscal year). Do You Wish to Continue? Yes/No”
- Select a print option. There is an option to stop at this point by selecting options: **Back to GL Main Menu** or **Skip to GL Main Menu**. To proceed, select a valid printer or spool.
- The system will display the Retained Earnings account number that is entered in the General Ledger Control Options. If this number is correct, select **Generate** to continue. If the number is incorrect, over-key the displayed number with the correct number.
- Select **Cancel** to exit this option.
- System prompts “Trial Run?”:
 - TruBridge recommends running this as a Trial Run first. Selecting this field will only print a listing of closing entries without creating transactions in the General Ledger Transaction Entry/Review/Correct Screen.

- Deselect the field to create closing entries in the General Ledger Transaction Entry/Review/Correct Screen. This will print a hard copy of the entries created and allow closing procedures to continue. Upon exiting, the print selection screen will appear. Enter a valid print option for the Transaction Edit List. Select **Transaction Number Sequence** to move the batch to permanent file.
- System prompts "Do You Want Totals By Account?:"
 - If answered **Yes**, an Account Recap will print at the end of the report showing the total affect on each General Ledger account.
- The screen will display a recap of the batch. After reviewing, select **Finish**.
- System prompts "Do You Wish To Move This Batch To Permanent Files?:"
 - If all is correct, select **Yes** to move the entries to permanent file.
- Print a Trial Balance. The Income Statement accounts should have an ending balance of zero.
- Update the following fields in the Control Record and proceed with the new year.
 - **Current Year (Unclosed)**: This should be the new fiscal year.
 - **GL Closed Date**: This should be the month end date of the year being closed.
 - **GL Reorganized Date**: This date is only to be changed by the End of Year automated processes. It should be the prior year's ending date (one year prior to the date entered in GL Closed Date field).
- Proceed with the new year.

13.3 Reversing Temporary Closing Procedures

Step 1: Verify the following fields are correct in the Control Options:

- **Current Year (Unclosed)**: This should be switched back to the year being closed.
- **GL Closed Date**: This should be switched back to a date prior to the fiscal year ending date being closed. Normally this is one month prior to the fiscal year ending date.
- **GL Reorganized Date**: TruBridge recommends this date to be the prior year's ending date (one year prior to the year being closed). This should not require a change at this time. If it does, contact TruBridge Client Services for assistance.

Step 2: Create and Post Unclosing Entries.

- Select **End-of-Year Functions** from General Ledger Main Menu.
- Select **Reverse Closing Entries** from the General Ledger Special Functions Menu.
- System prompts "Enter Special Functions password"

- System prompts “Close as of: (This defaults to the last day of the fiscal year) Do You Wish to Continue? Yes/No”
- Select a print option. The option exists to stop at this point by selecting options: **Back to General Ledger Main Menu** or **Skip to GL Main Menu**. To proceed, select a valid printer or spool.
- System prompts “Trial Run?:”
 - TruBridge recommends running this as a Trial Run first. Selecting this field will only print a listing of closing entries without creating transactions in the General Ledger Transaction Entry/Review/Correct Screen.
- Deselect the field to create closing entries in the General Ledger Transaction Entry/Review/Correct Screen. This will print a hard copy of the entries created and allow closing procedures to continue. Upon exiting, the print selection screen will appear. Enter a valid print option for the Transaction Edit List. Select **Transaction Number Sequence** to move the batch to permanent file.
- System prompts “Do You Want Totals By Account?:”
 - If answered **Yes**, an Account Recap will print at the end of the report showing the total affect on each General Ledger account.
- The screen will display a recap of the batch. After reviewing, select **Finish**.
- System prompts “Do You Wish To Move This Batch To Permanent Files?:”
 - If all is correct, enter **Yes** to move the entries to permanent file.
- Verify the Closing Entries are moved to permanent file. Review the General Ledger Transaction Entry/Review/Correct Screen to make sure it is blank. Print a Trial Balance.
- The Income Statement account balances should be restored.

13.4 Final Closing Procedures

NOTE: TruBridge recommends that facilities contact a TruBridge Support Representative to save files before proceeding with the following steps.

Step 1: Verify the following fields are correct in the Control Options:

- **Current Year (Unclosed):** This should be the year being closed.
- **GL Closed Date:** This should be switched back to a date prior to the fiscal year ending date being closed. Normally this is one month prior to the fiscal year ending date.
- **GL Reorganized Date:** TruBridge recommends this date to be the prior year’s ending date (one year prior to the year being closed).

Step 2: Post final entries, perform annual budget procedures and print annual reports.

- Post final entries, which should include all audit adjustments and any other desired adjustments as of the fiscal year ending date.
- Printing annual reports should include the following; All Financial Statements for the month, General Ledger Trial Balance for the month, General Ledger Detail for the year, Budget Analysis for the year and any other desired reports. These should be spooled and moved to the permanent file.

Step 3: Create and Post Final Closing Entries.

- Select **End of Year Close** after selecting **End of Year Functions** from the General Ledger Main Menu.
- System prompts "Enter Special Functions password".
- System prompts "Close as of: (This defaults to the last day of the fiscal year) Do You Wish to Continue? Yes/No"
- Enter a printer number at the printer prompt. There is an option to stop at this point by selecting options: **Back to General Ledger Main Menu** or **Skip to GL Main Menu**. To proceed, select a valid printer.
- The system will display the Retained Earnings account number that is entered in the General Ledger Control Options. If this number is correct, select **Generate** to continue. If the number is incorrect, over-key the displayed number with the correct number.
- System prompts "Trial Run?:"
 - TruBridge recommends running this as a Trial Run first. Selecting this field will only print a listing of closing entries without creating transactions in the General Ledger Transaction Entry/Review/Correct Screen.
- Deselect the field to create closing entries in the General Ledger Transaction Entry/Review/Correct Screen. This will print a hard copy of the entries created and allow closing procedures to continue. Upon exiting, the print selection screen will appear. Enter a valid print option for the Transaction Edit List. Select **Transaction Number Sequence** to move the batch to permanent file.
- System prompts "Do You Want Totals By Account?:"
 - If answered **Yes**, an Account Recap will print at the end of the report showing the total affect on each General Ledger account.
- The screen will display a recap of the batch. After reviewing, select **Finish**.
- System prompts "Do You Wish To Move This Batch To Permanent Files?:"
 - If all is correct, enter **Yes** to move the entries to permanent file.

- By selecting the **Trial Run** box, an edit run may be printed. If the edit run is chosen, the closing entries will not be created. To create entries, this must be run as an update (leaving the box blank.) When run as an update, verify the closing entries are moved to permanent file. Review the General Ledger Transaction Entry/Review/Correct Screen to verify it is blank.
- Print a Trial Balance. The Income Statement accounts should have an ending balance of zero.

Step 4: Update the following fields in the Control Options and proceed with the new year.

- **Current Year (Unclosed):** This should be updated to the new fiscal year – the year just beginning.
- **GL Closed Date:** This should be updated to the month end date of the year being closed.
- **GL Reorganized Date:** This date is only to be changed by the End of the Year automated processes. It should be the prior year's ending date (one year prior to the date entered in GL Closed Date field).
- Be sure the Closing Entries are moved to permanent file. Review the General Ledger Transaction Entry/Review/Correct Screen to make sure it is blank.
- Print a Trial Balance. The Income Statement accounts should have an ending balance of zero.

Step 5: Reorganize files and purge detail.

NOTE: Before completing this step, make sure all General Ledger reports and financials have been run, printed or spooled and moved to permanent storage for the year about to be reorganized. If not, please do so before continuing forward with the Reorganize procedures. **All General Ledger reports and most financials are unable to read reorganized General Ledger data.**

Before starting the Reorganize procedure, be sure that no one is in the process of updating General Ledger (ex: posting General Ledger entries with Transaction Edit List from Accounts Payable, Payroll, Materials Management, or AR Month End Closing). The Reorganization rewrites General Ledger files and transactions attempting to update to General Ledger in this time frame will be lost.

- Select **End-of-Year Functions** from General Ledger Main Menu.
- Select **End of Year Reorganize** from the General Ledger Special Functions screen.
- System prompts "Enter Special Functions password."
- The system will display the "Reorganized Through Date", which should be the fiscal year end date of the year that was just closed. This date should not require changing. If it does require changing, please contact a Evident Support Representative for assistance.

NOTE: If the "Reorganized Through Date" is prior or equal to the GL End of Year Close Date in the Control Options, the Reorganization will continue. If the "Reorganized Through Date" is after the GL End of Year Close Date, the Reorganization will not continue.

- System prompts "Do You Wish to Drop Detail?:"
 - Selecting **No** advances to the prompt "Do You Wish to Continue?" Selecting **Yes** will reorganize without dropping detail.
 - Selecting **Yes** will prompt "Are You Sure?" Selecting **Y** will prompt "Purge Journal Detail Through." enter a date one year greater than the Drop Detail Date that is in the General Ledger Control Options. Select **OK** if the date is correct.
- System prompts "Do You Wish to Continue?:"
 - Select **YES** to begin the Reorganization process. Select **EXIT** to exit without reorganizing or dropping detail.

Step 6: Reset the Control Options, set up budget data and proceed with the new year.

- Reset the Control Options by verifying the following fields:
 - **Current Year (Unclosed):** This should be the new fiscal year and should be changed at this time.
 - **GL Closed Date:** This should be reset to the fiscal year ending date of the year just closed.
 - **Reorganized Date:** This should now reflect the fiscal year ending date of the year just closed and should not require changing. If it does require changing, contact TruBridge Support for assistance.
- Set up budget data. Currently, the budget for the fiscal year just closed is in the current year budget field. Change the budget via options in the Switch Budget Information screen. Proceed with the current year. Reprint all Financial Statements.

Chapter 14 Just Like New Departments

14.1 Overview

The General Ledger application provides a just-like feature to be utilized when new department specific expense account numbers need to be created. From the General Ledger Main Menu select **Just Like New Departments**, and an existing department's General Ledger account numbers may be used to create numbers for a new department.

Select **Web Client > System Menu > General Ledger > Just Like New Departments**

General Ledger

Create New Department Accounts

Create Cancel

Existing (From) Department #:

Existing (To) Department #:

Select Accounts: (Ex. 4**** for all expense accounts)

Create New Department Accounts

- **Existing (From) Department#:** Enter the department from which the General Ledger account numbers are to be copied.
- **Existing (To) Department#:** Enter the department for which new General Ledger account numbers are being created.
- **Select Accounts: (EX. 4**** for all expense accounts):** Enter the first five digits of the expense General Ledger account numbers to be created for the new department. Wildcarding may be used.
- **Create:** If the above information is correct, select **Create** to copy the existing department information to a new department.
- **Cancel:** Select **CANCEL** to exit without creating new department account numbers.

After answering the prompts, the system will create all requested General Ledger account numbers. These new numbers will have the information, including description, of the original accounts and will need to be updated with the correct new information.

Chapter 15 Update General Ledger From MPM/MP EMR

15.1 Overview

This option is no longer used. Please direct questions to a TruBridge Support Representative.

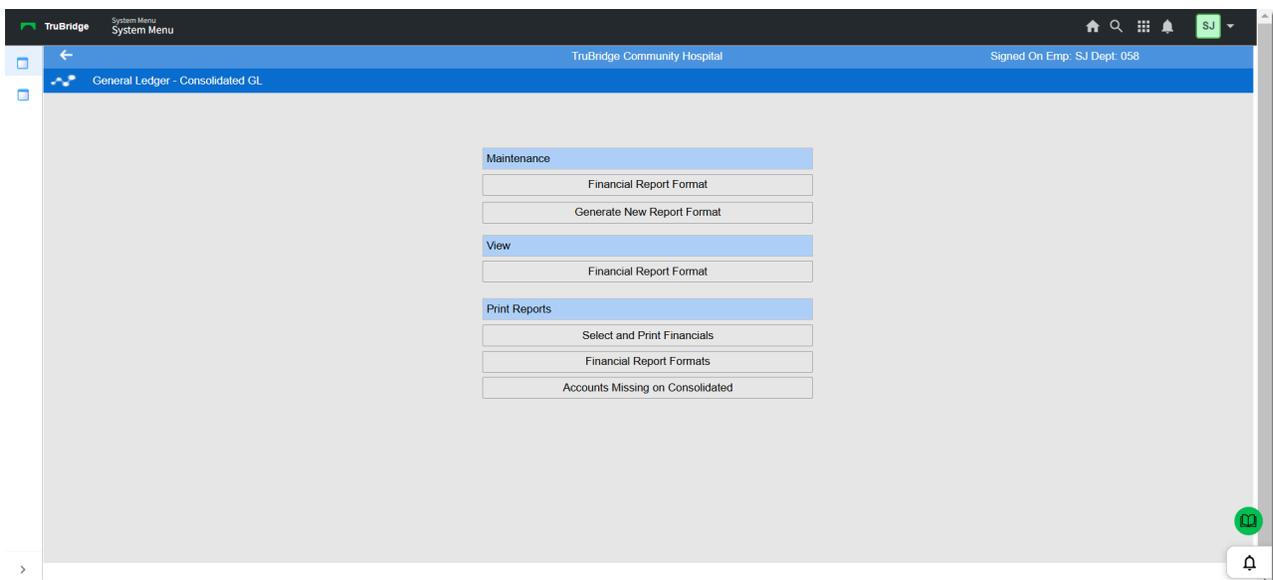
Chapter 16 Consolidated General Ledger

16.1 Overview

This chapter explains the use of Consolidated Financials. This option offers the ability to customize Balance Sheets, Operating Statements and other financial reports to consolidate multiple companies into a single report.

16.2 Maintenance

Select **Web Client > System Menu > General Ledger > Consolidated GL**



General Ledger - Consolidated GL

Financial Report Format

With a few exceptions, setting up a format for consolidated reports is very similar to normal report formatting. All maintenance is done here.

A Consolidation Code must be created and loaded at the beginning of the format. Companies that are to be combined must contain the same Consolidation Code. This Consolidation Code is set up in the General Ledger Control Options of each individual company, and that same code must be entered as the Consolidation Code in the format. The Consolidation Code may be any number from 1 to 9. If the consolidated Income Statement number is not 0002, the correct number must be entered in the General Ledger Control Options.

Follow the basic steps for formatting when assigning Report and Line Numbers. All line types are the same as in normal formatting. The procedures for setting up formats are covered in chapter 3. However, there are several exceptions that must be followed to successfully create Consolidated Formats. Consolidated Formats cannot utilize Statistic Codes or zero Total types.

As shown in the example of a Detail line below, the Line Description, Type Balance, Printer Control and the Multiple Printing indication of either Summarized or Detail may be entered.

Select **Web Client > System Menu > General Ledger > Consolidated GL > Financial Report Format (Maintenance)**

The screenshot displays the 'General Ledger - Report Formatting' window. At the top, it shows 'TruBridge Community Hospital' and 'Signed On Emp: SJ Dept: 058'. The main area is divided into a table on the left and a configuration panel on the right.

Line	Type	Description
00001	T	TRUBRIDGE CONSOLIDATED INCOME STATEMENT
00005	H	COMPANY 1 AND 2
00010	H	CONSOLIDATED INCOME STATEMENT
00015	H	DATE
00020	I	REVENUES
00025	D	INPATIENT REVENUE
00030	D	OUTPATIENT REVENUE
00035	-	
00040	1	TOTAL REVENUE

Configuration Panel (for Line 00025):

- Report Number: 0002
- Line Number: 00025
- Line Description: INPATIENT REVENUE
- Type Balance: C - Credit
- Printer Control: [Dropdown]
- Multiple Printing: D - Detail
- Buttons: Accounts

General Ledger - Report Formatting

NOTE: Placing the cursor on **Report Number** or **Line Number** at the top of the screen will display definitions to assist in the set up of the Financial Report.

To add General Ledger account numbers to a Detail Line, select **Accounts**.

For every General Ledger account number that should be included in this line, enter the company number then the account number. A wildcard number may also be added for a Detail line. An example of a wildcard number is 400XXXXX, which will pull account numbers 40000000 through 40099999.

The description will automatically pull from the Chart of Accounts in each company. If a wildcard number is added, the description will display "Multi Account". Select **Add** to include an account in this line or **Delete** to remove an account from this line.

Co	Account	Description
01	10000000	CASH -CASH
01	20020000	ACCOUNTS PAYABLE -A/P

Detail Line Account Maintenance

16.3 View

A master list of all Consolidated Financial Report Formats is available by selecting **Financial Report Format** under View from the Consolidated General Ledger.

Financial Report Format

The display of formats will appear in numerical order after entering through **Consolidation Code**, **Report Number** and **Line Number**. If the display of a particular format is desired, Consolidation Code, Report Number and Line Number may be entered. The display will include the Consolidation Code, Report Number, Line Number, Line Type, Line Description, Normal Account Balance (debit or credit) and Control Line for characters per inch and Line and Page Feeds within the report.

Select Web Client > System Menu > General Ledger > Consolidated GL > **Financial Report Format (View)**

Code	Report	Line	Type	Description	D/C	Ctl
1	0002	00001	T	TRUBRIDGE CONSOLIDATED INCOME STATEMENT	C	
1	0002	00005	H	COMPANY 1 AND 2		
1	0002	00010	H	CONSOLIDATED INCOME STATEMENT		
1	0002	00015	H	DATE		
1	0002	00020	I	REVENUES		
1	0002	00025	D	INPATIENT REVENUE	C	
1	0002	00030	D	OUTPATIENT REVENUE	C	
1	0002	00035	-			
1	0002	00040	I	TOTAL REVENUE	C	
1	1	00001	T	SCHUSTER GROUP CONSOLIDATED FINANCIALS	B	
1	1	00010	H	SCHUSTER GROUP CONSOLIDATED FINANCIALS		
1	1	00020	H	OPERATING STATEMENT		
1	1	00030	H	DATE		
1	1	00040	I	OPERATING REVENUES		P

General Ledger - Consolidated Financial Report Format Display

16.4 Print Reports

There are three print options within Consolidated General Ledger; **Select and Print Financials**, **Financial Report Formats** and **Accounts Missing on Consolidated**.

Select and Print Financials

This option allows the actual Financial Statements to be printed. This is the only place within the system where the Consolidated Financials may be printed. The Date Range and Report Number must be entered before printing may occur. This is similar to the printing method used for regular financials.

Select Web Client > System Menu > General Ledger > Consolidated GL > Select and Print Financials

Consolidated GL Print Reports

Consolidated Financial Report Selection

Selected Consolidation Code: 1

Selected	Report	Title	Format	LPI
	0002	TRUBRIDGE CONSOLIDATED INCOME STATEMENT	C	
	1	SCHUSTER GROUP CONSOLIDATED FINANCIALS	B	

Date Range: -

Report Number Range: -

Companies to Omit:

Print

Consolidated Financial Report Section

- **Date Range:** The Date Range may be highlighted and over-keyed, or the drop-down menu may be selected to access a calendar.
- **Report Number Range:** If there are multiple reports set up in Consolidated General Ledger, then a range may be selected to print.
- **Companies to Omit:** This option provides the opportunity to omit up to three companies from the financials. To utilize this feature, enter the company to omit. Once all of the prompts have been completed, printing may occur by selecting **Print**.

After selecting **Print** and a print option, the following screen will display:

Consolidated GL Print Reports X

Print Consolidated Financial Report(s) X

For Companies: 01 02 03

Report Numbers: 0002

Report Range: -

Suppress Closing Entries?

Suppress Cents?

Print

Print Consolidated Financial Report(s)

- **Suppress Closing Entries:** If selected, this option will exclude the closing entries from the Operating Statement for dates that fall before the fiscal year end close.
- **Suppress Cents:** If selected, the cents will not print on the report. The cents will be truncated and not rounded.

Financial Report Formats

Selecting **Financial Report Formats** under **Print Reports** allows formats to be printed and is similar to the regular report format print option. After selecting a Print Option, the following will display:

Consolidated GL Print Reports X

Print Consolidated Financial Report Format X

Consolidated Code: (Leave blank for all)

Beginning Report #: (Leave blank for all)

Ending Report #:

Print the account numbers?

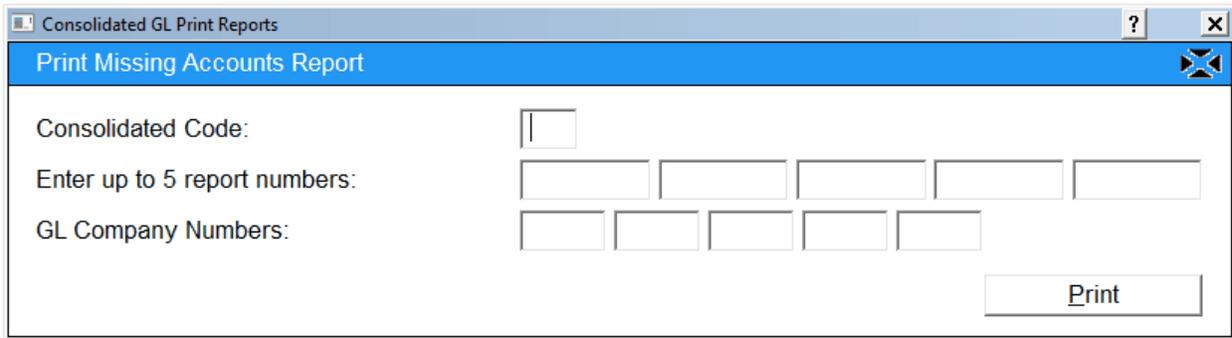
Print

Print Consolidated Financial Report Format

- **Consolidated Code (Leave blank for all):** Enter a Consolidated Code for a specific Financial Report Format, or leave blank for all Consolidated Financial Report Formats to be printed.
- **Beginning Report # (Leave blank for all):** Enter a Consolidated Report number to begin printing, or leave blank for all Consolidated Financial Report Formats to be printed.
- **Ending Report #:** Enter a Consolidated Report Format number to end the printing process.
- **Print the account numbers?:** Select this if all the General Ledger account numbers entered on the financial report should print.
- **Print:** Select this option to print report.

Accounts Missing On Consolidated

This report is run for designated Consolidated Formats to ensure all applicable General Ledger account numbers have been entered for the report format and that no General Ledger account numbers have been duplicated.



Consolidated Code:

Enter up to 5 report numbers:

GL Company Numbers:

Print Missing Accounts Report

- **Consolidation Code:** Enter the desired Consolidated Code.
- **Enter up to 5 report numbers:** Enter up to five report numbers.
- **GL Company Numbers:** Enter up to five General Ledger company numbers.

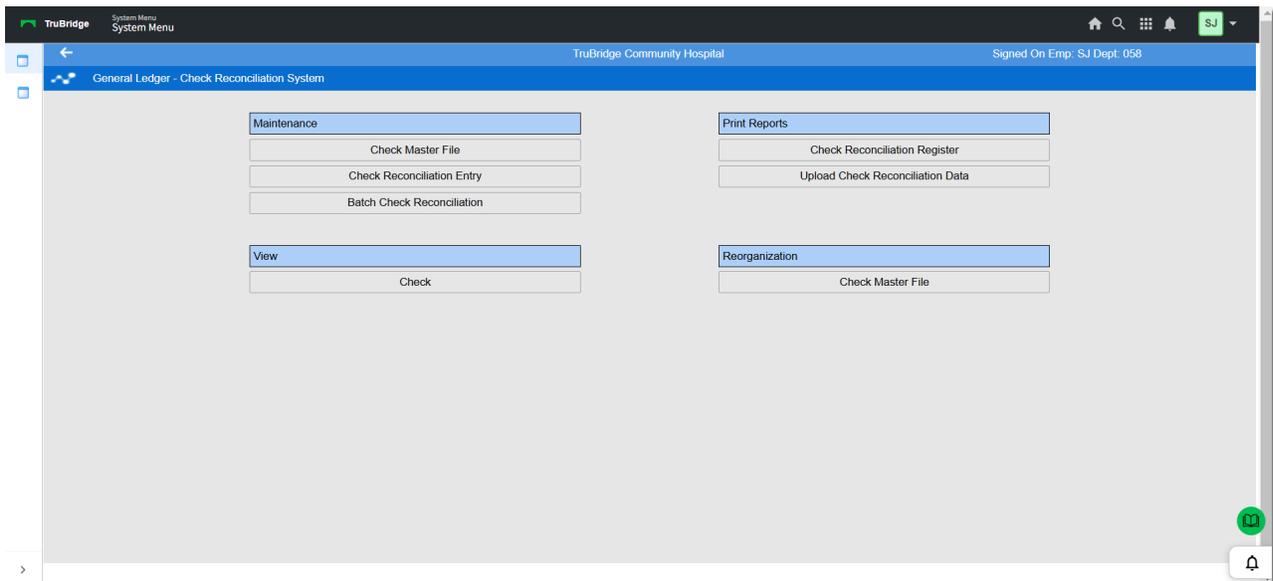
The report replicates the standard Accounts Missing on Financials report. The top of the report denotes the company number where the missing and/or duplicated account number exists.

Chapter 17 Check Reconciliation

17.1 Overview

The Check Reconciliation System is designed as a note pad when reconciling written checks and also provides a series of displays and reports reflecting the status of these checks. The system may automatically be affected by Accounts Payable and Payroll Systems and may be manually affected by reconciling checks directly within the Check Reconciliation System.

Select **Web Client > System Menu > General Ledger > Check Reconciliation**



General Ledger - Check Reconciliation System

17.2 Updating Check Reconciliation System Automatically

The Accounts Payable and Payroll systems are designed to automatically update the Check Reconciliation System when specific reports are printed.

Accounts Payable

Accounts Payable affects the Check Reconciliation System once the Check Register has been run and the prompt, "Update Check Reconciliation File?" is selected. Handwritten Checks will automatically update when the voided check has been moved to permanent file. The Check Register may be run from the General Ledger System or from Accounts Payable. The check status may be viewed via Accounts Payable in the Vendor Account Detail option as shown in the screen print below. If the check was not placed in the Check Reconciliation System, then the status displayed in the Ck Rec column will be a "*" when viewed through the Vendor Detail option in Accounts Payable. Once the check has been placed in the Check Reconciliation System, the status of O-Outstanding will pull. Once reconciled, an R will appear in the Vendor Detail screen. Refund checks may also be placed in the Check Reconciliation System through the Check Register.

Select **Web Client > System Menu > Accounts Payable > Vendor Detail**

Invoice/Check	Type	Trans Dt	Due/Ck Dt	Inv Dt	Amount	Discount	Federal Withholding	State Withholding
147896	Invoice	011216	012016	010516	100.00	.00	.00	.00
123506	Check	042717	042717		100.00	.00	.00	.00
CM060712	Invoice	110717	062212	060712	-100.00	.00	.00	.00
124578A	Invoice	110817	112317	110817	15000.00	.00	.00	.00
123515	Check	110817	110817		15000.00	.00	.00	.00
123470	Check	110817	110817		-900.00	.00	.00	.00
CM012413	Invoice	013118	043013	041513	-200.00	.00	.00	.00
CM123658	Invoice	013118	021518	013118	-1500.00	.00	.00	.00
123515	Check	013118	013118		-15000.00	.00	.00	.00
123519	Check	013118	013118		15600.00	.00	.00	.00

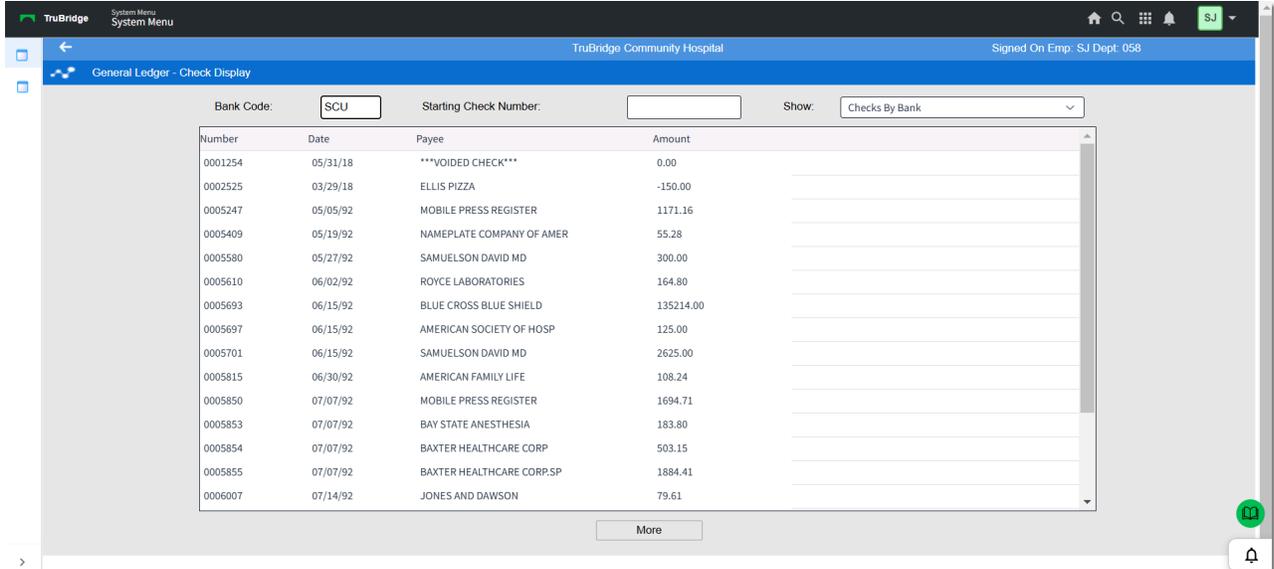
Begin Balance:		Record Count:	21
Adjustment:		Amount Total:	24135.00
Account Balance:	200.00	Discount Total:	
		Fed WH Total:	120.00
		State WH Total:	100.00
		Additional WH Total:	

Accounts Payable - Vendor Detail

Payroll System

Payroll affects the Check Reconciliation System when the GL Labor and Distribution Report is run and the prompt “Do You Wish To Update Check Reconciliation?” is selected. To be able to view payroll checks that have been placed in the Check Reconciliation System, enter **P/R** as the Bank Code when accessing **Check** under the View Option.

Select **Web Client > System Menu > General Ledger > Check Reconciliation > Check (View)**



General Ledger - Check Display

Number	Date	Payee	Amount
0001254	05/31/18	***VOIDED CHECK***	0.00
0002525	03/29/18	ELLIS PIZZA	-150.00
0005247	05/05/19	MOBILE PRESS REGISTER	1171.16
0005409	05/19/19	NAMEPLATE COMPANY OF AMER	55.28
0005580	05/27/19	SAMUELSON DAVID MD	300.00
0005610	06/02/19	ROYCE LABORATORIES	164.80
0005693	06/15/19	BLUE CROSS BLUE SHIELD	135214.00
0005697	06/15/19	AMERICAN SOCIETY OF HOSP	125.00
0005701	06/15/19	SAMUELSON DAVID MD	2625.00
0005815	06/30/19	AMERICAN FAMILY LIFE	108.24
0005850	07/07/19	MOBILE PRESS REGISTER	1694.71
0005853	07/07/19	BAY STATE ANESTHESIA	183.80
0005854	07/07/19	BAXTER HEALTHCARE CORP	503.15
0005855	07/07/19	BAXTER HEALTHCARE CORP.SP	1884.41
0006007	07/14/19	JONES AND DAWSON	79.61

More

17.3 Updating Check Reconciliation System Manually

To enter checks manually into the Check Reconciliation System, select **Check Master File** under the Maintenance column.

Check Master File

Check Master File may be used to manually enter any checks that have not already been placed in the Check Reconciliation System or make changes to checks existing in the system.

Select **Web Client > System Menu > General Ledger > Check Reconciliation > Check Master File**

General Ledger

Check Master Maintenance

Update Delete

Check Number: 0123487

Bank Code: SCU

Date: 07/14/14

Amount: 100.00

Status: Outstanding Reconciliation Date:

Payee: DELTA HOSPITAL SUPPLY

Origin: "A"ccounts Payable

Check Master Maintenance

The check number may be up to seven digits in length. If the number is less than seven digits, do not enter leading zeros. Enter the 3-digit bank code that is set up in the Accounts Payable Control Options. To enter or view payroll checks, use P/R as the Bank Code.

- **Date:** Select or enter the date of the check in MMDDYY format.
- **Amount:** Enter the amount of the check.
- **Status:** Select the status of the check by using the drop-down box (i.e., Deleted, Outstanding, Reconciled, Void.)
- **Reconciliation Date:** Select or enter the date the check was reconciled. This field will be updated automatically when checks are reconciled through Check Reconciliation.
- **Payee:** Enter the name of the person or institution the check was issued to in this field.

All checks that are manually placed into Check Reconciliation will have an origin code of Keyed Entry. Checks placed into the system by Payroll will be updated automatically with an origin code of Payroll, and checks placed into the system from Accounts Payable will be updated with an origin code of Accounts Payable.

In Check Master File, any maintenance may be done to existing checks, such as changing the status, the amount, or the payee of a check. To change any of these fields, enter the check number and the Bank Code of each desired check.

NOTE: When adding a check to the Check Master Maintenance screen or making a correction on an existing check, select **Update** before exiting the screen to capture the new entry or correction.

17.4 Reconciling Checks

There are two main methods for reconciling checks. The first is through **Check Reconciliation Entry** in which individual checks are manually entered and then updated. The other is **Batch Check Reconciliation**, which allows a range of check numbers to be entered and updated. These two methods are discussed below.

Check Reconciliation Entry

Check Reconciliation Entry allows the mass entry of up to 160 written checks. The checks that are entered will be reconciled with a status of **R**.

Select **Web Client > System Menu > General Ledger > Check Reconciliation Entry**

The screenshot shows the 'General Ledger - Check Reconciliation Mass Entry' screen in the TruBridge web client. The interface includes a top navigation bar with 'TruBridge' and 'System Menu' options, and a user profile 'Signed On Emp: SJ Dept: 058'. The main content area is divided into two sections: 'Setup Options' and 'Check Entry'. The 'Setup Options' section contains fields for 'Bank Code' (set to 'SCU'), 'Reconciliation Date' (set to '02/05/25'), and a 'Validate?' checkbox. The 'Check Entry' section contains fields for 'Check Number' and 'Cents Amount'. On the right side, there is a list of 'Check #' values: 0005247, 0005409, and 0005580. The screen also features 'Update' and 'Cancel' buttons at the top left and a notification bell icon at the bottom right.

General Ledger - Check Reconciliation Mass Entry

To accomplish this, several prompts must be answered. The first prompt is to enter the 3-digit Bank Code. Next, enter the date the system should show as the Reconciled Date. The last prompt is the Validate field. If selected, the system will then prompt for the cents amount from each check. If the cents entered does not match the amount contained in the system, that check will not be accepted until the correct cents amount is entered.

After the first check is entered in its entirety, only the last digit of the subsequent checks needs to be entered because the system will be able to complete the number. For example, if the first check number is 0007623, then the number 4 should be entered as the next check number. The system will assume the number is 0007624. This will only work if the check numbers being reconciled are sequential. If they are not, enter the entire check number.

After entering the check number the system will prompt for the **Cents Amount**. This information will be used to verify the correct check has been entered for reconciliation.

Once all checks have been entered, **Update** should be selected. This will update the checks to the Reconciled status in the system and will return the cursor to the Bank Code field so that another Bank Code may be entered and additional checks may be reconciled.

If a batch of checks has been erroneously entered and they should not be reconciled, select **Cancel**, and the cursor will exit the screen without affecting those checks.

If a single check is entered in error, it is possible to remove that check without canceling the entire session and reentering all the checks. Highlight the incorrect check in the **Check #** column. A prompt will appear, "Remove Check-Yes/No." Select **Yes** to remove the check.

Batch Check Reconciliation Entry

Batch Check Reconciliation allows a range of check numbers to be entered that need to be reconciled. When **Update** is selected, all check numbers that fall into the range will be reconciled with a status of **R**. To accomplish this, the system will prompt for the **Bank Code**, **Reconciliation Date**, and a **Beginning** and **Ending Check Number**. Once this information is entered select **Update**. The system will display the number of checks reconciled and the total dollar amount.

Select **Web Client > System Menu > General Ledger > Check Reconciliation > Batch Check Reconciliation**

General Ledger X

Check Reconciliation Batch Entry X

Update

Bank Code: SCU

Reconciliation Date: 02/05/25 

Beginning Check Number: 0005610

Ending Check Number: 0005693

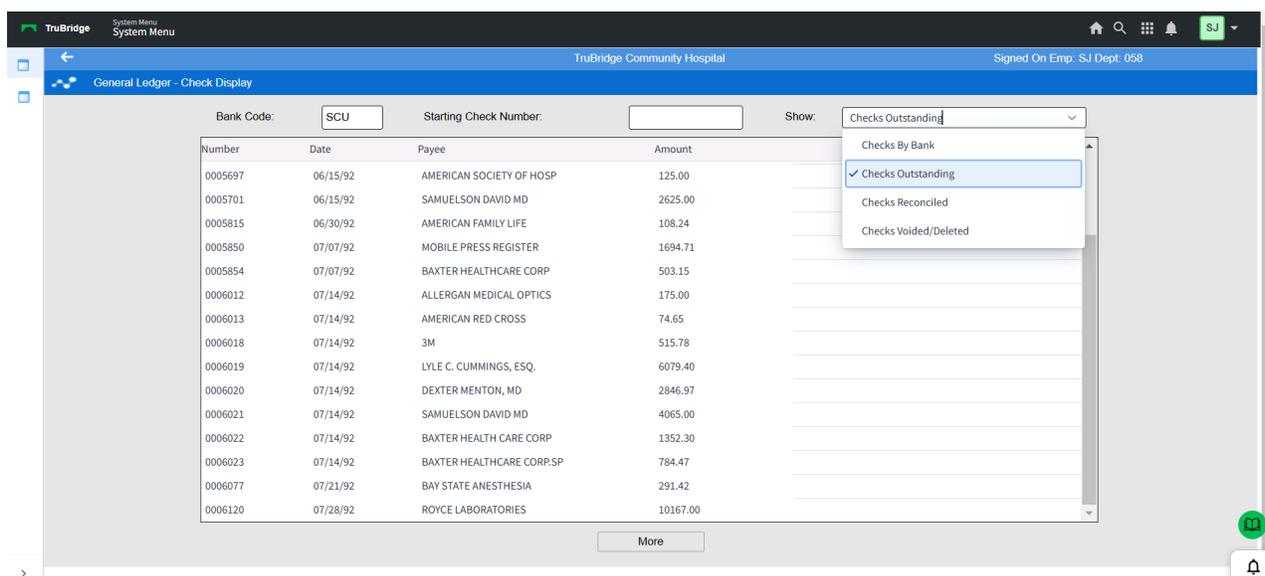
Check Reconciliation Batch Entry

17.5 View

There are several screen displays available when using Check Reconciliation. After selecting **Checks** and entering the Bank Code, a drop-down menu may be accessed to select a view option.

- **Checks By Bank:** This allows all checks for each selected bank to be viewed. Enter the three-digit Bank Code. A starting check number may be entered, or leave this field blank to view all checks.

Select **Web Client > System Menu > General Ledger > Check Reconciliation > Check**



General Ledger - Check Display

- **Checks Outstanding:** This option allows the viewing of all checks at the Outstanding status for the specified bank. Enter a three-digit Bank Code. A starting check number may be entered to view selected checks. To view all Outstanding checks for the specified Bank Code, leave this field blank.
- **Checks Reconciled:** This option allows the viewing of all checks at the Reconciled status for the specified bank. Enter the three-digit Bank Code. A starting check number may be entered to view selected checks. To view all Reconciled checks for the specified Bank Code, leave this field blank.
- **Checks Voided/Deleted:** This option allows the viewing of all checks at the Voided or Deleted status for the specified Bank Code. Select a three-digit Bank Code. A starting check number may be entered to view selected checks. To view all Voided or Deleted checks for the specified Bank Code, leave this field blank.

All display options allow a check to be highlighted to access the Check Master Maintenance screen for a given check. After making any necessary changes select **Update**. A check may also be deleted from the Check Reconciliation System by selecting **Delete**.

Select Web Client > System Menu > General Ledger > Check Reconciliation > Check > Select Check

General Ledger X

Check Master Maintenance X

Check Number:

Bank Code:

Date: 

Amount:

Status:  Reconciliation Date: 

Payee:

Origin: "K"eyed Entry

Check Master Maintenance

17.6 Printing The Check Reconciliation Register

To print the Check Reconciliation Register, select **Check Reconciliation Register** under **Print Reports**. Select a print option. Use the drop-down box to print the report by All Checks, Checks Outstanding, Checks Reconciled or Checks Voided/Deleted. After choosing one of these options, enter the Bank Code, Begin and End Dates and select a Sort Order option. The Check Reconciliation Register may be sorted by Check Date or Reconciliation Date.

Select Web Client > System Menu > General Ledger > Check Reconciliation > Check Reconciliation Register

The screenshot shows a web application window titled "General Ledger" with a sub-window titled "Check Reconciliation Register". The interface includes several input fields and controls:

- Check Type:** A text input field.
- All Checks:** A dropdown menu with a downward arrow.
- Miscellaneous:** A text input field.
- Bank Code:** A text input field.
- Begin Date:** A date input field containing "02/05/25" with a calendar icon to its right.
- End Date:** A date input field containing "02/05/25" with a calendar icon to its right.
- Sort Order:** A text input field.
- Radio Buttons:** Two radio buttons for sorting: "By Check Date" (selected) and "By Reconciliation Date".
- Print:** A button located at the bottom right of the form.

Check Reconciliation Register

Upload Check Reconciliation Data

This option pertains to a custom Check Reconciliation Interface.

17.7 Reorganization

Check Master File: In the Check Reconciliation System, there is an option to reorganize and drop reconciliation detail. Once selected, this option will look at the Bank Code and Date entered to remove Voided, Deleted and Reconciled checks. After entering the Bank Code and Date, select **Reorganize**.

NOTE: *Once a Reorganization of the Check Reconciliation System is completed, the removed data cannot be restored. Please contact a TruBridge Support Representative prior to using this function.*

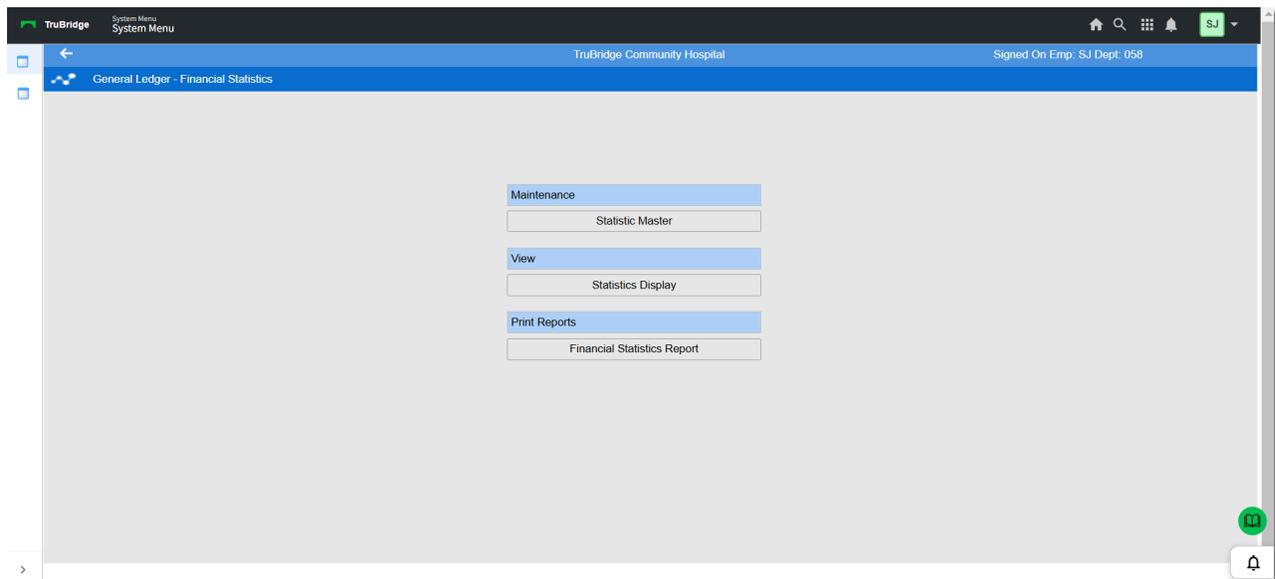
Chapter 18 Financial Statistics

18.1 Overview

This chapter will cover the setup and use of Financial Statistics on Financial Reports. Statistics may be used to compare financial information based on productivity related figures.

18.2 Financial Statistics

Select **Web Client > System Menu > General Ledger > Financial Statistics**



General Ledger - Financial Statistics

After accessing this option, the following menu selections are available:

- Statistic Master
- Statistics Display
- Financial Statistics Report

Statistic Master

Select Web Client > System Menu > General Ledger > Financial Statistics > Statistic Master

TruBridge System Menu
TruBridge Community Hospital
Signed On Emp: SJ Dept: 058

General Ledger - Statistic Master

Update Delete

Code: ADMIT
Description: MCARE INPATIENT ADMISSIONS
Default Department: 058

	2012	2013	2014	2014 Budget	2015 Budget
July:	52.00	94.00	132.00	56.00	106.00
August:	46.00	92.00	127.00	56.00	106.00
September:	60.00	90.00	142.00	56.00	106.00
October:	59.00	112.00	110.00	56.00	106.00
November:	54.00	86.00	93.00	56.00	106.00
December:	59.00	84.00	111.00	56.00	106.00
January:	52.00	95.00	115.00	56.00	106.00
February:	57.00	90.00	126.00	56.00	106.00
March:	63.00	106.00	117.00	56.00	106.00
April:	55.00	117.00	123.00	56.00	106.00
May:	56.00	125.00	125.00	56.00	106.00
June:	58.00	129.00	.00	56.00	106.00
Ending Balance:	671.00	1220.00	1321.00	672.00	1272.00

General Ledger - Statistic Master

This option allows the creation of individual Statistic Master Codes and may be set up for any statistic that is desired. To create a code, complete the following fields:

- **Code:** Enter the Statistics Code that will be added to the Financial Format. The Statistic Code is facility-defined, may be up to five characters in length and must be in upper case letters if alpha characters are selected. For example, the Statistic Code **EKG** may represent the number of procedures performed by a department during a specific month. Payroll Statistic Codes must be set up according to the instructions outlined later in this chapter.
- **Description:** Enter a description of the Statistic Code. This description will print on the Statistics Master and Financial Reports.
- **Default Department:** The Default Department is used by the Budgeting application to group statistics by department.

All numerical data fields in a Statistic Code Master may be entered manually but also may be updated automatically, via Payroll or Executive Statistics. The years displayed above the first three columns on the Financial Statistics screen represent the prior two years and the Current Year Unclosed loaded in the General Ledger Control Options. The budgeted years are the current year and the next year.

To enter an entire year of information, select the first month in the year column, and the cursor will move down from one month to the next as information is completed. The current month's actual statistic amount for each Statistic Code may be entered as soon as the information is available. An individual field may also be selected by selecting that field.

As previously stated, payroll hours may automatically update in the "Hours Worked Statistic" information. To use this feature, **Auto Update PR Hour Statistics** in the General Ledger Control Options, must be selected. A Statistic Code must be set up for each department. Payroll Statistic Codes must have **PH** as the first two characters of the code, and the last three characters of the code will be the department number.

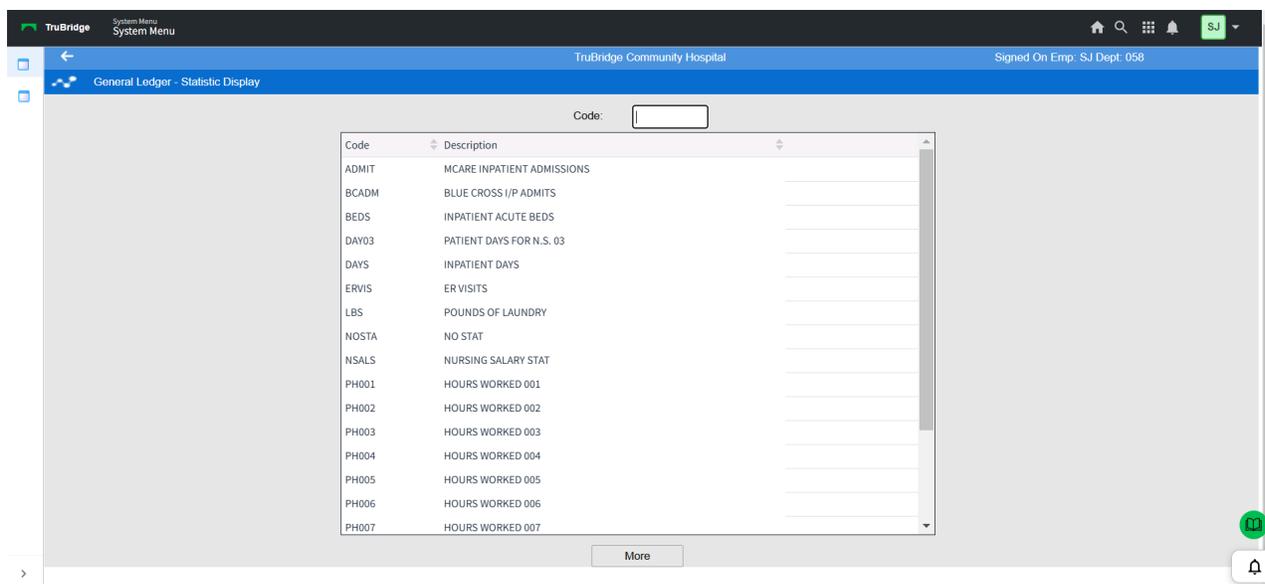
A Statistic Code may also be updated from the Executive Statistics portion of Executive Information. A General Ledger Statistic Code may be loaded in each indicator set up in Executive Statistics. Once the values have been generated for the indicators loaded in Executive Statistics, selecting **Update G/L Statistics** will update these figures into the General Ledger Statistic Codes for the month. The current working period in the Executive Statistics Control Record indicates which month these figures will pull. The current working period should always be verified before updating.

NOTE: When making changes to any field in the Statistic Master, select **Update** before exiting the screen to save changes.

Statistics Display

The Financial Statistics system has a screen display that provides a list of all Statistic Codes. Once selected, press Enter for the beginning code or enter a specific starting point. The display lists, alphabetically by code, the Statistic Code and the description that was entered into the master. Any of the Statistic Codes may be accessed from this screen by highlighting the Statistic Code.

Select **Web Client > System Menu > General Ledger > Financial Statistics > Statistics Display**



General Ledger - Statistics Display

Financial Statistics Report

Once the Statistics Masters have been created, a list of all Statistics Masters or an individual Statistic Master may be printed by selecting the Financial Statistics Report option. The system will prompt for your Beginning Number and Ending Number. To print a list of all Statistic Masters, leave both fields blank. To print an individual Statistic Master, enter the desired code in both prompts.

Financial Statistics Report

RUN DATE: 02/05/25
TIME: 13:47

TruBridge Community Hospital
FINANCIAL STATISTICS

PAGE: 1
GLSTIXP

CODE: ADMIT
DESCRIPTION: MCARE INPATIENT ADMISSIONS
METHOD:
DEPARTMENT: 058

MONTH	2012	2013	2014	2014 BUDGET	2015 BUDGET
7	52.00	94.00	132.00	56.00	106.00
8	46.00	92.00	127.00	56.00	106.00
9	60.00	90.00	142.00	56.00	106.00
10	59.00	112.00	110.00	56.00	106.00
11	54.00	86.00	93.00	56.00	106.00
12	59.00	84.00	111.00	56.00	106.00
1	52.00	95.00	115.00	56.00	106.00
2	57.00	90.00	126.00	56.00	106.00
3	63.00	106.00	117.00	56.00	106.00
4	55.00	117.00	123.00	56.00	106.00
5	56.00	125.00	125.00	56.00	106.00
6	58.00	129.00	.00	56.00	106.00
TOTAL	671.00	1220.00	1321.00	672.00	1272.00

Statistic Codes within Financial Report Formats

Once the appropriate Statistic Codes have been created and the Statistic Masters completed, producing financial statements utilizing statistic comparisons may begin.

It is recommended that Financial Report Numbers 2001-2999 be used for reports utilizing Payroll Statistic Codes. Numbers 3001-3999 should be used for all other reports utilizing Statistic Codes.

Each Financial Report Format that will use Statistic Codes should have the second field, Print Format, of the Title line completed with one of the following General Ledger Report Format codes: B, C, D, E, H, J, K, M, N or O.

The format line that will utilize a Statistics Code should have the following:

- The line type must be a Detail line.
- The appropriate Statistic Code should be entered in the third field of the Detail line.

- The following fields should be left blank:
 - Line Description
 - Type Balance
 - Zero Total Types
 - Multiple Printing
 - Add or Subtract

NOTE: When **ZERO** is entered as a Statistic Code in the third field, the system will stop calculating the financial information statistically and begin reporting the financial statements in the normal default manner. This option may be used to create a report that prints both regular and statistical information.

Chapter 19 Capital Project Budgets

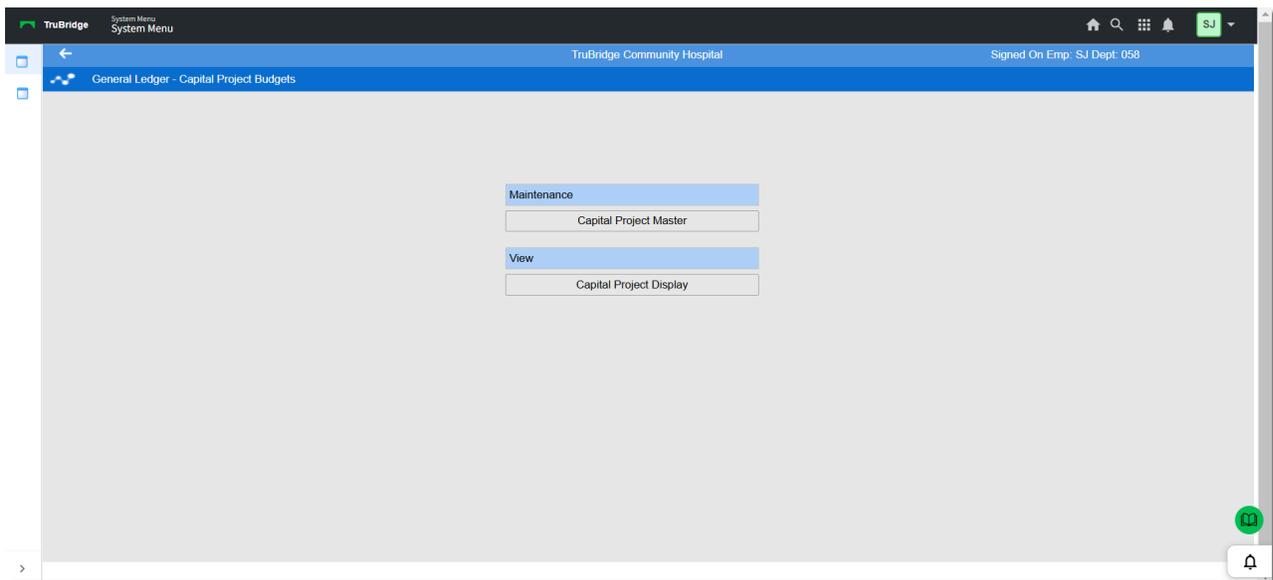
19.1 Overview

The Capital Projects Budget provides a way to set up a Capital Project and track the expenses via the Accounts Payable or Materials Management applications.

19.2 Maintenance

Before tracking can begin, a project needs to be set up in the General Ledger application. Each project will be set up for the year the budget affects.

Select **Web Client > System Menu > General Ledger > Capital Project Budgets**



General Ledger - Capital Project Budgets

Capital Project Master

From this screen, new budgets may be created or existing ones edited.

Select **Web Client > System Menu > General Ledger > Capital Project Budgets > Capital Project Master > Create New Budget**

Number	Year	Dept	Description
82184	2017	065	REPAVING THE PARKING LOT
10001	2024	058	EMERGENCY DEPART RENO

General Ledger - Capital Project Budget Maintenance

- **Capital Project Budget #:** Enter a facility-defined project number up to five characters. These may contain alpha or numeric characters.
- **Year:** Enter the year this capital budget item will apply.
- **Department:** Enter a department number to be associated with this project budget.
- **Description:** Enter a description of up to 40 characters to define the project budget.
- **Amount:** Enter the amount that has been budgeted.
- **Starting Month:** Enter the month the project will begin.
- **Complete:** This field will need to be manually selected when the project is complete.

Select **Save** when any changes have been made.

Select **Delete** to delete a project budget. A prompt will appear, "Are you sure you want to delete?" Answer **Yes** to delete or **No** to return to the Maintenance screen.

Select **Purge Budgets** to purge a Budget once the project is marked complete. After the password has been entered, the prompt "Enter As-of-Date to Purge through" will appear. Enter the date or use the arrow to access a drop-down calendar. After the date is entered, the prompt "Are you sure you want to purge data through: MMDDYY" will appear. Select **Yes** to purge data, **No** to change the selected date or **Cancel** to return to the Capital Project Budget screen.

NOTE: The system will automatically save a file that Capital Project Budgets use. Only one purge per day will be allowed.

19.3 View

There is an option to view all the Capital Project Budgets set up for departments in which the employee signed on has access. This is determined by a security setting which will be discussed later in this chapter.

Capital Project Display

When selecting Capital Project Display and entering the desired year, all departments for that employee's sign on will be listed.

Select **General Ledger module > Capital Project Budgets > Capital Project Display**

Dept	Description	Beg Bal	Usage	End Bal
065	Admitting	50000.00	10000.00	40000.00

Totals	
Beginning Balance:	50000.00
Usage:	10000.00
Ending Balance:	40000.00

General Ledger - Capital Project in Summary

The Beginning Balance, Usage and Ending Balance will be listed for this department.

Selecting the department will list all Capital Project Budgets for that department and year. The Beg Bal, Usage, Ending Bal and Month will be listed for each project within that department.

Select **General Ledger module > Capital Project Budgets > Capital Project Display**

Project	Description	Beg Bal	Usage	Ending Bal	Month
82184	REPAVING THE PARKING LOT	50000.00	10000.00	40000.00	Jan

Totals	
Beginning Balance:	50000.00
Usage:	10000.00
Ending Balance:	40000.00

General Ledger - Capital Project in Summary

Selecting a project will drill-down to detail for that project then further drill-down to the invoice or purchase order that created that entry.

Select General Ledger module > Capital Project Budgets > Capital Project Display

The screenshot displays the TruBridge software interface for 'Capital Project Display'. The header shows 'Capital Project: 82184 REPAVING THE PARKING LOT'. Below this is a table with the following data:

Number	Status	Date	Usage	Ending Bal
Budget		010117		50000.00
Inv #82184	Paid	020117	10000.00	40000.00
Balance				40000.00

General Ledger - Capital Project in Detail

19.4 Security

There are two security switches that must be selected to enable set up or view capabilities for Capital Project Budgets.

Select **Web Client > Special Functions > System Management > System Security > Employee Security > Page 2**

System Management Pg 2of2

Employee Maintenance

Emp. Number: 20089 ELLA K SMITH
5...10...15...20

Emp Maint Page Security: _____ ["N" denies access]

Access to Home Health System:

Access to Item Master Only.:

Access to PO Functions Only.:

Update PO Cost?.....:

Required Positive ID.....:

EWS Main Screen Security....:

EWS Sched. your Dept. only.:

Permission to scan documents:

Employee Security Group.....:

Access to GL Capital Project Budgets:

View Capital Projects for Depts.....: 058

Allow Uploading Images.....: Y/N/

Allow Viewing Uploaded Image: Y/N/

Add Comments to Scanned Docs: Y/N/

Allow Changing Scanned Docs.: Y/N/

Include PT Name on C/S Rept.: Y/N/

Enter: C1

System Management, Employee Maintenance

- **Access to GL Capital Project Budgets:** Selecting this field will allow the user to access a Capital Project Budget when using employee sign on.
- **View Capital Projects for Depts:** Enter the departments for which the employee will be able to view the Capital Project Budget.

19.5 Accounts Payable

Once the Capital Project Budget has been set up in General Ledger, expenses may be allocated via the Accounts Payable application. This may be done by vendor or a particular invoice.

Select **Web Client > System Menu > Accounts Payable > Vendors > Page 4**

The screenshot displays the 'Accounts Payable - Vendor Account' interface for 'TruBridge Community Hospital'. The page is titled 'Page 4' and shows the 'Additional Correspondence - 1099 Address' section. The existing vendor is identified as '10014 AGWAY INC'. The form includes the following fields:

- Address..... 1:
- Address..... 2:
- Address..... 3:
- Address..... 4:
- City / State / Zip :
- Web Address... :
- Capital Project #: Year:

Accounts Payable - Vendor Account

Entering a **Capital Project #** and **Year** will allow all invoices entered for this vendor to be subtracted from the budget amount. When entering an invoice, the Capital Project Number, Year and Total Amount of the invoice will automatically populate in the fields for the invoice; however, these numbers may be over-keyed or deleted if necessary.

Select Web Client > System Menu > Accounts Payable > New Invoices

TruBridge Community Hospital | Signed On Emp: SJ Dept: 058

Accounts Payable - Invoice Maintenance

Update | Multi-Pay | PO | Images | Additional Withholdings

Vendor: 10014 AGWAY INC | Amount: 125.00

Invoice: 569874 | Change

Trans Date: 032918 | Discount: | Disc. Calc: %: 00.0

PO: | State Withholding: | CS #: 0013

Invoice Date: 031518 | Federal Withholding: | Batch: 0044

Due Date: 033118 | 1099 Total: | Tax Report: | Sequence: 0004

Pay Code: P | AP Memo: |

Check: CREDIT | Dt: 032918 | Bank: CM | Multi-Payments: |

Cap Proj #: 10001 | Yr: 2024 | %: | Amt: 100.00

Cap Proj #: | Yr: | %: | Amt: |

Seq	GL #	Description	AHA #	Amount
0001	40155094	OTHER BENEFITS - EMP BENE	98351	125.00

Undistributed.

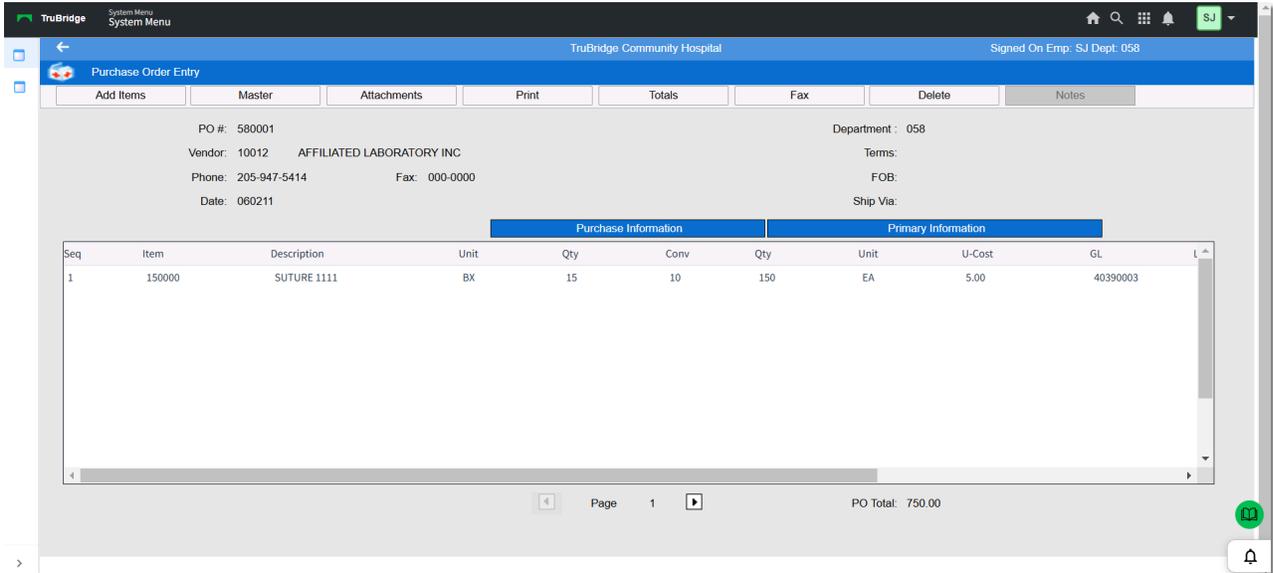
Accounts Payable - Invoice Maintenance

When entering a new invoice, the **Cap Proj #**, **Yr** and **Amt** may be entered if not already associated with a vendor. The amount may be entered in \$ (dollar) amount or % (percentage). If the amount needs to affect more than one project, a second project may be entered.

19.6 Materials Management

Capital Project Budgets may also be updated by Purchase Orders via Materials Management.

Select **Web Client > System Menu > Patient Accounting > Charge Tables and Inventory > Purchase Order Entry and Maintenance**



Purchase Order Entry

To associate this Purchase Order with a project, select **Charge Tables and Inventory > Purchase Order Entry and Maintenance > Master > Capital Project Information**

The screenshot shows the TruBridge software interface for a Purchase Order Master. A modal dialog box titled "Capital Project Information" is open, displaying two rows of input fields for project details. The background window shows PO # 580001, Vendor # 10012 (AFFILIATED LABORATORY INC), and other PO details.

Capital Project Number	Year	%	Amt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Capital Project Information

If a Capital Project Number is associated with a vendor via the Vendor Master in the Accounts Payable application, the Capital Project Number, Year and Amt will automatically populate. If a project is not associated, or corrections need to be made to the existing information, the fields may be selected and the correct information may be entered.

Chapter 20 Upload Excel Budget Activity

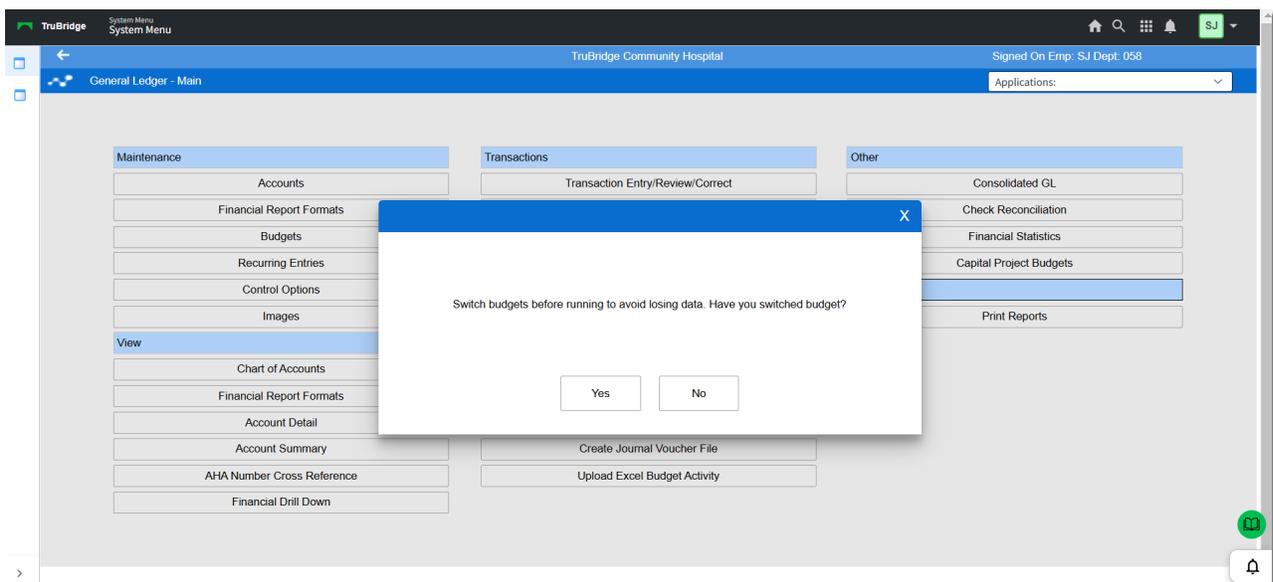
20.1 Overview

One year's worth of budget information may be imported from Excel into Clientware. The Excel spreadsheet needs to be set up accordingly, which is covered in the next section.

20.2 Maintenance

The following columns will be required and have to be formatted correctly in the Excel spreadsheet for the program to work: GLACCT, GL01B02, GL02B02, GL03B02, GL04B02, GL05B02, GL06B02, GL07B02, GL08B02, GL09B02, GL10B02, GL11B02, GL12B02. The GLACCT will be the TruBridge General Ledger account number. This can be either a text or numeric field. This will be the General Ledger account number that will get the budget dollar amounts from that corresponding row GL**B02 numbers. GL01B02 is the first month second budget column. GL01B02 and all other columns need to be set as numeric fields only with no symbols. Once the spreadsheet is set up properly, it may be uploaded into General Ledger.

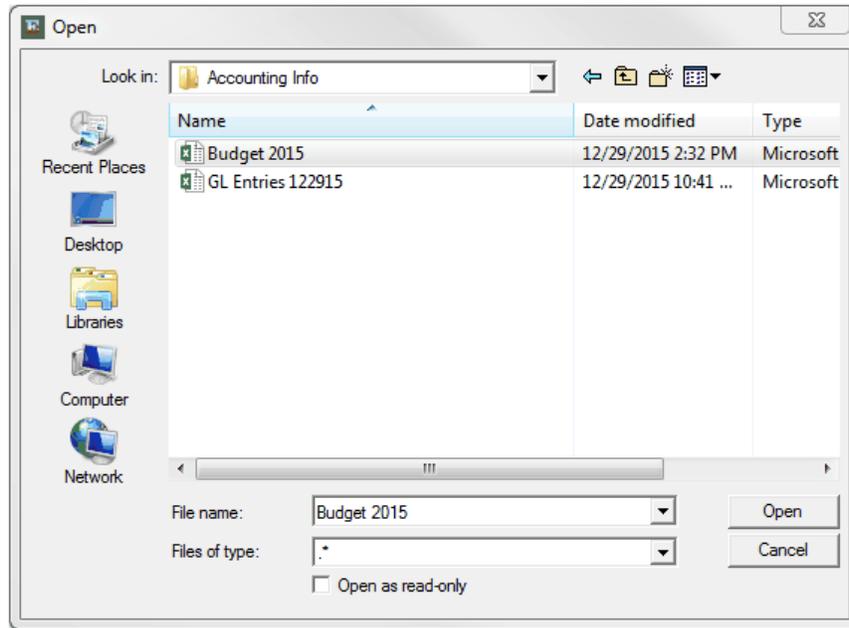
Select **Web Client > System Menu > General Ledger > Upload Excel Budget Activity**



General Ledger - Main Menu

The system will prompt, "Switch budgets before running to avoid losing data. Have you switched budget?" Answer **Yes** if the budget has been switched. Answer **No** if the budget has not been switched or saved. This must be done before uploading the budget.

After answering **Yes**, the system will display a pop-up box to select the location and filename of the Excel budget spreadsheet. Select the appropriate file, and select **Open**. The system will convert the data and will display a prompt when it is complete.



Open/Select file

Chapter 21 Standard Reports

21.1 Overview

The standard reports within the General Ledger Application will provide information concerning General Ledger activity. This information may be needed daily, monthly or yearly. It is important to understand each of the following reports and how to print them. This chapter contains examples and explanations for all standard reports.

21.2 Transaction Edit List

The Transaction Edit List is used to move General Ledger entries from temporary files to permanent files. The entries may originate in applications such as Payroll, Accounts Payable, Accounts Receivable or from General Ledger.

How To Print

1. **Print Reports** from the General Ledger Main Menu.
2. Select **Transaction Edit List**.
3. Select a print option.
4. Select an option:
 - Transaction Number Sequence
 - Account Number Sequence
 - Cost Center Sequence

NOTE: *To move the transactions to permanent files, the edit list must be printed in the sequence that the transactions were entered (**Transaction Number Sequence**).*

5. System prompts, "Totals by account?"
 - If answered **Yes**, an Account Recap will print at the end of the report showing the total affect on each General Ledger account.
6. After reviewing, select **Finish**.
7. If the entries balance, the system prompts "Move batch to permanent files?"
 - Enter the appropriate response.

Description And Usage

The Transaction Edit List contains journal entries that have been created either manually through General Ledger or other sources. It lists, in entry sequence number order, the General Ledger account number, AHA number if used, Transaction Date, Journal Type, dollar amount, Sub-Ledger if coming from other sources in the system, any Reference or Memo entered and the General Ledger Account Description. It also contains a recap portion that provides a summary for Journal Type, Date, entry count, Debits and Credits. The recap also provides a summary by account number if **Yes** was answered at the prompt "Totals By Account?" The Edit List must be run after any journal entries are created for the system to correctly affect General Ledger. Every Edit List should contain the messages "Batch Moved To Permanent Files" and "Update Complete". If an Edit List does not contain these messages, then the entries are still in the temporary file. All Edit Lists should be filed or spooled and moved to permanent file in order to provide an audit trail for the facility.

Transaction Edit List

SEQ.	ACCOUNT NUMBER	A.H.A. NUMBER	TRANS DATE	JOURNAL	AMOUNT	SUB-LED	REFERENCE	MEMO	G.L. ACCOUNT DESCRIPTION
RUN DATE: 08/15/15 TIME: 15:43 EDIT LIST FOR BATCH 340 0028 CRT#340 TRANSACTION SEQUENCE PAGE 1 GLEDIT									
1	30000001		07/31/15	SJ	1,794.50CR		REVENUE 07/31/15		EMERGENCY ROOM -REV
2	30000002		07/31/15	SJ	135.00CR		REVENUE 07/31/15		PEDIATRICS -REV
3	30000003		07/31/15	SJ	787.50CR		REVENUE 07/31/15		MED SURG -REV
4	30000006		07/31/15	SJ	4,563.23CR		REVENUE 07/31/15		ICU -REV
5	30000015		07/31/15	SJ	6,985.26CR		REVENUE 07/31/15		I/P LAB -REV
6	30000025		07/31/15	SJ	1,146.23CR		REVENUE 07/31/15		I/P PHARMACY -REV
7	30000030		07/31/15	SJ	25,631.25CR		REVENUE 07/31/15		I/P EKG -REV
8	30000038		07/31/15	SJ	45,789.36CR		REVENUE 07/31/15		I/P RADIOLOGY -REV
9	30100025		07/31/15	SJ	78,456.23CR		REVENUE 07/31/15		O/P EKG -REV
10	30100038		07/31/15	SJ	47,896.36CR		REVENUE 07/31/15		O/P RADIOLOGY -REV
11	10200000		07/31/15	SJ	213,184.92		REVENUE 07/31/15		ACCOUNTS RECEIVABLE -A/R
3140183									

Transaction Edit List (Recap)

JOURNAL	YRMO	COUNT	DEBIT	CREDIT
SJ	0007	11	213,184.92	213,184.92
	TOTAL	11	213,184.92	213,184.92

ACCOUNT	DEBIT	CREDIT	<-- (RECAP)
10200000	ACCOUNTS RECEIVABLE -A/R		213184.92
30000001	EMERGENCY ROOM -REV		.00
30000002	PEDIATRICS -REV		1794.50
30000003	MED SURG -REV		.00
30000006	ICU -REV		787.50
30000015	I/P LAB -REV		4563.23
30000025	I/P PHARMACY -REV		6985.26
30000030	I/P EKG -REV		.00
30000038	I/P RADIOLOGY -REV		1146.23
30100025	O/P EKG -REV		.00
30100038	O/P RADIOLOGY -REV		25631.25
			45789.36
			.00
			78456.23
			.00
			47896.36

34046 BATCH MOVED TO PERMANENT FILES

34046 UPDATE IS COMPLETE

Listed below is an explanation of each column.

- **Seq. (Sequence):** This is a unique number assigned by the system that represents the order in which the entries were keyed.
- **Account Number:** This number is the valid General Ledger account number in which the entry was applied to. Valid General Ledger account numbers are set up in the Chart of Accounts.
- **A.H.A. Number:** This number represents the number loaded in the second field of the Chart of Accounts Maintenance Screen. It is typically the old account number used prior to converting to the TruBridge EHR. This is not a required field in the Chart of Accounts.
- **Trans Date:** This is the Transaction Date of each entry.
- **Journal:** This is the Journal Type determined by the entry source.
- **Amount:** This figure is the dollar amount of the entry.
- **Sub-Led (Sub-Ledger):** If the entry originated from a source on the system other than General Ledger, then this field will contain the sub-ledger source.
- **Reference:** This pulls the free-form field used to enter additional information in Transaction Entry.
- **Memo:** This pulls the free-form field used to enter additional information in Transaction Entry.
- **G.L. Account Description:** This contains the description from the Chart of Accounts.
- **Recap:** This is a separate section that summarizes all entries of the Transaction Edit List. This section breaks down the entries by Journal Types, Months, Debits and Credits. The recap also provides a summary by account number.

21.3 Edit List Recreation

This report provides a listing of entries from a previously run Transaction Edit List. The format is the same as the original report.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [Edit List Recreation - Report Writer](#) topic in the Report Dashboard section of this user guide.

How To Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Edit List Recreation**.
3. Select a print option.
4. Select information from previous report:
 - **CS Number:** Enter the three-digit CS Number of the terminal that originally created the batch.
 - **Batch Number:** Enter the correct four-digit batch number of the Transaction Edit List to be recreated.
 - **Starting Date** and **Ending Date:** Enter the desired date range for the entries of the batch being recreated. Use the arrow keys to display a calendar. Select **All Dates** to include everything for this batch.
5. If the above information is correct, Select **Print**. If not, select the desired field, and reenter the correct information. To exit the report, select the **X** at the top of the box.

Description and Usage

The Edit List Recreation provides a list of entries from a selected batch. All edit lists should be filed, but when one is misplaced, this provides a way to recreate the Edit List. The selected batch is recreated in the original format. It lists, in original entry order, the General Ledger Number, AHA number, original Date of the Transaction, Journal Type, dollar amount, any Reference or Memo entered and the General Ledger Account Description. It also contains a recap portion that provides a summary for Journal Type, Date, entry count, Debits and Credits.

Edit List Recreation

RUN DATE: 08/16/16
 PAGE 1
 TIME: 15:05
 GLEDITR

GL EDIT LIST RECREATION
 FOR BATCH: 340 0053

SEQ.	ACCOUNT NUMBER	A. H. A. NUMBER	TRANS DATE	JOURNAL	AMOUNT	REFERENCE	MEMO	GL ACCOUNT DESCRIPTION
1	30000001		12/31/15	S4	-1,794.50		REVENUE 12/31/15	EMERGENCY ROOM -REV
2	30000002		12/31/15	S4	-135.00		REVENUE 12/31/15	PEDIATRICS -REV
3	30000003		12/31/15	S4	-787.50		REVENUE 12/31/15	MED SURG -REV
4	30000006		12/31/15	S4	-4,563.23		REVENUE 12/31/15	ICU -REV
5	30000015		12/31/15	S4	-6,985.26		REVENUE 12/31/15	I/P LAB -REV
6	30000025		12/31/15	S4	-1,146.23		REVENUE 12/31/15	I/P PHARMACY -REV
7	30000030		12/31/15	S4	-25,631.25		REVENUE 12/31/15	I/P EKG -REV
8	30000038		12/31/15	S4	-45,789.36		REVENUE 12/31/15	I/P RADIOLOGY -REV
9	30100025		12/31/15	S4	-78,456.23		REVENUE 12/31/15	O/P EKG -REV
10	30100038		12/31/15	S4	-47,896.36		REVENUE 12/31/15	O/P RADIOLOGY -REV
11	10200000		12/31/15	S4	213,184.92		REVENUE 12/31/15	ACCOUNTS RECEIVABLE -A/R
-----R E C A P-----								
JOURNAL	YRMO	COUNT	DEBIT	CREDIT				
SJ	0015	11	213,184.92	213,184.92				
TOTAL	11	11	213,184.92	213,184.92				

Listed below is an explanation of each column.

- **Seq. (Sequence):** This is a unique number assigned by the system that represents the order in which the entries were keyed.
- **Account Number:** This number is the valid General Ledger account number in which the entry was applied to. Valid General Ledger account numbers are set up in the Chart of Accounts.
- **A.H.A. Number:** This number represents the number loaded in the second field of the Chart of Accounts Maintenance Screen. It is typically the old account number used prior to converting to the TruBridge EHR. This is not a required field in the Chart of Accounts.
- **Trans Date:** This is the Transaction Date of each entry.
- **Journal:** This is the Journal Type determined by the entry source.
- **Amount:** This figure is the dollar amount of the entry.
- **Reference:** This prints the free-form field used to enter additional information in Transaction Entry.
- **Memo:** This prints the free-form field used to enter additional information in Transaction Entry.
- **GL Account Description:** This contains the description from the Chart of Accounts.
- **Recap:** This is a separate section that summarizes all entries of the Transaction Edit List. This section breaks down the entries by Journal Types, Months, Debits and Credits.

21.4 Single Account Detail

The Single Account Detail Report provides a listing of entries for particular General Ledger numbers. This can provide important information such as account balance, entry dates and entry amounts.

How To Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Single Account Detail**.
3. Select a print option.
4. Select report parameters:
 - **Beginning Date** and **Ending Date**: This should be entered in MMDDYY format or use the arrow to access a calendar.
 - **Enter up to 50 accounts**: Enter up to 50 valid General Ledger Account Numbers. If one is entered by mistake, highlight the account number to delete.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description And Usage

The Single Account Detail Report provides a list of all transactions for an account for a specific time period. The report includes the Account Number, Description, Beginning Balance, Transaction Date, any Memo or Reference remarks, Journal Type, Batch Number, Sequence Number, total of each entry, a monthly sub total and the Ending Balance for the account. The time period of the report will print at the top of the page.

Single Account Detail

RUN DATE: 08/05/15
 TIME: 09:02
 FOR: 07/01/15 - 07/31/15

GL SINGLE ACCOUNT DETAIL REPORT

PAGE 1
 GLSAD

ACCOUNT NUMBER & DESCRIPTION AMOUNT	DATE	MEMO	REFERENCE	JOURNAL	CSNUM	BATCH	SEQ.	
10000000 CASH -OPERATING		BEGINNING BALANCE:						-2,764,841.80
	07/01/15	ABBOTT LABS	FNBC001705	CD	340 00	25		-155.89
	07/02/15	ALABAMA POWER COMPANY	FNBC001705	CD	340 01	1		205.15
	07/06/15	MOBILE GAS COMPANY	FNBC001706	CD	340 01	2		152.15
	07/06/15	MOBILE MEDICAL SUPPLIES	FNBC001707	CD	340 01	3		-1,478.56
	07/06/15	THE MOBILE PRESS REGIST	FNBC001708	CD	340 01	4		-65.32
	07/06/15	LECHER EQPT COMPANY	FNBC001709	CD	340 01	5		-5,445.21
	07/06/15	THE WATER COMPANY	FNBC001710	CD	340 01	6		-308.09
	07/06/15	ATLANTIC BELL	FNBC001711	CD	340 01	7		-741.25
	07/18/15	PAY-P.06/25/15 07/15/15		PR	472 05	6		-674.01
	07/18/15	PAY-P.06/25/15 07/15/15		PR	472 05	14		5.44
	07/25/15	LOGAN PRODUCTIONS	FNBC001715	CD	340 01	8		-111.00
	07/25/15	A T & T	FNBC001713	CD	340 01	9		263.15
	07/25/15	BLUE CROSS BLUE SHIELD	FNBC001714	CD	340 01	10		-36,521.41
	07/25/15	ACME SIGN INC	FNBC001715	CD	340 01	11		-1,652.45
	07/25/15	FEDERAL EXPRESS	FNBC001716	CD	340 01	15		-46.25
	07/25/15	AMERICAN MAMMOGRAPHICS	FNBC001717	CD	340 01	13		-352.63
	07/28/15	CRAY SEAFOOD	ABCC031378	CD	273 02	1		2,281.13
	07/31/15	ACTIVITY/END BALANCE:	-45,885.95					-2,810,727.75
21000000 ACCOUNTS PAYABLE - TRADE		Beginning AND ENDING BALANCE						-608,380,615.13
30100000 REVENUE		BEGINNIG BALANCE AS OF 07/01/15	00.					
	07/20/15	SMITH BAKERY	1	PJ	345 05	2		100.00
	07/20/15	SMITH BAKERY	2	PJ	456 06	2		500.00
	07/20/15	SMITH BAKERY	5	PJ	456 10	2		200.00
	07/20/15	SMITH BAKERY	5	PJ	456 10	3		300.00
	07/31	activity/end balance:			1,100.00			1,100.00

Listed below is an explanation of each column.

- **Account Number & Description:** This pulls from the Chart of Accounts Maintenance Screen.
- **Beginning Balance:** This is the beginning balance of the account for the date range chosen.
- **Date:** This is the Transaction Date for each entry.
- **Memo:** This pulls from a free-form field used in Transaction Entry for additional information.
- **Reference:** This pulls from a free-form field used in Transaction Entry for additional information.
- **Journal:** The Journal Type of each entry that is determined by the entry source.
- **CSNum:** The cpware number is listed as the first three digits of the batch number.
- **Batch:** A batch number is terminal/cpware specific, and it updates each time a Transaction Edit List is moved to permanent file. The next four digits represent the batch sequence number.
- **Seq. (Sequence):** This is the unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **Amount:** This is the dollar amount of each entry.
- **Activity/End Balance:** This consists of two totals. The first total represents the subtotal for each month's activity. The second total represents the Ending Balance for that particular month. This field is displayed at the end of each month.
- **Ending Balance:** The Ending Balance of the account for the date range chosen.

21.5 General Ledger Detail

The General Ledger Detail Report provides a list of all journal transactions for all General Ledger accounts for a specified time period. This report also provides the General Ledger Control Record with the General Ledger Closed Date. This report is usually run once a month to close the month.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [General Ledger Detail - Report Writer](#)^[179] topic in the Report Dashboard section of this user guide.

How To Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **GL Detail**.
3. Select a print option.
4. System prompts, "Beginning Date:" and "Ending Date:"
 - Enter the beginning and ending dates.
5. System prompts, "Do You Want To Update The GL Close Date?"
 - This will only appear if the date range selected covers a complete month.
 - If the Closed Date prompt is answered with a **Yes**, then the system will display a message next to the end date used: "New GL Close Date" and will update the GL Closed Date, in the Control Options with this date. If the prompt is answered with a **No**, the month will remain open.
6. If answered **Yes**, all General Ledger accounts will print. If answered **No**, the system prompts, "Include zero balance accounts with no activity?" Select **Yes** to print accounts with no activity. Select **No** to suppress accounts with no activity from pulling to the report.
7. System prompts, "Okay to print?"
 - If the above information is correct, select **Yes**. If not, select **No** and reenter the correct information.

Description And Usage

The General Ledger Detail Report provides a list, in account number sequence, of all General Ledger accounts and activity for a specified time period. This report should be printed and filed for audit purposes once per month. This report may also be printed at any time. If the report is run for a month, the General Ledger Control Options will be updated with a new GL Closed Date if the prompts are answered appropriately. This report should also be run during Year End Close Procedures.

The General Ledger Detail Report contains the Account Number and Description, Transaction Date, any Memo and Reference details, Journal Type, Batch and Sequence numbers, and the total for each entry. The report also contains Beginning and Ending Balances for each account and a subtotal for each month's activity. It also provides totals for each account type (Assets, Liabilities, Income/Revenue, Expenses, Other Income/Revenue and Other Expenses).

General Ledger Detail

ACCOUNT NUMBER & DESCRIPTION	DATE	MEMO	REFERENCE	JOURNAL	CS#/BAT/SEQ	AMOUNT
RUN DATE: 01/02/15 TIME: 10:16 GL DETAIL REPORT FOR: 01/01/15 - 07/31/15 PAGE 1 GLGLD						
10000000 OPERATING ACCOUNT		-CASH				
		BEGINNING BALANCE:				.00
	01/31/15	RECEIPTS 01/31/15		CR	340 14 9	-600.00
	01/31/15	RECEIPTS 01/31/15		CR	340 14 10	600.00
	01/31	ACTIVITY/END BALANCE:	.00			
	02/28/15	RECEIPTS 02/28/15		CR	340 15 9	-80,829.00
	02/28/15	RECEIPTS 02/28/15		CR	340 15 11	80,829.00
	02/28/15	RECEIPTS 02/28/15		CR	340 15 15	260.00
	02/28	ACTIVITY/END BALANCE:	260.00			
	03/31/15	RECEIPTS 03/31/15		CR	340 16 9	-2,615.00
	03/31/15	RECEIPTS 03/31/15		CR	340 16 11	2,615.00
	03/31/15	RECEIPTS 03/31/15		CR	340 6 15	-185.00
	03/31	ACTIVITY/END BALANCE:	-185.00			
	07/14/15	BELLSOUTH	FNBC029002	CD	202 05 1	58.75
	07/31	ACTIVITY/END BALANCE:	58.75			
		ENDING BALANCE:				133.75
10200000 ACCOUNTS RECEIVABLE		-A/R				
		BEGINNING BALANCE:				203,666.00
	01/31/15	REVENUE 01/31/15		SJ	340 20 34	391,302.17
	01/31	ACTIVITY/END BALANCE:	391,302.17			
	02/28/15	RECEIPTS 02/28/15		CR	340 15 10	-260.00
	02/28/15	REVENUE 02/28/15		SJ	340 21 26	577,601.65
	02/28	ACTIVITY/END BALANCE:	577,341.65			

General Ledger Detail (Recap)

ACCOUNT NUMBER & DESCRIPTION	AMOUNT
RUN DATE: 01/02/15 TIME: 11:21 GL DETAIL REPORT FOR: 01/01/15 - 7/31/15 PAGE 6 GLGLD	
10691000 ER FUND DUE FROM GEN-SPEC FUND	BEGINNING AND ENDING BALANCE: 6,722.82
10692000 DUE FROM GEN FD-B/F -SPEC FUND	BEGINNING AND ENDING BALANCE: -19,523.62
	TYPE TOTAL: 37,889,890.34

Listed below is an explanation of each column.

- **Account Number & Description:** Lists the account number and description that pulls from the Chart of Accounts Maintenance Screen.
- **Beginning Balance:** The Beginning Balance of the account for the date range chosen.
- **Date:** The Transaction Date for each entry.
- **Memo:** This pulls from a free-form field used in Transaction Entry for additional information.
- **Reference:** This pulls from a free-form field used in Transaction Entry for additional information.
- **Journal:** The Journal Type of each entry, which is determined by the entry source.

- **CS#/Bat/Seq:** Provides the original Batch Number for an entry. A batch number is terminal/cpware specific and will update each time a Transaction Edit List is moved to permanent file. The CS# is listed as the first three digits of the batch number. The next four digits represent the Batch Number. The Sequence Number is a unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **Amount:** The dollar amount of each entry.
- **Activity/End Balance:** Consists of two totals. The first total represents the subtotal for each month's activity. The second total represents the Ending Balance for that particular month. This field is displayed at the end of each month.
- **Ending Balance:** The Ending Balance for the specified date range.
- **Type Total:** The total for each account type that will print after all accounts are listed for each type of account.

21.6 GL Detail (Cost Center Sequence)

The General Ledger Detail by Cost Center report provides a listing of all General Ledger accounts and activity for a specified time period. This report breaks by department number.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [GL Detail \(Cost Center Sequence\) - Report Writer](#)^[181] topic in the Report Dashboard section of this user guide.

How To Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **GL Detail (Cost Center Sequence)**.
3. Select a print option.
4. Select report parameters:
 - **Beginning Date** and **Ending Date:** Enter the beginning and ending dates.
 - **Beginning Cost Center (blank for all)** and **Ending Cost Center:** Enter the desired cost center(s) .
 - **Beginning Account (Leave blank for all)** and **Ending Account:** The account number fields will only accept the first five digits of the account numbers.
 - **Print each cost center on a new page:** Select this prompt to have a page break between each cost center.
 - **Include zero balance accounts with no activity?:** If selected, all General Ledger accounts will print. If left blank, all General Ledger accounts that have activity will print, even if they have an ending balance of zero.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description And Usage

This report provides detail for all General Ledger accounts in cost center sequence for a specified period of time. The report contains all activity for the time period selected. It also lists the Account Number and Description, Transaction Date, any Memo and Reference detail, Journal Type, Batch Sequence and dollar amount.

GL Detail (Cost Center Sequence)

RUN DATE: 07/01/15 TIME: 11:50		GL DETAIL REPORT - COST CENTER SEQUENCE FOR: 01/01/15 - 06/01/15					PAGE 1 GLGLDC
ACCT NUMBER & DESC	DATE	MEMO	REFERENCE	JOURNAL	CS#/BAT/SEQ	ACTIVITY	BALANCE
30000033 CENTRAL SUPPLY		-I/P REV BEGINNING BALANCE:					.00
	01/31/15	REVENUE 01/31/15		SJ	340 20 25	-10,015.87	
	01/31/15	REVENUE 01/31/15		SJ	340 20 29	-10.00	
	01/31/15	REVENUE 01/31/15		SJ	340 20 30	-7.10	
	01/31/15	REVENUE 01/31/15		SJ	340 20 32	-5.00	
		01/31 ACTIVITY/END BALANCE				-10,037.97	-10,037.97
	02/28/15	REVENUE 02/28/15		SJ	340 21 1	-151,868.85	
		02/28 ACTIVITY/END BALANCE				-151,868.85	-131,906.82
	03/31/15	REVENUE 03/31/15		SJ	340 22 1	-2,028.25	
	03/31/15	REVENUE 03/31/15		SJ	340 22 2	-1,250.00	
	03/31/15	REVENUE 03/31/15		SJ	340 22 3	-136.40	
	03/31/15	REVENUE 03/31/15		SJ	340 22 4	-1,279.90	
	03/31/15	REVENUE 03/31/15		SJ	340 22 8	-374.50	
	03/31/15	REVENUE 03/31/15		SJ	340 22 9	-305.80	
	03/31/15	REVENUE 03/31/15		SJ	340 22 10	-400.00	
	03/31/15	REVENUE 03/31/15		SJ	340 22 14	-323.00	
	03/31/15	REVENUE 03/31/15		SJ	340 23 1	-2,028.25	
	03/31/15	REVENUE 03/31/15		SJ	340 23 2	-1,250.00	
	03/31/15	REVENUE 03/31/15		SJ	340 23 3	-136.40	
	03/31/15	REVENUE 03/31/15		SJ	340 23 4	-1,279.90	
	03/31/15	REVENUE 03/31/15		SJ	340 23 5	-8.30	
	03/31/15	REVENUE 03/31/15		SJ	340 23 6	-4.00	
	03/31/15	REVENUE 03/31/15		SJ	340 23 8	-374.50	
	03/31/15	REVENUE 03/31/15		SJ	340 23 9	-305.80	
	03/31/15	REVENUE 03/31/15		SJ	340 23 10	-400.00	
		03/31 ACTIVITY/END BALANCE				-11,885.00	-143,791.82
COST CENTER TOTAL:							-4,300,768.52

Listed below is an explanation of each column.

- **Account Number & Description:** Pulls from the Chart of Accounts Maintenance Screen.
- **Beginning Balance:** The Beginning Balance of the account for the date range chosen.
- **Date:** The Transaction Date for the entry.
- **Memo:** A free-form field used in Transaction Entry for additional information.
- **Reference:** A free-form field used in Transaction Entry for additional information.
- **Journal:** The Journal Type of each entry, which is determined by the entry source.
- **CS#/Bat/Seq:** Provides the original Batch Number for an entry. A Batch Number is terminal/cpware specific and will update each time a Transaction Edit List is moved to permanent file. The CS# is listed as the first three digits of the batch number. The next four digits represent the batch number. The sequence number is a unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.

- **Activity:** The dollar amount of each entry.
- **Balance:** The balance of the account.
- **Activity/End Balance:** Consists of two totals. The first total represents the subtotal for each month's activity. The second total represents the ending balance for that particular month. This field is displayed at the end of each month.
- **Cost Center Total:** The total dollar amount of activity for all accounts that are included in the cost center.

21.7 Trial Balance

The Trial Balance is used to provide an audit trail listing activity for a specific time period.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [Trial Balance - Report Writer](#)¹⁹³ topic in the Report Dashboard section of this user guide.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Trial Balance**.
3. Select a print option.
4. Select report parameters:
 - **Period Ending Date:** Enter the desired date.
 - **Include zero balance accounts?:** If this is selected, the system will include accounts with a zero balance and no activity during this time period. If this prompt is left blank, it will exclude the zero balance accounts.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description And Usage

The General Ledger Trial Balance provides a report, in account number sequence, of all selected accounts listing the Account Description, Beginning Balance for the period, the total of all Debit and Credit transactions, Net Change for the period and the Ending Balance for the period. The Trial Balance provides totals for each account category (Assets, Liabilities, Income/Revenue, Expenses, Other Income/Revenue, Other Expenses). The Grand Total at the end of the report should show a zero total for Beginning Balance, Net Change and Ending Balance. The General Ledger Trial Balance should be printed each month-end prior to running final Financial Statements.

Trial Balance

RUN DATE: 08/01/15 TIME: 14:00		GL TRIAL BALANCE FOR PERIOD ENDING: 07/31/15				PAGE 1 GLTRIAL
ACCOUNT NUMBER & DESCRIPTION	BEGINNING-BALANCE	CURRENT-DEBIT	CURRENT-CREDIT	NET-CHANGE	ENDING-	
BALANCE						
10001000 CASH ON HAND -CASH	650.00	.00	.00	.00	650.00	
10002000 CASH ON HAND-CLINIC -CASH	37.96	.00	.00	.00	37.96	
10011000 GENERAL OPER ACCOUNT-CASH	280,207.41	.00	.00	.00	280,207.41	
10013000 PAYROLL CHKING ACCT -CASH	1,478.83	.00	476,505.70	-476,505.70	-475,026.87	
10014000 ACCTS PAYABLE ACCT -CASH	2,110.91	.00	473,691.10	-473,691.10	-471,580.19	
10015000 BOND PRIN & INT ACCT-CASH	.00	.00	.00	.00	.00	
10016000 CERTIF OF DEPOSITS -CASH	925,000.00	.00	.00	.00	925,000.00	
10017000 REPURCHASE AGREEMENT-CASH	.00	.00	.00	.00	.00	
10018000 GENERAL MONEY MKT -CASH	67,690.36	.00	.00	.00	67,690.36	
10200000 ACCOUNTS RECEIVABLE -A/R	1,844,014.13	.00	.00	.00	1,844,014.13	
10230000 ACCTS REC-HOME HEALTH -A/R	50,577.56	.00	.00	.00	50,577.56	
10231000 ACCTS REC-CLINIC -A/R	400,316.98	2,914.76	.00	2,914.76	403,231.74	
10232000 ACCTS REC-MCARE -A/R	.00	.00	.00	.00	.00	
10300000 BLUE CROSS ADVANCES -B CROSS	-1,668,000.00	.00	.00	.00	-1,668,000.00	

Trial Balance (Recap)

RUN DATE: 08/01/15 TIME: 14:00		General Ledger TRIAL BALANCE FOR PERIOD ENDING: 07/31/15				PAGE 45 GLTRIAL
ACCOUNT NUMBER & DESCRIPTION	BEGINNING-BALANCE	CURRENT-DEBIT	CURRENT-CREDIT	NET-CHANGE	ENDING-	
BALANCE						
60002000 DEPRECIATION HOSPITAL BLDG	.00	.00	.00	.00	.00	
60006000 DEPRECIATION MJ MOV HOSP	.00	.00	.00	.00	.00	
60008000 DEPRECIATION POB BLDG	-625.28	.00	.00	.00	-625.28	
60100000 ACCUMULATED DEPRECIATION	.00	.00	.00	.00	.00	
60200000 MAJOR MOVEABLE EQUIPMENT	.00	.00	.00	.00	.00	
TOTAL:	-625.28	.00	.00	.00	-625.28	
TOTAL:	.00	.00	.00	.00	.00	
GRAND TOTAL:	.00	3,785,973.00	3,785,973.00	.00	.00	

Listed below is an explanation of each column.

- **Account Number & Description:** Pulls from the Chart of Accounts.
- **Beginning-Balance:** The Beginning Balance of the account for the selected period.
- **Current-Debit:** The total of all debit transactions for the selected period.
- **Current-Credit:** The total of all credit transactions for the selected period.
- **Net-Change:** Provides the net difference between debit and credit transactions for the selected period.
- **Ending-Balance:** The Ending Balance for the selected period.
- **Total:** Provides a summary of activity for all accounts in a specific category.
- **Grand Total:** The totals for Beginning Balance, Net Change and Ending Balance should be zero. The totals for current debit and current credit should equal.

21.8 Trial Balance Worksheet

The Trial Balance Worksheet Report may be used as a worksheet to aid in the month end closing procedures.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Trial Balance Worksheet**.
3. Select a print option.
4. Select report parameters:
 - **Period Ending Date:** Enter the appropriate date.
 - **Number of lines to skip between accounts:** Enter the number of lines to skip.
 - **Include zero balance accounts?:** If this prompt is selected, the system will include accounts with a zero balance and no activity during this time period. If this prompt is left blank, it will exclude the zero balance accounts.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and re-enter the correct information.

Description and Usage

The General Ledger Trial Balance Worksheet provides a report, in account number sequence, of all selected accounts showing the Ending Balance for the month. A column is provided to input Adjustments, Income Statement account totals and Balance Sheet account totals. The Trial Balance Worksheet has totals at the end of each category (Assets, Liabilities, Income/Revenue, Expenses, Other Income/Revenue, Other Expenses). The Grand Total at the end of the report should show a zero total for the Ending Balance.

Trial Balance Worksheet

RUN DATE: 08/01/15
TIME: 15:35

GL TRIAL BALANCE WORKSHEET
FOR PERIOD ENDING: 07/31/15

PAGE 1
GLTRIALW

ACCOUNT NUMBER & DESCRIPTION	ENDING BALANCE	----- ADJUSTMENT -----		----- INCOME -----		--- BALANCE SHEET ---	
		DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
10001000 CASH ON HAND -CASH	650.00						
10002000 CASH ON HAND-CLINIC -CASH	37.96						
10011000 GENERAL OPER ACCOUNT-CASH	280,207.41						
10013000 PAYROLL CHKING ACCT -CASH	-475,026.87						
10014000 ACCTS PAYABLE ACCT -CASH	-471,580.19						
10015000 BOND PRIN & INT ACCT-CASH	.00						
10016000 CERTIF OF DEPOSITS -CASH	925,000.00						
10018000 GENERAL MONEY MKT -CASH	67,690.36						
10200000 ACCOUNTS RECEIVABLE -A/R	1,844,014.13						
10230000 ACCTS REC-HOME HEALTH -A/R	50,577.56						
10231000 ACCTS REC-CLINIC -A/R	403,231.74						
10232000 ACCTS REC-MCARE -A/R	.00						
10300000 BLUE CROSS ADV -B CROSS	-1,668,000.00						
10302000 BLUE CROSS REC-B CROSS	6,432.34						

Trial Balance Worksheet (Recap)

RUN DATE: 08/01/15
TIME: 15:35

GL TRIAL BALANCE WORKSHEET
FOR PERIOD ENDING: 07/31/15

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GLTRIALW

ACCOUNT NUMBER & DESCRIPTION	ENDING BALANCE	----- ADJUSTMENT -----		----- INCOME -----		--- BALANCE SHEET ---	
		DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
60002000 DEPRECIATION HOSPITAL BLDG	.00						
60006000 DEPRECIATION MJ MOV HOSP	.00						
60008000 DEPRECIATION POB BLDG	-625.28						
60100000 ACCUMULATED DEPRECIATION	.00						
60200000 MAJOR MOVEABLE EQUIPMENT	.00						
TOTAL:	-625.28						
GRAND TOTAL:	.00						

Listed below is an explanation of each column.

- **Account Number & Description:** Pulls from the Chart of Accounts.
- **Ending Balance:** The Ending Balance for an account during the selected time period.
- **Adjustment:** Manually enter Debit or Credit adjustment figures as necessary.
- **Income:** Manually enter Debit or Credit figures for Income Statement accounts as necessary.
- **Balance Sheet:** Manually enter Debit or Credit figures for Balance Sheet accounts as necessary.
- **Total:** The report summarizes the Ending Balance for all accounts in a specific category.
- **Grand Total:** The Grand Total for all accounts included in the worksheet should be zero.

21.9 Journals

The Journals Report provides a complete listing of all entries in a journal for a specific time period along with the ending account balance.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [Journals - Report Writer](#)¹⁸⁴ topic in the Report Dashboard section of this user guide.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Journals**.
3. Select a print option.
4. Select report parameters:
 - **Journal (Leave blank for all):** Enter in the desired Journal Type the information is being run for. If this field is left blank, the report will be run for all Journal Types.
 - **JE** - General Journal Entry
 - **CD** - Cash Disbursements Journal
 - **CR** - Cash Receipts Journal
 - **PJ** - Purchase Journal
 - **PR** - Payroll Journal
 - **SJ** - Service/Sales Journal
 - **CL** - Closing Journal
 - **MM** – Materials Management
 - **FA** – Fixed Assets
 - **Beginning Date** and **Ending Date:** Enter the desired date range.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Journals Report provides a complete listing of all entries for a journal for a specific time period. This report includes the Journal Type, selected time period, Account Number and Description, Transaction Entry Date, Batch and Sequence Numbers, any Reference and Memo information entered and the amount for each entry. The Ending Balance for each account is also provided along with a Journal Total. The Journal Total should always equal zero.

Journals

RUN DATE: 08/02/15 TIME: 07:52		JOURNAL: CD FOR: 07/01/15 - 07/31/15					PAGE 1 GLJOU
ACCOUNT NUMBER & DESCRIPTION	DATE	CS#/BAT	SEQ.	REFERENCE	MEMO	AMOUNT	
10000000 CASH	-OPERATING	07/01/15	340 00	25	FNBC001705 ABBOTT LABS	-155.89	
		07/02/15	340 01	1	FNBC001705 ALABAMA POWER COMPANY	-205.15	
		07/06/15	340 01	2	FNBC001706 MOBILE GAS COMPANY	-152.15	
		07/06/15	340 01	3	FNBC001707 MOBILE MEDICAL SUPPLIES	-1,478.56	
		07/06/15	340 01	4	FNBC001708 THE MOBILE PRESS REGIST	-65.32	
		07/06/15	340 01	5	FNBC001709 LECHER EQPT COMPANY	-5,445.21	
		07/06/15	340 01	6	FNBC001710 THE WATER COMPANY	-308.09	
		07/06/15	340 01	7	FNBC001711 ATLANTIC BELL	-741.25	
		07/25/15	340 01	8	FNBC001715 LOGAN PRODUCTIONS	-111.00	
		07/25/15	340 01	9	FNBC001713 A T & T	-263.15	
		07/25/15	340 01	10	FNBC001714 BLUE CROSS BLUE SHIELD	-36,521.41	
		07/25/15	340 01	11	FNBC001715 ACME SIGN INC	-1,652.45	
		07/25/15	340 01	15	FNBC001716 FEDERAL EXPRESS	-46.25	
		07/25/15	340 01	13	FNBC001717 AMERICAN MAMMOGRAPHICS	-352.63	
		07/28/15	273 02	1	ABCC031378 CRAY SEAFOOD	2,281.13	
					ACCOUNT BALANCE:	-45,217.38	
20000000 AP CONTROL ACCOUNT		07/01/15	340099998	SEQ=00025	SUMMARY OF A/P CONTROL	155.89	
		07/02/15	340019998	SEQ=00001	SUMMARY OF A/P CONTROL	205.15	
		07/06/15	340019998	SEQ=00007	SUMMARY OF A/P CONTROL	8,190.58	
		07/25/15	340019998	SEQ=00013	SUMMARY OF A/P CONTROL	38,946.89	
		07/28/15	273029998	SEQ=00001	SUMMARY OF A/P CONTROL	-2,281.13	
					ACCOUNT BALANCE:	45,217.38	
JOURNAL TOTAL:						.00	

Journals (Recap)

RUN DATE: 08/02/15 TIME: 07:52		JOURNAL: JE FOR: 07/01/15 - 07/31/15					PAGE 1 GLJOU
ACCOUNT NUMBER & DESCRIPTION	DATE	CS#/BAT	SEQ.	REFERENCE	MEMO	AMOUNT	
10000000 CASH	-OPERATING	07/31/07	278 32	32		-1000.00	
					ACCOUNT BALANCE:	-45,217.38	
10000100 CASH	-PAYROLL	07/27/07	278 35	1		1,000.00	
					ACCOUNT BALANCE:	32,350.15	
JOURNAL TOTAL:						.00	

Listed below is an explanation of each column.

- **Account Number And Description:** Pulls from the Chart of Accounts Maintenance Screen.
- **Date:** The Transaction Entry Date.
- **CS#/Batch:** Provides the original Batch Number for an entry. A Batch Number is terminal/cpware specific and will update every time a Transaction Edit List is moved to permanent file. The CS # is listed as the first three digits of the batch number. The next four digits represent the batch sequence number.
- **Seq. (Sequence):** This is a unique number assigned by the system that represents the order in which the entries were keyed.
- **Reference:** The Reference information appearing on the Account Detail Display screen.
- **Memo:** The Memo information appearing on the Account Detail Display screen.

- **Amount:** The dollar amount of the entry.
- **Account Balance:** The ending account balance for the time period requested.
- **Journal Total:** The balance of all entries for the Journal Type which should equal zero.

21.10 Detailed Journals

The Detailed Journals Report provides the Beginning Balance, any journal activity and the account balance for each account listed in the Chart of Accounts.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Detailed Journals**.
3. Select a print option.
4. System prompts, "Start Date:" and "End Date:"
 - Select the desired date range.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Detailed Journals Report provide a listing, in account number sequence, of all accounts in the Chart of Accounts showing the Account Number and Description, as well as the Beginning Balance for the selected time period. In addition, any journal activity, which occurred during the time period, is listed, including the month and year, Journal Type, Day, Batch and Sequence Numbers, any Reference or Memo details, Debit or Credit entry amount, Journal Total and Account Balance.

Detailed Journals

RUN DATE: 08/15/15 TIME: 15:36		DETAILED JOURNALS FOR: 07/01/15 07/31/15						PAGE 1 GLDJOU
ACCOUNT NUMBER & DESCRIPTION CREDIT	MO/YR	JL	DAY	CS#/BAT/SEQ	REFERENCE	MEMO	DEBIT	
10001000 CASH ON HAND -CASH						BEGINNING BALANCE:	650.00	
						ACCOUNT BALANCE:	650.00	
10002000 CASH ON HAND-CLINIC -CASH						BEGINNING BALANCE:	37.96	
						ACCOUNT BALANCE:	37.96	
10011000 GENERAL OPER ACCOUNT-CASH						BEGINNING BALANCE:	280,207.41	
						ACCOUNT BALANCE:	280,207.41	
10013000 PAYROLL CHKING ACCT -CASH						BEGINNING BALANCE:	1,478.83	
-57,814.26	07/15	PR	3	853 7	75 P/R	6-03 PAYROLL SUMMARY		
-5,010.00	07/15	PR	3	853 7	79 P/R	6-03 PAYROLL SUMMARY		
-951.62	07/15	PR	3	853 7	84 P/R	6-03 PAYROLL SUMMARY		
-3,986.68	07/15	PR	3	853 7	87 P/R	6-03 PAYROLL SUMMARY		
134,823.66	07/15	PR	3	853 7	91 P/R	6-03 PAYROLL SUMMARY		
-82,080.45	07/15	PR	9	853 7	93 P/R	6-03 PAYROLL SUMMARY		
31,667.66	07/15	PR	17	154	70 P/R	6-17 PAYROLL SUMMARY 6-17		
-5,270.75	07/15	PR	17	154	74 P/R	6-17 PAYROLL SUMMARY 6-17		

Listed below is an explanation of each column.

- **Account Number & Description:** Pulls from the Chart of Accounts Maintenance Screen.
- **MO/YR:** Provides the month and year an entry affected the General Ledger account.
- **JL:** The type of journal affected. Journal Types include:
 - JE - General Journal Entry
 - PJ - Purchase Journal
 - CR - Cash Receipts Journal
 - PR - Payroll Journal
 - CD - Cash Disbursement Journal
 - SJ - Service or Sales Journal
 - CL - Closing Journal
 - FA - Fixed Asset Journal
 - MM - Materials Management Journal.
- **Day:** The transaction day of the month of the journal entry.
- **CS#/Bat/Seq:** Provides the original Batch Number for an entry. A Batch Number is terminal/cpware specific and will update each time a Transaction Edit List is moved to permanent file. The CS# is listed as the first three digits of the Batch Number. The next four digits represent the Batch Number. The Sequence Number is a unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **Reference:** The Reference information appearing on the Account Detail Display screen.
- **Memo:** Displays the Memo information appearing on the Account Detail Display screen.

- **Debit / Credit:** The actual Debit or Credit amount for entries during the selected time period.
- **Beginning Balance:** The Beginning Balance of accounts for the selected time period.
- **Journal Total:** The net amount affecting a journal, based on summarized activity for the account.
- **Account Balance:** The Ending Balance of accounts for the selected time period.

Chapter 22 Miscellaneous Reports

22.1 Overview

This section of the Print Report Menu lists various miscellaneous reports.

22.2 Chart of Accounts

This report provides a listing of all General Ledger account numbers, in either account number sequence, cost center sequence or AHA number sequence, and includes several other key fields. This report may be printed and used as a reference when manually entering journal entries in General Ledger or when adding account numbers to financial reports.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [Chart of Accounts - Report Writer](#)¹⁷² topic in the Report Dashboard section of this user guide.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Chart of Accounts**.
3. Select a print option.
4. Select report parameters:
 - **Select Sequence:** Use the arrow to access the drop-down box to select one:
 - Account Number
 - AHA Number
 - Cost Center
 - **Print Inactive Accounts:** Leave this box blank to exclude Inactive General Ledger Account numbers from the report.
 - **Income & Expense Accounts Only?:** Select this box to exclude General Ledger numbers 1XXXXXXX and 2XXXXXXX.
5. If the Cost Center Option is chosen, the system will display the following prompts:
 - **Beginning Cost Center** and **Ending Cost Center:** Enter the desired cost center(s).
6. If the above information is correct, select **Print**. If not, select the appropriate box, and re-enter the correct information.

Description and Usage

The Chart of Accounts Report provides a listing of all General Ledger accounts. This may be printed in three different sequence orders, of which the most commonly selected is Account Number Sequence. The report contains the Account Number, Description, Balance Type, Control Account Switch and the AHA account number if used. The Chart Of Accounts may be used as a quick reference when entering manual entries or adding accounts to financial reports.

Chart of Accounts

ACCOUNT NUMBER	DESCRIPTION		TYPE	CONTROL	AHA NUMBER	Default	Statistic
10000000	OPERATING ACCOUNT	-CASH	D	N	110001		
10001000	CASH DISC ACCOUNT	-CASH	D	N	110002		
10002000	FNB GENERAL FUND	-CASH	D	N	110003		
10010000	PAYROLL ACCOUNT	-CASH	D	N	110004		
10020000	FNB GENRAL SAV	-CASH	D	N	110006		
10035000	REFUND CLEARING ACCT	-CASH	D	N	110005		
10100000	FCU GENERAL FUND	-CASH	D	N	110007		
10200000	ACCOUNTS RECEIVABLE	-A/R	D	N	112001		
10201000	MEDICARE RECEIVABLE	-A/R	D	N	112002		
10202000	MEDICAID RECEIVABLE	-A/R	D	N	112003		
10203000	BLUE CROSS REC	-A/R	D	N	112007		
10204000	COMMERCIAL AETNA REC	-A/R	D	N	112004		
10205000	WORKMAN'S COMP REC	-A/R	D	N	112008		
10240000	AR CLEARING ACCOUNT	-A/R	D	N	112009		
10400000	ALLOW B/D	-A/R	D	N	112006		
10500000	LAND	-FIX ASSET	D	N	10150000	LAND	

Listed below is an explanation of each column.

- **Account Number:** This is a valid General Ledger account number. All valid account numbers are created through the Chart of Accounts.
- **Description:** Pulls from the first field of the Chart of Accounts Maintenance Screen.
- **Type:** Pulls from the third field of the Chart of Accounts Maintenance Screen. It will reflect either D-Debit or C-Credit.
- **Control:** Pulls from the fourth field of the Chart of Accounts Maintenance Screen. If the account is a Control Account, indicated by a check in the box, manual journal entries are not allowed.
- **AHA:** Pulls the number loaded in the second field of the Chart of Accounts Maintenance Screen. It is typically the old account number used prior to converting to the TruBridge EHR for reference purposes.
- **Default Statistic:** Pulls the number loaded in the eighth field of the Chart of Accounts Maintenance Screen if the sixth field, Ignore Statistic, is selected.

22.3 Budget Report

This report provides a listing of all General Ledger account numbers with the corresponding budgets. This provides a way to compare actual information to budgeted information.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Budget Report**.
3. Select a print option.
4. Select report parameters:
 - **Select Sequence:** Use the arrow to access the drop-down box and select one:
 - Account Number
 - Cost Center
 - **As-of Month/Year**

NOTE: The system allows only a four-digit date. Enter in MMY format.

5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

This report provides a means of comparing actual to budgeted information. The report contains the Account Number, Description, and up to 12 months of budgeted vs. actual data. The report also includes a total for both budgeted and actual data along with a dollar and percentage difference for each month. A total will print for each type of account (Expense, Income, Other Expense or Other Income) or for each cost center's Income and Expense accounts along with a grand total for each cost center. The last page includes a grand total for all Expense and Income accounts.

Budget Report

RUN DATE: 07/11/15
TIME: 15:39

BUDGET ANALYSIS
AS OF 06/15

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GLBUDANL

ACCOUNT NUMBER	DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11	15	YTD TOTAL
60000.000	DEPREC-LAND IMPRVMT-DEPR EXP													
	BUDGET	188	188	188	188	188	188	188	188	188	188	0	0	1875
	ACTUAL	189	189	189	189	189	189	189	189	189	0	0	0	1698
	DIFF-----	-1	-1	-1	-1	-1	-1	-1	-1	-1	188	0	0	177
	% DIFF	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	-10%
60001.000	DEPREC-BUILDING -DEPR EXP													
	BUDGET	9154	9154	9154	9154	9154	9154	9154	9154	9154	9154	0	0	91540
	ACTUAL	9116	9116	9116	9116	9116	9116	9116	8566	8566	0	0	0	80946
	DIFF-----	8	8	8	8	8	8	8	558	558	9154	0	0	10294
	% DIFF	-1%	-1%	-1%	-1%	-1%	-1%	-1%	-7%	-7%	0%	0%	0%	-15%
60002.000	DEPREC-FIX EQUIPMENT-DEPR EXP													
	BUDGET	4905	4905	4905	4905	4905	4905	4905	4905	4905	4905	0	0	49050
	ACTUAL	4184	4184	4184	4184	4161	4161	4161	4161	4161	0	0	0	37542
	DIFF-----	721	721	721	721	744	744	744	744	744	4905	0	0	11508
	% DIFF	-15%	-15%	-15%	-15%	-16%	-16%	-16%	-16%	-16%	0%	0%	0%	-24%

Listed below is an explanation of each column.

- **Account Number:** This is a valid General Ledger account number. All valid account numbers are created through the Chart of Accounts.
- **Description:** Pulls from the first field of the Chart of Accounts Maintenance Screen.
- **1-12:** Represent the 12 months of data, beginning with the Fiscal Begin Month loaded in the seventh field of the Control Option.
- **YTD Total:** Calculates the year-to-date totals for the Budgeted amounts, Actual amount, dollar differences between Budgeted and Actual and percent differences between Budgeted and Actual amounts for each General Ledger account.

22.4 Check Register

This report provides a list of all checks from Payroll and Accounts Payable for a specific time period. Check Reconciliation may also be updated when the Register is printed.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Check Register**.
3. Select a print option.
4. Select report parameters:
 - **Bank Code**: Enter a 3-digit bank code or leave blank to select all codes.
 - **Sort Checks By Bank Code?**: If more than one Bank Code is requested, this prompt will be available. If this box is selected, the system will sort the Check Register by Bank Code. Leaving this box blank will sort it by date.
 - **Include details?**: If selected, the Check Register will include the Invoice Number, Invoice Date, Invoice Amount and Comment Line from Accounts Payable.
 - **Beginning Date** and **Ending Date**: Enter the desired dates. The suggested date range is for an entire month.
 - **Update Check Reconciliation File**: This should be selected if Check Reconciliation is used.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Check Register provides a listing of all checks from Accounts Payable and Payroll for a specific time period. If the Check Reconciliation System is being utilized, this may be useful in providing a way of locating specific checks.

NOTE: *The Check Register may display specific warning symbols when the checks listed meet certain criteria. These warning symbols are displayed immediately to the left of the invoice number column. The five symbols are defined as follows:*

- @ - same check number*
- # - same check number, different vendor account*
- D - same check number, different date*
- N - same check number, different payee*
- * - Break in Sequence*

Check Register

RUN DATE: 07/19/15		CHECK REGISTER		PAGE 1				
TIME: 15:27		06/01/15 THRU 06/30/15		GLCKREG				
BANK--CHECK-----		INVOICE-----						
CODE	NUMBER DATE	AMOUNT	PAYEE	VEND NUMBER	DATE	AMOUNT	DISCOUNT	
FNB	000113 06/28/15	1000.00	ALABAMA POWER COMPANY	15345 153450328	06/28/15	1,000.00	.00	
FNB	000114 06/28/15	500.00	BAYSIDE PHARAMACY SUPPLY	15689 BAY0000562	06/31/15	250.00	.00	
FNB *	000116 06/28/15	250.00	COLONIAL TEMP AGENCY	15695 4235698	06/28/15	250.00	.00	
FNB	000117 06/28/15	950.00	DEXTER, INC	11002 15803	06/25/15	1,000.00	50.00	
FNB	000118 06/28/15	950.00	FOSTER'S CONSTRUCTION	11002 41002002	06/28/15	1,000.00	50.00	
FNB *	000157 06/28/15	500.00	HILL'S CLEANING SUPPLIES	10727 42033	06/25/15	500.00	.00	
	COMMENTS: SUPPLIES FOR THIRD FLOOR NS							
FNB	000158 06/02/15	150.00	NATIONAL LINEN SERVICE	13203 4203	03/30/15	155.00	5.00	
	COMMENTS: SERVICE FOR MARCH 03							
FNB *	000131 06/08/15	5,000.00	PEDIATRIC SERVICES INC	15376 1537600352	06/02/15	5,000.00	.00	
FNB	000132 06/08/15	25,000.00	SOUTHERN PRINTING	15378 15378001A1	06/08/15	25,000.00	.00	
TOTALS:		34,270.00				34,155.00	150.00	
TOTALS:		.00CR						

Listed below is an explanation of each column.

- **Bank Code:** Pulls the Bank Code from the check-writing file for each vendor.
- **Check Number:** Pulls the check number from the check-writing file for each vendor. An asterisk (*) to the left of the check number indicates a break in the sequence of check numbers.
- **Date:** The date the check was written for each vendor.
- **Amount:** Pulls the amount of the check that was printed for each vendor.
- **Payee:** Pulls the payee from the check-writing file for each vendor. If the check is a duplicate, the last used payee name will pull to this report.
- **Vend:** Displays the vendor number entered during invoice entry.
- **Number:** The Invoice Numbers of all Invoices that were included on the check. This information will only appear if "Include details?" is selected when printing the report.
- **Date:** The Invoice Date of all invoices that were included on the check. This information will only appear if "Include details?" is selected when printing the report.
- **Amount:** The Invoice Amount for each invoice that was included on the check. This information will only appear if "Include details?" is selected when printing the report.
- **Discount:** The discount amount taken for the invoice.
- **Comments:** Any comments that were entered on the invoice and pulls from Invoice Maintenance.

22.5 Trend Report

The Trend Report provides a summary of activity for several different account categories. This report may be used to compare month to month activity for revenue and expense accounts.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Trend Report**.
3. Select a print option.
4. Select report parameters:
 - **Select Sequence**: Use the arrow to access the drop-down box, and select one of the following:
 - **Account Number**
 - **Cost Center**
 - **Suppress Closing Entries?**: This will exclude or include the closing entries from the Operating Statement for dates that fall before the fiscal year end close.
 - **As-Of Month/Year**: Enter desired time period in a MMY format.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Trend Report provides a summary of activity by month for the following account categories: Income/Revenue, Expenses, Other Income/Revenue, Other Expenses. The report will summarize all activity and provide a total on the Actual line below the specific month. The system displays numbers in the header line to represent each month of the year. The order in which the numbers appear in the header line is determined based on the Fiscal Begin Month in the General Ledger Control Options. This report provides a monthly total by account, as well as a grand total for all accounts listed. This report may be printed in either account number sequence or in cost center sequence.

Trend Report

RUN DATE: 07/03/15 TIME: 10:13		TREND REPORT AS OF 06/15											PAGE 1 GLTREND	
ACCOUNT NUMBER	DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11	12	YTD TOTAL
30000.006	INPATIENT REVENUE ACTUAL 91850		-MED & SRG 55275	51700	43450	53625	45650	46200	64075	46750	0	0	0	-498575
30000.008	INPATIENT REVENUE ACTUAL 6745		-SWING BED 5510	7885	11020	9975	5510	5415	5890	3800	0	0	0	-61750
30000.010	INPATIENT REVENUE ACTUAL 39656		-IV THRPY 14599	23217	21394	24320	28887	26124	29575	22711	0	0	0	-230483
30000.012	INPATIENT REVENUE ACTUAL 1890		-NURSERY 840	1890	1890	1890	1470	3360	1890	2100	0	0	0	-17220
30000.022	INPATIENT REVENUE ACTUAL 62004		-RSP THRPY 41015	31199	22403	25043	29775	22630	20952	15581	0	0	0	-270602
30000.024	INPATIENT REVENUE ACTUAL 2701		-DELIVERY 734	2936	3197	3577	2577	6445	4002	989	0	0	0	-27157
30000.030	INPATIENT REVENUE ACTUAL 4370		-OPERATING 3215	2637	4474	2123	4813	5936	7549	7785	0	0	0	-42902
30000.031	INPATIENT REVENUE ACTUAL 1150		-RECOVERY 690	460	920	460	920	1150	1380	1840	0	0	0	-8970
30000.036	INPATIENT REVENUE ACTUAL 22530		-CTRL SUPP 13572	19654	14353	16435	20759	23175	19548	16891	0	0	0	-166917
30000.042	INPATIENT REVENUE ACTUAL 24489		-LAB 19166	16300	11682	18883	21164	17819	23041	16799	0	0	0	-169343
30000.046	INPATIENT REVENUE ACTUAL 0		-NUCLEAR M 0	0	0	0	0	0	0	0	0	0	0	0
30000.048	INPATIENT REVENUE ACTUAL 0		-BLOOD BNK 0	0	0	0	0	0	0	0	0	0	0	0

Listed below is an explanation of each column.

- **Account Number:** Pulls from the Chart of Accounts Maintenance Screen.
- **Description:** Pulls from the Chart of Accounts Maintenance Screen.
- **Numbers 1 - 12:** The numbers displayed represent up to 12 months of data. The system determines the first month listed based on the Fiscal Begin Month entered in the General Ledger Control Options. For example, if the Fiscal Begin Month is 07, representing July, the first number displayed will be 7.
- **YTD Total:** This figure is the year to date running total displayed in the Account Detail Display for each account.
- **Actual:** The actual net activity for each account number by month. The system will round this figure to the nearest whole dollar amount.
- **Account Total:** The report summarizes activity by month for all accounts in a category and provides a year to date total.
- **Grand Totals:** The report summarizes activity by month for all categories of accounts and provides a year to date total.

22.6 Recurring Entries List

The Recurring Entries List provides a master listing of all Recurring Entries that have been entered in General Ledger.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Recurring Entries List**.
3. Select a print option.
4. Select report parameters:
 - **Type:** Use the drop-down box to select the corresponding desired entry type. Choose from **A** - All, **M** - Monthly, **P** - Percentage, **Q** - Quarterly or **Y** - Yearly.
 - **Group Range:** Enter the range of groups to print if groups have been associated with recurring entries. If only one group is needed, enter that group number in both boxes.
5. If the above information is correct, select **Print**. If not, select the appropriate box and reenter the correct information.

Description and Usage

The Recurring Entries List provides a listing of all Recurring Entries, displaying the type of entry (M-Monthly, Q-Quarterly, Y-Yearly and P-Percentage), the Account Number and Description, dollar amount of the entry, Journal Type, any Reference, Memo, or Description data entered. This report should be printed each time a new recurring entry is created.

Recurring Entries List (Monthly)

RUN DATE: 07/04/15					PAGE: 1
TIME: 09:27					GLRECURP
		RECURRING TRANSACTION LIST			
		TYPE: M			
		GROUP: 01 THRU: 02			
ACCOUNT NUMBER AND DESCRIPTION	AMOUNT	JOURNAL	REFERENCE	MEMO/DESCRIPTION	
60008000 DEPRECIATION POB BLDG	567.86	JE	RECURRING	MONTHLY DEPR ENTRY	
10904000 ACUM DEP POB	-567.86	JE	RECURRING	MONTHLY DEPR ENTRY	
40282001 HOSPITAL INS-ADMIN	785.00	JE	RECURRING	W/O PREPAID INSURANCE	
10410000 PRE-PAID INSURANCE -A/R	-785.00	JE	RECURRING	W/O PREPAID INSURANCE	
TOTAL:	.00				

Recurring Entries List (Quarterly)

RUN DATE: 07/04/15 TIME: 09:27	RECURRING TRANSACTION LIST TYPE: Q GROUP: 01 THRU: 02	PAGE: 2 GLRECURP
ACCOUNT NUMBER AND DESCRIPTION	AMOUNT	JOURNAL REFERENCE MEMO/DESCRIPTION
60006000 DEPRECIATION MJ MOV HOSP	18034.50	JE RECURRING QUARTERLY DEPR EXPENSE
10908000 ACCUM DEP MAJ MOV HOSPITAL	-18034.50	JE RECURRING QUARTERLY DEPR EXPENSE
60002000 DEPRECIATION HOSPITAL BLDG	26491.05	JE RECURRING QUARTERLY DEPR EXPENSE
10902000 ACCUM DEP HOSPITAL	-26491.05	JE RECURRING QUARTERLY DEPR EXPENSE
TOTAL:	.00	

Recurring Entries List (Yearly)

RUN DATE: 07/04/15 TIME: 09:27	RECURRING TRANSACTION LIST TYPE: Y GROUP: 01 THRU: 02	PAGE: 3 GLRECURP
ACCOUNT NUMBER AND DESCRIPTION	AMOUNT	JOURNAL REFERENCE MEMO/DESCRIPTION
60006000 DEPRECIATION MJ MOV HOSP	5000.00	JE RECURRING YEARLY DEPR EXPENSE
10908000 ACCUM DEP MAJ MOV HOSPITAL	-5000.00	JE RECURRING YEARLY DEPR EXPENSE
TOTAL:	.00	

Recurring Entries List (Percentage)

RUN DATE: 07/04/15 TIME: 09:27	RECURRING TRANSACTION LIST TYPE: P GROUP: 01 THRU: 02	PAGE: 4 GLRECURP
FROM-ACCOUNT NUMBER & DESCRIPTION	TO-ACCOUNT NUMBER & DESCRIPTION	PERCENT JOURNAL REFERENCE DESCRIPTION
10410000 PRE-PAID INSURANCE -A/R	40282001 HOSPITAL INS-ADMIN	75.00 JE RECURRING RECURRING

Listed below is an explanation of each column.

- **Account Number & Description:** The account number entered in the Recurring Entries Maintenance screen. The description of the account pulls from the Chart of Accounts.
- **Amount:** Pulls the amount of the entry entered in the Recurring Entries Maintenance screen.
- **Journal:** The Journal Type.
- **Reference:** Any information entered in the Reference field of the Recurring Entries Maintenance screen.
- **Memo/Description:** Any information entered in the Memo and Description fields.

NOTE: The above is an explanation of the report when printing Monthly, Quarterly and Yearly Recurring Entries. Below is an explanation of the report when printing Recurring Entries for Percentages.

- **From-Account Number & Description:** The account number and description entered in the From Acct field in the Recurring Entries Maintenance screen. This account is transferring a percentage amount to another General Ledger account.
- **To-Account Number & Description:** The account number and description entered in the To Acct field on the Recurring Entries Maintenance screen that will receive the percentage amount being transferred.
- **Percent:** Percentage amount being transferred.
- **Journal:** The Journal Type.
- **Reference:** Information entered in the Reference field of the Recurring Entries Maintenance screen.
- **Description:** Any information entered in the Description field of the Recurring Entries Maintenance screen.

22.7 Amortization Schedule

This report may provide information for a facility prior to borrowing or financing funds. It will compute anticipated payments and interest rates based on the information given. The Amortization Schedule Report can also produce standard amortization schedules.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Amortization Schedule**.
3. Select a print option.
4. System prompts the following:
 - Payment/Principal/Interest/Period
 - Schedule Display
 - Schedule Printout
 - Fixed-Principal-Payment Schedule
5. If the first option is selected, the system will compute factors based on the information given. Complete three of the fields and the system will complete the last.

Amortization System

Payment/Principal/Interest/Period

Clear Calculate

Enter any three and I will give the last
(Payments Periods/Year excluded).

Payment Amount:

Principal Amount:

Annual Interest Rate:

Payment Periods/Year:

Total Number of Periods:

Payment/Principal/Interest/Period

6. Select **Calculate** to compute the remaining fields.
7. Selecting the second option, **Schedule Display**, will display the amortization schedule based on the information given.

Amortization System

Schedule Display

Principal Amount:

Annual Interest Rate:

Payment Periods/Year:

Total Number of Periods:

Skipped Periods 1st Year:

Year Loan Begins:

Display

Schedule Display

8. After the payment amount is selected, the system will prompt "Continue with display?" If **Yes** is selected, the following will appear.

Mnth	Balance	Payment	Int-Cur	Int-YTD	Int-Tot	Prin-YTD	Prin-Tot
YEAR = 2004							
JAN	4810.94	230.73	41.67	41.67	41.67	189.06	189.06
FEB	4620.30	230.73	40.09	81.76	81.76	379.70	379.70
MAR	4428.07	230.73	38.50	120.26	120.26	571.93	571.93
APR	4234.24	230.73	36.90	157.16	157.16	765.76	765.76
MAY	4038.80	230.73	35.29	192.45	192.45	961.20	961.20
JUN	3841.73	230.73	33.66	226.11	226.11	1158.27	1158.27
JUL	3643.01	230.73	32.01	258.12	258.12	1356.99	1356.99
AUG	3442.64	230.73	30.36	288.48	288.48	1557.36	1557.36
SEP	3240.60	230.73	28.69	317.17	317.17	1759.40	1759.40
OCT	3036.87	230.73	27.00	344.17	344.17	1963.13	1963.13
NOV	2831.45	230.73	25.31	369.48	369.48	2168.55	2168.55
DEC	2624.32	230.73	23.60	393.08	393.08	2375.68	2375.68
YEAR = 2005							
JAN	2415.46	230.73	21.87	21.87	414.95	208.86	2584.54
FEB	2204.86	230.73	20.13	42.00	435.08	419.46	2795.14
MAR	1992.50	230.73	18.37	60.37	453.45	631.82	3007.50
APR	1778.37	230.73	16.60	76.97	470.05	845.95	3221.63
MAY	1562.46	230.73	14.82	91.79	484.87	1061.86	3437.54
JUN	1344.75	230.73	13.02	104.81	497.89	1279.57	3655.25
JUL	1125.23	230.73	11.21	116.02	509.10	1499.09	3874.77
AUG	903.88	230.73	9.38	125.40	518.48	1720.44	4096.12
SEP	680.68	230.73	7.53	132.93	526.01	1943.64	4319.32
OCT	455.62	230.73	5.67	138.60	531.68	2168.70	4544.38
NOV	228.69	230.73	3.80	142.40	535.48	2395.63	4771.31

Schedule Display

9. Selecting the third option, **Schedule Printout**, will allow a printed report of the information displayed in the second option.
10. Selecting the fourth option, **Fixed Principal - Payment Schedule**, will allow a printed report of an amortization schedule. A fixed principal payment amount is entered and the schedule computes interest and principal totals based on the specified payment.

Fixed-Principal-Payment Schedule	
Principal Amount:	<input type="text"/>
Annual Interest Rate:	<input type="text"/>
Payment Periods/Year:	<input type="text" value="12"/>
Skipped Periods 1st Year:	<input type="text"/>
Prin Amt Per Payment:	<input type="text"/>
Year Loan Begins:	<input type="text"/>
<input type="button" value="Print"/>	

Fixed Principal Payment

Description and Usage

The Amortization Schedule offers the ability to compute the anticipated payments or interest rates based on the information entered.

Amortization Schedule Printout

AMORTIZATION SCHEDULE							
PRINCIPAL =		5000.00	ANNUAL RATE = 11.00%		PERIODS/YEAR = 12	PERIODS = 24	
YEAR = 2011							
	BALANCE	PAYMENT	INT-CUR	INT-YTD	INT-TOT	PRIN-YTD	PRIN-TOT
JAN	4812.79	233.04	45.83	45.83	45.83	187.21	187.21
FEB	4623.87	233.04	44.12	89.95	89.95	376.13	376.13
MAR	4433.22	233.04	42.39	132.34	132.34	566.78	566.78
APR	4240.82	233.04	40.64	172.98	172.98	759.18	759.18
MAY	4046.65	233.04	38.87	211.85	211.85	953.35	953.35
JUN	3850.70	233.04	37.09	248.94	248.94	1149.30	1149.30
JUL	3652.96	233.04	35.30	284.24	284.24	1347.04	1347.04
AUG	3453.41	233.04	33.49	317.73	317.73	1546.59	1546.59
SEP	3252.03	233.04	31.66	349.39	349.39	1747.97	1747.97
OCT	3048.80	233.04	29.81	379.20	379.20	1951.20	1951.20
NOV	2843.71	233.04	27.95	407.15	407.15	2156.29	2156.29
DEC	2636.74	233.04	26.07	433.22	433.22	2363.26	2363.26
YEAR = 2012							
	BALANCE	PAYMENT	INT-CUR	INT-YTD	INT-TOT	PRIN-YTD	PRIN-TOT
JAN	2427.87	233.04	24.17	24.17	457.39	208.87	2572.13
FEB	2217.09	233.04	22.26	46.43	479.65	419.65	2782.91
MAR	2004.37	233.04	20.32	66.75	499.97	632.37	2995.63
APR	1789.70	233.04	18.37	85.12	518.34	847.04	3210.30
MAY	1573.07	233.04	16.41	101.53	534.75	1063.67	3426.93
JUN	1354.45	233.04	14.42	115.95	549.17	1282.29	3645.55
JUL	1133.83	233.04	12.42	128.37	561.59	1502.91	3866.17
AUG	911.18	233.04	10.39	138.76	571.98	1725.56	4088.82
SEP	686.49	233.04	8.35	147.11	580.33	1950.25	4313.51
OCT	459.74	233.04	6.29	153.40	586.62	2177.00	4540.26
NOV	230.91	233.04	4.21	157.61	590.83	2405.83	4769.09
DEC	.00	233.03	2.12	159.73	592.95	2636.74	5000.00

Listed below is an explanation of each column.

- **Balance:** The balance remaining at the end of this month.
- **Payment:** The amount to be made for each designated period.
- **Int-Cur:** The amount of interest for the current period.
- **Int-YTD:** The Year to Date interest amount.
- **Int-Tot:** The total amount of interest paid.
- **Prin-YTD:** The amount of principal that has been paid Year to Date.
- **Prin-Tot:** The total amount of principal that has been paid.

Amortization Schedule - Fixed Principal Payment

AMORTIZATION SCHEDULE							
PRINCIPAL =		5000.00	ANNUAL RATE = 11.00%		PERIODS/YEAR = 12	PERIODS = 25	
YEAR = 2011							
	BALANCE	PAYMENT	INT-CUR	INT-YTD	INT-TOT	PRIN-YTD	PRIN-TOT
JAN	4800.00	245.83	45.83	45.83	45.83	200.00	200.00
FEB	4600.00	244.00	44.00	89.83	89.83	400.00	400.00
MAR	4400.00	242.17	42.17	132.00	132.00	600.00	600.00
APR	4200.00	240.33	40.33	172.33	172.33	800.00	800.00
MAY	4000.00	238.50	38.50	210.83	210.83	1000.00	1000.00
JUN	3800.00	236.67	36.67	247.50	247.50	1200.00	1200.00
JUL	3600.00	234.83	34.83	282.33	282.33	1400.00	1400.00
AUG	3400.00	233.00	33.00	315.33	315.33	1600.00	1600.00
SEP	3200.00	231.17	31.17	346.50	346.50	1800.00	1800.00
OCT	3000.00	229.33	29.33	375.83	375.83	2000.00	2000.00
NOV	2800.00	227.50	27.50	403.33	403.33	2200.00	2200.00
DEC	2600.00	225.67	25.67	429.00	429.00	2400.00	2400.00
YEAR = 2012							
	BALANCE	PAYMENT	INT-CUR	INT-YTD	INT-TOT	PRIN-YTD	PRIN-TOT
JAN	2400.00	223.83	23.83	23.83	452.83	200.00	2600.00
FEB	2200.00	222.00	22.00	45.83	474.83	400.00	2800.00
MAR	2000.00	220.17	20.17	66.00	495.00	600.00	3000.00
APR	1800.00	218.33	18.33	84.33	513.33	800.00	3200.00
MAY	1600.00	216.50	16.50	100.83	529.83	1000.00	3400.00
JUN	1400.00	214.67	14.67	115.50	544.50	1200.00	3600.00
JUL	1200.00	212.83	12.83	128.33	557.33	1400.00	3800.00
AUG	1000.00	211.00	11.00	139.33	568.33	1600.00	4000.00
SEP	800.00	209.17	9.17	148.50	577.50	1800.00	4200.00
OCT	600.00	207.33	7.33	155.83	584.83	2000.00	4400.00
NOV	400.00	205.50	5.50	161.33	590.33	2200.00	4600.00
DEC	200.00	203.67	3.67	165.00	594.00	2400.00	4800.00

Listed below is an explanation of each column.

- **Balance:** The balance remaining at the end of this month.
- **Payment:** The amount to be made for each designated period.
- **Int-Cur:** The amount of interest for the current period.
- **Int-YTD:** The year to date interest amount.
- **Int-Tot:** The total amount of interest paid.
- **Prin-YTD:** The amount of principal that has been paid year to date. This will be increased by a fixed amount each period, as specified in the previous screen on the field **PRIN AMT PER PAYMENT**.
- **Prin-Tot:** The total amount of principal that has been paid.

22.8 Depreciation Schedule

The Depreciation Schedule provides information regarding the depreciation of assets based on various compute methods. Compute methods include Straight Line, Double Declining Balance, 150 % Declining Balance, 125 % Declining Balance and ACRS (Accelerated Cost Recovery System).

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Depreciation Schedule**.
3. Select a print option.
4. System prompts to select one of the following Depreciation Types:
 - Straight Line
 - Double Declining Balance
 - 150 % Declining Balance
 - 125 % Declining Balance
 - Accelerated Cost Recovery System (Personal Property-Life = 36, 60 or 120 mos.) (Public Utility-Life = 180 mos.)
 - ACRS For All Real Estate (Except Low Income Housing)
5. Enter the following information to calculate depreciation for a single asset:
 - Description:
 - Purchase Value:
 - Salvage Value:
 - Date Acquired:
 - Life (Months):
6. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Depreciation Schedule Report allows a depreciation amount for a single asset to be computed based on a variety of factors. The information entered will print on the report and list the asset's Description, Purchase Value, Salvage Value, Acquired Date and Life. The depreciation calculation is also displayed for each month of the asset's life in monthly, year to date and life to date columns.

Depreciation Schedule

RUN DATE 05/21/15 TIME 09:59		DEPRECIATION SCHEDULE			PAGE 1 GLDEPR
METHOD.....:	STRAIGHT LINE	VEHICLE - 98 FORD			
PURCHASE VALUE:	14325.80				
SALVAGE VALUE.:	1500.00				
DATE ACQUIRED.:	12/01/13				
LIFE (MONTHS).:	60				
		MONTHLY	YEAR-TO-DATE	LIFE-TO-DATE	
	DATE	DEPR.	DEPR.	DEPR.	
	12/12	213.76	213.76	213.76	
	01/13	213.76	213.76	427.52	
	02/13	213.76	427.52	641.28	
	03/13	213.76	641.28	855.04	
	04/13	213.76	855.04	1368.80	
	05/13	213.76	1368.80	1582.56	
	06/13	213.76	1582.56	1496.32	
	07/13	213.76	1496.32	1713.08	
	08/13	213.76	1713.08	1923.84	
	09/13	213.76	1923.84	2137.60	
	10/13	213.76	2137.60	2351.36	
	11/13	213.76	2351.36	2565.15	
	12/13	213.76	2565.15	2778.88	
	01/14	213.76	213.76	2992.64	
	02/14	213.76	427.52	3206.40	
	03/14	213.76	641.28	3420.16	
	04/14	213.76	855.04	3633.92	
	05/14	213.76	1368.80	3847.68	
	06/14	213.76	1582.56	4061.44	
	07/14	213.76	1496.32	4275.20	
	08/14	213.76	1713.08	4488.96	
	09/14	213.76	1923.84	4702.72	
	10/14	213.76	2137.60	4916.48	
	11/14	213.76	2351.36	5130.24	
	12/14	213.76	2565.15	5344.00	
	01/15	213.76	213.76	5557.76	
	02/15	213.76	427.52	5771.52	

Listed below is an explanation of each column.

- **Method:** The depreciation method used when generating this report.
- **Purchase Value:** The purchase amount of the asset. (The description of the asset will print to the right of the purchase value.)
- **Salvage Value:** The estimated amount for which the asset can be sold at the end of its useful life.
- **Date Acquired:** The purchase date of the asset.
- **Life (Months):** The total life of the asset, entered in months. The system will depreciate monthly based on the total life of the asset.
- **Date:** Each month of the life of an asset, beginning with the month of the acquired date.
- **Monthly Depr:** The amount of the depreciation for each month based on the compute method used when generating this report.

- **Year-To-Date-Depr:** The amount of the depreciation for each month as a running year to date total. The system will add the depreciation amount from the first month to the second month and so on, throughout one year. At the beginning of another year, the calculation will start over with a single month's depreciation.
- **Life-To-Date-Depr:** The amount of the depreciation for each month as a running life to date total. The system will add the depreciation amount from the first month and continue throughout the life of the asset until the asset is completely depreciated.

22.9 New Accounts

The New Accounts report will show any new General Ledger account numbers created within a specified date range. This report will assist in keeping track of new account numbers added to the system.

NOTE: This report is also available in the Report Writer format on the Report Dashboard. Please refer to the [New Accounts - Report Writer](#)^[186] topic in the Report Dashboard section of this user guide.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **New Accounts**.
3. Select a print option.
4. System prompts, "Beginning Date:" and "Ending Date:"
 - Select the appropriate date range from the drop-down menu or type the date in MMDDYY format.
5. Select **Print**.

Description and Usage

The New Accounts Report lists newly added General Ledger account numbers for a specified date range. It may be used to track newly created accounts in General Ledger.

New Accounts

RUN DATE: 06/27/15
TIME: 15:55

GL NEW ACCOUNTS
FOR: 05/01/15 - 05/31/15

PAGE 1
GLSAD

COMPANY	ACCOUNT NUMBER & DESCRIPTION	DATE CREATED
01	10200000 ALTERNATE AR	05/10/15
01	31100006 REV GL	05/10/15
01	31505156 PHARMACY NDC -0/P	05/07/15
01	31400001 REVENU GL	05/10/15
01	31400002 REV GL	05/10/15
01	31500001 REV GL	05/10/15
01	40000000 EXPENSE GL	05/03/15
01	40200065 EXPENSE TEST LT	05/03/15
01	50000000 CONTRACTUAL GL	05/10/15
01	50018000 MEDICARE CONTRACTUAL	05/10/15
47	11107100 CASH	05/09/15
47	20515000 CAFE-H LIABILITY	05/24/15
47	21502225 ACCRUED PAYROLL LIABILITY	05/09/15
47	21530240 FEDERAL TAX LIABILITY	05/09/15
47	21531540 MO - SUI LIABILITY	05/09/15
47	21531541 AL - SUI LIABILITY	05/30/15
47	21532240 FICA-M LIABILITY	05/09/15
47	21533240 FICA-O LIABILITY	05/09/15
47	21534240 FUTA LIABILITY	05/09/15
47	21535240 STATE TAX LIABILITY	05/09/15
47	21535241 AL STATE TAX	05/30/15
47	21538235 TSA LIABILITY	05/09/15

Listed below is an explanation of each column.

- **Company:** Lists the company number for the General Ledger account.
- **Account Number and Description:** Pulls the newly crested General Ledger account number and description from the Chart of Accounts.
- **Date Created:** Lists the date the General Ledger account number was created.

Chapter 23 Financial Reports

23.1 Overview

Financial Reports are an important part of the General Ledger application. Instructions for setting up financials is discussed in chapter 3. This chapter discusses how to print out the formats, the financials and a report to run if a financial does not balance.

23.2 Financial Reports Format

The Financial Report Formats Report provides a comprehensive listing of all line numbers and line types within any Financial Statement.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Financial Report Formats**.
3. Select a print option.
4. Select report parameters:
 - **Beginning Report # (Leave blank for all)** and **Ending Report # (Leave blank for all)**: In order to print all Financial Report Formats, select **Enter**. To print a range, enter in the Beginning and Ending report number.
 - **Print all account numbers?**: If this prompt is selected, all account numbers will be printed for each format line. This includes the wildcard number and all multiple account numbers. If this prompt is left blank, only the wildcard account number will print. This prompt is normally selected.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Financial Report Format Report provides a comprehensive listing of all line numbers and line types within any Financial Statement. It will display the Line Number, Type Line, Line Description, a Statistic Code if used, the Normal Balance for the line (Debit or Credit), all lines that have Printer Controls (line or page feeds) and all Zero Total Lines. It also displays multiple account lines with a listing of all accounts that fall within the wildcard feature for each line, all single account numbers that have been entered individually and whether the line should print accounts in a Summarized or Detailed format.

This report is also used to ensure that all account numbers have been entered for a report and account numbers have not been duplicated.

Financial Report Formats

LINE#	TYPE	DESCRIPTION	STIX CODE	TYPE	PRINT BALANCE	ZERO CTL	TOTAL	STORE TOTAL	ADD/SUB STORE	MULTIPLE ACCOUNTS	MULTIPLE PRINTS
10	H	CPSI DEMO HOSPITAL									
20	H	BALANCE SHEET									
30	H	DATE									
40	I	ASSETS:				P					
45											
50											
60	D	ACCOUNTS RECEIVABLES		D						102XX000	S
		***** MULTIPLE ACCOUNTS *****									
		10200000 ACCOUNTS RECEIVABLE -A/R									
		10230000 ACCTS REC-HOME HEALTH -A/R									
		10232000 ACCTS REC-MCARE -A/R									

		10430000 ACCRUED INTEREST REC-A/R									
		10433000 ACCTS RECEIV CT SERV-A/R									
65	D	LESS: CONTRACTUAL & BAD DEBT DEDUCTIONS		C						1041X000	S
		***** MULTIPLE ACCOUNTS *****									
		10410000 ALLOWANCE BAD DEBTS -ALLOWANCE									
		10411000 BAD DEBT RECOVERY -ALLOWANCE									
		10412000 BAD DEBT WRITE OFF -ALLOWANCE									
		10413000 CLNIC BAD DEBT ALLOW-ALLOWANCE									
		10418000 MCARE CNTRCTL ALLOW -ALLOWANCE									
		10419000 MDCAID CNTRCTL ALL -ALLOWANCE									

		10300000 BLUE CROSS ADVANCES -B CROSS									
		10302000 BLUE CROSS RECEIVABL-B CROSS									
		10303000 BLUE CROSS REMITANCE-B CROSS									

Listed below is an explanation of each column.

- **Line #:** The Line Number of the report.
- **Type Line:** This column indicates whether the Line Type is “T”itle, “H”eader, “I”nformation, “D”etail, or a Total line.
- **Description:** The description of the line entered in the Report Format Maintenance Screen.
- **Stix Code:** The Statistic Code loaded in the third field of the Detail line of the Report Format Maintenance Screen.
- **Type Balance:** This column indicates whether the normal balance of this line will be a Debit or a Credit, as loaded in the second field of the Detail line of the Report Format Maintenance Screen.
- **Print Ctl:** Pulls the Printer Control loaded in the fourth field of the Detail line of the Report Format Maintenance Screen. It will display either a **P** to create a page feed before this line or an **L** to create a blank line directly before this line.
- **Zero Total:** If a Zero Total Types is loaded in the fifth field of the Report Format Maintenance Screen of a Detail line, it will pull to this column.
- **Store Total:** Pulls the Zero Store Total, if applicable, from the fifth field of the Report Format Maintenance Screen of Total lines. This field will store the amount of the total line for use in a later computation.
- **Add/Sub Store:** Pulls the figure loaded in the eighth field of a Detail line or the sixth field of a Total line in the Report Format Maintenance Screen.

- **Multiple Accounts:** The wildcard number used to pull multiple accounts to this line will print if loaded in the sixth field of a Detail line in the Report Format Maintenance Screen.
- **Multiple Prints:** Indicates whether the multiple accounts, if applicable, should pull as Summarized or Detailed.

23.3 Select And Print Financials

The Select and Print Financials is used to print financial reports for a specified time period. An individual report may be selected to print, or a range of report numbers may be entered.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Select and Print Financials**.
3. From the Financial Report Selection screen, select the date range needed. To print a range of financials, enter the report numbers in the Report Number Range field. To print the selection, select **Print**. To select individual reports, highlight the report(s) and an asterisk will appear next to the individually selected reports. More than one report may be chosen to print. To clear the selection, highlight the report again, and the previously selected criteria will be erased.
 - **Date Range:** Enter the date range desired or use the arrow for a drop-down calendar.
 - **Report Number Range:** Enter the desired report number range or select individual reports from the list. Multiple reports may be selected, and an asterisk (*) will be placed beside it. To clear the selection, select the report again, and the previously selected report will be erased.
4. Select **Print** when the date and report ranges have been selected.
5. Select a print option.
6. Select report parameters:
 - **Print GL Number for Detail Lines:** If this prompt is selected, the General Ledger number will print to the right of the description for detail lines only.
 - **Print Date/Time on Financial:** If selected, a run date and time will appear on the top right of the report.
 - **Suppress Closing Entries:** This will exclude or include the closing entries from the Operating Statement for dates that fall before the fiscal year end close.
 - **Suppress Cents:** If selected, the cents will not print on the report. The cents will be truncated and not rounded.
 - **Suppress Zero Lines:** If selected, any detail lines that calculate a zero total will not appear on the report.
 - **Include Rev./Receipts not Posted:** If selected, the system will look at all charges and receipts that have been posted in Accounts Receivable but have not been posted in General Ledger, and will allow the corresponding General Ledger numbers to reflect these figures. This option will not be accessible if the General Ledger Closed Date is after the end date of the report date range.
7. Selecting **Print** will print the financials.

Description and Usage

The system produces a standard Balance Sheet, Operating Statement or Cost Center Report for a specified time period. The format of each financial is determined by the Format Code used in the Title Line for each report number. Please refer to chapter 3 for Financial Report Formatting.

The following pages give samples of the different formats that can be used for financial reports.

NOTE: Format "B" is the same as "b" except that "B" reflects figures as high as \$100 million dollars. This feature causes some of the account description to be removed. "b" will only report figures as high as \$1 million dollars, allowing more room for the account description. Both reports will print with the same format including column headings.

Format "D" is the same as "d" except that "d" will list asset and liability accounts as it would on a Balance Sheet, giving a running total, not just a yearly total. The revenue and expense accounts will remain the same as they do on Format "D."

Format A

Evident Community Hospital
BALANCE SHEET
AS OF: 07/31/12

	CURRENT YEAR	PRIOR YEAR	NET CHANGE
ASSETS:			
ACCOUNTS RECEIVABLES	2,163,906.81	2,144,696.17	19,210.64
LESS: CONTRACTUAL & BAD DEBT DEDUCTIONS	818,090.27	818,090.27	.00
NET	1,345,816.54	1,326,605.90	19,210.64
CASH	(684,951.16)	(597,421.33)	(87,529.83)
INVENTORIES	168,423.61	168,423.61	.00
PREPAID INSURANCE	82,879.38	86,030.70	(3,151.32)
BOND PRINCIPAL & INTEREST	.00	.00	.00
ACCOUNTS RECEIVABLE-OTHER	385,075.71	385,075.71	.00
OTHER CURRENT ASSETS	195,595.63	196,961.07	(1,365.44)
TOTAL CURRENT ASSETS	1,492,839.71	1,565,675.66	(72,835.95)
FUNDED DEPRECIATION	24,983.15	24,983.15	.00
CERTIFICATE OF DEPOSITS	925,000.00	925,000.00	.00
TOTAL BOARD DESIGNATED ASSETS	949,983.15	949,983.15	.00
PROPERTY PLANT & EQUIPMENT	14,656,447.77	14,656,447.77	.00
LESS: ACCUMULATED DEPRECIATION	7,031,812.70	6,882,400.84	149,411.86
TOTAL ASSETS	10,067,457.93	10,289,705.74	(222,247.81)
LIABILITIES:			
ACCOUNTS PAYABLE	(8,235.85)	111,442.50	(119,678.35)
ACCRUED PAYROLL AND PAYROLL TAXES	323,182.01	323,182.01	.00
DEFERRED TAX APPROPRIATION	.00	.00	.00
THIRD-PARTY SETTLEMENT	416,822.00	416,822.00	.00
LEASE PAYABLE	626,799.47	626,799.47	.00
TOTAL CURRENT LIABILITIES	1,358,567.63	1,478,245.98	(119,678.35)
BONDS PAYABLE	(11,606.47)	(11,606.47)	.00
TOTAL LIABILITIES	1,346,961.16	1,466,639.51	(119,678.35)
FUND BALANCES:			
FUND BALANCE BEGINNING	9,338,677.71	9,392,161.47	(53,483.76)
GAIN/LOSS FROM OPERATIONS	(618,180.94)	(569,095.24)	(49,085.70)
TOTAL FUND BALANCE	8,720,496.77	8,823,066.23	(102,569.46)
TOTAL LIABILITIES AND FUND BALANCE	10,067,457.93	10,289,705.74	(222,247.81)

Format B

Evident Community Hospital								
INCOME STATEMENT								
FOR THE 12 MONTHS ENDING 07/31/12								
	----- S I N G L E M O N T H -----				----- Y E A R T O D A T E -----			
	ACTUAL	BUDGET	\$ VARIANCE	% VAR	ACTUAL	BUDGET	\$ VARIANCE	% VAR
REVENUES:								
HOSPITAL CHARGES	22,167.55	737,091.03	(714923.48)	(97.00)	22,167.55	8,845,095.99	(8822928.44)	(99.75)
CLINIC CHARGES	.00	162,323.26	(162323.26)	(100.00)	.00	1,947,880.00	(1947880.00)	(100.00)
TOTAL REVENUE	22,167.55	899,414.29	(877246.74)	(97.54)	22,167.55	10,792,975.99	(10770808.44)	(99.80)
DEDUCTIONS FROM REVENUE:								
ALLOWANCE BAD DEBTS CCH	.00	26,250.00	26250.00	100.00	.00	315,000.00	315000.00	100.00
ALLOWANCE BAD DEBTS CLIN	.00	8,083.37	8083.37	100.00	.00	97,000.00	97000.00	100.00
MEDICAID CONTRACTUALS	14,511.90	51,832.24	37320.34	72.01	14,511.90	621,986.00	607474.10	97.67
MEDICAID CONTRACTUALS	4,205.48	47,910.49	43705.01	91.23	4,205.48	574,925.00	570719.52	99.27
OTHER CONTRACTUALS	32.20	29,708.27	29676.07	99.90	32.20	356,500.01	356467.81	100.00
ADMINISTRATIVE ADJUSTMENTS	526.43	5,916.63	5390.20	91.11	526.43	71,000.00	70473.57	99.26
TOTAL DEDUCTIONS	19,276.01	169,701.00	150424.99	88.65	19,276.01	2,036,411.01	2017135.00	99.06
NET PATIENT REVENUE	2,891.54	729,713.29	(726821.75)	(99.61)	2,891.54	8,756,564.98	(8753673.44)	(99.97)
OTHER OPERATING REVENUE	122.00	15,996.74	(15874.74)	(99.24)	122.00	191,960.00	(191838.00)	(99.94)
TOTAL OPERATING REVENUE	3,013.54	745,710.03	(742696.49)	(99.60)	3,013.54	8,948,524.98	(8945511.44)	(99.97)
EXPENSES:								
SALARIES AND BENEFITS	(13,410.00)	459,281.39	472691.39	102.91	(13,410.00)	5,522,907.01	5536317.01	100.24
PHYSICIANS FEES	13,410.00	18,071.63	4661.63	25.80	13,410.00	216,860.00	203450.00	93.82
PROFESSIONAL SERVICES	.00	54,469.16	54469.16	100.00	.00	693,720.03	693720.03	100.00
SUPPLIES AND ALL OTHER	7,379.30	205,549.89	198170.59	96.41	7,379.30	2,459,039.09	2451659.79	99.70
INTEREST	.00	4,166.63	4166.63	100.00	.00	50,000.00	50000.00	100.00
DEPRECIATION	.00	80,142.26	80142.26	100.00	149,411.86	961,708.00	812296.14	84.47
TOTAL OPERATING EXPENSES	7,379.30	821,680.96	814301.66	99.11	156,791.16	9,904,234.13	9747442.97	98.42
NET OPERATING PROFIT (LOSS)	(4,365.76)	(75,970.93)	71605.17	94.26	(153,777.62)	(955,709.15)	801931.53	83.91
OTHER INCOME:								
INTEREST INCOME	.00	2,654.13	(2654.13)	(100.00)	.00	31,850.00	(31850.00)	(100.00)
DONATIONS & OTHER TAX SUPPORT	51,105.92	63,638.37	(12532.45)	(19.70)	51,105.92	763,660.00	(712554.08)	(93.31)
TOTAL OTHER INCOME	51,105.92	66,292.50	(15186.58)	(22.91)	51,105.92	795,510.00	(744404.08)	(93.58)
NET PROFIT (LOSS)	46,740.16	(9,678.43)	56418.59	582.93	(102,671.70)	(160,199.15)	57527.45	35.91

Format b

Evident Community Hospital
INCOME STATEMENT
FOR THE 12 MONTHS ENDING 07/31/12

	S I N G L E M O N T H				Y E A R T O D A T E			
	ACTUAL	BUDGET	\$ VARIANCE	% VAR	ACTUAL	BUDGET	\$ VARIANCE	% VAR
REVENUES:								
HOSPITAL CHARGES	22,167.55	737,091.03	(714923.48)	(97.00)	22,167.55	8,845,095.99	(8822928.44)	(99.75)
CLINIC CHARGES	.00	162,323.26	(162323.26)	(100.00)	.00	1,947,880.00	(1947880.00)	(100.00)
TOTAL REVENUE	22,167.55	899,414.29	(877246.74)	(97.54)	22,167.55	10,792,975.99	(10770808.44)	(99.80)
DEDUCTIONS FROM REVENUE:								
ALLOWANCE BAD DEBTS CCH	.00	26,250.00	26250.00	100.00	.00	315,000.00	315000.00	100.00
ALLOWANCE BAD DEBTS CLIN	.00	8,083.37	8083.37	100.00	.00	97,000.00	97000.00	100.00
MEDICARE CONTRACTUALS	14,511.90	51,832.24	37320.34	72.01	14,511.90	621,986.00	607474.10	97.67
MEDICAID CONTRACTUALS	4,205.48	47,910.49	43705.01	91.23	4,205.48	574,925.00	570719.52	99.27
OTHER CONTRACTUALS	32.20	29,708.27	29676.07	99.90	32.20	356,500.01	356467.81	100.00
ADMINISTRATIVE ADJUSTMENTS	526.43	5,916.63	5390.20	91.11	526.43	71,000.00	70473.57	99.26
TOTAL DEDUCTIONS	19,276.01	169,701.00	150424.99	88.65	19,276.01	2,036,411.01	2017135.00	99.06
NET PATIENT REVENUE	2,891.54	729,713.29	(726821.75)	(99.61)	2,891.54	8,756,564.98	(8753673.44)	(99.97)
OTHER OPERATING REVENUE	122.00	15,996.74	(15874.74)	(99.24)	122.00	191,960.00	(191838.00)	(99.94)
TOTAL OPERATING REVENUE	3,013.54	745,710.03	(742696.49)	(99.60)	3,013.54	8,948,524.98	(8945511.44)	(99.97)
EXPENSES:								
SALARIES AND BENEFITS	(13,410.00)	459,281.39	472691.39	102.91	(13,410.00)	5,522,907.01	5536317.01	100.24
PHYSICIANS FEES	13,410.00	16,071.63	4661.63	25.80	13,410.00	216,860.00	203450.00	93.82
PROFESSIONAL SERVICES	.00	54,469.16	54469.16	100.00	.00	693,720.03	693720.03	100.00
SUPPLIES AND ALL OTHER	7,379.30	205,549.89	198170.59	96.41	7,379.30	2,459,039.09	2451659.79	99.70
INTEREST	.00	4,166.63	4166.63	100.00	.00	50,000.00	50000.00	100.00
DEPRECIATION	.00	80,142.26	80142.26	100.00	149,411.86	961,708.00	812296.14	84.47
TOTAL OPERATING EXPENSES	7,379.30	821,680.96	814301.66	99.11	156,791.16	9,904,234.13	9747442.97	98.42
NET OPERATING PROFIT (LOSS)	(4,365.76)	(75,970.93)	71605.17	94.26	(153,777.62)	(955,709.15)	801931.53	83.91
OTHER INCOME:								
INTEREST INCOME	.00	2,654.13	(2654.13)	(100.00)	.00	31,850.00	(31850.00)	(100.00)
DONATIONS & OTHER TAX SUPPORT	51,105.92	63,638.37	(12532.45)	(19.70)	51,105.92	763,660.00	(712554.08)	(93.31)
TOTAL OTHER INCOME	51,105.92	66,292.50	(15186.58)	(22.91)	51,105.92	795,510.00	(744404.08)	(93.58)
NET PROFIT (LOSS)	46,740.16	(9,678.43)	56418.59	582.93	(102,671.70)	(160,199.15)	57527.45	35.91

Format C

Evident Community Hospital OPERATING / INCOME STATEMENT FOR THE 6 MONTHS ENDING 07/31/12						
	CURRENT MONTH	% PATIENT REVENUE	LAST-YEAR MONTH	CURRENT Y-T-D	% PATIENT REVENUE	LAST-YEAR Y-T-D
OPERATING REVENUES						
SUBACUTE DAILY HOSPITAL SERVIC	436,957	5	427,159	2,584,832	4	2,540,300
SUBACUTE ANCILLARY SERVICES	507,135	5	573,416	3,016,406	5	3,188,241
SUBACUTE GROSS REVENUE	944,092	10	1,000,575	5,601,239	10	5,728,542
DAILY HOSPITAL SERVICES	2,437,140	28	2,567,574	14,543,700	27	14,775,921
INPATIENT-ANCILLARY SERVICES	3,795,654	44	4,056,932	23,664,633	44	23,365,312
GROSS PATIENT REVENUE	6,232,794	72	6,624,506	38,208,333	71	38,141,233
OUTPATIENT-ANCILLARY SERVICES	825,037	9	881,965	5,986,484	11	5,729,260
EMERGENCY SERVICES	617,976	7	593,222	3,744,167	6	3,611,929
GROSS OUTPATIENT REVENUE	1,443,014	16	1,475,187	9,730,651	18	9,341,190
HOSPITAL-GROSS REVENUE	7,675,809	88	8,099,694	47,938,985	89	47,482,423
GROSS PATIENT REVENUE	8,619,901	99	9,100,269	53,540,224	99	53,210,966
DEDUCTIONS FROM REVENUE						
CONTRACTUAL ALLOWANCES	(4,754,828)	(55)	(3,844,150)	(29,664,123)	(55)	(28,830,430)
BAD DEBT ALLOWANCE	(122,684)	(1)	(288,516)	(734,018)	(1)	(1,033,199)
OTHER ALLOWANCES	(294,009)	(3)	(289,952)	(1,394,227)	(2)	(1,224,617)
DEDUCTIONS FROM REVENUE	(5,171,523)	(59)	(4,422,619)	(31,792,369)	(59)	(31,088,246)
NET PATIENT REVENUE	3,448,378	39	4,677,650	21,747,854	40	22,122,719
OTHER REVENUE						
OTHER OPERATING REVENUE	54,456	0	25,145	207,887	0	128,493
NET OPERATING REVENUE	3,502,835	40	4,702,796	21,955,741	40	22,251,212

Format D

Evident Community Hospital INCOME STATEMENT FOR THE 12 MONTHS ENDING 07/31/12						
	----- S I N G L E M O N T H -----			----- Y E A R T O D A T E -----		
	CURRENT	BUDGET	PRIOR YEAR	CURRENT YTD	BUDGET YTD	PRIOR YTD
REVENUES:						
HOSPITAL CHARGES	22,167.55	737,091.03	.00	22,167.55	8,845,095.99	15,626,603.46
CLINIC CHARGES	.00	162,323.26	.00	.00	1,947,880.00	3,638,625.90
TOTAL REVENUE	22,167.55	899,414.29	.00	22,167.55	10,792,975.99	19,265,229.36
DEDUCTIONS FROM REVENUE:						
ALLOWANCE BAD DEBTS C	.00	26,250.00	.00	.00	315,000.00	552,779.21
ALLOWANCE BAD DEBTS C	.00	8,083.37	.00	.00	97,000.00	181,937.12
MEDICARE CONTRACTUALS	14,511.90	51,832.24	.00	14,511.90	621,986.00	1,060,642.41
MEDICAID CONTRACTUALS	4,205.48	47,910.49	.00	4,205.48	574,925.00	852,657.36
OTHER CONTRACTUALS	32.20	29,708.27	.00	32.20	356,500.01	709,919.75
ADMINISTRATIVE ADJUST	526.43	5,916.63	.00	526.43	71,000.00	168,764.32
TOTAL DEDUCTIONS	19,276.01	169,701.00	.00	19,276.01	2,036,411.01	3,526,700.17
NET PATIENT REVENUE	2,891.54	729,713.29	.00	2,891.54	8,756,564.98	15,738,529.19
OTHER OPERATING REVENUE	122.00	15,996.74	.00	122.00	191,960.00	392,791.46
TOTAL OPERATING REVENUE	3,013.54	745,710.03	.00	3,013.54	8,948,524.98	16,131,320.65
EXPENSES:						
SALARIES AND BENEFITS	(13,410.00)	459,281.39	.00	(13,410.00)	5,522,907.01	10,046,465.63
PHYSICIANS FEES	13,410.00	18,071.63	.00	13,410.00	216,860.00	347,957.86
PROFESSIONAL SERVICES	.00	54,469.16	.00	.00	693,720.03	1,310,619.98
SUPPLIES AND ALL OTHER	7,379.30	205,549.89	.00	7,379.30	2,459,039.09	4,715,865.36
INTEREST	.00	4,166.63	.00	.00	50,000.00	68,230.24
DEPRECIATION	.00	80,142.26	.00	149,411.86	961,708.00	1,693,383.30
TOTAL OPERATING EXPENSES	7,379.30	821,680.96	.00	156,791.16	9,904,234.13	18,182,522.37
NET OPERATING PROFIT	(4,365.76)	(75,970.93)	.00	(153,777.62)	(955,709.15)	(2,051,201.72)
OTHER INCOME:						
INTEREST INCOME	.00	2,654.13	.00	.00	31,850.00	67,826.08
DONATIONS & OTHER TAX	51,105.92	63,638.37	.00	51,105.92	763,660.00	1,466,062.68
TOTAL OTHER INCOME	51,105.92	66,292.50	.00	51,105.92	795,510.00	1,533,888.76
NET PROFIT (LOSS)	46,740.16	(9,678.43)	.00	(102,671.70)	(160,199.15)	(517,312.96)

Format d

Evident Community Hospital
INCOME STATEMENT
FOR THE 12 MONTHS ENDING 07/31/12

	S I N G L E M O N T H			Y E A R T O D A T E		
	CURRENT	BUDGET	PRIOR YEAR	CURRENT YTD	BUDGET YTD	PRIOR YTD
REVENUES:						
HOSPITAL CHARGES	22,167.55	737,091.03	.00	22,167.55	8,845,095.99	15,626,603.46
CLINIC CHARGES	.00	162,323.26	.00	.00	1,947,880.00	3,638,625.90
TOTAL REVENUE	22,167.55	899,414.29	.00	22,167.55	10,792,975.99	19,265,229.36
DEDUCTIONS FROM REVENUE:						
ALLOWANCE BAD DEBTS C	.00	26,250.00	.00	.00	315,000.00	552,779.21
ALLOWANCE BAD DEBTS C	.00	8,083.37	.00	.00	97,000.00	181,937.12
MEDICARE CONTRACTUALS	14,511.90	51,832.24	.00	14,511.90	621,986.00	1,060,642.41
MEDICAID CONTRACTUALS	4,205.48	47,910.49	.00	4,205.48	574,925.00	852,657.36
OTHER CONTRACTUALS	32.20	29,708.27	.00	32.20	356,500.01	709,919.75
ADMINISTRATIVE ADJUST	526.43	5,916.63	.00	526.43	71,000.00	168,764.32
TOTAL DEDUCTIONS	19,276.01	169,701.00	.00	19,276.01	2,036,411.01	3,526,700.17
NET PATIENT REVENUE	2,891.54	729,713.29	.00	2,891.54	8,756,564.98	15,738,529.19
OTHER OPERATING REVENUE	122.00	15,996.74	.00	122.00	191,960.00	392,791.46
TOTAL OPERATING REV	3,013.54	745,710.03	.00	3,013.54	8,948,524.98	16,131,320.65
EXPENSES:						
SALARIES AND BENEFITS	(13,410.00)	459,281.39	.00	(13,410.00)	5,522,907.01	10,046,465.63
PHYSICIANS FEES	13,410.00	18,071.63	.00	13,410.00	216,860.00	347,957.86
PROFESSIONAL SERVICES	.00	54,469.16	.00	.00	693,720.03	1,310,619.98
SUPPLIES AND ALL OTHE	7,379.30	205,549.89	.00	7,379.30	2,459,039.09	4,715,865.36
INTEREST	.00	4,166.63	.00	.00	50,000.00	68,230.24
DEPRECIATION	.00	80,142.26	.00	149,411.86	961,708.00	1,693,383.30
TOTAL OPERATING EXP	7,379.30	821,680.96	.00	156,791.16	9,904,234.13	18,182,522.37
NET OPERATING PROFIT	(4,365.76)	(75,970.93)	.00	(153,777.62)	(955,709.15)	(2,051,201.72)
OTHER INCOME:						
INTEREST INCOME	.00	2,654.13	.00	.00	31,850.00	67,826.08
DONATIONS & OTHER TAX	51,105.92	63,638.37	.00	51,105.92	763,660.00	1,466,062.68
TOTAL OTHER INCOME	51,105.92	66,292.50	.00	51,105.92	795,510.00	1,533,888.76
NET PROFIT (LOSS)	46,740.16	(9,678.43)	.00	(102,671.70)	(160,199.15)	(517,312.96)

Format E

Evident Community Hospital INCOME STATEMENT FOR THE 12 MONTHS ENDING 07/31/12				
	CURRENT MONTH	% PATIENT REVENUE	CURRENT Y-T-D	% PATIENT REVENUE
REVENUES:				
HOSPITAL CHARGES	22,167.55	99.58	22,167.55	99.58
CLINIC CHARGES	.00	.00	.00	.00
	-----		-----	
TOTAL REVENUE	22,167.55	99.58	22,167.55	99.58
DEDUCTIONS FROM REVENUE:				
ALLOWANCE BAD DEBTS C	.00	.00	.00	.00
ALLOWANCE BAD DEBTS C	.00	.00	.00	.00
MEDICARE CONTRACTUALS	14,511.90	65.19	14,511.90	65.19
MEDICAID CONTRACTUALS	4,205.48	18.89	4,205.48	18.89
OTHER CONTRACTUALS	32.20	.14	32.20	.14
ADMINISTRATIVE ADJUST	526.43	2.36	526.43	2.36
	-----		-----	
TOTAL DEDUCTIONS	19,276.01	86.59	19,276.01	86.59
NET PATIENT REVENUE	2,891.54	12.98	2,891.54	12.98
OTHER OPERATING REVENUE	122.00	.54	122.00	.54
	-----		-----	
TOTAL OPERATING REVENUE	3,013.54	13.53	3,013.54	13.53
EXPENSES:				
SALARIES AND BENEFITS	(13,410.00)	(60.24)	(13,410.00)	(60.24)
PHYSICIANS FEES	13,410.00	60.24	13,410.00	60.24
PROFESSIONAL SERVICES	.00	.00	.00	.00
SUPPLIES AND ALL OTHER	7,379.30	33.15	7,379.30	33.15
INTEREST	.00	.00	.00	.00
DEPRECIATION	.00	.00	149,411.86	671.21
	-----		-----	
TOTAL OPERATING EXPENSES	7,379.30	33.15	156,791.16	704.36
NET OPERATING PROFIT	(4,365.76)	(19.61)	(153,777.62)	(690.83)
OTHER INCOME:				
INTEREST INCOME	.00	.00	.00	.00
DONATIONS & OTHER TAX	51,105.92	229.58	51,105.92	229.58
	-----		-----	
TOTAL OTHER INCOME	51,105.92	229.58	51,105.92	229.58
NET PROFIT (LOSS)	46,740.16	209.97	(102,671.70)	(461.24)

Format F

Evident Community Hospital			
BALANCE SHEET			
AS OF: 07/31/12			
	THIS YEAR 06/30/12	LAST YEAR 06/30/11	LAST MONTH 06/30/12
ASSETS:			
ACCOUNTS RECEIVABLES	2,163,906.81	2,144,696.17	2,144,696.17
LESS: CONTRACTUAL & BAD DEBT DED	818,090.27	818,090.27	818,090.27
NET	<u>1,345,816.54</u>	<u>1,326,605.90</u>	<u>1,326,605.90</u>
CASH	(684,951.16)	(597,421.33)	(597,421.33)
INVENTORIES	168,423.61	168,423.61	168,423.61
PREPAID INSURANCE	82,879.38	86,030.70	86,030.70
BOND PRINCIPAL & INTEREST	.00	.00	.00
ACCOUNTS RECEIVABLE-OTHER	385,075.71	385,075.71	385,075.71
OTHER CURRENT ASSETS	195,595.63	196,961.07	196,961.07
TOTAL CURRENT ASSETS	<u>1,492,839.71</u>	<u>1,565,675.66</u>	<u>1,565,675.66</u>
FUNDED DEPRECIATION	24,983.15	24,983.15	24,983.15
CERTIFICATE OF DEPOSITS	925,000.00	925,000.00	925,000.00
TOTAL BOARD DESIGNATED ASSETS	<u>949,983.15</u>	<u>949,983.15</u>	<u>949,983.15</u>
PROPERTY PLANT & EQUIPMENT	14,656,447.77	14,656,447.77	14,656,447.77
LESS: ACCUMULATED DEPRECIATION	7,031,812.70	6,882,400.84	7,031,812.70
TOTAL ASSETS	<u><u>10,067,457.93</u></u>	<u><u>10,289,705.74</u></u>	<u><u>10,140,293.88</u></u>
LIABILITIES:			
ACCOUNTS PAYABLE	(8,235.85)	111,442.50	111,442.50
ACCRUED PAYROLL AND PAYROLL TAXES	323,182.01	323,182.01	323,182.01
DEFERRED TAX APPROPRIATION	.00	.00	.00
THIRD-PARTY SETTLEMENT	416,822.00	416,822.00	416,822.00
LEASE PAYABLE	626,799.47	626,799.47	626,799.47
TOTAL CURRENT LIABILITIES	<u>1,358,567.63</u>	<u>1,478,245.98</u>	<u>1,478,245.98</u>
BONDS PAYABLE	(11,606.47)	(11,606.47)	(11,606.47)
TOTAL LIABILITIES	<u>1,346,961.16</u>	<u>1,466,639.51</u>	<u>1,466,639.51</u>
FUND BALANCES:			
FUND BALANCE BEGINNING	9,338,677.71	9,392,161.47	9,338,677.71
GAIN/LOSS FROM OPERATIONS	(618,180.94)	(569,095.24)	(665,023.34)
TOTAL FUND BALANCE	<u>8,720,496.77</u>	<u>8,823,066.23</u>	<u>8,673,654.37</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>10,067,457.93</u>	<u>10,289,705.74</u>	<u>10,140,293.88</u>

Format G

Evident Community Hospital
BALANCE SHEET
AS OF: 07/31/12

	CURRENT THIS MONTH	FISCAL Y/E PRIOR YEAR	CHANGE
ASSETS:			
ACCOUNTS RECEIVABLES	2,163,906.81	2,144,696.17	19,210.64
LESS: CONTRACTUAL & BAD DEBT DED	818,090.27	818,090.27	.00
NET	1,345,816.54	1,326,605.90	19,210.64
CASH	(684,951.16)	(597,421.33)	(87,529.83)
INVENTORIES	168,423.61	168,423.61	.00
PREPAID INSURANCE	82,879.38	86,030.70	(3,151.32)
BOND PRINCIPAL & INTEREST	.00	.00	.00
ACCOUNTS RECEIVABLE-OTHER	385,075.71	385,075.71	.00
OTHER CURRENT ASSETS	195,595.63	196,961.07	(1,365.44)
TOTAL CURRENT ASSETS	1,492,839.71	1,565,675.66	(72,835.95)
FUNDED DEPRECIATION	24,983.15	24,983.15	.00
CERTIFICATE OF DEPOSITS	925,000.00	925,000.00	.00
TOTAL BOARD DESIGNATED ASSETS	949,983.15	949,983.15	.00
PROPERTY PLANT & EQUIPMENT	14,656,447.77	14,656,447.77	.00
LESS: ACCUMULATED DEPRECIATION	7,031,812.70	6,882,400.84	149,411.86
TOTAL ASSETS	10,067,457.93	10,289,705.74	(222,247.81)
LIABILITIES:			
ACCOUNTS PAYABLE	(8,235.85)	111,442.50	(119,678.35)
ACCRUED PAYROLL AND PAYROLL TAXES	323,182.01	323,182.01	.00
DEFERRED TAX APPROPRIATION	.00	.00	.00
THIRD-PARTY SETTLEMENT	416,822.00	416,822.00	.00
LEASE PAYABLE	626,799.47	626,799.47	.00
TOTAL CURRENT LIABILITIES	1,358,567.63	1,478,245.98	(119,678.35)
BONDS PAYABLE	(11,606.47)	(11,606.47)	.00
TOTAL LIABILITIES	1,346,961.16	1,466,639.51	(119,678.35)
FUND BALANCES:			
FUND BALANCE BEGINNING	9,338,677.71	9,392,161.47	(53,483.76)
GAIN/LOSS FROM OPERATIONS	(618,180.94)	(569,095.24)	(49,085.70)
TOTAL FUND BALANCE	8,720,496.77	8,823,066.23	(102,569.46)
TOTAL LIABILITIES AND FUND BAL	10,067,457.93	10,289,705.74	(222,247.81)

Format H

Evident Community Hospital
INCOME STATEMENT
FOR THE 12 MONTHS ENDING 07/31/12

M O N T H			Y E A R T O D A T E			
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
REVENUES:						
22,167.55	737,091.03	(714,923.48)	HOSPITAL CHARGES	22,167.55	8,845,095.99	(8,822,928.44)
.00	162,323.26	(162,323.26)	CLINIC CHARGES	.00	1,947,880.00	(1,947,880.00)
22,167.55	899,414.29	(877,246.74)	TOTAL REVENUE	22,167.55	10,792,975.99	(10,770,808.44)
DEDUCTIONS FROM REVENUE:						
.00	26,250.00	26,250.00	ALLOWANCE BAD DEBTS C	.00	315,000.00	315,000.00
.00	8,083.37	8,083.37	ALLOWANCE BAD DEBTS C	.00	97,000.00	97,000.00
14,511.90	51,832.24	37,320.34	MEDICARE CONTRACTUALS	14,511.90	621,986.00	607,474.10
4,205.48	47,910.49	43,705.01	MEDICAID CONTRACTUALS	4,205.48	574,925.00	570,719.52
32.20	29,708.27	29,676.07	OTHER CONTRACTUALS	32.20	356,500.01	356,467.81
526.43	5,916.63	5,390.20	ADMINISTRATIVE ADJUST	526.43	71,000.00	70,473.57
19,276.01	169,701.00	150,424.99	TOTAL DEDUCTIONS .	19,276.01	2,036,411.01	2,017,135.00
2,891.54	729,713.29	(726,821.75)	NET PATIENT REVENUE	2,891.54	8,756,564.98	(8,753,673.44)
122.00	15,996.74	(15,874.74)	OTHER OPERATING REVEN	122.00	191,960.00	(191,838.00)
3,013.54	745,710.03	(742,696.49)	TOTAL OPERATING REV	3,013.54	8,948,524.98	(8,945,511.44)
EXPENSES:						
(13,410.00)	459,281.39	472,691.39	SALARIES AND BENEFITS	(13,410.00)	5,522,907.01	5,536,317.01
13,410.00	18,071.63	4,661.63	PHYSICIANS FEES	13,410.00	216,860.00	203,450.00
.00	54,469.16	54,469.16	PROFESSIONAL SERVICES	.00	693,720.03	693,720.03
7,379.30	205,549.89	198,170.59	SUPPLIES AND ALL OTHE	7,379.30	2,459,039.09	2,451,659.79
.00	4,166.63	4,166.63	INTEREST	.00	50,000.00	50,000.00
.00	80,142.26	80,142.26	DEPRECIATION	149,411.86	961,708.00	812,296.14
7,379.30	821,680.96	814,301.66	TOTAL OPERATING EXP	156,791.16	9,904,234.13	9,747,442.97
(4,365.76)	(75,970.93)	71,605.17	NET OPERATING PROFIT	(153,777.62)	(955,709.15)	801,931.53
OTHER INCOME:						
.00	2,654.13	(2,654.13)	INTEREST INCOME	.00	31,850.00	(31,850.00)
51,105.92	63,638.37	(12,532.45)	DONATIONS & OTHER TAX	51,105.92	763,660.00	(712,554.08)
51,105.92	66,292.50	(15,186.58)	TOTAL OTHER INCOME	51,105.92	795,510.00	(744,404.08)
46,740.16	(9,678.43)	56,418.59	NET PROFIT (LOSS)	(102,671.70)	(160,199.15)	57,527.45

Format I

Evident Community Hospital
BALANCE SHEET
AS OF: 07/31/12

	CURRENT MONTH	PRIOR MONTH
ASSETS:		
ACCOUNTS RECEIVABLES	2,163,906.81	2,144,696.17
LESS: CONTRACTUAL & BAD DEBT DEDUCTIONS	818,090.27	818,090.27
NET	1,345,816.54	1,326,605.90
CASH	(684,951.16)	(597,421.33)
INVENTORIES	168,423.61	168,423.61
PREPAID INSURANCE	82,879.38	86,030.70
BOND PRINCIPAL & INTEREST	.00	.00
ACCOUNTS RECEIVABLE-OTHER	385,075.71	385,075.71
OTHER CURRENT ASSETS	195,595.63	196,961.07
TOTAL CURRENT ASSETS	1,492,839.71	1,565,675.66
FUNDED DEPRECIATION	24,983.15	24,983.15
CERTIFICATE OF DEPOSITS	925,000.00	925,000.00
TOTAL BOARD DESIGNATED ASSETS	949,983.15	949,983.15
PROPERTY PLANT & EQUIPMENT	14,656,447.77	14,656,447.77
LESS: ACCUMULATED DEPRECIATION	7,031,812.70	7,031,812.70
TOTAL ASSETS	10,067,457.93	10,140,293.88
LIABILITIES:		
ACCOUNTS PAYABLE	(8,235.85)	111,442.50
ACCRUED PAYROLL AND PAYROLL TAXES	323,182.01	323,182.01
DEFERRED TAX APPROPRIATION	.00	.00
THIRD-PARTY SETTLEMENT	416,822.00	416,822.00
LEASE PAYABLE	626,799.47	626,799.47
TOTAL CURRENT LIABILITIES	1,358,567.63	1,478,245.98
BONDS PAYABLE	(11,606.47)	(11,606.47)
TOTAL LIABILITIES	1,346,961.16	1,466,639.51
FUND BALANCES:		
FUND BALANCE BEGINNING	9,338,677.71	9,338,677.71
GAIN/LOSS FROM OPERATIONS	(618,180.94)	(665,023.34)
TOTAL FUND BALANCE	8,720,496.77	8,673,654.37
TOTAL LIABILITIES AND FUND BALANCE	10,067,457.93	10,140,293.88

Format J

Evident Community Hospital
OPERATING STATEMENT
FOR THE 12 MONTHS ENDING 07/31/12

	CURRENT MONTH	LAST-YEAR MONTH	VARIANCE MONTH	CURRENT Y-T-D	LAST-YEAR Y-T-D	VARIANCE Y-T-D
REVENUE:						
HOSPITAL CHARGES	122,167.55	130,493.70	(18326.15)	122,167.55	130,493.70	(18326.15)
CLINIC CHARGES	.00	.00	.00	.00	.00	.00
NET PATIENT REVENUE	122,167.55	130,493.70	(18326.15)	122,167.55	130,493.70	(18326.15)
TOTAL REVENUE	22,167.55					
DEDUCTIONS FROM REVENUE:						
ALLOWANCE BAD DEBTS C	.00	.00	.00	.00	.00	.00
ALLOWANCE BAD DEBTS C	.00	.00	.00	.00	.00	.00
MEDICARE CONTRACTUALS	300.50	250.41	(50.09)	300.50	250.41	(50.09)
MEDICAID CONTRACTUALS	474.12	153.12	(321.00)	474.12	453.12	(321.00)
OTHER CONTRACTUALS	32.20	100.75	68.55	32.20	100.75	68.55
ADMINISTRATIVE ADJUST	526.43	1,546.34	1,019.91	526.43	1,546.34	1,019.91
NET DEDUCS FROM REVENUE	1,333.25	2,050.62	717.37	1,333.25	2,050.62	717.37
TOTAL DEDUCTIONS	19,276.01					
OTHER OPERATING REVENUE	122.00	200.11	(78.11)	122.00	200.11	(78.11)
NET REVENUE	120,956.30	128,643.19	(7,686.89)	120,956.30	128,643.19	(7,686.89)
TOTAL OPERATING REV						
EXPENSES:						
SALARIES AND BENEFITS	54,780.00	53,855.93	(924.07)	54,780.00	53,855.93	(924.07)
PHYSICIANS FEES	13,410.00	14,870.40	1,460.40	13,410.00	14,870.40	1,460.40
PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
SUPPLIES AND ALL OTHER	7,379.30	7,410.11	30.81	7,379.30	7,410.11	30.81
INTEREST	.00	.00	.00	.00	.00	.00
DEPRECIATION	.00	.00	.00	.00	.00	.00
TOTAL OPERATING EXP	75,569.30	76,136.44	567.14	75,569.30	76,136.44	567.14
NET OPERATING PROFIT	46,598.25	52,506.75	5,908.50	46,598.25	52,506.75	5,908.50
OTHER INCOME:						
INTEREST INCOME	.00	.00	.00	.00	.00	.00
DONATIONS & OTHER TAX	51,105.92	50,000.00	1,105.92	51,105.92	50,000.00	1,105.92
TOTAL OTHER INCOME	51,105.92	50,000.00	1,105.92	51,105.92	50,000.00	1,105.92
NET PROFIT (LOSS)	97,704.17	102,506.75	(4,802.58)	97,704.17	102,506.75	(4,802.58)

Format K

		C U R R E N T M O N T H			Y E A R T O D A T E		
% VARIANCE	VARIANCE	BUDGET	ACTUAL	ACTUAL	BUDGET	VARIANCE	% VARIANCE
Evident Community Hospital							
OPERATING STATEMENT							
FOR THE MONTH ENDING: 01/31/13							
REVENUES	(100.00)	(24,838.00)	24,838.00	.00	24,838.00	(24,838.00)	(100.00)
	(100.00)	(202,126.00)	202,126.00	.00	202,126.00	(202,126.00)	(100.00)
	(100.00)	(310,121.00)	310,121.00	.00	310,121.00	(310,121.00)	(100.00)
	(100.00)	(537,085.00)	537,085.00	.00	537,085.00	(537,085.00)	(100.00)
LESS REVENUE DEDUCTIONS	100.00	289,731.00	(289,731.00)	.00	(289,731.00)	289,731.00	100.00
	100.00	3,447.00	(3,447.00)	.00	(3,447.00)	3,447.00	100.00
	100.00	45,789.00	(45,789.00)	.00	(45,789.00)	45,789.00	100.00
	100.00	338,967.00	(338,967.00)	.00	(338,967.00)	338,967.00	100.00
	(100.00)	(198,118.00)	198,118.00	.00	198,118.00	(198,118.00)	(100.00)
	(100.00)	(10,399.99)	10,399.99	.00	10,399.99	(10,399.99)	(100.00)
	(100.00)	(208,517.99)	208,517.99	.00	208,517.99	(208,517.99)	(100.00)
OPERATING EXPENSES	98.08	170,780.82	174,113.00	3,332.18	174,113.00	170,780.82	98.08
	100.00	28,923.33	28,923.33	.00	28,923.33	28,923.33	100.00
	100.00	23,768.33	23,768.33	.00	23,768.33	23,768.33	100.00
	100.00	42,296.88	42,296.88	.00	42,296.88	42,296.88	100.00
	100.00	4,166.67	4,166.67	.00	4,166.67	4,166.67	100.00
	100.00	634.33	634.33	.00	634.33	634.33	100.00
	100.00	2,750.00	2,750.00	.00	2,750.00	2,750.00	100.00
	100.00	255.00	255.00	.00	255.00	255.00	100.00
	100.00	32.50	32.50	.00	32.50	32.50	100.00
	100.00	84.00	84.00	.00	84.00	84.00	100.00
	100.00	166.67	166.67	.00	166.67	166.67	100.00
	100.00	60.42	60.42	.00	60.42	60.42	100.00
	100.00	341.67	341.67	.00	341.67	341.67	100.00
	100.00	23.58	23.58	.00	23.58	23.58	100.00
	100.00	.00	.00	.00	.00	.00	100.00
	100.00	14.33	14.33	.00	14.33	14.33	100.00
	100.00	.00	.00	.00	.00	.00	100.00
	100.00	2,500.00	2,500.00	.00	2,500.00	2,500.00	100.00
	100.00	90.00	90.00	.00	90.00	90.00	100.00
	100.00	250.00	250.00	.00	250.00	250.00	100.00
	100.00	117.08	117.08	.00	117.08	117.08	100.00
	100.00	.00	.00	.00	.00	.00	100.00
	100.00	58.33	58.33	.00	58.33	58.33	100.00
	100.00	.00	.00	.00	.00	.00	100.00
	100.00	.00	.00	.00	.00	.00	100.00

Format L

Evident Community Hospital BALANCE SHEET FOR THE MONTH ENDING: 02/29/12		C U R R E N T M O N T H		Y E A R T O D A T E	
	Begin	Change	Ending	Begin	Change
ASSETS					
CURRENT ASSETS					
CASH	540,512.09	.00	540,512.09	540,512.09	.00
GROSS ACCOUNTS RECEIVABLE	1,796,669.52	.00	1,796,669.52	1,796,669.52	.00
LESS ALLOWANCES	(1,219,308.12)	.00	(1,219,308.12)	(1,219,308.12)	.00
DUE FROM THIRD PARTIES	.00	.00	.00	.00	.00
OTHER RECEIVABLES	51,133.79	.00	51,133.79	51,133.79	.00
INVENTORY	52,946.23	.00	52,946.23	52,946.23	.00
PREPAID EXPENSES	20,426.88	.00	20,426.88	20,426.88	.00
TOTAL CURRENT ASSETS	1,242,380.39	.00	1,242,380.39	1,242,380.39	.00
ASSETS LIMITED USE					
JOHNSTON H SPARKS	4,207,776.83	.00	4,207,776.83	4,207,776.83	.00
FUNDED DEPRECIATION	106,468.16	.00	106,468.16	106,468.16	.00
TOTAL LIMITED USE ASSETS	4,314,244.99	.00	4,314,244.99	4,314,244.99	.00
DUE FROM BUILDING FUND	50,945.44	.00	50,945.44	50,945.44	.00
PROPERTY, PLANT & EQUIPMENT	3,773,228.85	.00	3,773,228.85	3,773,228.85	.00
LESS ACCUMULATED DEPRECIATION	(1,647,928.69)	.00	(1,647,928.69)	(1,647,928.69)	.00
TOTAL ASSETS	7,732,870.98	.00	7,732,870.98	7,732,870.98	.00
LIABILITIES & FUND BALANCE					
CURRENT LIABILITIES					
ACCOUNTS PAYABLE	810,827.34	.00	810,827.34	810,827.34	.00
ACCRUED PAYROLL & WITHHOLDINGS	(158,821.32)	.00	337,322.50	337,322.50	.00
DUE TO THIRD PARTY	.00	.00	681,046.24	681,046.24	.00
DUE TO SPECIFIC PURPOSE FUND	.00	.00	7,972.82	7,972.82	.00
DEFERRED REVENUE	.00	.00	.00	.00	.00
CURRENT PORTION OF LTD	71,464.86	.00	71,464.86	71,464.86	.00
TOTAL CURRENT LIABILITIES	2,067,455.08	(158,821.32)	1,908,633.76	1,908,633.76	.00
MORTGAGE PAYABLE					
GENERAL FUND BALANCE	784,965.66	158,821.32	943,786.98	943,786.98	.00
TOTAL LIABILITIES & FUND BALANCE	7,732,870.98	.00	7,732,870.98	7,732,870.98	.00
SPECIFIC PURPOSE FUND					
ASSETS					
RESTRICTED FUND - CASH	47,041.95	.00	47,041.95	47,041.95	.00
BUILDING FUND - NET	585,343.79	.00	585,343.79	585,343.79	.00
TOTAL ASSETS	632,385.74	.00	632,385.74	632,385.74	.00

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Evident Community Hospital
INCOME STATEMENT
FOR THE MONTH ENDING: 12/31/12

PAGE 01

	CURRENT BALANCE	C U R R E N T M O N T H		Y E A R	
		A C T U A L	B U D G E T	A C T U A L	B U D G E T
REVENUES					
INPATIENT REVENUE	7,977,870.28	625,966.00	721,796.00	7,977,870.28	8,749,591.00
ROUTINE SERVICES	12,503,498.95	970,787.97	1,133,562.00	12,503,498.95	13,925,917.00
AMBULATORY SERVICES					
TOTAL INPATIENT REVENUE	20,481,369.23	1,596,753.97	1,855,358.00	20,481,369.23	22,675,508.00
OUTPATIENT REVENUE					
OUTPATIENT REVENUE	70,806,292.35	5,273,511.16	5,938,753.00	70,806,292.35	73,419,121.00
TOTAL OUTPATIENT REVENUE	70,806,292.35	5,273,511.16	5,938,753.00	70,806,292.35	73,419,121.00
TOTAL GROSS PATIENT REVENUE	91,287,661.58	6,870,265.13	7,794,111.00	91,287,661.58	96,094,629.00
DEDUCTIONS FROM REVENUE					
DEDUCTIONS FROM PATIENT REVENUE					
MEDICARE ADJUSTMENTS	(25,184,577.09)	(1,650,018.60)	(2,159,633.00)	(25,184,577.09)	(26,878,050.00)
MEDICAL ADJUSTMENTS	(14,400,229.96)	(839,547.21)	(1,206,447.00)	(14,400,229.96)	(15,021,816.00)
COMMERCIAL/MANAGED CARE DISCOU	(5,332,132.31)	(688,617.82)	(734,309.00)	(5,332,132.31)	(4,655,144.00)
FREE CARE	(1,756,652.39)	(26,664.12)	(154,654.00)	(1,756,652.39)	(1,909,832.00)
MEDICARE BAD DEBT INPATIENT					
MEDICARE BAD DEBT OUTPATIENT					
INPATIENT BAD DEBT	(1,262,398.00)	(157,966.00)	(163,644.00)	(1,262,398.00)	(2,000,000.00)
OUTPATIENT BAD DEBT	(4,313,543.00)	(523,186.00)	(450,488.00)	(4,313,543.00)	(5,641,563.00)
OCCUP HEALTH BAD DEBT					
HOME HEALTH BAD DEBT					
OTHER BAD DEBT	(17,576.31)	(1,783.00)	(201.00)	(17,576.31)	(2,900.00)
BAD DEBT RECOVERY OCC HEALTH					
BAD DEBT RECOVERY	(29,500.00)		(319.00)		(4,000.00)
BAD DEBT RECOVERY HOME HEALTH					
HH BAD DEBT RECOVERY	524,360.15	47,530.67	79,725.00	524,360.15	956,089.00
TOTAL DEDUCTIONS FROM PATIENT	3,037.00	3,037.00	3,037.00	3,037.00	10,000.00
TOTAL DEDUCTIONS FROM PATIENT	(51,735,207.15)	(3,840,252.08)	(4,404,970.00)	(51,735,207.15)	(55,156,196.00)
OTHER OPERATING REVENUE	1,873,024.31	561,535.70	76,205.00	1,873,024.31	728,838.00
TOTAL OTHER OPERATING REVENUE	1,873,024.31	561,535.70	76,205.00	1,873,024.31	728,838.00
TOTAL REVENUE	41,425,478.74	3,591,548.75	3,465,346.00	41,425,478.74	41,667,271.00
OPERATING EXPENSES					
SALARIES AND WAGES	13,466,856.44	1,110,723.08	1,183,885.00	13,466,856.44	13,761,216.00

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Evident Community Hospital
OPERATING / INCOME STATEMENT
AS OF: 07/31/12 08/33/07 08:40 AM

	* - - - - C U R R E N T M O N T H - - - - *					** - - - - Y E A R T O D A T E - - - - *				
	ACTUAL	BUDGET	VARIANCE	LAST YEAR	VARIANCE	ACTUAL	BUDGET	VARIANCE	LAST YEAR	VARIANCE
OPERATING REVENUES										
SUBACUTE DAILY HOSPITAL SE	436957-	440550-	3593	427159-	9798-	2584833-	2614700-	29867	2540301-	44532-
SUBACUTE ANCILLARY SERVICE	507135-	541064-	33929	573417-	66282	3016406-	3211256-	194850	3188241-	171835
SUBACUTE GROSS REVENUE	944093-	981614-	37521	1000576-	56483	5601239-	5825956-	224717	5728542-	127303
DAILY HOSPITAL SERVICES	2437140-	2731320-	294180	2567574-	130434	14543700-	15583980-	1040280	14775921-	232221
INPATIENT-ANCILLARY SERVICE	3795655-	4438611-	642956	4056932-	261277	23664634-	25450641-	1786007	23365313-	299321-
GROSS PATIENT REVENUE	6232795-	7169931-	937136	6624506-	391711	38208334-	41034621-	2826287	38141234-	67100-
OUTPATIENT-ANCILLARY SERVI	825038-	847455-	22417	881966-	56928	5986485-	5862752-	123733-	5729260-	257225-
EMERGENCY SERVICES	617977-	602468-	15509-	593222-	24755-	3744167-	3728711-	15456-	3611930-	132237-
GROSS OUTPATIENT REVENUE	1443015-	1449923-	6908	1475188-	32173	9730652-	9591463-	139189-	9341190-	389462-
HOSPITAL-GROSS REVENUE	7675809-	8619854-	944045	8099694-	423885	47938986-	50626084-	2687098	47482424-	456562-
GROSS PATIENT REVENUE	8619902-	9601468-	981566	9100270-	480368	53540225-	56452040-	2911815	53210966-	329259-
DEDUCTIONS FROM REVENUE										
CONTRACTUAL ALLOWANCES	4754829-	5224846	470017-	3844151	910678	29664124	30966513	1302389-	28830430	833694
BAD DEBT ALLOWANCE	122685	233903	111218-	288516	165831-	734019	1359148	625129-	1033199	299180-
OTHER ALLOWANCES	294009-	247979	46030	289952	4057	1394228	1440946	46718-	1224617	169611
DEDUCTIONS FROM REVENUE	5171523	5706728	535205-	4422619	748904	31792370	33766607	1974237-	31088247	704123
NET PATIENT REVENUE	3448378-	3894740-	446362	4677651-	1229273	21747855-	22685433-	937578	22122719-	374864
OTHER REVENUE										
OTHER OPERATING REVENUE	54457-	22495-	31962-	25146-	29311-	207887-	134530-	73357-	128494-	79393-
NET OPERATING REVENUE	3502835-	3917235-	414400	4702796-	1199961	21955742-	22819963-	864221	22251213-	295471

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Evident Community Hospital
OPERATING / INCOME STATEMENT
FOR THE 6 MONTHS ENDING 07/31/12 08/03/12 02:17 PM

	----- C U R R E N T P E R I O D -----			----- Y E A R T O D A T E -----		
	CURRENT	BUDGET	PRIOR YEAR	CURRENT YTD	BUDGET YTD	PRIOR YTD
OPERATING REVENUES						
SUBACUTE DAILY HOSPITAL SERVIC	436,957	440,550	427,159	2,584,832	2,614,700	2,540,300
SUBACUTE ANCILLARY SERVICES	507,135	541,064	573,416	3,016,406	3,211,256	3,188,241
SUBACUTE GROSS REVENUE	944,092	981,614	1,000,575	5,601,239	5,825,956	5,728,542
DAILY HOSPITAL SERVICES	2,437,140	2,731,320	2,567,574	14,543,700	15,583,980	14,775,921
INPATIENT-ANCILLARY SERVICES	3,795,654	4,438,611	4,056,932	23,664,633	25,450,641	23,365,312
GROSS PATIENT REVENUE	6,232,794	7,169,931	6,624,506	38,208,333	41,034,621	38,141,233
OUTPATIENT-ANCILLARY SERVICES	825,037	847,455	881,965	5,986,484	5,862,752	5,729,260
EMERGENCY SERVICES	617,976	602,468	593,222	3,744,167	3,728,711	3,611,929
GROSS OUTPATIENT REVENUE	1,443,014	1,449,923	1,475,187	9,730,651	9,591,463	9,341,190
HOSPITAL-GROSS REVENUE	7,675,809	8,619,854	8,099,694	47,938,985	50,626,084	47,482,423
GROSS PATIENT REVENUE	8,619,901	9,601,468	9,100,269	53,540,224	56,452,040	53,210,966
DEDUCTIONS FROM REVENUE						
CONTRACTUAL ALLOWANCES	(4,754,828)	(5,224,846)	(3,844,150)	(29,664,123)	(30,966,513)	(28,830,430)
BAD DEBT ALLOWANCE	(122,684)	(233,903)	(288,516)	(734,018)	(1,359,148)	(1,033,199)
OTHER ALLOWANCES	(294,009)	(247,979)	(289,952)	(1,394,227)	(1,440,946)	(1,224,617)
DEDUCTIONS FROM REVENUE	(5,171,523)	(5,706,728)	(4,422,619)	(31,792,369)	(33,766,607)	(31,088,246)
NET PATIENT REVENUE	3,448,378	3,894,740	4,677,650	21,747,854	22,685,433	22,122,719
OTHER REVENUE						
OTHER OPERATING REVENUE	54,456	22,495	25,145	207,887	134,530	128,493
NET OPERATING REVENUE	3,502,835	3,917,235	4,702,796	21,955,741	22,819,963	22,251,212

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	January	February	March	April	May	June	July	August	September	October	November	December	YTD
PAGE 01													
Evident Community Hospital													
INCOME STATEMENT													
FOR THE MONTH ENDING: 12/31/12													
REVENUES													
INPATIENT REVENUE	741,450	651,719	700,584	695,319	661,152	715,811	639,947	593,706	600,923	744,670	606,618	625,966	797,7870
ROUTINE SERVICES	1086300	1231581	1217958	1063735	1389869	929520	696717	880055	878795	1102512	1055664	970787	12503498
ANCILLARY SERVICES	1827751	1889300	1918543	1759054	2051021	1645331	1336665	1473761	1479719	1847182	1662282	1596753	20481369
TOTAL INPATIENT REVENUE													
OUTPATIENT REVENUE	6128276	6018469	6273747	6306971	6471710	5987996	5542477	6141031	5289426	5942988	5429683	5273511	70806292
TOTAL OUTPATIENT REVENUE	6128276	6018469	6273747	6306971	6471710	5987996	5542477	6141031	5289426	5942988	5429683	5273511	70806292
TOTAL GROSS PATIENT REVENUE	7956027	7901770	8192291	8066026	8522731	7633328	6879143	7614793	6769145	7790171	7091966	6870265	91287661
DEDUCTIONS FROM REVENUE													
DEDUCTIONS FROM PATIENT REVENUE													
MEDICARE ADJUSTMENTS	2324610	2221014	2408448	2180366	2392093	2306771	2006284	1911933	1908095	2045352	1829986	1650018	25184977
MEDICAID ADJUSTMENTS	1339488	1436055	1287186	1037512	1363756	1081444	1360658	1098906	930258	1391532	1233884	839547	14400229
COMMERCIAL/MANAGED CARE DISCOUNTS	314457	410835	308951	601770	493118	533382	488346	409980	318906	446106	317660	688617	5332132
FREE CARE	87489	98657	27218	286969	165063	106760	167136	226955	70371	169391	73975	26664	1756652
MEDICARE BAD DEBT INPATIENT													
MEDICARE BAD DEBT OUTPATIENT	139396	112811	112708	144576	115864	65960	4760	111494	110824	64477	131082	157966	1262398
INPATIENT BAD DEBT	467395	360369	365688	518063	365091	245910	32460	464256	396288	211474	428289	523186	4313549
OUTPATIENT BAD DEBT													
OCCUP HEALTH BAD DEBT													
OCC HEALTH BAD DEBT	693		1229	979	5393	54	366	5382	521	75	1098	1783	17576
HOME HEALTH BAD DEBT													
HOME HEALTH BAD DEBT													
OTHER BAD DEBT				357	3468	1064							4889
BAD DEBT RECOVERY OCC HEALTH									29				29
OCC HEALTH BAD DEBT RECOVERY		50						4					45
BAD DEBT RECOVERY	27595	45982	30457	25670	39612	24003	38405	85689	66079	52070	41260	47530	524360
BAD DEBT RECOVERY HOME HEALTH													
HH BAD DEBT RECOVERY								3037					3037
TOTAL DEDUCTIONS FROM PATIENT REVENUE	4645933	4593709	4730972	4744208	4857300	4315214	3947166	4140185	3668215	4276338	3974709	3840252	51735207

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Evident Community Hospital
BALANCE SHEET
FOR THE MONTH ENDING: 02/29/12

	March	April	May	June	July	August	September	October	November	December	January	February
ASSETS												
CURRENT ASSETS												
CASH	540512	540512	540512	540512	540512	540512	540512	540512	540512	540512	540512	540512
GROSS ACCOUNTS RECEIVABLE	1796669	1796669	1796669	1796669	1796669	1796669	1796669	1796669	1796669	1796669	1796669	1796669
LESS ALLOWANCES	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-	1219308-
DUE FROM THIRD PARTIES												
OTHER RECEIVABLES	51133	51133	51133	51133	51133	51133	51133	51133	51133	51133	51133	51133
INVENTORY	52946	52946	52946	52946	52946	52946	52946	52946	52946	52946	52946	52946
PREPAID EXPENSES	20426	20426	20426	20426	20426	20426	20426	20426	20426	20426	20426	20426
TOTAL CURRENT ASSETS	1242380	1242380	1242380	1242380	1242380	1242380	1242380	1242380	1242380	1242380	1242380	1242380
ASSETS LIMITED USE												
JOHNSTON H SPARKS	4207776	4207776	4207776	4207776	4207776	4207776	4207776	4207776	4207776	4207776	4207776	4207776
FUNDED DEPRECIATION	106468	106468	106468	106468	106468	106468	106468	106468	106468	106468	106468	106468
TOTAL LIMITED USE ASSETS	4314244	4314244	4314244	4314244	4314244	4314244	4314244	4314244	4314244	4314244	4314244	4314244
DUE FROM BUILDING FUND	50945	50945	50945	50945	50945	50945	50945	50945	50945	50945	50945	50945
PROPERTY, PLANT & EQUIPMENT	3773228	3773228	3773228	3773228	3773228	3773228	3773228	3773228	3773228	3773228	3773228	3773228
LESS ACCUMULATED DEPRECIATION	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-	1647928-
TOTAL ASSETS	7732870	7732870	7732870	7732870	7732870	7732870	7732870	7732870	7732870	7732870	7732870	7732870
LIABILITIES & FUND BALANCE												
CURRENT LIABILITIES												
ACCOUNTS PAYABLE	810827	810827	810827	810827	810827	810827	810827	810827	810827	810827	810827	810827
ACCRUED PAYROLL & WITHHOLDINGS	337322	337322	337322	337322	337322	337322	337322	337322	337322	337322	337322	337322
DUE TO THIRD PARTY	681046	681046	681046	681046	681046	681046	681046	681046	681046	681046	681046	681046
DUE TO SPECIFIC PURPOSE FUND	7972	7972	7972	7972	7972	7972	7972	7972	7972	7972	7972	7972
DEFERRED REVENUE												
CURRENT PORTION OF LTD	71464	71464	71464	71464	71464	71464	71464	71464	71464	71464	71464	71464
TOTAL CURRENT LIABILITIES	1908633	1908633	1908633	1908633	1908633	1908633	1908633	1908633	1908633	1908633	1908633	1908633
MORTGAGE PAYABLE	4880450	4880450	4880450	4880450	4880450	4880450	4880450	4880450	4880450	4880450	4880450	4880450
GENERAL FUND BALANCE	943786	943786	943786	943786	943786	943786	943786	943786	943786	943786	943786	943786

23.4 Accounts Missing On Financials

The Accounts Missing on Financials Report is used to ensure that all account numbers have been entered for a report and that account numbers have not been duplicated.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Accounts Missing on Financials**.
3. Select a print option.
4. System prompts, "Enter up to five report numbers:"
 - Enter the appropriate report numbers.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The Accounts Missing on Financials Report pulls account numbers that either have not been entered into a Financial Report Format or have been duplicated in a format. Accounts marked as "Inactive" are also included. The system will determine an account is missing by searching for account numbers that begin with either a 1 or 2 for Balance Sheet formats and 3, 4, 5 or 6 for Income Statements. This report is used to ensure that all General Ledger account numbers have been assigned to a Financial Report Format. It is also used to be certain an account number has not been assigned more than once to a single report.

Accounts Missing on Financials

RUN DATE: 01/01/15 TIME: 09:43		MISSING ACCOUNTS FROM GL REPORTS				PAGE 1 GLPAMOF	
ACCOUNT NUMBER	DESCRIPTION	TYPE	CONTROL/AHA/NUMBER	MISSING FROM	DUPLICATE ON		
30401002	ROOM REVENUE	-NURS	C N 20340102	REPORT:	REPORT:	002	
30401016	ROOM REVENUE	-CLINIC	C N 20340116	REPORT: 002	REPORT:		
40410016	DIETARY SUPPLIES	-CLINIC	D N 20441016	REPORT: 002	REPORT:		
40420016	LAUNDRY SUPPLIES	-CLINIC	D N 20442016	REPORT: 002	REPORT:		
40430016	NURSING SUPPLIES	-CLINIC	D N 20443016	REPORT: 002	REPORT:		
40460016	HOUSEKEEPING SUPP	-CLINIC	D N 20446016	REPORT: 002	REPORT:		

Listed below is an explanation of each column.

- **Account Number:** This number is a valid General Ledger account number that is set up in the Chart of Accounts.
- **Description:** Pulls the description from the first field of the Chart of Accounts Maintenance Screen.
- **Type:** Indicates if the account has a normal credit or debit balance. This pulls from the third field of the Chart of Accounts Maintenance Screen.
- **Control:** Indicates if the account is a Control Account. This pulls from the fourth field of the Chart of Accounts Maintenance Screen.
- **AHA/Number:** This column represents the AHA number loaded in the second field of the Chart of Accounts Maintenance Screen.
- **Missing From:** The Financial Report Format from which the account number is missing.
- **Duplicate On:** The Financial Report Format on which the account number is duplicated.

Chapter 24 AHA Printed Reports

24.1 Overview

If facilities are using the General Ledger numbers from the system prior to the TruBridge EHR, these numbers are loaded in the AHA field of the Chart of Accounts Maintenance Screen. This chapter lists reports that can be run by AHA numbers.

24.2 Trial Balance

The Trial Balance is used to provide an audit trail for activity during a specific time period.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Trial Balance**.
3. Select a print option.
4. Select report parameters:
 - **Period Ending Date:** Enter the desired date.
 - **Include zero balance accounts?:** If this prompt is selected, the system will include accounts with a zero balance and no activity during this time period. If this prompt is left blank, it will exclude the zero balance accounts.
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The General Ledger Trial Balance by AHA number provides a report, in AHA number sequence, of all selected accounts listing the Account Description, Beginning Balance for the period, total of all Debit and Credit transactions, Net Change for the period and the Ending Balance for the period. The Trial Balance provides totals for each account category (Assets, Liabilities, Income/Revenue, Expenses, Other Income/Revenue, Other Expenses). The Grand Total at the end of the report should show a zero total for Beginning Balance, Net Change and Ending Balance.

Trial Balance

RUN DATE: 08/01/15 TIME: 08:53		GL TRIAL BALANCE - AHA# SEQUENCE FOR PERIOD ENDING: 07/31/15				PAGE 1 GLTRIALA
ACCOUNT NUMBERS & DESCRIPTION BALANCE	BEGINNING-BALANCE	CURRENT-DEBIT	CURRENT-CREDIT	NET-CHANGE	ENDING-	
104100 10410000 PRE-PAID INSURANCE -A/R	.00	.00	.00	.00	.00	
105000 10500000 LAND -FIX	.00	.00	.00	.00	.00	
105010 10501000 LAND-CLINIC -FIX	.00	.00	.00	.00	.00	
105020 10502000 LAND IMPROVEMENT -FIX	.00	.00	.00	.00	.00	
105030 10503000 LAND LOT 1 -FIX	.00	.00	.00	.00	.00	
105040 10504000 LAND LOT 2 -FIX	.00	.00	.00	.00	.00	
105050 10505000 LAND CLINIC -FIX	.00	.00	.00	.00	.00	
105060 10506000 BUILDING SERV EQUIP -FIX	.00	.00	.00	.00	.00	
105110 10511000 BUILDING CLINIC -FIX	.00	.00	.00	.00	.00	
105150 10515000 BUILDING CLINIC -FIX	.00	.00	.00	.00	.00	
105160 10516000 BUILDING AMBULANCE -FIX	.00	.00	.00	.00	.00	
109020 10902000 ACCUM DEP HOSPITAL	.00	.00	.00	.00	.00	
109080 10908000 ACCUM DEP MAJ MOV HOSPITA	.00	.00	.00	.00	.00	
103001 30000001 MED SURG -IP R	.00	.00	1,794.50	-1,794.50	-1,794.50	
103002 30000002 PEDIATRICS -IP R	.00	.00	135.00	-135.00	-135.00	
103003 30000003 MED SURG -IP R	.00	.00	787.50	-787.50	-787.50	
103004 30000004 DELIVERY -IP R	.00	.00	.00	.00	.00	
103005 30000005 RESP THERAPY -IP R	.00	.00	.00	.00	.00	
103006 30000006 OPERATING ROOM -IP R	1,848,397.28	26,654.00	4,784.18	21,869.82	1,870,267.10	
103007 30000007 ICU -IP R	-6,408,007.51	.00	513,538.85	-13,58.85	-6,921,546.36	
103008 30000008 RECOVERY -IP R	-203,666.00	.00	45,632.12	-5,632.12	-249,298.12	
103009 30000009 CENTRAL SUPPLY -IP R	.00	.00	.00	.00	.00	
103010 30000010 IV THERAPY -IP R	.00	.00	.00	.00	.00	
103012 30000012 ULTRASOUND -IP R	.00	.00	.00	.00	.00	

Listed below is an explanation of each column.

- **Account Numbers & Description:** The AHA number and the TruBridge EHR account number along with the description that pulls from the Chart of Accounts Maintenance Screen.
- **Beginning Balance:** The Beginning Balance of the account for the selected period.
- **Current Debit:** The total of all Debit transactions for the selected period.
- **Current Credit:** The total of all Credit transactions for the selected period.
- **Net Change:** The net difference between debit and credit transactions for the selected period.
- **Ending Balance:** The Ending Balance for the selected period.
- **Total:** A summary of activity for all accounts in a specific category.
- **Grand Total:** The totals for Beginning Balance, Net Change and Ending Balance should be zero. The totals for Current Debit and Current Credit should equal.

24.3 General Ledger Detail

The General Ledger Detail Report provides a listing of all journal transactions for a specified time period.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **General Ledger Detail**.
3. Select a print option.
4. Select report parameters:
 - **Beginning Date** and **Ending Date**: Enter the Beginning and Ending Dates.
 - **Beginning AHA # (Leave blank for all)** and **Ending AHA #**: Enter the desired AHA number(s).
5. If the above information is correct, select **Print**. If not, select the appropriate box, and reenter the correct information.

Description and Usage

The General Ledger Detail Report provides a listing, in AHA number sequence, of all General Ledger accounts and activity for a specified time period. If AHA method is used, this report should be printed and filed for audit purposes once per month. However, this report may be printed at any time. This report should also be run during Year End Close Procedures, if using AHA numbers.

The General Ledger Detail Report contains the Transaction Date, any Memo and Reference details, Journal Type, Batch and Sequence numbers, and the total for each entry. It also contains Beginning and Ending Balances for each account.

General Ledger Detail

RUN DATE: 08/01/15 TIME: 08:54		GL DETAIL REPORT - AHA NUMBER SEQUENCE FOR: 07/01/15 - 07/31/15					PAGE 1 GLGLDA
ACCOUNT NUMBERS & DESCRIPTION	DATE	MEMO	REFERENCE	JOURNAL	BATCH SEQ.	AMOUNT	
103001 30000001 MED SURG	-IP 07/31/15	BEGINNING BALANCE: REVENUE 07/31/15 ENDING BALANCE:		SJ	34046 1	.00 -1,794.50 -1,794.50	
103002 30000002 PEDIATRICS	-IP 07/31/15	BEGINNING BALANCE: REVENUE 07/31/15 ENDING BALANCE:		SJ	34046 2	.00 -135.00 -135.00	
103006 30000006 OPERATING ROOM	-IP 07/01/15 07/31/15 07/31/15 07/31/15 07/31/15 07/31/15 07/31/15	BEGINNING BALANCE: REVENUE 07/31/15 REVENUE 07/31/15 REVENUE 07/31/15 REVENUE 07/31/15 REVENUE 07/31/15 REVENUE 07/31/15 ENDING BALANCE:		JE SJ SJ SJ SJ SJ	34000 28 34014 1 34014 3 34014 4 34014 7 34046 4	1,848,397.28 26,654.00 -37.25 -119.30 -56.50 -7.90 -4,563.23 1,870,267.10	

Listed below is an explanation of each column.

- **Account numbers & Description:** The AHA number and the TruBridge EHR account number along with the description that pulls from the Chart of Accounts Maintenance Screen.
- **Beginning Balance:** The Beginning Balance of the account for the date range chosen.
- **Date:** The Transaction Date for each entry.
- **Memo:** Pulls from a free-form field used in Transaction Entry for additional information.
- **Reference:** Pulls from a free-form field used in Transaction Entry for additional information.
- **Journal:** The Journal Type of each entry, which is determined by the entry source.
- **Batch:** The original batch number for an entry. A batch number is terminal/cpware specific and it will update each time a Transaction Edit List is moved to permanent file. The cpware number is listed as the first three digits of the batch number. The next four digits represent the batch sequence number.
- **Seq. (Sequence):** The unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **Amount:** The dollar amount of each entry.
- **Activity/End Balance:** This column consists of two totals. The first total represents the subtotal for each month's activity. The second total represents the ending balance for that particular month. This field is displayed at the end of each month.
- **Ending Balance:** The Ending Balance for the date range chosen.

Chapter 25 Report Dashboard

25.1 Overview

This section will include General Ledger reports that are only available from the Report Dashboard.

25.2 Chart of Accounts - Report Writer

This report provides a listing of all General Ledger account numbers and includes several key fields. This report may be printed and used as a reference when manually entering journal entries in General Ledger or when adding account numbers to financial reports.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Chart of Accounts**.
3. Select a print option.
4. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Company Number:** Enter the company number that the information is being run for. If this field is left blank, the report will be run for all companies.
 - **Include Inactive Accounts:** Select this field to include General Ledger Accounts that have been set to Inactive in Chart of Accounts Maintenance. Leave this field blank to exclude Inactive General Ledger Account numbers from the report.
 - **Cost Center Range:** Enter the desired cost center(s) the information is being run for. If this field is left blank, the report will be run for all cost centers.
 - **Income and Expense Accounts Only:** Select this field to exclude General Ledger Accounts 1XXXXXXX and 2XXXXXXX. If this field is left blank, the report will be run for all Accounts.
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
 - **Output Format:** Use the drop-down box to select one of the following report format options:
 - PDF
 - XML
 - CSV
 - HTML
 - MAPLIST
 - TXT
5. Select Run Report to display the report in the selected output format.

Description and Usage

The Chart of Accounts provides a listing of all General Ledger accounts. The report contains the Account Number, Description, Balance Type, Control Account Switch and the AHA account number if used. The Chart Of Accounts may be used as a quick reference when entering manual entries or adding accounts to financial reports.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

Chart of Accounts - Report Writer

10/15/2012 15:08		TRUBRIDGE COMMUNITY HOSPITAL GL Chart of Accounts			1 gl_chart_of_accts.template	
Account	Description	Type	Control	AHA Number	Default Stat	Inactive
30000004	PEDI ROOM CHARGES -I/P REV	C	N	31002		
30000005	SCU ROOM CHARGES -I/P REV	C	N	31003		
30000007	ROUTINE EQUIP CHARGE-I/P REV	C	N	31111		
30000009	SCU EQUIP CHARGE -I/P REV	C	N	31113		
30000010	I/P DETOXIFICATION -I/P REV	C	N	47200		
30000011	I/P RESPIRATORY -I/P REV	C	N	44000		
30000013	I/P OPERATING ROOM -I/P REV	C	N	38000		
30000015	I/P RECOVERY ROOM -I/P REV	C	N	38500		
30000017	I/P PHYSICIANS ASST -I/P REV	C	N	43600		
30000019	I/P EMERGENCY ROOM -I/P REV	C	N	43500		
30000021	I/P SPECIAL PROC -I/P REV	C	N	43700		

Listed below is an explanation of each column.

- **Account:** This is a valid General Ledger account number. All valid account numbers are created through Chart of Accounts Maintenance.
- **Description:** Pulls from the "Description" field in Chart of Accounts Maintenance.
- **Type:** Pulls from the "Normal Balance" field in Chart of Accounts Maintenance. The column will reflect either **D**-Debit or **C**-Credit.
- **Control:** Pulls from the "Control Account" field in Chart of Accounts Maintenance. If the "Control Account" field is checked, manual journal entries are not allowed.
- **Number:** Pulls the number loaded in the "AHA Number" field in Chart of Accounts Maintenance. It is typically the old account number used prior to converting to Thrive for reference purposes.
- **Default Stat:** Pulls the number loaded in the "Default Statistic Code" field in Chart of Accounts Maintenance if the "Ignore Statistic" field is selected.
- **Inactive:** If Inactive Accounts are included on the report, this column will pull a **Y** for accounts that have the "Inactive Account" field checked in Chart of Accounts Maintenance.

25.3 Departmental Profit and Loss

The Departmental Profit and Loss Report will show the total activity, for all revenue and expense accounts, for a department(s) for the current month, and for the prior six months. It will also show what the variance between the budgeted amount versus the actual amount.

How to Print

1. Select **Departmental Profit and Loss** from the Report Dashboard.
2. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Date:** Use the drop-down box to select a date, or choose Manual Selection to enter a date manually.
 - **Department Range:** To see information for a specific department(s), enter a department range. If this prompt is left black, information for all departments will display.
 - **NOTE:** *When entering a department number, enter it in with three-digits. For example, if running for department 1-10, enter it in as 001-010.*
 - **Exclude Zero Balance Accounts:** Select this prompt to exclude zero balance accounts from the selected time frame.
 - **Exclude Accounts With No Activity:** Select this prompt to exclude accounts with no activity in the selected time frame.
 - **Exclude Grand Totals:** Select this option to exclude the grand totals for each section.
 - **Level of Detail:** Use the drop-down box to select one of the following options:
 - **Detail**
 - **Summary**
 - **Report Summary Only**
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
 - **Safe Mode:** Select this option if the report would not build due to bad data being in a field. If the report has bad data, a message will appear stating to run report using the Safe Mode. If selected, Safe Mode will replace all of the bad characters with a ?. This will allow the intended report to generate. The bad data may then be seen and can be corrected from the account level.
 - **Output Format:** Use the drop-down box to select one of the following report format options:
 - **PDF**
 - **XML**
 - **CSV**
 - **HTML**
 - **MAPLIST**
 - **TXT**
3. Select **Run Report** to display the report in the selected output format.

Description and Usage

The Departmental Profit and Loss Report will show the total activity for all revenue and expense accounts for a department(s) for the current month, based on the selected as of date, and for the prior six months. It will also show what the variance between the budgeted amount versus the actual amount.

The report will page break by department and then the departments will have two sections; one for revenue and one for expenses. The system will know which accounts are for which department based on the last three digits of the General Ledger account number. All General Ledger accounts beginning with a "3" or "5" will fall in to the revenue section. All General Ledger accounts beginning with a "4" or "6" will fall in to the expenses section.

At the end of the revenue and expense sections for each department, will be a Totals row that will total each column. An additional row will display at the end of each department titled, Net Profit (Loss), that will display the difference between the revenue totals and the expense totals. The very last page of the report will include a Grand Totals row, for all departments included on the report.

NOTE: Any closing entries (Journal Type of "CL") will not be included in the report.

Departmental Profit and Loss

09/21/2016 10:43		TRUBRIDGE COMMUNITY HOSPITAL Departmental Profit and Loss As of Date: 09/31/2016										5 gl_dept_profit_loss.template		
Department - 004 - Revenue														
Account	Description	Current Month Actual	Current Budget	6-Month Run Rate	6-Month Trend Data						Variance Data			
					Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Budget Variance	6-Month Run Rate Variance	Prior Month Variance	
31100004	OPERATING ROOM	-183,477.19	-179,967.00	-200,471.58	-187,743.42	-204,872.73	-113,305.27	-205,650.47	-273,212.96	-218,044.60	-3,510.19	16,994.39	4,266.23	
31200004	OPERATING ROOM	-795,027.32	-831,799.00	-748,354.35	-579,997.10	-822,844.79	-677,592.95	-743,391.68	-838,110.63	-828,188.96	36,771.68	-46,672.97	-215,030.22	
31300004	OPERATING ROOM	0.00	0.00	-1,526.55	-9,126.80	-32.48	0.00	0.00	0.00	0.00	0.00	1,526.55	9,126.80	
004 - Revenue Totals:		-978,504.51	-1,011,766.00	-950,352.48	-776,867.32	-1,027,750.00	-790,898.22	-949,042.15	-1,111,323.59	-1,046,233.56	33,261.49	-28,152.03	-201,637.19	
Department - 004 - Expense														
Account	Description	Current Month Actual	Current Budget	6-Month Run Rate	6-Month Trend Data						Variance Data			
					Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Budget Variance	6-Month Run Rate Variance	Prior Month Variance	
41001004	OPERATING ROOM	74,978.79	73,507.00	72,355.72	74,191.13	74,284.43	69,478.95	73,897.58	77,369.04	64,913.16	1,471.79	2,623.07	787.66	
41002004	OPERATING ROOM	2,656.42	-1,000.00	-750.61	-5,567.30	-1,505.59	-1,941.94	3,412.89	3,566.13	-2,447.66	3,656.42	3,407.03	8,243.72	
41240004	OPERATING ROOM	78,568.45	67,759.49	58,147.95	48,372.83	72,499.62	48,971.72	57,969.32	70,314.80	50,759.41	10,808.96	20,420.50	30,195.62	
41250004	OPERATING ROOM	10,949.50	12,704.73	10,598.71	8,062.48	11,359.07	10,943.72	11,402.96	12,876.88	8,947.15	-1,755.23	350.79	2,887.02	
41256004	OP PRE-ADMISSIOI	0.00	0.00	3.96	0.00	0.00	0.00	0.00	23.76	0.00	0.00	-3.96	0.00	
41356004	OPERATING ROOM	1,383.19	1,750.00	1,388.83	651.37	697.00	0.00	14.92	3,285.04	3,684.63	-366.81	-5.64	731.82	
41470004	OPERATING ROOM	0.00	0.00	33.42	40.49	0.00	0.00	0.00	160.00	0.00	0.00	-33.42	-40.49	
41580004	OPERATING ROOM	2,796.02	4,404.00	5,631.53	14,181.63	2,907.09	7,690.28	3,311.91	4,768.76	929.48	-1,607.98	-2,835.51	-11,385.61	
41581004	OPERATING ROOM	135.96	60.00	60.90	68.00	68.00	68.00	53.80	53.80	53.80	75.96	75.06	67.96	
41657004	OPERATING ROOM	219.47	250.00	213.71	184.78	218.47	215.63	225.06	215.74	222.56	-30.53	5.76	34.69	
41660004	OPERATING ROOM	5,505.00	5,327.00	2,850.48	-3,000.00	0.00	3,000.00	5,400.00	2,500.00	9,202.88	178.00	2,654.52	8,505.00	
004 - Expense Totals:		177,192.80	164,762.22	150,534.60	137,165.41	160,528.09	138,426.36	155,688.24	175,133.95	136,265.41	12,430.58	26,658.20	40,027.39	
Net Profit (Loss):		-801,311.71	-847,003.78	-799,817.88	-639,701.91	-867,221.91	-652,471.86	-793,353.91	-936,189.64	-909,968.15	45,692.07	-1,493.83	-161,609.80	

Listed below is an explanation of each column:

- **Account:** The revenue or expense General Ledger account number for the department.
- **Description:** The description of the General Ledger account number. This description will pull from Chart of Accounts Maintenance Screen.
- **Current Month Actual:** This will display the current month actual balance for the month the report parameters were selected for. This information pulls from the General Ledger Budget, Current Year Actual column.
- **Current Budget:** This will display the current month budget for the month the report parameters were selected for. This information pulls from the General Ledger Budget, Current Year Budget column.
- **6-Month Run Rate:** This will display the average of the prior 6-Month Trend Data columns (the information in the next six columns).

6-Month Trend Data

This section will display the prior six month actual figures. This information pulls from General Ledger Budget, Current Year Actual column.

Variance Data

- **Budget Variance:** This will display the difference between the Current Month Actual column and the Current Budget column.
- **6-Month Run Rate Variance:** This will display the difference between the Current Month Actual column and the 6-Month Run Rate column.
- **Prior Month Variance:** This will display the difference between the Current Month Actual column and the prior months actual.

25.4 Edit List Recreation - Report Writer

This report provides a listing of entries from a previously run Transaction Edit List. The format is the same as the original report.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Edit List Recreation**.
3. Select a print option.
4. Select information from previous report:
 - **CS Number:** Enter the three-digit CS Number of the terminal that originally created the batch.
 - **Batch Number:** Enter the correct four-digit batch number of the Transaction Edit List to be recreated.
 - **Date Range:** Enter the desired date range for the entries of the batch being recreated.
 - **Sections to Exclude:** Select one or more of the following desired sections to exclude, or leave blank to print all:
 - **Exclude Batch Totals**
 - **Exclude Grand Totals**
 - **Level of Detail:** Use the drop-down box to select one of the following options:
 - **Detail**
 - **Summary**
 - **Report Summary Only**
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
 - **Output Format:** Use the drop-down box to select one of the following report format options:
 - **PDF**
 - **XML**
 - **CSV**
 - **HTML**
 - **MAPLIST**
 - **TXT**
5. Select **Run Report** to display the report in the selected output format.

Description and Usage

The Edit List Recreation provides a list of entries from a selected batch. All edit lists should be filed, but when one is misplaced, this provides a way to recreate the Edit List. The selected batch is recreated in the original format. It lists, in original entry order, the General Ledger Number, AHA number, original Date of the Transaction, Journal Type, dollar amount, any Reference or Memo entered and the General Ledger Account Description. It also contains a recap portion that provides a summary for Journal Type, Date, entry count, Debits and Credits.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

Edit List Recreation - Report Writer

Seq.	Account	AHA	Date	Journal	Init.	Amount	Reference	Memo	Description
2	10100025		11/12/2012	PJ		2,214.50	254178	CARDINAL HEALTHCARE	INVENTORY - C/S
9999	20020000	21700	11/12/2012	PJ		-2,214.50	SEQ=00001	SUMMARY OF A/P CONTROL	ACCOUNTS PAYABLE -A/P
Recap:									
	Journal	YRMO	Count	Debit	Credit				
	PJ	12/11	2	2,214.50	-2,214.50				
Totals:									
			Count	Debit	Credit				
			2	2,214.50	-2,214.50				

Listed below is an explanation of each column.

- **Seq.:** This is a unique number assigned by the system that represents the order in which the entries were keyed.
- **Account:** This number is the valid General Ledger account number in which the entry was applied to. Valid General Ledger account numbers are set up in the Chart of Accounts.
- **AHA:** This number represents the number loaded in the second field of the Chart of Accounts Maintenance Screen. It is typically the old account number used prior to converting to the TruBridge EHR. This is not a required field in the Chart of Accounts.
- **Date:** This is the Transaction Date of each entry.
- **Journal:** This is the Journal Type determined by the entry source.
- **Init.:** This will pull the initials of the person who posted the batch.
- **Amount:** This figure is the dollar amount of the entry.
- **Reference:** This prints the free-form field used to enter additional information in Transaction Entry.
- **Memo:** This prints the free-form field used to enter additional information in Transaction Entry.
- **Description:** This contains the description from the Chart of Accounts.
- **Recap:** summarizes all entries of the Transaction Edit List. This section breaks down the entries by Journal Types, Months, Debits and Credits.
- **Totals:** This section gives a total of how many entries were in the batch as well as total amount of Debits and Credits.

25.5 General Ledger Detail - Report Writer

The General Ledger Detail Report provides a list of all journal transactions for all General Ledger accounts for a specified time period. There will not be an option to update the General Ledger Closed Date in the Control Options when running this report.

How To Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **GL Detail**.
3. Select a print option.
4. Select report parameters:
 - **Facility**: Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Company Number**: Enter the company number that the information is being run for. If this field is left blank, the report will be run for all companies.
 - **Date Range**: Enter the Beginning and Ending date range the information is being run for.
 - **Account Number**: Enter the General Ledger account number range the information is being run for. If this field is left blank, the report will be run for all General Ledger accounts.
 - **Exclude Zero Balance Accounts With No Activity**: If this prompt is selected, the system will exclude accounts with a zero balance and no activity during the time period selected.
 - **Sections to Exclude**: Select one or more of the following desired sections to exclude or leave blank to print all:
 - **Exclude Grand Totals**
 - **Level of Detail**: Use the drop-down box to select one of the following options:
 - **Detail**
 - **Summary**
 - **Report Summary Only**
 - **Include Cover Sheet**: Select this option to include a Cover Sheet with the report.
 - **Output Format**: Use the drop-down box to select one of the following report format options:
 - **PDF**
 - **XML**
 - **CSV**
 - **HTML**
 - **MAPLIST**
 - **TXT**
5. Select **Run Report** to display the report in the selected output format.

Description and Usage

The General Ledger Detail Report provides a list of all General Ledger accounts and activity for a specified time period. This report will sort first by account number sequence and then by date. This report should be printed and filed for audit purposes once per month. This report may also be printed at any time. This report should be run during Year End Close Procedures.

The General Ledger Detail Report contains the Account Number and Description, Transaction Date, any Memo and Reference detail, Journal Type, Batch and Sequence Numbers, and the total for each entry. The report also contains Beginning and Ending Balances for each account and a subtotal for each month's activity. It also provides totals for each account type (Assets, Liabilities, Income/Revenue, Expenses, Other Income/Revenue and Other Expenses).

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

General Ledger Detail - Report Writer

Comp#	Account	Description	Beginning Balance:	Ending Balance:				
01	10222021	PETTY CASH	695.00	695.00				
01	10222022	CASHIERS CHANGE FUND	200.00	200.00				
01	10222023	CHANGE FUND CAFETERIA	100.00	100.00				
01	10222024	PETTY CASH - MED/SURG	50.00	50.00				
01	10222025	GENERAL FUND CHECKING	1,484,709.86	1,478,747.03				
Date	Memo	Reference	Journal	CSNum	Batch	Seq.	PC#	Amount
09/30/2012	ABBOTT IMAGE SOLUTIONS	FIFC037759	JE	6	2	7		-2,071.25
09/30/2012	ADVANCED TECHNOLOGIES	FIFC037780	JE	6	2	8		-38.84
09/30/2012	AIA CORPORATION	FIFC037781	JE	6	2	9		-1,156.50
09/30/2012	ALCON LABORATORIES INC	FIFC037782	JE	6	2	10		-2,495.44
09/30/2012	BIO RAD LABORATORIES	FIFC037783	JE	6	2	11		-119.88
09/30/2012	CINTAS CORPORATION LOC	FIFC037784	JE	6	2	12		-80.72
09/30/2012	Activity\End Balance:							-5,962.63
1	*****	Type Total:						1,479,792.03
	Grand Total:							1,479,792.03

Listed below is an explanation of each column:

- **Comp# (Company Number):** Lists the company number where the General Ledger account number is retained.
- **Account:** Lists the General Ledger account number from the Chart of Accounts.
- **Description:** Lists the General Ledger account description from the Chart of Accounts.
- **Beginning Balance:** Beginning Balance of the account for the date range chosen.
- **Ending Balance:** Ending Balance of the account for the date range chosen.
- **Date:** Transaction Date for each entry made to the account number.
- **Memo:** Pulls from the Memo field used in Transaction Entry for additional information.
- **Reference:** Pulls from the Reference field used in Transaction Entry for additional information.
- **Journal:** Journal Type of each entry, which is determined by the entry source.

- **CSNum:** Displays the assigned CS Number of the individual who made the General Ledger entry.
- **Batch:** Unique number assigned by the system that represents which batch the entries were posted to. This number will change each time the Transaction Edit List is moved to permanent file.
- **Seq.:** Unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **Amount:** Dollar amount of each entry.
- **Activity/End Balance:** Consists of two totals. The first total represents the subtotal for each month's activity. The second total represents the ending balance for the date range selected.
- **Type Total:** Total for each account type that will print after all accounts are listed for each type of account.

25.6 GL Detail (Cost Center Sequence) - Report Writer

The General Ledger Detail by Cost Center Report provides a listing of all General Ledger Accounts and activity for a specified time period. This report breaks by department number.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **GL Detail (Cost Center Sequence)**.
3. Select a print option.
4. Select **GL Detail Cost Center Report**.
5. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Company Number:** Enter the company number that the information is being run for. If this field is left blank, the report will be run for all companies.
 - **Date Range:** Enter the beginning and ending date range the information is being run for.
 - **Department Range:** Enter the beginning and ending department number range to only see information for the specified departments. If this field is left blank, the report will be run for all departments.
 - **Account Number:** Enter the General Ledger account number range the information is being run for. If this field is left blank, the report will be run for all General Ledger accounts.
 - **Exclude Zero Balance Accounts With No Activity:** If this prompt is selected, the system will exclude accounts with a zero balance and no activity during the time period selected.
 - **Sections to Exclude:** Select one or more of the following desired sections to exclude or leave blank to print all:
 - **Exclude Grand Totals**

- **Level of Detail:** Use the drop-down box to select one of the following options:
 - **Detail**
 - **Summary**
 - **Report Summary Only**
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
 - **Output Format:** Use the drop-down box to select one of the following report format options:
 - **PDF**
 - **XML**
 - **CSV**
 - **HTML**
 - **MAPLIST**
 - **TXT**
6. Select **Run Report** to display the report in the selected output format.

Description and Usage

This report provides detail for all General Ledger accounts for a specified period of time. This report will sort first by cost center, then account number sequence, and then by date. The report contains all activity for the time period selected. It also lists the Account Number and Description, the Transaction Date, any Memo or Reference detail, Journal Type, Batch Sequence and dollar amount.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

GL Detail (Cost Center Sequence) - Report Writer

11/12/2012		TRUBRIDGE COMMUNITY HOSPITAL								1
10:08		GL Detail Cost Center Report								gl_detail_cost_center.template
		10/01/2012 - 10/31/2012								
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4000028	SALARIES -CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4039028	PT CHG-LABEL -CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4040028	NON CHG M/S SUPPLIES-CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4048028	OFFICE SUPPLIES -CEN STER	15,665.56							15,665.56
	Date	Memo	Reference	Journal	CSNum	Batch	Seq.	PO#	Amount	
	10/31/2012	CARDINAL HEALTHCARE	156165	PJ	299	2	2	65165	15,665.56	
	10/31/2012	Activity/End Balance:							15,665.56	
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4050028	OTHER SUPPLIES -CEN STER	85,168.00							85,168.00
	Date	Memo	Reference	Journal	CSNum	Batch	Seq.	PO#	Amount	
	10/31/2012	CARDINAL HEALTHCARE	981365	PJ	299	2	4	65488	85,168.00	
	10/31/2012	Activity/End Balance:							85,168.00	
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4051028	FORMS/PAPER/RIBBONS -CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4056028	MAINTENANCE/REPAIR -CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4089028	DUES/SUBSCRIPTION -CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4092028	TRAVEL/EDUCATION -CEN STER	0.00							0.00
Comp#	Account	Description	Beginning Balance:							Ending Balance:
01	4098028	MISC -CEN STER	8,513.00							8,513.00
	Date	Memo	Reference	Journal	CSNum	Batch	Seq.	PO#	Amount	
	10/31/2012	CARDINAL HEALTHCARE	1684168	PJ	299	2	6	58488	8,513.00	
	10/31/2012	Activity/End Balance:							8,513.00	
			026 Cost Center Total:							109,346.56

Listed below is an explanation of each column:

- **Comp# (Company Number):** Lists the company number where the General Ledger account number is retained.
- **Account:** Lists the General Ledger account number from the Chart of Accounts.
- **Description:** Lists the General Ledger account description from the Chart of Accounts.
- **Beginning Balance:** Beginning balance of the account for the date range chosen.
- **Ending Balance:** Ending balance of the account for the date range chosen.
- **Date:** Transaction Date for each entry made to the account number.
- **Memo:** Pulls from the Memo field used in Transaction Entry for additional information.
- **Reference:** Pulls from the Reference field used in Transaction Entry for additional information.
- **Journal:** Journal Type of each entry, which is determined by the entry source.
- **CSNum:** Displays the assigned CS Number of the individual who made the General Ledger entry.
- **Batch:** Unique number assigned by the system that represents which batch the entries were posted to. This number will change each time the Transaction Edit List is moved to permanent file.

- **Seq.:** Unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **PO #:** The Purchase Order will display if one is associated with an invoice entry.
- **Amount:** Dollar amount of each entry.
- **Activity/End Balance:** Consists of two totals. The first total represents the subtotal for each month's activity. The second total represents the Ending Balance for the date range selected.
- **Cost Center Total:** The total dollar amount, of activity, for all accounts that are included in the cost center.

25.7 Journals - Report Writer

The Journals Report provides a complete listing of all entries in a journal for a specific time period along with the ending account balance.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Journals**.
3. Select a print option.
4. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Company Number:** Enter the company number that the information is being run for. If this field is left blank, the report will be run for all companies.
 - **Journal (Leave blank for all):** Enter in the desired Journal Type the information is being run for. If this field is left blank, the report will be run for all Journal Types.
 - **JE** - General Journal Entry
 - **CD** - Cash Disbursements Journal
 - **CR** - Cash Receipts Journal
 - **PJ** - Purchase Journal
 - **PR** - Payroll Journal
 - **SJ** - Service/Sales Journal
 - **CL** - Closing Journal
 - **MM** – Materials Management
 - **FA** – Fixed Assets
 - **Date Range:** Enter the desired date range the information is being run for.
 - **Level of Detail:** Use the drop-down box to select one of the following options:
 - **Detail** - Detail provides all entries to GL accounts for each journal typJournal Types.
 - **Summary** - Summary provides a one-line listing for each account with its journal amount and will page break for each Journal Type.
 - **Report Summary Only** - This is the same as the Summary option except there are no page breaks.
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.

- **Output Format:** Use the drop-down box to select one of the following report format options:
 - PDF
 - XML
 - CSV
 - HTML
 - MAPLIST
 - TXT

5. Select **Run Report** to display the report in the selected output format.

Description and Usage

The Journals Report provides a complete listing of all entries for a journal for a specific time period. This report includes the Journal Type, selected time period, Account Number and Description, Transaction Entry Date, Batch and Sequence Numbers, any Reference and Memo information entered and the amount for each entry. The Ending Balance for each account is also provided along with a Journal Total. The Journal Total should always equal zero.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

Journals - Report Writer

Account	Description	Date	CS#	Batch	Seq	Init	Reference	Memo	Journal	Amount
10100025	INVENTORY - C/S	11/12/2012	299	3	2		254178	CARDINAL HEALTHCARE	PJ	2,214.50
	Account Balance: PJ	10100025								2,214.50
20020000	ACCOUNTS PAYABLE -A/P	11/12/2012	299	3	9999		SEQ=00001	SUMMARY OF A/P CONTROL	PJ	-2,214.50
	Account Balance: PJ	20020000								-2,214.50
	Journal Total: PJ									0.00

Listed below is an explanation of each column.

- **Account:** Pulls the General Ledger account number that was used in the journal.
- **Description:** Description of the General Ledger number that pulls from the Chart of Accounts.
- **Date:** The Transaction Entry Date used for the entry.
- **CS#:** Displays the assigned CS number of the individual who made the General Ledger entry.
- **Batch:** Unique number assigned by the system that represents which batch the journal entries were posted to.
- **Seq.:** Unique number assigned by the system that represents the order in which the entries were keyed.
- **Init:** Initials of the individual who posted the entry.

- **Reference:** Reference information appearing on the Account Detail Display screen.
- **Memo:** Memo information appearing on the Account Detail Display screen.
- **Journal:** Displays the Journal Type used for the entry.

NOTE: Journal types are: JE - General Journal Entry, CD - Cash Disbursements Journal, CR - Cash Receipts Journal, PJ - Purchase Journal, PR - Payroll Journal, SJ - Service/Sales Journal, CL - Closing Journal, MM – Materials Management, and FA – Fixed Assets.

- **Amount:** The dollar amount of the entry.
- **Account Balance:** Ending account balance for the time period requested.
- **Journal Total:** Balance of all entries for the Journal Type which should equal zero.

25.8 New Accounts - Report Writer

The New Accounts Report will show any new General Ledger account numbers created within a specified date range. This report will assist in keeping track of new account numbers added to the system.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **New Accounts**.
3. Select a print option.
4. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Company Number:** Enter the company number that the information is being run for. If this field is left blank, the report will be run for all companies.
 - **Date Range:** Enter the beginning and ending date range that a new General Ledger account was created.
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
 - **Output Format:** Use the drop-down box to select one of the following report Format options:
 - PDF
 - XML
 - CSV
 - HTML
 - MAPLIST
 - TXT
5. Select Run Report to display the report in the selected output format.

Description and Usage

The New Accounts report lists newly added General Ledger account numbers for a specified date range. It may be used to track newly created accounts in General Ledger.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

New Accounts - Report Writer

Company	Account	Description	Created
01	31100050	SPORTS MEDICINE - I/P REV	10/15/2012
01	31200050	SPORTS MEDICINE - O/P REV	10/15/2012
01	31200058	MED/SURG O/P REV	10/15/2012

Listed below is an explanation of each column.

- **Company:** Lists the company number for the General Ledger account.
- **Account:** Pulls the newly created General Ledger account number from Chart of Accounts Maintenance.
- **Description:** Pulls the newly created description for the General Ledger account number from Chart of Accounts Maintenance.
- **Created:** Lists the date the General Ledger account number was created.

25.9 PO by Cost Center - Report Writer

The PO by Cost Center report provides a listing of General Ledger entries with Purchase Order information entered on an invoice. This report breaks by department number.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **GL Detail (Cost Center Sequence)**.
3. Select a print option.
4. Select **PO by Cost Center**.
5. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)

- **Company Number:** Enter the company number that the information is being run for. If this field is left blank, the report will be run for all companies.
- **Date Range:** Enter the beginning and ending date range the information is being run for.
- **Dept # Range:** Enter a beginning and ending department number range to only see information for the specified departments. If this field is left blank, the report will be run for all departments.
- **PO # Range:** Enter a beginning and ending Purchase Order Number range to see information for the specified PO's. If this field is left blank, the report will be run for all PO's.
- **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
- **Output Format:** Use the drop-down box to select one of the following report format options:
 - HTML
 - PDF
 - XML
 - CSV

6. Select **Run Report** to display the report in the selected output format.

Description and Usage

The PO by Cost Center Report will gather all Purchase Journal entries for a given date range, Department and/or Purchase Order range. It will print all of the General Ledger entries associated with the first PO in the selection, which will be determined by looking at the Invoice Number and then to the PO Number. In this case the General Ledger number may be duplicated on the report because it would have one line entry for each General Ledger number, Invoice Number and PO Number. There also could be different General Ledger's on the same invoice for the same PO, in which case each General Ledger for this department would print on its own line. This report will sort first by cost center, then account number sequence, and then by date.

After all General Ledger number's have printed for the given PO Number, the PO Detail will print. This will include every item on the PO, as there is no way to associate only certain items with certain General Ledger entries. The dollar amounts on the PO will not all add up to the dollar amounts of the General Ledger entries. The PO number could be on the report multiple times if it has General Ledger entries for multiple departments and those multiple departments are selected when running the report.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

PO by Cost Center - Report Writer

Co.	GL#	Description	Date	Memo	Reference	Journal	CSNum	Batch	Seq.	Amount	PO#
01	20020000	ACCOUNTS PAYABLE -A/P	11/12/2012	SUMMARY OF A/P CONTROL	SEQ=00001	FJ	299	3	9999	-2,214.50	381
		PO#	Page	Item	Description	Ordered	Received	Invoiced		Cost	
		381	1	122964	ABD PADS 4 X 8	15.00	15.00	15.00		3.9000	
		381	1	202098	CURETTE RACK	32.00	32.00	32.00		38.5000	
		381	1	202107	KNIFE BLADES	24.00	24.00	24.00		38.5000	

Co.	GL#	Description	Date	Memo	Reference	Journal	CSNum	Batch	Seq.	Amount	PO#
01	10100025	INVENTORY - C/S	11/12/2012	CARDINAL HEALTHCARE	254178	FJ	299	3	2	2,214.50	381
		PO#	Page	Item	Description	Ordered	Received	Invoiced		Cost	
		381	1	122964	ABD PADS 4 X 8	15.00	15.00	15.00		3.9000	
		381	1	202098	CURETTE RACK	32.00	32.00	32.00		38.5000	
		381	1	202107	KNIFE BLADES	24.00	24.00	24.00		38.5000	

Listed below is an explanation of each column:

- **Co. (Company Number):** Lists the company number where the General Ledger account number is retained.
- **GL#:** Lists the General Ledger account number the PO is hitting.
- **Description:** Lists the General Ledger account description from the Chart of Accounts.
- **Date:** Transaction Date for each entry made to the General Ledger account number.
- **Memo:** Pulls from the Memo field used in Transaction Entry for additional information.
- **Reference:** Pulls from the Reference field used in Transaction Entry for additional information.
- **Journal:** Journal Type of each entry, which is determined by the entry source. Only Journal Type "PJ" will pull to this report.
- **CSNum:** Displays the assigned CS Number of the individual who made the General Ledger entry.
- **Batch:** This is a unique number assigned by the system that represents which batch the entries were posted to. This number will change each time the Transaction Edit List is moved to permanent file.
- **Seq.:** Unique number assigned by the system that represents the order in which the entries affected the General Ledger account number.
- **Amount:** Dollar amount of each entry.
- **PO #:** Purchase Order number associated with the General Ledger entry.
- **Page:** Page the item resides on the PO.

- **Item:** Charge item number that was expensed to the listed General Ledger number on the PO.
- **Description:** Description of the charge item number.
- **Ordered:** Ordered quantity entered on the PO.
- **Received:** Received quantity entered during PO Reconciliation.
- **Invoiced:** Invoiced quantity entered during Invoice Entry.
- **Cost:** Pulls the cost of the charge item number from page 2 of the Item Master.

25.10 Revenue Reclassification Report

The Revenue Reclassification Report may be used by facilities to reclassify revenue to a new General Ledger account number by Financial Class. Table maintenance is required for the report to function correctly. The Revenue Reclassification table must be setup with Category Codes that will define which General Ledger account numbers need to be reclassified to new General Ledger account numbers. Once the Category Codes have been created, they will need to be loaded on page 6 of the Insurance Companies Table for each Financial Class the revenue needs to be reclassified for. For more information about table maintenance, please refer to [Table Maintenance - Accounting](#), and [Table Maintenance - Business Office](#) documentation.

How to Print

1. Select **Reports** from the navigation panel.
2. Select **Revenue Reclassification Report**.
3. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Login will be available for selection.)
 - **Date Range:** Select an AR date range to display the information for the report. The ending date will be used as the transaction date in General Ledger when **Update General Ledger** has been selected. TruBridge recommends running this report for the first day thru the last day of the month after end of month functions have been performed in AR. As soon as a date range has been selected, information falling within the date range will automatically display on the screen.
 - **Sort:** Select a sort option to sort the data on the report. The data can be sorted by Original GL, New GL, Category or AHA Number.
 - **Search:** Enter an original General Ledger account number to refine the screen to display only entries with that General Ledger account number.
 - **Ascending/Descending:** Select Ascending to view the data in ascending order. Select Descending to view the data in descending order.

Description and Usage

The Revenue Reclassification Report may be used by facilities to reclassify revenue to a new General Ledger account number by Financial Class. Table Maintenance is required for the report to function correctly. The Revenue Reclassification Table must be setup with Category Codes that will define which General Ledger account numbers need to be reclassified to new General Ledger account numbers. Once the Category Codes have been created, they will need to be loaded on page 6 of the Insurance Companies Table for each Financial Class the revenue needs to be reclassified for.

When this report is updated, it will create General Ledger entries in the Transaction Entry/Review/Correct screen in General Ledger. The End Date used to run the report will be used as the Transaction Date. This report should only be updated one time after end of month procedures have been performed in AR.

NOTE: TruBridge recommends that a CS number be assigned in Identity Management for the login that will be posting the entries in the Transaction Entry/Review/Correct Screen. This will ensure that all the entries may be tracked to the correct user.

Revenue Reclassification Report

Original GL	Description	Category	New GL	Description	Quantity	Charges	Percentage	AHA Number
30000011	I/P RESPIRATORY -I/P REV	09	31400019	PRIVATE PAY REVENUE	19.00	\$1,316.50	21.32%	
30000030	I/P IV -I/P REV	09	31400019	PRIVATE PAY REVENUE	2.00	\$14.80	0.72%	
30000030	I/P IV -I/P REV	10	31000019	BLUE CROSS REVENUE	2.00	\$29.60		
30000038	I/P PHARMACY -I/P REV	01	31100019	MEDICARE REVENUE	2.00	\$800.00	24.54%	
30000038	I/P PHARMACY -I/P REV	09	31400019	PRIVATE PAY REVENUE	22.00	\$483.30		
30000038	I/P PHARMACY -I/P REV	10	31000019	BLUE CROSS REVENUE	9.00	\$232.00		
30000044	I/P PHYSICAL THERAPY-I/P REV	09	31400019	PRIVATE PAY REVENUE	7.00	\$413.00	6.69%	
30100011	O/P RESPIRATORY -O/P REV	01	31100019	MEDICARE REVENUE	26.00	\$635.00	10.28%	
30100019	EMERGENCY ROOM -I/P REV	01	31100019	MEDICARE REVENUE	1.00	\$439.90	7.12%	
30100028	O/P LABORATORY -O/P REV	09	31400019	PRIVATE PAY REVENUE	11.00	\$361.50	5.85%	
30100038	I/P PHARMACY -I/P REV	10	31000019	BLUE CROSS REVENUE	2.00	\$2.00	0.03%	
30104012	I/P MEDICAL -I/P REV	01	31100019	MEDICARE REVENUE	2.00	\$15.90	0.26%	
30110036	I/P RADIOLOGY -I/P REV	09	31400019	PRIVATE PAY REVENUE	3.00	\$1,170.00	18.95%	
30200019	EMERGENCY ROOM -O/P REV	01	31100019	MEDICARE REVENUE	1.00	\$75.00	1.21%	
30300028	ER LAB -ER REV	09	31400019	PRIVATE PAY REVENUE	2.00	\$79.30	3.02%	
30300028	ER LAB -ER REV	10	31000019	BLUE CROSS REVENUE	1.00	\$107.00		

Total Charges: \$6,174.80
Total Lines: 16

Below is an explanation of each column:

- **Original GL:** The original General Ledger account number used to capture the revenue for the date range selected. This may be repeated for each Category Code.

- **Description:** The description of the original General Ledger account number. This pulls from the General Ledger Chart of Accounts Maintenance Screen.
- **Category:** The Category Code the original General Ledger account number falls to.
- **New GL:** The new General Ledger account number the original General Ledger account number will be posted to once Update GL has been selected.
- **Description:** The description of the new General Ledger account number. This pulls from the General Ledger Chart of Accounts Maintenance Screen.

NOTE: "INVALID" may display in the Category, New GL, New GL Description and AHA Number columns for one, or more, of the following reasons. If the original General Ledger account number has not been set up within a Category Code in the Revenue Reclassification Table, the Category Code has not been loaded for a Financial Class in the Insurance Company Table, or a Financial Class has not been assigned to a patient's account that received a charge within the selected date range. Once the reason has been fixed, re-select the date range to refresh the data on the screen.

- **Quantity:** The total quantity of items charged for the original General Ledger account number.
- **Charges:** The total revenue of the original General Ledger account number.

NOTE: Categories that have no charges will not display/print.

- **Percentage:** The percentage computation of revenue for the original General Ledger account number.
- **AHA Number:** The AHA number of the new General Ledger account number. This pulls from the General Ledger Chart of Accounts Maintenance Screen.
- **Total Charges:** The total charge amount for data displayed on the screen.
- **Total Lines:** The total number of lines displayed on the screen.

Below is explanation of the options on the action bar:

- **Update GL:** Select this option to send the entries displayed on the screen to the Transaction Entry/Review/Correct screen in General Ledger. A prompt will display "This will create entries in General Ledger. Are you sure?" once selected. Select **Yes** to continue with creating the entries or select **No** to return to the Revenue Reclassification Report Screen.

NOTE: If any of the lines display "INVALID" on the screen, once in the Transaction Entry/Review/Correct screen, it will say "Delete" instead of being assigned to a General Ledger account number. This will then force a General Ledger number to be assigned to the line entry. If the line is not corrected, the batch will be out of balance when trying to post the entries.

- **PDF:** Select this option to display the data on the screen in a PDF format.
- **CSV:** Select this option to display the data on the screen in an Excel format.

- **Spool:** Select this option to spool the data on the screen to the Report Image System in a PDF format.
- **Totals by Original GL:** Select this option to open a new screen called Revenue Reclassification Report Totals by Original GL. This will display totals by original General Ledger account number and will list all the Category Codes that affect it.
- **Totals by New GL:** Select this option to open a new screen called Revenue Reclassification Report Totals by New GL. This will display totals by the new General Ledger account number and will list all the Category Codes that affect it.
- **Totals by Category:** Select this option to open a new screen called Revenue Reclassification Report Totals by Category. This will display totals by Category Code.

***NOTE:** The option to Update GL is available on the Totals by Original GL, Totals by New GL and Totals by Category screens.*

25.11 Trial Balance - Report Writer

The Trial Balance is used to provide an audit trail listing activity for a specific time period.

How to Print

1. Select **Print Reports** from the General Ledger Main Menu.
2. Select **Trial Balance**.
3. Select a print option.
4. Select **GL Trial Balance**.
5. Select report parameters:
 - **Facility:** Select the desired Facility. (Only Facilities selected for access under that User Based Login will be available for selection.)
 - **Company:** Enter the company number for which the information is being run. If this field is left blank, the report will be run for all companies.
 - **As of Date:** Use the drop-down box to select a date, or choose Manual Selection to enter a date manually.
 - **Include Zero Balance Accounts:** Check the box if General Ledger accounts with a zero balance should be included on the report.
 - **Exclude GL Summary:** Check the box if the GL Summary, which presents account totals at the end of the report by account type, should be excluded on the report.
 - **Level of Detail:** Use the drop-down box to select one of the following options:
 - **Detail** - Shows individual account totals as well as the GL Summary
 - **Summary** - Shows only the GL Summary
 - **Include Cover Sheet:** Select this option to include a Cover Sheet with the report.
 - **Output Format:** Use the drop-down box to select one of the following report format options:
 - **PDF**
 - **XML**

- CSV
- HTML
- MAPLIST
- TXT

6. Select **Run Report** to display the report in the selected output format.

Description and Usage

The General Ledger Trial Balance provides a report, in account number sequence, of all selected accounts listing the Account Description, Beginning Balance for the period, the total of all Debit and Credit transactions, Net Change for the period and the Ending Balance for the period. The GL Summary provides totals for each account category (Assets, Liabilities, Income/Revenue, Expenses, Other Income/Revenue, Other Expenses), as well as a Grand Total. The General Ledger Trial Balance should be printed each month-end prior to running final Financial Statements.

The Report Writer application allows the user to filter, sort and manipulate this report so that they may customize the data extracted out of the system. See the additional documentation on Report Writer for more information on these options.

Trial Balance - Report Writer

12/09/2015 12:29		TRUBRIDGE COMMUNITY HOSPITAL GL Trial Balance As Of: 12/09/2015				1 gl_trial_balance.template	
Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance	
10000000	CASH -CASH	-4,125,942.50	0.00	0.00	0.00	-4,125,942.50	
10010000	CHECKING ACCOUNT -CASH	23,364.75	0.00	0.00	0.00	23,364.75	
10011000	PAYROLL ACCOUNT -CASH	840.16	0.00	0.00	0.00	840.16	
10012000	CHANGE ACCOUNT -CASH	600.00	0.00	0.00	0.00	600.00	
10013000	PETTY CASH -CASH	111,112,710.00	0.00	0.00	0.00	111,112,710.00	
10014000	SAVINGS -CASH	64,471.03	0.00	0.00	0.00	64,471.03	
10015000	SAVINGS 1101750 -CASH	141,659.54	0.00	0.00	0.00	141,659.54	
10015010	SAVINGS WJ SPARKS -CASH	6,398.88	0.00	0.00	0.00	6,398.88	
10016000	FUNDED DEPR -CASH	106,468.16	0.00	0.00	0.00	106,468.16	
10017000	SAVINGS CD -CASH	305,397.42	0.00	0.00	0.00	305,397.42	
10018000	SAVINGS TSA N.J. -CASH	11,819.19	0.00	0.00	0.00	11,819.19	
10022000	W F SPARKS -CASH	55,646.80	0.00	0.00	0.00	55,646.80	
10023000	CONSTRUCTION FUND -CASH	3,101,422.10	0.00	0.00	0.00	3,101,422.10	
10023050	BOND INSURANCE COSTS	238,687.27	0.00	0.00	0.00	238,687.27	
10024000	BOND DISCOUNT	85,170.00	0.00	0.00	0.00	85,170.00	
10025000	DEBT SERVICE FUND	306,422.93	0.00	0.00	0.00	306,422.93	

Trial Balance (GL Summary) - Report Writer

GL Summary						
	Beginning Balance	Debit	Credit	Net Change	Ending Balance	
Asset Totals	115,327,654.28	0.00	0.00	0.00	115,327,654.28	
Liabilities Totals	886,418,569.57	0.00	0.00	0.00	886,418,569.57	
Revenue Totals						
Expense Totals						
Other Revenue Totals						
Other Expense Totals						
Grand Totals	1,001,746,223.85	0.00	0.00	0.00	1,001,746,223.85	

Listed below is an explanation of each column.

- **Account Number:** Pulls from the Chart of Accounts Maintenance Screen.

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- **Description:** Pulls from the Chart of Accounts Maintenance Screen.
 - **Beginning Balance:** The Beginning Balance of the account for the selected period.
 - **Debit:** The total of all debit transactions for the selected period.
 - **Credit:** The total of all credit transactions for the selected period.
 - **Net Change:** Provides the net difference between debit and credit transactions for the selected period.
 - **Ending Balance:** The Ending Balance for the selected period.

GL Summary

- **Totals:** Provides a summary of activity for all General Ledger numbers associated with each account type.
- **Grand Totals:** The Beginning and Ending Balances for all General Ledger numbers, as well as the total of any Debit and Credit transactions for the selected period, followed by the Net Change for said transactions.