

CHAPTER 3

On-Line Data Entry

3.1 General

The CDR system provides on-line interactive data entry via a series of menu-driven screens. Comprehensive edits are performed at the time of data entry to ensure that accurate data are accepted into the system. The CDR System Manager maintains an automated master list of accounts for use in the CDR. Each hospital/ health care system selects the accounts valid for their station based on the type of services provided.

3.2 Security

Access to the CDR system is obtained by requesting job code 110XX01 on the Austin VACCESS Application. This job code allows read and update capability to their specific station data only.

3.3 Accessing CDR On-Line Data Entry

In order to access CDR data entry, you must "sign on" to the IDMS database. The following outlines the necessary steps for signing on to the database.

<u>Prompt</u>	<u>Action To Be Taken</u>
Welcome to VACCESS Timesharing at Austin	Type P or Type CDR or Select PF5
Request for User ID and Password	Enter your User ID and Password
Enter Next Task Code	Type CDR Code for the Fiscal Year Example: CDR00
CDR Main Menu	

3.4 Main Menu

The initial screen for the application is the Main Menu. It appears as follows:

```

CDRM0001          DM&S CDR          mm/dd/yy
                                     hh:mm:ss

                                     MAIN MENU

STATION: xxx          FY: 00
- (PF15) DATA ENTRY
- (PF14) COST ADJUSTMENTS
- (PF13) VERIFY ACCOUNTS
- (PF18) UNBALANCED TRANSACTIONS
- (PF19) ENTER UNITS DATA          OCT
- (PF17) SYSTEM MANAGER
- (PF20) UNDISTRIBUTED COST CENTERS
- (PF16) SELECT STATION SUFFIX
- (PA1)  EXIT

```

The upper left corner contains the name of the screen (CDRM0001). Each screen is identified by a unique name. The upper right hand corner displays the current date and time (CST). The station number is captured at the time you sign on with your user ID. The station field was expanded to a 5 digit station field. The first three digits are protected and may not be changed. The station suffix can be changed by typing it in after the three digit station number or by selecting the suffix using the PF16 menu option.

Data Entry is selected to enter percentages and 9000 accounts data.

Cost Adjustments is selected to enter intrastation cost transfers.

Verify Accounts is selected to display all accounts which exist for the CDR application and indicate which have been activated/inactivated by the station. All accounts to be used must be activated before data can be entered.

Unbalanced Transactions was used to display unbalanced adjustment transactions as a result of interstation cost transfers. However, interstation cost transfers are to be entered in the financial system therefore no longer an option in CDR.

Enter Units Data is selected to enter unit data for the applicable CDR accounts. The month displayed to the right of this option reflects the active month. This month should be changed if making prior month unit submission.

Undistributed Cost Centers is selected to view the cost center/sub-account combinations that need percentage data.

Select Station Suffix allows a station with more than one suffix to select the one for which they will make submission.

Exit is selected to leave CDR on-line application.

3.5 Data Entry

The selection of Data Entry on the Main Menu returns the following screen:

```

CDRM0009                DM&S CDR                mm/dd/yy
                                hh:mm:ss

                        DATA ENTRY

                                STATION:  xxx

                                COST CENTER:

                                SUBACCOUNT:

                                MONTH:  OCT

                        MONTH RETRIEVED: OCT

RETRIEVE ALL ACTIVE STATION ACCOUNTS: NO
    
```

```

_ PF2      _ PF3      _ PF10      _ PF11      _ PA1
DEPR ACCT  PERCENT    9000 ACCT    MAIN MENU    EXIT
    
```

Station is passed from the Main Menu and is write protected.

Cost Center for which data will be entered is inserted at this prompt. Only valid CDR cost centers are accepted by the system.

Subaccount for which data will be entered is inserted at this prompt. Only valid CDR combinations are accepted by the system.

Month is passed from the Main Menu but it can be overwritten. If the month is changed it becomes the reporting month until changed again.

Month Retrieved is passed from the Main Menu but it can be overwritten. If you are entering/correcting data for the current month, that month should be entered in this field as well as the Month field. This field is used to retrieve the data from a previous period.

Retrieve All Active Station Accounts is prefilled with NO and will therefore only retrieve the accounts used by the cost center. A response of YES will retrieve all the active accounts for the station.

3.6 Data Entry (Percentages)

Selecting the Percent option (PF3) from the Data Entry screen will display the following screen:

```

CDRM0006                DM&S CDR                                mm/dd/yy
                                                                Hh:mm:ss

          DATA ENTRY (PERCENTAGES)

STATION : xxx                COST CENTER :
MONTH   :                   SUBACCOUNT  :

ACT ACCOUNT  FTEE  P/S  A/O          ACT ACCOUNT  FTEE  P/S  A/O

                                <END>
 _ENTER  _PF4   _PF7   _PF8   PF11   PF15   PA1
UPDATE  REFRESH PG BACK PG FWD  MAIN MENU DATA ENTRY EXIT

```

Station, Month, Cost Center and Subaccount values are passed from the previous screen and are write protected.

The accounts displayed depend on the response to “Retrieve All Active Station Accounts” on the previous screen. If NO was entered, only the accounts that have data for that cost center will be displayed. A YES response retrieves all active accounts for the station. A maximum of 20 accounts can be displayed at one time. If all accounts have been displayed, the prompt in the lower right corner of the screen will read <END>, otherwise the prompt will indicate there are <MORE>.

The ACT (Active) field is used to indicate if an account is inactive for the station. If the account has been inactivated, an “I” will appear in this column corresponding to the inactive account. In addition, the line is highlighted. The data cannot be changed until the account is activated again.

The FTEE, P/S , and A/O data for each account are returned based on the rollover of the previous month data.

Percentage data can be entered using up to 4 decimal places (x.xxxx). After all percentages are entered, the ENTER key will initiate the update process. An edit check is performed to ensure all columns for which percentages are entered total 1.0000. If they do not, a message is displayed (above the STATION) indicating which distribution is in error. If all edits are met, the record is updated, and the Data Entry screen is returned with a message indicating update was successful.

3.7 Data Entry (9000 Accts)

Selecting the 9000 ACCT option or pressing the PF10 key will display the following screen:

```
CDRM00007                                DM&S CDR                                mm/dd/yy
                                           hh:mm:ss
                                DATA ENTRY (9000 ACCTS)
```

```
STATION : xxx                                COST CENTER :
MONTH :                                       SUBACCOUNT :
```

```
ACT  ACCOUNT  FTEE  PERS SVC  ALL OTHER
```

<END>

```
_ ENTER  _ PF4  _ PF7  _ PF8  _ PF11  _ PF15  _ PA1
UPDATE  REFRESH  PG BACK  PG FWD  MAIN MENU  DATA ENTRY  EXIT
```

Station, Month, Cost Center, and Subaccount values are passed from the Data Entry screen and are write protected.

The accounts displayed will depend on the response to “Retrieve All Active Station Accounts” prompt on the Data Entry screen. If NO was entered, only the 9000 accounts that have data for the cost center will be displayed. A YES response will retrieve all active 9000 accounts for the station.

The FTEE data entered should be manhours that the CDR system will convert to FTEE. This data should be entered using one decimal point.

The PERS SVC and ALL OTHER data should be entered as actual dollar amounts. Data are entered without commas and dollar signs and use two decimal places.

3.8 Cost Adjustments

The selection of Cost Adjustments on the Main Menu returns the following screen:

```

CRDM0003                DM&S CDR                mm/dd/yy
                                hh:mm:ss
                                TRANSFER MENU

    _ (PF5)  INTRASTATION TRANSFER
    _ (PF3)  TRANSFER TRANSACTIONS
    _ (PF11) MAIN MENU
    _ (PA1)  LEAVE APPLICATION
    
```

Intrastation Transfer is selected to enter costs and/or manhours to be transferred between cost centers within a station.

Transfer Transactions will display the transfer transactions entered for the month requested.

3.9 Intrastation Transfers

Selecting Intrastation Transfer option or pressing the PF5 key will display the following screen:

CDRM0004

DM&S CDR

mm/dd/yy
hh:mm:ss

ADJUSTMENTS

STATION :
MONTH :

INTRASTATION TRANSFERS

FROM : COST CENTER : SUBACCT :

TO : COST CENTER : SUBACCT :

FTEE HRS PERS SVC ALL OTHER

AMOUNT TRANSFERRED :

_ ENTER _ PF4 _ PF11 _ PF14 _ PF22 _ PA1
UPDATE REFRESH MAIN MENU COST ADJ CALM BAL EXIT

Station is passed from the Main Menu and is write protected.

Month is prefilled from the Main menu but can be changed to any month prior to and including the current month.

From is the cost center and subaccount from which costs are transferred.

To is the cost center and subaccount to which the cost are transferred.

FTEE, Pers Svc and All Other are used to enter the amounts to be transferred. Data for FTEE should be entered as manhours and the CDR system will convert to FTEE. It takes only one decimal place. Personal Services and All Other should be entered without dollar signs or commas and take two decimal places.

The Enter key will update the database with the transaction. If edits are met, the cost centers will remain on the screen for review along with a message indicating the transaction has been completed.

The Refresh option or PF4 key is available to refresh the data fields with blanks should another transfer be needed.

The Cost Adj option or PF14 key will return the Transfer Menu Screen.

The CALM Bal option will display a screen with the adjusted balances for the cost centers entered on the transfer screen.

3.10 Enter Units Data

The selection of Enter Units Data on the Main Menu will display the following screen:

```

CDRM0070                DM&S CDR                mm/dd/yy
                                                hh:mm:ss
                        DATA ENTRY (UNITS)
    
```

```

STATION : xxx
MONTH   :
    
```

```

          ACT          ACCOUNT          UNITS
    
```

<MORE>

```

_ ENTER  _ PF4    _ PF7    _ PF8    _ PF11  _ PA1
UPDATE  REFRESH  PG BACK  PG FWD  MAIN MENU  EXIT
    
```

Station is passed from the Main Menu and is write protected.

Month is passed from the Main Menu and should not be changed on this screen. If the Month is changed it will copy units displayed on current screen (including blanks) into the changed month. Therefore, if you want to review units submitted for a specific month, change the month on the Main Menu.

Act (Active) column is used to indicate if the account is inactive. An inactivated account will have an "I" in the column and will also be highlighted.

Account column lists all accounts used to enter unit data specific for the station.

Units column is where the data is entered for the corresponding account.

Enter will update the accounts with the corresponding unit data.

3.11 Undistributed Cost Centers

The selection of Undistributed Cost Centers (PF20) will return the following screen:

```

CDRM0020                DM&S CDR                mm/dd/yy
                                     hh:mm:ss

                UNDISTRIBUTED COST CENTERS

STATION:  xxx
MONTH:

COST CENTER  SUBACCT      COST CENTER  SUBACCT      COST CENTER  SUBACCT

```

```

_ ENTER      _ PF7          _ PF8          _ PF11         _ PA1
UPDATE      PG BACK        PG FWD        MAIN MENU      EXIT

```

Station is passed from the Main Menu and is write protected.

Month is passed from the Main Menu but can be changed to any month prior to and including current month.

Enter will update the screen with the selected months data. Cost center and subaccount combinations needing distribution will be displayed otherwise a message stating "All Costs Have Been Distributed" will be returned.