

End Month End

It is hard for people who have worked in accounting and finance departments to imagine not facing their dreaded month-end processes each month. Multiview has an initiative to assist our clients in eliminating the month-end process, thus the slogan “End Month End.” To us, it is not just a slogan. We have clients living in that reality!

Multiview's Month-End Initiative

The goal of this session is to introduce you to ways to:

- Get accurate financial data in real-time throughout the month.
- Work on reconciliations and variance analysis throughout the month.
- Be ready to start the next month immediately; there is no need to wait for the prior month's entries to be completed.
- Take advantage of one-time setups.
- Publish reports electronically straight from the system for both managers and executives.

How Can We Help You End Your Month End?

Multiview offers many features which can save our clients time. This IMUG session will introduce you to several of those features; however, we will not be doing a deep dive into any of them in the short 45-minute meeting time. This document contains a list of features related to reducing time on your month-end processes. Be sure to attend other training classes that delve into the details and visit the on-line client knowledgebase to learn more on these topics. Also, take this opportunity at IMUG to network with Multiview employees and other clients who may already be using these features.

ViewPoint Business Intelligence and ViewSource360 Modules

Evaluation of Budget-to-Actuals Throughout the Month

Why wait until after the month ends to look for, and deal with, items that might have been miscoded? Instead, you can use VPA reports to analyze variances and make corrections throughout the month instead of waiting until the end of the month.

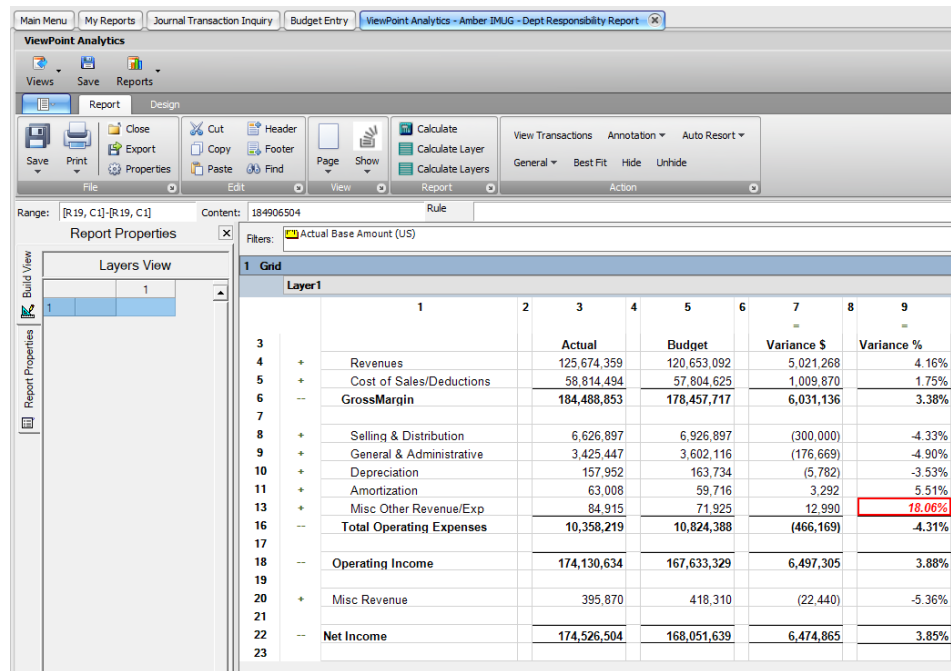
The report on the next page shows Actual-to-Budget activity with the variances calculated in both dollar amounts and percentages. Conditional formatting was used to highlight a variance over an established tolerance level.

This report may be run at any time during the month to look at real-time data. Users may right-click and select “View Transactions” to evaluate the list of entries made to that report line. If a particular entry catches their attention, they can then drill back to the details of that entry and view any documentation that is attached to it. Refer to the Accounts Payable section of this document to learn how to correct the coding on an A/P invoice without having to make a separate journal entry.

Practice Means Progress Toward Ending Month End: Best Practices for Using Multiview

Time: 10:00 – 10:45 Date: Tuesday, October 17, 2023

Time: 09:00 – 09:45 Date: Wednesday, October 18, 2023



ViewPoint Analytics - Amber IMUG - Dept Responsibility Report

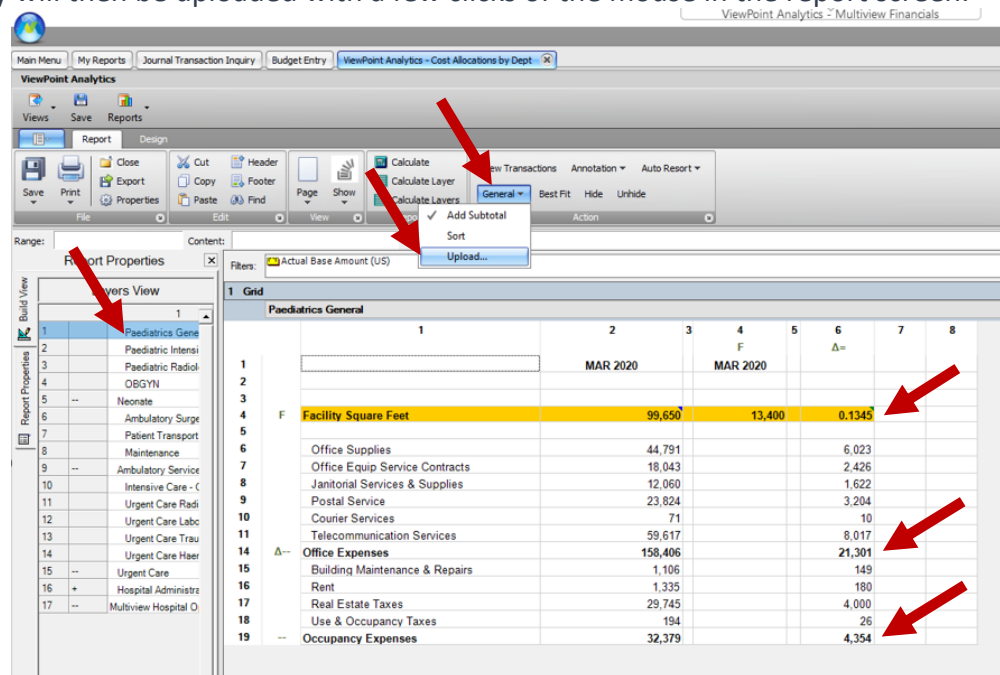
Range: [R19, C1]-[R19, C1] Content: 184906504 Rule

Filters: Actual Base Amount (US)

| Layer1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--------|---|--------------------------|-------------|-------------|---|-------------|---|------------|---|
| | | | Actual | Budget | | Variance \$ | | Variance % | |
| 3 | | | | | | | | | |
| 4 | + | Revenues | 125,674,359 | 120,653,092 | | 5,021,268 | | 4.16% | |
| 5 | + | Cost of Sales/Deductions | 58,814,434 | 57,804,625 | | 1,009,870 | | 1.75% | |
| 6 | - | GrossMargin | 184,488,853 | 178,457,717 | | 6,031,136 | | 3.38% | |
| 7 | | | | | | | | | |
| 8 | + | Selling & Distribution | 6,626,897 | 6,926,897 | | (300,000) | | -4.33% | |
| 9 | + | General & Administrative | 3,425,447 | 3,602,116 | | (176,669) | | -4.90% | |
| 10 | + | Depreciation | 157,952 | 163,734 | | (5,782) | | -3.53% | |
| 11 | + | Amortization | 63,008 | 59,716 | | 3,292 | | 5.51% | |
| 13 | + | Misc Other Revenue/Exp | 84,915 | 71,925 | | 12,990 | | 18.06% | |
| 16 | - | Total Operating Expenses | 10,358,219 | 10,824,388 | | (466,169) | | -4.31% | |
| 17 | | | | | | | | | |
| 18 | - | Operating Income | 174,130,634 | 167,633,329 | | 6,497,305 | | 3.88% | |
| 19 | | | | | | | | | |
| 20 | + | Misc Revenue | 395,870 | 418,310 | | (22,440) | | -5.36% | |
| 21 | | | | | | | | | |
| 22 | - | Net Income | 174,526,504 | 168,051,639 | | 6,474,865 | | 3.85% | |
| 23 | | | | | | | | | |

Use VPA Allocation Reports to Calculate and Create Journal Entries

With Multiview, it is not necessary to use Excel for calculating your cost allocations and then manually entering a journal entry. VPA Allocation Reports can be created to run the calculations for you. The journal entry will then be uploaded with a few clicks of the mouse in the report screen.



ViewPoint Analytics - Cost Allocations by Dept

Range: Content: Filters: Actual Base Amount (US)

Report Properties: Layers View

1 Grid: Paediatrics General

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|--------------------------------|----------|---|----------|---|--------|---|---|
| | | | | | | | | |
| | | MAR 2020 | | MAR 2020 | | Δ= | | |
| | | | | | | | | |
| F | Facility Square Feet | 99,650 | | 13,400 | | 0.1345 | | |
| | Office Supplies | 44,791 | | | | 6,023 | | |
| | Office Equip Service Contracts | 18,043 | | | | 2,426 | | |
| | Janitorial Services & Supplies | 12,060 | | | | 1,622 | | |
| | Postal Service | 23,824 | | | | 3,204 | | |
| | Courier Services | 71 | | | | 10 | | |
| | Telecommunication Services | 59,617 | | | | 8,017 | | |
| Δ- | Office Expenses | 158,406 | | | | 21,301 | | |
| | Building Maintenance & Repairs | 1,106 | | | | 149 | | |
| | Rent | 1,335 | | | | 180 | | |
| | Real Estate Taxes | 29,745 | | | | 4,000 | | |
| | Use & Occupancy Taxes | 194 | | | | 26 | | |
| - | Occupancy Expenses | 32,379 | | | | 4,354 | | |

In the example above, the Office Expense and Occupancy Expense invoices were coded to a general administrative unit when they were entered. The report shown above calculates how much of those expenses should be reallocated to each department based on their square footage. Pediatrics General occupies 13,400 square feet, or 13.45% of the facility's whole 99,650 square feet; therefore, the report indicates that \$21,301 (13.45% of the \$158,406 total Office Expenses) and \$4,354 (13.45% of the \$32,379 total Occupancy Expenses) should be allocated to the Pediatrics General business unit.

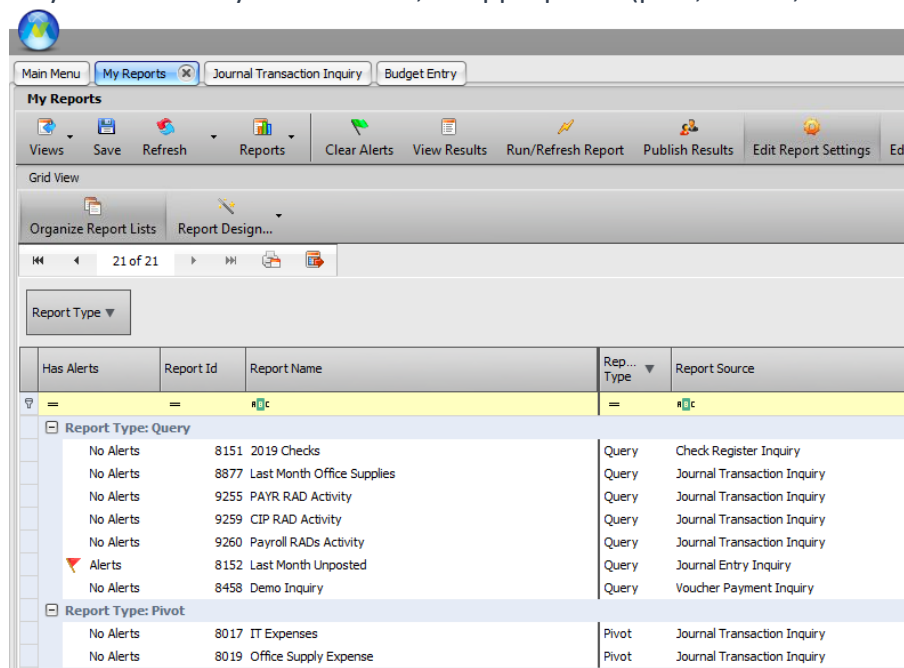
The report repeats that process for each of the departments shown in the Layers View. To complete the allocation journal entry, the user will simply click on "General" and then "Upload" for the journal entry to be created for each department.

Save Frequently Run Queries and Pivot Reports

Don't recreate the wheel each month and don't require others to duplicate your efforts! Create your custom reports, save them, share them with other users, and even set them to run and refresh automatically. You can even have the system alert you to certain results.

This list of Query and Pivot reports has been saved to one user's personal report library. Any of these reports can be viewed by double clicking on the report name instead of having to rerun the report and rebuild the pivot table each time.

The alert flag indicates to the user that there are unposted entries for last month. The user can simply double click on that report to view the list of unposted journal entries before the month is closed. The user can drill directly into the entry and act on it, as appropriate (post, delete, send for review, etc.).



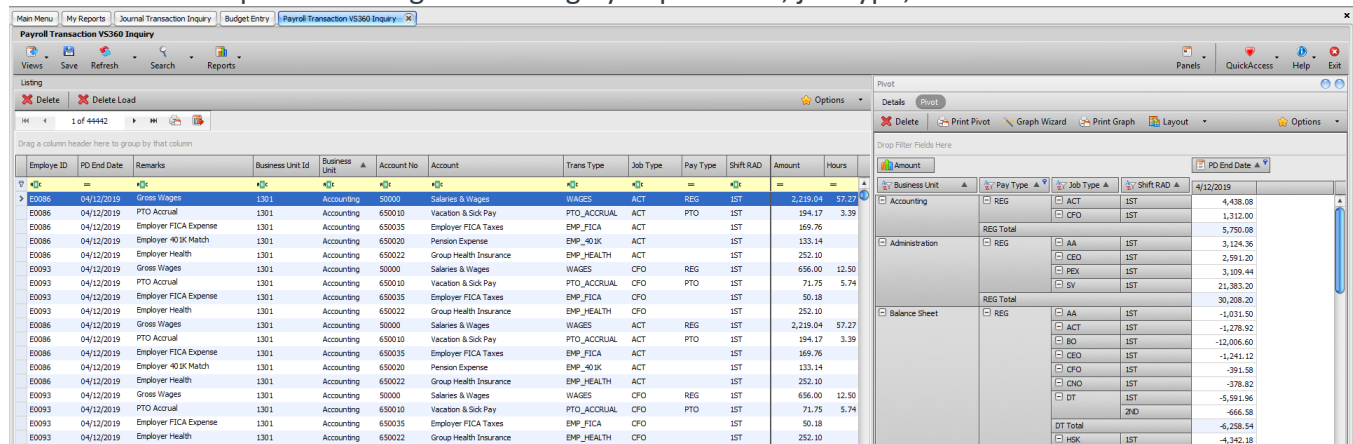
| Has Alerts | Report Id | Report Name | Rep... Type | Report Source |
|---------------------------|-----------|----------------------------|-------------|-----------------------------|
| Report Type: Query | | | | |
| No Alerts | 8151 | 2019 Checks | Query | Check Register Inquiry |
| No Alerts | 8877 | Last Month Office Supplies | Query | Journal Transaction Inquiry |
| No Alerts | 9255 | PAYR RAD Activity | Query | Journal Transaction Inquiry |
| No Alerts | 9259 | CIP RAD Activity | Query | Journal Transaction Inquiry |
| No Alerts | 9260 | Payroll RADs Activity | Query | Journal Transaction Inquiry |
| Alerts | 8152 | Last Month Unposted | Query | Journal Entry Inquiry |
| No Alerts | 8458 | Demo Inquiry | Query | Voucher Payment Inquiry |
| Report Type: Pivot | | | | |
| No Alerts | 8017 | IT Expenses | Pivot | Journal Transaction Inquiry |
| No Alerts | 8019 | Office Supply Expense | Pivot | Journal Transaction Inquiry |

Utilize ViewSource360 Data for Analysis

Summarized data for journal entries is frequently imported from other systems. The most common are payroll and electronic medical records (EMR). Once the journal entry is entered, users of the financial information may want to know more details so they can explain the whole “financial story” behind that journal entry. If they have access, they can log into the source system to obtain the information they need. If they don’t have access to the source system, they need to rely on (and possibly wait for) other people to obtain the data for them. That type of activity can lengthen the month-end process.

Multiview can ingest the data from other systems into the ViewSource360 module. You can create pivot tables and modify query parameters that can be saved and used each month. No more Excel gymnastics will be needed in this part of your analysis!

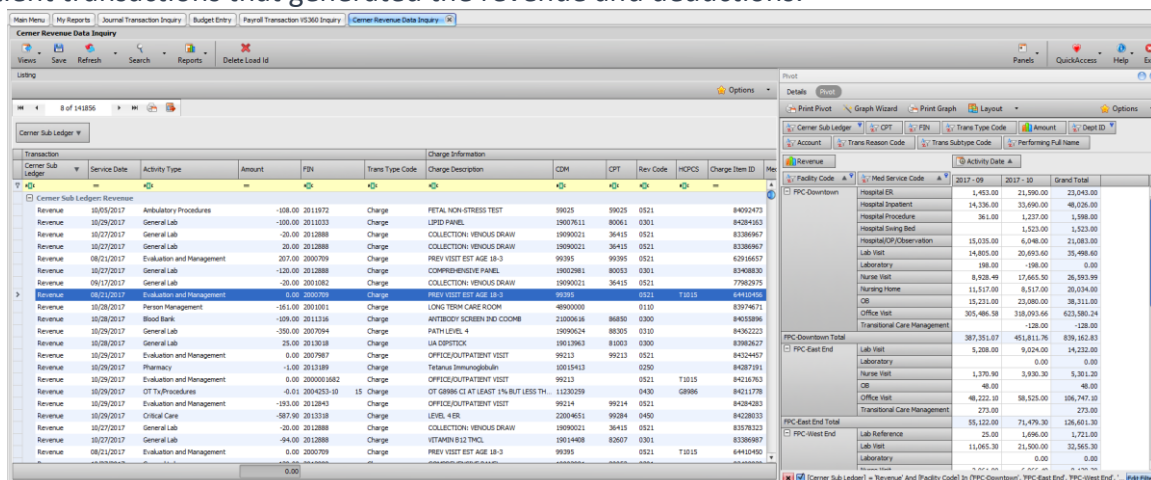
Payroll360, for example, allows *authorized* users to drill into the payroll details including earnings, benefits, deductions, and taxes on a user-by-user, or a department-by-department, basis. The pivot table in this example shows Regular earning by department, job type, and shift.



The screenshot displays the 'Payroll Transaction VS360 Inquiry' window. The main table lists payroll transactions with columns for Employee ID, PD End Date, Remarks, Business Unit, Account No, Account, Trans Type, Job Type, Pay Type, Shift RAD, Amount, and Hours. A pivot table on the right shows the breakdown of earnings by Business Unit, Job Type, and Shift RAD for the period 10/12/2019 to 10/12/2019.

| Business Unit | Job Type | Shift RAD | Amount |
|----------------|----------|-----------|------------|
| Accounting | REG | IST | 4,438.08 |
| Accounting | REG | CFO | 1,312.00 |
| Accounting | REG | IST | 5,750.08 |
| Administration | REG | AA | 3,124.36 |
| Administration | REG | CEO | 2,391.20 |
| Administration | REG | REX | 3,109.44 |
| Administration | REG | SV | 21,383.20 |
| Balance Sheet | REG | AA | -1,031.50 |
| Balance Sheet | REG | ACT | -1,278.92 |
| Balance Sheet | REG | BO | -12,006.60 |
| Balance Sheet | REG | CEO | -1,241.12 |
| Balance Sheet | REG | CFO | -291.58 |
| Balance Sheet | REG | CHD | -5,591.96 |
| Balance Sheet | REG | DT | -666.58 |
| Balance Sheet | REG | 2ND | -6,258.54 |
| Balance Sheet | REG | HSK | -4,342.18 |

Data imported from an EMR such as Cerner or EPIC, will show *authorized* users all of the details behind the patient transactions that generated the revenue and deductions.



The screenshot displays the 'Cerner Revenue Data Inquiry' window. The main table lists revenue transactions with columns for Transaction, Service Date, Activity Type, Amount, FSN, Trans Type, Charge Description, CDM, OPT, Rev Code, HCPCS, Charge Item ID, and Dept. A pivot table on the right shows the breakdown of revenue by Facility Code, Dept, and Service Code for the period 10/17/2019 to 10/17/2019.

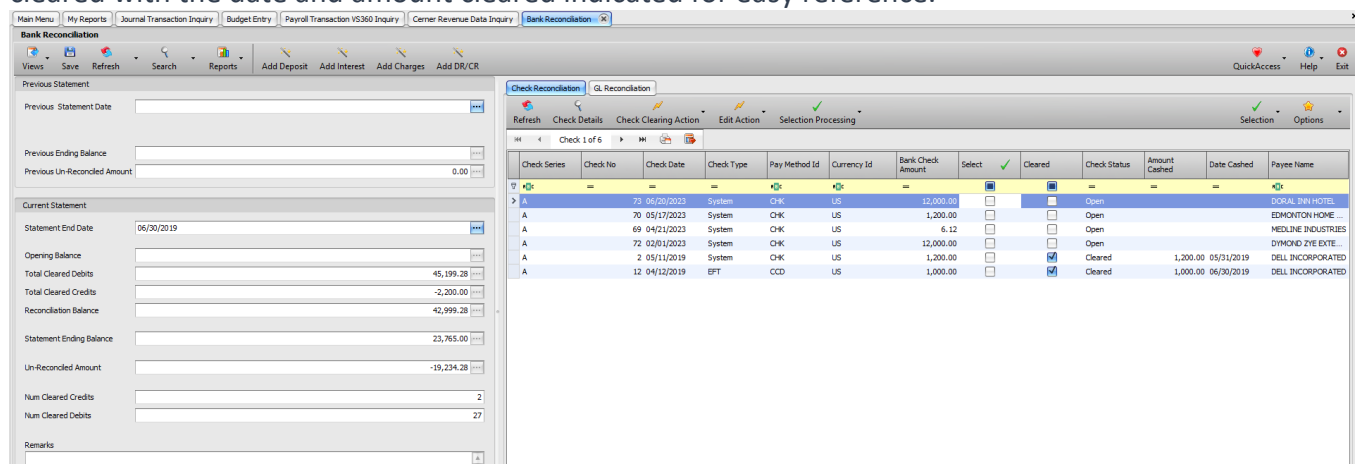
| Facility Code | Dept | Service Code | Amount |
|---------------|------|--------------|------------|
| FPC Downtown | 1433 | 21,590.00 | 25,043.00 |
| FPC Downtown | 1434 | 33,690.00 | 48,026.00 |
| FPC Downtown | 1435 | 1,237.00 | 1,588.00 |
| FPC Downtown | 1436 | 1,533.00 | 1,533.00 |
| FPC Downtown | 1437 | 6,048.00 | 21,083.00 |
| FPC Downtown | 1438 | 20,693.60 | 35,468.00 |
| FPC Downtown | 1439 | 188.00 | 0.00 |
| FPC Downtown | 1440 | 17,665.50 | 26,502.50 |
| FPC Downtown | 1441 | 8,517.00 | 20,034.00 |
| FPC Downtown | 1442 | 23,080.00 | 38,111.00 |
| FPC Downtown | 1443 | 188,093.60 | 623,980.24 |
| FPC Downtown | 1444 | 128.00 | 128.00 |
| FPC Downtown | 1445 | 451,811.76 | 838,163.83 |
| FPC Downtown | 1446 | 9,024.00 | 14,232.00 |
| FPC Downtown | 1447 | 273.00 | 273.00 |
| FPC Downtown | 1448 | 71,479.30 | 128,461.30 |
| FPC Downtown | 1449 | 1,696.00 | 1,722.00 |
| FPC Downtown | 1450 | 21,500.00 | 32,565.30 |
| FPC Downtown | 1451 | 0.00 | 0.00 |

Accounts Payable Module

Bank Reconciliations

Bank reconciliations can be extremely time-consuming at the end of each month. So why not do at least part of them each day or week as the month goes on?

The most used feature is the Check Clearing interface which allows users to download their bank information, run it through an interface, and have the cleared checks automatically marked of as cleared with the date and amount cleared indicated for easy reference.



Automation of the bank reconciliation can be taken further with the BAI (Bank Administrative Institute) transaction codes. A BAI file interface can be used to read these codes, clear transactions, and even record journal entries for you! An example would be to use the BAI setups to indicate which account to credit Interest Income to and which account to debit Bank Fees Expense to. When the interface reads the BAI codes for those transactions on the bank activity report, Multiview creates the journal entries to those accounts with the offset being the cash account. And then it will mark the transactions as cleared in the bank reconciliation.

Credit Card Functionality

Instead of waiting for the credit card statement to come at the end of each month, matching receipts to it, tracking down missing receipts, and then making one large entry to generate the payment, users can enter the transactions throughout the month, so the statement reconciliation and payment generation is not a time-consuming process.

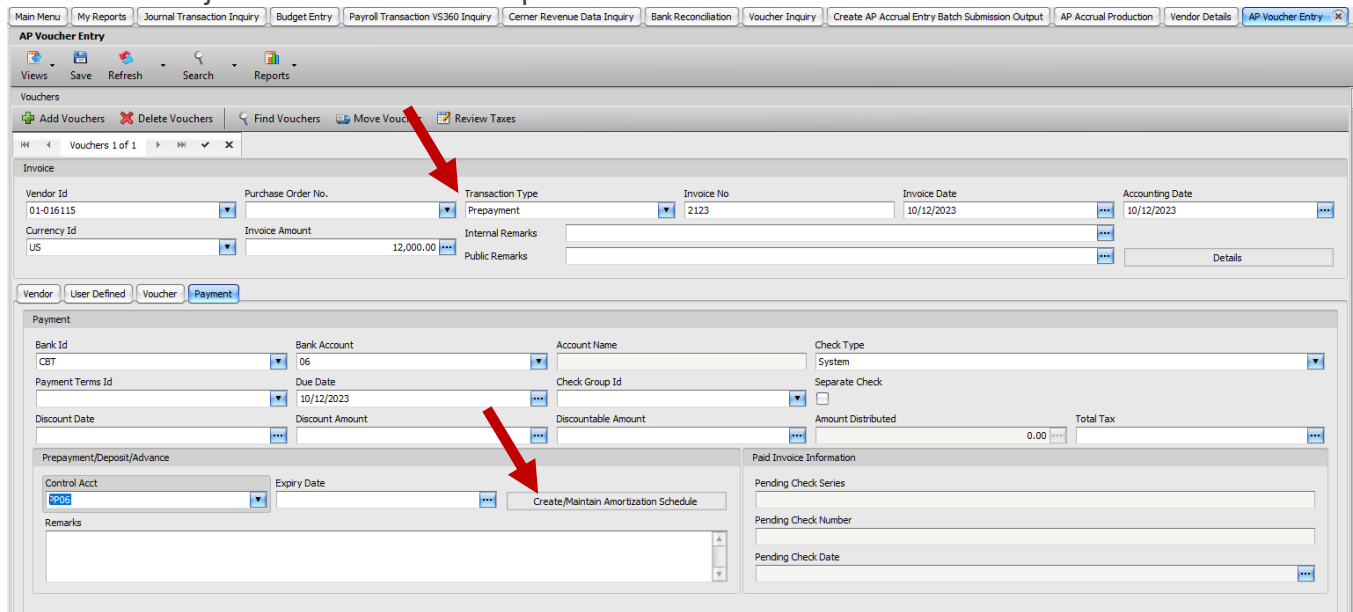
This feature provides the ability to designate a bank account as a credit card account. When a voucher is attached to a credit card bank account, the system will automatically generate a dummy check and marks the voucher as paid. This process allows you to record vouchers under the vendor pertaining to the purchase, yet pay the credit card issuer. The bank reconciliation process can be used to reconcile your credit card statement.

Accounts Payable Invoice Accruals

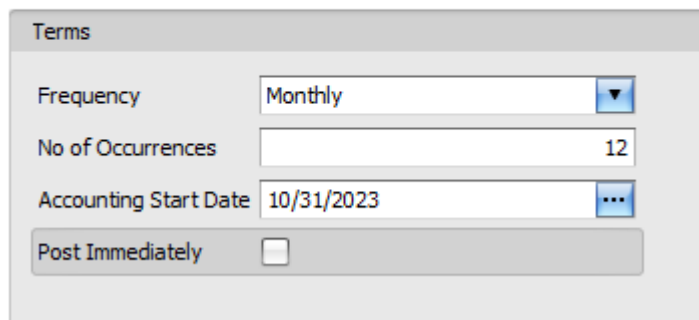
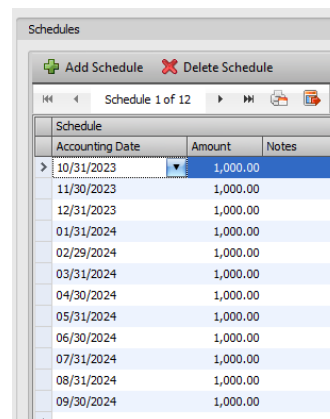
Clients frequently tell us that waiting on invoices from vendors at month-end can significantly delay their closing date. Multiview offers a method of calculating and creating a reversing accrual entry based on a vendor's past activities. If an invoice is expected, but not received in time, then an accrual is created and automatically reverses the next month.

Prepayment Amortization Schedules

Creating the entry for the amortization of prepaid invoices can be quite time consuming and traditionally involves a large Excel file that needs to be updated each month. Of course, saved journal entry templates in the General Ledger module can be used to save some time; however, the A/P team can fully amortize prepaid invoices *in the correct periods* at the time they pay them. Entering a voucher using the Transaction Type "Prepayment" allows the A/P Specialist to create an amortization schedule and create the journal entries in future periods.



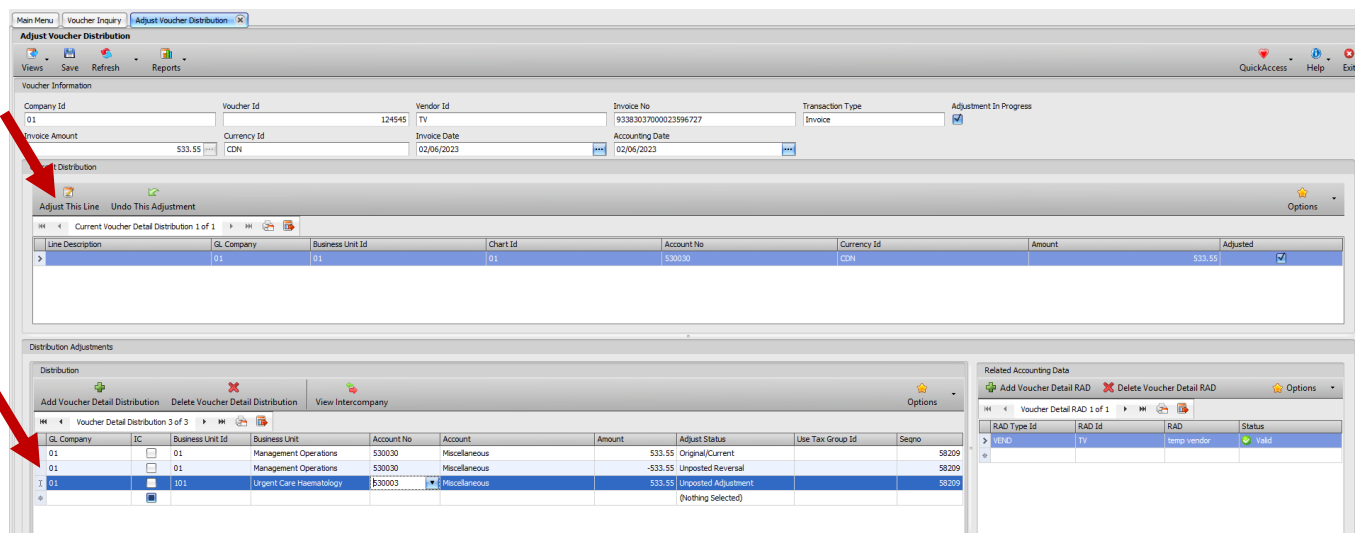
Amortization Schedules

| Schedule | Accounting Date | Amount | Notes |
|----------|-----------------|----------|-------|
| > | 10/31/2023 | 1,000.00 | |
| | 11/30/2023 | 1,000.00 | |
| | 12/31/2023 | 1,000.00 | |
| | 01/31/2024 | 1,000.00 | |
| | 02/29/2024 | 1,000.00 | |
| | 03/31/2024 | 1,000.00 | |
| | 04/30/2024 | 1,000.00 | |
| | 05/31/2024 | 1,000.00 | |
| | 06/30/2024 | 1,000.00 | |
| | 07/31/2024 | 1,000.00 | |
| | 08/31/2024 | 1,000.00 | |
| | 09/30/2024 | 1,000.00 | |

Adjust Voucher Distribution

The Budget-to-Actual report analysis may reveal that an accounts payable invoice was coded to the wrong Unit and or Account. A correcting journal entry is traditionally not linked directly to the A/P transaction for future reference. Using the Adjust Voucher Distribution feature in Multiview will allow an authorized user to correct the invoice's coding while linking the correcting entry directly to the invoice itself. This feature can be used even if the invoice has already been posted and paid. The user simply needs to locate the voucher in question and indicate that an adjustment is needed. The system will automatically create the reversal and create an "Unposted Adjustment" line where the user can input the correct information. Once the user completes the process, the status will change to "Posted Adjustment."



Adjust Voucher Distribution

Company Id: 01 Voucher Id: 124545 Vendor Id: TV Invoice No: 9338303700002396727 Transaction Type: Invoice Adjustment In Progress: ☒

Invoice Amount: 533.55 Currency Id: CDN Invoice Date: 02/06/2023 Accounting Date: 02/06/2023

Distribution

Adjust This Line Undo This Adjustment

| Line Description | GL Company | Business Unit Id | Chart Id | Account No | Currency Id | Amount | Adjusted |
|------------------|------------|------------------|----------|------------|-------------|--------|-------------------------------------|
| | 01 | 01 | 01 | 530030 | CDN | 533.55 | <input checked="" type="checkbox"/> |

Distribution Adjustments

Add Voucher Detail Distribution Delete Voucher Detail Distribution View Intercompany

| GL Company | IC | Business Unit Id | Business Unit | Account No | Account | Amount | Adjust Status | Use Tax Group Id | Segno |
|--------------------|-------------------------------------|------------------|------------------------|------------|---------------|---------|---------------------|------------------|-------|
| 01 | <input type="checkbox"/> | 01 | Management Operations | 530030 | Miscellaneous | 533.55 | Original/Current | | 58209 |
| 01 | <input type="checkbox"/> | 01 | Management Operations | 530030 | Miscellaneous | -533.55 | Unposted Reversal | | 58209 |
| 01 | <input checked="" type="checkbox"/> | 101 | Urgent Care Hematology | 530003 | Miscellaneous | 533.55 | Unposted Adjustment | | 58209 |
| (Nothing Selected) | | | | | | | | | |

Related Accounting Data

Add Voucher Detail RAD Delete Voucher Detail RAD

| RAD Type Id | RAD Id | RAD | Status |
|-------------|--------|-------------|--------|
| VEN | TV | temp vendor | Valid |

General Ledger Module

Account Reconciliations

General Ledger account reconciliations are traditionally completed in Excel. The account reconciliation functionality in Multiview can assist in saving time spent on "Excel gymnastics" at month-end.

The screen capture on the next page shows the screen in which the user will reconcile the Prepaid Expenses account #155026 for January through June 2021. The right side of the screen shows the invoices that were added to this account during those months, and it also shows the amortization entries entered against the account during that time period. Once the activity is reconciled to the target balance, then the reconciliation can be closed.

Practice Means Progress Toward Ending Month End: Best Practices for Using Multiview

Time: 10:00 – 10:45 Date: Tuesday, October 17, 2023

Time: 09:00 – 09:45 Date: Wednesday, October 18, 2023

| Main Menu Reconcile GL Account Accounts | | | | | | | |
|---|----------|------------|------------------|--------------|----------------------|--------------------|----------------|
| Reconcile GL Account | | | | | | | |
| Views | Save | Refresh | Search | Reports | Reconcile | New Reconciliation | |
| Options | | | | | | | |
| Company Id | Chart Id | Account No | Business Unit Id | Recon Status | From Accounting Date | To Accounting Date | Target Balance |
| 01 | 01 | 112002 | 01 | Closed | | | |
| 01 | 01 | 105015 | 01 | Closed | | | |
| 01 | 01 | 105015 | 01 | Open | | | |
| 01 | 01 | 105015 | 01 | Open | | | |
| 01 | 01 | 105015 | 01 | Open | | | |
| 06 | 01 | 35710 | 600 | Closed | 01/01/2021 | 06/30/2021 | 27,500.00 |
| 06 | 01 | 35710 | 600 | Closed | 07/01/2021 | 07/31/2021 | -66,722.00 |
| 06 | 01 | 35710 | 600 | Closed | 08/01/2021 | 08/31/2021 | -66,597.00 |
| 06 | 01 | 155026 | 600 | Closed | 07/01/2021 | 07/31/2021 | 139,166.49 |
| 06 | 01 | 155026 | 600 | Closed | 08/01/2021 | 08/31/2021 | -13,659.71 |
| 01 | 01 | 155030 | | Closed | | 10/31/2022 | |

| Journal Entries | | | | |
|---|------------------|-----------------|-------------------|---------------------|
| Reconciliation Info Journal Entries Documents | | | | |
| Show Source Refresh Selection Options | | | | |
| Reconciled | Business Unit Id | Accounting Date | Reconciled Amount | Unreconciled Amount |
| <input checked="" type="checkbox"/> | 600 | 01/01/2021 | 15,000.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 01/01/2021 | 15,000.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 02/01/2021 | -1,250.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 03/01/2021 | -1,250.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 04/01/2021 | -1,250.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 05/01/2021 | -1,250.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 06/01/2021 | -1,250.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 06/01/2021 | 13,000.00 | 0.00 |
| <input checked="" type="checkbox"/> | 600 | 06/01/2021 | 27,500.00 | 0.00 |

| Print | |
|---------------------|--|
| Business Unit Id | 600 |
| Account No | 155026 |
| Amount | 15,000.00 |
| Accounting Date | 01/01/2021 |
| Comments | AP Batch Posting for batch 06 30759 |
| Remarks | Vacuum Shop #3 - INV No (5508) - 07-190255 |
| Reconciled Amount | 15,000.00 |
| Unreconciled Amount | 0.00 |

Trial Balance Analysis

Trial balances analysis can be completed in multiple ways. The most straightforward way is to use the Trial Balance Analysis menu item in the General Ledger module. It will produce a report with the summary on the left side of the screen and the transaction details for the highlighted line on the right side of the screen. A user can drill back to view the details of an individual transaction from this screen.

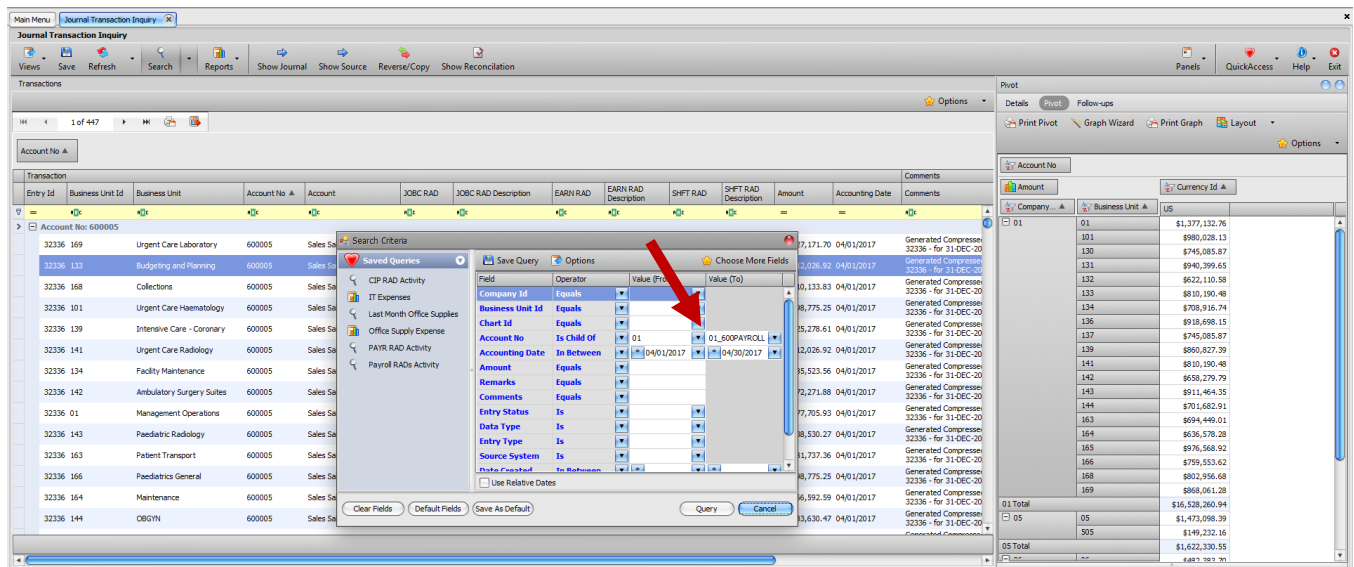
| Main Menu Trial Balance Analysis | | | | | | | | | | | |
|--|---------------------------|------------|----------------------------|--------------|-----------------|------------------|-----------------|-------------|-------------------------------------|--|--|
| Trial Balance Analysis | | | | | | | | | | | |
| Views | Save | Refresh | Search | Reports | | | | | | | |
| Options | | | | | | | | | | | |
| 20 of 2806 | | | | | | | | | | | |
| Bring a column header here to group by that column | | | | | | | | | | | |
| Business Unit Id | Business Unit | Account No | Account | Account Type | Opening Balance | Activity Balance | Closing Balance | Trans Count | Has Activity | | |
| 139 | Intensive Care - Coronary | 404000 | Other Sources | Revenue | -34,473.15 | -53,095.72 | -87,568.87 | 1 | <input checked="" type="checkbox"/> | | |
| 134 | Facility Maintenance | 445004 | Inpatient Service Revenue | Revenue | -58,450.92 | -909,996.91 | -1,468,447.83 | 1 | <input checked="" type="checkbox"/> | | |
| 133 | Budgeting and Planning | 445006 | Outpatient Service Revenue | Revenue | -583,816.40 | -899,197.33 | -1,483,013.73 | 1 | <input checked="" type="checkbox"/> | | |
| 139 | Intensive Care - Coronary | 530001 | Medical Staff Expenses | Expense | 328,571.04 | 0.00 | 328,571.04 | 0 | <input checked="" type="checkbox"/> | | |
| 137 | Marketing | 401000 | Private Donations | Revenue | -270,231.70 | -416,212.44 | -686,444.14 | 1 | <input checked="" type="checkbox"/> | | |
| 131 | Insurance Billing | 445001 | Clinic Service Revenue | Revenue | -768,116.11 | -1,147,712.98 | -1,915,829.09 | 1 | <input checked="" type="checkbox"/> | | |
| 134 | Facility Maintenance | 445006 | Outpatient Service Revenue | Revenue | -510,839.33 | -786,797.65 | -1,297,636.98 | 1 | <input checked="" type="checkbox"/> | | |
| 136 | Urgent Care Trauma | 404000 | Other Sources | Revenue | -36,790.62 | -56,665.18 | -93,455.80 | 1 | <input checked="" type="checkbox"/> | | |
| 166 | Paediatric General | 445001 | Clinic Service Revenue | Revenue | -668,599.32 | -926,998.94 | -1,595,598.26 | 1 | <input checked="" type="checkbox"/> | | |
| 101 | Urgent Care Hematology | 530004 | Medical Equipment | Expense | 23,506.92 | 0.00 | 23,506.92 | 0 | <input checked="" type="checkbox"/> | | |
| 165 | Paediatric Intensive Care | 530002 | Pharmaceutical Expenses | Expense | 86,861.28 | 0.00 | 86,861.28 | 0 | <input checked="" type="checkbox"/> | | |
| 165 | Paediatric Intensive Care | 100100 | Bank Checking | Asset | 108,576.60 | 0.00 | 108,576.60 | 0 | <input checked="" type="checkbox"/> | | |
| 133 | Budgeting and Planning | 401000 | Private Donations | Revenue | -293,844.20 | -452,580.53 | -746,424.73 | 1 | <input checked="" type="checkbox"/> | | |
| 143 | Paediatric Radiology | 404000 | Other Sources | Revenue | -36,500.96 | -56,219.00 | -92,719.96 | 1 | <input checked="" type="checkbox"/> | | |
| 143 | Paediatric Radiology | 401000 | Private Donations | Revenue | -330,574.69 | -509,153.07 | -839,727.76 | 1 | <input checked="" type="checkbox"/> | | |
| 169 | Urgent Care Laboratory | 100100 | Bank Checking | Asset | 84,860.40 | 0.00 | 84,860.40 | 0 | <input checked="" type="checkbox"/> | | |
| 141 | Urgent Care Radiology | 445004 | Inpatient Service Revenue | Revenue | -1,002,466.82 | -1,039,996.47 | -2,042,463.29 | 1 | <input checked="" type="checkbox"/> | | |
| 141 | Urgent Care Radiology | 445006 | Outpatient Service Revenue | Revenue | -620,240.12 | -899,197.33 | -1,519,437.45 | 1 | <input checked="" type="checkbox"/> | | |
| 164 | Maintenance | 401000 | Private Donations | Revenue | -230,877.56 | -355,988.97 | -586,866.53 | 1 | <input checked="" type="checkbox"/> | | |
| 169 | Management Operations | 115108 | Investment Interest | Asset | -18,609,167.40 | -16,766,258.71 | -35,375,426.11 | 64 | <input checked="" type="checkbox"/> | | |
| 136 | Urgent Care Trauma | 445006 | Outpatient Service Revenue | Revenue | -694,449.63 | -1,019,625.36 | -1,714,075.19 | 1 | <input checked="" type="checkbox"/> | | |
| 169 | Urgent Care Laboratory | 445006 | Outpatient Service Revenue | Revenue | -650,975.63 | -963,425.71 | -1,614,401.34 | 1 | <input checked="" type="checkbox"/> | | |
| | | | | | | 0.00 | | | | | |

| Details Summary | | | | | | | | | | | |
|---------------------|----------|------------------|------------|--------------|----------------|-----------------|-----------|---------|--|--|--|
| Show Source Options | | | | | | | | | | | |
| Comp Id | Entry Id | Base Curr Amount | Entry Type | Entry Status | Source System | Accounting Date | Period Id | Remarks | | | |
| 01 | 32336 | 50,123,326.08 | Journal | Posted | General Ledger | 04/01/2017 | 1710 | | | | |
| 01 | 32336 | 37,333,097.58 | Journal | Posted | General Ledger | 04/01/2017 | 1710 | | | | |
| 01 | 32336 | 17,664.21 | Journal | Posted | General Ledger | 04/01/2017 | 1710 | | | | |
| 01 | 32336 | -1,547,462.36 | Journal | Posted | General Ledger | 04/01/2017 | 1710 | | | | |
| 01 | 37533 | 12,350.57 | Journal | Posted | General Ledger | 04/03/2017 | 1710 | | | | |
| 01 | 37536 | 97,789.08 | Journal | Posted | General Ledger | 04/03/2017 | 1710 | | | | |
| 01 | 37538 | 42,481.17 | Journal | Posted | General Ledger | 04/03/2017 | 1710 | | | | |
| 01 | 38119 | 20,543.52 | Journal | Posted | General Ledger | 04/03/2017 | 1710 | | | | |
| 01 | 33196 | -9,157.58 | Journal | Posted | General Ledger | 04/04/2017 | 1710 | | | | |
| 01 | 37531 | 1,209.95 | Journal | Posted | General Ledger | 04/04/2017 | 1710 | | | | |
| 01 | 37534 | 12,909.60 | Journal | Posted | General Ledger | 04/04/2017 | 1710 | | | | |
| 01 | 33197 | -2,600.31 | Journal | Posted | General Ledger | 04/05/2017 | 1710 | | | | |
| 01 | 37537 | 13,352.50 | Journal | Posted | General Ledger | 04/05/2017 | 1710 | | | | |
| 01 | 29915 | -276.90 | Journal | Posted | General Ledger | 04/06/2017 | 1710 | | | | |
| 01 | 33198 | -1,848.85 | Journal | Posted | General Ledger | 04/06/2017 | 1710 | | | | |
| 01 | 37535 | 13,909.33 | Journal | Posted | General Ledger | 04/06/2017 | 1710 | | | | |
| 01 | 37529 | 52,132.19 | Journal | Posted | General Ledger | 04/09/2017 | 1710 | | | | |
| 01 | 37530 | 6,539.31 | Journal | Posted | General Ledger | 04/09/2017 | 1710 | | | | |
| 01 | 37539 | 58,168.02 | Journal | Posted | General Ledger | 04/09/2017 | 1710 | | | | |
| 01 | 32888 | 651.39 | Journal | Posted | General Ledger | 04/10/2017 | 1710 | | | | |
| 01 | 32888 | 431.57 | Journal | Posted | General Ledger | 04/10/2017 | 1710 | | | | |
| | | | | | | -16,766,258.71 | | | | | |

A Trial Balance by month can be created as a VPA report. The user can then drill back to the transactions list for a particular month by selecting a cell, clicking on the right mouse button, and then selecting "View Transactions." An example of the Trial Balance VPA report is shown on the next page.

| | | JAN 2022 | FEB 2022 | MAR 2022 | APR 2022 | MAY 2022 | JUN 2022 | JUL 2022 | AUG 2022 | SEP 2022 | OCT 2022 | NOV 2022 | DEC 2022 |
|-------------------------------|-------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| SALARIES - RN | 40002 | 320375 | 225920 | 282528 | 268335 | 331080 | 364337 | 306092 | 332713 | 335995 | 349009 | 340692 | 334786 |
| SALARIES - LVN | 40003 | 121481 | 99080 | 104821 | 86477 | 94543 | 97730 | 88114 | 94740 | 85716 | 78993 | 93455 | 89962 |
| SALARIES - AIDES/ORDERLIES | 40004 | 180265 | 140760 | 164589 | 164698 | 156003 | 157602 | 169214 | 168522 | 156697 | 126517 | 155774 | 160109 |
| SALARIES - CLERICAL/OTHER | 40005 | 164282 | 154616 | 178263 | 170207 | 192736 | 185825 | 204748 | 202060 | 204487 | 140491 | 163750 | 204667 |
| SALARIES - ENVIRONMENTAL | 40006 | 131579 | 126478 | 144494 | 136237 | 157481 | 129460 | 134038 | 136730 | 136637 | 105983 | 123444 | 133287 |
| SALARIES - NON-PHYSICIAN | 40008 | - | - | - | - | - | - | - | - | - | - | - | - |
| SALARIES - OTHER | 40009 | - | - | - | - | 10 | - | - | - | 61 | 14 | - | - |
| FICA | 40100 | 98546 | 83978 | 98328 | 92594 | 103196 | 100453 | 98099 | 101971 | 102400 | 87704 | 103533 | 103746 |
| SUT & FIT | 40101 | 71657 | 19465 | 7967 | 4138 | 5176 | 4690 | 3370 | 4682 | 4341 | 2947 | 4351 | 2580 |
| VAC, HOL & SICK LEAVE | 40102 | (631) | 33538 | 7619 | (6868) | (30236) | (5492) | 5894 | 8492 | 5372 | 19753 | 18634 | 48954 |
| REGISTERED PERSONNEL | 40150 | 55741 | 74790 | 42620 | 42302 | 69666 | 62447 | 52263 | 49585 | 18387 | 16795 | 61376 | 349061 |
| MEDICAL SUPPLIES | 40200 | 164007 | 154783 | 167287 | 118683 | 129571 | 154926 | 123887 | 117562 | 130564 | 120525 | 129440 | 160102 |
| OXYGEN & MEDICAL GASES | 40210 | 8089 | 5266 | 7463 | 5522 | 8271 | 7027 | 8150 | 9796 | 5941 | 9793 | 9099 | 8797 |
| PHARMACEUTICALS | 40220 | 53508 | 82159 | 58694 | 29842 | 25489 | 28699 | 29146 | 28671 | 29661 | 24956 | 30199 | 46531 |
| CLEANING SUPPLIES | 40250 | 3528 | 6298 | 5292 | 3986 | 8364 | 4929 | 5623 | 6083 | 6487 | 6961 | 5311 | 6235 |
| FOOD OTHER | 40260 | 25295 | 22936 | 28042 | 25749 | 18652 | 26182 | 22185 | 26208 | 25520 | 22460 | 23807 | 33327 |
| MEAT, FISH & POULTRY | 40261 | 5284 | 6541 | 7139 | 5460 | 5654 | 7487 | 6269 | 6738 | 7922 | 5134 | 5583 | 7293 |
| OFFICE & ADMIN SUPPLIES | 40270 | 20475 | 10603 | 13761 | 8151 | 16265 | 10190 | 14065 | 13015 | 10943 | 10713 | 26956 | 18237 |
| INSTRUMENTS & MINOR EQUIPMENT | 40280 | (41) | 2275 | 61 | 773 | 1868 | 2065 | 244 | 278 | 3831 | 394 | 531 | - |
| OTHER NON MEDICAL SUPPLIES | 40285 | 6551 | 9423 | 16182 | 8690 | 7060 | 14595 | 5672 | 15173 | 5691 | 7226 | 12335 | 12731 |

A Journal Transaction Inquiry can also be used to look at a certain account or grouping of accounts. In this example, the “Is Child Of” filter was used jointly with the Account Ownership to indicate that the Payroll accounts were the group of accounts to be analyzed for April. Additionally, the pivot table is set to help analyze payroll costs by Company and by Business Unit.



Set Cut-off Dates

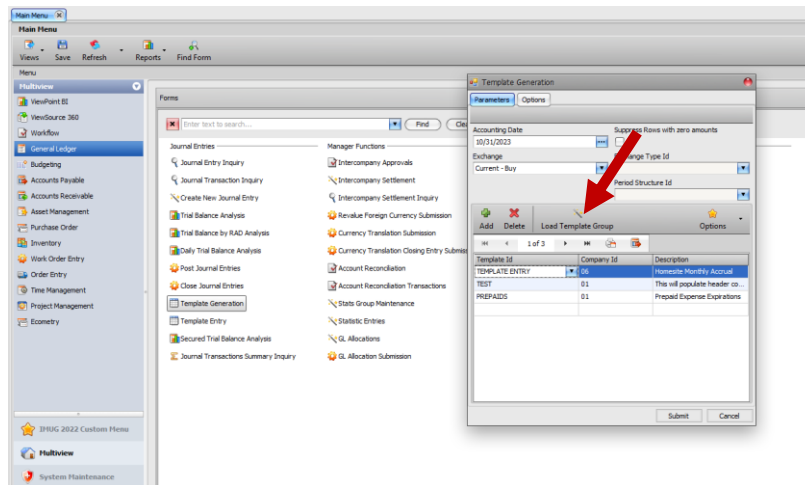
There is nothing more frustrating than doing your final analysis of the financial statements and finding out that it has become a moving target because another entry was made after you started your analysis. Using the “Soft Close” functionality in Multiview will allow you to block additional entries being made; however, *authorized users* can override the cut-off if it is determined that another entry does need to be made. These cut-off dates can be set for A/P, A/R, and G/L modules.

Journal Entry Templates

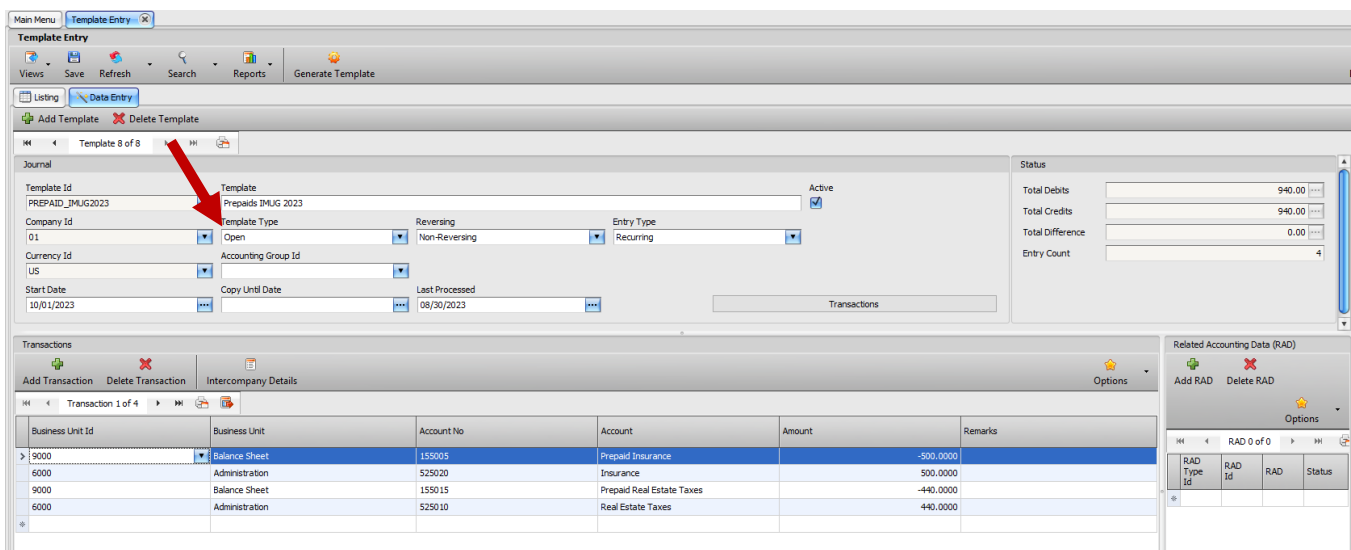
Keying in the same journal entries month after month is a time-consuming task that can be avoided by using journal entry templates.

There are a couple of ways to create a template. A user can start from a blank template and key in the entry information to be “memorized.” If there is a journal entry that has already been entered once, it can be saved as a template without having to re-key the data.

Once the templates have been created, they can be singularly generated each month, or they can be added to a designated group to be generated each month. Generating a group of journal entries at one time each month is a significant time savings!



It is important to realize that, if the templates have been created in Open status, they can be edited each month before they are posted.



Queries and Records

The Asset Management module has extensive custom query capabilities. In addition, it can track a large amount of information and store scanned documentation for each asset. While the journal entry will summarize the depreciation by units, the query reports can break it down on an asset-by-asset basis for detailed analysis.

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Drag a column header here to group by this column

| Financial Book with Location Data | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|------------|-------------|-------------------|-------------|-------------|-------------|-------------|------------------|--------------|----------------------|--------------------|-------------|---------------------|---|--------------------|-------------|---------------------|-------------------|-----------------|-------------------------------------|------------------------|-------------------|------------|------|
| Book End Year | Company ID | Asset No. A | Description | GI Segment2 | GI Segment3 | Category ID | Location Id | Acquisition Date | Book Basis | Bk1 Curr Mon Dep Exp | Book Life (Months) | Book Method | Bk1 Nbr At Rpt Date | Book Beg. of Year Accum. Depn. Override | Bk1 Pr Mon Dep Exp | Schedule No | Bk1 Total Accum Dep | Bk1 Ytd Accum Dep | Bk1 Ytd Dep Exp | Book Depreciable | Book Depreciation Date | Equipment Code Id | Fair Value | City |
| 03/31/2022 | 06 | 458 | Laptop | 001 | 1030 | | | 05/01/2018 | 3,200.00 | 0.00 | 36 | STRAIGHT L. | 0.00 | 2,044.00 | 1,156.00 | 1 | 3,200.00 | 1,156.00 | 1,156.00 | <input checked="" type="checkbox"/> | | COMP | | |
| 03/31/2022 | 06 | 459 | Desk | 001 | 1040 | | | 08/18/2018 | 1,200.00 | 20.46 | 60 | STRAIGHT L. | 326.82 | 391.38 | 461.34 | 2 | 873.18 | 481.80 | 481.80 | <input checked="" type="checkbox"/> | | FURN | | |
| 03/31/2022 | 06 | 460 | Headquarter B... | 002 | 1010 | | | 09/01/2018 | 3,225,000.00 | 6,842.94 | 480 | STRAIGHT L. | 2,936,051.34 | 127,808.46 | 154,297.26 | 43 | 288,948.66 | 161,140.20 | 161,140.20 | <input checked="" type="checkbox"/> | | BLDG 40 | | |
| 03/31/2022 | 06 | 462 | Land | 001 | 1060 | | | 04/01/2018 | 80,000.00 | 0.00 | 1 | STRAIGHT L. | 80,000.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | | LAND | | |
| 03/31/2022 | 06 | 463 | Laptops | 001 | 1030 | | | 04/12/2019 | 30,000.00 | 849.40 | 36 | STRAIGHT L. | 298.40 | 9,699.60 | 19,152.60 | 23 | 29,701.60 | 20,002.00 | 20,002.00 | <input checked="" type="checkbox"/> | | COMP | | |
| 03/31/2022 | 06 | 464 | Chairs | 001 | 1040 | | | 04/15/2019 | 7,000.00 | 118.73 | 60 | STRAIGHT L. | 2,859.77 | 1,344.33 | 2,677.17 | 2 | 4,140.23 | 2,795.90 | 2,795.90 | <input checked="" type="checkbox"/> | | FURN | | |
| 03/31/2022 | 06 | 465 | Shelves | 001 | 1040 | | | 04/28/2019 | 1,700.00 | 28.33 | 60 | STRAIGHT L. | 706.76 | 314.24 | 650.07 | 2 | 993.24 | 678.90 | 678.90 | <input checked="" type="checkbox"/> | | FURN | | |
| 03/31/2022 | 06 | 985 | TV - 27" | 001 | 1040 | | 001 | 07/22/2019 | 500.00 | 8.37 | 60 | STRAIGHT L. | 234.59 | 68.31 | 188.73 | 2 | 265.41 | 197.10 | 197.10 | <input checked="" type="checkbox"/> | | FURN | | |
| 03/31/2022 | 06 | 1023 | Laptop | 001 | 1030 | Comp | | 08/15/2019 | 1,200.00 | 34.10 | 36 | STRAIGHT L. | 145.10 | 251.90 | 768.90 | 23 | 1,054.90 | 803.00 | 803.00 | <input checked="" type="checkbox"/> | | COMP | | |
| 03/31/2022 | 06 | 1047 | New nashville ... | 001 | 1010 | Bldg | | 06/01/2019 | 887.00 | 1.86 | 480 | STRAIGHT L. | 825.08 | 18.12 | 41.94 | 43 | 61.92 | 43.80 | 43.80 | <input checked="" type="checkbox"/> | | BLDG 40 | | |
| 03/31/2022 | 06 | 1050 | Orywall | 001 | 1010 | Bldg | | 06/06/2019 | 558.00 | 1.24 | 480 | STRAIGHT L. | 516.72 | 12.08 | 27.96 | 43 | 41.28 | 29.20 | 29.20 | <input checked="" type="checkbox"/> | | BLDG 40 | | |
| 03/31/2022 | 06 | 1051 | mash | 001 | 1010 | Bldg | | 06/06/2019 | 448.00 | 0.93 | 480 | STRAIGHT L. | 417.04 | 9.06 | 20.97 | 43 | 30.96 | 21.90 | 21.90 | <input checked="" type="checkbox"/> | | BLDG 40 | | |
| 03/31/2022 | 06 | 1053 | Site Cleanup | 001 | 1010 | Bldg | | 06/07/2019 | 500.00 | 0.93 | 480 | STRAIGHT L. | 469.13 | 8.97 | 20.97 | 43 | 30.87 | 21.90 | 21.90 | <input checked="" type="checkbox"/> | | BLDG 40 | | |
| 03/31/2022 | 06 | 1136 | Building | 001 | 1010 | Bldg | | 09/31/2019 | 18,500.00 | 79.37 | 480 | STRAIGHT L. | 17,184.28 | 288.62 | 887.73 | 43 | 1,315.72 | 927.10 | 927.10 | <input checked="" type="checkbox"/> | | BLDG 40 | | |
| 03/31/2022 | 06 | 1184 | Brice Test | 002 | 1020 | Labor | | 07/10/2019 | 5,000,000.00 | 0.00 | 18 | STRAIGHT L. | 0.00 | 2,719,836.70 | 2,280,163.30 | 67 | 5,000,000.00 | 2,280,163.30 | 2,280,163.30 | <input checked="" type="checkbox"/> | | BLDG | | |
| 03/31/2022 | 06 | 1284 | New Asset - N... | 001 | 1060 | | | 09/19/2018 | 100,000.00 | 0.00 | 1 | STRAIGHT L. | 100,000.00 | 0.00 | 0.00 | 66 | 0.00 | 0.00 | 0.00 | <input checked="" type="checkbox"/> | | LAND | | |
| 03/31/2022 | 06 | 1703 | Comfy Chair | 001 | 1060 | | | 08/31/2020 | 5,000.00 | 83.08 | 60 | STRAIGHT L. | 3,370.56 | 0.00 | 1,546.36 | 2 | 1,629.44 | 1,629.44 | 1,629.44 | <input checked="" type="checkbox"/> | | EQUIP | | |
| 03/31/2022 | 06 | 1705 | Rolling Chair | 001 | 1040 | | | 08/31/2020 | 1,000.00 | 15.19 | 60 | STRAIGHT L. | 717.27 | 0.00 | 267.54 | 2 | 282.73 | 282.73 | 282.73 | <input checked="" type="checkbox"/> | | FURN | | |
| | | | | | | | | | 8,476,693.00 | 8,045.43 | | | 3,144,122.86 | 2,862,195.87 | 2,462,328.84 | | 5,332,570.14 | 2,470,374.27 | 2,470,374.27 | | | | | |

The Asset Management module also assists with budgeting and long-term strategic planning. The monthly projection reports can be run to show depreciation expense on a monthly basis for 10 years. If the annual projection reports are run, they will show depreciation expense on an annual basis for 40 years.

Summary

This IMUG session and this document are intended to give users an introduction to functionality that will assist them in bringing an end to the dreaded “crunch time” at the end of each month. You are encouraged to network with other clients and reach out to Multiview staff during the conference. Please also use the on-line client knowledgebase to research these topics and start the process of implementing the functionality that would be useful to your organization.

Please contact your Client Success Executive to arrange for additional training or to add modules that would be helpful to End Month End at your organization.