

Generic Code Sheet (GECS) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Ensure the latest version of the Generic Code Sheet Package is installed and patched up to date.			
2. Pre Station Creation Activities			
A. Establish a Station Creation Date where the new system will be the production system.			
B. Provide necessary security keys to Generic Code Sheet Administrator after new person entries created for users. <ul style="list-style-type: none"> • GECS SETUP 			
C. As many financial software packages transparently rely on data within the GENERIC CODE SHEET package to transmit financial data via code sheets to FMS and AUSTIN it is necessary to set up these files completely and as early as possible, definitely before the Station Creation Date.			
D. Review national standard files below for data, consider a kids build from another facility if missing or incomplete <ul style="list-style-type: none"> • GENERIC CODE SHEET BATCH TYPE (2101.1) • GENERIC CODE SHEET TRANSACTION TYPE SEGMENT (2101.2) 			
E. After the two files are created above the GECS ADMINISTRATOR w/ the GECS SETUP Key should access the GECS MAIN MENU/MAINTENANCE MENU/INITIALIZE A CODE SHEET TYPE option to set up all necessary stations (including Out Patient Clinics) that will be transmitting financial data to FMS. <ul style="list-style-type: none"> • Once in the option they should continue through the site to add any BATCH TYPES (2101.1) and TRANSACTION TYPE SEGMENTS (2101.2) not 			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
already in the file.			
1. Initialize the tasked job GECS STACK STATUS TRANSMIT TASKMAN via Taskman to transmit fiscal documents to FMS beginning after the STATION CREATION DATE. <ul style="list-style-type: none"> • The job should be ran ever 900 seconds and should not be queued to a printer 			