Bismos Reporting and Cost Centre Management

In this module, you can set up cost centres and enable cost centre allocation for all orders placed

You can also run reports for volume or expenditure by cost centre or across all cost centres. You can also download any report to spreadsheet for detailed analysis.

Reporting can be performed at anytime; no transactions are generated through reports so feel free to experiment with different reports at your convenience.

Do not experiment with Manage Cost Centres; changes made here are not reversible.

The module has the following specific features:
- Create Edit and Delete cost centres
- Run cost or volume reports over individual cost centres or all cost centres
- Prints reports
- Create a spreadsheet download in total or by cost centre for detailed analysis

How to Run a Bismos Report
1) Login to Bismos Apps on the Medent Medical website
   a. You can login manually or
   b. If you can't remember your password, just scan any item and connect the scanner. This will log in for you then empty your shopping cart of the item just scanned
2) In Bismos Apps select Bismos Cost centre reporting
3) Then select Cost Centre Reports

4) The reporting screen automatically displays for all cost centres

	Jun 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013
BANDAGES												
BAACO4 COBAN 100MMX4.5M ROLL ADHESIVE 1584												1
BACRB1 BARRS SOFTICREPE BANDAGE 5CM X 1.5M												1
DRESSINGS DRY												
DDGSB2 BARRS GAUZE SWABS NON WOVEN 7.5CM X 7.5CM 4PLY 100'S												1

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	Jun 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013
PODIATRY												
POFL5 FELT 5MM 100% WOOL FRESCO 22.5.45CM		1										
DWCVA OINTMENT VITAMIN A 25GR	500	1										
MECHL CHLORHEXIDINE 0.015% & CETRIMIDE 0.15% 30ML 30'S	2	1										
SYN232 NEEDLE 23GX 1 1/4 100'S (BLUE) BD	1	1										
TAPAB2 BARRS PAPER TAPE 25MM WHITE	1	1										
CAIVTER6 TERUMO IV CATHETER 18G X 2 48MM GREEN	1											
MEWAT6 WATER FOR INJECTION 10ML (STERILE) 50'S GS	1											
TSMUL5 TEST STRIP MULTISTIX 5 50'S (2308)	1											
BAACO3 COBAN 75MMX4.5M ROLL ADHESIVE 1583	1											
OTMAAF FLEXICARE PAEDIATRIC AEROSOL NEBULIZER MASK	1											
Total	538	68	13	0	25	316	39	3	132	18	63	22

Export to Excel

Options on Your Reporting Screen

From this screen all orders can be viewed for twelve months from the date selected by Quantity or Cost

Purchases for All Cost Centres

The default option for this screen is to report on all cost centres. This captures all transactions regardless of their cost centre. If you wish to report on a specific cost centre, select it from the pull down menu. The report will then automatically update and display the results for that specific cost centre

12 Month Following

The default reporting time frame is the last 12 months, or you can select your own reporting time frame. To report on earlier transactions use the pull down box to select an earlier date. Once selected the screen will automatically update.
This screen will always show transactions over a twelve-month range

Show

This option allows you to choose between reporting on Cost or Volume for the period specified

Print

The *Print This* button will print the report shown on screen
The default printer for the PC is used for this

Export to Excel

Using the onscreen report, the *Export to Excel* button creates a spreadsheet file, for the data shown.

Managing Cost Centres

Cost centres are an ideal tool for capturing and reporting on product usage and expenditure for specific items. You can set up a cost centre for any entity or activity you want to report on separately. This could be for graphic locations, products used with certain procedures, or used by particular personnel.

Care must be taken when setting up cost centres for the following reasons

1) Once activated this becomes a mandatory field at the checkout for all future orders being submitted
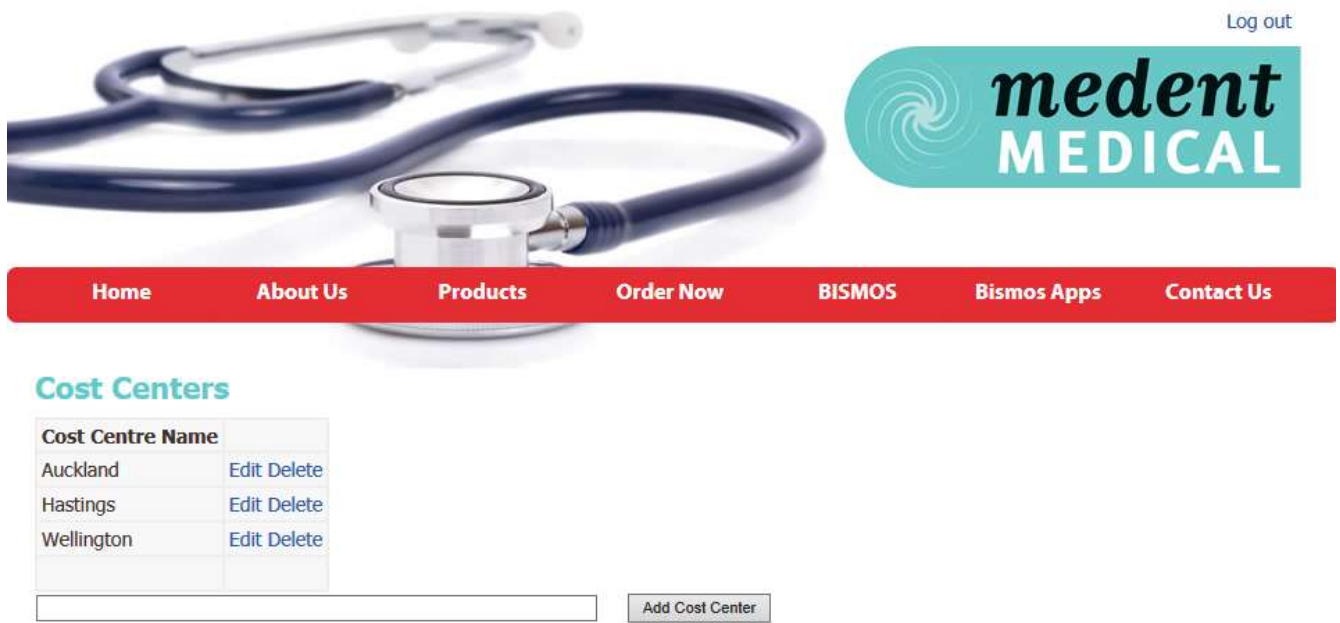
2) Although cost centres can be deleted, they will continue to show as a reporting option on the main reporting screen. Deleted cost centres will no longer show as an option when submitting orders.

How to Set Up a Cost Centre

1) In Bismos Apps select Bismos Cost Centre Reporting
2) Then select Manage Cost Centres
3) In the cost centre screen enter the name of the cost centre and select *Add Cost Centre*
4) You may have to log back in for your changes to take effect

The Cost Centre Management Screen

Edit Function

The edit function allows you to amend the name of the cost centre. Select update to finish.

Delete Function

Delete allows you to delete a cost centre name. Once deleted the cost centre will no longer show as a checkout option when submitting orders. It will continue to show as a pull down option when selecting a cost centre to report on in the main reporting screen.