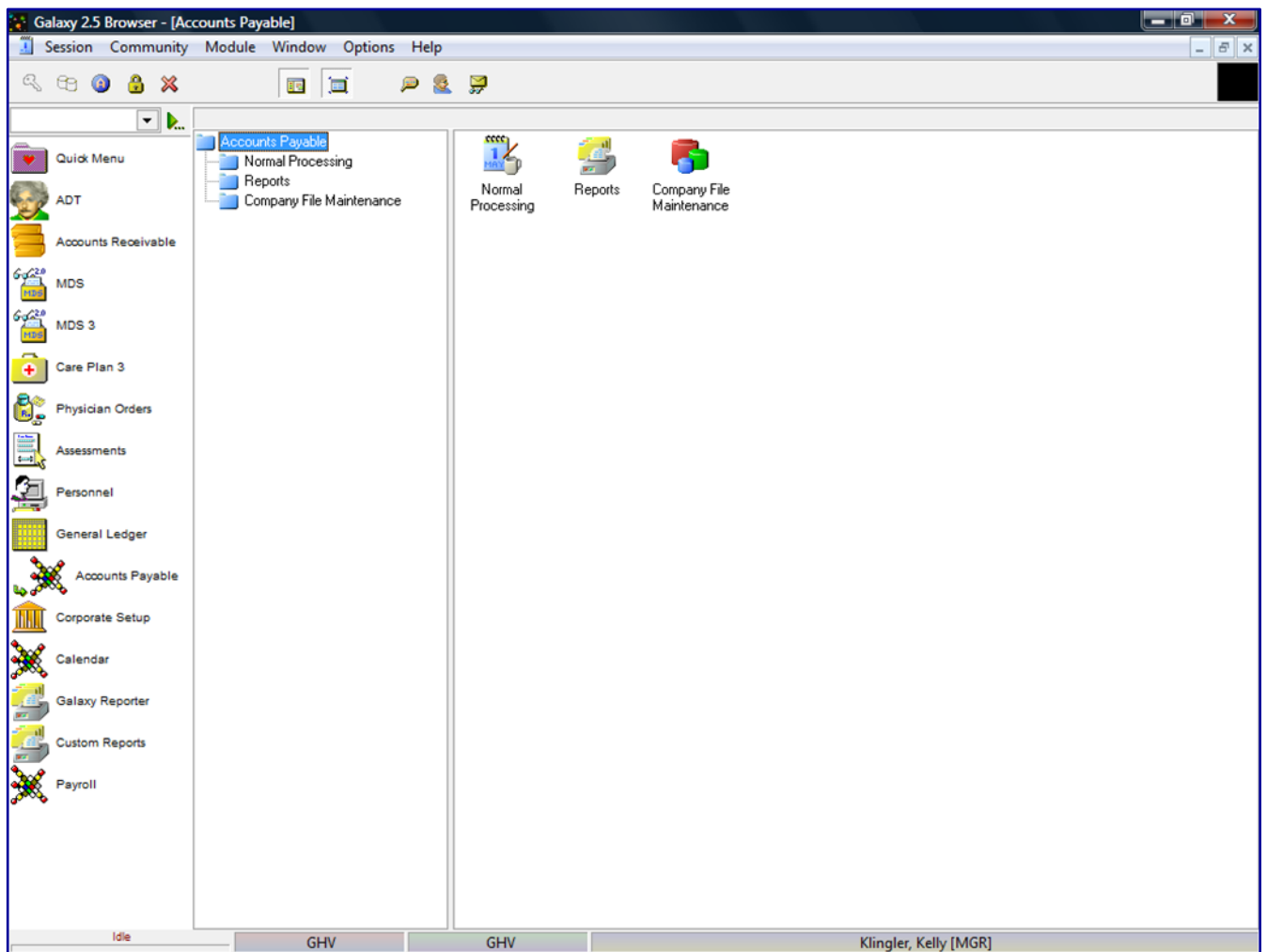
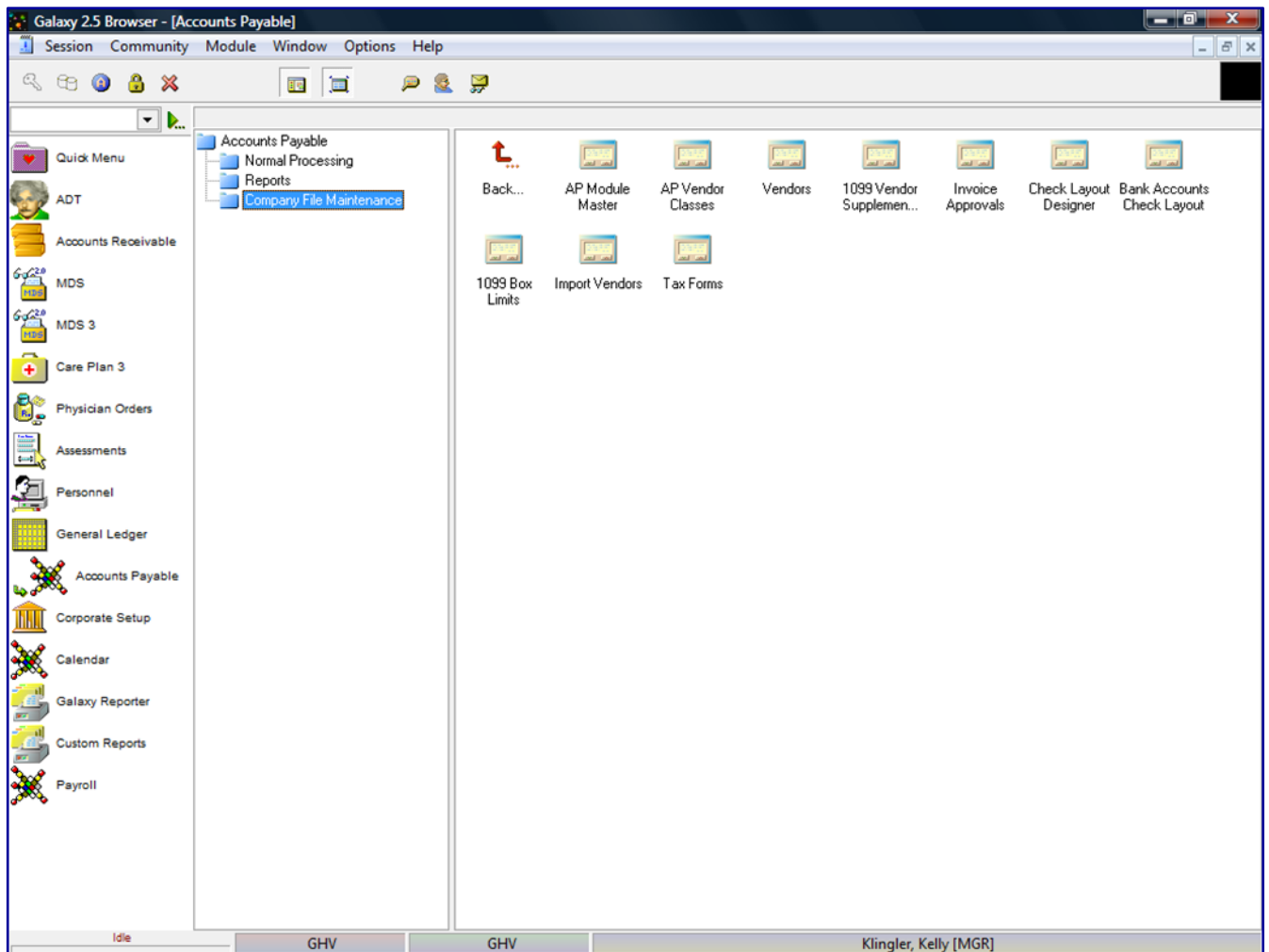


**Galaxy Hosted Software  
Accounts Payable  
Company File Maintenance  
Set-up Guide**



Accounts Payable is divided into 3 separate sections.

- **Normal Processing**
- **Reports**
- **Company File Maintenance**



Looking at **Company File Maintenance**, you can see it is divided into 10 separate sections. You can access any section by double clicking on the icon.

- **AP Module Master**
- **AP Vendor Classes**
- **Vendor**
- **1099 Vendor Supplemental**
- **Invoice Approvals**
- **Check Layout Designer**
- **Bank Accounts Check Layout**
- **1099 Box Limits**
- **Import Vendors**
- **Tax Forms**

Galaxy 2.5 Browser - [Accounts Payable]

Session Community Module Window Options Help

Accounts Payable

- Normal Processing
- Reports
- Company File Maintenance

Quick Menu

- ADT
- Accounts Receivable
- MDS
- MDS 3
- Care Plan 3
- Physician Orders
- Assessments
- Personnel
- General Ledger
- Accounts Payable
- Corporate Setup
- Calendar
- Galaxy Reporter
- Custom Reports
- Payroll

Back...

AP Module Master

AP Vendor Classes

Vendors

1099 Vendor Supplemen...

Invoice Approvals

Check Layout Designer

Bank Accounts Check Layout

1099 Box Limits

Import Vendors

Tax Forms

↑

Idle

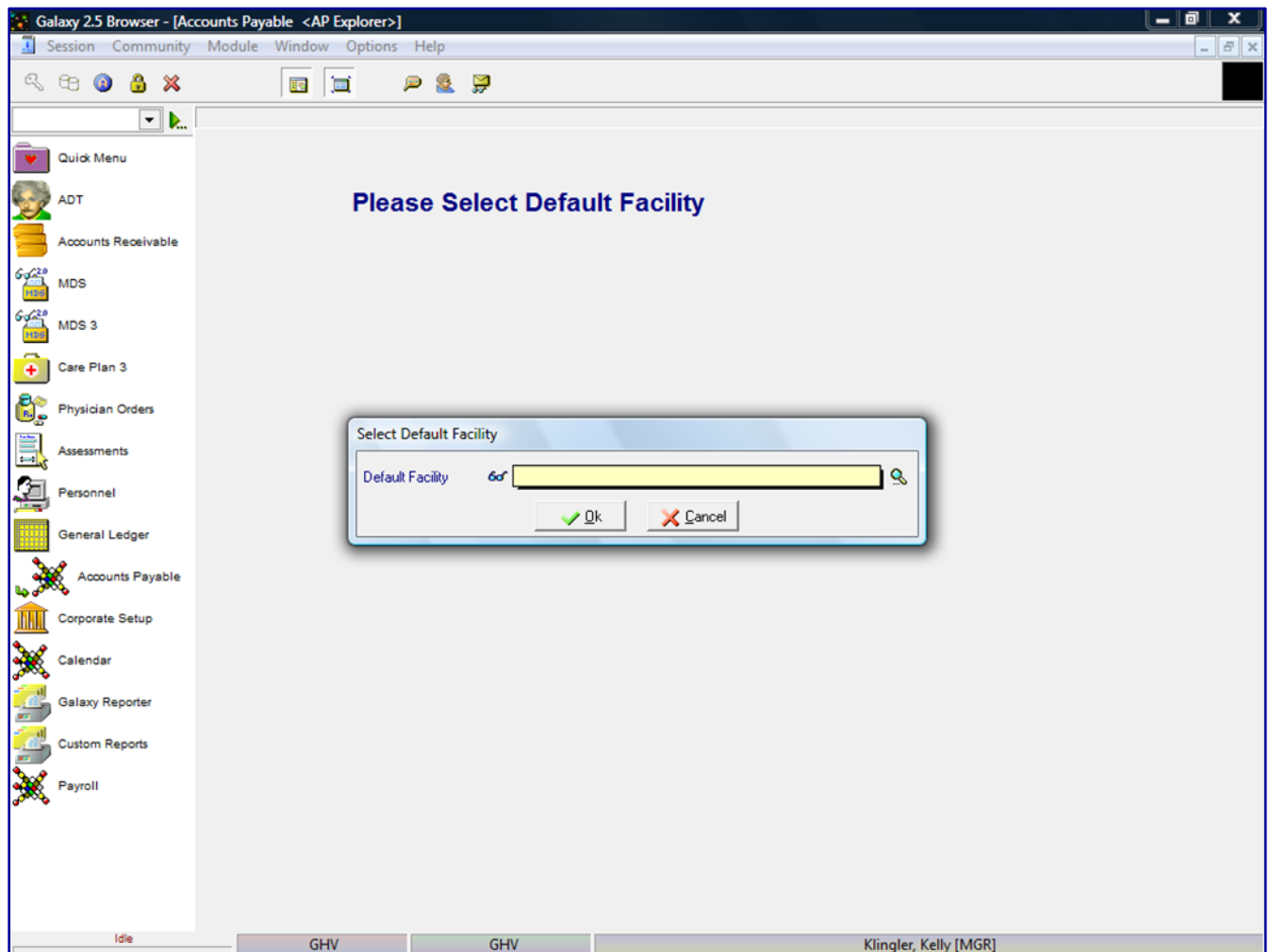
GHV

GHV

Klingler, Kelly [MGR]

The screenshot displays the Galaxy 2.5 Browser interface for the Accounts Payable module. On the left, a vertical menu lists various system components, with 'Accounts Payable' highlighted. The main area shows a grid of application icons. An arrow points to the 'Import Vendors' icon, which is located in the second row, second column of the grid. The status bar at the bottom indicates the user is 'Klingler, Kelly [MGR]' and the system is in 'Idle' state.

After double clicking on the **AP Module Master** icon you will see this screen if your facility is a part of an enterprise with multiple facilities using the Galaxy system.

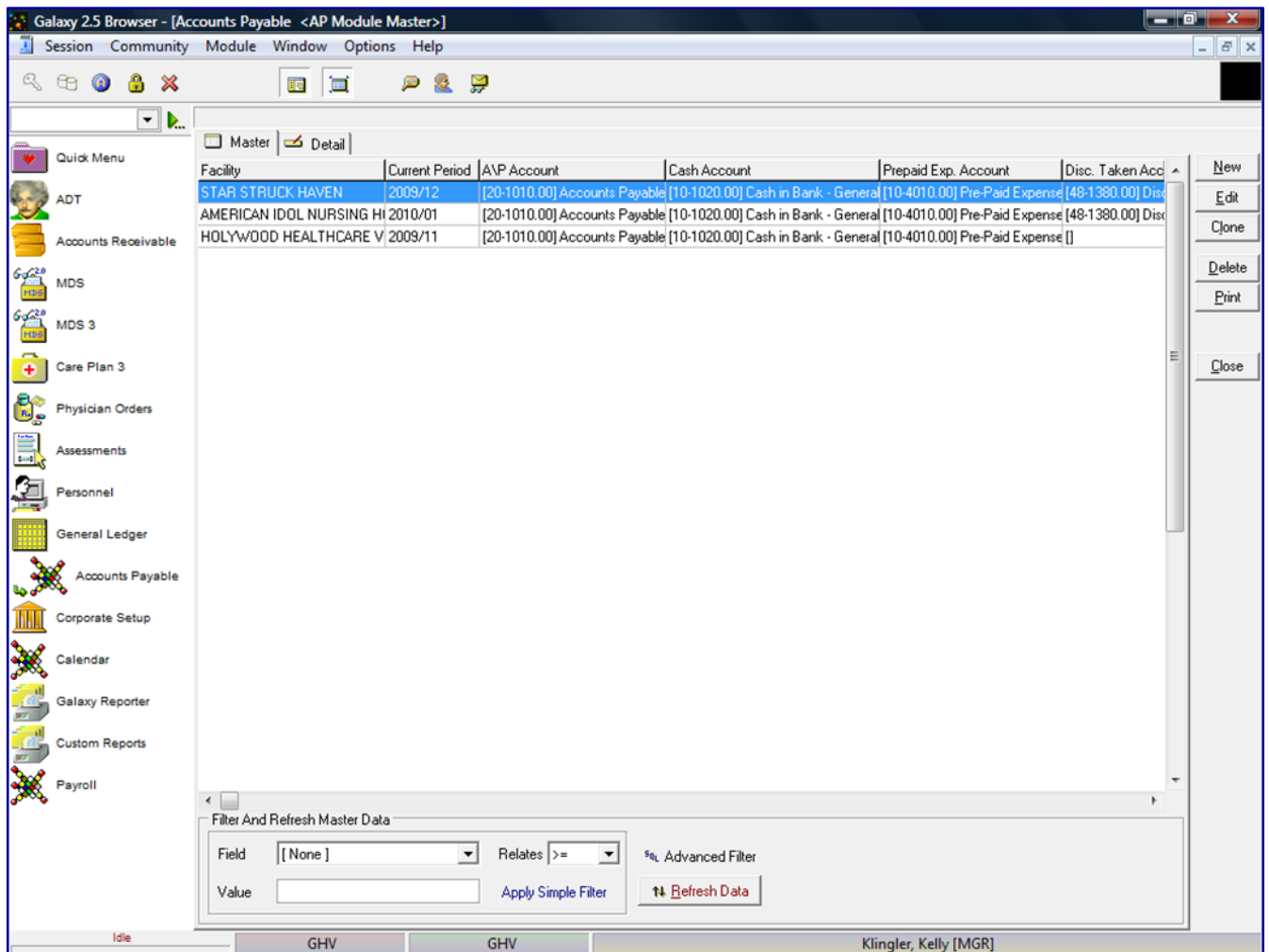


The **Facility Selector** is where you use the magnifying glass to locate and select the facility you need if your facility is part of an enterprise that has other facilities using the Galaxy system.

*NOTE: if your facility is not a part of an enterprise using the Galaxy system, your screen will automatically load (see next screen).*

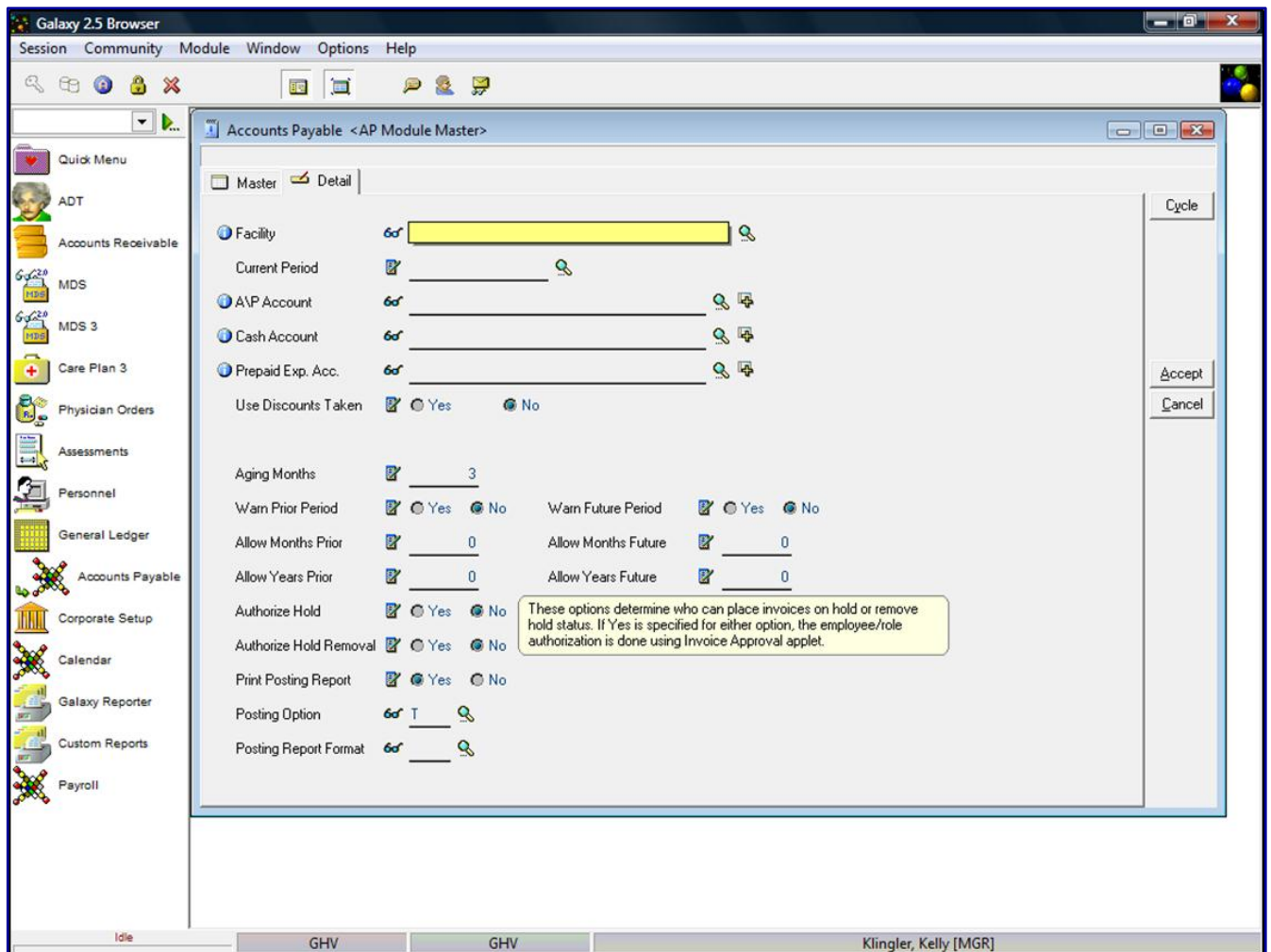
**Default Facility** – select your facility by using the magnifying glass.

*NOTE: Some facility names will default here automatically; this is used when companies are part of an enterprise and have more than one facility using the Galaxy software.*



This is where you will set up the facility Accounts Payable master records that allow for the correct set-up of company posting and reporting for Vendors to process Invoices, Checks and Credit Memos within the AP Module.

To create record in **AP Module Master**, click the **NEW** button.



**Facility** – enter facility name

**Current Period** – enter the starting AP Year/Period

**AP Account** – enter default AP Account GL number

**Cash Account** – enter default Cash Account GL number

**Prepaid Exp Acc** - enter Prepaid Account GL number for expenses paid in future period

**Use Discounts Taken** – if facility has established discount terms with vendors and is going to use them select **YES**, and then enter the

**Discount Taken Acc** – default Discount Taken Account GL number

If not using Discounts the user will not see **Discount Taken Acc** field.

**Aging Months** – enter the number of month to be reflected on Aging reports (*system default 3*)

**Warn Prior Period** – warning message to alert user when entering/posting data in a period other than current

**Warn Future Period** - warning message to alert user when entering/posting data in a period other than current

**Allow Month Prior** – number of months prior to current period to allow entering/posting transactions

**Allow Future Months** - number of months in future to current period to allow entering/posting transactions

**Allow Years Prior** - number of years prior to current period to allow entering/posting transactions

**Allow Years Future** - number of years in future to current period to allow entering/posting transactions

NOTE: if you set up both Prior/Future Months and Years, the set up with the more restrictions will take precedent over the other set up. If 9 months is setup in Month field and 1 is set up in Year field, the system will look at the Months field.

**Authorize Hold** – determines the employee/role authorized to place an invoice on **HOLD** status (invoice is **ON HOLD** until invoice is Approved for payment)

**Authorize Hold Removal** – determines the employee/role authorized to release an invoice from **HOLD** status (released for Payment)

**Print Posting Report** –

**YES** - the Posting Report will print directly to the printer after each batch is posted.

**NO** - the report will appear on screen for user to review batch and user may print the report from the Preview screen.

**Posting Options** – further explanation of options is on the following page

**T** – posted based on Transaction Date selected for Month End Close, prior period financials will be adjusted when the month is closed

**P** – Always post current period, but not affect prior period financials

**Posting Report Format** -

**S** – print by Date (standard option)

**V** – print by Vendor

**Post to GL** -

**D** – each transaction will post directly to GL (NO Month End close process)  
(the highest posting date will be GL current period)

**M** – Month End close process (everything post to GL on the last day of the month)  
(transactions will show in GL as “AP Summary Entry for Year/Period)

Click the **ACCEPT** button after entering the information on the screen.



## Posting GL Option scenarios:

Post to GL = M for Month End Close; then you have option of post on:

- P-current period where it will have the date of the transaction but not affect prior period financials. EX: Current Period is 3/1/2011 and you have AP batches with dates of 1/1/2011 and 2/1/2011. These will close in March with their 1/2011 & 2/2011 dates but not have any change on the Jan & Feb financial statements.
- T- transaction date is selected for Month End Close than prior period financial statements will be adjusted when the month is closed. EX: current period is 3/1/2011 and there are AP batches with Jan & Feb 2011 Dates, on 3/31/2011 you run month end close in AP; the batches that have Jan & Feb dates will go to those prior months and adjust those financials while all the March dates will hit March GL.
- Any batch in AP that has a date beyond the current period will not close into the current period, but will close when that posted batch matches the current period. EX: current period is 3/2011 and you have some AP batches dated and posted for 4/2011; you run a AP month end close for 3/2011 and those AP batches for 4/2011 are still there until you have a current period of 4/2011 and close out the 4/2011 period.

These options will give you a, “AP Summary as of 3/2011” on the GL Report which will tell you the transactions came from a month end close.

Post to GL = D which is directly to GL; then you have the option of post on:

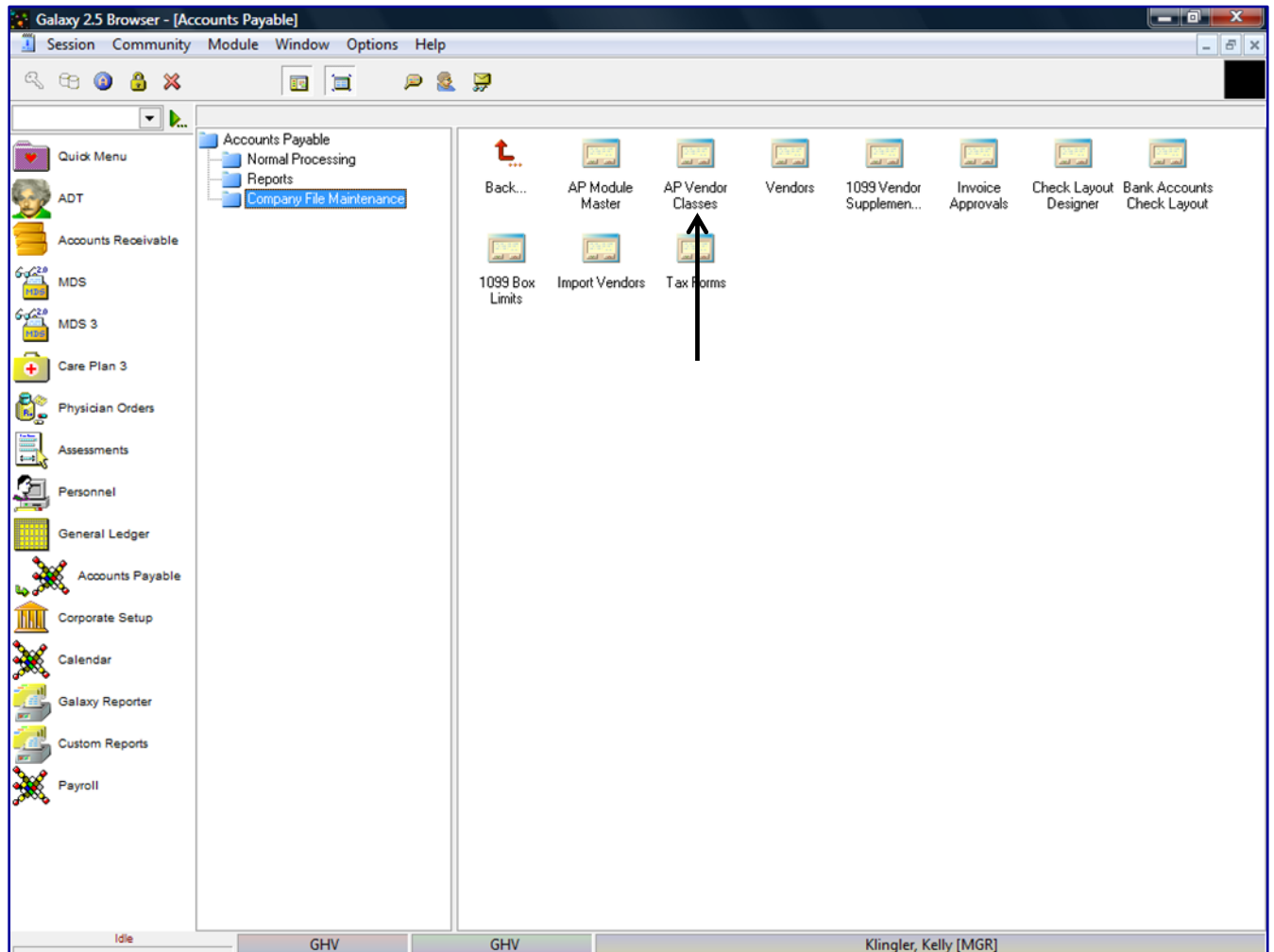
- T-transaction date (date used on invoice, check, credit memo) and it will move your AP & GL modules forward if these dates are beyond your current period. EX: if you are posting an invoice with a date of 5/2011, but your current period is 3/2011, the system will give you a notice saying this transaction is outside of the current period do you want to proceed YES or NO? If you press YES you then get a message that reads, “This transaction’s date is outside of the current period (2011/3). Posting of this transaction (batch) will advance your current period to 2011/05. Would you like to post anyway YES or NO? If you select YES, the AP system is automatically updated to show a current period of 5/2011.

*NOTE: if GL is not in the same period at this time the system will make GL’s current period 5/2011 as well since GL cannot be behind the other financial modules.*

- D- based on posting date will give you the option when you are posting to select the date you want to post the batch to GL. This is useful when you have invoices paid, but you don’t want the numbers to reflect in your current period financials, but it needs to be in a different period prior or future. EX: Current period is 3/2011 and you have paid invoices from 5/2011; using this set-up you can select the batch be posted on a date in 5/2011 and your financials will not be affected until the AP current period is 5/2011. However, you will get a message that says, “Posting of this transaction (batch) will advance your current period to 2011/05. Would you like to post anyway YES or NO? If you select YES, the AP system is automatically update to show a current period of 5/2011.”

*NOTE: in GL it will show as the GL Posting date you have selected when posting and AP as transaction number when trying to locate and compare from GL to AP.*

Double click on the **AP Vendor Classes** on the main screen of Company File Maintenance to open the AP Vendor Classes file.



This allows user to add extra categories to vendors for reporting purposes. This is a required entry. If you choose not use classes, you will need to at least setup class and label it ALL or MISC and assign that class to every vendor.

Galaxy 2.5 Browser - [Accounts Payable <AP Vendor Classes>]

Session Community Module Window Options Help

Master Detail

Vendor Class	Current Use
CABLE	T
CONTRACT	T
DIETARY SUPPLIES	T
EDUCATIONAL	T
INSURANCE	T
LEASE	F
LICENSING	T
MAINTENANCE	T
MARKETING	T
MEDICAL	T
Misc	T
NON-PROFIT	T
NURSING	T
OFFICE SUPPLIES	T
PROFESSIONAL	T
SERVICES	T
TAX	T
TELEPHONE	T
TRANSPORTATION	T
UTILITIES	T
ththff	T

Filter And Refresh Master Data

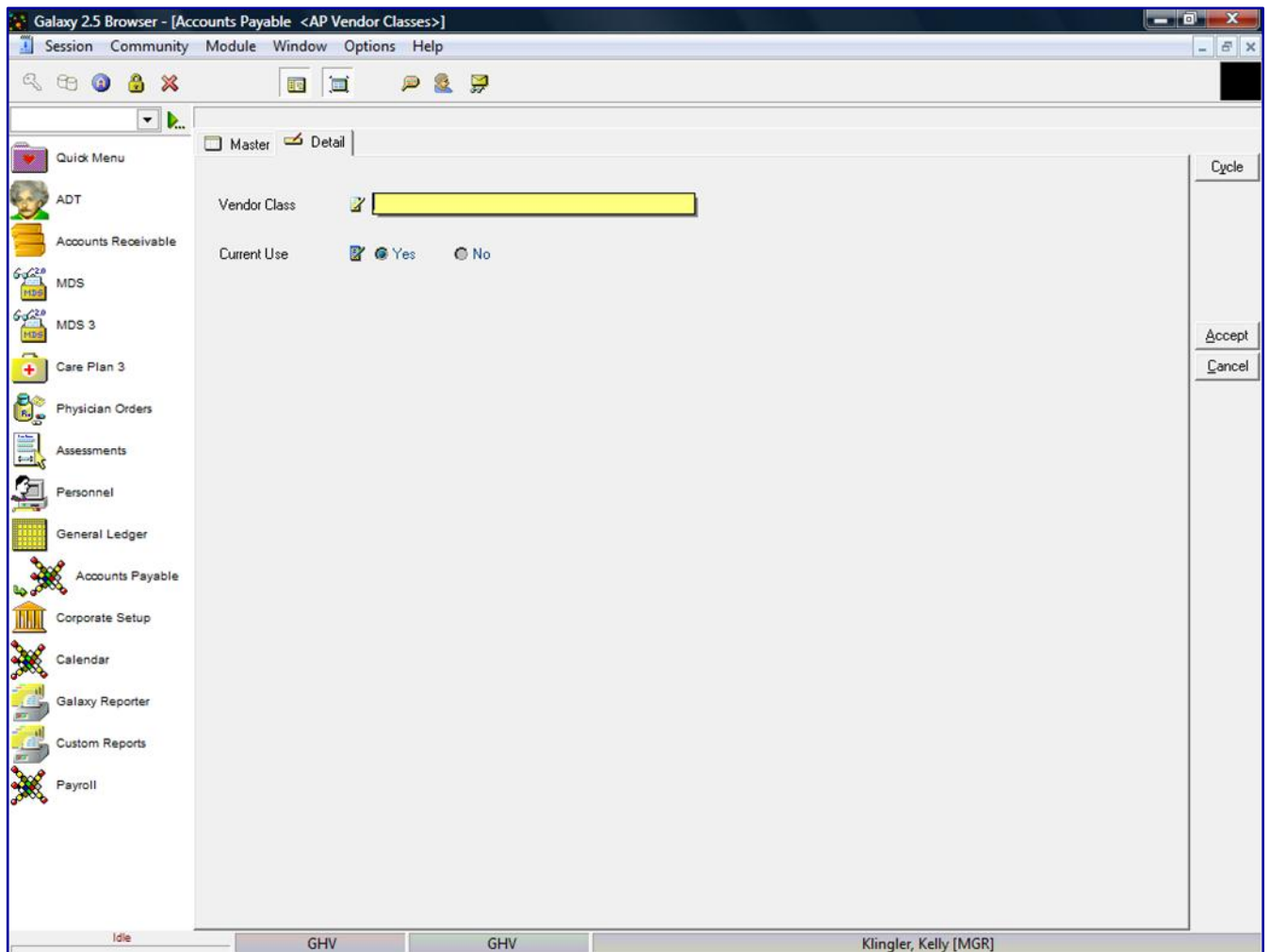
Field: [None] Relates: >= %a, Advanced Filter

Value: Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

To create a record for Vendor class, click the **NEW** button on the right side of the screen. You will see in our *demo facility* some suggested classes that could be used.

Again at least one vendor class is required which can be labeled as ALL or MISC.



**Vendor Class** – enter the description of the vendor's class. This field gives extra description for AP reporting purposes.

*Examples of Vendor Classes:*

*Maintenance*

*Licensing*

*Cable*

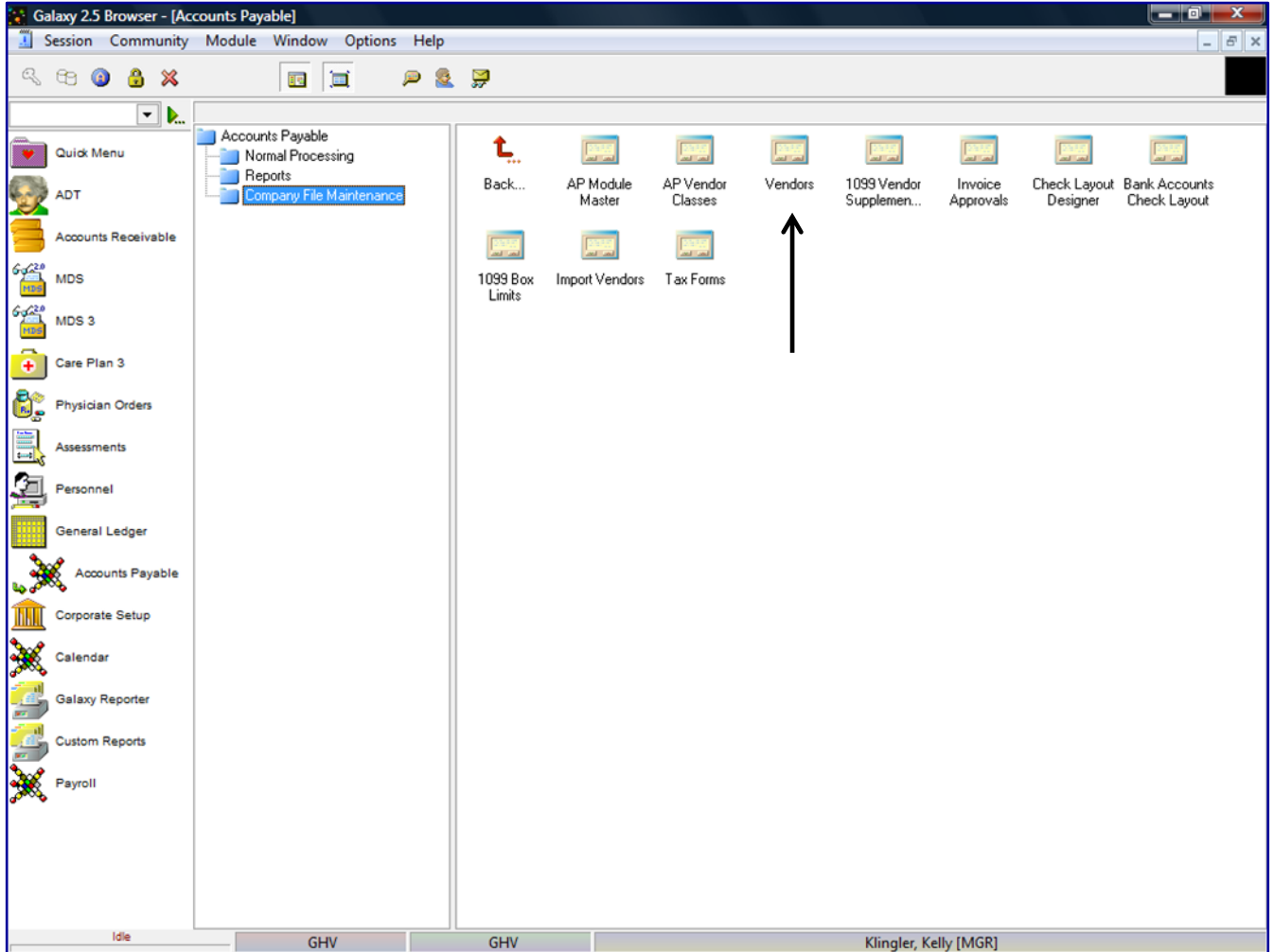
**Current Use** – if the user chooses to utilize Vendor class processing select **YES**.

If the user chooses not to use Vendor class processing select **NO**.

Click **ACCEPT** button after entering the information on the screen.

For Multiple entries, you can click the **CYCLE** button. This button will save the entry just created and allow you to enter the next entry without going back to the main screen and clicking the **NEW** button again.

Double click on the **Vendor Master** on the main screen of Company File Maintenance to open the AP Vendors file.



Galaxy 2.5 Browser - [Accounts Payable <Vendors>]

Session Community Module Window Options Help

Master Detail

Display Vendors

Regular Misc. Not in use

Vendor ID	Vendor Name	Vendor Class	Default Expense Account	Payment Account	Address 1	Address 2
AANAC	AANAC	EDUCATION	[59-2041.00] Seminars & Educ	[10-1020.00] Cash in Bank - G	1873 S. BELLAIRE ST.	
ABAC	ABACUS ACCOUNTING CONS	SERVICES	[59-1010.00] Accounting and Ar	[10-1020.00] Cash in Bank - G	7000 EGERTON RD	
ABCT	ABC TREE SERVICE, INC.	MAINTENAN	[59-1340.00] Maintenance Cor	[10-1020.00] Cash in Bank - G	673 EMORY	
ACCA	ACCESS AMERICA	TELEPHONE	[59-1060.00] Telephone	[10-1020.00] Cash in Bank - G	6703 EMORY VALLEY I	
ACEA	ACE AMERICAN INSURANCE C	INSURANCE	[56-1230.00] Administrative Be	[10-1020.00] Cash in Bank - G	P.O. BOX 9758	
ACEH	ACE HARDWARE	MAINTENAN	[55-1550.00] Maintenance Sup	[10-1020.00] Cash in Bank - G	REGIONAL ACCOUNTI	4921
ACTS	ACTION SERVICE & REPAIR	MAINTENAN	[59-1041.00] Auto Expense Ce	[10-1020.00] Cash in Bank - G	205 S. LARCHMONT A	
ADVP	ADVANCE PAPER COMPANY	OFFICE SUPP	[56-1550.00] Office Supplies C	[10-1020.00] Cash in Bank - G	P.O. BOX 72673	
AKIG	AKINS GAS COMPANY, LLC	UTILITIES	[59-1062.00] Gas Cert.	[10-1020.00] Cash in Bank - G	P.O. BOX 3240	
ALAT	ALADDIN TEMP-RITE, LLC	MAINTENAN	[55-1010.00] Maintenance Sta	[10-1020.00] Cash in Bank - G	P.O. BOX 8500-3431	
ALLI	ALLIANCE INSURANCE	INSURANCE	[59-1052.00] Liability Insuranc	[10-1020.00] Cash in Bank - G	33565 BAINBRIDGE RO	
AMEF	AMERICAN FIRE SPRINKLER	MAINTENAN	[55-1340.00] Maintenance Cor	[10-1020.00] Cash in Bank - G	P.O. BOX 5563	
AMEL	AMERITAS LIFE INSURANCE	INSURANCE	[56-1230.00] Administrative Be	[10-1020.00] Cash in Bank - G	P.O. BOX 81889	
ANGT	ANGELICA TEXTILE SERVICE	OFFICE SUPP	[54-1560.00] Linen & Disposab	[10-1020.00] Cash in Bank - G	9506 OOLTEWAH INDI	
ARRO	ARROW OUTDOOR ADVERTI	MAINTENAN	[55-1340.00] Maintenance Cor	[10-1020.00] Cash in Bank - G	1509 S. SMITH STREE	
ASSE	ASSURANT EMPLOYEE BENE	INSURANCE	[56-1230.00] Administrative Be	[10-1020.00] Cash in Bank - G	P.O. BOX 807009	
ATTA	AT&T ADVERTISING & PUBLIC	TELEPHONE	[59-1060.00] Telephone	[10-1020.00] Cash in Bank - G	P.O. BOX 105024	
ATTM	AT&T MOBILITY	TELEPHONE	[59-1060.00] Telephone	[10-1020.00] Cash in Bank - G	P.O. BOX 6463	
AUTI	AUTOMATIC ICE COMPANY	MAINTENAN	[50-1550.00] Dietary Supplies	[10-1020.00] Cash in Bank - G	P.O. BOX 71937 34700	
AVAI	AVAYA, INC	CABLE	[59-1060.00] Telephone	[10-1020.00] Cash in Bank - G	P.O. BOX 5125	
BADR	BADEN RETIREMENT PLAN S	INSURANCE	[56-1230.00] Administrative Be	[10-1020.00] Cash in Bank - G	23693 NETWORK	
BILLH	BILLY HANEY MEAT COMPAN	DIETARY SUI	[50-1650.00] Dietary Food Cert	[10-1020.00] Cash in Bank - G	P.O. BOX 475	
BJSC	BJ'S CLOWN	Misc	[53-8910.00] Activities Non-Ce	[10-1020.00] Cash in Bank - G	3103 PEERLESS RD	
BLUC	BLUE CROSS BLUE SHIELD O	INSURANCE	[56-1230.00] Administrative Be	[10-1020.00] Cash in Bank - G	RECEIPTS DEPT. P.O.	

Filter And Refresh Master Data

Field [None] Relates >= % Advanced Filter View / Edit Contacts

Value [ ] Apply Simple Filter Refresh Data Facility Constraint

Idle GHV GHV Klingler, Kelly [MGR]

This is where you will set up the vendor specific information for each and every vendor the facility(s) creates Invoices, Checks and Credit Memos within the Galaxy system.

To create a record in **AP Vendor**, click the **NEW** button.

NOTE: this vendor information can be imported for you by Galaxy if we have a .dbv or .csv file.

Contact Galaxy to get actual file requirements needed for Vendor List import

The following screen is displayed.

**Vendor ID** – this needs to be a unique number. This can be an Alpha/Numeric combination.  
(Galaxy system does not automatically generate vendor ID numbers, this is left up to the user)

**Vendor Name** – specify Vendor's full name

**Vendor Class** – enter the appropriate Vendor class for this vendor. The vendor classes are setup in the Vendor Class maintenance. If this feature is not being used, enter the default vendor class. If this feature is being used, user can click the Magnifying Glass icon to search for vendor class. If user needs to enter new vendor class, user can click the Plus icon to add new.

**Address1** – vendor's address (not a required field)

**Address2** – vendor's address (not a required field)

**City** – vendor's City information (not a required field)

**State** – vendor's State information (not a required field)

**Zip** – vendor's Zip code information (not a required field)

**Phone1** – vendor's Phone number (not a required field)

**Phone2** - vendor's Phone number (not a required field)

**Fax** - vendor's Fax number (not a required field)

**Email** - vendor's Email address (not a required field)

**Website** - vendor's website address (not a required field)

**Default Expense** – recommended to use otherwise user will have to enter each time an invoice is entered for vendor (not a required field)

**Payment Account** – different cash account for vendor than the default Cash Account  
(set up actual Bank Account information in Bank Account file first)

NOTE: if an account is not selected for this field the system will use the default cash account from the AP Module Master.

**Current Use** – *YES* if this is a current vendor  
*NO* if vendor is no longer being used

**Facility Constraint** – this is used when company has multiple facilities

### **Payment Settings**

**Sales Tax** – *YES* if this vendor charges sales tax  
*NO* if this vendor does not charge sales tax

**Vendor Tax ID** – vendor tax ID number

**Payment Type** – payment method used for vendor

- C* – Check
- E* – Electronic
- D* – Debit Card
- C* – Credit Card
- \$* - Cash

**Our Account No.** – the account number the vendor assigned to the facility

**Credit Limit** – enter credit limit if one has been established with this vendor

**1099?** - *YES* to produce 1099 for this vendor

*NO* to not produce 1099 for this vendor

### **Due Days and Discount Settings**

**Due Monthly** – *YES* additional options will appear on screen

**Due Day of Month** – enter the date of the month payment is due

**Pivot Day of Month -**

**Before Pivot Day Ahead -**

**After Pivot Day Ahead -**

(Pivots days are used for credit card processing)

*NO* to not process Monthly

**Due Days** - specify the number of days invoice is due for payment to vendor  
(30 day system default, this is a required field)

**Discount Days** – number of days to be entitled to discount

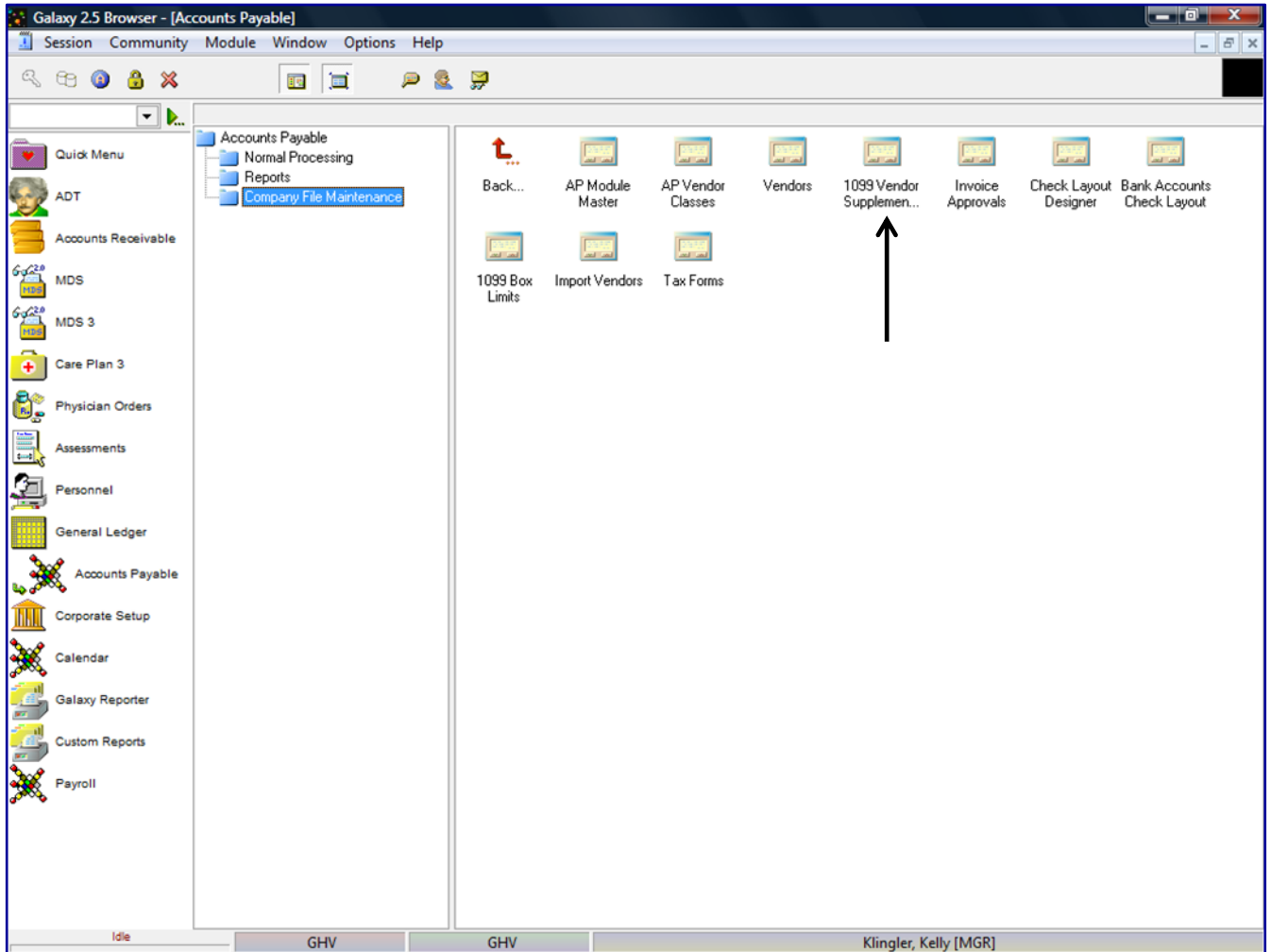
**Discount %** - percentage amount of discount if check date is before discount due date

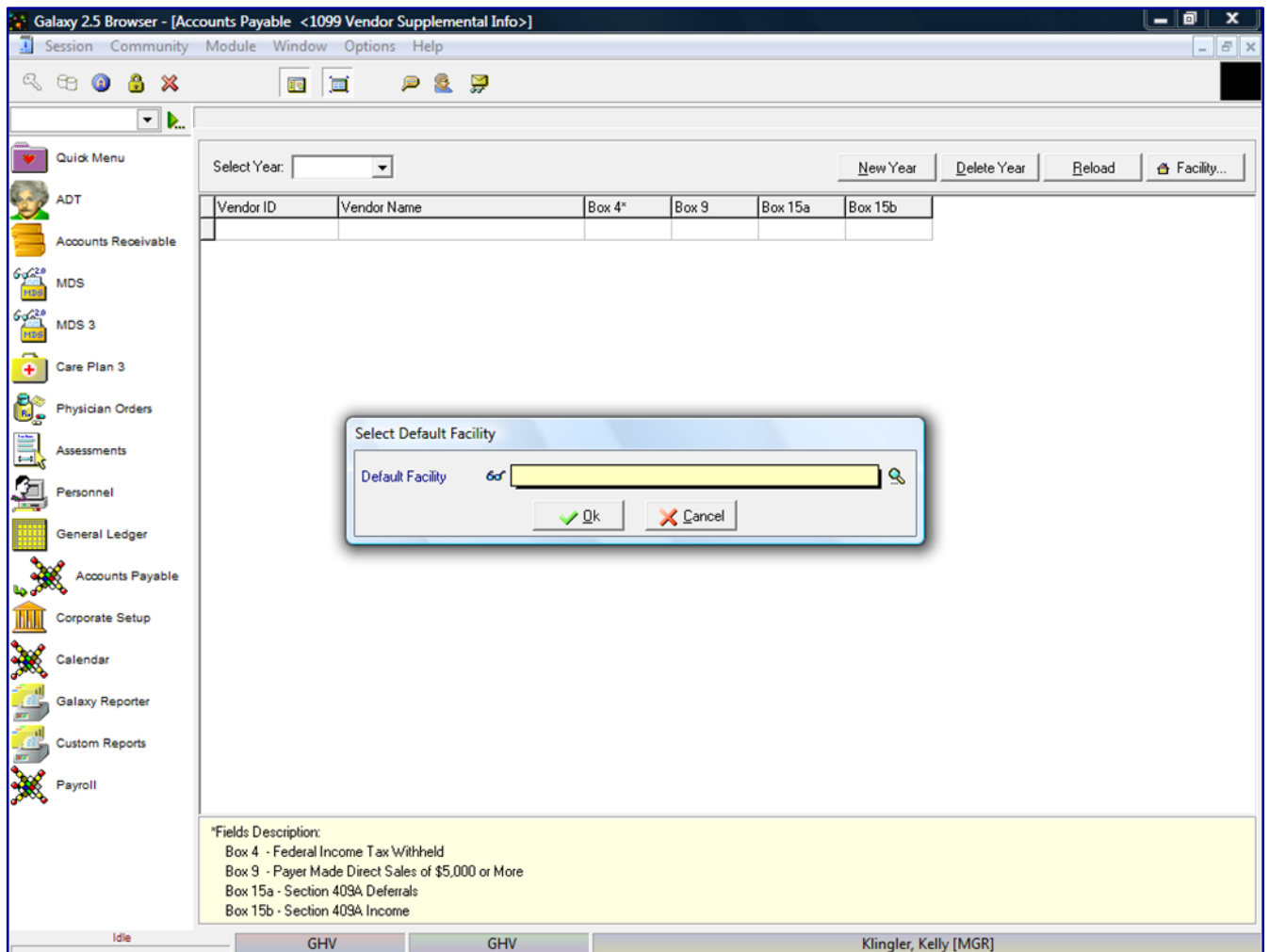


Click the **ACCEPT** button after entering the information on the screen.

For Multiple entries, you can click the **CYCLE** button. This button will save the entry just created and allow you to enter the next entry without going back to the main screen and clicking the **NEW** button again.

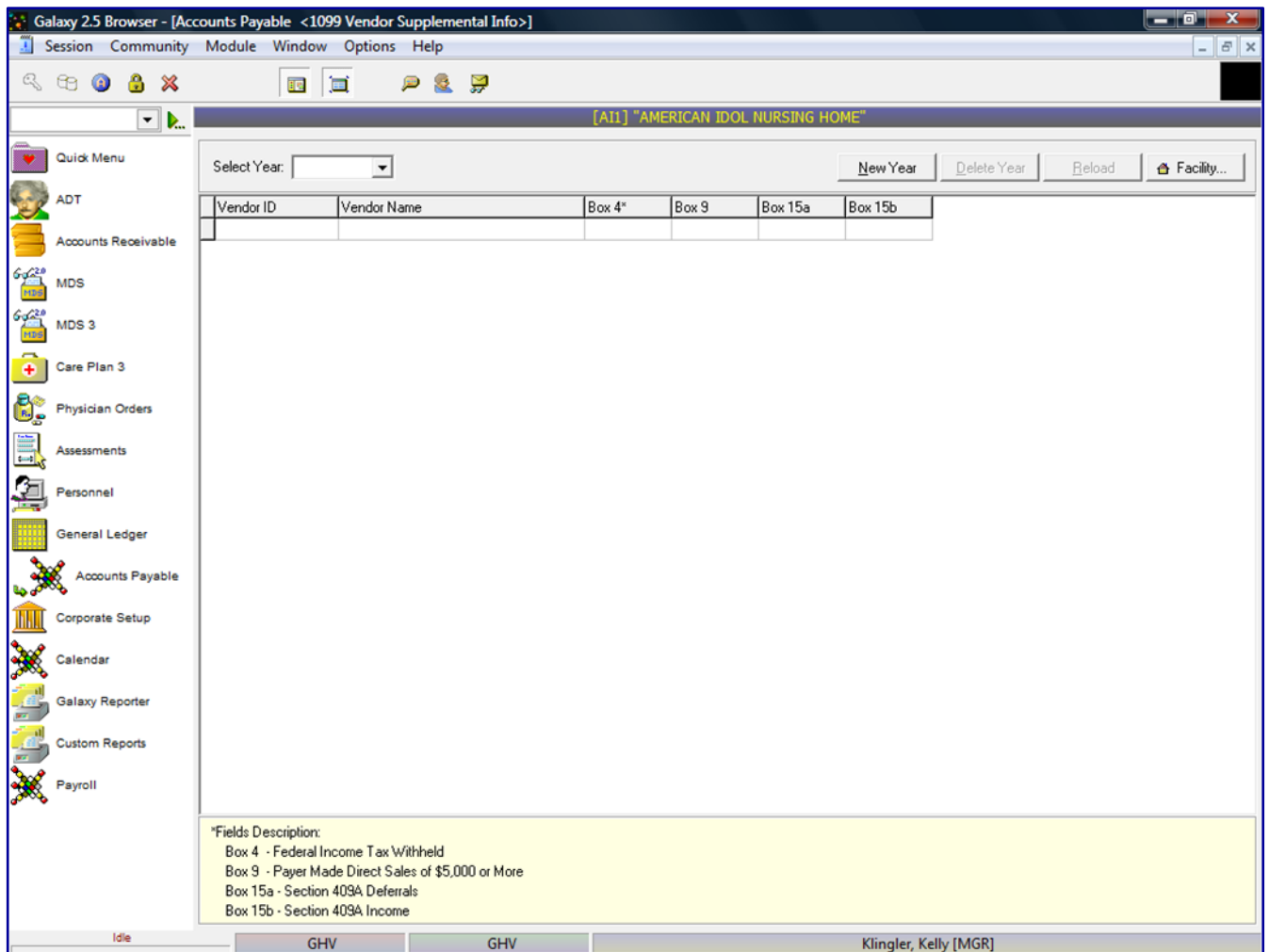
Double click on the **1099 Vendor Supplemental Info** on the main screen of Company File Maintenance to open the 1099 Supplemental Info file.





The **Facility Selector** is where you use the magnifying glass to locate and select the facility you need if your facility is part of an enterprise that has other facilities using the Galaxy system. NOTE: if your facility is not a part of an enterprise using the Galaxy system, your screen will automatically load (see next screen).

**Default Facility** – select your facility by using the magnifying glass. NOTE: Some facility names will default here automatically; this is used when companies are part of an enterprise and have more than one facility using the Galaxy software.



This screen will display all the vendors who are set up in the Vendor Master file as a 1099 vendor and the vendors who have met the requirements to receive a 1099. You would specify the limits for the boxes on the 1099 specific to each 1099 vendor.

Box 4 – Federal Income Tax Withheld

Box 9 – Payer made Direct Sales of \$5000.00 or More

Box 15a – Section 409A Deferrals

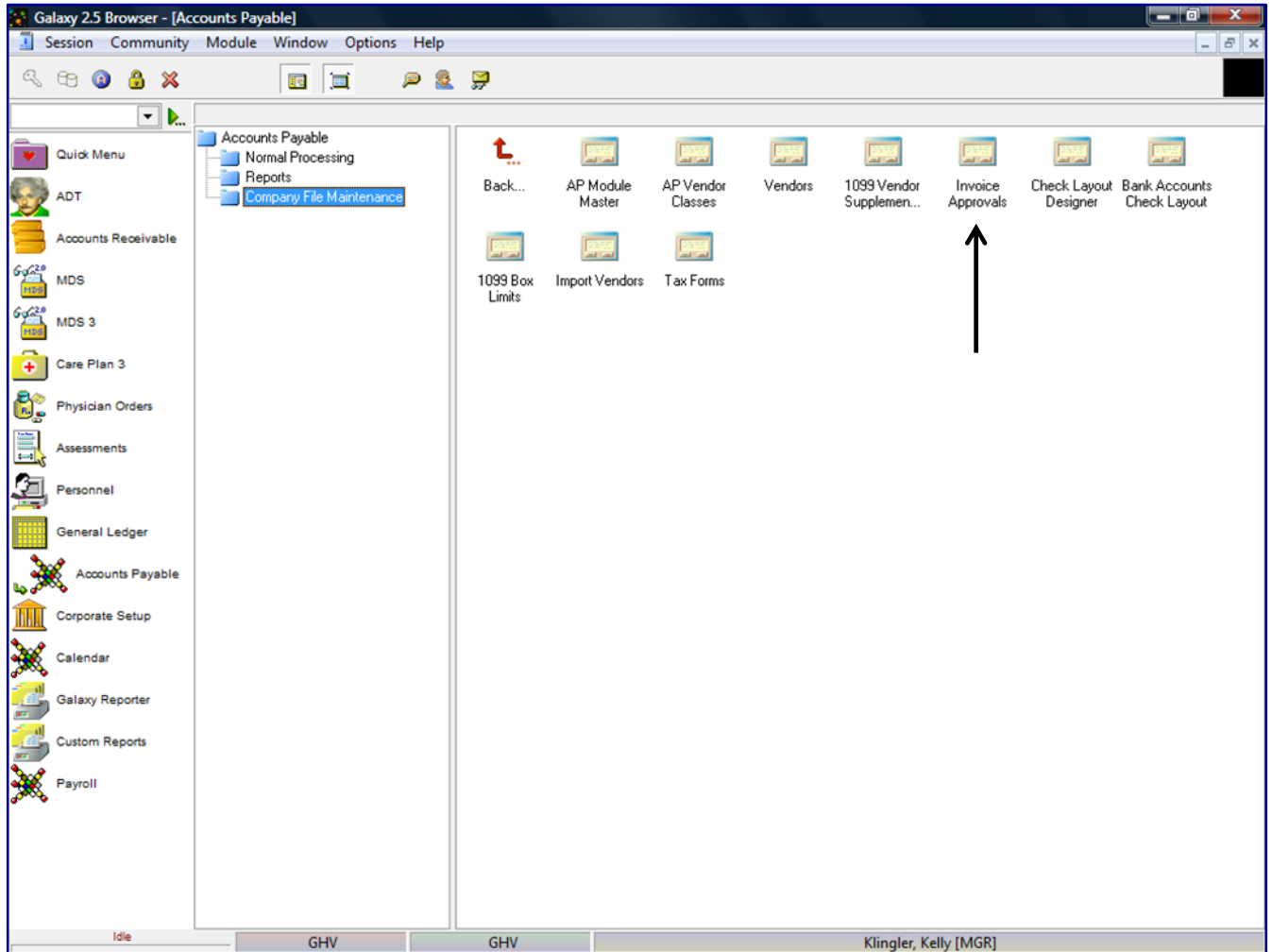
Box 15b – section 409A Income

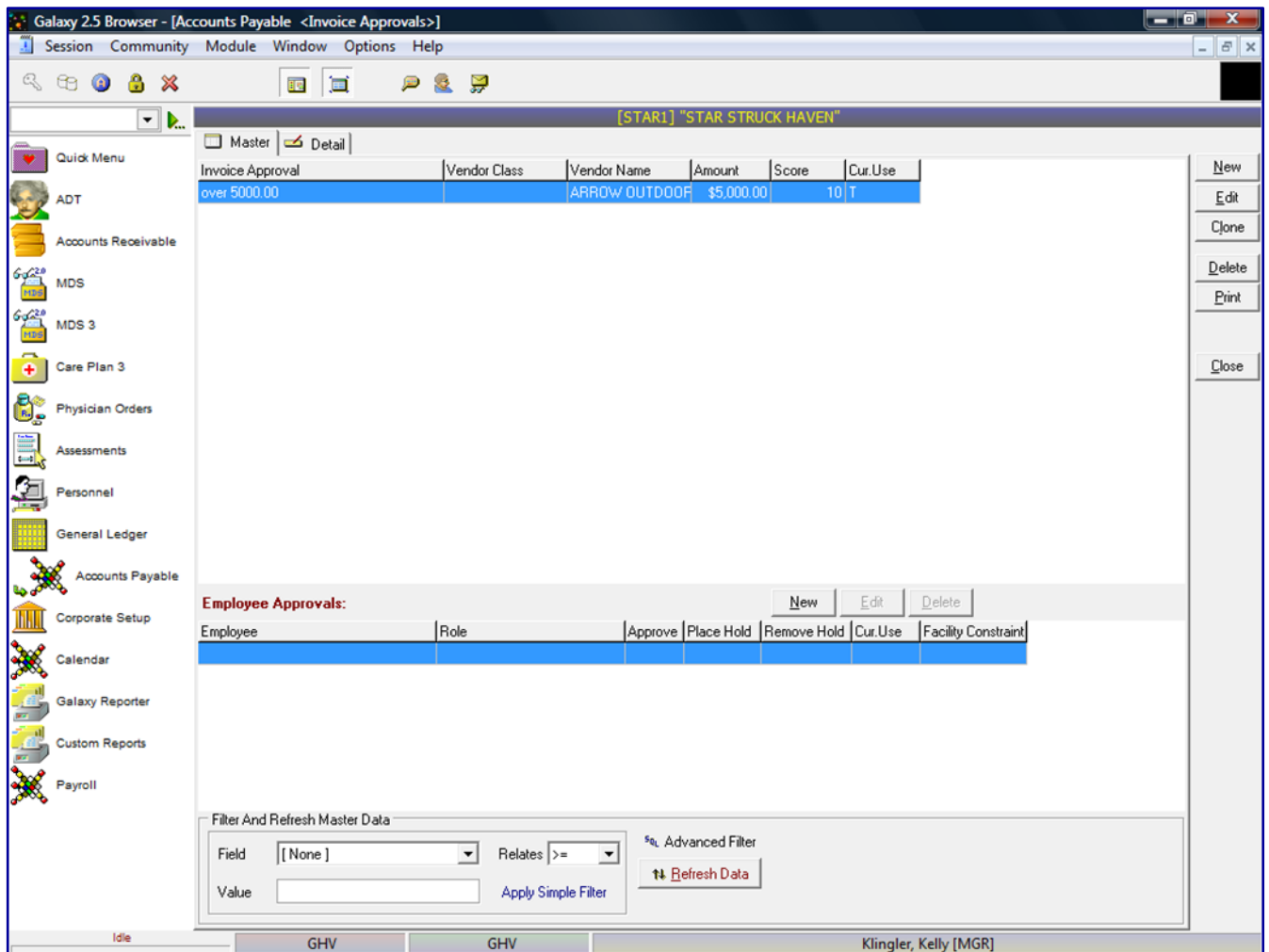
**Select Year** – this field will allow the user to select current or previous years to display vendor 1099 information.

At the end of the year, you will need to click the **NEW YEAR** button to enter new 1099 limit information.

Click the **X** in the upper right corner to **EXIT** is this screen.

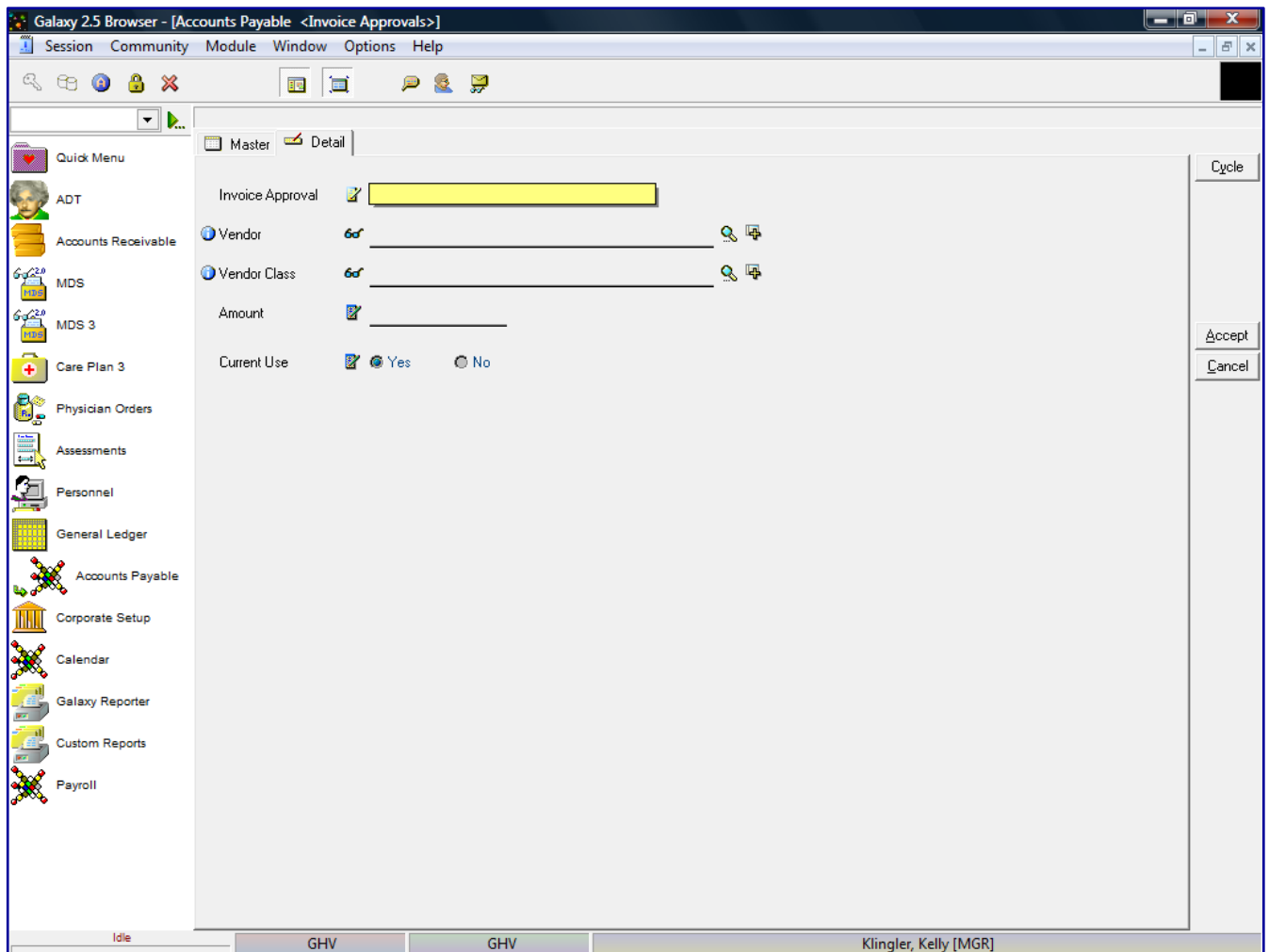
Double click on the **Invoice Approvals** on the main screen of Company File Maintenance to open the Invoice Approvals file.





This is where you will specify any invoice approval. Top portion of screen will display all invoice approval or hold rules. Bottom portion of the screen will display all employees authorized to make approval and hold decisions.

To create a new record in **Invoice Approval**, click the **NEW** button on the right side of the screen.



**Invoice approval** – enter name of description of the approval rule that must be approved by an authorized user.

*EX: over \$5000.00*

**Vendor** – enter Vendor if rule is specific to a particular vendor. Otherwise, leave blank and system will select ALL vendors

**Vendor Class** – enter vendor class if rule is specific to a particular vendor class. Otherwise, leave blank and system will select ALL vendor classes.

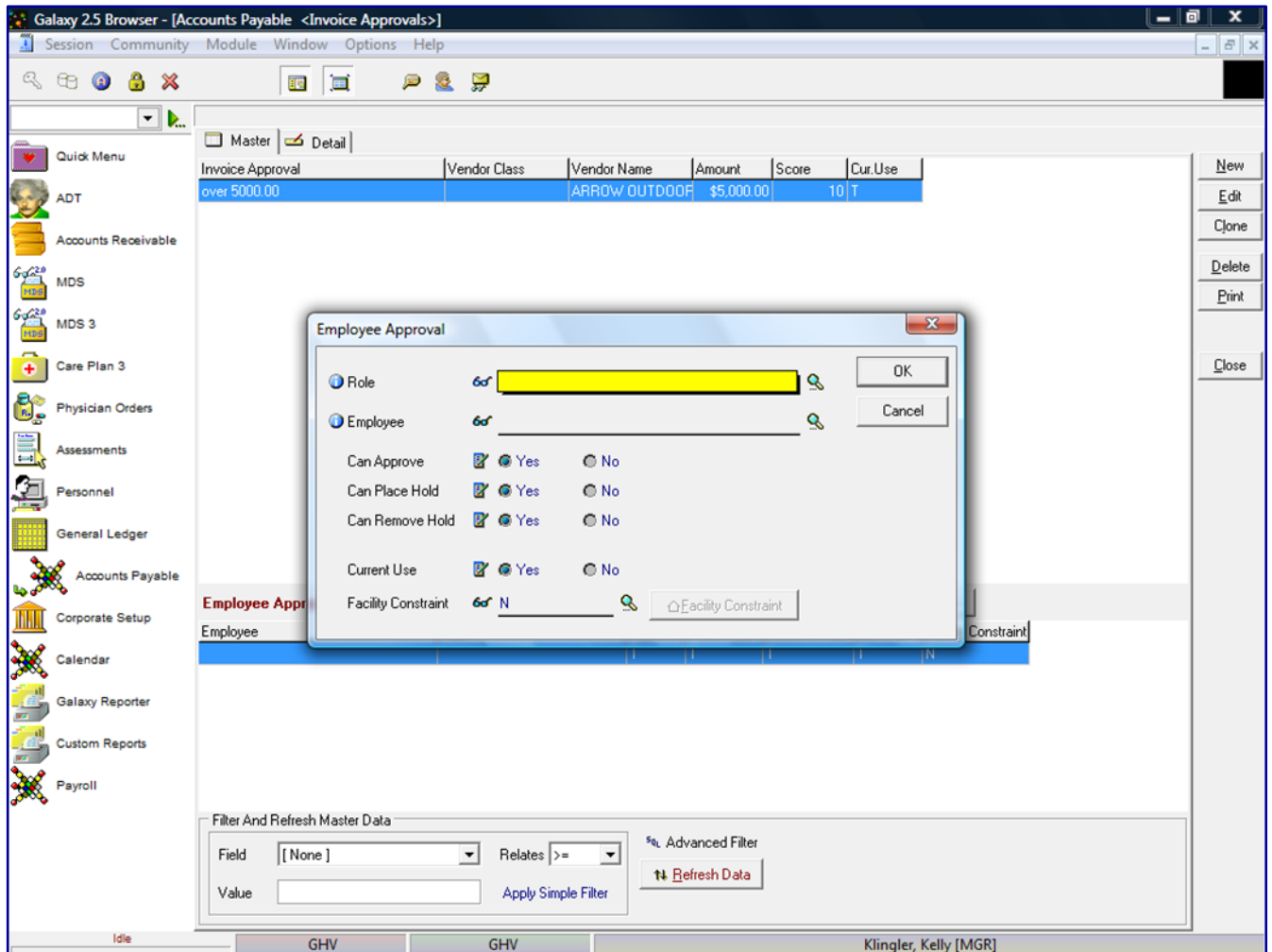
**Amount** – enter dollar amount if rule is specific to particular dollar amount. Otherwise, leave blank and system will ALL dollar amounts.

*In above example, description is over \$5000.00 amounts need approval, so in the AMOUNT field the entry would be \$5000.00. The system will now place any invoice with an amount of \$5000.00 or greater aside for approval by an authorized user.*

**Current Use** – **YES** if this rule is currently being used  
**NO** if this rule is not currently being used

Click the **ACCEPT** button after entering the information on the screen.

To create a new record in **Employee Approval**, click the **NEW** button in the middle of the screen.



**Role** – select a role (all employees assigned this role based on user security which is done by galaxy) will be authorized with approval status from the drop down box.

**Employee** – select an employee who will be authorized with approval status from the drop down box

**NOTE:** you can either select a **ROLE** or **EMPLOYEE**  
(roles/employees are set up for employees in Security)

**Can Approve** – select **YES/NO** if Role/Employee has authority to approve invoices

**Can Place Hold** – select **YES/NO** if Role/Employee has authority to place invoices on Hold

**Can Remove Hold** – select **YES/NO** if Role/Employee has authority to remove invoices from Hold

**Current Use** – **YES** if this rule is currently being used  
**NO** if this rule is not currently being used

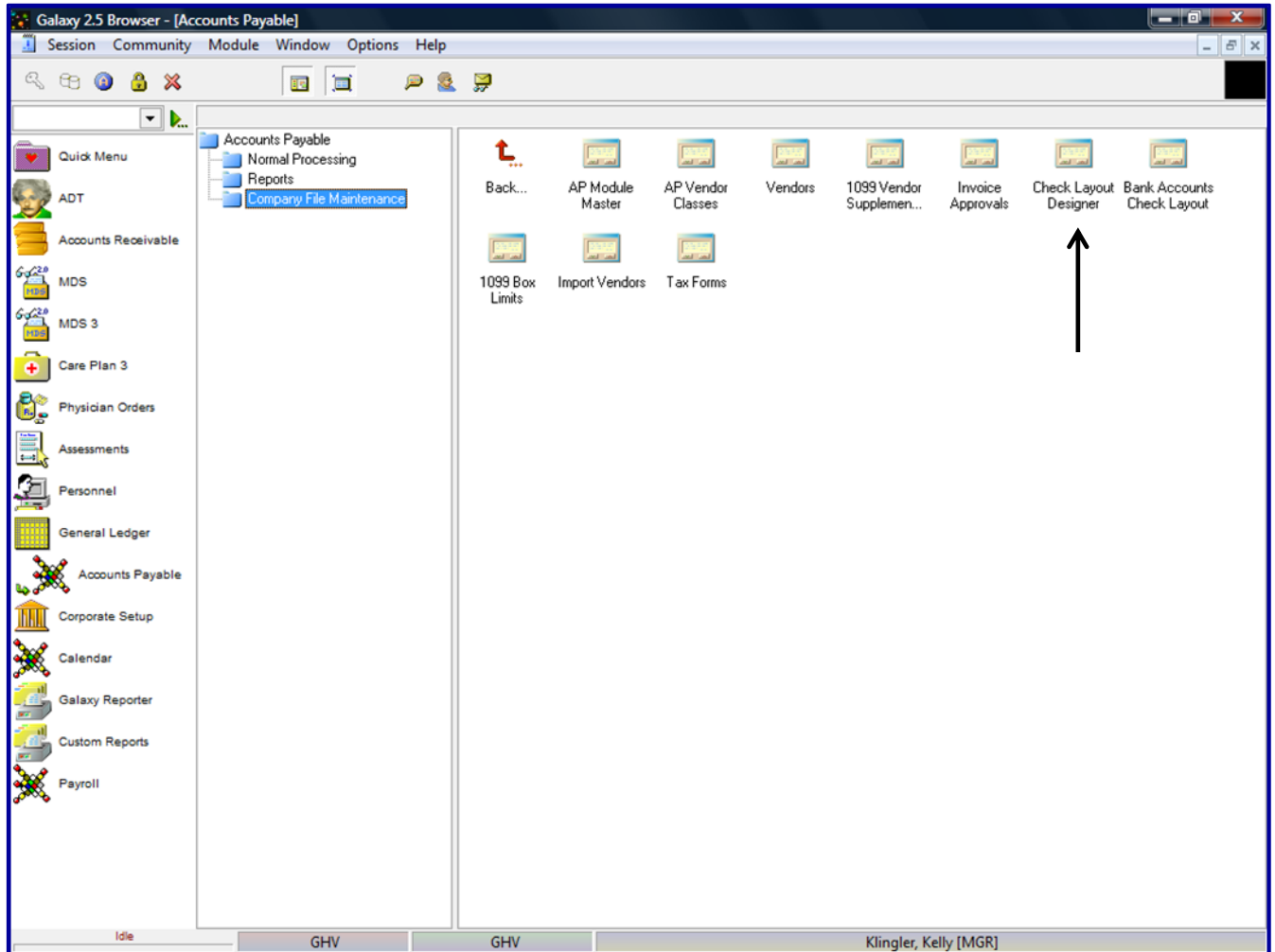
**Facility Constraint** – this is used when company has multiple facilities

Click the **OK** button after entering the information on the screen.

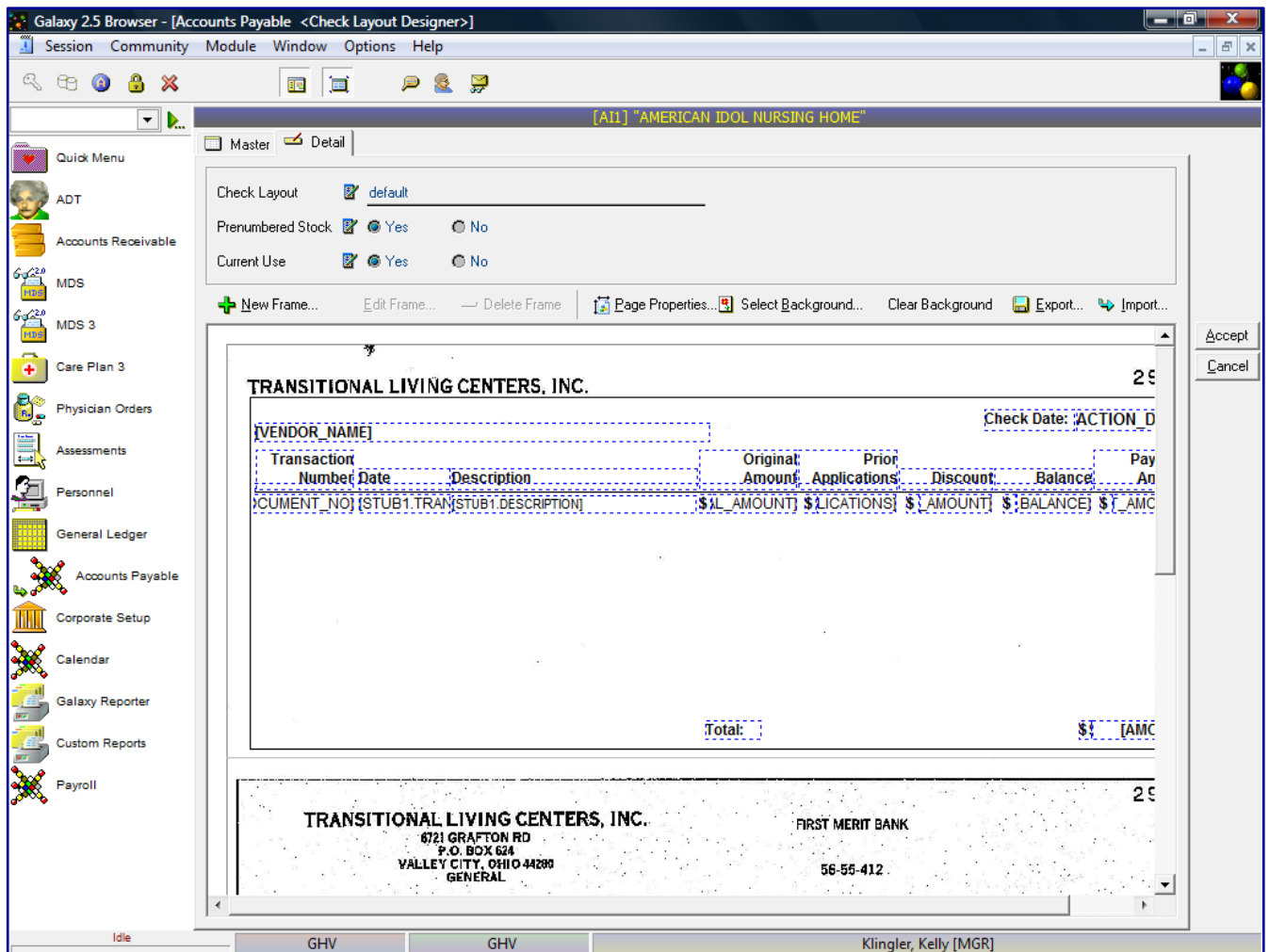
Click the **CLOSE** button to exit from Invoice Approval.



Double click on the **Check Layout Designer** on the main screen of Company File Maintenance to open the Check Layout Designer file.



This is where you will specify the layout of the AP check(s). You can have any number of check layouts associated with different bank accounts. Galaxy provides a standard check layout and then you can make any changes needed.



**Check Layout** - enter the name of the AP check layout

*EX: AP Operating account*

**Prenumbered Stock** – **YES** if the checks are pre-numbered

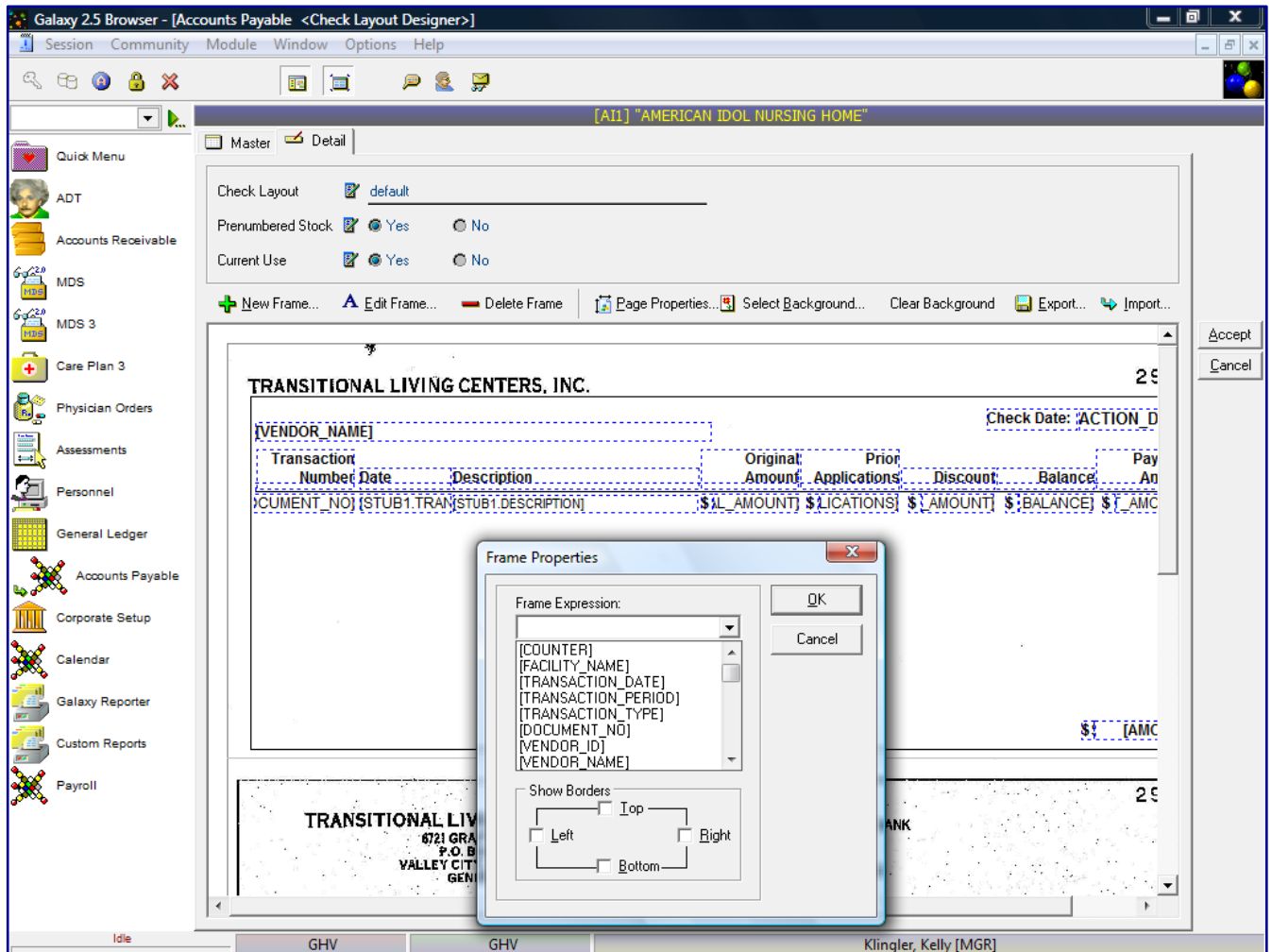
**NO** if the checks are not pre-numbered

**Current Use** – **YES** if this rule is currently being used

**NO** if this rule is not currently being used

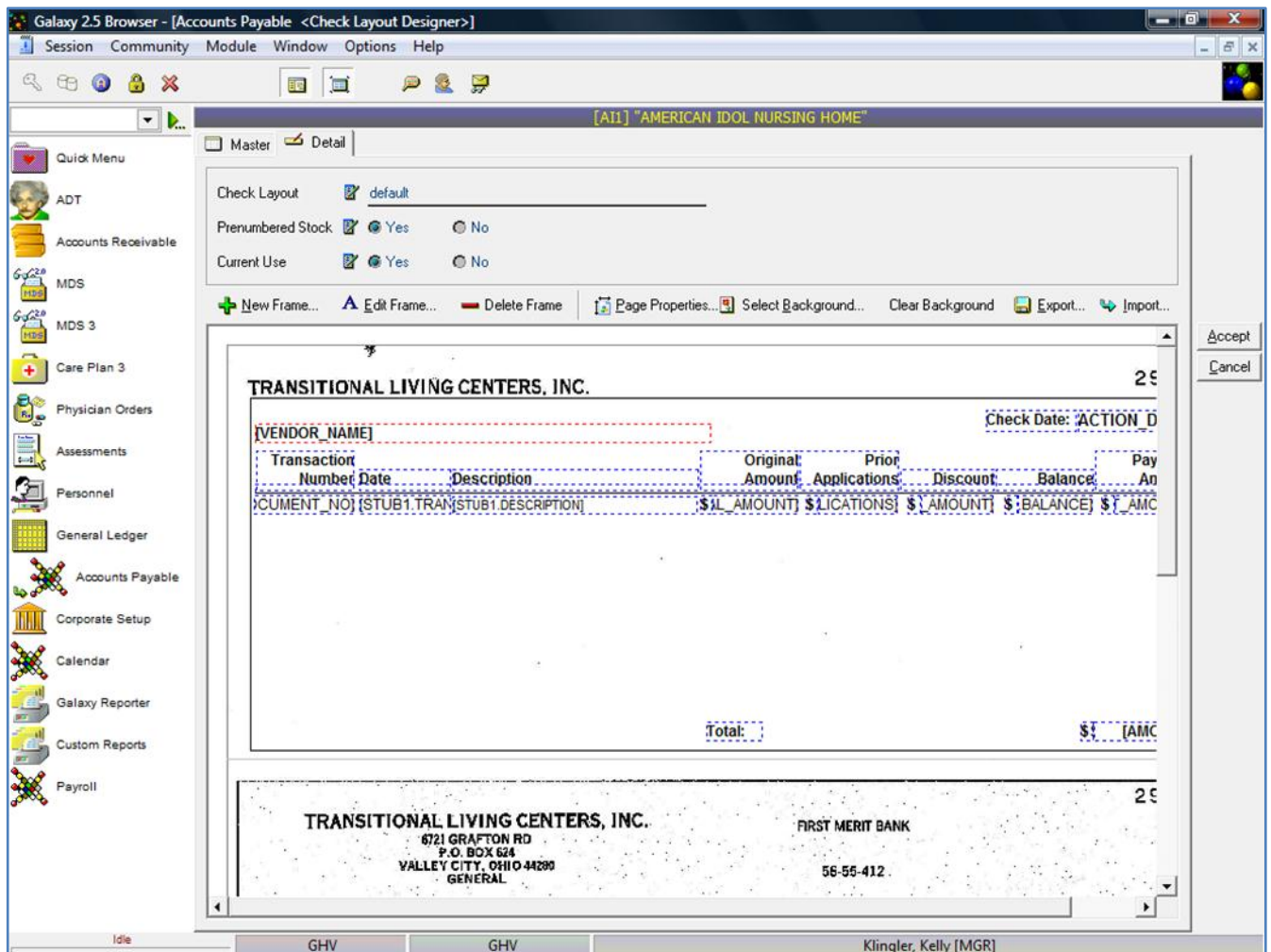
To design the check layout in the window box, click the  New Frame button.

The following screen will be displayed.



Click the arrow in the drop down box and the expressions that are stored in the Galaxy system will appear. You can select any expression and move it to the check layout window in the desired location.

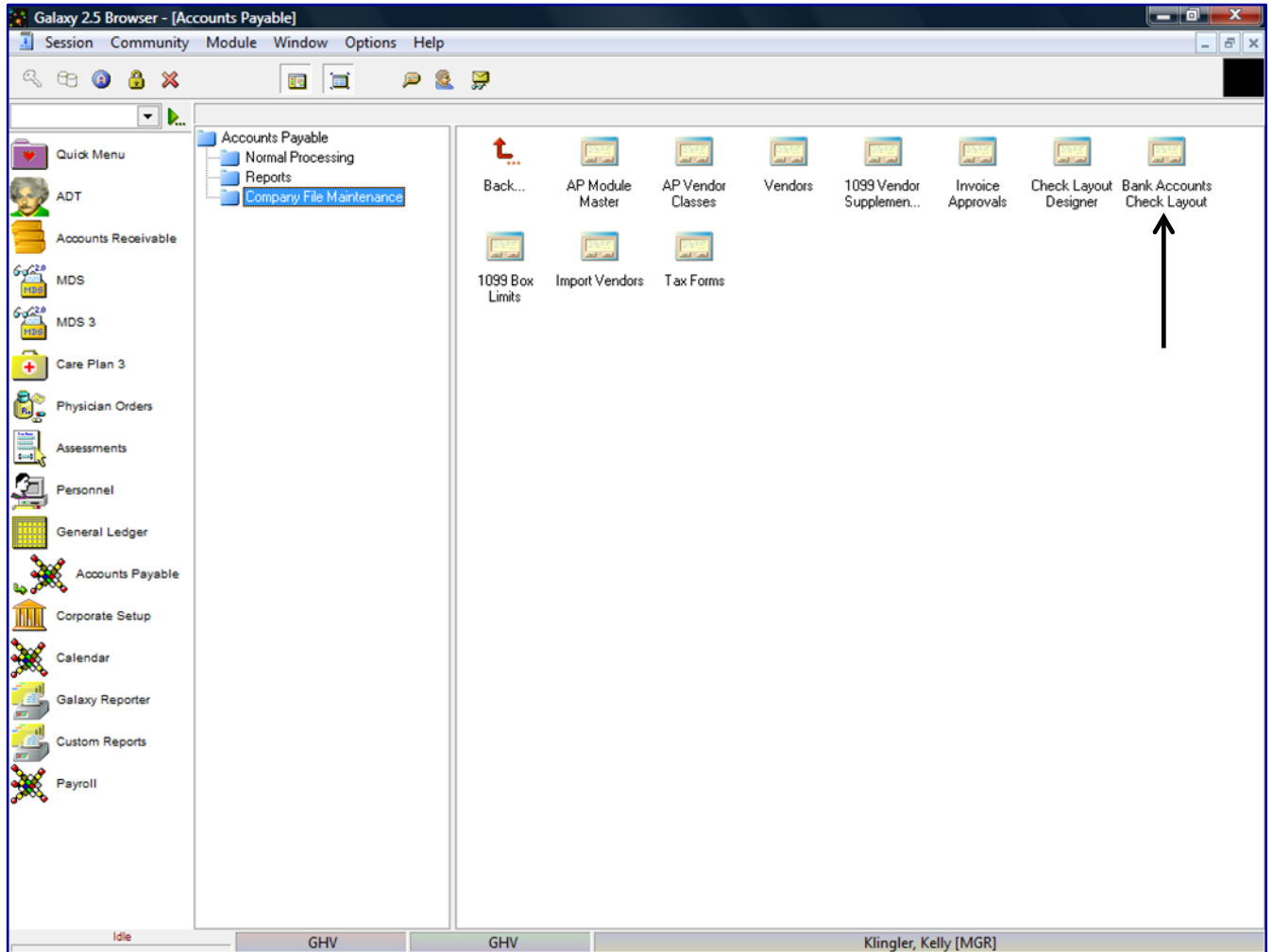
NOTE: items in the frame expression box that have reference code STSB1 or STB2, must stay together on Stub 1 and Stub 2. The Galaxy system will not allow you to mix STB1 and STB2 together.



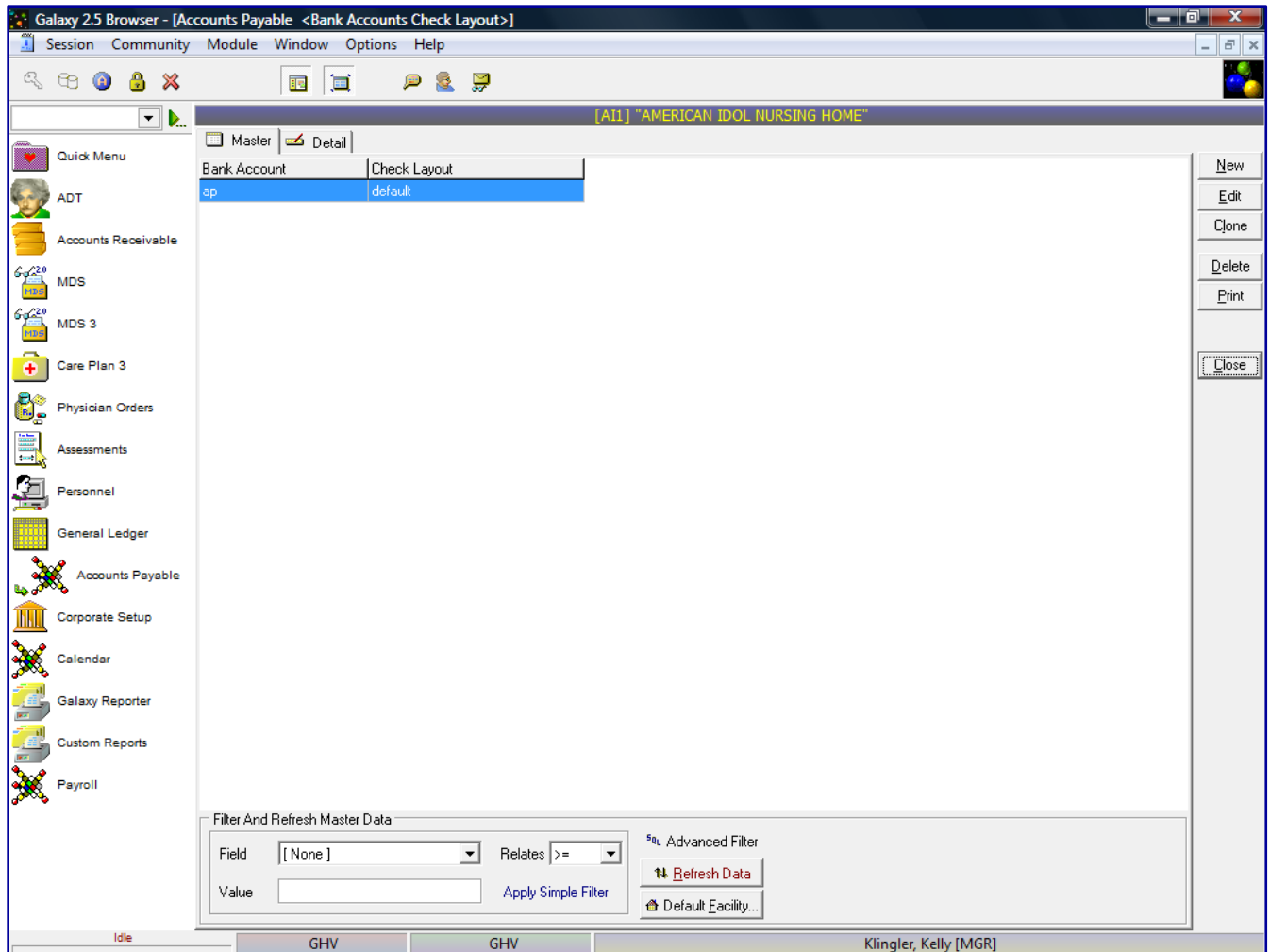
You can change any of the boxes length or width. When you click on the box you want to modify the box will be highlighted in red. All other boxes will be displayed in blue.

Click the **ACCEPT** button after entering the information on the screen.

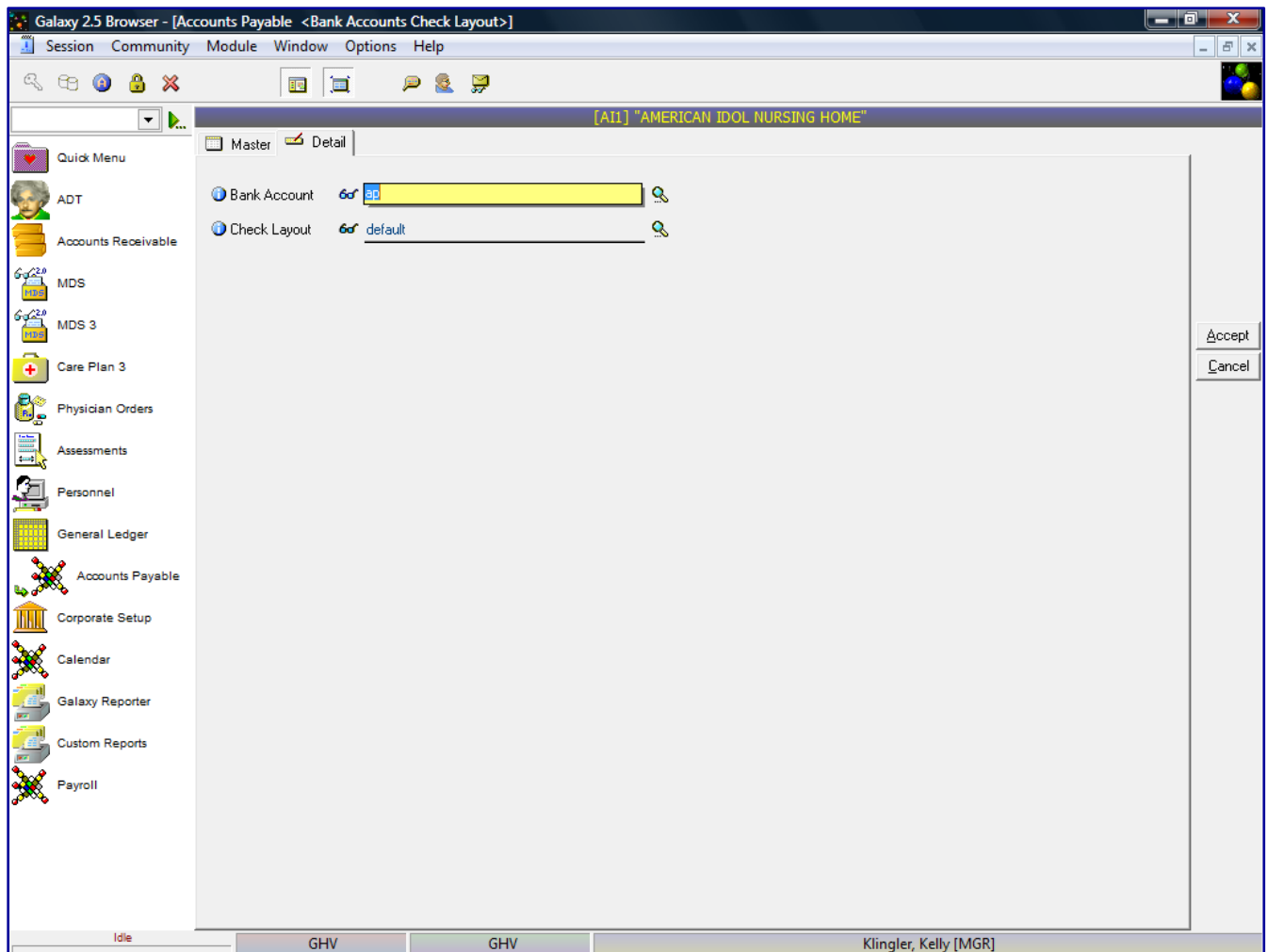
Double click on the **Bank Accounts Check Layout** on the main screen of Company File Maintenance to open the Bank Accounts Check Layout file.



This is where you will need to link your Bank Account from Cash Management to the Check Layout.



To link a Bank Account to a Check Layout record, click the **NEW** button.



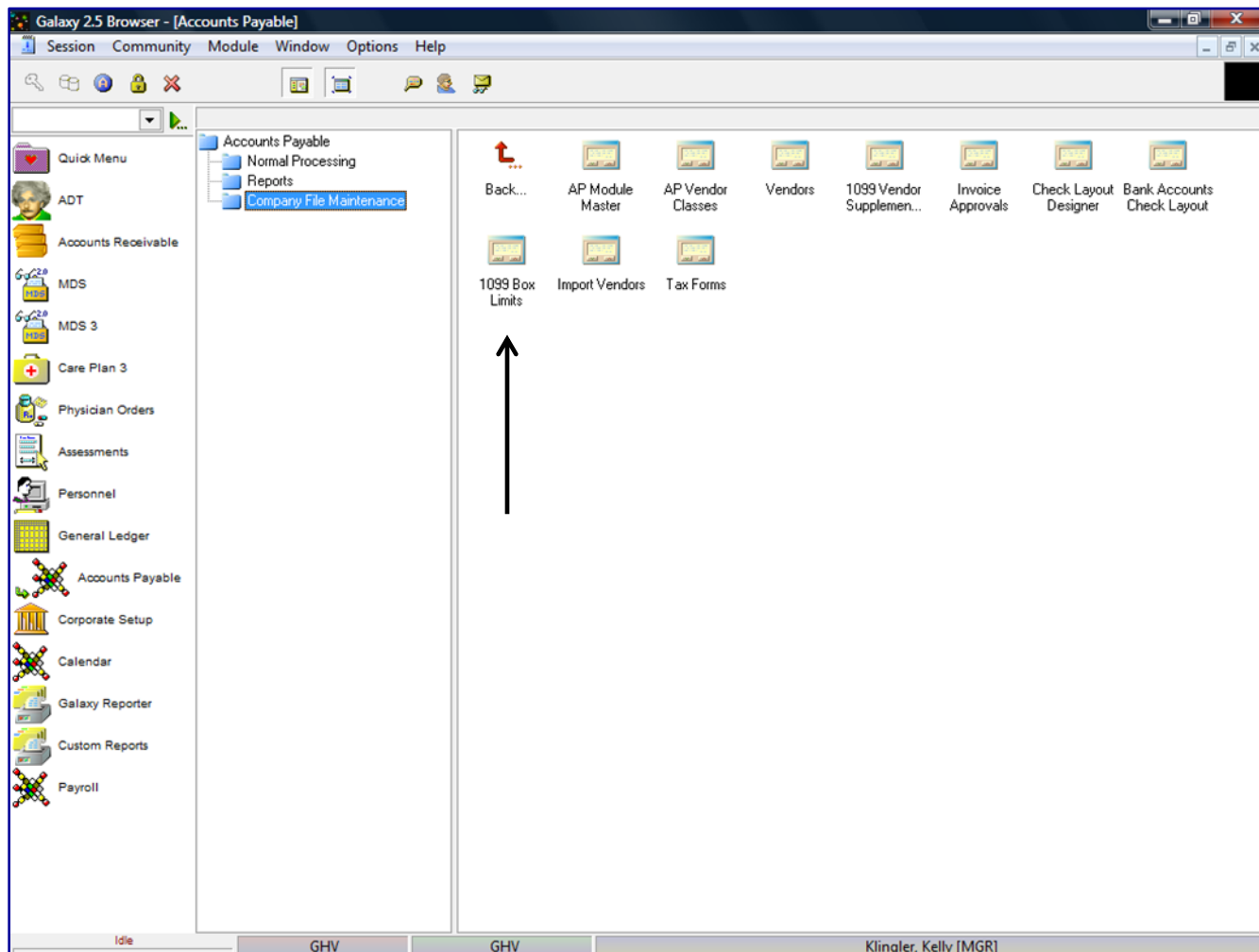
**Bank Account** – select the Bank Account to link to Check Layout from drop down

**Check Layout** – select the Check Layout to link to bank account from drop down box

Click the **ACCEPT** button after entering the information on the screen.

NOTE: if you do not see the bank account on the drop down menu, you will need to add the account from the Cash Management Module, Company File Maintenance, Bank Accounts.

Double click on the **1099 Box Limits** on the main screen of Company File Maintenance to open the 1099 Box Limits file.



This will list all the 1099 boxes with the description associated with each box and what the lowest limit is according to the IRS. If any 1099 vendor has met the limit, the system will produce a 1099 at the end of the year.

Galaxy will maintain this file each year per the IRS guidelines. Galaxy recommends you do not raise the limits in this file, this may cause the system not to produce a 1099. You may lower a limit.



Galaxy 2.5 Browser - [Accounts Payable <1099 Box Limits>]

Session Community Module Window Options Help

1099 Box

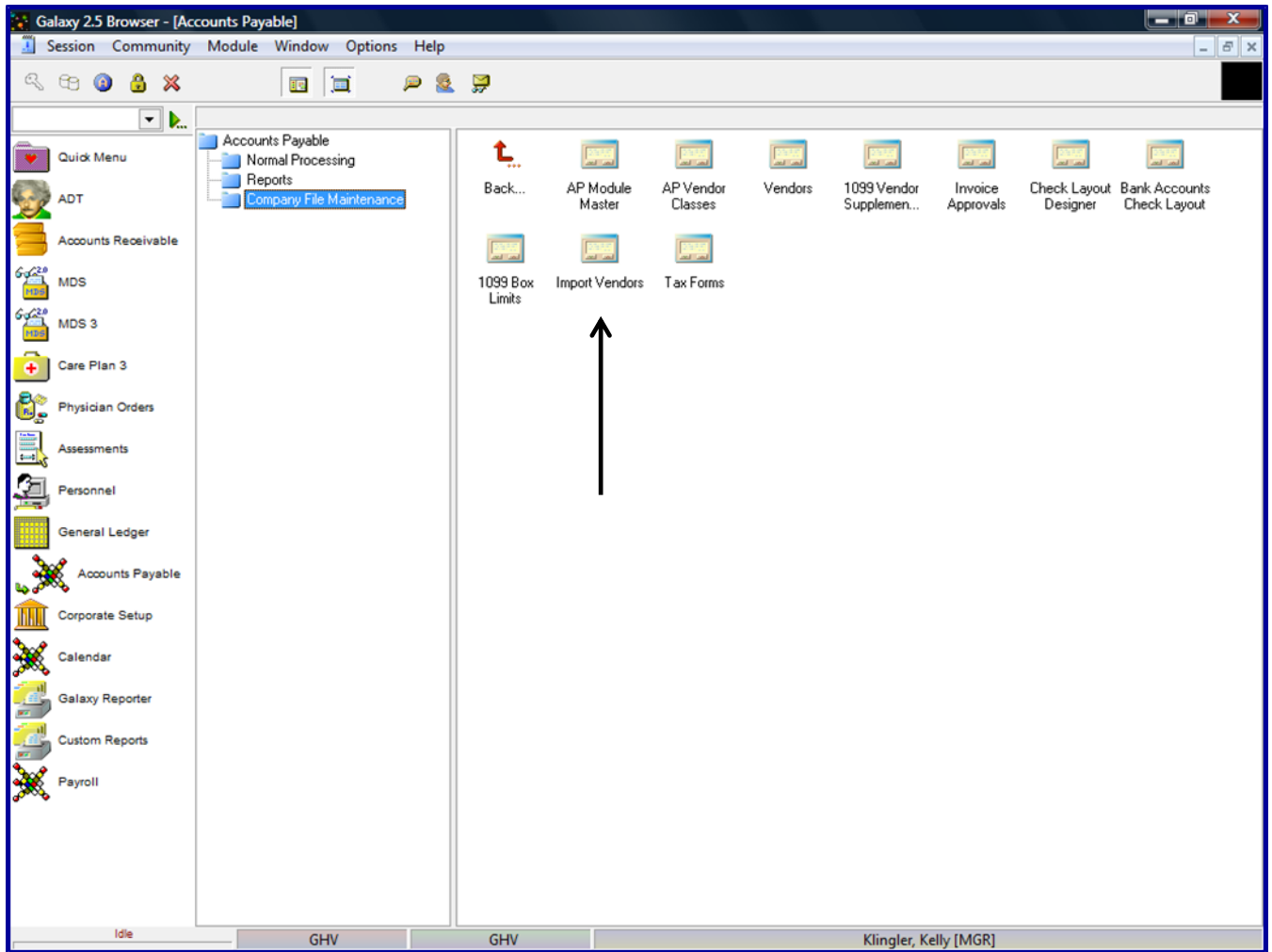
1099 Box	Box Description	Lower Limit
1099-MISC, Box 1	Rents	\$600.00
1099-MISC, Box 2	Royalties	\$10.00
1099-MISC, Box 3	Other income	\$600.00
1099-MISC, Box 5	Fishing boat proceeds	\$0.00
1099-MISC, Box 6	Medical and health care payments	\$600.00
1099-MISC, Box 7	Nonemployee compensation	\$600.00
1099-MISC, Box 8	Substitute payments in lieu of dividends or Int	\$10.00
1099-MISC, Box 10	Crop insurance proceeds	\$600.00
1099-MISC, Box 13	Excess golden parachute payments	\$0.00
1099-MISC, Box 14	Gross proceeds paid to an attorney	\$0.00

Close  
Edit  
Insert  
Delete  
Post  
Cancel  
Refresh

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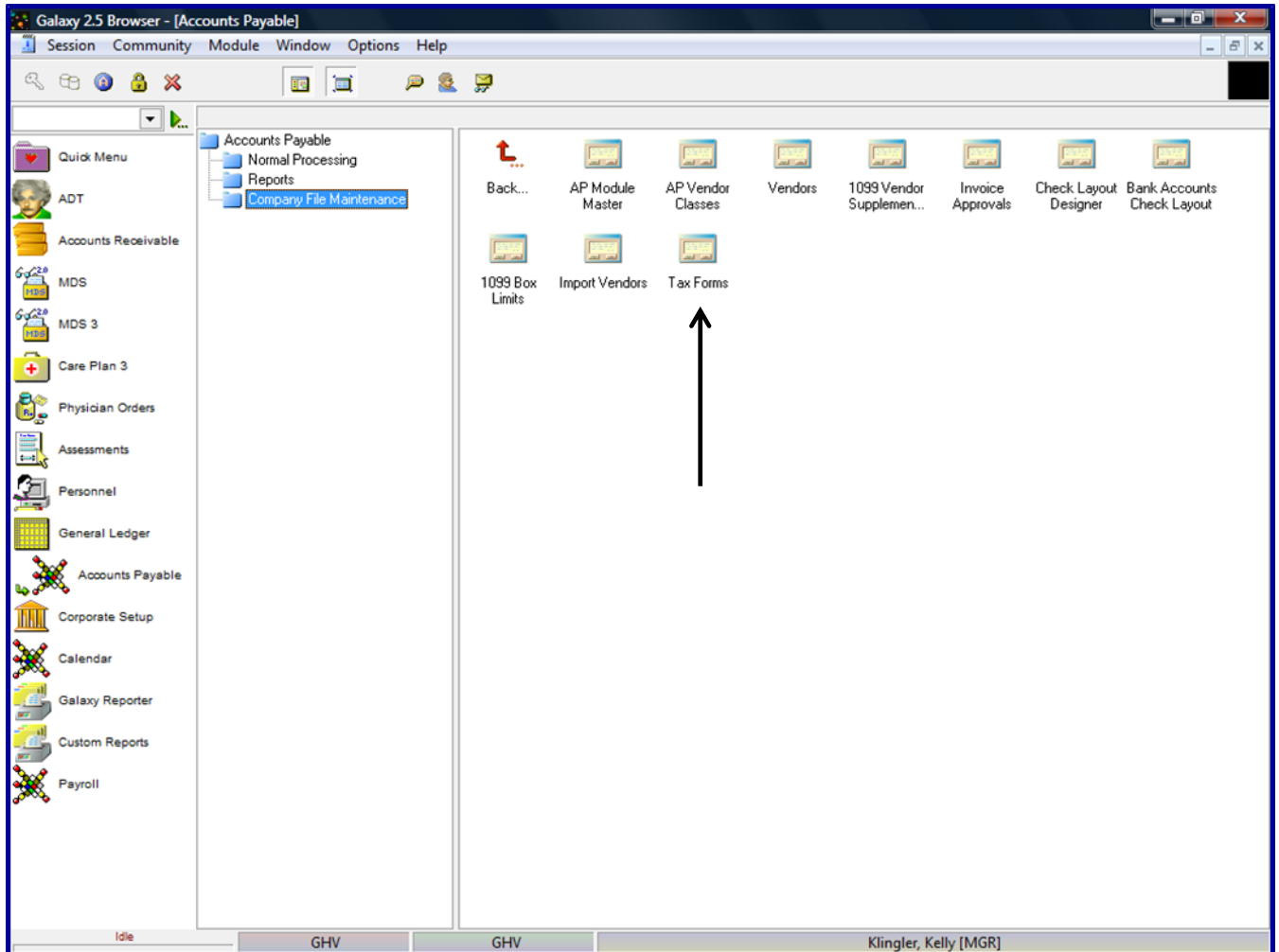
To enter in a lower amount in the 1099 Lower limit box, click the EDIT button. This will allow you to change any box limit record. Click the limit amount box, enter in the lower limit amount. The system will save you entry.

Click the **CLOSE** button to exit this screen.



Galaxy users will not see this option. This option is only used by Galaxy employees.

Double click on the **Tax Forms** on the main screen of Company File Maintenance to open the Tax Form file.



This is where the 1099 and 1096 tax forms are located. Galaxy provides you with the standard forms supplied by the IRS. You can make modifications to the tax forms supplied by Galaxy. If you purchase the 1099/1096 forms from another vendor you will have to set up the tax form layout as per the form purchased from your vendor.

Galaxy 2.5 Browser - [Accounts Payable <Tax Forms>]

Session Community Module Window Options Help

Master Detail

Year	Tax Form	Page	Description
2010	1096	1	
2010	1099-MISC	1	

Quick Menu

- ADT
- Accounts Receivable
- MDS
- MDS 3
- Care Plan 3
- Physician Orders
- Assessments
- Personnel
- General Ledger
- Accounts Payable
- Corporate Setup
- Calendar
- Galaxy Reporter
- Custom Reports
- Payroll

Filter And Refresh Master Data

Field: [None] Relates: >= Value:

Advanced Filter Apply Simple Filter Refresh Data

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Click the **EDIT** button if you need to modify Galaxy's supplied tax form.

Click the **NEW** button if you need to create a vendor purchased tax form.

Galaxy 2.5 Browser - [Accounts Payable <Tax Forms>]

Session Community Module Window Options Help

Master Detail

Tax Form 1099-MISC

Year 2010 Page 1

Description

New Frame... Edit Frame... Delete Frame Page Properties... Select Background... Clear Background Export... Import...

Accept Cancel

9595  VOID  CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no. {FACILITY_NAME} {ADDRESS1} {ADDRESS2} {CITY} {ST} {ZIP} {PHONE1}		1 Rents OMB No. 1545-0115 2010 Form 1099-MISC Miscellaneous Income
PAYER'S federal identification number {FEDERAL_EIN}	RECIPIENT'S identification number {VENDOR.VENDOR_TAX_ID}	3 Other income 4 Federal income tax withheld Copy A For Internal Revenue Service Center File with Form 1096.
RECIPIENT'S name {VENDOR.VENDOR_NAME}	7 Nonemployee compensation 8 Substitute payments in lieu of dividends or interest {VENDOR.BOX7_AMT}	5 Fishing boat proceeds 6 Medical and health care payments For Privacy Act and Paperwork Reduction Act Notice, see the 2010 General Instructions for Certain Information Returns.
Street address (including apt. no.) {VENDOR.ADDRESS1} {VENDOR.ADDRESS2} City, state, and ZIP code {VENDOR.CITY} {VEN} {VENDOR.ZIP}	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds 11
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	12
15a Section 409a rollover	15b Section 409a income	13 Excess golden parachute payments 14 Gross proceeds paid to an attorney 16 State tax withheld 17 State/Payer's state no. 18 State income

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**Tax Form** –the name of the tax form

**Year** – the prepared year of the tax form

**Page** – number of pages of the tax form

**Description** – description of the tax form

**The IRS supplied tax form will appear in the white box. Any of the information highlighted by a blue box can be modified.**

Click the **ACCEPT** button after entering the information on the screen.