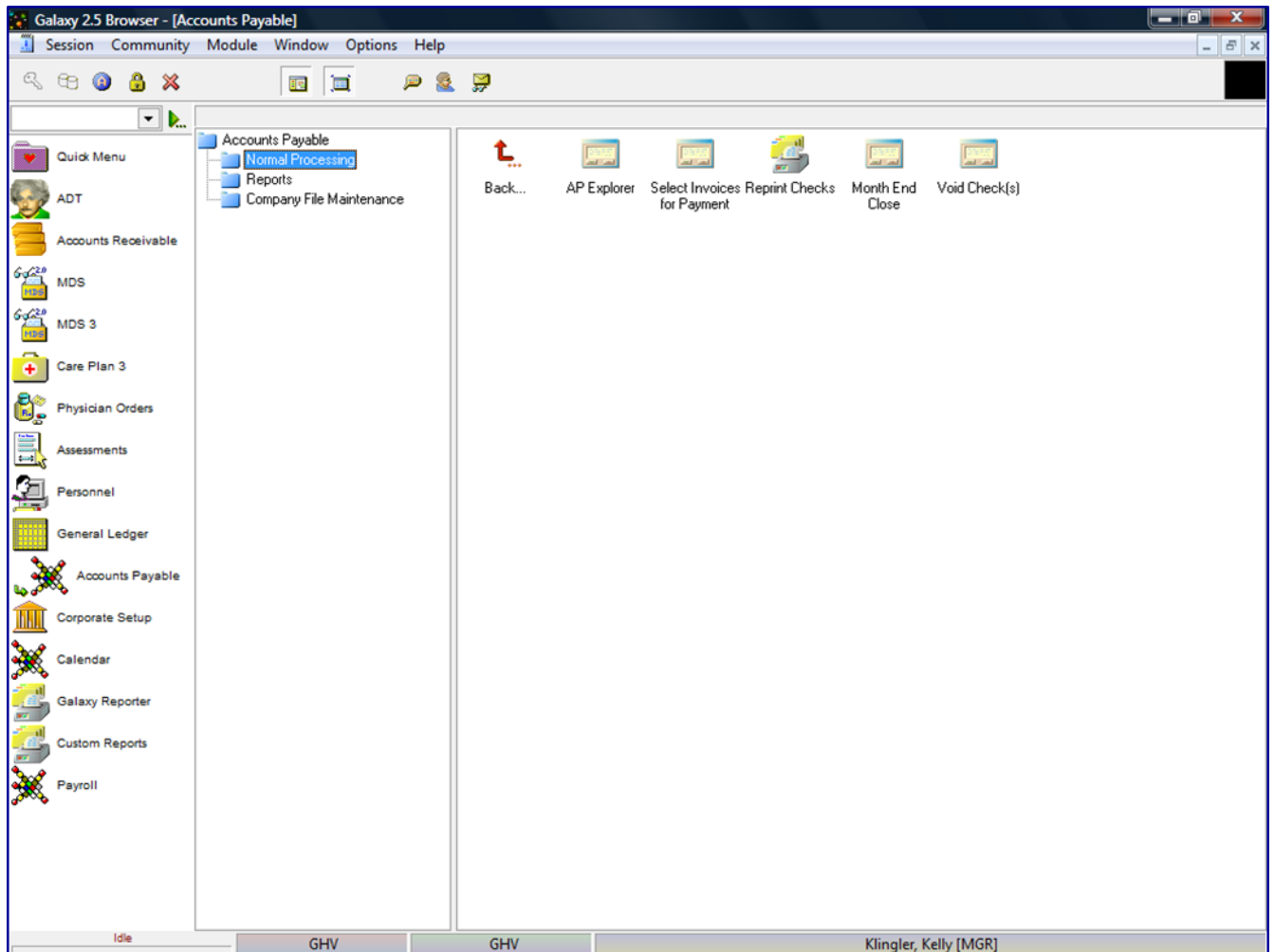


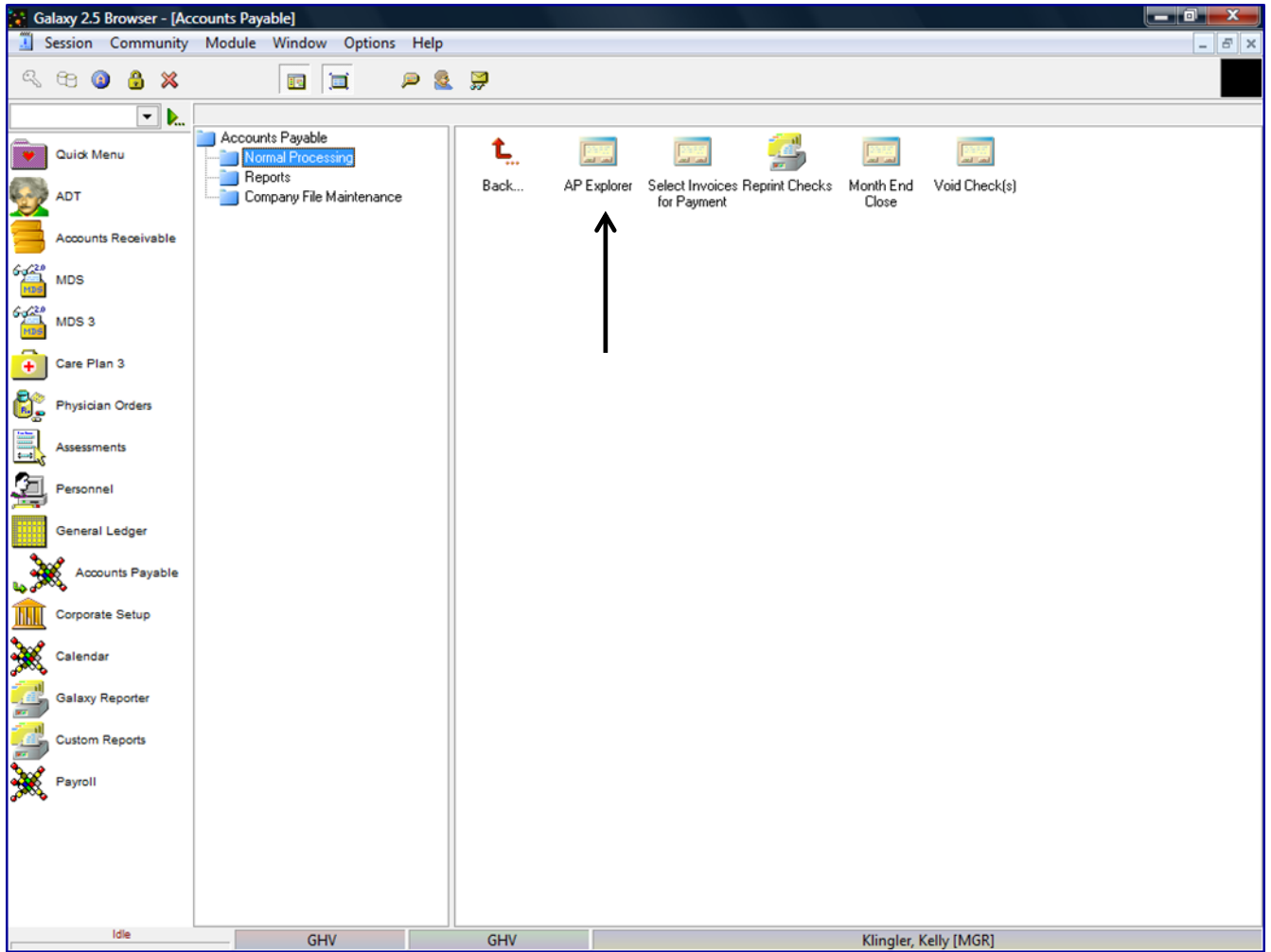
Galaxy Hosted Software
Accounts Payable
Normal Processing
Instructional & Informational Guide

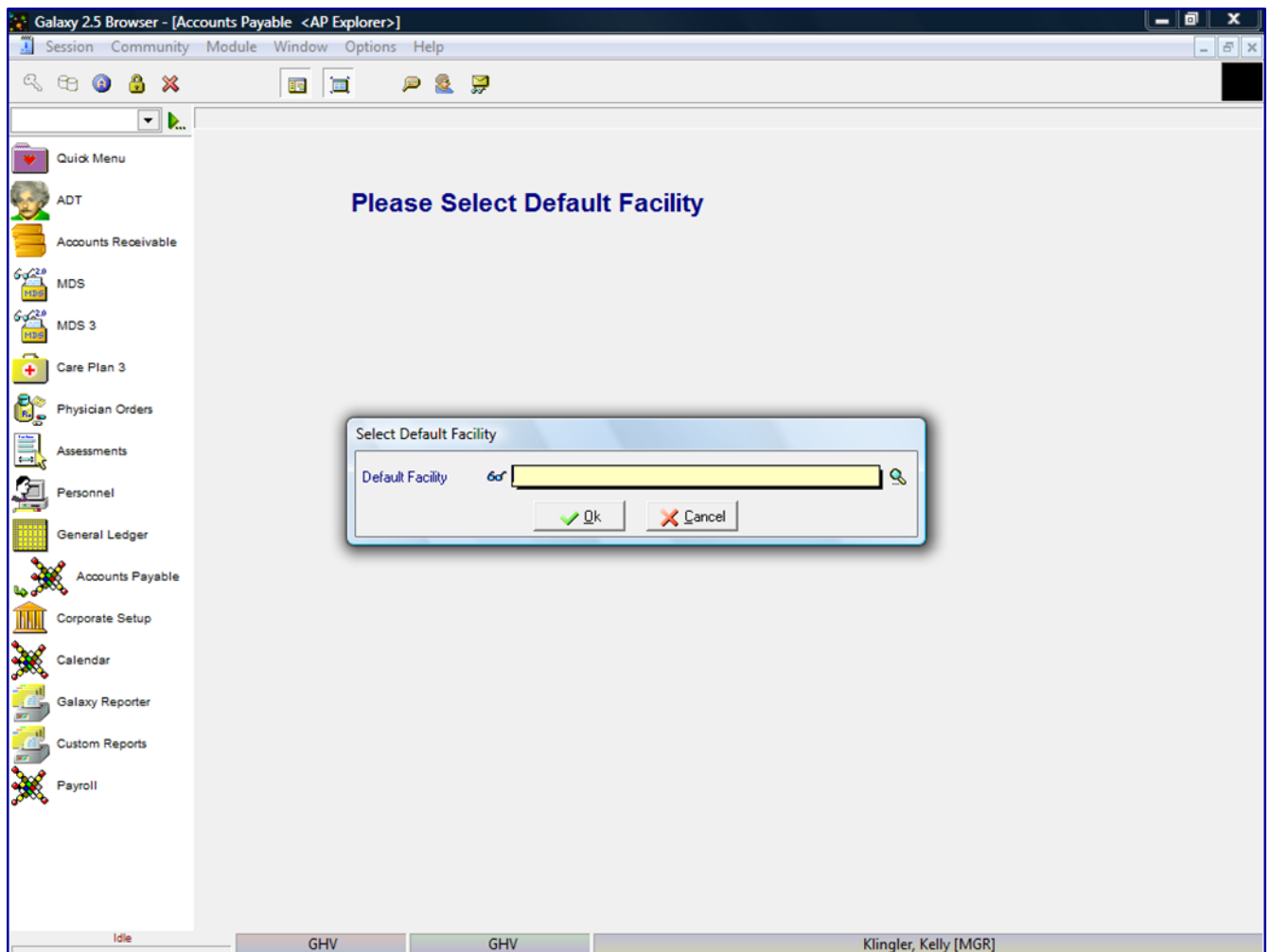


Looking at **Normal Processing**, you can see it is divided into 5 separate sections. You can access any section by double clicking on the icon.

- **AP Explorer**
- **Select Invoices for Payment**
- **Reprint Checks**
- **Month End**
- **Void Checks**

Double click on the **AP Explorer** on the main screen of Normal Processing to open AP Explorer.





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.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount Date
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$2,049.15		06/06/2012	\$2,049.15	PR Batch #100	[20-3010.00]	
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$22.96		06/06/2012	\$22.96	PR Batch #100	[20-3040.00]	
	05/07/2012	2012/05	PR-1000101	REGIONAL INCOME TAX A	\$140.40		06/06/2012	\$140.40	PR Batch #100	[20-3030.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$351.00		06/06/2012	\$351.00	PR Batch #100	[20-3060.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$57.40		06/06/2012	\$57.40	PR Batch #100	[20-3050.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$442.01		06/06/2012	\$442.01	PR Batch #100	[20-3020.00]	
	05/07/2012	2012/05	PR-1000101	BLUE CROSS BLUE SHIEL	\$175.00		06/06/2012	\$175.00	PR Batch #100	[20-4110.00]	
	04/23/2012	2012/04	PR-1000095	INTERNAL REVENUE SEF	\$1,256.49		05/23/2012	\$1,256.49	PR Batch #100	[20-3010.00]	
	04/23/2012	2012/04	PR-1000095	REGIONAL INCOME TAX A	\$151.39		05/23/2012	\$151.39	PR Batch #100	[20-3030.00]	
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$207.50		05/23/2012	\$207.50	PR Batch #100	[20-3060.00]	
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$275.96		05/23/2012	\$275.96	PR Batch #100	[20-3020.00]	
	04/23/2012	2012/04	PR-1000095	PAETEC	\$85.00		05/23/2012	\$85.00	PR Batch #100	[20-4120.00]	
	04/23/2012	2012/04	PR-1000095	BLUE CROSS BLUE SHIEL	\$100.00		05/23/2012	\$100.00	PR Batch #100	[20-4110.00]	
	04/09/2012	2012/04	PR-1000094	INTERNAL REVENUE SEF	\$1,256.49		05/09/2012	\$1,256.49	PR Batch #100	[20-3010.00]	
	04/09/2012	2012/04	PR-1000094	REGIONAL INCOME TAX A	\$151.39		05/09/2012	\$151.39	PR Batch #100	[20-3030.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$207.50		05/09/2012	\$207.50	PR Batch #100	[20-3060.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$27.00		05/09/2012	\$27.00	PR Batch #100	[20-3050.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$275.96		05/09/2012	\$275.96	PR Batch #100	[20-3020.00]	
	04/09/2012	2012/04	PR-1000094	BLUE CROSS BLUE SHIEL	\$100.00		05/09/2012	\$100.00	PR Batch #100	[20-4110.00]	
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$1,509.63		04/25/2012	\$1,509.63	PR Batch #100	[20-3010.00]	
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$35.83		04/25/2012	\$35.83	PR Batch #100	[20-3040.00]	
	03/26/2012	2012/03	PR-1000092	REGIONAL INCOME TAX A	\$187.08		04/25/2012	\$187.08	PR Batch #100	[20-3030.00]	
	03/26/2012	2012/03	PR-1000092	STATE OF ILLINOIS	\$256.42		04/25/2012	\$256.42	PR Batch #100	[20-3060.00]	

This is the AP Explorer master screen. This screen gives a snapshot view of the Accounts Payable - Invoices, Checks and Credit Memo transactions for vendor processed in the Galaxy system.

Display Transactions

Open - will display all the open Invoices (transactions will displayed in green) Checks (transactions will be displayed in white) and Credit Memos (transactions will be displayed in pink)

Unposted – transactions that have not been posted to the system yet

All – will display all posted/unposted transactions for Invoices, Checks and Credit Memos

Recurring – will display any invoice set as a recurring transaction

On Hold – will display any invoice with a HOLD status

Type – user can select what transactions displayed on the screen:

All transactions

Invoices

Checks

Credit Memos

Period transactions



Post – this allows the user to post a selected transaction directly from the master screen.

New – used to create the records for AP Explorer posting (Invoice, Check, Credit Memo or Recurring)

Edit – used to edit the records within the master list or in the pre-posting process

Delete – used to remove records that are erroneous/invalid prior to posting

Clone – used to duplicate information allowing user to make changes to new transaction

Print – allows the user to print selected AP transaction details

Close – used to exit from AP Explorer back to AP Normal Processing screen

Advance Filter – used to locate records quickly in the master list

Refresh Data – used to update the master list when records have been created but are not appearing on the list

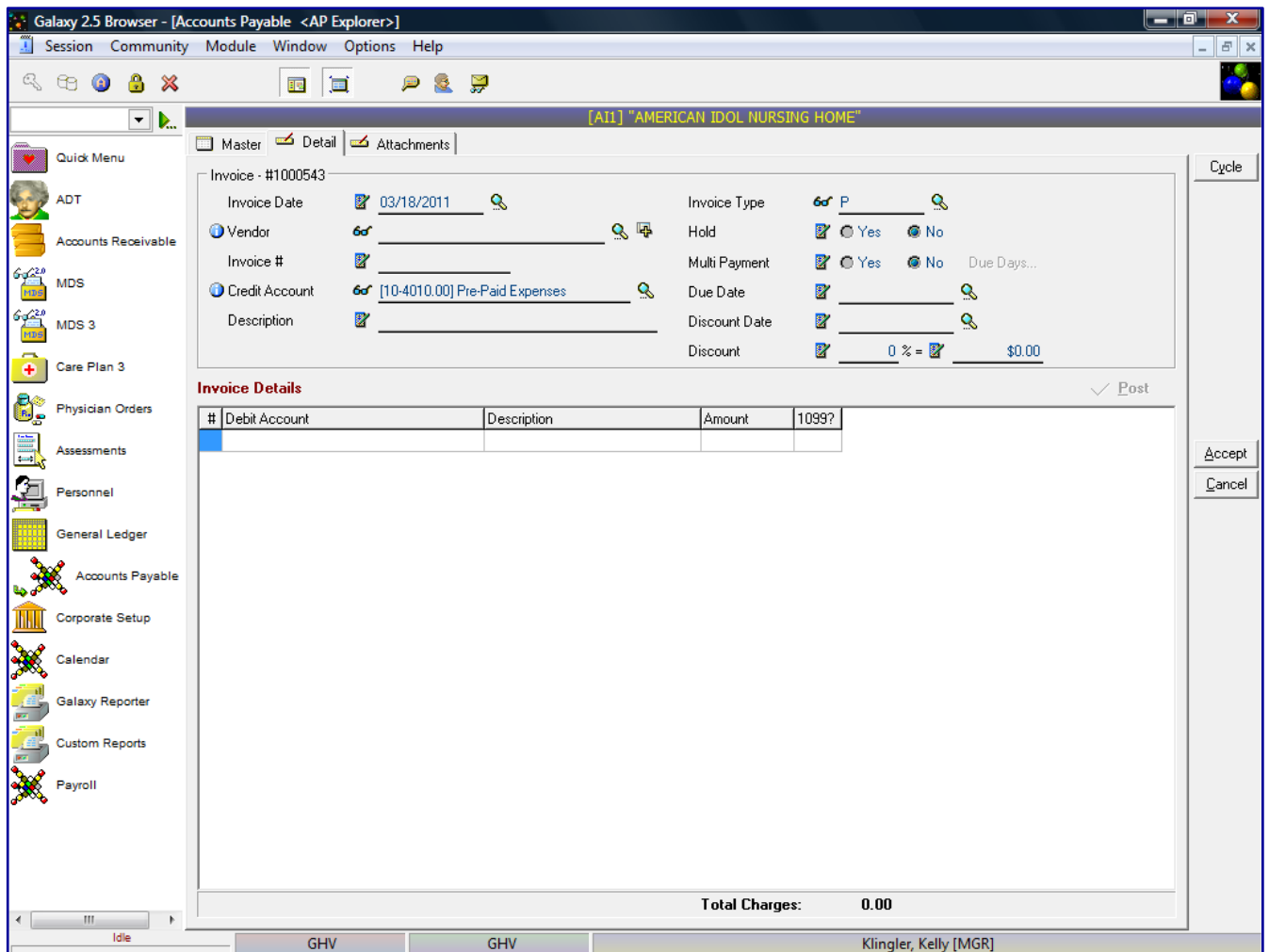
Default Facility – used to move between facilities if your facility is part of an enterprise using Galaxy software

To create an AP Invoice transaction, double click the **NEW** button and a box will appear on the screen prompting the user to select Invoice transaction.

The screenshot shows the Galaxy 2.5 Browser interface for the 'AMERICAN IDOL NURSING HOME' system. The main window displays a list of transactions with columns for Type, Date, Period, Document #, Vendor Name, Amount, Balance, Due Date, Due Now, Description, Account, and Discount Date. A yellow banner at the top of the list states 'There are 7 checks waiting to be printed. Click here to print them.' A 'New Transaction' dialog box is open in the center, with 'Invoice' selected as the Transaction Type. The dialog also includes options for 'Check', 'Credit Memo', and 'Create Recurring Transaction', along with 'OK' and 'Cancel' buttons.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount Date
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$2,049.15		06/06/2012	\$2,049.15	PR Batch #100	[20-3010.00]	
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$22.96		06/06/2012	\$22.96	PR Batch #100	[20-3040.00]	
	05/07/2012	2012/05	PR-1000101	REGIONAL INCOME TAX	\$140.40		06/06/2012	\$140.40	PR Batch #100	[20-3030.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$351.00		06/06/2012	\$351.00	PR Batch #100	[20-3060.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$57.40		06/06/2012	\$57.40	PR Batch #100	[20-3050.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$442.01		06/06/2012	\$442.01	PR Batch #100	[20-3020.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$175.00		06/06/2012	\$175.00	PR Batch #100	[20-4110.00]	
	04/23/2012	2012/04	PR-1000095	INTERNAL REVENUE SEF	\$1,256.49		05/23/2012	\$1,256.49	PR Batch #100	[20-3010.00]	
	04/23/2012	2012/04	PR-1000095	REGIONAL INCOME TAX	\$151.39		05/23/2012	\$151.39	PR Batch #100	[20-3030.00]	
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$207.50		05/23/2012	\$207.50	PR Batch #100	[20-3060.00]	
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$275.96		05/23/2012	\$275.96	PR Batch #100	[20-3020.00]	
	04/23/2012	2012/04	PR-1000095	PAETEC	\$85.00		05/23/2012	\$85.00	PR Batch #100	[20-4120.00]	
	04/23/2012	2012/04	PR-1000095	BLUE CROSS BLUE SHIEL	\$100.00		05/23/2012	\$100.00	PR Batch #100	[20-4110.00]	
	04/09/2012	2012/04	PR-1000094	INTERNAL REVENUE SEF	\$1,256.49		05/09/2012	\$1,256.49	PR Batch #100	[20-3010.00]	
	04/09/2012	2012/04	PR-1000094	REGIONAL INCOME TAX	\$151.39		05/09/2012	\$151.39	PR Batch #100	[20-3030.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$207.50		05/09/2012	\$207.50	PR Batch #100	[20-3060.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$27.00		05/09/2012	\$27.00	PR Batch #100	[20-3050.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$275.96		05/09/2012	\$275.96	PR Batch #100	[20-3020.00]	
	04/09/2012	2012/04	PR-1000094	BLUE CROSS BLUE SHIEL	\$100.00		05/09/2012	\$100.00	PR Batch #100	[20-4110.00]	
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$1,509.63		04/25/2012	\$1,509.63	PR Batch #100	[20-3010.00]	
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$35.83		04/25/2012	\$35.83	PR Batch #100	[20-3040.00]	
	03/26/2012	2012/03	PR-1000092	REGIONAL INCOME TAX	\$187.08		04/25/2012	\$187.08	PR Batch #100	[20-3030.00]	
	03/26/2012	2012/03	PR-1000092	STATE OF ILLINOIS	\$256.42		04/25/2012	\$256.42	PR Batch #100	[20-3060.00]	

To create an Invoice transaction, click the **Invoice** option in the Transaction Type box and then the **OK** button.



Invoice Date – defaults to the current date

Vendor – select vendor you are entering invoice

Invoice # - invoice number for this vendor’s transaction (*alpha/numeric field*)

Credit Account – system will default to credit account setup in Vendor maintenance, user may override and is dependent upon what the current period is in the system

Description – if you want to enter in a line item description (*this is not a required field*)

Invoice Type –

R- Regular

P- Prepaid Invoice

F – Future Invoice

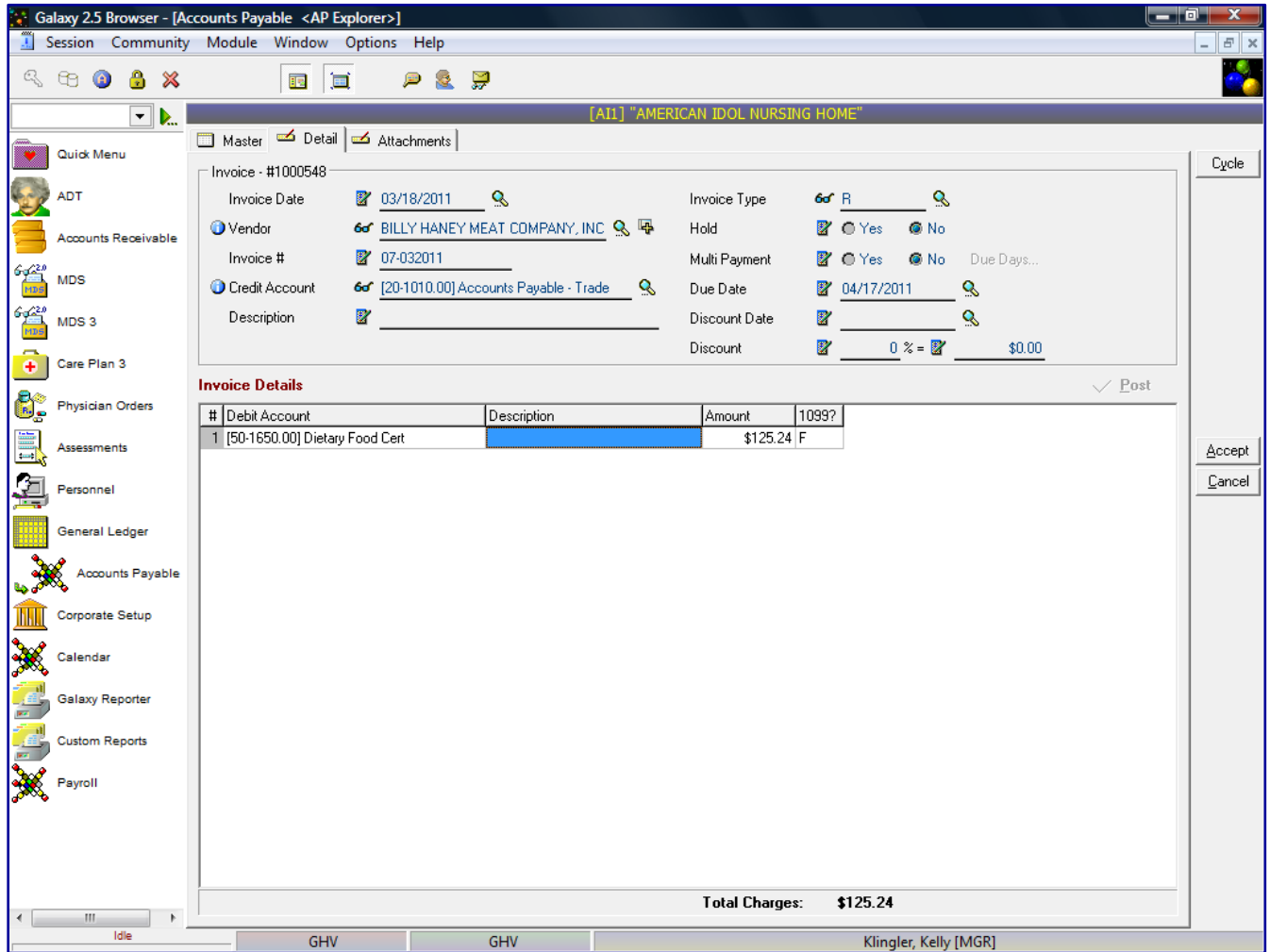
Hold – if invoice is to be placed on HOLD status, pending approval authorization

Multi-Payment – YES/NO option. If YES, system will allow you to enter the Due Date and Amount until the total amount of the invoice is paid down. Invoice Payment screen will appear, prompting you to enter the Due Date and Amount to be applied for the specified date. You can select numerous Due Dates and Amounts until the invoice has been paid in full.

Due Date – date the invoice is to be paid in full

Discount Date – date the invoice is to be paid in order to receive vendor’s discounted amount

Discount – percentage amount of the vendor’s discount for this invoice. After the percentage is entered, the system will automatically calculate the discounted dollar amount for this invoice.



Invoice Details – This allows you to enter in the invoice line items, double click in the Debit Account field to activate the first line item.

Debit Account - select the Expense GL account. The system will display a box listing the GL account numbers, select the appropriate expense account for this line item.

Description – if you want to enter in a line item description (*this is not a required field*)

Amount – line item dollar amount

1099? – this is a True/False statement. The system will check the Vendor master file to see if this vendor is set up as a 1099 vendor.

If you need to enter in addition lines for this invoice, press the tab key to enter another line item.

The system will default the vendor’s expense account, but you can change the expense account by double clicking in the **Debit Account** field and the system will display a box listing the GL account numbers, select the appropriate expense account for this line item.

After all line items have been entered for this vendor's invoice, click the **ACCEPT** button.

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.

The following screen is displayed.

The screenshot shows the 'Accounts Payable' screen in the Galaxy 2.5 Browser. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]'. The main content area displays a table of transactions for the vendor 'AMERICAN IDOL NURSING HOME'. A yellow banner above the table states: 'There are 7 checks waiting to be printed. Click here to print them.' The table has the following columns: Type, Date, Period, Document #, Vendor Name, Amount, Due Date, Description, Account, Discount Date, Discount Amt, and Multi Pri. The transactions listed include various vendors such as BILLY HANEY MEAT COMI, ARROW OUTDOOR ADVE, ANGELICA TEXTILE SERV, and several entries for INTERNAL REVENUE SEF and REGIONAL INCOME TAX. The bottom of the screen shows a filter section with 'Field' set to '[None]', 'Relates' set to '>=', and a 'Value' field. There are buttons for 'Apply Simple Filter', 'Refresh Data', and 'Default Facility...'. The status bar at the bottom indicates 'Idle', 'GHV', and 'Klingler, Kelly [MGR]'.

Every time you accept something new, the system will take you to the **Unposted** screen option so if you want to post the transaction immediately.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: Invoices All Transactions Post Void

There are 6 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Due Date	Description	Account	Discount Date	Discount Amt.	Multi P
	03/02/2011	2011/03	PR-1000083	STATE OF ILLINOIS	\$68.92	04/01/2011	PR Batch #100	[20-3060.00]		\$0.00	F
	03/02/2011	2011/03	PR-1000083	STATE OF ILLINOIS	\$19.57	04/01/2011	PR Batch #100	[20-3050.00]		\$0.00	F
	03/02/2011	2011/03	PR-1000083	STATE OF ILLINOIS	\$68.21	04/01/2011	PR Batch #100	[20-3020.00]		\$0.00	F
	02/16/2011	2011/02	PR-1000082	INTERNAL REVENUE SEF	\$2,336.99	03/18/2011	PR Batch #100	[20-3010.00]		\$0.00	F
	02/16/2011	2011/02	PR-1000082	INTERNAL REVENUE SEF	\$34.20	03/18/2011	PR Batch #100	[20-3040.00]		\$0.00	F
	02/16/2011	2011/02	PR-1000082	REGIONAL INCOME TAXA	\$238.06	03/18/2011	PR Batch #100	[20-3030.00]		\$0.00	F
	02/16/2011	2011/02	PR-1000082	STATE OF ILLINOIS	\$326.30	03/18/2011	PR Batch #100	[20-3060.00]		\$0.00	F
	02/16/2011	2011/02	PR-1000082	STATE OF ILLINOIS	\$125.50	03/18/2011	PR Batch #100	[20-3050.00]		\$0.00	F
	02/16/2011	2011/02	PR-1000082	STATE OF ILLINOIS	\$435.72	03/18/2011	PR Batch #100	[20-3020.00]		\$0.00	F
	02/02/2011	2011/02	PR-1000077	INTERNAL REVENUE SEF	\$3,559.45	03/04/2011	PR Batch #100	[20-3010.00]		\$0.00	F
	02/02/2011	2011/02	PR-1000077	INTERNAL REVENUE SEF	\$101.99	03/04/2011	PR Batch #100	[20-3040.00]		\$0.00	F
	02/02/2011	2011/02	PR-1000077	REGIONAL INCOME TAXA	\$465.05	03/04/2011	PR Batch #100	[20-3030.00]		\$0.00	F
	12/21/2010	2010/12	PR-1000103	INTERNAL REVENUE SEF	\$1,636.03	01/20/2011	PR Batch #100	[20-3010.00]		\$0.00	F
	12/21/2010	2010/12	PR-1000103	REGIONAL INCOME TAXA	\$110.07	01/20/2011	PR Batch #100	[20-3030.00]		\$0.00	F
	12/21/2010	2010/12	PR-1000103	STATE OF ILLINOIS	\$275.17	01/20/2011	PR Batch #100	[20-3060.00]		\$0.00	F
	12/21/2010	2010/12	PR-1000103	STATE OF ILLINOIS	\$358.24	01/20/2011	PR Batch #100	[20-3020.00]		\$0.00	F
	12/21/2010	2010/12	PR-1000103	BLUE CROSS BLUE SHIEL	\$140.00	01/20/2011	PR Batch #100	[20-4110.00]		\$0.00	F
	10/05/2010	2010/10	PR-1000103	INTERNAL REVENUE SEF	\$1,087.91	11/04/2010	PR Batch #100	[20-3010.00]		\$0.00	F
	10/05/2010	2010/10	PR-1000103	REGIONAL INCOME TAXA	\$73.00	11/04/2010	PR Batch #100	[20-3030.00]		\$0.00	F
	10/05/2010	2010/10	PR-1000103	STATE OF ILLINOIS	\$182.50	11/04/2010	PR Batch #100	[20-3060.00]		\$0.00	F
	10/05/2010	2010/10	PR-1000103	STATE OF ILLINOIS	\$236.24	11/04/2010	PR Batch #100	[20-3020.00]		\$0.00	F
	10/05/2010	2010/10	PR-1000103	STATE OF ILLINOIS	\$75.00	11/04/2010	PR Batch #100	[20-4120.00]		\$0.00	F
	10/05/2010	2010/10	PR-1000103	BLUE CROSS BLUE SHIEL	\$100.00	11/04/2010	PR Batch #100	[20-4110.00]		\$0.00	F

Filter And Refresh Master Data


Field [None] Relates >= Value

Apply Simple Filter

% Advanced Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]

To select the transactions from this screen to post, right click on a line and a selection box will appear on screen. You can select transactions one at a time by clicking the **Select row** option, or if you want to select all transaction on the screen, choose **Select All** option.

Click the  **Post** button to post the check transaction(s).

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: Invoices All Transactions **Post** Void

There are 7 checks waiting to be printed. Click here to print them.


Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount Date	Discount Amt.	Multi Pmnt
	03/12/2012	2012/03	PR-1000091	STATE OF ILLINOIS	\$508.42		04/11/2012	\$508.42	PR Batch #100	[20-3060.00]		\$0.00	F
	03/12/2012	2012/03	PR-1000091	STATE OF ILLINOIS	\$120.37		04/11/2012	\$120.37	PR Batch #100	[20-3050.00]		\$0.00	F
	03/12/2012	2012/03	PR-1000091	STATE OF ILLINOIS	\$571.67		04/11/2012	\$571.67	PR Batch #100	[20-3020.00]		\$0.00	F
	01/30/2012	2012/01	PR-1000087	INTERNAL REVENUE SEF	\$291.93		02/29/2012	\$291.93	PR Batch #100	[20-3010.00]		\$0.00	F
	01/30/2012	2012/01	PR-1000087	INTERNAL REVENUE SEF	\$8.85		02/29/2012	\$8.85	PR Batch #100	[20-3040.00]		\$0.00	F
	01/30/2012	2012/01	PR-1000087	REGIONAL INCOME TAXA	\$40.36		02/29/2012	\$40.36	PR Batch #100	[20-3030.00]		\$0.00	F
	01/30/2012	2012/01	PR-1000087	STATE OF ILLINOIS	\$55.32		02/29/2012	\$55.32	PR Batch #100	[20-3060.00]		\$0.00	F
	01/30/2012	2012/01	PR-1000087	STATE OF ILLINOIS	\$22.13		02/29/2012	\$22.13	PR Batch #100	[20-3050.00]		\$0.00	F
	01/30/2012	2012/01	PR-1000087	STATE OF ILLINOIS	\$60.52		02/29/2012	\$60.52	PR Batch #100	[20-3020.00]		\$0.00	F
	01/16/2012	2012/01	PR-1000086	INTERNAL REVENUE SEF	\$1,304.48		02/15/2012	\$1,304.48	PR Batch #100	[20-3010.00]		\$0.00	F
	01/16/2012	2012/01	PR-1000086	INTERNAL REVENUE SEF	\$35.94		02/15/2012	\$35.94	PR Batch #100	[20-3040.00]		\$0.00	F
	01/16/2012	2012/01	PR-1000086	REGIONAL INCOME TAXA	\$163.90		02/15/2012	\$163.90	PR Batch #100	[20-3030.00]		\$0.00	F
	01/16/2012	2012/01	PR-1000086	STATE OF ILLINOIS	\$224.65		02/15/2012	\$224.65	PR Batch #100	[20-3060.00]		\$0.00	F
	01/16/2012	2012/01	PR-1000086	STATE OF ILLINOIS	\$89.86		02/15/2012	\$89.86	PR Batch #100	[20-3050.00]		\$0.00	F
	01/16/2012	2012/01	PR-1000086	STATE OF ILLINOIS	\$277.53		02/15/2012	\$277.53	PR Batch #100	[20-3020.00]		\$0.00	F
	01/02/2012	2012/01	PR-1000085	INTERNAL REVENUE SEF	\$1,901.05		02/01/2012	\$1,901.05	PR Batch #100	[20-3010.00]		\$0.00	F
	01/02/2012	2012/01	PR-1000085	INTERNAL REVENUE SEF	\$34.68		02/01/2012	\$34.68	PR Batch #100	[20-3040.00]		\$0.00	F
	01/02/2012	2012/01	PR-1000085	REGIONAL INCOME TAXA	\$273.03		02/01/2012	\$273.03	PR Batch #100	[20-3030.00]		\$0.00	F
	01/02/2012	2012/01	PR-1000085	STATE OF ILLINOIS	\$374.23		02/01/2012	\$374.23	PR Batch #100	[20-3060.00]		\$0.00	F
	01/02/2012	2012/01	PR-1000085	STATE OF ILLINOIS	\$86.69		02/01/2012	\$86.69	PR Batch #100	[20-3050.00]		\$0.00	F
	01/02/2012	2012/01	PR-1000085	STATE OF ILLINOIS	\$413.62		02/01/2012	\$413.62	PR Batch #100	[20-3020.00]		\$0.00	F
	03/18/2011	2011/03	07-032011	BILLY HANEY MEAT COMI	\$125.24	\$125.24	04/17/2011	\$125.24		[20-1010.00]		\$0.00	F
	03/07/2011	2011/03	02345	ARROW OUTDOOR ADVE	\$150.00		04/06/2011	\$150.00		[20-1010.00]		\$0.00	F

Filter And Refresh Master Data

Field: [None] Relates: >= Value: [] Apply Simple Filter

Advanced Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]

After clicking on the  **Post** button, the system will generate an AP Pre-Posting Report of the invoice transactions the user selected to Post. The Pre-Posting report will contain the following information as listed on the screen below:

Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

[A11] "AMERICAN IDOL NURSING HOME"

Zoom: 100% | Print | Print All | Setup.. | Export | **Post** | **Cancel**

AP Pre-Posting Report


Facility: AMERICAN IDOL NURSING HOME
Posting Date: 03/21/2011

Vendor ID	Vendor	Transaction Type	Number	Date	Due Date	Invoice Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
BILLH	BILLY HANEY MEAT COMPANY, INC	I	07-032011	03/18/2011	04/17/2011				125.24	50-1650.00	20-1010.00
Total:									125.24		

GL Summary

Account	Description	Debit	Credit
20-1010.00	Accounts Payable - Trade	0.00	125.24
50-1650.00	Dietary Food Cert	125.24	0.00
Total		125.24	125.24

Page 1 of 1
Klingler, Kelly [MGR]

After the user reviewed the Pre-Posting Report and confirmed all the information is correct, the user will check the  **Post** button to post the transactions. If there is a problem on the Pre-Posting Report, the user will select **X Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the posting process.

If there are transactions outside of the current period, the system will prompt the user with a warning message stating “The transaction is outside of the current period. Post anyway? **Yes/No**.”

After the transaction(s) has been posted successfully, the system will display a message stating, “The transaction(s) has been posted successfully.” The AP Posting Report will appear on the screen (if the AP Module has been set to Print Posting report). The information on the AP Posting report is the same information as on the AP Pre-Posting report.

AP Posting Report
 Facility: AMERICAN IDOL NURSING HOME
 Posting Date: 03/21/2011

Vendor ID	Vendor	Transaction Type	Transaction Number	Date	Due Date	Invoice Disc. Date	Invoice Disc. %	Description	Amount	GL Debit	GL Cred
ARRO	ARROW OUTDOOR ADVERTISING	I	02345						125.00	55-1340.00	20-1010.00
		I	02345						25.00	55-1340.00	20-1010.00
									150.00		

GL Summary

Account	Description	Debit	Credit
20-1010.00	Accounts Payable - Trade	0.00	150.00
55-1340.00	Maintenance Contract Labor Cert	150.00	0.00
Total		150.00	150.00

Dialog Box: Galaxy 2.0 Browser
 The transaction(s) has been posted successfully
 OK

Page 1 of 1
 Klingler, Kelly [MGR]

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Invoice - #1000548

Invoice Date: 03/18/2011 Invoice Type: R

Vendor: BILLY HANEY MEAT COMPANY, INC Hold: Yes No

Invoice #: 07-032011 Multi Payment: Yes No Due Days...

Credit Account: [20-1010.00] Accounts Payable - Trade Due Date: 04/17/2011

Description: Discount Date: Discount: 0 % = \$0.00

Invoice Details

Pay By Check Issue Credit Memo Place on Hold Print

#	Debit Account	Description	Amount	1099?
1	[50-1650.00]	Dietary Food Cert	\$125.24	F

Total Charges: \$125.24 Balance: \$125.24

Idle GHV GHV Klingler, Kelly [MGR]

After the Invoice has been entered and posted to the system, the user then can double click on the invoice transaction line and **Pay By Check**, **Issue Credit Memo** or **Place on Hold**.

If you click on the **Pay By Check** button, the following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Payment - #1000556

Payment Date: 03/21/2011

Payment Type: C

Vendor: BILLY HANEY MEAT COMPANY, INC

Handwritten: Yes

Check #:

Vendor Name: BILLY HANEY MEAT COMPANY, II

Credit Account: [10-1020.00] Cash in Bank - General

Address1: P.O. BOX 475

Description:

Address2:

City: CHARLESTON

State: IL Zip: 60707

Payment Details

#	Invoice	Debit Account	Description	Amount	Payment
1	07-032011	[20-1010.00] Accounts Payable - Trade		\$125.24	
			Payment		\$125.24
			Invoice Balance	\$0.00	

Total Payment: \$125.24

Idle GHV GHV Klingler, Kelly [MGR]

Buttons: Cycle, Accept, Cancel

If the information is correct in the Payment Details screen, you click the **ACCEPT** button.

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.

If you click on the **Issue Credit Memo** button, the following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Credit Memo - #1000559

Credit Memo Date 03/21/2011 Invoice # 07-032011

Vendor BILLY HANEY MEAT COMPANY, INC

Credit Memo #

Debit Account [20-1010.00] Accounts Payable - Trade

Description

Cycle

Credit Memo Details Post

#	Credit Account	Description	Amount	1099?
1	[50-1650.00]	Dietary Food Cert	\$125.24	F

Total Credit: \$125.24

Idle GHV GHV Klingler, Kelly [MGR]

Accept

Cancel

If the information is correct in the Credit Memo Details screen, you click the **ACCEPT** button.

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.

If you click on the **Place on Hold** button, the following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Invoice - #1000548

Invoice Date: 03/18/2011 Invoice Type: R

Vendor: BILLY HANEY MEAT COMPANY, INC Hold: Yes

Invoice #: 07-032011 Multi Payment: No Due Days...

Credit Account: [20-1010.00] Accounts Payable - Trade Due Date: 04/17/2011

Description: Discount: 0 % = \$0.00

Pay By Check Issue Credit Memo Remove Hold Print

#	Debit Account	Description	Amount	1099?
1	[50-1650.00]	Dietary Food Cert	\$125.24	F

Total Charges: \$125.24 Balance: \$125.24

Idle GHV GHV Klingler, Kelly [MGR]

If the information is correct in the Invoice Details screen, you click the **ACCEPT** button.

You can then select the **Remove Hold** option when the invoice is released for payment.

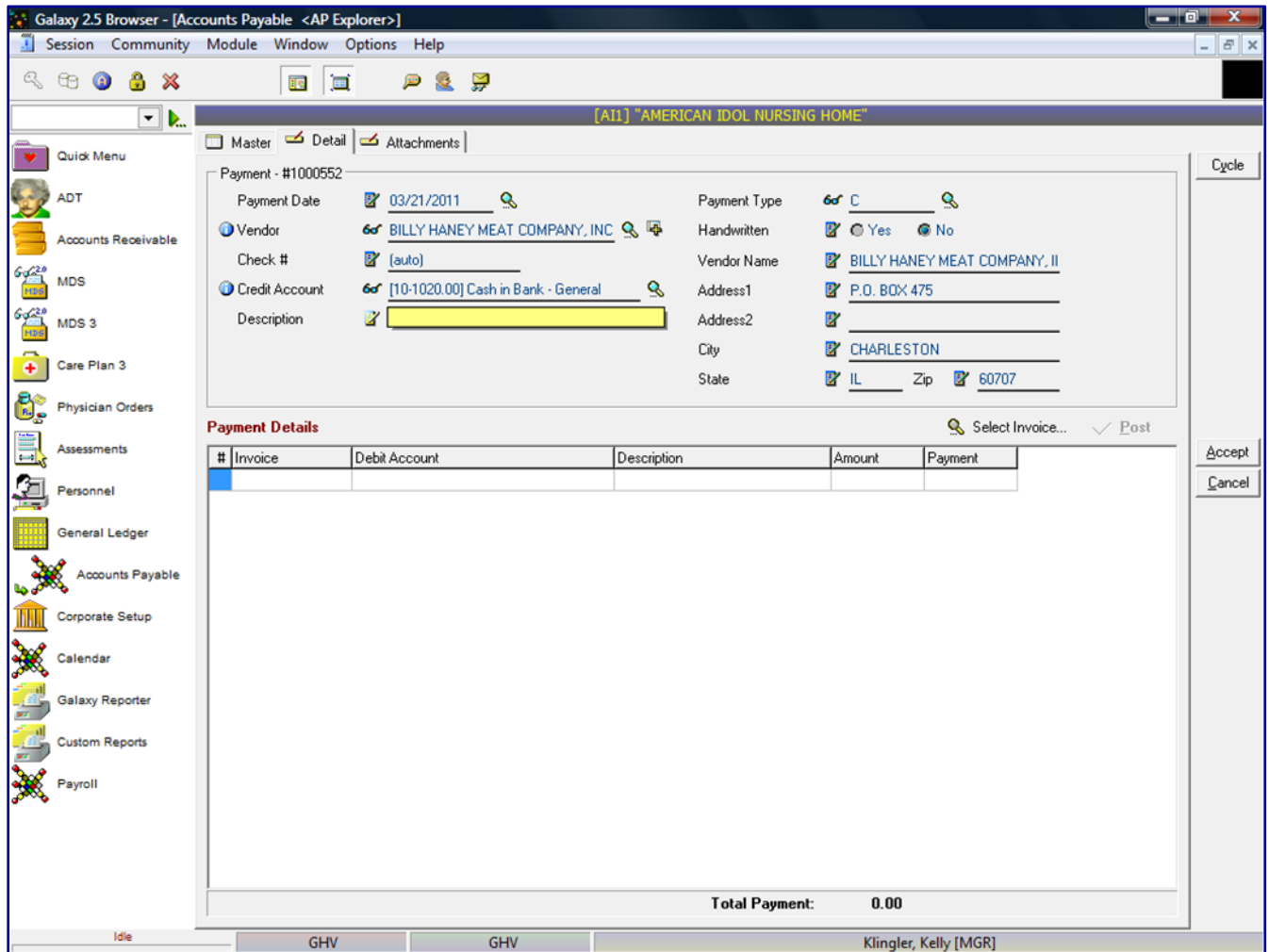
To create an AP Check transaction, double click the **NEW** button and a box is displayed on the screen prompting the user to select Check transaction.

The screenshot shows the Galaxy 2.5 Browser interface for 'AMERICAN IDOL NURSING HOME'. The main window displays a list of transactions with columns for Type, Date, Period, Document #, Vendor Name, Amount, Balance, Due Date, Due Now, Description, Account, and Discount. A yellow banner at the top of the list states: 'There are 7 checks waiting to be printed. Click here to print them.' A 'New Transaction' dialog box is open in the foreground, with the 'Check' radio button selected under 'Transaction Type'. Other options include Invoice and Credit Memo. There is also a checkbox for 'Create Recurring Transaction'. The dialog box has 'OK' and 'Cancel' buttons.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$2,049.15		06/06/2012	\$2,049.15	PR Batch #100	[20-3010.00]	
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$22.96		06/06/2012	\$22.96	PR Batch #100	[20-3040.00]	
	05/07/2012	2012/05	PR-1000101	REGIONAL INCOME TAX	\$140.40		06/06/2012	\$140.40	PR Batch #100	[20-3030.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$351.00		06/06/2012	\$351.00	PR Batch #100	[20-3060.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$57.40		06/06/2012	\$57.40	PR Batch #100	[20-3050.00]	
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$442.01		06/06/2012	\$442.01	PR Batch #100	[20-3020.00]	
	05/07/2012	2012/05	PR-1000101	BLUE CROSS BLUE SHIEL	\$175.00		06/06/2012	\$175.00	PR Batch #100	[20-4110.00]	
	04/23/2012	2012/04	PR-1000095	INTERNAL REVENUE SEF	\$1,256.49		05/23/2012	\$1,256.49	PR Batch #100	[20-3010.00]	
	04/23/2012	2012/04	PR-1000095	REGIONAL INCOME TAX	\$151.39		05/23/2012	\$151.39	PR Batch #100	[20-3030.00]	
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$207.50		05/23/2012	\$207.50	PR Batch #100	[20-3060.00]	
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$275.96		05/23/2012	\$275.96	PR Batch #100	[20-3020.00]	
	04/23/2012	2012/04	PR-1000095	PAETEC	\$85.00		05/23/2012	\$85.00	PR Batch #100	[20-4120.00]	
	04/23/2012	2012/04	PR-1000095	BLUE CROSS BLUE SHIEL	\$100.00		05/23/2012	\$100.00	PR Batch #100	[20-4110.00]	
	04/09/2012	2012/04	PR-1000094	INTERNAL REVENUE SEF	\$1,256.49		05/09/2012	\$1,256.49	PR Batch #100	[20-3010.00]	
	04/09/2012	2012/04	PR-1000094	REGIONAL INCOME TAX	\$151.39		05/09/2012	\$151.39	PR Batch #100	[20-3030.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$207.50		05/09/2012	\$207.50	PR Batch #100	[20-3060.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$27.00		05/09/2012	\$27.00	PR Batch #100	[20-3050.00]	
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$275.96		05/09/2012	\$275.96	PR Batch #100	[20-3020.00]	
	04/09/2012	2012/04	PR-1000094	BLUE CROSS BLUE SHIEL	\$100.00		05/09/2012	\$100.00	PR Batch #100	[20-4110.00]	
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$1,509.63		04/25/2012	\$1,509.63	PR Batch #100	[20-3010.00]	
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$35.83		04/25/2012	\$35.83	PR Batch #100	[20-3040.00]	
	03/26/2012	2012/03	PR-1000092	REGIONAL INCOME TAX	\$187.08		04/25/2012	\$187.08	PR Batch #100	[20-3030.00]	
	03/26/2012	2012/03	PR-1000092	STATE OF ILLINOIS	\$256.42		04/25/2012	\$256.42	PR Batch #100	[20-3060.00]	

To create a Check transaction, click the **Check** option in the Transaction Type box and then the **OK** button.

The following screen is displayed.



Payment Date – check date (system will default to today's date)

Vendor – select vendor to write check for payment

Check # - defaults to (*auto*) indicates to the system you want to use the next available check number in the system

Credit Account – system will default to credit account setup in Vendor master, user may override

Description – if you want to enter in a line item description (this is not a required field)

Payment Type - payment method used for vendor

- C – Check (default)
- E – Electronic
- D – Debit Card
- C – Credit Card
- \$ - Cash

Handwritten – if this is a handwritten check you will need to specify check number. The system will NOT print a check (system will default to *NO*)

Vendor Name - Vendor name description (will pull information from Vendor maintenance)

Address1 – vendor's address (will pull information from Vendor maintenance)

Address2 – vendor's address (will pull information from Vendor maintenance)

City – vendor's City information (will pull information from Vendor maintenance)

State – vendor's State information (will pull information from Vendor maintenance)

Zip – vendor's Zip code information (will pull information from Vendor maintenance)

Payment Details – This allows you to enter in the check line items, double click in the Debit Account field to activate the first line item.

Debit Account - select the Expense GL account. The system will display a box listing the GL account numbers, select the appropriate expense account for this line item.

Description – if you want to enter in a line item description (this is not a required field)

Amount – line item dollar amount

Payment – amount of payment for invoice

The system will display any invoices that are open for this vendor to be selected for payment.

Select the appropriate invoice to be paid.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Payment - #1000574

Payment Date: 03/28/2011 Payment Type: C

Vendor: STATE OF ILLINOIS Handwritten: Yes No

Check #: (auto) Vendor Name: STATE OF ILLINOIS

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

Select Invoice

Search: [] Clear

Invoice #	Date	Due Date	Amount Due	Balance	Discount Date	Discount (\$)	Notes
PR-1000108-2	09/20/2010	10/20/2010	\$236.24	\$236.24		\$0.00	PR Batch #1000108
PR-1000108-3	09/20/2010	10/20/2010	\$182.50	\$182.50		\$0.00	PR Batch #1000108
PR-1000106-2	09/23/2010	10/23/2010	\$298.37	\$298.37		\$0.00	PR Batch #1000106
PR-1000106-3	09/23/2010	10/23/2010	\$238.42	\$238.42		\$0.00	PR Batch #1000106
PR-1000105-3	10/05/2010	11/04/2010	\$236.24	\$236.24		\$0.00	PR Batch #1000105
PR-1000105-4	10/05/2010	11/04/2010	\$182.50	\$182.50		\$0.00	PR Batch #1000105
PR-1000103-2	12/21/2010	01/20/2011	\$358.24	\$358.24		\$0.00	PR Batch #1000103
PR-1000103-3	12/21/2010	01/20/2011	\$275.17	\$275.17		\$0.00	PR Batch #1000103
PR-1000082-1	02/16/2011	03/18/2011	\$435.72	\$435.72		\$0.00	PR Batch #1000082
PR-1000082-2	02/16/2011	03/18/2011	\$125.50	\$125.50		\$0.00	PR Batch #1000082
PR-1000082-3	02/16/2011	03/18/2011	\$326.30	\$326.30		\$0.00	PR Batch #1000082

Credit available for this vendor: \$0.00

OK Cancel

Total Payment: 0.00

Post Accept Cancel

Idle GHV GHV Klingler, Kelly [MGR]

After the appropriate invoice has been selected, click the **OK** button.

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Payment - #1000556

Payment Date: 03/21/2011

Payment Type: C

Vendor: BILLY HANEY MEAT COMPANY, INC

Handwritten: Yes

Check #:

Vendor Name: BILLY HANEY MEAT COMPANY, II

Credit Account: [10-1020.00] Cash in Bank - General

Address1: P.O. BOX 475

Description:

Address2:

City: CHARLESTON

State: IL Zip: 60707

Payment Details

#	Invoice	Debit Account	Description	Amount	Payment
1	07-032011	[20-1010.00] Accounts Payable - Trade		\$125.24	
			Payment		\$125.24
			Invoice Balance	\$0.00	

Total Payment: \$125.24

Idle GHV GHV Klingler, Kelly [MGR]

Buttons: Cycle, Accept, Cancel

If you need to enter in addition lines for this check, press the tab key to enter another line item. The system will default the vendor's expense account, but you can change the expense account by double clicking in the **Debit Account** field and the system will display a box listing the GL account numbers, select the appropriate expense account for this line item.

After all line items have been entered for this vendor's check, click the **ACCEPT** button.

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.

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: Checks All Transactions Post Void

There are 7 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount
	03/21/2011	2011/03		BILLY HANEY MEAT COMI	\$125.24			\$0.00		[10-1020.00]	
	03/07/2011	2011/03	780	STATE OF ILLINOIS	\$1,510.25			\$0.00		[10-1020.00]	
	03/07/2011	2011/03	779	ANGELICA TEXTILE SERV	\$100.00			\$0.00		[10-1020.00]	
	03/04/2011	2011/03		ANGELICA TEXTILE SERV	\$100.00			\$0.00		[10-1020.00]	
	12/23/2010	2010/12	775	BJ'S CLOWN	\$200.00			\$0.00		[10-1020.00]	
	12/23/2010	2010/12	774	ACE AMERICAN INSURAN	\$750.00			\$0.00		[10-1020.00]	
	10/21/2010	2010/10	1296	ACE AMERICAN INSURAN	\$24.00			\$0.00		[10-1030.00]	
	10/21/2010	2010/10		STATE OF ILLINOIS	\$20.00			\$0.00		[10-1020.00]	
	09/16/2010	2010/09	a101V	STATE OF ILLINOIS	(\$182.50)			\$0.00		[10-1020.00]	
	09/16/2010	2010/09	a101	STATE OF ILLINOIS	\$182.50			\$0.00		[10-1020.00]	
	09/13/2010	2010/09	1294	AVAYA, INC	\$175.00			\$0.00		[10-1030.00]	
	09/13/2010	2010/09	1293	ACE AMERICAN INSURAN	\$12.00			\$0.00		[10-1030.00]	
	09/07/2010	2010/09	766	STATE OF ILLINOIS	\$3,224.48			\$0.00		[10-1020.00]	
	09/07/2010	2010/09	765	REGIONAL INCOME TAX	\$933.96			\$0.00		[10-1020.00]	
	09/07/2010	2010/09	764	INTERNAL REVENUE SEF	\$11,513.32			\$0.00		[10-1020.00]	
	09/07/2010	2010/09	763	AVAYA, INC	\$175.00			\$0.00		[10-1020.00]	
	09/07/2010	2010/09	762	AT&T MOBILITY	\$0.00			\$0.00		[10-1020.00]	
	09/07/2010	2010/09	761	ALADDIN TEMP-RITE, LLC	\$24.00			\$0.00		[10-1020.00]	
	09/07/2010	2010/09	760	ACE AMERICAN INSURAN	\$60.00			\$0.00		[10-1020.00]	
	07/22/2010	2010/07	758	INTERNAL REVENUE SEF	\$3,353.25			\$0.00		[10-1020.00]	
	07/22/2010	2010/07	769	STATE OF ILLINOIS	\$952.92			\$0.00		[10-1020.00]	
	07/22/2010	2010/07	757	AVAYA, INC	\$350.00			\$0.00		[10-1020.00]	
	07/13/2010	2010/07	1272	STATE OF ILLINOIS	\$997.98			\$0.00		[10-1030.00]	

Filter And Refresh Master Data

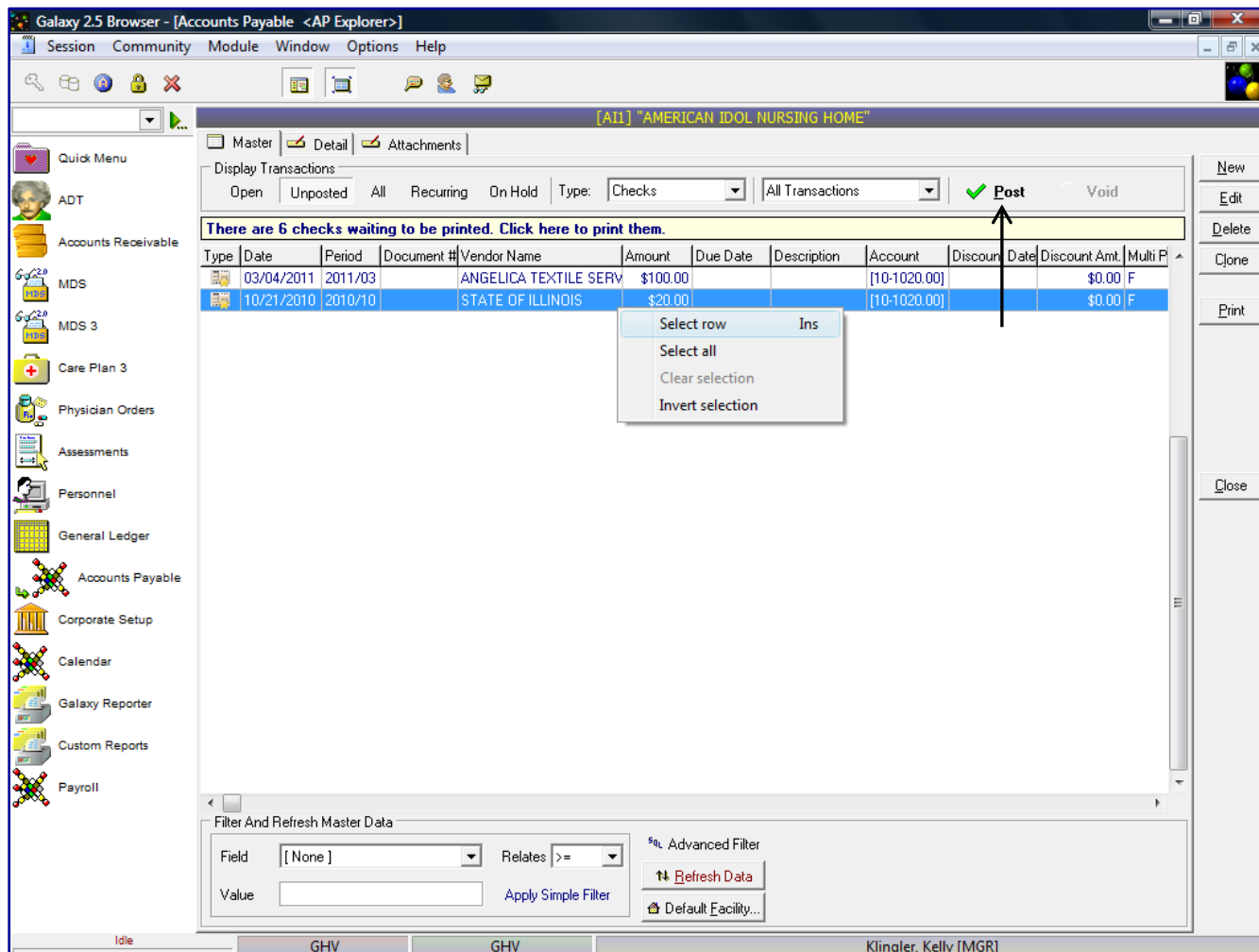
Field [None] Relates >= Advanced Filter

Value Apply Simple Filter Refresh Data Default Facility...


Idle GHV GHV Klingler, Kelly [MGR]

Every time you accept something new, the system will take you to the Unposted screen option so if you want to post the transaction immediately.

To select the transactions from this screen to post, right click on a line and a selection box will appear on screen.



You can select transactions one at a time by clicking the **Select row** option, or if you want to select all transaction on the screen, choose **Select All** option.

Click the  **Post** button to post the check transaction(s).

The system will generate an AP Pre-Posting Report of the check transactions the user selected to Post. The Pre-Posting report will contain the following information as listed on the screen below:

The screenshot shows the Galaxy 2.5 Browser interface with the following components:

- Browser Title Bar:** Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]
- Menu Bar:** Session, Community, Module, Window, Options, Help
- Address Bar:** [A11] "AMERICAN IDOL NURSING HOME"
- Toolbar:** Zoom 80%, navigation arrows, Print, Print All, Setup., Export, **Post** (with a green checkmark icon), Cancel (with a red X icon).
- Left Sidebar (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.
- Main Content Area:**

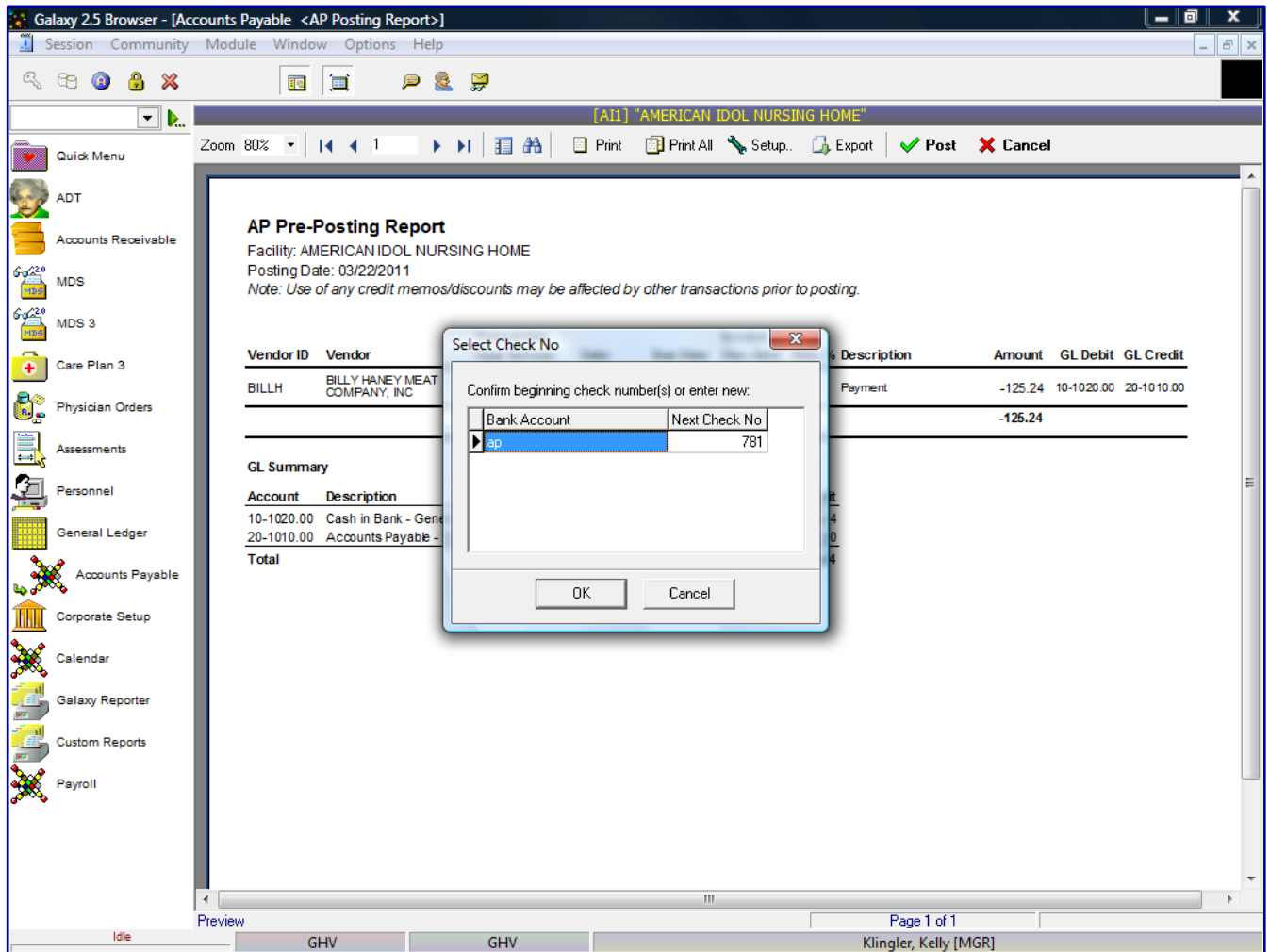
AP Pre-Posting Report
 Facility: AMERICAN IDOL NURSING HOME
 Posting Date: 03/22/2011
 Note: Use of any credit memos/discouts may be affected by other transactions prior to posting.

Vendor ID	Vendor	Transaction Type Number	Date	Due Date	Invoice Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
BILLH	BILLY HANEY MEAT COMPANY, INC	C (Auto)	03/21/2011				Payment	-125.24	10-1020.00	20-1010.00
Total Check:								-125.24		

GL Summary

Account	Description	Debit	Credit
10-1020.00	Cash in Bank - General	0.00	125.24
20-1010.00	Accounts Payable - Trade	125.24	0.00
Total		125.24	125.24
- Bottom Status Bar:** Preview, GHV, GHV, Page 1 of 1, Klingler, Kelly [MGR]

The following screen is displayed.



The system will prompt you with the bank account information and confirmation of the next check number the system will assign. If the check number is correct, click the **OK** button. If the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

If there are transactions outside of the current period, the system will prompt the user with a warning message stating "The transaction is outside of the current period. Post anyway? **Yes/No**."

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

[A11] "AMERICAN IDOL NURSING HOME"

Zoom 80% | 1 | Print | Print All | Setup... | Export | Post | Cancel

AP Pre-Posting Report

Facility: AMERICAN IDOL NURSING HOME
Posting Date: 03/22/2011
Note: Use of any credit memos/discouts may be affected by other transactions prior to posting.

Vendor ID	Vendor	Transaction Type Number	Date	Due Date	Invoice Disc.Date	Invoice Disc.%	Description	Amount	GL Debit	GL Credit
BILLH	BILLY HANEY MEAT COMPANY, INC	C (Auto)	03/21/2011				Payment	-125.24	10-1020.00	20-1010.00

Print Checks for Bank Account: ap

Printer: Artisan 830(Network) | Printer Properties...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
03/21/2011	BILLY HANEY MEA (auto)		\$125.24	

Print All | Print Selected | Change No | Skip | Skip Range... | Done

Arrow indicating printing progress

The system will prompt you with a message before printing the checks to “Please make sure to load checks into the printer.” You will notice multiple options to print the checks:

Print All – the system will print ALL check listed on the screen

Print Selected – the system will only print checks you selected to print

Change No – the system will allow you to check the Check No

Skip – the system will allow you to skip check numbers

Skip Range – the system will allow you to skip a range of check numbers

After you selected the appropriate print option, the system will show the progress of the print queue by placing a black arrow beside the check that it is currently printing.

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Bank Account: **chase** Next Check No: **1310** Change Next No... Default Facility...

Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

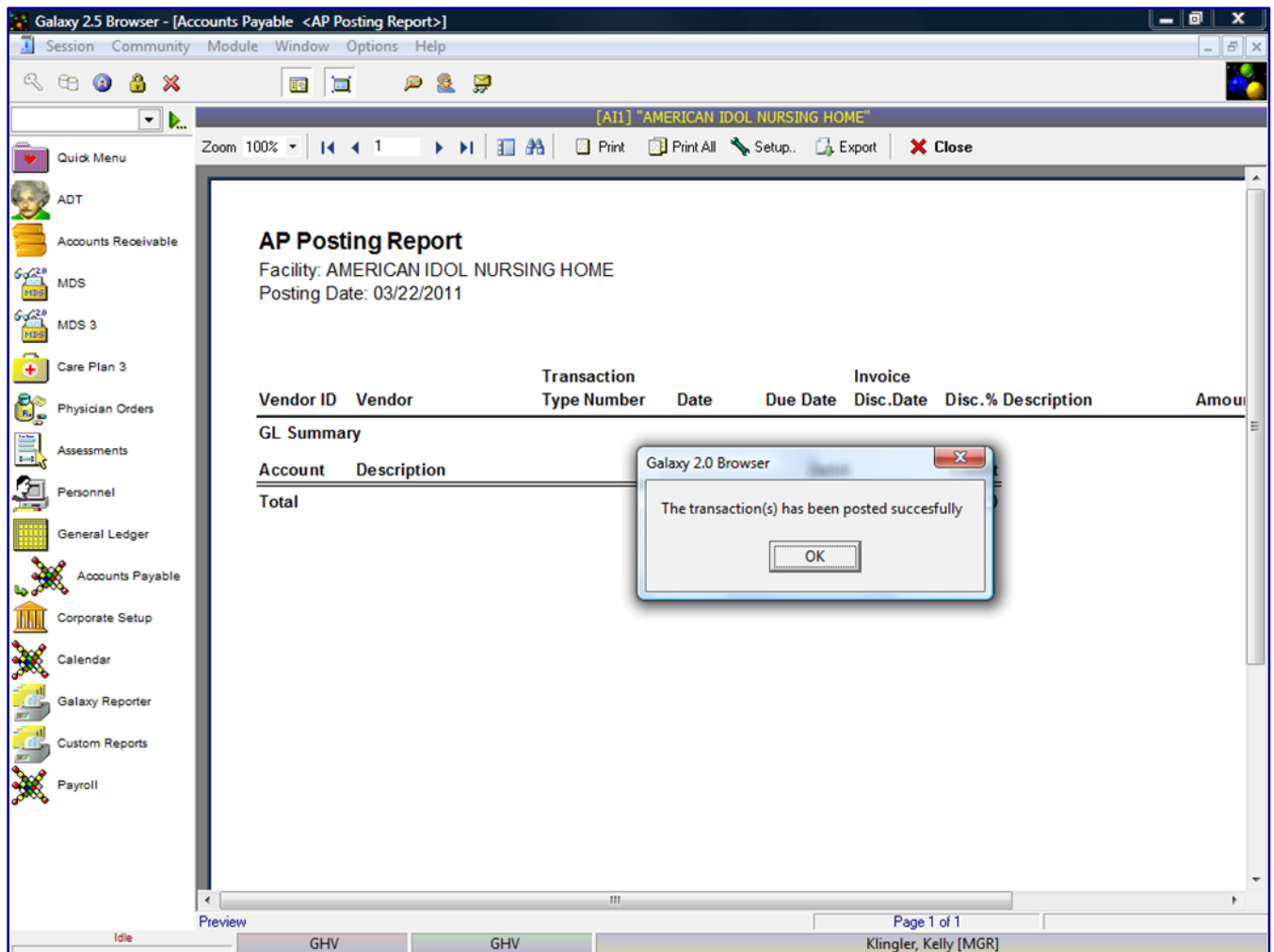
Date	Vendor Name	Check No	Amount	Notes
10/21/2010	ALADDIN TEMP-RI	1297	\$24.00	
10/21/2010	AVAYA, INC	1298	\$350.00	
10/21/2010	BILLY HANEY MEA	1299	\$15.00	
10/21/2010	BYRD'S ELECTRIC	1300	\$145.00	
10/21/2010	INTERNAL REVEN	1301	\$20,338.94	
10/21/2010	REGIONAL INCOM	1302	\$2,521.63	

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Confirm
? Did the check print correctly?
Yes No

Idle GHV GHV Klingler, Kelly [MGR]

After you have verified the check(s) printed correctly, click the appropriate **Yes/No** option. If the check(s) printed correctly, click the **DONE** button. If the check(s) did not print correctly, you can reprint the check(s) that did not print correctly. After they printed correctly, click the **DONE** button.



After the transaction(s) has been posted successfully, the system will display a message stating, "The transaction(s) has been posted successfully." The AP Posting Report will appear on the screen (if the AP Module has been set to Print Posting report). The information on the AP Posting report is the same information as on the AP Pre-Posting report.

The system will also display the number of AP checks that have not been printed within the Galaxy system.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions All Transactions Post Void

There are 6 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount
	01/30/2012	2012/01	PR-1000087	STATE OF ILLINOIS	\$22.13		02/29/2012	\$22.13	PR Batch #100	[20-3050.00]	
	01/30/2012	2012/01	PR-1000087	STATE OF ILLINOIS	\$60.52		02/29/2012	\$60.52	PR Batch #100	[20-3020.00]	
	01/16/2012	2012/01	PR-1000086	INTERNAL REVENUE SEF	\$1,304.48		02/15/2012	\$1,304.48	PR Batch #100	[20-3010.00]	
	01/16/2012	2012/01	PR-1000086	INTERNAL REVENUE SEF	\$35.94		02/15/2012	\$35.94	PR Batch #100	[20-3040.00]	
	01/16/2012	2012/01	PR-1000086	REGIONAL INCOME TAX	\$163.90		02/15/2012	\$163.90	PR Batch #100	[20-3030.00]	
	01/16/2012	2012/01						\$224.65	PR Batch #100	[20-3060.00]	
	01/16/2012	2012/01						\$89.86	PR Batch #100	[20-3050.00]	
	01/16/2012	2012/01						\$277.53	PR Batch #100	[20-3020.00]	
	01/02/2012	2012/01						\$1,901.05	PR Batch #100	[20-3010.00]	
	01/02/2012	2012/01						\$34.68	PR Batch #100	[20-3040.00]	
	01/02/2012	2012/01						\$273.03	PR Batch #100	[20-3030.00]	
	01/02/2012	2012/01	PR-1000085	STATE OF ILLINOIS	\$374.23		02/01/2012	\$374.23	PR Batch #100	[20-3060.00]	
	01/02/2012	2012/01	PR-1000085	STATE OF ILLINOIS	\$86.69		02/01/2012	\$86.69	PR Batch #100	[20-3050.00]	
	01/02/2012	2012/01	PR-1000085	STATE OF ILLINOIS	\$413.62		02/01/2012	\$413.62	PR Batch #100	[20-3020.00]	
	03/18/2011	2011/03	07-032011	BILLY HANEY MEAT COMI	\$125.24	\$0.00	04/17/2011	\$0.00		[20-1010.00]	
	03/07/2011	2011/03	780	STATE OF ILLINOIS	\$1,510.25			\$0.00		[10-1020.00]	
	03/07/2011	2011/03	779	ANGELICA TEXTILE SERV	\$100.00			\$0.00		[10-1020.00]	
	03/07/2011	2011/03	02345	ARROW OUTDOOR ADVE	\$150.00	\$150.00	04/06/2011	\$150.00		[20-1010.00]	
	03/04/2011	2011/03		ANGELICA TEXTILE SERV	\$100.00			\$0.00		[10-1020.00]	
	03/03/2011	2011/03	ATS-030320	ANGELICA TEXTILE SERV	\$100.00	\$0.00	04/02/2011	\$0.00	ATS-03032011	[10-4010.00]	
	03/02/2011	2011/03	PR-1000083	INTERNAL REVENUE SEF	\$331.07		04/01/2011	\$331.07	PR Batch #100	[20-3010.00]	
	03/02/2011	2011/03	PR-1000083	INTERNAL REVENUE SEF	\$7.83		04/01/2011	\$7.83	PR Batch #100	[20-3040.00]	
	03/02/2011	2011/03	PR-1000083	REGIONAL INCOME TAX	\$50.28		04/01/2011	\$50.28	PR Batch #100	[20-3030.00]	

Filter And Refresh Master Data

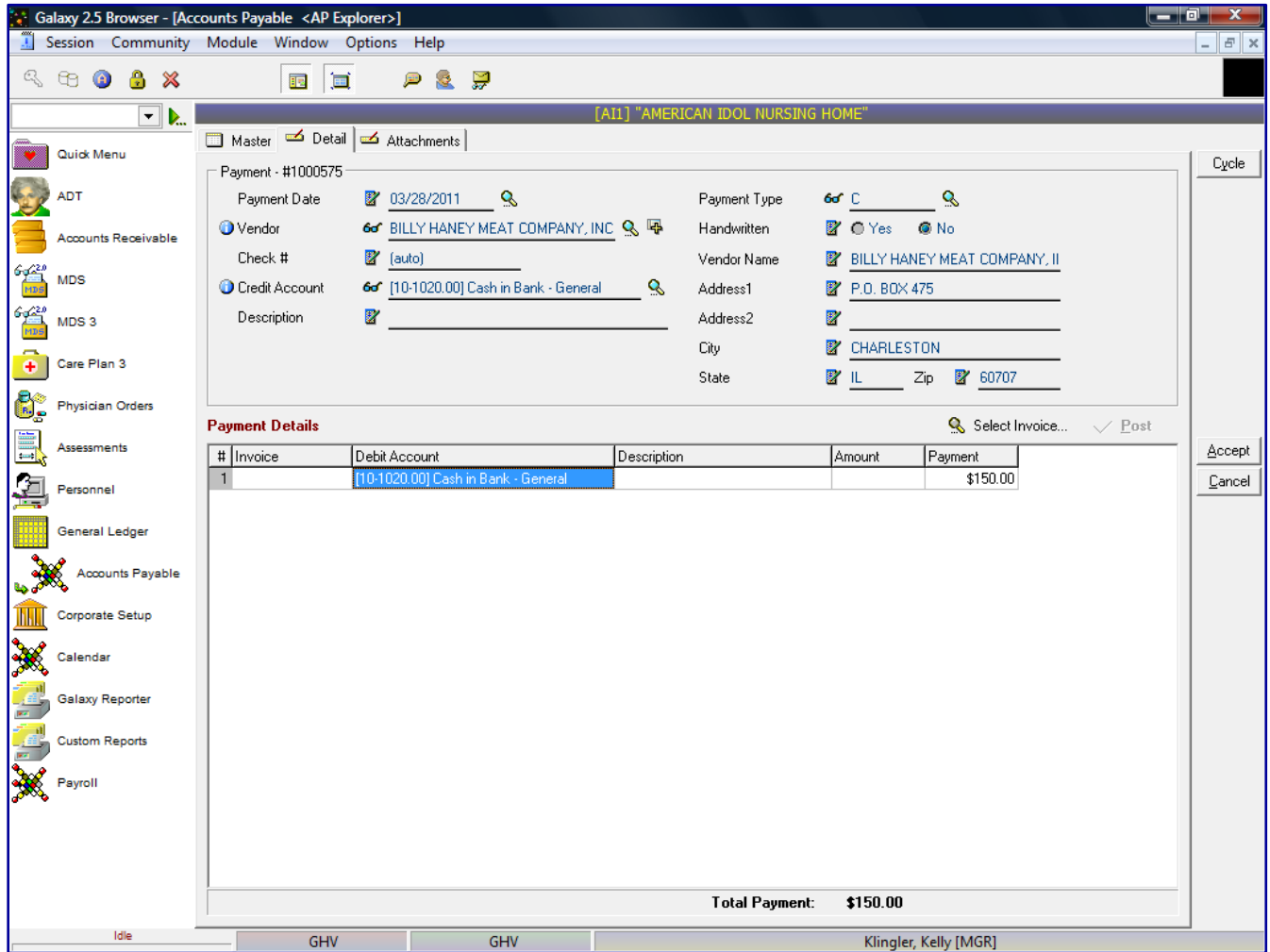
Field [None] Relates >= % Advanced Filter

Value [] Apply Simple Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]

The user can double click on the yellow bar and print the check(s) from there. The check print process is the same as described in the Check Transaction section.

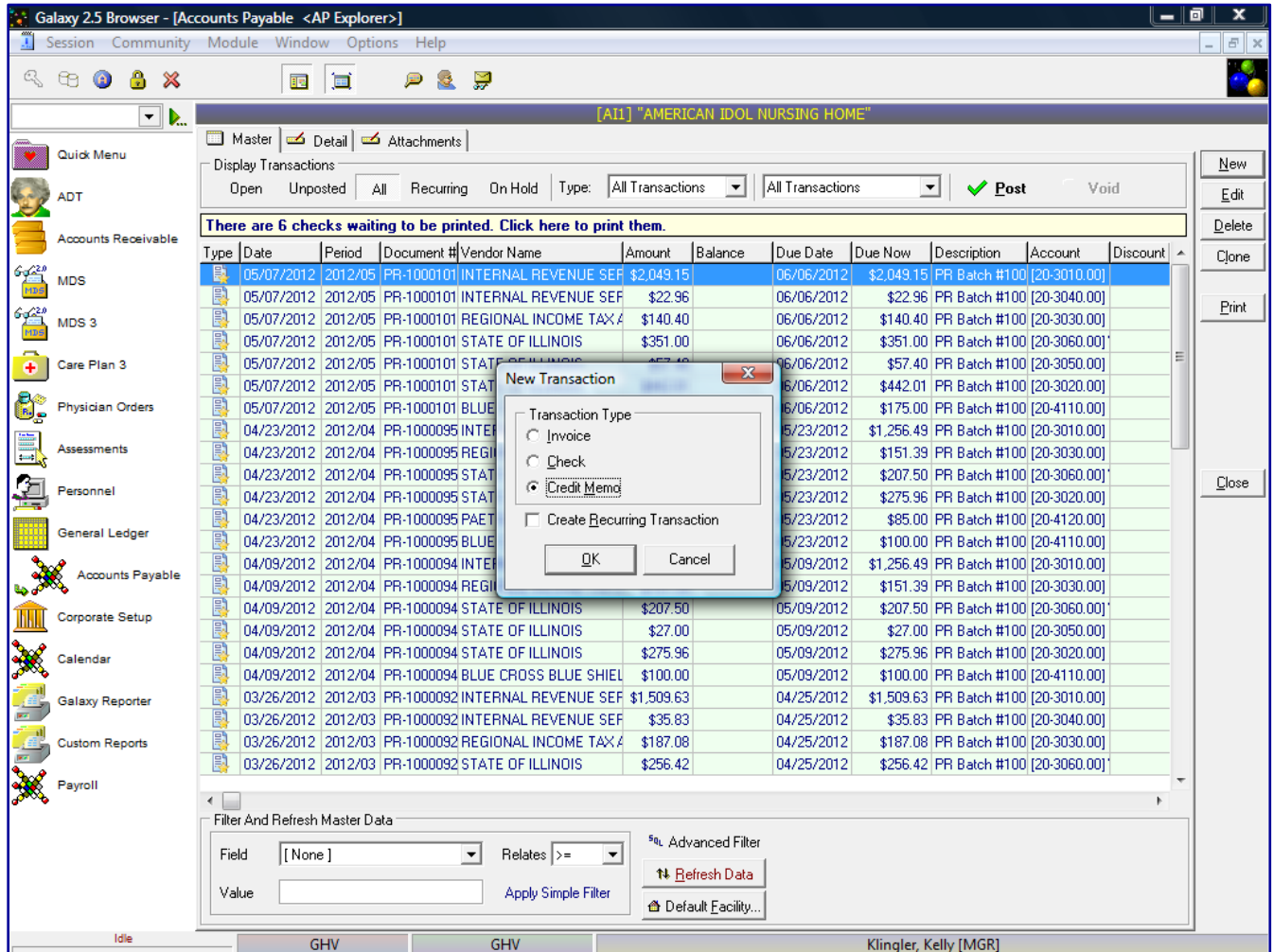
To create a check without an invoice in the system, double click on the **Debit Account** field, select the appropriate Debit Account for this vendor, tab over to Payment field and enter in the payment amount.



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.

To create an AP Credit Memo transaction, double click the **NEW** button and a box is displayed on the screen prompting the user to select Credit Memo transaction.

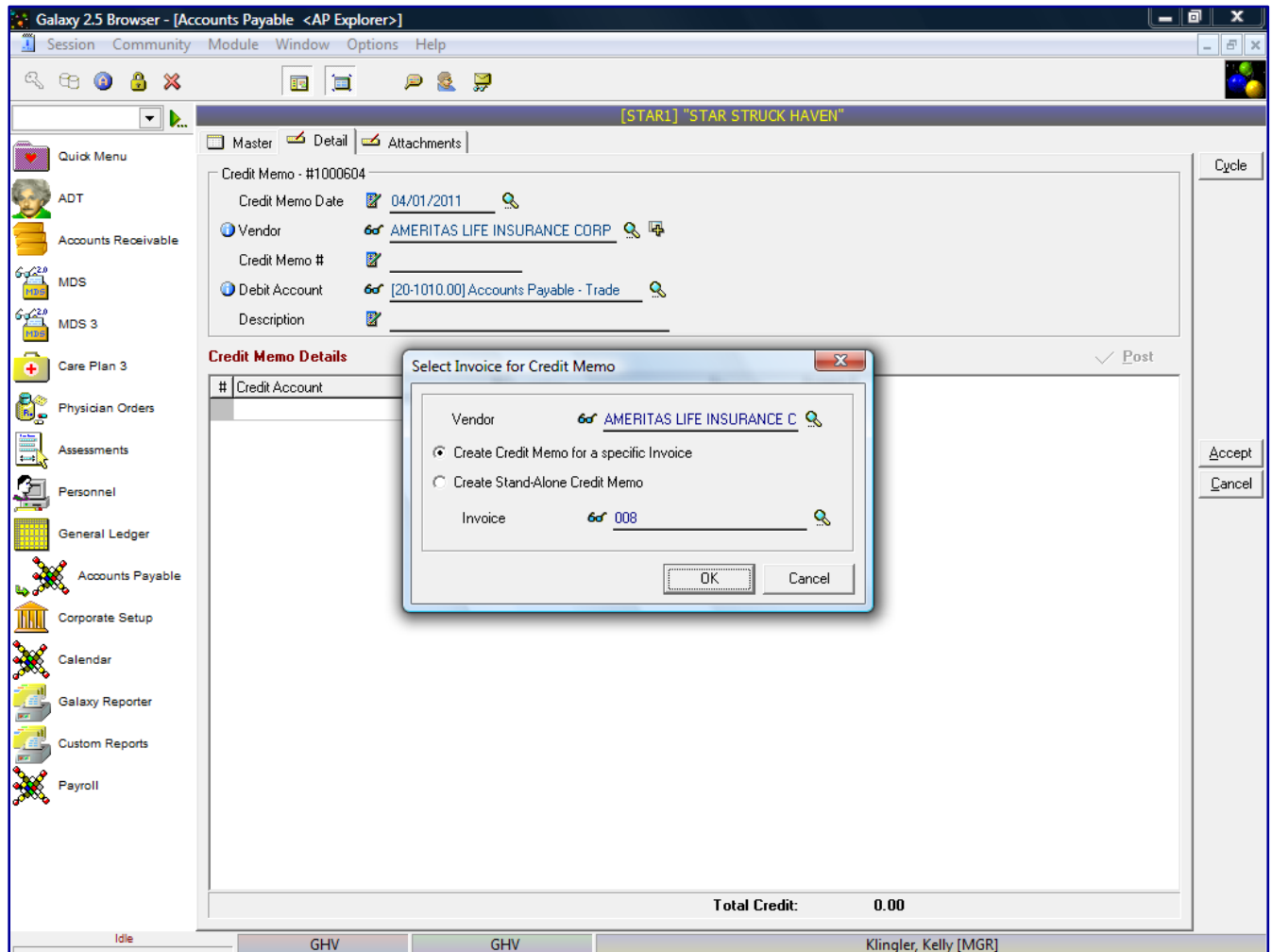


To create a Credit Memo transaction, click the **Credit Memo** option in the Transaction Type box and then the **OK** button.

There are 2 different ways to create a Credit Memo in the system:

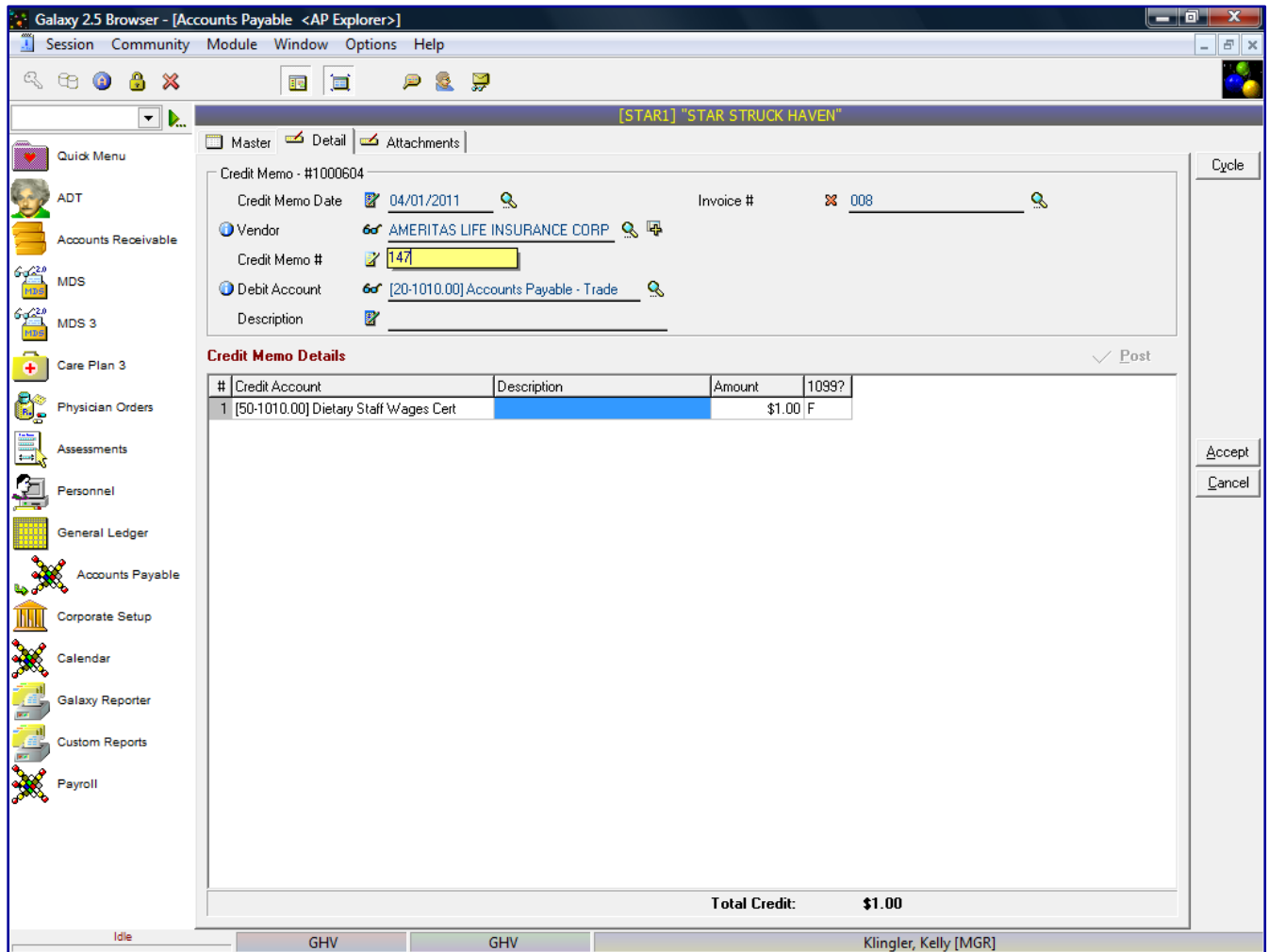
- Create Credit Memo for a specific invoice
- Create Stand-Alone Credit Memo

To create a Credit Memo for a specific Invoice, select the Create Credit Memo for a specific invoice option.



Select the **Vendor** you are entering the Credit Memo for and then select the **Invoice** issuing Credit Memo for, click the **OK** button.

The following screen is displayed.



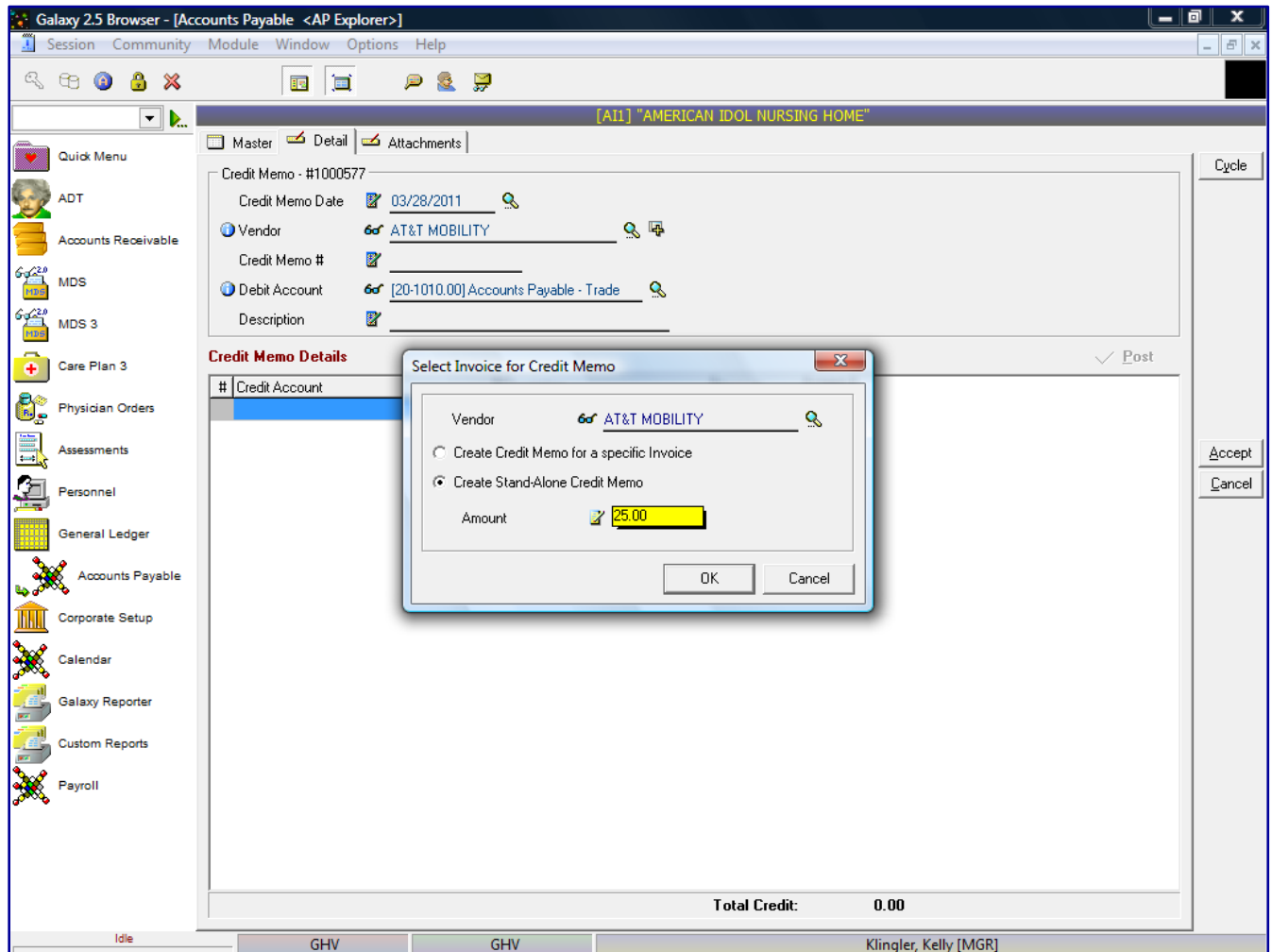
Credit Memo Details – The system will auto fill the selected invoice details in the Credit Memo Details fields. You may make any modification to the invoice details as necessary.

You will need to enter in **Credit Memo #** on the top of portion of the screen. This entry cross-references the Credit Memo to the proper invoice on the print out of the Credit Memo and reports.

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.

To create a Credit Memo for a vendor without an invoice in the system, select the **Create Stand-Alone Credit Memo** option.



Select vendor you need to create the Credit Memo and enter the amount of the credit memo in the Amount field. Click the **OK** button.

The following screen is displayed.

The screenshot shows the Galaxy 2.5 Browser interface for the Accounts Payable module. The window title is "Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]". The main area displays a Credit Memo for "AMERICAN IDOL NURSING HOME" with the following details:

- Credit Memo #1000577
- Credit Memo Date: 03/28/2011
- Vendor: AT&T MOBILITY
- Credit Memo #: [Redacted]
- Debit Account: [20-1010.00] Accounts Payable - Trade
- Description: [Redacted]

Below the details is a table titled "Credit Memo Details" with a "Post" button:

#	Credit Account	Description	Amount	1099?
1	[59-1060.00]	Telephone	\$25.00	F

At the bottom of the screen, the "Total Credit" is \$25.00. The interface includes a navigation menu on the left with options like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The status bar at the bottom shows "Idle", "GHV", "GHV", and "Klingler, Kelly [MGR]".

Enter the Credit Memo number in the **Credit Memo #** field on the top portion of the screen. The system will default the Credit Account field with the credit account set up in the Vendor Master file. This account may be overwritten.

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.

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions All Transactions Post Void

There are 6 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Due Date	Description	Account	Discount Date	Discount Amt.	Multi P
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$2,049.15	06/06/2012	PR Batch #100 [20-3010.00]			\$0.00	F
	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$22.96	06/06/2012	PR Batch #100 [20-3040.00]			\$0.00	F
	05/07/2012	2012/05	PR-1000101	REGIONAL INCOME TAXA	\$140.40	06/06/2012	PR Batch #100 [20-3030.00]			\$0.00	F
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$351.00	06/06/2012	PR Batch #100 [20-3060.00]			\$0.00	F
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$57.40	06/06/2012	PR Batch #100 [20-3050.00]			\$0.00	F
	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$442.01	06/06/2012	PR Batch #100 [20-3020.00]			\$0.00	F
	05/07/2012	2012/05	PR-1000101	BLUE CROSS BLUE SHIEL	\$175.00	06/06/2012	PR Batch #100 [20-4110.00]			\$0.00	F
	04/23/2012	2012/04	PR-1000095	INTERNAL REVENUE SEF	\$1,256.49	05/23/2012	PR Batch #100 [20-3010.00]			\$0.00	F
	04/23/2012	2012/04	PR-1000095	REGIONAL INCOME TAXA	\$151.39	05/23/2012	PR Batch #100 [20-3030.00]			\$0.00	F
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$207.50	05/23/2012	PR Batch #100 [20-3060.00]			\$0.00	F
	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS	\$275.96	05/23/2012	PR Batch #100 [20-3020.00]			\$0.00	F
	04/23/2012	2012/04	PR-1000095	PAETEC	\$85.00	05/23/2012	PR Batch #100 [20-4120.00]			\$0.00	F
	04/23/2012	2012/04	PR-1000095	BLUE CROSS BLUE SHIEL	\$100.00	05/23/2012	PR Batch #100 [20-4110.00]			\$0.00	F
	04/09/2012	2012/04	PR-1000094	INTERNAL REVENUE SEF	\$1,256.49	05/09/2012	PR Batch #100 [20-3010.00]			\$0.00	F
	04/09/2012	2012/04	PR-1000094	REGIONAL INCOME TAXA	\$151.39	05/09/2012	PR Batch #100 [20-3030.00]			\$0.00	F
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$207.50	05/09/2012	PR Batch #100 [20-3060.00]			\$0.00	F
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$27.00	05/09/2012	PR Batch #100 [20-3050.00]			\$0.00	F
	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$275.96	05/09/2012	PR Batch #100 [20-3020.00]			\$0.00	F
	04/09/2012	2012/04	PR-1000094	BLUE CROSS BLUE SHIEL	\$100.00	05/09/2012	PR Batch #100 [20-4110.00]			\$0.00	F
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$1,509.63	04/25/2012	PR Batch #100 [20-3010.00]			\$0.00	F
	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$35.83	04/25/2012	PR Batch #100 [20-3040.00]			\$0.00	F
	03/26/2012	2012/03	PR-1000092	REGIONAL INCOME TAXA	\$187.08	04/25/2012	PR Batch #100 [20-3030.00]			\$0.00	F
	03/26/2012	2012/03	PR-1000092	STATE OF ILLINOIS	\$256.42	04/25/2012	PR Batch #100 [20-3060.00]			\$0.00	F

Filter And Refresh Master Data

Field [None] Relates >= Advanced Filter

Value Apply Simple Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]

Every time you accept something new, the system will take you to the Unposted screen option so if you want to post the transaction immediately.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions All Transactions Post Void

There are 6 checks waiting to be printed. Click here to print

Type	Date	Period	Document #	Vendor Name	Amount	Description	Account	Discount Date	Discount Amt	Multi P
Checks	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$2,049.15	06/06/2012 PR Batch #100	[20-3010.00]		\$0.00	F
Checks	05/07/2012	2012/05	PR-1000101	INTERNAL REVENUE SEF	\$225.50	06/06/2012 PR Batch #100	[20-3040.00]		\$0.00	F
Checks	05/07/2012	2012/05	PR-1000101	REGIONAL INCOME TAX	\$140.40	06/06/2012 PR Batch #100	[20-3030.00]		\$0.00	F
Checks	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$351.00	06/06/2012 PR Batch #100	[20-3060.00]		\$0.00	F
Checks	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$57.40	06/06/2012 PR Batch #100	[20-3050.00]		\$0.00	F
Checks	05/07/2012	2012/05	PR-1000101	STATE OF ILLINOIS	\$442.00	06/06/2012 PR Batch #100	[20-3020.00]		\$0.00	F
Checks	05/07/2012	2012/05	PR-1000101	BLUE CROSS BLUE SHIEL	\$175.00	06/06/2012 PR Batch #100	[20-4110.00]		\$0.00	F
Checks	04/23/2012	2012/04	PR-1000095	INTERNAL REVENUE SEF	\$1,256.49	05/23/2012 PR Batch #100	[20-3010.00]		\$0.00	F
Checks	04/23/2012	2012/04	PR-1000095	REGIONAL INCOME TAX	\$151.39	05/23/2012 PR Batch #100	[20-3030.00]		\$0.00	F
Checks	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS			[20-3060.00]		\$0.00	F
Checks	04/23/2012	2012/04	PR-1000095	STATE OF ILLINOIS			[20-3020.00]		\$0.00	F
Checks	04/23/2012	2012/04	PR-1000095	PAETEC			[20-4120.00]		\$0.00	F
Checks	04/23/2012	2012/04	PR-1000095	BLUE CROSS			[20-4110.00]		\$0.00	F
Checks	04/09/2012	2012/04	PR-1000094	INTERNAL REVENUE SEF	\$1,256.49	05/09/2012 PR Batch #100	[20-3010.00]		\$0.00	F
Checks	04/09/2012	2012/04	PR-1000094	REGIONAL INCOME TAX	\$151.39	05/09/2012 PR Batch #100	[20-3030.00]		\$0.00	F
Checks	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$207.50	05/09/2012 PR Batch #100	[20-3060.00]		\$0.00	F
Checks	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$27.00	05/09/2012 PR Batch #100	[20-3050.00]		\$0.00	F
Checks	04/09/2012	2012/04	PR-1000094	STATE OF ILLINOIS	\$275.96	05/09/2012 PR Batch #100	[20-3020.00]		\$0.00	F
Checks	04/09/2012	2012/04	PR-1000094	BLUE CROSS BLUE SHIEL	\$100.00	05/09/2012 PR Batch #100	[20-4110.00]		\$0.00	F
Checks	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$1,509.63	04/25/2012 PR Batch #100	[20-3010.00]		\$0.00	F
Checks	03/26/2012	2012/03	PR-1000092	INTERNAL REVENUE SEF	\$35.83	04/25/2012 PR Batch #100	[20-3040.00]		\$0.00	F
Checks	03/26/2012	2012/03	PR-1000092	REGIONAL INCOME TAX	\$187.08	04/25/2012 PR Batch #100	[20-3030.00]		\$0.00	F
Checks	03/26/2012	2012/03	PR-1000092	STATE OF ILLINOIS	\$256.42	04/25/2012 PR Batch #100	[20-3060.00]		\$0.00	F

change Type field to Credit Memos

Filter And Refresh Master Data

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

Value: [] Apply Simple Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]

To select just the unposted credit Memos, change Type field to Credit Memos.

To select the Credit Memo transactions from this screen to post, right click on a line and a selection box will appear on screen.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: Credit Memos All Transactions Post Void

There are 6 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Due Date	Description	Account	Discount Date	Discount Amt.	Multi Print
	03/22/2011	2011/03	82-1 032011	STATE OF ILLINOIS	(\$435.72)		PR Batch #100 (20-3020.00)			\$0.00	F

Select row Ins

Select all

Clear selection

Invert selection


Filter And Refresh Master Data

Field [None] Relates >= Advanced Filter

Value Apply Simple Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]



You can select transactions one at a time by clicking the **Select row** option, or if you want to select all transaction on the screen, choose **Select All** option.

Click the  **Post** button to post the check transaction(s).

The screenshot displays the 'AP Pre-Posting Report' for the facility 'AMERICAN IDOL NURSING HOME' as of 03/22/2011. The report is presented in a browser window with a sidebar menu on the left and a top navigation bar. The main content area contains two tables: a transaction list and a GL Summary.

Vendor ID	Vendor	Transaction Type Number	Date	Due Date	Invoice Disc.Date	Disc.%	Description	Amount	GL Debit	GL Credit
AVAI	AVAYA, INC	M 008-032011	03/22/2011				MAINT.	-175.00	59-1060.00	10-4010.00
Total:								-175.00		

GL Summary		Debit	Credit
10-4010.00	Pre-Paid Expenses	175.00	0.00
59-1060.00	Telephone	0.00	175.00
Total		175.00	175.00

After the user reviewed the Pre-Posting Report and confirmed all the information is correct, the user will check the  **Post** button to post the transactions. If there is a problem on the Pre-Posting Report, the user will select  **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the posting process.

If there are transactions outside of the current period, the system will prompt the user with a warning message stating “The transaction is outside of the current period. Post anyway? **Yes/No**.”

The screenshot shows the Galaxy 2.5 Browser interface. The main window displays an "AP Posting Report" for the facility "AMERICAN IDOL NURSING HOME" with a posting date of "03/22/2011". A modal dialog box titled "Galaxy 2.0 Browser" is centered on the screen, containing the text "The transaction(s) has been posted successfully" and an "OK" button.

AP Posting Report
 Facility: AMERICAN IDOL NURSING HOME
 Posting Date: 03/22/2011

Vendor ID	Vendor	Transaction Type	Number	Date	Due Date	Invoice Disc.Date	Disc.%	Description	Amount
AVAI	AVAYA, INC							MAINT.	-175.00
Total:									-175.00

GL Summary

Account	Description	Debit	Credit
10-4010.00	Pre-Paid Expenses	175.00	0.00
59-1060.00	Telephone	0.00	175.00
Total		175.00	175.00

At the bottom of the browser window, the status bar shows "Page 1 of 1" and the user name "Klingler, Kelly [MGR]".

After the transaction(s) has been posted successfully, the system will display a message stating, "The transaction(s) has been posted successfully." The AP Posting Report will appear on the screen (if the AP Module has been set to Print Posting report). The information on the AP Posting report is the same information as on the AP Pre-Posting report.

To create an AP Recurring Invoice transaction, double click the **NEW** button and a box will appear on the screen prompting the user to select Recurring Invoice transaction.

The screenshot shows the Galaxy 2.5 Browser interface for the 'AMERICAN IDOL NURSING HOME' Accounts Payable module. A table of transactions is displayed, and a 'New Transaction' dialog box is open over it. The dialog box has the following options:

- Transaction Type:
 - Invoice
 - Check
 - Credit Memo
 - Create Recurring Transaction

The 'OK' button is highlighted, indicating the next step in the process.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount
	03/07/2011	2011/03	02345	ARRDW OUTDOOR ADVE	\$150.00	\$150.00	04/06/2011	\$150.00		[20-1010.00]	
	02/16/2011	2011/02	PR-1000082	INTERNAL REVENUE SEF	\$2,336.99	\$2,336.99	03/18/2011	\$2,336.99	PR Batch #100	[20-3010.00]	
	02/16/2011	2011/02	PR-1000082	INTERNAL REVENUE SEF	\$34.20	\$34.20	03/18/2011	\$34.20	PR Batch #100	[20-3040.00]	
	02/16/2011	2011/02	PR-1000082	REGIONAL INCOME TAXA	\$238.06	\$238.06	03/18/2011	\$238.06	PR Batch #100	[20-3030.00]	
	02/16/2011	2011/02	PR-1000082	STAT			03/18/2011	\$326.30	PR Batch #100	[20-3060.00]	
	02/16/2011	2011/02	PR-1000082	STAT			3/18/2011	\$125.50	PR Batch #100	[20-3050.00]	
	02/16/2011	2011/02	PR-1000082	STAT			3/18/2011	\$435.72	PR Batch #100	[20-3020.00]	
	02/02/2011	2011/02	PR-1000077	INTE			3/04/2011	\$3,559.45	PR Batch #100	[20-3010.00]	
	02/02/2011	2011/02	PR-1000077	INTE			3/04/2011	\$101.99	PR Batch #100	[20-3040.00]	
	02/02/2011	2011/02	PR-1000077	REGI			3/04/2011	\$465.05	PR Batch #100	[20-3030.00]	
	12/21/2010	2010/12	PR-1000103	INTE			1/20/2011	\$1,636.03	PR Batch #100	[20-3010.00]	
	12/21/2010	2010/12	PR-1000103	REGI			1/20/2011	\$110.07	PR Batch #100	[20-3030.00]	
	12/21/2010	2010/12	PR-1000103	STAT			1/20/2011	\$275.17	PR Batch #100	[20-3060.00]	
	12/21/2010	2010/12	PR-1000103	STAT			1/20/2011	\$358.24	PR Batch #100	[20-3020.00]	
	12/21/2010	2010/12	PR-1000103	BLUE			1/20/2011	\$140.00	PR Batch #100	[20-4110.00]	
	10/05/2010	2010/10	PR-1000105	INTERNAL REVENUE SEF	\$1,087.91	\$1,087.91	11/04/2010	\$1,087.91	PR Batch #100	[20-3010.00]	
	10/05/2010	2010/10	PR-1000105	REGIONAL INCOME TAXA	\$73.00	\$73.00	11/04/2010	\$73.00	PR Batch #100	[20-3030.00]	
	10/05/2010	2010/10	PR-1000105	STATE OF ILLINOIS	\$182.50	\$182.50	11/04/2010	\$182.50	PR Batch #100	[20-3060.00]	
	10/05/2010	2010/10	PR-1000105	STATE OF ILLINOIS	\$236.24	\$236.24	11/04/2010	\$236.24	PR Batch #100	[20-3020.00]	
	10/05/2010	2010/10	PR-1000105	PAETEC	\$75.00	\$75.00	11/04/2010	\$75.00	PR Batch #100	[20-4120.00]	
	10/05/2010	2010/10	PR-1000105	BLUE CROSS BLUE SHIEL	\$100.00	\$100.00	11/04/2010	\$100.00	PR Batch #100	[20-4110.00]	
	09/23/2010	2010/09	PR-1000106	INTERNAL REVENUE SEF	\$1,396.49	\$1,396.49	10/23/2010	\$1,396.49	PR Batch #100	[20-3010.00]	
	09/23/2010	2010/09	PR-1000106	REGIONAL INCOME TAXA	\$95.37	\$95.37	10/23/2010	\$95.37	PR Batch #100	[20-3030.00]	

To create a Recurring Invoice transaction, click the **Create Recurring Transaction** option and then the **OK** button.

The following screen is displayed.

The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]". The browser address bar shows "[A11] 'AMERICAN IDOL NURSING HOME'". The main content area displays a "Recurring Invoice - #1000590" form. The form fields are as follows:

Start Date	03/25/2011	Recurrence	MO
Vendor	ARROW OUTDOOR ADVERTISING	Child Invoice #	[000]
Invoice #	Monthly	End Date	
Credit Account	[20-1010.00]Accounts Payable - Trade	Recurrence Count	
Description	Monthly Advertisement	Next No	1

Below the form is a section titled "Recurring Invoice Details" with a "Start" button. It contains a table with the following data:

#	Debit Account	Description	Amount	1099?

At the bottom of the browser window, the status bar shows "Idle", "GHV", "GHV", and "Klingler, Kelly [MGR]".

Start Date – specify start date - first time invoice is recurring

Vendor - vendor you are entering the Recurring Invoice.

Invoice # - invoice alpha/numeric id for this vendor's recurring transaction.

Credit Account – system will default to credit account setup in Vendor maintenance, user may override

Description – if you want to enter in a line item description (*this is not a required field*)

Recurrence – used to create invoice charges that occurs on a regular frequent basis and amount

WE - Weekly

BW – Bi-weekly

SM – Semi-monthly

MO - Monthly

BM – Bi-monthly

QR – Quarterly

SA – Semi-annual

AN - Annual

Child Invoice # - can you leave blank and the system will start with 001 or you can enter in (MM/DD/YY) date format and the system will give the date of the recurrence date and change based on the recurrence frequency.

End Date – enter if you know what the ending date would be

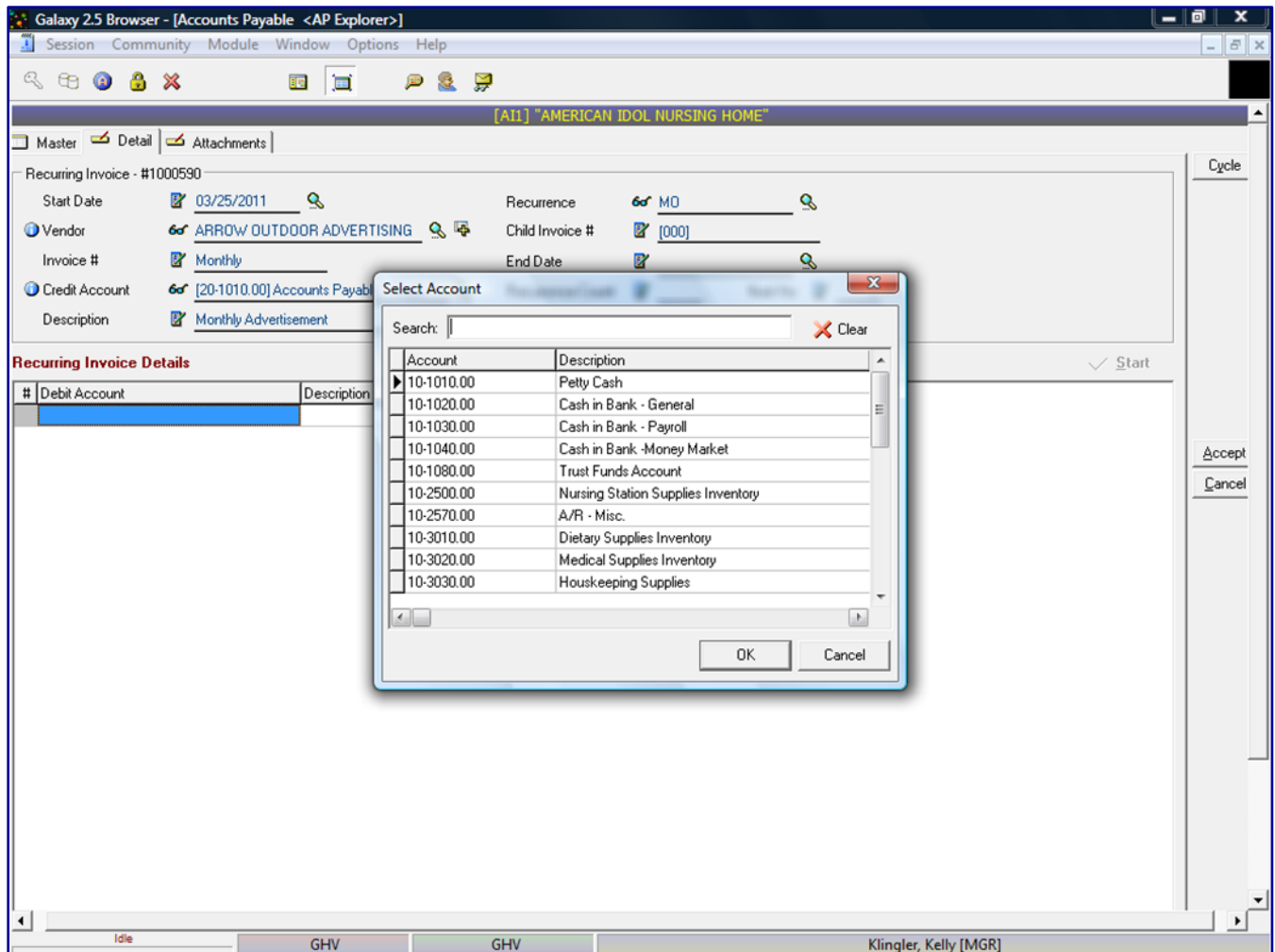
(EX: – if you would have recurrence for 6 weeks the End Date would be 6 weeks from the Start Date)

Recurrence Count – enter the number of times this invoice should recur

(EX: – if you would have recurrence for 6 weeks, enter 6 as Recurrence Count)

Next No – system will keep count of the number of recurrences

Enter in the Recurring Invoice Details.



Recurring Invoice Details – This allows you to enter in the invoice line items, double click in the Debit Account field to activate the first line item.

Debit Account - select the Expense GL account. The system will display a box listing the GL account numbers, select the appropriate expense account for this line item and then click the **OK** button.

Description – if you want to enter in a line item description (*this is not a required field*)

Amount – line item dollar amount

1099? – this is a True/False statement. The system will check the Vendor master file to see if this vendor is set up as a 1099 vendor.

The screenshot shows the Galaxy 2.5 Browser interface for 'Accounts Payable <AP Explorer>'. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]'. The main menu includes 'Session', 'Community', 'Module', 'Window', 'Options', and 'Help'. The current screen is titled '[All] "AMERICAN IDOL NURSING HOME"'. The 'Master' tab is selected, and the 'Detail' sub-tab is active. The 'Recurring Invoice - #1000590' is displayed with the following fields:

- Start Date: 03/25/2011
- Recurrence: MO
- Vendor: ARROW OUTDOOR ADVERTISING
- Child Invoice #: 000
- Invoice #: Monthly
- End Date: (empty)
- Credit Account: 20-1010.00 Accounts Payable - Trade
- Recurrence Count: (empty)
- Next No: 1
- Description: Monthly Advertisement

Below the form is the 'Recurring Invoice Details' section, which contains a table with the following data:

#	Debit Account	Description	Amount	1099?
1	[59-2030.00] Recruitment Advertising and Fe	Monthly Advertisement	\$25.00	F

At the bottom of the screen, there are buttons for 'Accept' and 'Cancel'. The status bar at the bottom shows 'Idle', 'GHV', 'GHV', and 'Klingler, Kelly [MGR]'.

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.

The system will take you to the Recurring - Unposted screen option.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions Unposted Start Void

There are 10 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount Date	Discount Amt	Multi Pmnt	Inv
	03/25/2011	2011/03	Monthly	ARROW OUTDOOR ADVE	\$25.00			\$25.00	Monthly Adverti	[20-1010.00]		\$0.00	F	P

Idle GHV GHV Klingler, Kelly [MGR]

Click the  **Start** button to start the recurrence.

The following screen is displayed.

The screenshot shows the Galaxy 2.5 Browser interface for Accounts Payable. The window title is "Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]". The main content area displays a recurring transaction for "ARROW OUTDOOR ADVE" with an amount of \$25.00. A dialog box titled "Galaxy 2.0 Browser" is overlaid on the screen, displaying the message "The recurrence has been started successfully" and an "OK" button.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions Unposted Start Void

There are 10 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount Date	Discount Amt	Multi Pmnt.	Invd
	03/25/2011	2011/03	Monthly	ARROW OUTDOOR ADVE	\$25.00			\$25.00	Monthly Adverti	[20-1010.00]		\$0.00	F	P

Galaxy 2.0 Browser

The recurrence has been started successfully

OK

Idle GHV GHV Klingler, Kelly [MGR]

Select Recurring – All Recurring option to display all recurring invoices.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions All Recurrings Print Void

There are 10 checks waiting to be printed. Click here to print them.

Type	Date	Period	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Discount Date	Discount Amt.	Multi Print
	03/25/2011	2011/03	Monthly	ARROW OUTDOOR ADVE	\$25.00			\$25.00	Monthly Adverti	[20-1010.00]		\$0.00	F
	03/25/2011	2011/03	ATT2011	AT&T MOBILITY	\$150.00			\$150.00		[10-1020.00]		\$0.00	F
	08/16/2009	2009/08		ALADDIN TEMP-RITE, LLC	\$12.00			\$12.00		[20-1010.00]		\$0.00	F
	07/13/2009	2009/07	2009	AVAYA, INC	\$175.00			\$175.00	MAINT.	[10-4010.00]		\$0.00	F
	05/12/2009	2009/05	123	ACE AMERICAN INSURAN	\$12.00			\$12.00		[20-1010.00]		\$0.00	F

Idle GHV GHV Klingler, Kelly [MGR]

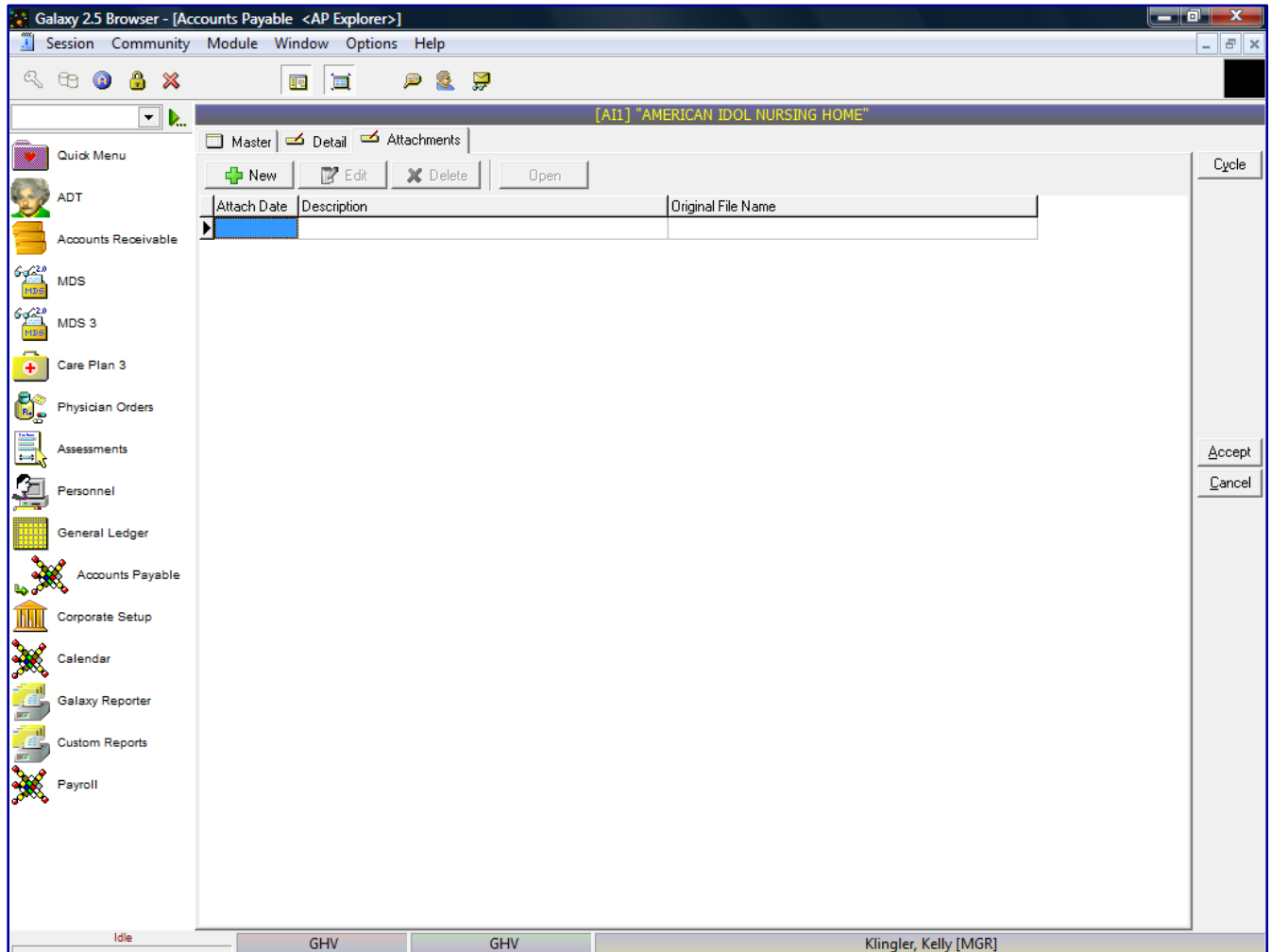
Displayed on the screen you will see different icons beside recurring invoices.

 icon – indicates Inactive recurrence

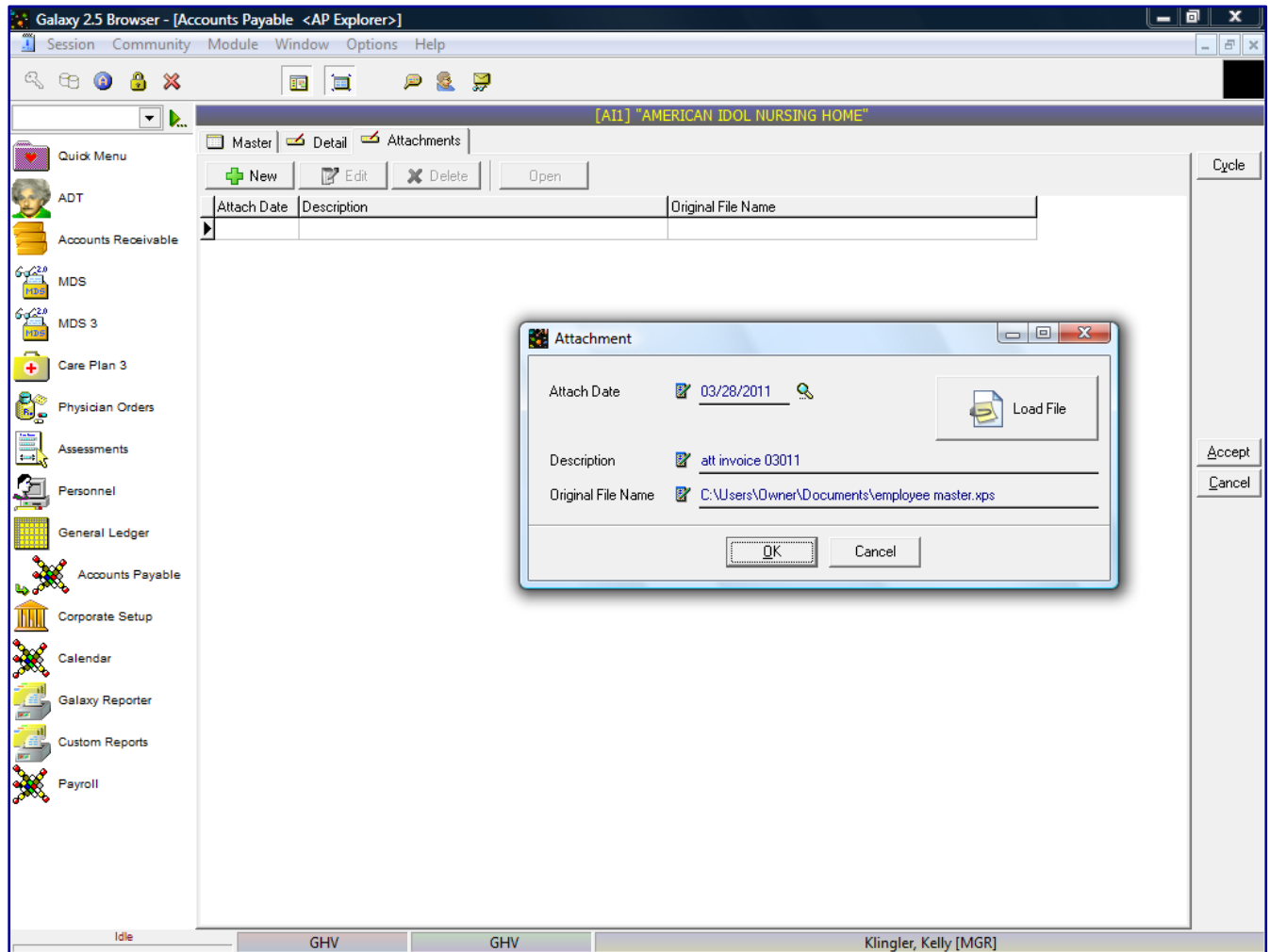
 icon – indicates Active recurrence

Attachments – you can attach Vendors’ actual image of invoice into Galaxy’s system. The attachment will be a PDF attachment. To attach an attachment, click the **NEW** button, select the file you have saved and name the file. The attachments will reside on Galaxy’s server and you can access the attachments from anywhere you have connection to Galaxy.

To create an Attachment, double click the **NEW** button from the Attachment Tab.



The following screen is displayed.



Attachment Date – system will default to current date

Description – enter the description of the file you are attaching

Click the **Load File** button to locate the file on your system.

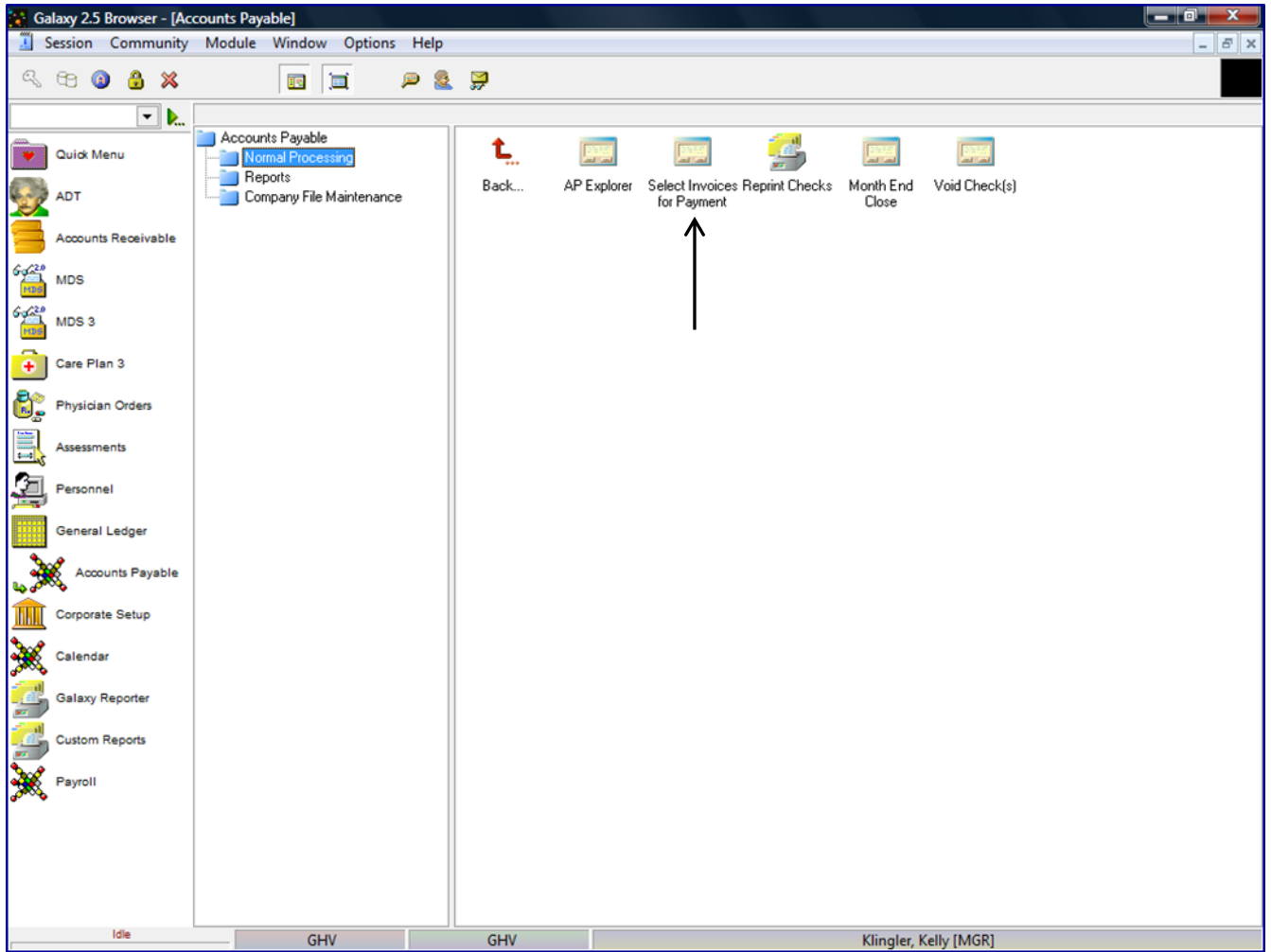
Original File Name – the filename and path of where the file is located on your system

Click the **OK** button to save the file as an attachment.

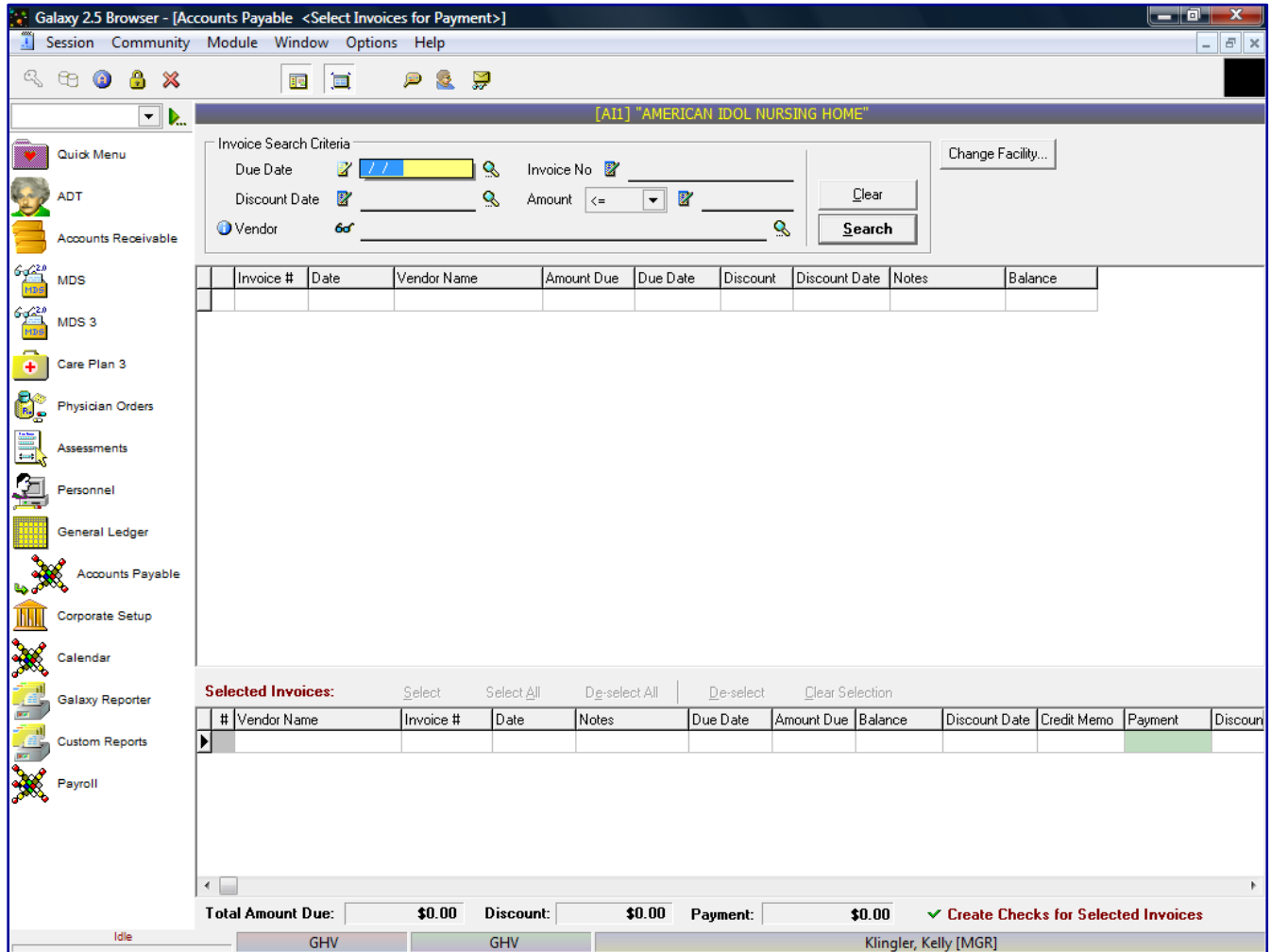
After the attachment has been saved, click the **ACCEPT** button.

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

Double click on the **Select Invoices for Payment** on the main screen of Normal Processing.



This is the **Select Invoice for Payment** screen. This is where you can create checks for any vendor(s) or any criteria.



The Invoice Search Criteria is as follows:

Due Date – select all invoices within a specified due date range

Discount Date – select all invoices within a specified discount date range

Vendor – select specific vendor to narrow the selection criteria

Invoice No – select specific invoice for payment

Amount – select amount range of invoices to be paid

<= - less than or equal to

>= - greater than or equal to

Click **SEARCH** for the system to display your results of your Invoice Search Criteria.

If you leave all Invoice Search Criteria blank and click the **SEARCH** button, the following screen will appear. This will show all open invoices for all vendors.

The screenshot shows the 'Galaxy 2.5 Browser' interface for 'Accounts Payable <Select Invoices for Payment>'. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <Select Invoices for Payment>]'. The main area displays 'Invoice Search Criteria' with fields for Due Date, Discount Date, Invoice No, and Amount. A 'Search' button is visible. Below the search criteria is a table of invoices with columns: Invoice #, Date, Vendor Name, Amount Due, Due Date, Discount, Discount Date, Notes, and Balance. The table lists various vendors including ACE AMERICAN INSURANCE, BLUE CROSS BLUE SH, STATE OF ILLINOIS, REGIONAL INCOME TA, and PAETEC. At the bottom, there is a 'Selected Invoices' section with a table and summary statistics: Total Amount Due: \$0.00, Discount: \$0.00, Payment: \$0.00. A 'Create Checks for Selected Invoices' button is also present.

Invoice #	Date	Vendor Name	Amount Due	Due Date	Discount	Discount Date	Notes	Balance
011	02/12/2010	ACE AMERICAN INSURANCE	\$12.00	03/14/2010	\$0.00			\$12.00
PR-100010	09/20/2010	BLUE CROSS BLUE SH	\$100.00	10/20/2010	\$0.00		PR Batch #10001C	\$100.00
PR-100010	09/20/2010	STATE OF ILLINOIS	\$236.24	10/20/2010	\$0.00		PR Batch #10001C	\$236.24
PR-100010	09/20/2010	STATE OF ILLINOIS	\$182.50	10/20/2010	\$0.00		PR Batch #10001C	\$182.50
PR-100010	09/20/2010	REGIONAL INCOME TAX	\$73.00	10/20/2010	\$0.00		PR Batch #10001C	\$73.00
PR-100010	09/20/2010	INTERNAL REVENUE SERVICE	\$1,087.91	10/20/2010	\$0.00		PR Batch #10001C	\$1,087.91
PR-100010	09/23/2010	PAETEC	\$50.92	10/23/2010	\$0.00		PR Batch #10001C	\$50.92
PR-100010	09/23/2010	STATE OF ILLINOIS	\$298.37	10/23/2010	\$0.00		PR Batch #10001C	\$298.37
PR-100010	09/23/2010	STATE OF ILLINOIS	\$238.42	10/23/2010	\$0.00		PR Batch #10001C	\$238.42
PR-100010	09/23/2010	REGIONAL INCOME TAX	\$95.37	10/23/2010	\$0.00		PR Batch #10001C	\$95.37
PR-100010	09/23/2010	INTERNAL REVENUE SERVICE	\$1,396.49	10/23/2010	\$0.00		PR Batch #10001C	\$1,396.49
PR-100010	10/05/2010	BLUE CROSS BLUE SH	\$100.00	11/04/2010	\$0.00		PR Batch #10001C	\$100.00
PR-100010	10/05/2010	PAETEC	\$75.00	11/04/2010	\$0.00		PR Batch #10001C	\$75.00
PR-100010	10/05/2010	STATE OF ILLINOIS	\$236.24	11/04/2010	\$0.00		PR Batch #10001C	\$236.24

Selected Invoices: Select Select All De-select All De-select Clear Selection

#	Vendor Name	Invoice #	Date	Notes	Due Date	Amount Due	Balance	Discount Date	Credit Memo	Payment	Discount

Total Amount Due: \$0.00 Discount: \$0.00 Payment: \$0.00 Create Checks for Selected Invoices

Based on your Invoice Search Criteria results, you can now select which invoices you want to pay. On the bottom portion of the search Selected Invoices you now have two options in selecting invoices to be paid.

↓ Select – Highlight the selected invoice(s) for payment

↓↓ Select All – choose this button if you want to select all invoices for payment

When you select the invoices for payment they will be copied to the bottom portion of the screen.

Galaxy 2.5 Browser - [Accounts Payable <Select Invoices for Payment>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Invoice Search Criteria

Due Date Invoice No

Discount Date Amount <=

Vendor

Change Facility... Clear Search

	Invoice #	Date	Vendor Name	Amount Due	Due Date	Discount	Discount Date	Notes	Balance
<input checked="" type="checkbox"/>	011	02/12/2010	ACE AMERICAN INSUR	\$12.00	03/14/2010	\$0.00			\$12.00
<input type="checkbox"/>	PR-100010	09/20/2010	BLUE CROSS BLUE SH	\$100.00	10/20/2010	\$0.00		PR Batch #10001C	\$100.00
<input type="checkbox"/>	PR-100010	09/20/2010	STATE OF ILLINOIS	\$236.24	10/20/2010	\$0.00		PR Batch #10001C	\$236.24
<input type="checkbox"/>	PR-100010	09/20/2010	STATE OF ILLINOIS	\$182.50	10/20/2010	\$0.00		PR Batch #10001C	\$182.50
<input type="checkbox"/>	PR-100010	09/20/2010	REGIONAL INCOME TA	\$73.00	10/20/2010	\$0.00		PR Batch #10001C	\$73.00
<input type="checkbox"/>	PR-100010	09/20/2010	INTERNAL REVENUE S	\$1,087.91	10/20/2010	\$0.00		PR Batch #10001C	\$1,087.91
<input checked="" type="checkbox"/>	PR-100010	09/23/2010	PAETEC	\$50.92	10/23/2010	\$0.00		PR Batch #10001C	\$50.92
<input type="checkbox"/>	PR-100010	09/23/2010	STATE OF ILLINOIS	\$298.37	10/23/2010	\$0.00		PR Batch #10001C	\$298.37
<input type="checkbox"/>	PR-100010	09/23/2010	STATE OF ILLINOIS	\$238.42	10/23/2010	\$0.00		PR Batch #10001C	\$238.42
<input type="checkbox"/>	PR-100010	09/23/2010	REGIONAL INCOME TA	\$95.37	10/23/2010	\$0.00		PR Batch #10001C	\$95.37
<input type="checkbox"/>	PR-100010	09/23/2010	INTERNAL REVENUE S	\$1,396.49	10/23/2010	\$0.00		PR Batch #10001C	\$1,396.49
<input checked="" type="checkbox"/>	PR-100010	10/05/2010	BLUE CROSS BLUE SH	\$100.00	11/04/2010	\$0.00		PR Batch #10001C	\$100.00
<input type="checkbox"/>	PR-100010	10/05/2010	PAETEC	\$75.00	11/04/2010	\$0.00		PR Batch #10001C	\$75.00
<input type="checkbox"/>	PR-100010	10/05/2010	STATE OF ILLINOIS	\$236.24	11/04/2010	\$0.00		PR Batch #10001C	\$236.24




Selected Invoices:

#	Vendor Name	Invoice #	Date	Notes	Due Date	Amount Due	Balance	Discount Date	Credit Memo	Payment	Disc
1	ACE AMERICAN INSUR	011	02/12/2010		03/14/2010	\$12.00	\$12.00		\$0.00	\$12.00	
1	BLUE CROSS BLUE SH	PR-1000105-1	10/05/2010	PR Batch #10001C	11/04/2010	\$100.00	\$100.00		\$0.00	\$100.00	
1	PAETEC	PR-1000106-1	09/23/2010	PR Batch #10001C	10/23/2010	\$50.92	\$50.92		\$0.00	\$50.92	

Total Amount Due: **\$162.92** Discount: **\$0.00** Payment: **\$162.92**

Idle GHV GHV Klingler, Kelly [MGR]

As you are making your selection of invoices for payment, the system allows you to undo your selections with the following options:

-  De-Select – will unselect a specific invoice in the Selected Invoices screen
-  De-Select All – will unselect all the invoices in the Selected Invoices screen
-  Clear Selection – will also clear all of the selected invoices in the Selected Invoices screen

The system will group all vendor invoices together, as displayed on the following screen.

The screenshot shows the 'Accounts Payable <Select Invoices for Payment>' window. The title bar indicates the facility is '[A11] "AMERICAN IDOL NURSING HOME"'. The search criteria section includes fields for Due Date, Invoice No, Discount Date, Amount, and Vendor. The main table lists invoices with columns for Invoice #, Date, Vendor Name, Amount Due, Due Date, Discount, Discount Date, Notes, and Balance. The 'Selected Invoices' table provides a summary of the selected items, including Vendor Name, Invoice #, Date, Notes, Due Date, Amount Due, Balance, Discount Date, Credit Memo, Payment, Discount, and New Balance. At the bottom, the 'Total Amount Due' is \$387.92, the 'Discount' is \$0.00, and the 'Payment' is \$337.92. A 'Create Checks for Selected Invoices' button is visible.

Invoice #	Date	Vendor Name	Amount Due	Due Date	Discount	Discount Date	Notes	Balance
011	02/12/2010	ACE AMERICAN INSUR	\$12.00	03/14/2010	\$0.00			\$12.00
PR-1000105-1	09/20/2010	BLUE CROSS BLUE SH	\$100.00	10/20/2010	\$0.00		PR Batch #1000108	\$100.00
PR-1000105-1	09/20/2010	STATE OF ILLINOIS	\$236.24	10/20/2010	\$0.00		PR Batch #1000108	\$236.24
PR-1000105-1	09/20/2010	STATE OF ILLINOIS	\$182.50	10/20/2010	\$0.00		PR Batch #1000108	\$182.50
PR-1000105-1	09/20/2010	REGIONAL INCOME TA	\$73.00	10/20/2010	\$0.00		PR Batch #1000108	\$73.00
PR-1000105-1	09/20/2010	INTERNAL REVENUE S	\$1,087.91	10/20/2010	\$0.00		PR Batch #1000108	\$1,087.91
PR-1000105-1	09/23/2010	PAETEC	\$50.92	10/23/2010	\$0.00		PR Batch #1000106	\$50.92
PR-1000105-1	09/23/2010	STATE OF ILLINOIS	\$298.37	10/23/2010	\$0.00		PR Batch #1000106	\$298.37
PR-1000105-1	09/23/2010	STATE OF ILLINOIS	\$238.42	10/23/2010	\$0.00		PR Batch #1000106	\$238.42
PR-1000105-1	09/23/2010	REGIONAL INCOME TA	\$95.37	10/23/2010	\$0.00		PR Batch #1000106	\$95.37
PR-1000105-1	09/23/2010	INTERNAL REVENUE S	\$1,396.49	10/23/2010	\$0.00		PR Batch #1000106	\$1,396.49
PR-1000105-1	10/05/2010	BLUE CROSS BLUE SH	\$100.00	11/04/2010	\$0.00		PR Batch #1000105	\$100.00
PR-1000105-1	10/05/2010	PAETEC	\$75.00	11/04/2010	\$0.00		PR Batch #1000105	\$75.00
PR-1000105-1	10/05/2010	STATE OF ILLINOIS	\$236.24	11/04/2010	\$0.00		PR Batch #1000105	\$236.24

#	Vendor Name	Invoice #	Date	Notes	Due Date	Amount Due	Balance	Discount Date	Credit Memo	Payment	Discount	New Balance
1	ACE AMERICAN	011	02/12/2010		03/14/2010	\$12.00	\$12.00		\$0.00	\$12.00	\$0.00	\$0.00
1	ARROW OUTD	02345	03/07/2011		04/06/2011	\$150.00	\$150.00		\$0.00	\$100.00	\$0.00	\$50.00
1	BLUE CROSS	PR-1000105-1	10/05/2010	PR Batch #100	11/04/2010	\$100.00	\$100.00		\$0.00	\$100.00	\$0.00	\$0.00
1	PAETEC	PR-1000106-1	09/23/2010	PR Batch #100	10/23/2010	\$50.92	\$50.92		\$0.00	\$50.92	\$0.00	\$0.00
2		PR-1000105-2	10/05/2010	PR Batch #100	11/04/2010	\$75.00	\$75.00		\$0.00	\$75.00	\$0.00	\$0.00

Total Amount Due: \$387.92 **Discount:** \$0.00 **Payment:** \$337.92 Create Checks for Selected Invoices

The system will assume you want to create for one check for the vendor who has multiple invoices selected for payment. The system will display the Amount Due, Balance and Payment amount for each invoice. You can override the Payment amount if you are not paying the invoice in full.

Total Amount Due field - the system will tally the amount for all invoices selected for payment

Discount – system will assume any discounts should be taken for the selected invoices for payment, but the check needs to be dated before the Discount Date

Payment - system will tally the actual amount of payments for all invoices selected for payment

If you click the right arrow button at the bottom of the Selected Invoices screen you will see additional columns:

Invoice Search Criteria

Due Date _____ Invoice No _____

Discount Date _____ Amount <= _____

Vendor _____

Change Facility...

Clear


Search

Invoice #	Date	Vendor Name	Amount Due	Due Date	Discount	Discount Date	Notes	Balance
011	02/12/2010	ACE AMERICAN INSUR	\$12.00	03/14/2010	\$0.00			\$12.00
PR-100010	09/20/2010	BLUE CROSS BLUE SH	\$100.00	10/20/2010	\$0.00		PR Batch #1000108	\$100.00
PR-100010	09/20/2010	STATE OF ILLINOIS	\$236.24	10/20/2010	\$0.00		PR Batch #1000108	\$236.24
PR-100010	09/20/2010	STATE OF ILLINOIS	\$182.50	10/20/2010	\$0.00		PR Batch #1000108	\$182.50
PR-100010	09/20/2010	REGIONAL INCOME TA	\$73.00	10/20/2010	\$0.00		PR Batch #1000108	\$73.00
PR-100010	09/20/2010	INTERNAL REVENUE S	\$1,087.91	10/20/2010	\$0.00		PR Batch #1000108	\$1,087.91
PR-100010	09/23/2010	PAETEC	\$50.92	10/23/2010	\$0.00		PR Batch #1000106	\$50.92
PR-100010	09/23/2010	STATE OF ILLINOIS	\$298.37	10/23/2010	\$0.00		PR Batch #1000106	\$298.37
PR-100010	09/23/2010	STATE OF ILLINOIS	\$238.42	10/23/2010	\$0.00		PR Batch #1000106	\$238.42
PR-100010	09/23/2010	REGIONAL INCOME TA	\$95.37	10/23/2010	\$0.00		PR Batch #1000106	\$95.37
PR-100010	09/23/2010	INTERNAL REVENUE S	\$1,396.49	10/23/2010	\$0.00		PR Batch #1000106	\$1,396.49
PR-100010	10/05/2010	BLUE CROSS BLUE SH	\$100.00	11/04/2010	\$0.00		PR Batch #1000105	\$100.00
PR-100010	10/05/2010	PAETEC	\$75.00	11/04/2010	\$0.00		PR Batch #1000105	\$75.00
PR-100010	10/05/2010	STATE OF ILLINOIS	\$236.24	11/04/2010	\$0.00		PR Batch #1000105	\$236.24

Selected Invoices: Select Select All Deselect All De-select Clear Selection

Due Date	Amount Due	Balance	Discount Date	Credit Memo	Payment	Discount	New Balance	Separate Check	Check Description
03/14/2010	\$12.00	\$12.00		\$0.00	\$12.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	
04/06/2011	\$150.00	\$150.00		\$0.00	\$100.00	\$0.00	\$50.00		
11/04/2010	\$100.00	\$100.00		\$0.00	\$100.00	\$0.00	\$0.00		
10/23/2010	\$50.92	\$50.92		\$0.00	\$50.92	\$0.00	\$0.00		
11/04/2010	\$75.00	\$75.00		\$0.00	\$75.00	\$0.00	\$0.00		

Total Amount Due: \$387.92 Discount: \$0.00 Payment: \$337.92 Create Checks for Selected Invoices

Separate Check – for any vendor(s) that have multiple invoices selected for payment, if you do not want the invoices to be paid with the same check, you will check the Separate Check field, the system will put  in the box

Check Description – will print on the actual AP check on the Memo line, if the Notes field is selected on your AP Check Layout design.

When you are ready to generate checks, click the  **Create Checks for Selected Invoices** button.

The following screen is displayed.

The screenshot shows the Galaxy 2.5 Browser interface for Accounts Payable. The main window title is "Galaxy 2.5 Browser - [Accounts Payable <Select Invoices for Payment>]". The browser address bar shows "[A11] 'AMERICAN IDOL NURSING HOME'".

The "Invoice Search Criteria" section includes fields for Due Date, Invoice No, Discount Date, Amount, and Vendor. A "Search" button is visible.

The main table displays a list of invoices with columns: Invoice #, Date, Vendor Name, Amount Due, Due Date, Discount, Discount Date, Notes, and Balance. Several invoices are checked, including those from ACE AMERICAN INSURANCE, BLUE CROSS BLUE SH, STATE OF ILLINOIS, REGIONAL, and PAETEC.

A "Selected Invoices" summary table is shown below the main list, with columns: Due Date, Amount Due, Balance, Discount Date, Credit Memo, Payment, Discount, New Balance, Separate Check, and Check Description. The summary shows a total amount due of \$387.92 and a payment of \$337.92.

A "Select Date" dialog box is open in the center, displaying the text: "Produce batch of checks for the amount of \$337.92". The "Check Date" field is set to 03/29/2011. The dialog has "OK" and "Cancel" buttons.

At the bottom of the screen, the status bar shows "Total Amount Due: \$387.92", "Discount: \$0.00", and "Payment: \$337.92". There is also a "Create Checks for Selected Invoices" button.

Enter the Check Date, click the **OK** button.

Galaxy 2.5 Browser - [Accounts Payable <Select Invoices for Payment>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Invoice Search Criteria

Due Date Invoice No

Discount Date Amount <=

Vendor

Change Facility... Clear Search

Invoice #	Date	Vendor Name	Amount Due	Due Date	Discount	Discount Date	Notes	Balance
011	02/12/2010							
PR-100010	09/20/2010						Batch #1000108	\$12.00
PR-100010	09/20/2010						Batch #1000108	\$100.00
PR-100010	09/20/2010						Batch #1000108	\$236.24
PR-100010	09/20/2010						Batch #1000108	\$182.50
PR-100010	09/20/2010						Batch #1000108	\$73.00
PR-100010	09/20/2010						Batch #1000108	\$1,087.91
PR-100010	09/23/2010						Batch #1000106	\$50.92
PR-100010	09/23/2010						Batch #1000106	\$298.37
PR-100010	09/23/2010						Batch #1000106	\$238.42
PR-100010	09/23/2010						Batch #1000106	\$95.37
PR-100010	09/23/2010						Batch #1000106	\$1,396.49
PR-100010	10/05/2010						Batch #1000105	\$100.00
PR-100010	10/05/2010						Batch #1000105	\$75.00
PR-100010	10/05/2010						Batch #1000105	\$236.24

Select Bank Account

BANK_ACCOUNT

sp

chase

OK Cancel


Selected Invoices:

Due Date	Amount Due	Amount Due	Amount Due	Amount Due	Amount Due	Amount Due	Amount Due	Check	Check Description
03/14/2010	\$12.00	\$12.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00		
04/06/2011	\$150.00	\$150.00	\$0.00	\$100.00	\$0.00	\$50.00			
11/04/2010	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00			
10/23/2010	\$50.92	\$50.92	\$0.00	\$50.92	\$0.00	\$0.00			
11/04/2010	\$75.00	\$75.00	\$0.00	\$75.00	\$0.00	\$0.00			

Total Amount Due: \$387.92 Discount: \$0.00 Payment: \$337.92 Create Checks for Selected Invoices

Idle GHV GHV Klingler, Kelly [MGR]

Select the appropriate **Bank Account**, click the **OK** button.

The process will be the exact same as reviewed earlier. The AP Pre-Posting Report will print for review. If everything is correct on the AP Pre-Posting Report, click the  **Post** button to update the AP Check transactions.

The following screen is displayed.

The screenshot shows the Galaxy 2.5 Browser interface with the 'Accounts Payable <AP Posting Report>' window. The browser title bar indicates the session is for 'AMERICAN IDOL NURSING HOME'. The report title is 'AP Pre-Posting Report' for Facility: AMERICAN IDOL NURSING HOME, Posting Date: 03/29/2011. A note states: 'Note: Use of any credit memos/discounts may be affected by other transactions prior to posting.'

A 'Select Check No' dialog box is open, prompting the user to 'Confirm beginning check number(s) or enter new:'. It contains two input fields: 'Bank Account' with 'ap' entered and 'Next Check No' with '782' entered. The dialog has 'OK' and 'Cancel' buttons.

The background report table shows the following data:

Vendor ID	Vendor	Invoice	Disc.Date	Disc.%	Description	Amount
ACEA	ACE AMERCA INSURANCE				Payment	-12.00
Total Check:						-12.00
ARRO	ARROW OUT ADVERTISING				Payment	-100.00
Total Check:						-100.00
BLUC	BLUE CROSS BLUE SHIELD OF IL	C (Auto)	03/29/2011		Payment	-100.00
Total Check:						-100.00
PAET	PAETEC	C (Auto)	03/29/2011		Payment	-50.92
		C (Auto)	03/29/2011		Payment	-75.00
Total Check:						-125.92

At the bottom, a 'GL Summary' table is partially visible with columns for Account, Description, Debit, and Credit. The user 'Klingler, Kelly [MGR]' is logged in.

The system will prompt you with the bank account information and confirmation of the next check number the system will assign. If the check number is correct, click the **OK** button. If the check number is incorrect, click in the **Next Check No** box and enter in the correct check number for this check, then click the **OK** button.

If there are transactions outside of the current period, the system will prompt the user with a warning message stating "The transaction is outside of the current period. Post anyway? **Yes/No**."

The following screen is displayed.

Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Zoom 80% 1 Print Print All Setup.. Export Post Cancel

AP Pre-Posting Report

Facility: AMERICAN IDOL NURSING HOME
Posting Date: 03/22/2011
Note: Use of any credit memos/discounts may be affected by other transactions prior to posting.

Vendor ID	Vendor	Transaction Type Number	Date	Due Date	Invoice Disc.Date	Invoice Disc.%	Description	Amount	GL Debit	GL Credit
BILLH	BILLY HANEY MEAT COMPANY, INC	C (Auto)	03/21/2011				Payment	-125.24	10-1020.00	20-1010.00

GL Summary

Account	Description
10-1020.00	Cash in
20-1010.00	Account
Total	

Print Checks for Bank Account: ap

Printer: Artisan 830(Network) Printer Properties...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
03/21/2011	BILLY HANEY MEA (auto)		\$125.24	

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Page 1 of 1
Klingler, Kelly [MGR]

The system will prompt you with a message before printing the checks to “Please make sure to load checks into the printer.”

Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Bank Account: **chase** Next Check No: **1310** Change Next No... Default Facility...

Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
10/21/2010	ALADDIN TEMP-RI	1297	\$24.00	
10/21/2010	AVAYA, INC	1298	\$350.00	
10/21/2010	BILLY HANEY MEA	1299	\$15.00	
10/21/2010	BYRD'S ELECTRIC	1300	\$145.00	
10/21/2010	INTERNAL REVEN	1301	\$20,338.94	
10/21/2010	REGIONAL INCOM	1302	\$2,521.63	

Print All
Print Selected
Change No
Skip
Skip Range...

Done

Idle GHV GHV Klingler, Kelly [MGR]

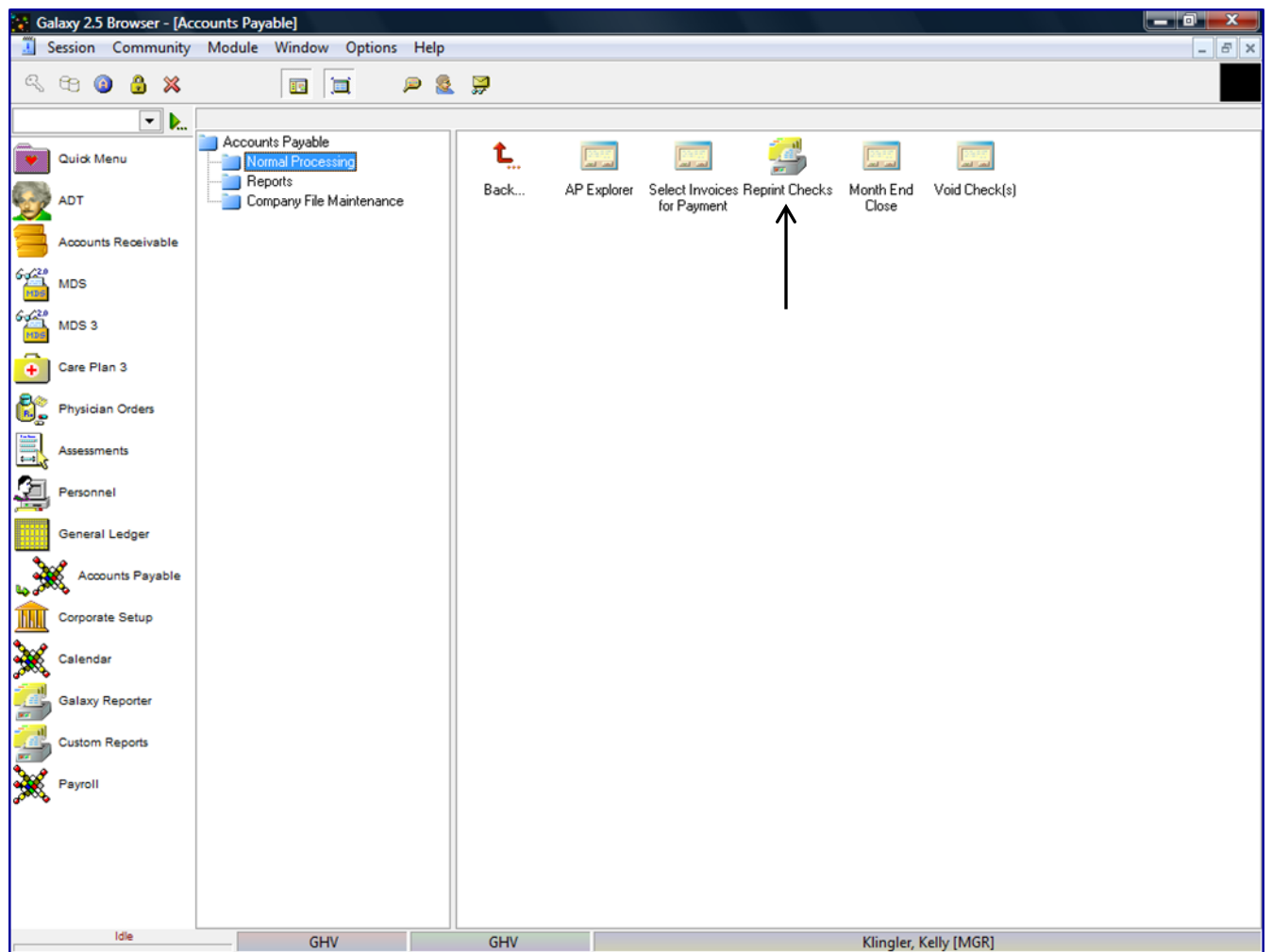
Confirm

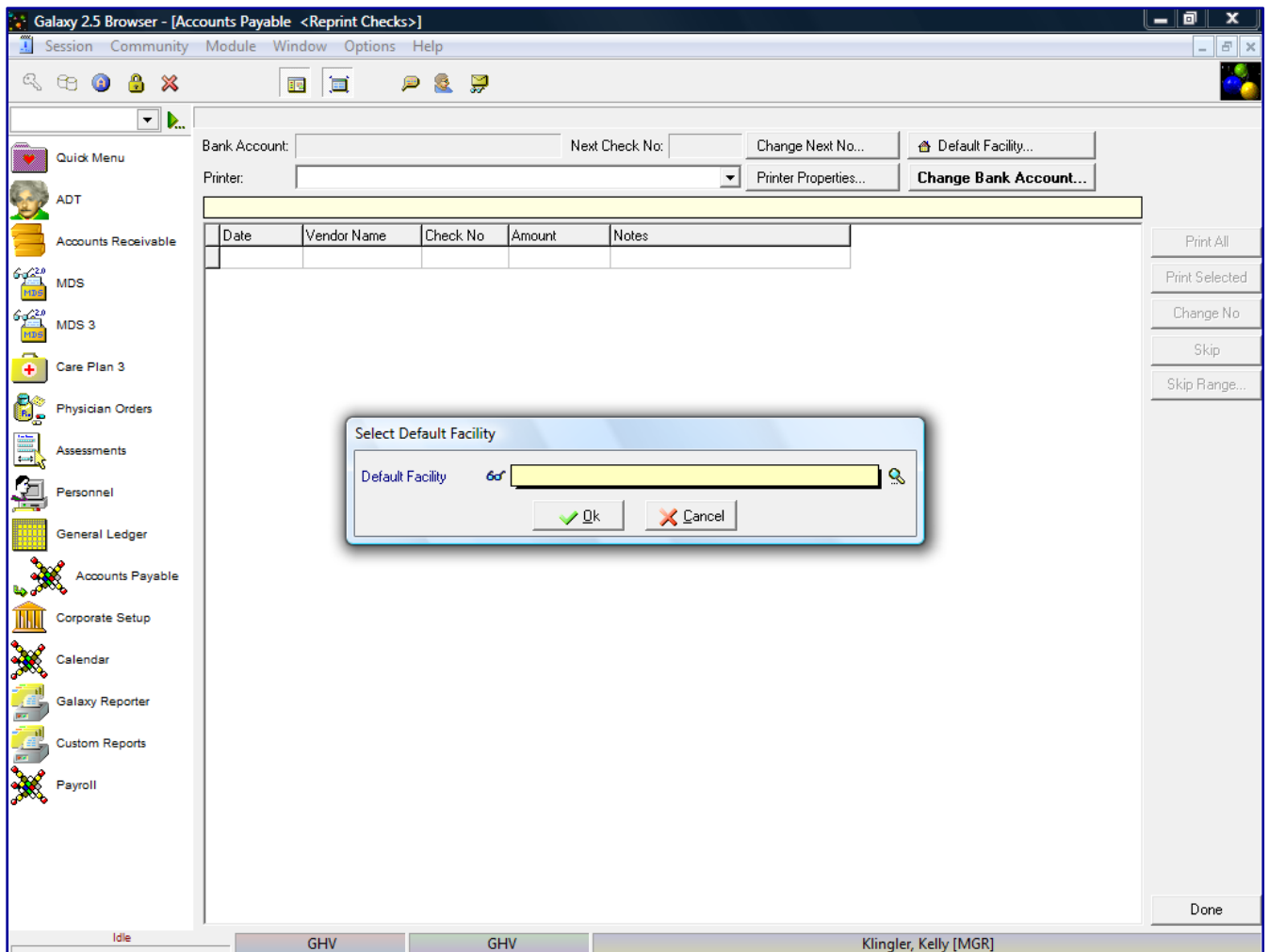
Did the check print correctly?

Yes No

After you have verified the check(s) printed correctly, click the appropriate **Yes/No** option. If the check(s) printed correctly, click the **DONE** button. If the check(s) did not print correctly, you can reprint the check(s) that did not print correctly. After they printed correctly, click the **DONE** button.

Double click on the **Reprint Checks** on the main screen of Normal Processing.



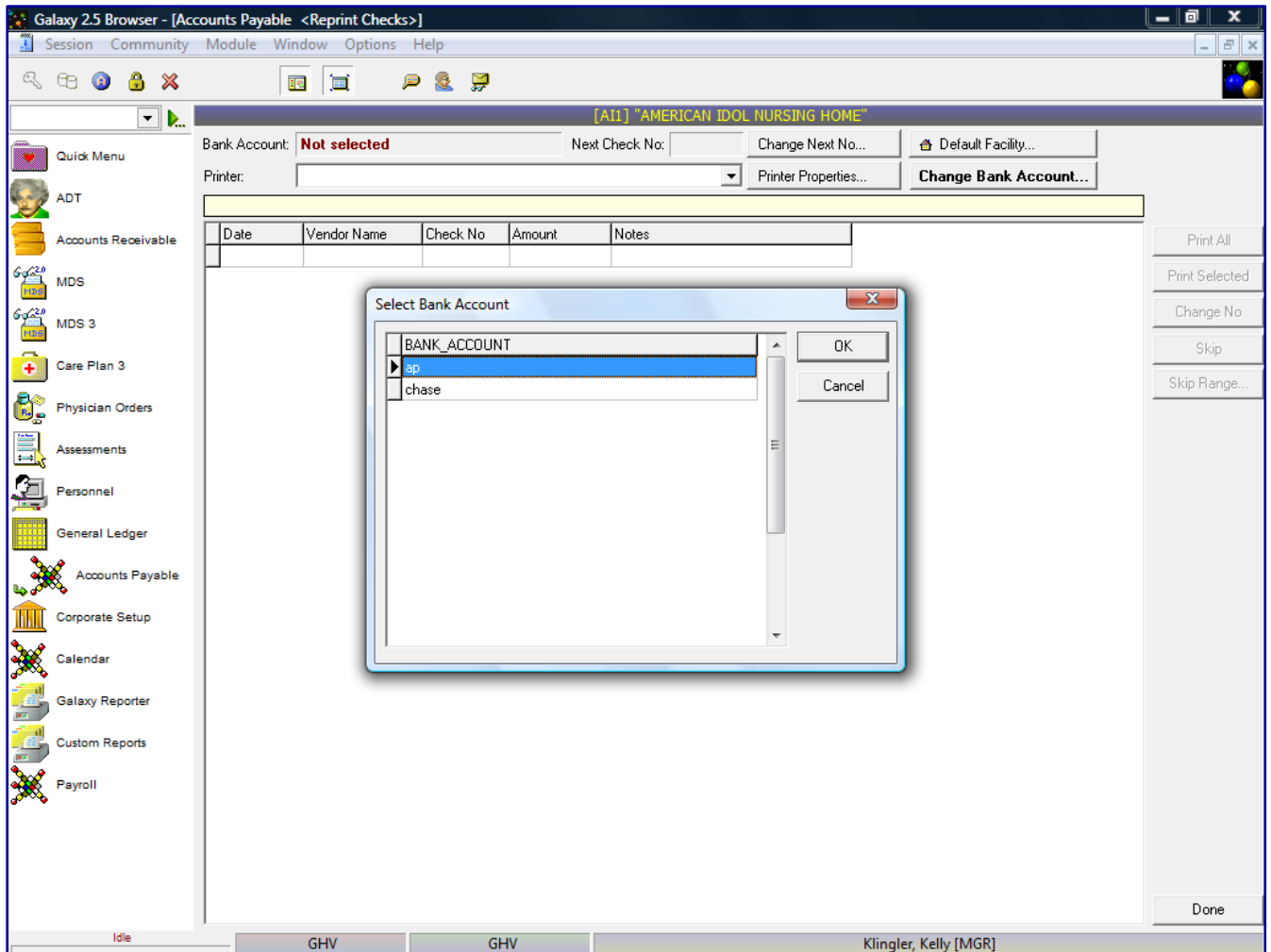


The Facility Selector is where you use the magnifying glass to locate and select the facility you need if your facility is part of an enterprise that has other facilities using the Galaxy system.

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.



Select the appropriate Bank Account, click the **OK** button.

Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Bank Account: **new** Next Check No: **1079** Change Next No... Default Facility...

Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
09/14/2009	ABACUS ACCOUN	1066	\$500.00	
01/05/2011	ABACUS ACCOUN	1067	\$200.00	
01/05/2011	ACCESS AMERICA	1068	\$1,498.04	
09/14/2009	ACE HARDWARE	1069	\$2.00	
09/14/2009	ADVANCE PAPER	1070	\$521.00	
09/14/2009	AKINS GAS COMP	1071	\$1.00	
01/05/2011	AKINS GAS COMP	1072	\$1.00	
09/14/2009	AMERICAN FIRE S	1073	\$15.00	
01/05/2011	AMERICAN FIRE S	1074	\$5.00	
09/14/2009	AMERITAS LIFE IN	1075	\$4.00	
01/05/2011	AMERITAS LIFE IN	1076	\$1.50	
09/14/2009	AT&T MOBILITY	1077	\$650.00	
01/05/2011	BADEN RETIREME	1078	\$139.00	
01/05/2011	BRIGGS CORPOR	(auto)	\$1,300.40	
09/14/2009	BYRD'S ELECTRIC	(auto)	\$8.00	
01/05/2011	BYRD'S ELECTRIC	(auto)	\$4.00	
01/05/2011	CHEROKEE PHARI	(auto)	\$249.72	
09/14/2009	CLEVELAND DAILY	(auto)	\$1,492.00	
01/05/2011	NURSE FINDERS	(auto)	\$4,205.48	

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Idle GHV GHV Klingler, Kelly [MGR]

The system will list the checks that did not print. Some checks may have an assigned check number listed in the Check No field, other check may have *(auto)* in the Check No field. The checks with the *(auto)* in the Check No field have not been printed or want to reprint them with a different check number.

The checks with *(auto)* beside them will start with the next available check number listed in the **Next Check No** field. If you want to change the next available check number, click the **Next Check No** field and change the starting check number.

NOTE: if you lose internet connection or disconnection to Galaxy occurred while printing checks, all the checks that printed to that particular point will have a check number assigned to them. All other checks will not.

You can remove those checks that printed correctly, but the system did not get confirmation that printed correctly, by selecting **Skip** or **Skip Range** button.

The screenshot shows the Galaxy 2.5 Browser interface for reprinting checks. The main window displays a table of checks with columns for Date, Vendor Name, Check No, Amount, and Notes. A dialog box titled "Select Check Range" is open, allowing the user to specify a range of check numbers to skip. The dialog box has input fields for "From No" and "to No", both containing the value "1066". The "OK" button is highlighted.

Bank Account: new Next Check No: 1079 Change Next No... Default Facility...
Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
09/14/2009	ABACUS ACCOUN	1066	\$500.00	
01/05/2011	ABACUS ACCOUN	1067	\$200.00	
01/05/2011	ACCESS AMERICA	1068	\$1,498.04	
09/14/2009	ACE HARDWARE	1069	\$2.00	
09/14/2009	ADVANCE PAPER	1070	\$521.00	
09/14/2009	AKINS GAS COMP	1071	\$1.00	
01/05/2011	AKINS GAS COMP	1072	\$1.00	
09/14/2009	AMERICAN FIRE S	1073		
01/05/2011	AMERICAN FIRE S	1074		
09/14/2009	AMERITAS LIFE IN	1075		
01/05/2011	AMERITAS LIFE IN	1076		
09/14/2009	AT&T MOBILITY	1077		
01/05/2011	BADEN RETIREME	1078		
01/05/2011	BRIGGS CORPORA	(auto)		
09/14/2009	BYRD'S ELECTRIC	(auto)	\$8.00	
01/05/2011	BYRD'S ELECTRIC	(auto)	\$4.00	
01/05/2011	CHEROKEE PHARI	(auto)	\$249.72	
09/14/2009	CLEVELAND DAIL	(auto)	\$1,492.00	
01/05/2011	NURSE FINDERS	(auto)	\$4,205.48	

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Idle GHV GHV Klingler, Kelly [MGR]

Enter the check numbers to remove from print queue, click the **OK** button.

Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Bank Account: **new** Next Check No: **1079** Change Next No... Default Facility...

Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
09/14/2009	ABACUS ACCOUN	1066	\$500.00	
01/05/2011	ABACUS ACCOUN	1067	\$200.00	
01/05/2011	ACCESS AMERICA	1068	\$1,498.04	
09/14/2009	ACE HARDWARE	1069	\$2.00	
09/14/2009	ADVANCE PAPER	1070	\$521.00	
09/14/2009	AKINS GAS COMP	1071	\$1.00	
01/05/2011	AKINS GAS COMP	1072	\$1.00	
09/14/2009	Warning			
01/05/2011	A			
09/14/2009	A			
01/05/2011	A			
09/14/2009	A			
01/05/2011	B			
01/05/2011	B			
09/14/2009	BYRD'S ELECTRIC (auto)		\$4.00	
01/05/2011	BYRD'S ELECTRIC (auto)		\$4.00	
01/05/2011	CHEROKEE PHARI (auto)		\$249.72	
09/14/2009	CLEVELAND DAILY (auto)		\$1,492.00	
01/05/2011	NURSE FINDERS (auto)		\$4,205.48	

Warning

Would you like to remove selected check numbers range from the printing queue?

Yes No

Print All
Print Selected
Change No
Skip
Skip Range...

Done

Idle GHV GHV Klingler, Kelly [MGR]

A system warning message will appear on screen confirming “Would you like to remove the selected check numbers range for the printing queue?” **Yes/No**

Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Bank Account: **new** Next Check No: **1079** Change Next No... Default Facility...

Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
09/14/2009	ADVANCE PAPER	1070	\$521.00	
09/14/2009	AKINS GAS COMP	1071	\$1.00	
01/05/2011	AKINS GAS COMP	1072	\$1.00	
09/14/2009	AMERICAN FIRE S	1073	\$15.00	
01/05/2011	AMERICAN FIRE S	1074	\$5.00	
09/14/2009	AMERITAS LIFE IN	1075	\$4.00	
01/05/2011	AMERITAS LIFE IN	1076	\$1.50	
09/14/2009	AT&T MOBILITY	1077	\$650.00	
01/05/2011	BADEN RETIREME	1078	\$139.00	
01/05/2011	BRIGGS CORPOR	(auto)	\$1,300.40	
09/14/2009	BYRD'S ELECTRIC	(auto)	\$8.00	
01/05/2011	BYRD'S ELECTRIC	(auto)	\$4.00	
01/05/2011	CHEROKEE PHARI	(auto)	\$249.72	
09/14/2009	CLEVELAND DAIL	(auto)	\$1,492.00	
01/05/2011	NURSE FINDERS	(auto)	\$4,205.48	

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Idle GHV GHV Klingler, Kelly [MGR]

Those selected checks have now been removed from the screen listing all the checks not printed.

(our example check numbers 1066 – 1069 were removed from the screen)

If you want to change the check number from the check listed on the screen, you will click the

Change No button.

The following screen is displayed.

The screenshot shows the Galaxy 2.5 Browser interface for the 'Accounts Payable <Reprint Checks>' module. The window title is 'Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]'. The main content area displays a table of checks to be reprinted, with a confirmation dialog box overlaid on top.

Bank Account: **new** Next Check No: **1079** Change Next No... Default Facility...
Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
09/14/2009	ADVANCE PAPER	1070	\$521.00	
09/14/2009	AKINS GAS COMP	1071	\$1.00	
01/05/2011	AKINS GAS COMP	1072	\$1.00	
09/14/2009	AMERICAN FIRE S	1073	\$15.00	
01/05/2011	AMERICAN FIRE S	1074	\$5.00	
09/14/2009	AMERITAS LIFE IN	1075	\$4.00	
01/05/2011	AMERITAS LIFE IN	1076	\$1.50	
09/14/2009	AT&T MO			
01/05/2011	BADEN R			
01/05/2011	BRIGGS C			
09/14/2009	BYRD'S E			
01/05/2011	BYRD'S E			
01/05/2011	CHEROKE			
09/14/2009	CLEVELA			
01/05/2011	NURSE F			

Confirm

This check stock is prenumbered. Would you like to reset check # ?
Note: the check # will be generated when the check is printed.

Yes No

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Idle GHV GHV Klingler, Kelly [MGR]

A system confirmation message will appear on screen, "Would you like to reset check #'s?"

Note: the check # will be generated when the check is printed. Click the **OK** button.

Galaxy 2.5 Browser - [Accounts Payable <Reprint Checks>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Bank Account: **new** Next Check No: **1079** Change Next No... Default Facility...

Printer: Artisan 830(Network) Printer Properties... Change Bank Account...

Please make sure to load checks into printer.

Date	Vendor Name	Check No	Amount	Notes
09/14/2009	AKINS GAS COMP	1071	\$1.00	
01/05/2011	AKINS GAS COMP	1072	\$1.00	
09/14/2009	AMERICAN FIRE S	1073	\$15.00	
01/05/2011	AMERICAN FIRE S	1074	\$5.00	
01/05/2011	AMERITAS LIFE IN	1076	\$1.50	
09/14/2009	AT&T MOBILITY	1077	\$650.00	
01/05/2011	BADEN RETIREME	1078	\$139.00	
09/14/2009	ADVANCE PAPER	(auto)	\$521.00	
09/14/2009	AMERITAS LIFE IN	(auto)	\$4.00	
01/05/2011	BRIGGS CORPOR	(auto)	\$1,300.40	
09/14/2009	BYRD'S ELECTRIC	(auto)	\$8.00	
01/05/2011	BYRD'S ELECTRIC	(auto)	\$4.00	
01/05/2011	CHEROKEE PHAR	(auto)	\$249.72	
09/14/2009	CLEVELAND DAIL	(auto)	\$1,492.00	
01/05/2011	NURSE FINDERS	(auto)	\$4,205.48	

Print All
Print Selected
Change No
Skip
Skip Range...
Done

Idle GHV GHV Klingler, Kelly [MGR]

The system will remove the original check number and move the check in the (auto) portion to assign a new check number.

(our example check number 1070 for Advance Paper was selected for assignment of new check number, Advance Paper is now list as (auto))

The process will be the exact same as reviewed earlier in AP Explorer and Select Invoices for payment.

To reprint a check that was not listed in on the Reprint Check screen, you will need to go into AP Explorer and select All Transactions, you will get a list of ALL posted transactions.

Galaxy 2.5 Browser - [Accounts Payable <AP Explorer>]

[STAR1] "STAR STRUCK HAVEN"

Master | Detail | Attachments

Display Transactions

Open Unposted All Recurring On Hold Type: All Transactions All Transactions Print Void

There are 15 checks waiting to be printed. Click here to print them.


Type	Date	Transaction #	Document #	Vendor Name	Amount	Balance	Due Date	Due Now	Description	Account	Disc
	01/05/2011	1000508	123	BRIGGS CORPORATION	(\$650.20)			\$0.00	COPY MACHIN	[20-1010.00]	
	01/05/2011	1000501	123	ACCESS AMERICA	\$80.00			\$0.00		[10-1020.00]	
	01/05/2011	1000500	12345	ACCESS AMERICA	\$80.00	\$0.00	02/04/201	\$0.00		[10-4010.00]	
	01/05/2011	1000492	10-09V	ACCESS AMERICA	(\$470.00)			\$0.00		[10-1020.00]	
	01/05/2011	1000491	1061V	BRIGGS CORPORATION	\$1,300.40)			\$0.00		[10-1020.00]	
	01/05/2011	1000482	1068	ACCESS AMERICA	\$1,498.04			\$0.00		[10-1020.00]	
	01/05/2011	1000481	1067	ABACUS ACCOUNTING CO	\$200.00			\$0.00		[10-1020.00]	
	01/05/2011	1000480	324	AMERICAN FIRE SPRINKL	(\$50.00)	(\$50.00)		(\$50.00)		[20-1010.00]	
	01/05/2011	1000479	1065	AMERITAS LIFE INSURAN	\$1.50			\$0.00		[10-1020.00]	
	01/05/2011	1000478	1064	ACE HARDWARE	\$145.00			\$0.00		[10-1020.00]	
	12/15/2010	1000456	1057V	BRIGGS CORPORATION	(\$650.20)			\$0.00		[10-1020.00]	
	12/15/2010	1000455	1056V	NURSE FINDERS	(\$4,205.48)			\$0.00		[10-1020.00]	
	12/15/2010	1000454	1055V	ACCESS AMERICA	\$1,498.04)			\$0.00		[10-1020.00]	
	12/15/2010	1000453	1054V	CHEROKEE PHARMACY	(\$249.72)			\$0.00		[10-1020.00]	
	12/15/2010	1000426	15	AKINS GAS COMPANY, LL	(\$1.00)			\$0.00		[20-1010.00]	
	12/15/2010	1000425	321	ALADDIN TEMP-RITE, LLC	(\$15.00)	(\$15.00)		(\$15.00)		[20-1010.00]	
	12/15/2010	1000424	1061	BRIGGS CORPORATION	\$1,300.40			\$0.00		[10-1020.00]	
	12/15/2010	1000423	1058	ACE HARDWARE	\$55.00			\$0.00		[10-1020.00]	
	07/01/2010	1000195	145	AT&T MOBILITY	\$650.00	\$0.00	07/31/201	\$0.00		[10-4010.00]	
	03/15/2010	1000188	1057	BRIGGS CORPORATION	\$650.20			\$0.00		[10-1020.00]	
	01/25/2010	1000496	004	AKINS GAS COMPANY, LL	\$1.00	\$1.00	02/24/201	\$1.00		[20-1010.00]	
	01/15/2010	1000499	01-10	ACCESS AMERICA	\$470.00		02/14/201	\$0.00		[10-1020.00]	
	01/07/2010	1000494	034	BRIGGS CORPORATION	\$650.20	\$650.20	02/06/201	\$650.20	COPY MACHIN	[20-1010.00]	

Filter And Refresh Master Data

Field: [None] Relates: >= Value: [] Apply Simple Filter

Advanced Filter Refresh Data Default Facility...

Idle GHV GHV Klingler, Kelly [MGR]

You will see the checks that were already printed and printed correctly. Click the  **Print** button.

Galaxy 2.5 Browser - [Accounts Payable <AP Posting Report>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 100% | 1 | Print | Print All | Setup... | Export | Close

AP Posting Report
 Facility: STAR STRUCK HAVEN
 Posting Date: 01/05/2011

Vendor ID	Vendor	Transaction Type	Transaction Number	Description	Date	Due Date	Invoice Disc.Date	Invoice Disc.%	Description	Amount
BADR	BADEN RETIREMENT PLAN SERVICES	I	12457		01/05/2009	02/04/2009				74.0
		I	12457		01/05/2009	02/04/2009				65.0
Total:										139.0
ACCA	ACCESS AMERICA	C	09-09		09/15/2009	10/15/2009				-470.0
Total Check:										-470.0
ACCA	ACCESS AMERICA	C	10-09		10/15/2009	11/14/2009				-470.0
Total Check:										-470.0
ACCA	ACCESS AMERICA	C	11-09		11/15/2009	12/15/2009				-470.0
Total Check:										-470.0
AMEF	AMERICAN FIRE SPRINKLERS	I	004		12/01/2009	12/31/2009				5.0
Total:										5.0

Preview | Page 1 of 3 | Klingler, Kelly [MGR]

The system will display the AP Posting Report that includes that check. Click on the actual check line on the AP Posting Report to select the check to reprint.

Galaxy 2.5 Browser - [Accounts Payable <Check posting printout>]

Session Community Module Window Options Help

[STAR1] "STAR STRUCK HAVEN"

Zoom 100% | Print | Print All | Filter... | Setup.. | Export

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

ACCESS AMERICA Check Date: 09/15/2009

Transaction Number	Date	Description	Original Amount	Prior Applications	Discount	Balance	Payment Amount
			\$ 470.00	\$	0.00	\$ 470.00	\$ 470.00
Total:						\$	470.00

Notes

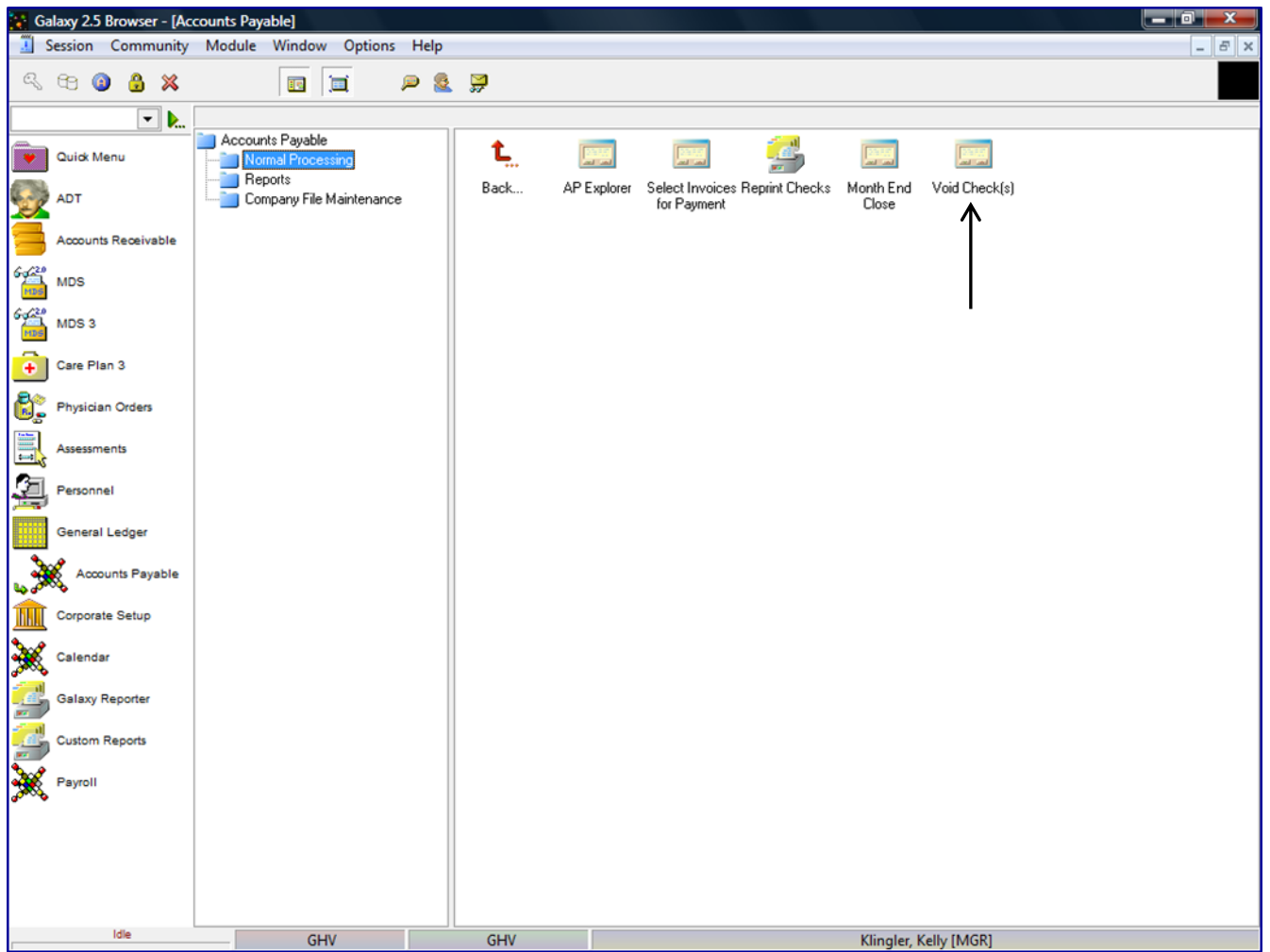
Four hundred seventy and 00/100 09/15/2009 470.00

ACCESS AMERICA
6703 EMORY VALLEY RD
OAKRIDGE FL 37830

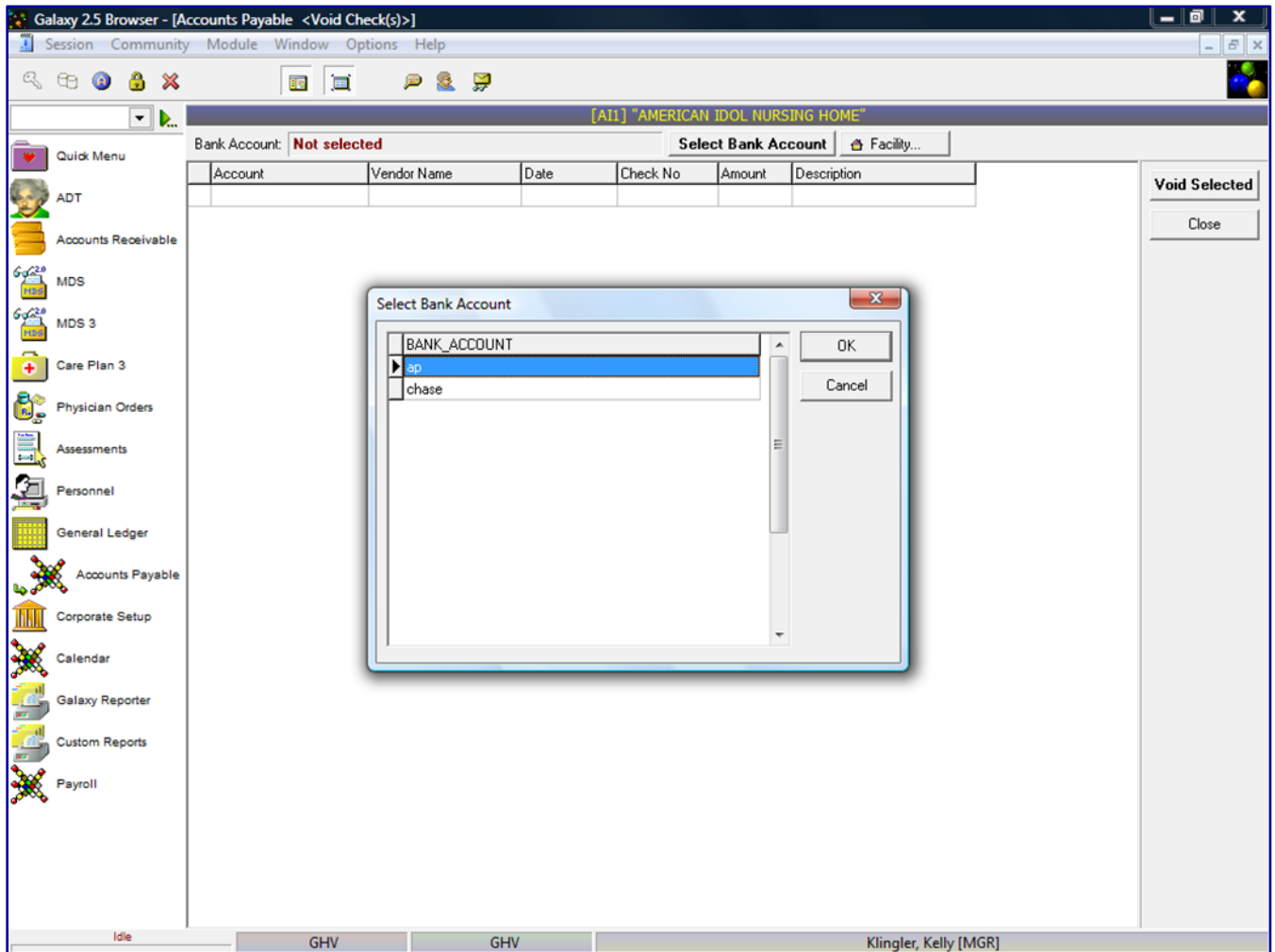
Page 1 of 1
Klingler, Kelly [MGR]

The system will display the actual check the originally printed and click the **Print** button to reprint the check as originally printed.

Double click on the **Void Check(s)** on the main screen of Normal Processing.



This is the Void Check screen, select AP bank account to view checks to be voided.



Select the appropriate Bank Account, click the **OK** button.

Galaxy 2.5 Browser - [Accounts Payable <Void Check(s)>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Bank Account: **ap** Select Bank Account Facility...

Account	Vendor Name	Date	Check No	Amount	Description
[10-1020.00] Cash in Bank	STATE OF ILLINOIS	03/07/2011	780	\$1,510.25	
[10-1020.00] Cash in Bank	ANGELICA TEXTILE SEF	03/07/2011	779	\$100.00	
[10-1020.00] Cash in Bank	BJ'S CLOWN	12/23/2010	775	\$200.00	
[10-1020.00] Cash in Bank	ACE AMERICAN INSURA	12/23/2010	774	\$750.00	
[10-1020.00] Cash in Bank	STATE OF ILLINOIS	10/21/2010	781	\$0.00	
[10-1020.00] Cash in Bank	STATE OF ILLINOIS	09/07/2010	766	\$3,224.48	
[10-1020.00] Cash in Bank	REGIONAL INCOME TA	09/07/2010	765	\$933.96	
[10-1020.00] Cash in Bank	INTERNAL REVENUE SI	09/07/2010	764	\$11,513.32	
[10-1020.00] Cash in Bank	AVAYA, INC	09/07/2010	763	\$175.00	
[10-1020.00] Cash in Bank	AT&T MOBILITY	09/07/2010	762	\$0.00	
[10-1020.00] Cash in Bank	ALADDIN TEMP-RITE, L	09/07/2010	761	\$24.00	
[10-1020.00] Cash in Bank	ACE AMERICAN INSURA	09/07/2010	760	\$60.00	
[10-1020.00] Cash in Bank	STATE OF ILLINOIS	07/22/2010	769	\$952.92	
[10-1020.00] Cash in Bank	INTERNAL REVENUE SI	07/22/2010	758	\$3,353.25	
[10-1020.00] Cash in Bank	AVAYA, INC	07/22/2010	757	\$350.00	
[10-1020.00] Cash in Bank	INTERNAL REVENUE SI	06/19/2010	756	\$1,037.19	
[10-1020.00] Cash in Bank	ALADDIN TEMP-RITE, L	10/07/2009	768	\$12.00	
[10-1020.00] Cash in Bank	ACE AMERICAN INSURA	10/07/2009	767	\$24.00	
[10-1020.00] Cash in Bank	AVAYA, INC	07/22/2009	759	\$175.00	

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

Void Selected

Close

Idle GHV GHV Klingler, Kelly [MGR]

The system will list all checks for any given bank account. You will be able to void the checks from this screen.

Galaxy 2.5 Browser - [Accounts Payable <Void Check(s)>]

Session Community Module Window Options Help

[All] "AMERICAN IDOL NURSING HOME"

Bank Account: **ap** **Select Bank Account** Facility...

Account	Vendor Name	Date	Check No	Amount	Description
[10-1020.00] Cash in Bank	STATE OF ILLINOIS	03/07/2011	780	\$1,510.25	
[10-1020.00] Cash in Bank	ANGELICA TEXTILE SE	03/07/2011	779	\$100.00	
[10-1020.00] Cash in Bank	BJ'S CLOWN	12/23/2010	775	\$200.00	
[10-1020.00] Cash in Bank	ACE AMERICAN INSURA	10/07/2009	774	\$750.00	
[10-1020.00] Cash in Bank			1	\$0.00	
[10-1020.00] Cash in Bank			6	\$3,224.48	
[10-1020.00] Cash in Bank			5	\$933.96	
[10-1020.00] Cash in Bank			4	\$11,513.32	
[10-1020.00] Cash in Bank			3	\$175.00	
[10-1020.00] Cash in Bank			2	\$0.00	
[10-1020.00] Cash in Bank	ALADDIN TEMP-RITE, L	09/07/2010	761	\$24.00	
[10-1020.00] Cash in Bank	ACE AMERICAN INSURA	09/07/2010	760	\$60.00	
[10-1020.00] Cash in Bank	STATE OF ILLINOIS	07/22/2010	769	\$952.92	
[10-1020.00] Cash in Bank	INTERNAL REVENUE SI	07/22/2010	758	\$3,353.25	
[10-1020.00] Cash in Bank	AVAYA, INC	07/22/2010	757	\$350.00	
[10-1020.00] Cash in Bank	INTERNAL REVENUE SI	06/19/2010	756	\$1,037.19	
[10-1020.00] Cash in Bank	ALADDIN TEMP-RITE, L	10/07/2009	768	\$12.00	
[10-1020.00] Cash in Bank	ACE AMERICAN INSURA	10/07/2009	767	\$24.00	
[10-1020.00] Cash in Bank	AVAYA, INC	07/22/2009	759	\$175.00	

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

Void Selected

Close


Select / Unselect Space

Select All Ctrl+A

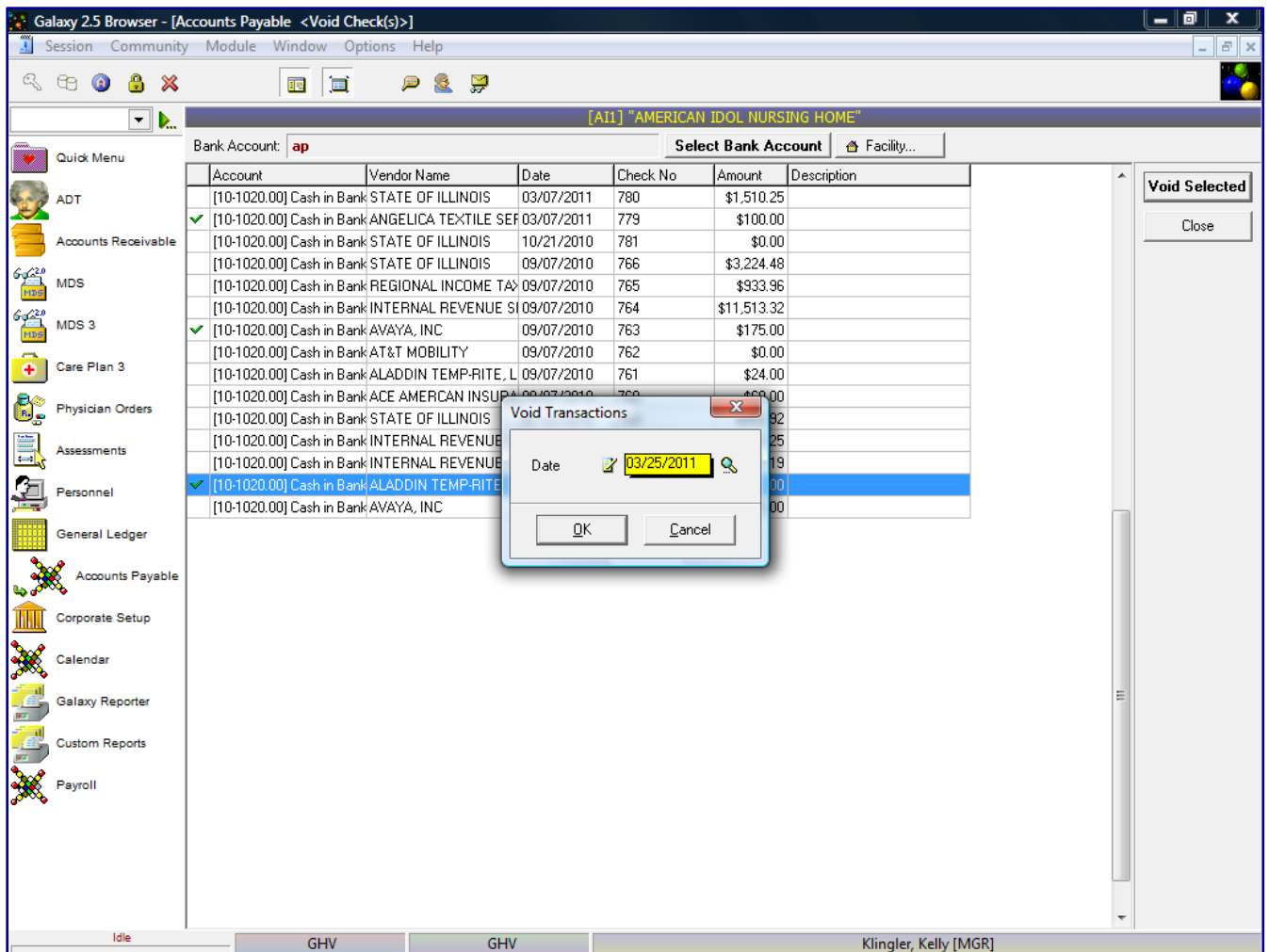
Unselect All Ctrl+U

Void Selected

Idle GHV GHV Klingler, Kelly [MGR]

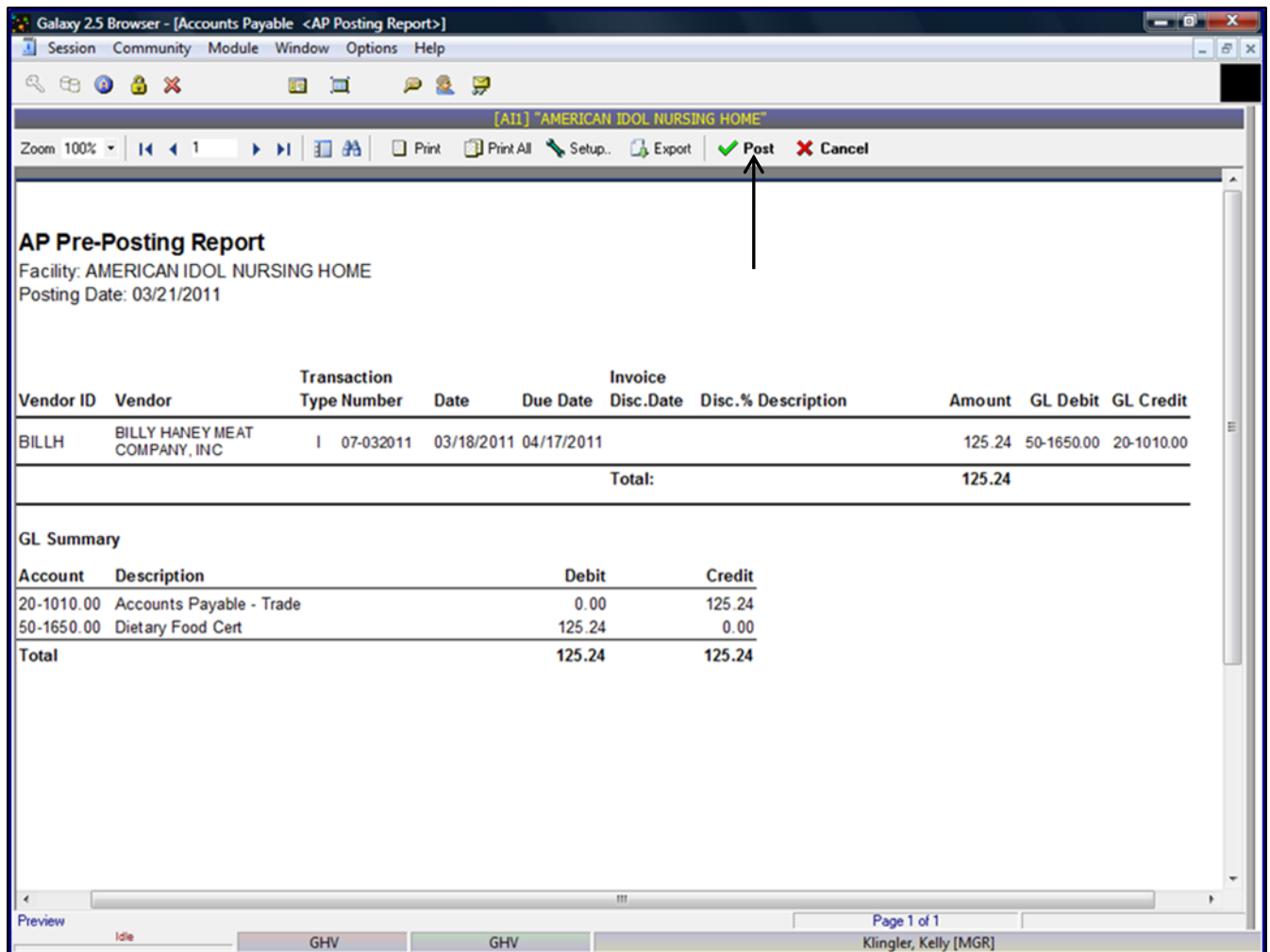
To select a check to void, right click on the selected line, choose the **Select/Unselect** option or you can select a line and press the space bar to make selection. The system will put a  check mark beside the selected checks to be voided.



After the checks have been selected to be voided, click the **Void Selected** button.



Screen will appear prompting you to enter the Void transaction date. Enter date and then click the **OK** button.

The system will generate an AP Pre-Posting Report of the void check transactions the user selected.



After the user reviewed the Pre-Posting Report and confirmed all the information is correct, the user will check the  **Post** button to post the transactions. If there is a problem on the Pre-Posting Report, the user will select  **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the posting process.

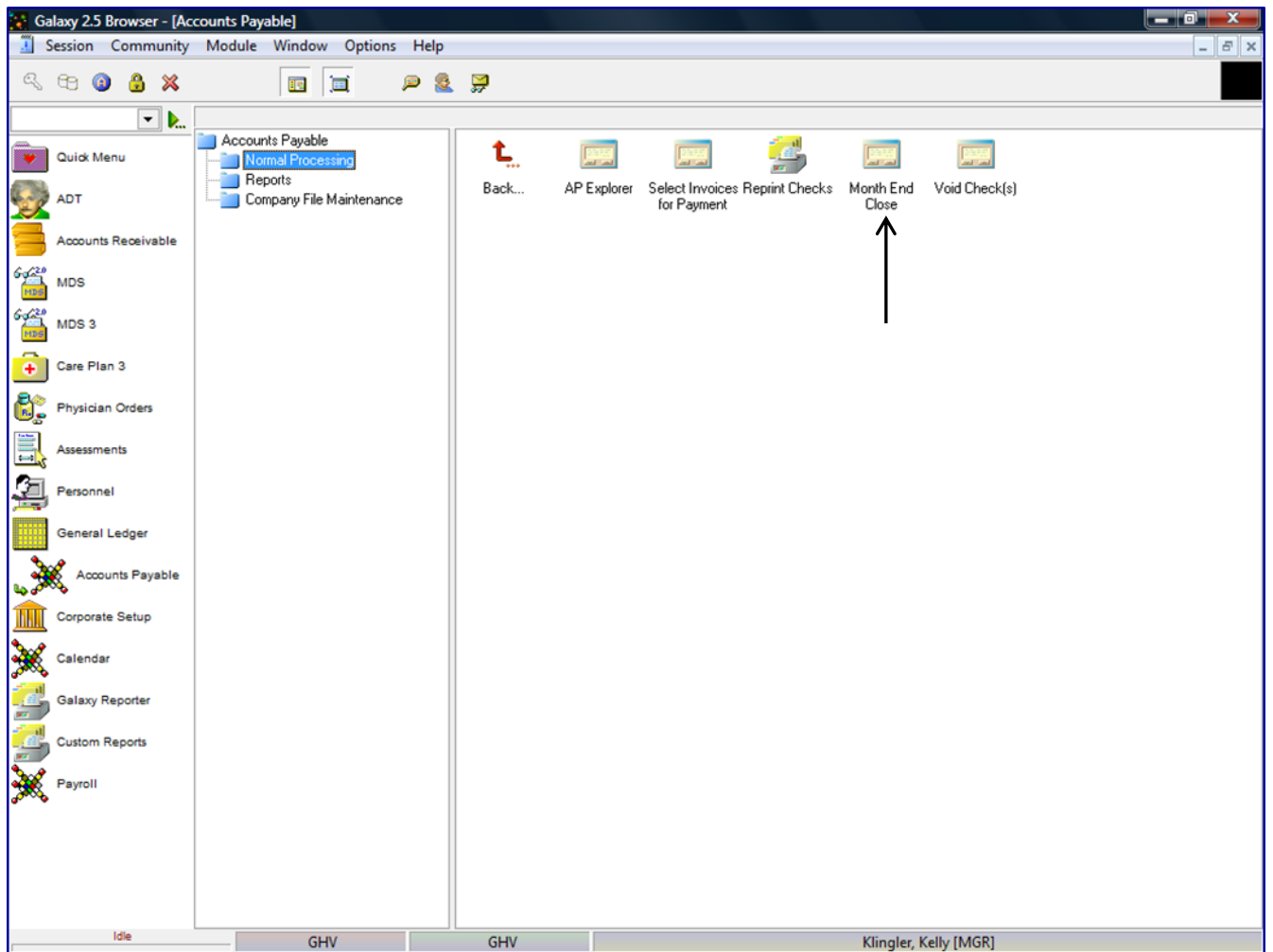
If there are transactions outside of the current period, the system will prompt the user with a warning message stating "The transaction is outside of the current period. Post anyway? **Yes/No**."

To void a transaction, first void the check and then create credit memo for the invoice.

To undo a Credit Memo, you would create an invoice

To undo an Invoice, you would create a Credit Memo

Double click on the **Month End Close** on the main screen of Normal Processing.




The following screen is displayed.

[A11] "AMERICAN IDOL NURSING HOME"
AP GL Transactions
For January, 2010

Account #	Vendor ID	Vendor	Trans Desc	Date	Debit Amt	Credit Amt
Account 10-4010.00 Pre-Paid Expenses						
10-4010.00	AVAI	AVAYA, INC	007	01/13/2010		175.00
Account subtotal:					0.00	175.00
Account 20-1010.00 Accounts Payable - Trade						
20-1010.00	IRS2	INTERNAL REVENUE SERVICE	321	01/08/2010	500.00	
	ACEA	ACE AMERICAN INSURANCE COMPANY	010	01/12/2010		12.00
Account subtotal:					500.00	12.00
Account 50-1650.00 Dietary Food Cert						
50-1650.00	ACEA	ACE AMERICAN INSURANCE COMPANY	010	01/12/2010	12.00	
Account subtotal:					12.00	0.00
Account 59-1060.00 Telephone						
59-1060.00	AVAI	AVAYA, INC	007	01/13/2010	175.00	
Account subtotal:					175.00	0.00
Account 59-3010.00 Federal Income Tax						
59-3010.00	IRS2	INTERNAL REVENUE SERVICE	321	01/08/2010	500.00	

Page 1 of 1
Klingler, Kelly [MGR]

The AP GL Transaction report will show all the transactions for the month you will be closing and what will go to the GL.

After the user reviewed the AP GL Transaction Report and confirmed all the information is correct, the user will check the  **Close Month** button to post the transactions.

Galaxy 2.5 Browser - [Accounts Payable <Month End Close>]

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Zoom: 100% | Print | Print All | Setup... | Export | Facility... | **Close Month**

[A11] "AMERICAN IDOL NURSING HOME" AP GL Transactions For January, 2010

Account #	Vendor ID	Vendor	Trans Desc	Date	Debit Amt	Credit Amt
COMPANY						
Account subtotal:					500.00	12.00
Account 50-1650.00 Dietary Food Cert						
50-1650.00	ACEA	ACE AMERICAN INSURANCE COMPANY	010	01/12/2010	12.00	
Account subtotal:					12.00	0.00
Account 59-1060.00 Telephone						
59-1060.00	AVAI	AVAYA, INC	007	01/13/2010	175.00	
Account subtotal:					175.00	0.00
Account 59-3010. Federal Income Tax						
59-3010	IDS2	INTERNAL REVENUE SERVICE	331	01/08/2010		500.00

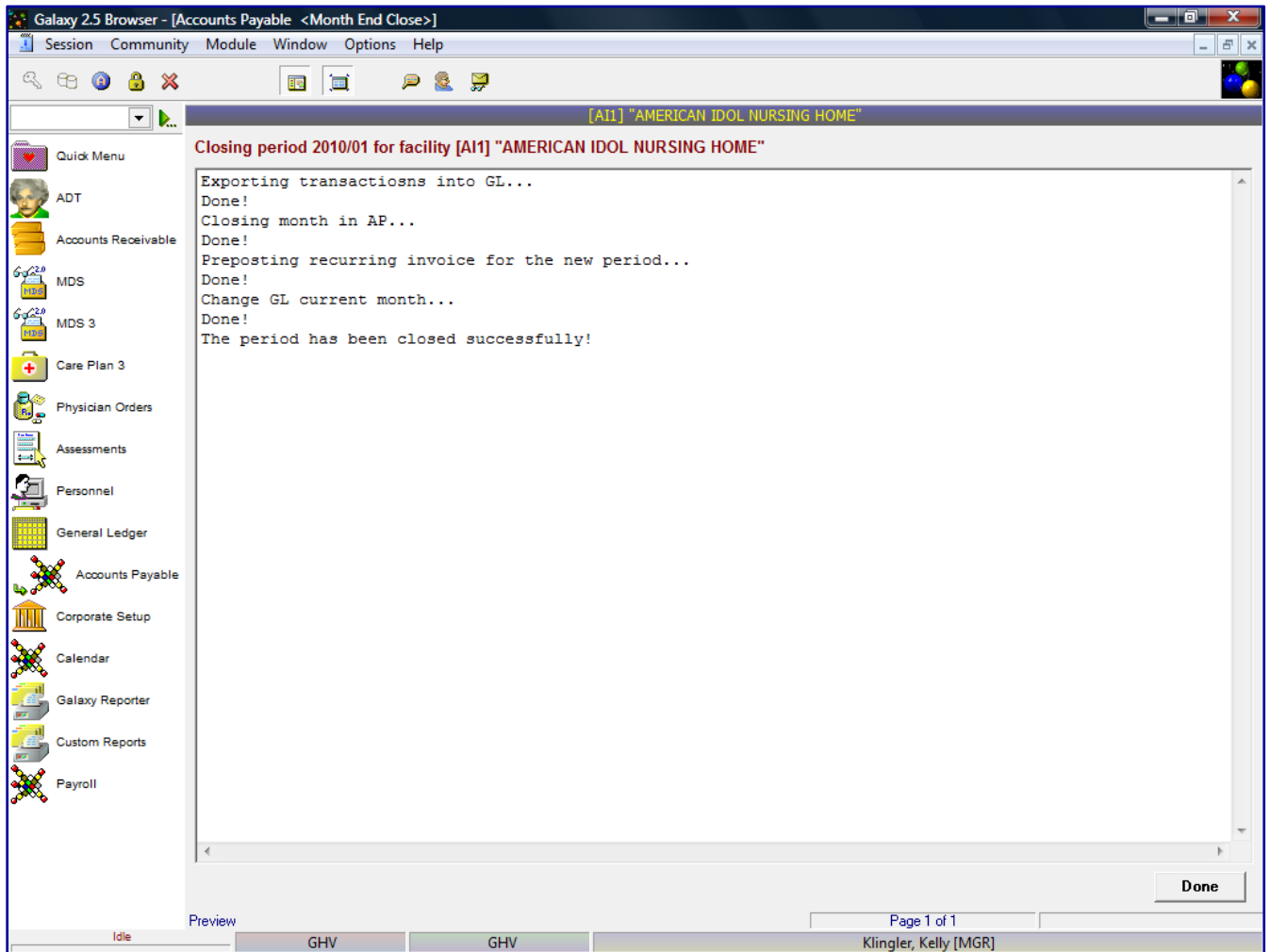
Confirm

Are you sure you want to close current month for the facility "[A11] "AMERICAN IDOL NURSING HOME"?"

Preview | GHV | GHV | Page 1 of 1 | Klingler, Kelly [MGR]

The system will prompt the user with a confirmation message stating “Are you sure you want to close current month for the facility “ACB”. If everything is correct and you are ready to close the month in AP, click the **OK** button.

After the AP month has successfully been closed, the following screen is displayed.



Click the **Done** button. The system will take you back to the AP Normal Processing menu.