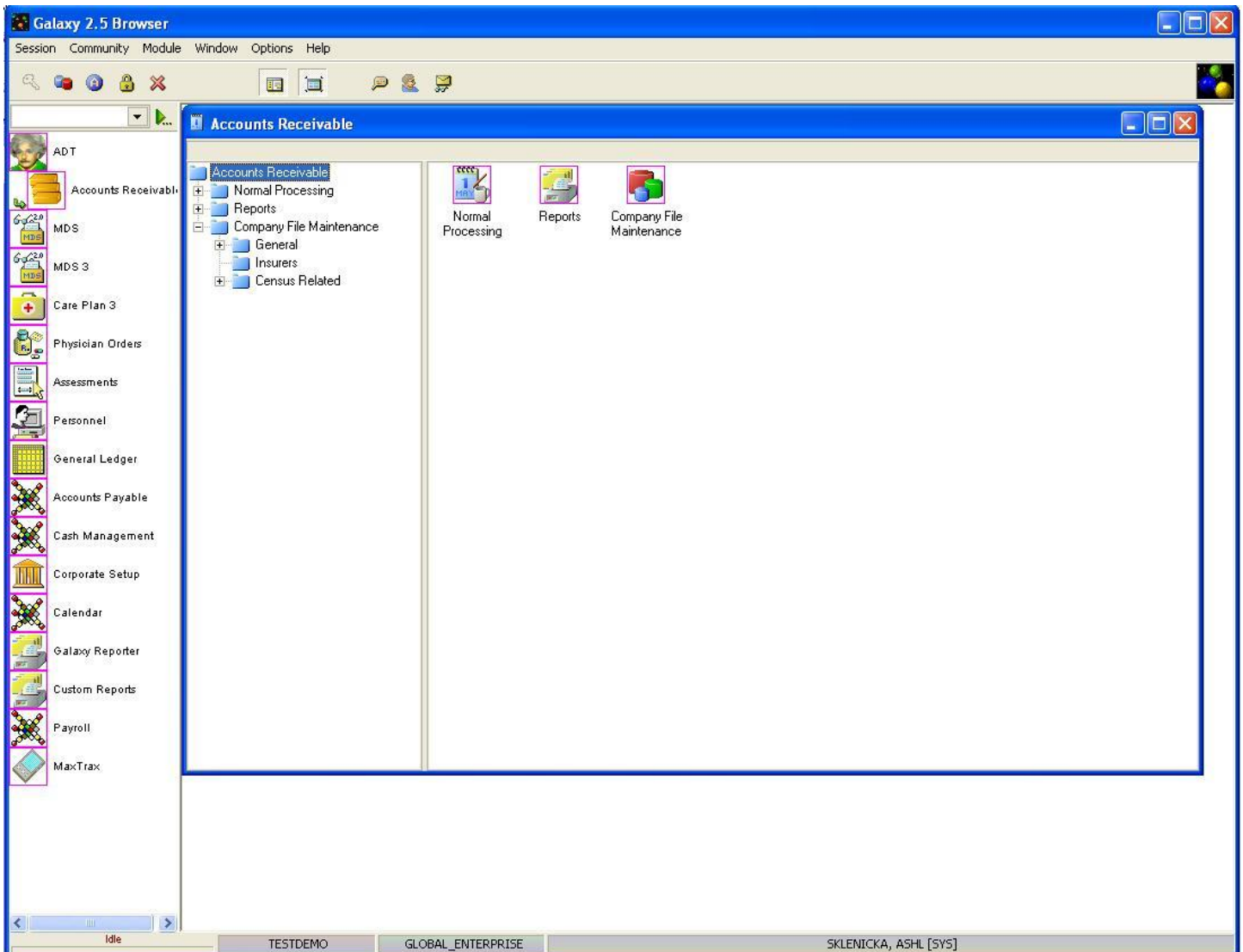
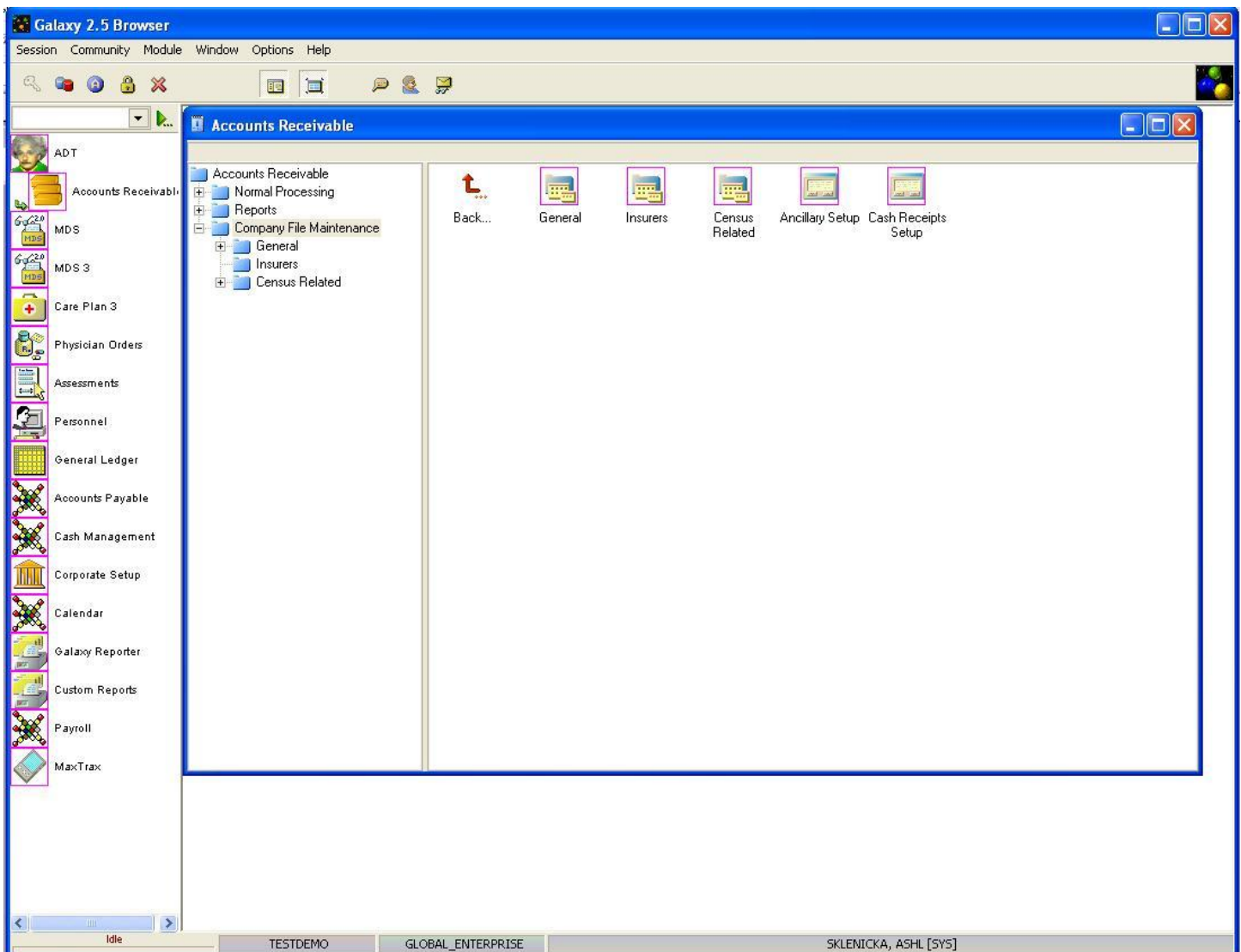


**Galaxy Hosted Software
Accounts Receivable
Company File Maintenance
Set-up Guide**



Accounts Receivable is divided into 3 separate sections.

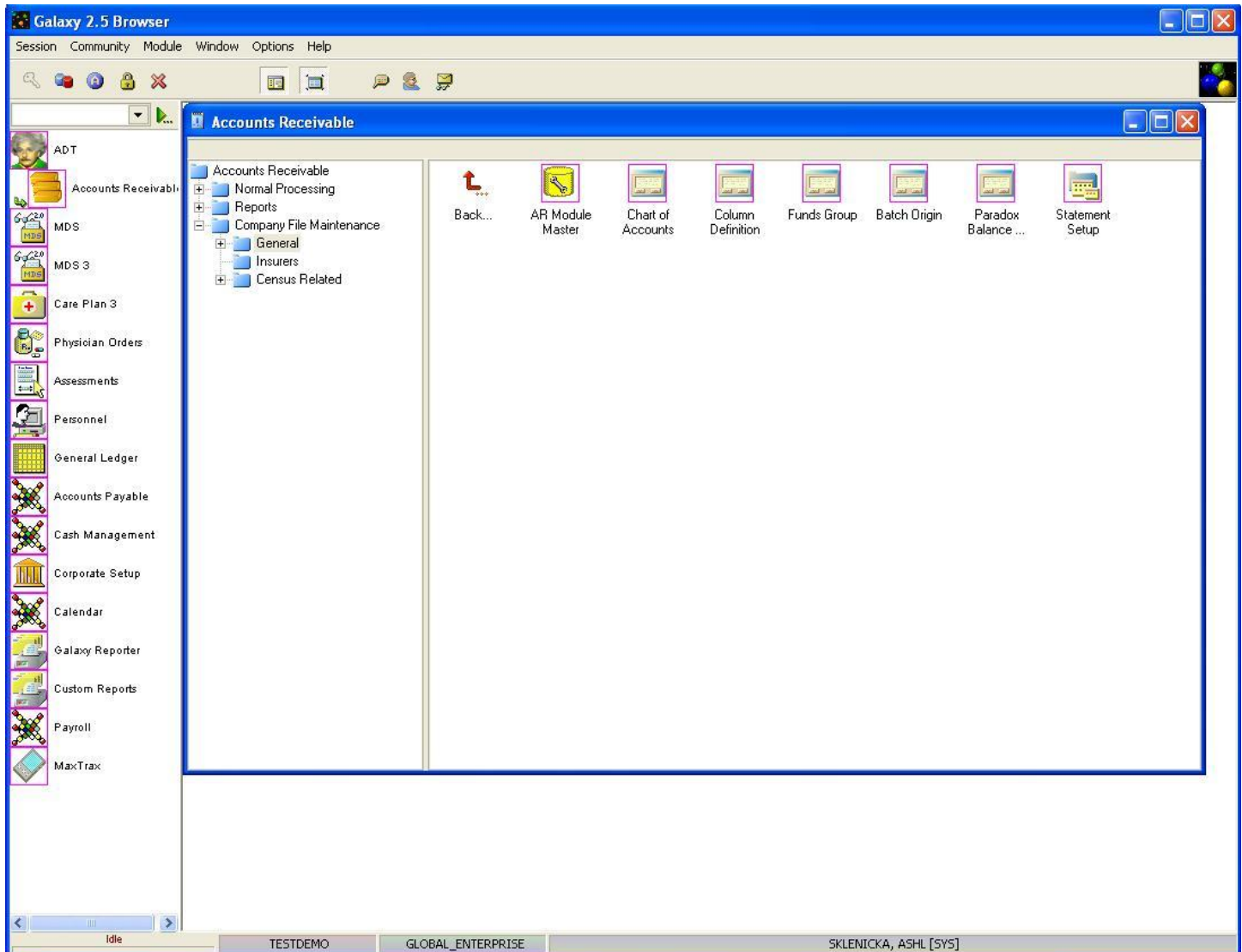
- **Normal Processing**
- **Reports**
- **Company File Maintenance**



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

- **General**
- **Insurers**
- **Census Related**
- **Ancillary Setup**
- **Cash Receipts Setup**

General and all sections that fall under the General Folder



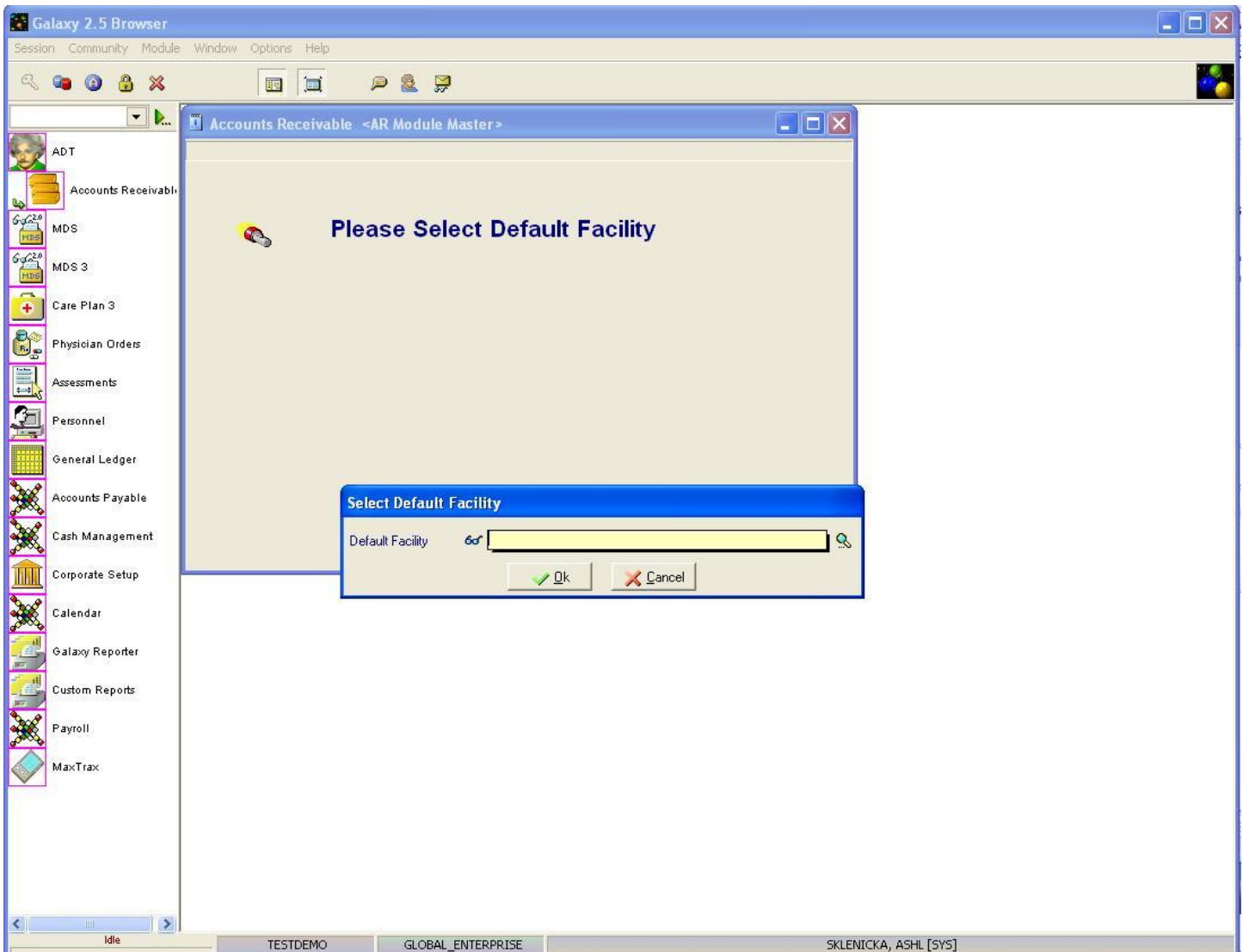
Focusing on **General**, you can see it has 7 sections which will help the A/R department set up the system properly. Here you will see the following sections:

- **A/R Module Master**- allows facility to define certain parameters when it comes to using the Galaxy AR module.
- **Chart of Accounts**- complete list of financial accounts that are being used in your facility. This can be imported for you if you have a .CSV file or will have to be entered manually by your facility.
- **Column Definition**- where you set-up the list and descriptions of the columns that appear on the AR reports in the **Reports Folder** within the **AR Module**.
- **Funds Group**- where a facility can set up a number of accounts that relate to residents/trust funds.
- **Batch Origin**- where a facility can create specific batch descriptions that are used regularly in

their facility's A/R operations.

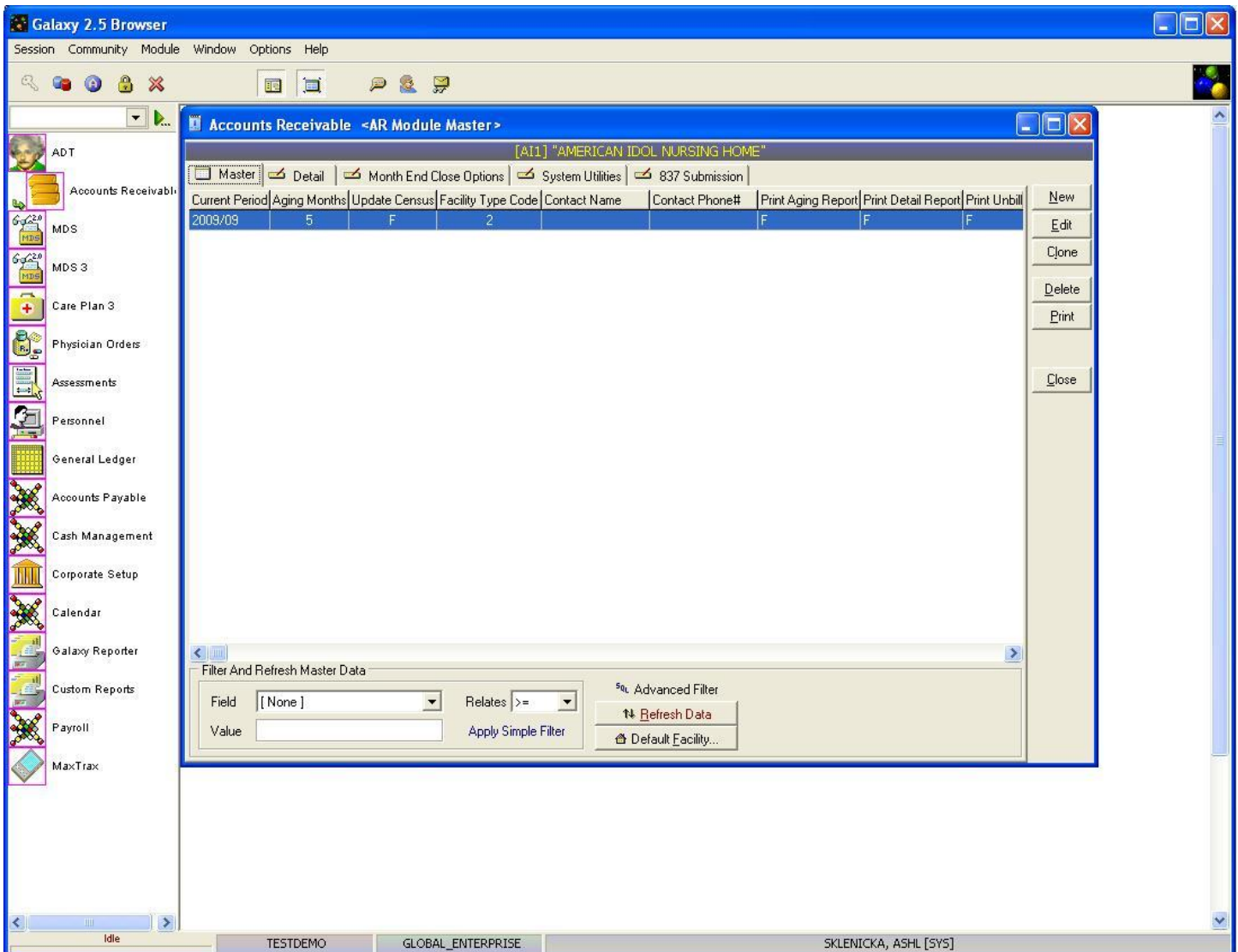
- **Paradox Balance Conversion-** tool used by Galaxy only, you should not use this utility without speaking with a Galaxy support member first.
- **Statement Setup-** utility used to create/change the look and wording on statements that get printed for billing.

Set-up starts with the **A/R Module Master**. You can enter any section by double clicking on the appropriate icon.



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

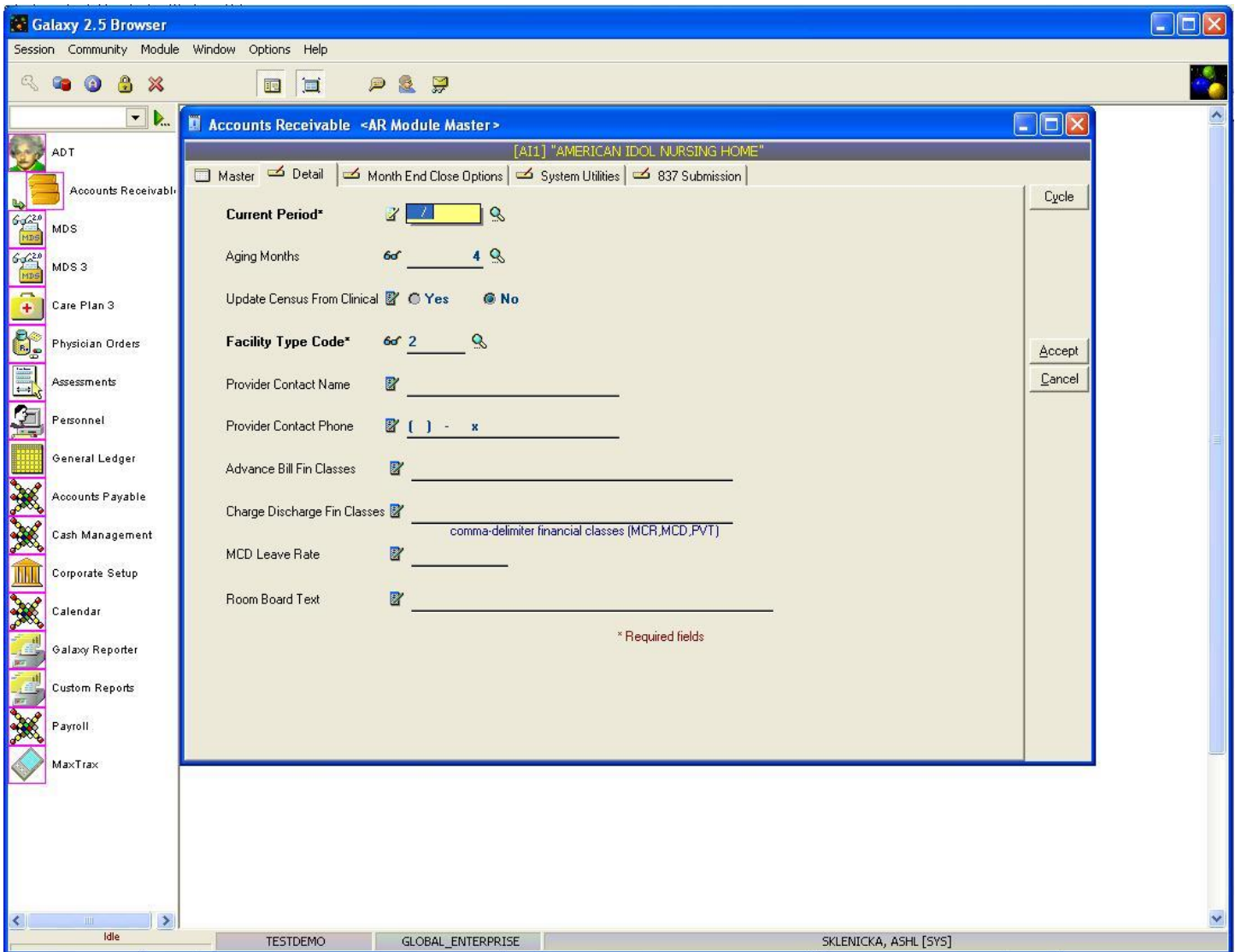
Select your facility from the drop down menu by clicking on the magnifying glass and press **ok** to move forward. If your facility is not a part of an enterprise your screen will load automatically to where you see the **AR Module Master**.



This is the **AR Module Master** screen where a facility will set up information on how the Galaxy system should operate when it comes to generating reports, populating information in other AR sections, and electronic billing if your facility is using Galaxy for billing. Whether you are creating a new record, or editing an existing record, there are 5 tabs you will want to notice:

- **Master-** running list of all records within the **AR Module Master**.
- **Detail-** fields that allow for the correct set-up of reports within the AR module.
- **Month End Close Options-** fields that specify what your facility will require when it comes to closing the month with the Galaxy AR module.
- **System Utilities-** this tab does not require your attention; it is for the use of the Galaxy support staff.
- **837 Submission-** fields to help with electronic billing if your facility is using this feature.

If there are no record(s) within the master list you will need to create one using the **new** button.



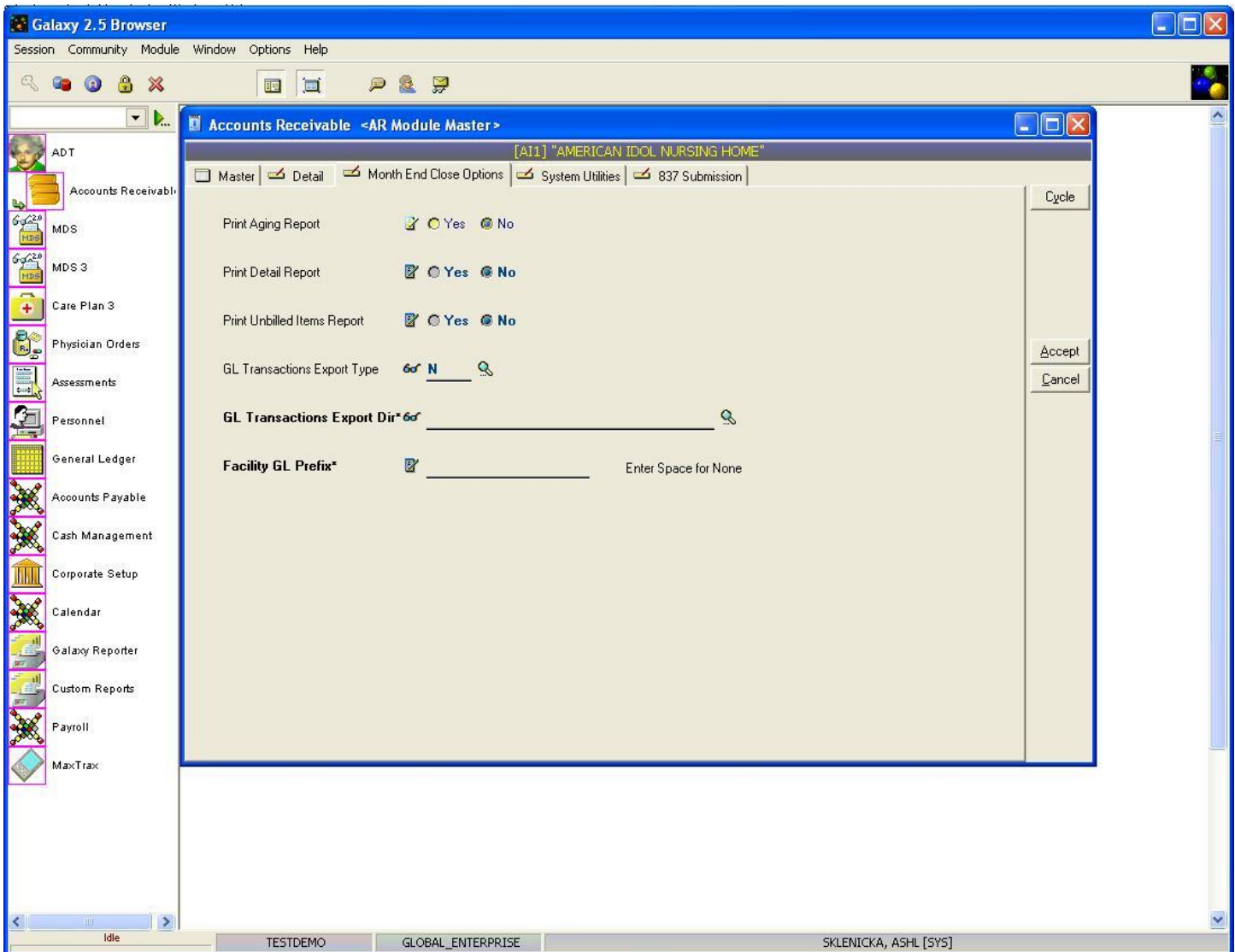
Detail- This tab will hold all the contact information of who is responsible for the A/R accounts within a facility. It will also let the system know when to generate bills and to which financial classes. Here you will see the following fields:

- **Current Period-** Lets the system know when to start the current billing period. Select the date you want your current period to start by clicking the magnifying glass to pull up the interactive calendar. Note: this field will update automatically when AR has gone through the month end close process. **THIS IS A REQUIRED FIELD.**
- **Aging Months-** States how many months prior to the current period you want posted on your facility statements/reports. Enter a numeric value here.
- **Updated Census From Clinical-** Select “Yes” if you want to create a draft census that will appear on the A/R side for the bookkeeper's approval that comes for the clinical modules (ADT/MDS). This option is helpful when it comes to changes that affect residents and billing (room changes, RUG rate changes, etc).
- **Facility Type Code-** Make selection by clicking the magnifying glass and selecting the

appropriate hard coded option from the list. THIS IS A REQUIRED FIELD.

- **Provider Contact Name-** Provide the name of the contact person in the A/R department.
- **Provider Contact Phone-** Provide a number that the contact can be reached.
- **Advance Bill Fin Classes-** Type in the financial class codes that your facility advance bills; this will help with data entry in the census module. Separate financial classes using a comma (,).
- **Charge Discharge Fin Class-** Type in the financial class codes that your facility charges for discharges; this will help with data entry in the census module. Separate financial classes using a comma (,).
- **MCD Leave Rate-** This field was created for a specific client who needed a place to store the MCD Leave Rate. This field does not need to be filled out.
- **Room Board Text-** default is Room & Board and this will appear on the statement that denotes the amount due for room and board. A facility can customize the Room and Board text to read differently, examples: Total R&B, Room and Board Charge, etc. NOTE: if there is a *co-pay* then the default text is Room & Board Co-pay with Financial Class identified.

Please fill in as much information as possible making sure the required fields are entered and move on to the **Month End Close Options** tab.



Month End Close Options- This tab allows a facility to set up different options when it comes to the reports that are printed when closing the month in the Galaxy AR module. Here you will see the following fields:

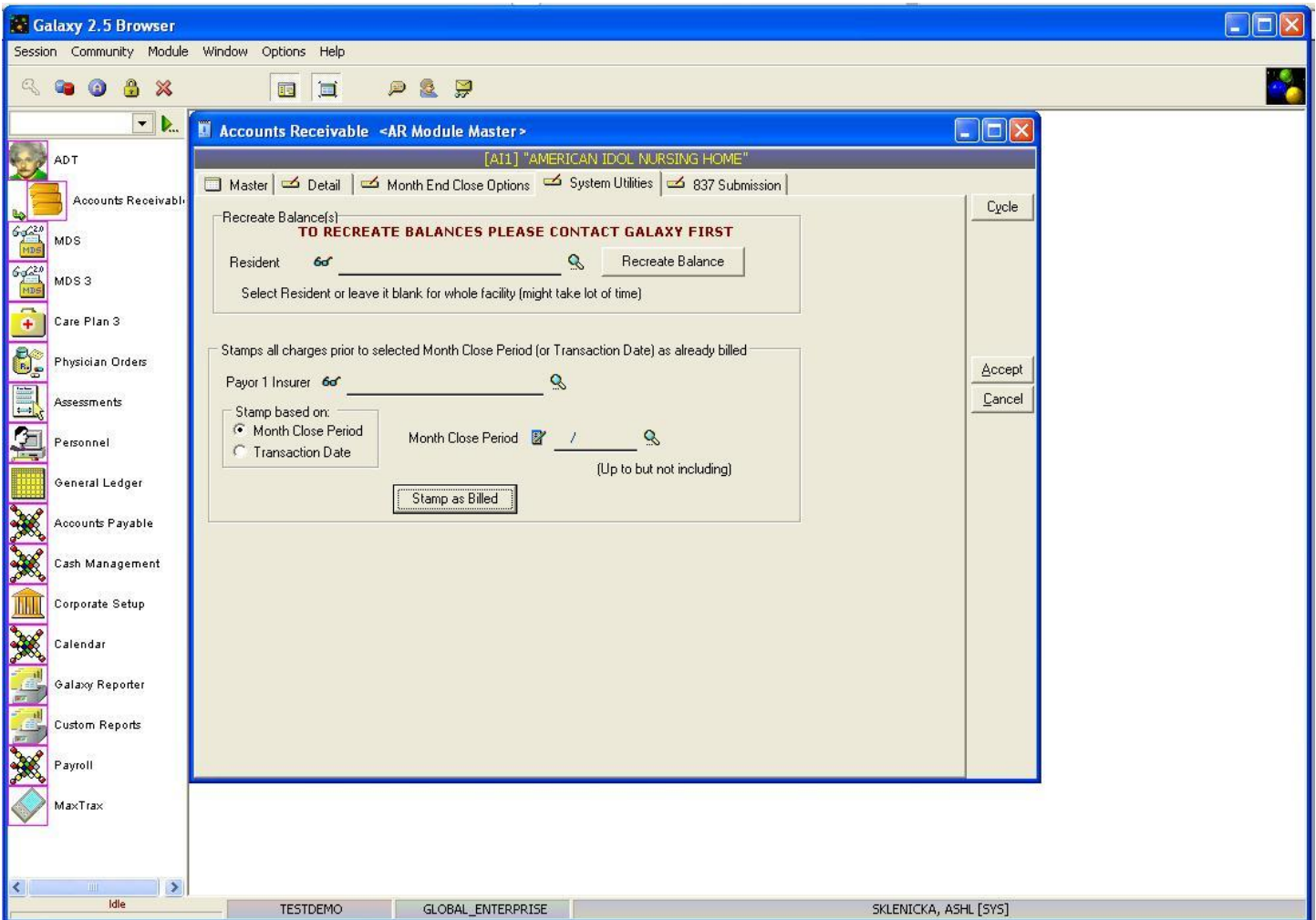
- **Print Aging Report-** Select the appropriate option if you want to print an Age Report at months end.
- **Print Detail Report-** Select the appropriate option if you want to print a Detail Report at months end.
- **Print Unbilled Items Report-** Select appropriate option if you want to print a Unbilled Items Report at months end.
- **GL Transactions Export Type-** Click the magnifying glass to select the appropriate option from the hard coded list. This field is used when facilities are using our GL module.
- **GL Transactions Export Dir-** Click the magnifying glass to select the folder where A/R material will be stored. This is a folder on the facility's computer not with Galaxy. **THIS IS A REQUIRED FIELD.**
- **Facility GL Prefix-** will add a prefix to the front of the GL numbers of the shared COA for a

facility. This is a prefix that is assigned based on the facility and is used only for clients that are using the Galaxy GL module. NOTE: if your facility is not using the Galaxy GL module click into the field and press the spacebar on your keyboard once.

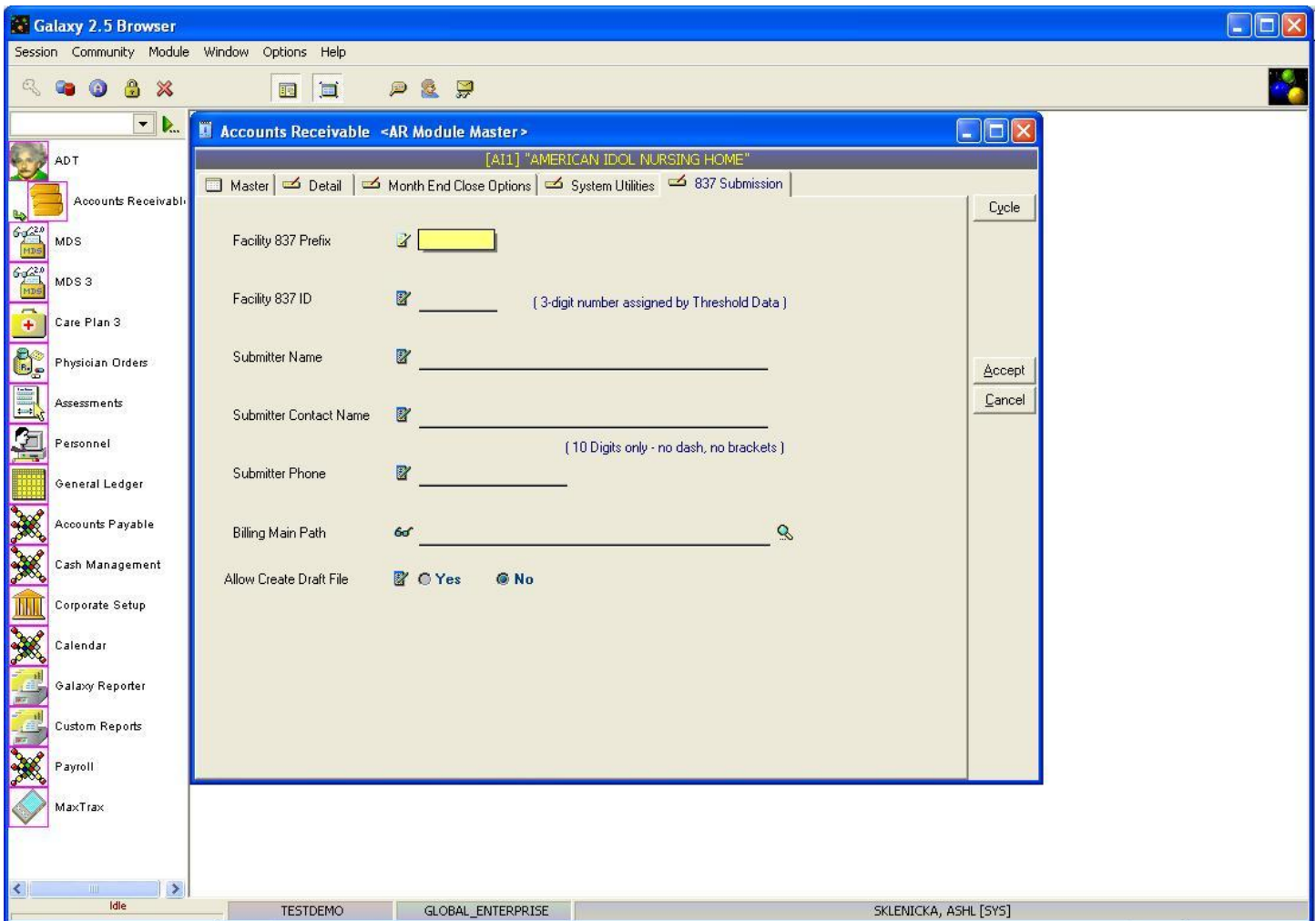
Please fill in as much information as possible making sure the required fields are entered and move on to the **837 Submission** tab (*page 13 in this manual*) if your facility is using our billing features. If not, click the **accept** button to place the record to the master list.

Once you have entered the record(s) needed in the **AR Module Master** press **close** on the right hand side to get back to the **General** screen in **Company File Maintenance**.

The next phase of set-up is the **Chart of Accounts** (*page 15 in this manual*).



Systems Utilities- This tab allows for the recreation of balances, **HOWEVER**, if not done correctly the use of this option can ruin the entire A/R set-up of a facility. Before anyone uses this feature they should contact Galaxy and get further information and instructions from financial support.



837 Submission- This tab allows for facilities to set up information regarding the use of the electronic standard of submission. If your facility is not using 837 submission feel free to move on with the rest of the set-up (*page 15 in this manual*). Facilities that are planning on using the 837 submission should contact Galaxy for further instruction and information. Here you will see the following fields:

- **Facility 837 Prefix-** Assigned by Galaxy; contact us if your facility will be using 837 submission.
- **Facility 837 ID-** Assigned by Galaxy; contact us if your facility will be using 837 submission.
- **Submitter Name-** Type in the name of the facility that is submitting the 837.
- **Submitter Contact Name-** Type in the name of the person who is responsible for the 837 submission.
- **Submitter Phone-** Type in a phone number of where the contact person can be reached.
- **Billing Main Path-** Select the path of where you will be storing the submission files by clicking the magnifying glass.
- **Allow Create Draft File-** Selecting “Yes” gives the ability to create a draft 837 that does not get submitted so it can be kept for editing purposes. This field defaults on “No” so if your facility would like a draft they must select “Yes”.

Please fill in the information instructed by Galaxy Support making sure the required fields are entered and press the **accept** button to place the record to the master list.

Once you have entered the record(s) needed in the **AR Module Master** you can **close** out of the module and move on to **Chart of Accounts** (*the next module listed in **General, Company File Maintenance***).

The screenshot shows the Galaxy 2.5 Browser interface. The main window is titled "Accounts Receivable -Chart of Accounts" and displays a table of accounts for facility "[A11] 'AMERICAN IDOL NURSING HOME'". The table has columns for Account, Type, Sub Type, Level, Metric, AP Use, AR Use, PR Use, and Current Use. The accounts are categorized under Assets and include various cash and receivable accounts. A filter section at the bottom allows for filtering and refreshing master data.

Account	Type	Sub Type	Level	Metric	AP Use	AR Use	PR Use	Current Use
Assets								
[10-4990.00] Current Assets	Asset		4	F	F	F	T	
[10-1990.00] Total Cash	Asset		3	F	F	F	T	
[10-1010.00] Petty Cash	Asset	CSH	2	T	T	T	T	
[10-1020.00] Cash in Bank - General	Asset	CSH	2	T	T	T	T	
[10-1030.00] Cash in Bank - Paroll	Asset	CSH	2	T	F	T	T	
[10-1040.00] Cash in Bank -Money Market	Asset	CSH	2	T	F	F	T	
[10-1080.00] Trust Funds Account	Asset	CSH	2	T	T	F	T	
[10-2595.00] Total Accounts Receivable	Asset		3	F	F	F	T	
[10-2190.00] Total A/R Due From	Asset		2	F	F	F	T	
[10-2110.00] A/R - Private Pay	Asset	AR	1	F	T	F	T	
[10-2120.00] A/R - Medicaid Resourc	Asset	AR	1	F	T	F	T	
[10-2130.00] A/R - Part A Co-Insuranc	Asset	AR	1	F	T	F	T	
[10-2140.00] A/R - Part B Co-Insuranc	Asset	AR	1	F	T	F	T	
[10-2150.00] A/R - Insurance Co-Pay	Asset	AR	1	F	T	F	T	
[10-2495.00] Total A/R Insurers	Asset		2	F	F	F	T	
[10-2290.00] Total A/R Medica	Asset		1	F	F	F	T	
[10-2220.00] A/R - Medicaid	Asset	AR		F	T	F	T	
[10-2230.00] A/R - Medicaid Part	Asset	AR		F	T	F	T	
[10-2240.00] A/R - Medicaid Part	Asset	AR		F	T	F	T	
[10-2390.00] Total A/R Medica	Asset		1	F	F	F	T	
[10-2330.00] A/R - Medicare A	Asset	AR		F	T	F	T	
[10-2340.00] A/R - Medicare B	Asset	AR		F	T	F	T	
[10-2490.00] Total Due from Int	Asset		1	F	F	F	T	

Chart of Accounts (COA) - This module under **General** in **Company File Maintenance**, is where all accounts that are used in a facility are listed in detail with proper call or identification numbers from Assets, Liabilities, Capital, Revenue/Income, and Expenses. Galaxy can upload the chart of accounts for you into our system if it is set-up correctly and saved in a .DBF or .CSV file format (*contact Galaxy to get COA setup requirements*). If your facility does not have the proper format to upload the chart of accounts, the accounts that are used for a facility will have to be entered manually by someone in your facility.

Follow the steps below on creating the records manually. NOTE: the process below is also used when an account needs to be added that was not on the original import.

Click the **new** button if your facility needs to add an account or manually enter all accounts.

Note: The Galaxy system can allow for specific accounts listed in the Chart of Accounts to pull over in the drop down menus of our financial modules by using a "T" or "F" designation so you can see the listing of accounts that are used in that module and not all accounts used by a facility. Example: MCR-A Room and Board Revenue may only be used in the AR module not the other financial modules (GL, AP, Payroll); our system allows for the

identification of this so that account will only show up in the drop down menus for the AR Module. This helps in reducing human error.

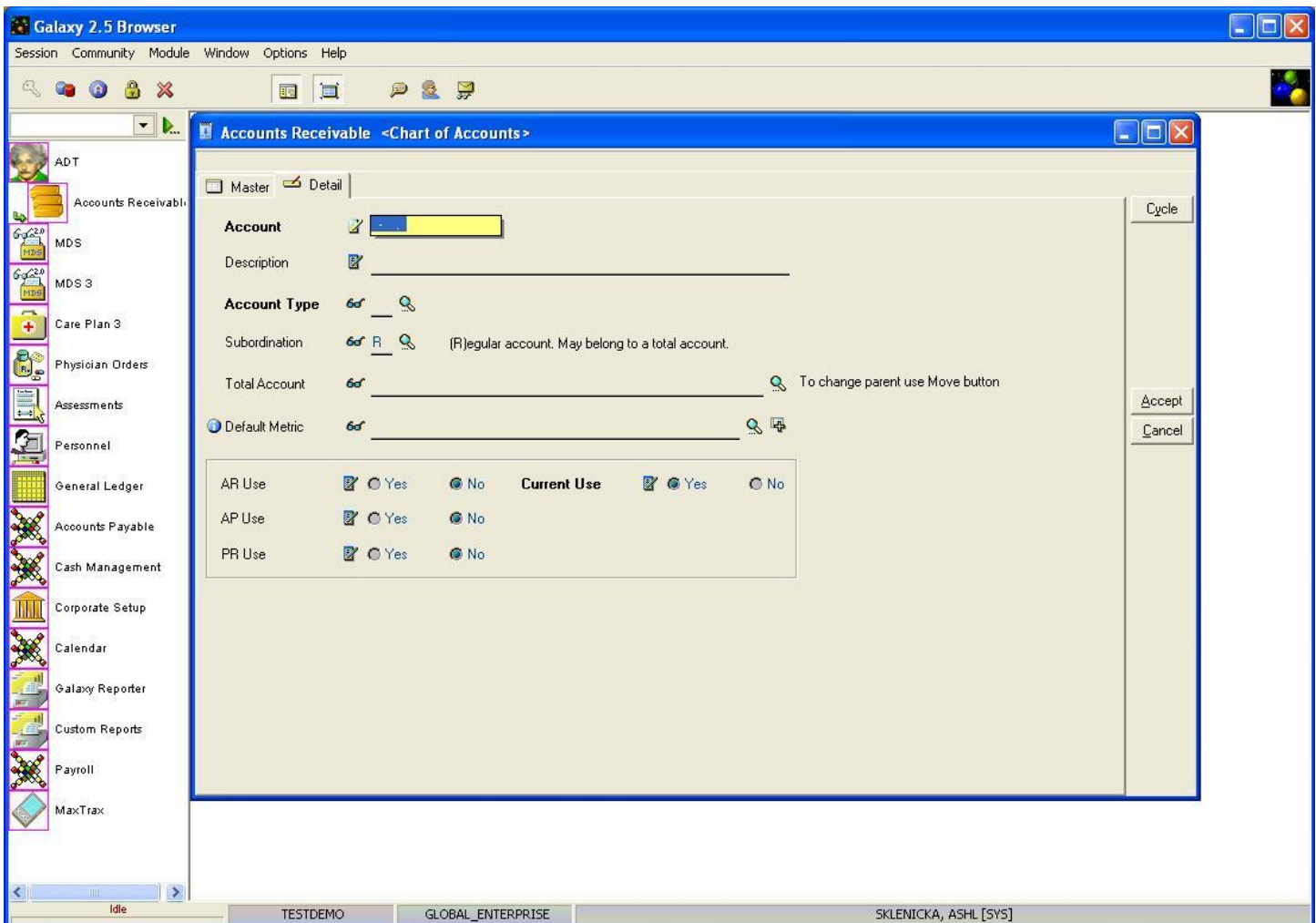


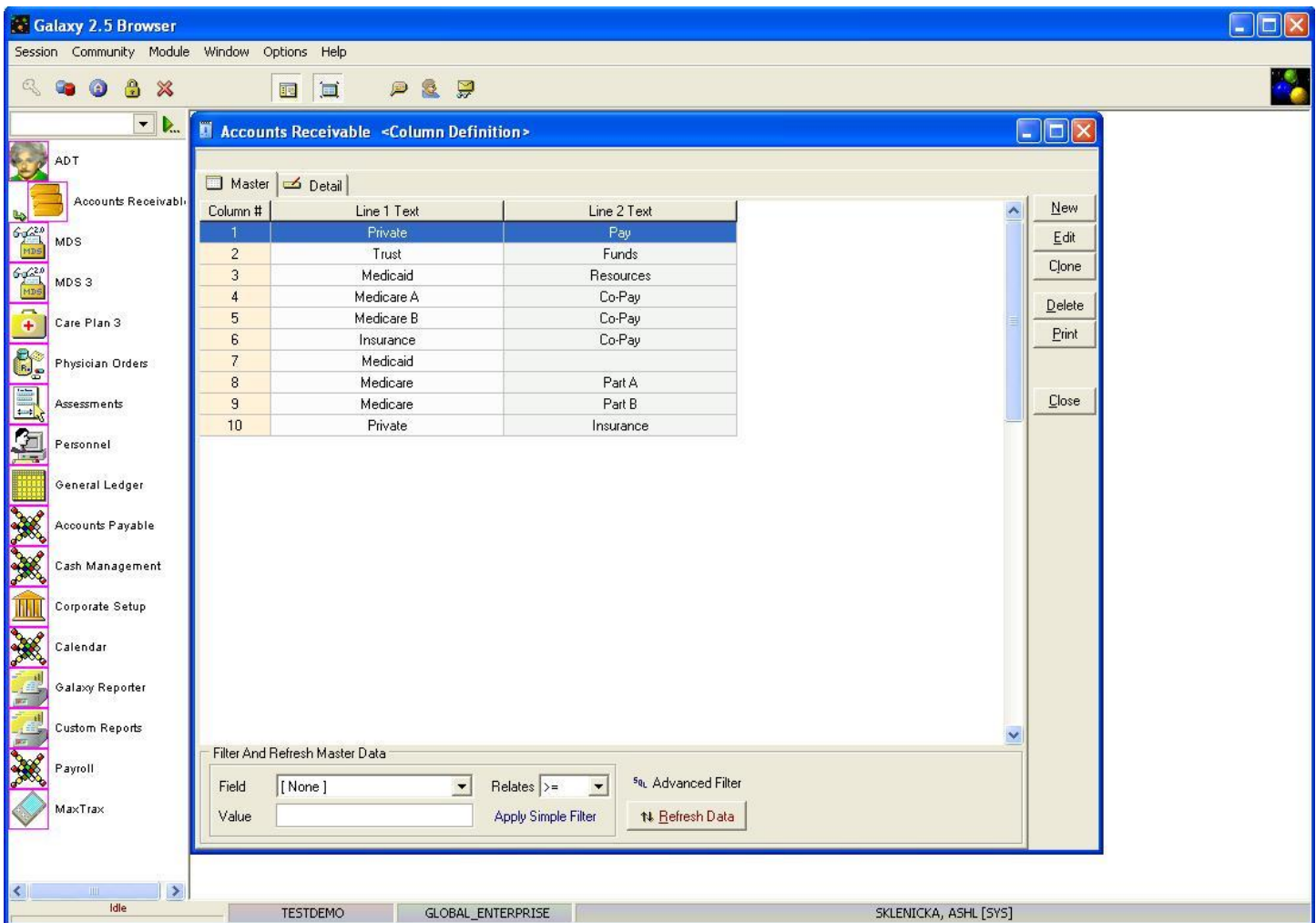
Chart of Accounts Detail- This is the set up screen that should be used for each specific account with title, call number, etc. for all record(s) within a facilities Chart of Accounts. Here you will see the following fields:

- **Account-** Enter the call or identification number that relates to the specific account. **THIS IS A REQUIRED FIELD** and only uses numeric characters.
- **Description-** Type in the description of the account that relates to the account number.
- **Account Type-** Select the appropriate account type from the drop down menu by clicking the magnifying glass. **THIS IS A REQUIRED FIELD**
- **Subordination-** Defaults with “R” meaning a regular account, however if the account being created is a total account, change subordination to “T” for total.
- **Total Account-** If the account being created totals into another account select that appropriate account from the drop down menu by clicking on the magnifying glass. Note: Parent accounts must be created before they will appear on the drop down menu.
- **Default Metric-** This field will not be available unless your facility is using our GL Module.
- **AR Use-** Select “Yes” if this account will be used in the AR Module.
- **AP Use-** Select “Yes” if this account will be used in the AP Module.
- **PR Use-** Select “Yes” if this account will be used in the Payroll Module.

- **Current Use-** Select “Yes” if this specific account will be used for billing and in any financial modules.

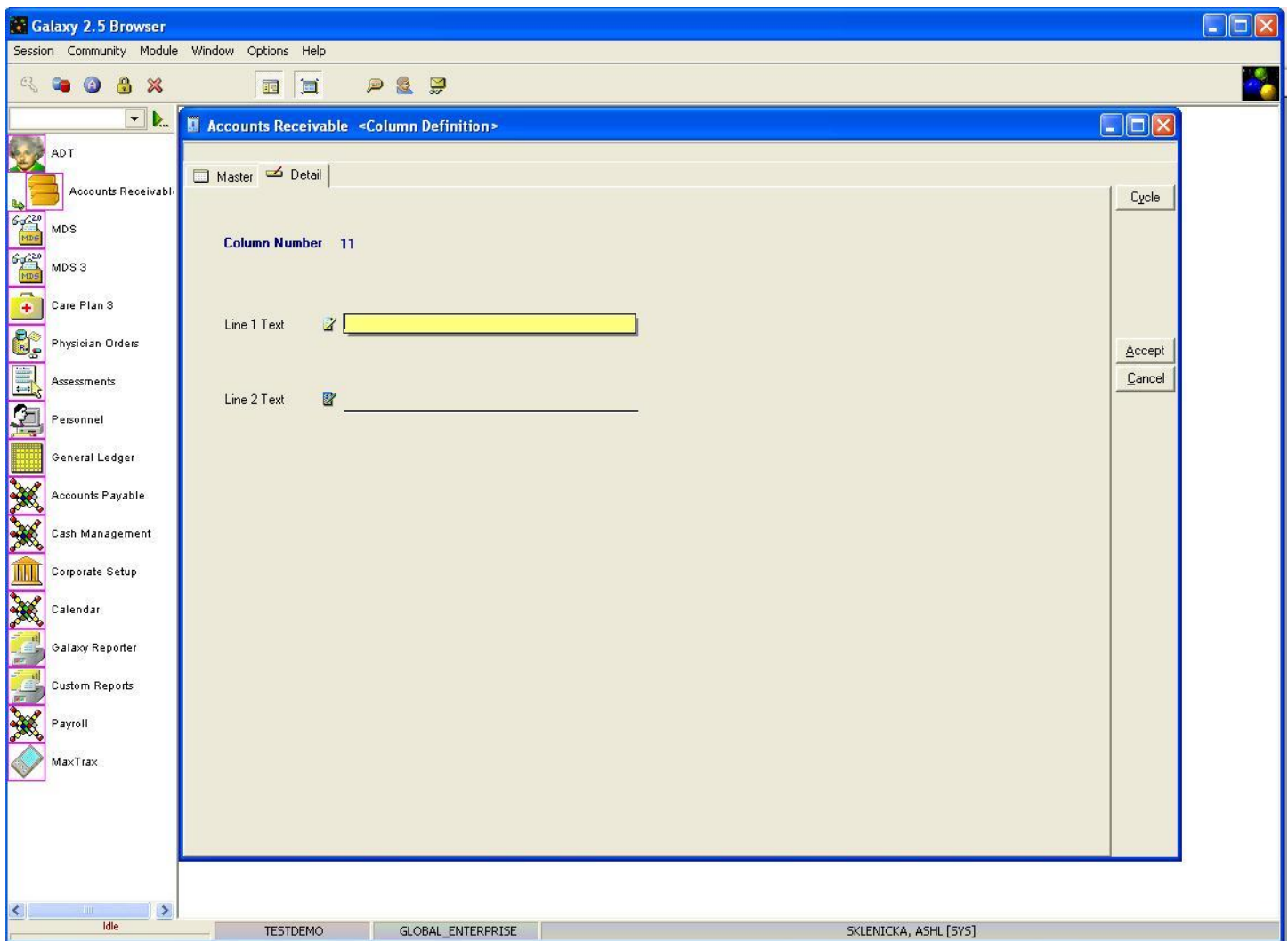
Please fill in as much information as possible making sure the required fields are entered and press the **cycle** button to create another record (*will show up on the master list*), or the **accept** button to complete the current record.

Once all records have been entered, hit the **close** button to exit out of the **Chart of Accounts** and move on to the Column **Definition** section in **Company File Maintenance**.



Column Definition- This section under **General** in **Company File Maintenance** is where a facility can set-up the names of the columns that appear on the reports as well as options for cash receipts setup.

To create/add a record(s) press the **new** button.

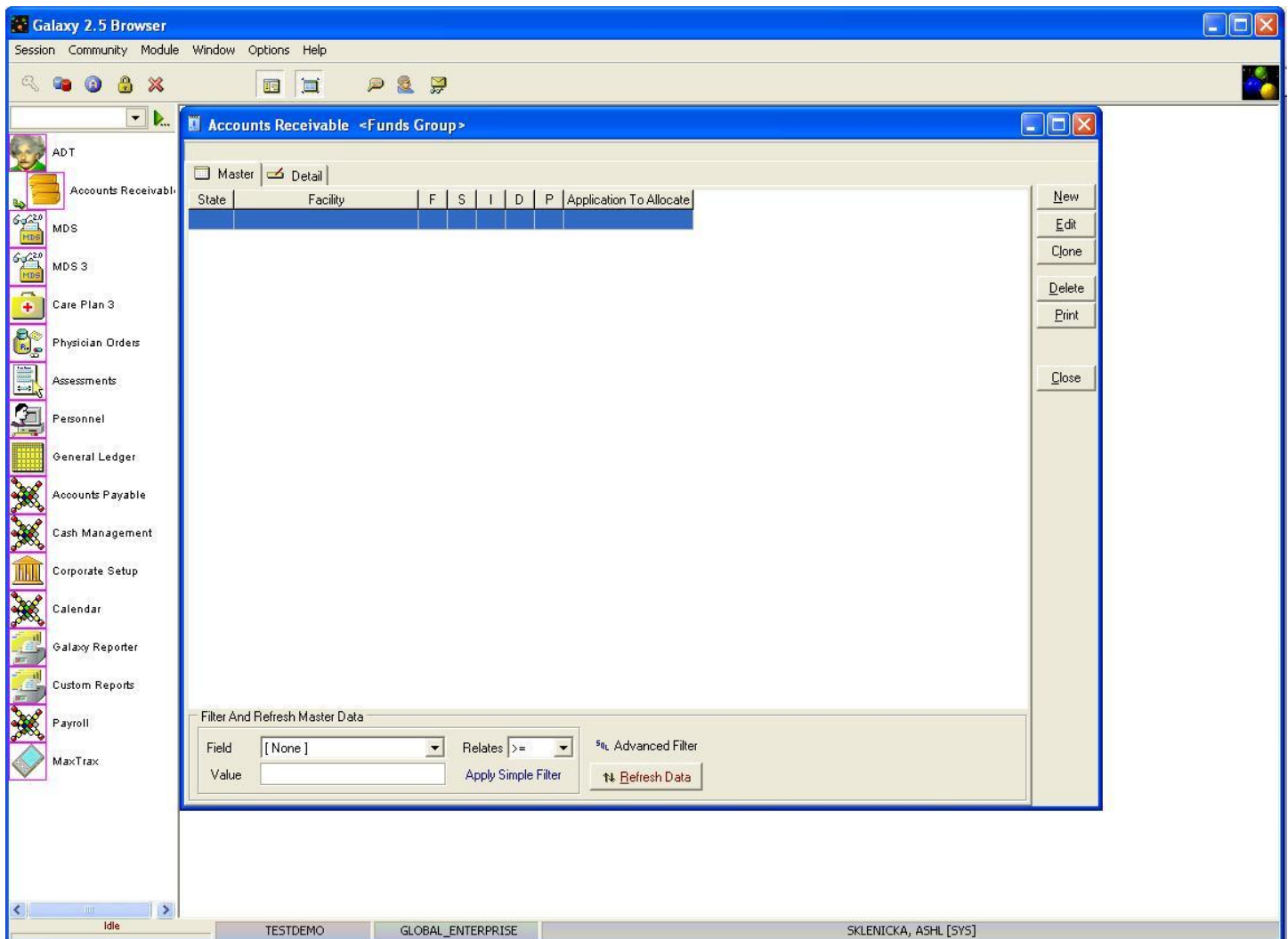


Column Definition Detail- This is the input screen used to create the record(s) for column's that appear on the AR financial statements

- **Line 1 Text-** Enter the text you want for line 1. Example: Medicare
- **Line 2 Text-** Enter the text you want for line 2. Example: MCR

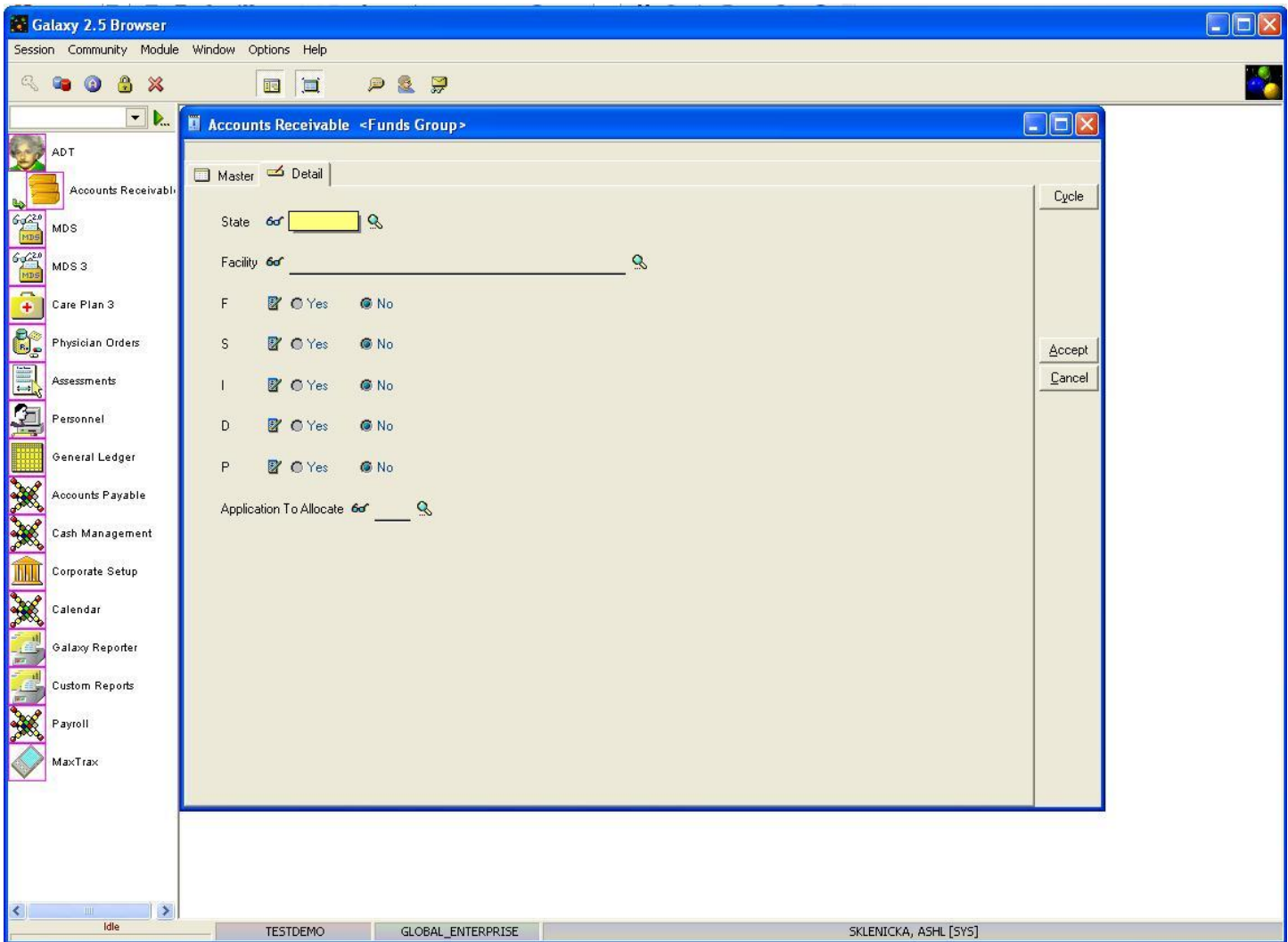
Press the **cycle** button to create additional record(s) if you need multiple columns or the **accept** button to finish the current record.

Once you have entered all the record(s) for the columns you need for your facility you will want to press the **close** button to exit out of this section and move on to the **Funds Group**, if your facility will be using trust funds (*go to page 21 in this manual*). If your facility is not setting up trust funds go to page 23 on **Batch Origins**.



Funds Group- This section under **General** in **Company File Maintenance** allows a facility to set up specific accounts that relate to the funds of their residents/patients.

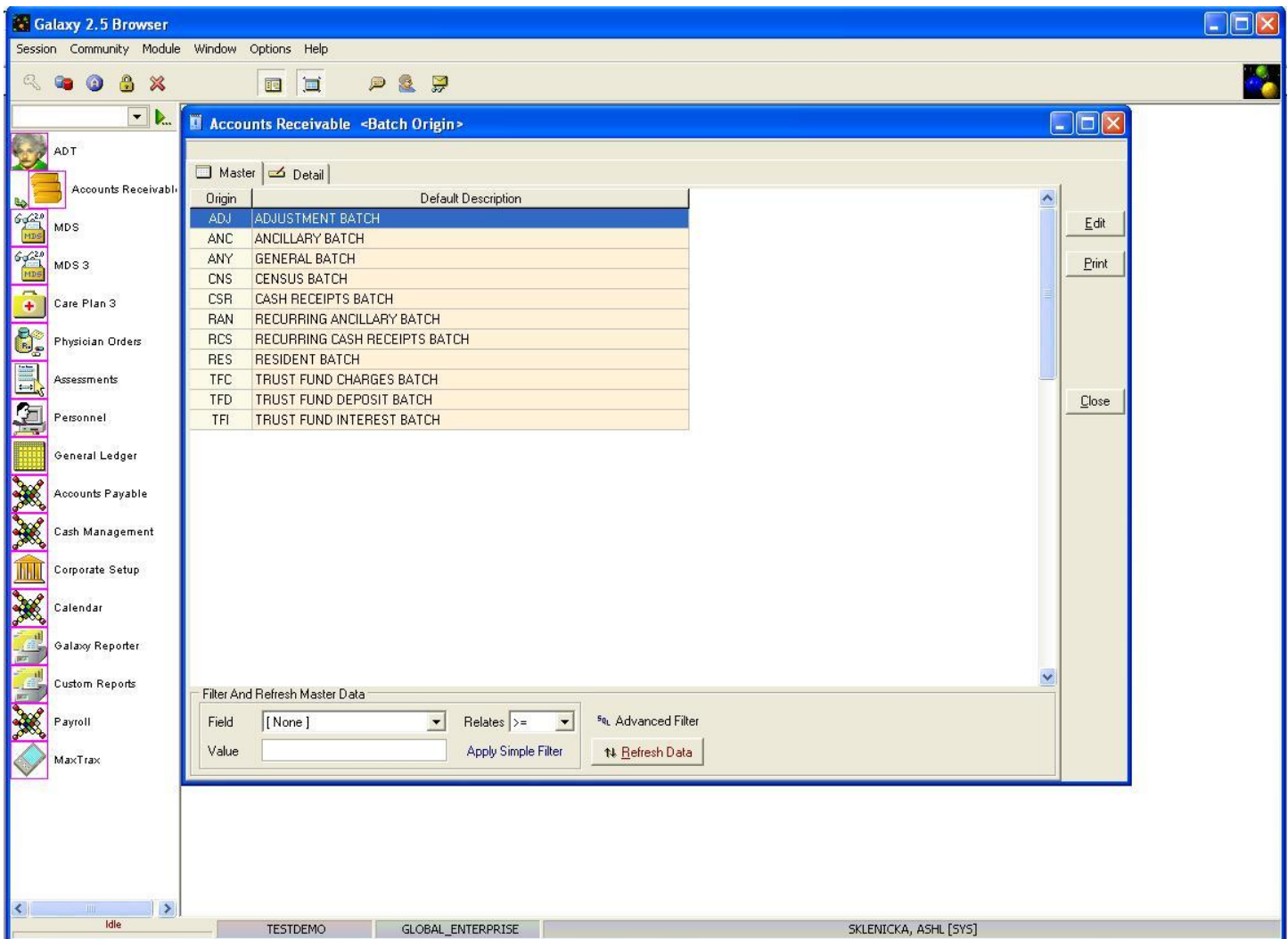
To create/add record(s) press the **new** button at the top right side. To make changes to existing record(s) use the **edit** button.



Funds Group Detail- This is the input screen used to create the record(s) that are placed on the master screen in the **Funds Group**. Here you will see the following fields:

- **State-** Select the appropriate state from the drop down menu by clicking on the magnifying glass.
- **Facility-** If you work for a company that has more than one facility select the appropriate facility from the drop down menu by clicking on the magnifying glass.
- **FUNDS:** the user has the following options to mark for fund use. The Galaxy system allows for more than one fund to be used when it comes to trust accounting. Please mark “yes” on the letters needed for trust fund accounting.
 - **F, S, I, D, & P**
- **Application To Allocate-** the user will select which funds letter from above is subject to allocate interest.

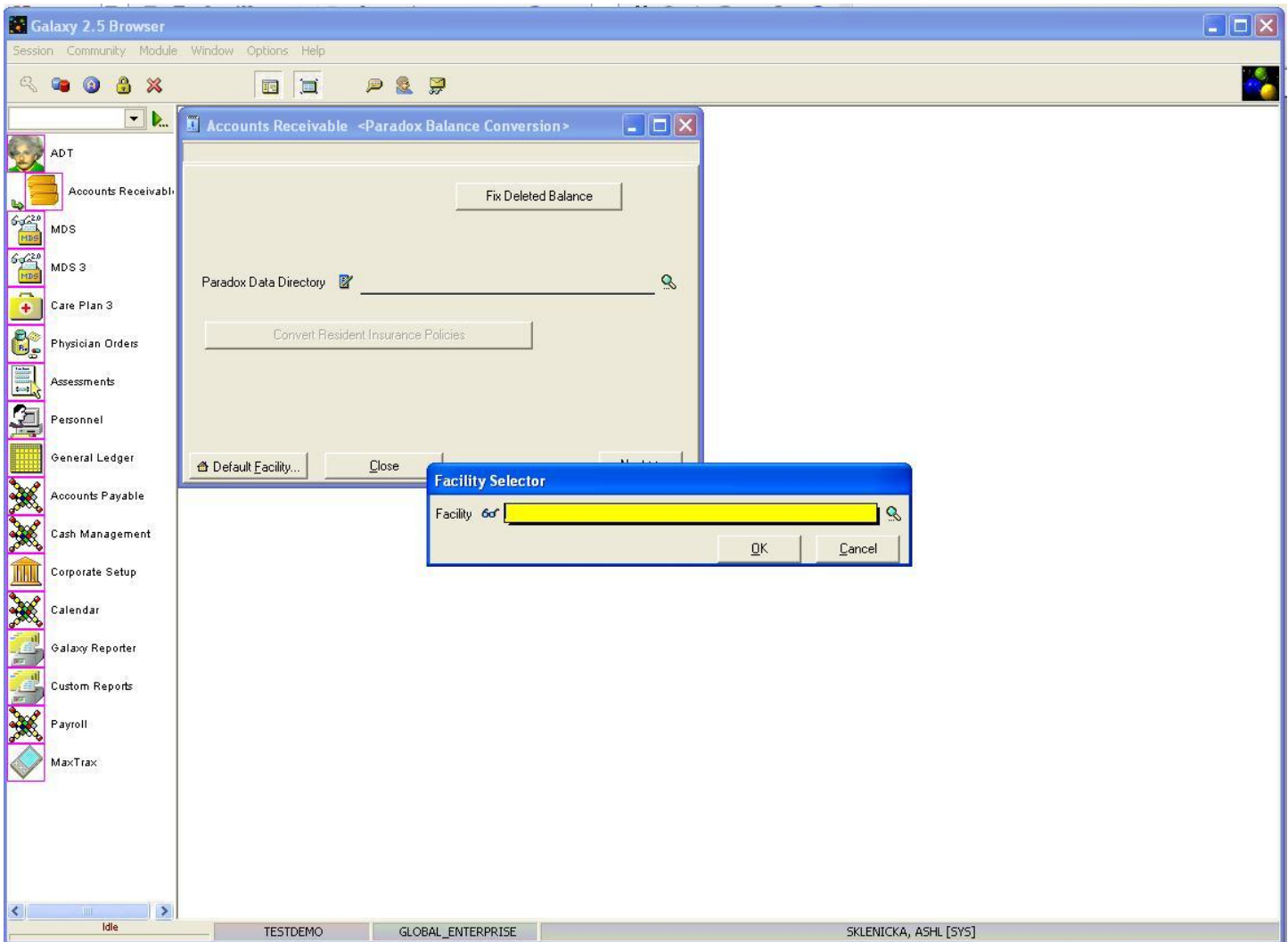
Press the **cycle** button to create additional record(s) or the **accept** button to create the current record. Once you have completed all the record(s) your facility needs in setting up the funds for your residents, press the **close** button to exit the section and move on to **Batch Origin**.



Batch Origin- This section under **General** in **Company File Maintenance**, allows a facility to create specific batches that are used regularly in their facility's A/R operations. This list on the master screen is already hard coded into the Galaxy system.

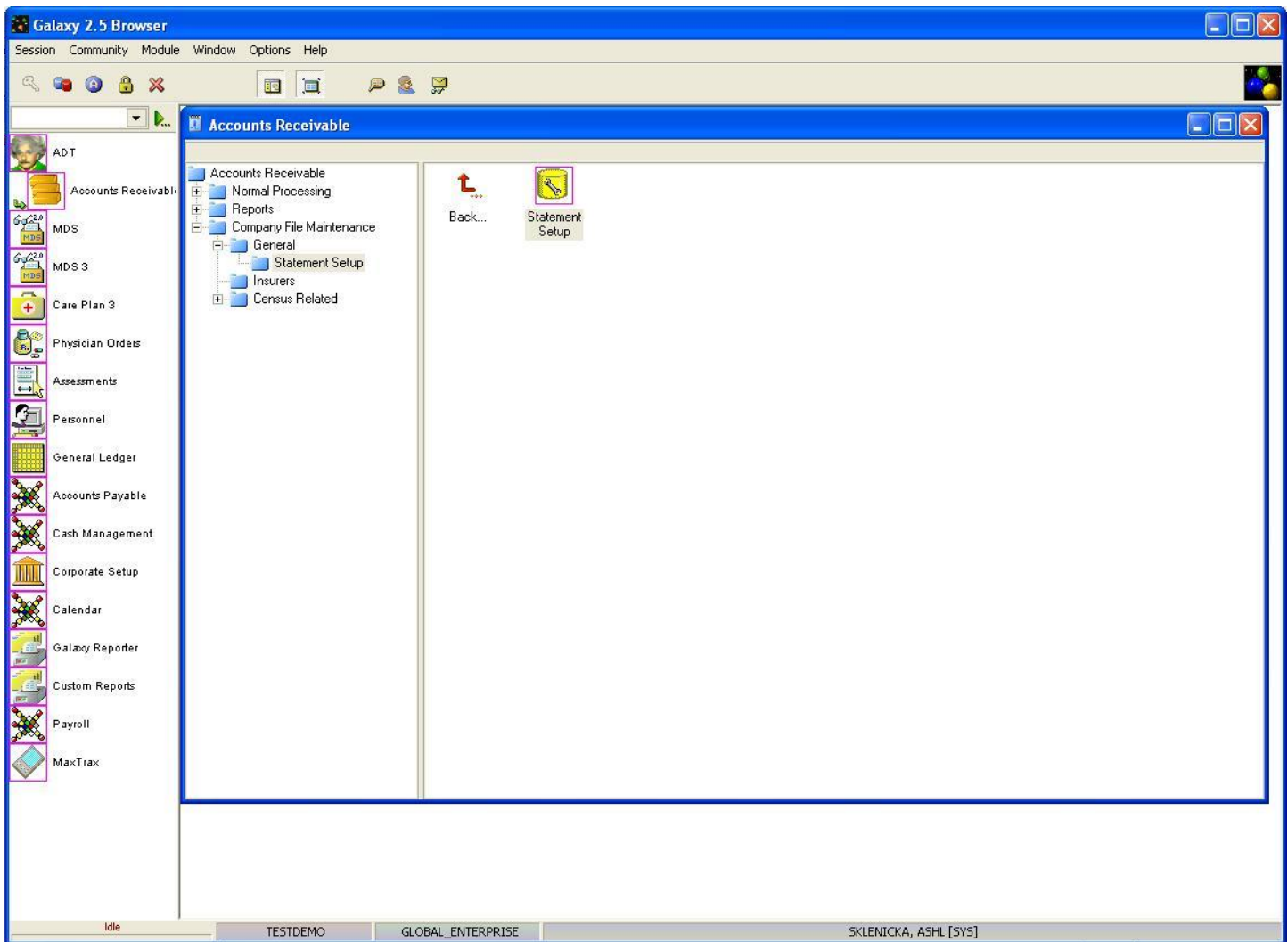
Your facility can change the descriptions by using the **edit** button. Note: When it comes to creating batches in **Normal Processing** the Galaxy system gives you the options to create your own batches with more specific descriptions; this list is the default key that the system uses to identify the batch being created.

Press the **close** button to exit out of this section and move on to **Statement Setup** (*page 25*) if your facility wants to learn how to create tailored statements go to *page 25* , or to move on with the next phase of the Galaxy A/R set-up process go to the **Insurers Folder**.



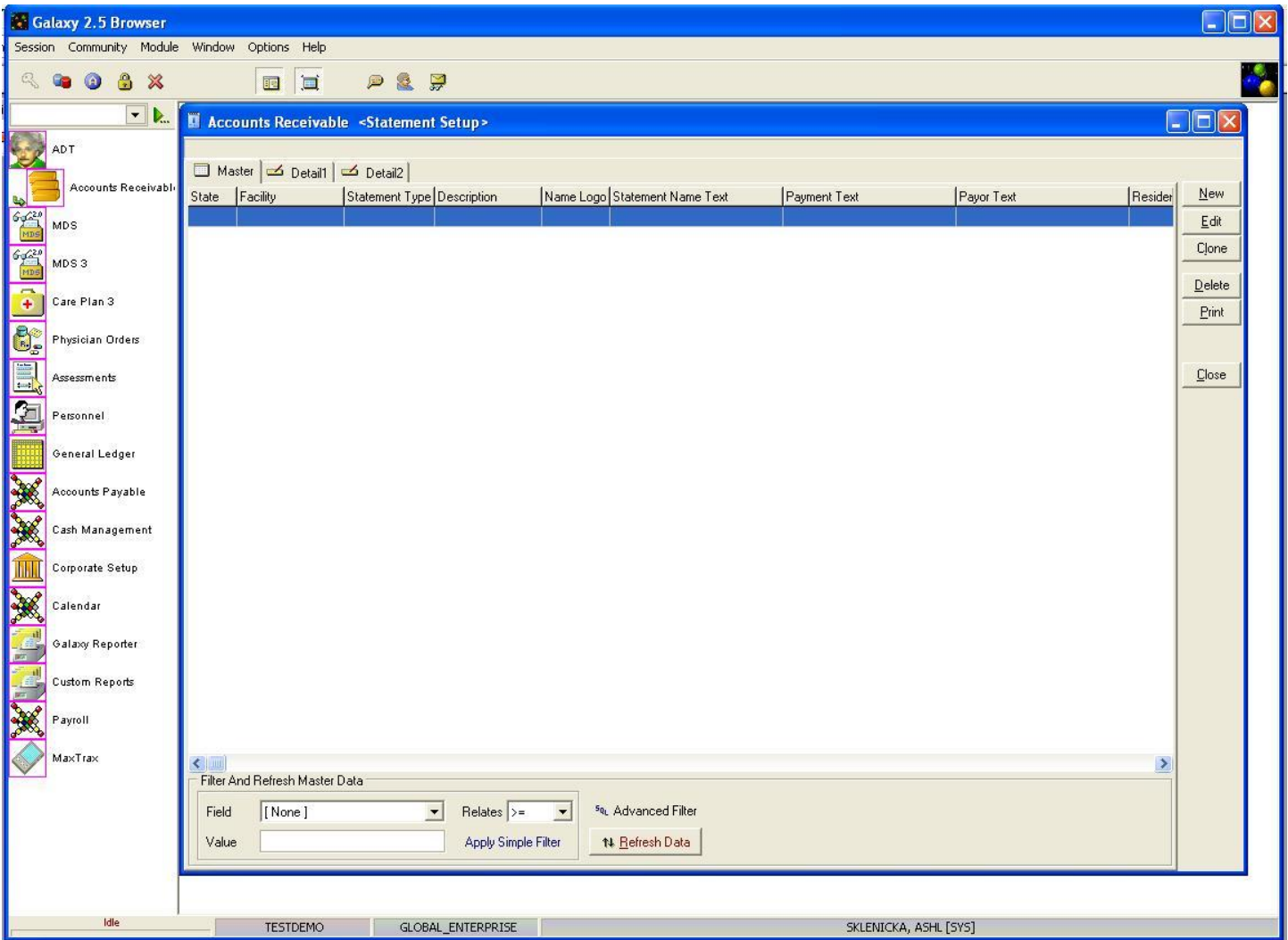
Paradox Balance Conversion- This section under **General** in **Company File Maintenance** is used by the support staff at Galaxy and can damage the setup of a facility's financial modules if messed with.

We strongly recommend that clients ignore this section so not to disrupt any of the facility set-up in the Galaxy system.



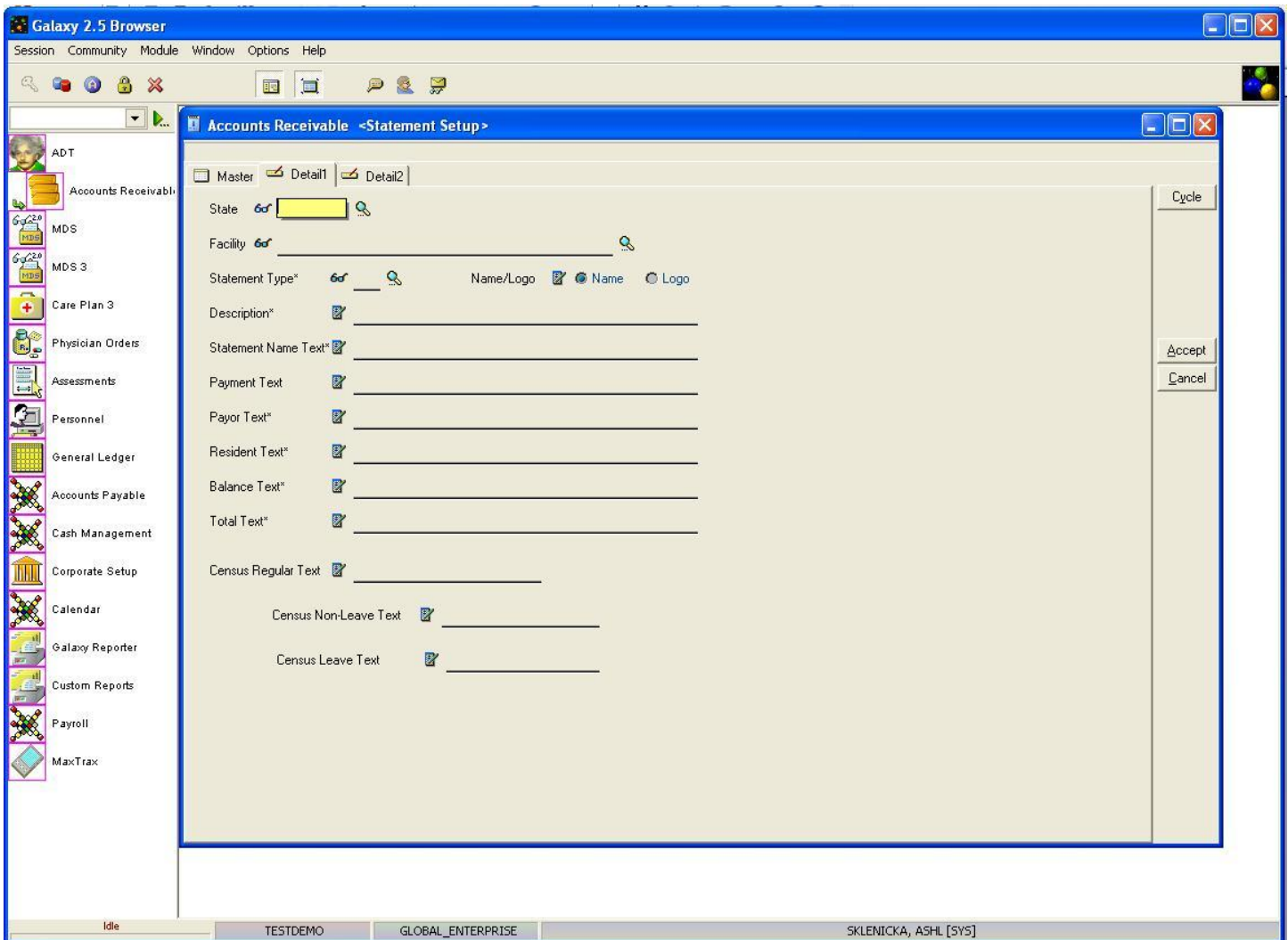
Statement Setup- This section under **General** in **Company File Maintenance** allows a facility to change the look/wording of the statements that are used for billing and notification in **Billing** under **Normal Processing**.

If your facility wants to change any of the statements that are used in **Normal Processing, Billing** double click on the **Statement Setup** icon.



Once you open the **Statement Setup** module you will see this screen. Currently there are no record(s) listed in the master list.

To create/add a record press the **new** button to proceed. To make changes on an existing record use the **edit** button.



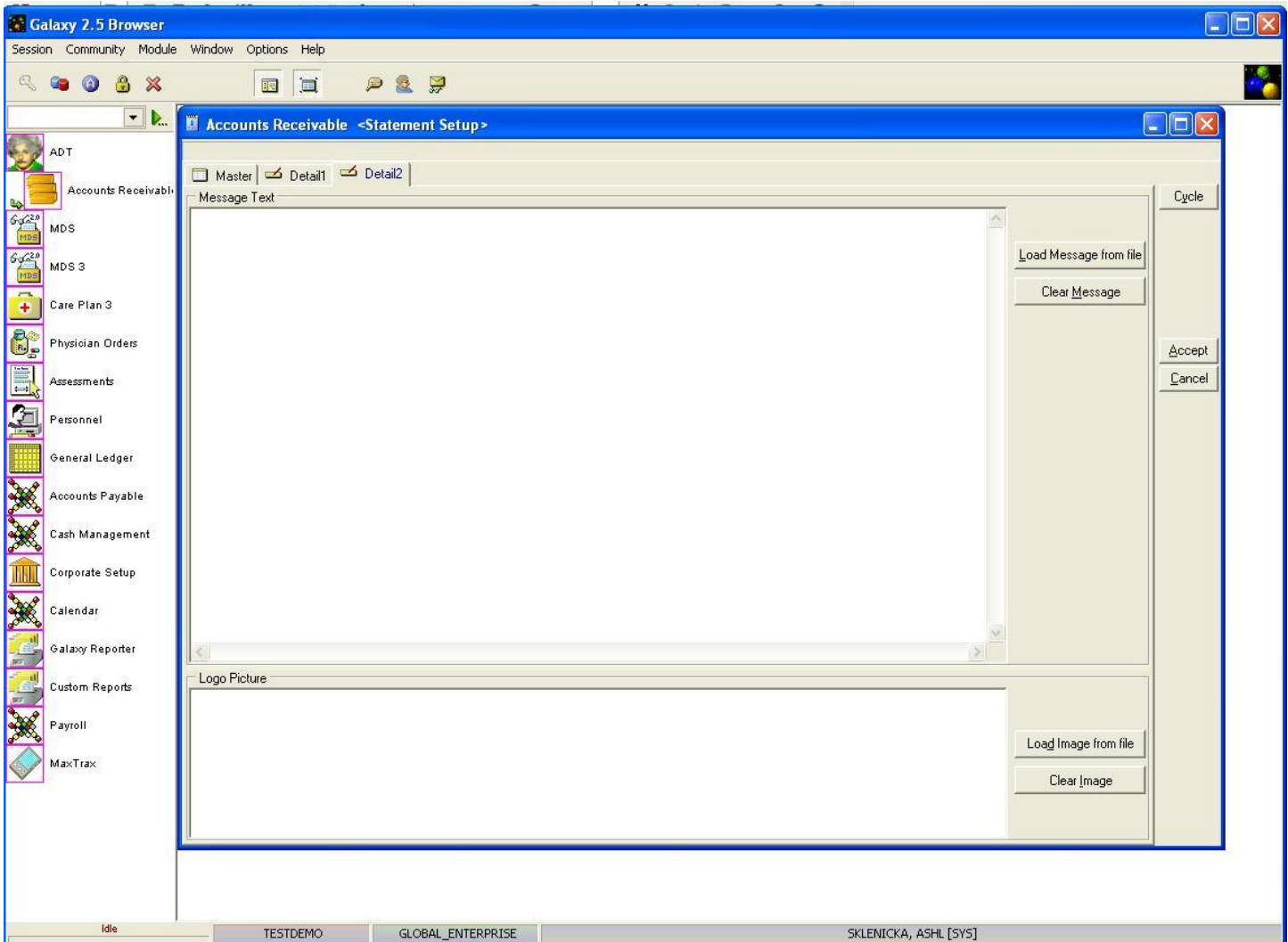
Statement Setup Detail 1- This is the input screen used to create the record(s) within the master list under **Statement Setup**. Here you will see the following fields:

- **State-** Select the appropriate option by clicking the magnifying glass for the hard coded drop down list.
- **Facility-** If you are a part of an enterprise you will need to select the appropriate facility from the drop down menu by clicking on the magnifying glass.
- **Statement Type-** Select the appropriate option from the hard coded list by clicking the magnifying glass. **THIS IS A REQUIRED FIELD.**
- **Name/Logo-** Select the correct option if you want the facility name or logo to appear on the statement.
- **Description-** Input what the statement is. Example being Resident Statement if the statement type is “R”.
- **Statement Name Text-** This could be the same as what was typed in under the **description** line or it could be a more specific form of statement. **THIS IS A REQUIRED FIELD.**
- **Payment Text-** Type in the wording that will appear in regards to the payment. Example: Cash,

Credit, Check, etc.

- **Payor Text-** Type in the wording that will appear on the line for payor. Example: Payor Portion Due. THIS IS A REQUIRED FIELD.
- **Resident Text-** Type in the wording that will appear on the line for resident. Example: Resident Portion Owed. THIS IS A REQUIRED FIELD.
- **Balance Text-** Type in the wording that will appear on the line where it shows the balance. Examples: Current Balance, Past Due, etc. THIS IS A REQUIRED FIELD.
- **Total Text-** Type in the wording that will appear on the line which denotes the total that needs to be paid. Examples: Total Due, Amount Owed, etc. THIS IS A REQUIRED FIELD.
- **Census Regular Text-** Default is: Room & Bed
- **Census Non-Leave Text-** Created for concurrent day type, the default that prints on statements is Non-leave Room & Bed.
- **Census Leave Text-** Created for concurrent day type, the default that prints on statements is Leave Room & Bed.

Please fill in as much information as possible making sure the required fields are entered and move on to the **Detail 2** tab to continue with the process.



Statement Setup Detail 2- This is where the facility will create how the statement will look and what the statement will read when printed.

Once you have generated the statement, press the **cycle** button to create another statement or the **accept** button to save the record that was just created. To exit the module press the **close** button on the master screen.

Once you have finished with statement setup go to the **Insurers Folder** in **Company File Maintenance** to continue with the Galaxy A/R setup.