NORMAL PROCESSING

TRUST FUNDS

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	E Reports	Back	ensus Ancillaru	Cash Beceints Adjustments	Trust Funds B	illing Month End	
MDS	⊞ <u></u> Company File Maintenance		Charges	5 B	٨	Close	
MDS 3							
Care Plan 3							- 11
Physician Orders					•		
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Trust Funds – used to handle all the money that is associated with the residents trust or personal needs account. This utility enables the facility to perform transactions affecting the trust funds within its own designated section.

NOTE: These transactions can also be performed within the Cash Receipts and Ancillaries sections, however, this area was designed with just the Trust Fund in mind. The process for completion is geared towards a more rapid means of trust fund data entry while giving the opportunity to apply interest to the trust fund accounts if needed.

To use this utility double click on the Trust Funds icon.

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Trust Funds – here you will see the Trust Funds area is divided into 4 utilities. They are:

- **Expected Trust Funds** used to set up records for the expected amount that gets deposited each month for resident that have trust funds or personal needs accounts.
- **Trust Fund Charges** used to post charges that would reduce the amount of money in the resident's trust. Items like hair-cuts, cable, etc. that are charged from the resident would be entered here.
- **Trust Fund Deposits** used to make deposits to the resident's trust that would increase the amount of money the resident has to spend on personal items.
- **Trust Fund Interest** used to post the interest that is earned on any residents trust if it is applicable to earn interest.

To use any of the utilities double click on the icon you need. We will start with **Expected Trust Funds**.

EXPECTED TRUST FUNDS



Double click on the Expected Trust Funds icon to open up this utility.

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▼ ▶	🗓 Accounts Receivable < Expec	ted Trust Funds>						
ADT			[AI1] "A	MERICAN IDOL NURSI	ING HOME"			
	🔲 Master 🖾 Detail							
	Resident Name	Resident ID	Medical ID	Expected Amount F	Expected Amount S Expec	cted Amount I Expec	ted Amount D	New
MDS	Adams, Yolanda Y	06-087	06-087	\$35.00	\$0.00	\$0.00	\$0.00	Edit
MDS	Benatar, Patricia M	06-035	06-035	\$35.00	\$0.00	\$0.00	\$0.00	Clone
MDS 3	Birdsong, Cynthia A	08-020	08-020	\$35.00	\$0.00	\$0.00	\$0.00	
105	Buffett, James W	04-045	04-045	\$35.00	\$0.00	\$0.00	\$0.00 ≡	Delete
Care Plan 3	Collins, Philip D	05-128	05-128	\$35.00	\$0.00	\$0.00	\$0.00	
	Cooper, Alice V	06-059	06-059	\$35.00	\$0.00	\$0.00	\$0.00	Print
Physician Orders	Crow, Sheryl S	05-006	05-006	\$35.00	\$0.00	\$0.00	\$0.00	
	Estefan, Gloria	06-110	06-110	\$35.00	\$0.00	\$0.00	\$0.00	
Assessments	Etheridge, Melissa L	05-152	05-152	\$35.00	\$0.00	\$0.00	\$0.00	<u>Close</u>
	Flack, Roberta	05-089	05-089	\$35.00	\$0.00	\$0.00	\$0.00	
Personnel	Grant, Amy	06-080	06-080	\$35.00	\$0.00	\$0.00	\$0.00	
	Henley, Donald H	04-065	04-065	\$35.00	\$0.00	\$0.00	\$0.00	
General Ledger	Houston, Whitney E	06-099	06-099	\$35.00	\$0.00	\$0.00	\$0.00	
Ø	Howard, Adina	04-115	04-115	\$35.00	\$0.00	\$0.00	\$0.00	
Accounts Payable	Jackson, Katherine E	09-060	09-060	\$35.00	\$0.00	\$0.00	\$0.00	
Contraction of the	Jones, David R	06-115	06-115	\$35.00	\$0.00	\$0.00	\$0.00	
Cash Management	Lattimore, Kenny	05-017	05-017	\$35.00	\$0.00	\$0.00	\$0.00	
Comparate Setur	Lauper, Cynthia A	04-028	04-028	\$35.00	\$0.00	\$0.00	\$0.00	
	Morris, Stevland H	05-098	05-098	\$35.00	\$0.00	\$0.00	\$0.00	
Calendar	Nelson, Willie H	07-100	07-100	\$35.00	\$0.00	\$0.00	\$0.00	
000	Newton, Carson W	06-106	06-106	\$35.00	\$0.00	\$0.00	\$0.00	
HL 7	Newton-John, Olivia	04-151	04-151	\$35.00	\$0.00	\$0.00	\$0.00	
HL?	Parton, Dolly R	04-034	04-034	\$35.00	\$0.00	\$0.00	\$0.00 🖵	
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Custom Reports	Field [None]	▼ Relate	\$ >= ▼	≪ Advanced Filter				
Payroll	Value	Apply	Simple Filter	1N⊌ <u>R</u> efresh Data ∰ Default Facility				
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Expected Trust Fund Master – this is the screen that will hold the record(s) of residents that receive money for a trust fund account. Here you can see in our *demo facility* we have several residents that use trust funds.

This utility allows the user to set up a record on a resident for a monetary amount that is expected for their trust account. For example: Logan Furgeson receives a \$2035 social security check every month where \$35 is for his trust account. The Galaxy system will allow the record to be set up for this expected \$35 every month.

To set up record(s) press the **new** button on the right side of the screen.

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6-220 MDS	Select Resident	_ Search By		
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	Expected Amount S	\$0.00		Cancel
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General Ledger	Expected Amount D	\$0.00		
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Expected Trust Funds Detail – this is the input screen used to create records on residents that have a specific amount of money each month deposited into their trust/personal needs account. Here you will see the following fields:

- Status select the appropriate status by using the magnifying glass to pull up the list of resident names that will appear under that status. NOTE: if you want to see both admissions and discharges on the list than use the **clear** option which will leave this field blank.
- **Resident** click the magnifying glass to open up the drop down menu and select the resident who you want to create an expected trust for. NOTE: there is a search bar at the bottom of the drop down menu that allows for faster selection of resident names.
- Expected Amount (F,S,I,D, & P) enter the appropriate expected amount for the various trust fund accounts used by your facility.

Please fill in as much information as possible making sure the required fields are entered and press **cycle** to create additional record(s) or **accept** to create the current record.

One you have all records created for **Expected Trust** you can press the close button and move onto **Trust Fund Charges**.

TRUST FUND CHARGES



The **Trust Fund Charges** is used to post charges against the residents' trust or personal needs account for items like haircuts, newspapers, cable, etc.

Double click on the Trust Fund Charges to open up this utility.

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.	Accounts Receivable < Trust Fund Charges>	
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	🔲 Master 🖾 Detail 🗹 Prices	
	Sequence Resident Name Resident ID Medical ID Ancillary Description Quantity Unit Name Service D	
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Assessments		
Personnel	batch Selector	
General Ledger	Batch Number 67 1009924 S. Create New Batch	
Accounts Payable	Batch Description 22 TRUST FUND CHARGES BATCH	
Cash Management		
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When you first go into the **Trust Fund Charges** utility, the user will see the **batch selector** option. The user has the following options:

- Create New Batch press the "create new batch" button to create a batch. The user will be able to edit the batch description to reflect what the trust fund charges are for. Ex: June Haircuts, or February 2011 Trust Charges.
- Choose Existing Batch click on the magnifying glass to pull up the drop down menu of existing trust fund charge batches. Here the user can select a batch that was already created or return to working on a batch they need to finish.

Once the user has chosen their option, press the ok button to move forward.

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▼	Accounts Receivable <trust charges="" fund=""></trust>	
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Personnel		
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Trust Fund Charges Master – this is the master screen that will hold the record(s) of trust fund charges. To enter a record press the **new** button on the right hand side.

NOTE: if you are returning to a batch that was already created, the user may see record(s) already listed on this master screen.

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.	Accounts Receivable < Trust Fund Charges>	
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6-0(2)	Sequence* 🛛 🖉 80	
MDS	Select Resident	
MDS 3	Status 60° ADM Status	
Care Plan 3	Resident* 60	
Physician Orders	Ancillary* 64 Service Date* 😰 04/19/2011 😒	
Assessments	Description*	
Personnel	Application* 60' 🗟 Quantity* 🖉 1	
General Ledger	Current TF Balance	<u><u>C</u>ancel</u>
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Trust Fund Charge Detail – this is the input screen used to create trust fund charges for residents. Here you will see the following fields:

- Sequence this will fill in automatically for you. This number can be used for your reference when selecting a trust fund charge for editing prior to posting.
- **Status** select the appropriate status by using the magnifying glass to pull up the list of resident names that will appear under that status. NOTE: if you want to see both admissions and discharges on the list than use the **clear** option which will leave this field blank.
- **Resident** click the magnifying glass to open up the drop down menu and select the resident you are posting a trust charge for. NOTE: there is a search bar at the bottom of the drop down menu that allows for faster selection of resident names. THIS IS A REQUIRED FIELD
- Ancillary select the correct ancillary from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
- Service Date select the date the ancillary was received by the resident. You can use the magnifying glass to pull up the calendar for easier and accurate entry. THIS IS A REQUIRED FIELD.

- **Description** this should automatically appear when the ancillary is selected. THIS IS A REQUIRED FIELD.
- **Application** select the appropriate trust fund charge application from the drop down menu by clicking on the magnifying glass.
- Quantity fill in the number if this ancillary was used more than once on the service date.
- **Current TF Balance** will show the user an up-to-date amount that is available in the residents trust account.

Buttons along bottom of the screen:

- **Remember Fields** used to select fields for the system to remember to cut down on data entry for multiple records. Mark the fields you want the system to remember.
- Next used to move to the next screen in the trust fund charges utility.

Please fill in as much information as possible making sure the required fields are entered and press **next** to move onto the **Price** screen.

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Accounts Receivable	Prices	
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Care Plan 3	Charge Amount 🖉 13.00	
Physician Orders		
Assessments		
Personnel		
General Ledger		
Accounts Payable		
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Trust Fund Charge Price – this screen will show the user what the price is for the ancillary that was selected. If there is a discrepancy between what is listed by the system the user can manually over-type the amount.

Press the **accept** button to create this record or the **cycle** button to enter in another record. Once the user has entered all the Trust Fund Charges record(s), they will need to go through the pre-posting process.

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	Accounts Receivable <trust charges="" fund=""></trust>	
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Accounts Receivable	Master 🗠 Detail 🗠 Prices Resident ID Medical ID Ancillary Description IOuantity III	oit Net + New
Gad20 MDS	Sequence Resident Value Resident Value Resident Value Value	
MDS MDS	90 Benatar, Patricia M 06-035 06-035 TEL Telephone 31	
MDS 3		Delete
Care Plan 3		Prepost
Physician Orders		
Assessments		
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Custom Reports	Value Apply Simple Filter	
Payroll	Choose a Batch	
MaxTrax		
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Here you can see there are two records that will need to be posted for our *demo facility*. To begin the posting process press the **Prepost** button on the right side of the screen.

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·	Accounts Receivable < Trust Fund Charges>	
ADT ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1009924] "TRUST FUND CHARGES BATCH"	
Accounts Receivable	Master 🗹 Detail 🗹 Prices	
	Sequence Resident Name Resident ID Medical ID Ancillary Description Quantity Unit Nat A	
MDS	80 Adams, Yolanda Y 06-087 062 Perm and Set 1 Edit 90 Papetar, Patricia M 06-025 06-025 TEL Telephone 21	
God20 MDS 3		
Care Plan 3		
Physician Orders	Post Batch(es)	
Assessments	C One Batch C All Batches	
Personnel	[Batch #1009924] "TRUST FUND CHARGES BATCH"	
General Ledger	Ok Cancel	
Accounts Payable		
Cash Management		
Corporate Setup		
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HL 7	Filter And Refresh Master Data	
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	Value Apply Simple Filter	
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This screen will appear after pressing the **prepost** button. Select **"one batch"** if you want to post the single batch that is open, or **"all batches"** to post all open batches in the **Trust Fund Charges** sub-utility.

NOTE: You can see the description of the batch in blue when "**one batch**" option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

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▼ ▶	Accounts Receivable < Trust Fund Charges>	_ 🗆 🗙
ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1009924] "TRUST FUND CHARGES BATCH"	
Accounts Receivable	🖟 Zoom % 100 🕂 Page 1 🚔 🔟 Print 🗍 Print All 📏 Setup 🗒 Save As 🛛 📬 Post 🛶 Press to send the infor	rmation to
6420	Page Selector	his batch
MDS	Options — Trust Fund Charges Preposting	Name: AM
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Care Plan 3		
Physician Orders	REF SEQ RESIDENT NAME RESIDENT ID SERVICE DATE ANCILLARY DESCRIPTION MORE HCPCS APP QUANTITY AM	OUNT GL
	1 80 Adams, Yolanda Y 06-087 01/02/2010 E52 Perm and Set F 1 1	3.00 20-20
Assessments	2 90 Benatar, Patricia M 06-035 01/01/2011 TEL Telephone F 31 15	0.00 20-20
Personnel	Total:	3.00
General Ledger		
Accounts Payable		
Cash Management		
Corporate Setup		
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Trust Fund Charges Preposting – this screen will load which shows you a report of all the trust fund charges that are about to get posted from the batch. Use the **page selector** to get to the summary page *(last page of report)* to make sure your totals match your facility records.

If there is a discrepancy between the reports total and the facility's records press the grey X to close out of this report, this will take you back to the **Trust Fund Charges Master** where you can make adjustments.

Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.



Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to cancel the posting process.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Trust Fund Charges Master** screen with a new **batch selector** option.

TRUST FUND DEPOSITS



Trust Fund Deposits – this utility is used to post deposits to a resident's trust or personal needs account. To use this feature double click on the **Trust Fund Deposits** icon.

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.	Accounts Receivable < Trust Fund Deposit>	
ADT	[AI1] "AMERICAN IDOL NURSING HOME"	
Accounts Receivable	Master 🗹 Detail Sequence Resident Name Resident ID Medical ID Application Receipt Date Apply To Period Description	New
MDS MDS		<u>E</u> dit
MDS 3		Dube
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Physician Orders	Batch Selector	Erepost
Assessments	Batch Number 60 Create New Batch	
Personnel	Batch Description 🕺	
General Ledger	Ok Cancel	
Accounts Payable		Close
Cash Management		
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Custom Reports	Filter And Refresh Master Data	1
Payroll	Field [None] Relates >= Relates = R	
MaxTrax	Value Apply Simple Filter th Default Facility th Choose a Batch th	
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When the user first opens the Trust Fund Deposits screen they will see the batch selector options.

Batch Selector is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass.

- Create New Batch- this button is used when you need to create a new batch.
- **Batch Description-** type in a description that identifies what the batch is. Example: October 2010 Trust Fund Deposit or Jane Doe's September Check.

Press the "ok" button once you have created a new batch or selected an existing one to move forward.

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▼ ▶	Accounts Receivable <trust deposit="" fund=""></trust>						
ADT ADT	[A11] "AMERICAN IDOL NURSING HOME" [Batch #1010364] "JAN 2011 TRUST FUND DEPOSIT BATCH"						
Accounts Receivable	Sequence Resident Name Resident ID Medical ID Application Receipt Date Apply To Period Description	New					
6-0220 MDS		Edit					
Gg420 MDS 3		Delete					
Care Plan 3		Prepost					
Physician Orders							
Assessments							
Personnel							
General Ledger							
Accounts Payable		Close					
Cash Management							
Corporate Setup							
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HL 7							
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Custom Reports	Filter And Refresh Master Data						
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	Value Apply Simple Filter						
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Trust Fund Deposits Master – this is the master screen that will hold all trust fund deposit record(s) for the batch. To create a record press the **new** button on the right side of the screen.

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.	Accounts Receivable < Trust Fund Deposit>						
ADT ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1010364] "JAN 2011 TRUST FUND DEPOSIT B/	ATCH"					
Accounts Receivable	Master Detail	1					
God20 MDS	Sequence* 2 10						
MD5 6-620	Status 6d ADM Q G Norman G Resident D						
MDS 3							
Care Plan 3	Hesident of						
Physician Orders	Application* 60' 😪						
Assessments	Receipts Date* 😰 04/25/2011 S. Apply To Period* 😰 2011/04 S.						
Personnel	Description* 🛛 Trust Fund Deposit						
General Ledger	Check Date 🖉 😪 Check Number 🖉	Cycle					
Accounts Payable	Paid Amount 😰\$0.00 Interest Allocation 😰 👁 Yes 👁 No	_ <u>Accept</u> 					
Cash Management	Current TF Balance						
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Custom Reports							
Payroll							
MaxTrax	Remember	er Fields					
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Trust Fund Deposits Detail – this is the input screen used to create record(s) that will appear on the master screen. Here you will see the following fields:

- Sequence this will fill in automatically for you. This number can be used for your reference when selecting a trust fund deposit for editing prior to posting.
- **Status** select the appropriate status by using the magnifying glass to pull up the list of resident names that will appear under that status. NOTE: if you want to see both admissions and discharges on the list than use the **clear** option which will leave this field blank.
- **Resident** click the magnifying glass to open up the drop down menu and select the resident you are posting a trust deposit for. NOTE: there is a search bar at the bottom of the drop down menu that allows for faster selection of resident names. THIS IS A REQUIRED FIELD
- Ancillary select the correct ancillary from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
- **Receipts Date** select the receipt date the deposit was received by the resident. You can use the magnifying glass to pull up the calendar for easier and accurate entry. THIS IS A REQUIRED

FIELD.

- Apply to Period select the period the user wants the deposit applied to by clicking on the magnifying glass to pull up the calendar. THIS IS A REQUIRED FIELD.
- **Description** this should automatically appear when the ancillary is selected. THIS IS A REQUIRED FIELD.
- **Application** select the appropriate trust fund charge application from the drop down menu by clicking on the magnifying glass.
- Check Date enter the date on the check by clicking the magnifying glass to pull up the calendar.
- Check Number enter the check number that was used for the deposit
- **Paid Amount** enter the amount that is going to be deposited for the selected resident. THIS IS A REQUIRED FIELD.
- Interest Allocation make the appropriate selection if this deposit is to allocate interest.
- **Current TF Balance** will show the user an up-to-date amount that is available in the residents trust account.

Buttons along bottom of the screen:

- **Remember Fields** used to select fields for the system to remember to cut down on data entry for multiple records. Mark the fields you want the system to remember.
- Next used to move to the next screen in the trust fund charges utility.

Please fill in as much information as possible making sure the required fields are entered and press **accept** or the **cycle** button to create the records.

Once all records have been created the user will need to go through the pre-posting process.

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	Accounts Receivable < Trust Fund Deposit>						
ADT	[AII] "AMERICAN IDOL NURSING HOME" [Batch #1010364] "JAN 2011 TRUST FUND DE	POSIT BATCH"					
Accounts Receivable	🗖 Master 🗹 Detail						
4	Sequence Resident Name Resident ID Medical ID Application Receipt Date Apply To Period	Description A New					
MDS	30 Crow, Sheryl S 05-006 05-006 F 01/12/2011 2011/01 Trust	Fund Deposit					
6-6-22 MDS 3	40 Howard, Adina 04-115 04-115 F 01/12/2011 2011/01 Trust	Fund Deposit					
		Delete					
+ Care Plan 3		<u>Prepost</u>					
Physician Orders							
Assessments							
Personnel							
General Ledger		E					
Accounts Payable							
Cash Management							
Corporate Setup							
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Custom Reports	Filter And Refresh Master Data	4					
Payroll	Field [None] Relates >= Rela						
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Here you will see the trust fund deposit records that were created for our *demo facility*. To start the preposting process press the **prepost** button.

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	ACCOUNTS RECEIVABLE < HUSE PUND DEPOSITS	
Accounts Receivable	Sequence Resident Name Resident ID Medical ID Application Receipt Date Apply To Period Description	New
60220 MDS	10 Furgeson, Logan J 04-541 F 01/12/2011 2011/01 Trust Fund Deposit	Edit
6-620	30 Crow, Sheryl S 05-006 05-006 F 01/12/2011 2011/01 Trust Fund Deposit	
MDS 3		Delete
Care Plan 3		Prepost
Physician Orders	Post Batch(es)	
	Post	
Assessments	C All Batches	
Personnel	[Batch #1010364] "JAN 2011 TRUST FUND DEPOSIT BATCI	
General Ledger	Ok Cancel	E
Accounts Payable		Close
Cash Management		
Corporate Setup		
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Galaxy Reporter		*
Custom Reports	Filter And Refresh Master Data	
Payroll	Field [None] Relates >= Rela	
MaxTrax	Value Apply Simple Filter	
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This screen will appear after pressing the **prepost** button. Select "**one batch**" if you want to post the single batch that is open, or "**all batches**" to post all open batches in the **Trust Fund Charges** sub-utility.

NOTE: You can see the description of the batch in blue when "**one batch**" option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

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▼ ▶	Accounts Receivable < Trust Fund Deposit>	<u>_ 🗆 ×</u>
ADT	[AII] "AMERICAN IDOL NURSING HOME" [Batch #1010364] "JAN 2011 TRUST FUND DEPOSIT BATCH" Press to send the i	nformation to
Accounts Receivable	Die Zoom % 100 📑 Page 1 🐳 🔄 Print 📳 Print All 🥆 Setup 🔛 Save As 🛄 Post 🛶 the server and clo	ose this batch
MDS	Page Selector Trust Fund Deposits Preposting	-
MDS 3		cility Name: AM
Care Plan 3	Batch Number: 1010364 JAN 2011 TROST FOND DEPOSIT BATCH	Batch P
Physician Orders	REF SEQ RESIDENT NAME RESIDENT ID RECEIPT DATE CHECK DATE CHECK/CARD# APPL. APPLY TO INT.ALLOC. DESCRIPT	LON A
	1 10 Furgeson, Logan J 04-541 01/12/2011 12/31/2010 01258 F 2011/01 False Trust Fund Dep	Neit 1
Assessments	Z 30 Crow, Sheryl S 05-005 01/12/2011 F 2011/01 False Trust Fund Deg 3 40 Howard, Adina 04-115 01/12/2011 F 2011/01 False Trust Fund Deg	posit
Personnel		
General Ledger		÷
Accounts Payable		
Cash Management		
Corporate Setup		
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HL 7		
Galaxy Reporter		
Custom Reports		
Payroll		
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Trust Fund Deposit Preposting – this screen will load which shows you a report of all the trust fund deposits that are about to get posted from the batch. Use the **page selector** to get to the summary page *(last page of report)* to make sure your totals match your facility records.

If there is a discrepancy between the reports total and the facility's records press the grey X to close out of this report, this will take you back to the **Trust Fund Deposits Master** where you can make adjustments.

Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.



Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to cancel the posting process.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Trust Fund Deposits Master** screen with a new **batch selector** option.

TRUST FUND INTEREST



The **Trust Fund Interest** utility is where the user has the capability of applying interest to residents that maintain fund account within your facility. The Galaxy system will automatically determine the percentage of interest amount based on either the Last Balance or Last Month End Balance within the designated fund accounts.

To use this utility double click on the Trust Fund Interest icon.

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	.	Accounts Receivable <trust fund="" interest=""></trust>	
20	ADT	[AI1] "AMERICAN IDOL NURSING HOME"	
	Accounts Receivable	Sequence Subsequence Resident Name Resident ID Medical ID Application Receipt Date Apply To Period Description	New
6-0(20 MDS	MDS		Edit
6-620 MD5	MDS 3		
÷	Care Plan 3		<u>D</u> elete Prepost
	Physician Orders	Batch Selector	
	Assessments	Batch Number 60 Create New Batch	
2	Personnel	Batch Description 🕱	
	General Ledger	Ok Cancel	
X	Accounts Payable		
×	Cash Management		
	Corporate Setup		
×	Calendar		
HL	HL7		
	Galaxy Reporter	A Default Facility A Choose a Ratch	
	Custom Reports	Filter And Refresh Master Data	
X	Payroll	Field [None] Relates Set Advanced Filter	
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When the user first opens the Trust Fund Interest screen they will see the batch selector options.

Batch Selector is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass.

- Create New Batch- this button is used when you need to create a new batch.
- **Batch Description-** type in a description that identifies what the batch is. Example: October 2010 Trust Fund Interest.

Press the "ok" button once you have created a new batch or selected an existing one to move forward.

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- .	Accounts Receivable < Trust Fund Interest>	_ 🗆 🗙
ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1010365] "JAN 2011 TRUST FUND INTEREST BATCH"	
Accounts Receivab	Sequence Application Receipt Date Apply To Period Description Cash Not To Allocate Allocated Amount	New
MDS		Edit
MDS 3		
Care Plan 3		<u>D</u> elete Prepost
Physician Orders		
Assessments		
Personnel		
General Ledger		
Accounts Payable		
Cash Management		<u><u>C</u>lose</u>
Corporate Setup		
Calendar		
HL7		
Galaxy Reporter		
Custom Reports	Default Facility Master C Detail C Both Filter And Refresh Master Data	-
Payroll	Field [None] Relates Field Relates Relates	
MaxTrax	Value Apply Simple Filter	
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Trust Fund Interest Master – this is the master screen that will hold the record(s) that are created within this batch.

To create a record press the **new** button on the right side.

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Acco	ounts Receivable <trust fund="" interest=""></trust>	_ 🗆 🗙
ADT [AI1]	"AMERICAN IDOL NURSING HOME" [Batch #1010365] "JAN 2011 TRUST FUND INTEREST BATCH"	
Accounts Receivable Sequer	nce [*] 2 10	
MDS Applica	ation* 66' 93	
MDS 3 Amoun	nt To Allocate 📓\$0.00	
Care Plan 3 Cash N	Not To Allocate 📓\$0.00	
Physician Orders Receip	pts Date* 📝 04/25/2011 🔍	
Assessments	intion* IV Trust Fund Interest	
Personnel		
General Ledger	I o Apply 🖉 🔘 Latest Balance 🛛 Last Month End	
Accounts Payable	😰 🍈 Resident ID 🛛 🚳 Resident Name	Accept
Cash Management		Cancel
Corporate Setup		
Calendar		
Galaxy Reporter		
Custom Reports		
Payroll		
MaxTrax		
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Trust Fund Interest Detail – this is the input screen used to create the trust fund interest records. Here you will see the following fields:

- **Sequence** this will fill in automatically for you. This number can be used for your reference when selecting a trust fund charge for editing prior to posting.
- Application select the desired funds application by clicking on the magnifying glass. THIS IS A REQUIRED FIELD.
- Amount to Allocate enter the amount of interest as it appears on your bank statement. THIS IS A REQUIRED FIELD
- **Cash Not to Allocate** enter the amount that is not subject to interest. For example if your facility allows interest to be allocated on any amount greater than \$50 enter 50.00 in this field.
- **Receipts Date** select the date that this interest was applied by clicking on the magnifying glass to pull up the interactive calendar. THIS IS A REQUIRED FIELD.
- **Description** enter a description that will identify the interest allocation transaction. THIS IS A REQUIRED FIELD.

- **Period to Apply** select the period that the interest is to be applied. Last Balance would be the most recent account balance while Last Month End would be the balance at the close of the last month. THIS IS A REQUIRED FIELD
- Sort By select the option of how you want the system to sort either Resident ID or Resident Name.

Please fill in as much information as possible making sure the required fields are entered and press the **accept** button to create the record that will apply the interest.

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.	Accounts Receivable < Trust Fund Interest>	
ADT 🏠	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1010365] "JAN 2011 TRUST FUND INTEREST BATCH"	
Accounts Receiv	Sequence Application Receipt Date Apply To Period Description Cash Not To Allocate Allocated Amount 10 F 01/31/2011 2011/01 Trust Fund Interest \$50.00 \$1.19	New
Guale MDS		Edit
MDS 3		
Care Plan 3	Press the Prepost button to start	<u>D</u> elete <u>P</u> repost
Physician Orders	the posting process	
Assessments		
Personnel		
General Ledger		
Accounts Payable		
Cash Management		
Corporate Setup		
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Galaxy Reporter	Default Facility	
Custom Reports	Filter And Hetresh Master Data	
Payroll	Value Apply Simple Filter	
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Trust Fund Interest Master – here you will see the record we just created. The next step is to go through the preposting process. To start this process press the **Prepost** button on the right side.

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• b	Accounts Receivable < Trust Fund Interest>	
ADT A	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1010365] "JAN 2011 TRUST FUND INTEREST BATCH"	
Accounts Receiv	Sequence Application Receipt Date Apply To Period Description Cash Not To Allocate Allocated Amount 10 F 01/31/2011 2011/01 Trust Fund Interest \$50.00 \$1.19	New
MDS	-	Edit
MDS 3		Delete
Care Plan 3		Prepost
Physician Orders	Post Batch(es)	
Assessments	Post	
Personnel	One Batch C All Batches	
General Ledger	[Batch #1010365] "JAN 2011 TRUST FUND INTEREST BATI	
Accounts Payable	Ok Cancel	
Cash Management		<u>C</u> lose
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Galaxy Reporter	Default Eacility Default Eacility Default Eacility Default Choose a Batch C Detail C Both	
Custom Reports	Filter And Refresh Master Data	
Payroll	Value Apply Simple Filter	
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This screen will appear after pressing the **prepost** button. Select **"one batch"** if you want to post the single batch that is open, or **"all batches"** to post all open batches in the **Trust Fund Interest** sub-utility.

NOTE: You can see the description of the batch in blue when "**one batch**" option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

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Ser. 2	ADT	1	AI1] "/	AMERI	ICAN IDO	DL NURSING HOME"		[Batch #1010365	51 "JAN	2011 TRUST FU	ND INTEREST BATCH	E.	
25		-	0.40		the l	1 1 D B 5	Deriva Alex	E A	~		D (14	· • • •	
	Accounts Receiv	2.00	m ‰∏u	00 [- Page		Print Ali 💊 Setu	p., 🔚 Save As		Post	Press to send the	Information (0
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6620	MDS		Page	e Sele	ector		Tr	ust Fund In	torog	t Allocati	on Prenostin	a	
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	Physician Orders		250	REF	SUBREE	RESIDENT NAME	RESIDENT ID	RECEIPT DATE	APPL.	APPLI IU	DESCRIPTION	ABOUNT	
	1850												_
	Assessments		10	2	1	Amos, Myra E	05-105	01/31/2011	F	2011/01 Trus	st Fund Interest	0.01	1
1000			10	2	2	Baker, Anita	04-136	01/31/2011	F	2011/01 Trus	st Fund Interest	0.03	1
	Personnel		10	2	3	Benatar, Patricia M	06-035	01/31/2011	F	2011/01 Trus	st Fund Interest	0.04	1
			10	2	4	Birdsong, Cynthia A	08-020	01/31/2011	F	2011/01 Trus	st Fund Interest	0.02	1
	General Ledger		10	2	5	Company Philip D	05-128	01/31/2011	F	2011/01 True	st Fund Interest	0.04	1
	General Ledger		10	2	7	Crow Shervl S	05-006	01/31/2011	F	2011/01 True	at Fund Interest	0.04	1
300	Accounts Roughle		10	2	8	Diamond, Neil L	06-029	01/31/2011	F	2011/01 True	st Fund Interest	0.01	1
75 5	Addounts Payable		10	2	9	Estefan, Gloria	06-110	01/31/2011	F	2011/01 Trus	st Fund Interest	0.02	1
300	0.1.14		10	2	10	Etheridge, Melissa L	05-152	01/31/2011	F	2011/01 True	st Fund Interest	0.04	1
***	Cash Management		10	2	11	Flack, Roberta	05-089	01/31/2011	F	2011/01 Trus	st Fund Interest	0.07	1
	Contractor and Contractor		10	2	12	Franklin, Aretha L	04-073	01/31/2011	F	2011/01 Trus	st Fund Interest	0.01	1
	Corporate Setup		10	2	13	Grant, Amy	06-080	01/31/2011	F	2011/01 Trus	st Fund Interest	0.04	1
Sug	AND DO DO		10	2	14	Henley, Donald H	04-065	01/31/2011	F	2011/01 Trus	st Fund Interest	0.04	1
***	Calendar		10	2	16	Howard Adina	04-115	01/31/2011	F	2011/01 True	t Fund Interest	0.04	1
			10	2	17	Joel. William M	04-060	01/31/2011	F	2011/01 True	st Fund Interest	0.03	1
	HL 7		10	2	18	Jones, David R	06-115	01/31/2011	F	2011/01 Trus	st Fund Interest	0.02	1
- ALL			10	2	19	Knight, Gladys M	05-012	01/31/2011	F	2011/01 Trus	st Fund Interest	0.02	1
10	Galaxy Reporter		10	2	20	Lattimore, Kenny	05-017	01/31/2011	F	2011/01 Trus	st Fund Interest	0.04	1
			10	2	21	Lauper, Cynthia A	04-028	01/31/2011	F	2011/01 Trus	st Fund Interest	0.02	1
	Custom Reports		10	2	22	Mitchell, Joni	05-007	01/31/2011	F	2011/01 Trus	st Fund Interest	0.01	1
			10	2	23	Morris, Stevland H	05-098	01/31/2011	F	2011/01 Trus	st Fund Interest	0.02	1
200	Payroll		10	2	25	Newton Carson W	06-106	01/31/2011	F	2011/01 True	st Fund Interest	0.03	1-
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Trust Fund Interest Preposting – this screen will load which shows a report of all the residents that will be receiving interest on their trust/personal needs account. Use the **page selector** to get to the summary page *(last page of report)* to make sure your totals match your facility records.

If there is a discrepancy between the reports total and the facility's records press the grey X to close out of this report, this will take you back to the **Trust Fund Interest Master** screen where you can make adjustments.

Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.

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- b	Accounts Receivable < Trust Fund Interest>	
ADT 🔶	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #10103	65] "JAN 2011 TRUST FUND INTEREST BATCH"
Accounts Receiv	Zoom % 100 🕂 Page 3 📫 📄 Print 🗐 Print All 🔦 Setup 🗒 Save As	e 👣 Post
6-220 MDS	Trust Fund	Interest Allocation Preposting
60(20 MDS 3		Facility Name: AMERIC
	Summary of Gene	eral Ledger Transaction
+ Care Plan 3	ACCOUNT DESCRIPTION	DEBIT C
Physician Orders		
Assessments	10-1080.00 20-2010.00	1.19
Personnel	It will post preposted data. Proceed ?	Total: 1.19
General Ledger	Yes No	
Accounts Payable		
Cash Management		
Corporate Setup		
Calendar		
HL 7		
Galaxy Reporter		
Custom Reports		
Payroll		
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Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to cancel the posting process.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Trust Fund Interest Master** screen with a new **batch selector** option.