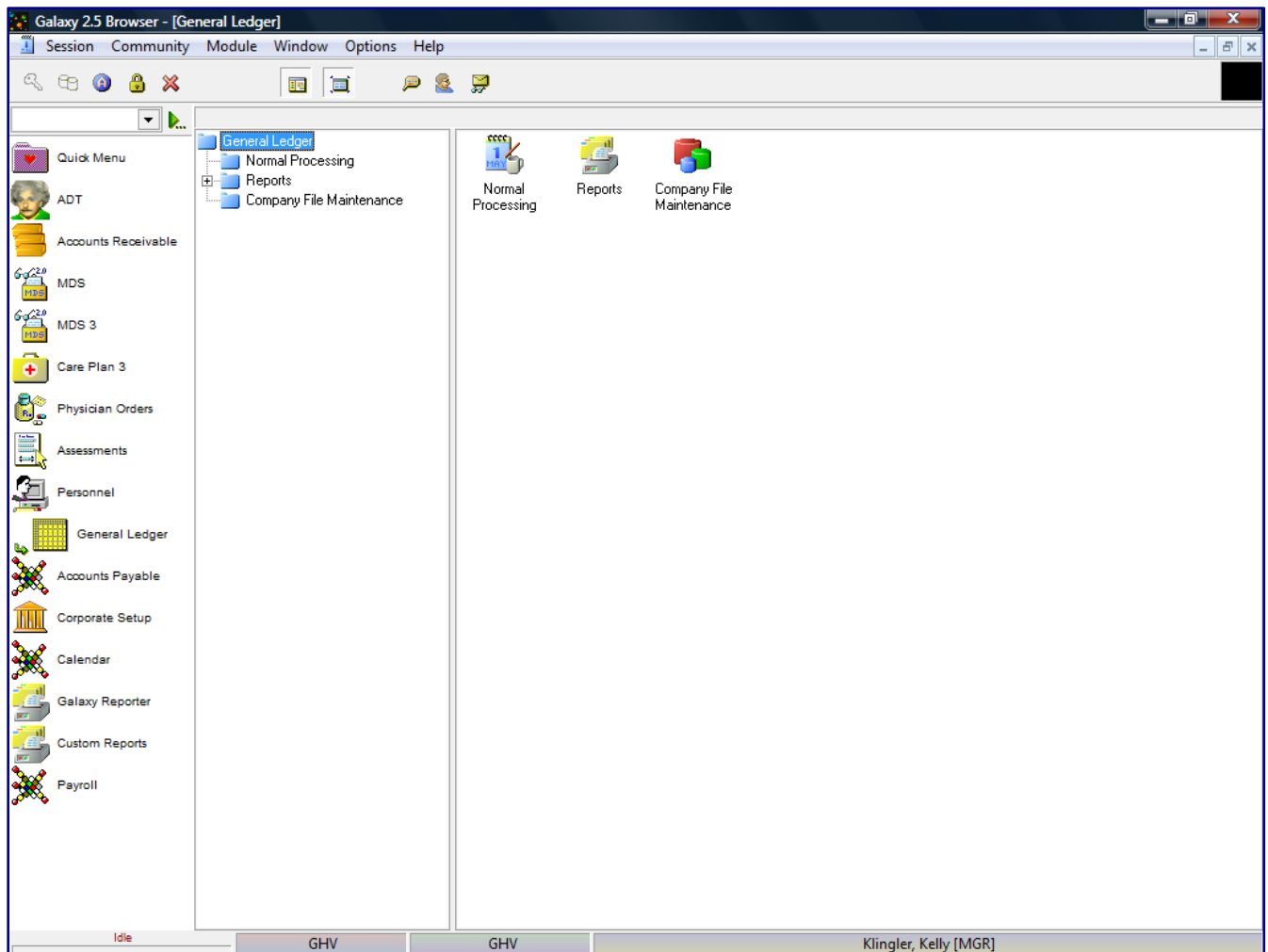
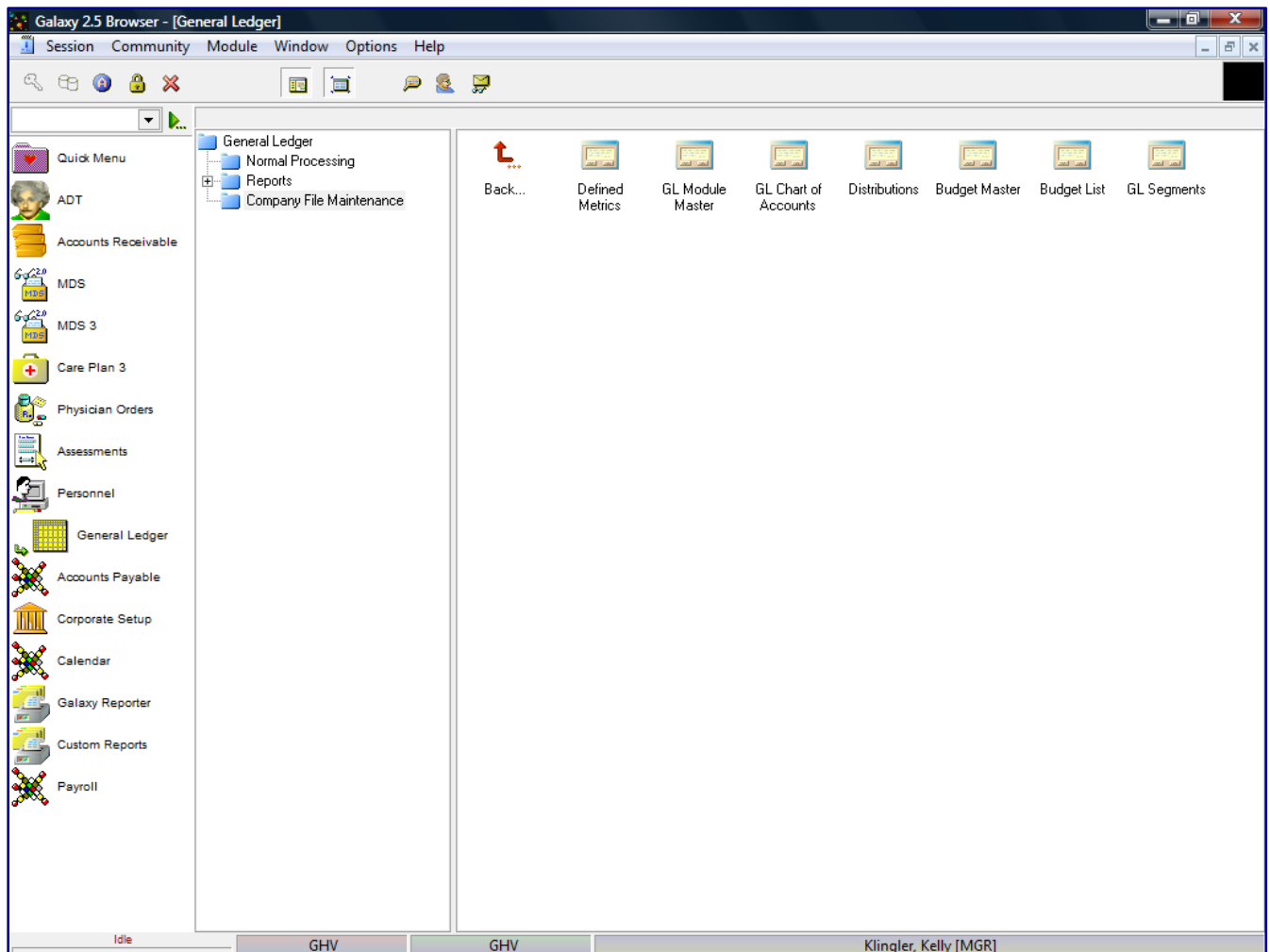


**Galaxy Hosted Software**  
**General Ledger**  
**Company File Maintenance**  
**Set-up Guide**



General Ledger is divided into 3 separate sections.

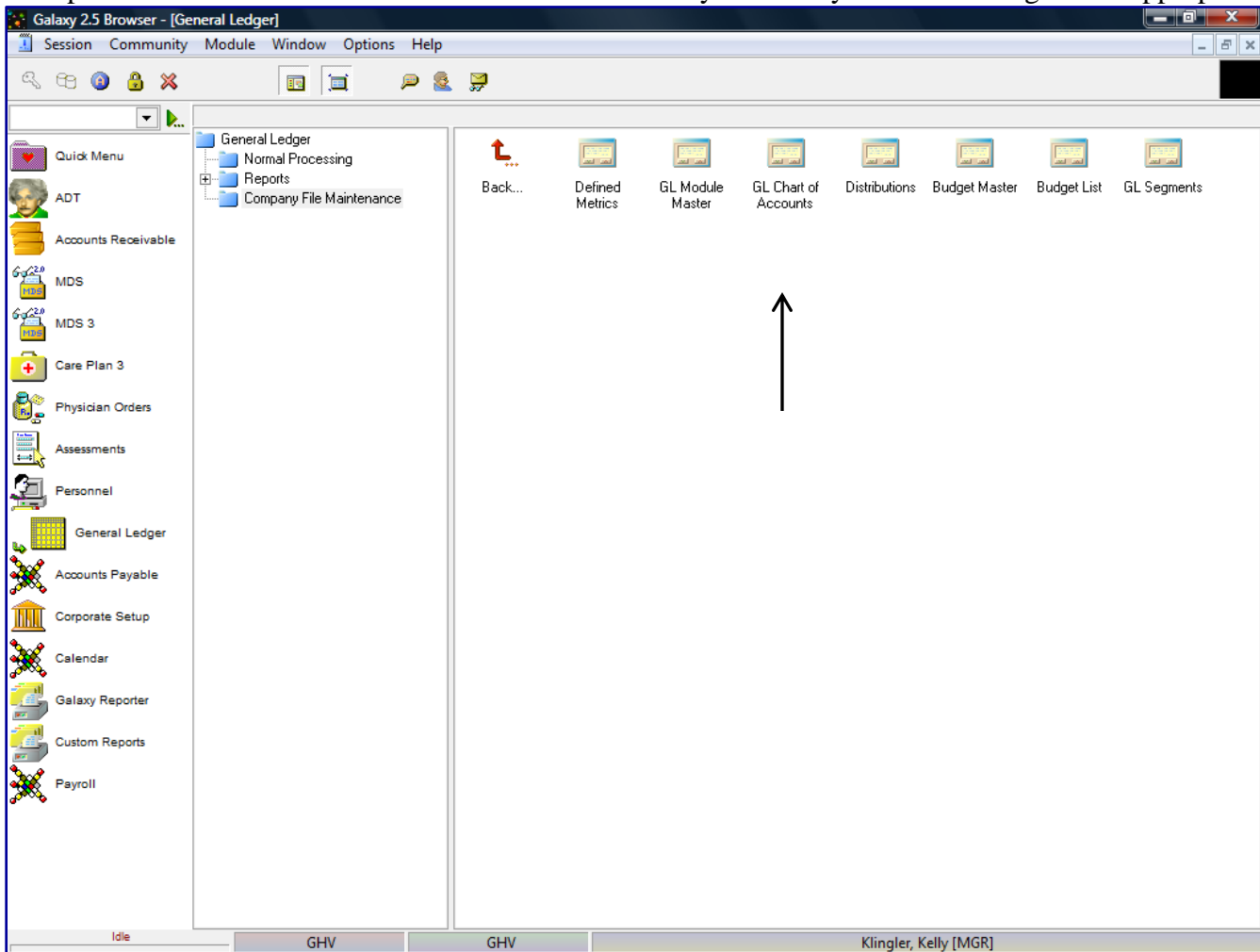
- **Normal Processing**
- **Reports**
- **Company File Maintenance**

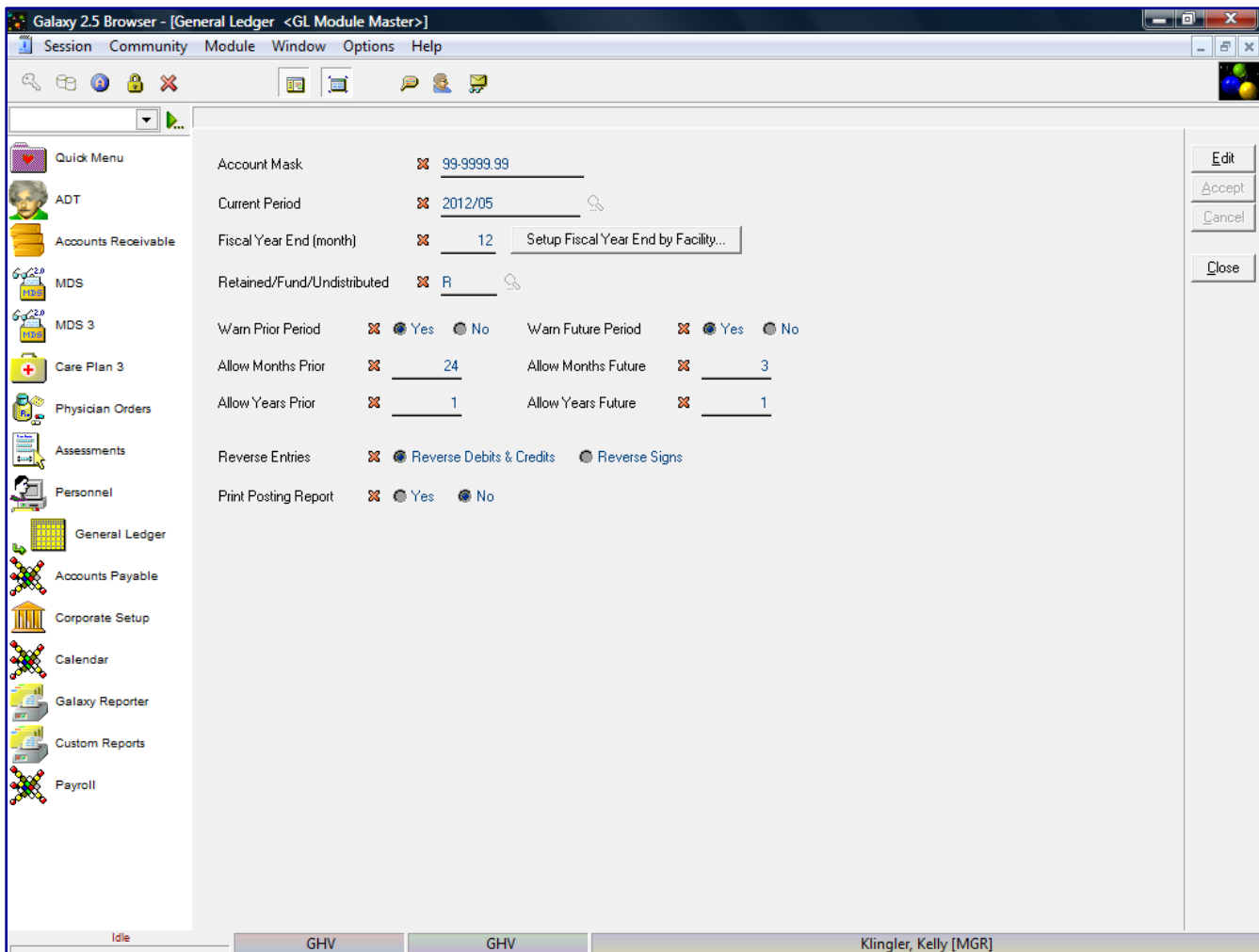


Looking at **Company File Maintenance**, you can see it is divided into 7 separate sections. You can access any section by double clicking on the icon.

- **Defined Metrics** – where the user can set up the table that is used with the Chart of Accounts to measure per diem cost based on total patient days.
- **GL Module Master** – where the user sets up the default options on how the GL module will operate
- **GL Chart of Accounts** – where the user can find all the accounts that are used by a facility. NOTE: The chart of accounts needs to be set-up first before any other tables can be set-up in any other financial modules.
- **Distributions** – where the user can set-up a table that will help when it comes to distributing items like toilet paper between multiple homes or departments.
- **Budget Master** – where the user can set up a budget for the facility
- **Budget List** – the table that will show the user the records of multiple budgets.
- **GL Segments** – where the user can set-up records that are linked with the chart of accounts to pull more detailed information on reports.

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





**GL Module Master** – used to enter in default information on how the GL system will operate. Here you will see the following fields:

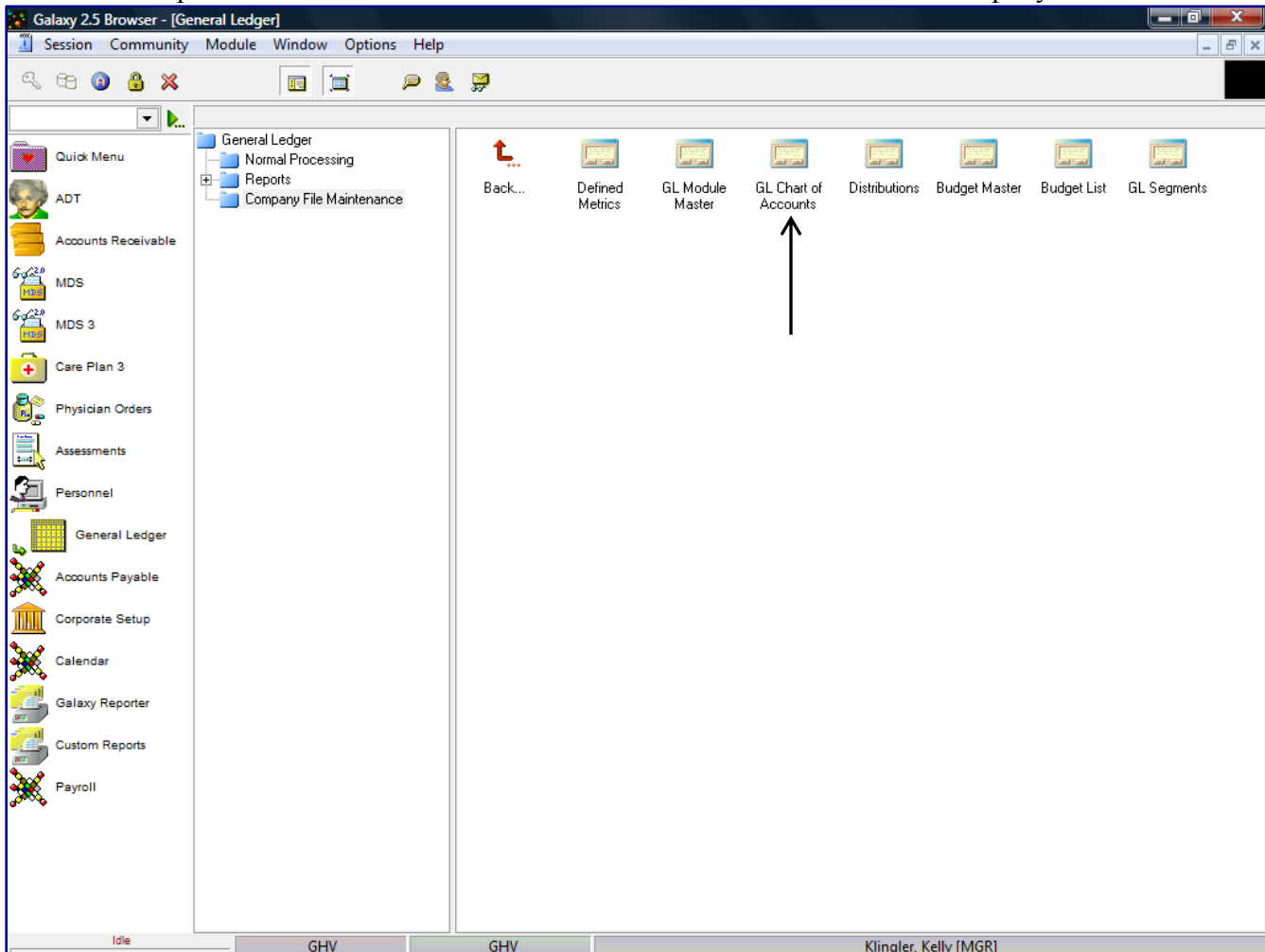
- **Account Mask** - format of GL account numbers in Chart of Accounts. Every place there is a number in the account number format, it is represented as a 9. You will see in our *demo facility the account number format is 99-9999.99*
- **Current Period** – enter the starting GL Year/Period (period will advance every time GL period is closed in the system)
- **Fiscal Year End (month)** – enter the number of the month that is your GL year end
- (if you are running a calendar year, you would enter 12 stating December is the year-end )
- **Setup Fiscal Year End by facility** – this button is used only when you have multiple facilities and you want to set up different fiscal years
- **Retained/Fund/Undistributed** – how to label Retained Earnings accounts on Income statements. It will be calculated the same way in the system, but this determines how it is displayed on the statements.
  - **R – Retained Earnings**
  - **F – Funds Balance**
  - **U – Undistributed Income**
- **Warn Prior Period** – warning message to alert user when entering/posting data in a period other than current
- **Warn Future Period** - warning message to alert user when entering/posting data in a period other than current
- **Allow Month Prior** – number of months prior to current period to allow entering/posting

transactions

- **Allow Future Months** - number of months in future to current period to allow entering/posting transactions
- **Allow Years Prior** - number of years prior to current period to allow entering/posting transactions
- **Allow Years Future** - number of years in future to current period to allow entering/posting transactions
- NOTE: if you set up both Prior/Future Months and Years, the set up with the more restrictions will take precedent over the other set up. If 9 months is setup in Month field and 1 is set up in Year field, the system will look at the Months field.
- **Reverse Entries** –
  - **Reverse Debits & Credits** - Standard practice (*default option*) When doing an adjustment entry - reverses debits into credits and vice versa
  - **Reverse Signs** – puts debits/credits in same place, but just reverses the sign
- **Print Posting Report** –
  - **YES** - the Posting Report will print directly to the printer after each batch is posted.
  - **NO** - the report will appear on screen for user to review batch and user may print the report from the Preview screen.

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

The next set-up area would be **Chart of Accounts** on the main screen of the Company File Maintenance



To open the **Chart of Accounts** utility double click on the icon. Note: In order to start with the set-up of any

financial module the Chart of Accounts will need to be finished first. Galaxy can import a file if the user can send their accounts in a .CSV format.

NOTE: There can only be one chart of accounts for a facility; this includes facilities that are a part of an enterprise (more than one facility using Galaxy).

Contact Galaxy for more information on what is needed for a successful import.

Account	Type	Sub Type	Level	Metric	AP Use	AR Use	PR Use	Current Use
<b>[10-4990.00] Current Assets</b>	Asset		4		F	F	F	T
<b>[10-1990.00] Total Cash</b>	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 - Payroll	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
<b>[10-2595.00] Total Accounts Receivable</b>	Asset		3		F	F	F	T
<b>[10-2190.00] Total A/R Due From</b>	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 Resources	Asset	AR	1		F	T	F	T
[10-2130.00] A/R - Part A Co-Insurance	Asset	AR	1		F	T	F	T
[10-2140.00] A/R - Part B Co-Insurance	Asset	AR	1		F	T	F	T
[10-2150.00] A/R - Insurance Co-Pay	Asset	AR	1		F	T	F	T
<b>[10-2495.00] Total A/R Insurers</b>	Asset		2		F	F	F	T
<b>[10-2290.00] Total A/R Medicaid</b>	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 A	Asset	AR			F	T	F	T
[10-2240.00] A/R - Medicaid Part B	Asset	AR			F	T	F	T
<b>[10-2390.00] Total A/R Medicare</b>	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
<b>[10-2490.00] Total Due from Insurers</b>	Asset		1		F	F	F	T
[10-2450.00] A/R - United Health	Asset	AR			F	T	F	T
[10-2465.00] A/R - Blue Cross/Blue Shield	Asset	AR			F	T	F	T
<b>[10-2590.00] Total Other A/R</b>	Asset		2		F	F	F	T
[10-2570.00] A/R - Misc.	Asset	AR	1		T	T	F	T

**Chart of Accounts Master** – this screen gives a snapshot view of all the facility’s accounts for General Ledger processing. Here you will see the following fields:

- **Accounts** – GL account number and description
- **Type** – identifies the account type
- **Sub Type** – shows the subtype classification for A, L, & C accounts.
- **Level** - The accounts are indented based on which account it falls under or which level the account is assigned to. Therefore, level 0 accounts will total into level 1 accounts, level 1 accounts will total into level 2 accounts and so on. On the financial statement you will have an option to summarize report by levels.
- **Metric** – will show if the user has assigned any metrics from the Metric Table in GL module to help calculate per diem costs and patient days. Metrics are assigned to Income/Expense accounts.
- **AP Use** – tells system if you want to use this GL account in Accounts Payable module
- **AR Use** – tells system if you want to use this GL account in Accounts Receivable module
- **PR Use** – tells system if you want to use this GL account in Payroll module
- **Current Use** –
  - **YES** if this GL account number is currently being used

- **NO** if GL account number is no longer being used

All Total accounts will be **bold** while all regular accounts are not bolded.

To add a new record, click the **NEW** button.

The screenshot shows the 'Chart of Accounts Detail' window in Galaxy 2.5. The window title is 'Galaxy 2.5 Browser - [General Ledger <GL Chart of Accounts>]'. The menu bar includes 'Session', 'Community', 'Module', 'Window', 'Options', and 'Help'. The left sidebar contains a 'Quick Menu' with icons for ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll. The main area is titled 'Master Detail' and shows the following fields:

- Account**: 10-1010.00
- Description**: Petty Cash
- Account Type**: A (Asset) with a magnifying glass icon; Sub Type: Cash
- Subordination**: R (Regular account. May belong to a total account.)
- Total Account**: [10-1990.00] Total Cash (bolded) with a magnifying glass icon and a note: 'To change parent use Move button'
- Default Metric**: (empty)

Below the fields is a 'Use' section with radio buttons:

- AR Use: Yes (selected), No
- AP Use: Yes (selected), No
- PR Use: Yes, No
- Current Use**: Yes (selected), No

Buttons for 'Accept' and 'Cancel' are located on the right side of the window. The status bar at the bottom shows 'Idle', 'GHV', 'GHV', and 'Klingler, Kelly [MGR]'.

**Chart of Accounts Detail** – this is the input screen used to create a new account or edit an existing account.

Here you will see the following fields:

- **Account** – this is the GL account number the user wants associated with the GL account. **THIS IS A REQUIRED FIELD**
- **Description** – type in a description that identifies the account and account number. **THIS IS A REQUIRED FIELD**
- **Account Type** – user must designate what type of account is being created by selecting the option from the drop down menu by clicking on the magnifying glass. The user has the following options to choose from: **THIS IS A REQUIRED FIELD**
  - A – Asset
  - L- Liability
  - C – Capital
  - I – Income
  - E- Expense
- **Sub Type** – becomes activated if the account type selected is A, L or C; if the account being created is one of these types please select the most appropriate sub-type from the drop down menu by clicking on the magnifying glass. **THIS IS A REQUIRED FIELD** for A, L, & C



accounts only

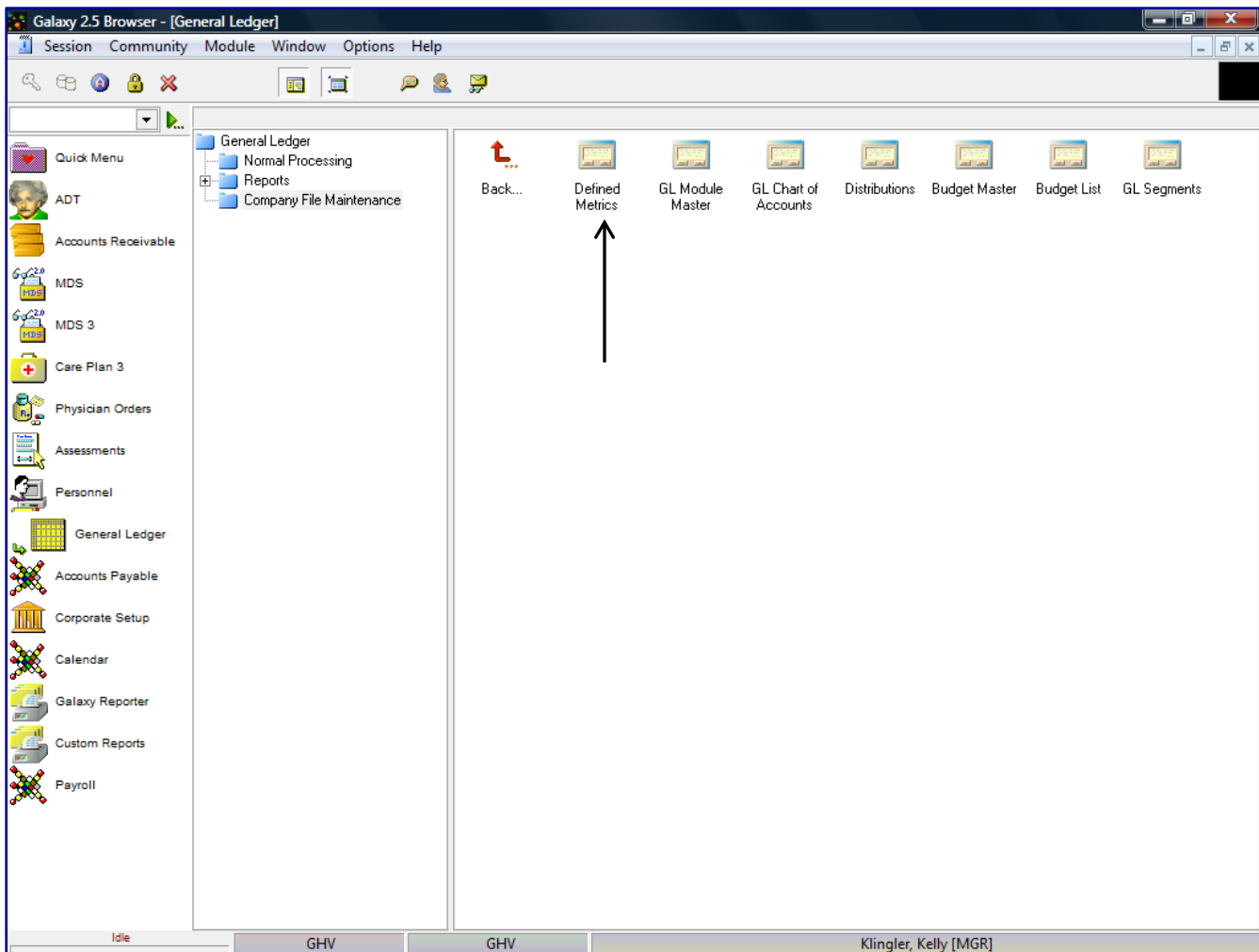
- **Subordination** – user must choose the subordination of the account from the drop down menu by clicking on the magnifying glass. User has the following options: THIS IS A REQUIRED FIELD
  - **Regular** – accounts that go into a total or sub-total account are marked with this designation.
  - **Total** – accounts that are a total or sub-total account are marked with this designation.
  - **Supplemental** – allows user to breakdown regular accounts into more specific accounts that will total into the regular account. EX: have a regular account called Vehicles and then two Supplemental accounts Company Car, Resident Transport that go into the regular account Vehicle.
- **Total Account** – tells the system which subordination account should total into on the chart of accounts. THIS IS A REQUIRED FIELD
- **Metric** – different day types for AR processing assigned to income and expense accounts to calculate different per diems based on metrics (*optional use*)
- **AP Use** – tells system if you want to use this GL account in Accounts Payable; if False the account will not show in account selection
- **AR Use** – tells system if you want to use this GL account in Accounts Receivable; if False the account will not show in account selection
- **PR Use** – tells system if you want to use this GL account in Payroll; if False the account will not show in account selection
- **Current Use** –
  - **YES** if this GL account number is currently being used
  - **NO** if GL account number is no longer being used

Please fill in as much information as possible making sure the required fields are addressed and then press the **Accept** button to send the record to the master screen or **Cycle** to create other chart of account records.

To edit an account that already exists, find it within the chart of accounts, highlighting it in blue and press the **EDIT** button.

Please note that when it comes to editing an account you will not be able to edit fields marked with a red X. If the user needs an account to total into a different Total account the user can move the account by pressing the **move** button. The system will display a screen showing all the total accounts within that account type you can move the account into. *NOTE: you cannot change the type of account - income account to expense account*

After the user has looked at the chart of accounts and made any changes necessary the next area of set-up will be the **Defined Metrics** on the main screen of the Company File Maintenance.



Defined Metrics is where the user sets up the table of records to track per diems for each financial class (MCD, PVT, MCR, etc.)

To open the **Defined Metrics** utility double click on its icon.

Galaxy 2.5 Browser - [General Ledger <Defined Metrics>]

Session Community Module Window Options Help

Master Detail

Name	Abbrev.	FC	Section	Insurer	LOC	Day Type	Certified	Current Use
All Days	All							T
Assisted Days	ALF		ALF			AST		T
In-House Cert	INH Cert					INH	C	T
In-House Days	In-House					INH		T
In-House Non-Cert	INH NON					INH	N	T
Insurance Cert	INS CERT	INS				INH	C	T
Insurance Days	INS	INS				INH		T
Insurance Non-Cert	INS NON	INS				INH	N	T
Medicaid Cert	MCD CER	MCD				INH	C	T
Medicaid Days	MCD	MCD				INH		T
Medicaid Non-Cert	MCD NON	MCD				INH	N	T
Medicare Days	MCR	MCF				SKL INH	C	T
Private Cert	PVT CER	PVT				INH	C	T
Private Days	PVT	PVT				INH		T
Private Non-Cert	PVT NON	PVT				INH	N	T

Filter And Refresh Master Data

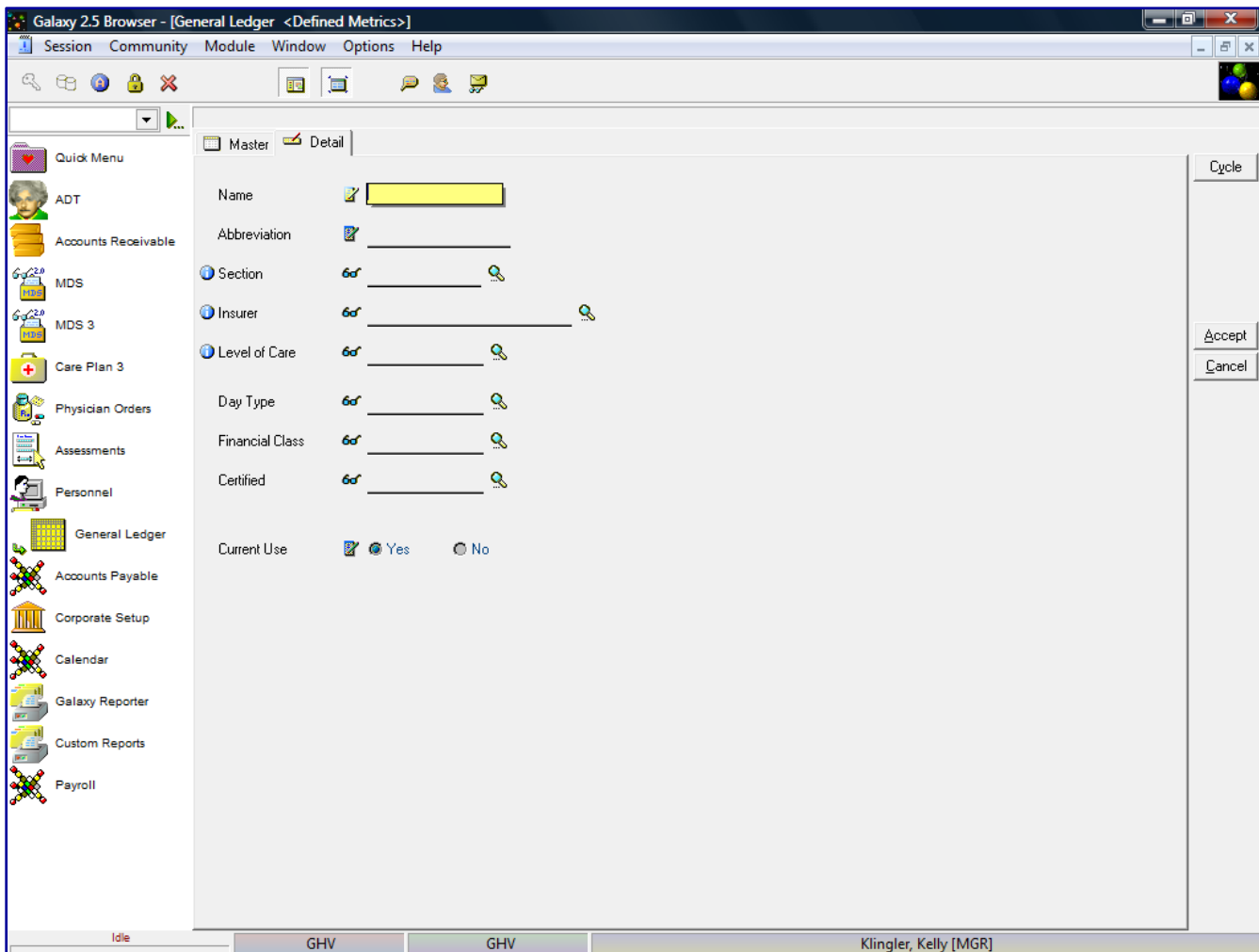
Field: [None] Relates: >= %0, Advanced Filter

Value:  Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

**Defined Metrics Master** – this is the master screen that will hold the records for the metrics the user wants to link with the Income and Expense accounts in the facility’s chart of accounts.

To create a record press the **New** button on the right side of the screen.



**Defined Metrics Detail** – this is the input screen used to set-up the records that appear on the master screen. Here you will see the following fields:

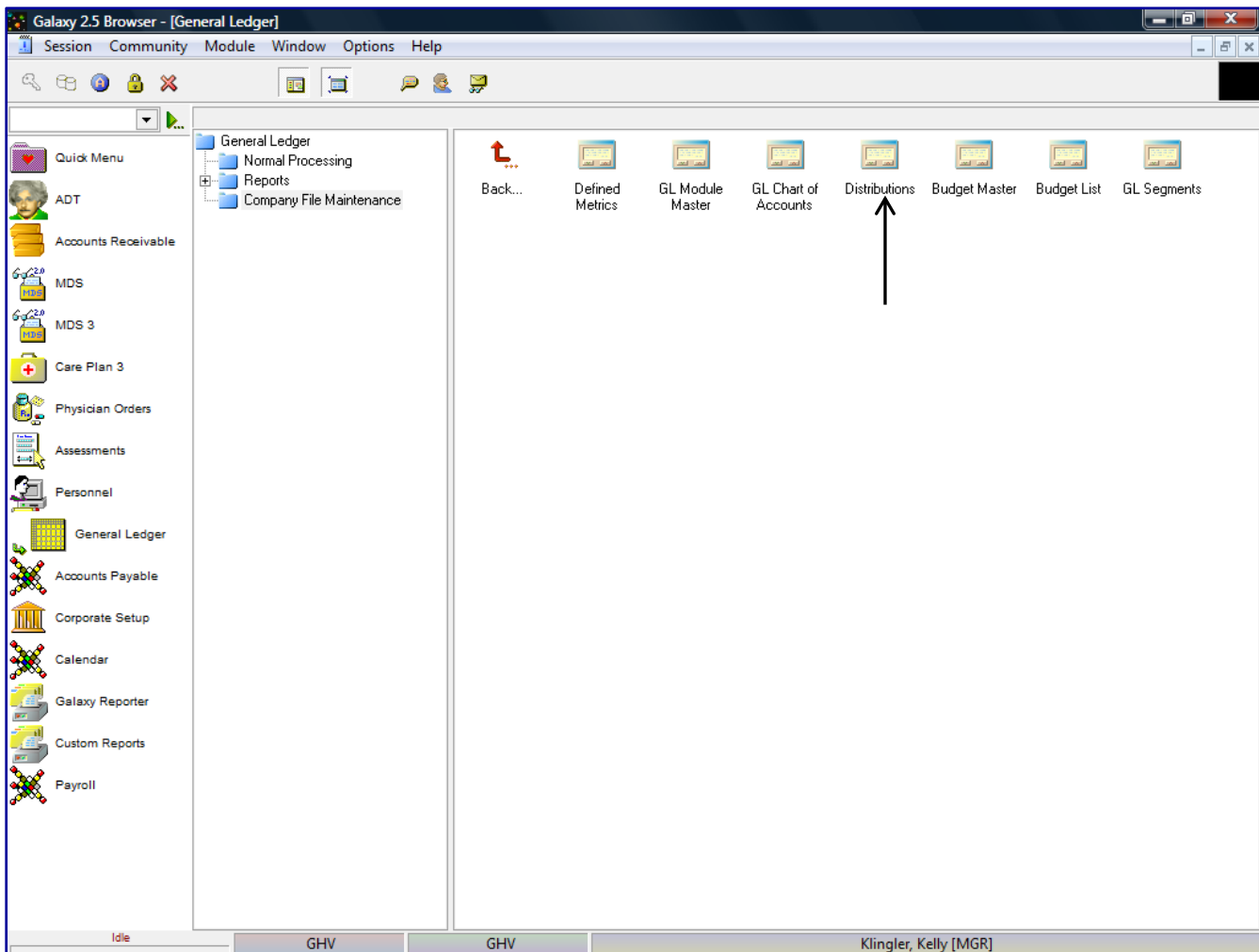
- **Name** – type in the full name of the day type; Example Medicaid In-house. THIS IS A REQUIRED FIELD
- **Abbreviation** – type in an abbreviation for day type; Example MCD INH. THIS IS A REQUIRED FIELD
- **Section** – select the section from the drop down menu by clicking on the magnifying glass. This field is optional and is mainly used if your facility is a part of an enterprise with an assisted living area or day care.
- **Insurer** – select the insurer from the drop down menu by clicking on the magnifying glass.
- **Level of Care** – select the level of care from the drop down menu by clicking on the magnifying glass.
- **Day Type** – user will want to select INH from the drop down menu to track the facility's per diem cost. THIS IS A REQUIRED FIELD.
- **Financial Class** – select the appropriate financial class from the drop down menu by clicking on the magnifying glass. This would be filled in to track PVT, MCD, MCR, etc. per diems. NOTE: user will need to set up a record for All Days and leave financial class blank.
- **Certified** – select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Current Use** – mark the correct option based on if the record is being used or not.

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.

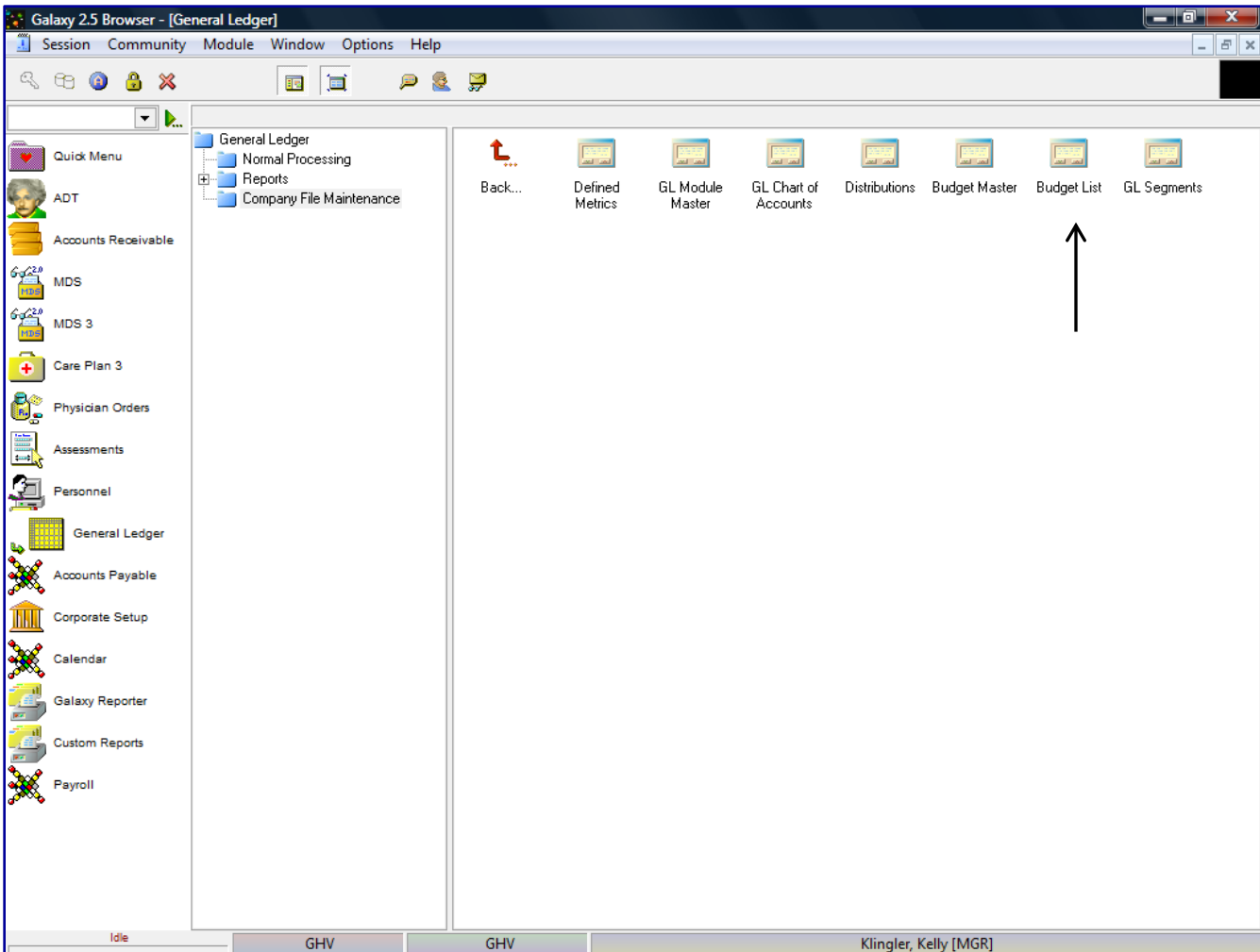
After metrics is set-up the next area of set up would be Distributions (*if your facility wants to use this option*) or Budget Master.



**Distributions** is where the user can set up automatic distributions to post transactions between departments or between facilities.

To set up this utility double click on the **Distributions** icon.

After the record(s) for distributions is set-up the user will want to move onto Budget Master.



**Budget Master** is where you would select the budget to work on. NOTE: the Galaxy system will only allow for one actual Budget that can be linked to financial statements.

To open this utility double click on the Budget Master icon.

Galaxy 2.5 Browser - [General Ledger <Budget Master>]

Session Community Module Window Options Help

Budget

Budget Name:  Budget Metrics Recalculate

Display Period: From 2011/01 To 2011/12 Refresh

Current Period: 2012/05 Show: All accounts

Account	Current	2011/01	2011/02	2011/03	2011/04	2011/05	2011/06
<b>[1] Assets</b>							
<b>[10-4990.00] Current Assets</b>							
<b>[10-1990.00] Total Cash</b>							
[10-1010.00] Petty Cash							
[10-1020.00] Cash in Bank - General							
[10-1030.00] Cash in Bank - Payroll							
[10-1040.00] Cash in Bank - Money Market							
[10-1080.00] Trust Funds Account							
<b>[10-2595.00] Total Accounts Receivable</b>							
<b>[10-2190.00] Total A/R Due From Patients</b>							
[10-2110.00] A/R - Private Pay							
[10-2120.00] A/R - Medicaid Resources							
[10-2130.00] A/R - Part A Co-Insurance							
[10-2140.00] A/R - Part B Co-Insurance							
[10-2150.00] A/R - Insurance Co-Pay							
<b>[10-2495.00] Total A/R Insurers</b>							
<b>[10-2290.00] Total A/R Medicaid</b>							
[10-2220.00] A/R - Medicaid							
[10-2230.00] A/R - Medicaid Part A Co-Insurance							
[10-2240.00] A/R - Medicaid Part B Co-Insurance							
<b>[10-2390.00] Total A/R Medicare</b>							
[10-2330.00] A/R - Medicare A							
[10-2340.00] A/R - Medicare B							
<b>[10-2490.00] Total Due from Insurance/HMO</b>							
[10-2450.00] A/R - United Health Care							
[10-2465.00] A/R - Blue Cross/Blue Shield							
<b>[10-2590.00] Total Other A/R</b>							
[10-2570.00] A/R - Misc.							

Idle GHV GHV Klingler, Kelly [MGR]

**Budget Master Main** – this is the screen that will load where the user can start entering figures for each account listed to assist in setting up the facility budget information.



Galaxy 2.5 Browser - [General Ledger <Budget Master>]

Session Community Module Window Options Help

Budget Name: [Please, select budget]

Display Period: From 2011/01 To 2011/12 Refresh

Current Period: 2012/05 Budget Metrics Recalculate

Show: All accounts

Account	Current	2011/01	2011/02	2011/03	2011/04	2011/05	2011/06
<b>[1] Assets</b>							
<b>[10-4990.00] Current Assets</b>							
<b>[10-1990.00] Total Current Assets</b>							
[10-1010.00] Petty Cash							
[10-1020.00] Cash in Bank							
[10-1030.00] Cash in Bank							
[10-1040.00] Cash in Bank							
[10-1080.00] Trust Funds							
<b>[10-2595.00] Total Assets</b>							
<b>[10-2190.00] Total Accounts Receivable</b>							
[10-2110.00] A/R							
[10-2120.00] A/R							
[10-2130.00] A/R							
[10-2140.00] A/R							
[10-2150.00] A/R							
<b>[10-2495.00] Total Accounts Payable</b>							
<b>[10-2290.00] Total Other A/R</b>							
[10-2220.00] A/R							
[10-2230.00] A/R							
[10-2240.00] A/R							
<b>[10-2390.00] Total A/R Medicare</b>							
[10-2330.00] A/R - Medicare A							
[10-2340.00] A/R - Medicare B							
<b>[10-2490.00] Total Due from Insurance/HMO</b>							
[10-2450.00] A/R - United Health Care							
[10-2465.00] A/R - Blue Cross/Blue Shield							
<b>[10-2590.00] Total Other A/R</b>							
[10-2570.00] A/R - Misc.							

Database Lookup

BUDGET\_NAME

1/10-S/10

American Idol Nursing Home

Apply Filter Save filter

Select Cancel Clear Advanced Filter...

Idle GHV GHV Klingler, Kelly [MGR]

**Budget Master Main-** the user can select the Budget Name you wish to review. A list of Budget Names will appear in a drop down box for you to select.

Galaxy 2.5 Browser - [General Ledger <Budget Master>]

Session Community Module Window Options Help

Budget

Budget Name American Idol Nursing Home [F]

Current Period 2012/05 Budget Metrics Recalculate Print

Display Period From 2011/01 To 2011/12 Refresh

Show All accounts

Account	Current	2011/01	2011/02	2011/03	2011/04	2011/05	2011/06
<b>[1] Assets</b>	\$4,469,625.29	\$3,398,224.63 [F]	\$3,398,224.63 [F]				
<b>[10-4990.00] Current Assets</b>	\$3,439,510.79	\$3,398,224.63 [F]	\$3,398,224.63 [F]				
<b>[10-1990.00] Total Cash</b>	\$3,180,379.62	\$3,398,224.63 [F]	\$3,398,224.63 [F]				
[10-1010.00] Petty Cash							
[10-1020.00] Cash in Bank - General	\$5,932,238.52						
[10-1030.00] Cash in Bank - Payroll		-\$2,928,824.21 [F]	-\$2,928,824.21 [F]				
[10-1040.00] Cash in Bank - Money Market							
[10-1080.00] Trust Funds Account		\$225.75 [F]	\$225.75 [D]				
<b>[10-2595.00] Total Accounts Receivable</b>							
<b>[10-2190.00] Total A/R Due From Patients</b>							
[10-2110.00] A/R - Private Pay							
[10-2120.00] A/R - Medicaid Resources							
[10-2130.00] A/R - Part A Co-Insurance							
[10-2140.00] A/R - Part B Co-Insurance							
[10-2150.00] A/R - Insurance Co-Pay							
<b>[10-2495.00] Total A/R Insurers</b>							
<b>[10-2290.00] Total A/R Medicaid</b>							
[10-2220.00] A/R - Medicaid							
[10-2230.00] A/R - Medicaid Part A Co-Insurance							
[10-2240.00] A/R - Medicaid Part B Co-Insurance							
<b>[10-2390.00] Total A/R Medicare</b>							
[10-2330.00] A/R - Medicare A							
[10-2340.00] A/R - Medicare B							
<b>[10-2490.00] Total Due from Insurance/HMO</b>							
[10-2450.00] A/R - United Health Care							
[10-2465.00] A/R - Blue Cross/Blue Shield							
<b>[10-2590.00] Total Other A/R</b>							
[10-2570.00] A/R - Misc.							

Idle GHV GHV Klingler, Kelly [MGR]

**Budget Master Main** – the top portion of this screen is divided into 2 sections – Budget and Display Period:

**Budget** – allows the user to select which budget to work on. Here you see the following options:

- **Budget Name** – will display the budget name and allow user to switch between budgets
- **Current Period** – defaults to current year/period your facility is in with the GL module.
- **Budget Metrics** – define metrics for Per Diem figure
- **Recalculate** – recalculates totals when figures have been edited or changed in the excel area.
- **Print** – will print the data displayed on the screen
- **Save** – will save the budget information entered on screen

**Display Period** – defined information to be displayed on screen

- **From** – beginning year/period (defaults to current beginning year/period, depending on set up calendar or fiscal)
- **To** – ending year/period (defaults to current ending year/period, depending on set up calendar or fiscal)
- **Show** – allows user options to select accounts that are displayed. User has the following options:
  - **All Accounts** – will show all accounts regardless of numbers for those accounts
  - **Accounts with assigned budgets** – will show only accounts that have budget figures associated with them.
- **Refresh** – when changing selection criteria, this will refresh the data on screen

Galaxy 2.5 Browser - [General Ledger <Budget Master>]

Session Community Module Window Options Help

Budget

Budget Name American Idol Nursing Home [F]

Display Period From 2009/01 To 2012/12 Refresh

Current Period 2010/10 Budget Metrics Recalculate Pr

Show All accounts

Account	Current	2009/01	2009/02	2009/03	2009/04	2009/05
[48-1370.00] Interest Income						
[48-1380.00] Discounts Taken						
<b>[5] Expenses</b>	\$19,089.33					
<b>[50-9995.00] Dietary</b>	\$1,704.48					
<b>[50-4995.00] Dietary - Cert</b>	\$1,704.48					
[50-1010.00] Dietary Staff Wages Cert	\$1,633.23					
[50-1110.00] Dietary Supervisory Wages Cert						
[50-1220.00] Dietary Payroll Taxes Cert	\$71.25					
[50-1230.00] Dietary Benefits Cert						
[50-1340.00] Dietary - Contract Labor Cert						
[50-1550.00] Dietary Supplies Cert						
[50-1650.00] Dietary Food Cert						
[50-6910.00] Dietary Non-Cert						
[50-9910.00] Dietary Assisted Living						
<b>[51-9995.00] Nursing and Habilitation</b>	\$17,384.85					
<b>[51-4995.00] Nursing and Habilitation Cert</b>	\$17,041.99					
[51-1010.00] Certified Nursing Aides Cert	\$0.00					
[51-1020.00] Licensed Practical Nurses Cert	\$800.00					
[51-1030.00] Registered Nurses Cert	\$13,050.03					
[51-1040.00] Supervisory Nurses Cert						
[51-1050.00] Director of Nursing						
[51-1121.00] Physical Therapist Cert						
[51-1122.00] Occupational Therapist Cert						
[51-1131.00] Speech Therapist Cert						
[51-2131.00] Physical Therapy Assistant Cert						
[51-2132.00] Occupational Therapy Assistant Cert						
[51-2133.00] Speech Therapy Assistant Cert						
[51-2210.00] Contract Nursing Cert						

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**Budget Master** – to use the budget the user can type in figures into the boxes that look like an excel workbook. Here the user will see the following options:

- **Account** – list of accounts from Chart of Accounts with account number and description.
- **Current** – current period account figures
- **Columns** - Depending on Display Period From/To date, this will determined how many columns are displayed on the screen. These columns will show you the different periods in reference to the current period. Here in our *demo facility* you can see Jan 2009, Feb 2009, etc.

If the system calculated the figures, they will be displayed in **blue**

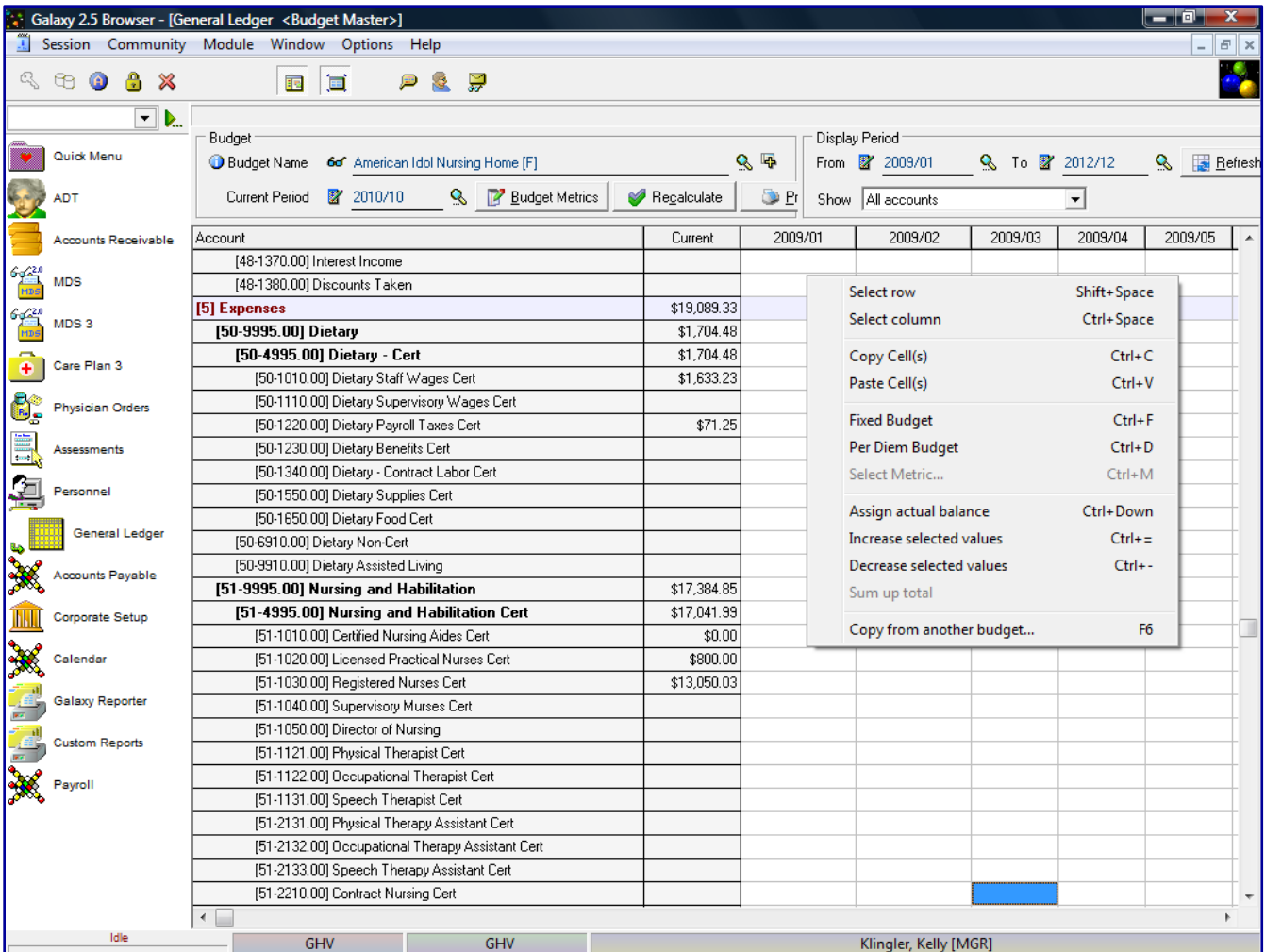
If the figures were manually entered, they will be displayed in black

Fixed amount figures will be displayed in black

Per Diem figures will be displayed in **red**

This works like a spreadsheet where you can copy figures from columns/rows to other columns/rows or you can enter the figures in manually.

If you right click on the screen, a display box will appear giving you additional options you may do to the cells displayed on the screen.



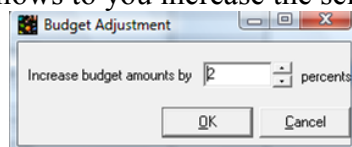
### Options to choose when Right click with Budget:

- **Select Row** – will highlight the selected row of the cell your cursor is in
- **Select Column** – will highlight the selected column of the cell your cursor is in
- **Copy Cells** – allows you to copy the highlighted cells into other cells
- **Paste Cells** – allows you to paste highlighted cells into other cells
- **Fixed Budget** – allows you to tell the system the entered figure is a fixed budget account number
- **Per Diem Budget** – allows you to tell the system the entered figure is a Per Diem account number
- **Assign Actual Balance** – if you hover in a cell, you can tell the system to input the actual account figure

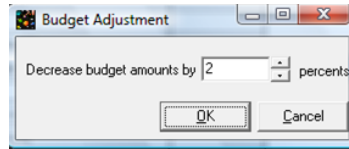
[10-1990.00] Total Cash	\$3,201,618.30				
[10-1010.00] Petty Cash					
[10-1020.00] Cash in Bank - General	\$5,939,862.63		ACTUAL: \$3,201,618.30		
[10-1030.00] Cash in Bank - Payroll	-\$2,812,580.02				

*To assign Actual budget balance, the period must be passed, cannot be current or future period*

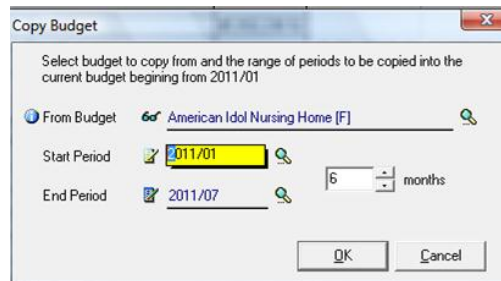
**Increase selected values** – allows to you increase the selected budget figures by a percentage



**Decrease selected values** – allows to you decrease the selected budget figures by a percentage



**Copy from another budget** – allows you to copy budget figures from one budget to another. A display box will appear:

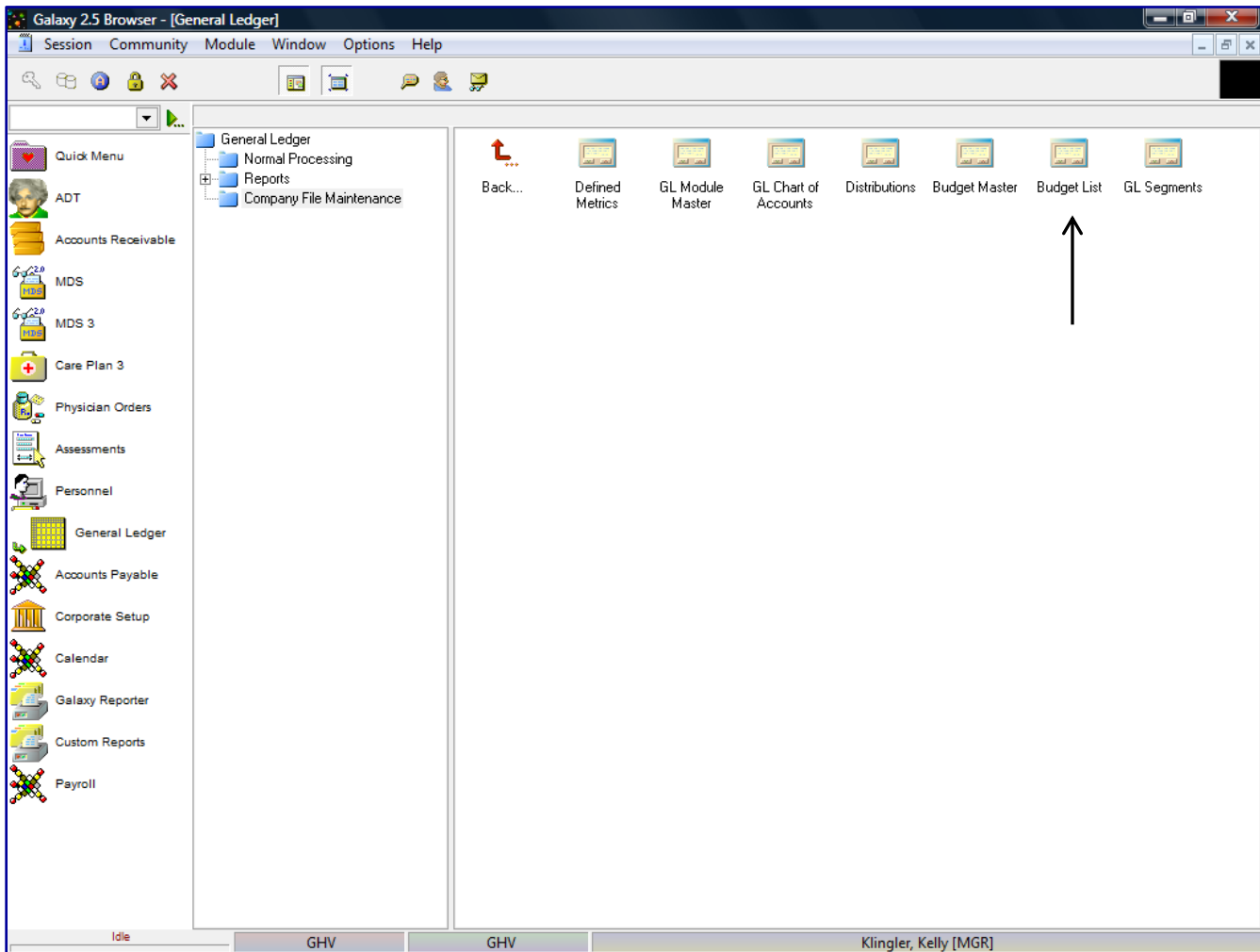


Enter the From Budget facility, Start Period, End Period or select number of months

Once the user has set-up the facility budget, save it and close out of the Budget Master. The user can return to the budget as often as necessary to make changes.

If the user needs to see all the budgets that have been created the user will want to look at **Budget List** on the main screen of the Company File Maintenance to open the Budget List file.

NOTE: There can only be one actual budget linked for a facility's financial statements.



**Budget List** – is where the user would create the name of the actual budget record.

To create a record in **Budget List**, click the **NEW** button.

Galaxy 2.5 Browser - [General Ledger <Budget List>]

Session Community Module Window Options Help

Master Detail

Budget	Description	Type	Facility Group	Facility	Current Use
American Idol Nursing	Facility Budget	F		AMERICAN IDOL NUR: T	
1/10-6/10	January-June 2010	F		AMERICAN IDOL NUR: T	
2010 budget 2	gimgmj	F		STAR STRUCK HAVEN F	

Filter And Refresh Master Data

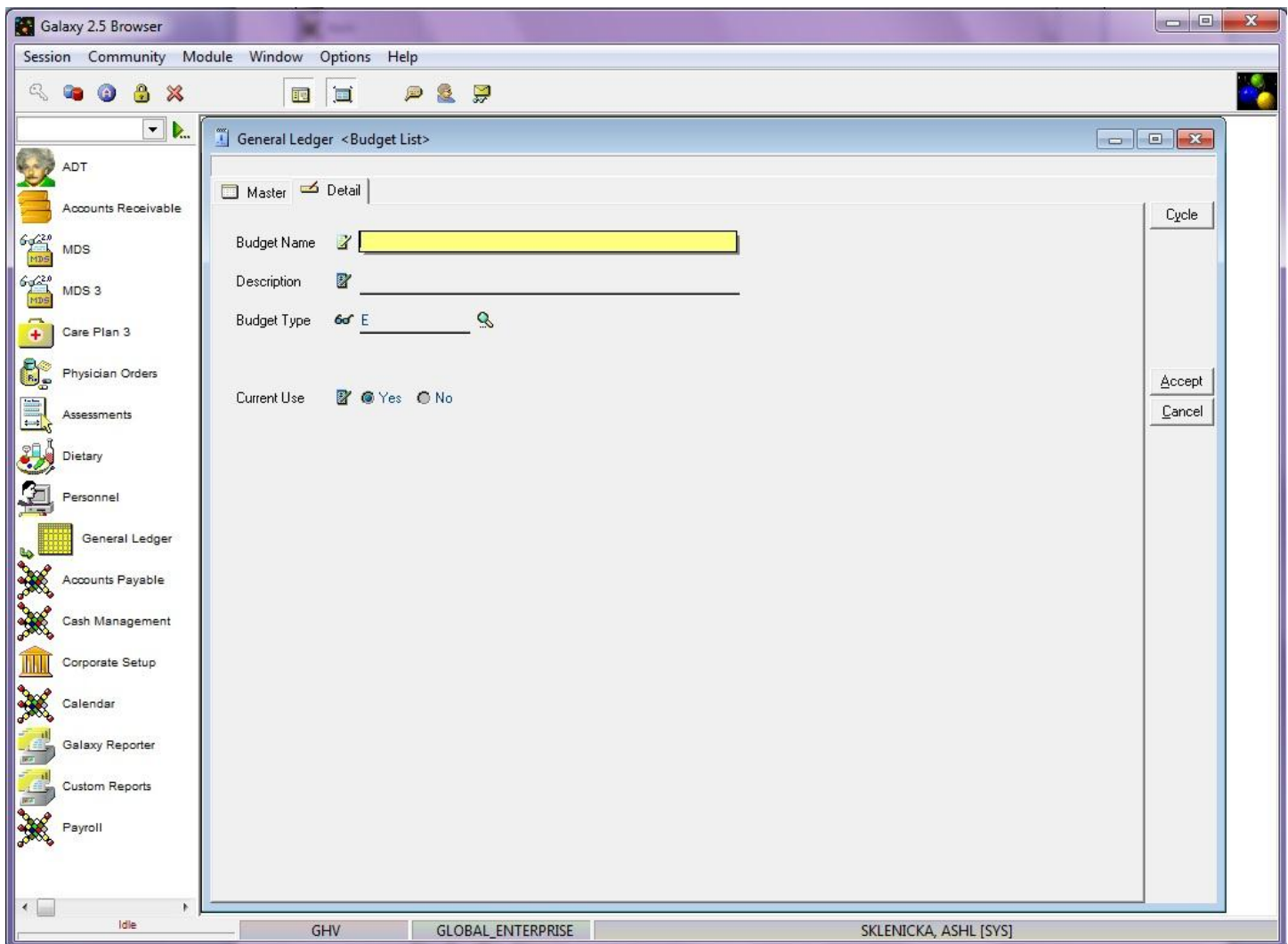
Field [None] Relates >= %0, Advanced Filter

Value Apply Simple Filter Refresh Data

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**Budget List Main** – here is the master screen that holds all the record(s) of the budget list names used by a facility.

To create a new Budget List name press the **New** button on the right side of the screen.



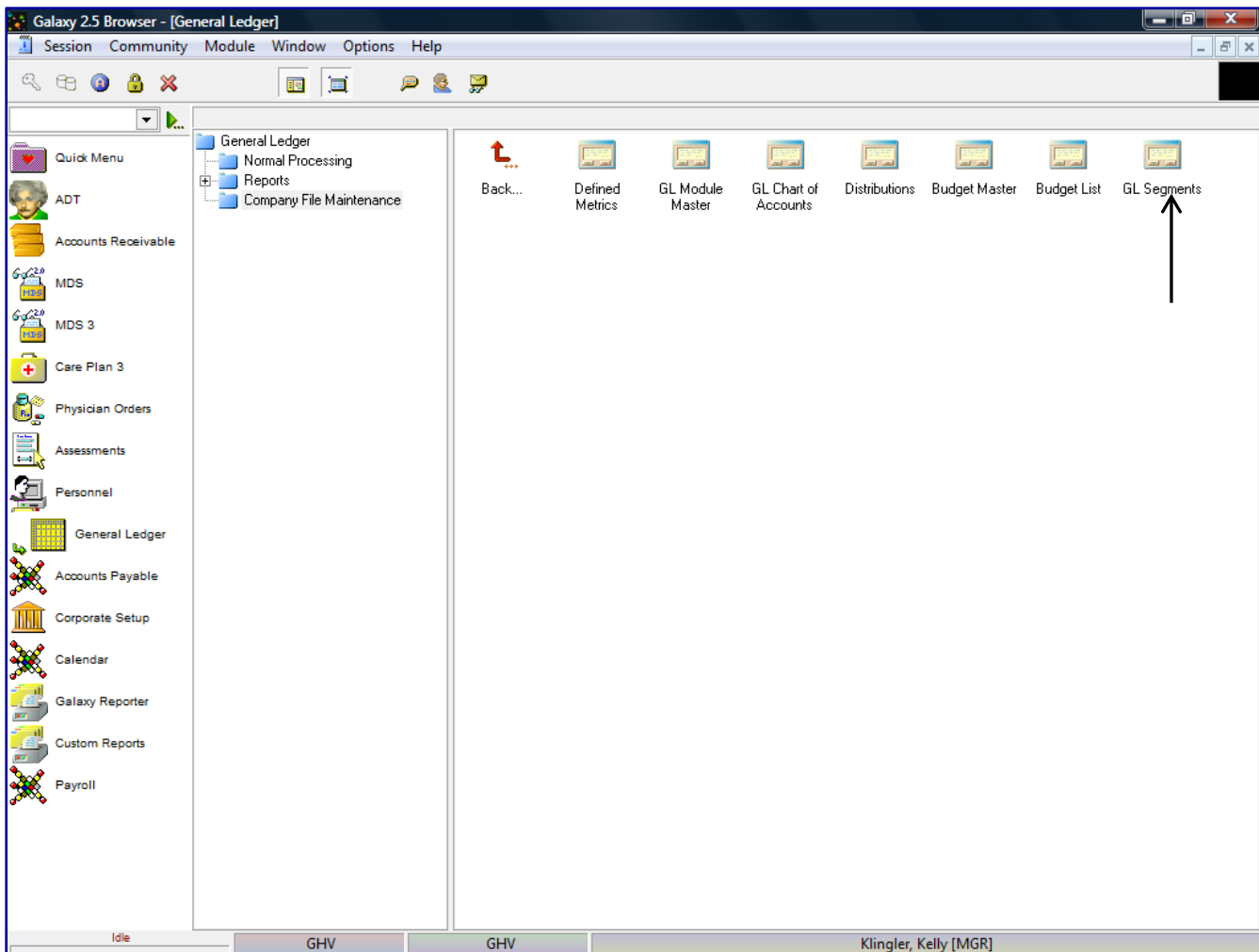
**Budget List Detail** – this is the input screen used to create record(s) for the Budget List Master. Here you will see the following fields:

- **Budget Name** – name of actual budget
- **Description** – description of actual budget
- **Budget Type** – specify if budget belongs to whole organization, if multiple facilities or one facility. User has the following options to choose:
  - **E- Enterprise**
  - **F- Facility** - user will then need to choose facility.
  - **G – Facility Group** – user will need to select facilities that fall into that Group
- **Current Use** – choose the appropriate option based on how the record should be used.
  - **YES** if this Metrics is currently being used
  - **NO** if Metrics is no longer being used

Click the **Accept** button after entering the information on the screen or press the **Cycle** button to add additional records.

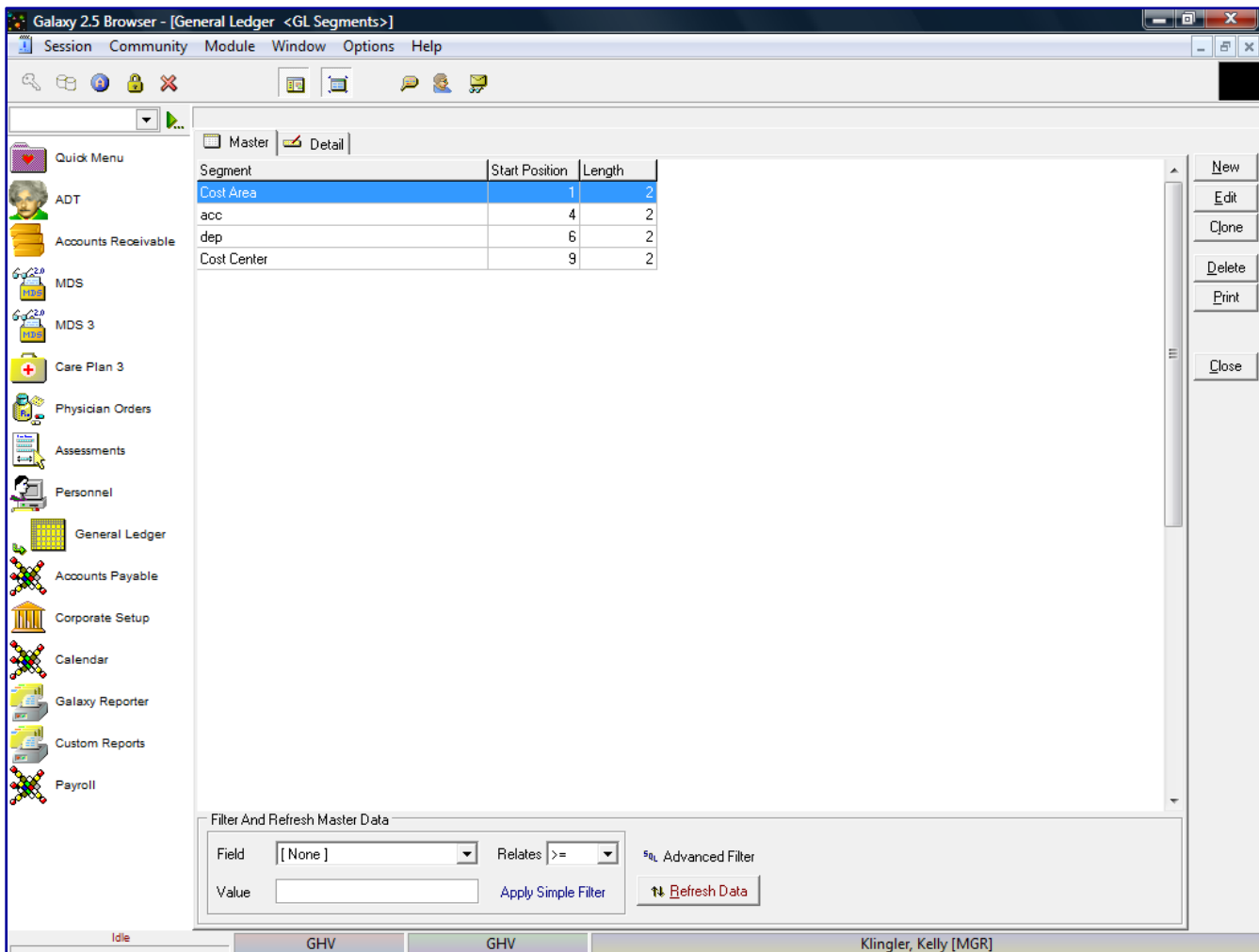
Once the user has created all Budget List records needed the user will want to look at **GL Segments** on the main screen of the Company File Maintenance to open the Budget List file.





**GL Segments** – allows the user the ability to create records that are linked to the account numbers in the facility's chart of accounts to pull even more specific detailed information when generating reports.

NOTE: the chart of accounts must have a logic to the numbering of the accounts in order for Segments to work correctly.

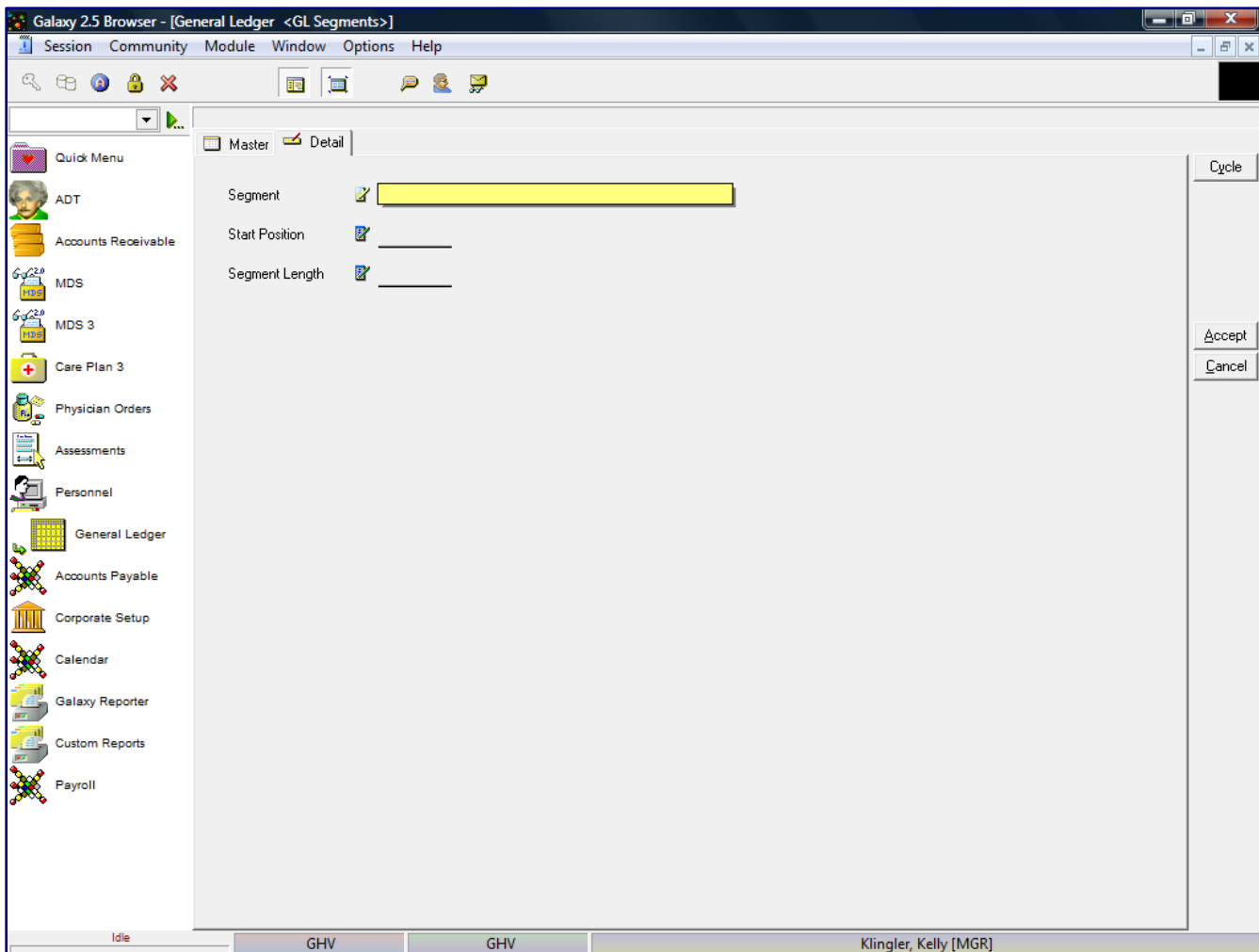


**GL Segments Main** – this is the master screen that will hold the records that are created for segments. This allows you to define the GL account number in the Chart of Accounts, based on GL account number coding schematics.

For example our *demo facility* is using the following segments based on the Chart of Accounts:

- Position 1-2 of the GL account number signifies the Cost area
- Position 3 is the dash in the GL account number
- Position 4-5 of the GL account number signifies account number
- Position 6-7 of the GL account number signifies department
- Position 8 is the decimal in the GL account number
- Position 9-10 of the GL account number signifies Cost Center

To create a record in **GL Segment**, click the **NEW** button.



**GL Segment Detail** – this is the input screen used to create the segment records. Here you will see the following fields:

- **Segment** – type in the name that identifies the segment
- **Start Position** – enter the starting position of the segment as it is located in the GL account number
- **Segment Length** – enter in the length of the segment number series in the GL account number

Click the **Accept** button after entering the information on the screen or press the **Cycle** button to add additional records.

After segments have been established (*optional*) the user has addressed all areas of the set-up for the GL Module and may proceed to look at **reports** or **normal processing**.