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

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General Ledger is divided into 3 separate sections.

- Normal Processing
- Reports
- Company File Maintenance

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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.

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**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

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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).

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

**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.

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

**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
  - o L-Liability
  - $\circ$  C Capital
  - $\circ$  I Income
  - o 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

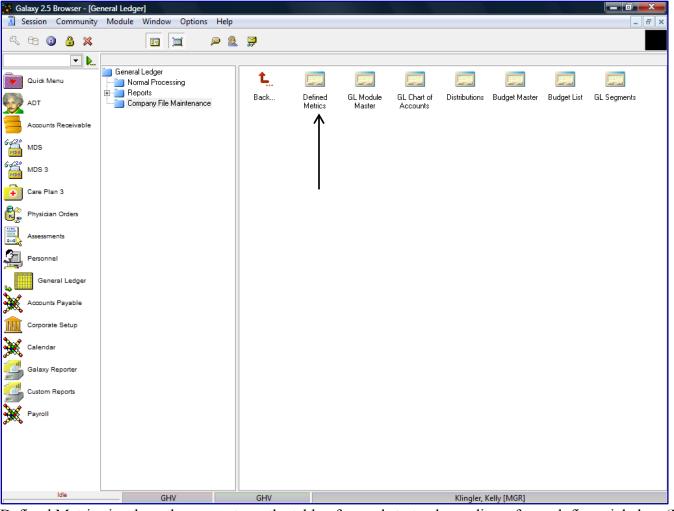
- **Subordination** user must choose the subordination of the account from the drop down menu by clicking on the magnifying glass. User has the following options: THIS IS A REQUIRED FIELD
  - **Regular** accounts that go into a total or sub-total account are marked with this designation.
  - Total accounts 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.

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**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.

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÷	Care Plan 3	Level of Care	<u> </u>		
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**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:

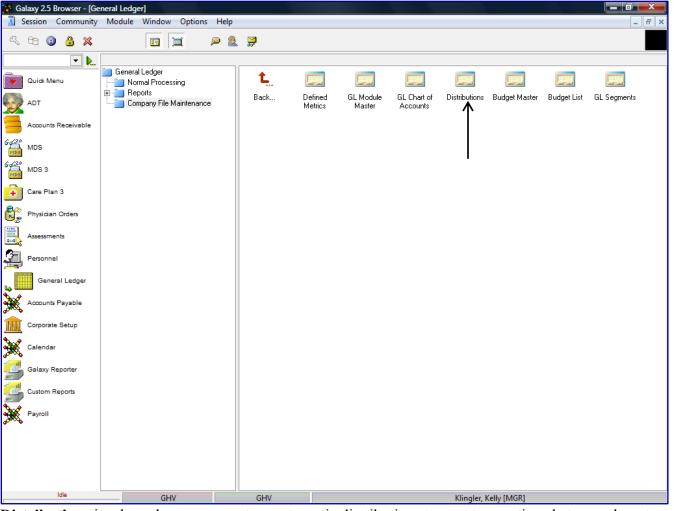
- Name type in the full name of the day type; Example Medicaid In-house. THIS IS A REQUIRED FIELD
- Abbreviation type in an abbreviation for day type; Example MCD INH. THIS IS A REQUIRED FIELD
- Section select the section from the drop down menu by clicking on the magnifying glass. This field is optional 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.

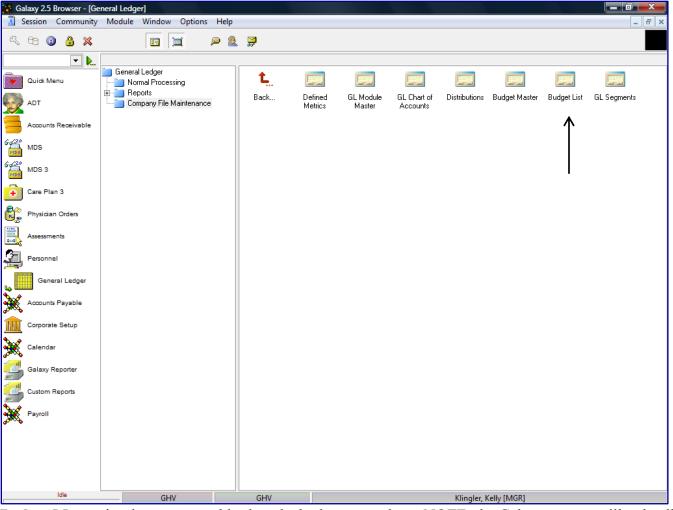
After metrics is set-up the next area of set up would be Distributions (*if your facility wants to use this option*) or Budget Master.



**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.

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-	Care Plan 3	[10-1020.00] Cash in Bank - General								
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ko l	Physician Orders	[10-1040.00] Cash in Bank -Money Market								
2		[10-1080.00] Trust Funds Account								
	Assessments	[10-2595.00] Total Accounts Receivable								
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<u> </u>	Personnel	[10-2110.00] A/R - Private Pay								
		[10-2120.00] A/R - Medicaid Resources								
	General Ledger	[10-2130.00] A/R - Part A Co-Insurance								
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-11	Custom Reports	[10-2390.00] Total A/R Medicare								
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		[10-2465.00] A/R - Blue Cross/Blue Shield								
		[10-2590.00] Total Other A/R								
		[10-2570.00] A/R - Misc.								
		Image: A market of the second seco								
	Idle	GHV GHV			K	lingler, Kelly [	MGR1			Ī

**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.

		neral Ledger <budget maste<br="">Module Window Option</budget>								8 >
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•	Quick Menu	Budget Budget Name 60 [Plea	se, select budget)		<u>s</u> 🖷	Display Period From 2011/01	_ 🔍 To 🖉	2011/12	<u>s</u>	<u>R</u> efre
5	ADT	Current Period 📓 2012	/05 🔗 📝 <u>B</u> udget Metrics	V Re <u>c</u> alculate	<u></u> 🔊 <u>P</u> r	Show All accounts		-		
	Accounts Receivable	Account		Current 20	011/01	2011/02 2011/03	2011/04	2011/05	2011/06	
/20		[1] Assets	Budget Name							
) Maria	MDS	[10-4990.00] Current As	Database Lookup							
<b>2</b> 0		[10-1990.00] Total C								
MDS	MDS 3	[10-1010.00] Petty Ca	BUDGET_NAME 1/10-6/10			^_				
	Care Plan 3	[10-1020.00] Cash in I	American Idol Nursing Home							
-		[10-1030.00] Cash in I	American faor Raising Home							
i.	Physician Orders	[10-1040.00] Cash in I				_				
		[10-1080.00] Trust Fu				=				
-	Assessments	[10-2595.00] Total A								_
<u>क</u>	Demonst	[10-2190.00] Tota								
Ţ,	Personnel	[10-2110.00] A/R								
B	General Ledger	[10-2120.00] A/R								
•		[10-2130.00] A/R								
8	Accounts Payable	[10-2140.00] A/R								
~		[10-2150.00] A/R				-				
1611	Corporate Setup	[10-2495.00] Tota	•			•				
0	Calendar	[10-2290.00] T [10-2220.00] A			Apply Filter	Saus filter				
×,	Calendar	[10-2220.00] A [10-2230.00] A								-
	Galaxy Reporter	[10-2230.00] A	🧹 Select 🔀 Cancel 🛛 🔉	🖌 Clear	Y Adva	anced Filter				+-
			tal A/R Medicare		_					+
<u>a</u> ,	Custom Reports	[10-2330.00] A/								+
		[10-2340.00] A/								+
×,	Payroll	<u> </u>	tal Due from Insurance/HMO							+
			R - United Health Care							+
		· · ·	/R - Blue Cross/Blue Shield							+
		[10-2590.00] Total								+
		[10-2570.00] A/R -								+
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	Idle	GHV	GHV			Klingler, Kelly [I	4001		_	

**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.

	Session Community	Module Window Options Help							- 8
R	98 (2) 🔒 💥	🖬 📁 🔎 象 💭							
	▼	r Budget			Display Period				
	Quick Menu	Budget Name     60 <sup>o</sup> American Idol Nursing Home [F]			From 2 2011/01	🔍 т	o 😰 2011/1	2 🔍	<u>I</u> ≣ <u>R</u> efr
<i>y</i>	ADT	Current Period 🖉 2012/05 🔍 💇 Budget Metrics	V Re <u>c</u> alcu		Show All accounts		- <u>-</u>		
-	Accounts Receivable	Account	Current	2011/01	2011/02	2011/03	2011/04	2011/05	201
/2.0		[1] Assets	\$4,469,625.29	\$3,398,224.63 [F]	\$3,398,224.63 [F]				
105	MDS	[10-4990.00] Current Assets	\$3,439,510.79	\$3,398,224.63 [F]	\$3,398,224.63 [F]				
2.0		[10-1990.00] Total Cash	\$3,180,379.62	\$3,398,224.63 [F]	\$3,398,224.63 [F]				
105	MDS 3	[10-1010.00] Petty Cash							
	Care Plan 3	[10-1020.00] Cash in Bank - General	\$5,932,238.52						
•	Cale Fian 5	[10-1030.00] Cash in Bank - Payroll		-\$2,928,824.21 [F]	-\$2,928,824.21 [F]				
<u>}</u>	Physician Orders	[10-1040.00] Cash in Bank -Money Market							
20	,	[10-1080.00] Trust Funds Account		\$225.75 [F]	\$225.75 [D]				
	Assessments	[10-2595.00] Total Accounts Receivable							
<u>}</u>		[10-2190.00] Total A/R Due From Patients							
2	Personnel	[10-2110.00] A/R - Private Pay							
		[10-2120.00] A/R - Medicaid Resources							
	General Ledger	[10-2130.00] A/R - Part A Co-Insurance							
w?	Accounts Payable	[10-2140.00] A/R - Part B Co-Insurance							
Χ,	Addounts Payable	[10-2150.00] A/R - Insurance Co-Pay							
ì	Corporate Setup	[10-2495.00] Total A/R Insurers							
<u></u>		[10-2290.00] Total A/R Medicaid							
K.	Calendar	[10-2220.00] A/R - Medicaid							
~~ <b>•</b>		[10-2230.00] A/R - Medicaid Part A Co-Insurance							
1	Galaxy Reporter	[10-2240.00] A/R - Medicaid Part B Co-Insurance							
-11		[10-2390.00] Total A/R Medicare							
-	Custom Reports	[10-2330.00] A/R - Medicare A							
ð	Payroll	[10-2340.00] A/R - Medicare B							
κ,	rayion	[10-2490.00] Total Due from Insurance/HMO							-
		[10-2450.00] A/R - United Health Care							
		[10-2465.00] A/R - Blue Cross/Blue Shield							1
		[10-2590.00] Total Other A/R							
		[10-2570.00] A/R - Misc.							1
		I	+	4					•

**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

ADT         Current Period         2010/10         © Budget Metrics         Pregalculate         Det         Information         Accounts           Accounts Receivable         Account         Current         2009/01         2009/02         2009/03         2009/04         [48-1370.00] Interest Income         Image: Control of Contro	Sessio	ion Community	Module Window Options Help							5
Duids Menu         Dudget Name         American Idol Nursing Home [F]         Dightsy Period           ADT         Current Period         2010/10         Page Laget Metrics         Pergaloulate         Period           Accounts Receivable         Accounts Receivable         Accounts Receivable         Accounts Current         2009/01         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02         2009/02 <th>. <del>6</del>9</th> <th>i 🗿 🔒 💥</th> <th>🖬 📜 🔎 🇟 🏓</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	. <del>6</del> 9	i 🗿 🔒 💥	🖬 📜 🔎 🇟 🏓							
Outlok Menu <ul> <li>Budget Name</li> <li>Budget Name</li> <li>Aprin</li> <li>Current Period</li> <li>2010/10</li> <li>Budget Metrics</li> <li>Prom</li> <li>2009/01</li> <li>0102</li> <li>Budget Metrics</li> <li>Prom</li> <li>2009/02</li> <li>2009/03</li> <li>2009/04</li> <li>Anor</li> <li>Current Period</li> <li>2010/10</li> <li>Budget Metrics</li> <li>Prom</li> <li>2009/02</li> <li>2009/03</li> <li>2009/04</li> <li>Accounts Reservable</li> <li>Accounts Reservable</li> <li>Accounts Reservable</li> <li>Accounts Reservable</li> <li>Idea</li> <li>Idea</li></ul>		▼								
ADT         Current Period         X initial and transformer (r)         Year         Profin         X 2003/01         Coll of X 2012/12           ADT         Current Period         X 2010/10         Year         Page Budget Metrics         Profin         X 2003/01         Coll of X 2012/12           ADT         Current Period         X 2010/10         Year         Page Budget Metrics         Profin         X 2003/01         Z003/01         Z003/01 <thz003 01<="" th="">         Z003/01         <thz003 01<="" th="">         Z003/01         Z003/01</thz003></thz003>	Ouid	ick Monu	-							
Accounts Receivable         Account         Current         2009/01         2009/02         2009/03         2009/04           MDS         [48-1370.00] Interest Income         Image: Comparison of the state income		lok meno	Budget Name     6     American Idol Nursing Home (F)	¢	S 🗣 🛛 From	2009/01	_ 🕵 To 🖉	2012/12	_ 🔍 🔳	<u>}</u> efr
MDS       [48-1370.00] Interest Income       Image: State of the state of	ADT	т	Current Period 🖉 2010/10 🤱 📝 Budget Metrics 🧉	Re <u>c</u> alculate	Dr Show	All accounts		•		
MDS       [48-1380.00] Discounts Taken       Image: State of the state of	Acco	counts Receivable	Account	Current	2009/01	2009/02	2009/03	2009/04	2009/05	Ι
Interview          Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview         Interview <t< td=""><td>2.0</td><td></td><td>[48-1370.00] Interest Income</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	2.0		[48-1370.00] Interest Income							
MDS 3       150-9995.00] Dietary       \$1.704.48       Image: Constant of the second	MDS	S	[48-1380.00] Discounts Taken							
[ab:3930.00] Dietary[bi:1,204.48][bi:1,204.48]Care Plan 3[50-4995.00] Dietary Staff Wages Cert\$1,704.48][ci:1,200.00]Physician Orders[50-110.00] Dietary Staff Wages Cert\$1.633.23][ci:1,200.00]Physician Orders[50-120.00] Dietary Supervisory Wages Cert\$71.25][ci:1,200.00]Personnel[50-120.00] Dietary Supervisory Cert[ci:1,200.00][ci:1,200.00]Personnel[50-120.00] Dietary Supples Cert[ci:1,200.00][ci:1,200.00]General Ledger[50-130.00] Dietary Supples Cert[ci:1,200.00][ci:1,200.00]General Ledger[50-9910.00] Dietary Non-Cert[ci:1,200.00][ci:1,200.00]General Ledger[50-9910.00] Dietary Assisted Living[ci:1,200.00][ci:1,200.00]Corporate Setup[51-4995.00] Nursing and Habilitation\$17,204.85][ci:1,200.00]Calendar[51-100.00] Certified Nursing Aides Cert\$00.00][ci:1,200.00][ci:1,200.00]Galaxy Reporter[51-100.00] Dietary Scret\$13,050.03][ci:1,200.00][ci:1,200.00]Galaxy Reporter[51-100.00] Dietor of Nursing[ci:1,200.00][ci:1,200.00][ci:1,200.00]Galaxy Reporter[51-1121.00] Physical Therapist Cert[ci:1,200.00][ci:1,200.00][ci:1,200.00]Fayroll[51-1121.00] Physical Therapist Cert[ci:1,200.00][ci:1,200.00][ci:1,200.00]Fayroll[51-1121.00] Physical Therapy Assistant Cert[ci:1,213.00] Physical Therapy Assistant Cert[ci:1,213.00]Fayroll[51-1232.00] Occupational Therapy A			[5] Expenses	\$19,089.33						
Care Plan 3         [50-1010.00] Dietay Staff Wages Cert         \$1,633.23           Physician Orders         [50-1100.00] Dietay Supervisory Wages Cert         \$1,633.23           Assessments         [50-120.00] Dietay Payroll Taxes Cert         \$71.25           Assessments         [50-130.00] Dietay Payroll Taxes Cert         \$71.25           Personnel         [50-1550.00] Dietay Contract Labor Cert             General Ledger         [50-1550.00] Dietay Cod Cert              General Ledger         [50-9310.00] Dietay Cod Cert               General Ledger         [50-9310.00] Dietay Supplies Cert                General Ledger         [50-9310.00] Dietay Supplies Cert                General Ledger         [50-9310.00] Dietay Supplies Cert                General Ledger         [51-995.00] Mursing and Habilitation Cert         \$17,384.85              Corporate Setup         [51-1020.00] Licensed Practical Nurses Cert         \$100.00         ActTUAL: \$143,000.23             Galaxy Reporter         [51-1020.00] Licensed Practi	MDS	15 3	[50-9995.00] Dietary							
[50-1010.00] Dietary Staff Wages Cert         \$1,633.23         Image: Cert staff wages Cert staff wa	Care	re Plan 3	[50-4995.00] Dietary - Cert	\$1,704.48						
Instruction Godes       [50-1220.00] Dietary Payroll Taxes Cert       \$71.25       Image: Construct Calor Cert         Assessments       [50-1230.00] Dietary Benefits Cert       Image: Cert Cert       Image: Cert Cert Cert       Image: Cert Cert Cert Cert Cert Cert Cert Cert			[50-1010.00] Dietary Staff Wages Cert	\$1,633.23						
Assessments         [50-122.00] Dietary Benefits Cert         \$71.25         \$71.25           Assessments         [50-123.00] Dietary Benefits Cert	Phys	ysician Orders	[50-1110.00] Dietary Supervisory Wages Cert							
Image: section of the section of th	5		[50-1220.00] Dietary Payroll Taxes Cert	\$71.25						
Personnel         [50.1550.00] Dietary Supplies Cert         Image: Constraint of the sector of the s	Asses	essments								
Interface         Interface <thinterface< th="">         Interface         <thinterface< th="">         Interface         Interface</thinterface<></thinterface<>	* <b>\</b> ন		[50-1340.00] Dietary - Contract Labor Cert							
General Ledger         [50-6910.00] Dietary Non-Cert         Image: Composition of the star in th	Perso	rsonnel	[50-1550.00] Dietary Supplies Cert							
Image: Sold Sill Ubidiaty Non-Cert		Constalling	[50-1650.00] Dietary Food Cert							
Accounts Payable         [51-9995.00] Nursing and Habilitation         \$17,384.85         Accounts Payable           Corporate Setup         [51-4995.00] Nursing and Habilitation Cert         \$17,384.85         Accounts Payable         Accounts Payable <t< td=""><td>G</td><td>General Ledger</td><td>[50-6910.00] Dietary Non-Cert</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	G	General Ledger	[50-6910.00] Dietary Non-Cert							
Image: [51-9995.00] Nursing and Habilitation         \$17,384.85         Actual: \$143,000.23           Corporate Setup         [51-4995.00] Nursing and Habilitation Cert         \$17,041.93         Actual: \$143,000.23         Actual: \$143,000.23           Calendar         [51-1020.00] Licensed Practical Nurses Cert         \$800.00         Actual: \$143,000.23         Actual: \$143,000.23           Galaxy Reporter         [51-1020.00] Licensed Practical Nurses Cert         \$800.00         Actual: \$143,000.23         Actual: \$143,000.23           Galaxy Reporter         [51-1030.00] Registered Nurses Cert         \$800.00         Actual: \$143,000.23         Actual: \$143,000.23           Galaxy Reporter         [51-1030.00] Registered Nurses Cert         \$13,050.03         Actual: \$143,000.23         Actual: \$143,000.23           Custom Reports         [51-1030.00] Director of Nursing         State         State         State         State         State         State           Payroll         [51-1121.00] Physical Therapist Cert         Image: Cert	Ann	counts Pavable	[50-9910.00] Dietary Assisted Living							
Image: Construction of the sector o	\$		[51-9995.00] Nursing and Habilitation	\$17,384.85						
Calendar         [51-1010.00] Certified Nursing Acides Cert         \$0.00           Galaxy Reporter         [51-1020.00] Licensed Practical Nurses Cert         \$800.00           Galaxy Reporter         [51-1030.00] Registered Nurses Cert         \$13,050.03           Custom Reports         [51-1020.00] Licensed Practical Nurses Cert         \$13,050.03           Custom Reports         [51-1030.00] Physical Therapist Cert         Image: Cert Cert Cert Cert Cert Cert Cert Cert	Corp	rporate Setup	[51-4995.00] Nursing and Habilitation Cert	\$17,041.99	ACTUAL	\$142,000,22				
Galaxy Reporter         [51-1030.00] Registered Nurses Cert         \$13,050.03         Image: Control of Nurses Cert	<u> </u>		[51-1010.00] Certified Nursing Aides Cert	\$0.00	ACTUAL	\$145,000.25				
Galaxy Reporter         [51-1040.00] Supervisory Murses Cert         Image: Constraint of the sector	Cale	lendar	[51-1020.00] Licensed Practical Nurses Cert	\$800.00						
Custom Reports         [51-1050.00] Director of Nursing         Image: Custom Reports         [51-1050.00] Director of Nursing         Image: Custom Reports         [51-1121.00] Physical Therapist Cert         Image: Custom Reports         [51-2131.00] Physical Therapy Assistant Cert         Image: Custom Reports         [51-2132.00] Occupational Therapy Assistant Cert         [51-2132	a)		[51-1030.00] Registered Nurses Cert	\$13,050.03						
Custom Reports         [51-1121.00] Physical Therapist Cert         Image: Comparison of the comp	Gala	laxy Reporter	[51-1040.00] Supervisory Murses Cert							
Image: Payroll     [51:1121.00] Physical Therapist Cert       Image: Payroll     [51:1122.00] Occupational Therapist Cert       Image: Image	Curt	tere Deceste	[51-1050.00] Director of Nursing							
Earror         [51-1131.00] Speech Therapist Cert         [51-2131.00] Physical Therapy Assistant Cert         [51-2132.00] Occupational Therapy Ass		stom Reports	[51-1121.00] Physical Therapist Cert							
[51-1131.00] Speech Therapist Cert       [51-2131.00] Physical Therapy Assistant Cert       [51-2132.00] Occupational Therapy Assistant Cert	Pavr	vroll	[51-1122.00] Occupational Therapist Cert							
[51-2132.00] Occupational Therapy Assistant Cert	6	,	[51-1131.00] Speech Therapist Cert							
			[51-2131.00] Physical Therapy Assistant Cert							T
[51-2133 00] Speech Therapy Assistant Cert			[51-2132.00] Occupational Therapy Assistant Cert							
[of Erocico] opedan mardph residuant out			[51-2133.00] Speech Therapy Assistant Cert							T
[51-2210.00] Contract Nursing Cert			[51-2210.00] Contract Nursing Cert							T
			•							۴

**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 where 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.

3	ession Community	Module Window Options Help							-	F
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	▼ ▶									
	Quick Menu	Budget	_			y Period			-	_
•	Quick Menu	Budget Name     6     6     American Idol Nursing Home [F]	Q	<u>}</u> ₽	From	2009/01	_ 🔍 To 🖉	2012/12	_ 🔍 📑	<u>R</u> el
5	ADT	Current Period 🖉 2010/10 🤱 📝 Budget Metrics 🧉	Re <u>c</u> alculate	<u>ک او</u>	Show	All accounts		•		
	Accounts Receivable	Account	Current	2009.	/01	2009/02	2009/03	2009/04	2009/0	5
/2.0		[48-1370.00] Interest Income								
MDS	MDS	[48-1380.00] Discounts Taken				Select row	:	Shift+Spac	-	
(2.0		[5] Expenses	\$19,089.33			Select column				
MDS	MDS 3	[50-9995.00] Dietary	\$1,704.48			Select column		Ctrl+Spac	e	
	Care Plan 3	[50-4995.00] Dietary - Cert	\$1,704.48			Copy Cell(s)		Ctrl+	c	
÷	Care Plan 3	[50-1010.00] Dietary Staff Wages Cert	\$1,633.23			Paste Cell(s)		Ctrl+	v	
<b>}</b> @	Physician Orders	[50-1110.00] Dietary Supervisory Wages Cert			-			-		
	r nysiaidin onders	[50-1220.00] Dietary Payroll Taxes Cert	\$71.25			Fixed Budget		Ctrl+	F	
	Assessments	[50-1230.00] Dietary Benefits Cert				Per Diem Budget		Ctrl+	D	
		[50-1340.00] Dietary - Contract Labor Cert				Select Metric		Ctrl+N	м	
	Personnel	[50-1550.00] Dietary Supplies Cert			-					
		[50-1650.00] Dietary Food Cert				Assign actual bala	Ctrl+Dow	n		
. 🔡	General Ledger	[50-6910.00] Dietary Non-Cert			1	Increase selected v	alues	Ctrl+	Ctrl+=	
að I	Accounts Payable	[50-9910.00] Dietary Assisted Living				Decrease selected	values	Ctrl+		
α,	Accounts Payable	[51-9995.00] Nursing and Habilitation	\$17,384.85			Sum up total				
	Corporate Setup	[51-4995.00] Nursing and Habilitation Cert	\$17,041.99		-					
щ		[51-1010.00] Certified Nursing Aides Cert	\$0.00		1	Copy from anothe	r budget	F	F6	
<b>8</b>	Calendar	[51-1020.00] Licensed Practical Nurses Cert	\$800.00						_	
~~~ <b>~</b>		[51-1030.00] Registered Nurses Cert	\$13,050.03							
4	Galaxy Reporter	[51-1040.00] Supervisory Murses Cert								
- 11		[51-1050.00] Director of Nursing								
-)	Custom Reports	[51-1121.00] Physical Therapist Cert								
2	Baugall	[51-1122.00] Occupational Therapist Cert								
Χ,	Payroll	[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								
			I			-	L	4	<u></u>	

## **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		ACTUAL 52 201 610 20
[10-1020.00] Cash in Bank - General	\$5,939,862.63	ACTUAL: \$3,201,618.30
[10-1030.00] Cash in Bank - Pavroll	-\$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

budget Adjustment	
Increase budget amounts by	percents
<u></u> K	Cancel

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

👪 Budget Adjustment	
Decrease budget amounts by 2	percents
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**Copy from another budget** – allows you to copy budget figures from one budget to another. A display box will appear:

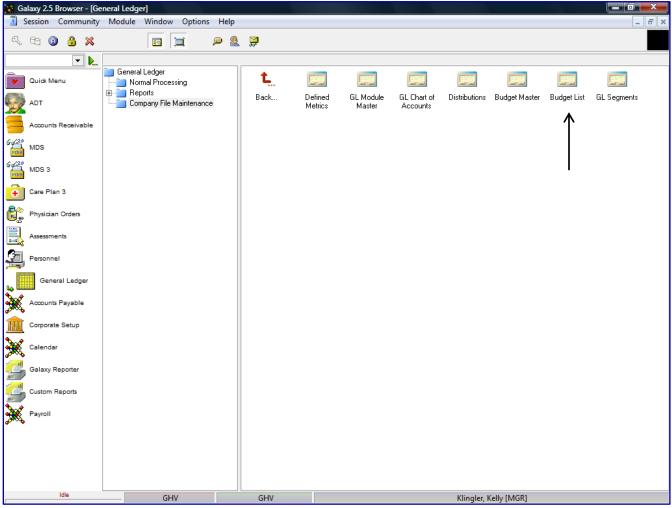
	o copy from and the range of periods to be begining from 2011/01	copied into the
From Budget	60 American Idol Nursing Home (F)	<u> </u>
Start Period	2 2011/01 S	
End Period		months

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.

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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.

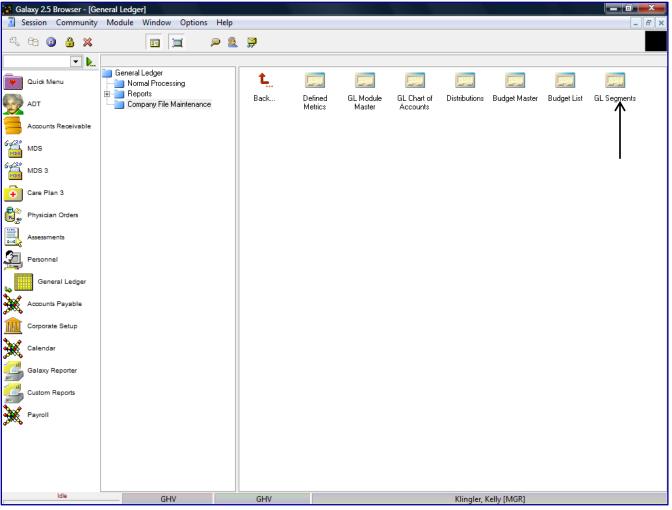
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**Budget List Detail** – this is the input screen used to create record(s) for the Budget List Master. Here you will see the following fields:

- 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.

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**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.

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**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.**