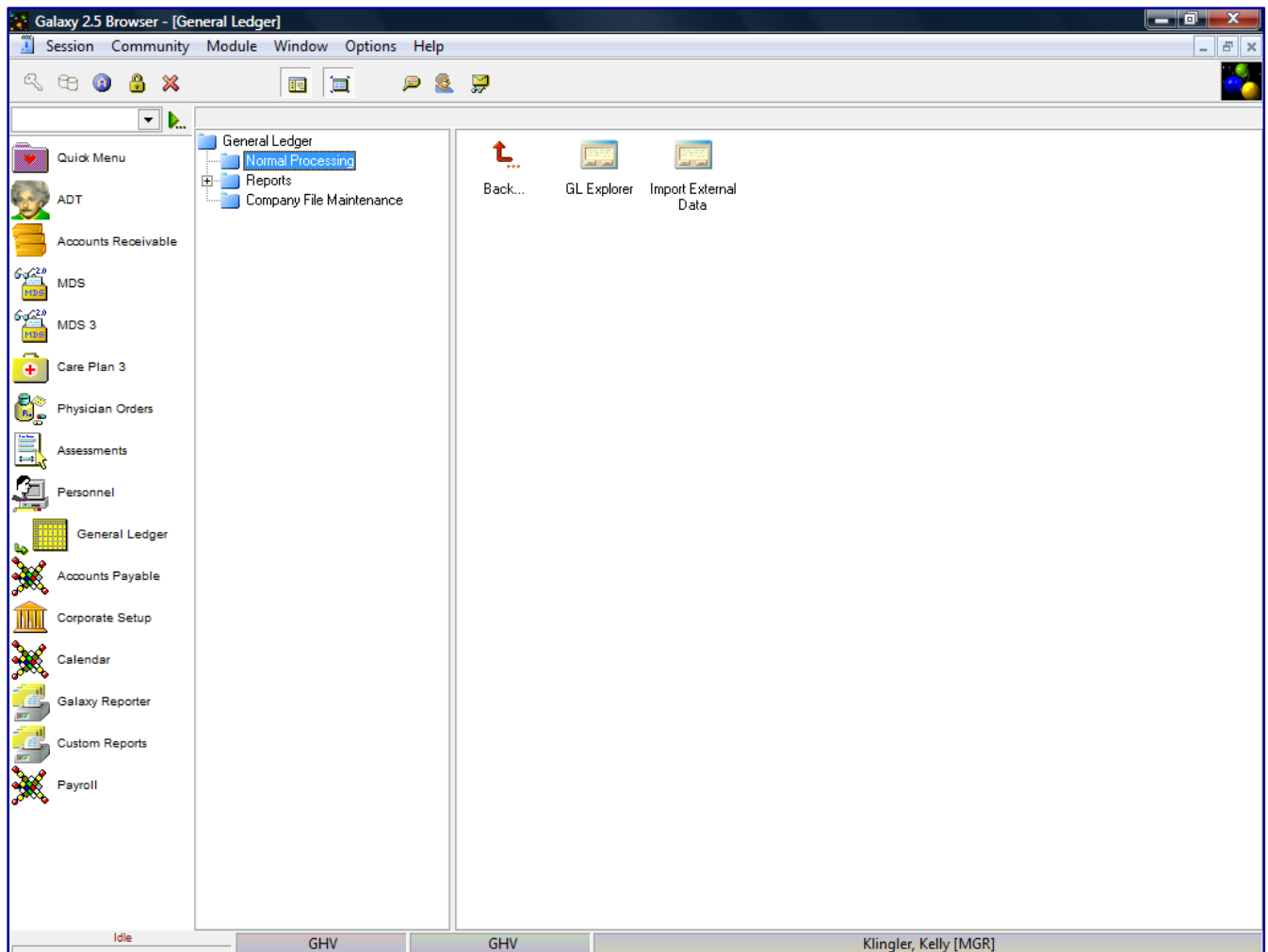
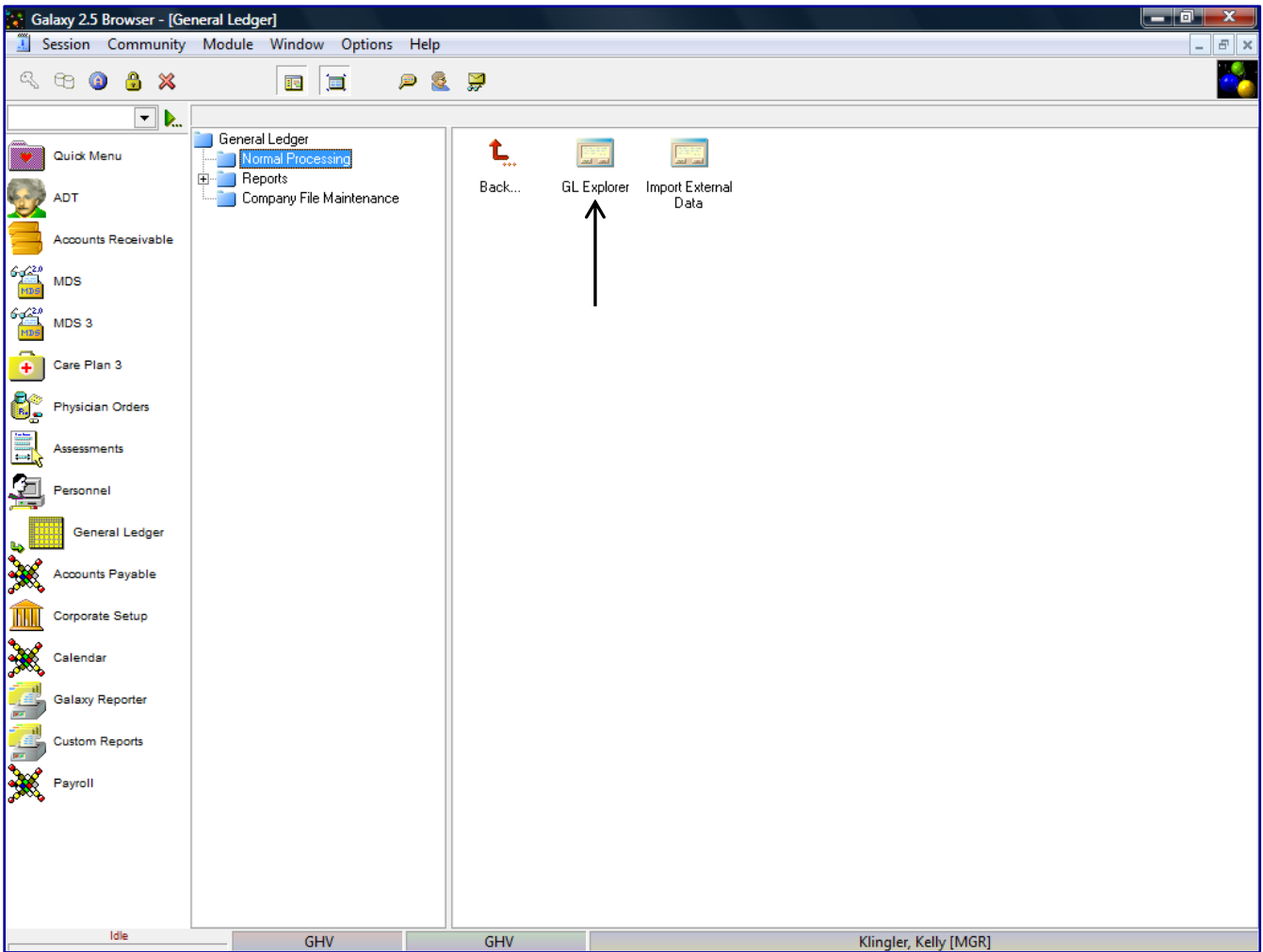


Galaxy Hosted Software
General Ledger
Normal Processing
Instructional & Informational Guide

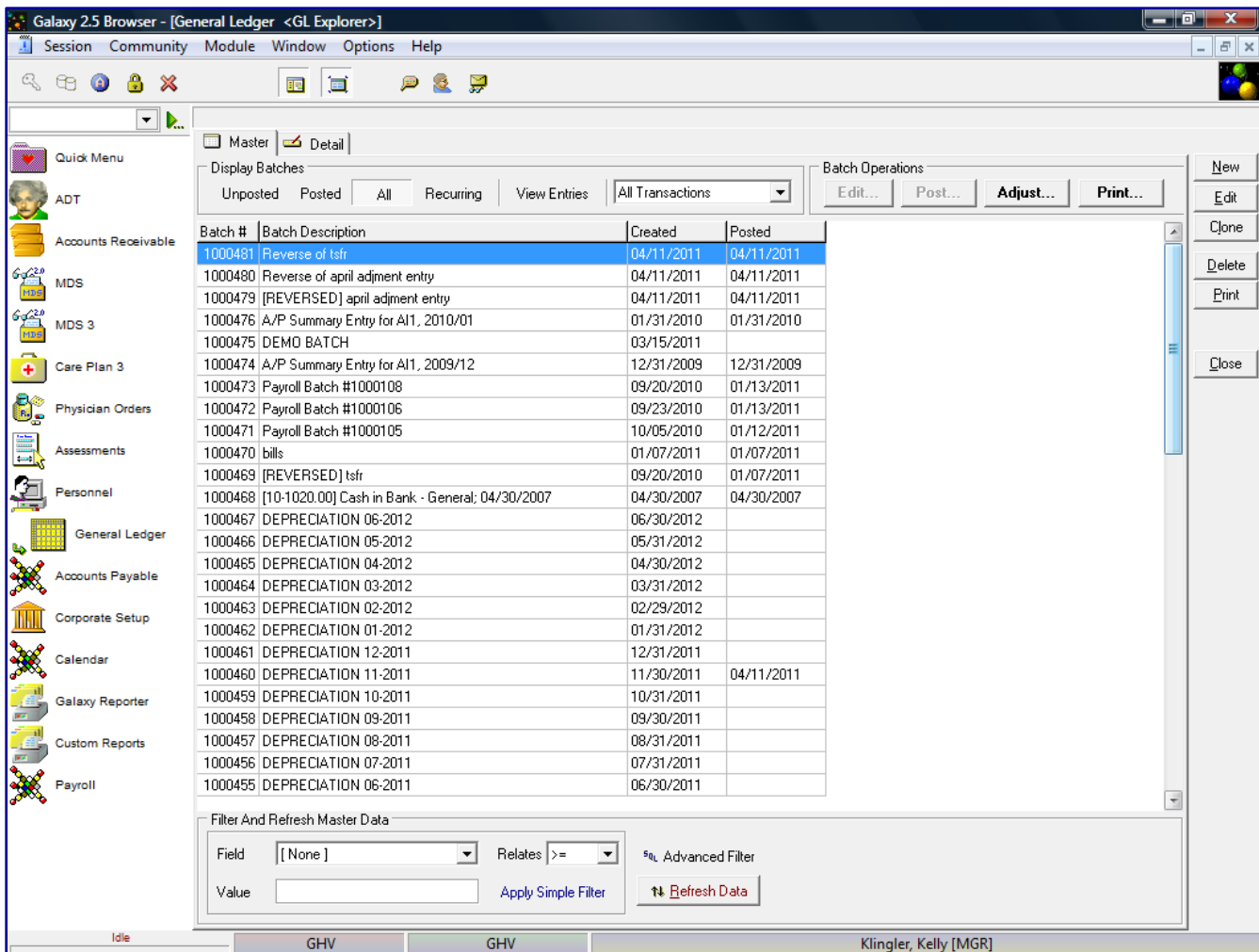


Looking at **Normal Processing**, you can see it is divided into 2 separate sections. You can access any section by double clicking on the icon.

- **GL Explorer** – where the user can create recurring or adjusting journal entries to correct entries on the facility's books.
- **Import External Data** – allows the user to import a batch from other modules outside the Galaxy system. For Example: if a facility is using different software to process their payroll they can import the payroll data into the GL Module using this feature.



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



This is the GL Explorer master screen. This screen gives a snapshot view of the General Ledger Journal entries processed in the Galaxy system. Here you will see the following options:

Display Batches:

- **Unposted** – journal entries that have been created but not posted/updated to General Ledger in the system
- **Posted** – journal entries that have be updated to General Ledger in the system
- **All** – will display all posted/unposted journal entries
- **Recurring** – will display any entry set as a recurring journal entry
- **View Entries** – user can see a split screen shot of the entries that make up the batch highlighted in blue.

Display Transactions:

- **All transactions** – will show every record of journal entries ever created based on the display batches option chosen.
- **Current** – will only show the current period records of journal entries based on the display batches option chosen.
- **Today Transactions** – will only show the journal entries that have been created for the calendar date based on the batch option chosen.

- **Future Periods** – will show the journal entries that have been created for periods that come after the current period based on the display batches option chosen. The system will also give months to choose like 2011/02; 2011/03 etc. to select a specific future period.

Batch Operations – allows the user the ability to change the journal entries within a batch. This is used once the batch has been created.

- **Edit** – this option allows you to make any modifications to journal entries before they are posted to General Ledger. This option will only be active if you are viewing Unposted/ Recurring entries
- **Post** – this option allows you to post journal entries to General Ledger. This option will only be active if you are viewing Unposted entries
- **Adjust** – this option allows you to make adjustments to posted journal entries. This option will only be active if you are viewing Posted entries
- **Print** – this option allows you to print Unposted - Pre-Post report, Posted – Post report, Recurring – Recurring report,

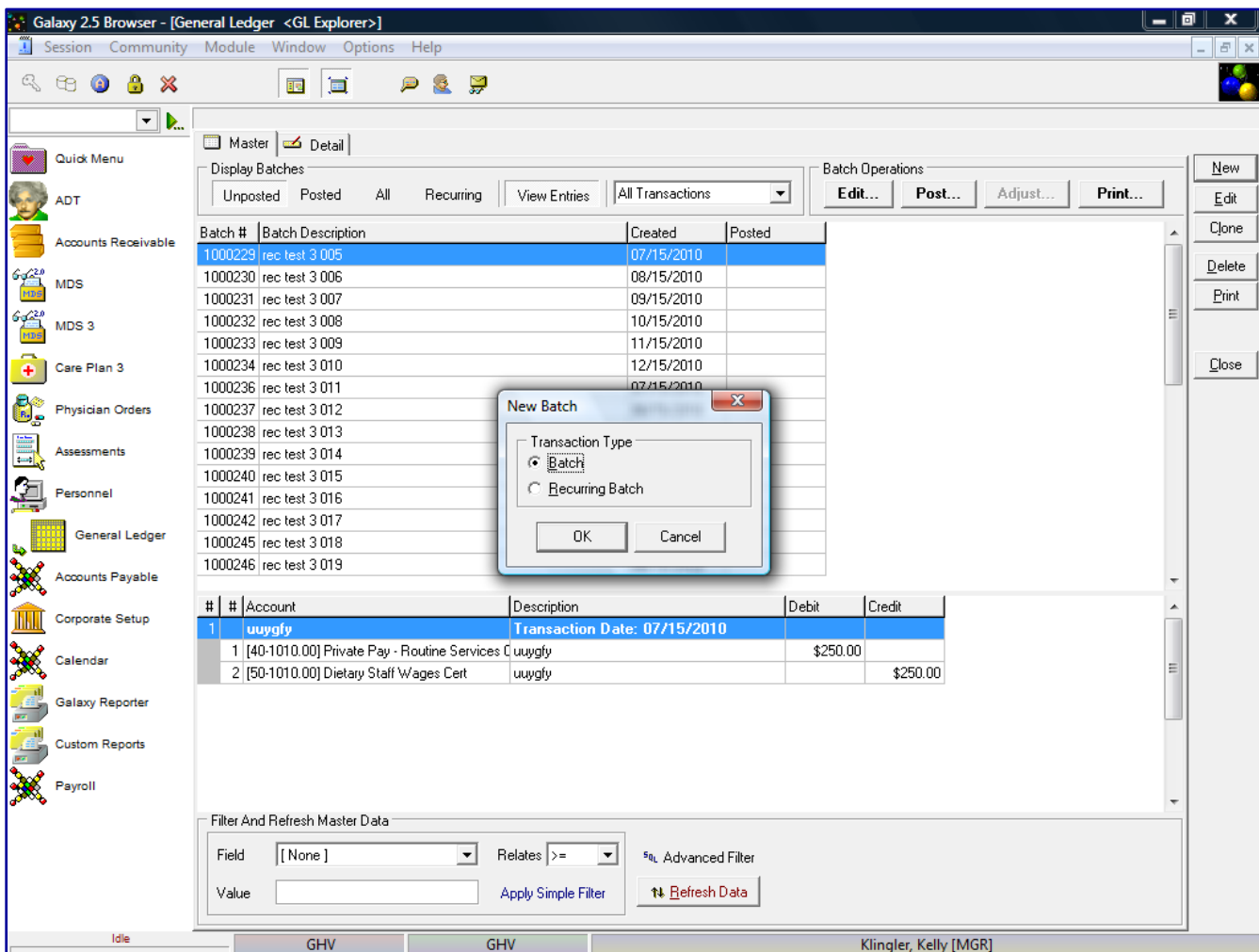
Normal Operations – allows the user the ability to start a journal entry batch (*buttons on right side of screen*).

- **New** – used to create the GL batch
- **Edit** – used to edit the GL batch date or description
- **Delete** – used to remove the GL batch
- **Clone** – used to duplicate the GL batch information allowing user to make changes to new date or description
- **Print** – allows the user to print a list of all batches
- **Close** – used to exit from GL Explorer back to GL Normal Processing screen

Filter and Refresh Master Data – options to allow the user the ability to locate a specific record

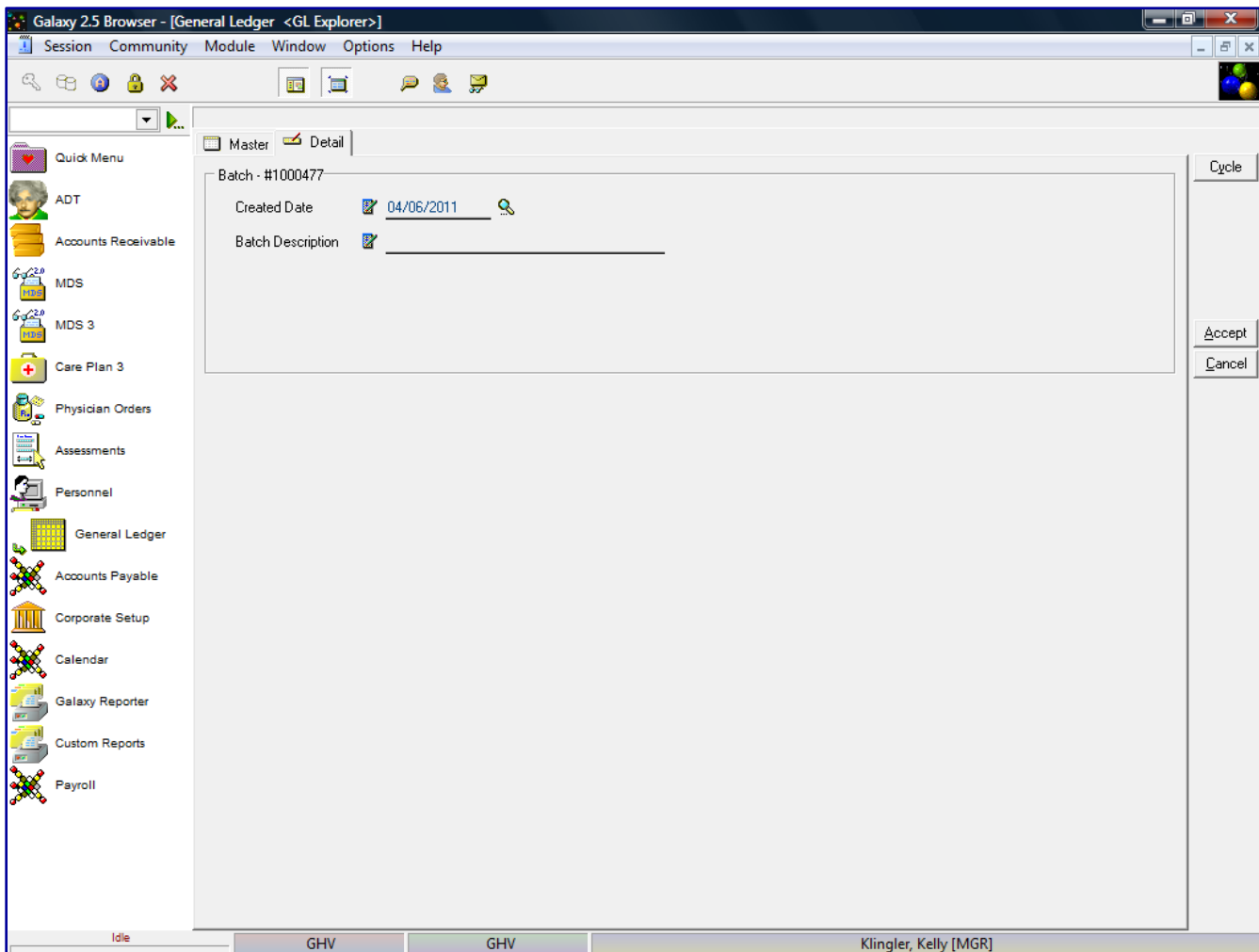
- **Field** – select specific search field from drop down box
- **Value** – select specific value from drop down box
- **Relates** – relation to search/value fields
- **Advance Filter** – used to locate records quickly in the master list by using more than one filter
- **Refresh Data** – used to update the master list when records have been created but are not appearing on the list
- **Default Facility** – used to move between facilities if you facility is part of an enterprise using Galaxy software

To create a GL journal entry batch press the **New** button on the right side of the screen.



After pressing the **New** button a box will appear on the screen prompting the user to select Transaction type.

To create a journal entry, click the **Batch** option in the Transaction Type box and then click the **OK** button.



GL Explorer Detail – this is the input screen to enter in identifying information about the batch. Here you will see the following fields:

- **Created Date** – date the batch was created. This date does not have any effect on GL posting.
- **Batch Description** – enter the description of the transaction batch

After the date and description have been entered for this General Ledger batch, click the **Accept** button. This will move the batch to the unposted screen on the display batches option.

Galaxy 2.5 Browser - [General Ledger <GL Explorer>]

Session Community Module Window Options Help

Master Detail

Display Batches: Unposted Posted All Recurring View Entries All Transactions

Batch Operations: Edit... Post... Adjust... Print...

Batch #	Batch Description	Created	Posted
1000417	depr 11-11	11/30/2011	
1000418	depr 12-11	12/31/2011	
1000419	depr 01-12	01/31/2012	
1000420	depr 02-12	02/29/2012	
1000421	depr 03-12	03/31/2012	
1000422	depr 04-12	04/30/2012	
1000423	depr 05-12	05/31/2012	
1000424	depr 06-12	06/30/2012	
1000451	DEPRECIATION 02-2011	02/28/2011	
1000452	DEPRECIATION 03-2011	03/31/2011	
1000453	DEPRECIATION 04-2011	04/30/2011	
1000454	DEPRECIATION 05-2011	05/31/2011	
1000455	DEPRECIATION 06-2011	06/30/2011	
1000456	DEPRECIATION 07-2011	07/31/2011	
1000457	DEPRECIATION 08-2011	08/31/2011	
1000458	DEPRECIATION 09-2011	09/30/2011	
1000459	DEPRECIATION 10-2011	10/31/2011	
1000461	DEPRECIATION 12-2011	12/31/2011	
1000462	DEPRECIATION 01-2012	01/31/2012	
1000463	DEPRECIATION 02-2012	02/29/2012	
1000464	DEPRECIATION 03-2012	03/31/2012	
1000465	DEPRECIATION 04-2012	04/30/2012	
1000466	DEPRECIATION 05-2012	05/31/2012	
1000467	DEPRECIATION 06-2012	06/30/2012	
1000475	DEMO BATCH	03/15/2011	

Filter And Refresh Master Data

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

Value: Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

The batch that was just created will be displayed at the bottom of Unposted batches. This screen will display the batches in Batch # sequence.

To add transactions to the batch, select the batch and click the **Edit** button under the **Batch Operations** option.

Galaxy 2.5 Browser - [General Ledger <GL Explorer>]

Session Community Module Window Options Help

Master Detail

Display Batches: Unposted Posted All Recurring View Entries All Transactions

Batch Operations: Edit... Post... Adjust... Print...

Batch #	Batch Description	Created	Posted
1000417	depr 11-11	11/30/2011	
1000418	depr 12-11	12/31/2011	
1000419	depr 01-12	01/31/2012	
1000420	depr 02-12	02/29/2012	
1000421	depr 03-12	03/31/2012	
1000422	depr 04-12	04/30/2012	
1000423	depr 05-12	05/31/2012	
1000424	depr 06-12	06/30/2012	
1000451	DEPRECIATION 02-2011	02/28/2011	
1000452	DEPRECIATION 03-2011	03/31/2011	
1000453	DEPRECIATION 04-2011	04/30/2011	
1000454	DEPRECIATION 05-2011	05/31/2011	
1000455	DEPRECIATION 06-2011	06/30/2011	
1000456	DEPRECIATION 07-2011	07/31/2011	
1000457	DEPRECIATION 08-2011	08/31/2011	
1000458	DEPRECIATION 09-2011	09/30/2011	
1000459	DEPRECIATION 10-2011	10/31/2011	
1000461	DEPRECIATION 12-2011	12/31/2011	
1000462	DEPRECIATION 01-2012	01/31/2012	
1000463	DEPRECIATION 02-2012	02/29/2012	
1000464	DEPRECIATION 03-2012	03/31/2012	
1000465	DEPRECIATION 04-2012	04/30/2012	
1000466	DEPRECIATION 05-2012	05/31/2012	
1000467	DEPRECIATION 06-2012	06/30/2012	
1000475	DEMO BATCH	03/15/2011	

Filter And Refresh Master Data

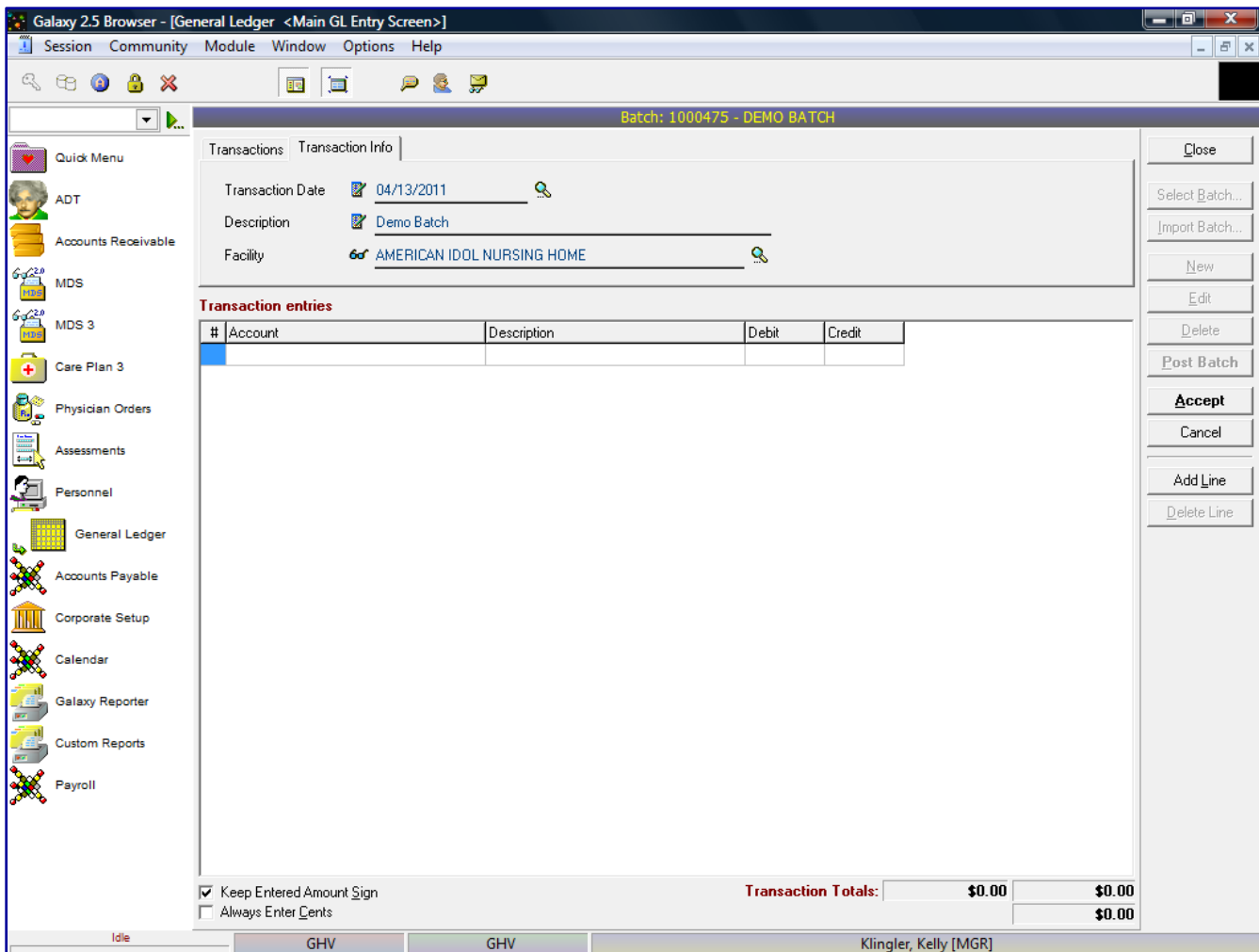
Field: [None] Relates: >= % Advanced Filter

Value: Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

The Batch Operation buttons are the options that control the processing within the individual batch.

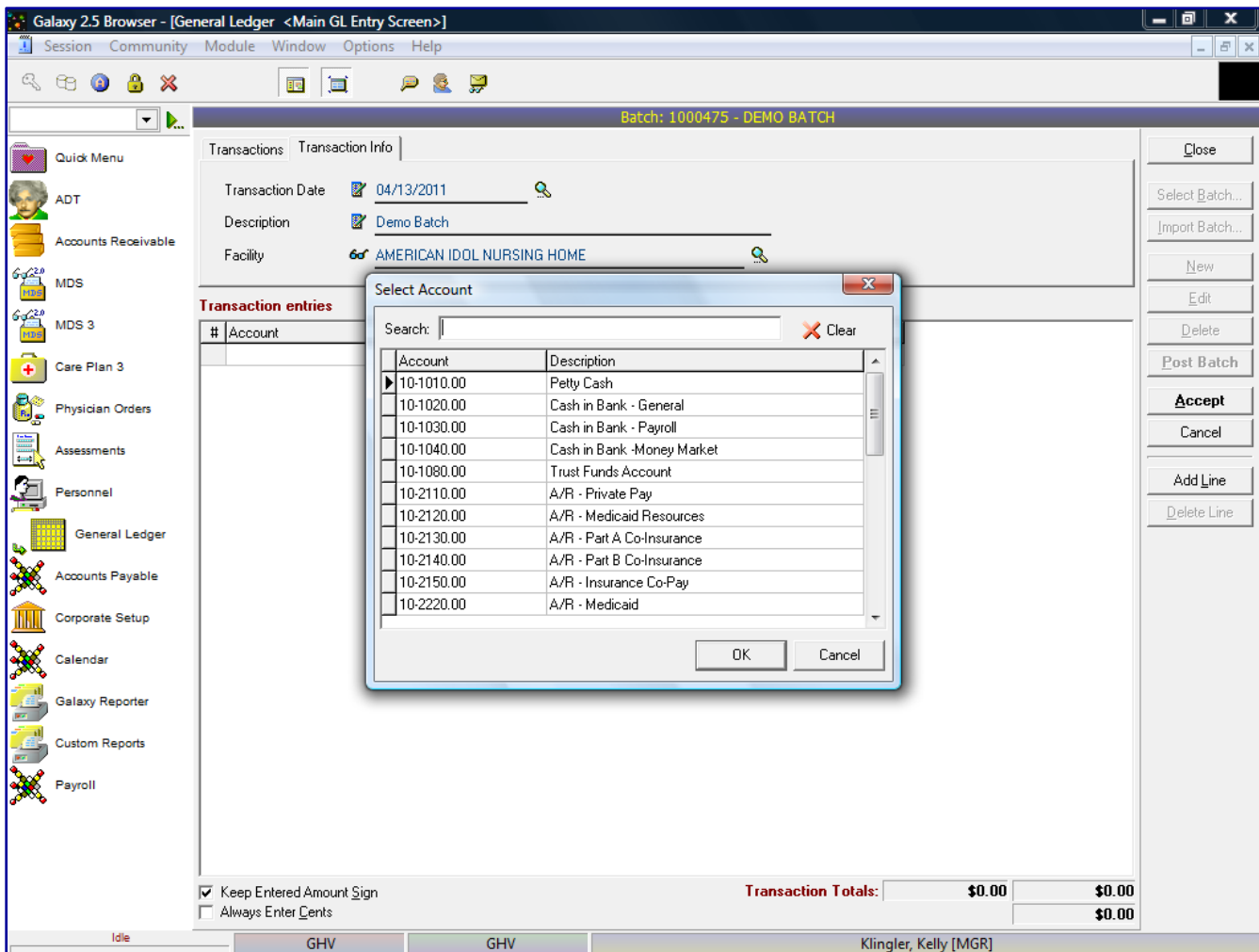
After you have pressed the **Edit** button from **Batch Operations** you will see the screen below.



GL Explorer Main Entry Screen –here is where the user will create the entries within the batch. If there are no transactions in the batch, the system will assume you want to add transactions to the batch. Here you will see the following fields:

- **Transaction Date** – the date the transaction will post to General Ledger NOTE: You want to make certain you enter in the correct date you want the transactions to post to General Ledger. If the transaction was to post to General Ledger 5 months ago and should affect the financials, you will need to enter the date of 5 months ago, since there is no formal GL close process, as long as your settings in GL Module Master allow Prior posting.
- **Description** – type in a transaction batch description that identifies what the journal entries are
- **Facility** – select facility the transactions are to be posted

The next area to move on to is **Transaction Entries** – This allows you to enter in the journal entries, double click in the **Account** field to display the account search box.

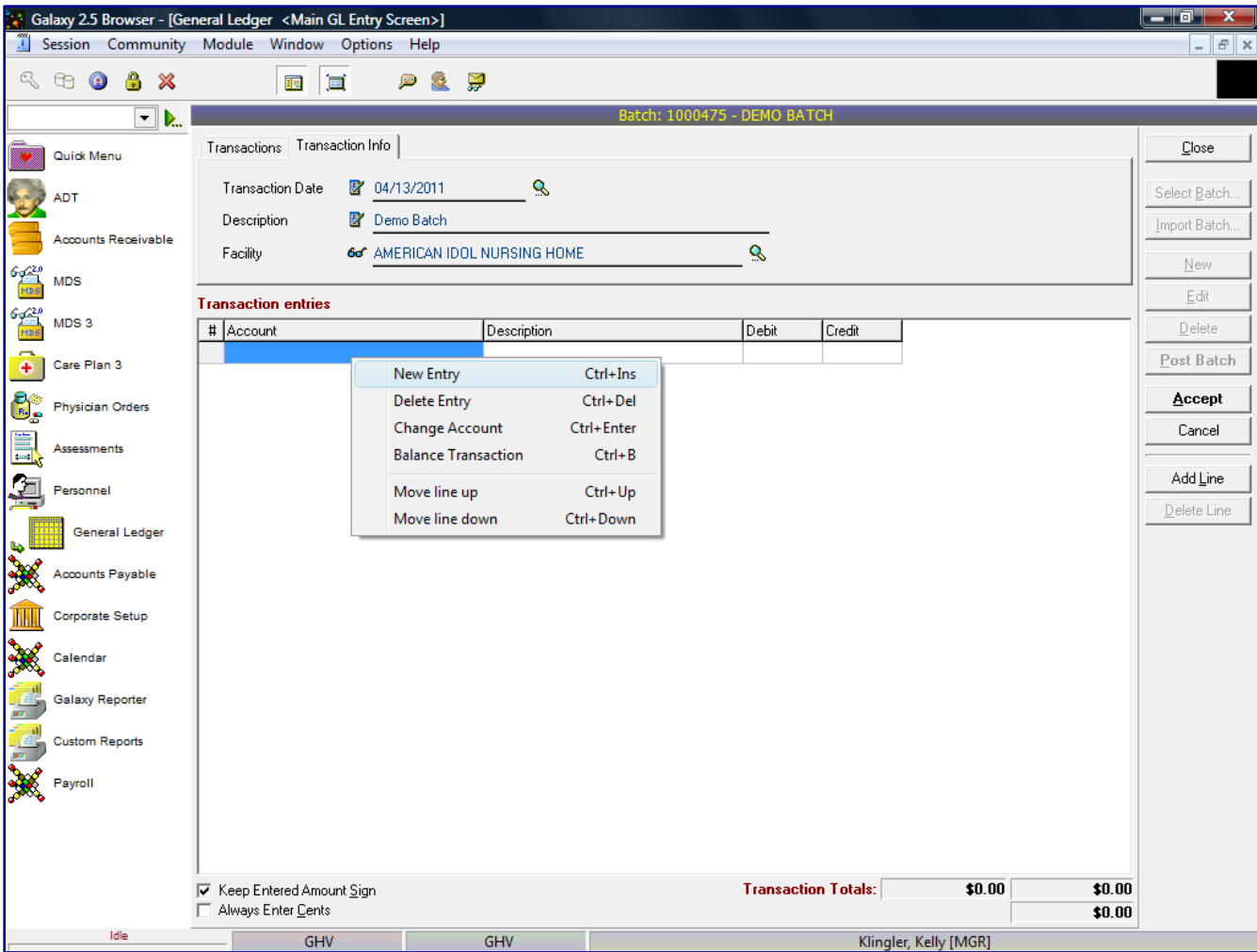


Transaction Entries – This allows you to enter in the journal entries, double click in the **Account** field to display the account search box.

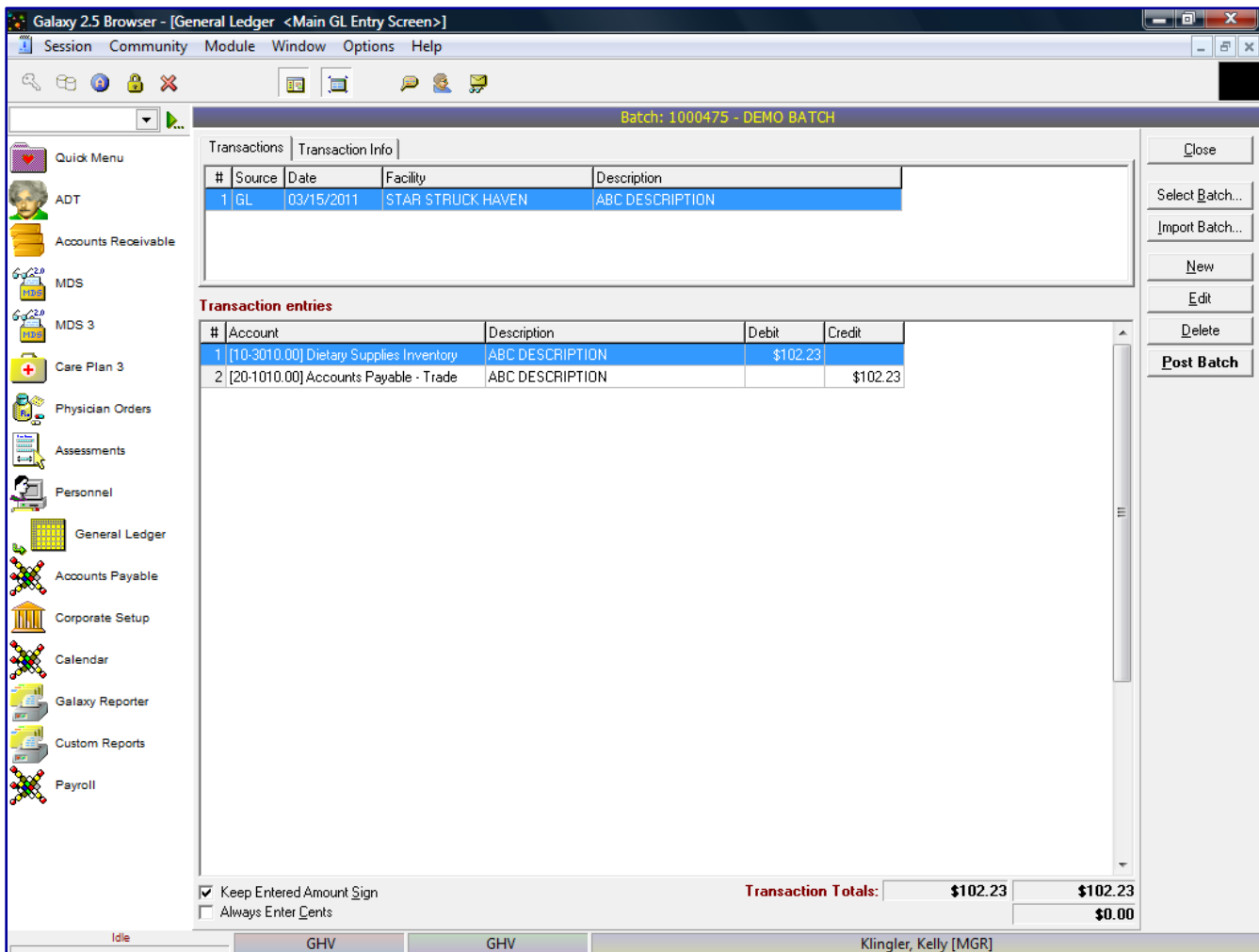
The system will display all active General Ledger accounts. Select the appropriate account for the journal entry from this drop down menu.

To narrow your search, start typing in the account number or the alpha description of the account in the **Search** field. When your account number appears in the display box, highlight the account and click the **OK** button.

Or you can right click in the Account field, select **New Entry** and the account search box will be displayed.

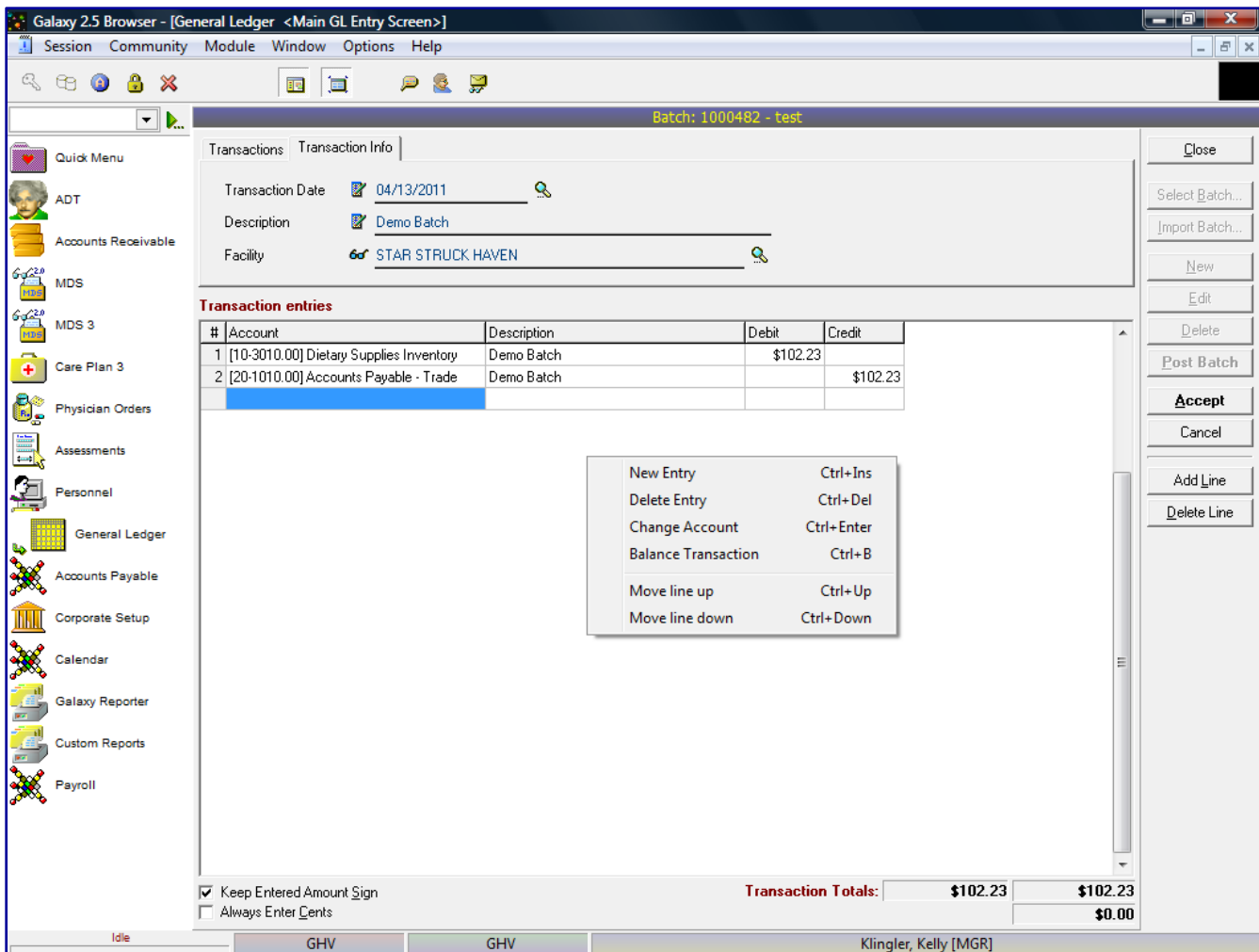


And as displayed in the previous step, the system will display all active General Ledger accounts, as explained previously. Select the appropriate account for the journal entry and click the **OK** button.



GL Main Entry Screen – after you have selected the account for the transaction entries you will see the following:

- **Account** – General Ledger account number and identifying description associated with that account number
- **Description** –the system will default the description from the top portion of the screen, **Description** field. If you want to change the line item after multiple entries, you can go back to the top portion of the screen and change the Description field for the next entries. You can change the description unlimited times within a batch. Then at the end of the batch, you can change the description to what the batch description should be.
- **Debit** – enter the dollar amount to debit this account
- **Credit** – enter the dollar amount to credit this account
- **Transaction Totals:** - the system will display the amount of debits and credits entered into the batch. When you are on your last entry line, you can manually enter in the amount of debit/credit or you can right click in the Debit or Credit field and a display box will appear and you can select **Balance Transaction** and the system will automatically enter in the amount to balance the transaction.

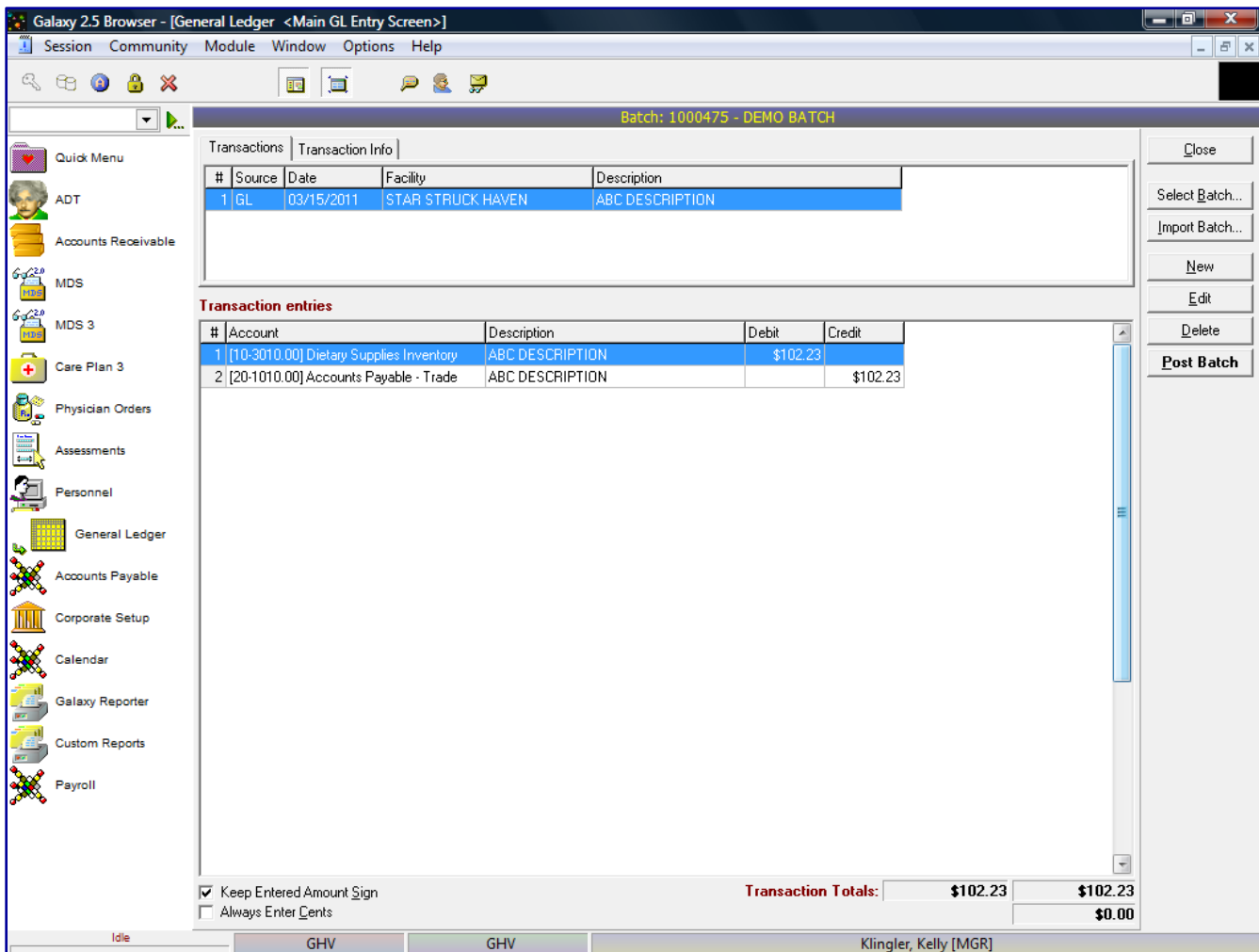


GL Main Entry Screen – there are options the user can select if the user right clicks on the transaction entries screen below. Here the user can see the following options and their function within the display box:

- **New Entry** – adds an entry line
- **Delete Entry** – deletes an entry line
- **Change Account** – allows user to select another account number
- **Balance Transaction** – the system will automatically enter in the amount to balance the transaction
- **Move line up** – allows user to move select transaction line up a line to change the order
- **Move line down** - allows user to move select transaction line down a line to change the order

You also have the **Add Line** and **Delete line** options at the right of the screen that works the same way as **New Entry** and **Delete Entry**

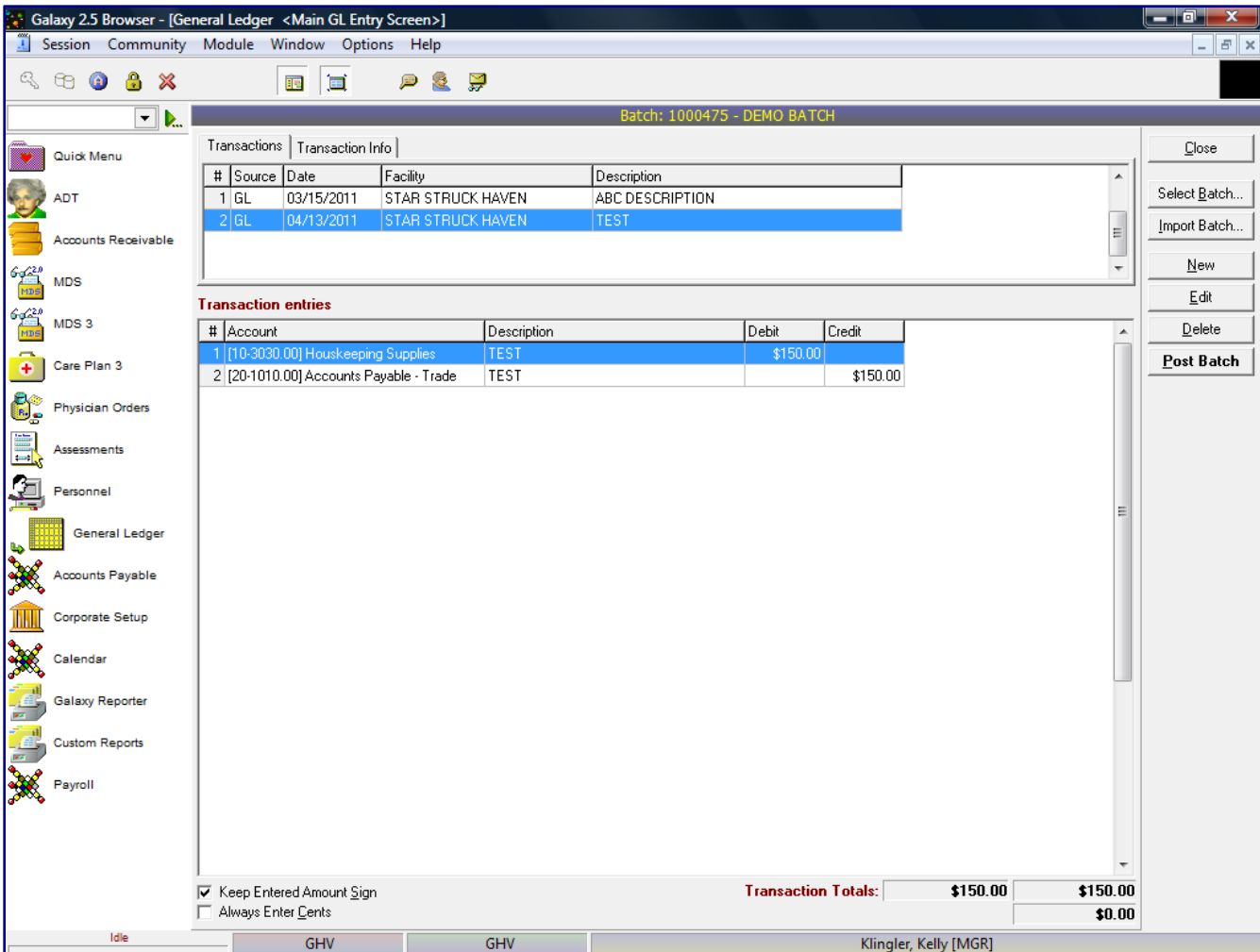
After all the entries have been entered for this General Ledger batch, click the **Accept** button.



GL Main Entry Screen – the system will take you to the Batch screen to display the entries within the batch. You can review the batch and determine if you are done with the batch, or if you need to add more entries to the batch.

If you want to add more transactions in the batch, you would select **NEW** and enter in the transaction date and description and repeat the process previously explained.

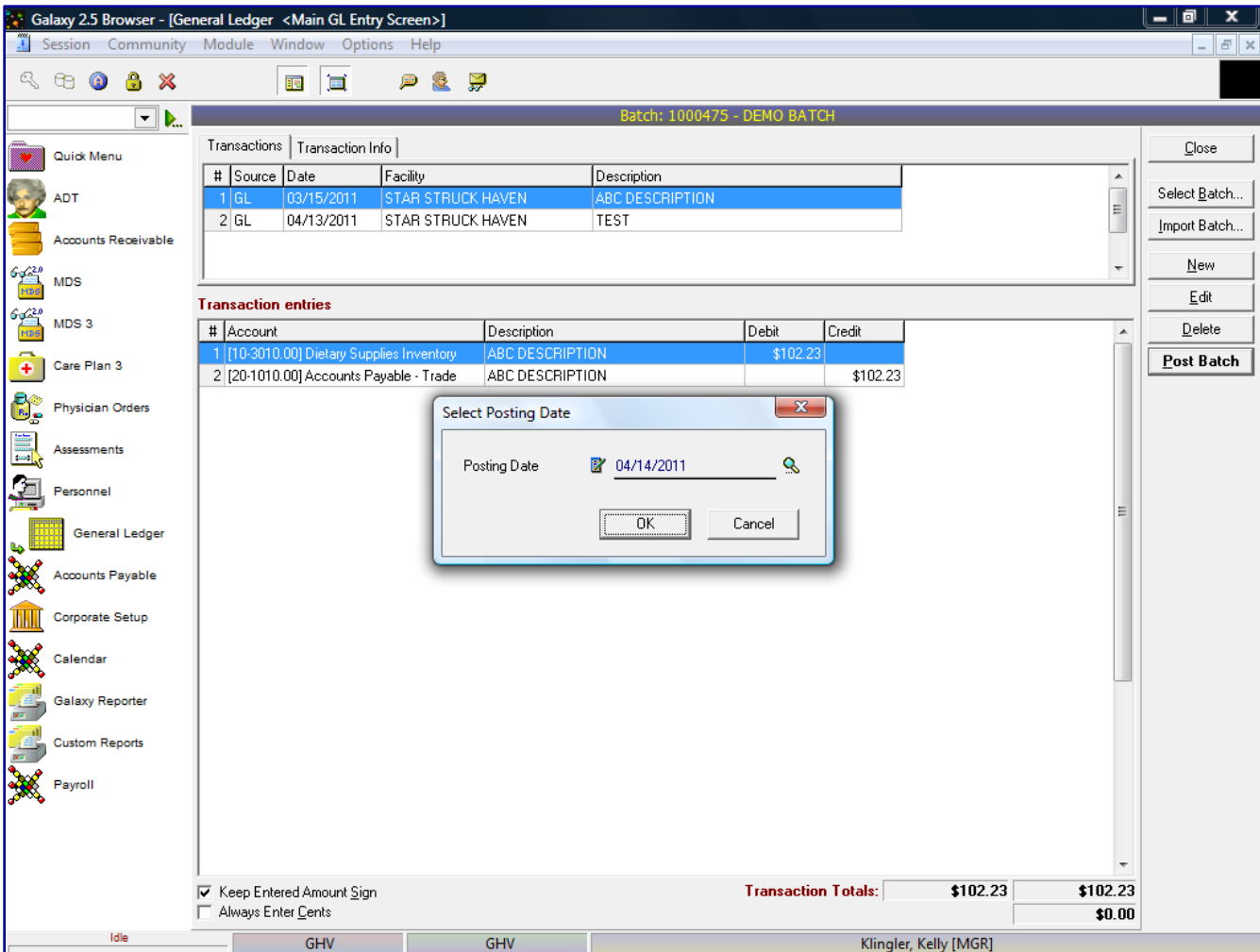
NOTE: Most clients enter 1 transaction per batch. The transaction can have as many line entries as the user wants. If the batch were to have another transaction of journal entries the user would see the screen below



GL Main Entry Screen – the following screen displays two transactions within the same batch. The user can see that in our *demo facility* Batch 1000475 has two transactions one with a description ABC and the other Test both for Start Struck Haven. There are also the following options on the right side of the screen:

- **Close** – close out of the batch
- **Select Batch** – used only when importing batch from third party vendor
- **Import Batch** – used only when importing batch from third party vendor
- **New** – to add a new transaction to the batch
- **Edit** – edits selected transaction within batch
- **Delete** – deleted select transaction within batch
- **Post batch** – will post batch

To post the batch immediately from the batch entry screen, click the **Post Batch** button. Otherwise press the **Close** button to get to the main screen of GL Explorer.



GL Main Entry Screen – if the user decides to post directly from the batch screen the user will see the following after the **Post Batch** button has been pressed.

Enter in the Posting Date, again this date does not affect the General Ledger, the date that effects where the transactions get posted to, is the Transaction Date.

Pre-Post Report
Posting Date: 04/14/2011
Batch No: 1000475 Created On: 3/15/2011
Description: DEMO BATCH

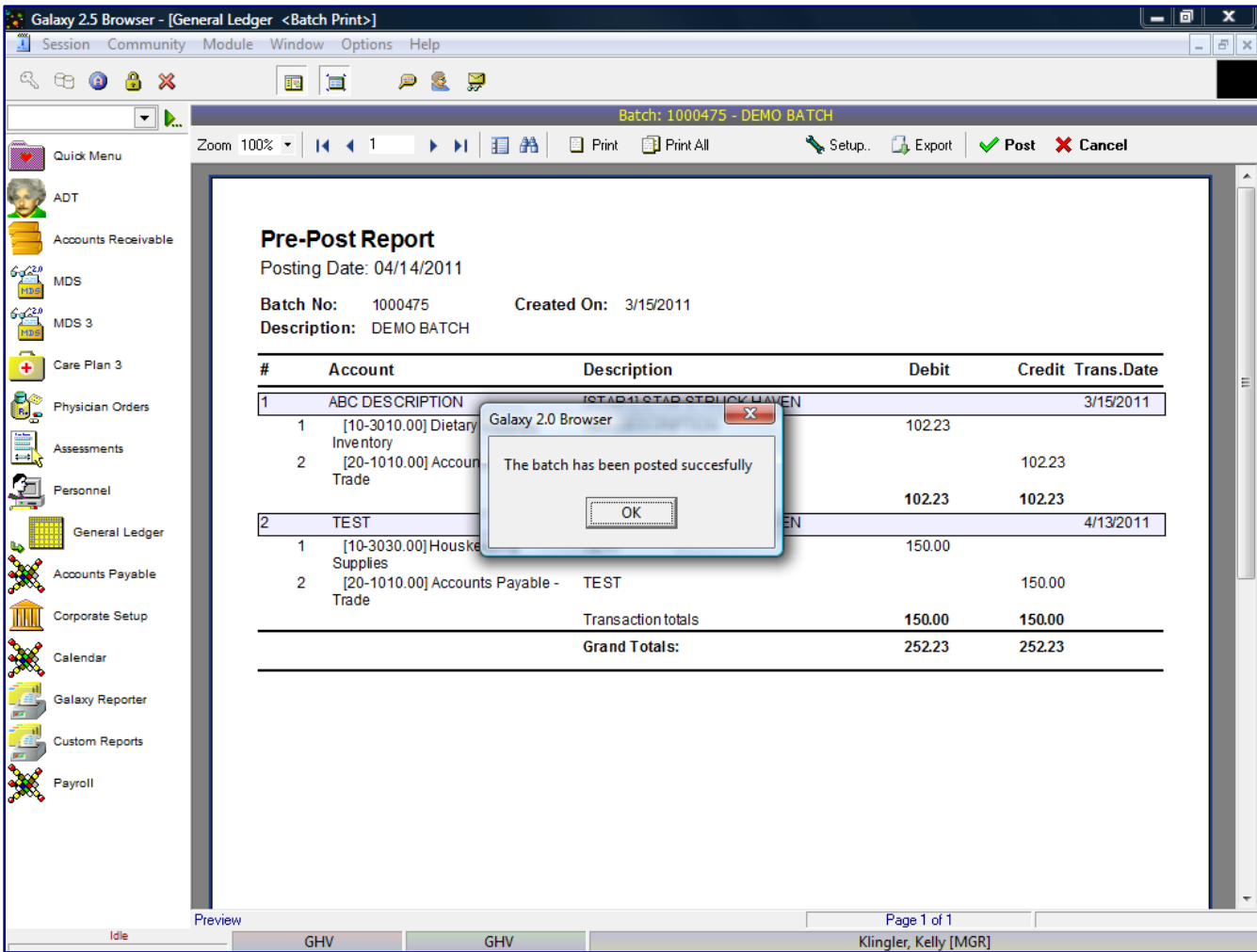
#	Account	Description	Debit	Credit	Trans.Date
1	ABC DESCRIPTION	[STAR1] STAR STRUCK HAVEN			3/15/2011
1	[10-3010.00] Dietary Supplies Inventory	ABC DESCRIPTION	102.23		
2	[20-1010.00] Accounts Payable - Trade	ABC DESCRIPTION		102.23	
		Transaction totals	102.23	102.23	
2	TEST	[STAR1] STAR STRUCK HAVEN			4/13/2011
1	[10-3030.00] Houskeeping Supplies	TEST	150.00		
2	[20-1010.00] Accounts Payable - Trade	TEST		150.00	
		Transaction totals	150.00	150.00	
		Grand Totals:	252.23	252.23	

GL Batch Print – this screen is shown after the Post Batch button has been pressed. This is the pre-posting report of what is going to be posted to the GL module. After the user reviews the Pre-Posting Report and confirms all the information is correct, the user will check the **Post** button to post the transactions. If there is a problem on the Pre-Posting Report, the user will select **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections.

After all corrections have been made the user will repeat the posting process.

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

After the transaction(s) has been posted successfully, the system will display a message stating, “The transaction(s) has been posted successfully.”



GL Batch Print – once the user has posted the journal transactions the user will receive the following message.

Click the **OK** button and the system will take you to the GL Explorer screen.

You can click the **Posted** button under **Display Batches** and the system will display all the Posted batches, including the batch you just posted. The recently posted batch will be listed at the top of the batches listed on the screen.

Galaxy 2.5 Browser - [General Ledger <GL Explorer>]

Session Community Module Window Options Help

Quick Menu

ADT

Accounts Receivable

MDS

MDS 3

Care Plan 3

Physician Orders

Assessments

Personnel

General Ledger

Accounts Payable

Corporate Setup

Calendar

Galaxy Reporter

Custom Reports

Payroll

Master Detail

Display Batches

Unposted Posted All Recurring View Entries All Transactions

Batch Operations

Edit... Post... Adjust... Print...

New Edit Clone Delete Print Close

Batch #	Batch Description	Created	Posted
1000475	DEMO BATCH	03/15/2011	04/14/2011
1000474	A/P Summary Entry for All, 2009/12	12/31/2009	12/31/2009
1000473	Payroll Batch #1000108	09/20/2010	01/13/2011
1000472	Payroll Batch #1000106	09/23/2010	01/13/2011
1000471	Payroll Batch #1000105	10/05/2010	01/12/2011
1000470	bills	01/07/2011	01/07/2011
1000469	[REVERSED] tsfr	09/20/2010	01/07/2011
1000468	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007	04/30/2007
1000460	DEPRECIATION 11-2011	11/30/2011	04/11/2011
1000433	DEPRECIATION 01-2011	01/31/2011	01/07/2011
1000431	Reverse of cvb	01/07/2011	01/07/2011
1000430	[REVERSED] cvb	01/07/2011	01/07/2011
1000429	A/P Summary Entry for STAR1, 2009/11	11/30/2009	11/30/2009
1000428	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007	04/30/2007
1000427	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007	04/30/2007
1000426	Reverse of PAYROLL FOR JAN. 2011	01/04/2011	01/04/2011
1000425	[REVERSED] PAYROLL FOR JAN. 2011	01/04/2011	01/04/2011
1000405	Reverse of vhfjgc	01/04/2011	01/04/2011
1000404	[REVERSED] vhfjgc	01/04/2011	01/04/2011
1000403	Payroll Batch #1000103	12/21/2010	12/28/2010
1000402	Payroll Batch #1000101	05/07/2012	12/16/2010
1000401	A/P Summary Entry for STAR1, 2009/10	10/31/2009	10/31/2009
1000400	facil test	11/23/2010	11/23/2010
1000399	Payroll Batch #1000095	04/23/2012	11/19/2010
1000398	Payroll Batch #1000094	04/09/2012	11/19/2010

Filter And Refresh Master Data

Field [None] Relates >= % Advanced Filter

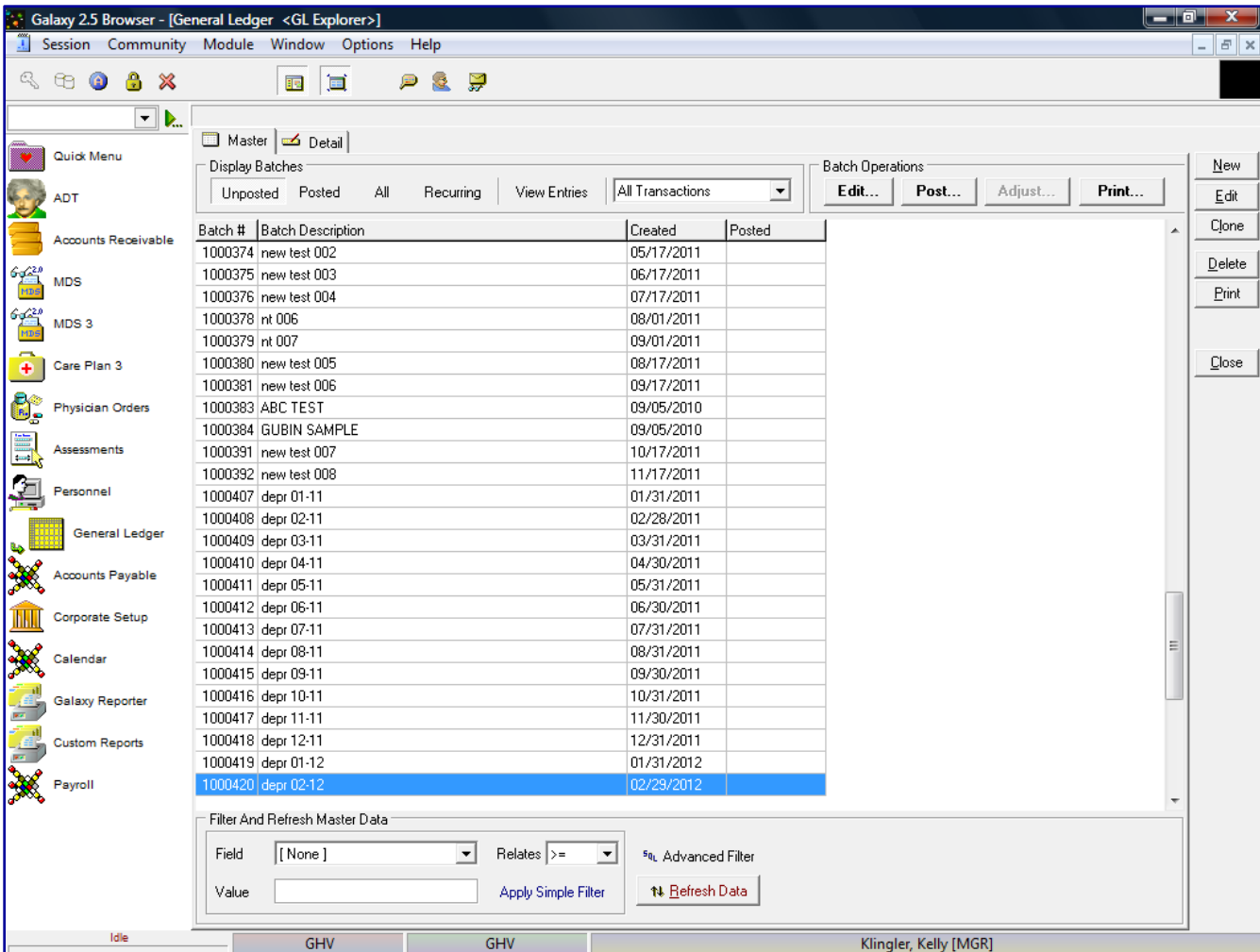
Value Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

Once you click the **Posted** button, you will see that the only options active under **Batch Operations** are **Adjust** and **Print**.

You can make adjustments to the already updated batch or you can print the Posting Report of the selected batch.

From here the user can move to the **Unposted** option under **Display Batches** to continue working on created batches, press the **new** button to create an entirely new batch or press **close** to leave GL Explorer.

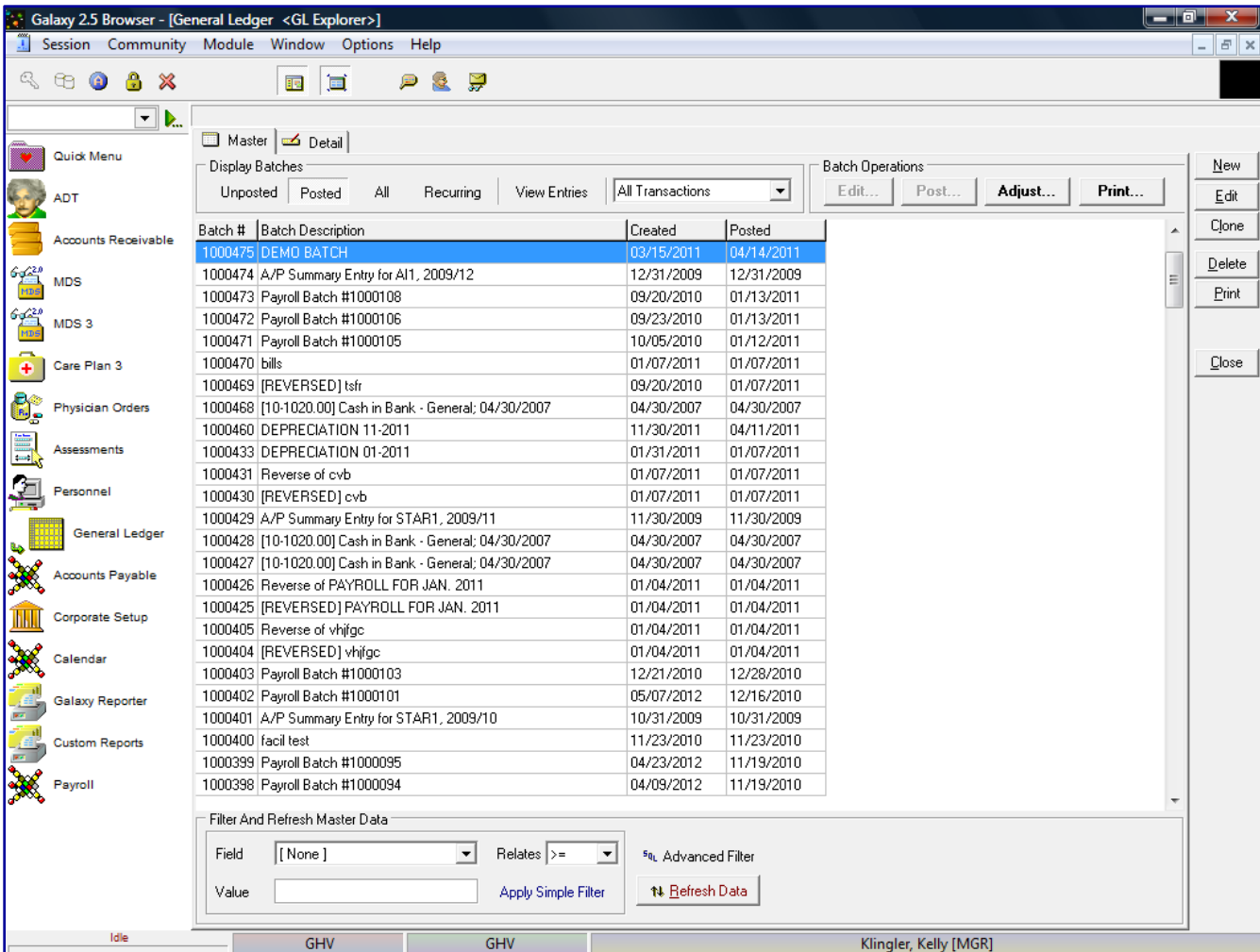


GL Explorer Main - clicking on the **Unposted** button will allow the user to review batches that have not been posted to General Ledger. User can change or delete any batches.

To change the batch, you would click the **Edit** button, at the top of the screen under **Batch Operations**.

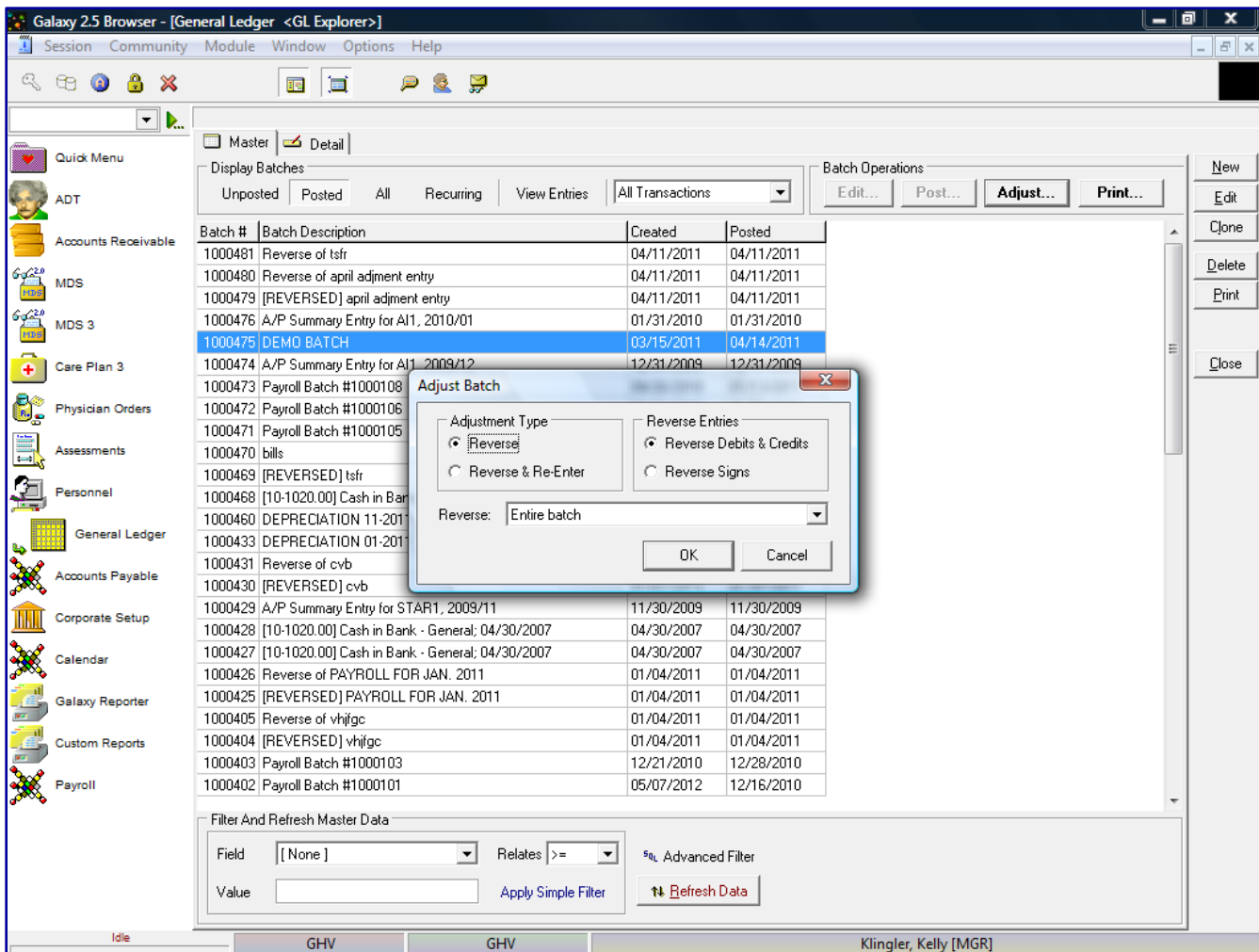
To delete the batch, you would click the **Delete** button on the right side of the side.

You can also post a batch from this screen. You would click the **Post** button, at the top of the screen under **Batch Operations**.



GL Explorer – to make an adjustment to a posted batch, the user first will need to be under the **Posted** option under **Display Batches** and then find the batch within the list that needs to be adjusted.

Once the batch has been found click on it to mark it in blue and press the **Adjust** button, at the top of the screen under **Batch Operations**.



GL Explorer Adjust - once the adjust button is pressed the user is greeted with a prompt box.

Adjust Batch – gives the user a few options on how to adjust the batch

- **Reverse** – reverse batch completely. Get rid of the entire batch.
- **Reverse and Re-enter** – reverse the entries in the original batch and allows the user to re-enter the correct information needed for that batch.

Reverse Entries – by default the option that was selected in GL Module Master will be checked.

You can over-ride the default option by marking the option that is needed. The user has the following options:

- **Reverse Debits & Credits** - reverses debits into credits and credits into debits
- **Reverse Signs** – puts debits/credits in same place, but just reverses the sign making positive amounts negative and negative positive.

Reverse – select which transaction within the batch to make adjustments mainly used if the batch has multiple transactions.

- **Entire batch** – will reverse the whole batch based on the options chosen above.
- **Specific transaction** – allows the user to select the specific transaction in the drop down box – this must be selected when using the Reverse and Re-Enter option

Example of Reverse adjustment

The screenshot shows the Galaxy 2.5 Browser interface for General Ledger. The title bar reads "Galaxy 2.5 Browser - [General Ledger <Main GL Entry Screen>]". The menu bar includes "Session", "Community", "Module", "Window", "Options", and "Help". The main window title is "Batch: 1000489 - Reverse of Demo Batch".

The "Transactions" table is as follows:

#	Source	Date	Facility	Description
1	GL	04/14/2011	STAR STRUCK HAVEN	Reverse of ABC

The "Transaction entries" table is as follows:

#	Account	Description	Debit	Credit
1	[10-3010.00] Dietary Supplies Inventory	ABC		\$102.23
2	[20-1010.00] Accounts Payable - Trade	ABC	\$102.23	

At the bottom, the "Transaction Totals" are displayed as:

Transaction Totals:	\$102.23	\$102.23	\$0.00
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A callout box with the text "Batch number and 'reversal' of batch" points to the batch number and description in the Transactions table.

The top portion of the screen in the blue title bar, the system will display the Batch number and state this is a reversal of that batch. The system automatically created a new batch.

Click the **Edit** button; make the change(s) to the information as needed for the adjustment.

Click the **Accept** button, after all the corrections/adjustments have been made to the transactions within this batch.

Click the **Post Batch** button to update the adjustments to General Ledger. You will get the Pre-Post Report as outlined earlier and you can post the transaction from the Posting report.

Example of Reverse and Re-Enter adjustment

The screenshot displays the Galaxy 2.5 Browser interface for the General Ledger. The window title is "Galaxy 2.5 Browser - [General Ledger <Main GL Entry Screen>]". The menu bar includes "Session", "Community", "Module", "Window", "Options", and "Help". The main area is titled "Batch: 1000490 - Reverse of t8".

On the left is 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 content area has two tabs: "Transactions" and "Transaction Info". The "Transactions" tab is active, showing a table with two rows:

#	Source	Date	Facility	Description
1	GL	07/15/2010	STAR STRUCK HAVEN	Reverse of 6
2	GL	07/15/2010	STAR STRUCK HAVEN	6

A callout box with a white background and black border points to the "Batch: 1000490 - Reverse of t8" title bar and the first transaction row. The text inside the callout box reads: "Batch number and 'reversal' to transaction".

Below the transactions table is the "Transaction entries" section, which contains a table with columns for "#", "Account", "Description", "Debit", and "Credit":

#	Account	Description	Debit	Credit
1	[20-1010.00] Accounts Payable - Trade	6		\$1.00
2	[40-1010.00] Private Pay - Routine Services	6	\$1.00	

At the bottom right, the "Transaction Totals" are displayed:

Transaction Totals:	\$1.00	\$1.00	\$0.00
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On the right side of the screen, there is a vertical toolbar with buttons: "Close", "Select Batch...", "Import Batch...", "New", "Edit", "Delete", and "Post Batch".

At the bottom of the window, there are status bars: "Idle", "GHV", "GHV", and "Klingler, Kelly [MGR]".

The top portion of the screen in the blue title bar, the system will display the Batch number and state this is a reversal of the batch. The system automatically created a new batch. The system will display the two transactions the system created automatically. The first transaction is the reversal of the original transaction. The second transaction is a complete redo of the first transaction - all the same account information, descriptions, debit and credits. You want to make your changes in the second transaction.

Click the **Edit** button; make the change(s) to the information as needed for the adjustment.

Click the **Accept** button, after all the corrections/adjustments have been made to the transactions within this batch.

Click the **Post Batch** button, to update the adjustments to General Ledger. You will get the Pre-Post Report as outlined earlier and you can post the transaction from the Posting report.

Galaxy 2.5 Browser - [General Ledger <GL Explorer>]

Session Community Module Window Options Help

Quick Menu

- ADT
- Accounts Receivable
- MDS
- MDS 3
- Care Plan 3
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- Payroll

Master Detail

Display Batches: Unposted Posted All Recurring View Entries All Transactions

Batch Operations: Edit... Post... Adjust... Print...

Batch #	Batch Description	Created	Posted
1000490	Reverse of t8	04/14/2011	04/14/2011
1000488	[REVERSED] Demo Batch	04/14/2011	04/14/2011
1000481	Reverse of tsfr	04/11/2011	04/11/2011
1000480	Reverse of april adjment entry	04/11/2011	04/11/2011
1000479	[REVERSED] april adjment entry	04/11/2011	04/11/2011
1000476	A/P Summary Entry for All, 2010/01	01/31/2010	01/31/2010
1000475	[REVERSED] DEMO BATCH	03/15/2011	04/14/2011
1000475	[REVERSED] DEMO BATCH	03/15/2011	04/14/2011
1000474	A/P Summary Entry for All, 2009/12	12/31/2009	12/31/2009
1000473	Payroll Batch #1000108	09/20/2010	01/13/2011
1000472	Payroll Batch #1000106	09/23/2010	01/13/2011
1000471	Payroll Batch #1000105	10/05/2010	01/12/2011
1000470	[REVERSED] bills	01/07/2011	01/07/2011
1000469	[REVERSED] tsfr	09/20/2010	01/07/2011
1000468	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007	04/30/2007
1000460	DEPRECIATION 11-2011	11/30/2011	04/11/2011
1000433	DEPRECIATION 01-2011	01/31/2011	01/07/2011
1000431	Reverse of cvb	01/07/2011	01/07/2011
1000430	[REVERSED] cvb	01/07/2011	01/07/2011
1000429	A/P Summary Entry for STAR1, 2009/11	11/30/2009	11/30/2009
1000428	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007	04/30/2007
1000427	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007	04/30/2007
1000426	Reverse of PAYROLL FOR JAN. 2011	01/04/2011	01/04/2011
1000425	[REVERSED] PAYROLL FOR JAN. 2011	01/04/2011	01/04/2011
1000405	Reverse of vhljgc	01/04/2011	01/04/2011

Filter And Refresh Master Data

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

Value: Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

After the batch has been posted, you will see the adjusted batch and the Batch Description will read **“Reverse of”** followed by the original batch description. The original batch will now have description of **“(REVERSED)”** followed by the original batch description.

If you just did a Reverse entry (not Reverse and Re-Enter) you will just see one line - “Reverse of”

If you click on the **View Entries** button, you can view the actual entries of each batch.

Galaxy 2.5 Browser - [General Ledger <GL Explorer>]

Session Community Module Window Options Help

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Master Detail

Display Batches: Unposted Posted All Recurring **View Entries** All Transactions

Batch Operations: Edit... Post... Adjust... Print...

Batch #	Batch Description	Created	Posted
1000490	Reverse of t8	04/14/2011	04/14/2011
1000488	[REVERSED] Demo Batch	04/14/2011	04/14/2011
1000481	Reverse of tsfr	04/11/2011	04/11/2011
1000480	Reverse of april adjment entry	04/11/2011	04/11/2011
1000479	[REVERSED] april adjment entry	04/11/2011	04/11/2011
1000476	A/P Summary Entry for All, 2010/01	01/31/2010	01/31/2010
1000475	[REVERSED] DEMO BATCH	03/15/2011	04/14/2011
1000475	[REVERSED] DEMO BATCH	03/15/2011	04/14/2011
1000474	A/P Summary Entry for All, 2009/12	12/31/2009	12/31/2009
1000473	Payroll Batch #1000108	09/20/2010	01/13/2011
1000472	Payroll Batch #1000106	09/23/2010	01/13/2011

#	#	Account	Description	Debit	Credit
1		ABC DESCRIPTION	Transaction Date: 03/15/2011		
1		[10-3010.00] Dietary Supplies Inventory	ABC DESCRIPTION	\$102.23	
2		[20-1010.00] Accounts Payable - Trade	ABC DESCRIPTION		\$102.23
2		TEST	Transaction Date: 04/13/2011		
1		[10-3030.00] Houskeeping Supplies	TEST	\$150.00	
2		[20-1010.00] Accounts Payable - Trade	TEST		\$150.00

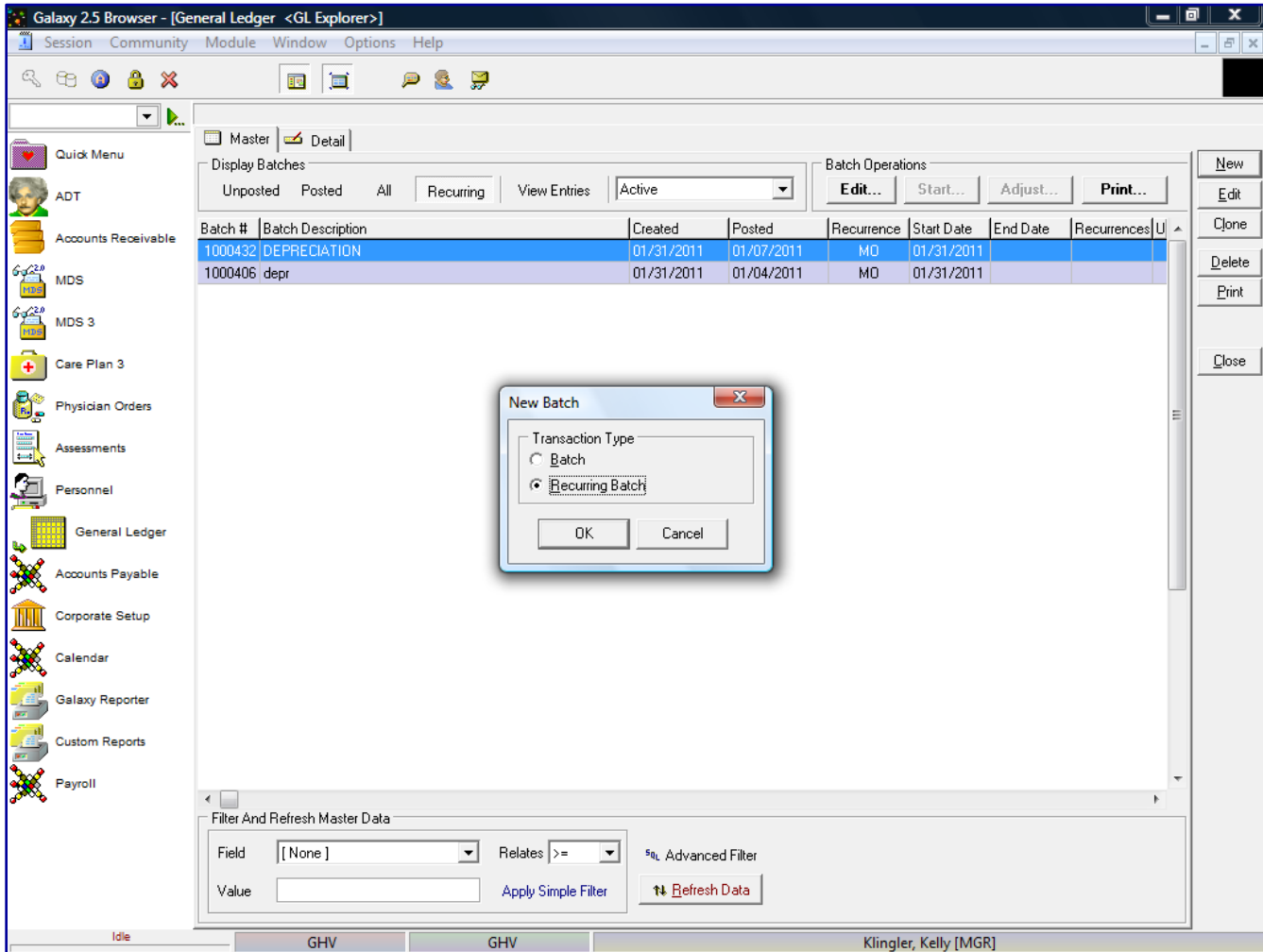
Filter And Refresh Master Data

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

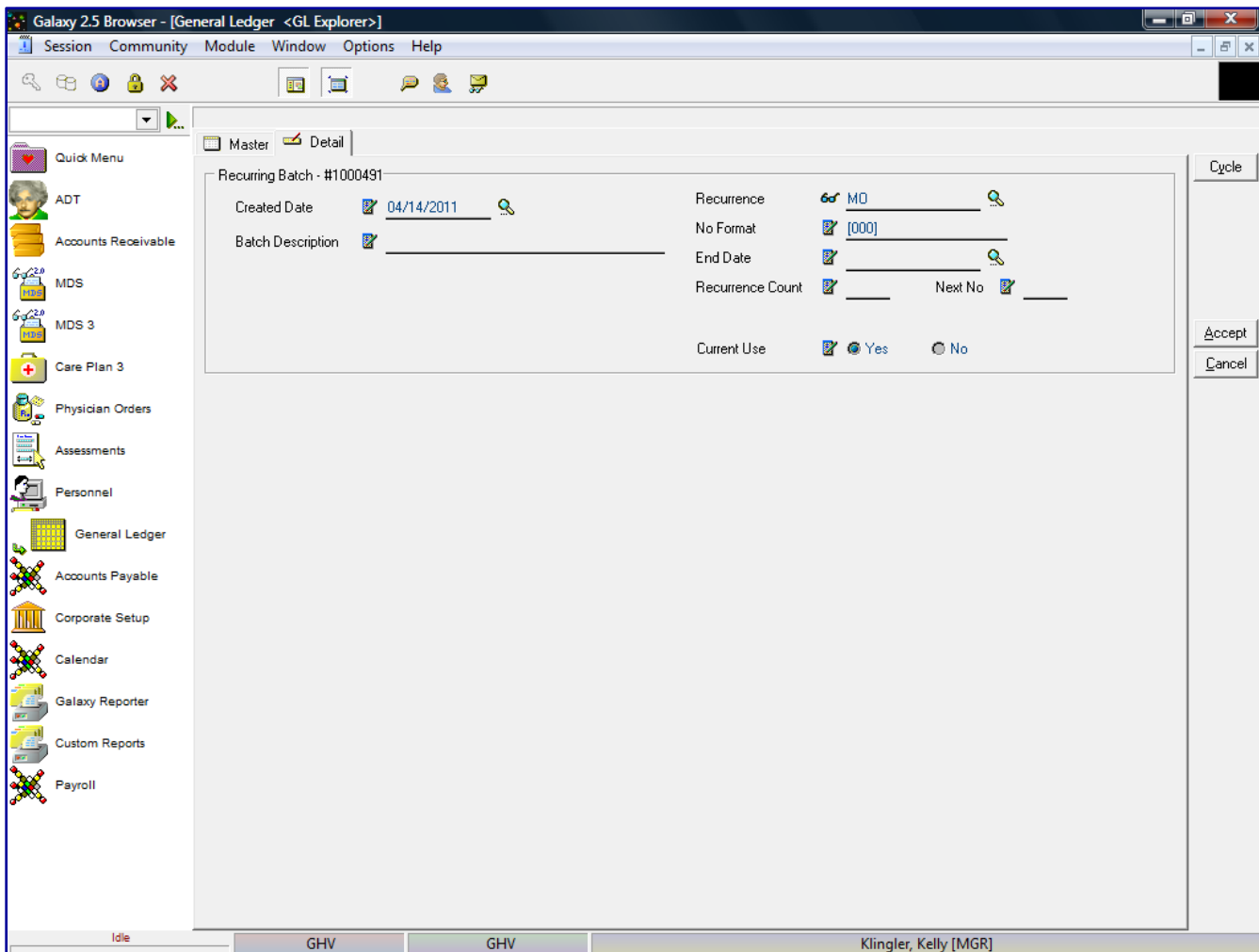
Value: Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

To create a GL Recurring batch, double click the **NEW** button and a box will appear on the screen prompting the user to select Transaction type.



To create a recurring batch entry, click the **Recurring Batch** option in the Transaction Type box and then click the **OK** button.



GL Explorer Recurring Entry Detail – this is the input screen to create the recurring entries batch. Here you will see the following fields:

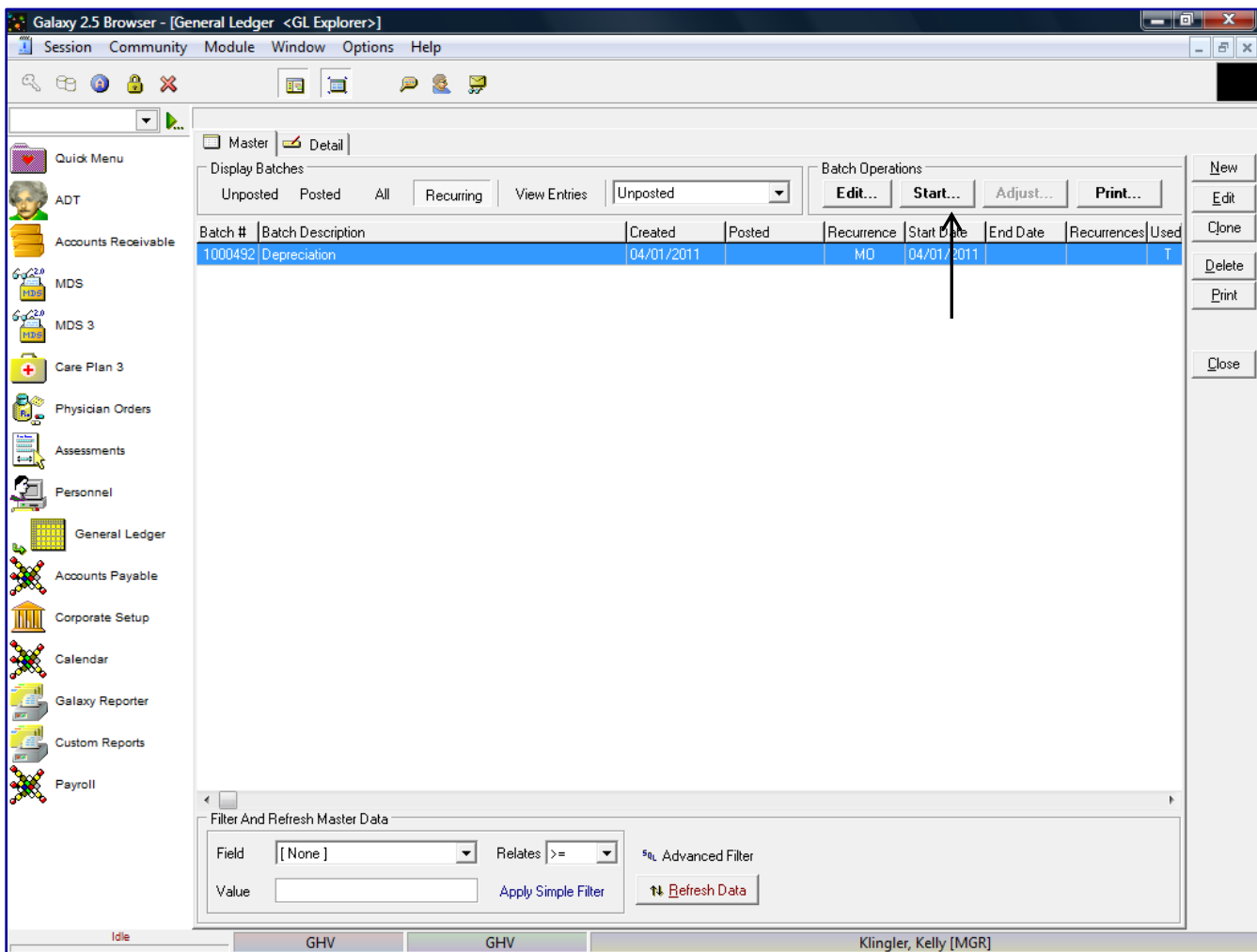
- **Created date** – date the batch was created. The created date will also be the first transaction date. You want to make sure you date it the date you want the first transaction to start.
- **Batch Description** – enter the description of the transaction batch
- **Recurrence** – used to create occurrence on a regular frequent basis and amount. The user has the following options from the drop down menu by clicking on the magnifying glass:
 - **WE** - Weekly
 - **BW** – Bi-weekly
 - **SM** – Semi-monthly
 - **MO** – Monthly (*Standard default*)
 - **BM** – Bi-monthly
 - **QR** – Quarterly
 - **SA** – Semi-annual
 - **AN** - Annual
- **No Format** – how you want to number each batch If you enter 000, the system will start with 001 and attached that number to the end of the Batch Description or you can enter in (MM/DD/YY) date format and the system will give the date of the recurrence date and change

based on the recurrence frequency. (EX: *Batch Description is Depreciation and the No Format is 000, the first recurrence description will be – Depreciation001*)

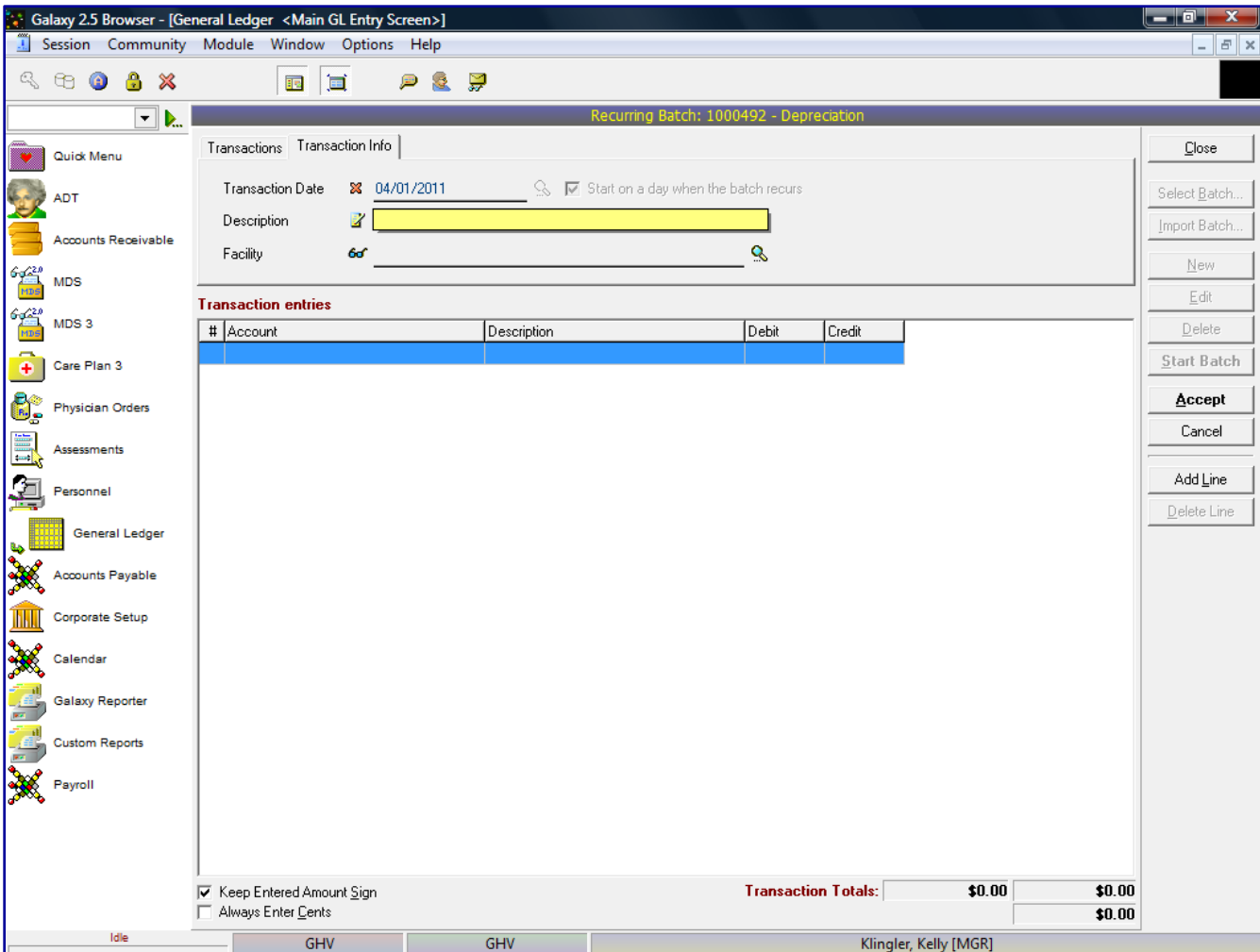
- **End Date** – enter if you know what the ending date would be, leave blank if this recurrence is indefinite (EX: *– if you would have recurrence for 6 weeks the End Date would be 6 weeks from the Start Date*)
- **Recurrence Count** – enter the number of times this transaction should recur (EX: *– if you would have recurrence for 6 weeks, enter 6 as Recurrence Count*)
- **Next No** – system will keep count of the number of recurrences if using zeros in **No Format** field.
- **Current Use** – mark the appropriate option on if this recurrent is to be used or not.

After the all the information has been enter for this for this General Ledger recurring batch, click the **ACCEPT** button.

The system will take you back to the GL Explorer screen. Under **Display Batches**, click the **Recurring** button and **Unposted** button. The system will display the Recurring batch you just created.



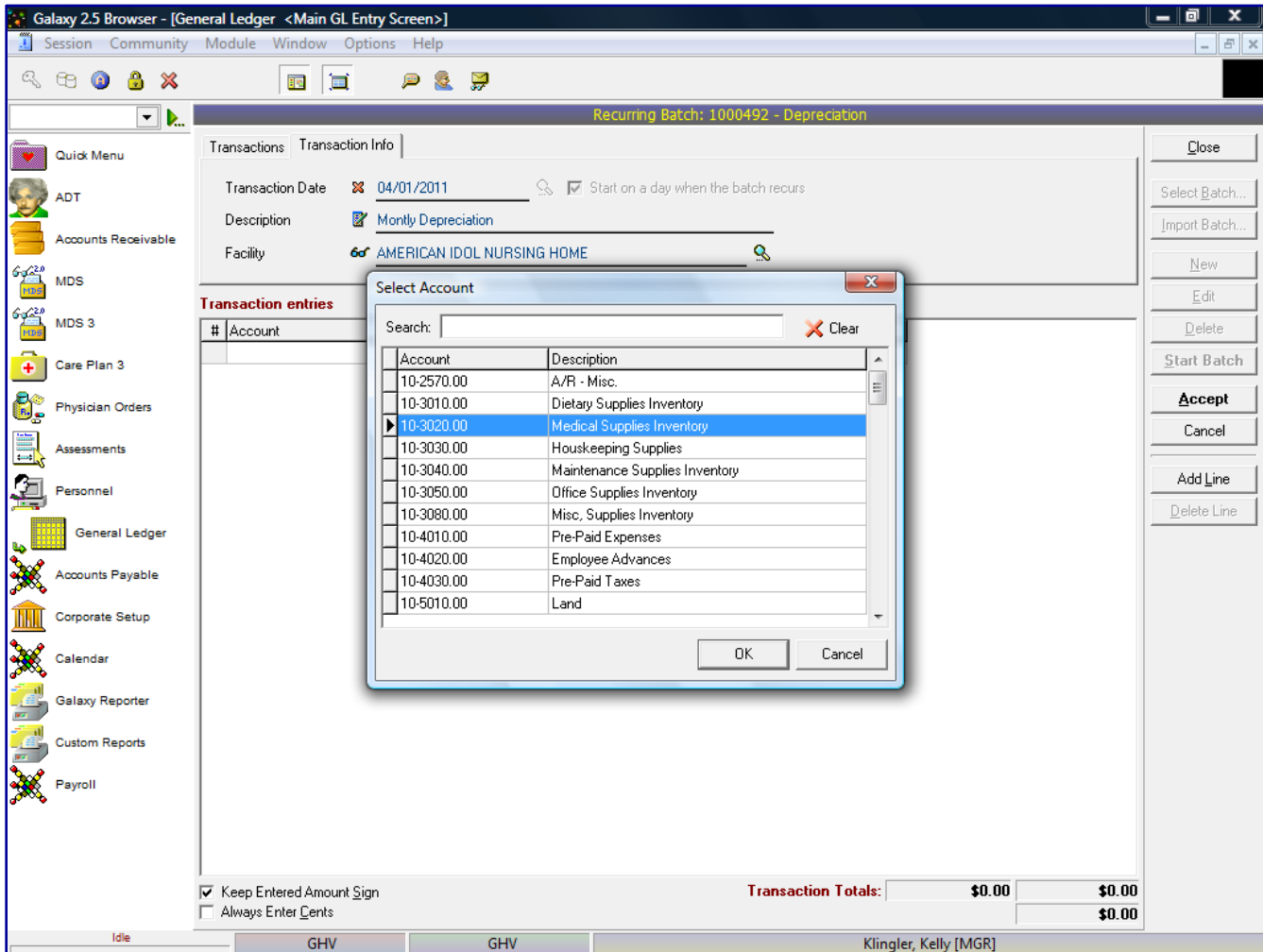
GL Explorer Recurring Entries - to add transactions to the recurring batch, select the batch and click the **Edit** button under the **Batch Operations** option.



GL Main Entry Screen Recurring Entries - if there are no transactions in the batch, the system will assume you want to add transactions to the batch. Here you will see the following fields:

- **Transaction Date** – the date the transaction will start recurring. This date is disabled on this screen, because you told the system when to start the recurrence in the Recurring Batch in the previous step.
- **Description** – Recurring transaction description
- **Facility** – select facility the transactions are to be posted

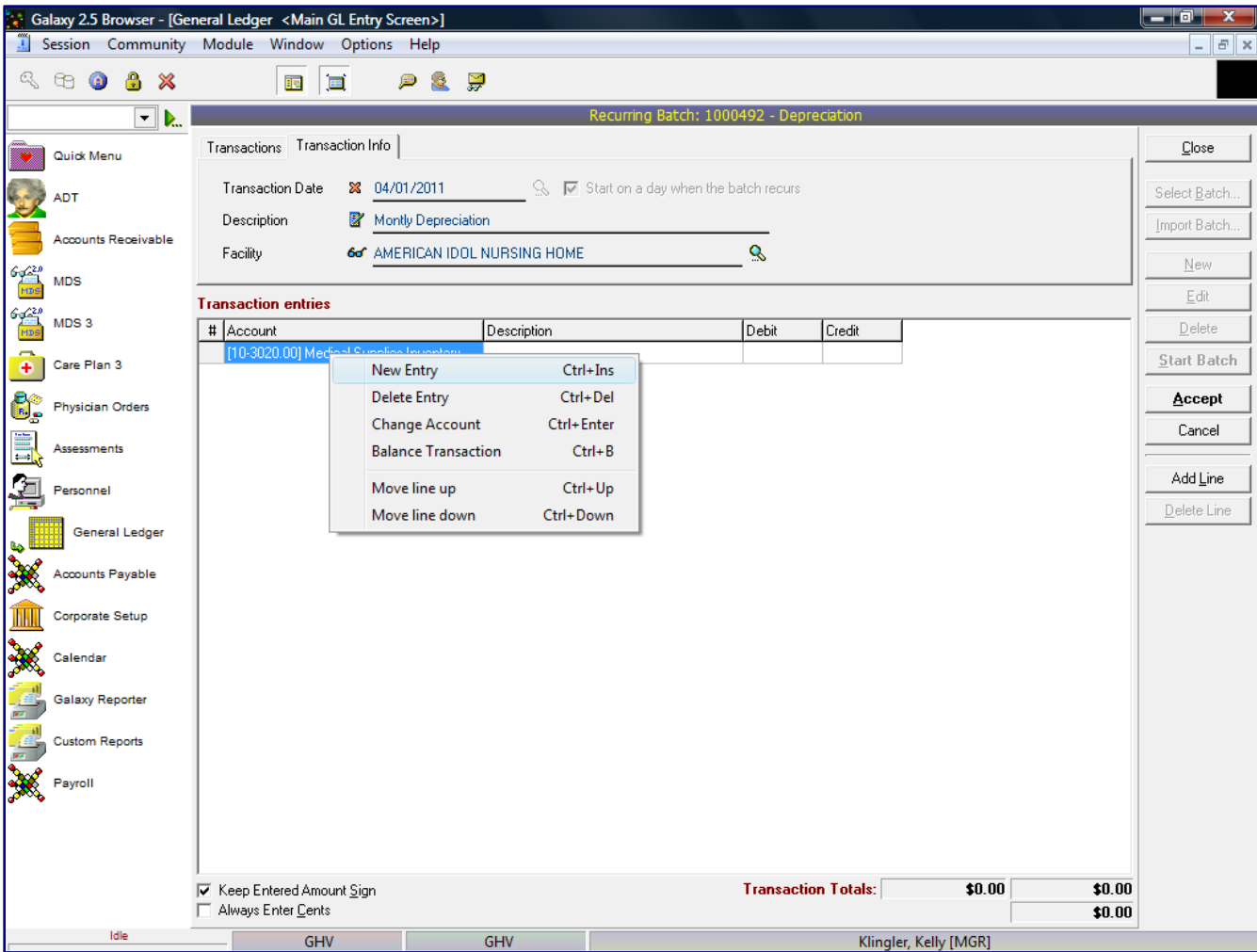
Transaction Entries – This allows you to enter the recurring transaction entries, double click in the **Account** field to display the account search box.



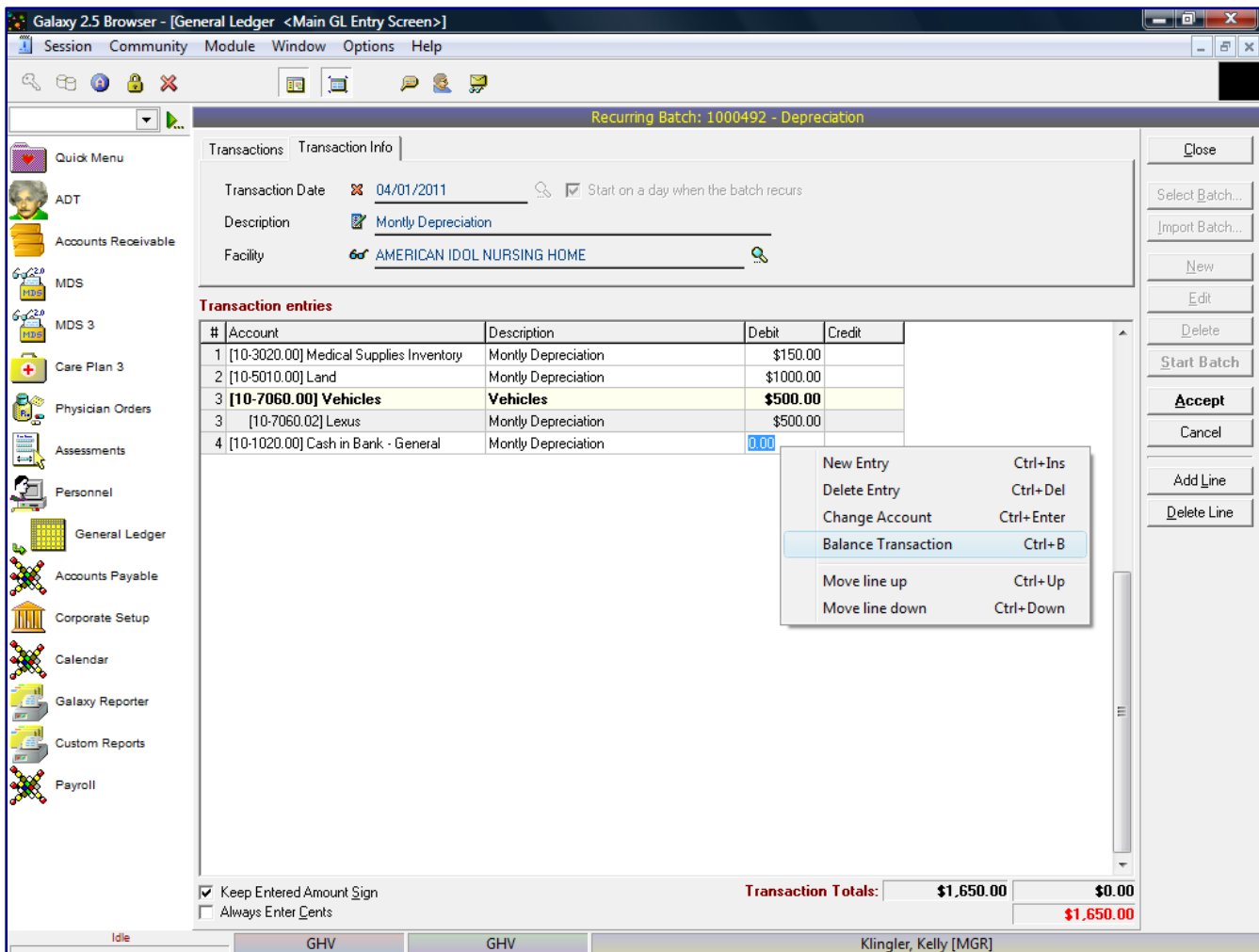
The system will display all active General Ledger accounts. Select the appropriate account for the recurring journal entry.

To narrow your search, start typing in the account number or the alpha description of the account in the **Search** field. When your account number appears in the display box, highlight the account and click the **OK** button.

Or you can right click in the Account field, select **New Entry** and the account search box will be displayed.



And as displayed in the previous step, the system will display all active General Ledger accounts, as explained previously. Select the appropriate account for the recurring transaction entry and click the **OK** button.



GL Main Entry Screen Recurring Entries – here the user can establish the journal entries for the recurring batch. The following fields are displayed:

- **Account** – General Ledger account number
- **Description** –The system will default the description from the top portion of the screen, **Description** field. If you want to change the line item after multiple entries, you can go back to the top portion of the screen and change the Description field for the next entries. You can change the description unlimited times within a batch. Then at the end of the batch, you can change the description to what the batch description should be.
- **Debit** – enter the dollar amount to debit this account
- **Credit** – enter the dollar amount to credit this account

Transaction Totals: - The system will display the amount of debits and credits entered into the batch. When you are on your last entry line, you can manually enter in the amount of the debit/credit or you can right click in the Debit or Credit field and a display box will appear and you can select **Balance Transaction** and the system will automatically enter in the amount to balance the transaction.

After the recurring transactions have been entered for this General Ledger Recurring batch, click the **ACCEPT** button.

Galaxy 2.5 Browser - [General Ledger <Main GL Entry Screen>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation

Transactions | Transaction Info

#	Source	Date	Facility	Description
1	GL	04/01/2011	AMERICAN IDOL NURSING HOME	Montly Depreciation

Transaction entries

#	Account	Description	Debit	Credit
1	[10-3020.00] Medical Supplies Inventory	Montly Depreciation	\$150.00	
2	[10-5010.00] Land	Montly Depreciation	\$1000.00	
3	[10-7060.00] Vehicles			
3	[10-7060.02] Lexus			
4	[10-1020.00] Cash in Bank - General			\$1650.00

Select Posting Date

Posting Date 04/15/2011

OK Cancel

Keep Entered Amount Sign Always Enter Cents

Transaction Totals: \$1,650.00 \$1,650.00 \$0.00

Idle GHV GHV Klingler, Kelly [MGR]

Enter in the Posting Date, again this date does not affect the General Ledger, the date that effects where the transactions gets posted to, is the Transaction Date.

Galaxy 2.5 Browser - [General Ledger <Batch Print>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation



Zoom 100% | 1 | Print | Print All | Setup.. | Export | Start | Cancel

Recurring Preview Report
Posting Date: 04/15/2011

Batch No: 1000492 Created On: 4/12/2011 Recurrence: MO
Description: Depreciation End Date: Unlimited

#	Account	Description	Debit	Credit	Trans.Date
1	Monthly Depreciation	[AI 1] AMERICAN IDOL NURSING HOME			4/1/2011
1	[10-3020.00] Medical Supplies Inventory	Monthly Depreciation	150.00		
2	[10-5010.00] Land	Monthly Depreciation	1,000.00		
3	[10-7060.00] Vehicles	Vehicles	500.00		
3	[10-7060.02] Lexus	Monthly Depreciation	500.00		
4	[10-1020.00] Cash in Bank - General	Monthly Depreciation		1,650.00	
Transaction totals			1,650.00	1,650.00	
Grand Totals:			1,650.00	1,650.00	

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

After the user reviews the Recurring Preview Report and confirms all the information is correct, the user will check the  **Start** button to start the recurring transactions. If there is a problem on the Recurring Preview Report, the user will select  **Cancel** and go back into the transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the **Start Batch** process.

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

After the transaction(s) has been started successfully, the system will display a message stating, “The transaction(s) has been started successfully.”

Galaxy 2.5 Browser - [General Ledger <Batch Print>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation

Zoom 100% | 1 | Print | Print All | Setup.. | Export | Start | Cancel

Recurring Preview Report

Posting Date: 04/15/2011

Batch No: 1000492 Created On: 4/12/2011 Recurrence: MO
 Description: Depreciation End Date: Unlimited

#	Account	Description	Debit	Credit	Trans.Date
1	Monthly Depreciation	AMERICAN IDOL NURSING			4/1/2011
1	[10-3020.00] Medical Inventory		150.00		
2	[10-5010.00] Land		1,000.00		
3	[10-7060.00] Vehicle		500.00		
3	[10-7060.02] Lexus		500.00		
4	[10-1020.00] Cash in General			1,650.00	
Transaction totals			1,650.00	1,650.00	
Grand Totals:			1,650.00	1,650.00	

Galaxy 2.0 Browser

The batch has been started successfully

OK

Preview Page 1 of 1 Klingler, Kelly [MGR]

Click the **OK** button and the system will take you to the GL Explorer screen.

Galaxy 2.5 Browser - [General Ledger <GL Explorer>]

Session Community Module Window Options Help

Master Detail

Display Batches: Unposted Posted All Recurring View Entries All Transactions

Batch Operations: Edit... Post... Adjust... Print...

Batch #	Batch Description	Created	Posted
1000493	Depreciation 001	04/01/2011	
1000494	Depreciation 002	05/01/2011	
1000495	Depreciation 003	06/01/2011	
1000496	Depreciation 004	07/01/2011	
1000497	Depreciation 005	08/01/2011	
1000498	Depreciation 006	09/01/2011	
1000499	Depreciation 007	10/01/2011	
1000500	Depreciation 008	11/01/2011	
1000501	Depreciation 009	12/01/2011	
1000502	Depreciation 010	01/01/2012	
1000503	Depreciation 011	02/01/2012	
1000504	Depreciation 012	03/01/2012	
1000505	Depreciation 013	04/01/2012	
1000506	Depreciation 014	05/01/2012	
1000507	Depreciation 015	06/01/2012	

#	#	Account	Description	Debit	Credit
1		Monthly Depreciation	Transaction Date: 06/01/2012		
	1	[10-3020.00] Medical Supplies Inventory	Montly Depreciation	\$150.00	
	2	[10-5010.00] Land	Montly Depreciation	\$1000.00	
	3	[10-7060.00] Vehicles	Vehicles	\$500.00	
	3	[10-7060.02] Lexus	Montly Depreciation	\$500.00	
	4	[10-1020.00] Cash in Bank - General	Montly Depreciation		\$1650.00

Filter And Refresh Master Data

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

Value: Apply Simple Filter Refresh Data

Idle GHV GHV Klingler, Kelly [MGR]

The system will automatically put the batch, for that period, on the **Unposted** screen. Every month this recurring transaction will show up automatically and the user just needs to post the recurring transaction for that month.

Click the **Post** button at the top of the screen, under **Display Operations**, to post the first recurring transaction.

The screenshot shows the Galaxy 2.5 Browser interface for the General Ledger. The main window displays a list of batches with columns for Batch #, Batch Description, Created, and Posted. A 'Batch Operations' panel at the top right includes buttons for 'Edit...', 'Post...', 'Adjust...', and 'Print...'. An arrow points to the 'Post...' button. A 'Select Posting Date' dialog box is open, showing the date '04/15/2011' and 'OK'/'Cancel' buttons.

Batch #	Batch Description	Created	Posted
1000493	Depreciation 001	04/01/2011	
1000494	Depreciation 002	05/01/2011	
1000495	Depreciation 003	06/01/2011	
1000496	Depreciation 004	07/01/2011	
1000497	Depreciation 005	08/01/2011	
1000498	Depreciation 006	09/01/2011	
1000499	Depreciation 007	10/01/2011	
1000500	Depreciation 008		
1000501	Depreciation 009		
1000502	Depreciation 010		
1000503	Depreciation 011		
1000504	Depreciation 012		
1000505	Depreciation 013		
1000506	Depreciation 014		
1000507	Depreciation 015		

#	#	Account	Description	Debit	Credit
1		Monthly Depreciation	Transaction Date: 06/01/2012		
	1	[10-3020.00] Medical Supplies Inventory	Monthly Depreciation	\$150.00	
	2	[10-5010.00] Land	Monthly Depreciation	\$1000.00	
	3	[10-7060.00] Vehicles	Vehicles	\$500.00	
	3	[10-7060.02] Lexus	Monthly Depreciation	\$500.00	
	4	[10-1020.00] Cash in Bank - General	Monthly Depreciation		\$1650.00

Depending where your period is in your General Ledger, the system will create as many transactions up to and including the current period, along with the next period transaction.

Galaxy 2.5 Browser - [General Ledger <Batch Print>]



Session Community Module Window Options Help

Zoom 100% 1 Print Print All Setup.. Export Post Cancel

Pre-Post Report
 Posting Date: 04/15/2011
 Batch No: 1000507 Created On: 6/12/2012
 Description: Depreciation 015

#	Account	Description	Debit	Credit	Trans.Date
1	Monthly Depreciation	[AI 1] AMERICAN IDOL NURSING HOME			6/12/2012
1	[10-3020.00] Medical Supplies Inventory	Monthly Depreciation	150.00		
2	[10-5010.00] Land	Monthly Depreciation	1,000.00		
3	[10-7060.00] Vehicles	Vehicles	500.00		
3	[10-7060.02] Lexus	Monthly Depreciation	500.00		
4	[10-1020.00] Cash in Bank - General	Monthly Depreciation		1,650.00	
Transaction totals			1,650.00	1,650.00	
Grand Totals:			1,650.00	1,650.00	

Preview Page 1 of 1 Klingler, Kelly [MGR]

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

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

After the batch has been posted successfully, the system will display a message stating, “The batch has been posted successfully.”

Galaxy 2.5 Browser - [General Ledger <Batch Print>]

Session Community Module Window Options Help

Zoom 100% | 1 | Print | Print All | Setup.. | Export | Post | Cancel

Pre-Post Report

Posting Date: 04/15/2011

Batch No: 1000507 Created On: 6/12/2012

Description: Depreciation 015

#	Account	Description	Debit	Credit	Trans.Date
1	Monthly Depreciation	AMERICAN NURSING			6/12/2012
1	[10-3020.00] Medical Inventory		150.00		
2	[10-5010.00] Land		1,000.00		
3	[10-7060.00] Vehicle		500.00		
3	[10-7060.02] Lexus		500.00		
4	[10-1020.00] Cash in General			1,650.00	
Transaction totals			1,650.00	1,650.00	
Grand Totals:			1,650.00	1,650.00	

Galaxy 2.0 Browser

The batch has been posted successfully

OK

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

Click the **OK** button and the system will take you to the GL Explorer screen.

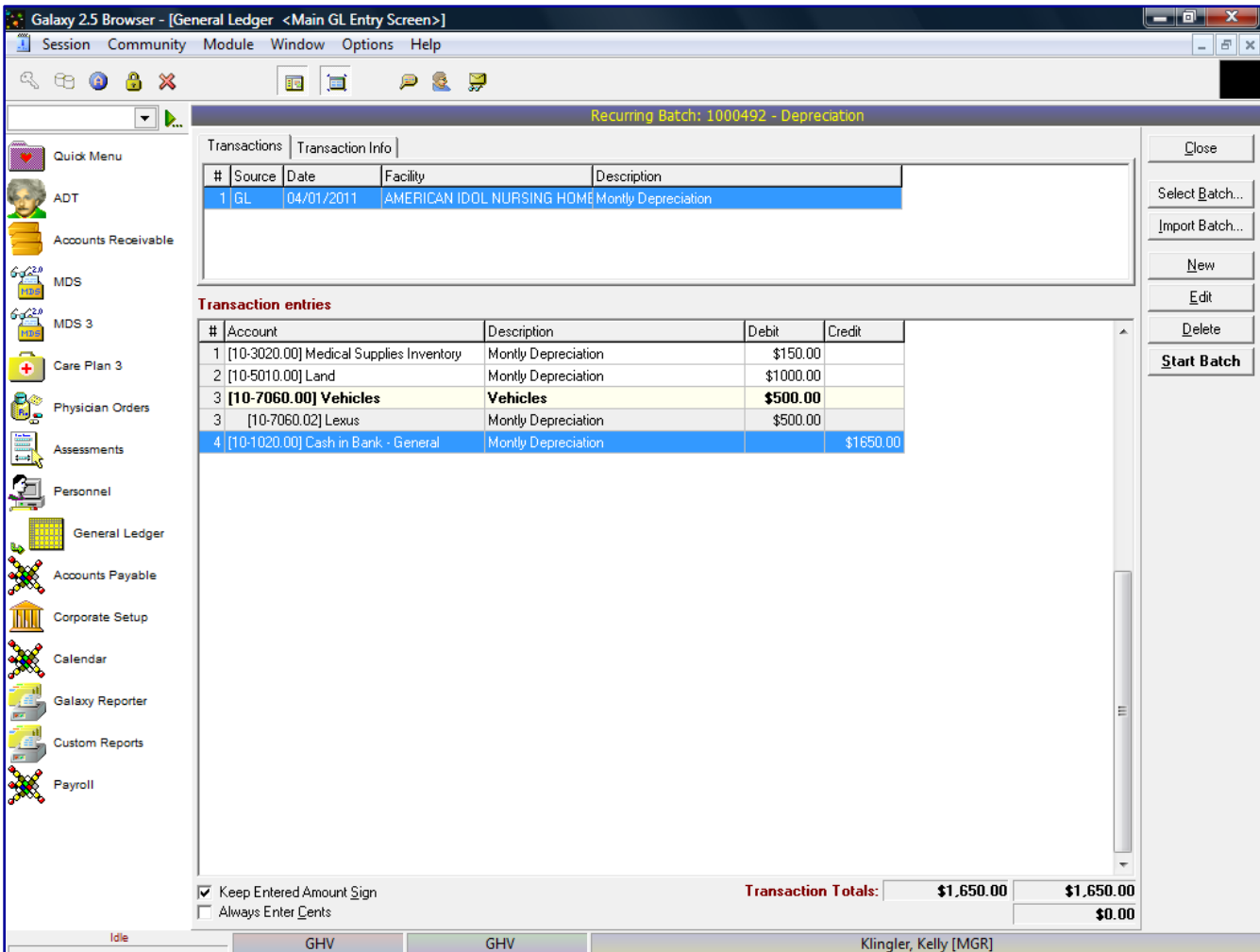
Anytime you want to change a recurring entry, click **Recurring** button and **Active** button under **Display Batches**.

The screenshot displays the Galaxy 2.5 Browser interface for the General Ledger <GL Explorer> module. The 'Display Batches' section is active, showing a list of batches with columns for Batch #, Batch Description, Created, Posted, Recurrence, Start Date, End Date, and Recurrences. Below this, a detailed view of a batch shows a table with columns for #, Account, Description, Debit, and Credit. The 'Batch Operations' section includes buttons for Edit, Start, Adjust, and Print. A 'Filter And Refresh Master Data' section is at the bottom.

Batch #	Batch Description	Created	Posted	Recurrence	Start Date	End Date	Recurrences
1000432	Depreciation	04/01/2011	04/15/2011	MO	04/01/2011		
1000432	DEPRECIATION	01/31/2011	01/07/2011	MO	01/31/2011		
1000406	depr	01/31/2011	01/04/2011	MO	01/31/2011		

#	Account	Description	Debit	Credit
1	Monthly Depreciation	Transaction Date: 04/01/2011		
1	[10-3020.00] Medical Supplies Inventory	Monthly Depreciation	\$150.00	
2	[10-5010.00] Land	Monthly Depreciation	\$1000.00	
3	[10-7060.00] Vehicles	Vehicles	\$500.00	
3	[10-7060.02] Lexus	Monthly Depreciation	\$500.00	
4	[10-1020.00] Cash in Bank - General	Monthly Depreciation		\$1650.00

To change the recurring entry, you click the **Edit** button at the top of the screen, under **Batch Operations**.



The Edit function in a Recurring Batch works the same as in a regular batch. You cannot edit the Transaction Date.

Make the appropriate changes to the Description, Facility or transaction entry lines or add/delete a transaction line, then click the **Start Batch** button.

When you make a change and click the **Start Batch** button, the system will display the following warning message:

Galaxy 2.5 Browser - [General Ledger <Main GL Entry Screen>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation

Transactions | Transaction Info

#	Source	Date	Facility	Description
1	GL	04/01/2011	AMERICAN IDOL NURSING HOME	Montly Depreciation

Transaction entries

#	Account	Description	Debit	Credit
1	[10-3020.00] Medical Supplies Inventory	Montly Depreciation	\$150.00	
2	[10-5010.00] Land	Montly Depreciation	\$1000.00	
3	[10-7060.00] Veh			
3	[10-7060.02] Lexi			
4	[10-1020.00] Cash in			

Warning

There are unposted child batches for this recurring batches. These batches will be deleted and the recurrence counter will be reset.

OK Cancel

Transaction Totals: \$1,650.00 \$1,650.00 \$0.00

Keep Entered Amount Sign Always Enter Cents

Idle GHV GHV Klingler, Kelly [MGR]

In my test database, since the GL is so far in the future (2012), the system created all the recurring transactions that were started, up to and including 04/01/2011. Since we only posted the 04/01/2011 recurring entry, the system is alerting you there are now unposted recurring entries in the batch we just made changes to, since 04/01/2011 recurring entry was the only recurring entries that was posted the system went back and made the changes we just made to the batch, to all the unposted recurring entries up to the current GL period.

Click the **OK** button.

Galaxy 2.5 Browser - [General Ledger <Main GL Entry Screen>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation

Transactions | Transaction Info

#	Source	Date	Facility	Description
1	GL	04/01/2011	AMERICAN IDOL NURSING HOME	Montly Depreciation

Transaction entries

#	Account	Description	Debit	Credit
1	[10-3020.00] Medical Supplies Inventory	Montly Depreciation	\$150.00	
2	[10-5010.00] Land	Montly Depreciation	\$1000.00	
3	[10-7060.00] Vehicles			
3	[10-7060.02] Lexus			
4	[10-1020.00] Cash in Bank - Gener			\$1650.00

Select Posting Date

Posting Date 04/15/2011

OK Cancel

Keep Entered Amount Sign Always Enter Cents

Transaction Totals: \$1,650.00 \$1,650.00 \$0.00

Idle GHV GHV Klingler, Kelly [MGR]

Enter in the Posting Date, again this date does not affect the General Ledger, the date that effects where the transactions get posted to, is the Transaction Date.

Galaxy 2.5 Browser - [General Ledger <Batch Print>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation



Zoom 100% | 1 | Print | Print All | Setup.. | Export | Start | Cancel

Recurring Preview Report
Posting Date: 04/15/2011

Batch No: 1000492 Created On: 4/12011 Recurrence: MO
Description: Depreciation End Date: Unlimited

#	Account	Description	Debit	Credit	Trans.Date
1	Monthly Depreciation	[AI 1] AMERICAN IDOL NURSING HOME			4/1/2011
1	[10-3020.00] Medical Supplies Inventory	Monthly Depreciation	150.00		
2	[10-5010.00] Land	Monthly Depreciation	1,500.00		
3	[10-7060.00] Vehicles	Vehicles	550.00		
3	[10-7060.02] Lexus	Monthly Depreciation	550.00		
4	[10-1020.00] Cash in Bank - General	Monthly Depreciation		2,200.00	
Transaction totals			2,200.00	2,200.00	
Grand Totals:			2,200.00	2,200.00	

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

After the user reviewed the Recurring Preview Report and confirmed all the information is correct, the user will check the  **Start** button to start the recurring transactions. If there is a problem on the Recurring Preview Report, the user will select  **Cancel** and go back into the batch of transactions and make the appropriate change(s) to the transaction(s) requiring corrections. After all corrections have been made the user will repeat the starting process.

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

After the batch has been started successfully, the system will display a message stating, “The batch has been started successfully.”

Galaxy 2.5 Browser - [General Ledger <Batch Print>]

Session Community Module Window Options Help

Recurring Batch: 1000492 - Depreciation

Zoom 100% | 1 | Print | Print All | Setup.. | Export | Start | Cancel

Recurring Preview Report
 Posting Date: 04/15/2011

Batch No: 1000492 Created On: 4/12/2011 Recurrence: MO
 Description: Depreciation End Date: Unlimited

#	Account	Description	Debit	Credit	Trans.Date
1	Monthly Depreciation	AMERICAN IDOL NURSING			4/1/2011
1	[10-3020.00] Medical Inventory		150.00		
2	[10-5010.00] Land		1,500.00		
3	[10-7060.00] Vehicle		550.00		
3	[10-7060.02] Lexus		550.00		
4	[10-1020.00] Cash in General			2,200.00	
Transaction totals			2,200.00	2,200.00	
Grand Totals:			2,200.00	2,200.00	

Galaxy 2.0 Browser
 The batch has been started successfully
 OK

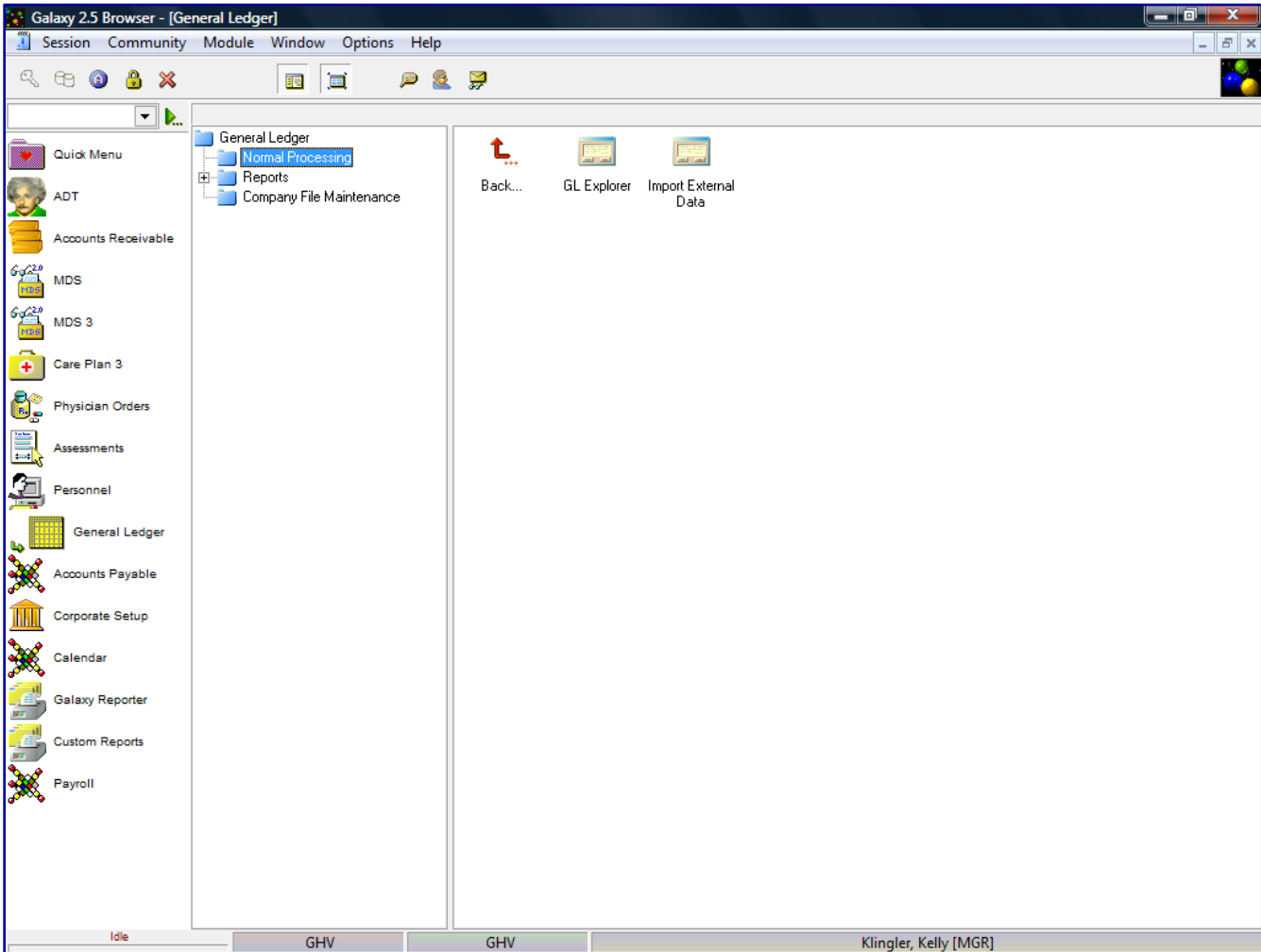
Preview | Page 1 of 1 | Klingler, Kelly [MGR]

Click the **OK** button to move forward; the system will place the user back to the unposted screen in GL Explorer.

From here the user can continue with GL Explorer or leave the module to work elsewhere.

GENERAL LEDGER

IMPORT EXTERNAL DATA



Import External Data – if you have a batch you want to import from a third party vendor, such as Payroll, you can set it up so it will import automatically. You can map the field from the import file, from whatever file format into the Galaxy system.

Contact Galaxy to help work on the import file mapping.