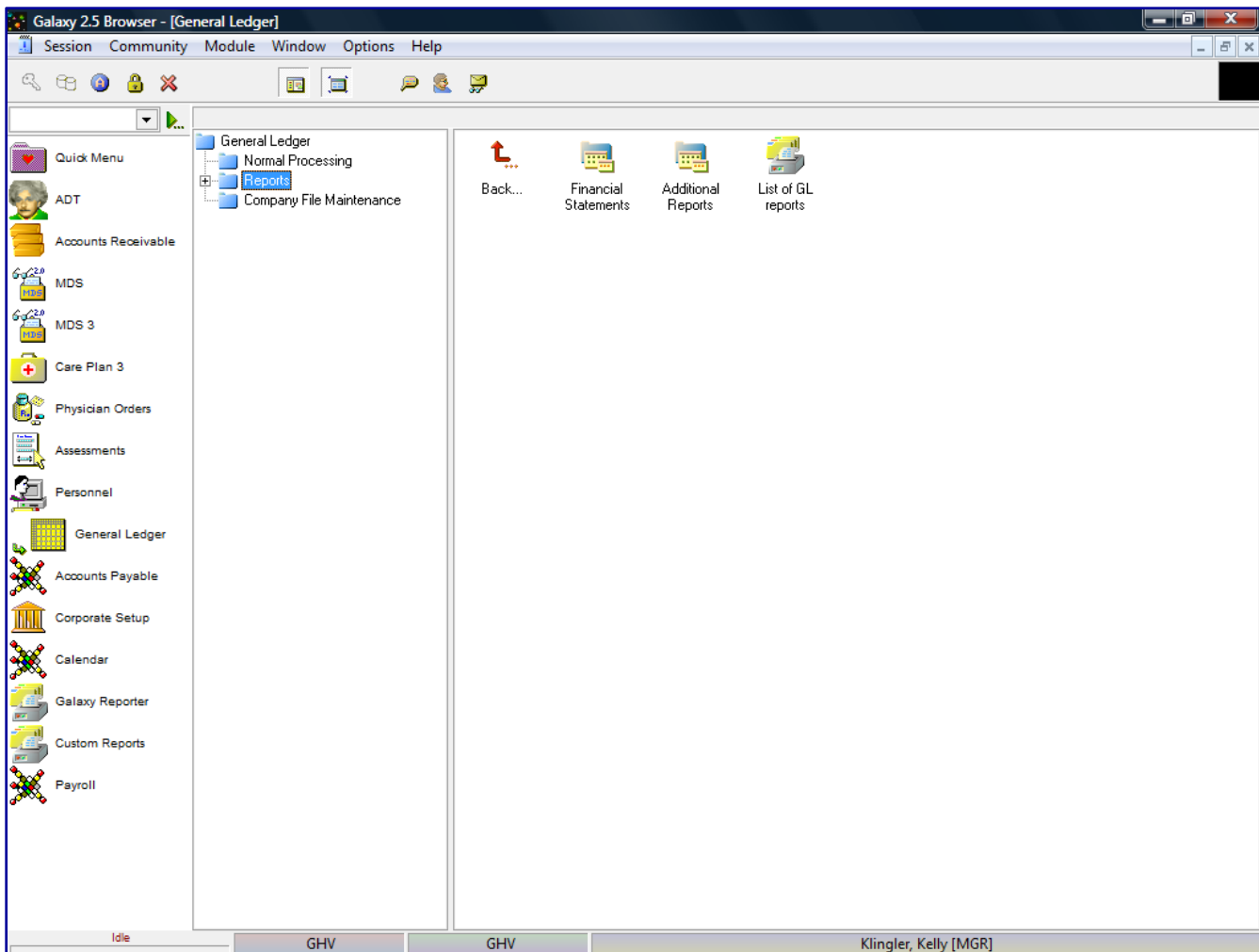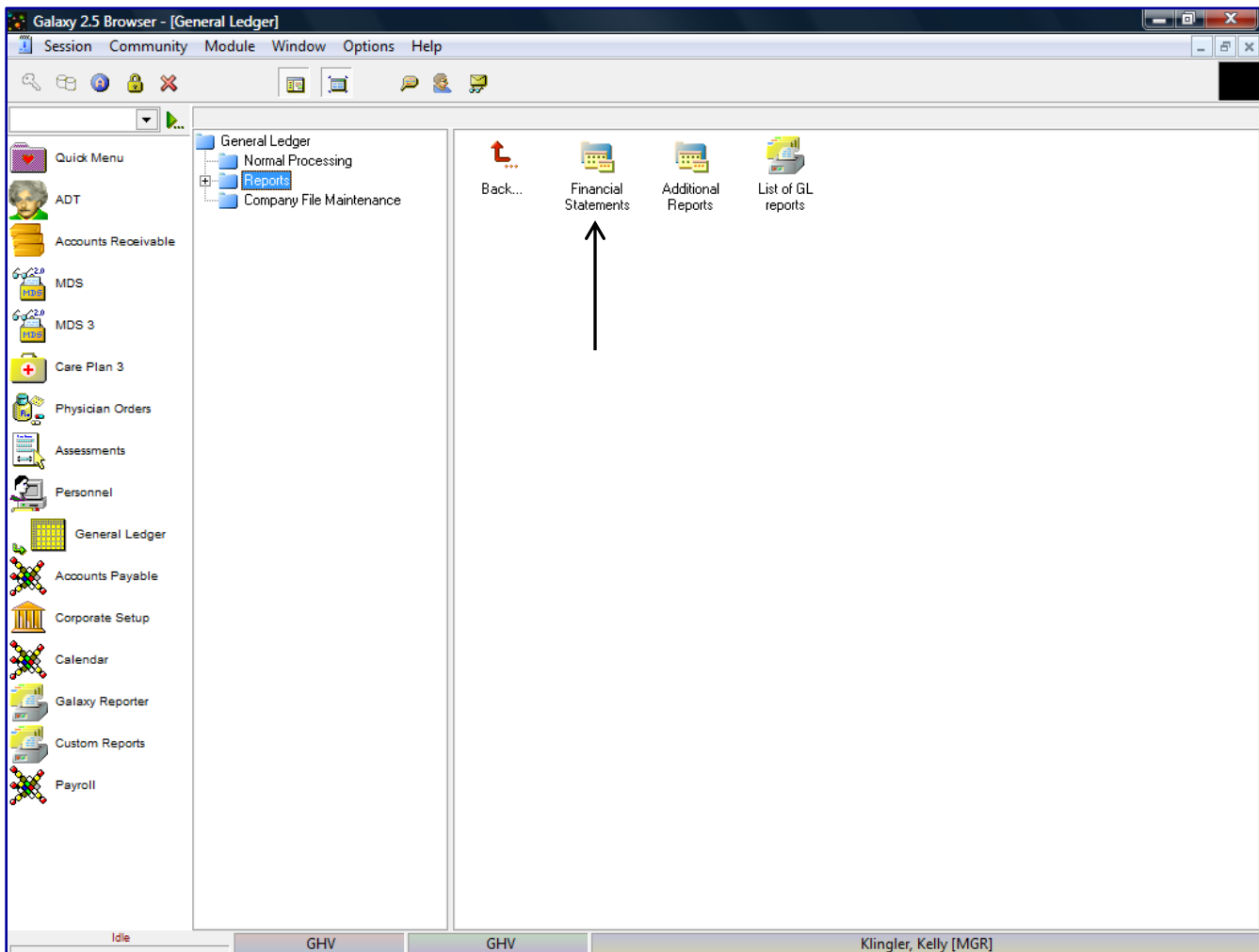# Galaxy Hosted Software
# General Ledger
Reports
Informational Guide

Looking at **Reports**, you can see it has listed 3 different report options. You can access any report option by double clicking on the icon.

- **Financial Statements**
- **Additional Reports**
- **List of GL Reports**

Double click on the **Finanical Statement** option on the Reports screen.

Finanical Statements are broken into 5 separate report options. **Financial Statements** – is separted into   the standard finanical statements and reports.
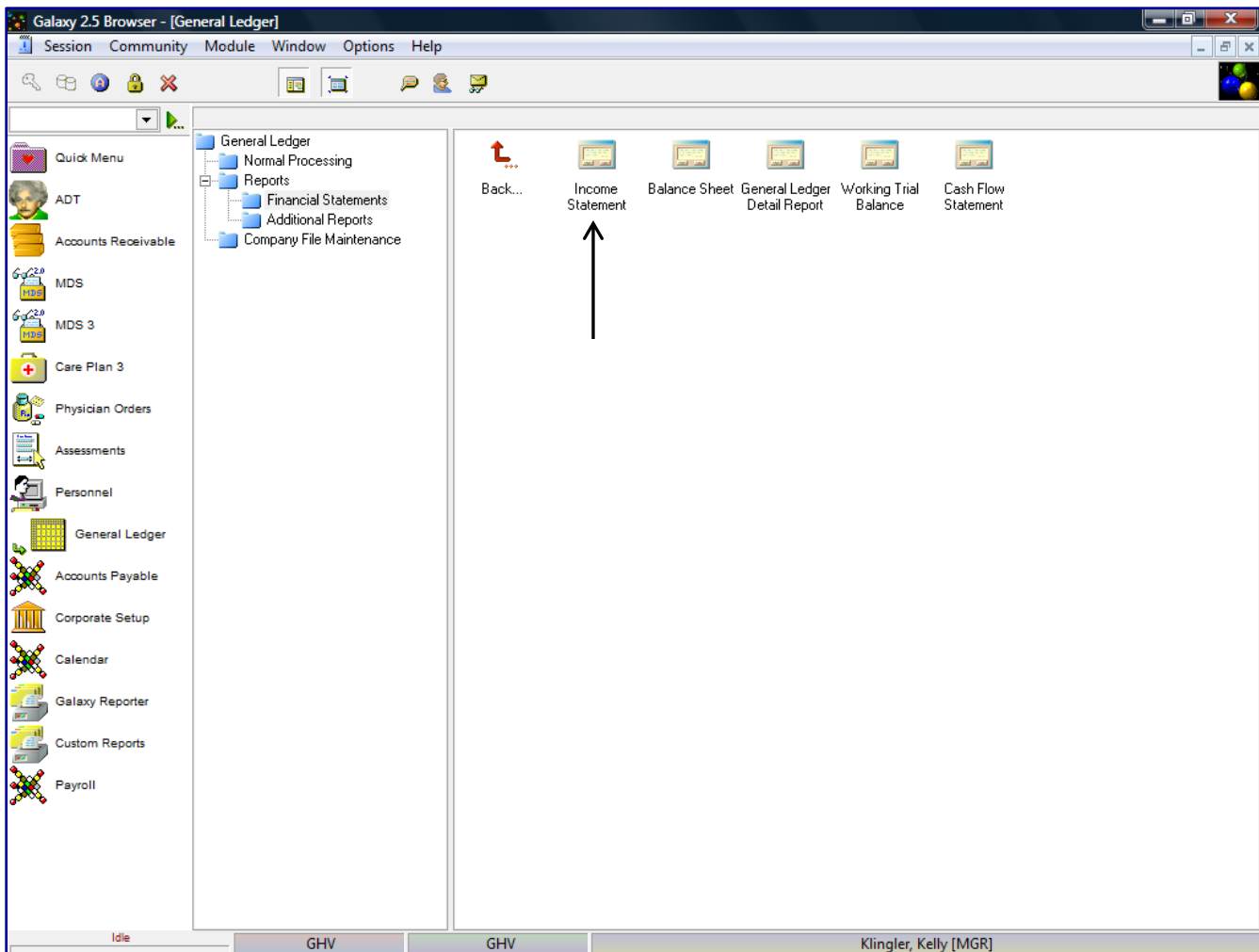
GL Reports Finanaical Statements – here the user can see the 5 reports under the finanacial statements folder in the GL module.

- **Income Statement** – displays the revenues and expenses recognized over a specific period showing profit or loss
- **Balance Sheet** – summarizes the company's assests, liabilities and equity to a specific point in time
- **General Ledger Detail report** – identifies all of the transactions, from all modules, into the GL accounts
- **Working Trial Balance** – worksheet to review GL balances at the detail level
- **Cash Flow Statement** – records the cash and cash equivalents entering and leaving the company

The Income Statement is an Income and Expenses Report, which lists the debit and credit balances in the general ledger (only Income and Expense accounts) for a selected period. A Net Profit is displayed when the Income account balances are more than the Expense account balances. A Net Loss is displayed when the Expense account balances are more than the Income account balances.

The Income and Expense account balances will include only posted Journal Batches and other module batches/transactions updated to the General Ledger either through a Month End Close or posting directly to General Ledger. Any unposted batches will be excluded from the Income Statement
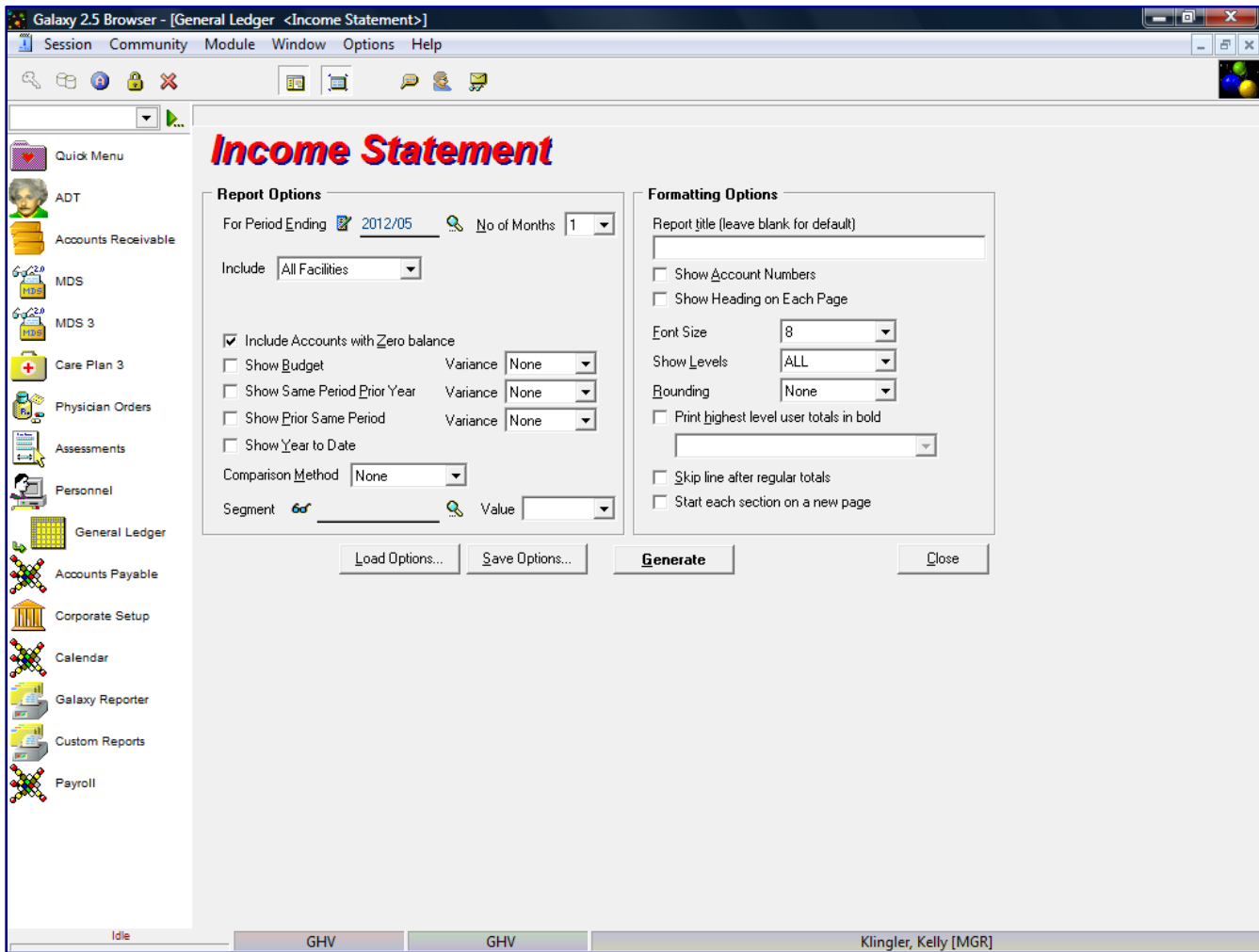
Report Options

For Period Ending – will always default to current year/period

No of Months – number of month's data to be shown on statement (1 month will show current period & greater than 1 month will give you the months up to the period ending date).

Include – facilities to be included on statement

> **Single Facility** – individual facility on statement
> **Facility Group** – select facility group that were defined in **Budget List**
> **All** - include all facilities on statement (Consolidated reporting)

Include Accounts with Zero balances – include accounts with zero balance on statement

Show Budget – show budget figures on statement

Variance – show variance between budget and current figures on statement

> **None**
> **Dollar**
> **Percent**
> **Both – Dollar and Percent**

Show Same Period Prior Year – looks at Period End date and base Same Period Prior year from that date EX: Period End date 2012/05, system will compare 2011/05 information. If 3 months were selected, the system would compare 1st quarter of 2012 to 1st quarter 2011

Variance – show variance between prior and current figures on statement

> **None**
> **Dollar**
> **Percent**

Show Prior Same Period – looks at Period End date and base Show Prior Same Period from that date EX: Period End date 2012/05, system will compare 2012/04 information. If 3 months were selected, the system would compare 2012/02, 2012/03 and 2102/04 information

Variance – show variance between prior and current figures on statement

> **None**
> **Dollar**
> **Percent**

Show Year to Date – show YTD figures on statement

Comparison Method – show comparison by**:**

> **None**
> **Percent**
> **Per Diem** – show Per Patient Day – pulls data from AR based on GL Metrics

Segment – if the account number is defined in GL Segment you can filter GL account number segments on the financial statement

Value – enter the value of the GL segment to be reported on the financial statement

Formatting Options

Report Title – you can name your income statement, other than the default title

Show Account Numbers – if you want the account number print beside the account description

Show Heading on Each page – if you want the heading to print on each page of the financial statement

Font Size – change font size of the account information printed on the financial statement

> **8 – 10** are the font size options

Show Levels – show levels of accounts on the financial statement

All

1 -10 levels (allows you to print as much account details or just total levels)

Rounding – round the dollar figure
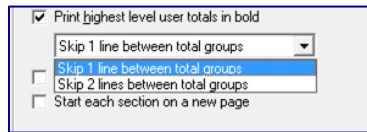
None
Nearest $1
Nearest $10
Nearest $100
Nearest $1000

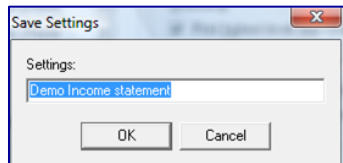**Print highest level user totals in bold** – print highest account level in bold font on financial statement

If this option is selected, the system will prompt you skip line option

**Skip line after regular totals** – skip line after regular account totals on financial statement

Start each section on a new page – income and expense accounts show on separate pages on the financial statement

To save the Income statement, as per selected options, click the **SAVE** button. The system will prompt you to enter in the name of the saved income statement.

Click the **OK** button, after you entered the name of the saved income statement.

To retrieve a saved Income statement, click the **SAVE** button. The system will prompt you to select the name of the saved income statement.
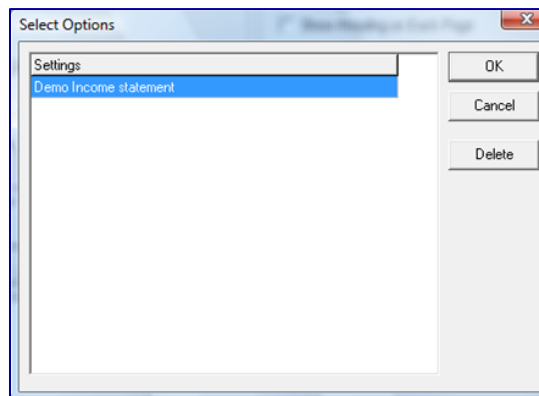
To create the Income financial statement, click the **GENERATE** button.

The following screen is displayed.

The user can go back to the report selection criteria screen by clicking on the **Back to Options** button.

Users can print the report or Export the file by clicking on the Export option. The system will show a list of standard export options.

        Excel Spreadsheet (XML)

        PDF file

        CSV file

        Text file

        JPEG file

        HTML file

User can click on a specific account and get a drill down on that specific account to show additional details.

Example of a drill down on an account from the income statement.

The system will highlight the specific account the user selected from the actual Posting Report of the batch this transaction was processed.

Example of the system highlighting the account that was drilled down on.

Session   Community   Module   Window   Options   Help

General Ledger
  Normal Processing
  Reports
    Financial Statements
    Additional Reports
  Company File Maintenance

Back...   Income Statement   Balance Sheet   General Ledger Detail Report   Working Trial Balance   Cash Flow Statement

Idle   GHV   GHV   Klingler, Kelly [MGR]

The Balance Sheet lists the balances of the Asset, Capital and Liability accounts as at the end of a specified Accounting Period. The Asset accounts should reflect debit balances and the Capital and Liabilities accounts should reflect credit balances. The Assets should always balance with the Capital and Liabilities accounts.

The balancing figure is the Net Profit or Loss. A Net Profit is displayed when the Income account balances are more than the Expense account balances. A Net Loss is displayed when the Expense account balances are more than the Income account balances.

The Balance Sheet will include posted Journal Batches and other module batches/transactions updated to the General Ledger either through a Month End Close or posting directly to General Ledger. Any unposted batches will be excluded from the Balance Sheet.
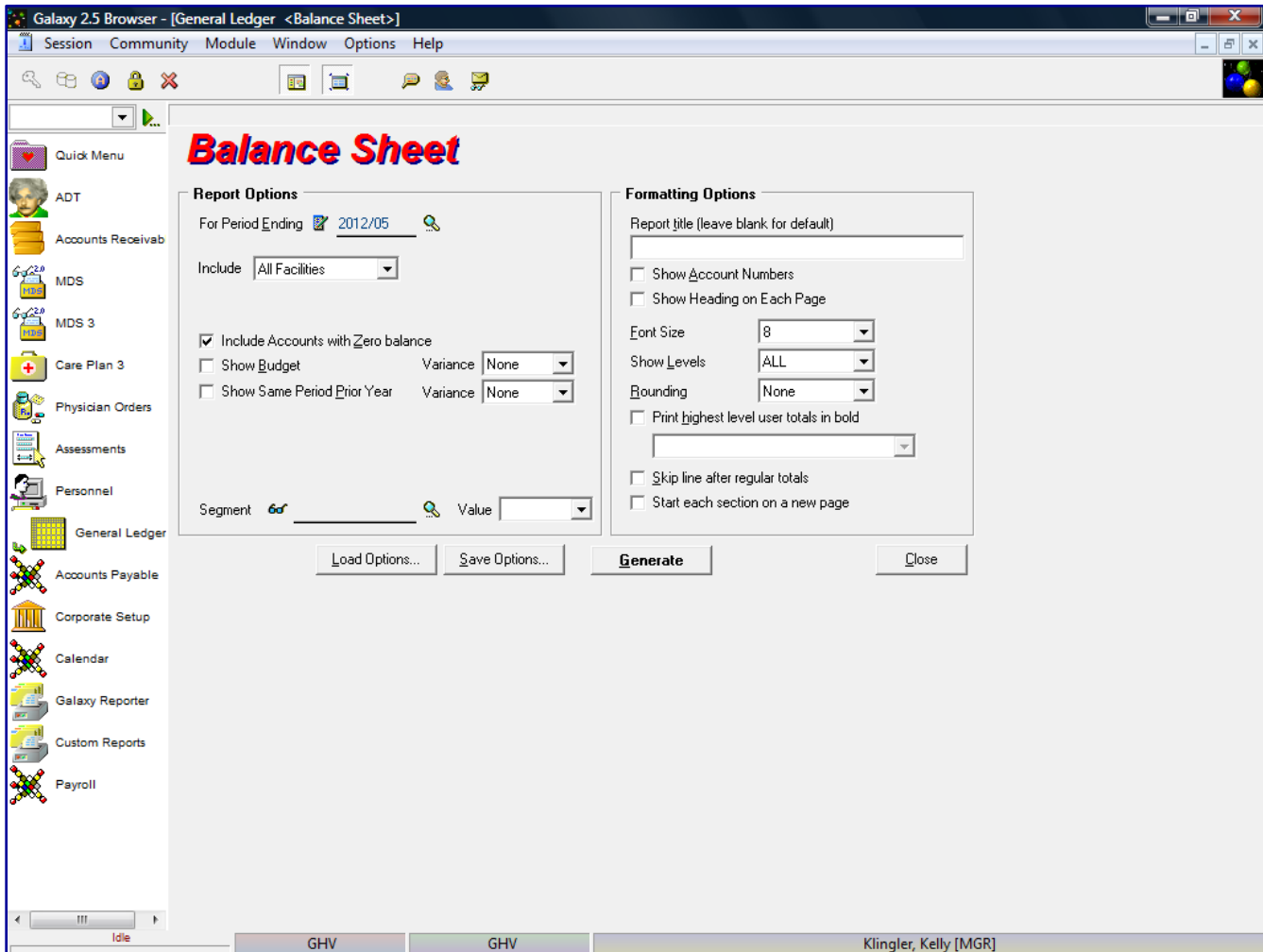
Report Options

For Period Ending – will always default to current year/period

Include – facilities to be included on statement

> **Single Facility** – individual facility on statement
> **Facility Group** – select facility group that were defined in **Budget List**
> **All** - include all facilities on statement (Consolidated reporting)

Include Accounts with Zero balances – include accounts with zero balance on statement

Show Budget – show budget figures on statement

Variance – show variance between budget and current figures on statement

> **None**
> **Dollar**
> **Percent**
> **Both – Dollar and Percent**

Show Same Period Prior Year – looks at Period End date and base Same Period Prior year from that date EX: Period End date 2012/05, system will compare 2011/05 information. If 3 months were selected, the system would compare 1st quarter of 2012 to 1st quarter 2011

Variance – show variance between prior and current figures on statement

> **None**
> **Dollar**
> **Percent**

Segment – if the account number is defined in GL Segment you can filter GL account number segments on the financial statement

Value – enter the value of the GL segment to be reported on the financial statement

Formatting Options

Report Title – you can name your income statement, other than the default title

Show Account Numbers – if you want the account number print beside the account description

Show Heading on Each page – if you want the heading to print on each page of the financial statement

Font Size – change font size of the account information printed on the financial statement

> **8 – 10** are the font size options

Show Levels – show levels of accounts on the financial statement

> **All**
> **1 -10 levels** (allows you to print as much account details or just total levels)
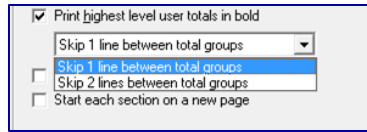>
> **Rounding – round the dollar figure**
>
> **None**
> **Nearest $1**
> **Nearest $10**
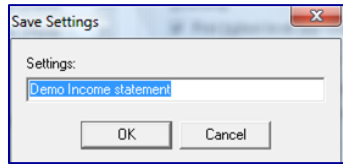> **Nearest $100**
> **Nearest $1000**

Print highest level user totals in bold – print highest account level in bold font on financial statement. If this option is selected, then system will prompt you skip line option

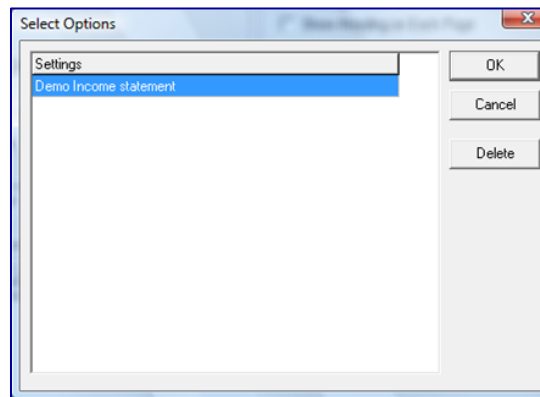**Skip line after regular totals** – skip line after regular account totals on financial statement

Start each section on a new page – income and expense accounts show on separate pages on the financial statement

To save the Income statement, as per selected options, click the **SAVE** button. The system will prompt you to enter in the name of the saved income statement.

Click the **OK** button, after you entered the name of the saved income statement.

To retrieve a saved Income statement, click the **SAVE** button. The system will prompt you to select the name of the saved income statement.

To create the Income financial statement, click the **GENERATE** button.

The user can go back to the report selection criteria screen by clicking on the **Back to Options** button.

Users can print the report or Export the file by clicking on the Export option. The system will show a list of standard export options.

> **Excel Spreadsheet (XML)**
>
> **PDF file**
>
> **CSV file**
>
> **Text file**
>
> **JPEG file**
>
> **HTML file**

User can click on a specific account and get a drill down on that specific account to show additional details.

Example of a drill down on an account from the balance sheet.

The system will highlight the specific account the user selected from the actual Posting Report of the batch this transaction was processed.

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

Session Community Module Window Options Help

Zoom 100% ▾ | ◄ 1 ► ►| | Print | Print All | Setup.. | Export

Quick Menu
ADT
Accounts Receivable
MDS
MDS 3
Care Plan 3
Physician Orders
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Personnel
General Ledger
Accounts Payable
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Galaxy Reporter
Custom Reports
Payroll

Posting Report
Posting Date: 09/10/2010

Batch No: 1000386   **Created On:** 2/2/2011
Description: Payroll Batch #1000077

#	Account	Description	Debit	Credit	Trans.Date
1	Period 2011/01	[AI1] AMERICAN IDOL NURSING HOME			1/31/2011
1	[20-4010.00] Wages Payable	Wages Payable		13,128.40	
2	[50-1010.00] Dietary Staff Wages Cert	Dietary Staff Wages Cert	1,500.00		
3	[51-1020.00] Licensed Practical Nurses Cert	Licensed Practical Nurses Cert	1,400.00		
4	[51-1030.00] Registered Nurses Cert	Registered Nurses Cert	9,628.40		
5	[51-5010.00] Cerified Nyrsing Aides Non-Cert	Cerified Nyrsing Aides Non-Cert	600.00		
		Transaction totals	**13,128.40**	**13,128.40**	
2	Period 2011/02	[AI1] AMERICAN IDOL NURSING HOME			2/2/2011
1	[10-1030.00] Cash in Bank - Payroll	Cash in Bank - Paroll		8,876.30	
2	[20-3010.00] 941 Tax Payable	941 Tax Payable		3,559.45	
3	[20-3020.00] State Witholding Tax Payable	State Witholding Tax Payable		717.86	
4	[20-3030.00] City Witholding Payable	City Witholding Payable		465.05	
5	[20-3040.00] Federal Unemployment Tax Payable	Federal Unemployment Tax Payable		101.99	
6	[20-3050.00] State Unemployment Tax Payable	State Unemployment Tax Payable		254.97	
7	[20-3060.00] Workers Comp. Payable	Workers Comp. Payable		637.42	
8	[20-4010.00] Wages Payable	Wages Payable	13,128.40		
9	[20-4110.00] Health Insurance Payable	Health Insurance Payable		2,810.00	

Preview   Page 1 of 1

Idle   GHV   GHV   Klingler, Kelly [MGR]

Example of system highlighting the account that was drilled down from the balance sheet.

General Ledger Detail Report – shows beginning and ending account balances and all journal lines affecting each account balance
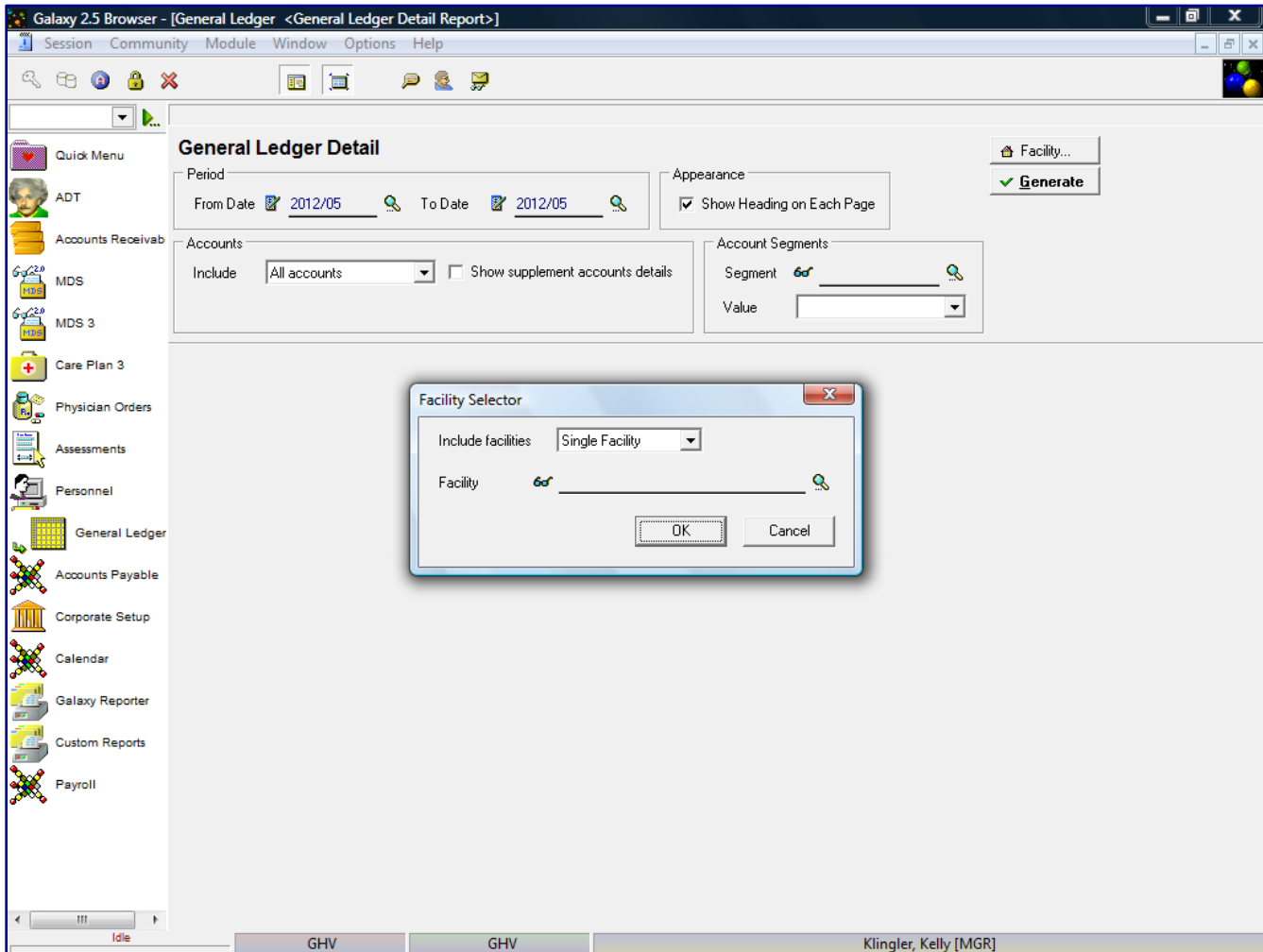
You must select the facility(s) you want to be included on the General Ledger Detail report. The options are as follows:
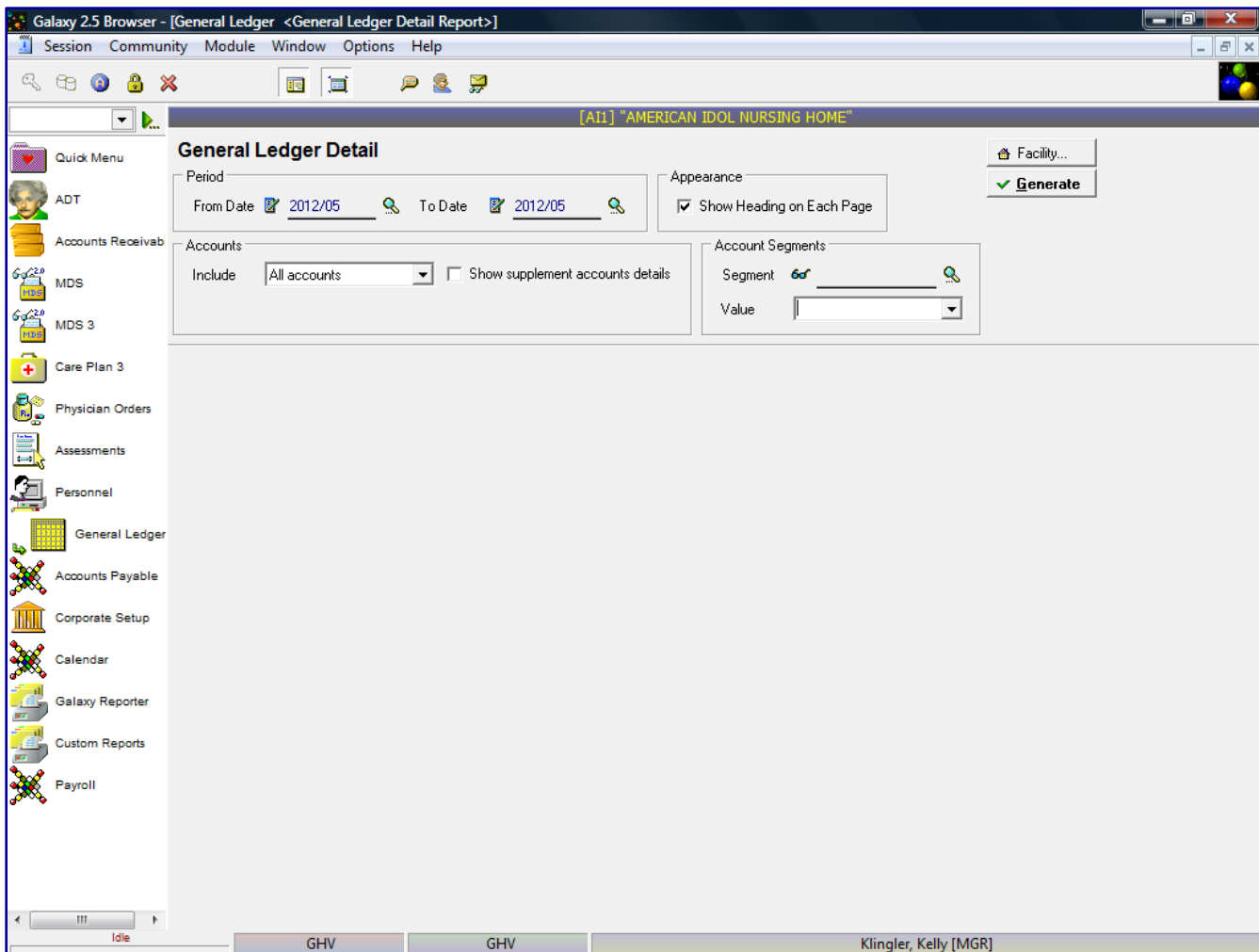
> **Single Facility –** individual facility on statement
>
> **Facility Group –** select facility group that were defined in **Budget List**
>
> **All -** include all facilities on statement (Consolidated reporting)

And then specify the facility's name on the **Facility** line. You can select the facility from the drop down box, by clicking on the magnify glass.

Click the **OK** button, after you entered the name of the facility(s).

Period

      From Date – enter the beginning date user wants to run the report

      End Date – enter the end date the user wants to run the report

Accounts

      All Accounts

      One Account – select the account from the drop down box, by clicking on the magnify glass.

      Range of Accounts – enter the **From** account and **To** account. You can select the accounts

      from the drop down box, by clicking on the magnify glass.

      Select Account – Click to select – check multiple accounts from the account list

Appearance – Show heading on each page (checked as default setting)

Account Segment

      Segment – if the account number is defined in GL Segment you can filter GL account number

      segments on the financial statement

      Value – enter the value of the GL segment to be reported on the financial statement

To create the General Ledger Detail report, click the **GENERATE** button.

The report will list each account that was selected in the report criteria for the requested **"as of date".** The report will show the following details:

Account – account number from Chart of Accounts

Description – account number description

Date – transaction date of batch

Source – application module where entry came from

Transaction Description – transaction batch period year/period number

Item Description – account description

DR Amt – debit amount of this account's transactions

CR Amt – credit amount of this account's transactions

Balance – shows accounts beginning balance and the account ending balance after debit/credit transactions

Users can click on a specific account and get a drill down on that specific account to show additional details.

The system will highlight the specific account the user selected from the actual Posting Report of the batch this transaction was processed.

Posting Report

Posting Date: 07/02/2010

Batch No: 1000152   Created On: 7/14/2010
Description: Payroll Batch #1000054

#	Account	Description	Debit	Credit	Trans.Date
1	Period 2010/06	[AI1] AMERICAN IDOL NURSING HOME			6/30/2010
1	[20-4010.00] Wages Payable	Wages Payable		3,822.43	
2	[50-1010.00] Dietary Staff Wages Cert	Dietary Staff Wages Cert	535.71		
3	[51-1020.00] Licensed Practical Nurses Cert	Licensed Practical Nurses Cert	500.00		
4	[51-1030.00] Registered Nurses Cert	Registered Nurses Cert	2,572.43		
5	[51-5010.00] Cerified Nyrsing Aides Non-Cert	Cerified Nyrsing Aides Non-Cert	214.29		
		Transaction totals	3,822.43	3,822.43	
2	Period 2010/07	[AI1] AMERICAN IDOL NURSING HOME			7/9/2010
1	[50-1010.00] Dietary Staff Wages Cert	Dietary Staff Wages Cert	964.29		
2	[51-1020.00] Licensed Practical Nurses Cert	Licensed Practical Nurses Cert	900.00		
3	[51-1030.00] Registered Nurses Cert	Registered Nurses Cert	4,630.34		
4	[51-5010.00] Cerified Nyrsing Aides Non-Cert	Cerified Nyrsing Aides Non-Cert	385.71		
		Transaction totals	6,880.34		
3	Period 2010/07	[AI1] AMERICAN IDOL NURSING HOME			7/14/2010
1	[10-1030.00] Cash in Bank - Payroll	Cash in Bank - Paroll		7,317.93	

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Working Trial Balance Report – this report is similar to the Trial Balance report, but this report contains columns for the adjusting entries and the adjusted balance.
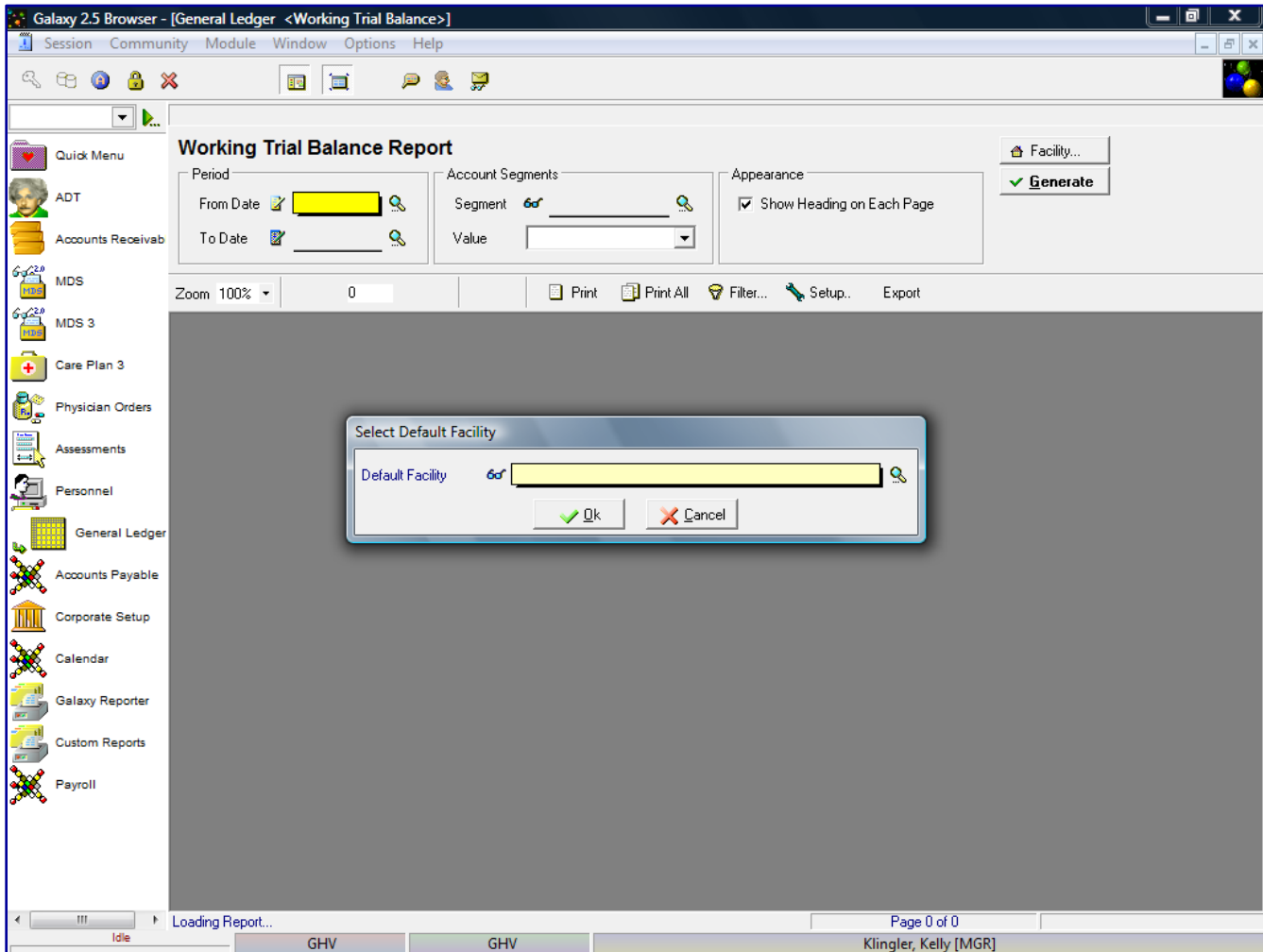
The Facility Selector is where you use the magnifying glass to locate and select the facility you need if your facility is part of an enterprise that has other facilities using the Galaxy system.

NOTE: if your facility is not a part of an enterprise using the Galaxy system, your screen will automatically load (see next screen).

Default Facility – select your facility by using the magnifying glass.

NOTE: Some facility names will default here automatically; this is used when companies are part of an enterprise and have more than one facility using the Galaxy software.

Period

From Date – enter the beginning date user wants to run the report

End Date – enter the end date the user wants to run the report

Accounts

All Accounts

One Account – select the account from the drop down box, by clicking on the magnify glass.

Range of Accounts – enter the **From** account and **To** account. You can select the accounts from the drop down box, by clicking on the magnify glass.

Select Account – Click to select – check multiple accounts from the account list

Appearance – Show heading on each page (checked as default setting)

Account Segment

Segment – if the account number is defined in GL Segment you can filter GL account number segments on the financial statement

Value – enter the value of the GL segment to be reported on the financial statement

To create the General Ledger Detail report, click the **GENERATE** button.

The report will list each account for the requested *"as of date"*. The report will show the following details:

Account # – account number from Chart of Accounts

Account Description – account number description

Opening Bal – shows the balance of the account before the date in the From field

Current DR – shows the debit transaction amount posted during the current period

Current CR – shows the credit transaction amount posted during the current period

Ending Bal – the accounts beginning balance, plus/minus any debit/credit transactions

DR Adj – shows the debit adjusting entries posted during the current period

CR Adj – shows the credit adjusting entries posted during the current period

End Balance – shows the accounts ending balance plus/minus adjusting debit/credit entries

Users can click on a specific account and get a drill down on that specific account to show additional   details.

Galaxy 2.5 Browser - [General Ledger <General Ledger Detail Report>]

Session   Community   Module   Window   Options   Help

[AI1] "AMERICAN IDOL NURSING HOME"

Zoom 86% ▼ |◀ ◀ 1   ▶ ▶| Print   Print All   Setup..   Export

[AI1] "AMERICAN IDOL NURSING HOME"
General Ledger Detail
For Period from Apr to May, 2010
One account: 10-1030.00

Account #	Description	Date	Source	Trans. Descr.	Item Descr.	DR Amt.	CR Amt.	Balance
10-1030.00	Cash in Bank - Payroll							
		2010/04			Beginning Balance:			-2,695,013.17
		04/05/2010	PR	Period 2010/04	Cash in Bank - Paroll	0.00	6,824.25	
		04/05/2010	PR	Period 2010/04	Cash in Bank - Paroll	1,302.71	0.00	
					Period Change:	1,302.71	6,824.25	-5,521.54
					Ending Balance:			-2,700,534.71
					Total Ending Balance:			-2,700,534.71

Quick Menu
ADT
Accounts Receivable
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MDS 3
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Physician Orders
Assessments
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The system will highlight the specific account the user selected from the actual Posting Report of the   batch this transaction was processed.

Posting Report
Posting Date: 03/18/2010

Batch No: 1000146   Created On: 4/5/2010
Description: Payroll Batch #1000019

#	Account	Description	Debit	Credit	Trans.Date
1	Period 2010/03	[AI1] AMERICAN IDOL NURSING HOME			3/31/2010
1	[20-4010.00] Wages Payable	Wages Payable		7,968.00	
2	[51-1020.00] Licensed Practical Nurses Cert	Licensed Practical Nurses Cert	1,256.00		
3	[51-1030.00] Registered Nurses Cert	Registered Nurses Cert	5,344.00		
4	[51-5010.00] Cerified Nyrsing Aides Non-Cert	Cerified Nyrsing Aides Non-Cert	1,368.00		
		Transaction totals	7,968.00	7,968.00	
2	Period 2010/04	[AI1] AMERICAN IDOL NURSING HOME			4/5/2010
1	[10-1030.00] Cash in Bank - Payroll	Cash in Bank - Paroll		6,824.25	
2	[20-3010.00] 941 Tax Payable	941 Tax Payable		16,751.70	
3	[20-3020.00] State Witholding Tax Payable	State Witholding Tax Payable		469.46	
4	[20-3030.00] City Witholding Payable	City Witholding Payable		122.09	
5	[20-3040.00] Federal Unemployment Tax Payable	Federal Unemployment Tax Payable		159.36	
6	[20-3050.00] State Unemployment Tax Payable	State Unemployment Tax Payable		159.36	
7	[20-4010.00] Wages Payable	Wages Payable	7,968.00		
8	[51-2520.00] Nursing Hab Payroll Taxes Cert	Nursing Hab Payroll Taxes Cert	16,254.72		
9	[51-2530.00] Nursing Hab Benefits	Nursing Hab Benefits Cert	263.50		

Page 1 of 1

The Cash Flow Report will summarize AR, AP and PY batches and display the net cash flowed into (or out of) the selected Bank accounts as well as any opening balances and closing balances and funds available.

You may also include the Petty Cash account if it is not created as a Bank account. This report will include any transactions in batches or journals, which have been updated or posted to the ledger.
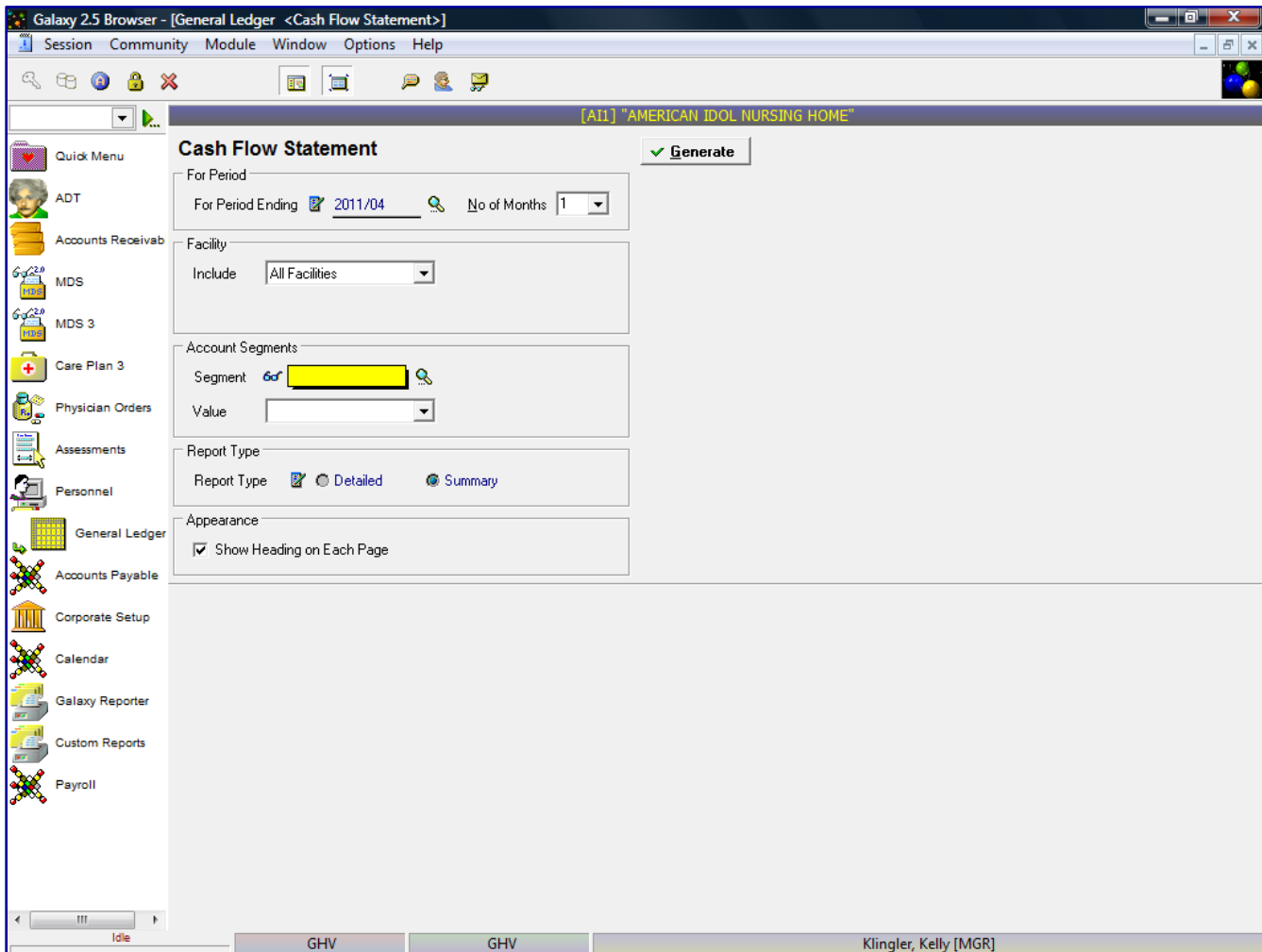
Report Options

    For Period Ending – will always default to current year/period

    No of Months – number of month's data to be shown on statement (1 month will show current period)

    Include – facilities to be included on statement

        Single Facility – individual facility on statement
        Facility Group – select facility group that were defined in **Budget List**
        All - include all facilities on statement (Consolidated reporting)

    Segment – if the account number is defined in GL Segment you can filter GL account number segments on the financial statement

    Value – enter the value of the GL segment to be reported on the financial statement

Report Type – account information in summarized or detailed format

> **Detailed**
> **Summary**

Show Heading on Each page – if you want the heading to print on each page of the financial statement

To create the Income financial statement, click the **GENERATE** button.

Detailed format of Cash Flow Statement

The Detailed report will reflect the individual account details within the total account for Current Period and Year to Date. The report will also report Cash Balance at Beginning of Period and Cash Balance at End of Period

Users can click on a specific account and get a drill down on that specific account to show additional   details.

The system will highlight the specific account the user selected from the actual Posting Report of the batch this transaction was processed.

Posting Report

Posting Date: 05/24/2010

Batch No: 1000148   Created On: 6/4/2010
Description: Payroll Batch #1000035

#	Account	Description	Debit	Credit	Trans.Date
1	Period 2010/05	[AI 1] AMERICAN IDOL NURSING HOME			5/31/2010
1	[20-4010.00] Wages Payable	Wages Payable		10,400.87	
2	[51-1020.00] Licensed Practical Nurses Cert	Licensed Practical Nurses Cert	1,437.00		
3	[51-1030.00] Registered Nurses Cert	Registered Nurses Cert	7,863.87		
4	[51-5010.00] Cerified Nyrsing Aides Non-Cert	Cerified Nyrsing Aides Non-Cert	1,100.00		
		Transaction totals	10,400.87	10,400.87	
2	Period 2010/06	[AI 1] AMERICAN IDOL NURSING HOME			6/4/2010
1	[10-1030.00] Cash in Bank - Payroll	Cash in Bank - Paroll		6,825.57	
2	[20-3010.00] 941 Tax Payable	941 Tax Payable		2,728.28	
3	[20-3020.00] State Witholding Tax Payable	State Witholding Tax Payable		862.68	
4	[20-3030.00] City Witholding Payable	City Witholding Payable		191.14	
5	[20-3040.00] Federal Unemployment Tax Payable	Federal Unemployment Tax Payable		81.17	
6	[20-3050.00] State Unemployment Tax Payable	State Unemployment Tax Payable		201.73	
7	[20-3060.00] Workers Comp. Payable	Workers Comp. Payable		8.32	
8	[20-4010.00] Wages Payable	Wages Payable	10,400.87		
9	[20-4110.00] Health Insurance Payable	Health Insurance Payable		1,535.00	
10	[20-4120.00] United Way Payable	United Way Payable		314.35	

Summary format of Cash Flow Statement

Description	Current Period	Year to Date
Cash flows from operating activities		
Net Income	0.00	(177,198.66)
Inventory	0.00	(160.30)
Prepaid Expenses	0.00	(14.00)
Accounts Payable	0.00	865.61
Accrued Expenses	0.00	76,438.19
Net Cash provided by (used in) operations	0.00	(100,069.16)
Cash flows from investing activities		
Proceeds From:		
User For:		
Property And Equipment	0.00	(741.00)
Intangible	(5.00)	(5.00)
Net cash provided by (used in) investing	(5.00)	(746.00)
Cash Flows from financing activities		
Proceeds From:		
Equity Other	0.00	429.00
User For:		
Equity Other	0.00	(858.00)
Net cash provided by (used in) financing	0.00	(429.00)
Net increase (decrease) in cash	(5.00)	(101,244.16)
Cash Balance at Beg of Period	3,210,976.88	3,312,216.04
Cash Balance at End of Period	3,210,971.88	3,210,971.88

The Summary report will reflect the total accounts for Current Period and Year to Date.   The report will also report Cash Balance at Beginning of Period and Cash Balance at End of Period.

There is no drill down option on the Summary report.

Double click on the **Additional Reports** option on the Reports screen.
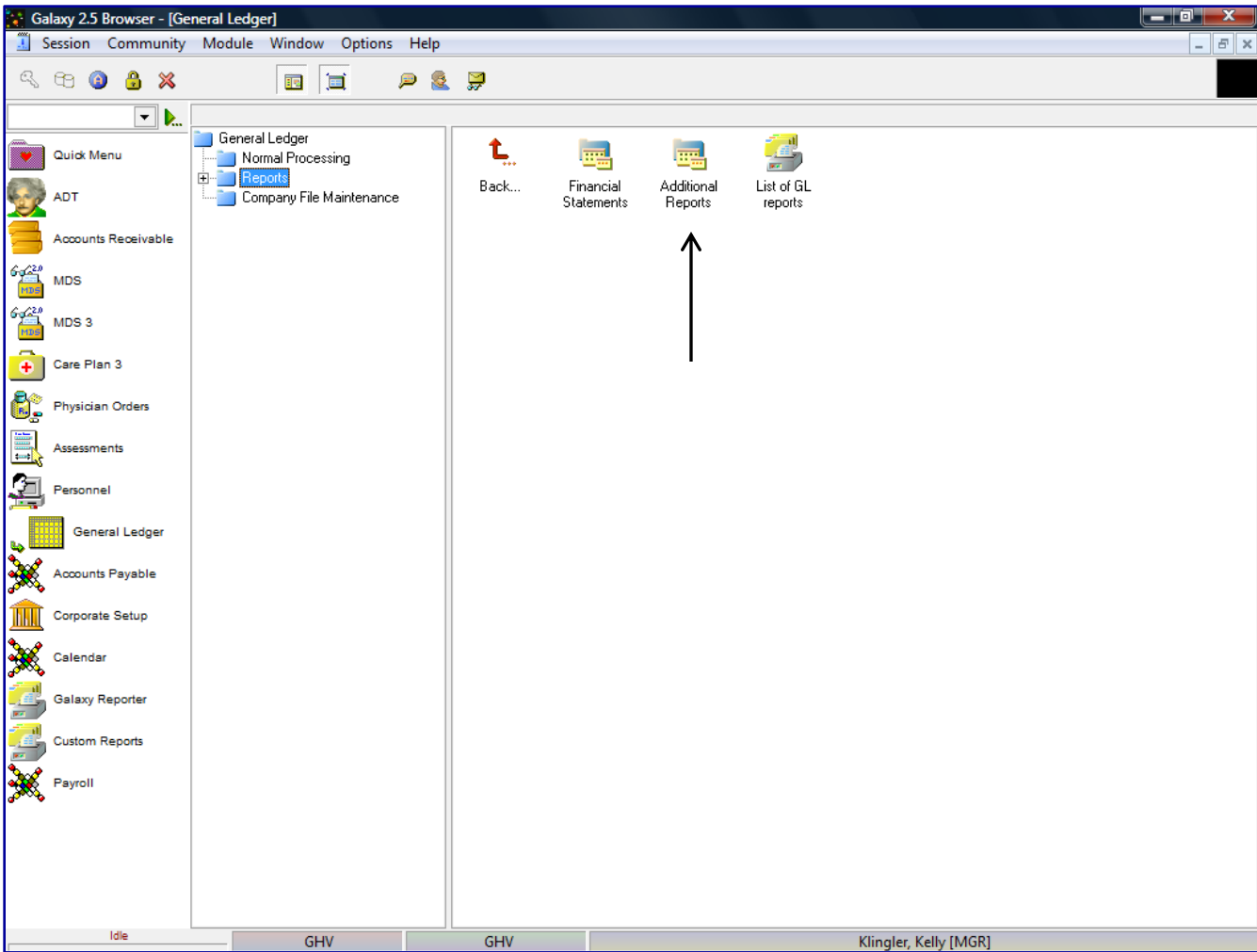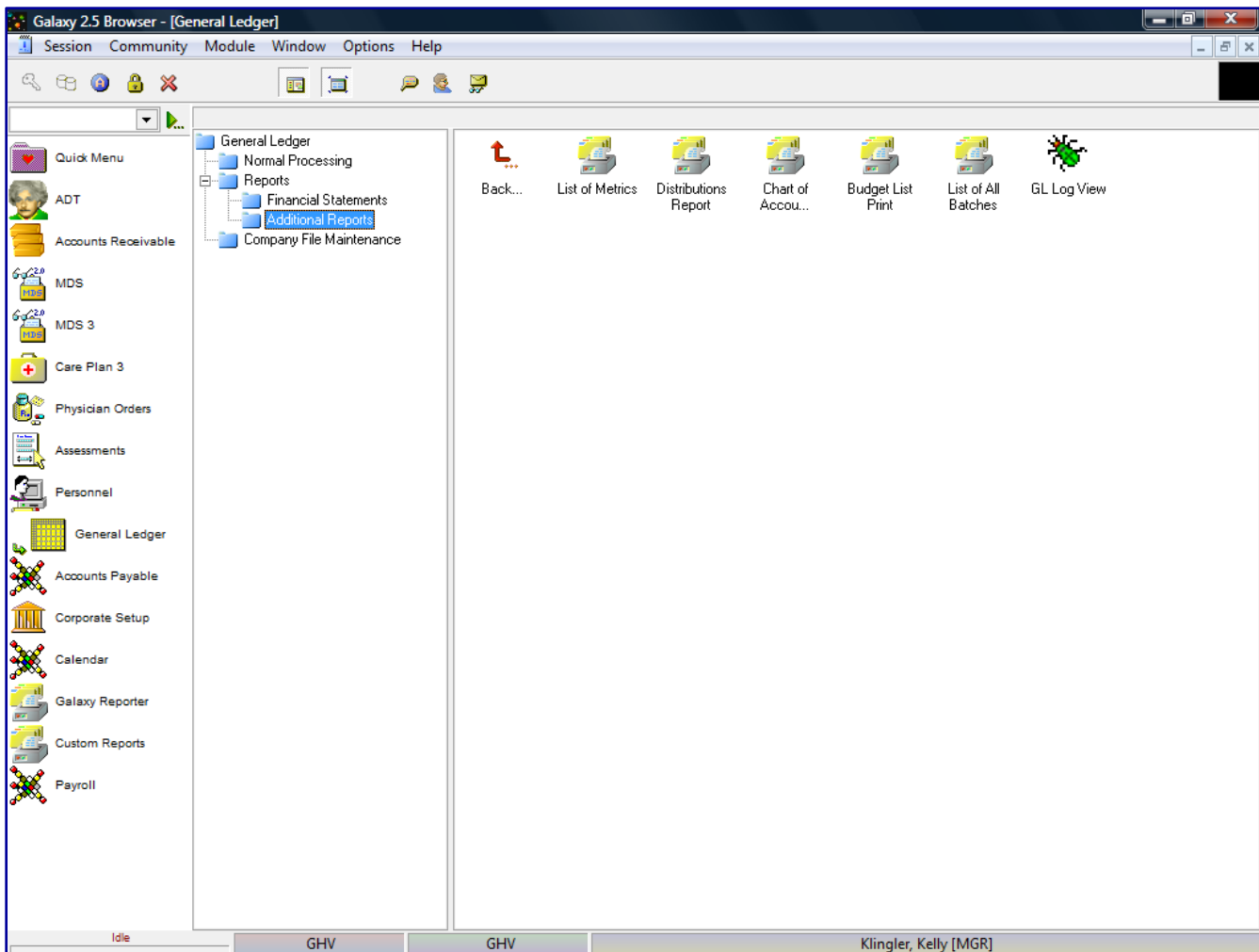
Looking at **Additional Reports**, you can see it has listed 6 different report options. You can access any report by double clicking on the icon.

- **List of Metrics**

- **Distributions Report**

- **Chart of Accounts**

- **Budget List Print**

- **List of All Batches**

- **GL Log View – this option is not be available to Galaxy users**

List of Metrics – list of GL Metrics

The system will list all the GL Metrics that are set up for Per Patient Day reporting and if they are currently being used in the system.

Users can print a list of the GL Metrics or Export the file by clicking on the Export option. The system will show a list of standard export options.

Excel Spreadsheet (XML)

PDF file

CSV file

Text file

JPEG file

HTML file

Distributions report – list of distributions

The system will list all the distributions that are set up in Distribution Master and if they are   currently being used in the system.

Users can print a list of the Distribution Master or Export the file by clicking on the Export option. The system will show a list of standard export options.

> **Excel Spreadsheet (XML)**
>
> **PDF file**
>
> **CSV file**
>
> **Text file**
>
> **JPEG file**
>
> **HTML file**

Chart of Accounts – list all accounts in the Chart of Account master

The system will list all the accounts that are set up in Chart of Accounts Master, along with the type of account, applications used in and if they are currently being used in the system.

Users can print a list of the Chart of Accounts or Export the file by clicking on the Export option. The system will show a list of standard export options.

        Excel Spreadsheet (XML)

        PDF file
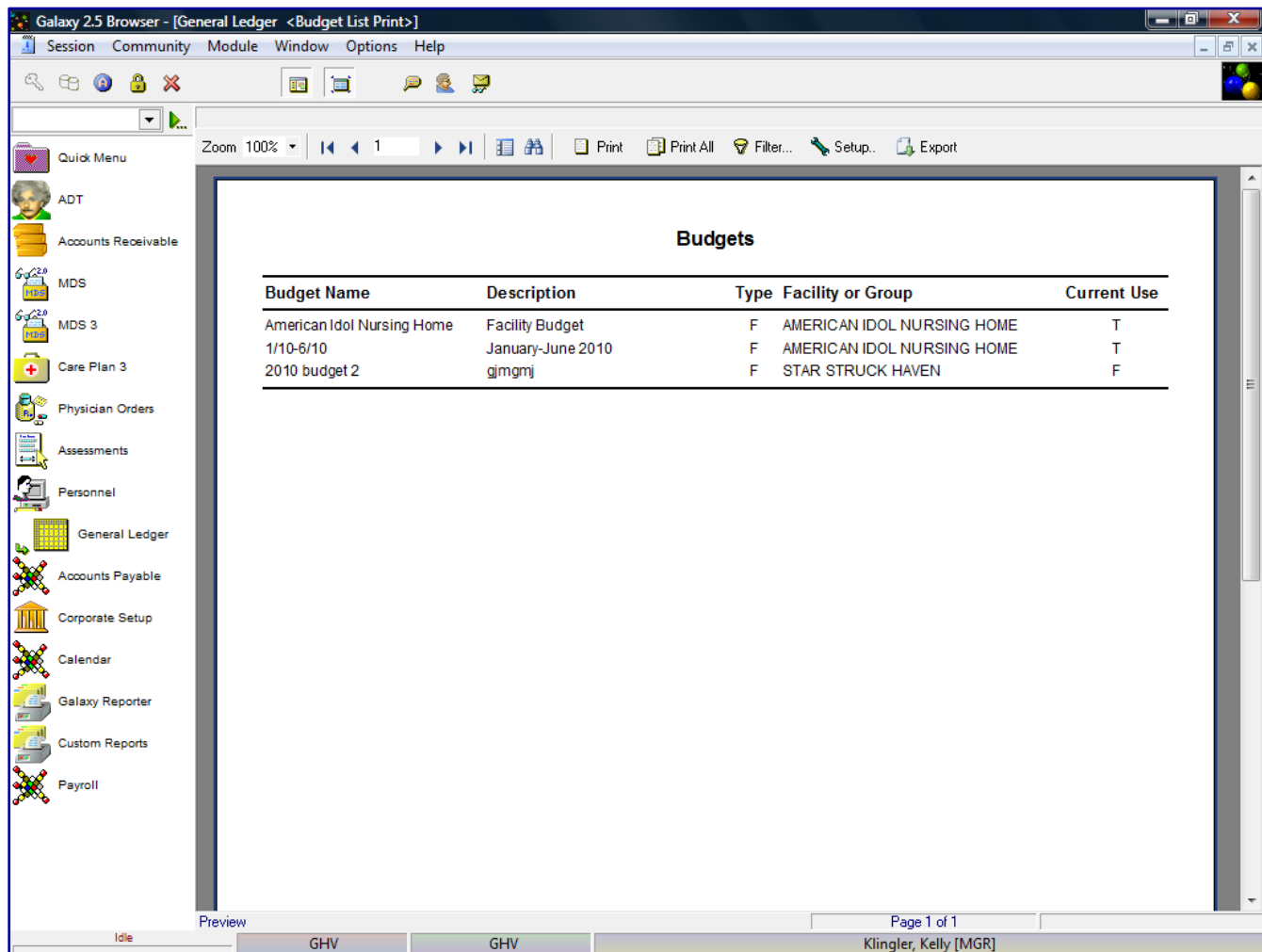
        CSV file

        Text file

        JPEG file

        HTML file

Budget List Print – list all budget names

The system will list all the budget names that are set up in Budge List file, along with the description of budget, what facility budget list is assigned, and if they are currently being used in the system.

Users can print a list of the Budget List or Export the file by clicking on the Export option. The system will show a list of standard export options.

> **Excel Spreadsheet (XML)**
>
> **PDF file**
>
> **CSV file**
>
> **Text file**
>
> **JPEG file**
>
> **HTML file**

List of ALL batches – will list all batches (unposted & posted) created in the Galaxy system

The system will list all batches entered in the system, both posted and unposted batches. The report will show the batch number, date batch was created, batch description and posting date, if the batch was posted. The user may select an unposted batch and post the batch right from this report.

The system will underline the selected batch the user would like to post immediately from this screen. The system will display the transactions within the selected batch on a Pre-Posting report.

Click the ✔ **Post** button to post the check transaction(s).

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 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." The information on the Posting report is the same information as on the Pre-Posting report.

Double click on the **List of GL Reports** option on the Reports screen.
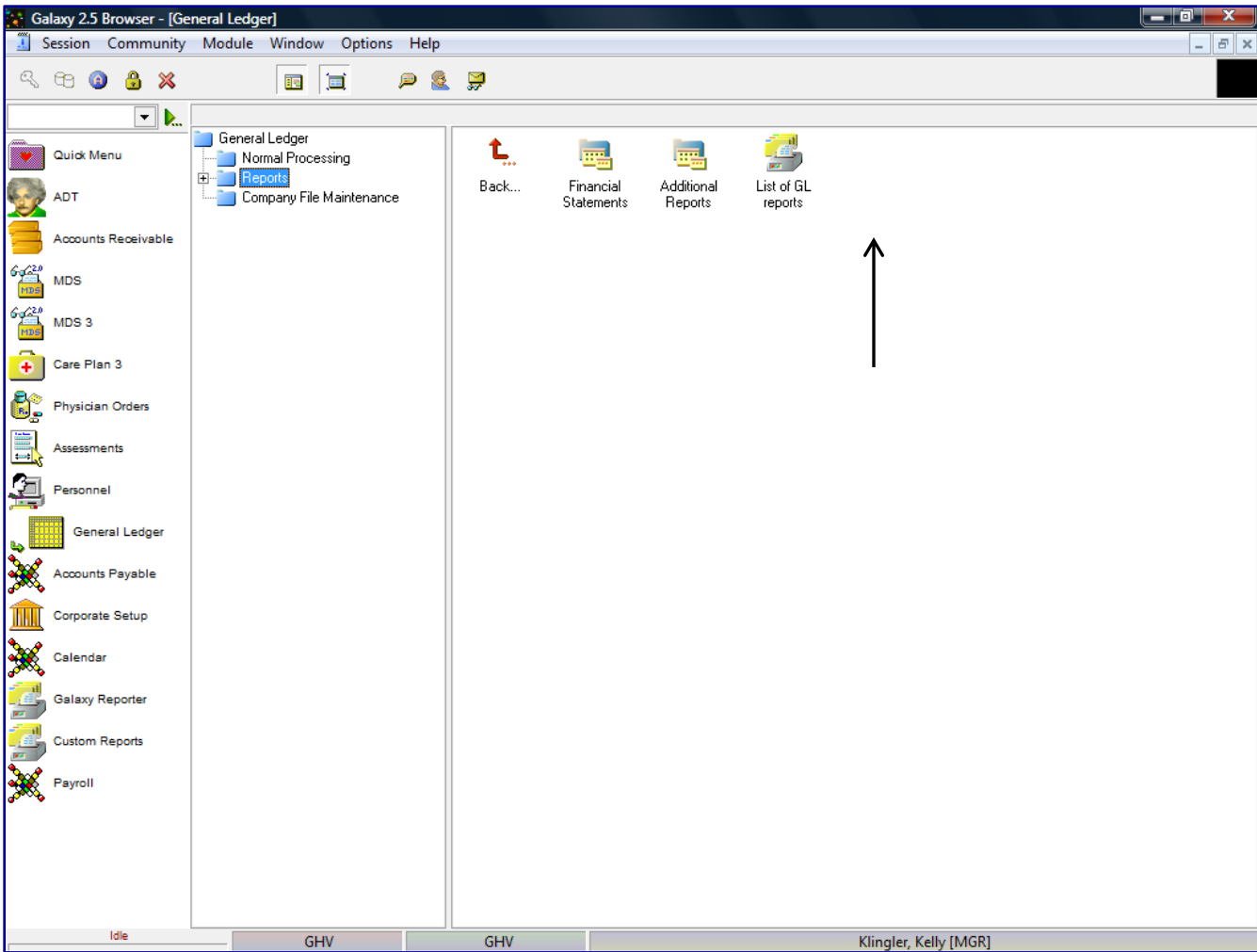
This option is where you can specify and create custom GL report to gather information that is currently not available on any on the reports list in the Galaxy system. Contact Galaxy to get actual help with creating your custom reports.