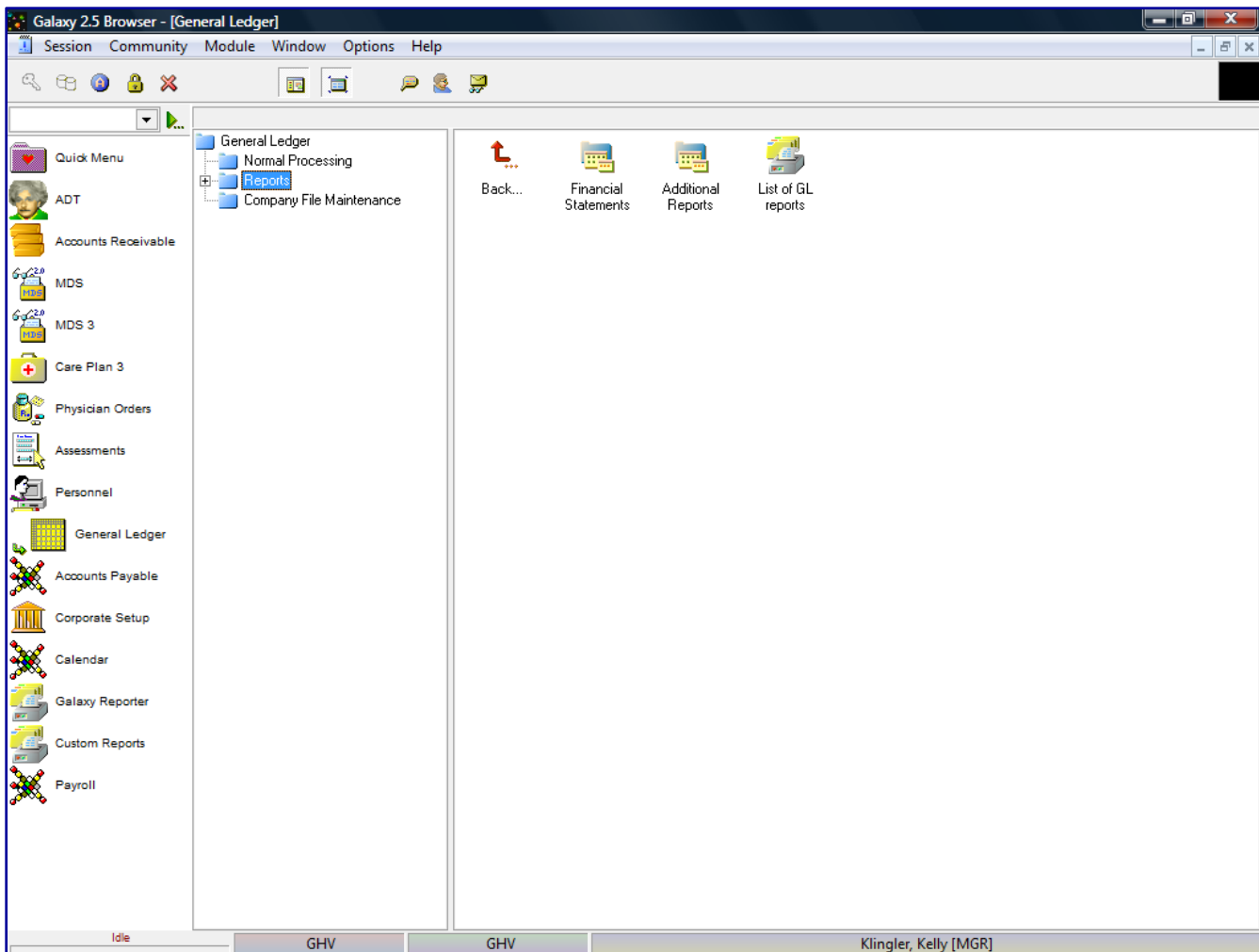


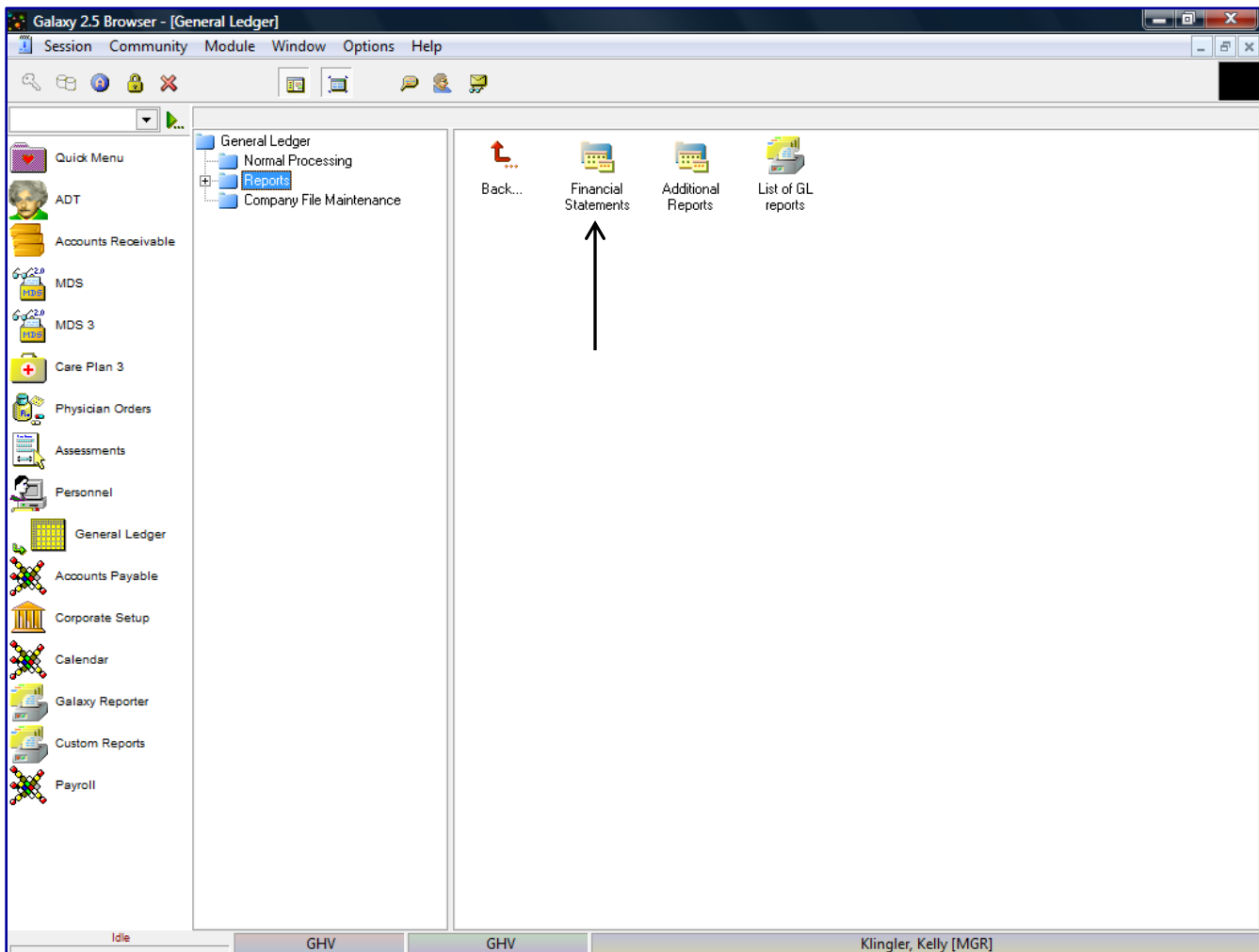
Galaxy Hosted Software
General Ledger
Reports
Informational Guide



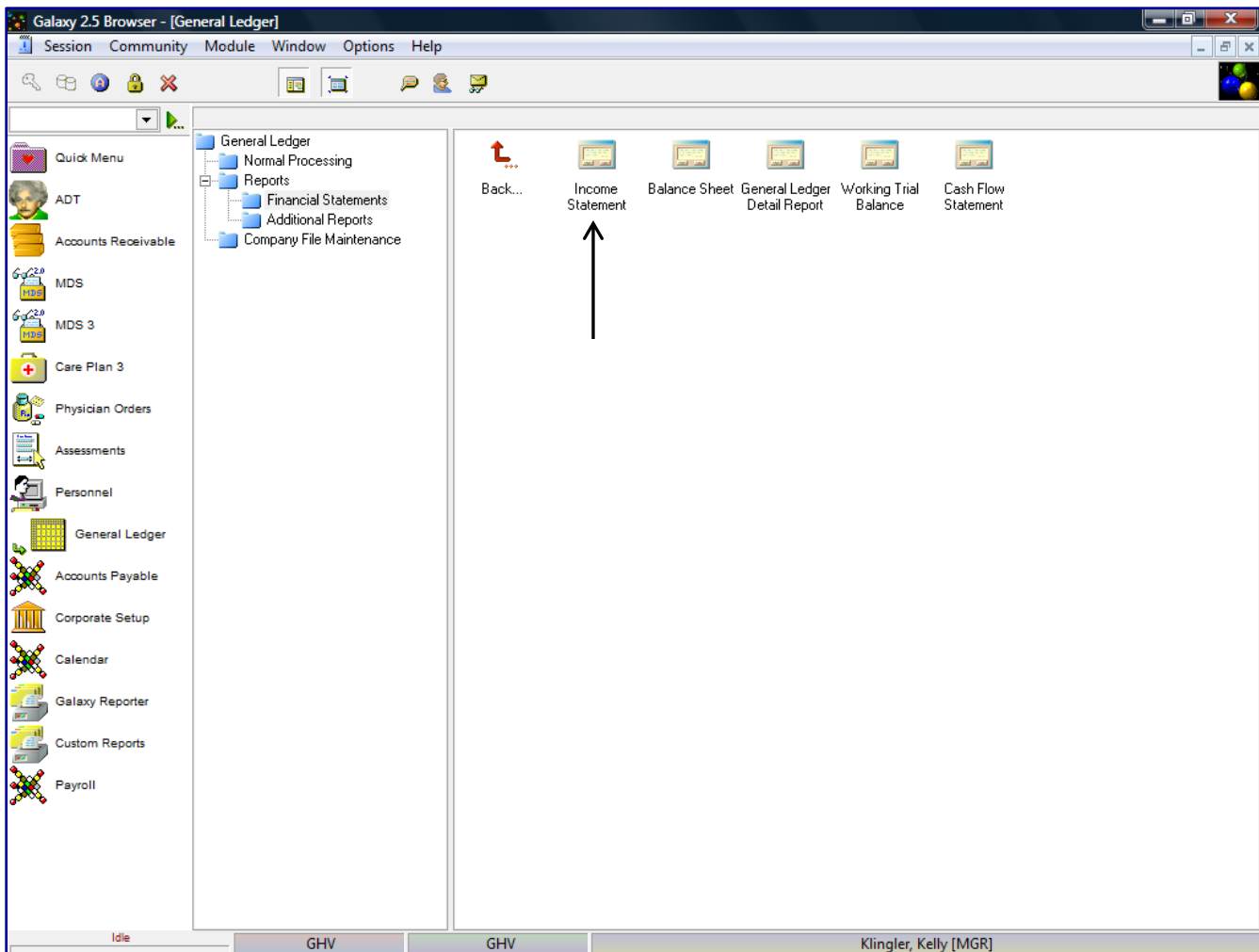
Looking at **Reports**, you can see it has listed 3 different report options. You can access any report option by double clicking on the icon.

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

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



Financial Statements are broken into 5 separate report options. **Financial Statements** – is separated into the standard financial statements and reports.

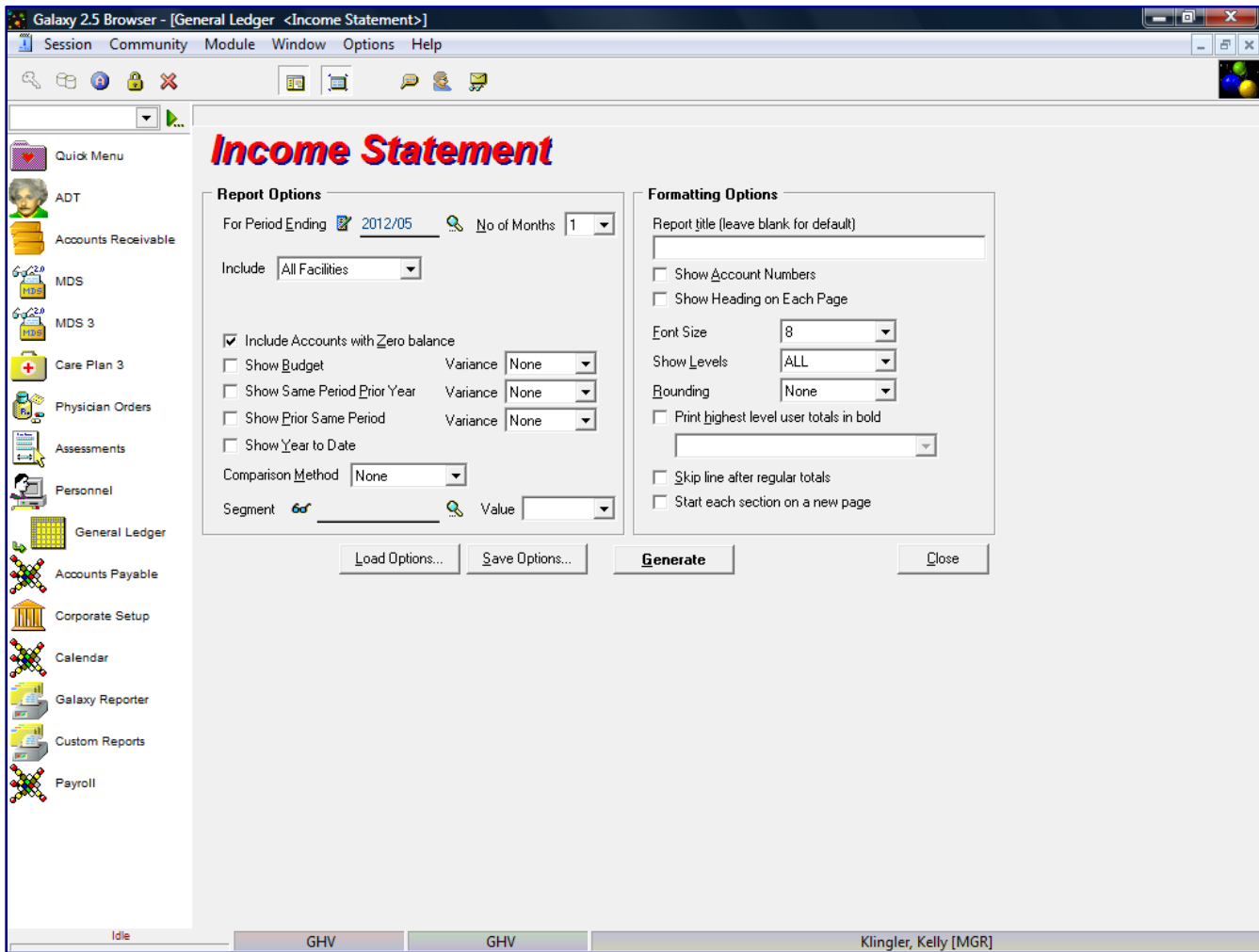


GL Reports Financial Statements – here the user can see the 5 reports under the financial statements folder in the GL module.

- **Income Statement** – displays the revenues and expenses recognized over a specific period showing profit or loss
- **Balance Sheet** – summarizes the company’s assets, 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

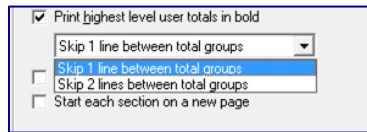
Nearest \$10

Nearest \$100

Nearest \$1000

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

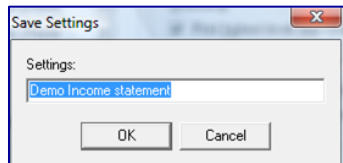
If this option is selected, the system will prompt you skip line option



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

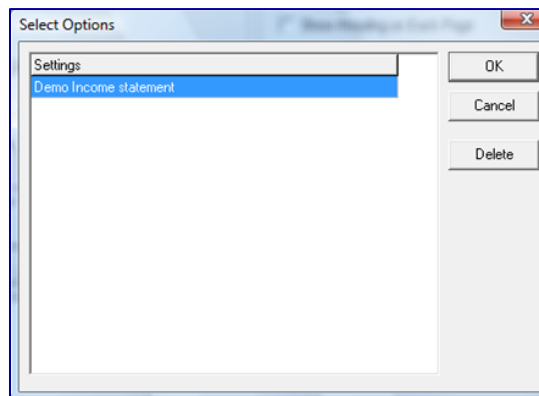
Start each section on a new page – income and expense accounts show on separate pages on the financial statement

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.

Income Statement
Facility: [A1] "AMERICAN IDOL NURSING HOME"
For 6 month(s) end 06/30/2010

Account	Current Period Budget Amounts	Year to Date	Year to Date Budget
REVENUES			
[40-1010.00] Private Pay - Routine Services Cert	0.00	14.00	109,867.00
[40-1121.00] Private Pay - Physical Therapy Cert	0.00	24.00	0.00
[40-1122.00] Private Pay - Occupational Therapy Cert	0.00	10.00	0.00
[40-1123.00] Private Pay - Speech Therapy Cert	0.00	8.00	0.00
[40-1124.00] Private Pay - IV Therapy Cert	0.00	318.00	0.00
[40-1125.00] Private Pay - Oxygen Cert	0.00	0.00	0.00
[40-1126.00] Private Pay - Medical Supplies Cert	0.00	0.00	0.00
[40-1910.00] Private Pay - Contractual Allowance Cert	0.00	(586.25)	0.00
[40-1995.00] Total Private Pay Revenue Cert	0.00	374.00	109,280.75
[40-2010.00] Medicaid - Routine Services Cert	0.00	374,568.00	0.00
[40-2121.00] Medicaid - Physical Therapy Cert	0.00	1,574.00	0.00
[40-2122.00] Medicaid - Occupational Therapy Cert	0.00	6.00	0.00
[40-2123.00] Medicaid - Speech Therapy Cert	0.00	0.00	0.00
[40-2124.00] Medicaid - IV Therapy Cert	0.00	0.00	0.00
[40-2125.00] Medicaid - Oxygen Cert	0.00	0.00	0.00
[40-2126.00] Medicaid - Medical Supplies Cert	0.00	210.00	0.00
[40-2910.00] Medicaid - Contractual Allowance Cert	0.00	(124,503.40)	0.00
[40-2995.00] Total Medicaid Revenue Cert	0.00	1,580.00	250,274.60
[40-3010.00] Medicare - Routine Services	0.00	116,920.00	0.00
[40-3121.00] Medicare - Physical Therapy	0.00	14.00	1,796.45
[40-3122.00] Medicare - Occupational Therapy	0.00	17.00	1,595.58
[40-3123.00] Medicare - Speech Therapy	0.00	169.04	0.00
[40-3124.00] Medicare - IV Therapy	0.00	0.00	0.00
[40-3125.00] Medicare - Oxygen	0.00	0.00	0.00
[40-3126.00] Medicare - Medical Supplies	0.00	743.60	0.00
[40-3480.00] Medicare - Bad Debts	0.00	0.00	0.00
[40-3490.00] Medicare - Contractual Allowance	0.00	122,762.52	0.00
[40-3495.00] Total Medicare Part A Revenue	0.00	31.00	243,987.19
[40-3521.00] Part B - Physical Therapy Cert	0.00	2,331.98	0.00
[40-3522.00] Part B - Occupational Therapy Cert	0.00	654.00	1,051.32

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.

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

Session Community Module Window Options Help

Zoom 88% | 1 | Print | Print All | Setup.. | Export

[A11] "AMERICAN IDOL NURSING HOME"
General Ledger Detail
For Period from Jan to Jun, 2010
 One account: 50-1010.00

Account #	Description	Date	Source	Trans. Descr.	Item Descr.	DR Amt.	CR Amt.	Balance
50-1010.00	Dietary Staff Wages Cert	2010/06						0.00
		06/30/2010	PR	Period 2010/06	Dietary Staff Wages Cert	535.71	0.00	535.71
					Beginning Balance:			0.00
					Period Change:	535.71	0.00	535.71
					Ending Balance:			535.71
					Total Ending Balance:			535.71

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

Page 1 of 1 | Klingler, Kelly [MGR]

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.

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

Session Community Module Window Options Help

Zoom 100% | Print | Print All | Setup... | Export

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] Certified Nyrning Aides Non-Cert	Certified Nyrning 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] Certified Nyrning Aides Non-Cert	Certified Nyrning 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	

Page 1 of 1
Klingler, Kelly [MGR]

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

Galaxy 2.5 Browser - [General Ledger]

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

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

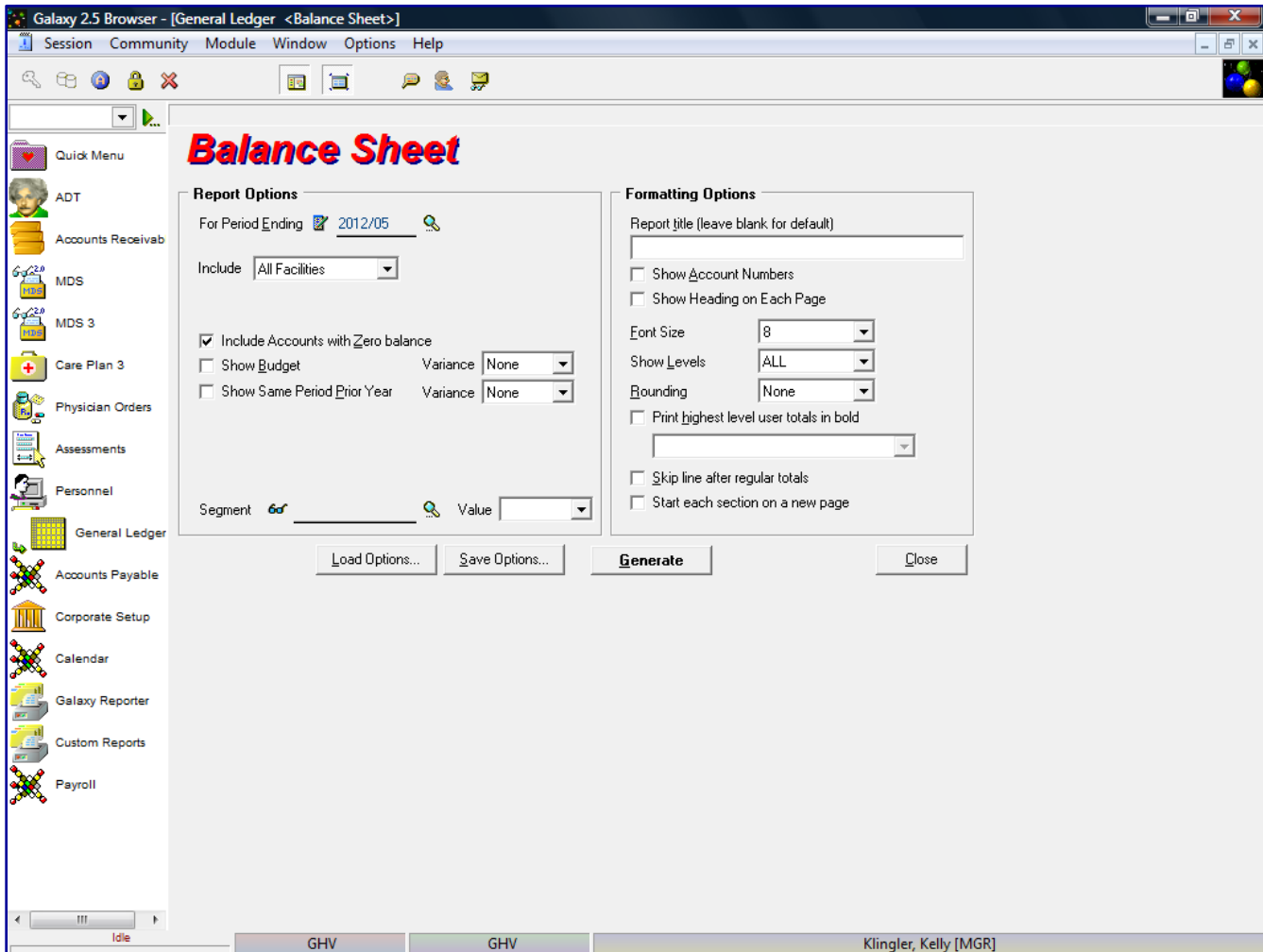
↑

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

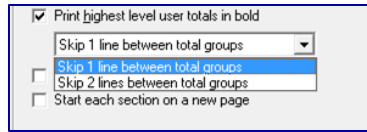
Nearest \$1

Nearest \$10

Nearest \$100

Nearest \$1000

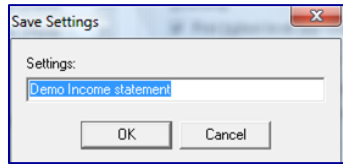
Print highest level user totals in bold – print highest account level in bold font on financial statement. If this option is selected, then system will prompt you skip line option



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

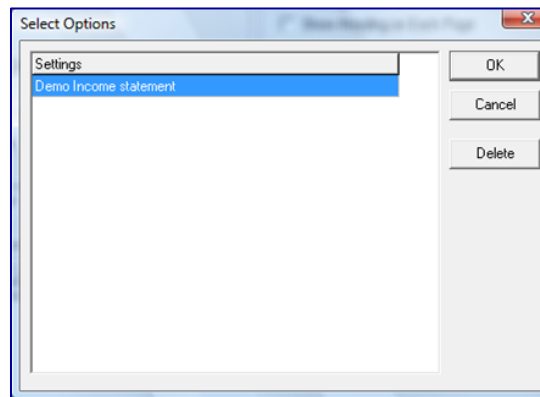
Start each section on a new page – income and expense accounts show on separate pages on the financial statement

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.

Balance Sheet
 Facility: ALL FACILITIES
 For 05/31/2011

Account	Current Period Budget Amounts	Variance \$	Variance %
ASSETS			
Petty Cash	(826.44)	(826.44)	
Cash in Bank - General	16,679,615.78	16,679,615.78	
Cash in Bank - Payroll	(6,726,499.44)	(6,726,499.44)	
Cash in Bank -Money Market	81,372.68	81,372.68	
Trust Funds Account	97,977.00	97,977.00	
Total Cash	10,131,639.58	10,131,639.58	
A/R - Private Pay	1,561.50	1,561.50	
A/R - Medicaid Resources	(5,358.70)	(5,358.70)	
A/R - Part A Co-Insurance	167,576.93	167,576.93	
A/R - Part B Co-Insurance	(13,971.09)	(13,971.09)	
A/R - Insurance Co-Pay	0.00	0.00	
Total A/R Due From Patients	149,808.64	149,808.64	
A/R - Medicaid	284,030.93	284,030.93	
A/R - Medicaid Part A Co-Insurance	(618,668.54)	(618,668.54)	
A/R - Medicaid Part B Co-Insurance	537,419.06	537,419.06	
Total A/R Medicaid	202,781.45	202,781.45	
A/R - Medicare A	191,145.40	191,145.40	
A/R - Medicare B	2,846.13	2,846.13	
Total A/R Medicare	193,991.53	193,991.53	
A/R - United Health Care	32,019.94	32,019.94	
A/R - Blue Cross/Blue Shield	40,717.52	40,717.52	
Total Due from Insurance/HMO	72,737.46	72,737.46	
Total A/R Insurers	469,510.44	469,510.44	
A/R - Misc.	0.00	0.00	
Total Other A/R	0.00	0.00	
Total Accounts Receivable	619,319.08	619,319.08	
Nursing Station Supplies Inventory	9,537.34	9,537.34	

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.

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

Session Community Module Window Options Help

Zoom 86% 1 Print Print All Setup.. Export

ALL FACILITIES
General Ledger Detail
For Period from Jan to May, 2011
 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							
		2011/02			Beginning Balance:			-6,712,634.39
		02/02/2011	PR	Period 2011.02	Cash in Bank - Paroll	0.00	8,876.30	
		02/16/2011	PR	Period 2011.02	Cash in Bank - Paroll	50.00	4,014.46	
					Period Change:	50.00	12,890.76	-12,840.76
		2011/03			Beginning Balance:			-6,725,475.15
		03/02/2011	PR	Period 2011.03	Cash in Bank - Paroll	0.00	1,024.29	
					Period Change:	0.00	1,024.29	-1,024.29
					Ending Balance:			-6,726,499.44
					Total Ending Balance:			-6,726,499.44

Preview Page 1 of 1 Klingler, Kelly [MGR]

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

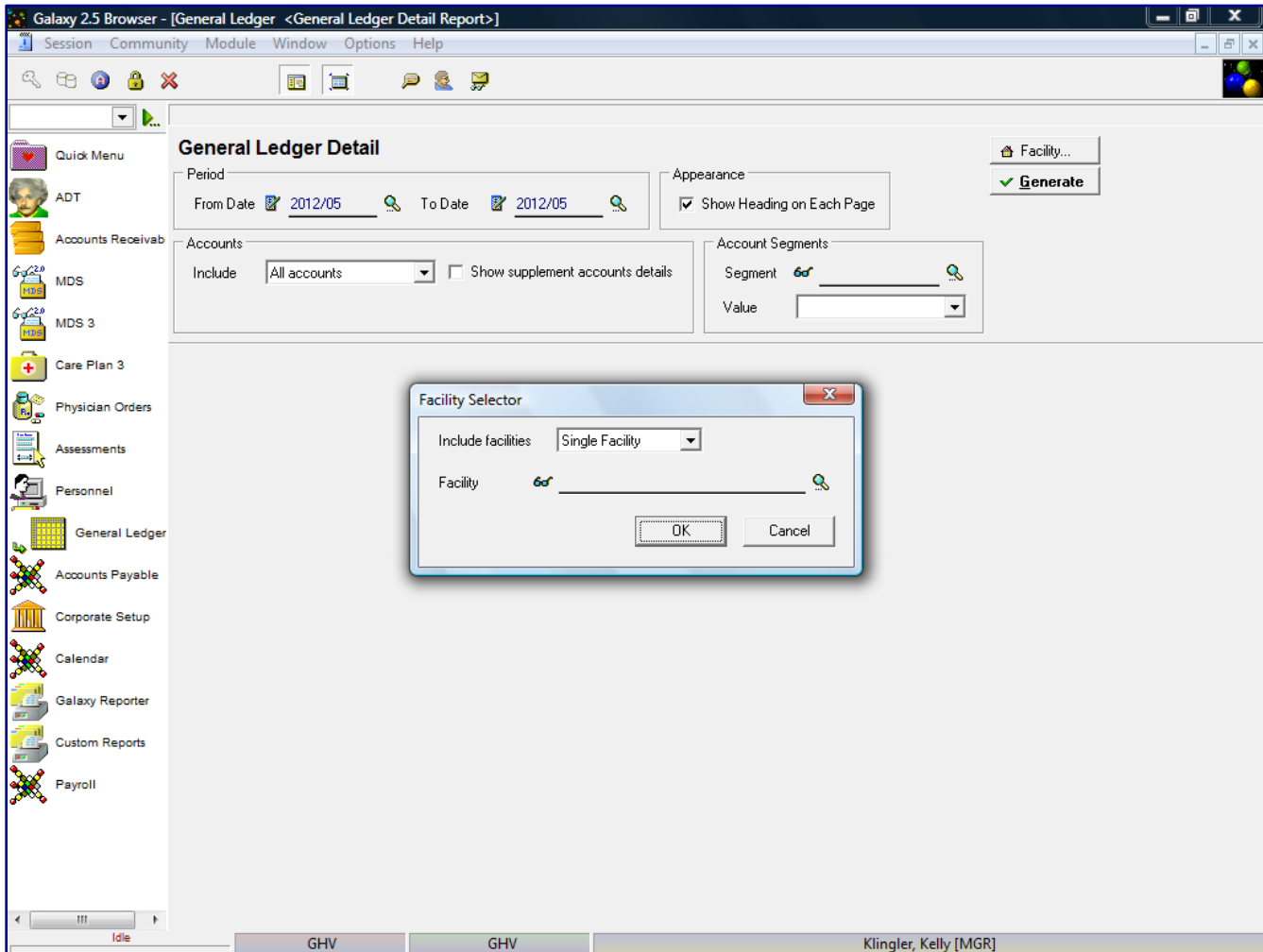
Posting Report
 Posting Date: 09/10/2010
 Batch No: 1000386 Created On: 2/2/2011
 Description: Payroll Batch #1000077

#	Account	Description	Debit	Credit	Trans.Date
1	Period 2011/01	[AI 1] 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	[AI 1] 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:

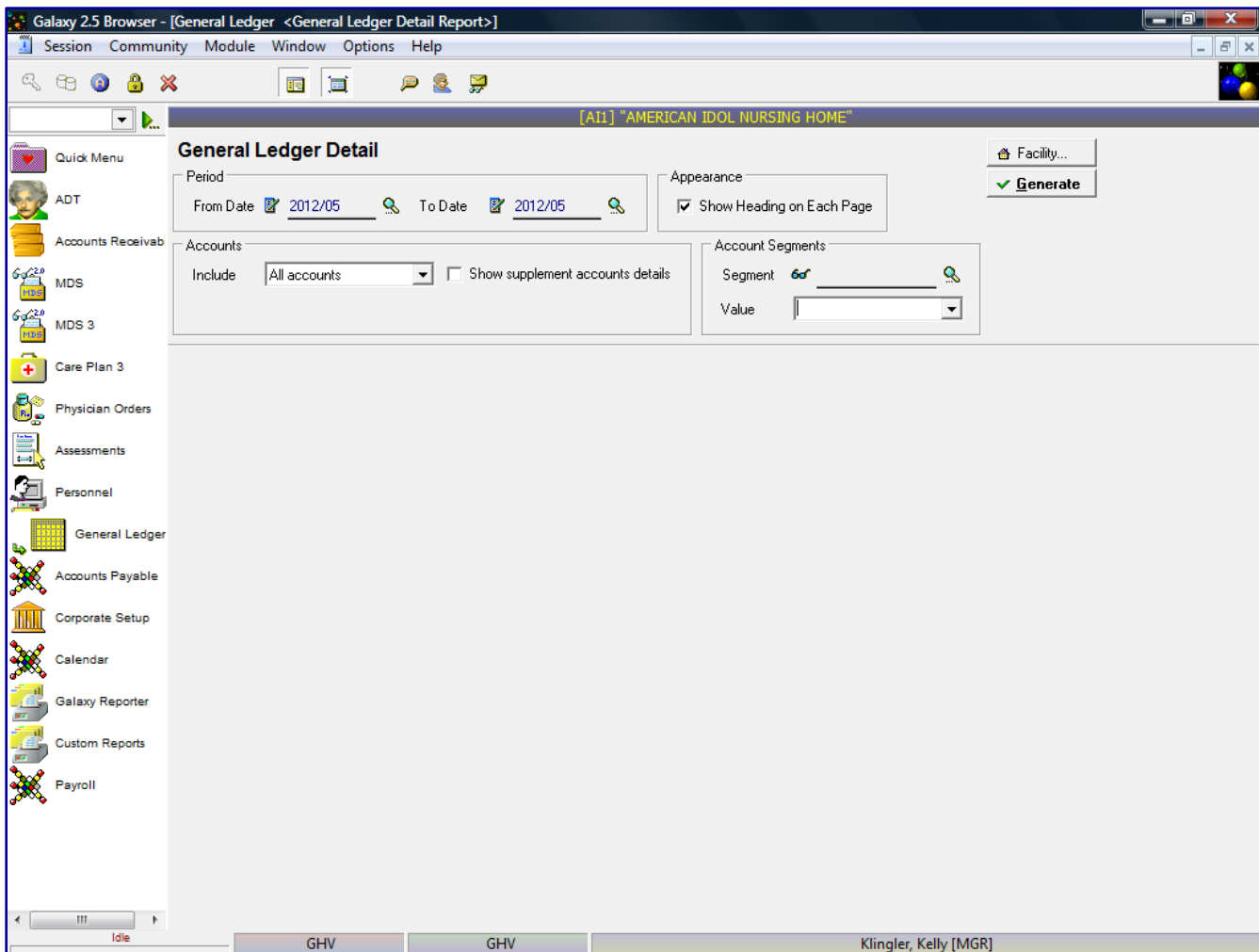
Single Facility – individual facility on statement

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.

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

Session Community Module Window Options Help

Zoom 88% | 1 | Print | Print All | Setup... | Export

[A11] "AMERICAN IDOL NURSING HOME"
General Ledger Detail
For Period from Jan to Jun, 2010
 One account: 50-1010.00

Account #	Description	Date	Source	Trans. Descr.	Item Descr.	DR Amt.	CR Amt.	Balance
50-1010.00	Dietary Staff Wages Cert	2010/06						0.00
		06/30/2010	PR	Period 2010/06	Dietary Staff Wages Cert	535.71	0.00	535.71
Beginning Balance:								0.00
Period Change:						535.71	0.00	535.71
Ending Balance:								535.71
Total Ending Balance:								535.71

Page 1 of 1
 Klingler, Kelly [MGR]

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.

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
- Assessments
- Personnel
- General Ledger
- Accounts Payable
- Corporate Setup
- Calendar
- Galaxy Reporter
- Custom Reports
- Payroll

Posting Report

Posting Date: 07/02/2010

Batch No: 1000152 Created On: 7/14/2010

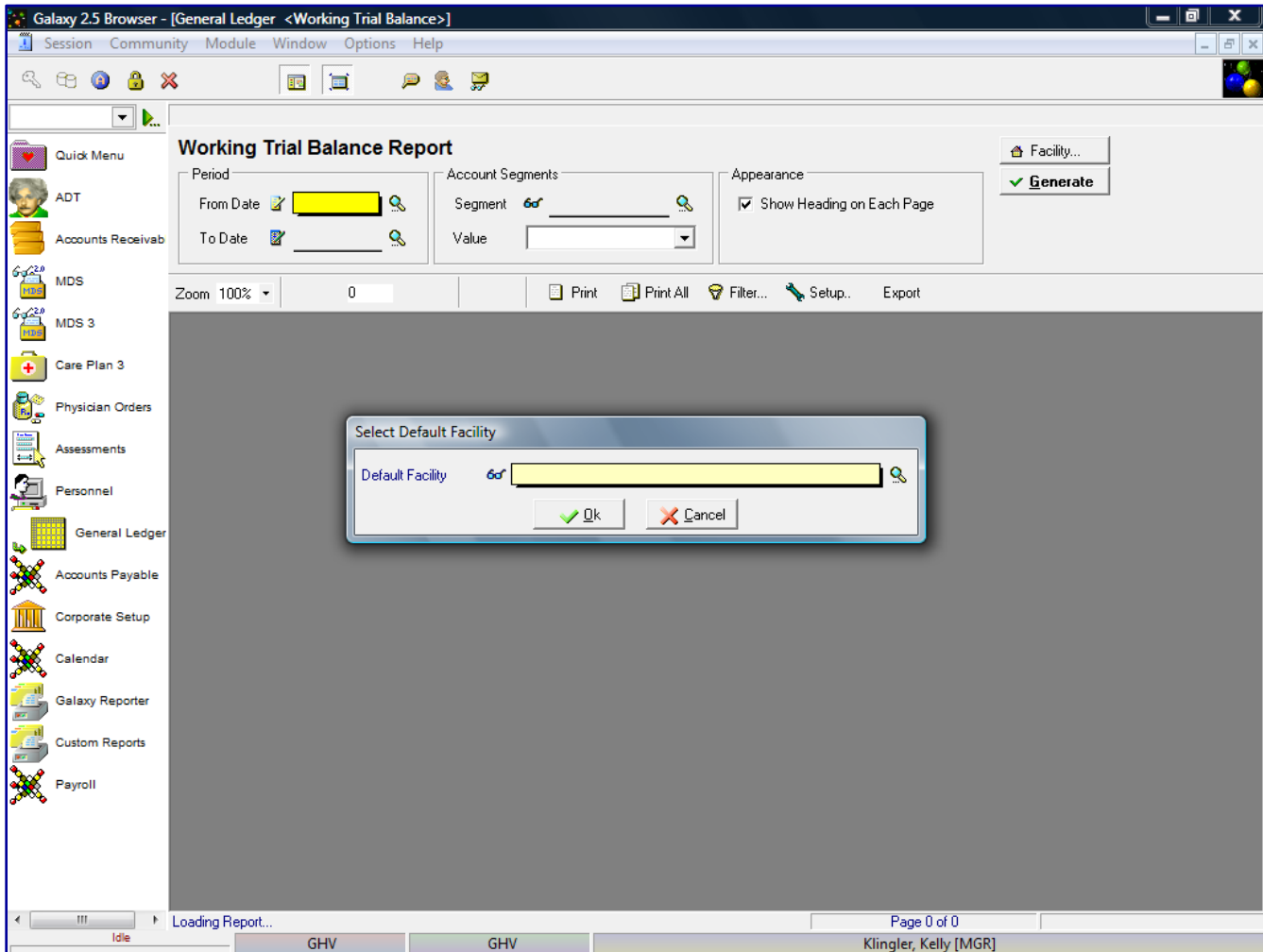
Description: Payroll Batch #1000054

#	Account	Description	Debit	Credit	Trans.Date
1	Period 2010/06	[A1] 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] Certified Nyrning Aides Non-Cert	Certified Nyrning Aides Non-Cert	214.29		
		Transaction totals	3,822.43	3,822.43	
2	Period 2010/07	[A1] 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] Certified Nyrning Aides Non-Cert	Certified Nyrning Aides Non-Cert	385.71		
		Transaction totals	6,880.34		
3	Period 2010/07	[A1] AMERICAN IDOL NURSING HOME			7/14/2010
1	[10-1030.00] Cash in Bank - Payroll	Cash in Bank - Paroll		7,317.93	

Page 1 of 1

Preview Idle GHV GHV Klingler, Kelly [MGR]

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.

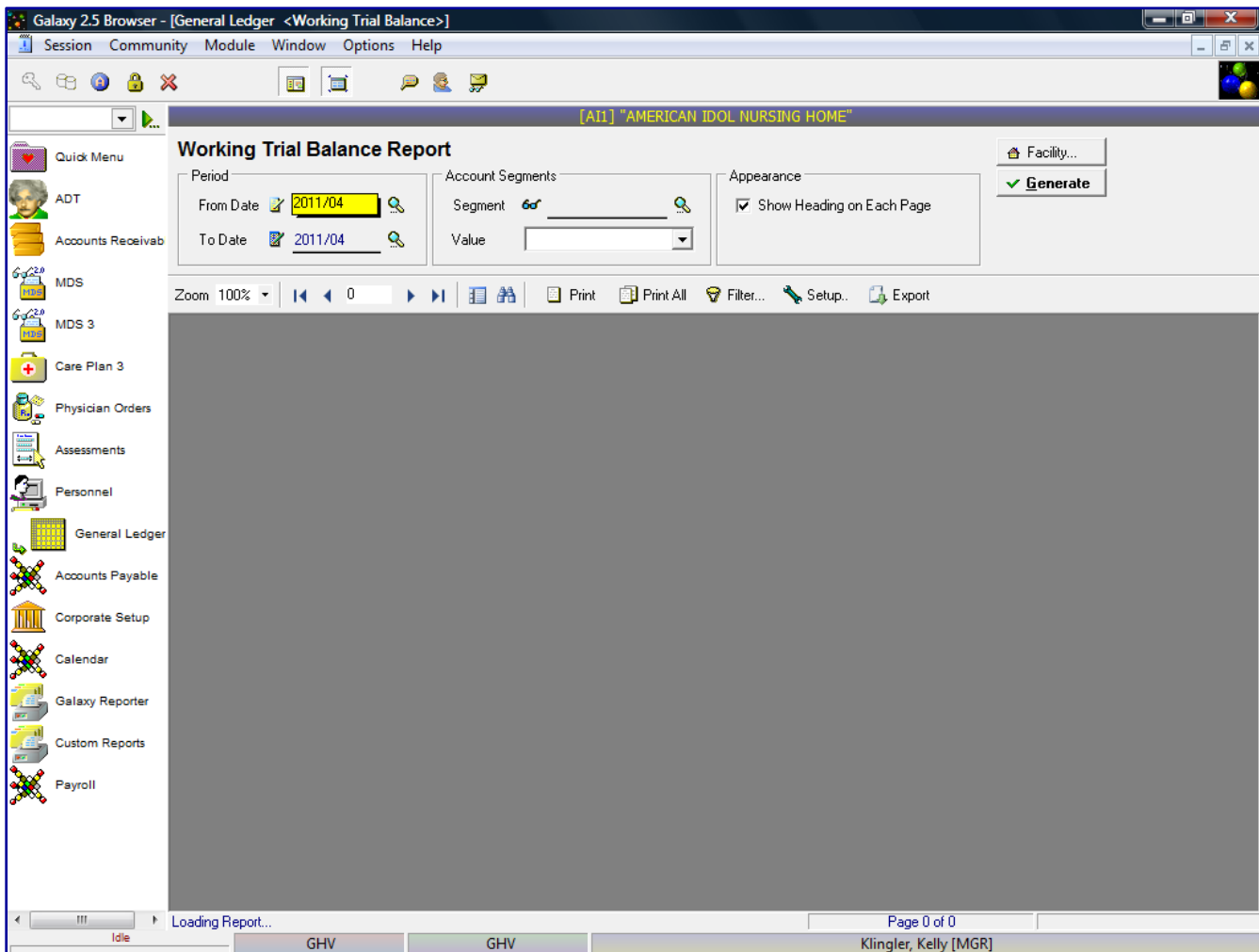


The Facility Selector is where you use the magnifying glass to locate and select the facility you need if your facility is part of an enterprise that has other facilities using the Galaxy system.

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 screenshot shows the Galaxy 2.5 Browser interface with the following components:

- Menu Bar:** Session, Community, Module, Window, Options, Help
- Toolbar:** Search, Home, Refresh, Print, Filter, Setup, Export
- Left Sidebar:** 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
- Main Content Area:**
 - Report Title:** [AI1] "AMERICAN IDOL NURSING HOME" Working Trial Balance Report For Period from Apr to May, 2010
 - Filters:** Period (From Date: 2010/04, To Date: 2010/05), Account Segments (Segment: 66, Value: [dropdown]), Appearance (Show Heading on Each Page: checked)
 - Buttons:** Facility..., Generate
 - Table:**

Account #	Account Description	Opening Bal	Current DR	Current CR	Ending Bal	DR Adj	CR Adj	End Bal
10-1010.00	Petty Cash	208.99	0.00	0.00	208.99			
10-1020.00	Cash in Bank - General	5,953,881.99	0.00	206.05	5,953,675.88			
10-1030.00	Cash in Bank - Payroll	(2,695,013.17)	0.00	5,521.54	(2,700,524.71)			
10-1040.00	Cash in Bank - Money Market	30,545.00	0.00	0.00	30,545.00			
10-1080.00	Trust Funds Account	45,162.00	0.00	0.00	45,162.00			
10-2110.00	A/R - Private Pay	0.00	0.00	0.00	0.00			
10-2120.00	A/R - Medicaid Resources	(5,388.50)	0.00	0.00	(5,388.50)			
10-2130.00	A/R - Part A Co-Insurance	(298,545.70)	0.00	0.00	(298,545.70)			
10-2140.00	A/R - Part B Co-Insurance	(3,696.81)	0.00	0.00	(3,696.81)			
10-2150.00	A/R - Insurance Co-Pay	0.00	0.00	0.00	0.00			
10-2220.00	A/R - Medicaid	94,851.35	0.00	0.00	94,851.35			
10-2230.00	A/R - Medicaid Part A Co-Insurance	0.00	0.00	0.00	0.00			
10-2240.00	A/R - Medicaid Part B Co-Insurance	341,964.69	0.00	0.00	341,964.69			
10-2330.00	A/R - Medicare A	88,896.16	0.00	0.00	88,896.16			
10-2340.00	A/R - Medicare B	1,269.18	0.00	0.00	1,269.18			
10-2450.00	A/R - United Health Care	11,724.94	0.00	0.00	11,724.94			
10-2465.00	A/R - Blue Cross/Blue Shield	11,768.81	0.00	0.00	11,768.81			
10-2500.00	Nursing Station Supplies Inventory	3,615.89	0.00	0.00	3,615.89			
10-2570.00	A/R - Misc.	0.00	0.00	0.00	0.00			
10-3010.00	Dietary Supplies Inventory	4,792.64	0.00	0.00	4,792.64			
10-3020.00	Medical Supplies Inventory	5,842.75	0.00	0.00	5,842.75			
10-3030.00	Houskeeping Supplies	579.12	0.00	0.00	579.12			
10-3040.00	Maintenance Supplies Inventory	1,524.88	0.00	0.00	1,524.88			

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

[A11] "AMERICAN IDOL NURSING HOME"

Zoom 86% 1 Print Print All Setup.. Export

[A11] "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

Preview Page 1 of 1 Klingler, Kelly [MGR]

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

[All] "AMERICAN IDOL NURSING HOME"

Zoom 100% 1 Print Print All Setup.. Export

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

Posting Report

Posting Date: 03/18/2010

Batch No: 1000146 Created On: 4/5/2010

Description: Payroll Batch #1000019

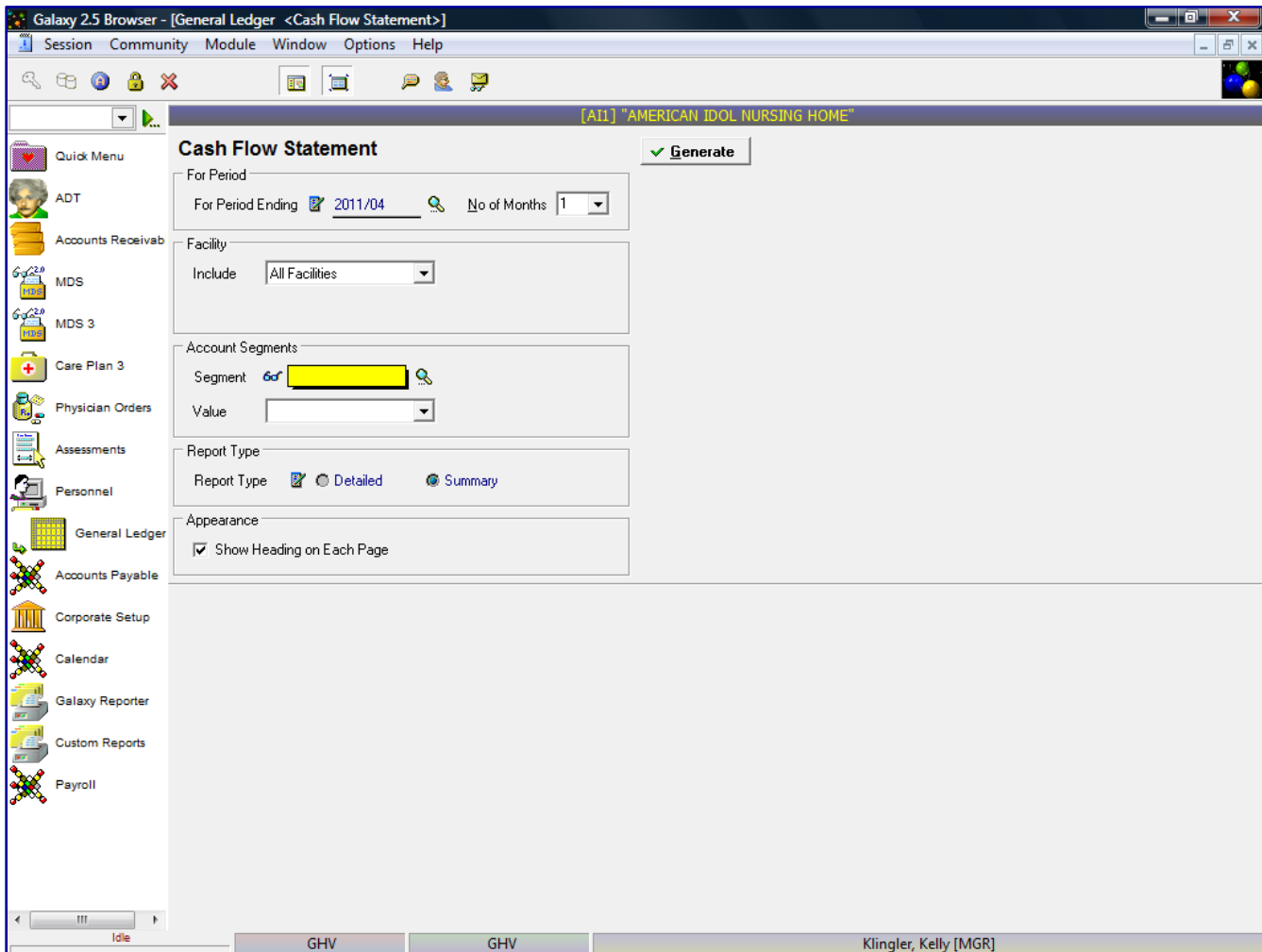
#	Account	Description	Debit	Credit	Trans.Date
1	Period 2010/03	[AI 1] AMERICAN IDOL NURSING HOME			3/31/2010
1	[20-4010.00] Wages Payable	Wages Payable		7,968.00	
2	[51-1020.00] Licensed Practical Nurses Cert	Licensed Practical Nurses Cert	1,256.00		
3	[51-1030.00] Registered Nurses Cert	Registered Nurses 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	[AI 1] 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		

Preview Page 1 of 1

Idle GHV GHV Klingler, Kelly [MGR]

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

[A11] "AMERICAN IDOL NURSING HOME"
Cash Flow Statement
For the 1 month(s) ended May 31, 2010

Description	Current Period	Year to Date
Cash flows from operating activities		
Net Income	(10,606.92)	626,439.86
Accounts Receivable		
A/R - Private Pay	0.00	125.00
A/R - Medicaid Resources	0.00	0.00
A/R - Part A Co-Insurance	0.00	5,456.75
A/R - Part B Co-Insurance	0.00	(32.31)
A/R - Insurance Co-Pay	0.00	0.00
A/R - Medicaid	0.00	(7,384.20)
A/R - Medicaid Part B Co-Insurance	0.00	(16,579.56)
A/R - Medicare A	0.00	(21,277.55)
A/R - Medicare B	0.00	324.47
A/R - United Health Care	0.00	(467.25)
A/R - Blue Cross/Blue Shield	0.00	10,197.53
Prepaid Expenses		
Pre-Paid Expenses	0.00	875.00
Accounts Payable		
Accounts Payable - Trade	0.00	(166.00)
Accrued Expenses		
State Withholding Tax Payable	0.00	391.57
City Withholding Payable	0.00	122.09
Federal Unemployment Tax Payable	0.00	132.16
State Unemployment Tax Payable	0.00	132.16
941 Tax Payable	0.00	13,977.30
Wages Payable	10,400.87	10,400.87
Notes Payable Current		

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.

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

Session Community Module Window Options Help

[A11] "AMERICAN IDOL NURSING HOME"

Zoom 87% | 1 | Print | Print All | Setup... | Export

[A11] "AMERICAN IDOL NURSING HOME"
General Ledger Detail
For May, 2010
 One account: 20-4010.00

Account #	Description	Date	Source	Trans. Descr.	Item Descr.	DR Amt.	CR Amt.	Balance
20-4010.00	Wages Payable							
		2010/05			Beginning Balance:			0.00
		05/31/2010	PR	Period 2010/05	Wages Payable	0.00	10,400.87	
					Period Change:	0.00	10,400.87	-10,400.87
					Ending Balance:			-10,400.87
					Total Ending Balance:			-10,400.87

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

Page 1 of 1
 Klingler, Kelly [MGR]

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

[All] "AMERICAN IDOL NURSING HOME"

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

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	[AI1] 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] Certified Nyrning Aides Non-Cert	Certified Nyrning Aides Non-Cert	1,100.00		
		Transaction totals	10,400.87	10,400.87	
2	Period 2010/06	[AI1] 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 P ayable	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	

Page 1 of 1
 Klingler, Kelly [MGR]

Summary format of Cash Flow Statement

Galaxy 2.5 Browser - [General Ledger <Cash Flow Statement>]

Session Community Module Window Options Help

Zoom 100% 1 Print Print All Setup.. Export Back to Options

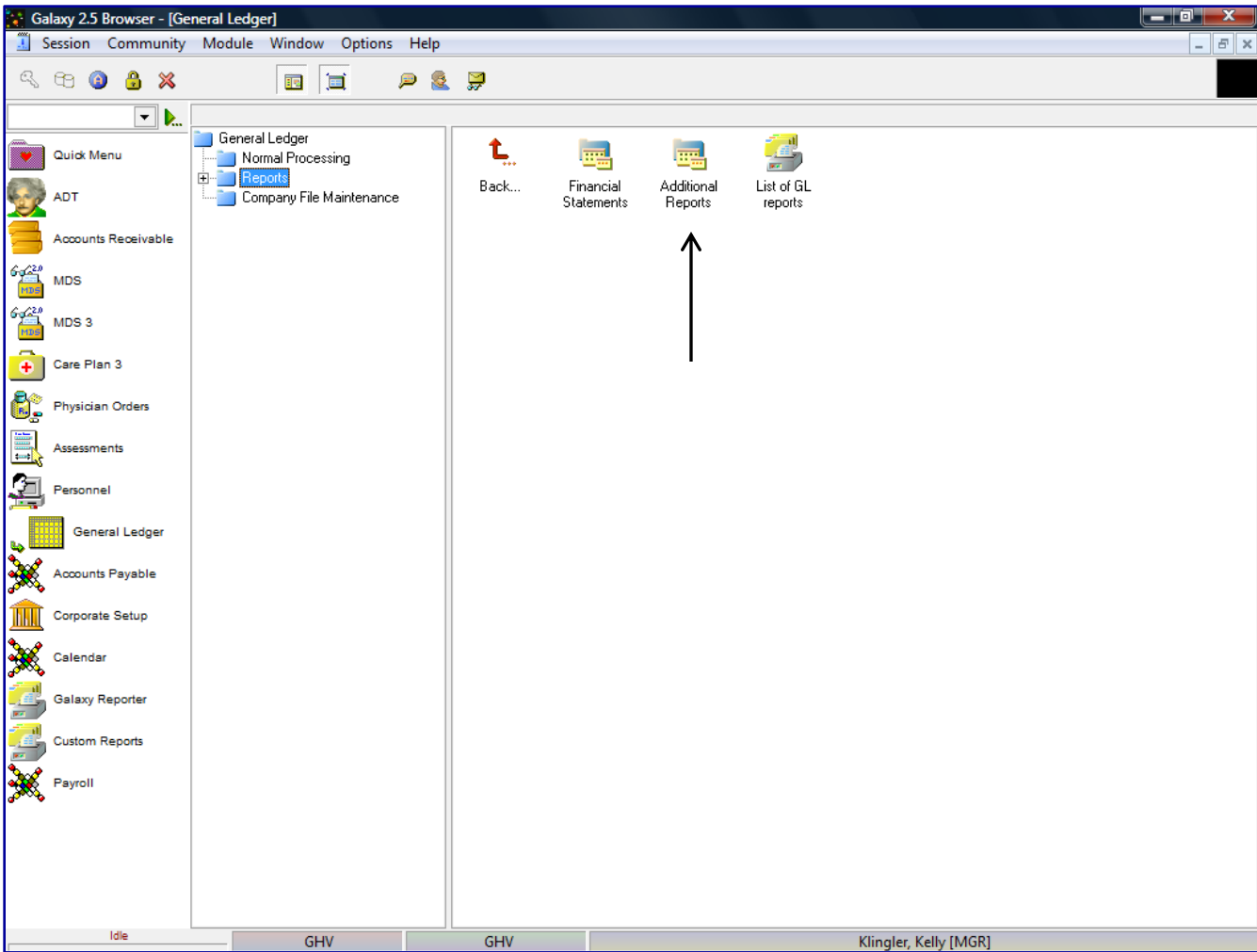
Description	Current Period	Year to Date
Cash flows from operating activities		
Net Income	0.00	(177,198.66)
Inventory	0.00	(160.30)
Prepaid Expenses	0.00	(14.00)
Accounts Payable	0.00	865.61
Accrued Expenses	0.00	76,438.19
Net Cash provided by (used in) operations	0.00	(100,069.16)
Cash flows from investing activities		
<i>Proceeds From:</i>		
<i>User For:</i>		
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		
<i>Proceeds From:</i>		
Equity Other	0.00	429.00
<i>User For:</i>		
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

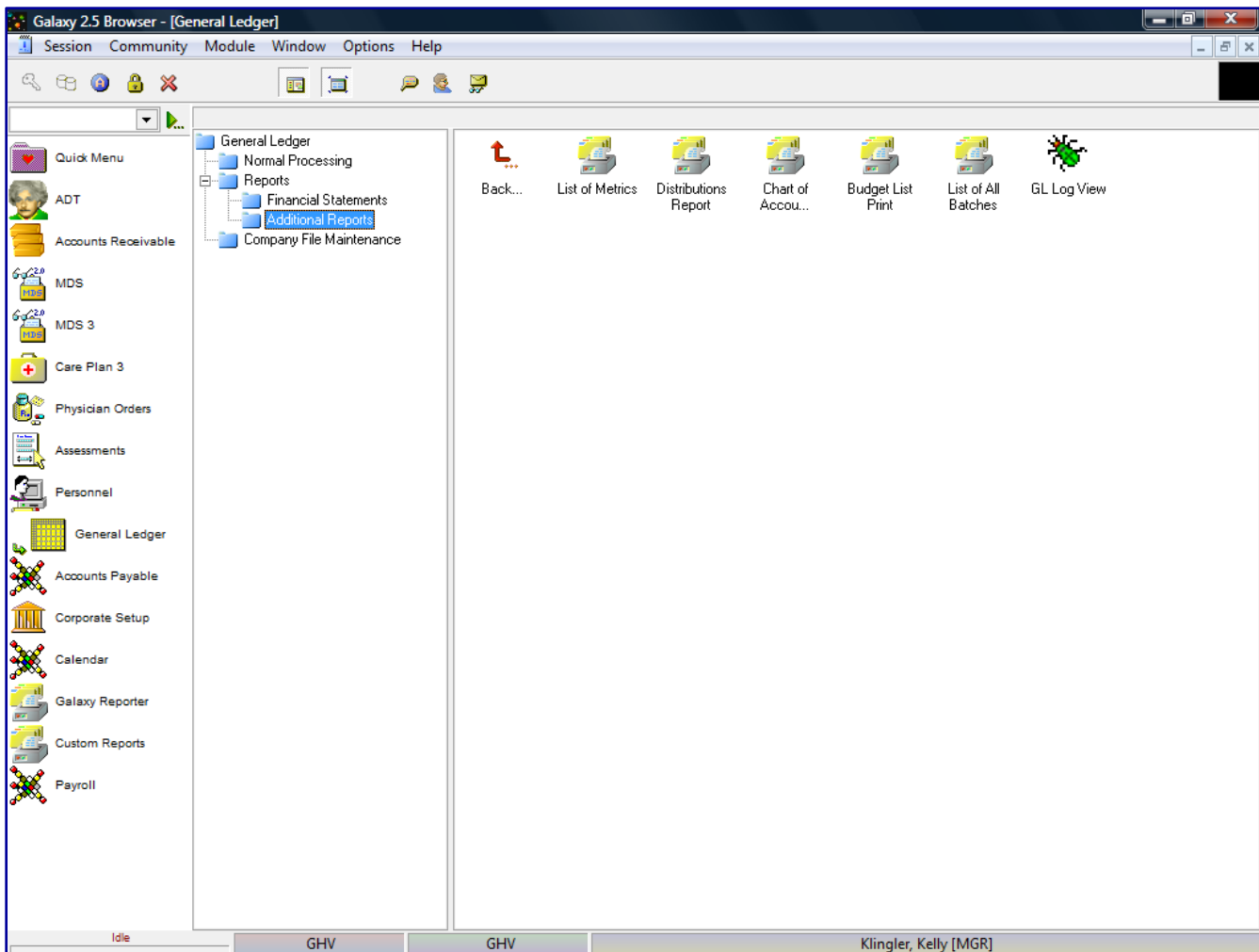
Page 1 of 1
Klingler, Kelly [MGR]

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

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

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

Distribution	Method	Metric	From Account	From Facility	Start Date	End Date	Current Use
nurse	F	[10-3040.00]	Maintenance Supplies Inventor		05/21/2009		T

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

Account	Type	Current Use	AR	AP	PR
[1] Assets					
[10-4990.00] Current Assets	A	T	F	F	F
[10-1990.00] Total Cash	A	T	F	F	F
[10-1010.00] Petty Cash	A	CSH T	T	T	T
[10-1020.00] Cash in Bank - General	A	CSH T	T	T	T
[10-1030.00] Cash in Bank - Payroll	A	CSH T	F	T	T
[10-1040.00] Cash in Bank - Money Market	A	CSH T	F	T	F
[10-1080.00] Trust Funds Account	A	CSH T	T	T	F
[10-2595.00] Total Accounts Receivable	A	T	F	F	F
[10-2190.00] Total A/R Due From Patients	A	T	F	F	F
[10-2110.00] A/R - Private Pay	A	AR T	T	F	F
[10-2120.00] A/R - Medicaid Resources	A	AR T	T	F	F
[10-2130.00] A/R - Part A Co-Insurance	A	AR T	T	F	F
[10-2140.00] A/R - Part B Co-Insurance	A	AR T	T	F	F
[10-2150.00] A/R - Insurance Co-Pay	A	AR T	T	F	F
[10-2495.00] Total A/R Insurers	A	T	F	F	F
[10-2290.00] Total A/R Medicaid	A	T	F	F	F
[10-2220.00] A/R - Medicaid	A	AR T	T	F	F
[10-2230.00] A/R - Medicaid Part A Co-Insurance	A	AR T	T	F	F
[10-2240.00] A/R - Medicaid Part B Co-Insurance	A	AR T	T	F	F
[10-2390.00] Total A/R Medicare	A	T	F	F	F
[10-2330.00] A/R - Medicare A	A	AR T	T	F	F
[10-2340.00] A/R - Medicare B	A	AR T	T	F	F

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

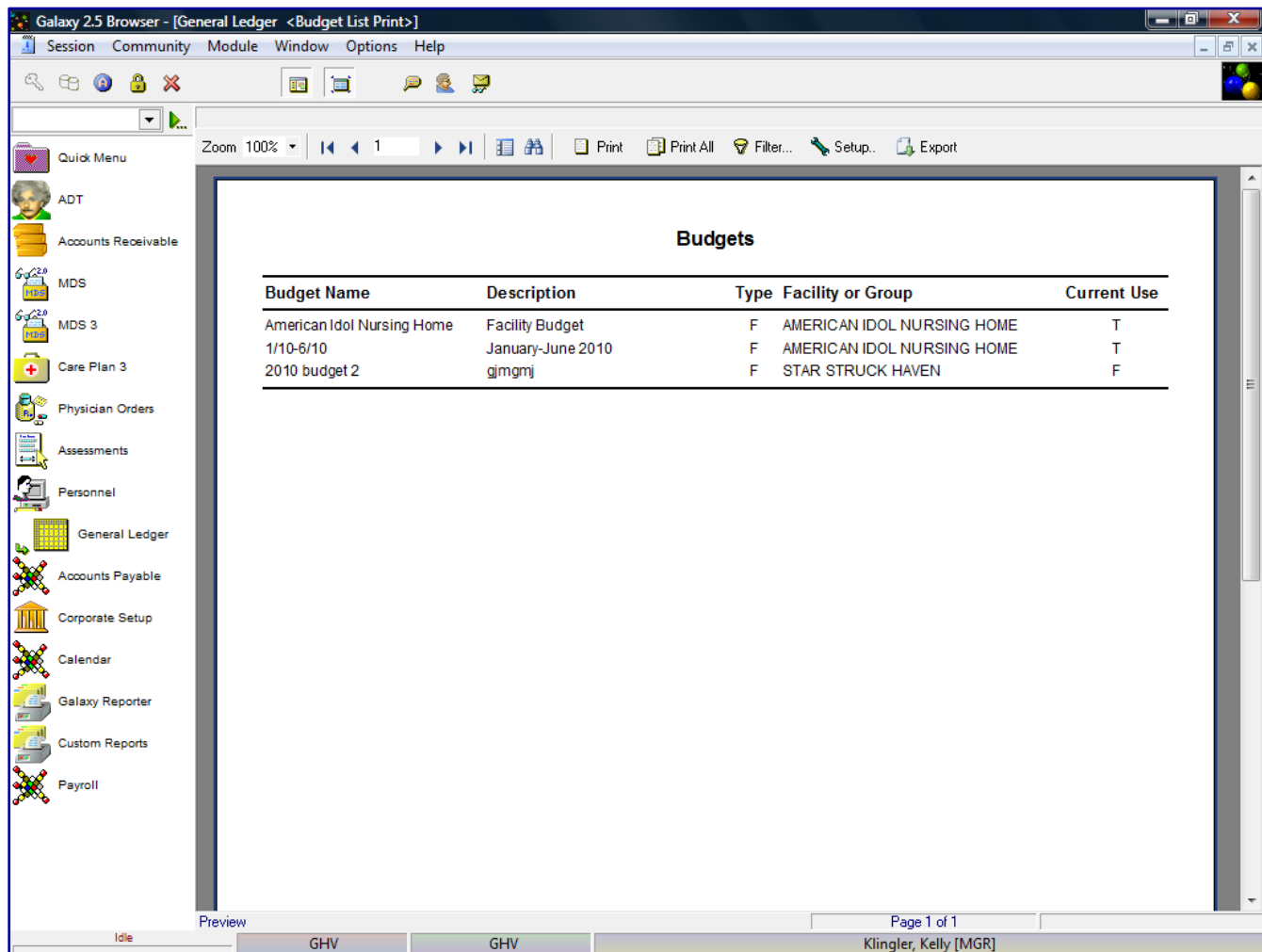
CSV file

Text file

JPEG file

HTML file

Budget List Print – list all budget names



The screenshot shows a web browser window titled "Galaxy 2.5 Browser - [General Ledger <Budget List Print>]". The browser interface includes a menu bar (Session, Community, Module, Window, Options, Help), a toolbar with icons for search, home, lock, and other functions, and a navigation bar with "Zoom 100%", "1", "Print", "Print All", "Filter...", "Setup..", and "Export" options. On the left side, there is a "Quick Menu" with various application icons and labels such as "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 displays a report titled "Budgets" with the following table:

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

At the bottom of the browser window, there is a status bar showing "Idle", "Preview", "Page 1 of 1", and "Klingler, Kelly [MGR]".

The system will list all the budget names that are set up in Budget 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

List of Batches

Batch #	Date Created	Description	Posting Date
1000001	01/01/2007	Beginning Balance	06/04/2008
1000002	06/05/2008	Reverse of Beginning Balance	06/05/2008
1000004	01/31/2007	Accounts Receivable Summary Entry 2007/01	01/31/2007
1000005	02/28/2007	Accounts Receivable Summary Entry 2007/02	02/28/2007
1000006	01/31/2007	Accounts Receivable Summary Entry 2007/01	01/31/2007
1000007	02/28/2007	Accounts Receivable Summary Entry 2007/02	02/28/2007
1000008	03/31/2007	Accounts Receivable Summary Entry 2007/03	03/31/2007
1000009	04/30/2007	Accounts Receivable Summary Entry 2007/04	04/30/2007
1000010	03/31/2007	Accounts Receivable Summary Entry 2007/03	03/31/2007
1000011	04/30/2007	Accounts Receivable Summary Entry 2007/04	04/30/2007
1000012	05/31/2007	Accounts Receivable Summary Entry 2007/05	05/31/2007
1000013	06/30/2007	Accounts Receivable Summary Entry 2007/06	06/30/2007
1000014	05/31/2007	Accounts Receivable Summary Entry 2007/05	05/31/2007
1000015	07/31/2007	Accounts Receivable Summary Entry 2007/07	07/31/2007
1000016	06/30/2007	Accounts Receivable Summary Entry 2007/06	06/30/2007
1000017	12/17/2008	JAN 07 ENTRIES	01/31/2007
1000018	12/17/2008	BEG. BALANCES	01/02/2007
1000019	01/01/2007	STAR STRUCK BEG BAL	01/02/2007
1000020	01/31/2007	JAN 07 STAR STRUCK ENTRIES	01/31/2007
1000021	08/31/2007	Accounts Receivable Summary Entry 2007/08	08/31/2007
1000022	09/30/2007	Accounts Receivable Summary Entry 2007/09	09/30/2007
1000024	10/31/2007	Accounts Receivable Summary Entry 2007/10	10/31/2007
1000026	11/30/2007	Accounts Receivable Summary Entry 2007/11	11/30/2007
1000027	07/31/2007	Accounts Receivable Summary Entry 2007/07	07/31/2007
1000028	12/31/2007	Accounts Receivable Summary Entry 2007/12	12/31/2007
1000029	08/31/2007	Accounts Receivable Summary Entry 2007/08	08/31/2007
1000030	01/31/2008	Accounts Receivable Summary Entry 2008/01	01/31/2008

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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.

Galaxy 2.5 Browser - [General Ledger <List of All Batches>]

Session Community Module Window Options Help

Zoom 100% 7 Print Print All Filter... Setup.. Export

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

Batch #	Date Created	Description	Posting Date
1000421	03/31/2012	depr 03-12	
1000422	04/30/2012	depr 04-12	
1000423	05/31/2012	depr 05-12	
1000424	06/30/2012	depr 06-12	
1000425	01/04/2011	PAYROLL FOR JAN. 2011	01/04/2011
1000426	01/04/2011	Reverse of PAYROLL FOR JAN. 2011	01/04/2011
1000427	04/30/2007	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007
1000428	04/30/2007	[10-1020.00] Cash in Bank - General; 04/30/2007	04/30/2007
1000429	11/30/2009	A/P Summary Entry for STAR1, 2009/11	11/30/2009
1000430	01/07/2011	cvb	01/07/2011
1000431	01/07/2011	Reverse of cvb	01/07/2011
1000432	01/31/2011	DEPRECIATION	01/07/2011
1000433	01/31/2011	DEPRECIATION 01-2011	01/07/2011
1000451	02/28/2011	DEPRECIATION 02-2011	
1000452	03/31/2011	DEPRECIATION 03-2011	
1000453	04/30/2011	DEPRECIATION 04-2011	
1000454	05/31/2011	DEPRECIATION 05-2011	
1000455	06/30/2011	DEPRECIATION 06-2011	
1000456	07/31/2011	DEPRECIATION 07-2011	
1000457	08/31/2011	DEPRECIATION 08-2011	
1000458	09/30/2011	DEPRECIATION 09-2011	
1000459	10/31/2011	DEPRECIATION 10-2011	
1000460	11/30/2011	DEPRECIATION 11-2011	04/11/2011
1000461	12/31/2011	DEPRECIATION 12-2011	
1000462	01/31/2012	DEPRECIATION 01-2012	
1000463	02/29/2012	DEPRECIATION 02-2012	
1000464	03/31/2012	DEPRECIATION 03-2012	
1000465	04/30/2012	DEPRECIATION 04-2012	

Preview Page 7 of 7 Klingler, Kelly [MGR]


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.



The screenshot shows the Galaxy 2.5 Browser window titled "General Ledger <Batch Print>". The interface includes a menu bar (Session, Community, Module, Window, Options, Help), a toolbar with navigation and action buttons (Zoom 100%, Print, Print All, Setup, Export, Post, Cancel), and a sidebar with various modules like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Corporate Setup, Calendar, Galaxy Reporter, Custom Reports, and Payroll.

The main content area displays a "Pre-Post Report" for Posting Date: 04/11/2011. The report details are as follows:

#	Account	Description	Debit	Credit	Trans.Date
1	MONTHLY DEPRECIATION	[AI 1] AMERICAN IDOL NURSING HOME			11/30/2011
1	[10-3020.00] Medical Supplies Inventory	MONTHLY DEPRECIATION	145.30		
2	[10-7050.00] Furniture	MONTHLY DEPRECIATION	1,040.00		
3	[59-1040.00] Auto Lease Cert.	MONTHLY DEPRECIATION	621.00		
4	[10-1010.00] Petty Cash	MONTHLY DEPRECIATION		1,806.30	
Transaction totals			1,806.30	1,806.30	
Grand Totals:			1,806.30	1,806.30	

The status bar at the bottom indicates "Idle", "Preview", "Page 1 of 1", and the user "Klingler, Kelly [MGR]".

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**."

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: 04/11/2011
 Batch No: 1000460 Created On: 11/30/2011
 Description: DEPRECIATION 11-2011

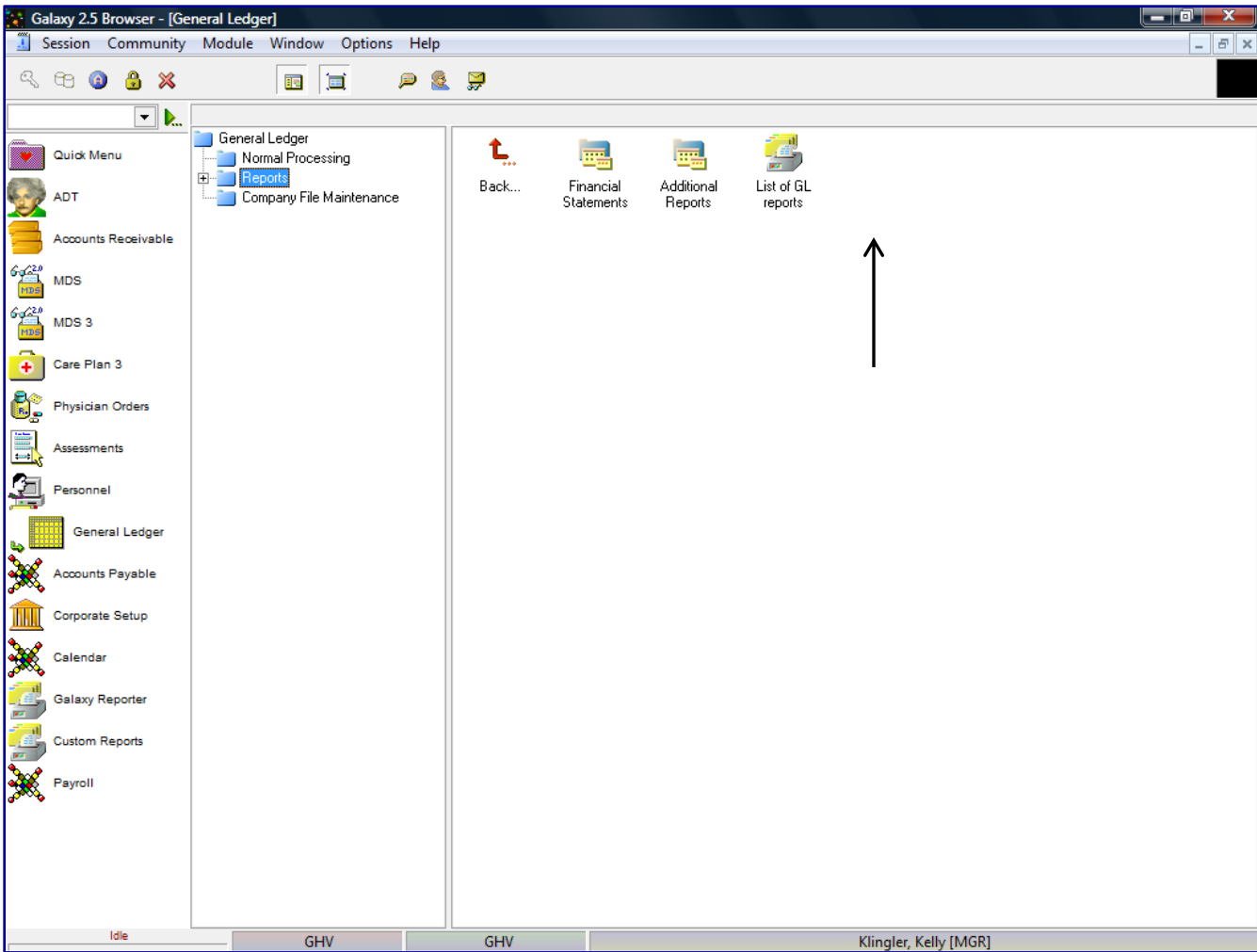
#	Account	Description	Debit	Credit	Trans.Date
1	MONTHLY DEPRECIATION	AMERICAN NURSING			11/30/2011
1	[10-3020.00] Medical Inventory		145.30		
2	[10-7050.00] Furniture		1,040.00		
3	[59-1040.00] Auto Le		621.00		
4	[10-1010.00] Petty C			1,806.30	
Grand Totals:			1,806.30	1,806.30	

Galaxy 2.0 Browser
 The batch has been posted successfully
 OK

Preview Page 1 of 1 Klingler, Kelly [MGR]

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.