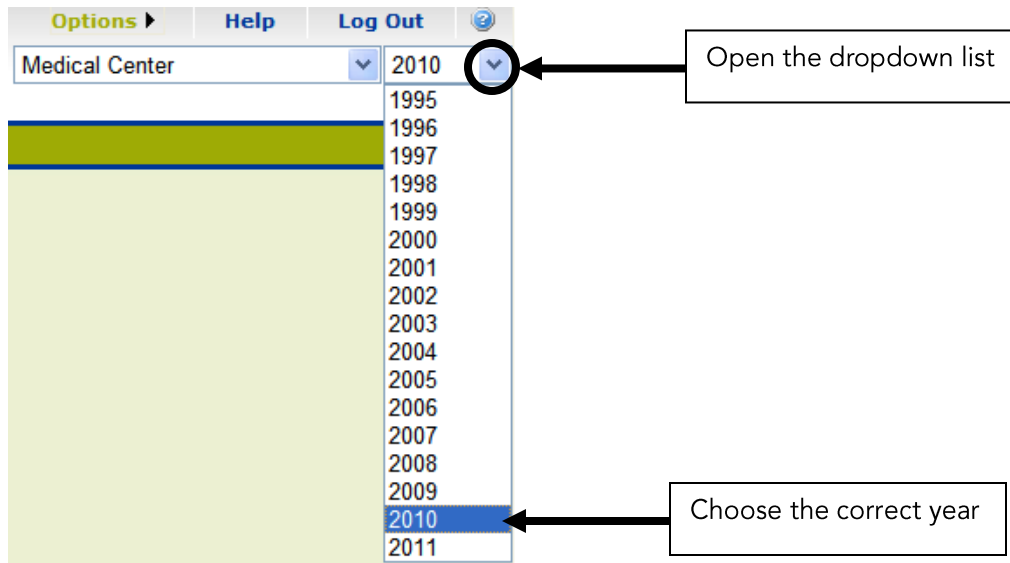
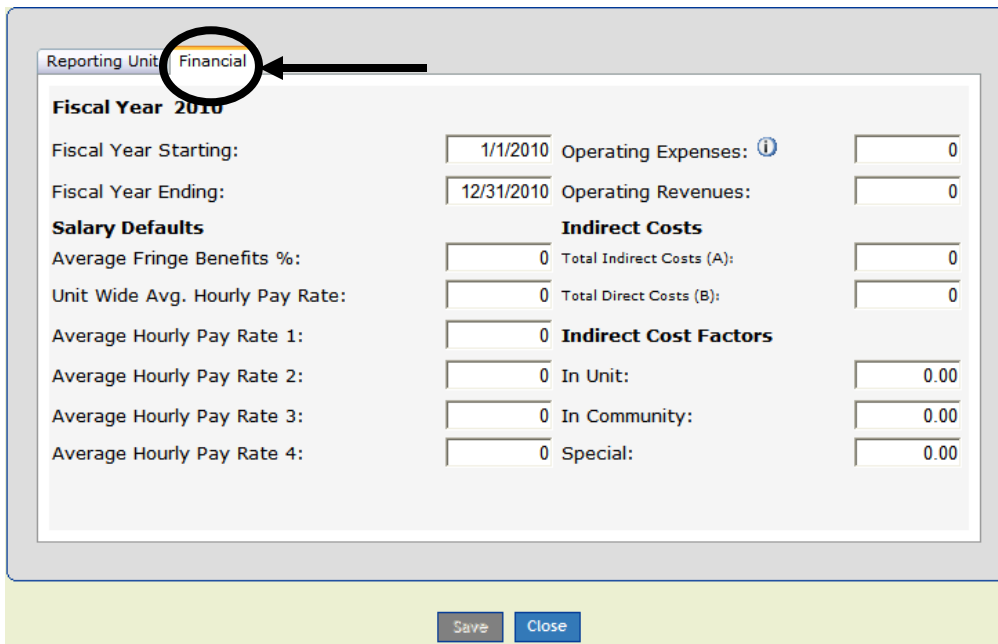


Changing the Fiscal Year

Step 1: Change the fiscal year from the dropdown. The dropdown is located in the upper right hand corner of your screen and may be accessed from any main data entry module, but not the Occurrence screen.



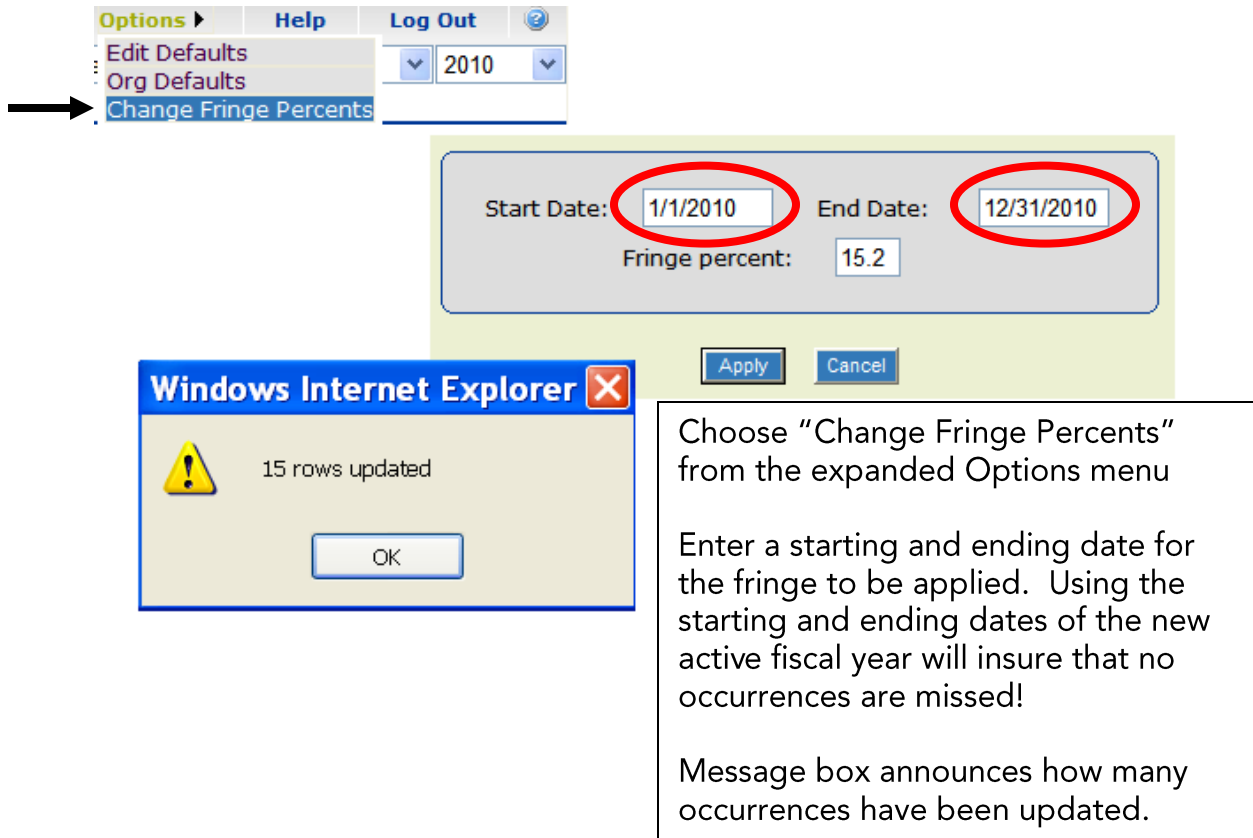
Step 2: Update the Reporting Unit Financial information page. To access your Reporting Unit Financial information page, choose Options/Org Defaults (upper right hand corner of your screen). Then select the Reporting Unit tab, highlight your unit and click on the function button "Edit". Choose the Financial tab, complete the data entry fields, and click on "Save" to accept your changes.



The screenshot shows the 'Reporting Unit Financial' page. The 'Financial' tab is selected. The page displays various fields for fiscal year information, including 'Fiscal Year Starting' (1/1/2010), 'Fiscal Year Ending' (12/31/2010), 'Salary Defaults', 'Indirect Costs', and 'Indirect Cost Factors'. Two callout boxes with arrows point to the 'Financial' tab and the 'Fiscal Year 2010' field.

Salary Defaults		Indirect Costs	
Average Fringe Benefits %:	0	Total Indirect Costs (A):	0
Unit Wide Avg. Hourly Pay Rate:	0	Total Direct Costs (B):	0
Average Hourly Pay Rate 1:	0	Indirect Cost Factors	
Average Hourly Pay Rate 2:	0	In Unit:	0.00
Average Hourly Pay Rate 3:	0	In Community:	0.00
Average Hourly Pay Rate 4:	0	Special:	0.00

- A. **Average Fringe Benefit:** When updating the "Average Fringe Benefits %" field, if occurrence records already exist in the new active fiscal year, you will need to apply the "Change Fringe Percents" financial tool. Applying the financial tool will guarantee that all occurrences for the new active fiscal year have the fringe benefit percent correctly applied. If you do not "apply" then you will have occurrence records with "0" (zero) as the fringe percent.



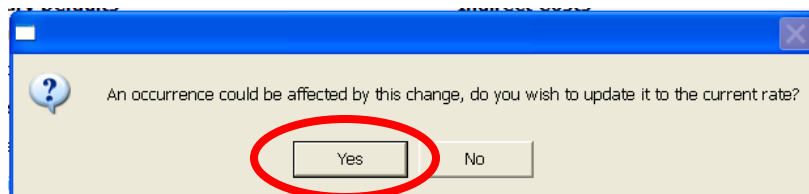
The image shows a software interface with a menu bar containing 'Options', 'Help', and 'Log Out'. The 'Options' menu is expanded, showing 'Edit Defaults', 'Org Defaults', and 'Change Fringe Percents'. A black arrow points to 'Change Fringe Percents'. Below the menu is a dialog box with the following fields: 'Start Date:' with a date picker set to '1/1/2010', 'End Date:' with a date picker set to '12/31/2010', and 'Fringe percent:' with a text box containing '15.2'. There are 'Apply' and 'Cancel' buttons at the bottom. Below the dialog box is a 'Windows Internet Explorer' message box with a yellow warning icon and the text '15 rows updated' and an 'OK' button. To the right of the message box is a text box containing the following instructions:

Choose "Change Fringe Percents" from the expanded Options menu

Enter a starting and ending date for the fringe to be applied. Using the starting and ending dates of the new active fiscal year will insure that no occurrences are missed!

Message box announces how many occurrences have been updated.

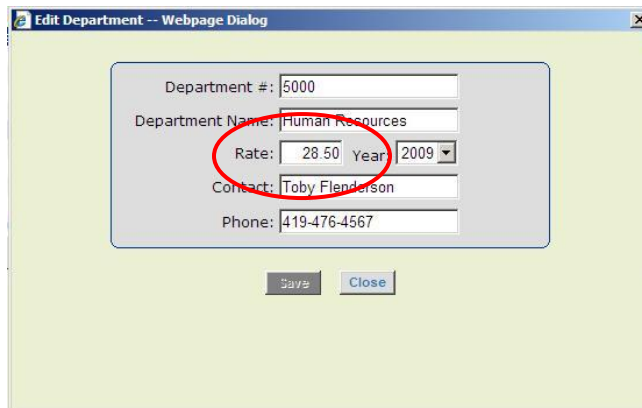
- B. **Average Hourly Group Rates:** If you have assigned a group name (Options/Edit Defaults/Custom Terms) and are using an average hourly group pay rate, update each pay rate. **Note:** The group rate will **NOT** be available on the occurrence screen until the rate is updated.
- C. **Indirect Cost Factors:** Each fiscal year you will also need to update the Indirect Cost Factor ratios for "In Unit", "In Community", and "Special". You will be notified upon saving the Unit Financial Screen if any occurrences have been affected (i.e. occurrences have been entered in the new active year prior to updating the defaults). Answer "Yes" to apply all changes.



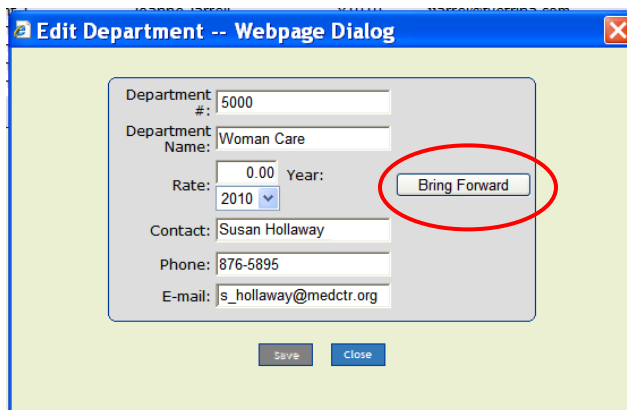
Step 3: Add or Update the rates on the Department Rate table – To access the Department Rate table, choose **Edit Defaults** from the **Options** menu (upper right hand corner of your screen). Select each department and click the **Edit** button. Update the rate, then click **Save** to accept your changes.

IMPORTANT – Failure to update your Department rates will result in Occurrence forms with 0 (zero) as the applicable rate and the salary expense will not be correctly calculated.

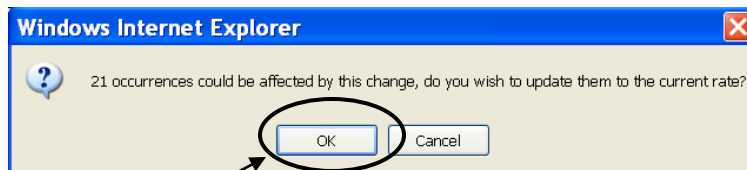
Figure 1: Edit Department Rate



When changing to a new active fiscal year, you also have the ability to “bring forward” the rates from the previous year. You may choose to bring forward one department’s rates, some rates, or all rates by using the multi select option.



At times, you may update a rate after occurrences have already been entered for the new active fiscal year. If that is the case, the program will automatically update the department rate for each approved occurrence within the year and notify you how many records have been updated.



Clicking **OK** automatically updates all occurrences.

Updating more than one department rate at a time – If you have more than one department at the same rate, you can update multiple departments at the same time. While holding down the “control” key, highlight each desired department. Then, click **Edit**, update the rate field, and **Save** your changes.

Department #	Department Name	Contact	Phone#	Rate
2300	Education Services	Trish Schramm	x0235	0.00
2400	Health and Wellness	Rhiannon Wilson	x4521	0.00
2500	Men's Health	Darryl Johnson	x3348	0.00
3100	Nursing Education	Nancy Johnson	876-4392	0.00
3101	Patient Education	Sue Smith	ext 8219	0.00
4000	Medical Education	Grant Logan	X 6890	0.00
5000	Woman Care	Susan Hollaway	876-5895	0.00
5500	Dietary	Helen Hardin	419-876-5342	0.00
6080	Construction Projects	Gary Lynch	ext 9054	0.00
7500	Pediatrics	John Lewis	876-6319	0.00

Highlight each department you wish to update

Enter the desired rate and **Save** your changes

(Note: all fields may be updated in this same manner except the Department Number and Name)

Department #:

Department Name:

Rate: 26.00 year: 2009

Contact:

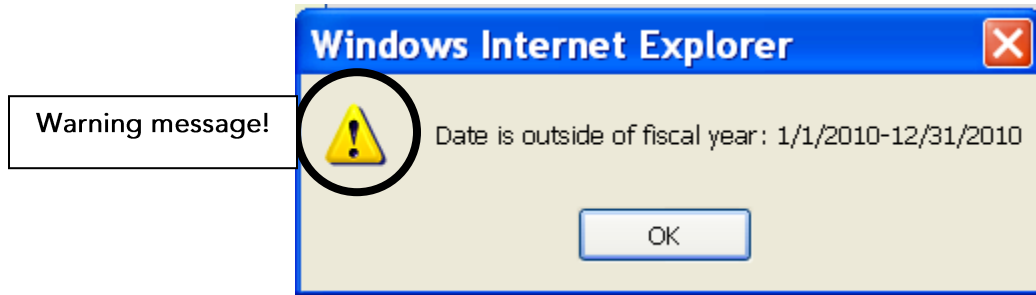
Phone:

Save Cancel

Department #	Department Name	Contact	Phone#	Rate
2300	Education Services	Trish Schramm	x0235	0.00
2400	Health and Wellness	Rhiannon Wilson	x4521	26.00
2500	Men's Health	Darryl Johnson	x3348	0.00
3100	Nursing Education	Nancy Johnson	876-4392	0.00
3101	Patient Education	Sue Smith	ext 8219	0.00
4000	Medical Education	Grant Logan	X 6890	0.00
5000	Woman Care	Susan Hollaway	876-5895	0.00
5500	Dietary	Helen Hardin	419-876-5342	26.00
6080	Construction Projects	Gary Lynch	ext 9054	26.00
7500	Pediatrics	John Lewis	876-6319	0.00

Just the selected departments are updated!

If you are adding Occurrences, Outcomes, Leadership Journal or Financial Service records outside of the active fiscal year (the year chosen from the dropdown in Step 1), you will receive a warning message. **DO NOT IGNORE THE WARNING MESSAGE.** Ignoring the warning message can cause unexpected reporting results and errors in data collection. Update your CBISA Online™ program to the correct fiscal year before continuing to enter data.



Facility Coordinators: Don't forget to train your Facility Reporters about entering data into the correct fiscal year! Reporters are unable to save records outside of the active fiscal year.

