

Changes to Hi-Tech menus and programs make 2008 Year End processing so much easier.

This **December Hi-Five** provides information that helps you to prepare for End of Year.

See our **November Hi-Five** for more information on Payroll End of Year.

Hi-One HTS Posts Year End Instructions on Website

1. Go to www.Hi-TechSoftware.com.
2. Click the **Hi-Tech Clients** button.
3. Under **HTS Client Services** see **End of Year Processing Instructions**.
4. Choose End of Year on 12-31-08.

**End of Year Processing Instructions**
New: [End of Year on 12-31-08](#) [Fiscal Year End other than 12-31-08](#)

Your Adobe Reader will open the PDF document. Print and use it when you close your year.

We will post Payroll Tax Tables for 2009 when we receive that information from all PR clients' states.

Hi-Two Resident Accounting Saves EOM Reports

- When you **Print End of Month Reports** for December, this creates a file of the reports in the RBMEYYMM.HTF format. To display and print this file, select **Utilities > Created Files**. Choose **Display**. On the next screen, click **Browse** to display the **Find Directory** screen. Under **Directory**, click **© Data** (leave File Type as **© Created**). Choose RBME0812.HTF (for December 2008). At **RBME0812.HTF**, click **OK**. This will display the file. You can print the entire file or specific pages.
- After you complete complete December 2008 Medicare billing, go to **Libraries > Facility > Accounting Profile**. Change the **CO-INS Room Rate** to \$133.50 (effective 1/1/09).

Hi-Three General Ledger EOY Performs Multiple Operations

- General Ledger End of Year no longer depends on the completion of Resident Accounting End of Year.
- Budgeting > Maintenance now includes **Copy Budget to New Year**
- Libraries > **Chart of Accounts** will now regenerate financial reports if you change the account type, inactivate, reactivate, add or delete an account.
- End of Year > **Open New Year** will regenerate financial Reports, carry the inactive flag forward, and delete an account in the new year, if it was inactive in the prior year, and it has a zero balance.

Hi-Four Accounts Payable Changes Streamline EOY Operations

- We eliminated EOM and EOY steps and moved the reporting programs to the **Reporting Menu**.
- We removed Purchase and Payment History stats from the vendor file. You will not clear these at EOY.
- Paid invoices will automatically update the history file.
- On the new **Prepare 1099s** menu, **Extract 1099 Amount** will read all the 1099 vendors' payments for the calendar year and update the new **1099 Amount** field in the vendor profile. (Vendor must be checked at **1099 Flag** through Accounts Payable > Libraries > Vendors.)

Hi-Five Print and Save Reports for your Auditor and Accountant

- General Ledger > Reporting > Financial Statements > Custom Reports > **Standard Balance Sheet**.
- Accounts Payable > Reporting > **End of Month Aging Report**.
- Resident Accounting > Reporting > Receivables > **Detail Aging**.

View previous **Hi-Tech  Hi-Fives** at www.hi-techsoftware.com.
Send your own Hi-Fives to marti@hi-techsoftware.com

