



This Hi-Five covers just a few of the program enhancements provided with Release 10.01 to be posted to the Hi-Tech Software website this month.

To learn more about the Release 10.01 program changes, read the Update Memo and the Instructions on Flow Sheet Form Types and Print Trust Checks. These will be posted on the website; and after Release 10.01 is installed, you can click [Update Memos](#) on the Hi-Tech Menu to print and read them.

For each Hi-Five we have included the Webinars scheduled for that topic from January through March.

See the complete Webinar schedule at [www.hi-techsoftware.com](http://www.hi-techsoftware.com) > [Hi-Tech Clients](#) > [View Webinar Schedule](#).

## **Hi-One Resident Accounting: Make New Month Census Changes before Current Month-End** **Release 10.01**

To keep your residents' Stay Tables up to date, you can now enter census changes for the new month before you complete month-end for the current month. After you create Room Charges for the last day of the current month, you can begin entering census changes for the new month.

Hi-Tech has scheduled two Webinars on the Census process:

-  **New Month Census Program Changes:** Friday January 29 10 am
-  **Census, Stay Tables and Room Detail 101:** Friday February 12 10 am

See the complete Webinar schedule for other Resident Accounting Webinars.

## **Hi-Two Resident Trust Accounting: Print Trust Checks** **Release 10.01**

The **Resident Trust Accounting System** helps you manage your residents' personal funds and expenses. If you use the **Resident Accounting** or **Clinical Records Systems** you can use **Resident Trust Accounting** for no additional licensing or support fees. You can use Hi-Q points to pay for set-up and training.

In the Resident Trust Accounting System you can now print checks to pay your residents' personal expenses. This new feature allows you to set up vendors who will receive payments. Enter the check detail, print the checks, review check detail, and then create, review and post trust check transactions. Record manual and voided checks, and cancel checks to update the outstanding check register as checks clear the bank.


Hi-Tech has scheduled three Webinars on the Resident Trust System:

-  **Learn to Print Trust Checks:** Thursday January 28 10 am
-  **Learn to Print Trust Checks:** Friday March 5 10 am
-  **Resident Trust Accounting 101:** Friday February 5 10 am

## **Hi-Three Clinical Records: Create and Print Flow Sheets for Specific Areas of Care** **Release 10.01**

You can define different Flow Sheet Form Types for documenting specific types of care, such as Behavior Monitoring, Restorative Care, Wound Care or ADLs. Build your residents' flow sheets forms from the Flow Sheet Library to create standardized or highly individualized Flow Sheet Records for your residents.

Hi-Tech has scheduled three Webinars that show you how to create Flow Sheet Form Types:

-  **Resident Flow Sheet Form Types:** Tuesday January 26 10 am
- Wednesday January 27 2 pm
- Wednesday March 3 10 am



See the complete Webinar schedule for other Clinical Records Systems Webinars.

 **Hi-Four**      **AP: Integrate more Vendor Information**      **Release 10.01**

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The Accounts Payable Profile now maintains the vendor's Fax number and a Memo and Cash Code that will also appear on the vendor's invoices. Batch numbers are now assigned to both invoice and check postings, and you can print reports based on batch numbers.

Hi-Tech has scheduled two Webinars on the Accounts Payable System

 <b>Accounts Payable:</b> Maximize your time and efficiency:	Thursday	February 18	10 am
 <b>Accounts Payable Reporting:</b> New and Existing Reports:	Tuesday	March 16	10 am

 **Hi-Five**      **Payroll: Use the New Check Features**      **Release 10.01**





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Through **File Utilities** you can now **Re-Print Payroll Checks**. The program will change the check number in the history file, void the old check number and add a new check number to the Outstanding Check List System.

If you use the **Outstanding Check List System** to reconcile Payroll checks, you can mask employees' names when you list Payroll checks. Instead of the employee name, the word 'Payroll' will be displayed or printed.

1. Select **Libraries > Facility > Payroll Profile**.
2. On the **Edit Company Header** screen, click the **OK** button 3 times until the final screen is displayed.
3. Checkmark  **Mask Employee Name on Outstanding Checks**.

Hi-Tech has scheduled the following Payroll Webinars:

 <b>Payroll End of Quarter Processing:</b>	Tuesday	February 16	2 pm
 <b>Payroll Reporting:</b> Learn ways to use Payroll date	Thursday	February 18	2 pm
 <b>Payroll Reporting:</b> Learn ways to use Payroll date	Tuesday	March 16	2 pm
 <b>Payroll Wage Garnishments:</b> Learn how easy it is	Thursday	March 18	2 pm

**Don't forget:** See the complete Webinar schedule at [www.hi-techsoftware.com](http://www.hi-techsoftware.com) > [Hi-Tech Clients](#) > [View Webinar Schedule](#).

**And Remember:** Year End Instructions have been posted at [www.hi-techsoftware.com](http://www.hi-techsoftware.com) > [Hi-Tech Clients](#) > **New:** End of Year on 12-31-09