

Blackbaud
StudentInformationSystem

Installation Planning Guide

102413

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Welcome



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The *Installation Planning Guide* for **Blackbaud Student Information System** is designed to help you understand the preparation required for a successful installation of **Blackbaud Student Information System** and to familiarize you with available features.

Your school may not have purchased all of the **Blackbaud Student Information System** modules. This guide covers all of the modules, even though some may not apply to you.

Note: Information in this guide is subject to change. Please visit our website at www.blackbaud.com to view the most current information before you begin planning your installation.

This guide provides information you should carefully read before you install **Blackbaud Student Information System**, including the four keys to a successful installation, pre-installation and data considerations, and an overview of features. The information in this guide is organized into three chapters.

We recommend periodically visiting our website during your planning process to view updated requirements or additional installation information. To download the most current system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

Chapter 1: Welcome. This chapter contains introductory material discussing the importance of the pre-installation process. It also includes a brief discussion of the four keys to a successful installation and a section detailing the various solutions we offer.

Chapter 2: Blackbaud Student Information System. This chapter provides information about **Blackbaud Student Information System** and covers the features available in **Admissions Office**, **Registrar's Office**, and accounting modules. It also includes examples of program functionality and how the functionality can benefit your school.

Chapter 3: Pre-installation Planning. This chapter emphasizes the four keys to a successful installation and goes into detail about each. It also includes an overview of the installation process, a section on what your school should expect, and a detailed list of pre-installation considerations.

Installing **Blackbaud Student Information System** is an important decision for your school. By carefully reading this guide and following the pre-installation suggestions provided, you will be ready to successfully install **Blackbaud Student Information System**.

Note: To download the most current system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

Once you have thoroughly read each chapter in this guide and have prepared for installation, you can move to the next step, which is reading the *Installation Guide* for **Blackbaud Student Information System**. The *Installation Guide* for **Blackbaud Student Information System** is provided with your installation CD-ROM and provides step-by-step procedures for installing the program.

Four Keys to a Successful Installation

To help your school prepare, we developed the four keys to a successful installation. Each key is a component we feel is extremely important to the success of your installation. We urge you to review the four keys and make sure your school considers each before beginning the installation process.

Note: For more information about the four keys to a successful installation, see the Pre-installation Planning chapter.

Time. Before you install **Blackbaud Student Information System**, you need to consider the time required to complete the process. Although the installation process does not take long, the time to run the installation can vary depending on your hardware.

Comprehensive Installation Plan. By carefully planning and preparing for installation, you create a strong foundation for your new program. For this reason, you need to take as much time as necessary to make sure your school is ready to install **Blackbaud Student Information System**.

Hardware. The hardware on which you are using *Blackbaud Student Information System* affects the performance your school can achieve. If your hardware does not meet or exceed our requirements, you will not get the maximum benefit of the program. Please review the current detailed system requirements with your IT staff or the person responsible for maintaining your hardware. To download the most current system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

Services/Training. *Blackbaud Student Information System* includes many features and multiple ways to perform tasks. We offer consulting services to assist you with every aspect of your conversion and implementation, including remote installation. We also offer secure Hosting Services, which can free your organization from the cost and upkeep of hardware concerns. For more information, visit the Services section of our website.

We also recommend you receive training for the program to ensure you benefit from the program's full potential. Training helps employees experiencing anxiety about the change to feel more confident and capable. For information about the best training option for your school, send an email to solutions@blackbaud.com or visit the Training section of our website.

Blackbaud Solutions and Services

For more than two decades, we have provided world-class technology solutions to the nonprofit community, helping organizations of all sizes and types.

Software plays an important role in our equation for success. Our products set the standard by which others are measured; however, there is another essential part of our solution — services. As the largest and most experienced provider of services to the nonprofit community, we understand the unique challenges nonprofits face and help them overcome those challenges.

This section provides an overview of the services and training solutions we offer to help you successfully install, implement, and use *Blackbaud Student Information System*.

Data Services

We offer a wide range of data services. From database conversion to database consolidation, our staff of programmers and analysts have the experience, technology, and expertise to meet your school's needs.

School System Consulting

School System Consulting services help you get the most out of *Blackbaud Student Information System* by aligning your school's systems with its processes and objectives. We partner with you to learn about your school, identify issues, and plan a solution tailored to your needs.

Our consultants offer a unique blend of software knowledge and exposure to a wide variety of scholastic methodologies. Blackbaud consultants have held high-level positions within Blackbaud's Support and Development teams and often have a background in teaching. They also have worked with hundreds of Blackbaud clients to implement or improve the functionality of their Blackbaud software.

To learn how your school can benefit from our School System Consulting services, send an email to solutions@blackbaud.com or call 1-800-443-9441.

How We Can Help

- Assist with installing software.
- Evaluate and define historic data to convert.
- Serve as the liaison between your school and our conversion team.
- Assess whether you need to set up multiple schools.

- Review your application and enrollment steps and build your progression of applicant and student statuses.
- Streamline your admissions process by implementing applicant checklists and tracks, establishing actions for maintaining interviews, assessing mailing practices, and developing reporting procedures.
- Configure the basis of your scheduling system and assist you through the scheduling process of entering course requests, creating a master schedule, and enrolling students.
- Configure the basis of your grading system and assist you through the grading process, including setting up GPA, course average, rank, and performance calculations.
- Set up your standard report cards and transcripts.
- Develop strategies to meet reporting needs.
- Establish system security.
- Build course catalogs.
- Review data entry methods and make recommendations on data entry practices to increase productivity in your office.
- Review job responsibilities to ensure optimal workflow.
- Set up and maximize your use of optional modules, such as *Faculty Access for the Web*.

Technical Consulting

Let our knowledgeable consultants bring their technical expertise to your site and manage the implementation of your **Blackbaud Student Information System** products. By entrusting the nuts and bolts of implementation to one of our consultants, you ensure optimal setup of your system while keeping your time and energy focused on fostering your school's mission.

Whether it is software installation or a detailed assessment of your current IT capabilities and needs, our team of *Microsoft, Cisco, and Oracle* certified engineers can help you meet your technical challenges head-on.

To arrange for consulting services, contact your account manager at 1-800-443-9441 or send an email to sales@blackbaud.com and outline your specific needs.

To learn more about our technical consulting services, such as technology assessments, diagnostic services, and software installations, you can download the printer-friendly document "Technical Consulting Services" from our website.

Training Solutions

Because we understand how important training is, we offer a variety of options to meet your different needs. Training is a vital part of realizing the full potential of your software. It not only increases efficiency, accuracy, and saves time, but you'll also see a boost in your staff's job satisfaction as they become more confident and valuable in their roles.

For information about the best training option for your organization, check out our Training page on Blackbaud.com or call your account representative at 1-800-443-9441. You can also send an email to solutions@blackbaud.com.

Customer Support

Our Customer Support department strives to provide the software industry's best customer service. Through education and support, we focus on empowering clients to use our software in a manner that achieves the maximum benefit to their schools, thereby advancing each client's individual mission. We continually strive to meet our commitment to "help you make the world a better place" through friendly, swift, and knowledgeable assistance to each client upon every contact with any member of Customer Support.

Our customer support department is staffed by dedicated analysts who take seriously their mission to provide the very best in ongoing support. Support analysts are available to assist you from 8:30 a.m. to 8 p.m. Eastern Standard Time, Monday through Thursday, excluding holidays, and 9 a.m. to 8 p.m. on Friday.

Contacting Software Support

For the fastest response, access our website at www.blackbaud.com and create a case in Case Central. From Case Central you can also view analysts' notes on your school's cases, add notes to your open cases to communicate with the support analyst who is assisting you, or request that we reopen a closed case. Your school's cases are confidential.

You can send us an email at easupport@blackbaud.com if you prefer. Please include your name, your school's name, site ID, and as much information as possible in your email so we will be prepared to assist you quickly. If you would like to speak with a Customer Support analyst, you can call 1-800-468-8996. You can also contact Customer Support via fax at 1-843-216-6100.

Blackbaud Forms

Blackbaud Forms offers high-quality, customized report cards and transcripts featuring state-of-the-art, tamper-proof backgrounds. Blackbaud forms are guaranteed to align correctly and can be customized to your school's specifications, using your logo, special inks, and print styles. Pre-printed forms from other suppliers are not guaranteed to align properly. You can send an email with questions to forms@blackbaud.com or visit the forms section of our website at forms.blackbaud.com for more information. You can also call 866-4-BB-FORMS (866-422-3676) toll-free to speak with a member of the Blackbaud Forms team.

Blackbaud Student Information System

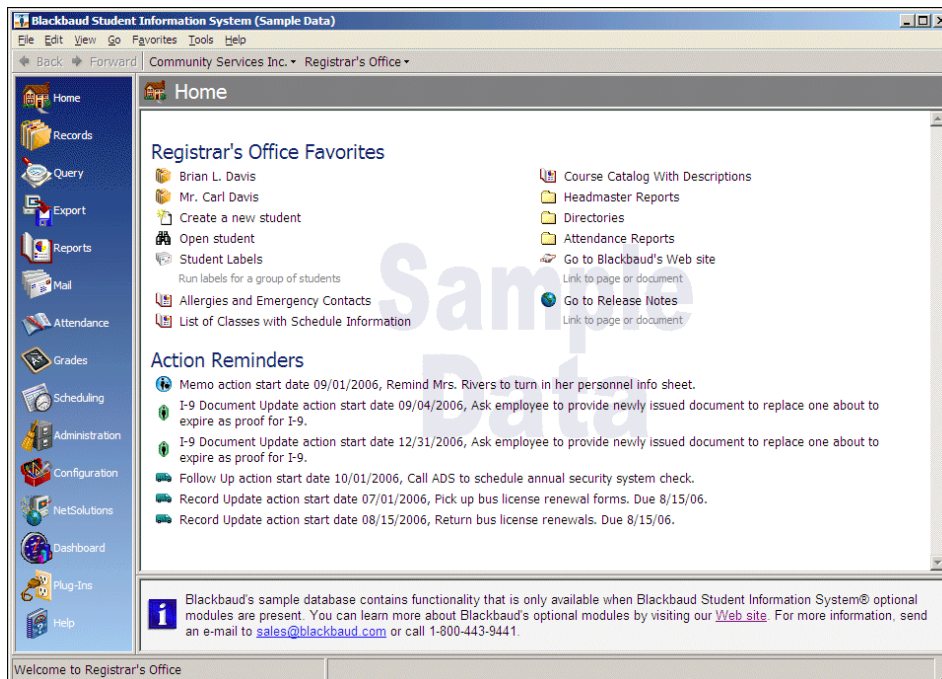


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Blackbaud Student Information System is designed with the look and feel of a Web browser. With this design, you can move back and forward with a click of your mouse. Navigating among functions has never been simpler. We refer to this interface as the “shell”. This screen is the Home page and shell for **Admissions Office**.



The shell provides a central location from which you can enter all areas of a program. By default, each program opens to a Home page. If you have rights to change user options, you can select a different page to display by default when you open a program.

Note: **Blackbaud Student Information System** provides you with user guides and help files, which you can easily access from any program or our website.

You can select to display specific information, or “favorites”, on a Home page, including regularly used reports, queries, and websites.

Blackbaud Student Information System Common Features

Blackbaud Student Information System includes **Admissions Office**, **Registrar's Office**, accounting modules, and optional modules. This section includes information about common functionality in all programs in the initial release of **Blackbaud Student Information System**.

Home

The Home page provides efficient access to program links and favorites. On the Home page, you can add and organize shortcuts to functions you use regularly and view recently accessed files. You can view action reminders, which are reminders you can set up that prompt you to do a specific task.

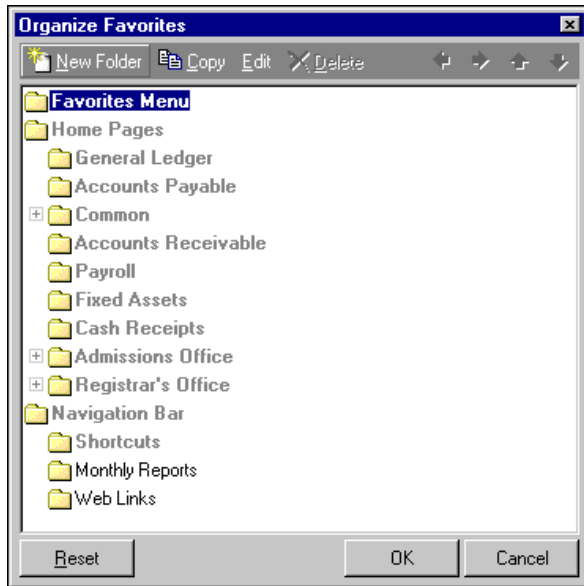


Favorites

Using favorites, you can create links to the items you use most often or want to access quickly.

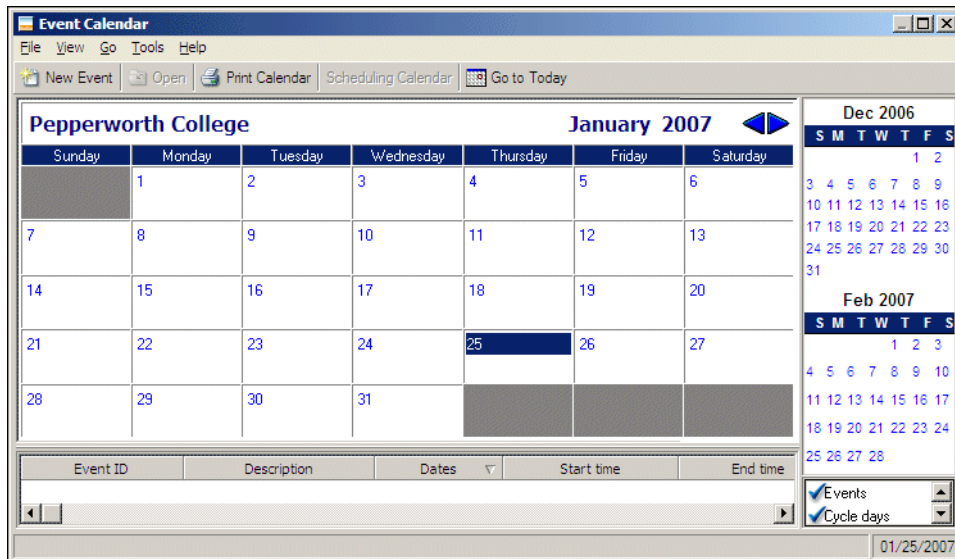
You can designate any saved record, such as applicants, students, queries, and reports, as a favorite. You can create favorites that link to websites you access often.

To conveniently manage the favorites you designate, you can open the Organize Favorites screen from the **Favorites** menu of the shell. On this screen, you can edit, copy, and delete favorites. You can group favorites in folders.



School Calendar

You can access the school calendar from the shell, from an event record, or from an academic year record. You can view events and, if you have **Registrar's Office**, you can view cycle days, days of the term, and days not in session on the calendar. You can view the calendar for a specific school or for all schools at once.



Events

You can define records for events such as open houses, athletic competitions, and holidays. Events can span more than a day in length. You can set a recurrence for the event, including an end date. You can associate an event with one or more schools. You access events from the Events page in *Configuration*.

If you have both **Admissions Office** and **Registrar's Office**, the programs share event records.

Relationship Records

You can establish relationships among records, including parents, siblings, spouses, children, business information, and previous school.

Relationships are records that connect other records. Relationships can be easily linked and unlinked. For example, in the case of divorce, you can update the marital status and unlink the records. Both parents remain linked to their child's record.

Status Wizards

The Update Applications, Enroll Applications, Mark for Reenrollment, and End of Year processing wizards are known collectively as the Status Wizards in **Blackbaud Student Information System**. You can access the status wizards from an applicant or student record, the Applicants or Students page, or the Administration page.

If you have **Admissions Office** installed, you can access the Update Applications and Enroll Applications wizards. If you have **Registrar's Office**, you can access the Mark for Reenrollment and End of Year Processing wizards.

You can save wizard information in a parameter file. You can run the same wizard again later using the saved file or modify the parameter file, creating a new wizard with similar characteristics. You can restrict security to all of the wizards as a group.

Query

Using *Query*, you can create a list of records that meet or exceed a set of conditions you define. The resulting list of records can be used for numerous purposes. Using *Query*, you can create new queries, open existing queries, delete, print, run, sort, and export queries.

Reports

Blackbaud Student Information System contains many standard reports to help you quickly and easily review needed information. Reports are valuable tools for evaluating many aspects of your school, such as the status of the admissions process, student conduct and performance, and the status of class schedules.

Custom Reports

While you can use the standard reports that come with **Blackbaud Student Information System** to print most of reports that you will need, you may at times need to use Custom Reports to create specialized reports using *Crystal Reports*. Using Custom Reports, you can link a *Crystal* report file with an **Blackbaud Student Information System** export file and then save the linked report in your **Blackbaud Student Information System** database. Once the files are linked, you and other **Blackbaud Student Information System** users can easily view or print custom *Crystal* reports directly from **Blackbaud Student Information System** without having to open *Crystal Reports*. For more information, see the individual *Reports Guide* for each program.

Mail

Mail is the central location for all mail tasks in **Blackbaud Student Information System**. You can use the information stored in your database to create report cards, transcripts, correspondence, labels, envelopes, and other items for mailing or emailing. Output from *Mail* is distinguished from *Reports* in that it is intended to be sent to parties outside of the school.

Import

Using the import functionality, you can add multiple records to the database at one time. For example, you can import accounts, budgets, projects, and transactions into **General Ledger**. You can import vendors, products, invoices, credit memos, recurring invoices, and purchase orders into **Accounts Payable**. You can export current records, update them in another application, and import them back into your database. You can perform these functions from **Admissions Office**, **Registrar's Office**, and accounting modules.

Export

Using *Export*, you can extract information from your database to use, update, or view in another software application. For example, you can export data to use in a word processing program for mailings, a spreadsheet program for further analysis, or *Crystal Reports* for custom report design.

Global Change

You can change information in your database for a specific group of records. Using a global change, you can add, replace, partially replace, delete, increase/decrease, copy, swap, or move information, depending on the field you select to change. When you globally change records, you can print a control report that details the changes made. You can save a global change to run again as originally created or with modifications.

Default Sets

You can manage sets of default information for each record type. With default information you can quickly enter standard information in fields on records. Creating and using default sets is optional, but we recommend using them to speed data entry and improve consistency. For example, you can set up several applicant record default sets before you start creating applicant records and then use those default sets to quickly enter standard information into the applicant records.

To access default sets, select **Tools, Organize/Create Defaults** from the menu bar of the shell.

Accounting Queue

The optional module *Accounting Queue* is available with **Blackbaud Student Information System**. With this powerful tool you can schedule a sequence of tasks to run automatically and unattended. Because you can set up a queue to run overnight or while at lunch, you can save time for other tasks. For example, you can schedule a queue to run financial reports and mailings. In addition, using *Accounting Queue* frees your critical resources, like workstations and printers, for other tasks during normal working hours. Queues can be scheduled on demand or on a recurring hourly, daily, weekly, monthly, or bimonthly schedule.

Configuration

Configuration provides a central location for settings that affect the overall success of **Blackbaud Student Information System**. These settings affect functions and details that can increase the efficiency of your record keeping, speed data entry, provide for security checks-and-balances, and generally optimize the performance of **Blackbaud Student Information System**.

For example, in **Admissions Office**, you can use *Configuration* to define tracks. Tracks are groups of items and actions that you can automatically add to records to automate the admissions process. In **Registrar's Office**, you can use *Configuration* to define the basis of your scheduling system and your grading system.

Security

When you install the program, you have three ready-to-use security groups to help you start quickly with maintaining system security. These groups are accessible on the Set up system security page. You can assign users to the Reporting Only group if they need to create report parameter files and run reports; the Read Only group if they need to view data in the system; and the Data Entry group if they need to view, enter, and manipulate data but not administer the system. The pre-created groups do not include users. You must create users and assign them to the groups. It is very important to review these groups to ensure they are appropriate for your school.

Business Rules

Warning: Business rules affect the entire program. It is very important to review and set business rules before allowing users into the program.

You can create business rules for **Admissions Office** in *Configuration* to configure custom settings for organization, faculty/staff, individual, and applicant records. For example, you can define duplicate criteria for each record type so the program checks for duplicate records when you save a new record.

You can create business rules for **Registrar's Office** to configure custom settings for organization, faculty/staff, individual, and student records and registrar setup, course request, scheduling, grades, and attendance processes. For example, you can set a maximum number of classes that students can take per term and how many floating teachers to allow in a room per day.

You can create business rules for **General Ledger** to outline custom settings for funds, accounts, projects, budget management, journal entry, transactions, *Visual Chart Organizer*, project duplicate searches, and allocation management.

You can create business rules for **Accounts Payable** to establish settings for general, vendor, invoice, recurring invoice, credit memo, payment, Cash Management adjustments, purchase order, line item, receipt, and queue business rules. For example, the administrator can define business rules to indicate whether to apply open credit to new invoices automatically, to allow “Do Not Post” as post status, or to tell the program to alert you in advance of each invoice’s due date.

Sorting and Printing Code Tables

On the Tables page in *Configuration*, you can sort the order of entries appearing in code tables. You can print the code tables in the sorted order, which means the entries print in the order displayed on the screen after you rearrange the sequence using the **Up** and **Down** buttons. To print a Code Table Report, right-click your mouse in the table entries screen and select **Print**, and then **Code Table Report**.

For more information about code tables, see the *Configuration Guide* for the program.

Administration

Database maintenance is an important part of keeping your school administration and accounting systems functioning properly. *Administration* contains utilities and housekeeping tools you can use to view system statistics, such as the number of applicants or students in the database, import records, globally add or change records, search for duplicate records, run Status Wizards, post grades from *Faculty Access for the Web*, establish system security, and validate the database.

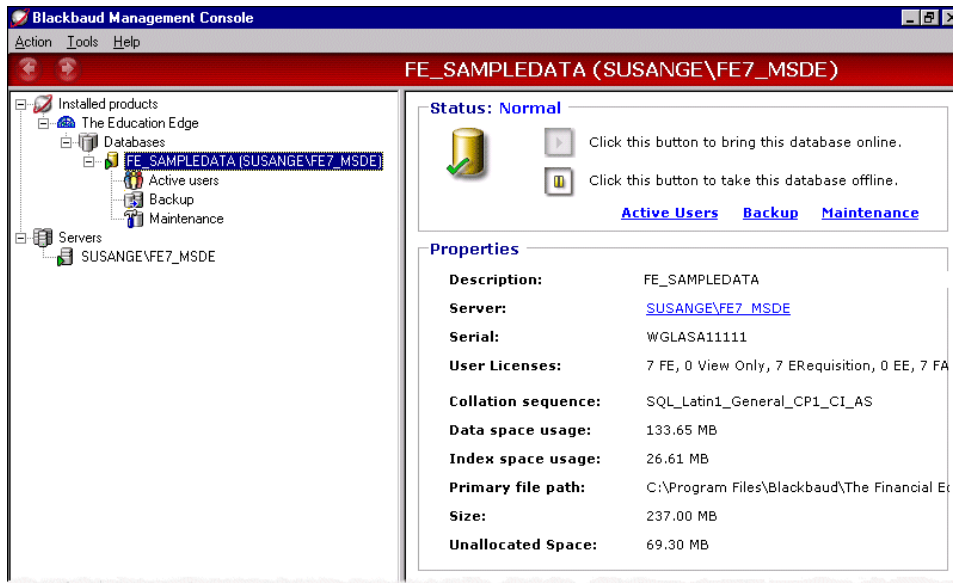
Administration also provides utilities you can use to save time when posting transactions and/or making changes to large numbers of records. For example, you can post multiple batches of transactions at one time instead of posting each batch one at a time as you do when posting from *Journal Entry*.

Each program within **Blackbaud Student Information System** contains an Administration page specific to the program in which you are working. For example, the Administration page in **General Ledger** contains end of year utilities you can use to summarize, close, and purge fiscal years.

Each program contains a Set up page in *Administration*. The Set up page contains links to areas you should customize before beginning daily operations in **Blackbaud Student Information System**.

Blackbaud Management Console

You use the Blackbaud Management Console (BMC) with both the standalone and network versions of **Blackbaud Student Information System** to manage your database. The BMC provides helpful wizards to guide you through specific database and network-related tasks.



Using the BMC you can send email messages to network users, efficiently attach and detach databases, schedule maintenance, and take databases offline so they are unavailable to workstations and cannot be modified until you bring them back online. For more information about the BMC, see the *Database Administration Guide for Blackbaud Student Information System*.

Multiple Database Access

Note: There is no interaction between different databases. **Admissions Office**, **Registrar's Office**, and accounting modules share a database.

If your school has multiple databases, you can quickly and easily switch between them without leaving the program shell. If your user name and password are the same for each database, click the name of the current database and select the database you want to access. If your user name and password are different, you will need to reenter that information to switch databases.

Dashboard

Dashboard provides a quick and efficient overview of information in your database in an organized presentation. On the Dashboard page you can view a real-time snapshot of your organization's progress. A Dashboard page contains up to 255 panels of summaries, lists, and graphs that efficiently compare and analyze your data.

From most *Dashboard* summaries, you can open a record within the program to view or modify data on the record. You can also edit a panel to view different information or refresh data at any time. You can print all panels and you can select to view a graph or table (or both). *Dashboard* is ideal for development directors, executives, or any user who needs to quickly access data.

Shared Shell with Accounting Programs

You can have Blackbaud's accounting programs in the same shell with **Admissions Office** and **Registrar's Office**, including **General Ledger**, **Accounts Payable**, **Accounts Receivable**, **Cash Receipts**, and **Fixed Assets**. If you have **Admissions Office** or **Registrar's Office**, the product name is **Blackbaud Student Information System**, otherwise the product name is **The Financial Edge**. You can set security rights so users can access only the programs and areas they need.

Help

Blackbaud Student Information System provides you with user guides and help files. You can access the main help file from within any program by pressing the **F1** key.

If you need information as you work in **Blackbaud Student Information System**, you can use either the help file embedded in the program or our user guides in Portable Document Format (*.pdf) viewable with a pdf reader, such as *Acrobat*. For consistency and clarity, user guides and the help file parallel the navigation bar links of each program where possible. Because some program areas are functionally similar in all programs (for example, *Query*, *Administration*, and *Export*), their guides cover all programs within **Blackbaud Student Information System**.

Note: The optional modules *Read Only Database Assistance*, *VBA/API*, and *Faculty Access for the Web* have separate help files.

Both help files and user guides contain the same helpful procedures, explanations, and examples. The difference is that the help file is designed to help you find useful information quickly on your desktop, while the user guides are books that can be printed, complete with pictures and more detailed procedures.

Help File

Blackbaud Student Information System help file consists of several main parts, including a table of contents, index, and search tab. With these tabs, you can access procedures, reference information, and a glossary of frequently used terms.

To access the help file, from the menu bar, select **Help, Blackbaud Student Information System Help Topics**, or press **F1** from any screen.

Admissions Office Features

In **Admissions Office**, you can organize and automate tasks in your school's admissions office. For example, you can:

- Record and maintain information about applicants, applicant relationships, faculty and staff members, and organizations.
- Update applicant information using Status Wizards.
- Prepare labels, envelopes, and letters.

Tracks and Checklists

To help streamline your admissions process, you can create tracks that contain checklist items and assignable actions that are integrated with applicant records. By using tracks, you know exactly where an applicant is in the admissions process.

Applicants

You can use applicant records to follow prospective students and applicants as they progress through the admissions process and to maintain and store biographical and contact information for persons applying to your school.

With applicant records, you can create relationships with other records in the program. By creating relationships, you link applicants to individuals, faculty and staff members, and other applicants. For example, you can add parents, siblings, and other persons as individual records and maintain those relationships. If you have both **Admissions Office** and **Registrar's Office**, you can create relationships with students.

Faculty/Staff

You can use faculty/staff records to maintain and store biographical and contact information for teachers, recruiters, advisors, and other school employees. You can create relationships between records, including faculty/staff members, applicants, individuals, and organizations.

With faculty/staff records, you can assign actions to faculty/staff members, such as conducting interviews or giving open house tours. These actions are recorded on the staff member's record and can be assigned a priority.

Individuals

You can use individual records to maintain and store biographical and contact information for persons affiliated with your school, but who are not applicants, students, or faculty/staff members. For example, you can use individual records to record information for relations of applicants or faculty/staff members, potential applicants and faculty/staff members, contacts at other organizations, persons submitting recommendations for applicants, or volunteers.

With individual records, you can create relationships with other records in the program. By creating relationships, you link individuals to applicants, faculty/staff members, organizations, and other individuals. If you have both **Admissions Office** and **Registrar's Office**, you can create relationships with students. You can convert individual records to student or faculty/staff records.

You can assign actions to individuals, such as campus tours, phone calls, and mailings. You record the action on the individual record and assign a priority. Individuals can be responsible for actions for applicants, faculty/staff members, and other individuals. If you have **Registrar's Office**, individuals can be responsible for actions for students.

Organizations

You can use organization records to store important information about various organizations affiliated with your school. For example, you can set up organization records for feeder schools, colleges, universities, and organizations that employ persons affiliated with your school. Once you add organization records to the program, you can use them on other records when organization information is required.

With organization records, you can create relationships with other records in the program. By creating relationships, you link organizations to faculty/staff members and individuals. For example, to store the educational background of your school's faculty/staff members, you can create organization records for the various colleges and universities they attended and then link faculty/staff members to their respective institutions.

You can use relationships to designate a contact for an organization. Once you designate a contact, you can link him to actions and recommendations. For example, if individuals and faculty/staff members are designated as contacts for an organization, you can associate them with actions and recommendations. In addition, you can include contacts in mailings targeted for the associated organization.

Registrar's Office Features

In *Registrar's Office*, you can organize and automate tasks in your school's registrar's office. For example, you can:

- Record and maintain information about students, student relationships, faculty/staff members, organizations, individuals, rooms, and courses.
- Define grading and skill information for courses offered.
- Design each academic year's master schedule.
- Schedule students into sections of courses.
- Award grades and skill ratings.
- Calculate GPAs, performance ratings, and rank.
- Enter student attendance.
- Record student conduct.
- Print report cards and transcripts.
- Prepare and print labels and envelopes.

Registrar Setup

You manage critical grade and scheduling setup information in one Registrar Setup location in *Configuration*. You can associate this information with other records in the program as needed.

Registrar Setup information includes cycles, timetables, patterns, marking column sets, translation tables, scheduling rules, skill ratings, default comments, course average calculations, GPA calculations, performance categories, rank interval sets, and rank calculations.

Cycles. You can create as many cycles as you need. A cycle defines the names for the days school meets and the order of the days, for example, numbered or lettered days, such as A and B days. The program contains a default Standard Cycle of Monday through Friday.

Timetables. You can create as many timetables as you need. In a timetable, you define the periods and start and end times in each cycle day. On each timetable, you control whether class meetings in patterns or sessions associated with the timetable must occur during the defined period times on the timetable. You control this by marking or unmarking **Allow class meetings to occur only using periods** on the timetable.

You can define lunch times using entire periods or parts of periods.

Patterns. Patterns contain "blocks", each of which contains a group of meeting times. You can set up blocks manually or use the Pattern Wizard to automatically generate blocks of the pattern based on the associated timetable using different scenarios, such as "Same period each day" or "Rotating". You can define as many patterns as you need.

Marking column sets. You can define marking columns to organize time frames in which you enter grades, comments, and skill ratings for classes. A marking column set organizes time frames in which you can enter grades, comments, and skill ratings or classes. Examples of marking columns include Quarter 1, Quarter 2, Semester 1, Quarter 3, Quarter 4, Semester 2, and Final.

You can create as many marking column sets as you need. For example, you can associate a marking column set containing semesters with the high school and a marking column set containing trimesters for the lower school. You can associate more than one term with a marking column.

Translation tables. A translation table contains your grading schemes and tells the program how to translate marking column grades. Translation tables have a Grade View and a GPA View so you can easily define numeric and GPA information for the same grade values in different views.

Scheduling rules. Scheduling rules define relationships that courses can have when you create classes, schedule meetings, and enroll students.

We provide you with the standard scheduling rules “Corequisite” and “Cannot take during same year” to get started. You have many flexible options in defining scheduling rules. For example, you can define a rule to use with a Spanish IV/V class to occur on the same days with the same teacher in the same room.

Default comments. You can define default comments from which to select when entering grades. You can configure each academic year to allow only default comments or to also allow free-form comments.

Course average calculations. Course average calculations define how to calculate marking column grades for courses based on other marking column grades. For example, you can create a course average calculation that calculates a course final grade based on the quarter or semester grades.

GPA calculations. GPA calculations are used to calculate student GPAs for one marking column, the year-to-date, or cumulatively for more than one year. You can define both weighted and unweighted GPA calculations.

Performance categories. Within each performance category, you can define the levels to award and the criteria for the level.

You can include skills when determining performance levels. For example, you can record effort exclusively as a skill and run performance calculations including skills for multiple marking columns.

Rank interval sets. Rank intervals designate how the program divides students into groups when ranking. For example, a rank interval set with four intervals ranks students in quarters.

Rank calculations. Rank calculations determine how a student qualifies for a rank or percentile.

Students

Student records are the core records in **Registrar’s Office** and are an integral part of daily school operations. In student records, you can record progress and performance during a student’s enrollment at your school.

You can record each time a student enrolls at your school, multiple enrollments in the same school, and enrollments at multiple schools. For example, if your school has a lower school and a girls’ school, you can record a student’s enrollment in both for each academic year.

You can create relationships with faculty/staff members, individuals, and other students. If you have both **Registrar’s Office** and **Admissions Office**, you can create relationships with applicants. You can add parents, siblings, and other persons as individuals and maintain those relationships.

Courses

You can create course records to describe courses offered by your school. The information on the course record is used to create catalogs, schedules, report cards, and transcripts.

You can define restrictions not specific to an academic year or term. For example, you can define grade levels allowed to enroll in a course, whether a course is included in automated scheduling, class size, and number of classes per term.

You can define restrictions that are specific to an academic year and term. For example, you can define the number of terms a course lasts, the terms in which the class can start, the number of meetings a course should have, and times the course cannot be scheduled.

Course Rules

Using course rules, you can link two courses with a rule, such as corequisites. The program uses these rules when creating classes, scheduling meetings, and enrolling students.

You define rules in Scheduling Rules in Registrar Setup in *Configuration*. You associate rules with courses on the Rules tab of course records.

Scheduling

The Scheduling page in **Registrar's Office** is the central location for the entire scheduling process. You can perform all tasks necessary for scheduling, including verifying academic year setup, entering course requests, creating class schedules, and enrolling students. You can save different scheduling scenarios as you work on schedules. You can copy a master schedule from one year to another.

The screenshot shows the Blackbaud Student Information System (Sample Data) Scheduling page. The page is titled "Scheduling" and displays statistics for the 2007-2008 academic year. The statistics are as follows:

Statistic	Value	Statistic	Value	Percentage
Total number of requests	2304	Students with incomplete schedules	190	62.7%
Total number of classes	61	Students with complete schedules	113	37.3%
Total number of students	303	Unfulfilled requests	926	40.2%

The page also includes a list of tasks categorized into four groups:

- 1: Pre-scheduling tasks**
 - Check academic year setup (tracking off.)
 - Define core curricula
 - Edit scheduling options
- 2: Course Requests tasks**
 - Enter course requests by student
 - Enter course requests by course
 - Globally add requests
 - Globally delete requests
 - Print course request report
- 3: Class Scheduling tasks**
 - Create classes
 - Generate master schedule
 - Open a class
 - Edit master schedule
 - Print master schedule
 - Print master schedule list
- 4: Student Scheduling tasks**
 - Generate student schedules
 - Edit student schedules
 - Walk-in scheduler
 - Clear student schedules
 - Print schedules

Student Progression Entries

In *Records*, each student must have a student progression entry for each academic year, specifying the student's school, grade level, advisor, homeroom teacher, and homeroom for the year. You can enter student progression entries either manually on student records or by running a status wizard to update applications or mark students for reenrollment.

The screenshot shows the "Student Progression for Mr. Charles Aaron" dialog box. The dialog box has a table with the following data:

Academic Year	Year	Advisor
2007-2008	GRAD	

The dialog box also includes "OK" and "Cancel" buttons at the bottom.

Sessions

Sessions allow you to define separate time frames within an academic year, such as Regular School and Summer School. Classes can span only one session. You schedule sessions separately.

Within each session, you define terms. For example, a Regular School session may have Fall and Spring terms and a Summer School session may have Summer 1 and Summer 2 terms. Terms are the smallest time frames in which classes can meet.

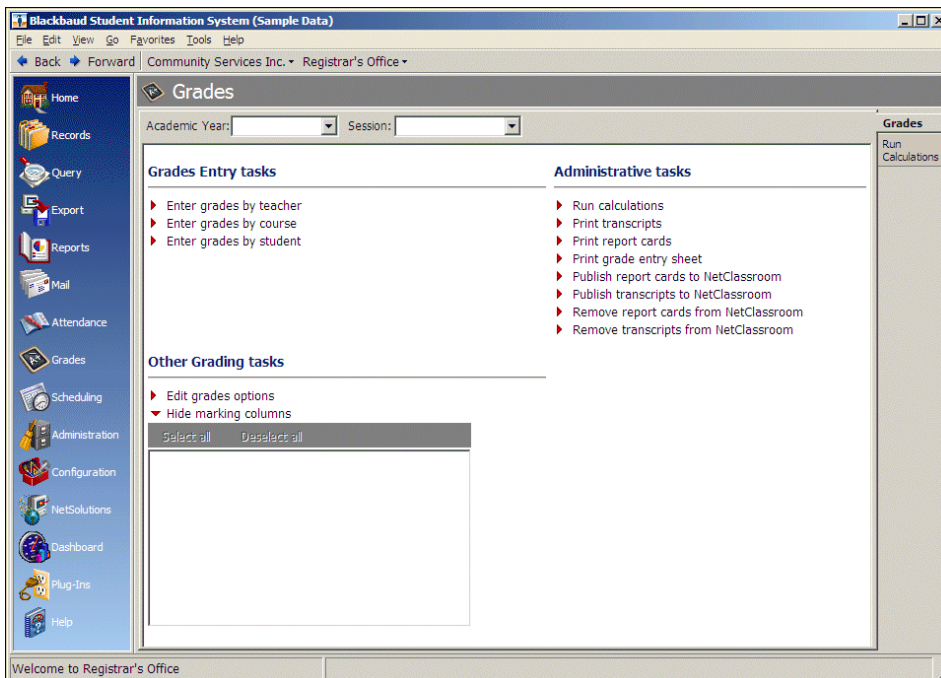
You have a scheduling calendar for each session. On a session's scheduling calendar, you can designate dates when classes do not meet, such as holidays. You can also change the cycle day assigned to a specific date. This is useful, for example, if you assign the wrong first day of a cycle to a term but attendance already exists. You can correct this by adjusting the cycle day of a following date. The program resets subsequent cycle day assignments in the correct sequence.

Grades/Skills

The Grades page in **Registrar's Office** is the central location for storing grades and skills ratings for students. You can enter grade information for courses taken at other schools by adding Other Courses. You can use Other Courses to enter grades without first enrolling students in classes. For example, you can enter all grades for all students in years previous to this year using Other Courses.

In Registrar Setup in *Configuration*, you can define default comments to use in *Grades*. Depending on how you set up the academic year in *Configuration*, you can select default comments by comment number or enter free-form text.

After you enter grades, you can run calculations to determine course averages and student GPAs, rankings, and performance categories.



Attendance

The Attendance page in **Registrar's Office** is the central location for entering and viewing student attendance. You can configure each academic year to enter both class and full-day attendance or only half-day and full-day attendance.

You define separate attendance and tardy codes. For each code, you designate whether the code can be used in attendance calculations. For each tardy code, you determine the number of tardies that equal one absence.

When setting up attendance codes by class and day, you designate whether a code can be used only for class entry or also for day entry. You can translate daily attendance to class attendance, and vice versa.

When setting up attendance codes by day only, you designate a weight for each code, either half day or full day.

Advisees

You can add, edit, and remove advisees from the Advisees screen of a faculty/staff record. To access the Advisees screen, click the **Advisees** button on the Bio 1 tab of the record.

Faculty/Staff

You can use faculty/staff records to maintain and store biographical and contact information for teachers, recruiters, advisors, and other persons employed by your school. You can create relationships with students, individuals, organizations, and other faculty/staff members. If you have both **Registrar's Office** and **Admissions Office**, you can create relationships with applicants.

You can enter restrictions for faculty/staff members, such as maximum number of classes per day and per term, the schools in which the teacher can be scheduled, and students with whom the teacher cannot be scheduled. You can enter restrictions specific to an academic year, such as the cycle day, period, and time in which a teacher cannot be scheduled.

You can select the courses for which a faculty/staff member can be scheduled, set a priority for scheduling the courses, and enter the target and maximum classes of each course per term.

Individuals

You can use individual records to record information about persons affiliated with your school, but who are not students or faculty/staff members. Persons who can have individual records include relations of students, potential students and faculty/staff members, contacts at other organizations, persons submitting recommendations for students, and volunteers.

By creating relationships, you can link individual records to students, faculty/staff members, organizations, and other individuals. You can convert individual records to student or faculty/staff records.

Organizations

You can use organization records to maintain information about schools and other organizations affiliated with your school. Organizations that may have records include feeder schools, colleges and universities, employers of persons affiliated with your school, and organizations from which contacts submit recommendations.

By creating relationships, you can link organizations to individuals and faculty/staff members. If added as contacts, individuals and faculty/staff members can be associated with actions and recommendations for the organization. You can add contacts for mailings to the organization.

General Ledger Features

General Ledger is an accounting information program that provides flexibility to meet your organization's individual needs and satisfies the unique accounting software requirements of nonprofit organizations. For example, you have flexible report perspectives on the same transactional data and complete audit trails so you can trace debits and credits between income statement and balance sheet accounts.

You also have less complicated annual audits with ready access to financial information (including history of changes) in account, fund, and project information. You can track and report on additional characteristics, such as transaction codes and attributes, at the transaction level.

Transaction-Level Identifiers

With **General Ledger**, you have the tools to categorize transactions with a variety of identifiers, including accounts, projects, transaction codes, transaction attributes, and class.

Accounts

Accounts are used to group transactions for reporting purposes. Accounts are a visual part of your account structure. With accounts you can budget, track activity and notes, and view a history of changes. You can also configure the program to automatically generate accounts when entering transactions and the designated account number does not exist in the program.

Projects

Your organization may benefit from grouping transactions by project if you want to track transactions regardless of account, but still want to retain all the benefits of using accounts. You can also retain equity and use budgets when you use projects. Projects work "behind the scenes" and are not a visual part of the chart of accounts. To use projects, you must have the optional module *Projects and Grants*.

Account and Project Attributes

You can use account and project attributes for grouping accounts and projects, which greatly enhances your reporting flexibility. You can make attributes required and unique. Project attributes are available only with the optional module *Projects and Grants*.

Transaction Codes

Transaction codes provide a way to group transactions for reporting purposes. You can designate up to five transaction codes, which, once designated, become available throughout **Blackbaud Student Information System**. The code name and description are added on the Define Transaction Codes page, and entries for these codes are made on the Tables page. Transaction codes are similar to projects, although you do not budget by them, and they are available only with the optional module *Projects and Grants*.

Transaction Attributes

You can group transactions for reporting purposes by using transaction attributes. You use attributes when you do not need to budget or retain equity.

Class

Class, also known as net asset classification, is one more way to group transactions. Class is an identifier you use for FAS 117 reporting. You can retain equity by class.

Control and Contra Accounts

With **General Ledger**, you can define any account as a control or contra account. Control accounts display information summaries either when you display account activity and balances on reports or on the Account and Project Activity tabs. With this feature, you can post transactions and entries in detail. Examples of control accounts are Accounts Payable and Accounts Receivable summary accounts.

Contra accounts possess the opposite normal balance of the accounts they represent. For example, a contra asset account, such as accumulated depreciation, has a normal credit balance whereas an asset has a normal debit balance.

Account and Project Security

In addition to general program security, you have the tools with **General Ledger** to set full security on accounts and projects as well as on reports and queries if you have the optional module *Advanced Security*. The system administrator, or someone with supervisor security rights, can give or deny users rights to accounts and projects you specify. You can use a query, a range, or selected accounts to choose accounts and projects on which you want to set up security. With both accounts and projects, you can use wildcards to mask one or more characters.

Visual Chart Organizer

The *Visual Chart Organizer* offers you flexible formatting of financial statements, eliminating the need for consolidation accounts and consolidation charts of accounts. Rather than creating a chart of accounts for each consolidation, you create templates from your general ledger that can be filtered and displayed in numerous formats. You can sort by many criteria, such as fund, project, and department. These formats result in flexible report formats. You can even access records directly from *Visual Chart Organizer*.

Chart of Accounts

Using the *Visual Chart Organizer* with **General Ledger**, you have many options specific to the chart of accounts' functionality and appearance. You can easily develop and manipulate your chart of accounts using the chart templates. With this feature, you can also create custom charts of accounts and then use them for reporting purposes.

Additionally, the process of creating accounts is completely table-driven, which ensures consistency, flexibility, and speed of data entry and reporting. You can arrange segments in any order. Since each segment is a table, you define values for segments when you define potential accounts in the program. With this approach, you can create an account by simply activating an account number. You can even mark combinations of account segments as invalid, which prevents creating invalid accounts, and you can hide them from users without security rights. Finally, to create new accounts automatically during posting, you can set up security and business rules.

Journal Entry

To ensure accurate record-keeping with **General Ledger**, you have the option of distributing by all the transaction-level identifiers. You can also drill down to view the source document that generates each transaction. For example, while reviewing an expense transaction in a journal entry batch, you can drill down to the accounts payable invoice that initiated the transaction. And a valuable security feature requires approval of each batch before it is posted.

Fund Closing

Because tracking ownership of equity is critical, you have powerful functionality and flexibility with the closing of funds. With **General Ledger**, you can close different funds based on segment value, net asset classification, transaction code, and project. You can set up each fund to have its own closing method. For each closing characteristic, you can select to preserve details and require to balance on all or some accounts.

Post to General Ledger

Posting a batch adds transaction entries to ledger accounts and updates account balances. You can post batches from *Journal Entry* or *Administration* in **General Ledger**, or *Administration* in **Accounts Payable**, **Accounts Receivable**, **Cash Receipts**, or **Fixed Assets**. You can also set up posting to create new accounts automatically.

Fiscal Year

You define fiscal years during the initial *General Ledger* setup process, but you can add unlimited fiscal years to the database provided you add the older years first. For example, you cannot add fiscal year 2003 and later add 2002. Your organization should consider this before adding the first fiscal year.

You can divide each fiscal year into a maximum of 13 periods. Each period acts as a container, which you use to track transactions. When you make a journal entry, the transaction appears in the period and fiscal year determined by the post date. Journal entries must balance by fiscal period. You can close, soft-close, summarize, and purge fiscal years.

Accounts Payable Features

Accounts Payable includes features for efficient and consistent data entry, record keeping, check writing, and flexible reporting for accounts payable activity.

By defining business rules, the administrators can control standard procedures and data entry. Additionally, the administrator can define multiple payables accounts in *Configuration* as a default value with the option of modifying each invoice.

With the optional module *Cash Management*, you have additional cash account, adjustment, and electronic reconciliation functionality in *Banks*. You can also define multiple electronic signatures based on the check amount. As a security measure, you can establish controls to ensure that only approved invoices are paid.

Vendors

On the vendor record, you can store information such as the vendor's addresses, contact persons, Tax ID number, or credit limit, and track activity and 1099 information. You can also create regular invoices, recurring invoices, credit memos, product records, purchase orders, and receipts from a vendor record.

Invoices

The Invoices page of **Accounts Payable** is essential for paying bills and maintaining an accurate picture of your organization's financial standing. Complete with a variety of options for tracking, paying, and recording distributions, the Invoices page gives you an easy way to monitor your bills and payments. With a new security feature, the system administrator can require approval before invoices are paid.

Recurring Invoices

Recurring Invoices are templates from which you can create regular invoices quickly and easily according to a schedule. They are extremely handy for reminding you to pay items such as utility bills, mortgages, and vehicle leases. They also provide basic information such as the vendor name, invoice amount, and payment method, so you do not have to enter the entire invoice from scratch. Although you can pay and post the invoices you create from a recurring invoice, the recurring invoices are never posted or included in any balance calculation. When it is time to generate invoices, **Accounts Payable** reminds you with a pop-up reminder or message on the **Accounts Payable** Home page.

Products

If you have the optional module *Purchase Orders*, you can create product records in **Accounts Payable**. Using product records saves time when creating purchase orders because you can quickly select a product you previously created, instead of entering the information every time you create a purchase order for identical items.

Receipts

If you have the optional module *Purchase Orders*, you can create receipts. When you create a receipt for a purchase order, you automatically generate the entries required to reverse encumbrance transactions posted from a purchase order. A receipt also acts as a template you can use for creating invoices for items you have received.

Once an item on a purchase order is delivered to your organization, you can receipt the item. A receipt consists of two parts: the receipt record and individual line item receipts attached to the receipt record. On the receipt record, you enter the date the item was delivered, the name of the person who received the order, and a description of the receipt. From the receipt record, you add, edit, and delete individual line item receipts. You can manually create receipts for each line item or you can auto receive the purchase order.

Credit Memos

A credit memo is a document issued by the vendor to record an adjustment against an invoice. It is one of several record types created and maintained in **Accounts Payable**. You can apply a credit memo to one or more invoices to decrease the amount that is owed. Credit memos can be created from the Activity tab of a vendor record and from the Credit Memo page of *Records*.

Banks

Accounts Payable uses *Banks* to help you maintain information about your bank accounts. From *Banks* you can print checks, make payments, record manual checks, use the bank register, and reconcile bank accounts. In *Banks* you can make payments for several invoices at one time. You can make all the payments for invoices associated with one bank or make payments, for example, for a selected due date or discount expiration date. You can make payments to just one vendor or all vendors. In *Banks* you can also maintain the bank account register, void and purge checks, and post adjustments to **General Ledger**.

Mail

Mail is the central location for all mail tasks in **Accounts Payable**. With *Mail* you can use the information stored in your **Accounts Payable** database to create labels, envelopes, and Rolodex/index cards. You can also create 1099 forms and purchase orders for printing or electronic transmission. Output from *Mail* is distinguished from *Reports* in that it is intended to be sent to parties outside of the organization.

Fixed Assets Features

Fixed Assets is an asset management program, providing everything your organization needs to manage its assets, including the ability to enter or import asset information, generate depreciation transactions, and account for and record the disposal of assets.

Fixed Assets integrates seamlessly with **General Ledger** and **Accounts Payable**. For example, you can post depreciation and adjustment transactions directly to **General Ledger** and add new assets from the Purchase Order Receipt screen in *Purchase Orders*, an optional module in **Accounts Payable**.

Assets

Assets are items an organization owns with a useful life greater than one fiscal year. In **Fixed Assets**, you can create asset records containing information including the acquisition value, acquisition date, asset location, and depreciation method. Using the tabs provided on an asset record, you can view asset transaction activity and calculate projected depreciation. You can also create new transactions directly from the asset record and define transaction distributions using default accounts.

Using the Asset Wizard, you can create multiple asset records at one time. This is useful if you have purchased several items of the same type and need to enter them into the program.

Transactions

With transactions in **Fixed Assets**, you can efficiently track and manage the value of your organization's property, plant, and equipment. Transaction types, which include acquisition, depreciation, improvement, and disposal, provide flexibility and help you determine an asset's value during various stages of its useful life. You can calculate depreciation of assets using standard IRS tables, depreciation methods, or on customized schedules you create.

Transactions also contain additional information that helps to trace and report on them. Transactions include source codes and journal references and may include project and transaction code distributions if you have the optional module *Projects and Grants*.

When you post asset transactions to the general ledger, you can distribute the accounts to debit or credit. By effectively using transaction records, you can produce balance sheets that reflect the true value of your organization's assets.

On the Transaction record, you can record the disposal of an asset. This transaction enters a credit to the asset account and a debit to the accumulated depreciation account to zero out the book value of the asset. Any remaining portion of the transaction posts to the disposal loss account.

Custom Depreciation Tables

You can save and use depreciation schedules for other assets. There are several types of depreciation schedules predefined in **Fixed Assets**; however, your organization may choose to use another method to formulate depreciation. To do so, you must create a custom depreciation schedule. From the Custom Depreciation Schedules tab in *Configuration*, you can create, open, or delete a custom depreciation schedule.

Inventory Tracking

You can use the Asset Inventory utility in *Administration* to identify assets that have been moved or are missing by comparing assets in the system to an inventory file. Inventory files contain asset numbers (or asset IDs) and locations (or departments) for assets that have been inventoried either by scanning or manual counts. The scanning process produces an electronic file.

Accounts Receivable Features

This comprehensive billing and customer information program helps you manage your receivables and plan your cash flow. Along with customer account management, you can use the features of this program for billing and payment applications, creating invoices, statements, and correspondence, as well as producing reports as you need them.

Records

From the Records page of **Accounts Receivable**, you can create Products and Billing Items, Clients, Charges, Credits, Invoices, Recurring Invoices, Returns, Refunds, Deposits, and Payments.

Billing

Accounts Receivable offers a truly flexible billing solution that helps nonprofit organizations process payments in a variety of ways to improve the revenue collection and recognition process. Any payment, no matter who submits it, can be used to pay charges for any client or organization in the system. You can assign payment responsibility for individual charges, but even those charges can be paid by anyone.

Statements

To complement the flexible multi-party billing system in **Accounts Receivable**, we have designed and implemented a flexible system for dispersing customized statements to all parties connected to a payment. Sending statements that are easy to understand and accurately communicate information to multiple payers is vital for collecting revenue, as well as promoting client satisfaction.

Cash Receipts Features

Use **Cash Receipts** to identify where small cash amounts originate and produce a detailed profile of each transaction. Transactions for **Cash Receipts** might include postage meter money, concession revenue, application fees, pay phone revenue, yearbook advertising, and vending machine revenue.

Payments

Use **Cash Receipts** to identify where small cash amounts originate and produce a detailed profile of each transaction. Transactions for **Cash Receipts** might include postage meter money, concession revenue, application fees, pay phone revenue, yearbook advertising, and vending machine revenue.

Because each payment is part of a deposit, when you create a new payment, you must first associate it with a deposit. The deposit records the amount of cash, checks, EFTs, or other payments you receive and deposit into your bank account. The payment record explains the source and reason for the payment. You can create payment records on the Payments page of *Records*, or directly from the deposit record in *Banks*. Because **Cash Receipts** and **Accounts Receivable** are linked, you can add accounts receivable payments to deposits made in either **Cash Receipts** or **Accounts Receivable**.

Deposits

Use deposit records in **Cash Receipts** to record the amount of cash, checks, EFTs, or other payments you receive and deposit into your bank account. Once you create an open deposit, you can add an unlimited number of payment receipts to the deposit. Because **Cash Receipts** and **Accounts Receivable** are linked, you can add accounts receivable payments to deposits made in either **Cash Receipts** or **Accounts Receivable**.

Payroll Features

Payroll is a complete payroll processing system designed specifically with the complex needs of nonprofits in mind. It is a scalable product that handles small and large nonprofits' payroll needs, provides a clear audit trail, and can even handle most nonprofits' human resources activities. **Payroll** can also allocate and track multiple grants that fund employees' pay and associated expenses.

Departments

On the Departments page of *Records*, you can define the departments in your organization. When you assign an employee to a department on the employee record, all information for that department, including the supervisor and location, appear automatically on the employee record. Account codes for department distributions are masked so that when you create payroll calculations, the account code assigned to those records combines with the employee's distribution to track expenses to the employee's department.

Pay Types

In **Payroll**, you can create pay types for many varieties of employee compensation, including salary, hourly, overtime, and bonus. Pay type records define the pay rate or amount for regular, overtime, and other pay types. An employee's pay can be a salary or fixed amount, or based on an hourly rate, piece rate, or percentage of gross pay amounts. You assign new pay type records to specific employees on the Pay Types page in *Records*.

Benefits

On the Benefits page of *Records*, you can define employee benefits for which your organization provides to employees. You can assign new benefit records to specific employees. Benefits are the employer expense for fringe benefits or advantages such as health care coverage and 401(k) plans.

Deductions

In **Payroll**, you can define employee withholdings for benefit programs such as 401(k) plans, health plans, or employee pay deductions for flex spending plans, and charitable contributions. On the Deductions page in *Records*, you can assign new deduction records to specific employees.

Employees

Employee records are the primary records in **Payroll**. On the employee record, you can store information such as the employee's addresses, contacts, biographical information, tax information, attendance plans, and I-9 information. You can also calculate payroll for individual employees and create historic entries from the employee record.

Flex Disbursements

Payroll makes it easy to track each employee's disbursements by allowing you to create a flex disbursement record for each payment. A flex disbursement is a payment to an employee from their pre-tax flexible spending plan contributions.

For employers who manage their own flex plan, an invoice can be created from the flex plan disbursement record so they can distribute money directly to employees. Flex plans enable employees to withhold pre-tax money from their pay and deposit it into a flex withholding account. The money must be used for certain health or childcare related expenses, in most cases. When used, the employer reimburses the employee from the flex plan funds.

Payroll Processing Page

The Payroll Processing page provides a central location to access and perform your organization's day-to-day payroll processes. You can perform all tasks necessary for payroll, including entering time and attendance, creating and viewing payroll calculations, and assigning payroll batches. You can save time by processing payroll information for multiple employee records at one time, instead of adding the information for each employee individually.

Allocating Expenses and Liabilities

In **Payroll**, you can allocate expenses and/or liabilities for all pay, taxes, benefits, and deductions to the employee's funding sources for gross pay. This is handled in **Configuration**, where you specify the appropriate account on the GL distribution for pay types, deductions, and taxes. The fund, projects, and other transaction characteristics will default from the employee's main funding sources when you run calculations.

Recording Time Worked

You can record time worked for multiple employees at once using an intuitive spreadsheet-like interface. You enter the employee's time worked across each pay type for the total pay period and distribute the pay across multiple projects, departments, or other transaction characteristics. For salaried employees, you can set up pay schedules with predefined hours, days, and weeks worked.

Accruing Leave Time

With **Payroll**, you have flexible options available for accruing employee leave. For example, you can accrue leave annually based on the employee's hire date and hours worked.

Attendance Liability Accrual

You can track the liability your organization incurs for your employees' earned paid time off. Using the attendance liability accrual process creates an open batch in **General Ledger** for each employee's unused paid time off balances. The batch can be reversed and easily re-accrued each period or as needed.

Tracks and Checklists

With tracks and checklists in **Payroll**, you can manage many aspects of your organization's employee processes and milestone events. For example, you can set up a "New Employee" track to facilitate various payroll and human resource tasks that must be completed for new employees. Tracks contain checklist items that can be assigned to employees within your organization. You can create tracks for each process at your organization, including hiring a new employee, tracking performance reviews, or terminating employees.

Advanced Payroll Budgeting

Using the optional module *Advanced Budget Management with Payroll*, you can budget by employee, position or department headcount. You can also budget by hours or actual monetary expenses and drill down directly from your budget to the source employee or transaction record.

Student Billing Features

Student Billing is a specialized billing system developed for schools to help track all services and products they provide their students and parents. With **Student Billing** you can send detailed statements to parents and 3rd party payers, as well as track incoming payments.

Flexible Billing

Student Billing offers a truly flexible billing solution that helps schools efficiently process payments from a variety of sources. Any payment, no matter who submits it, can be used to pay charges for any student in the system. You can assign payment responsibility for individual charges, but even those charges can be paid by anyone.

With **Student Billing**, you can assign payment responsibility for individual charges to multiple people or organizations. You can also apply one payment to multiple students, as well as apply payments automatically or manually. You are not limited to distributing responsibility for charges to records that have a direct relationship to a student.

Flexible Statements

To complement the flexible billing system in **Student Billing**, we have designed and implemented a flexible system for dispersing customized statements to all parties connected to a payment. Sending statements that are easy to understand and accurately communicate information to multiple payers is vital for collecting payments, as well as promoting payer satisfaction.

With **Student Billing**, we have simplified the statements process while also providing flexibility that makes printing and sending statements quick, accurate, and efficient. When generating statements, you can send all payers a statement customized for their specific payment responsibilities. For example, if a student has a parent and a grandparent who are responsible for various charges, you can send statements to both payers with only the amount each owes.

You also have the capability to print an "Amount Due" on each statement, which is based on a flat fee or a percentage of the statement balance. Additionally, you can filter transactions from statements based on billing items.

Individual and Organization Records

With **Student Billing**, you can add specific records to the system that accommodate both individuals and organizations who interact with your school and have payment responsibility.

Individual Records. The individual record is designed for tracking information about an individual person involved in transactions with your school. You can use the individual record to store individual-specific information including, biographical data, posting information, payments and credits, distributions, attributes, and notes. Individual records have multiple uses, but are primarily used to document people, including parents, who are responsible for making payments.

Organization Records. The organization record is designed for tracking information about organizations, groups or companies involved in transactions with your organization. On the Organization record, you can store contact information, posting information, payments and credits, distributions, attributes, and notes.

Advance Deposits

Advance deposits enable your school to accept money in order to reserve a place for a student. In **Student Billing**, advanced deposits can be charges in the system even before payments are submitted. After an advance deposit is paid in full, it can generate credits. These credits are then applied to the student's account over time, based on the schedule defined.

Unfortunately, billing and accounting for advanced deposits is often a complicated task. However, with **Student Billing**, we provide features to simplify the handling of advance deposits. For example, you can show advance deposits on statements as charges. Additionally, all or a portion of any payment or credit can be used toward paying for an advance deposit.

Products and Billing Items

Products and billing items are the foundation for charges and credits. Products and billing items provide a more comprehensive solution than fees for tracking both products and services, as well as financial aid, tuition refund plans (TRPs), and advance deposits.

This functionality also provides automatic billing items, which you can use to establish automatic processing of grade-based billing with or without charge schedules.

Flat Rate Items. Flat rate items are helpful if you provide products or services that are always the same price and are not offered in a quantity. For example, standard lab fees or field trip charges could be set up as flat rate items.

Products. Products are helpful if you sell items that may be purchased in quantity. For example, your school may sell yearbooks or t-shirts. With Products you can also set up pricing schedules for seasonal price changes or other schedule price fluctuations.

Per Usage Items. Per usage items are helpful if you offer products or services that are billed incrementally. For example, a per usage item could be an hourly rate for tutoring services.

Refund Items. Refunds are a type of credit that is generally disbursed by printing a check payable to a parent, or by applying the refund to another active charge. By setting up Refund Items, you can make the refund process more efficient.

Finance Charge Items. If your organization assesses finance charges or late charges overdue balances, you can set up Finance Charge Items.

Sales Tax Items. If your organization collects sales tax on behalf of government bodies for items or services rendered, you can establish Sales Tax Billing Items. Once you establish Sales Tax Billing Items, you can associate them with subsequent billing item records.

Advance Deposit Items. If your school intends to accept advance deposits, we recommend setting up advance deposit items to streamline the process. These items are used to schedule credits to an account after the advance deposit amount is fully paid.

Financial Aid Items. Financial Aid items are used to schedule credits to an account as the financial aid becomes available and needs to be dispersed. For example, you can set up financial aid items for merit or need-based scholarships granted by your school.

Tuition Refund Plan (TRP) Items. TRPs are an option some payers may want to insure that tuition paid is not forfeit if a student moves or needs to leave school. Many schools out source TRPs, however, others maintain TRPs themselves. If your school maintains TRPs, you can set up TRP items to create charges that pay for the insurance plan.

Automatic Item: Vary Amount By Grade. This item is used for grade-based billing or tuition and can be associated with a bill code for automatic processing. Using this item, each grade level can have a separate charge providing easier set up than a billing item per grade. You can use automatic items to create charges directly or to create a billing schedule.

Automatic Item: Vary Amount and Schedule By Grade. This item is similar to the Vary Amount By Grade item but also allows each grade to have a different charge schedule in addition to a varying the amount.

Automatic Item: Single Amount and Schedule. This item is similar to the previous two automatic items, however, only one amount and schedule can be defined. Additionally, this billing item can be used with bill codes for individuals and organizations.

Multiple Receivable Accounts

We know all schools and organizations are different. Some need to track project balances and transaction codes on balance sheets while others do not. With **Student Billing** we have taken this into consideration and designed a system that can efficiently meet the needs of both types of organizations by making the unapplied payment account optional. This means that schools are no longer limited to a single receivable account.

Warning: The General business rule for designating a single AR summary account versus multiple accounts is extremely important and will impact your organization's success using **Student Billing**.

If your organization's accounting methodology requires tracking project balances and transaction codes, **Student Billing** enables you to do that with multiple AR accounts. On the other hand, if your organization does not need those features you can configure **Student Billing** to use a single AR summary account by enabling a business rule in *Configuration*. This business rule configures your system to use a single AR summary account while never posting applications. For more information, see the *Configuration Guide for Student Billing*.

Integration

Integrating **Student Billing** with **Admissions Office** and **Registrar's Office** means the admissions office, registrar's office, and billing office in your school share the same records in the same database. The result of this integration is a more efficient data entry process and reduced data entry errors.

Through integration, **Blackbaud Student Information System** and **Student Billing** share student, parent, and organization data without duplicate data entry between the different offices. Because the records are shared, changes made in one program are reflected in the other. Addresses, relationships, biographical, and enrollment information are shared.

As a result of integration with **Blackbaud Student Information System**, the financial aid process is streamlined across offices. You also have additional *Query* options for course fee billing based on class enrollment information provided directly from **Blackbaud Student Information System**.

If your organization is planning to integrate **Student Billing 7** with **Admissions Office 7** and/or **Registrar's Office 7**, you need to prepare for the implementation carefully. For more information about preparing for integration, see *Integrating Student Billing with Blackbaud Student Information System*. This guide is available for download on our website at www.blackbaud.com.

Financial Aid Management

Student Billing provides features to help you effectively manage financial aid, which can be a complicated task that directly impacts your accounting system, as well as the quality of life for your students.

The financial aid application in **Student Billing** is maintained on the Financial Aid tab of student records. This is information required for a student to be eligible for aid.

If aid is granted, a schedule is required to coordinate dispersal. Financial aid schedules describe a single or series of credits awarded to the student to reduce the balance of their account. These schedules can be created from the main Records page or from the Activity tab of student, individual, or organization records.

To ensure confidentiality, we have added security options, which are set in *Administration*, to control the sharing of financial aid information.

Additionally, **Student Billing** provides a utility to automatically create financial aid credits from financial aid applications.

Automatically Generate Transactions

To increase efficiency and improve the process of creating charges and credits from schedules, **Student Billing** includes a utility for automatically generating transactions.

With this utility, you can create billing schedules from bill codes; generate charges and credits from billing schedules, financial aid schedules, and advance deposits; create TRP billing schedules; and generate TRP charges. You can also generate based on course fees and courses, and bill for residences and meal plans.

Student Billing Dashboard Panels

Dashboard organizes information in your database into a “snapshot” you can easily view with the click of a mouse. Quickly and effortlessly, *Dashboard* summarizes your organization’s most valuable information.

Student Billing panels can track aging information based on your organization’s aging periods, rank payers based on activity, and display analyses of revenue, collections, service, sales, and cash receipts.

For more information about using *Dashboard*, see the *Dashboard Guide*.

Optional Modules and Maintenance Options

Blackbaud offers optional modules and maintenance options that expand the capabilities of **Blackbaud Student Information System**. With the optional modules, you can perform specialized tasks that may benefit your school and improve the efficiency of your schools’ administrative office.

Accounting Forms

With the optional module *Accounting Forms*, you can print forms such as checks and invoices with **Blackbaud Student Information System** information already completed. Because it prints directly on blank paper, *Accounting Forms* eliminates alignment problems associated with pre-printed forms.

Accounting Queue

The optional module *Accounting Queue* provides the ability to schedule a sequence of tasks to run automatically and unattended. Because you can set up a queue to run overnight or while at lunch, you save time for other tasks. For example, you can schedule a queue to post selectively to **General Ledger** and to run financial reports and mailings. In addition, using *Accounting Queue* frees your critical resources — workstations and printers — for other tasks during normal working hours. Queues can be scheduled on demand or on a recurring hourly, weekly, monthly, or bimonthly schedule.

Advanced Budget Management

With the optional module *Advanced Budget Management*, we have expanded the budgeting capability available in **Blackbaud Student Information System**. Using this optional expanded functionality, you can budget payroll by salary and benefits on a per-employee basis allowing you to accomplish the following:

- Manage and maintain support data for payroll budget accounts
- Allocate employees to multiple departments or projects
- Support forecasted budgets with headcount details
- Map payroll periods to budget periods
- Support payroll computations like FICA
- Allow mass changes by job classification

Using *Advanced Budget Management*, you can perform statistical budgeting and driver-based planning using parameters and costs that “drive” your organization. You can also quickly and efficiently view line item budget details and notes for details of budget assumptions that make up the overall account budget.

With the new integrated budgeting functionality and tools available in *Advanced Budget Management*, you can speed and simplify budget entry while removing cumbersome spreadsheets and other third-party tools from your budgeting workflow.

Coordinating budgets across your organization is now more efficient because you can publish budget guidelines and assumptions to specific personnel with budget responsibility. You can also view budgets by department, cost center, program, project, and account.

Budget Management

With the optional module *Budget Management*, you can greatly enhance and expand your budget functions within **General Ledger**. With advanced budgeting capabilities, you can develop, copy, forecast, and monitor multiple budget scenarios for your company throughout the current, past, and future fiscal years. Budget scenarios can be extremely beneficial to your organization; with them, you can explore and analyze different budget situations. You can create an unlimited number of budget scenarios, which means you can have a budget in place for just about any hypothetical situation.

And if you have the optional module *Budget Management* and **Accounts Payable**, you can include unposted accounts payable activity when verifying account and project budgets directly from **Accounts Payable**.

Advanced Security

With the optional module *Advanced Security*, you have additional security options for accounts, projects (if you have the optional module *Projects and Grants*), reports, and queries. Using *Advanced Security* you can allow or restrict a user’s access to most areas of **The Financial Edge**, including all or selected accounts, projects, reports, and business rules. When designating security rights for accounts or projects you can use a query, a range, or a specific selection. With both accounts and projects, you can use wildcards to mask one or more characters. You can also assign security rights for electronic signatures with *Advanced Security*.

Another benefit of *Advanced Security* is the ability to give users view-only rights throughout **The Financial Edge**. To establish view-only rights, however, you must purchase view-only user licenses to use with *Advanced Security*. View-only user licenses give managers, and others within your organization, a way to view data without having rights to enter or edit data. The view-only user has view only rights to *Records, Banks, Visual Chart Organizer, Journal Entry*, but has full rights to *Dashboard, Plug-Ins, Reports, and Query*, so they can create and modify queries and reports. The view-only user does not have rights to *Administration and Configuration*.

Allocation Management

Allocation Management is an optional module that replaces the *Interest Income Allocation* module. *Allocation Management* retains all previous functionality available in *Interest Income Allocation*, while also adding new features to increase efficiency and flexibility when allocating amounts. You can still distribute earnings from pooled endowment funds, but now you can also allocate amounts directly and indirectly, as well as re-classify Net Assets when they are released from restriction. The expanded functionality of *Allocation Management* provides new options when allocating investment income and fees. Now you have the capability to create complex allocations that move funds from one set of accounts to another, based on the balances of a third set of accounts.

Creating and running allocations is an efficient process that uses allocation sets, allocation pools, and fee schedules. When defining accounts for an allocation, you use allocation pools to group accounts or characteristics of accounts. The allocation pools, which are created in *Configuration*, contain the account information used to calculate the amounts you are allocating. You then select the allocation pool you want to use when creating an allocation set.

Allocation Management also includes extensive reports, including the Fee Schedule Profile and the Pool Profile. These reports provide detailed information related to the allocations, including journal entries created by allocations.

Application Programming Interface (API) and the Plug-Ins Page

Using the optional module *Application Programming Interface (API)*, experienced programmers can write fully functional “standalone” programs that have complete access to **Blackbaud Student Information System** data and services. **API** is the right solution if you want to write your own “front-end” to the program or create customizations that meld **Blackbaud Student Information System** with some other specialized functionality.

You can use the Plug-Ins page to run your customized API application directly from the shell. You can host HTML or ActiveX documents in a variety of formats to work in conjunction with **Blackbaud Student Information System**. For more information about plug-ins and **API**, see the help file reference when you install **API**.

Consolidation Management

Consolidation Management is an optional module that enables consolidated reporting across multiple databases. *Consolidation Management* adapts the account structure of each subsidiary database into a common account structure used at a headquarters database. Information can be imported into the headquarters database at the transaction level, or summarized by periods. *Consolidation Management* also allows for currency translation at the statement level.

With *Consolidation Management* installed, you can add a separate **General Ledger** application and database to your system that stores a copy of all transaction activity for multiple subsidiary companies within one organization. This combined activity information can then be used to generate consolidated reports for all subsidiaries within an organization.

Using *Consolidation Management*, you can accomplish the following tasks:

- Consolidate multiple subsidiary organizations into a single general ledger
- Create a custom translation map to convert account and transaction information from each subsidiary into the consolidated general ledger
- Translate multiple currencies into the currency of the consolidated general ledger
- Use full **General Ledger** reporting capabilities to report on any time period in the consolidated ledger
- Create consolidated reports containing activity from multiple companies within one organization
- Report on international companies, regardless of currency and account structure
- View the entire big picture of a multi-company organization without jeopardizing tax exempt status.

For more information, see the *Consolidation Management Guide*.

Electronic Funds Transfer

With the **Accounts Payable** optional module *Electronic Funds Transfer*, you have additional functionality on the EFT Bank Information tab that appears on the vendor record. In other words, you can establish the necessary banking information to perform electronic funds transfers with your vendors. You also have additional features in *Banks* if you have this optional module.

You can use the Plug-Ins page to run your customized *API* application directly from the shell. You can host HTML or *ActiveX* documents in a variety of formats to work in conjunction with **Blackbaud Student Information System**. To learn more about plug-ins and the *API*, see the help file reference available once you install *API*.

Faculty Access for the Web

Using *Faculty Access for the Web*, you can set up an online gradebook to enter daily assignment grades and comments, marking column grades and comments, and skill ratings. You can enter attendance; run progress and missing assignment reports; view basic student biographical information, including address, phone, and relations contact information; and view student schedules.

Using *Faculty Access for the Web*, administrators can set up security privileges, security groups, and users; set up access to academic years and marking columns; associate assignment grades with a grading scale; define calculations for marking column averages based on other marking column grades; copy grading scales and marking column calculations from one school, academic year, and session to another; enter announcements; and view teachers' gradebooks.

NetClassroom

Using the optional module *NetClassroom*, you can give students and their relations online access to information in your database.

NetClassroom is a secure method of online communication. Users have view-only access to the information with the exceptions of changing addresses and passwords and course requests and enrollment.

Purchase Orders

With the **Accounts Payable** optional module *Purchase Orders*, you have a variety of options for recording purchases, tracking encumbrances, and generating invoices from receipts. Additionally, *Purchase Orders* gives you the capability of tracking supply and shipment needs as well as costs.

The Information Edge

The Information Edge is an optional business intelligence tool designed exclusively for nonprofit organizations. It is a SQL Server-based analytic application you can use to manage data across your entire organization. **The Information Edge** integrates your data and turns it into analytical information, so you can:

- Understand which activities engage the most donors
- Identify the characteristics of your best donors
- Leverage every aspect of your organization's relationships with your donor
- Target constituents with the most appropriate messages and vehicles
- Know who and when to target for annual upgrades and for major and planned gifts
- Forecast a donor's lifetime value and plan activities to maximize that value

With **The Information Edge**, you turn data into analytical information that can directly benefit your organization. You can extract, integrate, and organize disparate data into meaningful datamarts, which can then be used for aggregation, valuation, analysis and reporting. The datamarts you create contain multi-dimensional cubes of information that are optimized for speedy analysis and interactivity, including complex querying and reporting using Microsoft Analysis Services tools.

Using with The Raiser's Edge and The Financial Edge

If you use **The Information Edge** in conjunction with both **The Raiser's Edge** and **The Financial Edge**, you have an integrated solution for creating reports that include elements of data from both systems. The benefits of using **The Information Edge** with both systems, include:

- Long term pledge valuation to account for large pledges paid over extended periods of time
- Unitization of pooled endowment funds to reduce the fees associated with investing and managing the pool
- Calculation of spending policy to better predict dollars available from an endowment to fund portions of programs or initiatives
- Stewardship reporting to provide more timely information to donors regarding how donations are being used to further your mission

Read-Only Database Assistance

Read-Only Database Assistance is a maintenance option you can use to gain supported read-only access to your **Blackbaud Student Information System** database. With *Read-Only Database Assistance*, you have full access to related support resources, including database access, which you can use to issue SQL statements, export data, create import files, and create custom reports without exporting a query.

School Store Manager

School Store Manager is an optional module for **Student Billing** that enables you to post school store charges directly to **Student Billing** when used in conjunction with *Store Operations*, the point-of-sale software produced by Microsoft's *Retail Management System*.

When *School Store Manager* uses *Store Operations*, you can produce a single statement with both school store and tuition charges, while reducing data entry time and errors. You can transfer customer information from **Student Billing** to *Store Operations* and set up multiple databases for multiple school stores. In addition, you can print customer ID cards with bar coding, which customers can then use as debit or credit cards.

With *Store Operations*, you can maintain multiple school store databases. You can transfer each school store's transactions in summary to **Student Billing** through *School Store Manager* and then post them to **General Ledger**. You can also create a post file and import transactions directly into **General Ledger**.

For more information, see the *School Store Manager Guide*.

WebPurchasing

The optional module *WebPurchasing* allows you to create and approve requisitions online. After you create the requisitions, you can view and update requisition records from the Records page of **Accounts Payable**, and create purchase orders. To use *WebPurchasing*, you must have the optional module *Purchase Orders* and a Web server. For more information about *WebPurchasing*, see the *WebPurchasing Guide*.

WebInvoicing

The optional module *WebInvoicing* allows you to create invoice requests and get them approved online. When you create an invoice request, you select pre-defined expense categories, add GL distribution information, and attach supporting documentation such as receipts. The invoice request is then submitted for approval and an email notification can be sent to reviewers. For more information about *WebInvoicing*, see the *WebInvoicing User Guide*.

Visual Basic for Applications (VBA)

Note: We provide various services to make these modules work for you if you lack staffing resources with programming skills for *Application Programming Interface* and *Visual Basic for Applications*.

Visual Basic for Applications (VBA) is an industry standard macro/scripting programming language widely used in software products, including all Microsoft *Office* applications, for rapidly customizing and integrating packaged applications. Using this optional module, you can customize **Blackbaud Student Information System** to interface more directly with other *Windows* applications. For more information about *VBA*, see the help file reference when you install *VBA*.

Pre-installation Planning



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Properly installing **Blackbaud Student Information System** is not a difficult task if you take your time and follow all the recommended steps. This chapter details the initial steps needed to set up your system.

Blackbaud Student Information System includes Microsoft's *SQL Server 2008 Express Edition*.

To download the most current system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

Four Keys to a Successful Installation

Note: Please visit our website to view the most current information before you begin planning your installation. We recommend periodically visiting our website during your planning process to view updated requirements or additional installation information.

To ease the process of installing **Blackbaud Student Information System**, we have established four key areas:

- Time
- Comprehensive installation plan
- Hardware
- Services/Training

Your school should review these keys to success and strive to obtain each one. All four key areas are an essential part of your installation of **Blackbaud Student Information System** and prepare your school for a successful installation.

Time

Before you install **Blackbaud Student Information System**, you need to consider the time required to complete the process.

The time required to run the installation varies depending on your hardware. These recommendations are related to the amount of time your school should set aside for the pre-installation and installation process:

- Plan your installation when you and your staff can devote sufficient time to the installation process.
- Allow time for you and your staff to become acclimated to the new program. **Blackbaud Student Information System** are dynamic products with many features.

Comprehensive Installation Plan

Before you install, take time to thoroughly research features and functionality in **Blackbaud Student Information System**. To help you, Blackbaud provides many resources such as online support, consulting services, and classes at Blackbaud University.

Please carefully read and follow these suggestions.

- Study this guide (the *Installation Planning Guide for Blackbaud Student Information System*).
- Understand the features and functionality in **Blackbaud Student Information System** and how they may impact your school.
- Involve and get a commitment from all appropriate personnel in your plan; create a cross-functional installation team (IT, end users, and management) with a designated lead and an executive sponsor.

Hardware

The hardware you use affects the performance of **Blackbaud Student Information System**. If your hardware does not meet or exceed our requirements, you will not get the maximum benefit. This applies to both the server that hosts the **Blackbaud Student Information System** database and the workstations that connect to the server.

Please review the current detailed system requirements for **Blackbaud Student Information System** with your IT staff. To download the most current system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

Note: You can visit our website at www.blackbaud.com to view the most up-to-date system requirements for **Blackbaud Student Information System**. To access our system requirements, select **System Requirements** from the **resources** menu on our website.

When reviewing the system requirements, be aware that program performance depends on many variables, including the number of users, network specifications, size of your database, and various other hardware and network considerations. Although our recommendations provide a generic guideline, you should examine your school's unique situation to determine the correct hardware and network configuration needed to run **Blackbaud Student Information System** efficiently.

In many cases it is beneficial, or even necessary, to exceed the minimum system requirements. Exceeding hardware recommendations may be prudent for your school's ability to accommodate future needs, such as an increased number of users or a larger database.

As you perform subsequent program updates and upgrades, we recommend you periodically check the current recommendations because enhancements to software often increase demands on hardware.

Services/Training

Blackbaud Student Information System contains many features and functions that provide more than one way to perform tasks. Even if you have experience with other school administration and accounting programs, we recommend you receive specific training on **Blackbaud Student Information System**. Training is an important component for morale and development. It helps employees going through change-anxiety to feel more confident and capable. Training is an important investment in every aspect of your school, staff operations, and mission.

Because we understand how important training is, we offer a variety of training options to meet your different needs. We offer several specialized classes on **Blackbaud Student Information System** at our location and in cities across North America.

You can arrange for a trainer to come to your school to deliver classroom-style or individualized instruction. You may prefer to have a consultant guide you through the implementation process, discuss your system configuration, and tailor the software to meet your needs. For information about the best training for you, send an email to solutions@blackbaud.com or call your account manager at 1-800-443-9441.

We also offer consulting services to assist you with every aspect of your conversion and implementation, including remote installation. We also offer secure Hosting Services, which can free your organization from the cost and upkeep of hardware concerns. For more information, visit the Services section of our website.

School Administration Office Considerations

You must examine and understand your school's processes to effectively plan and install **Blackbaud Student Information System**. We recommend you begin by examining your school's workflow and processes, such as accepting applicants, enrolling students, scheduling for an academic year, entering grades, and entering attendance.

Without first understanding the processes of your school, implementation is more difficult to accomplish and becomes increasingly inefficient. By analyzing your processes, you determine the best possible fit between the program and your school, which increases your satisfaction, ensures long-term viability of the program, and decreases program maintenance requirements.

Importing Existing Data

Importing records is the process in which you move data from other programs into **Admissions Office** or **Registrar's Office**. Instead of opening a new or existing record and adding information, you place the information in an import file and use Import records to create new records automatically or update existing records.

We recommend that you plan how you will export any existing data from software you may be currently using into a format that can be imported into **Blackbaud Student Information System**.

For more information about this process, see the *Import Guide* for **Blackbaud Student Information System**.

Setting Up Security

By correctly setting up security, you can ensure the validity, consistency, and confidentiality of your data. By establishing rights for users, you determine which users can change or delete important records for your school. If you limit viewing rights, you can control who sees sensitive information.

Before installing **Blackbaud Student Information System**, answer these questions.

- How many distinct types of users will access the program?
- What functionality and records will each of these types of users need to access?
- What security categories will you create to accommodate the types of users?
- Who will be assigned to each category?
- How many users will hold a role as a supervisor?
- Who will those users be?

You can learn more about how to determine the answers to these questions in the Security chapter of the *Administration Guide* for **Blackbaud Student Information System**.

Supervisor Security

In **Blackbaud Student Information System**, a user with supervisor rights, as set up in Security, has access to **Blackbaud Student Information System**. If you have any accounting modules, after installation we strongly recommend you set up a separate security group for **Admissions Office** and **Registrar's Office** named, for example, "AORO Administrators". Grant the necessary rights to this group, such as full access to **Admissions Office**, **Registrar's Office**, and the applicable shared components. You can have a single user, your system administrator for **Blackbaud Student Information System**, in this group. This single user would then be able to manage the user accounts for everyone with access to **Blackbaud Student Information System**. With this setup, you can avoid other users having access to all modules, including sensitive accounting data. However, be aware that with access to Security in Shared Components, those users can change their own security rights and those of other user or group.

Data Entry Procedures

We recommend you decide what data entry procedures to implement and how you will handle linking addresses, creating relationships, finding duplicate records, and generating IDs.

Setting Up Multiple Schools

If your organization has more than one school, consider whether you want to set up each school separately within **Blackbaud Student Information System**. Reasons to set up your schools separately include:

- You record attendance by day in one school and by class in another.
- The schools do not use the same calendar or have session start and end dates that differ.
- The schools have different scheduling setups, such as M-F versus A and B days.

If you set up multiple schools, you need to decide how students will progress through the schools.

Academic Years, Sessions, and Terms

By analyzing your academic year needs, you will be better prepared to configure the program to meet your requirements once you install **Blackbaud Student Information System**. If you document your needs, you can select settings that reflect those needs during the implementation of the software.

Please remember it is important that you examine these requirements prior to implementation, regardless of how basic or advanced those requirements may seem.

When establishing your requirements, you should carefully consider a number of issues.

- What sessions of the academic year should you define? Sessions are the largest time frames in which classes can meet. Classes cannot span across sessions. You schedule per academic year and session. For example, you can set up the sessions Regular and Summer or Semester 1, Semester 2, and Summer.
- What terms of each session should you define for classes to meet? Terms are the smallest time frames in which classes can meet. For example, you can set up the terms Fall, Spring, and Summer, or Term 1, Term 2, and Summer.

Shared Tables

Admissions Office, **Registrar's Office**, and **Student Billing** share certain tables. Before you start to input data into your new database, we recommend you consider any conventions that you want to implement to ensure that data added is appropriate for all three programs. For example, you could implement a convention that all title abbreviations use a period (Mr., Mrs., Dr.).

The shared tables are City, County, Currency Type, Phone Type, State, Suburb, Suffix, and Title.

Admissions Office Considerations

To help you to configure **Admissions Office** for optimal performance, we have created a Set up Admissions Office link in *Administration*. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

This section covers some of the issues that we recommend you consider before installing **Admissions Office**.

Admissions Status Progression

By analyzing your status progression needs for applicants, you will be better prepared to configure the program to meet your requirements once you install **Blackbaud Student Information System**. If you document your needs, you can select settings that reflect those needs during the implementation of the software.

When establishing your requirements, we recommend you carefully consider a number of issues.

- What are the statuses that an applicant goes through at your school, from first inquiry to enrolling if accepted?

- What are the tasks involved in reaching each status?
- Which tasks are completed by the school, and which are completed by the applicant?
- At what status level do applicants need to be before they can do certain things in **Registrar's Office**? For example, applicants might need to be enrolled before they can be scheduled for classes.

Registrar's Office Considerations

To help you to configure **Registrar's Office** for optimal performance, we have created a Set up Registrar's Office link in *Administration*. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

This section covers some of the issues that we recommend you consider before installing **Registrar's Office**.

Grades

You can record grades for courses as either letter grades or numeric values. If you record grades as letter grades, you can set up translation tables that are used to translate letter grades to numeric values when calculating GPAs. You can define skills to record information other than grades, such as effort or performance level.

You can define Other Courses to enter grades earned in classes taken before the implementation of **Blackbaud Student Information System** or that are transferred from other schools.

Cycles and Patterns

You can define the names of the days a school meets and the order of the days. How you define a cycle depends on the rotation of classes in a school. The program contains a default cycle of Monday through Friday. Another common cycle setup for schools includes lettered days, such as A, B, C, and so on.

Patterns are scheduling templates you can associate with courses to speed up the scheduling of classes. A pattern determines when classes of the course meet. Each pattern contains groups of meeting times, or "blocks", used by scheduling to assign meeting times to classes.

Blocks represent each possibility in which a class can be scheduled. In each block, you define the individual meeting times that the class meetings occur. When using *Generate Master Schedule*, the program uses the meeting times in a block to assign meeting times to classes of a course.

Attendance

For each school that you set up in **Blackbaud Student Information System**, you need to set up whether attendance will be taken by class or day, or by day only. If you set up an academic year to enter attendance by class or day, you can enter both class and full-day attendance. If you set it up to record by day only, you can enter half-day and full-day attendance, and class attendance is disabled.

You define attendance codes to use in attendance entry. You define both absence and tardy codes, including how many tardies equal one absence. You designate the codes to include in attendance calculations.

Awarding Course Credit

We recommend that you determine how and when course credit is awarded for each school in your organization before you install **Registrar's Office**. You can select to award credits in the same marking columns in which they are attempted or to award credits in different marking columns than they are attempted.

Setup and Data Considerations

As with any school administration system, the implementation of **Blackbaud Student Information System** requires a great deal of forethought and consideration. In some cases, the decisions you make can have substantial and possibly irreversible consequences in the functionality of the system.

This section covers setup and data considerations for starting a new database and setting up the program. Before starting to input data, we strongly recommend you consider these issues.

Other Blackbaud Products

Note: If you use *The Raiser's Edge 7* and integrate with *The Financial Edge*, you must be on the latest version of *The Raiser's Edge 7* before installing **Blackbaud Student Information System**.

If you use our accounting products (*Accounting for Nonprofits* or *The Financial Edge*), you must be on the latest version of *The Financial Edge* before installing **Blackbaud Student Information System**.

Your accounting and school administration programs share a database in one shell. This can include **Admissions Office, Registrar's Office, General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts, and Fixed Assets**.

Internet Explorer

Blackbaud Student Information System uses Microsoft *Internet Explorer* technology extensively throughout the program. When you install **Blackbaud Student Information System**, all Microsoft *Internet Explorer* components needed are automatically installed. If you already have Microsoft *Internet Explorer*, no additional components are installed. Any other existing browsers (such as *Netscape Navigator*) are unaffected by the Microsoft *Internet Explorer* installation.

Novell

Novell Network operating systems are not supported for **Blackbaud Student Information System**. If your database resides on a Novell network operating system, you will need to add a server to your environment running a supported network operating system. Check the most current hardware requirements on our website.

Crystal Reports

Blackbaud Student Information System uses *Crystal Reports for Blackbaud* standard version IX. If you have more than one user who needs to design custom *Crystal* reports, you will need more than one user license. If you plan to report directly from the *SQL Server* database, you will need a license for *Crystal Reports Professional*. To purchase licenses, send an email to solutions@blackbaud.com or call your account executive at 1-800-443-9441.

Business Office Considerations

You must examine and understand your organization's processes and reporting needs to effectively plan and install **Blackbaud Student Information System**. You should begin by examining your organization's workflow, processes (such as budgeting, data entry, and creating payments), management practices, and reporting requirements.

Without first understanding the “business” of your organization, implementation is more difficult to accomplish and increasingly inefficient. By analyzing your business, you determine the best possible fit between the program and your organization, which increases your satisfaction, ensures long-term viability of the program, and decreases program maintenance requirements. During business analysis, you should address the organizational structure and reporting requirements of your organization.

Analyze Your Reporting Requirements

By analyzing and documenting your reporting needs, you will be better prepared to configure your accounting modules to meet your reporting requirements once you install **Blackbaud Student Information System**. If you document your reporting needs, you can choose settings that reflect those needs during the implementation of the software.

It is important that you examine all reporting requirements prior to implementation, regardless of how basic or advanced those requirements may seem. Most reporting needs can be met if you know your requirements and configure the system accordingly.

Note: Projects and transaction codes are available only if you have the optional module *Projects and Grants*.

Your reporting requirements will greatly affect setup decisions you need to make, including the grouping tools available to you. For example, you must know whether your organization needs to run reports by attributes, projects, and transaction codes so you can enable those during setup.

When establishing your reporting requirements, you should carefully consider a number of issues:

- Should you present your income statement in a departmental or functional format?
- Do you need the optional module *Projects and Grants*? If so, do you need to print a balance sheet for each project?
- Do you need to retain equity for specific characteristics, such as project, department, or location?
- Do you need to use budgets?
- Do you need to sort your reports by categories, such as location or program?
- Do you produce any special board-required or regulatory reports?
- Do you produce FAS 117-compliant financial statements?
- Do you require the additional security features available in *Advanced Security*?

Analyze Your Organizational Structure

Examine your organization, considering the current overall organizational structure — departments and subdivisions as well as any unique activities, programs, or funding entities for which special reports may be required. At this point, plan which subdivisions to include in the new program as well as any subdivisions yet to be created.

The implementation of a new program often gives you the opportunity to change your business structure and practices to better accomplish your goals. Here are some examples:

- Should your organization increase efficiency by using **The Raiser’s Edge** in conjunction with **General Ledger** to eliminate double entry of gifts?
- Do you need to interface with **The Raiser’s Edge**? If so, you must ensure the interface functions properly and accurately reflects the activity created from the fundraising transactions. The interface is a matter of selecting the appropriate account to debit and credit for each pledge type within each fund. If you have the optional module *Projects and Grants*, you can create a **Raiser’s Edge** fund for each project to which you want to post activity.

- Are there any processes, such as your budget process or invoice and payment approval, that you can refine to increase efficiency?
- Do your donors or funding sources require special reports?
- What reports could be useful tools for more effective management of your organization?

Configuring Historic Data

Blackbaud Student Information System is a very versatile package offering organizations great flexibility in establishing their accounting information system. Several questions may arise when deciding whether to convert historic data during implementation of your new accounting program.

- Will the data in your current program convert to the Blackbaud software?
- How much historic data should you convert?
- Should you convert all of your historic data or simply convert monthly activity for comparative reporting purposes?
- Should you choose a standard conversion or some form of customized conversion?

In this section, we discuss these issues so you can make an informed decision.

Determining Historic Information

For the purposes of this section, we use the Lowcountry Preservation Society as an example. The Lowcountry Preservation Society is converting from another accounting package. Its fiscal year runs from July 1 to June 30, and the society has six fiscal years of data in its old program, from 1996 to 2002.

To gather the necessary information about the conversion process, consider these two questions:

1. Do we need detailed historic transaction information, or are monthly or yearly balances adequate to produce comparative reports?

If you need to produce general ledger reports, batch detail reports, or transaction journals for your historic data? If so, you must convert every transaction in your program to the new program.

However, if you do not require detailed transaction information, you can convert only monthly or annual net change from your previous program. By moving only the monthly or annual net change for each fiscal period, you can produce comparative financial statements and a trial balance in **Blackbaud Student Information System**. However, to create detailed reports, you must rely on your previous program's data or existing reports.

Another option to consider if you do not need detailed historic information is to enter beginning balances for only the current year. In this case, you would enter balances according to your latest bank statements. Of course, if you use this method, you must rely on your previous program's data or existing reports for comparative historic information.

Example:

Lowcountry Preservation Society has determined it will need access to all of its financial information, including detailed transactions. Therefore, it will convert all its transactions to the Blackbaud program.

2. How many fiscal years should we convert?

Once you have decided exactly what to convert, the next step is to determine how many fiscal years to transfer from your current program. Many organizations convert every available fiscal year's data into the new accounting software, but that is not necessary in many cases. Determine what is truly necessary information and what may be out of date. If you have the last seven years of financial information stored, consider the following questions before deciding how much of it to convert.

- When preparing comparative financial information, how many years does your organization normally show?

- Will having the information in the software greatly enhance efficiency, or do you refer to it so infrequently that printed reports in the files serve your purpose?
- What is the cost versus the benefit of converting the information?
- Are there any tax or audit implications to your historic information decision?

Note: Once fiscal years are established and activity is entered, you cannot add an earlier fiscal year into the program. However, you can always purge unnecessary fiscal years from your program, once they have been closed and summarized.

Another important factor to consider is the number of fiscal years you set up. Keep in mind, once fiscal years are established and activity is entered, you cannot add an earlier fiscal year into the program. However, you can always purge unnecessary fiscal years from your program, once they have been closed and summarized. For this reason, it is imperative you analyze your need for fiscal year data at this point and feel comfortable with your final decision.

Example:

The Lowcountry Preservation Society reviewed its situation and has come to three conclusions:

- It needs to see comparative financial statements only for 2005, 2004, and 2003.
- Having any earlier fiscal years in the program will not enhance efficiency because the society refers to these fiscal years infrequently.
- By converting only the three fiscal years, the time needed to review and test the converted data is reduced.

Based upon this analysis, the Lowcountry Preservation Society has decided to convert fiscal year data for 2005, 2004, and 2003 only.

Data Analysis

Warning: We strongly recommend you have completed some form of software training at this point so you have a thorough understanding of the decisions you make during this process and their long-term ramifications.

During the data analysis phase, you begin to review accounting data and determine exactly how it will be converted to Blackbaud's software. However, if you have any questions about the functionality of the software, installation issues, hardware requirements, or any software-specific questions, contact Customer Support.

The following is a list of questions you should answer before you begin the data analysis phase:

1. Does your old program require you to balance all journal entry transactions by fund? By journal code? By fiscal period? By fiscal year?

If not, be aware that the Blackbaud software does require all funds to balance in all categories before any journal entries can be validated. During the conversion, this can cause a series of unbalanced journal entries that must be balanced during post conversion cleanup. There is very little that can be done before the conversion to prevent this. You should understand that the potential for this issue exists and some post conversion cleanup may be necessary.

2. Is your current program configured with each fund as a self-balancing set of accounts (all your Balance Sheet and Income Statement accounts in one fund)?

If not, this will cause some issues in the Blackbaud software. You should contact Customer Support immediately.

3. In your current program can you delete accounts in the current year even though historic information for the account remains in the program?

If so, this may cause your beginning balances and some converted journal entries to be out of balance. You can either re-create those account numbers before converting or be prepared to add them during the post conversion cleanup. One way to test this is to produce a trial balance for every fiscal year you are planning to convert and make sure it balances.

4. Are you planning to use the optional module *Projects and Grants*? Does your current program support projects?

The closing method you choose for each fund can incorporate the optional module *Projects and Grants*. For now, you should understand that if you use a closing method that incorporates your projects, Blackbaud's software requires at least one project record on every Income Statement-related transaction (revenues, expenses, gifts, and transfers) in the program.

5. Will you require a balance sheet for projects, class, segments, or transaction codes?

This option is defined in the closing method for each fund. If you require this ability on a particular fund, all transactions within that fund will be required to balance by the filter you select in addition to fund, journal code, fiscal period, and fiscal year. If your current program does not require you to balance by project, class, segment, or transaction code, there may be a number of journal entries that will be out of balance after the conversion is complete. If not, you will be required to add these to the necessary transactions during the post conversion cleanup.

Post Conversion Cleanup

The final phase of the conversion process is to review the data and clean up any issues that may exist after the conversion is complete. As discussed earlier, the functionality of your previous program may not be completely compatible with our software. You may have certain issues to be corrected to ensure your new program is complete and ready to move forward.

Some examples of cleanup issues include journal entries that are out of balance, or invoices that were not converted because there was no link to an account distribution or check.

General Ledger Setup and Data Considerations

As with any financial accounting system, the implementation of accounting modules in ***Blackbaud Student Information System*** requires a great deal of forethought and consideration. In some cases, the decisions you make can have substantial and possibly irreversible consequences in the functionality and reporting abilities of the system.

This section covers the setup and data considerations you should make about reporting, funds, fund closing methods, fiscal years, transferring your data or starting with a new database, and setting up the program. Before installing, consider the following issues:

Account Structure

Before installing ***Blackbaud Student Information System***, you should understand the account structure and how it affects your accounting system.

First, all account segments are automatically defined as tables, which is why we refer to the chart of accounts as "parameter-driven". With this functionality, the system can quickly create accounts during the post process without intervention, assuming you enable the business rule to automatically create accounts. The table account segments also increase efficiency and consistency when users create accounts because the account and fund code default properties simplify the process.

We refer to the segment representing the account number as the "account code". The account code is required and defines each account as an asset, liability, net asset, revenue, expense, gift, transfer, gain, or loss. The gain and loss categories are not required. The categories must be in organized ranges and remain consistent across funds.

Fund Closing Method

In **Blackbaud Student Information System**, each fund must close to a single net asset account, with the exception of funds that are defined to close by multiple accounts by segment. With this functionality, report and account activity filters are used to identify individual project, class, or transaction code fund balances. There is one single fund balance account in the fund, but the activity within the account can be filtered in a variety of ways.

In **General Ledger**, you can set up each fund with its own closing method. You never need to close multiple accounts by project because you close to only one net asset account. You can close each fund by multiple characteristics, so you should consider whether it would benefit you to close by segment, class, project, and transaction code. Also consider if you want to require balancing when closing. Furthermore, you should consider whether you want these requirements on all accounts, income statement accounts, or none of your accounts.

Balances

Warning: Fund balancing by segment is not available in **Accounting for Nonprofits**. You will not be able to use this functionality with AFN 6.x subsidiary ledgers, including **Student Billing**, and **Payroll**. Once these subsidiary ledgers are available as part of **Blackbaud Student Information System** you will be able to post and balance by account segment.

In **General Ledger**, you can balance transactions by class, transaction codes, segments, and projects, if you have the optional module *Projects and Grants*. If you balance by any of these additional characters, you should ensure the accuracy of all balances before converting. For example, if you balance by project you should consider whether you need to track both balance sheet and income statement transactions by project. If you need to produce balance sheets by project, compare each project to each balance sheet account for accuracy and verify that each project is in balance by fund.

Reconciled Balances

Reconcile all subsidiary programs, such as **Accounts Payable** and **Accounts Receivable**, to the appropriate accounts in **General Ledger**. If you proceed to convert your data without ensuring that all balances in **General Ledger** are supported by the subsidiary programs, you may encounter inaccuracies and reconciliation problems. You should reconcile all cash and bank balances as well as liabilities and encumbrance balances to ensure they are accurate.

Transaction-Level Identifiers

In **General Ledger**, you can group transactions by class, transaction code, and transaction attribute. You need to consider whether you want to group transactions and how you want to accomplish the grouping. You should also decide whether you need to budget and report on equity for those characteristics.

The following list provides a summary of each transaction-level identifier. We recommend taking some time to learn the unique characteristics of each identifier before implementing your plan.

Account Segment. Your organization may benefit from grouping transactions by segment if you want the grouping to be part of the account number and chart of accounts. You can also require balancing by segment, which is new to **General Ledger**. A segment is a useful grouping tool if you need a visual, easily identifiable tag for grouping information such as a particular department or location. Segments combine to form accounts, which are part of the chart of accounts. With accounts, you can use budgets and retain equity, and you can track activity, media (such as scanned contracts), and notes.

Project. Your organization may benefit from grouping transactions by project if you want to track transactions regardless of account, but still want to retain all the benefits of using accounts. You can also retain equity and use budgets when you use projects. Projects work “behind the scenes” and are not a visual part of the chart of accounts. To use projects, you must have the optional module *Projects and Grants*.

Transaction Code. By using transaction codes, you can group transactions for reporting purposes and provide multiple perspectives on a single account. Transaction codes are available only if you have the optional module *Projects and Grants*.

Transaction codes are useful for grouping transactions if you want to retain equity but do not need to use budgets, and have no need for tracking activity, media, notes, or history of changes. With transaction codes, you can maintain net assets by and across fiscal years. You can also use transaction codes to track the finances of a special account over a long period of time.

For example, an organization has multiple purposes that need to be tracked and each purpose is funded by multiple federal and state grants. This organization could set up separate projects for each purpose and define a transaction code called “Grants”. They would also assign each grant a transaction code value. Because each project uses funds from various grants, the project transactions are attached to multiple grants. As transactions are entered, they can be distributed by purpose (Project) and grant (transaction code).

To use transaction codes, you must set them up initially by defining them in *Configuration* to be stored on transactions. You can select up to five transaction code types, enabling you to configure each fund for each transaction code. In each fund, you can set a transaction code as optional, required on income statement accounts, required on all accounts, required to balance, and whether to preserve details during closing. You can use the same transaction code for multiple funds.

Transaction Attribute. Your organization may benefit from using transaction attributes to group transactions if you do not need to use budgets, retain equity, or track media and notes. Attribute information does not close into fund balance accounts at year end.

Class. You can use class to group transactions for FAS 117 reporting. In *General Ledger*, class is maintained on the transaction level and class descriptions are editable.

Beginning Balances

You have several options for the entry of a beginning account balance that depend on the type of reporting you need, the time in the fiscal year you are starting, and the amount of data entry you want to perform.

If you enter beginning balances, you can enter them one fund at a time. You can distribute beginning balances by class, transaction code, or project. Distributing balances by projects and transaction codes is available only if you have the optional module *Projects and Grants*. You can also enter beginning balances for balance sheet and income statement accounts. And you can create accounts “on the fly” as long as you have already defined each segment value for the accounts.

Once the validation process has been completed, *General Ledger* requires beginning balances be locked by fund before posting any transactions in the program. Please note that once beginning balances have been locked, there is no way to unlock them. For this reason, it is highly recommended you create a backup of the *General Ledger* database before locking beginning balances.

You have three options for entering beginning balances:

Enter current beginning balances. You can enter beginning balances for the current year. In this case, you would enter balances according to audited financial statements. Of course, if you use this method, you must rely on your previous program’s data or existing reports for comparative historic information.

Enter beginning balances from the past. A second option is to enter beginning balances in the program as of an audited balance sheet date and then post a journal entry for income statement activity for the appropriate fiscal years.

Post a journal entry for beginning balances in a prior fiscal year. In lieu of converting data or using the Create Beginning Balances facility, you can post a journal entry for beginning balances into *Blackbaud Student Information System*. This process serves two purposes:

1. Locking beginning balances at zero allows posting of transactions to *General Ledger*.
2. Entering historic data into the program for comparative reporting purposes.

Often organizations want comparative data by period but do not need detailed transactions from those periods. With this option you can lock beginning balances (as of the first day of the oldest fiscal year you want to maintain in the program) and post a journal entry for the period activity into the prior year or years for comparative purposes. This option requires the least amount of data entry.

Chart Templates

The chart of accounts is a fundamental part of your accounting system, providing stability, organization, and functionality. In *Visual Chart Organizer*, you create chart templates that determine the accounts to include in your financial statements and how the financial statements look. You can define an infinite number of templates in *Visual Chart Organizer*.

Visual Chart Organizer has two viewing modes: Design View and Account View. Use Design View to build your template and Account View to see what your report will look like using that template.

In Design View, header/total and detail lines define a chart of accounts. You determine the text, font format, and alignment for each header/total line. Use detail lines to include accounts under the header/total lines. You can define detail lines by account code ranges, account queries, or advanced filters.

Warning: We highly recommend you do not modify the default chart template. Leaving the default template as it is gives you an accurate balance sheet or income statement each time you use it.

In Account View, you can see the chart of accounts in the template as you designed. In *Reports*, the program uses this chart of accounts to construct financial statements. You can access account records from the Account View without closing the chart.

One default chart template is already created in *Visual Chart Organizer* so you can begin producing reports without having to create a template. The default template contains very little detail. Major category headers and totals sum all accounts within each category.

Trial Balances

Trial balances should be in balance by fund. In *General Ledger*, all transactions are required to balance by fund, journal, fiscal year, and fiscal period.

For entries that require transactions in multiple funds, you are required to make some form of interfund entry. This entry may take the form of a transfer or a due to/due from account. The goal of these entries is to balance the entry in all of the funds in which transactions occur. You must understand how your current system and organization handle interfund entries and balancing of transactions between funds, so you can comply with this requirement.

Accounts Payable Setup and Data Considerations

Note: To help you to configure *Accounts Payable* for optimal performance, we have created a **Set up Accounts Payable** link in *Administration*. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

This section covers the *Accounts Payable* setup and data considerations you should make before using *Blackbaud Student Information System*, including new cash account requirements and distribution functionality. Before installing, consider the following issues:

Bank Accounts

Before you can use an account in *Banks*, you must specify cash account information for the bank account. Cash accounts can be used in **Accounts Payable**, **Accounts Receivable**, **Cash Manager**, **Cash Receipts**, **Student Billing**, and **Payroll**. When you set up the cash account, you specify that cash is recorded in a single fund or in multiple funds.

Define cash accounts in the grid on the Bank tab of an open bank account record. If you track cash in a single fund, cash is always recorded in the fund you select as the default cash account. If you track cash in multiple funds, cash account entries are determined by the funds in the distributions of the associated transactions.

When you add a bank account to the **Accounts Payable** database, you are creating a new bank account record. This record stores basic bank account information, **Blackbaud Student Information System** programs using the account, and payment and adjustment information for a particular bank. Using information from the bank record, you can easily get a clear and accurate picture of a bank account without having to gather data from several programs or sources.

Cash Account Requirements

In **Blackbaud Student Information System**, each cash account code can be used for only one bank. For example, if the cash account for Bank One is 01-10000, then no other bank can use account 10000 for the cash account.

Setting Up the Default Account Hierarchy in Configuration

With **Accounts Payable**, you can define default accounts for your funds, which gives you flexibility in designating accounts for particular transactions. You set up the defaults on the Default Accounts page of *Configuration* once you install **Accounts Payable**. You can set default accounts that automatically balance by fund and segment when you enter debit accounts, or you can specify an account hierarchy with a primary default account and several secondary default accounts to use in certain circumstances.

You can also establish default accounts payable and purchase order encumbrance accounts, accounts for applying discounts, and reclassification accounts for balancing by funds, classes, or projects. Used in conjunction with the security option to hide credit columns, the Default Accounts page gives administrators command and control of their bookkeeping system by specifying which accounts are used for specific transactions.

When you mark **Build the default Account by combining the Fund with these segment values** and enter an account number, **Accounts Payable** uses that account as the default for transactions in the same fund. For example, you designate account *-21000-00 as the default accounts payable summary account, with ** representing any fund used in data entry and 00 representing the segment. You enter an invoice that debits account 01-52000-00. **Accounts Payable** inserts default credit account 01-21000-00 automatically. If you enter debit account 05-52000-30, then **Accounts Payable** inserts 05-21000-30 as the default credit account to ensure the transaction balances by fund and segment. The fund segment of the field automatically defaults to ** and cannot be edited.

When you mark **Unless a Fund has its own AP Summary Account defined in the table below, use this account as the default AP Summary Account, creating interfund entries as needed** and enter an account, that account becomes the default for all transactions unless you specify other default accounts to use when certain conditions are met. For example, you designate account 01-21000-00 as the default account, with 01 representing the fund and 00 representing the segment. In the grid, you enter secondary account 05-21000-50 to use with fund 05 transactions. If you enter an invoice that debits account 01-52000-00, the program inserts default credit account 01-21000-00 automatically. If you enter an invoice that debits account 03-52000-00, then **Accounts Payable** again enters default account 01-21000-00 and uses an interfund entry to balance the funds. However, if your invoice debits an account in fund 05, such as 05-52150-30, the program inserts the secondary account code, and the segment changes to balance the transaction. As a result, **Accounts Payable** inserts default credit account 05-21000-30.

With Reclassification accounts, you enter a single default account and the program uses it to ensure that debit and credit entries balance by fund, class, project, or transaction code. Reclassification accounts are used for credit memo applications.

Fixed Assets Setup and Data Considerations

Note: To help you to configure **Fixed Assets** for optimal performance, we have created a **Set up Fixed Assets** link in *Administration*. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

This section covers the **Fixed Assets** setup and data considerations you should make before using **Blackbaud Student Information System**, including defining depreciation years, depreciation methods, and asset classes.

Depreciation Years

You should define past and present depreciation years during the initial **Fixed Assets** setup process, but you can also add unlimited depreciation years later, as long as you assign each depreciation year a unique name or ID. When you define a depreciation year, you can divide it into a maximum of 13 periods you use to track depreciation. When you create a fixed asset transaction, the transaction date determines the depreciation year in which the entry appears.

By defining future depreciation years, you can plan budgets and create projected financial reports. Using past depreciation years, you can enter historic information to include in reports that compare one year against another.

Depreciation Methods

When setting up **Fixed Assets**, you should consider what depreciation methods to use when creating new asset records, transactions, and asset classes. When you select a depreciation method, the fields and possible field entries that appear vary depending on the method you select. The *Configuration Guide for Fixed Assets* contains an appendix with overviews of **Fixed Assets** depreciation methods and the available field entries for each. Using depreciation method business rules, the program administrator can hide a depreciation method to prevent its use.

If you plan to use IRS depreciation methods, you should refer to IRS Publication 946 – How to Depreciate Property, which is available online at www.irs.gov, or seek advice from an accounting professional.

Asset Classes

You should consider setting up asset classes to make data entry easier. There are several predefined classes loaded in **Fixed Assets** with predefined recovery periods. When defining asset classes, you have the opportunity to define a default depreciation method, default accumulated depreciation account, and default depreciation expense distribution for the class. From the Asset Classes tab in *Configuration*, you can create, open, edit, or delete an asset class.

Accounts Receivable Setup and Data Considerations

Note: To help you to configure **Accounts Receivable** for optimal performance, we have created a **Set up Accounts Receivable** link in *Administration*. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

This section covers the **Accounts Receivable** setup and data considerations you should make before using **Blackbaud Student Information System**.

Define Aging Information. You can define a minimum of one and a maximum of five sequential periods for aging transactions based on either the due date (date payment is due on the transaction) or the transaction date (date the transaction was added).

When outlining your periods, they must be consecutive with no gaps between dates. Aging periods must be sequential and they cannot overlap. The start value for period one is always zero. The system calculates the start values for sequential periods by adding one to the end value of the previous aging period. For example, if period one is 0 - 30 days, then period two automatically starts at day 31.

Accounts Receivable contains four default periods, but you can change these to suit your organization's needs. To change the start date of one period, you must first change the end date of the prior period. **Accounts Receivable** automatically starts the next period on the following day.

Define payment terms. You can define payment terms for invoices, so you can offer your clients discounts if they make early payments. For example, if you offer a 3/5 net 30 discount that gives clients a 3% discount if they pay within 5 days, you can easily track payments to ensure the client receives a discount.

Whether to use a suspense account? By setting **Accounts Receivable** business rules on the General page you can streamline the receivables process by designating a single AR summary account while never posting applications, which means a suspense account is not needed. You can also set a standard net asset class and automate new credit and payment applications.

Cash Receipts Setup and Data Considerations

To help you to configure **Cash Receipts** for optimal performance, we have created a **Set up Cash Receipts** link in *Administration*. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

Payroll Setup and Data Considerations

Once you have installed the program, you can access the **Set up Payroll** link in *Administration* to help you to configure **Payroll**. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

We recommend that you read the *Process Guide for Payroll* before setting up the program. By reading the *Process Guide for Payroll* you will gain a better understanding of the concepts and processes vital to your success.

Student Billing Setup and Data Considerations

Once you have installed the program, you can access the **Set up Student Billing** link in *Administration* to help you to configure **Student Billing**. This link provides access to each step of the setup process and is visible only to users with Supervisor rights.

School Store Manager Considerations

If you are currently on or upgrading to *SQL Server 2005*, you will need to activate ad hoc remote querying once you install *School Store Manager*. Your database administrator needs to activate ad hoc remote querying before you access *School Store Manager*. If you attempt to use *School Store Manager* before activating ad hoc remote querying, you will receive an error message. For more information about activating ad hoc remote querying, see the *Financial Edge Update Guide*.

Requesting Blackbaud Student Information System

To request that ***Blackbaud Student Information System*** be shipped to you, complete these steps:

- Prepare your installation plan based on the Four Essential Keys.

Note: To begin your request of ***Blackbaud Student Information System***, send an email to solutions@blackbaud.com or contact your account representative at 1-800-443-9441.

- Review the plan with your Blackbaud account representative.
- Complete the ***Blackbaud Student Information System*** Software Request Form. You can download this by visiting our website at www.blackbaud.com or receive it from your account representative.
- Obtain signatures from your Director, primary user, and the IT person on the form. This signed form is required to generate the shipment.
- Fax the Software Request Form to your account representative at 1-843-216-6111.

With your shipment, you receive a printed copy of the *Installation Guide* for ***Blackbaud Student Information System***.

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