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Accounts
Glossary: A fund is a self-balancing set of accounts in The Financial Edge. Funds separate accounts into groups that are specific to certain activities, donor-imposed restrictions, or objectives. You must set up funds in General Ledger before you can enter accounts.

An account is a tool you use to group financial transactions posted from Journal Entry or programs such as Accounts Payable or Accounts Receivable, or Payroll. Accounts show increases, decreases, and an ending balance that provide a means for creating financial statements. Accounts are like containers for the information, or transactions, entered in General Ledger. Each transaction must have an account assigned to it. Each account has a unique number structure consisting of at least two segments — a fund and an account code. These account segments help categorize transactions for creating financial statements.

To establish account user options, click Edit options for Accounts from the Accounts page. On the Options screen, select the Records tab. In the tree view on the left, select Account or Account Activity. For more information about options, see the Program Basics Guide.

Note: Visit our website at www.blackbaud.com for the latest documentation and information.

Documentation for The Financial Edge shows you how to select, locate, and use the right resources for a particular task. This chapter explains how to add, access, and work with account records. We recommend you read this chapter thoroughly and try the procedures in this chapter with the sample database before working with your account records.

Note: The Financial Edge uses Records to help you maintain information about all aspects of your accounting, such as accounts, projects, and budgets. Account records hold all kinds of account information, including your chart of accounts and budget information. You can either click the Accounts link or use the navigation tabs on the Records page to access account records.

This chapter provides an explanation of the tabs on an account record. On the Account, Attributes, Budget, Notes, and Default Transaction Attributes tabs, you can enter and edit information about an account. The Activity and History of Changes tabs contain data entered through another source in the program and are only for informational purposes on the account record. You do not add or edit data on these tabs.
Accessing Account Records

Because records are such an important part of *The Financial Edge*, we have placed all record types for *General Ledger* in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record or file. When you open *Records*, you can directly access several record types, including account records. On the navigation bar in *General Ledger*, click *Records* and then click *Accounts* on the Records page. The Accounts page appears.

The Accounts page is the starting point for account records. From this page, you can add a new account record or open an existing record. From the Accounts page, you can create multiple accounts and edit budgets with Budget Tools. To edit account options, click *Edit options for Accounts*. This link opens the Options screen for records.

**Glossary:** An account is a tool you use to group financial transactions posted from *Journal Entry* or programs such as *Accounts Payable*, *Accounts Receivable*, or *Payroll*. Accounts show increases, decreases, and an ending balance that provides a means for creating financial statements.

To help you quickly access account information, the Accounts page displays recently accessed account records. To save time when searching for a specific account record, you can use the *Search for an Account by account number* field. This is especially useful if your organization has a large number of accounts. For more information about searching for records, see the Program Basics chapter of the *Program Basics Guide*.

Finding and Opening Account Records

**Tip:** On the Accounts page you can quickly find an account by number using the search feature in *The Financial Edge*. For information about this feature, see the *Program Basics Guide*.

To find and open an account record, you need to be familiar with the Open screen. The Open screen has several filters you can use to narrow a search and quickly locate the account you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click *Open an Account* from the Accounts page.
Opening an account record

If you have the optional module Projects and Grants or Budget Management, links for Projects and Budgets appear on the Records page.


2. Click Open an Account. The Open screen for accounts appears. For more information about using the Open screen, see the Program Basics Guide.

Note: If you create an account “on the fly” and the attribute should be required, save and close the account and reopen it to add the required attribute.

3. In the Find Accounts that meet these criteria frame, enter the criteria you are using to search for the account. Criteria can include the account number, description, status, and category.

4. Click Find Now. The program searches the database and displays all accounts meeting the search criteria.

Note: The account record opens to the Account tab by default. In Options, you can select a different tab as the default. For more information about setting the default tab, see the Program Basics Guide.
5. In the grid, select an account and click **Open**. The account record opens to the Account tab.

![Account Record Image](image)

6. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Accounts page.

### Managing Account Records

You can add account information from the Accounts page of *Records*, from the **File** menu on the Accounts page, and from the **File** menu of an existing account record. We recommend adding and opening records from *Records* because it provides the easiest and most complete access to all record types.

**Glossary:** A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

From the Accounts page, you can create and delete multiple accounts at one time and use Budget Tools. Click **Create Multiple Accounts** to begin setting up multiple accounts based on existing account segments. Click **Delete Multiple Accounts** to begin deleting multiple accounts based on existing account segments. Click **Budget Tools** to create, copy, forecast, merge, finalize, and delete budget scenarios.

**Note:** You can make an account inactive only if you have rights established from the **Set up system security** link of *Administration*. For step-by-step procedures on making records inactive, see the *Program Basics Guide*.

Once you create, save, and close an account record, you can make changes or add new information by editing the record. If you have accounts you no longer use or are not valid, we recommend you make the account inactive instead of deleting the record. You cannot delete an account record if activity or budgets exist in the account.

Importing records is an efficient process in which you move data from other programs into *The Financial Edge*. Importing is particularly useful if your organization maintains two databases or if you need to combine two or more databases into one. With account imports, you can add account information to existing accounts in the database or create new accounts. For information about importing, see the Import Basics chapter of the *Import Guide*. 
Adding Account Records

When you add an account record in General Ledger, we recommend enter as much as you can about the account. Such information is more than just numbers; with account attributes and other textual details, you can manage accounts accurately and efficiently. You can enter budget information, copy a range of accounts from one fund to another, and create default attributes for transactions.

- **Adding an account record**

  **Note:** The heart of the account record is the Account tab. This tab stores general account information, such as account number and description, account status, and cash flow and working capital category descriptions. If you have the optional module Projects and Grants, you can edit information in the Default transaction codes grid. For more information about transaction codes, see the Configuration Guide for General Ledger.

1. On the Accounts page, click **Add a New Account**. The New Account record opens to the Account tab.

![New Account Tab](image)

**Note:** When you create a new account number, you are piecing together account segments already defined in Configuration.

2. In the **Account** and **Description** fields, enter a new account number and account description.

3. In the **Active/Inactive** field, the program automatically enters “Active”. You can edit information in this field by selecting an inactive status.
   
   Select “Inactive - prevent data entry” to prevent data entry for transactions on this account but allow existing transactions on this account to post.

   Select “Inactive - prevent data entry and posting” to prevent data entry for transactions on this account and prevent posting of existing transactions on this account. If you select “Inactive - prevent data entry and posting”, the **after** field appears so you can enter an end date.

**Note:** The Cash Flow and Working Capital fields are activated only if you set up a balance sheet category account, such as assets, liabilities, or net assets.

4. In the **Cash Flow** field, the program automatically enters default cash flow information from the account code. If there is no default cash flow defined, the cash flow from the fund is used.

5. In the **Working Capital** field, the program automatically enters default working capital information from the account code.
6. In the Class field, the program automatically enters “Unrestricted Net Assets” from the defaults defined in Configuration for the account code. You can edit information in this field by selecting “Temporarily Restricted Net Assets” or “Permanently Restricted Net Assets”.

A class is a subcategory that defines how funds are designated for use. You can define class as unrestricted, restricted, or temporarily restricted for FAS 117 reporting.

7. Click Save and Close on the toolbar. You return to the Accounts page.

Adding Default Transaction Codes

A transaction code is another category of information for each transaction in a project record. You can make transaction code fields required fields and use them to monitor the finances of an account over a long period of time. If you have the optional module Projects and Grants, you can create default transaction codes when you add the account record. Codes you select apply to all journal entries made to this account, and you can use them to record financial transactions. For more information about defining transaction codes, see the Configuration Guide for General Ledger.

- Adding default transaction codes to an account record
  1. From an open account record, select the Account tab.

  **Note:** Default transaction codes appear on the Account tab only if you have the optional module Projects and Grants. For more information about defining transaction codes, see the Configuration Guide for General Ledger.

  2. In the Value column of the Default transaction codes grid, select the transaction code to be added to all associated journal entries by default. For example, if “Mission” is a transaction code, you can select the name of your organization’s mission to be automatically associated with the open account record.

**Note:** The entries in the Code Name column are defined in Configuration. You cannot change entries in this column.

  3. When you finish defining default transaction codes, click Save and Close. You get a message telling you the account has been saved.
4. Click **OK**. You return to the Accounts page.

Adding Multiple Accounts

To quickly create a group of accounts, you can use Create Multiple Accounts from the Accounts page. When creating multiple accounts, you are not reminded to add attributes if you made them required in Configuration. You will need to perform a global change to add the required attribute to the group of accounts you create.

- Adding multiple accounts

**Note:** You define your organization’s account structure in Configuration. If you create an account “on the fly” that should have a required attribute, save the account and reopen it to add the required attribute.

In this example, we create a range of accounts for the Administration department at an organization.

1. On the Accounts page, click Create Multiple Accounts. The Create Multiple Accounts screen appears.

2. In the Filters column, click Account Codes and then click Open on the action bar. The Selected Account Codes screen appears. For more information about filtering in The Financial Edge, see the Program Basics Guide.

3. At the top of the screen, mark Range.

**Glossary:** An account code is a required account number segment used to assign an account number to one of nine account categories: asset, liability, net asset, revenue, expense, gift, transfer, gain, or loss.

4. In the From Account Code and To Account Code columns, enter the numbers “1000” and “1050”. The program automatically completes the Description columns.

5. Click **OK**. You return to the Create Multiple Accounts screen, and “1000 to 1050” appears in the Selected Filters column.

6. To select a department, click Department(s) in the Filters column, and then click Open on the action bar.

7. The Selected Department(s) screen appears. At the top of the screen, mark Selected.
8. In the box on the left, select **Administration** and click the right arrow to move **Administration** into the **Include these department(s)** box.

9. Click **OK**. You return to the Create Multiple Accounts screen; “01”, the department code for Administration, appears in the **Selected Filters** column.
10. To view a list of the accounts to be created, click **Preview**. The Create Accounts screen appears with a grid listing the new account numbers.

![Create Accounts Screen](image)

**Note:** When creating multiple accounts, you are not reminded to add attributes if you made them required in *Configuration*. You will need to perform a global change to add the required attribute to the group of accounts you create. If you create an account “on the fly” that should have a required attribute, save the account and reopen it to add the required attribute.

11. To create the accounts, click **Create Accounts**. You get a message asking if you want to create these accounts.

12. Click **Yes**. The Create Accounts screen appears, displaying the progress of the process.

13. When the program finishes processing the accounts, the Accounts Created screen appears, listing the number of accounts processed, the number successful, and the number of exceptions.

14. Click **View Control Report** to see details of the exceptions. Close the preview screen and return to the Create Multiple Accounts screen.

15. Close the Create Multiple Accounts screen and return to the Accounts page.

## Deleting Multiple Accounts

**Glossary:** An account is a tool you use to group financial transactions posted from *Journal Entry* or programs such as *Accounts Payable*, *Accounts Receivable*, or *Payroll*. Accounts show increases, decreases, and an ending balance that provides a means for creating financial statements.

To quickly delete a group of accounts, click **Delete Multiple Accounts** from the Accounts page. When deleting multiple accounts, you can delete all or selected accounts, a range of accounts, or accounts in a query.

- **Deleting multiple accounts**

**Warning:** We strongly recommend you back up your database before deleting accounts. You cannot undo a deletion; however, you can revert to a backup database.
In this example, we delete accounts with selected funds and account codes.

1. On the Accounts page, click **Delete Multiple Accounts**. The Delete Multiple Accounts screen appears.

Glossary: An account code is a required account number segment used to assign an account number to one of nine account categories: asset, liability, net asset, revenue, expense, gift, transfer, gain, or loss.

2. Set filters to select Funds “02” and “03”. Select Account Code “1100”. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

3. To view a list of the accounts to be deleted, click **Preview**. The Delete Accounts screen appears with a grid listing the accounts you selected.

4. To delete the accounts, click **Delete Accounts**. You get a message asking if you want to delete these accounts.

5. Click **Yes**. The Delete Multiple Accounts screen appears displaying the progress of the process.

6. When the program finishes deleting the accounts, the Accounts Deleted screen appears with the number of accounts processed, the number successful, and the number of exceptions.

7. Click **View Control Report** to see a detail of the exceptions. Close the preview screen and return to the Delete Multiple Accounts screen.

8. Close the Delete Multiple Accounts screen and return to the Accounts page.

### Managing Account Budgets

From an open account record, you can select a budget scenario, distribute account budgets, load account budget distributions, or adjust account budget totals.

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

If you have the optional modules *Projects and Grants* and *Budget Management*, you can create project, grant, and account budgets at the same time. We recommend you initially define budgets from the project or grant perspective. When you create a project or grant budget, the program automatically creates the related account budget. The only time you need to create the budget from the account occurs when you have a figure to be budgeted to the account but not distributed to any project or grant.

Note: On the Budget tab, you can enter and modify the budget for any account for budgets not yet finalized for any of the fiscal years defined in *Configuration*. 
On the Budget tab, you can define a budget for an account. On this tab, you can enter projected account budgets for several years. If you have the optional module Budget Management, you can use the Budget Manager, make adjustments to account budgets, and finalize an account budget. For more information about using the Budget Manager, see the Budget Management chapter. If you have the optional module Projects and Grants, you can use project/grant distributions. For more information about projects, see the Projects and Grants chapter.

You can add and distribute account budget amounts using three methods:
- Manually entering an amount into each applicable period
- Distributing an amount evenly
- Distributing an amount or set of defined percentage distributions

Adding Account Budgets

You can expand account information on the Budget tab of the account record. On this tab, you can enter projected account budgets for several years. If you have the optional module Budget Manager, you can develop, copy, forecast, and monitor multiple budget scenarios for the current, past, and future fiscal years.

- **Adding an account budget**
  1. From an open account record, select the Budget tab.

![Budget tab screenshot]

**Tip:** If you have the optional module Budget Management, you can add a budget by clicking Budget from the Records page. This can speed up data entry by using batch entry. For more information about using Budget Management, see the Budget Management chapter.

  2. In the Scenario ID field, select a budget scenario.
  3. In the Start Fiscal Year field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module Budget Management, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
    
    The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

  4. In the Total Budget field, enter the total amount you want to include in the budget for the year.
  5. In the Edit field, select “Amount” or “Percent”.

If you select “Amount”, you can edit data in the Amount column, and the Percent column is for informational purposes only.

If you select “Percent”, you can edit data in the Percent column, and the Amount column is for informational purposes only.

6. To add notes about this budget, click Budget Notes. The Budget notes screen for the selected account appears.

7. In the text box, enter notes about this budget.

8. Click OK. You return to the Budget tab.

**Note:** If you have the optional module Projects and Grants, you can click the Project/Grant Distribution button to distribute the budget to projects and/or grants. The Project/Grant Distribution button appears only if you defined a grant-tracking transaction code in Configuration.

9. Click Save and Close. You return to the Accounts page.

**Distributing Account Budgets Evenly**

On the Budget tab of an open account record, you can enter and evenly distribute account budgets. Entering and distributing account budgets gives you the flexibility of entering budget figures that you can adjust to reflect irregular or seasonal fluctuations. You can use a distribution defined in Configuration by clicking Load Budget Distribution. If you distribute a budget evenly, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

**Note:** A fiscal year budget can contain from one to 13 periods. If you have the optional module Budget Management, a period range budget can span fiscal years and contain from one to 99 periods.

- **Distributing an account budget evenly**

  In this example, we evenly distribute the account budget for the Smith Trust account for the last fiscal year. The budget is for $15,000, and we want to edit the budget by amount.

  1. From an open account record, select the Budget tab.
  2. In the Scenario ID field, select “01”.
  3. In the Start Fiscal Year field, select “Last fiscal year”.

     The Budget type field is read-only and displays the budget type for the fiscal year and scenario you selected.

  4. In the Total Budget field, enter the amount $15,000.

**Note:** On the Budget tab, you can enter and modify the budget for any account for budgets not yet finalized for any of the fiscal years defined in Configuration.
5. In the Edit field, select “Amount”.

![Image of Edit field selecting Amount]

6. On the action bar, click Distribute Total. The total is divided and distributed equally for each period of the fiscal year.

![Image of Distribute Total action bar]

7. Click Save and Close. You return to the Accounts page.

**Loading Account Budget Distributions**

You can save time and reduce errors by using a budget already defined in Configuration. Budget distributions provide a method for you to distribute budget activity manually or evenly.
Loader an account budget distribution

1. From an open account record, select the Budget tab.
2. In the Scenario ID field, select a scenario identifier.
3. In the Start Fiscal Year field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module Budget Management, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

The Budget type field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the Total Budget field, enter the total amount you want to include in the budget.
5. In the Edit field, select “Amount” or “Percent”.

6. Click Load Budget Distribution on the action bar. The Budget Distributions screen appears.

7. From the list, select a budget distribution. You define distributions in Configuration.

Note: A fiscal year budget can contain from one to 13 periods. If you have the optional module Budget Management, a period range budget can span fiscal years and contain from one to 99 periods.
8. Click Select. You return to the Budget tab, and the program distributes the budget according to your budget distribution selection. For example, if you selected Quarterly, the budget is distributed evenly among four months of the fiscal year.

9. Click Save and Close. You return to the Accounts page.

Adjusting Account Budget Totals

After you have finalized a budget, you can use budget adjustments to make changes. For example, you can adjust a finalized budget if unforeseen changes arise in the budget assumptions. You can create reports displaying the original budget, any adjustments, and the new budget for each account. Adjusting the total budget is useful when you need to enter and distribute only a few budget amounts in specific periods.

- Adjusting the total budget on an account record

**Note:** On the Budget tab, you can enter and modify the budget for any account for budgets not yet finalized for any of the fiscal years defined in Configuration.

1. From an open account record, select the Budget tab.
2. In the Scenario ID field, select a scenario identifier.
3. In the Start Fiscal Year field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module Budget Management, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
   - The Budget type field is read-only and displays the budget type for the fiscal year and scenario you selected.
4. In the Total Budget field, enter the total amount you want to include in the budget.
5. In the Edit field, select “Amount” or “Percent”.
6. Click Distribute Total or Load Budget Distribution to load a budget distribution.
7. Make changes in the budget grid.
8. Click Adjust Total on the action bar. The program updates the total budgeted amount in the Total Budget field.
9. Click Save and Close. The program saves your changes to the budget, and you return to the Accounts page.
Managing Account Activity

The Activity tab displays a summary of account activity and budget information. This tab is for informational purposes only; you cannot add or edit information on the Activity tab. You can view posted journal transactions and budgets associated with an account. You can view the activity in summary or detail and define filters in which to display activity. You can export activity information to another software program to work with the information in that format or to create a report of the activity. You can view account activity in a variety of graph formats and styles to use in presentations and reports.

Viewing Account Activity

Depending on the view you select, you can display account activity in various ways. With the Actual/Budget view, you can compare account activity to budgeted amounts. If you have the optional module Budget Management, you can compare the actual amount with each budget scenario defined for the account. With the Comparative view, you can compare periods from two fiscal years. With the Debit/Credit view, the tab displays a summary of debits and credits for a period of time you define. The Debit/Credit view includes the beginning and ending balance for each period.

Viewing account activity

Note: On the Activity tab, you can view a summary of account activity and budget information. You can view details about account activity and create a summary graph of activity from this tab.

1. From an open account record, select the Activity tab. A grid showing all activity on the account appears.

Glossary: The Comparative view provides a comparison of the same period in two fiscal years.
2. Select “Comparative”, and the program changes the view to display a comparison in periods of two fiscal years.

![Comparative View](image1)

Glossary: The Debit/Credit view summarizes debits and credits for a selected period.

3. Select “Debit/Credit”, and the program changes the view to display a summary of debits and credits for the selected periods. This view provides a beginning and ending balance for each period.

![Debit/Credit View](image2)

4. When you finish viewing, close the account record. You return to the Accounts page.

Exporting Account Information

You can export account activity information into a worksheet or other database application. Exporting is useful if you routinely create custom reports using *Financial Edge* data. You can filter to view the information you want, extract the data to use, and create a customized report.
Exporting account activity to a worksheet

In this example, we export account activity information for January 2006 to an Excel worksheet to save on a floppy disk.

1. From an open account record, select the Activity tab.
2. Select a period in the activity grid.
3. From the menu bar, select **Edit, Export Grid to Excel**. The program sends the data to Excel, and account activity appears in an Excel worksheet.
4. Save the account activity in the Excel worksheet. Close Excel and return to the account record.
5. Close the account record. You return to the Accounts page.

Defining Filters for the Activity Grid

To expedite locating information about account activity, you can define custom filters for viewing. You can expand or reduce the activity appearing in the grid by filtering by date, fiscal years, class, and journal. If you have the optional module Projects and Grants, you can filter by project and transaction code. For more information about filtering in The Financial Edge, see the Program Basics Guide.

Defining a filter for the activity grid on an account record

**Note:** On the Activity tab, you can view a summary of account activity and budget information. You can view details about account activity and create a summary graph of activity from this tab.
1. From an open account record, select the Activity tab.

2. From the action bar, click Filters. The Account Filters screen appears.

   ![Account Filters Screen]

   **Glossary:** A transaction code is an additional field on each transaction that helps you further categorize information in reporting and closing fiscal years. You can define up to five transaction code tables. Because it can retain equity, a transaction code acts like a project. Unlike a project, though, a transaction code does not offer budgets, media, or notes. Transaction codes appear only with the optional module *Projects and Grants.*

3. To filter account activity, select a query, date range, or other elements about the account.

   To filter activity using a query, click the binoculars in the **Query** field to search for a query. For more information about using queries, see the *Query Guide.*

   To filter activity using the **Date** field, select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific dates>”.

   You can use the **Class**, **Project**, **Journal**, and **Transaction code** fields to filter activity.

   ![Account Filters Form]

   **Note:** *Project* and **Transaction code** appear as filters only if you have the optional module *Projects and Grants.* For information about defining transaction codes, see the *Configuration Guide for General Ledger.* For more information about projects, see the Projects and Grants chapter.
4. When you finish making filtering selections, click OK. You return to the Activity tab. Only the activity meeting the filtering criteria appears in the grid.

5. Close the record. You return to the Accounts page.

**Viewing Account Details**

When viewing account activity, you can display transaction details. Select a transaction in the grid and click **Show details**. You can display all details of the transaction, such as the post date, journal reference, and amount. If you view a summary by date, the view changes to display the post date and amounts without distribution details.

- **Viewing details for a specified period of activity on an account record**

  1. From an open account record, select the Activity tab and select a period in the grid.

**Tip:** Instead of selecting a period and clicking **Show details**, you can double-click the period in the grid. For more information about transactions in **General Ledger**, see the **Journal Entry Guide**.
2. Click **Show details**. Transactions for the selected period appear. For more information about transactions in *General Ledger*, see the *Journal Entry Guide*.

![Transaction screen](https://via.placeholder.com/150)

**Glossary**: A transaction is a general ledger entry that indicates to the program the amount and account to debit or credit. Transactions contain additional information that helps to trace and report on them. Transactions include source codes and journal references.

3. To view details of a transaction, select a transaction and click **View Details** on the action bar. The Transaction screen for the selected period appears.

![Transaction screen with details](https://via.placeholder.com/150)
4. To view details of a transaction, select a transaction in the grid and click **View Transaction** on the action bar. The Transaction record appears.

![Transaction Record](image)

**Tip:** You can open the source document of a transaction generated in another area of *The Financial Edge*. For example, if you are viewing transactions in an **Accounts Payable** account, click **View Source** on the toolbar, and the check or invoice record opens.

5. Close the record and return to the Transactions screen. To view the source of the transaction, click **View Source**.

   For example, if the transaction was a payment made by computer check, the computer check records open on the General tab.

6. Close the record and return to the Transactions screen.

7. Close the Transaction screen and return to the Activity tab.

### Viewing the History of Changes

The History of Changes tab displays an historic record of changes to the account record. If an account has had a change in account structure, account code, fund, account segment, or active/inactive status, the change appears on the History of Changes tab. The information is for informational purposes only; you cannot add, edit, or delete data on this tab. You can print information from the History of Changes tab on the Account Profile Report.

- **Viewing the history of changes on an account record**

  1. From an open account record, select the History of Changes tab. A grid displays the changes made to the account with the most recent change appearing at the top.

![History of Changes](image)

   The **Item Changed** column displays the kind of change made on the account record.
The **Previous Setting** column displays the information that had been recorded for the account before new information was entered.

The **New Setting** column displays the new information recorded for the account.

The **Changed by** column displays the name of the user who made the change.

2. Click the **Changed on** column heading. The display now lists the changes with the oldest date on top. Click the heading again, and the newest change appears on top.

3. Close the account record to return to the Accounts page.

### Graphing Account Activity

Account graphs use standard graphing features, such as two- or three-dimensional bar graphs and line graphs. To access these features, in the grid on the Activity tab, select an account period and click the Summary Graph button on the toolbar.

- **Graphing account activity**

**Note:** On the Activity tab, you can view a summary of account activity and budget information. You can view details about account activity and create a summary graph of activity from this tab.

1. From an open account record, select the Activity tab.

2. Select a view and fiscal year.

   ![Graphing Account Activity](image)

**Note:** A fiscal year can contain from one to 13 periods.
3. On the toolbar, click the Summary Graph button. The Account Activity screen appears.

Note: To view two-dimensional graphs, mark 2D at the top of the screen. To view three-dimensional graphs, mark 3D.

4. To change the graph type, style, or text, click Options. The Gallery screen appears with an array of graph types.
5. Click a type, for example, “Bar”.
6. Click Next. The Style screen appears. Click a style, for example, “1”.
7. Click Next. The Layout screen appears so you can create a title, footnote, and legend for the graph.
8. Click **Next**. The Axes screen appears so you can define the category and value for the axes on the graph.

![Axes Screen]

9. Click **Finish**. The graph for the account activity appears in the format you selected.

![Graph for Account Activity]

10. To copy the graph to the clipboard for pasting into documents, click **Copy**. A message appears, telling you the graph has been copied to the clipboard.

11. To print the graph, click **Print**. The graph prints on your default printer.

12. When you finish making selections for the graph, click **Close**. You return to the Activity tab of the account record.

**Managing Attributes, Default Transaction Attributes, and Notes**

You can further define an account record by adding information to its Attributes, Default Transaction Attributes, and Notes tabs.
On the Attributes tab you can provide an additional level of detail to account records. You can filter and sort using project attributes.

On the Default Transaction Attributes tab, you can maintain information about attributes that automatically associate with transactions. Default transaction attributes can distinguish funds for different accounts.

The Notes tab makes it easy to maintain helpful pieces of information you received, read, or need to remember about an account. You can create notepads to record information about a bank account, special instructions for the account, or contact information you may need later. Each notepad has a date, type, description, title, and author.

Adding Attributes

**Glossary:** An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specifications. Records in *The Financial Edge* that can have attributes include accounts and projects.

Use the Attributes tab to record additional information about an account. You can report on accounts with attributes based on a common theme. You can use account attributes as filters in other areas of *General Ledger*, such as Query and Reports.

If you delete attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the account record instead of the attribute.

- **Adding an account attribute**

  In this example, we add Nan Kerrigan as an attribute to the 01-1000-00 Operating Cash Account.

  **Note:** Remember, account attribute types must be defined in *Configuration* before you can add them to an account record. For more information about defining account attributes, see the *Configuration Guide for General Ledger*.

  1. From the Operating Cash Account record, select the Attributes tab.
  2. On the blank row in the **Attribute Type** column, select “Budget Manager”.
  3. In the **Description** column, select “Nan Kerrigan”. The program automatically fills in the **Short Description** column.
  4. In the **Date** field, enter the date 10/09/2007, the date Ms. Kerrigan begins managing this budget.

  **Note:** If the attribute was defined as required in *Configuration*, the program automatically marks the checkbox in the **Required** column.
5. In the **Comments** column, enter “Copy Nan with all disbursement requests”.

6. Click **Save and Close**. You return to the Accounts page.

### Adding Default Transaction Attributes

A transaction attribute is a characteristic you use to categorize a group of transactions. Unlike projects and transaction codes, transaction attributes cannot retain an equity balance from year to year. Default transaction attributes can help speed data entry and add an additional level of detail to an account record. On the Default Transaction Attributes tab, you enter attributes just as you do on the Attributes tab. However, attributes you define on this tab are applied to each transaction associated with the account when the transaction is created.

**Warning:** If you are deleting default transaction attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the account record instead of the default transaction attribute.

You can filter and sort using default transaction attributes. On the Default Transaction Attributes tab, additional information you record about an account can be helpful when filtering information for reports or mailings. On this tab, you can maintain information about attributes that automatically associate with transactions. For more information about attributes in Accounts, see “Adding Attributes” on page 27.

#### Adding a default transaction attribute to an account record

**Note:** On the Default Transaction Attributes tab, you can create attributes assigned to account transactions. You can filter attribute types in the grid. You can enter a description and additional comments about the transaction attribute.

In this example, we add a default transaction attribute to indicate funds in an account are associated with the downtown office.

1. From an open account record, select the Default Transaction Attributes tab.
2. In the blank row in the **Attribute Type** column, select “Location”.
3. In the **Short Description** column, select “DT-Downtown”. The program automatically fills in the **Description** column.
4. In the **Date** column, enter the date 06/13/2007, the date you add the attribute.

**Note:** If the transaction attribute was defined as required in *Configuration*, the program automatically marks the checkbox in the **Required** column.
5. In the Comments column, enter “Funds earmarked for downtown”.

6. Click Save and Close. You return to the Accounts page.

Adding Notes

In The Financial Edge, the Notes tab makes it easy to maintain helpful pieces of information you receive, read, or need to remember about an account. You can create notepads to record special information about the account not entered elsewhere in the record. Each notepad has a date, type, description, title, and author. When deleting a note from a record, be careful not to use the Delete button on the toolbar. You could inadvertently delete the account record instead of the note.

Glossary: A note is useful information you can add to a record using free-form text. Notes can include details of phone conversations with vendors, ordering information, and explanations of the invoice distributions. On the Notes tab, you can enter and organize notes about an account that summarize important information you need to remember.

Notes are different from attributes because they can be secured by type. You can set up securities so only certain users can view particular notepad types. This is especially useful when the information is of a sensitive nature and you want to ensure that only you can access the information. For more information about setting up security access, see the Security chapter of the Administration Guide. You can print account notes on the Account Profile Report from Reports.

- Adding a note to an account record

Note: As an alternative to notes, you can annotate an account record by selecting Edit, Annotate from the menu bar. To set the annotation to appear automatically when you open the account, mark Display annotation automatically.

In this example, we add information from your bank about a new representative working with the Funds Held in Escrow account.

1. From the Funds Held in Escrow account record, select the Notes tab.
2. Click New Note on the action bar. The New Note screen appears.
3. In the **Date** field, enter the date 09/29/2007, the date you receive the information.
4. In the **Type** field, select “General”.
5. In the **Description** field, enter “Bank rep”.
6. In the **Title** field, enter “Contact Information”.
7. In the **Author** field, select “Larry”, your user name.

**Tip:** To enter the time, press **F5** on the keyboard.

8. In the text box, enter the information as shown. The **Author** field defaults to the user creating the note, but you can edit the information in this field.
9. Click **Save and Close** on the toolbar. You return to the Notes tab. The note appears in the grid.
10. Click **Save and Close**. You return to the Accounts page.
Grants

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With the optional module *Projects and Grants*, you can create grant records to record and track money awarded to your organization by a government agency or private institution for a specific purpose. You can specify which projects are funded by the grant and assign a single transaction code to the grant to provide an additional level of detail for tracking how the grant is used. This enables you to run detailed reports and ensure that you are meeting grant restrictions.

If your organization receives reimbursable grant funding, you can report and keep track of the expenses that are reimbursable. On the Reimbursement tab of the grant record, you can set up and define the billing items and rates to use when creating charges in *Accounts Receivable* for grant expenses.

### Accessing Grant Records

Because records are such an important part of *The Financial Edge*, we have placed all record types for *General Ledger* in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record or file. When you open *Records*, you can directly access several record types, including grant records. On the navigation bar in *General Ledger*, click *Records* and then click *Grants* on the Records page.

The Grants page is the starting point for grant records. From this page, you can add a new record or open an existing grant, and edit grant options. If you have Accounts Receivable installed, you can also run the Generate AR Transactions for Grant Expenses wizard.

To help you quickly access grant information, the Grants page displays recently accessed grant records. To save time when searching for a specific grant record, you can use the **Search for a Grant by grant ID** field. This is especially useful if your organization has a large number of grants. For more information about searching for records, see the Program Basics chapter of the *Program Basics Guide*.

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**Note:** Visit our website at www.blackbaud.com for the latest documentation and information.
Finding and Opening Grant Records

**Tip:** On the Grants page you can quickly find a grant by ID by using the search feature in *The Financial Edge*. For information about this feature, see the *Program Basics Guide*.

To find and open a grant record, you need to be familiar with the Open screen. The Open screen has several filters you can use to narrow your search and quickly locate the grant you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click **Open a Grant** from the Grants page.

- **Opening a grant record**

  **Tip:** You can either click **Grants** or use the navigation tabs on the Records page to access grant records.

  2. Click **Open a Grant**. The Open screen for grants appears. For more information about using the Open screen, see the *Program Basics Guide*.

  ![Open screen](image)

  3. In the **Find Grants that meet these criteria** frame, enter the criteria for the program to use to search for the grant. Criteria can include the grant ID, description, type, and status.
4. Click **Find Now**. The program searches the database and displays all grants meeting the search criteria.

![Grant Search Results](image)

**Note:** The grant record opens to the Grant tab by default. In Options, you can select a different tab as the default. For more information, see the Options chapter of the *Program Basics Guide*.

5. In the grid, select a grant and click **Open**. The grant record opens to the Grant tab.

![Grant Detail](image)

6. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Grants page.
Adding Grant Records

**Glossary:** A grant is money awarded to your organization by a government agency or private institution for a specific purpose.

On the Grant tab, you enter basic information about the grant, such as the grant type, status, amount, and start and end dates. You can also enter grant contact information. You can add grants from the Grants page of Records, the Open screen for grants, or by selecting File, New from a grant record.

If you enter common values repeatedly for multiple grant records, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select Grant, Load Defaults from to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select Tools, Organize/Create Defaults.

We recommend that, in Configuration, you specify duplicate search criteria and set the business rule to check for duplicate grants automatically. To search for a duplicate record from an existing record, from the menu bar, select Grant, Duplicate Search.

- Adding a grant record
  1. On the Grants page, click Add a New Grant. The New Grant record opens to the Grant tab.
  2. In the Grant ID and Description fields, enter the identification number and a description of the grant. We recommend you enter the name of the grant in the Description field.

    If you marked Automatically generate new Grant IDs on the Business Rules tab of Configuration, the program automatically assigns a grant ID.

    **Note:** You define grant types and statuses in Configuration. For more information, see the Configuration Guide for General Ledger.

  3. In the Type and Status fields, select the type and status of the grant.
4. In the **Start date** and **End date** fields, enter the beginning date and ending dates of the grant or click the calendar to select dates. Dates are for informational purposes only.

5. Click **New Contact** to add contact information. For more information, see “Adding Contact Information” on page 36.

6. If you want to copy the contact information to a client record in *Accounts Receivable*, click **Copy Contact to Client**.

7. In the **Address Type** field, select the type of address you want to link to the AR client record.

8. Using the corresponding checkboxes, indicate whether or not the address you are linking is the primary address, default billing address, and/or default shipping address.

9. Click **OK** to return to the Grants tab.

10. Click **Save and Close** on the toolbar. You return to the Grants page.

### Adding Contact Information

When you create a grant record, to make grant information more thorough and complete, we recommend you add contact information to the record. You can store all this information in the contact grid on the Grant tab. You can add, update, or delete contact information at any time.
You can copy contact information from the grant record directly to the client record, if you have Accounts Receivable installed. To copy contact information you must also link the grant record to a client from the Reimbursement tab.

If you have The Raiser’s Edge installed and integrated with The Financial Edge, you can load a Raiser’s Edge constituent as a grant contact.

- Adding a contact to a grant record
  1. From an open grant record, select the Grant tab.
  2. Click New Contact. The New Contact screen appears.

    ![New Contact Screen](image)

    3. Click Name. The Name screen appears.
    4. In the Title 1 and Title 2 fields, select titles for the contact, for example, “Ms.” or “Dr.”
    5. In the First name, Middle name, and Last name fields, enter the contact’s name.
    6. In the Full name field, select a format for the contact’s full name on correspondence.
    7. To synchronize name information so changes to individual name fields on the Name screen always affect the Full name field and vice versa, leave the Synchronize full name and individual name fields marked.

    ![Name Screen](image)

    8. Click OK to save the name information and return to the New Contact screen.
    9. In the Organization field, enter the name of the organization with which the contact is associated.
10. In the **Position** field, enter the contact’s position, for example, “Membership Chair”.

11. Click **Address**. The New Address screen opens to the General tab.

12. In the **Address**, **City**, **State**, and **ZIP** fields, enter the contact’s address.

13. In the contact grid, select a contact type in the **Contact Type** column and enter the number in the **Contact Number** column.

**Note:** “United States” automatically appears in the **Country** field; however, you can select a different country.

14. In the **Address as it will be printed** box, verify the address is formatted the way you want it to appear on reports and mailings.

15. To synchronize address information so changes to individual name fields on the Address screen always affect the **Address as it will be printed** box and vice versa, leave the **Synchronize with individual address fields** marked.

**Note:** The ZIP Code can be either a five-digit ZIP Code or ZIP + 4 code.
16. Click **OK** to save the information and return to the New Contact screen.

![New Contact](image)

17. Click **OK** to return to the Grant tab. Contact information appears in the grid.

- **Loading a Raiser’s Edge constituent as a grant contact**

  **Note:** If you have *The Raiser’s Edge* installed and integrated with *The Financial Edge*, you can load a *Raiser’s Edge* constituent as a grant contact.

1. From an open grant record, select the Grant tab.
2. Click the down arrow next to **New Contact** and select **Load Raiser’s Edge Constituent**.
3. If you have multiple databases installed, the Raiser’s Edge Database screen appears.

![Database](image)

4. Click the database to log into. The Raiser’s Edge login screen appears.
5. Enter your user name and password and click the right arrow. The Open screen appears.

Note: Once you upload the constituent as a contact, there is no link to the Raiser’s Edge constituent record. Any updates made to the constituent record in The Raiser’s Edge are not reflected in The Financial Edge.

6. Enter information in the search fields to find the constituent and click Find Now. The constituent appears in the list.

7. Select the constituent to load and click Open. You return to the Grant tab and the constituent’s contact information appears in the grid.

Managing Grant Budgets

From an open grant record, you can set up a grant budget that synchronizes the budgets of the accounts that use the grant. You can then add, edit, and delete budget information. Any changes you make to the grant budget affect the accounts with which it is linked. Keep in mind, to use budgets with grants, you must set up a grant-tracking transaction code on Grant Business Rules page of Configuration.

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

On the Budget tab, you can define the portion of your overall budget that is allocated to and generated from a grant. You can enter and modify the budget on any grant for budgets not yet finalized for any of the fiscal years defined in Configuration.

You can add and distribute grant budget amounts using three methods:
• Manually entering an amount into each applicable period
• Distributing an amount evenly
• Distributing an amount or set of defined percentage distributions
Adding Grant Budgets

**Tip:** If you are setting up both account and grant budgets, we recommend you set up the budgets from the grant record and create the budget automatically. The only time you want to enter budgets from the account record is to allocate a dollar amount only to the account and not to the grant.

A budget is an estimate of the level of economic activity for a fiscal period. You can expand grant information on the Budget tab of the grant record. On this tab, you can enter grant budgets. If you have the optional module *Budget Management*, you can develop, copy, forecast, and monitor budget scenarios.

- **Adding a grant budget**
  1. From an open grant record, select the Budget tab.
  
  ![Budget Tab](image)

  2. In the **Scenario ID** field, select a budget scenario.
  3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
  4. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
  5. In the **Total** column, enter the total budget amount available for project.
  6. Select “Amount” or “Percent”.
     
     If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
     
     If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.
  7. Click **Save and Close**. You return to the Grants page.
Adding a grant budget in grant total view

If the grant you have open allows grant total budgeting, you will have the following view on your Budget tab. You can enable the **Allow total Grant budget amounts to be set for selected Grant types** option in *Business Rules*.

1. From an open grant record, select the Budget tab.

2. In the **Scenario ID** field, select a budget scenario.

3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
   
   The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the **Expense budget** field, enter the total budget amount available for the grant.
   
   The **Actual expense** field displays the amount for posted General Ledger transactions for expense category accounts in the selected fiscal year.

   **Note:** You can enable the **Allow total Grant budget amounts to be set for selected Grant types** option in *Business Rules*.

   The **Fav/(unFav)** field displays the budget minus actual expense.

   The **Percent used** field displays the actual expense divided by the total budget.

5. Mark the **Include funded Project expense** checkbox to include activity for projects listed on the grant’s Projects tab in the Actual expense figure.

6. Click **Save and Close**. You return to the Grants page.

Distributing Grant Budgets

On the Budget tab of an open grant record, you can enter and distribute a grant budget. Entering and distributing grant budgets gives you the flexibility of entering budget figures that you can adjust to reflect irregular or seasonal fluctuations.
If you define distributions in **Configuration**, you can use the distribution by clicking **Load Budget Distribution**. If you distribute a budget evenly, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

- **Distributing a grant budget**

  **Glossary:** A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects. A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts.

1. From an open grant record, select the Budget tab.

2. In the **Scenario ID** field, select a scenario identifier.

3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module **Budget Management**, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

4. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.

5. In the **Total** field, enter the total amount to include in the budget.

6. Select “Amount” or “Percent” from the toolbar.
   - If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
   - If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.

7. On the action bar, click **Distribute Total**. The total is divided and distributed equally for each period of the fiscal year.

8. Click **Save and Close**. You return to the Grants page.

**Loading Grant Budget Distributions**

You can save time and reduce errors by using a budget already defined in **Configuration**. Budget distributions provide a method for you to distribute budget activity manually or evenly.

- **Loading a grant budget distribution**

  **Glossary:** A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. You can apply budget activity manually, evenly, or with a table to projects.

1. From an open grant record, select the Budget tab.
2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.

3. In the **Scenario ID** field, select a scenario identifier.

4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module **Budget Management**, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

5. In the **Total** field, enter the total amount you want to include in the budget.

6. Select “Amount” or “Percent”.

7. Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.

8. From the list, select a budget distribution. You define distributions in **Configuration**.

   **Note:** A fiscal year budget can contain from one to 13 periods. If you have the optional module **Budget Management**, a period range budget can span fiscal years and contain from one to 99 periods.

9. Click **Select**. You return to the Budget tab, and the program distributes the budget according to the budget distribution selection. For example, if you select **Quarterly**, the budget is distributed evenly among four months of the fiscal year.

10. Click **Save and Close**. You return to the Grants page.

### Assigning Projects to a Grant

On the Projects tab, you specify the projects funded by the grant. If you defined a transaction code set in **Configuration**, you can also assign a single transaction code to the grant to provide an additional level of detail for tracking how the grant is used.

- **Assigning projects to the grant**

  1. From an open grant record, select the Projects tab.

  2. In the first row, select or enter a project ID in the **Project** column. The project description appears in the **Description** column.
If you defined a transaction code set in business rules, a field appears in which you can select a transaction code value for the grant record. For more information about this business rule, see the \textit{Configuration Guide for General Ledger} “Grant Business Rules” on page 19.

3. Click \textbf{Save and Close} on the toolbar. You return to the Grants page.

\section*{Setting up Reimbursement Information}

If your organization receives reimbursable grant funding, you can report and keep track of the expenses that are reimbursable. On the Reimbursement tab of the grant record, you can set up and define the billing items and rates to use when creating charges in \textit{Accounts Receivable} for grant expenses.

\textbf{Note:} The Reimbursement tab on the grant record is visible only if you have \textit{Accounts Receivable} installed.

In order to bill the grantor through \textit{Accounts Receivable} for expenses, you must associate product and billing items with \textit{General Ledger} accounts.
Setting up reimbursement information

1. From an open grant record, select the Reimbursement tab. The Reimbursement tab is available only if you have Accounts Receivable.

2. In the Request reimbursement from field, click the binoculars to access the Open screen and select the client funding the grant.

3. In the Expense Type column, select the type of expense you want to show for this grant. Expense types are created in Configuration.

4. In the Reimbursable Percentage Rate column, enter the percentage of expense that can be reimbursed with the grant.

5. In the Request reimbursement using these product and billing items frame, you can add the products and billing items used to bill the grantor for incurred grant expenses, plus any billing restrictions. These billing items are not required on the grant record, however, you must create billing items in Accounts Receivable to create AR charges for GL transactions.
6. Click **GL Distribution** to access the revenue distribution for the billing item.

7. In the **Interfund** field, select a valid interfund entry to balance the accounts. Interfund entries are defined in *Configuration*.

8. In the **CR Account Number** and **DR Account Number** fields, enter the debit and credit accounts for the distribution.

9. In the **Percent** column, enter a percentage for the distribution.

10. To edit the project, class, and transaction codes for the distribution, click **Distribution**, and select “DR Distribution” or “CR Distribution”.

- If you want the billing item distribution to use the same set of projects, classes, and transaction codes as the expenses that will be reimbursed with this billing item, select “Use the transaction distribution from the expense to be reimbursed”.

- If you want to set a different transaction distribution for the billing item revenue distribution, select “Always use this transaction distribution,” to enable the transaction distribution grid.
11. Click **OK** to return to the GL Distribution screen, and click **OK** to return to the Reimbursement tab of the grant record.

![GL Distribution Screen](image_url)

12. In the **Include** field, you can choose “Selected accounts by range” or “Selected accounts using advanced filters”. If you choose “Selected accounts by range”, you can select a range of accounts using the **Account codes from [ ] to account code [ ]** fields.

   If you select “Selected accounts using advanced filters”, a set of filters appears at the bottom of the screen that you can use to select accounts.

13. In the **Category** field, select a category for the account codes. The **Category** field is disabled if you choose “Selected accounts using advanced filters”.

14. Click **Save and Close** on the toolbar to return to the Grants page.

### Generating AR Transactions for Grant Expenses

If your organization receives funding from reimbursable grants and needs to track expenses associated with the grant in order to request reimbursement, you can use the Generate AR Transactions for Grant Expenses wizard. Using this wizard, you can create transactions in **Accounts Receivable** for grant expenses, and generate AR charge (or invoice line item) transactions for grant expenses that have been journalized to the general ledger from sub-ledger transactions.

**Warning:** To use the Generate AR Transactions for Grant Expenses wizard, you must have **Accounts Receivable** installed.
Before using the wizard, you must set up the grant record in **General Ledger** by defining the AR client who will be billed for grant expenses. You must also create the **Accounts Receivable** products and billing items that will be the basis of the transactions you create, and the GL accounts for which activity will be accumulated for the amount of the transaction.

**Note:** Grant expenses are created through AP invoices and payments, which are distributed to the assigned project and/or grant. These **Accounts Payable** payments must be posted before you can generate an AR charge transaction.

You can access the Generate AR Transactions for Grant Expenses wizard from the Grants Records page, or the General Ledger processing page. To use this wizard, you must have **Accounts Receivable** installed.

### Generating AR transactions for grant expenses

You can access the Generate AR Transactions for Grant Expenses wizard from the Grants Records page, or the General Ledger processing page.

1. From Generate AR Transactions for Grant Expenses page, click **New**. The Generate AR Transactions for Grant Expenses screen appears.

   ![Generate AR Transactions for Grant Expenses Screen]

2. In the **Generate** field, select “Accounts Receivable Charges” or “Accounts Receivable Invoice Line Items”. If you choose to generate invoice line items, enter the **Starting Invoice ID**.

3. In the **Transaction date** field, enter the current date.

4. The **Ordered on** field appears only if you are generating invoice line items. In this field, enter the current date or invoice date.

5. In the **Due date** field, enter a specific date, or select a due date based on the client’s terms, or the terms you created in **Configuration**.

6. In the **Post status/date** fields, select “Not yet posted”, or “Do not post”.

7. In the **Include account activity as of this date** frame, select the date or date range for which you want to include the account activity in reports and financial statements.

8. Mark **Include encumbrance transactions** to include encumbrance transactions. This option is disabled if you do not use encumbrance accounting.

9. Mark **Include activity for funded projects** to include all activity for the projects listed on the Projects tab of the grant record. Please be aware that projects with an assigned transaction code will not be included.

10. To print a control report, mark **Print a control report on** and select a printer.
11. Mark **Create an output query of transactions created** to create a static query of the transactions created.

12. Select the Filters tab.

13. On the Filters tab, you can filter the transactions to include information based on selected criteria such as funds, accounts, grants, and classes. For example, you can include only the grants within a certain range.

14. Once you have selected your filters, click next to access the Format tab. You can use the fields on this screen to default comments, service provider, and print status information directly to the charge/line items or invoices you generate. The fields on this screen will vary depending on the transactions you are generating.

15. In the **Comment** field, enter any comments you want included on the charge/line item.

16. In the **Service Provider** field, enter the service provider associated with the charges.

17. In the **Print status** field, select a status.

18. If you are generating Accounts Receivable invoice line items, additional fields appear on the Format tab. In the **Print on invoice** field, enter any comments you want included on the invoice.
19. In the **Print on statement** field, enter any comments you want included on the statement.
20. In the **Service Provider** field, enter the service provider associated with the invoices.
21. In the **Print status** field, select a status.
22. If you click **Pre-Generation Report**, the system calculates the billing amounts for grants based on the GL activity dates and filters you selected, and displays the report for you to review before actually generating the transactions.
23. Click **View Transactions** to view and edit the transactions that meet your criteria.

![](image1.png)

24. In the **Generate?** column, select the specific rows you want to generate.
25. Click **Show Summary** to view the account summary and detail for each row.

![](image2.png)

26. In the **Include** column, you can select specific accounts to include or exclude from the generation process.
27. Click **Close** to return to the View Transactions screen.

28. Click **Generate Now** to generate the transactions.

### Managing Grant Activity

The Activity tab displays a summary of grant activity for associated projects and transactions (if you defined a transaction code for the grant). Information on the Activity tab is for viewing only; you cannot add or edit activity. If the grant has an assigned transaction code, you can view transactions grouped by transaction code or by project. You can also filter the information that appears in the grid. You can export activity information to another software program to work with the information in that format or to create a report of activity. With graphs, you can view grant activity in a variety of graph formats and styles to use in presentations and reports.

### Viewing Grant Activity

**Glossary:** A transaction is a general ledger entry that indicates to the program the amount and account to debit or credit. Transactions contain additional information that helps to trace and report on them. Transactions include source codes and journal references.

Depending on the selection in the **Type** field on the Activity tab, you can view actual transactions, encumbrance transactions, or both. If the grant has an assigned transaction code, you can view transactions grouped by transaction code or by project. You can also filter the information that appears in the grid.

- **Viewing grant activity**
  1. From an open grant record, select the Activity tab. A grid appears displaying all activity on the grant.

  ![Activity Grid](image)

  2. In the **Type** field, select one these options:
     - **Actual** — displays the **Actual** column with actual project transactions.
     - **Encumbrance** — displays the **Encumbrance** column with encumbrance transactions.
     - **Both** — displays the **Actual and Encumbrance** column with actual plus encumbrance transaction amounts.
3. In the **Dates** field, select a fiscal year.

4. For the **Show** field, mark one of these options:
   - Group activity by Transaction Code — this option displays all transactions with transaction code distributions in the transaction code row, regardless of the project distribution.
   - Group activity by Project — this option displays all transactions with project distributions in the Project rows, regardless of the transaction code distribution.

5. You can filter the information included in the grid. Click **Filter** to specify filters for grant activity. For more information, see “Defining Filters for the Activity Grid” on page 53.

6. To open a project record and view project activity, select a project in the grid and click **Open Project**.

7. When you finish viewing grant activity, close the grant record. You return to the Grants page.

**Exporting Grant Information**

You can export grant activity information into a worksheet or other database application. Exporting is useful if you routinely create custom reports using *The Financial Edge* data. You can filter to view the information you want, extract the data to use, and create a customized report.

- **Exporting grant activity to a worksheet**
  1. From an open grant record, select the Activity tab.
  2. Select a row in the activity grid.
  3. From the menu bar, select **Edit, Export Grid to Excel**. The program sends the data to Excel, and grant activity appears in an Excel worksheet.
  4. Save the grant activity in the Excel worksheet. Close Excel and return to the grant record.
  5. Close the grant record. You return to the Grants page.

**Defining Filters for the Activity Grid**

You can define custom filters for viewing grant activity. You can expand or reduce the activity appearing in the grid by filtering by query, date, account number, journal, class, account attribute, and transaction code. For more information about filtering in *The Financial Edge*, see the **Program Basics Guide**.

- **Defining a filter for the activity grid on a grant record**
  1. From an open grant record, select the Activity tab.
2. On the action bar, click Filters. The Grant Filters screen appears.

![Grant Filters screen](image)

3. To filter grant activity, select a query, date range, or other elements about the grant.
   - To filter activity using a query, click the binoculars in the Query field to search for a query. For more information about using queries, see the Query Guide.
   - To filter activity by date, in the Date field, select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific dates>”.
   - You can use the Account number, Journal, Account Attribute, and Transaction code fields to filter activity. For information about defining transaction codes, see the Configuration Guide for General Ledger. You can also filter activity by fund. Select funds using the arrow buttons in the box at the bottom of the screen.

4. When you finish making filtering selections, click OK. You return to the Activity tab. Click Calculate to recalculate the grant activity appearing the grid using the new filtering criteria.

**Viewing Grant Details**

You can display transaction details for projects and transaction codes on the Activity tab. You can open projects and view all the details of the account, such as the post date, journal reference, and amount.
Viewing details for a specified period of activity on a grant record

1. From an open grant record, select the Activity tab. Double-click a project in the grid. The Activity tab for the project appears.

2. Double-click an account and the Account Summary screen appears.

3. To view details of an account, select the account in the grid and click Account Detail. Transactions for the selected account appear. For more information about transactions in General Ledger, see the Journal Entry Guide.
4. To view details of a transaction, click **View Transaction** on the action bar. The Transaction screen for the selected transaction appears.

5. Close the Transaction screen to return to the Account Summary screen.
6. Click **Close** to close the Account Summary screen and return to the Activity tab of the project record. Close the project to return to the grant Activity tab.

**Viewing the History of Changes**

The History of Changes tab displays an historic record of changes to the grant record. If a grant has had a change in description, ID, or status, the change appears on the History of Changes tab. The information is for viewing only; you cannot add, edit, or delete data on this tab.

- **Viewing the history of changes on a grant record**
  1. From an open grant record, select the History of Changes tab. A grid displays the changes made to the grant with the most recent change appearing at the top.

- The **Item Changed** column displays the kind of change made on the grant record, such as status or grant ID.
- The **Previous Setting** column displays the information that had been recorded for the grant before new information was entered.
- The **New Setting** column displays the new information recorded for the grant.
- The **Changed On** column displays the date the change was made.
- The **Changed By** column displays the name of the user who made the change.
  2. Click the **Changed On** column heading. The display now lists the changes with the oldest date on top. Click the heading again, and the new change appears on top.
3. Close the grant record to return to the Grants page.

Graphing Grant Activity

You can create graphs of associated project activity. These use standard graphing features, such as two- or three-dimensional bar graphs and line graphs. To access these features, in the grid on the Activity tab, select a category and click the Summary Graph button on the toolbar.

- **Graphing grant activity**
  1. From an open grant record, select the Activity tab.
  2. Select the activity type and fiscal year.
  3. Double-click a project. The project record opens to the Activity tab.
  4. On the toolbar, click the Summary Graph button. The Project Activity screen appears.

![Graphing Grant Activity](image)

5. To change the graph type, style, or text, click **Options**. The Gallery screen appears with an array of graph types. Click a type, for example, “Pie”.

6. Click **Next**. The Style screen appears. Click a style, for example, “1”.

7. Click **Next**. The Layout screen appears so you can create a title, footnote, and legend for the graph.

8. Click **Next**. The Axes screen appears so you can define the category and value for the axes on the graph.

9. Click **Finish**. The graph for the grant activity appears in the format you selected.

10. To copy the graph to the clipboard for pasting into documents, click **Copy**. A message appears, telling you the graph has been copied to the clipboard.

11. To print the graph, click **Print**. The graph prints on your default printer.

12. When you finish making selections for the graph, click **Close**. You return to the Activity tab of the grant record.

Managing Attributes, Media, Actions, and Notes

You can further define a grant record by adding information to its tabs.
On the Attributes tab you can add attributes that give an additional level of detail to grant records. You can filter and sort using grant attributes.

On the Media tab, you can store media objects for a grant.

On the Actions tab, you can enter communications about the grant.

On the Notes tab, you can record information about a grant that you may need later.

## Adding Attributes

Use the Attributes tab to record additional information relating a grant to a particular project, user, department, or program. You can report on grants with attributes based on a common theme. You can use grant attributes as filters in other areas of *General Ledger*, such as *Query*.

If you delete attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the grant record instead of the attribute.

- **Adding a grant attribute**

  **Glossary:** An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specifications.

  1. From an open grant record, select the Attributes tab.

  ![Attributes Tab](image)

  2. In the **Attribute Type** column, select an attribute type.

  3. In the **Description** column, select or enter a description of the attribute.

  4. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

  5. In the **Date** field, enter the date the attribute becomes effective.

  6. If this attribute type is required on a grant record, the program automatically marks the checkbox in the **Required** column. You cannot edit this from the Attributes tab.

  **Note:** You must define attributes in *Configuration* before you can add them to a grant record. For more information about defining grant attributes, see the *Configuration Guide for General Ledger*.

  7. In the **Comments** column, enter any additional comments or more detailed information about the attribute. You can enter free-form text in this column.

  8. Click **Save and Close** on the toolbar. You return to the Grants page.
Adding Media

**Glossary:** Media is scanned information about a grant, such as a contract or photograph. You can create new media objects or retrieve existing media objects to save in the grant record.

On the Media tab, you can add media objects to a grant record. Media can include newspaper clippings, letters, contracts, pictures, and graphs.

To reduce the size of your database, you can create a link to the media file. Be aware that if the original file is moved or deleted, the link will not work. The linked file must be in a location on your network where other users can access it.

- **Adding a new media object to a grant record**
  1. From an open grant record, select the Media tab.
  2. On the action bar, click **New Media**. The Insert Object screen appears.

![Insert Object Screen](image)

**Warning:** If a media object is no longer current or valid, you can access the object and delete it from the grant record. Be careful not to use the Delete button on the toolbar. You could inadvertently delete the grant record and not the media object.

- 3. To create a media file, mark **Create New**.
- 4. In the **Object Type** box, select a media object. The object types that appear depend on the programs you have installed.
- 5. To display the media object as an icon, mark **Display As Icon**.
- 6. Click **OK**. Depending on the type of media you are creating, either the New Media screen appears, or the program that created the file type opens.
  - If the program for creating the media file type opens, create the media file. After you save and close the file, the New Media screen appears.
• For other file types, you create and add the media from the window at the bottom of the New Media screen.

7. On the New Media screen, in the Date field, enter the date you add the media object.
8. In the Type field, select a media type.

Note: If you marked Display As Icon on the Insert Object screen, the object icon appears in the bottom of the New Media screen. If you did not mark the checkbox, a blank box appears.

9. In the Description and Title fields, enter a description and name for the media object.
10. In the Author field, select your user name.
11. To save the media object and return to the Media tab, click Save and Close. The new information appears in the grid.

Adding existing media to a grant record

Glossary: Media is scanned information about a grant, such as a contract or photograph. You can create new media objects or retrieve existing media objects to save in the grant record.

1. Click New Media. The Insert Object screen appears.
2. To add a media object using a previously-created file, mark Create from File.
3. Click **Browse** to search for the file. Once you locate and select the file, click **Open**. You return to the Insert Object screen, which now displays the file path.

4. You can mark **Link** so that any change you make to the source file is automatically reflected on the Media tab. If you do not mark **Link**, the object is embedded.

5. Click **OK**. The New Media screen appears displaying the selected media object.

6. In the **Date** field, enter the date you add the media object.

7. In the **Type** field, select a media type.

8. In the **Description** and **Title** fields, enter a description and name for the media object.

9. In the **Author** field, select your user name.

10. To save the media object and return to the Media tab, click **Save and Close**. The media information appears in the grid.

### Adding Actions

**Glossary:** An action is any task or activity that needs to be completed for a grant.

The Actions tab maintains any task or activity that needs to be completed for a grant. Actions, for example, can include meetings, mailings, phone calls, and email messages. If you have security rights established from the **Set up system security** link in *Administration*, you can add, edit, and delete actions from this tab.

**Warning:** Be careful not to use the **Delete** button on the toolbar to delete an action. You could inadvertently delete the grant record instead of the action.

You can assign an action to another person or yourself, and the program reminds you or the other user when the action is due by adding an action reminder to the Home page for the person assigned the action.

#### Adding an action to a grant record
1. From an open grant record, select the Actions tab.
2. On the action bar, click **New Action**. The New Action screen opens on the Action tab. The name of the grant appears in the **Description** field.

3. In the **Action type** field, select an action type.
4. In the **Action date** and **Time** fields, enter the date and time the action should occur.
5. In the **Status** field, select the status of the action, for example, “Pending”. Action statuses are defined on the Tables tab of *Configuration*.

**Note:** When the action is complete, open the record and mark **Action completed on**. The program automatically enters the current date.

6. In the **Priority** field, select “Low”, “Normal”, or “High” as the level of importance for the action.

7. In the **Assigned to** field, select the person assigned to complete the action. The action appears on the record of the person selected in the field.

8. To send the person assigned to the action a reminder, mark **Auto-Remind**. When you mark **Auto-Remind**, other options in the frame become active.

9. In the **Send reminder to** field, select the person to be reminded.

10. In the **Set reminder for [ ] beforehand** field, specify how many days, weeks, or months before the action date you want to send the reminder.

11. When the action is complete, you can mark **Completed on**. The program automatically enters the current date.

12. In the **Description** field, add notes to describe the action.

13. To add attributes to the action, select the Attributes tab. For more information about adding attributes, see “Adding Attributes” on page 58.

14. To save the action and return to the Actions tab, click **Save and Close**. The new action appears in the grid.

### Adding Notes

In *The Financial Edge*, the Notes tab makes it easy to maintain helpful pieces of information you receive, read, or need to remember about a grant. You can create notepads to record information about the grant not entered elsewhere in the record. Each notepad has a date, type, description, title, and author.

**Glossary:** A note is useful information you can add to a record using free-form text.

Notes are different from attributes because they can be secured by type. You can set up securities so only certain users can view particular notepad types. This is especially useful when the information is of a sensitive nature and you want to ensure that only you can access the information. For more information about setting up security access, see the Security chapter of the *Administration Guide*. When deleting a note, be careful not to use the Delete button on the toolbar. You could inadvertently delete the grant record instead of the note.

- **Adding a note to a grant record**
  1. From an open grant record, select the Notes tab.
  2. Click **New Note** on the action bar. The New Note screen appears.
  3. Today’s date automatically appears in the **Date** field, but you can enter a different date.
  4. In the **Type**, **Description**, and **Title** fields, enter information about this notepad.
  5. In the **Author** field, select your user name.

**Note:** You can use buttons on the word processing toolbar to format the appearance of the text, check spelling, and use a thesaurus.
6. In the text box, enter the information you need to remember.

7. Click **Save and Close** on the toolbar. You return to the Notes tab, and the note appears in the grid.
# Projects

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Note: Documentation for *The Financial Edge* shows you how to select, locate, and use the right resources for a particular task. This chapter explains how to add, access, and work with project records. It introduces you to the basic concepts of project records and defines words and phrases you need to know. If you have the optional module *Budget Management*, see the Budget Management chapter for information about that area of the program.

*Projects and Grants* is an abbreviation for the optional module *Project, Grant and Endowment Management*, which is used in conjunction with *General Ledger* to track projects and demonstrate fiscal responsibility and stewardship to your organization’s grantors and donors.

With *Projects and Grants*, you add project records to the system that are used to record transactions and report on activity for grants, endowments, scholarships, programs, special events, investments, or other similar entities. Using project records provides an extra level of tracking that enables you to run detailed reports while making sure you meet donor restrictions.

If you have the optional module *Allocation Management* along with *Projects and Grants*, you can use projects to help track indirect costs using the Indirect Costs tab. On this tab, you define specific indirect cost information, including destination accounts, rates, and pools, to be associated with projects when they are included in indirect cost allocations. For more information about indirect cost allocations, see the *Allocation Management Guide*.

Another benefit of using *Projects and Grants* is the availability of transaction codes, which you can use to track transactions and maintain fund balances by and across fiscal years. Within *General Ledger*, you can have a maximum of five transaction codes (which are similar to attributes), and you can configure individual funds within an organization for each transaction code. Within the funds, you can mark transactions as optional, required on income statement accounts, required on all accounts, preserve details during closing, or required to balance. For more information about transaction codes, see the *Configuration Guide for General Ledger*.

Note: Visit our website at www.blackbaud.com for the latest documentation and information.

If you have the optional module *Budget Management*, options set for budgets in the Budget Manager apply to project budgets. In *Budget Management* you can use Budget Tools, budget scenarios, and budget management options. With these, you can increase the input of budget information and finalize budgets.

Note: You can select **Tools, Options** from the menu bar anywhere in *The Financial Edge* to access the Options screen.

To establish project user options, click **Edit options for Projects** from the Projects page. On the Options screen, select the Records tab. In the treeview on the left, select **Project** or **Project Activity**. For more information about options, see the *Program Basics Guide*.

### Accessing Project Records

Because records are such an important part of *The Financial Edge*, we have placed all record types for *General Ledger* in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record or file. When you open *Records*, you can directly access several record types, including project records. On the navigation bar in *General Ledger*, click *Records* and then click **Projects** on the Records page. The Projects page appears.

Note: If you have the optional module *Budget Management*, the **Budgets** link appears on the Records page.

The Projects page is the starting point for project records. From this page, you can add a new record or open an existing project. You can edit budgets with Budget Tools and edit project options.

To help you quickly access project information, the Projects page displays recently accessed project records. To save time when searching for a specific project record, you can use the **Search for a Project by project ID** field. This is especially useful if your organization has a large number of projects. For more information about searching for records, see the Program Basics chapter of the *Program Basics Guide*. 
If you have the optional module *Advanced Security*, you can give or deny user rights to the projects you specify. You can use a query, a date range, or selected projects on which to set up security. For more information about security, see the *Administration Guide*.

**Finding and Opening Project Records**

**Tip:** On the Projects page you can quickly find a project by ID by using the search feature in *The Financial Edge*. For information about this feature, see the *Program Basics Guide*.

To find and open a project record, you need to be familiar with the Open screen. The Open screen has several filters you can use to narrow your search and quickly locate the project you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click **Open a Project** from the Projects page.

- **Opening a project record**
  1. On the Records page, click **Projects**. The Projects page appears.

**Tip:** You can either click **Projects** or use the navigation tabs on the Records page to access project records.
2. Click **Open a Project**. The Open screen for projects appears. For more information about using the Open screen, see the *Program Basics Guide*.

3. In the **Find Projects that meet these criteria** frame, enter the criteria for the program to use to search for the project. Criteria can include the project ID, description, type, and status.

4. Click **Find Now**. The program searches the database and displays all projects meeting the search criteria.

   **Note:** The project record opens to the Project tab by default. In Options, you can select a different tab as the default. For more information about setting the default tab, see the *Program Basics Guide*.

5. In the grid, select a project and click **Open**. The project record opens to the Project tab.
6. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Projects page.

## Managing Project Records

**Glossary:** A project is a transaction-level identifier that categorizes transactions and budget entries. You can use projects to monitor equity balances or prepare financial statements for a given purpose. If a project is associated with an account or budget, you cannot delete it.

You can add project information from the Projects page of **Records**, from the **File** menu on the Projects page, and from the **File** menu of an existing project record. We recommend adding and opening records from **Records** because it provides the easiest and most complete access to all record types.

From the Projects page, you can use **Budget Tools**. Click **Budget Tools** to create, copy and forecast, merge, finalize, and delete budget scenarios. For more information about using budget tools, see the Budget Management chapter.

Once you create, save, and close a record, you can make changes or add new information by editing the project record. If you have a project you no longer use, you can delete the project record. However, we recommend you make the project inactive to indicate the project record is no longer current or valid. You can make a project active or inactive only if you have rights established from the **Set up system security** link of **Administration**. Remember, you cannot delete a project that is used on posted or unposted transactions.

**Warning:** If you have the optional module **Advanced Security**, you cannot delete a project listed on the Project Security tab. For more information about **Advanced Security**, see the **Administration Guide**.

Importing records is an efficient process in which you move data from other programs into **The Financial Edge**. Importing is particularly useful if your organization maintains two databases or if you need to combine two or more databases into one. With project imports, you can add project information to existing projects in the database or create new projects. For information about importing, see the Import Basics chapter of the **Import Guide**.

## Adding Project Records

When you add a project record in **General Ledger**, we recommend you enter as much as you can about the project. Such information is more than just numbers; with project attributes and other textual details, you can manage projects accurately and efficiently. You can enter budget and contact information, save media items, and create notepads of information about the project. Because **Projects and Grants** acts as a subsidiary ledger on a separate level from the chart of accounts, your organization can add projects without having to add accounts with new segment values to the chart. This allows for a streamlined chart of accounts.

- **Adding a project record**

**Note:** The heart of the project record is the Project tab. This tab stores general project information such as project number and description, status, starting and ending dates, active/inactive status, and contact information.
1. On the Projects page, click Add a New Project. The New Project record opens to the Project tab.

2. In the Project ID and Description fields, enter the identification number and a description of the project. We recommend you enter the name of the project in the Description field.

   If you marked Automatically generate new Project IDs in Business Rules, the program automatically assigns a project ID when you leave this field blank and save the record. Project ID and Description are required fields.

3. In the Type and Status fields, select the type and status of the project.

4. In the Start date and End date fields, enter the beginning date and ending dates of the project or click the calendar to select dates.

   **Note:** You can rename fields to something more appropriate for your organization on the Project Fields page of Configuration.

5. In the Division field, select the division you want associated with this project. You can set up options for this field on the Project Fields page of Configuration.

6. In the Department field, select the department you want associated with this project. You can set up options for this field on the Project Fields page of Configuration.

7. In the Location field, select the location you want associated with this project. You can set up options for this field on the Project Fields page of Configuration.

8. In the Active/Inactive field, the program automatically enters “Active”, but you can select an inactive status.

   **Note:** You define types and statuses in Configuration. For more information about defining these fields, see the Configuration Guide for General Ledger.

   Select “Inactive - prevent data entry” to prevent you from entering project information but keep the project record in the database.

   Select “Inactive - prevent data entry and posting after a certain date” to prevent data entry and posting of transactions on this project. If you select “Inactive - prevent data entry and posting after a certain date”, the after field appears so you can enter an end date.

9. Click Save and Close on the toolbar. You return to the Projects page.
Adding Contact Information

When you create a project record, to make project information more thorough and complete, we recommend you add contact information to the record. You can store all this information in the contact grid on the Project tab. You can add, update, or delete contact information at any time.

If you have The Raiser’s Edge installed and integrated with The Financial Edge, you can load a Raiser’s Edge constituent as a project contact.

- Adding a contact to a project record
  1. From an open project record, select the Project tab.

  ![Project record screenshot]

  2. Click New Contact. The New Contact screen appears.

  3. Click Name. The Name screen appears.

  4. In the Title 1 and Title 2 fields, select titles for the contact, for example, “Ms.” or “Dr.”.

  5. In the First name, Middle name, and Last name fields, enter the contact’s name.

Note: To link the contact name you just entered with the Name field on the New Contact screen, leave Synchronize full name and individual name fields marked.
6. In the **Full name** field, select the contact’s full name as it should appear on correspondence. For example, you can select “Ms. Mary Armstrong” or “Armstrong, Mary Elizabeth”.

7. Click **OK** to save the name information and return to the New Contact screen.

8. In the **Organization** field, enter the name of the organization with which the contact is associated.
9. In the **Position** field, enter the contact’s position, for example, “Membership Chair”.

**Note:** “United States” automatically appears in the **Country** field; however, you can select a different country.

10. Click **Address**. The New Address screen opens to the General tab.
11. In the **Address, City, State, and ZIP** fields, enter the contact’s address.
12. In the contact grid, select a contact type in the Contact Type column and enter the number in the Contact Number column.

**Note:** The ZIP Code can be either a five-digit ZIP Code or ZIP + 4 code.

13. In the Address as it will be printed box, verify the address is formatted the way you want it to appear on reports and mailings.

![Address Form](image)

**Note:** If you make edits to the address in the Address as it will be printed box and leave Synchronize with individual address fields marked, changes default back to the individual address fields. To edit the address in the box without affecting the individual address field, unmark Synchronize with individual address fields.

14. Click OK to save the information and return to the New Contact screen.

![New Contact Form](image)

15. Click OK to return to the Project tab. Contact information appears in the grid.

- **Loading a Raiser’s Edge constituent as a project contact**

  **Note:** If you have *The Raiser’s Edge* installed and integrated with *The Financial Edge*, you can load a Raiser’s Edge constituent as a project contact.

  1. From an open project record, select the Project tab.
2. Click the down arrow next to New Contact and select Load Raiser’s Edge Constituent.

3. If you have multiple databases installed, the Raiser’s Edge Database screen appears.

4. Click the database to log into. The Raiser’s Edge login screen appears.

5. Enter your user name and password and click the right arrow. The Open screen appears.

Note: Once you upload the constituent as a contact, there is no link to the Raiser’s Edge constituent record. Any updates made to the constituent record in The Raiser’s Edge are not reflected in The Financial Edge.
6. Enter information in the search fields to find the constituent and click **Find Now**. The constituent appears in the list.

7. Select the constituent to load and click **Open**. You return to the Project tab and the constituent’s contact information appears in the grid.

**Managing Project Budgets**

From an open project record, you can set up a project budget that synchronizes the budgets of the accounts that use the project. You can then add, edit, and delete budget information. Any changes you make to the project budget affect the accounts with which it is linked.

**Glossary:** A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

You can view the budget for one project at a time. On the Budget tab, you can define the portion of your overall budget that is allocated to and generated from a project. You can enter and modify the budget on any project for budgets not yet finalized for any of the fiscal years defined in **Configuration**.

You can add and distribute project budget amounts using three methods:

- Manually entering an amount into each applicable period
- Distributing an amount evenly

**Note:** If you have the optional module **Budget Management**, you can use the Budget Manager to enhance project information. For more information about budgets, see the Budget Management chapter.

- Distributing an amount or set of defined percentage distributions

**Adding Project Budgets**

A budget is an estimate of the level of economic activity for a fiscal period. You can expand project information on the Budget tab of the project record. On this tab, you can enter project budgets. If you have the optional module **Budget Management**, you can develop, copy, forecast, and monitor budget scenarios.
Adding a project budget

Tip: If you are setting up both account and project budgets, we recommend you set up the budgets from the project record and create the budget automatically. The only time you want to enter budgets from the account record is to allocate a dollar amount only to the account and not to the project.

1. From an open project record, select the Budget tab.

2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.

3. In the **Scenario ID** field, select a budget scenario.

4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

5. In the **Total** column, enter the total budget amount available for project.

6. In the **Edit** field, select “Amount” or “Percent”.
   - If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
   - If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.

7. Click **Save and Close**. You return to the Projects page.
Adding a project budget in project total view

If the project you have open allows project total budgeting, you will have the following view on your Budget tab. You can enable the Allow total Project budget amounts to be set for selected Project types option in Business Rules.

1. From an open project record, select the Budget tab.

2. In the Scenario ID field, select a budget scenario.

3. In the Start Fiscal Year field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module Budget Management, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

   The Budget type field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the Expense budget field, enter the total budget amount available for project.

   The Actual expense field displays the amount for posted General Ledger transactions for expense category accounts in the selected fiscal year.

   **Note:** You can enable the Allow total Project budget amounts to be set for selected Project types option in Business Rules.

   The Fav/(unFav) field displays the budget minus actual expense.

   The Percent used field displays the actual expense divided by the total budget.

5. Click Save and Close. You return to the Projects page.

Distributing Project Budgets Evenly

On the Budget tab of an open project record, you can enter and evenly distribute a project budget. Entering and distributing project budgets gives you the flexibility of entering budget figures that you can adjust to reflect irregular or seasonal fluctuations. If you define distributions in Configuration, you can use the distribution by clicking Load Budget Distribution. If you distribute a budget evenly, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

Distributing a project budget evenly

**Glossary:** A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects. A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts.
1. From an open project record, select the Budget tab.

2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.

3. In the **Scenario ID** field, select a scenario identifier.

4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

5. In the **Total** field, enter the total amount to include in the budget.

6. Select “Amount” or “Percent” from the toolbar.
   - If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
   - If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.

7. On the action bar, click **Distribute Total**. The total is divided and distributed equally for each period of the fiscal year.

8. Click **Save and Close**. You return to the Projects page.

### Loading Project Budget Distributions

You can save time and reduce errors by using a budget already defined in *Configuration*. Budget distributions provide a method for you to distribute budget activity manually or evenly.

- **Loading a project budget distribution**

  **Glossary**: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. You can apply budget activity manually, evenly, or with a table to projects.

1. From an open project record, select the Budget tab.

2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.

3. In the **Scenario ID** field, select a scenario identifier.

4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

5. In the **Total** field, enter the total amount you want to include in the budget.

6. Select “Amount” or “Percent”.

---

**Loading Project Budget Distributions**

You can save time and reduce errors by using a budget already defined in *Configuration*. Budget distributions provide a method for you to distribute budget activity manually or evenly.

- **Loading a project budget distribution**

  **Glossary**: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. You can apply budget activity manually, evenly, or with a table to projects.

1. From an open project record, select the Budget tab.

2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.

3. In the **Scenario ID** field, select a scenario identifier.

4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

5. In the **Total** field, enter the total amount you want to include in the budget.

6. Select “Amount” or “Percent”.
7. Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.

![Budget Distributions Screen]

8. From the list, select a budget distribution. You define distributions in **Configuration**.

**Note:** A fiscal year budget can contain from one to 13 periods. If you have the optional module **Budget Management**, a period range budget can span fiscal years and contain from one to 99 periods.

9. Click **Select**. You return to the Budget tab, and the program distributes the budget according to the budget distribution selection. For example, if you select **Quarterly**, the budget is distributed evenly among four months of the fiscal year.

10. Click **Save and Close**. You return to the Projects page.

### Adjusting Project Budget Totals

Once you have finalized a budget, you can use budget adjustments to make changes. For example, you can adjust a finalized budget if unforeseen changes arise in budget assumptions. You can create reports displaying the original project budget, any adjustments, and the new budget for the project. Adjusting the total budget is useful when you need to enter and distribute only a few budget amounts in specific periods.

- **Adjusting the total budget on a project record**
  1. From an open project record, select the Budget tab.

**Note:** If you create an account “on the fly” that should have a required attribute, you must save and close the account and reopen it to add the required attribute.

2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
3. In the **Scenario ID** field, select a scenario identifier.
4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module **Budget Management**, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
5. Select “Amount” or “Percent”.
6. Click **Distribute Total** or **Load Budget Distribution** to load a budget distribution.
7. Make changes in the budget grid.
8. Click **Adjust Account Total** on the action bar. The program updates the total.
9. Click **Save and Close**. The program saves your changes to the budget, and you return to the Budget tab.
Adding Account Restrictions

From an open project record, you can set up account restrictions related to the project. By adding restrictions, you have more control over what accounts can or cannot be used.

On the Account Restrictions tab, you can restrict or allow use of all or a select group of accounts for the project. If you have previously set up account restrictions that you would like to use again, you can save time by copying those restrictions.

You can also control how the restricted accounts are used throughout the program by setting a project business rule in *Configuration*. With this business rule, you can enforce project account restrictions on all project transactions or only when processing indirect cost allocations.

If you select only when processing indirect cost allocations, any restricted accounts are excluded from the allocation pool for the associated project and are not used in the calculation when processing an indirect cost allocation. Indirect cost allocations are available only if you have the optional module *Allocation Management*. For more information about allocations, see the *Allocation Management Guide*.

- Adding account restrictions for projects
  1. From an open project record, select the Account Restrictions tab.
  2. In the *Restriction* field, select an option designating the type of account restrictions to add. You can allow use of all accounts, allow use of selected accounts, restrict use of all accounts, or restrict use of selected accounts.
     
     If you allow or restrict selected accounts, the grid becomes active and you can enter the specific accounts. You can designate accounts by entering a range, using a query, or by entering individual accounts in the grid.
  3. Once you enter account restrictions, click *Save and Close*. You return to the Projects page.
Defining Indirect Cost Information

If you have the optional module Allocation Management, the Indirect Costs tab is available on project records. On this tab, you define specific indirect cost information, including destination accounts, rates, and pools, to be associated with projects when they are included in indirect cost allocations.

**Note:** From the Indirect Costs tab, you can also create new rates and pools. For more information about adding new rates and pools, see the Allocation Management Guide.

On the Indirect Costs tab, you assign previously created allocation rates and allocation pools to projects, or create new rates and pools to associate with the project. You can also copy rates and pools from other project records. Additionally, you can define default revenue and/or asset accounts to be used as destination accounts when calculating indirect costs related to the project.

Once you add allocation rates, pools, and/or default destination accounts to a project record, those items are associated with the project. When an indirect cost allocation is created using that project, the rates and pools are eligible to be used and are selectable on the allocation record. For example, if you assign three allocation rates to a project on the Indirect Costs tab, when that project is included in an indirect cost allocation, you can select one of those rates to be used. If you add a new rate for a project from an allocation record, that rate is automatically associated with the corresponding project and viewable on the Indirect Costs tab.

If you no longer want a project to be associated with specific rates or pools, you can remove those items from the Indirect Costs tab, which disassociates the project from the removed rates and pools. Rates and pools that are associated with a project used in an indirect cost allocation cannot be deleted.

This section provides step-by-step procedures for defining indirect cost information on project records.

- **Defining destination accounts, allocation rates, and pools for projects**
  1. From an open project record, select the Indirect Costs tab.

    ![Indirect Costs Tab](image)

    2. To assign default destination accounts, access the account grid and enter the debit and credit accounts to be used for the indirect costs related to this project. The default debit account type is asset and the default credit account type is revenue.

    The accounts you enter here are defaults only and can be changed on the allocation record. When running an allocation, you must have at least one distribution for each project that allocates the calculated indirect costs to specific debit and credit accounts.
3. To define allocation rates to be used with this project, access the rate grid.

4. In the Rate ID column, select a previously created rate or click New Rate on the action bar to add a new rate. You can also copy rates from other projects by clicking Copy Rates from. All rates entered in the grid are eligible to be used with the project when an indirect cost allocation using the project is created. If you need to remove a rate from a project, highlight the rate in the grid and click Remove on the action bar.

5. If you want the project to be associated with all new allocation rates added to the system, mark Associate this project with new Rates.

6. To define allocation pools to be used with this project, access the pool grid.

7. In the Pool ID column, select a previously created pool or click New Pool on the action bar to add a new allocation pool. You can also copy pools from other projects by clicking Copy Pools from. All pools entered in the grid are eligible to be used with the project when an indirect cost allocation using the project is created. If you need to remove a pool from a project, highlight the pool in the grid and click Remove on the action bar.

8. If you want the project to be associated with all new allocation pools added to the system, mark Associate this project with new Pools.
9. After entering indirect cost information for the project, click **Save and Close**. You return to the Projects page.

## Defining Portfolio Allocation Information

The Investments tab replaces the Indirect Costs tab on project records when you specify the project type as “Endowment.” In order to specify the project type as “Endowment” on project records, you must first create an endowment table entry on the Project Type table in **Configuration**. You cannot define portfolio allocations on a project record if you select “Project” as the type.

On the Investments tab, you assign previously created portfolio allocation rates to projects, or create new rates to associate with the project. You can also copy rates from other project records.

If you no longer want a project to be associated with a specific portfolio allocation rate, you can remove it from the Investments tab, which disassociates the project from the removed rate.

- **Defining portfolio allocations for projects**
  1. From an open project record, select the Investments tab.
2. To add a new portfolio allocation, click **New Portfolio Allocation**.

3. In the **Rate ID** field, enter a unique name or ID for this rate. In the **Description** field, enter a description to help further identify the rate.

4. In the **Rate Type** field, select a type. These are user-defined table entries. For example, “Endowment”. If you have the required table entry security rights, you can add or edit rate types by clicking the **Rate Type**.

5. The **Status** field defaults to “Active,” which is the normal setting if you want to actively use this rate. To deactivate a rate and suspend use in the program, you can access the rate record and select “Inactive”. This is useful if your organization no longer wants to use a rate that has already been used for allocations.

6. In the grid, enter at least one rate value and the dates that it is valid.
   
   If you enter only a single rate value, you are not required to enter an end date. However, if multiple values are entered, an end date is required for all values except for the last entry in the grid. The dates for multiple values cannot overlap.

7. Click **Endowments** to designate the specific **General Ledger** endowments to associate with this rate. The Endowment Selection screen appears.
On this screen, you add or remove specific endowments that should use this rate when included in allocations. If you want all future endowments to use this rate, mark **Associate this rate with new Endowments**. Once endowments are assigned to a rate, the corresponding endowment records are updated and you can view the rates on the Investments tab of the project records.

8. After selecting the endowments to be associated with this rate, click **OK** to return to the Investments tab.

9. You can also copy portfolio allocation from other projects by clicking **Copy Portfolio Allocation from**. If you need to remove a portfolio allocation from a project, click **Remove** on the action bar.

10. After entering portfolio allocation information for the project, click **Save and Close**. You return to the Projects page.

### Managing Project Activity

The Activity tab displays a summary of project activity and budget information. If you have the optional module **Allocation Management**, you can also view specific direct and indirect cost information. This tab is for informational purposes only; you cannot add or edit information on the Activity tab. You can view activity transaction in summary or detail and define filters in which to display activity. You can export activity information to another software program to work with the information in that format or to create a report of activity. With graphs, you can view project activity in a variety of graph formats and styles to use in presentations and reports.

### Viewing Project Activity

Depending on the selection in the **Type** field on the Activity tab, you can view actual transactions, encumbrance transactions, or both. You can view income statement activity along with summarized balance sheet information or only the income statement for accounts associated with a project. You can view individual transactions in an activity category.

- **Viewing project activity**
  1. From an open project record, select the Activity tab. A grid showing all activity on the project appears.
    
    **Note:** On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

    2. In the **Type** field select “Actual”, and actual project transactions appear in the grid.
3. In the **Dates** and **Budget Scenario** fields, select a fiscal year and budget scenario.

Note: You can view project activity in a graph. For more information about graphs, see “Graphing project activity” on page 96.

4. In the **Type** field, select “Encumbrance”. The **Encumbrance** column appears in the grid with encumbrance transactions.

Note: You define fiscal years and budget scenarios in **Configuration**.
5. In the **Type** field, select “Both”, and the **Actual and Encumbrance** column displays actual plus encumbrance transaction amounts.

6. You can filter the information included in the grid. Click **Filter** to specify filters for project activity.

7. When you finish viewing project activity, close the project record. You return to the Projects page.

- **Viewing project activity in project total view**

  If the project you have open allows project total budgeting, you will have the following view on your Activity tab. You can enable **Allow total project budget amounts to be set for selected project types** option in **Business Rules**.

  1. From an open project record, select the Activity tab. A grid showing all activity on the project appears.
2. In the **Type** field, select “Encumbrance”. The **Encumbrance** column appears in the grid with encumbrance transactions.

3. In the **Dates** and **Budget Scenario** fields, select a fiscal year and budget scenario.

### Note:
You define fiscal years and budget scenarios in **Configuration**.

4. In the **Type** field, select “Both”, and the **Actual and Encumbrance** column displays actual plus encumbrance transaction amounts.
5. You can filter the information included in the grid. Click Filter to specify filters for project activity.
6. When you finish viewing project activity, close the project record. You return to the Projects page.

Viewing Direct and Indirect Cost Activity

On the Activity tab of a project record, you can view direct and indirect cost activity if you have the optional module Allocation Management. Viewing direct and indirect costs for a project is similar to viewing standard activity. Depending on the selection in the Type field on the Activity tab, you can view actual transactions, encumbrance transactions, or both. You can also designate filters to specify the information included and also select a date range for the costs to view.

You can view direct and indirect cost activity for both open and closed periods and fiscal years. However, there are limitations for purged and summarized fiscal years. With purged fiscal years, you cannot view direct costs or indirect costs. For summarized fiscal years, you cannot view indirect costs. If you select a date range within a purged fiscal year, the direct and indirect activity for those periods in that purged fiscal year will be $0.00. If you select a date range within a summarized fiscal year, the direct activity will be calculated, but the indirect cost activity for those summarized periods will be $0.00.

› Viewing direct and indirect cost activity

1. From an open project record, select the Activity tab.
2. Mark Direct and Indirect Costs. Direct and indirect cost transactions and information are displayed.
3. In the Type field, select how you want to view the transactions. Select “Actual” to show actual project transactions appear in the grid, “Encumbrance” to show encumbrance transactions in the Encumbrance column of the grid, or “Both” to display both actual and encumbrance.

Note: You define fiscal years and budget scenarios in Configuration.

4. In the Dates and Budget Scenario fields, select a fiscal year and budget scenario. If you select a date range within a purged fiscal year, the direct and indirect activity for those periods in that purged fiscal year will be $0.00. If you select a date range within a summarized fiscal year, the direct activity will be calculated, but the indirect cost activity for those summarized periods will be $0.

<table>
<thead>
<tr>
<th>1001 - Annabell Johnson Endowment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs from FY1999 to FY2000:</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Direct Costs</td>
</tr>
<tr>
<td>Indirect Costs</td>
</tr>
<tr>
<td>Total Costs</td>
</tr>
</tbody>
</table>
5. You can filter the information included in the grid. Click Filter to specify filters for direct and indirect costs. For more information about filtering activity, see “Defining Filters for the Activity Grid” on page 91.

If your organization is using account restrictions on projects for indirect cost allocations only, the Direct Costs category is displayed with Allowable and Non-allowable rows. The Allowable row provides the sum of all expense accounts for the project minus restricted accounts. The Non-allowable row provides the sum of all activity in the restricted expense accounts. And the Direct Costs row provides the sum of both the Allowable and Non-allowable rows. For more information about account restrictions, see “Adding Account Restrictions” on page 80.

6. When you finish viewing direct and indirect cost activity, close the project record. You return to the Projects page.

Exporting Project Information

You can export project activity information into a worksheet or other database application. If you have the optional module Allocation Management, you can also export direct and indirect cost information. Exporting is useful if you routinely create custom reports using The Financial Edge data. You can filter to view the information you want, extract the data to use, and create a customized report.

`Exporting project activity to a worksheet`

**Note:** On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

1. From an open project record, select the Activity tab.
2. Select the type of activity to view and export. Mark either Activity or Direct and Indirect Costs. You can view direct and indirect costs only if you have the optional module Allocation Management.
3. In the Dates and Budget Scenario fields, select a date and scenario identifier.
4. Select a category in the activity grid.
Defining Filters for the Activity Grid

To expedite locating information about project activity and direct and indirect costs, you can define custom filters for viewing. You can expand or reduce the activity appearing in the grid by filtering by query, date, account number, journal, class, account attribute, and transaction code. For more information about filtering in The Financial Edge, see the Program Basics Guide.

- Defining a filter for the activity grid on a project record
  1. From an open project record, select the Activity tab.

Glossary: A transaction code is an additional field on each transaction that helps you further categorize information in reporting and closing fiscal years. You can define up to five transaction code tables. Because it can retain equity, a transaction code acts like a project. Unlike a project, though, a transaction code does not offer budgets, media, or notes.

2. On the action bar, click Filters. The Project Filters screen appears.
3. To filter project activity, select a query, date range, or other elements about the project.
   - To filter activity using a query, click the binoculars in the Query field to search for a query. For more information about using queries, see the Query Guide.
   - To filter activity in the Include Income Statement Activity for this Date Range frame, select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific dates>” in the Date field.
   - To filter activity in the Include Balance Sheet Activity as of frame, enter a date in the Date field.
4. You can use the **Account number, Journal, Subsidiary, Class, Account Attribute, and Transaction code** fields to filter activity. For information about defining transaction codes, see the *Configuration Guide for General Ledger*. You can also filter activity be fund. Select funds using the arrow buttons in the box at the bottom of the screen.

![Project Filters](image)

5. When you finish making filtering selections, click **OK**. You return to the Activity tab. Click **Calculate** to recalculate the project activity appearing the grid using the new filtering criteria.

### Editing Filters for the Direct and Indirect Cost Grid

To filter the direct and indirect cost activity displayed on the Activity tab of a project record, you can edit the filters for balance and activity calculations. You can specify a date range and fiscal year, as well as designate accounts, account codes, account attributes, classes, funds, and transaction codes. You can also designate specific batches, journals, and transactions for filtering activity calculations. These filters can expand or reduce the activity appearing in the grid. Direct costs are always limited to expense accounts.

Because direct costs are always limited to expense accounts, changing the category filter does not affect the direct costs displayed. However, indirect costs, which originate from processed indirect cost allocations, can be filtered by category.

For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

- Editing filters for the direct and indirect cost grid on a project record
  1. From an open project record, select the Activity tab.
  2. For the **Report View**, mark **Direct and Indirect Costs**.
3. On the action bar, click **Filters**. The Edit Filters screen appears.

![Edit Filters screen]

4. In the **Date** field, you can select a new date option, which changes the current income statement activity included in the grid. You can select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific range>”. Additional fields appear if your selection requires specific dates, periods, or years.

5. In the first grid, you can edit the filters that apply to both activity and balance calculations. The possible filter options include accounts, account codes, account attributes, categories, classes, funds, and transaction codes. Edit these filters as needed.

6. In the second grid, you can edit the filters that apply only to activity calculations. The possible filter options include batches, journals, and transactions. Edit these filters as needed.

7. When you finish making filtering selections, click **OK**. You return to the Activity tab. Click **Calculate** to recalculate the direct and indirect cost activity appearing the grid using the new filtering criteria.

**Viewing Project Details**

When viewing account activity on a project record, you can display transaction details. Select and double-click a row in the grid. The Account Summary screen appears with a summary of accounts. You can display all details of the account, such as the post date, journal reference, and amount.
Viewing details for a specified period of activity on a project record

1. From an open project record, select the Activity tab. Select and double-click a row in the grid. The Account Summary screen appears.

2. To view details of an account, select the account in the grid and click Account Detail. Transactions for the selected account appear. For more information about transactions in General Ledger, see the Journal Entry Guide.
3. To view details of a transaction, click **View Transaction** on the action bar. The Transaction screen for the selected transaction appears.

4. Close the Transaction screen to return to the Account Summary screen.

5. Click **Close** to close the Account Summary screen and return to the Activity tab of the project record.

**Viewing the History of Changes**

The History of Changes tab displays an historic record of changes to the project record. If a project has had a change in description, ID, or status, the change appears on the History of Changes tab. The information is for informational purposes only; you cannot add, edit, or delete data on this tab. You can print information from the History of Changes tab on the Project Profile Report.

- **Viewing the history of changes on a project record**

**Note:** The History of Changes tab displays changes made to the project, including who made the change and the date the change was made. You can include this information in a Project Profile Report. This tab is for informational purposes only; you cannot add or edit data on this tab.

1. From an open project record, select the History of Changes tab. A grid displays the changes made to the project with the most recent change appearing at the top.

   - **The Item Changed** column displays the kind of change made on the project record, such as status or project ID.
   - **The Previous Setting** column displays the information that had been recorded for the project before new information was entered.
   - **The New Setting** column displays the new information recorded for the project.
• The **Changed On** column displays the date the change was made.
• The **Changed By** column displays the name of the user who made the change.

2. Click the **Changed On** column heading. The display now lists the changes with the oldest date on top. Click the heading again, and the new change appears on top.

3. Close the project record to return to the Projects page.

### Graphing Project Activity

Project graphs use standard graphing features, such as two- or three-dimensional bar graphs and line graphs. If you have the optional module *Allocation Management*, you can graph direct and indirect cost information. To access these features, in the grid on the Activity tab, select a category and click the Summary Graph button on the toolbar.

- **Graphing project activity**

  **Note:** On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

1. From an open project record, select the Activity tab.
2. Select the type of activity to view and graph. Mark either **Activity** or **Direct and Indirect Costs**. You can view direct and indirect costs only if you have the optional module *Allocation Management*.
3. Select a type, date, and budget scenario.
4. On the toolbar, click the Summary Graph button. The Project Activity screen appears.

Note: To view two-dimensional graphs, mark 2D at the top of the screen. To view three-dimensional graphs, mark 3D.

5. To change the graph type, style, or text, click Options. The Gallery screen appears with an array of graph types. Click a type, for example, “Pie”.
6. Click **Next**. The Style screen appears. Click a style, for example, “1”.

![Style screen](image)

7. Click **Next**. The Layout screen appears so you can create a title, footnote, and legend for the graph.

![Layout screen](image)

8. Click **Next**. The Axes screen appears so you can define the category and value for the axes on the graph.

![Axes screen](image)
9. Click **Finish**. The graph for the project activity appears in the format you selected.

10. To copy the graph to the clipboard for pasting into documents, click **Copy**. A message appears, telling you the graph has been copied to the clipboard.

11. To print the graph, click **Print**. The graph prints on your default printer.

12. When you finish making selections for the graph, click **Close**. You return to the Activity tab of the project record.

### Managing Attributes, Media, Actions, and Notes

You can further define a project record by adding information to its tabs.

On the Attributes tab you can add attributes that give an additional level of detail to project records. You can filter and sort using project attributes.

**Glossary:** Media is scanned information about a project, such as a contract or photograph. You can create new media objects or retrieve existing media objects to save in the project record.

On the Media tab, you can store media objects for a project.

On the Actions tab, you can enter communications about the project.

On the Notes tab you can record information about a project that you may need later.

### Adding Attributes

Use the Attributes tab to record additional information relating a project to a particular budget manager, user, department, or program. You can report on projects with attributes based on a common theme. You can use project attributes as filters in other areas of **General Ledger**, such as **Query** and **Reports**.

If you delete attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the project record instead of the attribute.

- **Adding a project attribute**

**Glossary:** An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specifications. Examples of **Financial Edge** attributes include account attributes, project attributes, and action attributes.
1. From an open project record, select the Attributes tab.
2. In the **Attribute Type** column, select an attribute type.
3. In the **Description** column, select a description for the attribute. The program automatically fills in the **Short Description** column.
4. In the **Date** field, enter the date the attribute becomes effective.
5. If the attribute is required on a project record, the program automatically marks the checkbox in the **Required** column. You cannot edit this from the Attribute tab.
6. In the **Comments** column, enter any additional comments or more detailed information about the attribute. You can enter free-form text in this column.
7. Click **Save and Close** on the toolbar. You return to the Projects page.

### Adding Media

On the Media tab you store media objects about a project. These objects can include newspaper clippings, letters, contracts, pictures, and graphs. By storing these objects in your database, *The Financial Edge* keeps the information at your fingertips. The Media tab is a great way to include visual and sound objects on a project record. You can create a new object or use an object that already exists.

**Warning**: If a media object is no longer current or valid, you can access the object and delete it from the project record. Be careful not to use the Delete button on the toolbar. You could inadvertently delete the project record and not the media object.

You can create new media objects or retrieve existing media objects to save in the project record. When you add a media object to a project record, you insert an electronic copy of the object. Changes to the original object do not affect the copy. However, you can make changes to the electronic copy from the Media tab.

#### Adding a new media object to a project record

1. From an open project record, select the Media tab.
2. On the action bar, click **New Media**. The Insert Object screen appears.

Glossary: Media is scanned information about a project, such as a contract or photograph. You can create new media objects or retrieve existing media objects to save in the project record.
3. To create a new media object, mark **Create New**. If you select this option, you can create a new file with content you provide.

4. In the **Object Type** box, select a file type. This designates the type of media file you are adding. For example, if you select a "Bitmap Image," a blank bitmap is inserted. You can edit the image once inserted. The object types available depend on the applications installed on your system.

5. To display the media object as an icon on the Media tab, mark **Display As Icon**. If you mark the checkbox, you can click the **Change Icon** button to customize the icon.

6. Click **OK**. The New Media screen for the selected project appears.

![New Media Screen](image)

7. In the **Date** field, enter the date the media is added.

8. In the **Type** field, select a media type. You define media types in **Configuration**.

9. In the **Description** field, enter a description of the media object.

10. In the **Title** field, enter a title for the media object.

11. In the **Author** field, select your user name.

12. To save the media file and return to the Media tab, click **Save and Close**.

> **Adding existing media to a project record**

**Glossary:** Media is scanned information about a project, such as a contract or photograph. You can create new media objects or retrieve existing media objects to save in the project record.

1. From an open project record, select the Media tab.
2. Click **New Media.** The Insert Object screen appears.

3. Mark **Create from File** to add a media object from a file you previously created and saved. Click **Browse** to search for the file.

4. Click **OK.** The New Media screen for the project appears displaying the selected media object.

5. In the **Date** field, enter the date the media is added.

6. In the **Type** field, select a media type. You define media types in **Configuration.**

7. In the **Description** field, enter a description of the media object.

8. In the **Title** field, enter a title for the media object.

9. In the **Author** field, select your user name.

10. To save the media file and return to the Media tab, click **Save and Close.**

### Adding Actions

**Glossary:** An action is any task or activity that needs to be completed for a project.

The Actions tab maintains any task or activity that needs to be completed for a project. Actions, for example, can include meetings, mailings, phone calls, and email messages. If you have security rights established from the **Set up system security** link in **Administration,** you can add, edit, and delete actions from this tab.

**Warning:** Be careful not to use the **Delete** button on the toolbar to delete an action. You could inadvertently delete the project record instead of the action.

You can assign an action to another person, and the program reminds him when the action is due. You can assign actions to yourself. For example, if you have an important phone call to make, you can assign the phone call as an action. When the phone call is due, the program reminds you by adding an action reminder to the Home page of each program in **The Financial Edge.**
Adding an action to a project record


2. In the Action type field, select an action type.

3. In the Action date and Time fields, enter the date and time the action should occur.

4. In the Status field, select a status for the action. For example, for a new action you can select “Pending”.

**Note:** When the action is complete, you can mark Completed on, and today’s date automatically appears in the field.

5. In the Priority field, select “Low”, “Normal”, or “High” as the level of importance for the action.

6. In the Assigned to field, select the Financial Edge user to whom you want to assign this action.

7. In the Description field, add notes to describe the action.

8. To send the user a reminder, mark Auto-Remind. When you mark Auto-Remind, the other options in the frame become active.

9. In the Send reminder to and Set reminder for fields, select the Financial Edge user to be reminded and the amount of time before the action to send the reminder.

**Note:** You can add more information about the action on the Attributes tab.

10. Click Save and Close. You return to the Actions tab.

Adding Notes

In The Financial Edge, the Notes tab makes it easy to maintain helpful pieces of information you receive, read, or need to remember about a project. You can create notepads to record information about the project not entered elsewhere in the record. Each notepad has a date, type, description, title, and author.

**Glossary:** A note is useful information you can add to a record using free-form text. Notes can include details of phone conversations with vendors, ordering information, and explanations of the invoice distributions.
Notes are different from attributes because they can be secured by type. You can set up securities so only certain users can view particular notepad types. This is especially useful when the information is of a sensitive nature and you want to ensure that only you can access the information. For more information about setting up security access, see the Security chapter of the Administration Guide. You can print project notes on the Project Profile Report from Reports. When deleting a note, be careful not to use the Delete button on the toolbar. You could inadvertently delete the project record instead of the note.

- Adding a note to a project record

**Note:** On the Notes tab, you can enter and organize notes about a project that summarize important information you need to remember.

1. From an open project record, select the Notes tab.
2. Click **New Note** on the action bar. The New Note screen appears.

![New Note Screen](image)

3. Today’s date automatically appears in the **Date** field, but you can enter a different date.
4. In the **Type**, **Description**, and **Title** fields, enter information about this notepad.
5. In the **Author** field, select your user name. The **Author** field defaults to the user creating the note, but you can select another user.

**Note:** You can use buttons on the word processing toolbar to format the appearance of the text, check spelling, and use a thesaurus.

6. In the text box, enter the information you need to remember.
7. Click **Save and Close** on the toolbar. You return to the Notes tab, and the note appears in the grid.
8. Click **Save and Close**. You return to the Projects page.
Budget Management

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The optional module *Budget Management* enhances and expands budget functionality in *General Ledger*. With *Budget Management*, you have advanced budgeting capabilities you can use to develop, copy, forecast, and monitor multiple budgets over current, past, and future fiscal years or period ranges.

**Note:** A budget scenario is a single version of an organization’s budget for a given fiscal year. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and create scenarios for revisions of that budget.

Using *Budget Management*, you can create budget scenarios for each fiscal year, which have multiple budgets for each account. You can use budget scenarios to explore and analyze different budget situations, creating an unlimited number of budget scenarios. Once you create a budget scenario, you can lock it and make adjustments without affecting other scenarios. You can combine budget scenarios for reporting purposes, perform imports and global changes for account budget and project budget information, and perform batch entry of budget distributions.

In addition to budget scenarios, *Budget Management* provides flexibility for linking account, grant, and project budgets, so any change you make to one is reflected in the others. You can include unposted accounts payable activity when verifying account, grant, and project budgets.

With *Budget Management*, you can:

- Create and use budget scenarios to enhance the budget creation process. With budget scenarios, you can create an unlimited number of budgeting situations and efficiently create multiple budgets.
- Develop a fiscal year or period range budget from previous or current activity or budget data.
- Project remaining actual amounts based on year-to-date results and the annual budget.
- Add or subtract dollar amounts or percentages to budgeted amounts.
- Define custom budget distribution tables for quick data entry using the budget entry grid.
- Add notes illustrating how the budget for a specific account was determined.
- Finalize budgets and make budget adjustments.

**Note:** For more information about importing budgets, see the General Ledger Imports chapter of the *Import Guide*.

- Import budget data from spreadsheet applications. With *Budget Management* and the required security rights, you can import budget information from a spreadsheet to use in existing budgets or to create new budgets.
- Export budget data to other applications. For example, to transfer budget information into a spreadsheet or database application, you can extract the information directly from *General Ledger*.

**Note:** For more information about queries in *The Financial Edge*, see the *Query Guide*.

- Query a budget. With Query, you can search for account, budget, recurring batch transaction, and project information. You can query and export the budget for any year that has not been purged.

### Accessing Budget Records

**Note:** If you have the optional module *Projects and Grants*, you can create budget records for projects and/or grants.

Because records are such an important part of *The Financial Edge*, we have placed record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including budgets.
On the navigation bar in **General Ledger**, click **Records** and then click **Budgets** on the Records page. The Budgets page appears.

The Budgets page is the starting point for budget records. From this page, you can add a new budget record, open existing records, export budgets, and delete a budget record. You can edit budget options by clicking **Tools**, **Options** from the menu bar. For more information about options, see the Options chapter of the Program Basics Guide.

### Finding and Opening Budget Records

Every budget you add to **General Ledger** has a unique record. Once a budget record is in the database, you can open it from the Budgets page of **Records**, from the **File** menu on the Budgets page, or from the **File** menu of an existing budget record.

**Opening a budget record from the Budgets page**

**Note:** To sort the budgets appearing on the Budgets page by fiscal year, scenario ID, or description, click the corresponding column heading. The program sorts the budgets alphanumerically in ascending or descending order.

1. On the Records page, click **Budgets**. The Budgets page appears.
2. Select a budget in the grid and click **Open** on the action bar. The budget record appears.

3. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Budgets page.

### Managing Budget Records

You can add budget information from the Budgets page of **Records**, from the **File** menu on the Budgets page, and from the **File** menu of an existing budget record. We recommend adding and opening budgets from **Records** because it provides the easiest and most complete access to all record types.

If you have the optional modules **Budget Management** and **Projects and Grants**, you can use the Project, Budget, Grant, and Account Views in the Budget Manager to efficiently add budgets for accounts and projects at the same time.

You can see the impact of increasing account budgets or distributing a budget among several accounts. If you have the optional module **Projects and Grants**, you can use business rules in **Configuration** to define how the program distributes an account budget to related project and grant budgets.

**Tip:** To move between rows in a grid column, press **CTRL** + the up or down arrow key.

Each view displays grids with different budget information. In the Budget View and Project View you can add all account and project budgets rather than adding a budget individually for accounts or projects. Use the grid to add, distribute, and adjust budgets. From the Account View you can access information about a single account and the projects associated with that account.

**Note:** We recommend defining budgets from the project perspective.

We recommend you initially define budgets from the project perspective. When you create a project budget, the program automatically creates the related account budget. The only time you need to create the budget from the account occurs when you have a figure to be budgeted to the account but not distributed to a project.

**Note:** You can add budget information on the Budget tabs in account and project records. For more information about these budgets, see “Managing Account Budgets” on page 11 and “Managing Project Budgets” on page 75.
**Project View.** The Project View provides an expanded look at project budgets. For example, you can add project budgets and distribute them manually, evenly, or by a table defined in *Configuration*.

![Budget Manager - Project View](image)

**Budget View.** The Budget View provides an expanded look at the entire budget selected for all accounts. For example, you can add account budgets and distribute them manually, evenly, or by a table defined in *Configuration*. You can adjust finalized budgets in the Budget View.

![Budget Manager - Budget View](image)

**Account View.** The Account View provides an expanded look at a single account and all the projects associated with that account. For example, to look at the details for one account, select the account and then click the View button on the toolbar.

![Budget Manager - Account View](image)
Grant View. The Grant View provides an expanded look at grant budgets. For example, you can add grant budgets and distribute them manually, evenly, or by a table defined in Configuration.

Adding Budgets in the Budget View

Use the Budget View to create, view, and adjust account budgets. If you have the optional module Projects and Grants, you can use business rules to define how the program distributes an account budget to related project budgets. For more information about business rules, see the Configuration Guide for General Ledger.

- Adding a budget in the Budget View
  1. On the Budgets page, click New Budget on the action bar. The Budget Manager screen appears.
  2. In the Scenario ID field, select a scenario to use for the budget. When you select a scenario, its description appears automatically in the Description field. This field is for informational purposes only; you cannot edit the Description field.
  3. In the Budget Type field, select “Fiscal Year” to budget by fiscal year. Select “Period Range” to budget by a period range.
  4. In the Start Fiscal Year field, select the year of the budget you want to open.

If you selected “Period Range” in the Budget Type field, enter the start and end periods.
5. To load and open the budget for viewing, click **OK**. The Budget Manager - Budget View screen appears.

![Budget Manager - Budget View](image)

6. From this screen you can access budget tools to manipulate the budget information to create a new budget. For more information about budget tools, see “Managing Budget Scenarios” on page 115. To return to the Budgets page, click **Save and Close**.

### Adding Budgets in the Account View

Use the Account View to see an expanded look at a single account and all the projects associated with that account. For example, to view the details for one account in the Budget View, select the account and then select **View, Account View** from the menu bar.

- **Adding a budget in the Account View**
  1. On the Budgets page, click **New Budget**. The Budget Manager screen appears.

![Budget Manager](image)

2. In the **Scenario ID** field, select a scenario containing the account you want to view. When you select a scenario, its description appears automatically in the **Description** field. This field is for informational purposes only; you cannot edit the **Description** field.

3. In the **Budget Type** field, select “Fiscal Year” to budget by fiscal year. Select “Period Range” to budget by a period range.

4. In the **Start Fiscal Year** field, select the year of the budget containing the account you want to open.
5. In the View by field, select “Account” and use the binoculars to select the account you want to view in the Account field.

6. To load and open the account for viewing, click Load Now. The Budget Manager - Account View screen appears.

Note: A budget tool is a feature used to manipulate budget scenarios. You can create, merge, copy, finalize, and clear scenarios in the development of budgets for forecasting and analysis. These tools appear only if you have the optional module Budget Management.

7. From this screen, you can access budget tools to manipulate the budget information to create a new budget. For more information about budget tools, see “Managing Budget Scenarios” on page 115. To return to the Budgets page, click Save and Close.

Adding Budgets in the Project View

Use the Project View to adjust a project budget total and then have the program automatically adjust the associated account budget.
Adding a budget in the Project View

1. On the Budgets page, click New Budget. The Budget Manager screen appears.

![Budget Manager](image1)

2. In the Scenario ID field, select a scenario to use for this budget. When you select a scenario, its description appears automatically in the Description field. This field is for informational purposes only; you cannot edit the Description field.

3. In the Start Fiscal Year field, select the year of the budget you want to open.

4. In the View by field, “Project”. In the Project ID field that appears, click the binoculars to select the project you want to view.

![Budget Manager](image2)

Note: You define budget scenarios in Configuration.

Note: You can view the previous or next budget by clicking the Previous and Next buttons on the toolbar.
5. To open and load the project budget, click **Load Now**. The Budget Manager - Project View screen appears.

![Budget Manager - Project View](image)

**Note:** To save the project budget and continue reviewing other budgets with the Budget Manager, click **Save and New** on the toolbar.

6. To return to the Budgets page, click **Save and Close**.

### Exporting Budget Information

You can export budget information into a worksheet or other database application. Exporting is useful if you routinely create custom reports using **General Ledger** budgets. You can filter to view the information you want, extract the data to use, and create a customized report.

- **Exporting budget information**
  1. On the Budgets page, select a budget to export.

  **Note:** You can export budget distribution reports from the Budget View of a budget scenario by selecting **File**, **Export** from the menu bar.

  2. On the action bar, click **Export**. The Select a Parameter File screen appears.
3. Select a parameter file and click **Select**. The Export screen appears.

![Export Screen](image)

4. In the **Format** field, select a format for the export.
5. In the **Destination** field, select a destination for the exported file.
6. Click **OK**. The Choose Export File screen appears.
7. In the **File name** field, you can use the default file name or overwrite it with a new name.
8. Click **Save**. A message appears indicating the program is exporting the information. Once the data is exported to the file, you return to the Budgets page.

### Managing Budget Scenarios

In *Budget Management*, you can develop budgets for any group of accounts. With budget scenarios, you have the flexibility to forecast multiple budgets for any situation. You can apply budget tools, which include forecasting, increasing or decreasing, and merging. By combining budget scenarios, you can create an unlimited number of budgets to reflect factors and influences that may affect the business cycle.

With *Budget Management*, you can create scenarios by increasing or decreasing a budget, by copying a budget or actual amounts from one year or period range and forecasting a budget for future years or a period range, or by merging previously saved budget scenarios. In addition, you can finalize, clear, and delete budget scenarios.

### Working with Budgets and Scenarios

You can use budget tools to manipulate budget scenarios. You can increase or decrease, merge, copy, finalize, and clear scenarios in the development of budgets for forecasting and analysis. Budget tools appear only if you have the optional module *Budget Management*.

You can access budget tools from the **Tools** menu on the General Ledger Records pages, and from the **Budget** menu on the Budget Manager screen.

### Increasing and Decreasing Account Budgets

From the Budget Tools screen, select **Increase/Decrease account budgets** to increase and decrease multiple account budgets by an amount or percent, making the budgeting process more efficient and flexible. For example, you can take a copied budget scenario for a given fiscal year or period range and increase the Administration account budget by five percent and then compare it to the original account budget.

- **Increasing or decreasing an account budget**

**Note:** You cannot increase or decrease a finalized budget. To make changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.
1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

2. Select **Increase/Decrease account budget** and click **Next**. The Step 2: Select budgets screen appears.
3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose “Selected”. The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.

![Selected Accounts](image)

**Tip:** To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The **Step 2: Select Budgets** screen appears. The records you selected appear in the **Selected Filters** column.

![Step 2: Select Budgets](image)
5. Click **Next**. The Step 3: Enter increase/decrease information screen appears.

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to increase or decrease.

7. In the **Increase/Decrease** fields, select “total budget amount” or “period budgets” and “amount” or “percent”.

**Note:** If you increase or decrease by period, a screen appears with a grid so you can enter an amount or percent for each period. If you increase or decrease by total budget amount, the Step 4: Increase/Decrease budget amount screen appears.

8. Click **Next**. The Step 4: Increase/Decrease budget percentage screen appears.

9. In the **Percent** or **Amount** field, enter a positive number to increase the budget or a negative number to decrease the budget.
10. Click Next. The Step 5: Summary screen appears displaying your selections for the budget change.

11. Click Increase/Decrease Now. The Increase/Decrease budgets processing screen appears.

12. To return to the Budgets page, click Close. To see a report of details about the processing, click View Control Report.

Increasing and Decreasing Grant Budgets

From the Budget Tools screen, select Increase/Decrease Grant budget to increase and decrease multiple grant budgets by an amount or percent, making the budgeting process more efficient and flexible. For example, you can take a copied budget scenario for a given fiscal year or period range and increase the Program Services grant budget by five percent and then compare it to the original grant budget.

- Increasing or decreasing a grant budget

Note: You cannot increase or decrease a finalized budget. To make changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.
1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

2. Select **Increase/Decrease Grant budget** and click **Next**. The Step 2: Select budgets screen appears.

**Note:** The transaction code you selected for grants in *Configuration* displays on the Step 2 Select budgets screen. You can use the transaction code value to filter by a specific grant.
3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose “Selected”. The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.

   ![Selected Accounts](image)

   **Tip:** To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.

5. Click **Next**. The Step 3: Enter increase/decrease information screen appears.

   ![Budget Tools](image)

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to increase or decrease.

7. In the **Increase/Decrease** fields, select “total budget amount” or “period budgets” and “amount” or “percent”.
8. Click **Next**. The Step 4: Increase/Decrease budget percentage screen appears.

![Step 4: Increase/Decrease budget percentage screen]

9. In the **Percent** or **Amount** field, enter a positive number to increase the budget or a negative number to decrease the budget.

10. Click **Next**. The Step 5: Summary screen appears displaying your selections for the budget change.

![Step 5: Summary screen]

11. Click **Increase/Decrease Now**. The Increase/Decrease budgets processing screen appears.

12. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.
Increasing and Decreasing Project Budgets

From the Budget Tools screen, select Increase/Decrease Project budget to increase and decrease multiple project budgets by an amount or percent, making the budgeting process more efficient and flexible. For example, you can take a copied budget scenario for a given fiscal year or period range and increase a project budget by five percent and then compare it to the original grant budget.

- Increasing or decreasing a project budget

**Note:** You cannot increase or decrease a finalized budget. To make changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.

1. From an open budget record, select Budget, Budget Tools from the menu bar. The Step 1: Select a budget tool screen appears.
2. Select **Increase/Decrease Project budget** and click **Next**. The Step 2: Select budgets screen appears.

![Step 2: Select budgets](image)

3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose “Selected”. The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the Program Basics Guide.

![Selected Accounts](image)

**Tip:** To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.
5. Click **Next**. The Step 3: Enter increase/decrease information screen appears.

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to increase or decrease.

7. In the **Increase/Decrease** fields, select “total budget amount” or “period budgets” and “amount” or “percent”.

   **Note:** If you increase or decrease by period, a screen appears with a grid so you can enter an amount or percent for each period. If you increase or decrease by total budget amount, the Step 4: Increase/Decrease budget amount screen appears.

8. Click **Next**. The Step 4: Increase/Decrease total budget amount screen appears.

9. In the **Amount** or **Percent** field, enter a positive number to increase the budget or a negative number to decrease the budget.
10. Click **Next**. The Step 5: Summary screen appears displaying your selections for the budget change.

![Step 5: Summary screen](image)

11. Click **Increase/Decrease Now**. The Increase/Decrease budgets processing screen appears.

12. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

### Copying and Forecasting Budgets

From the Budget Tools screen, select **Copy/Forecast budget** to copy budgeted or actual amounts from one fiscal year to another. If you are copying current year actual figures, you can project actual figures for the remainder of the year. This process is useful for creating the budget for the next fiscal year based on current year activity before the end of the current year. For example, in February 2006, you need to add the budgets for your organization’s salary, FICA, and health benefits accounts for the July 2006-June 2007 fiscal year. You can use **Copy/Forecast budget** to copy the budget from July 2005-February 2006 and forecast March - June.

When copying and forecasting budgets, you copy a source budget into a new blank budget or overwrite an existing budget. You can include project and grant budgets not in the source budget as well.

Another flexible feature available when copying and forecasting budgets is the capability to add projects and grants that were not originally included in the budget, but have activity for corresponding accounts. This is only available if you have the optional module *Projects and Grants* and are forecasting using actuals or actual + encumbrance.
- **Copying and forecasting a budget**

  1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

    ![Step 1: Select a budget tool](image1)

    *Note:* If you have the optional module **Projects and Grants**, you can filter by transaction code, grant attributes, projects, and project attributes.

  2. Select **Copy/Forecast budget** and click **Next**. The Step 2: Select budgets screen appears.

    ![Step 2: Select budgets](image2)
3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose “Selected”. The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.

![Selected Accounts](image)

**Tip:** To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.

![Step 2: Select budgets](image)
5. Click **Next**. The Step 3: Enter copy/forecast information screen appears.

6. In the **Select a source scenario** frame, in the **Scenario ID** and **Start Fiscal Year** fields, select a budget scenario and fiscal year as the basis of the forecasted budget.

   **Tip:** If necessary, you can create a new budget scenario “on the fly” when entering your destination scenario information.

7. In the **Select a destination scenario** frame, in the **Scenario ID** and **Start Fiscal Year** fields, select a budget scenario and fiscal year as the budget you are forecasting.

8. To overwrite the budget information in the destination budget, mark **Overwrite existing scenario?**, which overwrites all budget information when the source budget is copied in.

9. In the **What do you want to copy?** frame, select “Budget”, “Actuals”, or “Actual + Encumbrance”, and then select the fiscal years and periods you want to copy.

   **Note:** Please be aware, when you select to copy “Actuals” or “Actual + Encumbrance”, both posted and unposted transaction amounts are copied to the new budget.

   In the **Copy [ ] from source scenario** field, select “amount” or “percent”.

   If you are copying using “Actuals” or “Actual + Encumbrance” and you have the optional module Projects and Grants, the **Add Project and Grant budgets not in source budget** option is available. Mark the checkbox to include projects and grants.
10. Click Next. The Step 4: Summary screen appears displaying your selections for budgets you are copying or forecasting.

11. Click Copy/Forecast Now. The Copy/Forecast budgets processing screen appears.

12. To return to the Budgets page, click Close. To see a report of details about the processing, click View Control Report.

Merging Scenarios

From the Budget Tools screen, select Merge scenarios to combine two budget scenarios to create a third, which you can save and use as needed. For example, you could merge your department budgets to create one organization budget.

By merging budget scenarios to develop new scenarios, you can quickly and efficiently create new scenarios using current budget information. You can then make business decisions based on the information derived from the merged scenarios.

- Merging budget scenarios

Note: A merge is a process used to combine two budget scenarios to produce a third budget scenario. The resulting scenario contains all or part of the results from the original.
1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

![Step 1: Select a budget tool](image)

**Note:** You cannot merge to a finalized budget. To make any changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.

2. Select **Merge scenarios** and click **Next**. The Step 2: Enter merge information screen appears.

![Step 2: Enter merge information](image)

**Note:** To go from row to row in the grid, press the **TAB** key on your keyboard. When you select a scenario ID, the program displays the corresponding description.

3. Mark **Include these Fiscal Year budgets** if you want to include budgets that span a fiscal year in the merge.
4. In the Start Fiscal Year field, select the fiscal year of the budget scenarios to use to create a new budget scenario. In the grid, select a Scenario ID that is for a fiscal year budget type for the selected year.

5. Click Merge All to load all fiscal year budget type scenarios for the selected fiscal year into the grid.

6. Mark the Include these period range budgets if you want to include budgets that cross fiscal years. In the Scenario ID column, you can select any existing scenario ID. In the Start Fiscal Year column, select the fiscal year for one of the saved period range budget types for the selected scenarios.

7. Click Next. The Step 3: Enter save scenario information screen appears displaying your selections for the scenarios you are merging.

8. In the Scenario ID field, select the scenario to receive the merged budget information.

**Tip:** If necessary, you can create a new budget scenario “on the fly” when entering your destination scenario information.

9. In the Start Fiscal Year field, select the fiscal year to receive the merged budget information.

10. Mark Overwrite existing scenarios to overwrite the existing budget scenario.
11. Click **Next**. The Step 3: Summary screen appears displaying your selections for the scenarios you are merging.

![Step 3: Summary screenshot]

12. Click **Merge Now**. The Merge Scenarios processing screen appears.

![Merge Scenarios processing Complete screenshot]

**Note:** If the merge fails, review the control report and make adjustments before trying the merge again.

13. To return to the Budgets page, click **Close**. To see a report of detailed processing information, click **View Control Report**.

**Clearing Budgets**

From the Budget Tools screen, select **Clear budget** to delete budget values. You can use **Clear budget** to remove budget amounts for selected accounts, projects, or grants if the budget amounts are no longer needed. We recommend using **Clear budget** when you want to discard budget amounts and start the budget process over for a scenario and time period.
Clearing a budget

1. From an open budget record, select Budget, Budget Tools from the menu bar. The Step 1: Select a budget tool screen appears.

   ![Budget Tools Step 1](image1)

   Note: From the Budget Tools screens, you can click Back to return to the previous screen and revise selections.

2. Select Clear budget and click Next. The Step 2: Select budgets screen appears.

   ![Budget Tools Step 2](image2)

   Note: If you have the optional module Projects and Grants, you can filter by projects, project attributes, transaction code, and grant attributes.
3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose “Selected”. The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.

![Selected Accounts](image)

**Tip:** To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select budgets screen appears. The records you selected appear in the **Selected Filters** column.

5. Click **Next**. The Step 3: Select a scenario to clear screen appears.

![Budget Tools](image)

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to clear.
7. Click **Next**. The Step 4: Summary screen appears displaying your selections for the budgets you are clearing.

8. Click **Clear Now**. The Clear budgets processing screen appears.

9. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

**Deleting Scenarios**

**Note:** We strongly recommend you clear a scenario rather than delete it. If you delete a scenario, you delete all occurrences of the selected scenario for any time period defined in the program. Be sure you have a backup of your database before you delete any record in *The Financial Edge*.

From the Budget Tools screen, select **Delete scenario** if you no longer use a budget scenario for any time period. We strongly recommend you clear a scenario rather than delete it. If you delete a scenario, you delete all occurrences of the selected scenario for any time period defined in the program.
Deleting a scenario

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

![Step 1: Select a budget tool](image)

**Note:** From the Budget Tools screens, you can click **Back** to return to the previous screen and revise selections.

2. Select **Delete scenario** and click **Next**. The Step 2: Select a scenario to delete screen appears.

![Step 2: Select a scenario to delete](image)

3. In the **Scenario ID** field, select the budget scenario to delete.
4. Click **Next**. The Step 3: Summary screen appears displaying your selections for the budgets to delete.

5. Click **Delete Now**. The Delete scenario processing screen appears.

6. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

**Finalizing Scenarios**

*Note:* Although you finalize a budget scenario in *Budget Management*, you close a fiscal year in *Administration*. The program automatically finalizes a scenario when running the close process. For more information about closing fiscal years, see the *Administration Guide*.

From the Budget Tools screen, select **Finalize scenario** to lock the budget period amounts for a scenario. When you finalize a budget, you can make changes to that budget only with adjustments. For information about adjusting finalized budgets, see “Adjusting Budgets” on page 156.
Finalizing a scenario

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

![Budget Tools Step 1](image)

**Note:** From the Budget Tools screens, you can click **Back** to return to the previous screen and revise selections.

2. Select **Finalize scenario** and click **Next**. The Step 2: Select a scenario to finalize screen appears.

![Budget Tools Step 2](image)

3. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year of the budget to finalize.
4. Click **Next**. The Step 3: Summary screen appears displaying your selections for the scenario you are finalizing.

5. Click **Finalize Now**. The Finalize scenario processing screen appears.

6. To return to the Budgets page, click **Close**. To see a report details about the processing, click **View Control Report**.

**Distributing Account Budgets**

With the Budget Manager, you can add and distribute all account budgets in one location. You can distribute budgets across all periods among all accounts or selected accounts. If you have the optional module *Projects and Grants*, you can distribute each account budget for a range of periods among all or selected projects and/or grants. You can use manual, even, or table distribution:

**Manual distribution.** If you have a budget entry to make on only one or a few accounts in one period, you can use a manual distribution to the budget periods and adjust the account total at the end.

**Even distribution.** If you distribute a budget evenly among a number of periods, you can enter the amount of the account budget and click a button to save time and ensure accuracy.

**Tip:** Using a table distribution can save you time during the budget entry process because the distribution is already defined in *Configuration*. 

Table distribution. If you make budget distributions according to established percentages among a number of accounts, you can distribute a budget according to a table defined in Configuration.

Distributing Account Budgets Manually

Manually distributing account budgets gives you the flexibility of adding budget figures you can adjust to reflect irregular or seasonal fluctuations, such as increased staffing during peak volume or decreased utilities expenses during extended holiday periods when the facility is closed.

- Distributing an account budget manually
  1. On the Budgets page, open the budget for which you want to make a manual distribution. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

  ![Budget Manager screenshot](image)

  2. Enter an amount in each period cell.
     To add by percentage, click the % button and enter a percentage in the cell.

  **Note:** The Distributed column displays a cumulative total as you enter budget amounts in each period.

  3. To calculate the budget total for the account, click Adjust Account Total on the action bar. The amount in the Total column displays the new budget total.

  4. To apply a distribution to all period budget amounts, click Apply Project/Grant Distribution, and select the Distribution name.

  ![Apply Project and Grant Distribution](image)

  5. Click OK.

  6. To return to the Budgets page, click Save and Close.

Distributing Account Budgets Evenly

Evenly distributing budgets saves time and ensures accuracy during the budgeting process. You simply enter the amount of the budget distribution, select Distribute evenly, and the program distributes the budget evenly among each of the 12 periods. If you are using 13 account periods and you distribute evenly, the 13th period is not included in the distribution. Without Budget Management, you can manipulate only one budget with one budget distribution at any given time.
Distributing an account budget evenly

1. On the Budgets page, open the budget for which you want to make an even distribution. For more information about opening a new budget, see “Finding and Opening Budget Records” on page 107.

2. In the Total column for an account, enter the total amount to distribute or click the % button and enter a percentage.

3. Click Distribute Total on the action bar and select Distribute evenly from the submenu that appears. The program distributes the total budget evenly to each period, and the total amount distributed appears in the Distributed column.

4. To return to the Budgets page, click Save and Close.

Tip: As a shortcut when you are selecting multiple account budgets for the same even distribution, you can hold the **SHIFT** key and click to select a range of accounts or the **CONTROL** key and click to select accounts that do not follow in sequence. Once you select the accounts, select Distribute evenly to proceed with the distribution.

Distributing Account Budgets with Tables

If your organization makes similar budget distributions on a regular basis, you can use distribution tables to simplify and speed the budgeting process. Using a distribution table, which is like a template, can save you time and increase productivity by distributing budgets more efficiently. Your system administrator or someone with supervisor security rights defines distribution tables in Configuration. For more information about distributions, see the Configuration Guide for General Ledger.

Distributing an account budget using a table

1. On the Budgets page, open the budget for which you want to make a table distribution. For more information about opening a new budget, see “Finding and Opening Budget Records” on page 107.

2. In the Total column of an account, enter the amount to distribute or click the % button and enter a percentage.
3. Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.

4. Select a budget distribution table and click **Select**. The program distributes the amount to the periods defined by the table.

**Note:** To save the budget distribution and continue distributing other budgets, click **Save and New**.

5. To return to the Budgets page, click **Save and Close**.

### Distributing Account Budgets to Projects

If you have both optional modules *Budget Management* and *Projects and Grants*, you have additional features for distributing budgets. You can use manual, even, or table distributions for applying an account budget to period ranges among selected or all projects. For more information about defining distributions, see the *Configuration Guide for General Ledger*.

**Tip:** You can define business rules in *Configuration* that greatly enhance budget distribution capabilities if you have the optional modules *Budget Management* and *Projects and Grants*. For more information about business rules, see “Business Rule Configuration” in the *Configuration Guide for General Ledger*.

With distributions of account budgets among projects, you can monitor expenses for each project and see the impact on the related account budgets. This feature proves especially helpful if you record the accounts of sub-groups, such as all the grade levels and classes in a school or several offices of the organization, and want to budget for each accordingly.

- **Distributing an account budget manually among projects**
  1. On the Budgets page, open the budget containing the account budget to distribute evenly. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.
  2. On each period cell, enter an amount to distribute.

**Note:** The Period Amount and Distributed and Undistributed amounts appear in the status bar. When you distribute the account budget among the selected projects, the program reflects the changes in the Distributed and Undistributed amounts.
3. On the action bar, click **Edit Period Project/Grant Distribution**. The Project Distribution screen for the selected budget scenario appears.

4. In the **Edit** field on the action bar, select “Amount” or “Percent”.

5. Enter a project ID or click the binoculars in the **Project** column.

   **Note:** To copy the project distributions you just added to other account periods, mark **Copy distribution percentages to period** and select the range of periods. This prevents having to manually add distributions multiple times.
6. In the **Amount** or **Percent** column, enter the amount or percentage to distribute.

   ![Project/Grant Distribution for Scenario 10 - 5% Below Operating Cost](image)

7. If you do not want to distribute the entire account budget among projects, click **Adjust Period Total** on the action bar to set the account period amount as the distributed amount.

8. Click **OK** to return to the Budget Manager - Budget View screen. If you clicked **Adjust Period Total** on the Project Distribution screen, the program automatically updates the account budget for the period.

   **Note:** To save the budget distribution and continue distributing other budgets, click **Save and New**.

9. To return to the Budgets page, click **Save and Close**.

   - **Distributing an account budget evenly among projects**

   1. On the Budgets page, open the budget containing the account budget to distribute evenly. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

   **Note:** The Period Amount and Distributed and Undistributed amounts appear in the status bar. When you distribute the account budget among the selected projects, the program reflects the changes in the Distributed and Undistributed amounts.
2. On the action bar, click **Edit Period Project/Grant Distribution**. The Project/Grant Distribution screen for the selected budget scenario appears.

![Project/Grant Distribution Screen](image)

3. In the **Edit** field on the action bar, select “Amount” or “Percent”.

**Note:** To copy the project distributions you just added to other account periods, mark **Copy distribution percentages to period** and select the range of periods. This prevents having to add distributions manually multiple times.

4. In the **Project** column, enter a project ID or click the binoculars.

5. In the **Amount** or **Percent** column, enter the amount or percentage to distribute.

6. On the action bar, click **Distribute Evenly**. The program distributes the account budget for the period among the selected projects.

7. If you do not want to distribute the entire account budget among projects, click **Adjust Period Total** on the action bar to set the account period amount as the distributed amount.

**Note:** To save the budget distribution and continue distributing other budgets, click **Save and New**.

8. Click **OK** to return to the Budget Manager - Budget View screen. If you clicked **Adjust Period Total** on the Project Distribution screen, the program automatically updates the account budget for the period.

9. To return to the Budgets page, click **Save and Close**.

- **Distributing an account budget among projects with a table**

  1. On the Budgets page, open the budget containing the account budget to distribute with a table. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

**Tip:** To move between rows in a grid column, press **CTRL +** the up or down arrow key.
2. On the action bar, click **Edit Period Project/Grant Distribution**. The Project/Grant Distribution screen for the selected budget scenario appears.

3. On the action bar, click **Load Project/Grant Distribution**. The Project and Grant Distributions screen appears.

**Note:** To copy the project distributions you just added to other account periods, mark **Copy distribution percentages to period** and select the range of periods. This prevents having to manually adding distributions multiple times.
4. Select a project distribution table and click **Select**. The program distributes the amount according to the table, and the Project Distribution screen appears.

5. If you do not want to distribute the entire account budget among projects, click **Adjust Period Total** on the action bar to set the account period amount as the distributed amount.

6. Click **OK** to return to the Budget Manager - Budget View screen. If you clicked **Adjust Period Total** on the Project Distribution screen, the program automatically updates the account budget for the period.

**Note:** To save the budget distribution and continue distributing other budgets, click **Save and New**.

7. To return to the Budgets page, click **Save and Close**.

*Applying a project distribution to multiple accounts*

**Note:** If an account period has an amount of $0.00, the project distribution percentages are retained for the period and can be used to distribute a periodic amount at a later time.
1. On the Budgets page, open the budget record containing the accounts for which you want to apply a project distribution. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

2. In the grid, hold down the **SHIFT** key and click the gray square next to each account row for which to apply the project distribution.
3. On the action bar, click **Apply Project/Grant Distribution**. The Apply Project and Grant Distribution screen appears.

![Apply Project and Grant Distribution](image)

**Note:** You create project distributions in *Configuration*. The program overwrites any previously defined project distributions.

4. In the **Distribution name** field, select a project distribution to distribute to all 12 periods of the selected accounts.

5. Click **OK** to apply the project distribution to the selected accounts and return to the Budget manager screen.

### Distributing Project Budgets

If you have both optional modules *Projects and Grants* and *Budget Management*, you can add and distribute all project budgets in the Project View. However, you can see only one project budget at a time.

**Note:** If you increase or decrease a project budget in the Project View, the program automatically increases or decreases the associated account budget by the same amount.

*Budget Management* automatically links account and project budgets. In other words, if you change an account budget with associated project budgets, the program automatically updates the associated project budgets according to business rules defined in *Configuration*. For more information about business rules, see the *Configuration Guide for General Ledger*.

**Manual distribution.** If you have a budget entry to make on only one or a few periods in one project, you can use a manual distribution and adjust the period total at the end.

**Even distribution.** If you distribute an account budget evenly among a number of accounts for one project, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

**Note:** You can save time during budget entry using a table distribution defined in *Configuration*. For more information about defining tables, see “Table Configuration” in the *Configuration Guide for General Ledger*.

**Table distribution.** If you make budget distributions according to established percentages among a number of accounts, you can distribute a project budget according to a table defined in *Configuration*.

### Distributing Project Budgets Manually

Manually distribute project budgets is useful if you are adding and distributing a few project budget amounts in specific periods. The program automatically updates the account budgets associated with the projects you change manually.
Distributing a project budget manually

**Note:** The Budget Manager provides one location for adding, distributing, adjusting, and finalizing an unlimited number of budget scenarios. Budget Manager appears only if you have the optional module *Budget Management*.

1. On the Budgets page, open the budget for which you are making a manual distribution.
2. In a cell of the selected account, enter the new amount or click the % button to enter a percentage. The program updates the Distributed amount when you click in any other cell in the grid.

3. To calculate the project budget total for the account, click **Adjust Account Total** on the action bar. The amount in the **Total** column displays the new project budget total.

4. To the Budgets page, click **Save and Close**.

**Distributing Project Budgets Evenly**

Evenly distributing project budgets saves time and ensures accuracy during the budgeting process. You can distribute project budgets across selected accounts or a range of accounts. You can distribute budgets evenly when updating or revising a budget scenario.

- **Distributing a project budget evenly**
  1. On the Budgets page, open the budget for which you are making an even distribution.
2. Click the **Project View** button on the toolbar.

![Project View](image)

3. In the **Total** column, enter the amount to distribute.

![Total Amount](image)

**Note:** To save the budget distribution and continue distributing other project budgets, click **Save and New**. To confirm that the account budget has been updated, click the **Account View** button on the toolbar and locate the account.
4. Click **Distribute Total** on the action bar and select **Distribute evenly** from the submenu that appears. The program distributes the total budget evenly to each period, and the total amount distributed appears in the **Distributed** column.

![Budget Manager - Project View](image)

**Note:** If you marked **Show saved message when a record is saved** on the General tab of in Options, a message appears, telling you the program has saved the budget. Click **OK** to return to the Budgets page.

5. To return to the Budgets page, click **Save and Close**.

### Distributing Project Budgets with Tables

If your organization makes similar project budget distributions on a regular basis, you can use distribution tables to simplify and speed the budgeting process. Using a distribution table, which is like a template, can save you time and increase productivity by distributing project budgets more efficiently. Your system administrator or someone with supervisor security rights defines distribution tables in **Configuration**. For more information about distributions, see the **Configuration Guide for General Ledger**.

- **Distributing a project budget with a table**
  1. On the Budgets page, open the budget for which you are making a table distribution.
  2. Click the **Project View** button on the toolbar.
  3. In the **Total** column of an account, enter the amount to distribute or click the % button and enter a percentage.

![Budget Manager - Project View](image)
4. Click **Load Budget Distribution**. The Budget Distributions screen appears.

![Budget Distributions Screen]

5. Select a budget distribution table to use and click **Select**. The program distributes the amount to the periods defined by the table.

**Note:** To save the budget distribution and continue distributing other budgets, click **Save and New**.

6. To return to the Budgets page, click **Save and Close**.

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**Distributing Grant Budgets**

If you have both optional modules *Projects and Grants* and *Budget Management*, you can add and distribute all grant budgets in the Grant View.

*Budget Management* automatically links account and grant budgets. In other words, if you change an account budget with associated grant budgets, the program automatically updates the associated grant budgets according to business rules defined in *Configuration*. For more information about business rules, see the *Configuration Guide for General Ledger*.

**Distributing Grant Budgets Manually**

Manually distributing grant budgets is useful if you are adding and distributing a few grant budget amounts in specific periods. The program automatically updates the account budgets associated with the grants you change manually.

- **Distributing a grant budget manually**
  1. On the Budgets page, open the budget for which you are making a manual distribution.
  2. In a cell of the selected account, enter the new amount or click the % button to enter a percentage. The program updates the Distributed amount when you click in any other cell in the grid.
3. To calculate the project budget total for the account, click **Adjust Account Total** on the action bar. The amount in the **Total** column displays the new project budget total.

4. To the Budgets page, click **Save and Close**.

**Distributing Grant Budgets Evenly**

Evenly distributing grant budgets saves time and ensures accuracy during the budgeting process. You can distribute grant budgets across selected accounts or a range of accounts. You can distribute budgets evenly when updating or revising a budget scenario.

- **Distributing a grant budget evenly**
  1. On the Budgets page, open the budget for which you are making an even distribution.
  2. Click the **Grant View** button on the toolbar.

    ![Grant View button](image)

  3. In the **Total** column, enter the amount to distribute.
  4. Click **Distribute Total** on the action bar and select **Distribute evenly** from the submenu that appears. The program distributes the total budget evenly to each period, and the total amount distributed appears in the **Distributed** column.
  5. To return to the Budgets page, click **Save and Close**.
Distributing Grant Budgets with Tables

If your organization makes similar grant budget distributions on a regular basis, you can use distribution tables to simplify and speed the budgeting process. Using a distribution table, which is like a template, can save you time and increase productivity by distributing grant budgets more efficiently. Your system administrator or someone with supervisor security rights defines distribution tables in Configuration. For more information about distributions, see the Configuration Guide for General Ledger.

- Distributing a grant budget with a table
  1. On the Budgets page, open the budget for which you are making a table distribution.
  2. Click the Grant View button on the toolbar.
  3. In the Total column of an account, enter the amount to distribute or click the % button and enter a percentage.
  4. Click Load Budget Distribution. The Budget Distributions screen appears.
  5. Select a budget distribution table to use and click Select. The program distributes the amount to the periods defined by the table.

Note: To save the budget distribution and continue distributing other budgets, click Save and New.

6. To return to the Budgets page, click Save and Close.

Adjusting Budgets

To make changes to a finalized budget, you must use budget adjustments to make the changes. For example, you can adjust a finalized budget if unforeseen circumstances arise that impact budget assumptions. To adjust an account or project budget, you can use the Budgets tab of an account or project record to make each adjustment or you can use the grid in Budget Management, where you can adjust all account or project budgets in one location. You can create reports that list the original budget, any adjustments, and the newly amended budget for each account. You can select both the original and adjusted budgets when you create reports.
Adjusting an account budget by entering a new budget amount

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

2. In the Enter field on the action bar, select “New Budget Amount”.

3. In the Total column of the account to be adjusted, enter the new amount.

4. On the action bar, click Adjust Account Total. The program makes the adjustment.

Note: A padlock appears next to the Description field to indicate that a budget is finalized or locked.
Note: You can enter a new amount in the Total column and click Distribute Evenly or Load Budget Distribution. For more information about account distributions, see “Distributing Account Budgets” on page 140.

5. Click the Save and Close.

6. To return to the Budgets page, click OK.

Adjusting an account budget by entering an adjustment amount

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

Note: A padlock appears next to the Description field to indicate that the budget is finalized or locked.

2. In the Enter field on the action bar, select “Adjustment Amount”.

![Budget Manager - Budget View](image-url)
3. In the grid, select the cell of the period in the account to be adjusted and enter the new amount.

4. On the action bar, click **Adjust Account Total**.

5. A message appears so you can record a reason for the adjustment.

6. Click **OK**. The program makes the adjustment, and you return to the Budgets page.
Adjusting a project budget by adjusting the account total

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

2. On the toolbar, click the Project View button. The Budget Manager - Project View screen appears.

3. Click Project. The Open screen appears so you can locate and open the project to be adjusted. For more information about using the Open screen in *The Financial Edge*, see the Program Basics chapter of the Program Basics Guide.

4. In the Account Number column, enter an account.

5. In the Enter field on the action bar, select “New Budget Amount”.

6. In the Total column of the project budget to be adjusted, enter the new amount.

**Note:** To see the adjusted account figures, click the Account View button on the toolbar.
7. Click **Adjust Account Total**. A message appears so you can record a reason for the adjustment.

8. Click **OK**. The program makes the adjustment, and you return to the Budgets page.

- **Adjusting a project budget by editing the project distribution**

**Note:** A padlock appears next to the **Description** field to indicate that the budget is finalized or locked.

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

2. In the **Enter** field on the action bar, select “New Budget Amount”.

**Note:** To adjust the account budget with which the project budgets are associated, select “Adjustment Amount” in the **Enter** field and enter the amount to be adjusted. For more information about adjusting budgets, see “Adjusting an account budget by entering an adjustment amount” on page 158.
3. In the Total column of the account budget to be adjusted, enter the new amount.

4. On the action bar, click Edit Period Project Distribution. The Project Distribution screen for the selected scenario and fiscal year appears.

Note: The status bar at the bottom of the Project Distribution screen includes the period amount you just entered, the distributed total from the previous budget amount for the period, and the undistributed amount from the difference between the other two figures.

5. In the Edit field on the action bar, select “Amount” or “Percent”.

Tip: To move from cell to cell, use the Tab key.
6. In the **Project** column, enter project IDs or click the binoculars.

![Project Distribution for Scenario 01 - Main Budget](image)

**Tip**: To revert to the original budget figure and distribution for the period, click **Adjust Period Total** on the action bar.

7. To distribute the budget among all associated projects using the previous budget amount for the period, click **Adjust Period Total**. The amounts in the **Amount** and **Percent** columns reflect distribution of the previous total. The Undistributed amount on the status bar changes to a zero balance.

To distribute the undistributed budget amount among projects using a distribution table, click **Load Project Distribution**. For more information about using project distribution tables, see “Distributing Project Budgets with Tables” on page 153. The program adjusts the amounts in the **Amount** and **Percent** columns according to the selected distribution table. The new Distributed and Undistributed amounts appear in the status bar.
To distribute the undistributed budget amount equally among the associated projects, click **Distribute Evenly**. For more information about even distributions of project budgets, see “Distributing Project Budgets Evenly” on page 151. The program adjusts the amounts in the **Amount** and **Percent** columns according to the selected distribution table. The new Distributed and Undistributed amounts appear in the status bar.

8. To adjust the project budgets and return to Budgets page, click **OK**.

**Warning:** If you do not click **Adjust Account Total** on the action bar before saving the budget adjustment, you get a message telling you to return to the Budget Manager and update the account budget total.

9. Click **Adjust Account Total** on the action bar. The program updates the account total figure.
10. Click the Save button. A message appears so you can record a reason for the adjustment.

11. Click OK. The program saves the adjustment, and you return to the Budgets page.

Managing Budget Notes and Reports

In *The Financial Edge*, budget notes make it easy to maintain helpful information you receive, read, or need to remember about a budget. The Budget notes screen accepts free-form text.

To print a budget distribution report, you can set parameters to define the output of the report. We recommend saving the parameters to make future reporting on budget distributions easier and more efficient.

Working with Budget Notes

For increased security, the system administrator can set rights so that only certain users can view budget notes. For more information about security, see the Security chapter of the *Administration Guide*. You can click Budget Notes on the Budget tab of an account record to check for related comments that may exist for that account.

- **Adding a budget note**

  **Note:** You can add notes to account and project records. For more information about those notes, see “Adding Notes” on page 29 and “Adding Notes” on page 103.

1. In the Budget View of an open budget record, select an account budget.
2. From the menu bar, select **Budget, Notes**. The Budget notes screen for the selected account appears.

3. Enter budget information in the text box.

4. Click **OK** to return to the Budget View.

5. On the toolbar, click the **Save** button to save the note and continue working in the budget you have open.

Working with Budget Distribution Reports

A budget distribution report lists budget distributions for a time period you select. You can include budget and account notes, percentages, and accounts with zero budgets. To run a budget distribution report, you can select a budget scenario and filter the records to include in the report.

- **Printing a budget distribution report**
  1. On the Budgets page, select a budget for which you want to print a distribution report.

  **Note:** For steps in adding new report parameter files, see the Budget Reports chapter of the *Reports Guide for General Ledger*.

  2. On the action bar, click **Print**. The Select a Parameter File screen appears.
3. To use a previously defined parameter file for the report, select the parameter file and click **Select**. The report prints to your default printer using the format you selected. For more information about setting up default printers, see the Program Basics chapter of the *Program Basics Guide*.
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