

The **Financial** EdgeTM

Journal Entry Guide

101811

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Glossary: A batch is a group of debit and credit transactions you can post to your ledger accounts. Placing transactions into a batch allows you to group transactions according to source, date, time, and function.

With *Journal Entry*, you create batches of transactions for posting to your **General Ledger** accounts. Each batch contains individual debit and credit transactions. By using batches, you can group transactions according to source, date, time, and function.

Journal Entry provides tools you can use to make your journal and posting process more efficient, including recurring batches and batch default sets.

A recurring batch is a template you create to post regularly occurring transactions to **General Ledger** accounts. You create a recurring batch once and then reuse it by simply updating the post date and/or amounts. Examples of recurring transactions you could use in a recurring batch template include, lease payments for office space or computer rentals.

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A batch default set is a set of common transaction information you can use to enter duplicate transaction information. By using a default set you can save time and increase efficiency by quickly entering duplicate transaction details within a batch. For example, a batch default set can include information such as a default post date, journal, transaction reference, reverse on date, notes, project ID, description, status, and/or source type.

Glossary: 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.

When entering transactions in **General Ledger**, you can add additional characteristics to each item, which enables you to run more specific reports and financial statements. Those characteristics include projects, transaction classes, journals, transaction attributes, and transaction codes.

You can also configure *Journal Entry* to simplify entering batches containing transactions from multiple funds by automatically creating balancing interfund entries. For example, if you have a batch with a \$100 debit to Fund 1 and a \$100 credit to Fund 2, the batch is out of balance. But, if you mark the corresponding business rules, **General Ledger** automatically creates a \$100 credit to Fund 1 and a \$100 debit to Fund 2.

Glossary: A transaction code is an additional field on each transaction that helps you categorize information for reporting and closing fiscal years. Transaction codes retain equity, but do not offer budgets, media, or notes. Transaction codes are available only with the optional module *Projects and Grants*. For more information about setting up transaction codes, see the *Configuration Guide for General Ledger*.

Other **General Ledger** features, including import, query, export, and global change, work in conjunction with *Journal Entry* to help you efficiently enter and manage your transaction data. Access to all *Journal Entry* functions is limited by the security rights you are assigned in *Security*. Defining security rights specific to *Journal Entry* is important to the process of entering and posting transactions. There are six security settings available for batches in *Journal Entry*. The system administrator can assign rights to view, edit, add, validate, post, and approve batches.

This chapter begins with a section explaining batches and other basic information to help familiarize you with *Journal Entry*. Later sections include information and procedures for completing day-to-day tasks in *Journal Entry*. These procedures include creating, saving, validating, posting, and reversing batches.

Understanding Batches

When you create a batch, you compile a group of debit and credit transactions that you can post to your ledger accounts. Transactions are entries into the ledger that indicate to the program what accounts to debit or credit. Placing transactions into a batch allows you to group transactions according to source, date, time, and function. A batch may contain hundreds of transactions or as few as two.

You can create general journal batches, which are referred to as “regular batches” in **General Ledger**, to post transactions. In *Journal Entry*, you can also create recurring batches, which are templates you can use to efficiently create batches of transactions that occur on a periodic or repetitive basis. See “Creating Recurring Batches” on page 20 for more information and procedures.

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

During the regular batch creation process you enter transactions that debit and credit accounts, projects, classes, and/or transaction codes. You can enter these transactions using several different methods. The most common method is by manually entering transactions into the journal entry grid on the batch record. Manually entering transactions is the default method included in the procedures for creating regular and recurring batches. However, you can also enter transactions by using the New Transaction screen, which enables you to see all the journal entry grid information at once, instead of having to scroll through the grid to access each column. The New Transaction screen is available only when creating a regular batch.

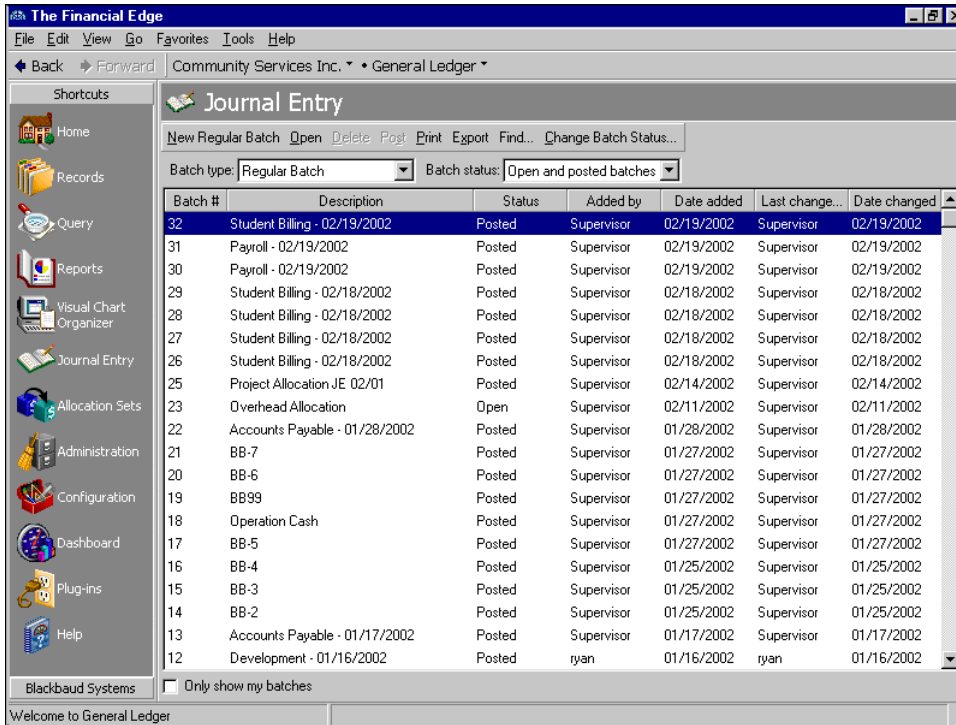
Another method of entering transactions is by copying a batch, which is helpful if you need to create a batch similar to one previously created. By copying a batch, you save time because you are copying transactions from an existing batch into a new batch. You can then post the new batch to **General Ledger**. The last method available to enter transactions into a batch is by importing them from an external source. The procedure for importing transactions and other files is located in the Importing Records chapter of the *Administration Guide for The Financial Edge*. Because importing transactions is a detailed process, we recommend that you read the Importing Records chapter before attempting to import any files.

Before creating batches you may want to create default sets to use in your batches. These are helpful if you are creating batches of multiple transactions with similar characteristics. See “Creating Default Sets” on page 5 for more information. You may also want to create distributions in *Configuration* to save time when creating batches. Instead of manually entering transactions, you can simply load a distribution from a table. See “Creating Transaction Distribution Templates” on page 10 for more information. Creating default sets and distributions are not required to create and post batches, but you may want to consider using them to save time.

Accessing Journal Entry

Note: You can set user options for *Journal Entry* that affect how the program looks and runs on the workstation you are using. For more information, see the Options chapter of the *Program Basics Guide*.

The Journal Entry page is the central location for accomplishing *Journal Entry* tasks. From this page you can create, open, delete, post, print, export, and search for regular and recurring batches of transactions. You can also quickly and efficiently change the status of regular batches. Select *Journal Entry* from the navigation bar and the Journal Entry page appears.



The information displayed on the Journal Entry page depends on the type of batch you select in the **Batch type** field. You can further define which batches appear by selecting a specific status in the **Batch status** field. For example, if you select "Regular Batch" in the **Batch type** field and Posted batches only in the **Batch status** field, the screen displays all posted regular batches existing in the system. Another helpful feature of the Journal Entry page is the ability to display only batches that you have created by marking the **Only show my batches** checkbox at the bottom of the screen.

The Journal Entry page also displays the vital statistics of each batch, including the batch number, description, status, user that created the batch, date created, date approved, date posted, user that deleted the batch, date deleted, and user that last changed the batch.

In addition to the specific *Journal Entry* features, this page also contains the common areas of the *The Financial Edge* program shell, which include the navigation bar, menu bar, toolbar, and status bar.

Finding and Opening a Batch Record

Every regular or recurring batch of transactions you create in *General Ledger* has a batch record. Each record includes a batch description, batch notes (if applicable), transaction information, and the current status of the batch, whether open, approved, pending approval, or posted. All batch records are easily accessed from the main Journal Entry page.

Warning: If the user opening a batch does not have security rights to access specific accounts or projects included in the batch, the batch opens with only an asterisk in the grid fields for those affected items.

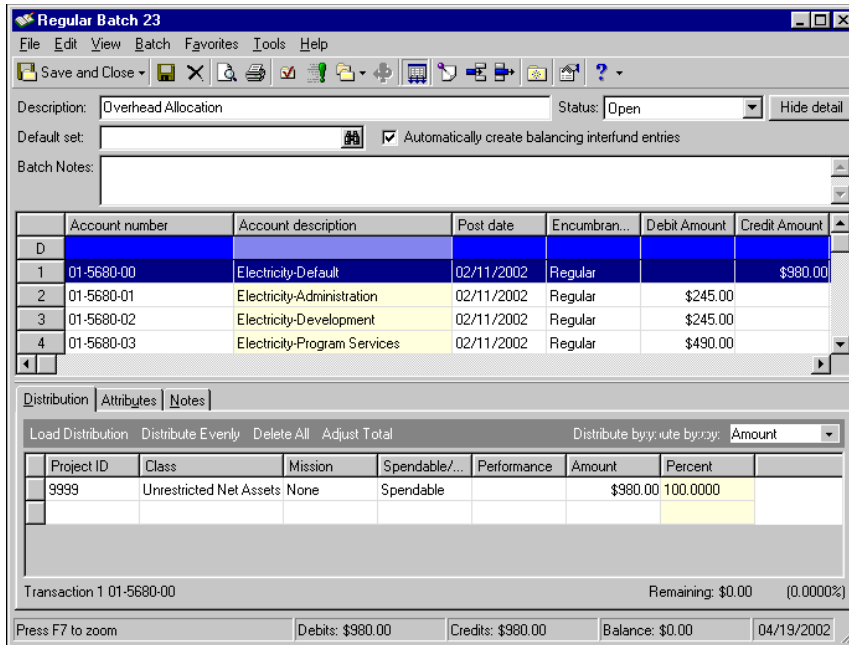
▶ Opening a batch record from the Journal Entry page

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.

2. In the **Batch type** and **Batch status** fields, select the type and status of batch you want to open. All the saved batches of that type and status are displayed on the screen.
3. Scroll through the batches and highlight the batch you want to open.

Tip: You can also double-click the batch you want to open on the Journal Entry page.

4. Click **Open** on the action bar. The batch record opens.



Creating Default Sets

A default set is a record of default transaction information that you can create and load in a batch. By using default sets, you can make the process of entering transactions in a batch more efficient because you spend less time entering common transaction information. For example, say you regularly create a batch of transactions with the same account number, post date, journal, and source type. To save data entry time, you can create a transaction default set with those same characteristics. Once the default set is created and you go to create a batch with those characteristics, you can simply load the default set instead of individually reentering the same information.

Creating default sets is an optional task you can use to speed data entry. You may want to set up several batch default sets before you start creating multiple batches, especially if you need to create batches with similar transaction information. You can create transaction default sets that include default values for the following:

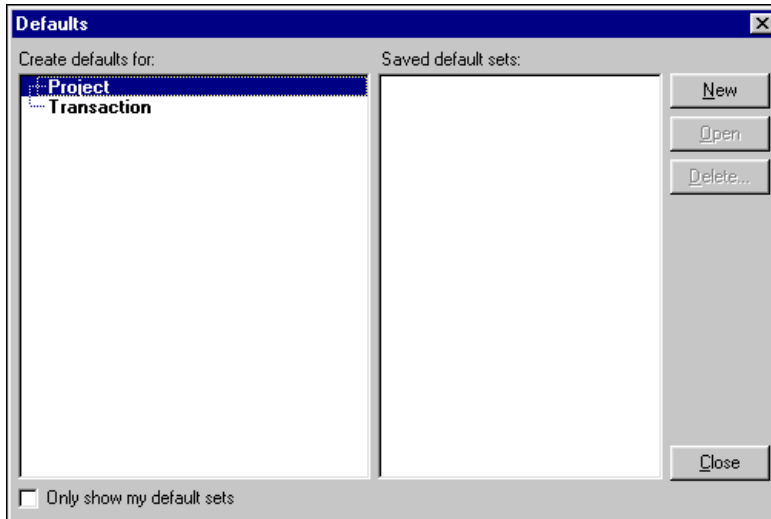
- Account number
- Amount
- Reverse on
- Source type
- Post date
- Type
- Journal
- Notes
- Source system mask
- Journal reference
- Source number
- Attributes
- Distributions

Once you create a default set, you can load it into any batch. After loading the default set, the values appear in the Default (D) row of the journal entry grid. To enter the default value in additional cells, place your cursor in a cell and click **F2**. If you enter a default by mistake, just delete it. You are not locked into using those defaults for each transaction; you can always manually enter a different value when necessary.

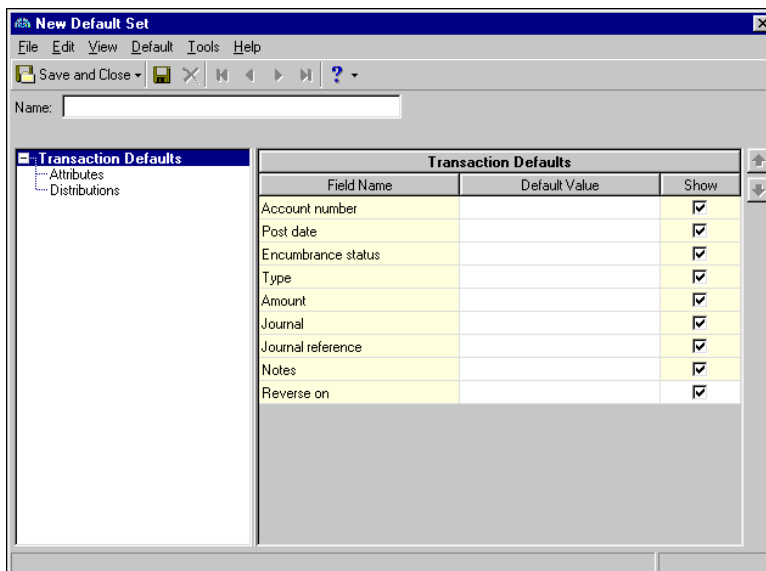
You can create a batch default set from the **Tools** menu or from the New Batch screen. Step-by-step procedures for creating default sets using both methods are included in this section.

► **Creating a batch default set from the Tools menu**

1. From any page in **General Ledger**, select **Tools, Organize/Create Defaults**. The Defaults screen appears.

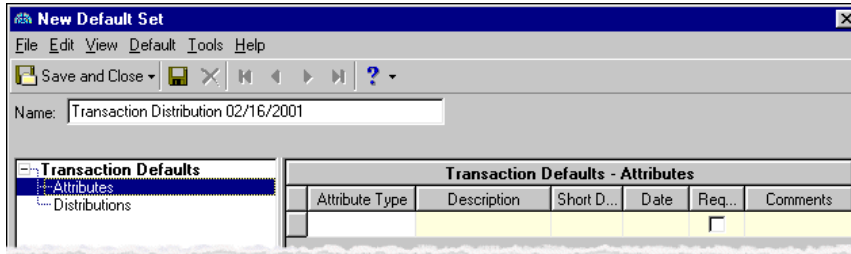


2. In the Create default for box, highlight **Transaction** and click **New**. The New Default Set screen appears.



3. In the **Name** field, enter a descriptive name to easily identify this batch default set.
4. Highlight **Transaction Defaults** in the box on the left side of the screen. The Transaction Defaults grid appears.
5. Enter a value in the corresponding field for each transaction default you want to include in this default set.

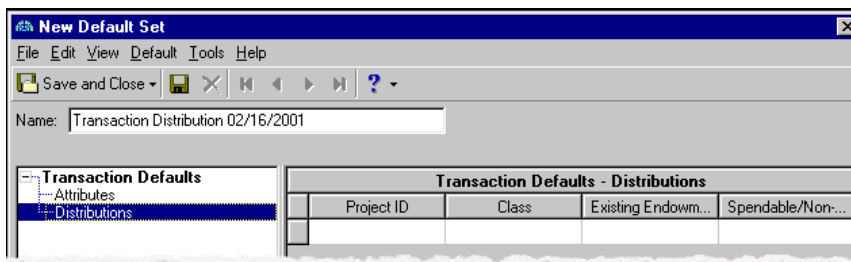
6. To enter default attributes and distributions, click the plus (+) sign next to **Transaction Defaults**. The treeview expands and displays the **Attributes** and **Distributions** branches.
7. To enter default attributes, highlight **Attributes**. The **Transaction Defaults-Attributes** grid appears.



8. Enter the attribute type in the grid. The **Required** checkbox is marked or unmarked based on selections made for each attribute type in *Configuration*.

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

9. To enter default distributions, highlight **Distributions**. The **Transaction Defaults-Distributions** grid appears.



10. If you have the optional *Projects and Grants* module, you can enter project IDs and transaction codes in the **Transaction Defaults-Distributions** grid. Use the scroll bar at the bottom of the screen to access additional columns.
11. If you want to distribute by class, enter a class in the **Class** column.
12. Enter a percent or amount in the **Percent** and **Amount** columns respectively.
13. Select **File, Save and New** to save the batch default set and open a new one, or select **File, Save and Close** to save and exit the New Default Set screen.

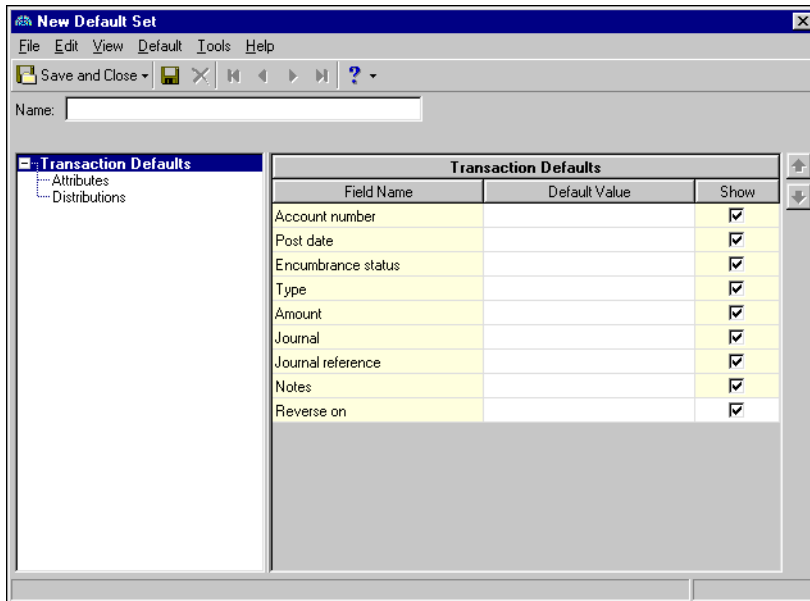
► **Creating a batch default set from the New Batch screen**

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. In the **Batch type** field, select "Regular Batch".

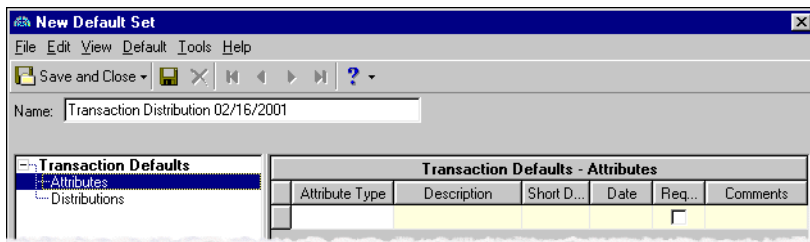
3. On the action bar, click **New Regular Batch**. The New Batch screen appears.

4. In the **Default set** field, click the binoculars. You may be prompted to save the batch at this point, click **Yes** or **No**. The Field default sets screen appears.

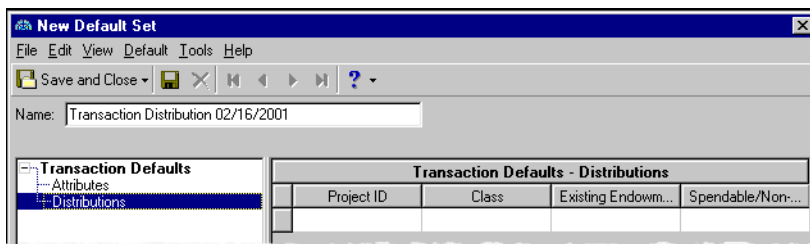
- Click **New** and the New Default Set screen appears.



- In the **Name** field, enter descriptive name that enables you to identify this batch default set.
- In the **Transaction Defaults** grid, enter a value in the **Default Value** column for each default you want to include in this batch default set. For certain defaults you can mark or clear the checkbox in the **Show** column to show or hide corresponding defaults on batch records.
- To enter default attributes and distributions, click the plus sign next to **Transaction Defaults**. The treeview expands and displays the **Attributes** and **Distributions** branches.
- To enter default attributes, highlight **Attributes**. The **Transaction Defaults-Attributes** grid appears.



- Enter the attribute type in the grid. The **Required** checkbox is marked or unmarked based on selections made for each attribute type in *Configuration*.
- To enter default distributions, highlight **Distributions**. The **Transaction Defaults - Distributions** grid appears.



Tip: In the distribution grid, you can use the **ENTER** key, as well as the **TAB** key, to move from cell to cell.

12. If you have the optional *Projects and Grants* module, you can enter project IDs and transaction codes in the **Transaction Defaults - Distributions** grid. Use the scroll bar at the bottom of the screen to access additional columns in the grid.
13. If you want to distribute by class, enter a class in the **Class** column.
14. Enter a percent or amount in the **Percent** and **Amount** columns respectively.
15. Select **File, Save and New** to save the batch default set and open a new one, or select **File, Save and Close** to save and exit the New Default Set screen.

Creating Transaction Distribution Templates

You can use transaction distribution templates in *Journal Entry* to quickly and efficiently distribute activity to projects, classes, and transaction codes. For example, a school could create a “Sports” transaction distribution template that evenly distributes transactions to each team within the athletic department. Distribution templates are especially helpful if you commonly distribute transactions to the same set of projects, classes, and transaction codes.

From the batch record in *Journal Entry*, you have several options for entering transaction distributions. You can load a distribution template previously created in *Configuration* or create a new template from the batch record. You can also manually enter distributions without a template or load a distribution from a previous transaction.

Once you create a transaction distribution template in *Configuration*, you can load it into the distribution grid on a batch record in *Journal Entry*. This process speeds data entry and saves time because you do not need to manually enter distributions for each batch. You can also load multiple distributions in a record, as long as the total is equal to or less than 100% of the transaction total.

This section provides step-by-step procedures for manually creating a transaction distribution template manually and using a previously created distribution. You may find it useful to refer to these procedures when creating a *Journal Entry* batch.

Manually Creating a Transaction Distribution Template

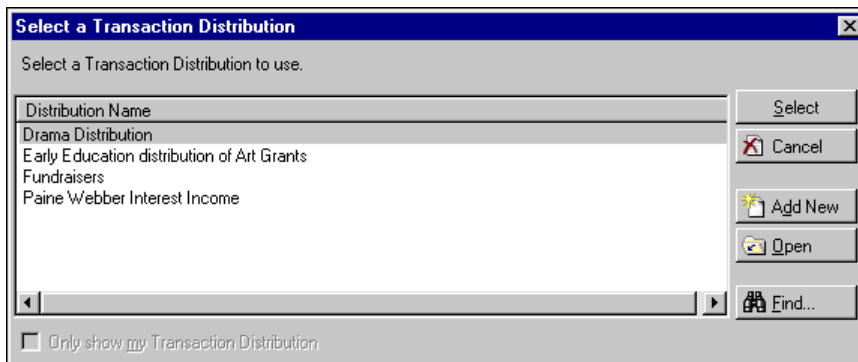
The following procedure walks you through the steps involved in manually creating a transaction distribution template in *Journal Entry*. By “manually creating” we mean creating a distribution template from a batch record, without using a previously created distribution template. The purpose of using transaction distribution templates in *Journal Entry* is to quickly and efficiently distribute activity to projects, classes, and transaction codes. Distribution templates are especially helpful if you commonly distribute amounts to the same set of projects, classes, and transaction codes.

You can also manually create a distribution template in *Configuration*, which you can then load from a batch record. See the *Configuration Guide for General Ledger* for more information.

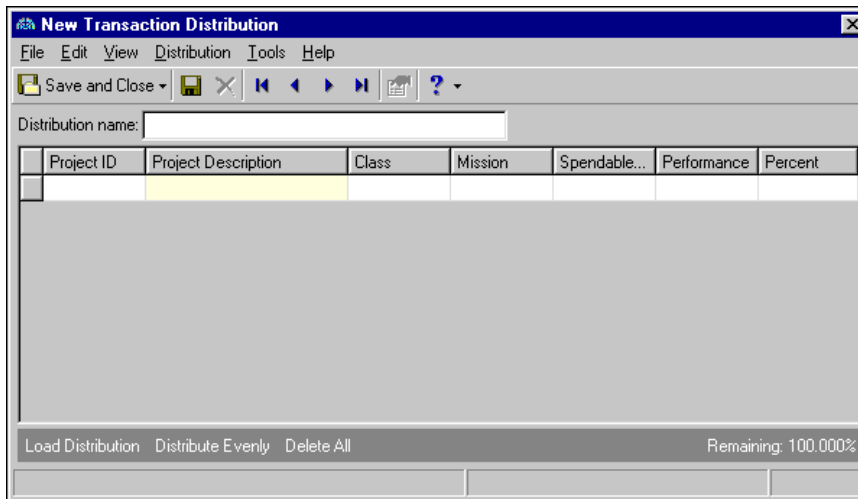
► Manually creating a transaction distribution template

1. From an open batch record in *Journal Entry*, select the Distributions tab.

2. Click the **Load Distribution** button once and select **from Table**. The Select a Transaction Distribution screen appears.



3. Click **Add New**. The New Transaction Distribution screen appears.



4. In the **Distribution Name** field, enter a name to help identify this distribution.

Tip: In the distribution grid, you can use the **ENTER** key, as well as the **TAB** key, to move from cell to cell.

5. In the distribution grid, you can enter a project ID if you have the optional *Projects and Grants* module. Once you enter the project ID, the project description appears automatically.
6. In the **Class** column, enter a class if you want to distribute transactions by class. Classes are defined in *Configuration*.

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

7. If you have the optional module *Projects and Grants* and your organization uses transaction codes, the codes should appear in the grid. Select the appropriate transaction codes from the drop down list in the corresponding cells. See the *Project, Grant and Endowment Management* chapter for more information.
8. In the **Percent** field, enter the percent you want to distribute.
9. To distribute percents evenly over the specified projects, classes, and/or transaction codes in the grid, click **Distribute Evenly**.

Tip: Once you create a transaction distribution template in *Configuration* or *Journal Entry*, you can load that template in future batch records to save time.

10. If you make a mistake or want to enter new distributions, you can click **Delete All** to clear the distribution grid.
11. Once you enter the distributions you want, select **File, Save and Close**. The new transaction distribution appears in the distribution grid on the batch record screen.

Creating a Transaction Distribution Template Using an Existing Template

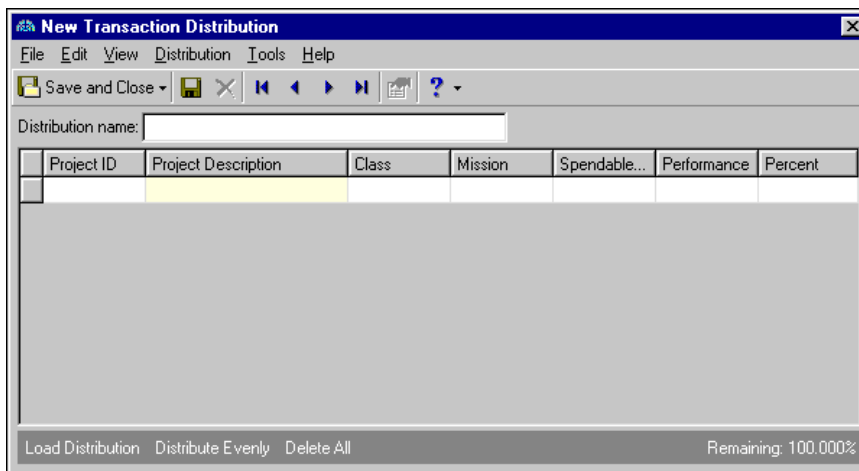
With this process, you can save time by using a previously created distribution template as the basis of a new distribution template. Once you create the distribution, you can make any changes that are necessary. This process is helpful if you want to create a distribution similar to one already in the system.

The purpose of using transaction distribution templates in *Journal Entry* is to quickly and efficiently distribute activity to projects, classes, and transaction codes. Distribution templates are especially helpful if you commonly distribute amounts to the same set of projects, classes, and transaction codes.

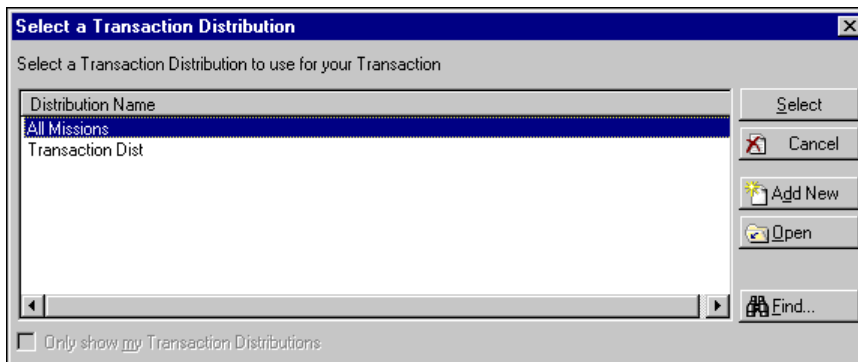
The following procedure walks you through the steps involved in creating a transaction distribution from a batch record in *Journal Entry*, by using a previously created distribution template. You can also create a transaction distribution using an existing template in *Configuration*, which you can then load from a batch record. See the *Configuration Guide for General Ledger* for more information.

► Creating a transaction distribution template using an existing template

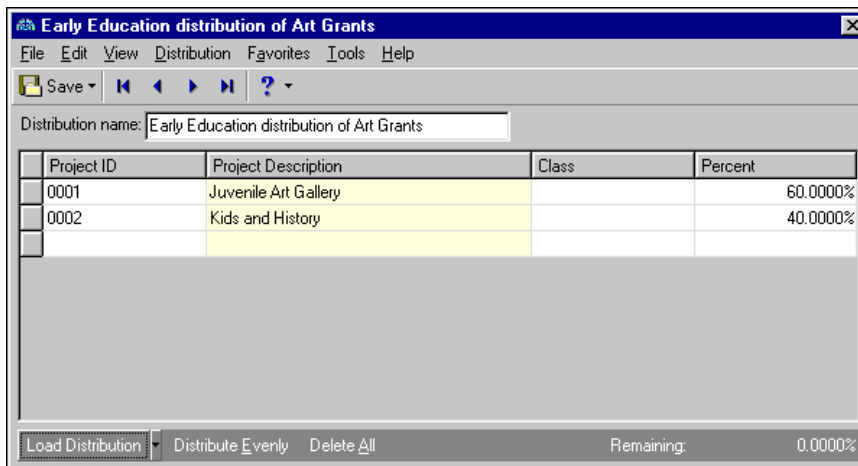
1. From an open batch record in *Journal Entry*, select the Distributions tab.
2. Click **Load Distribution** and select **from Table**. The Select a Transaction Distribution screen appears.
3. Click **Add New**. The New Transaction Distribution screen appears.



- To load a previously created distribution, click **Load Distribution**. The Select a Transaction Distribution screen appears again.



- In the **Distribution Name** box, highlight the distribution template you want to use as the basis for your new template and click **Select**. The template is loaded into the transaction distribution screen.
- In the **Distribution Name** field, enter a new name to identify this distribution.



Tip: In the distribution grid, you can use the **ENTER** key, as well as the **TAB** key, to move from cell to cell.

- In the **Project ID** column of the distribution grid, you can enter projects to which you want to distribute transactions. You can enter projects only if you have the optional *Project and Grants* module. Once you enter the a project ID, the project description is automatically displayed in the **Project Description** column.
- In the **Class** column, select the classes to which you want to distribute transactions. Classes are defined in *Configuration*.
- If you have the optional *Project and Grants* module and your organization uses transaction codes, the codes should appear as columns in the grid. Enter the appropriate transaction codes in the corresponding cells. See the *Project, Grant and Endowment Management* chapter for more information.
- In the **Percent** field, enter or change the percent you want to distribute.
- To distribute percentages evenly over the specified projects, classes, and/or transaction codes in the grid, select **Distribute Evenly**.
- If you make a mistake or want to enter new distributions, you can click **Delete All** to clear the distribution grid.

13. Once you enter the distributions you want, select **File, Save and Close**. The new transaction distribution appears in the distribution grid on the batch record screen and is also available to load from additional batch records.

Creating Regular Batches

When you create a batch, you compile a group of debit and credit transactions in order to post to your ledger accounts. Transactions are entries into the ledger that indicate to the program what account to debit or credit. Entering transactions into a batch allows you to group transactions according to source, date, time, and function. A batch may contain hundreds of transactions or as few as two.

In **General Ledger**, you can enter transactions into *Journal Entry* batches before locking balances, but you cannot post batches unless all funds are locked for all accounts used in those transactions. You can, however, lock only one fund to start entering transactions, but you can post those batches only if all transactions use accounts only from that locked fund. If you use accounts from other funds you will receive an error message.

Note: If you are unsure what command a toolbar button on a batch record represents, you can place your cursor directly over the button to access a pop-up description of the button. You must have the **Show tooltips** option marked on the General tab of the Options screen for the tooltips to appear.

You can create traditional batches, which are referred to as “regular batches” in **General Ledger**, to post transactions. Once you create a batch, you can enter transactions, distributions, attributes, or notes. As a time-saving measure, you can use the right-click menu to sort and reorder columns in the batch grid. You can also include or exclude specific columns of information. This is especially helpful for hiding columns your organization does not use. For more information, see the “Sorting Information” section in the Program Basics chapter.

Creating and using default sets is an efficient way to speed data entry. A default set can contain various batch information, including the account number, posting date, and type.

▶ Creating a regular batch

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. In the **Batch type** field, select “Regular Batch”.

Note: By setting user options on the Records tab of the Options screen, you can specify options for journal entries. For example, you can have the batch screen maximize automatically when opened, set a default tab and row, and other options.

- On the action bar, click **New Regular Batch**. The New Batch screen appears.

- In the **Description** field, enter a description for this batch. For example, “Office Expenses for October 2003”.
- In the **Status** field, select “Open”, “Pending Approval”, or “Approved” as the status of this batch.

Note: Using a default set enables you to quickly enter duplicate transaction information in a batch. See the “Creating Default Sets” section for more information.

- If you want to use a default set for this batch, click the binoculars to access the Field default sets screen. Select the default set you want to use and click **OK**. When you choose a default set, the values appear in the Default (D) row of the journal entry grid. When entering transactions, you can quickly enter the default value in additional cells by placing your cursor in a cell and pressing **F2**. See “Creating Default Sets” on page 5 for more information.
- If you want to automatically create balancing interfund entries, mark the corresponding checkbox.
- To automatically create bank adjustments when posting to a bank’s cash account, mark the corresponding checkbox. This option is not marked by default. If you want the **Create bank adjustments when posting to a bank’s cash account** checkbox to be marked by default when adding new batch records, you can do that from the Options screen, which is accessed from the Tools menu. There is also a business rule your organization can set to enable or disable this checkbox.
- In the **Batch notes** field, enter any notes you want associated with this batch.
- To hide the **Default set** and **Batch notes** fields, as well as the **Automatically create balancing interfund entries** checkbox, click **Hide Detail**.
- Once you have entered the batch detail information, you can continue by entering batch transactions and/or distributions, or you can click **Save and Close** and return to the batch at a later date.

Entering Transactions in a Regular Batch

Once you create a regular batch, you can enter credit and debit transactions. However, you cannot post a batch of transactions unless all funds are locked for all accounts used in those transactions. You can enter transactions using several different methods. You can manually enter transactions into the journal entry grid, you can use the New Transaction screen to enter transactions individually, or you can import transactions from an external source.

Manually Entering Transactions in a Regular Batch. This procedure takes place from the batch record.

You manually enter all your batch transactions by entering transaction details in columns and rows in the journal entry grid.

Entering Transactions in a Regular Batch Using the New Transaction Screen. This procedure is an alternative to manually entering transactions in a regular batch. Instead of entering each transaction in the grid on the batch record, you enter each transaction using the New Transaction screen. The benefit of using the New Transaction screen is that you see all journal entry grid information at once, instead of having to scroll through the grid to see each column.

Using the New Transaction screen, you can enter transaction distributions, assign attributes, and enter transaction notes. The procedures for entering transaction distributions, attributes, and notes are the same as if you were entering them from the batch record.

This section contains procedures for manually entering transactions into the journal entry grid, as well as using the New Transaction screen to enter transactions on a regular batch record. For information and procedures for importing transactions into a batch, see the Importing Records chapter of the *Administration Guide for The Financial Edge*.

► Manually entering transactions in a regular batch

Tip: If you chose a default set for this batch, the values appear in the Default (D) row of the journal entry grid. When entering transactions, you can quickly enter the default value in additional cells by placing your cursor in a cell and pressing **F2**.

1. From the Journal Entry page, open the regular batch record for which you want to enter transactions.

The screenshot shows the 'Regular Batch 38' window. At the top, there is a menu bar (File, Edit, View, Batch, Favorites, Tools, Help) and a toolbar. Below the toolbar, the 'Description' is 'Office Expenses for May 2003' and the 'Status' is 'Open'. There are checkboxes for 'Automatically create balancing interfund entries' and 'Create bank adjustments when posting to a bank's cash account'. A 'Batch Notes' field is also present.

	Account number	Account description	Post date	Encumbran...	Debit Amount	Credit Amount	Journal	Journal r
D								
1	01-1000-00	Operating Cash Account	05/30/2003	Regular	\$1,000.00		Journal Entry	Office Ex
2	01-5200-02	Office Supplies-Development	05/30/2003	Regular		\$1,000.00	Journal Entry	Office Ex
3								

Below the grid is a 'Distribution' section with tabs for 'Distribution', 'Attributes', and 'Notes'. It includes buttons for 'Load Distribution', 'Distribute Evenly', 'Delete All', and 'Adjust Total'. A 'Distribute by' dropdown is set to 'Amount'.

Project ID	Class	Mission	Spendable/...	Performance	Amount	Percent
	Unrestricted Net Assets: None		Spendable		\$1,000.00	100.0000

At the bottom, it shows 'Transaction 1 01-1000-00' with a 'Remaining: \$0.00 (0.0000%)'. A status bar at the very bottom displays 'Press F7 to zoom', 'Debits: \$1,000.00', 'Credits: \$1,000.00', 'Balance: \$0.00', and '05/15/2003'.

Tip: To make data entry easier and more efficient, you can double-click a cell in the **Account Description** column to open the New Transaction screen. This screen displays all the journal entry grid information at once. You can enter all your transaction information here, then click **Save and Close** to enter the information into the grid. See “Entering transactions using the New Transaction screen” on page 17 for more information.

2. In the next available row of the journal entry grid, enter the account number affected by this transaction. You can search for account number segments or account numbers by selecting the corresponding binoculars button in the field. Once you select the account number, the program displays the account description.
3. In the **Post Date** column, enter the date you want to post this transaction, which means to transcribe and summarize detailed transaction data from journals or subledgers into the general ledger.
4. In the **Type** column, select a transaction type to indicate whether this transaction is “Regular” or “Encumbrance”. The “Encumbrance” option is available only if your accounting system is set up for encumbrance accounting.
5. Enter the debit amount or credit amount in the corresponding cell.
6. In the **Journal** column, select the source you want to use. You can also enter a journal reference in the corresponding cell. The list of sources available is defined in the **Journal** table of *Configuration*. The journal reference provides transaction detail information about reports.
7. If you have the optional *Projects and Grants* module, you can assign debits and/or credits to a project. In the **Project ID** column, enter the projects to which you want to assign transactions. Click the binoculars to look up a specific project. The project description is displayed in the **Project Description** column once you select a project ID.

Tip: To make data entry easier and more efficient, you can double-click a cell in the **Project Description** column to open the New Transaction screen. This screen displays all the journal entry grid information at once. You can enter all your transaction information here, then click **Save and Close** to enter the information into the grid.

8. You can also enter a class and reverse on date for this batch transaction. The reverse on date creates a reversing entry in the batch when the next batch is saved. The reversing transaction cannot be edited, but it can be saved. Enter each in the appropriate row of the journal entry grid.
9. You can repeat this procedure to enter additional transactions. Once you have entered the batch transactions, you can continue by entering distributions, or you can click **Save and Close** and return to the batch at a later date.

► **Entering transactions using the New Transaction screen**

1. From the Journal Entry page, open the regular batch record for which you want to enter transactions.

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

- In the row of the journal entry grid where you want to enter the transaction, double-click a cell in the **Account description** column. The New Transaction screen appears.

- In the **Account Number** field, enter the account number affected by this transaction. You can search for an account number segment or account number by selecting the corresponding icon in the field. Once you select the account number, the program displays the account description.
- In the **Reference** field, you can enter a reference for this account. This entry becomes the **Journal reference** on the main grid.
- In the **Transaction type** field, select “Credit” or “Debit”.
- In the **Type** field, select a type to indicate whether this transaction is “Regular” or “Encumbrance”. The **Type** field is visible only when your accounting system is set up for encumbrance accounting.
- In the **Amount** field, enter the amount of the transaction you want to credit or debit.
- In the **Journal** field, select a journal for this transaction.
- In **Post Date** field, enter the date you want this transaction to post, which means to transcribe and summarize detailed transaction data from journals or subledgers into the general ledger.
- In the **Reverse on Date** field, you can enter a date to reverse the transaction creating a new transaction with the same characteristics, excluding post date, debit/credit, and journal reference.
- If you want to assign optional transaction distributions, attributes, and/or notes to this transaction, you can enter them on the Distribution tab, Attributes tab, and/or the Notes tab. The procedures for entering transaction distributions, attributes, and notes are the same as if you were entering them from the batch record. See “Entering transaction distributions in a regular batch” on page 19 for information.
- Once you complete this transaction, you can create another transaction for the next row in the grid by saving the current transaction and selecting **File, New**. Another New Transaction screen appears allowing you to enter transaction details for an additional transaction.
- To return to the batch record screen, click **Save and Close**. The new transactions you entered appear in the batch record journal entry grid.

Entering Transaction Distributions in a Regular Batch

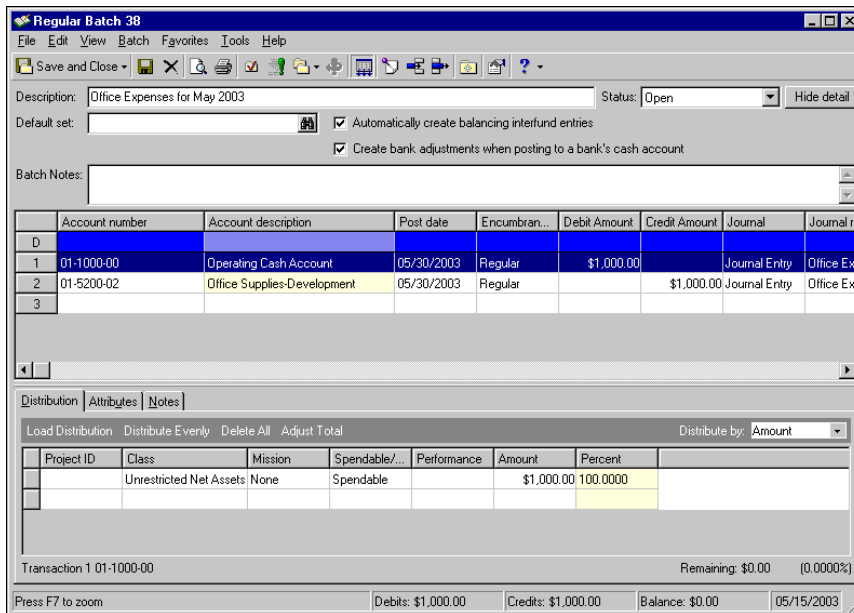
Entering transaction distributions is optional and necessary only if you want to distribute transactions to projects, classes, and or transaction codes. You can distribute transactions by project and transaction code only if you have the optional module *Projects and Grants*, edited a fund in preparation, and defined transaction codes in *Configuration*. Distributions and attributes can be assigned to each transaction in your batch. Some attributes may be required if designated as such in *Configuration*. If you have the appropriate security rights you can also enter notes regarding a specific transaction.

When entering distributions, you can use previously created transaction distribution templates to quickly and efficiently distribute activity to projects, classes, and transaction codes. Distribution templates are especially helpful if you commonly distribute amounts to the same set of projects, classes, and transaction codes.

► **Entering transaction distributions in a regular batch**

Note: Assigning transaction attributes is an optional procedure. Attributes are used for grouping and enable you to create more detailed reports.

1. From the Journal Entry page, open the regular batch record for which you want to enter transaction distributions.



2. Highlight the transaction for which you want to assign distributions and select the Distribution tab to distribute activity to projects, classes, or transaction codes. From the Distribution tab you can you can load distributions previously created in *Configuration* or load one from a previous transaction. You can also distribute funds evenly and designate if the distribution is by amount or percent.
3. To load a distribution click the **Load Distribution** button once and select one of the following:
 - “from Table”: If you choose this method, the Select a Transaction Distribution screen appears. From this screen, highlight the distribution you want and click **Select**. To add a new distribution to the table, click **Add New**. See “Creating Transaction Distribution Templates” on page 10 for more information.
 - “from Previous”: If you choose this method, the Load Distribution screen appears and you can load a distribution from another transaction by entering a specific transaction line number. You can then make changes to the distribution grid.
4. You can distribute transactions to projects, classes, or transaction codes by amount or percentage. In the **Distribute by** field, select “Amount” or “Percent”. If you select “Amount”, you can distribute transactions by amount only and the **Percent** column is disabled. If you select “Percent”, you can distribute transactions by percentage only and the **Amount** column is disabled
5. Enter the project ID, class, and/or transaction codes in the corresponding cells of the distribution grid.
6. Enter the amounts or percentages you want to distribute in the “Amount” or “Percent” column respectively. You can distribute transactions by amount or percentage, but not by both.
7. To distribute amounts evenly to the specified projects, classes, or transaction codes, select **Distribute Evenly**.
8. Click **Adjust Total** to apply the distribution total to the transaction amount.

- If you make a mistake or want to enter new distributions, you can click **Delete All** to clear the distribution grid.

Note: Assigning transaction attributes is an optional procedure. Attributes are helpful when generating specific reports.

- If you want to assign transaction attributes, select the Attributes tab. Some attributes may be required based on selections made in *Configuration*.

Attribute Type	Description	Short Description	Date	Required	Comments
				<input type="checkbox"/>	

- In the **Attribute Type** field, select the type of attribute you want to attach to this record. To assign multiple transaction attributes, enter each attribute in the attributes grid. Transaction attributes are defined in *Configuration*.
- If you want to enter notes regarding the distributions, select the Notes tab and enter any notes or comments you want associated with the distributions. Adding transaction distribution notes is an optional step. Notes are helpful for keeping track of additional distribution information that may not be apparent from simply looking at the record.

Transaction accidentally posted to the wrong account and needed a manual correction.

- Once you enter the distributions, attributes, and notes you want, click **Save and Close** to save the distributions and return to the Journal Entry page.

Creating Recurring Batches

If you need to create batches of transactions that occur on a regular basis, you can save time by using recurring batches. Recurring batches are like templates for quickly creating regular batches. Once you create a recurring batch, you can use it repeatedly to create regular batches of transactions. This feature not only saves time, but can also prevent data entry errors. There are two types of recurring batches: recurring amount and recurring percent.

Recurring amount batch. A recurring amount batch is useful if you have transactions that occur on a regular basis. If the amount posted to these accounts remain constant, amounts can be entered as well. For example, an organization may use a recurring amount batch to post utility bills or lease payments without having to create a new batch for every instance.

Once you create a recurring amount batch and save, you can continue working in the open batch by entering the recurring transactions you want to include, or you could save and close the batch and finish entering transactions at a later date. With recurring amount batches you can also enter specific transaction distributions on the Distributions tab, assign attributes on the Attributes tab, and enter notes regarding the distributions on the Notes tab.

Recurring percent batch. A recurring percent batch is useful if you have transactions that occur on a regular basis that require the same percentage of debit and credit amounts. For example, an organization may have a specific grant that receives a percentage of funds. That organization can use a recurring percent batch to post that recurring grant percentage without having to create a new batch for every instance.

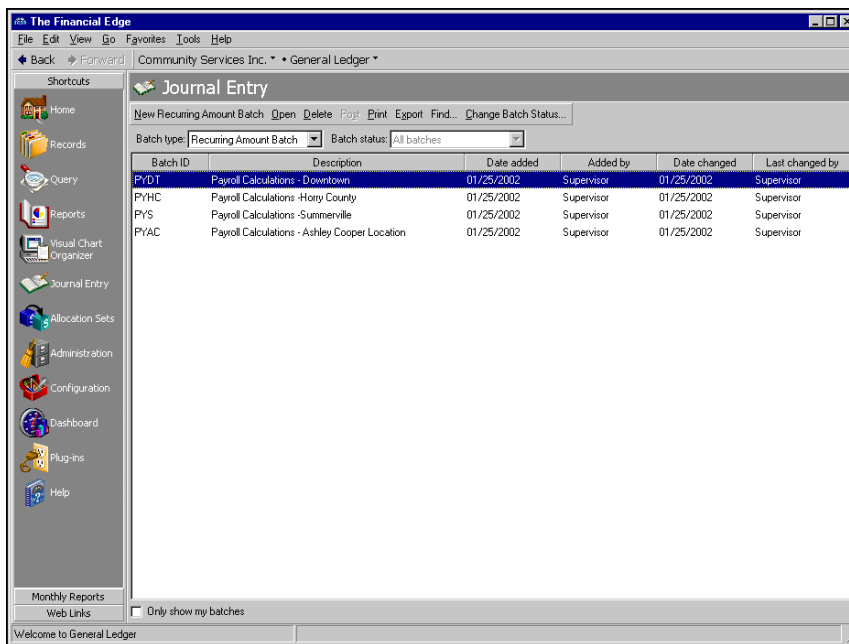
Once you create a recurring percent batch and save, you can continue working in the open batch by entering the recurring transactions you want to include, or you can save and close the batch and finish entering transactions at a later date. With recurring percent batches you can also enter specific transaction distributions on the Distributions tab, assign attributes on the Attributes tab, and enter notes regarding the distributions on the Notes tab.

This section provides information and procedures for creating both types of recurring batches. Once you create a recurring batch, you can enter the recurring transactions. You can also complete a number of optional tasks that can provide benefits to your organization if used successfully. One optional task is entering transaction distributions, which is necessary only if you want transactions to projects, classes, and or transaction codes. You can distribute transactions by project and transaction code only if you have the optional *Projects and Grants* module. Other optional tasks include assigning transaction attributes and entering notes for the distributions.

► **Creating a recurring amount batch**

Tip: You can create default sets to speed data entry when creating a batch. A default set can contain various batch information, including the account number, posting date, and type.

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. In the **Batch type** field, select “Recurring Amount Batch”.



3. On the action bar, click **New Recurring Amount Batch**. The New Recurring Amount Batch screen appears.

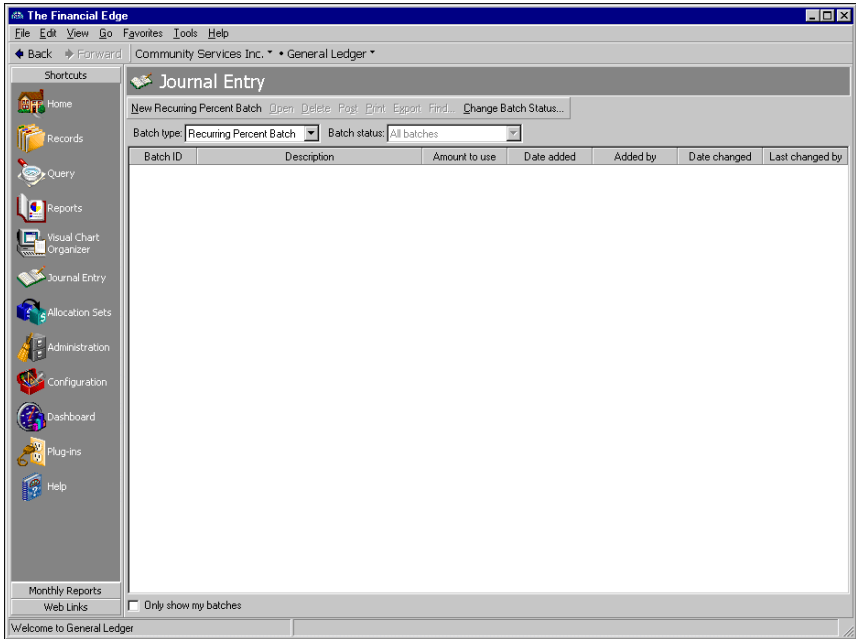
4. Enter the batch ID and the description of the batch in the corresponding fields.
5. If you want to use a default set for this recurring batch, click the binoculars to search for one. If you choose a default set, the values appear in the Default (D) row of the journal entry grid. When entering transactions, you can quickly enter the default value in additional cells by placing your cursor in a cell and pressing **F2**.
6. In the **Batch notes** field, enter any comments you want to associate with this batch.
7. Once you have entered a default set and/or batch notes, you can hide the **Default set** and **Batch notes** fields by clicking **Hide Detail**.
8. Once you have entered the batch detail information, you can continue by entering recurring transactions and/or distributions, or you can click **Save and Close** and return to the batch at a later date.

► Creating a recurring percent batch

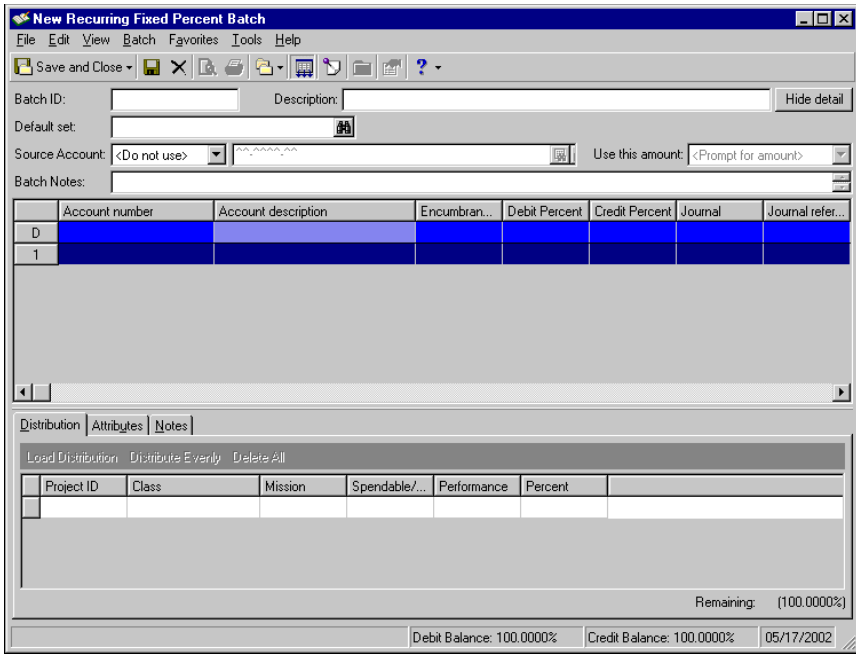
Tip: You can create default sets to speed data entry when creating a batch. A default set can contain various batch information, including the account number, posting date, and type.

1. Select *Journal Entry* from the navigation bar. The Journal Entry page appears.

2. In the **Batch type** field, select “Recurring Percent Batch”.



3. On the action bar, click **New Recurring Percent Batch**. The New Recurring Percent Batch screen appears.



- 4. Enter the batch ID and the description of the batch in the corresponding fields.
- 5. If you want to use a default set for this recurring batch, click the binoculars to search for one. If you choose a default set, the values appear in the Default (D) row of the journal entry grid. When entering transactions, you can quickly enter the default value in additional cells by placing your cursor in a cell and pressing **F2**.

6. In the **Source Account** field, you can choose to credit or debit a specific source account for a recurring percent batch. If you choose to define a source account, all of the debit or credit amount goes to this source account. To designate a source account, select “Credit” or “Debit”. If you do not want to use a source account, select “<Do not use>”. You also need to enter an account number in the appropriate field. You can use the binocular buttons to search for account segments or a specific account.
7. If you entered a source account, you also need to enter a selection in the **Use this amount** field. Your choices are “<Prompt for amount>”, “Account balance”, or “Net change”.
8. In the **Batch notes** field, enter any comments you want to associate with this batch.
9. Once you have entered a default set and/or batch notes, you can hide the **Default set** and **Batch notes** fields by clicking **Hide Detail**.
10. Once you have entered the batch detail information, you can continue entering recurring transactions and/or distributions, or you can click **Save and Close** and return to the batch at a later date.

Entering Transactions in a Recurring Batch

Once you create a recurring amount or percent batch, you can manually enter recurring credit and debit transactions by amount or percent, depending on the type of recurring batch you created. The process for entering transactions in a recurring batch is similar to entering transactions in regular batch except the New Transaction screen is not available for entering transactions into a recurring batch.

▶ Entering recurring amount batch transactions

Note: The New Transaction screen is not available for entering transactions into a recurring batch.

1. From the Journal Entry page, open the recurring amount batch record for which you want to enter transactions.

The screenshot shows the 'Recurring Amount Batch - Office Exp' window. The 'Batch ID' is 'Office Exp' and the 'Description' is 'Monthly Office Expenses split by department'. The 'Batch Notes' field is empty. Below this is a journal entry grid with the following data:

D	Account number	Account description	Encumbran...	Debit Amount	Credit Amount	Journal	Journal refer...	Project ID
1	05-11110-10	Operating Checking Account - Ex...	Regular	\$5,000.00		Journal	Monthly Offic...	
2	05-52100-10	Supplies Expense - Executive office	Regular		\$1,000.00	Journal	Monthly Offic...	
3	05-52100-20	Supplies Expense - Development	Regular		\$1,000.00	Journal	Monthly Offic...	
4	05-52100-30	Supplies Expense - Finance	Regular		\$1,000.00	Journal	Monthly Offic...	
5	05-52100-40	Supplies Expense - Services	Regular		\$1,000.00	Journal	Monthly Offic...	
6	05-52100-50	Supplies Expense - Administration	Regular		\$1,000.00	Journal	Monthly Offic...	
7								

Below the grid is a 'Distribution' section with tabs for 'Distribution', 'Attributes', and 'Notes'. The 'Distribution' tab is active, showing a table with the following data:

Project ID	Class	Existing End...	Spendable/...	Fund Raisers	Amount	Percent
	Unrestricted Net Assets				\$5,000.00	100.0000

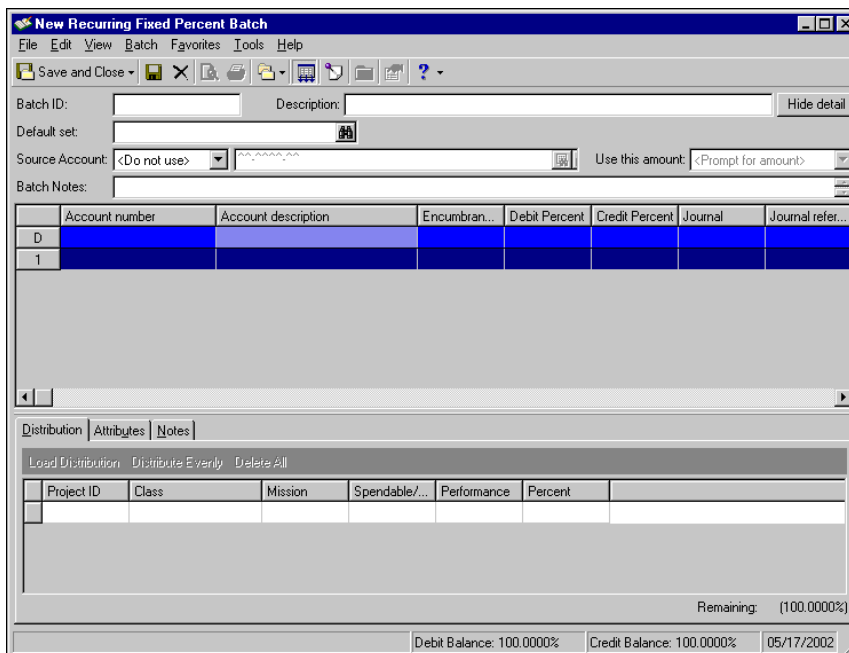
At the bottom of the window, it shows 'Transaction 1 05-11110-10' with a 'Remaining: \$0.00 (0.0000%)'. The status bar at the very bottom indicates 'Press F7 to zoom', 'Debits: \$5,000.00', 'Credits: \$5,000.00', 'Balance: \$0.00', and the date '10/09/2001'.

2. In the **Account Number** column of first available row in the journal entry grid, enter the account number affected by this transaction. You can search for account number segments or account numbers by selecting the corresponding binocular buttons in the field. Once you select the account number, the program displays the account description.

3. In the **Type** column, select a transaction type to indicate whether this transaction is “Regular” or “Encumbrance”. The “Encumbrance” option is available only if your accounting system is set up for encumbrance accounting.
4. Enter the debit percent or credit percent in the corresponding cell. If you have specified a source account, either the debit percent or credit percent will not be editable.
5. In the **Journal** column, select the source you want to use. You can also enter a journal reference in the corresponding cell. The list of sources available is defined in the **Journal** table of *Configuration*. The journal reference provides transaction detail information about reports.
6. If you have the optional *Projects and Grants* module, you can assign debits and/or credits to a project. In the **Project ID** column, enter a project ID. Click the binoculars button to look up a specific project. The project description is displayed once you select a project ID.
7. In the **Class** column, you can enter a class to which you want to distribute this batch transaction. Select a class from the appropriate row of the journal entry grid.
8. You can repeat this procedure to enter additional transactions. Once you have entered the batch transactions, you can continue by entering distributions, or you can click **Save and Close** and return to the batch at a later date.

▶ **Entering recurring percent batch transactions**

1. From the Journal Entry page, open the recurring percent batch record for which you want to enter transactions.



2. In the **Account Number** column of the first available row in the journal entry grid, enter the account number affected by this transaction. You can search for account number segments and/or account numbers by clicking the corresponding binoculars button in the field. Once you select the account number, the program displays the account description.
3. In the **Type** column, select a transaction type to indicate whether this transaction is “Regular” or “Encumbrance”. The “Encumbrance” option is available only if your accounting system is set up for encumbrance accounting.
4. Enter the debit percent or credit percent in the corresponding cell.

5. In the **Journal** column, select the source you want to use. You can also enter a journal reference in the corresponding cell. The list of sources available is defined in the **Journal** table of *Configuration*. The journal reference provides transaction detail information about reports.
6. If you have the optional *Projects and Grants* module, you can assign debits and/or credits to a project. In the **Project ID** column, enter a project ID. Click the binoculars button to look up a specific project. The project description is displayed once you select a project ID.
7. In the **Class** column, you can enter a class to which you want to distribute this batch transaction. Select a class from the appropriate row of the journal entry grid.
8. You can repeat this procedure to enter additional transactions. Once you have entered the batch transactions, you can continue by entering distributions, or you can click **Save and Close** and return to the batch at a later date.

Entering Transaction Distributions in a Recurring Batch

Entering transaction distributions is optional and necessary only if you want to distribute transactions to projects, classes, and or transaction codes. You can distribute transactions by project and transaction code only if you have the optional module *Projects and Grants*. Distributions and attributes can be assigned to each transaction in your batch. You can also enter notes regarding a specific transaction.

When entering distributions, you can use previously created transaction distribution templates to quickly and efficiently distribute activity to projects, classes, and transaction codes. Distribution templates are especially helpful if you commonly distribute transactions to the same set of projects, classes, and transaction codes.

▶ Entering recurring amount batch transaction distributions

1. From the Journal Entry page, open the recurring amount batch record for which you want to enter distributions.

Recurring Amount Batch - Office Exp

File Edit View Batch Favorites Tools Help

Save and Close

Batch ID: Office Exp Description: Monthly Office Expenses split by department Hide detail

Default set: [Icon]

Batch Notes: [Text Area]

	Account number	Account description	Encumbran...	Debit Amount	Credit Amount	Journal	Journal refer...	Project ID
D								
1	05-11110-10	Operating Checking Account - Ex...	Regular	\$5,000.00		Journal	Monthly Offic...	
2	05-52100-10	Supplies Expense - Executive office	Regular		\$1,000.00	Journal	Monthly Offic...	
3	05-52100-20	Supplies Expense - Development	Regular		\$1,000.00	Journal	Monthly Offic...	
4	05-52100-30	Supplies Expense - Finance	Regular		\$1,000.00	Journal	Monthly Offic...	
5	05-52100-40	Supplies Expense - Services	Regular		\$1,000.00	Journal	Monthly Offic...	
6	05-52100-50	Supplies Expense - Administration	Regular		\$1,000.00	Journal	Monthly Offic...	
7								

Distribution Attributes Notes

Load Distribution Distribute Evenly Delete All Adjust Total Distribute by: Amount

Project ID	Class	Existing End...	Spendable/...	Fund Raisers	Amount	Percent
	Unrestricted Net Assets				\$5,000.00	100.0000

Transaction 1 05-11110-10 Remaining: \$0.00 (0.0000%)

Press F7 to zoom Debits: \$5,000.00 Credits: \$5,000.00 Balance: \$0.00 10/09/2001

- Highlight the transaction for which you want to assign distributions and access the Distribution tab to distribute activity to projects, classes, or transaction codes. From this tab you can load distributions previously created in *Configuration* or load one from a previous transaction. You can also distribute funds evenly and designate if the distribution is by amount or percent.

Project ID	Class	Existing End...	Spendable/...	Fund Raisers	Amount	Percent
	Unrestricted Net Assets				\$5,000.00	100.0000

- To load a distribution click the **Load Distribution** button once and select one of the following:
 - “from Table”: If you choose this method, the Select a Transaction Distribution screen appears. From this screen, highlight the distribution you want and click **Select**. To add a new distribution to the table, click **Add New**. See “Creating a Transaction Distribution Template Using an Existing Template” on page 12 for a detailed procedure.
 - “from Previous”: If you choose this method, the Load Distribution screen appears and you can load a distribution from another transaction by entering a specific transaction line number. You can then make changes to the distribution grid.
- You can distribute transactions to projects, classes, or transaction codes by amount or percent. In the **Distribute by** field, select “Amount” or “Percent”. If you select “Amount”, you can distribute transactions by amount only and the percent column is disabled. If you select “Percent”, you can distribute transactions by percentage only and the amount column is disabled.
- Enter the project ID, class, and/or transaction codes in the corresponding cells of the distribution grid.
- Enter the amount or percentage you want to distribute in the corresponding columns.
- To distribute amounts or percentages evenly to the specified projects, classes, or transaction codes, click **Distribute Evenly**.
- Click **Adjust Total** to apply the distribution total to the transaction amount.
- If you make a mistake or want to enter new distributions, you can click **Delete All** to clear the distribution grid.
- If you want to assign transaction attributes, select the Attributes tab.
- In the **Attribute Type** field, select the type of attribute you want to attach to this transaction. To assign multiple transaction attributes, enter each attribute in the attributes grid. Transaction attributes are defined in *Configuration*.
- If you want to enter notes regarding the distributions, select the Notes tab and enter any notes or comments you want associated with the transaction. Adding transaction distribution notes is an optional step. Notes are helpful for keeping track of additional transaction information that may not be apparent from simply looking at the record.
- Once you enter the distributions, attributes, and notes you want, click **Save and Close** to save the distributions and return to the Journal Entry page.

► **Entering recurring percent batch transaction distributions**

1. From the Journal Entry page, open the recurring percent batch record for which you want to enter distributions.

2. Highlight the transaction for which you want to assign distributions and access the Distribution tab to distribute activity to projects, classes, or transaction codes. From this tab you can you can load distributions previously created in *Configuration* or load one from a previous transaction.

3. To load a distribution click the **Load Distribution** button once and select one of the following:
 - “from Table”: If you choose this method, the Select a Transaction Distribution screen appears. From this screen, highlight the distribution you want and click **Select**. To add a new distribution to the table, click **Add New**. See the Creating Distributions section for a detailed procedure.
 - “from Previous”: If you choose this method, the Load Distribution screen appears and you can load a distribution from another transaction by entering a specific transaction line number. You can then make changes to the distribution grid.
4. You can distribute transactions to projects, classes, or transaction codes by amount or percent. In the **Distribute by** field, select “Amount” or “Percent”. If you select “Amount”, you can distribute transactions by amount only and the percent column is disabled. If you select “Percent”, you can distribute transactions by percentage only and the amount column is disabled.
5. Enter the project ID, class, and/ or transaction codes in the corresponding cells of the distribution grid.
6. Enter the amount or percentage you want to distribute in the corresponding columns.
7. To distribute percentages evenly to the specified projects, classes, or transaction codes, select **Distribute Evenly**.
8. Click **Adjust Total** to apply the distribution total to the transaction amount.

9. If you make a mistake or want to enter new distributions, you can click **Delete All** to clear the distribution grid.
10. If you want to assign transaction attributes, select the Attributes tab.
11. In the **Attribute Type** field, select the type of attribute you want to attach to this record. To assign multiple transaction attributes, enter each attribute in the attributes grid. Transaction attributes are defined in *Configuration*.
12. If you want to enter notes regarding the distributions, select the Notes tab and enter any notes or comments you want associated with the distributions. Adding transaction distribution notes is an optional step. Notes are helpful for keeping track of additional transaction information that may not be apparent from simply looking at the record.
13. Once you enter the distributions, attributes, and notes you want, click **Save and Close** to save the distributions and return to the Journal Entry page.

Using a Recurring Batch to Create a New Batch

Once you create a recurring batch, you can use it as a template to create new regular batches of transactions. The type of template you use determines the information you need to enter when creating a new batch. For example, if you use a fixed percent template, you will enter a post date and an account balance date.

▶ Using a recurring batch of transactions to create a new batch

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. In the **Batch type** field, select “Regular Batch”.
3. Click **New Regular Batch** on the action bar. The New Batch screen appears.

The screenshot shows the 'New Batch' window with the following elements:

- Menu Bar:** File, Edit, View, Batch, Favorites, Tools, Help
- Toolbar:** Save and Close, Print, Copy, Paste, Undo, Redo, Refresh, Help
- Form Fields:**
 - Description: [Empty]
 - Status: Open
 - Default set: [Empty]
 - Automatically create balancing interfund entries:
 - Create bank adjustments when posting to a bank's cash account:
 - Batch Notes: [Empty]
- Distribution Grid:**

	Account number	Account description	Post date	Encumbran...	Debit Amount	Credit Amount
D						
1						
- Attributes Tab:**
 - Buttons: Load Distribution, Distribute Evenly, Delete All, Adjust Total
 - Distribute by: Amount

Project ID	Class	Mission	Spendable/...	Performance	Amount	Percent
- Summary:** Remaining: \$0.00 (100.0000%)
- Footer:** Debits: \$0.00, Credits: \$0.00, Balance: \$0.00, 05/15/2003

4. Select **Batch, Use a Recurring Batch**. The Open screen appears.

The screenshot shows the 'Open' dialog box with the search criteria set to 'Recurring Batch'. The search results are displayed in a table with the following columns: Batch, Description, and Batch type.

Batch	Description	Batch type
PYAC	Payroll Calculations - ...	Recurring Amount
PYDT	Payroll Calculations - ...	Recurring Amount
PYHC	Payroll Calculations - ...	Recurring Amount
PYS	Payroll Calculations -S...	Recurring Amount

Below the table, there are filter fields for 'Batch ID', 'Description', and 'Recurring Type', along with 'Created by', 'Created on', 'Last modified by', and 'Last modified on' dropdown menus. The 'Recurring Type' is set to 'Recurring Amount'. At the bottom, there are buttons for 'Hide Filters', 'Clear Filters', 'Previous Filters', 'Filters are applied', 'Find Now', 'Open', and 'Cancel'. The status bar at the bottom indicates '4 records found.'

5. Enter the appropriate filters to help narrow your search. You can enter a batch ID, description, and/or batch type. In the example above, we filtered by recurring batch type.

Note: We recommend you search by one or two of the most helpful criteria types because the results that appear in the grid must match all criteria you enter. Adding too much criteria information in the filter fields can actually prevent you from finding a record.

6. Click **Find Now**. If the search criteria you entered matches a recurring batch in the database, the results appear in the grid on the Open screen. If you entered the first few letters or characters in the criteria fields, or used general criteria that apply to several records, more than one record may appear in the grid.
7. Once the records are listed, you can open a record by highlighting it and clicking **Open**. The Use a Recurring Batch screen appears.

The screenshot shows the 'Use a Recurring Batch' dialog box with the following information:

Batch Information

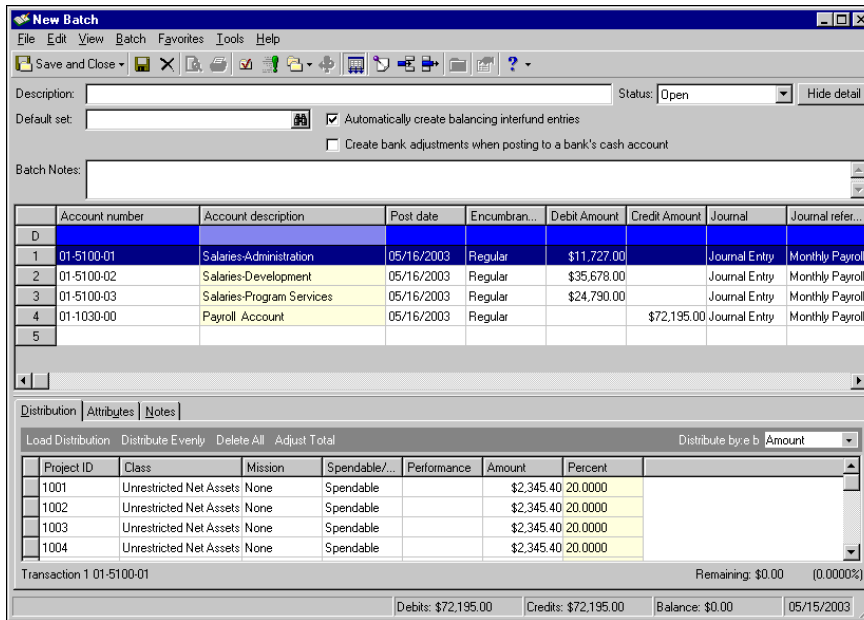
Batch ID: PYAC
 Description: Payroll Calculations - Ashley Cooper Location
 Type: Recurring Amount
 Post date: [Empty field with calendar icon]

Buttons: OK, Cancel

Note: When you post a transaction, the program transcribes and summarizes detailed transaction data from journals or subledgers into the general ledger.

8. Enter a post date in the **Post Date** field and a transaction amount in the **Transaction amount** field if applicable.

9. Click **OK**. The recurring batch information appears in the new batch.



10. Now enter the batch detail information. You can also enter additional transactions, delete transactions, and edit any distributions.
11. Once you make the appropriate changes, click **Save and Close** to save the batch and return to the Journal Entry screen.

Managing Batches

Note: On the Records tab of the Options screen, you can specify options for *Journal Entry* processes. For example, you can define when the program validates data entry and whether it displays a warning before posting as well as other options.

This section provides information and step-by-step procedures for completing *Journal Entry* tasks you can use to manage your batches, including approving and changing the status of batches, as well as copying, editing, and deleting batches. Also included in this section is information about globally changing and transactions. Knowing how to effectively complete these tasks will increase the efficiency of your organization’s daily operations.

Approving Batches

You can change the status of multiple batches from the Journal Entry page. This efficient process saves time by allowing you to approve multiple batches at once, instead of requiring you to open and approve each individual batch record. To change the status of a batch, you must have security rights to approve batches.

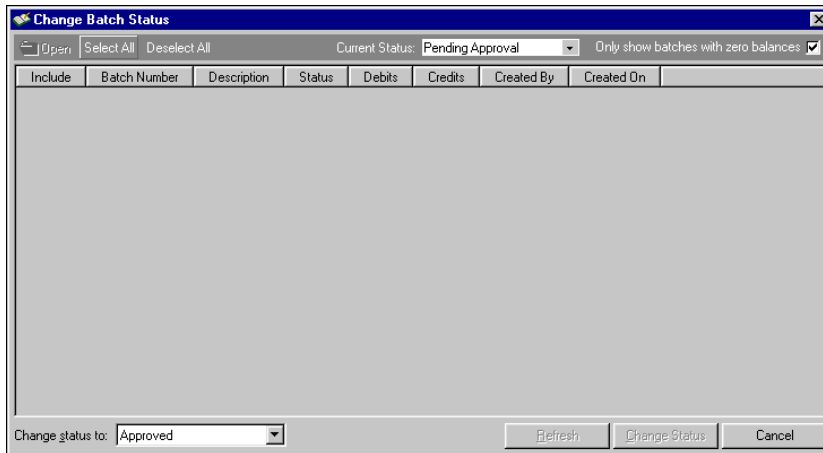
You can activate the business rule requiring batch approval prior to posting and assign approval rights to specific persons in your organization as a quality assurance check.

Any user with rights to view batches can open a saved batch, but you must have security rights to the accounts and projects it contains to view and edit that information.

▶ Approving batches for posting

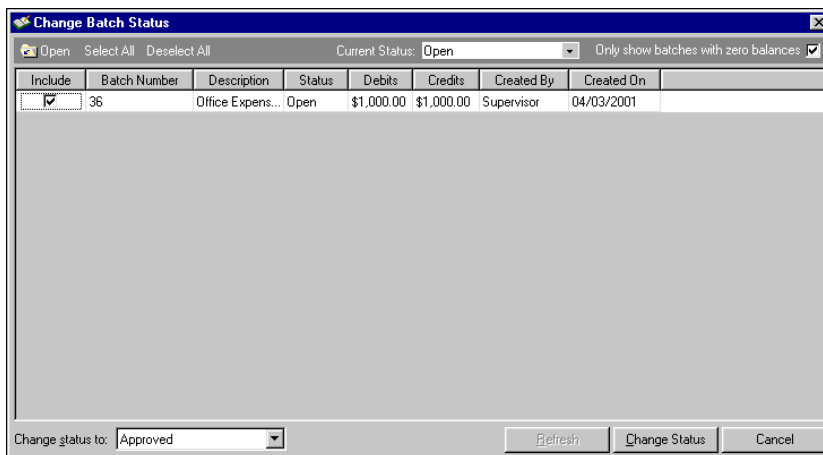
1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.

2. Click **Change Batch Status**. The Change Batch Status screen appears.



Note: To open a batch from the Change Batch Status screen, highlight the batch and click **Open**. The **Open** button is disabled unless at least one batch is highlighted.

3. On the action bar, select the current status of batches you want to approve. You can choose to display batches that are “Pending Approval”, “Approved”, or “Open”.



4. You can mark or clear the **Only show batches with zero balances** checkbox.
5. To approve all displayed batches, click **Select All**. The **Include** checkbox for each batch will be marked. For example, you could display all open batches and click **Select All** to change the status of all open batches to “Approved”. Click **Deselect All** if you change your mind and do not want to change the status of all the displayed batches. The checks are removed from the **Include** column.
6. To approve an individual batch, mark the checkbox in the **Include** column for each batch you want to change.
7. In the **Change status to** field, select “Approved”. The options in this field depend on the batches displayed. The statuses of “Open” and “Pending Approval” can be changed to “Approved”.
8. You can click **Refresh** to update the grid if you open a batch from this screen.
9. Once you have marked the batches you want to approve, click **Change Status**. The batches you approved are no longer displayed in the grid.
10. To return to the Journal Entry screen, close the Change Batch Status screen. Click **Cancel** to cancel any changes and return to the Journal Entry page.

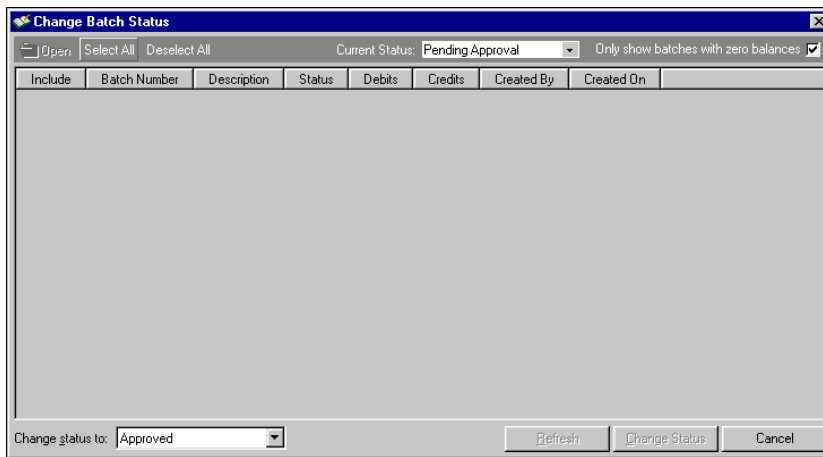
Changing Batch Status

You can change the status of multiple batches from the Journal Entry page. This efficient process saves time because you can change the status of multiple batches at once, instead of requiring you to open each individual batch record to make the changes. For example, if you have approved a group of batches for posting and then realize they should not be approved, you can use this procedure to change the status from “Approved” to “Open” or “Pending Approval”. To change the status of a batch to “Approved”, you must have security rights to approve batches.

Any user with rights to view batches can open a saved batch, but you must have security rights to the accounts and projects it contains to view and edit that information.

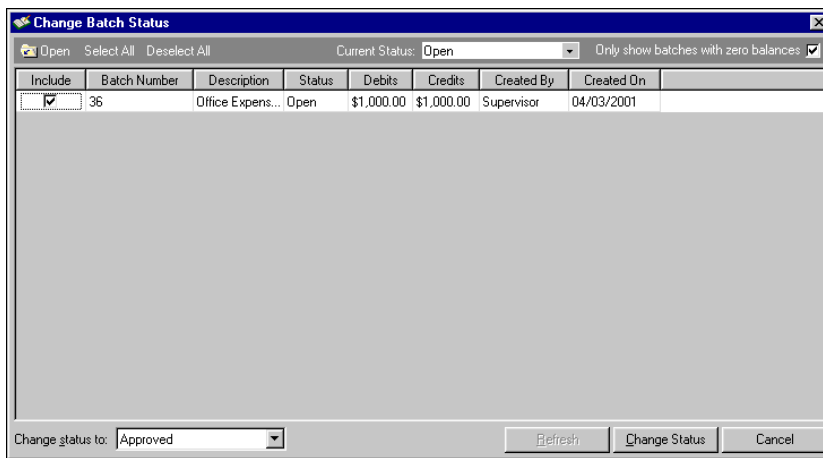
► Changing batch status

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. Click **Change Batch Status**. The Change Batch Status screen appears.



Note: To open a batch from the Change Batch Status screen, highlight the batch and click **Open**. The **Open** button is disabled unless at least one batch is highlighted.

3. In the **Current Status** field on the action bar, select the current status of batches you want to change. You can choose to display batches that are “Pending Approval”, “Approved”, or “Open”.



4. You can mark or clear the **Only show batches with zero balances** checkbox.

5. To change the status of all displayed batches, click **Select All**. The **Include** checkbox for each batch will be marked. For example, you could display all open batches and click **Select All** to change the status of all open batches to “Pending Approval”. Click **Deselect All** if you change your mind and do not want to change the status of all the displayed batches. The checks are removed from the **Include** column.
6. To change the status of an individual batch, mark the checkbox in the **Include** column for each batch you want to change.
7. In the **Change status** field, select “Pending Approval”, “Approved”, or “Open”. The options in this field depend on the batches displayed. The statuses of “Open” and “Pending Approval” can be changed to “Approved”. Batches with a status of “Approved” can be changed to “Open” or “Pending Approval”.
8. You can click **Refresh** to update the grid if you open a batch from this screen.
9. Once you have marked the batches you want to change and you have selected the new status, click **Change Status**. The batches you changed are no longer displayed in the grid.
10. To return to the Journal Entry screen, close the Change Batch Status screen. Click **Cancel** to cancel any changes and return to the Journal Entry page.

Copying a Batch of Transactions

To save time when creating similar batches of transactions, you can copy an existing batch into a new batch. The new batch can then be saved and posted to **General Ledger**. You can copy from either open or posted batches. This procedure is useful when you want to post a duplicate batch of transactions or when you need to edit transactions in a posted batch. After creating the new batch, you can add, change, or delete transactions before posting.

► Copying a batch of transactions

Warning: To copy a batch, you must have security rights to view, edit, and create batches. If you do not have security rights to the accounts and projects in the batch, the accounts and projects are masked when the batch is copied.

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. Open the batch you want to copy. (You can copy transactions from an open or posted batch.)

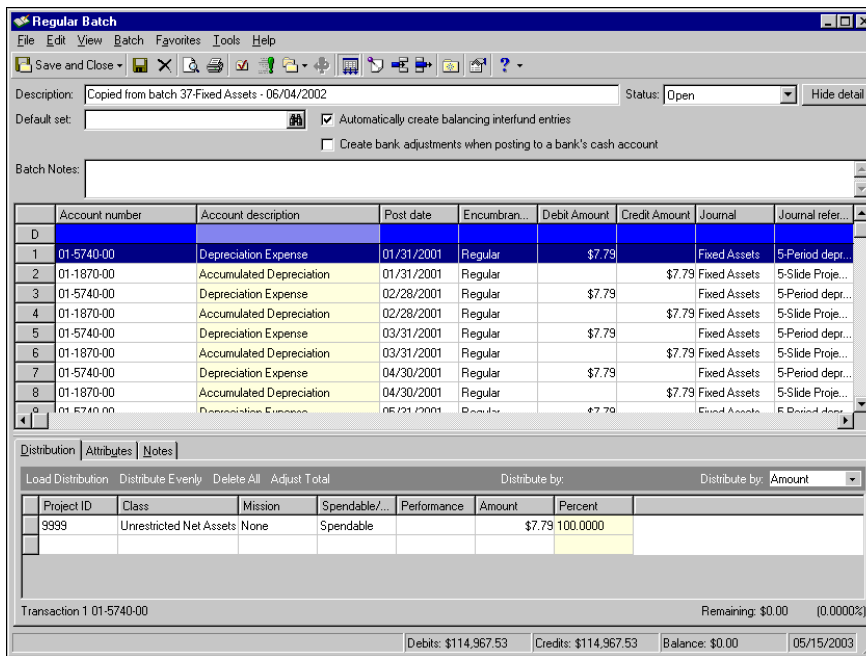
	Account number	Account description	Post date	Encumbran...	Debit Amount	Credit Amount	Journal	Journal refer...
1	01-5740-00	Depreciation Expense	01/31/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
2	01-1870-00	Accumulated Depreciation	01/31/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
3	01-5740-00	Depreciation Expense	02/28/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
4	01-1870-00	Accumulated Depreciation	02/28/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
5	01-5740-00	Depreciation Expense	03/31/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
6	01-1870-00	Accumulated Depreciation	03/31/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
7	01-5740-00	Depreciation Expense	04/30/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
8	01-1870-00	Accumulated Depreciation	04/30/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
9	01-5740-00	Depreciation Expense	05/31/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
10	01-1870-00	Accumulated Depreciation	05/31/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...

Project ID	Class	Mission	Spendable/...	Performance	Amount	Percent
9999	Unrestricted Net Assets: None		Spendable		\$7.79	100.0000

Transaction 1 01-5740-00 Remaining: \$0.00 (0.0000%)

Debits: \$114,967.53 Credits: \$114,967.53 Balance: \$0.00 05/15/2003

- From the **Batch** menu, select **Copy** and one of the following options: “Copy batch as Regular”, “Copy batch as Recurring Amount”, or “Copy batch as Recurring Fixed Percent”. The new batch appears.



- You can now make changes to the batch. You can enter additional transactions, delete transactions, rename the batch, and edit the distributions.
- To save the batch and return to the Journal Entry screen, click **Save and Close**.

Editing a Batch

You can edit an open batch to make individual changes to each transaction. Once a batch has been posted, however, you can no longer make changes to the transactions. If you need to make changes to a posted batch, you can reverse the batch to create a new batch that is identical to the original except the debits and credits are reversed. You can then copy the batch of transaction into a new regular batch and make the corrections. You must post the new batch immediately after reversal to wash out the originally posted transactions.

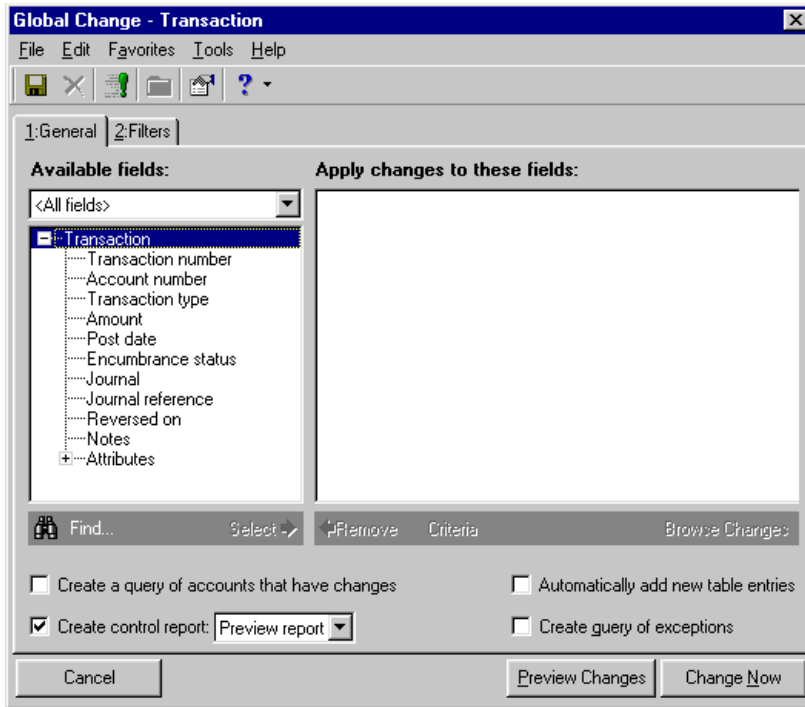
If you need to edit a large number of transactions in an open batch, you can save time by globally changing the transactions. For more information about globally changing transactions, see the Global Change chapter of the *Administration Guide for The Financial Edge*. You can edit a batch only if you have the appropriate security rights. For more information about security rights, see the Security chapter of the *Administration Guide for The Financial Edge*.

Globally Change Transactions

Warning: You can only globally change transactions in open batches.

In your organization’s day-to-day operations, you probably create large batches of transactions for posting to **General Ledger**. Some of these batches may contain hundreds, even thousands of transactions. If you needed to make changes to every transaction in a large batch, it might take hours to edit each transaction manually. But, if you use the globally change records feature in **General Ledger**, you can make changes to all or selected transactions in an open batch at the same time.

When globally changing transactions, you can change a transaction number, account number, transaction type, amount, post date, encumbrance status, and other batch information. You can access the Global Change - Transaction screen from *Administration* or from an open batch record by selecting **Batch, Globally Change Transactions**.



The procedure for globally changing transactions and other records is located in the Global Change chapter of the *Administration Guide for The Financial Edge*. Because global change is a detailed process, we recommend that you read the Global Change chapter of that guide before attempting to globally change any records.

Importing Transactions

Importing records is an efficient process in which you move data from other programs, including *The Raiser's Edge*, into *General Ledger*. Importing is particularly useful if your organization maintains two databases or if you need to combine two or more databases into one. Importing transactions is also an efficient method of entering data into a batch from an external source. For example you could import a *.csv file from *The Raiser's Edge* that contains gift entries to post to the general ledger.

With *General Ledger* you can import a batch of transactions from various external sources, including other Blackbaud programs such as *Accounts Payable*, *Student Billing*, and *The Raiser's Edge*. You can also import transactions from Fund Master or a *.csv, *.txt, or *.prn file created by a non-Blackbaud program.

You can access the Import - Batch Transaction screen from *Administration* or from an open batch record by selecting **Batch, Import Transactions**. We recommend importing transactions from open batch records because that method eliminates a few extra steps.

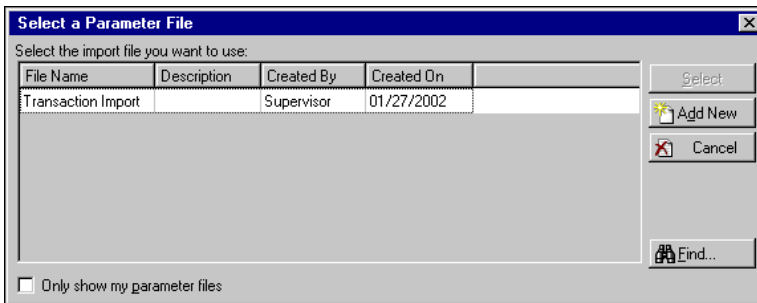
The import file used in this example includes the minimum fields required to import new transactions, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see the *Import Guide*.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records. For more information about required fields, see the *Import Guide*.

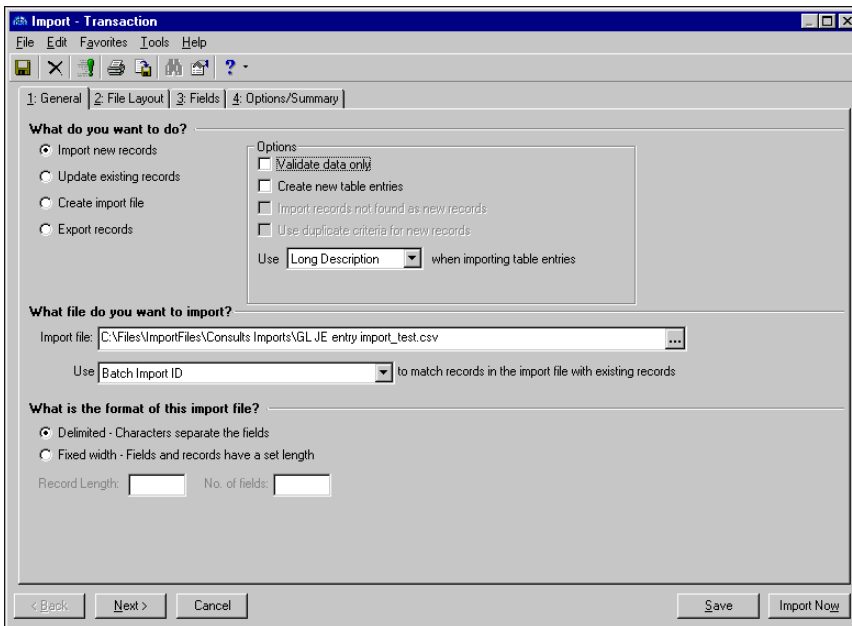
- Account number*
- Post date*
- Encumbrance Status*
- Type*
- Amount*
- Journal*
- Journal reference*
- Project ID
- Class
- Transaction Codes

► **Importing new journal entry transactions**

1. From an open batch record, select **Batch, Import Transactions**. The Select a Parameter File screen appears.



2. Select the import file that contains the transactions you want to import, and click **Select**.
3. The Import - Transaction screen appears on the General tab.



4. In the **What do you want to do?** frame, mark **Import new records**.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see the *Import Guide*.

5. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.
6. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

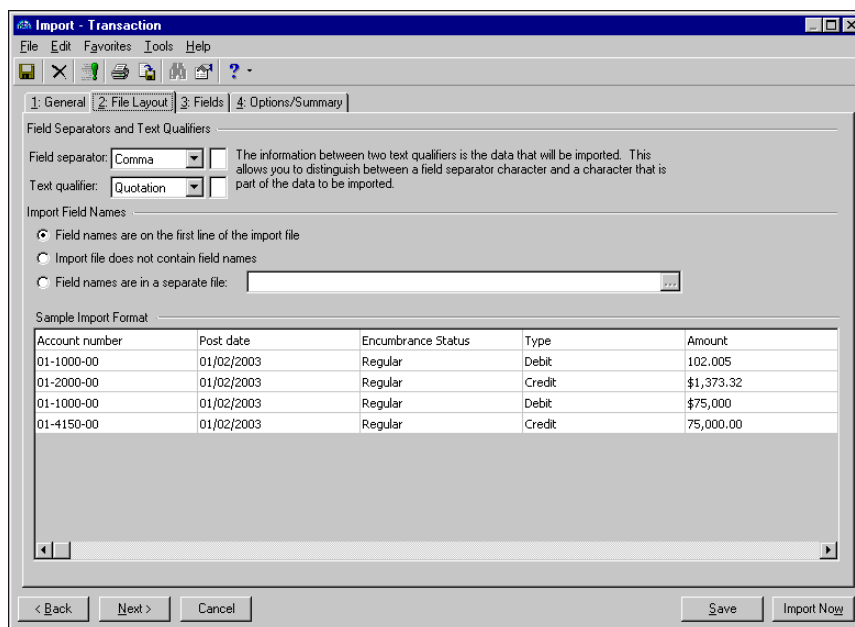
Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see the *Import Guide*.

Tip: You can set a default file path on the File Locations tab of Options. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, the import file you selected on the Select a Parameter File screen appears. Make sure this is the correct import file to use.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID used in the import file — either the batch import ID or batch number. To locate the batch import ID, from the batch record, select **File, Properties**. A screen appears listing system properties for the record including the batch import ID. For more information about import IDs, see the *Import Guide*.
10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see the *Import Guide*.
11. Click **Next**. The File Layout tab appears.



12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

Note: Enter the actual separator, not the separator name. For example, enter “.”, not “period”.

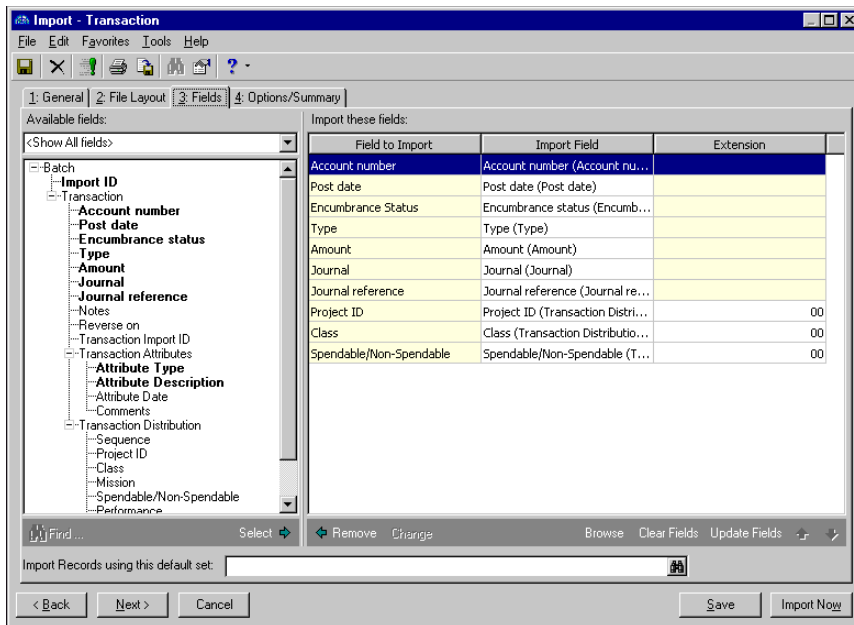
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the actual separator and qualifier in the corresponding text box.

- In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

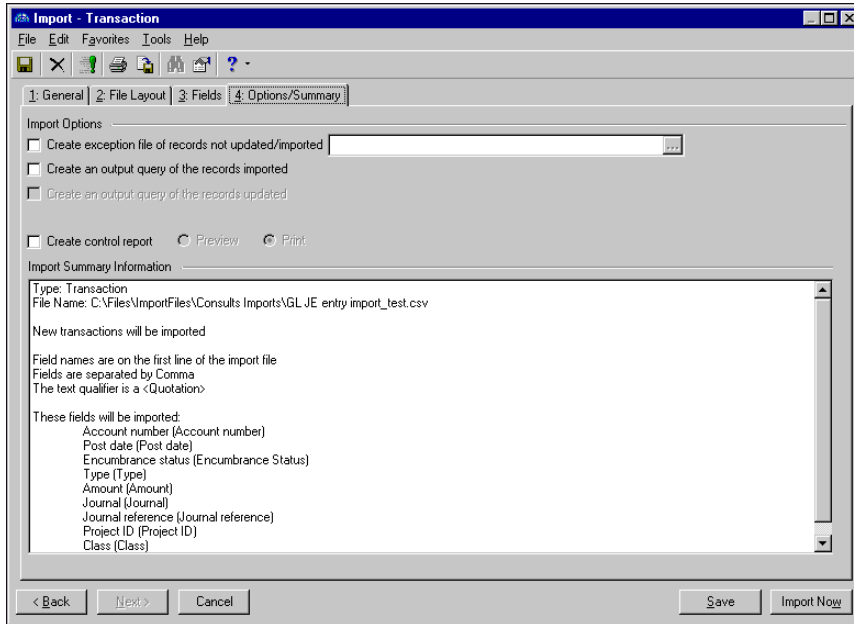
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see the *Import Guide*.

- Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see the *Import Guide*.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



Tip: You can set a default file path on the File Locations tab of Options. For more information, see the Options chapter of the *Program Basics Guide*.

16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.
In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.
17. Mark **Create an output query of the records imported** to save a query of imported records.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

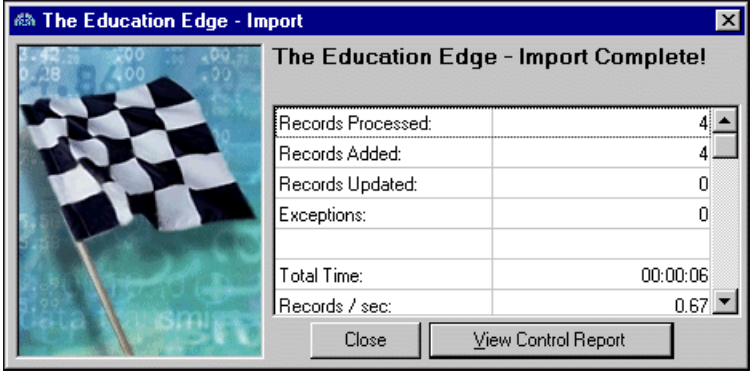
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

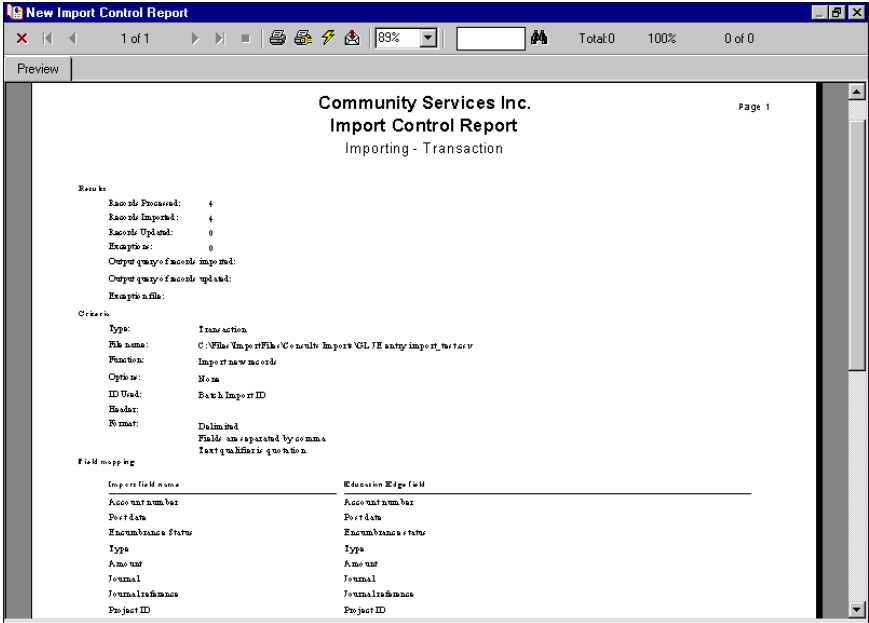
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

- 23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the export, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



- 24. If you selected to print or preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the batch record. The new imported transactions appear in the batch record journal entry grid.

The screenshot shows the 'Regular Batch 38' window. The main grid displays the following data:

	Account number	Account description	Post date	Encumbran...	Debit Amount	Credit Amount	Journal	Journal refer
D								
1	01-1000-00	Operating Cash Account	01/02/2003	Regular	\$102.01		Journal Entry	Transfer of fi
2	01-2000-00	Accounts Payable	01/02/2003	Regular		\$1,373.32	Journal Entry	Transfer of fi
3	01-1000-00	Operating Cash Account	01/02/2003	Regular	\$75,000.00		Journal Entry	Membership
4	01-4150-00	Contributions-Default	01/02/2003	Regular		\$75,000.00	Journal Entry	Membership
5								

Below the grid is a 'Distribution' section with the following table:

Project ID	Class	Mission	Spendable/...	Performance	Amount	Percent
1001	Unrestricted Net Assets	None	Spendable		\$102.01	100.0000

At the bottom of the window, the following summary information is displayed:

Transaction 1 01-1000-00 Remaining: \$0.00 (0.0000%)

Debits: \$75,102.01 Credits: \$76,373.32 Balance: (\$1,271.31)

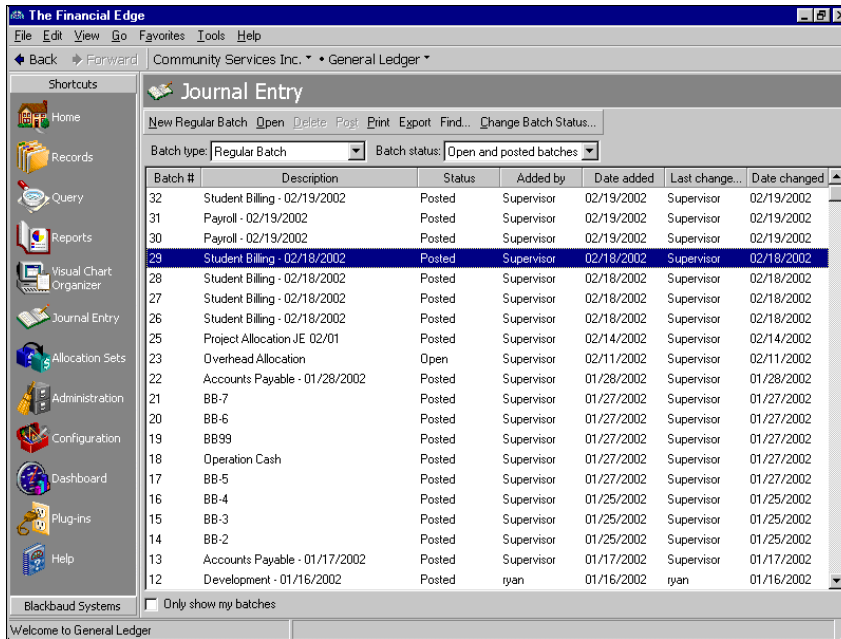
Exporting Batch Information

Exporting is useful if you routinely create custom reports using **General Ledger** data. With *Journal Entry*, you have several different methods for exporting information, each providing flexibility for viewing and reporting your transaction data. From the Journal Entry page, you can export all batch information in the grid directly to *Excel* or format the information for use with another program. This is a quick way to view and print a report of all batches in your system. You can also export individual batch information from the Journal Entry page and from a specific batch record.

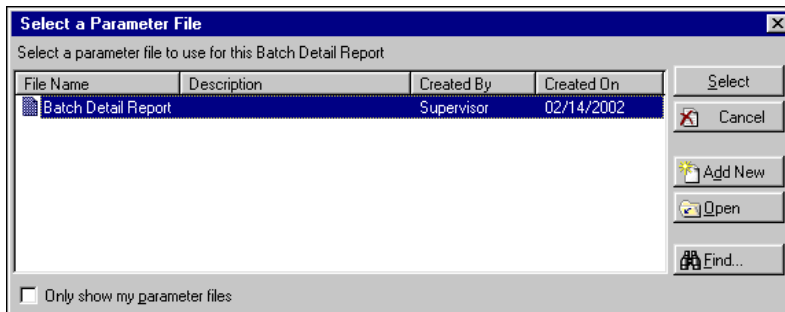
► Exporting a batch of transactions

Note: You can export transaction information from an open or posted batch.

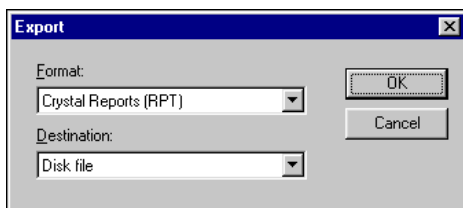
1. On the Journal Entry page, highlight the batch you want to export.



2. On the action bar, click **Export**. The Select a Parameter File screen appears where you can select a batch detail report parameter file to use for the export. You can also create a new parameter file from this screen.



3. Highlight the parameter file and click **Select**. The Export screen appears where you define a format and destination for the export file.



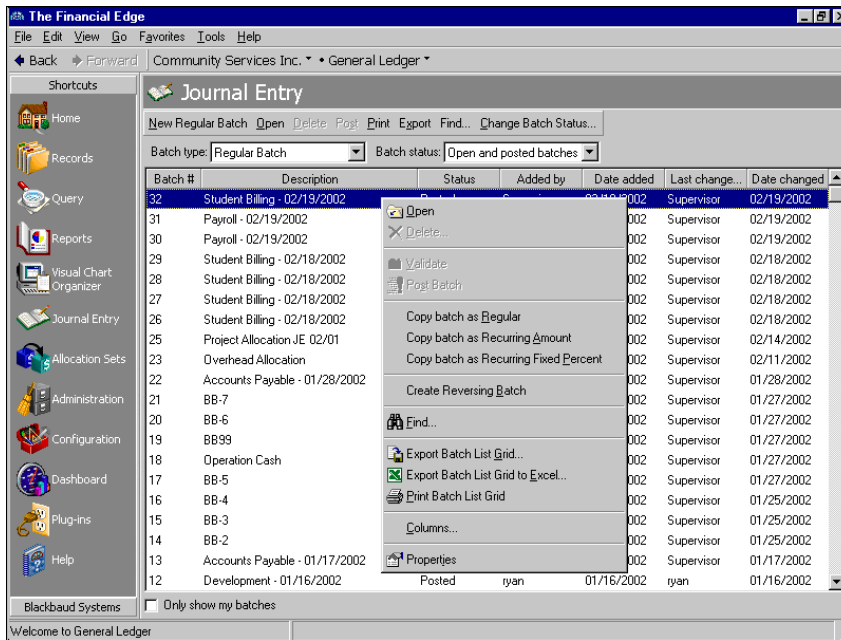
4. In the **Format** field select the format to use for the export information. For example, if you want to use this batch information to create a custom report using *Crystal Reports*, select the “Crystal Reports (RPT)” format.

Note: If you select “Disk file” in the Destination field, you are prompted to designate a save location once you click **OK**.

5. In the **Destination** field, select a destination for the export file. For example, if you are creating a *Crystal Reports* export file and you have *Crystal Reports* installed on your machine, you can select “Application” as the destination and the export file will open in *Crystal Reports* once the export is complete. If you want to save the file to your computer’s hard drive or to a network location, select “Disk file”.
6. Click **OK** to proceed with the export. The next screen to appear depends on the format and destination you selected. If you selected “Disk file” as the destination, you are prompted to designate a save location. If you selected “Application” as the destination then the application affiliated with the file type opens displaying the export information.

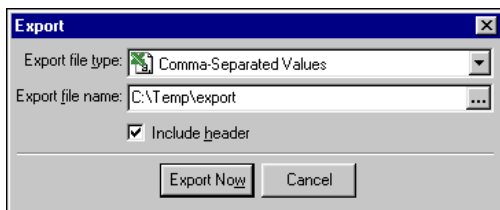
► **Exporting a list of all batches**

1. On the Journal Entry page, place your cursor in the grid and right-click your mouse. A menu appears displaying various grid-related options.



Note: You can print a list of all batches displayed in the grid by selecting **Print Batch List Grid** from the menu.

2. From this menu, you can select **Export Batch List Grid to Excel** to export batch information directly to an *Excel* worksheet, or **Export Batch List Grid** to create an export file you can use with other applications. If you export directly to *Excel*, a processing screen appears and *Excel* opens displaying the batch information, which completes the export process. If you select **Export Batch List Grid**, however, the Export screen appears.



3. In the **Export file type** field, select the type of export file to create. Your options include “Comma-Separated Values” and “Microsoft Word Merge File”. You should select a file type compatible with the application you use to view and manipulate the exported information.

Note: The **Include header** checkbox is marked by default. If you do not want to include grid header information in the export file, clear the checkbox.

4. In the **Export file name** field, enter the path and name for the export file. The path is the location where the file will be created once the export is complete. To browse to a location, which is then entered in the field, click the browse button.
5. Once you enter the file type and name, click **Export Now** to create the export file, which is saved to the location you designated.

Deleting a Batch

In *Journal Entry* you can delete an open batch of transactions, if you have the appropriate security rights. Once you delete a batch, however, it is still recorded as a batch. For example, if you create batch number 325 and decide you want to delete that batch, the batch number 325 cannot be reused. The deleted batch remains in your database and is viewable from the *Journal Entry* page. The next new batch you create will be number 326. There are usually ways to avoid having to delete a batch. For example, if you realize you were using an incorrect journal or source for 150 transactions, you can use global change to quickly correct the problem. As a general rule, we recommend that you avoid deleting batches, unless your organization believes it is truly necessary.

▶ Deleting a batch

1. From the navigation bar, select *Journal Entry*. The *Journal Entry* page appears.

Tip: You can also delete a batch from the open batch record, if you have the appropriate security rights.

2. Highlight the batch you want to delete.
3. To continue with the deletion process, click **Delete**. A confirmation screen appears to make sure you really want to delete this record.
4. Click **No** to cancel the deletion and return to the *Journal Entry* page. Click **Yes** to delete the record and return to the *Journal Entry* page. Once deleted, the record stays in the system and is displayed on the *Journal Entry* page with a status of "Deleted".

Validating, Posting, and Reversing Batches

Once you create a batch, enter batch transactions, and transaction distributions, you can validate and post the batch to your general ledger accounts. This process requires that you have security rights to validate and/or post batches. You can post individual batches from *Journal Entry* or you can post multiple batches at the same time from the *Post* page in *Administration*.

Once a batch is posted you cannot edit the transactions in that batch. You can, however, reverse a posted batch, which creates a mirror image of the original batch with the debits and credits reversed. You cannot reverse a batch posted in a year that is closed and summarized.

This section contains information and procedures for validating, posting, and reversing batches of transactions in *Journal Entry*.

Validating Batches

Note: On the *Records* tab of the *Options* screen, you can set a user option that defines the timing of the data entry validation. You can set the program to validate row by row or when saving the batch.

The primary function of the batch validation process is to make sure your batches are in balance. If you have security rights to view, edit, and validate batches, you can use this process to confirm that batches are in balance by each required factor. Also, if the batch approval business rule is in effect, each batch must be approved before validation commences. For more information about batch approval, see “Approving Batches” on page 31.

When you validate a batch, **General Ledger** makes sure it is in balance by the following:

- Fund
- Amount
- Period
- Period within a fund
- Journal
- Type

The batch must also be in balance by any project, class, and/or transaction code required on the fund record. You can validate a batch of transactions from the batch record in *Journal Entry* or from the Post page in *Administration*.

Note: The program automatically validates each batch when it is saved and when the posting process is initiated. You can set user options that initiate the validation process during the process of entering transactions in a batch.

To help you keep your batches in balance, you can choose to automatically create interfund entries. If you want to use automatic interfund entries, mark the **Allow automatic creation of interfund entries in Journal Entry** business rule in *Configuration*, as well as **Automatically create balancing interfund entries** on the batch record. Now, when you run the validation process, batches are brought into balance by having the program automatically create balancing interfund entries. These balancing entries are created at the end of the validation process. The **Automatically create balancing interfund entries** checkbox only appears on the batch record if you marked the **Allow automatic creation of interfund entries in Journal Entry** business rule in *Configuration*.

In addition, validation ensures that the person attempting to post has the security rights to do so. The person attempting to post must have rights to the posting process as well as the accounts and projects included in each transaction.

Validation also checks the status of transaction accounts and projects. Only transactions that include accounts and projects that are marked “Active” can be posted. If you need to change the account status, you can open account records from the batch screen. Simply highlight the account you want to open and access the **Batch** menu. From the **Batch** menu, select **Go To** and **Account** and the account record opens. When saving a batch, the validation process also includes a check of the batch header and each transaction to ensure that all required fields are entered.

Transaction Required Fields

When the validation process is initiated, the program looks at each transaction to ensure that all required fields are entered and that each entry meets certain requirements. Each transaction must include entries in the following fields:

- **Account Number**
- **Amount**
- **Post Date**
- **Transaction Type**
- **Journal**
- **Journal Reference**
- **Class (if required)**
- **Projects (if installed and required)**
- **Transaction Codes (if required)**
- **Transaction Attributes (if required)**
- **Encumbrance Status (if installed)**

Transaction Field Rules

After the program verifies that each of the required fields has an entry, it verifies that those entries meet certain rules.

Account Number. Each account number must be for an active account.

Amount. The amount must be a positive number greater than \$0.00, unless \$0.00 transactions are allowed in business rules.

Post Date. The post date must be in an open fiscal year, in an unlocked period, and be after the fund's beginning balance date.

Reverse on. The reverse on date must be in an open fiscal year and in an unlocked period.

Project ID. The project ID must be for a project with an active status.

Class. When a class is required and entered, the program verifies that the transaction distribution meets standard distribution rules.

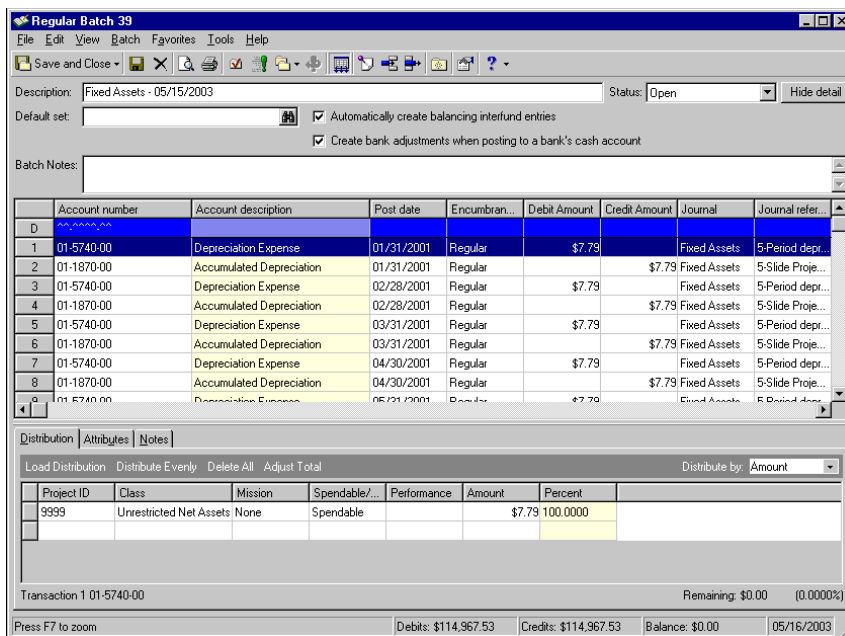
Transaction Codes. When transaction codes are required, the program verifies that the transaction distribution meets standard distribution rules.

Transaction Attributes. When transaction attributes are entered, the program verifies that the entry is valid.

► Validating a batch

Warning: To validate a batch, you must have security rights to view, edit, and validate batches. You must also have security rights to the accounts and projects in the batch.

1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.
2. Open the batch you want to validate. The batch record appears.



Note: You can also click the **Validate Batch** button to begin the validate batch process.

3. Select **Batch, Validate Batch** and the validation process begins. The status bar displays a process meter as the transactions are validated and saved.

4. If the validation process is a success, the Batch Validation Report preview screen appears or the report prints by default, depending on the *Journal Entry* report options marked in User Options. If the preview screen opens, you can view and print the validation report. Once you are done, close the preview screen to finish the validation process.

If the validation process fails, you can view the balancing errors on the Batch Validation Report.

5. A confirmation screen appears. Click **OK** to return to the batch record.

Posting a Batch

Note: On the Records tab of the Options screen, you can set user options for posting transactions. You can set an option to display a warning before posting and a successful/unsuccessful message after post validation.

Posting a batch adds transaction entries to your general ledger accounts, which updates your account balances. In **General Ledger**, you can enter transactions into *Journal Entry* batches before locking balances, however, you cannot post batches unless all funds are locked for all accounts used in those transactions.

To post a batch, you must have security rights to view, edit, validate, and post batches. You must also have security rights to all the accounts and projects in a batch. And finally, funds containing accounts associated with transactions in a batch must be locked prior to posting.

To increase efficiency, you can post batches of transactions individually from the batch record in *Journal Entry* or you can post multiple batches of transactions simultaneously from the Post page in *Administration*. See the Administration Basics chapter of the *Administration Guide for The Financial Edge* for more information about posting multiple batches using the *Post* module.

Note: If the batch does not validate successfully, view the validation report to determine the corrections that you need to make. After you correct the transactions in your batch, you can try posting it again.

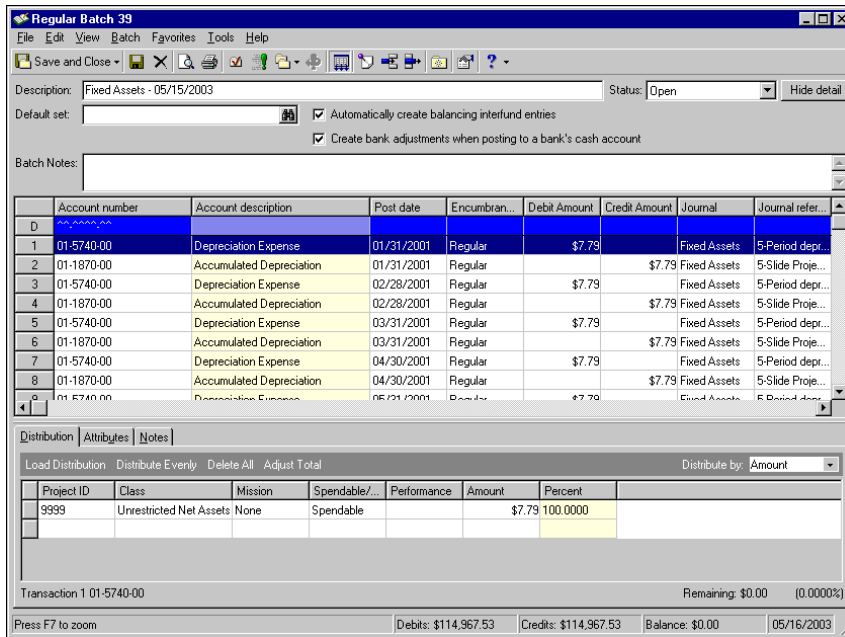
When you begin the post process, the program automatically validates the batch to make sure it is in balance. The validation process ensures that you do not post out of balance and verifies security access rights. See “Validating Batches” on page 45 for information about the batch validation process.

► Posting a batch from Journal Entry

All batches must be approved before posting if the business rule requiring approval is marked. For more information about batch approval, see “Approving Batches” on page 31.

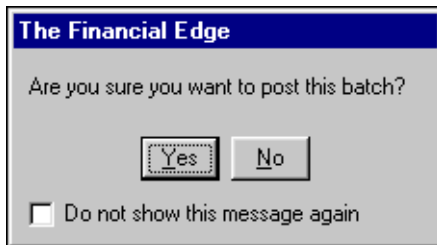
1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.

2. Open the batch you want to post. The batch record appears.



Tip: You can also click the **Post Batch** button on the batch record toolbar.

3. Select **Batch, Post Batch**. A confirmation screen appears.



4. Click **Yes** to begin posting the transactions. The posting process begins by validating the batch. Once the post validation process is complete, the Batch Validation Report preview screen appears or the report prints by default, depending on the post report options marked. If the preview screen opens, close it to continue with posting.

If the post validation fails, you will not be able to continue posting. Instead, view the balancing errors on the Batch Validation Report and make adjustments before attempting to post again.

Note: If you marked the **Print control report on** option and selected a default printer on the Journal Entry Post Options screen, a control report automatically prints once the post process is complete. To access the Journal Entry Post options, select **Tools, Options** from the menu bar and select the Records tab.

5. If the post process is successful, a confirmation message appears. Click **OK** to continue. The batch record appears with the status of “Posted” and the batch details, transactions, and distributions are locked. If you designated a post report on the Journal Entry Post Options screen, it opens in preview mode or prints to the designated printer depending on the options you selected.

Account number	Account description	Post date	Encumbran...	Debit Amount	Credit Amount	Journal	Journal refer...
1 01-5740-00	Depreciation Expense	01/31/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
2 01-1870-00	Accumulated Depreciation	01/31/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
3 01-5740-00	Depreciation Expense	02/28/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
4 01-1870-00	Accumulated Depreciation	02/28/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
5 01-5740-00	Depreciation Expense	03/31/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
6 01-1870-00	Accumulated Depreciation	03/31/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
7 01-5740-00	Depreciation Expense	04/30/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
8 01-1870-00	Accumulated Depreciation	04/30/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...
9 01-5740-00	Depreciation Expense	05/31/2001	Regular	\$7.79		Fixed Assets	5-Period depr...
10 01-1870-00	Accumulated Depreciation	05/31/2001	Regular		\$7.79	Fixed Assets	5-Slide Proje...

Project ID	Class	Mission	Spendable/...	Performance	Amount	Percent
9999	Unrestricted Net Assets	None	Spendable		\$7.79	100.0000

6. To return to the Journal Entry page, close the batch record.

Reversing a Posted Batch

Reversing a posted batch allows you to cancel the effects of transactions previously posted to **General Ledger**. When you reverse a posted batch, the program creates a mirror image of the original batch with the debits and credits reversed. You cannot reverse a batch posted to a year that is closed.

You can use the reversing a batch procedure and the copy a batch procedure to correct mistakes in posted batches. You can first reverse the batch, then copy it into a new batch. Once the new batch is created, you can make the necessary changes and repost.

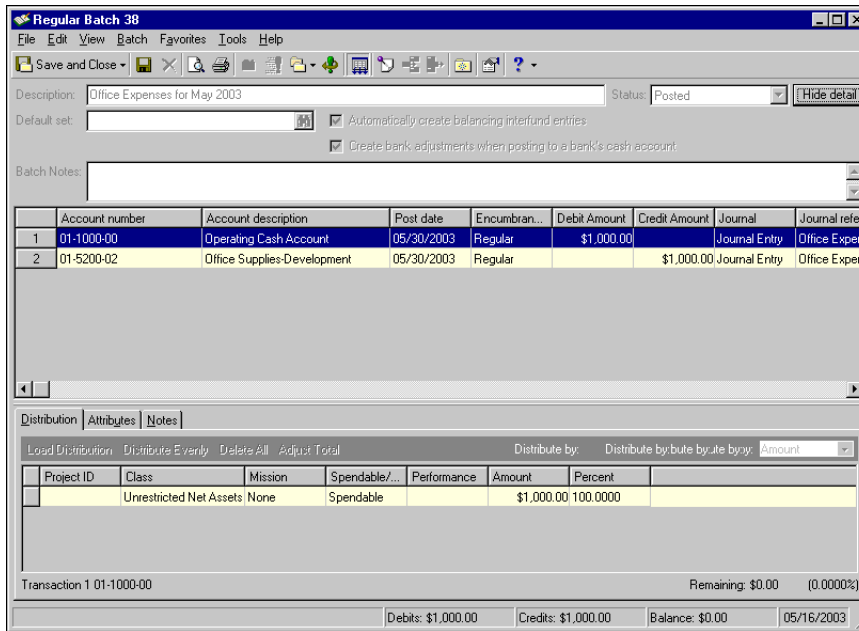
Note: Reversing a posted batch creates a new batch consisting of reversing entries. The original transactions remain in the program, but after posting the reversing batch, the original transactions are offset.

► Reversing a posted batch

To reverse a posted batch, you must have security rights to view, edit, and create batches. You must also have security rights to the accounts and projects in the batch.

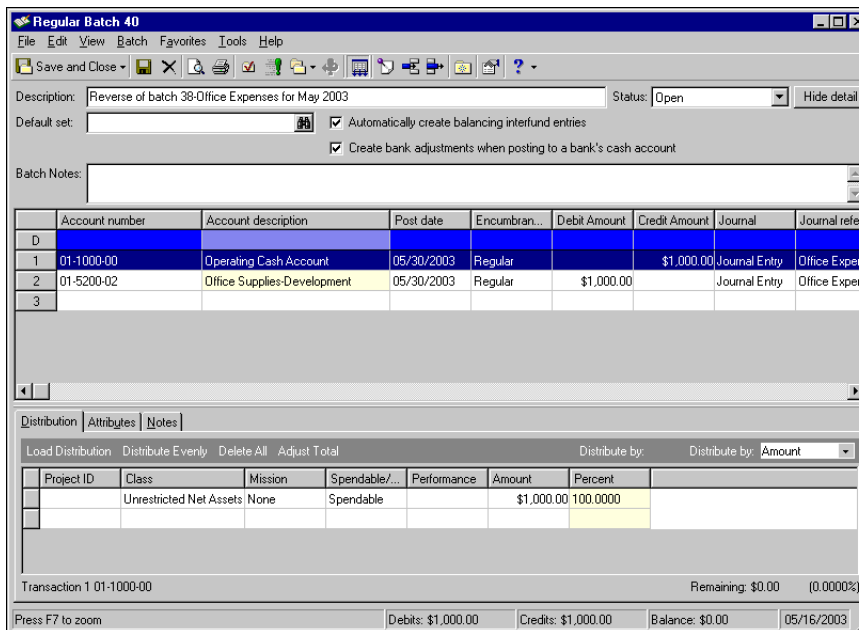
1. From the navigation bar, select *Journal Entry*. The Journal Entry page appears.

- Open the posted batch you want to reverse. The batch record appears.



Tip: You can also click the **Create Reversing Batch** button on the batch record toolbar.

- To begin the reversing process, select **Batch, Create Reversing Batch**. Once the reversing process is complete, the new batch record appears.



- You can now make changes to the reversed batch, including adjusting transactions and renaming the batch. To save the batch and return to the Journal Entry screen, click **Save and Close**. You must post the new batch immediately after reversal to wash out the originally posted transactions.

Working with Gift Transactions from The Raiser's Edge

Note: For more detailed information about gifts in *The Raiser's Edge*, see the *Basic Gift Records Guide*, which is part of our *Raiser's Edge* documentation.

Posting gift transactions from *The Raiser's Edge 7* to *General Ledger 7* is an efficient process that improves the interaction between your Development and Business Offices by streamlining the gift posting process. If you are using *General Ledger 7* with *The Raiser's Edge 7*, gift transactions are posted directly to *General Ledger*, which means there is no longer a need to import gift transactions. *The Raiser's Edge 7* posts an "open" batch directly to *General Ledger*, which gives your Business Office a chance to verify the information before committing the transactions to the ledger. The "open" batch appears in *Journal Entry* and can be viewed, approved, and posted.

All settings required to establish the posting process from *The Raiser's Edge 7* to *General Ledger 7* need to be established in your organization's *The Raiser's Edge 7* software. There are no settings required in *General Ledger 7* to enable receiving gift transactions from *The Raiser's Edge 7*.

Linking The Raiser's Edge to General Ledger

The Raiser's Edge, our fundraising software, makes it easy for you to post gifts directly to *General Ledger*. In *The Raiser's Edge*, you can create a file consisting of the gift transactions you want to post. This file can then be moved into *General Ledger* using the **Post to General Ledger** link in *Administration*. Once the batch of gifts is moved to *General Ledger* it appears in *Journal Entry* as an "open batch". Once this process has occurred, the "open batch" can be approved and posted.

Before *General Ledger* can receive gift transactions from *The Raiser's Edge*, the programs must be linked by establishing settings in the *Configuration* module of *The Raiser's Edge*. These settings enable the two programs to work together so you can save time by entering gifts once for both programs. From *Configuration* in *The Raiser's Edge*, you specify several settings, including the location of your *General Ledger* database, whether it is a single or multi-user version, and whether you want *General Ledger* to automatically check the validity of account and project information entered into *The Raiser's Edge*. You can also define Journal Reference Fields to use in the **Post to General Ledger** link of *Administration* for posting detailed gift transactions.

▶ Establishing settings for the interface between The Raiser's Edge and General Ledger

1. From the Raiser's Edge bar, select **Config**. The Configuration page appears.

2. Click the **General Ledger** link. The General Ledger page appears.

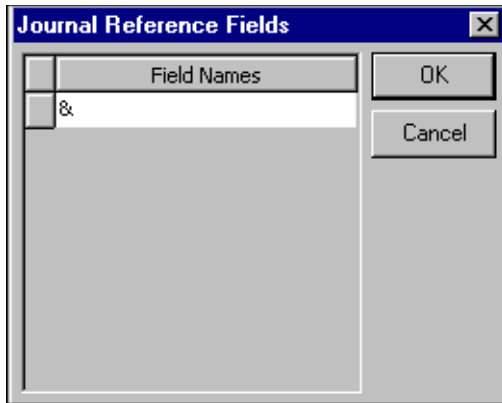
3. Mark the **Blackbaud General Ledger Present** checkbox.
4. You must select whether your database is accessed by many computers through a network, or by only your computer. If you have a multi-user version of **General Ledger**, mark the **Network** option.
5. Enter the **Server name** for your **General Ledger** database engine. This name is required because it allows **The Raiser's Edge** to establish a link with the **General Ledger** database.

Note: Your network administrator should be able to supply you with your **Server name** and **Alias** if you do not know it.

6. If you are using an alias for your **General Ledger** database, enter it in the **Alias** field. All computers on your network use this name to locate the database linking **The Raiser's Edge** and **General Ledger**.
7. Mark the **Local** option if you have a single user version of **General Ledger**. The **Database path to General Ledger** is required. You need to enter the path to the Blackbaud database file folder in **General Ledger**. If necessary, you can click the **Browse** button to find the path to the file.
8. If you mark the **Validate GL information** checkbox, **The Raiser's Edge** searches the **General Ledger** database to determine if the account numbers and project IDs you enter on fund records and other areas of **The Raiser's Edge** exist in **General Ledger**. Marking this checkbox can help eliminate errors caused by incorrectly entered account numbers.
9. In the Journal References frame, you can select reference fields. **The Raiser's Edge** sends these fields to **General Ledger** as a description when you post in detail.

Note: You can create a field name of up to twenty characters. The total length of the journal reference can be up to fifty characters.

To define additional Journal Reference fields, or to insert spaces between fields, click **Fields** to access the Journal Reference Fields screen. When you finish defining fields, click **OK** to return to the General Ledger page.



10. The **Sample** display shows how the fields you select for the journal will format.
11. If you want to re-establish program settings, click **Reset to System Defaults**.

Interfund Entries

If you have both *The Raiser's Edge* and *General Ledger*, and you have established a link between the two, an **Interfund Entries** link appears on the Configuration page of *The Raiser's Edge*. You can use this link to specify *General Ledger* transfer accounts, which can then be entered into the GL Distributions grid on fund records.

If the first segments of a *General Ledger* debit and credit account are different, the *General Ledger* funds they belong to are different. In this case, a transfer account must be specified. The interfund transfer ensures that posted debits and credits associated with a gift are balanced by *General Ledger* fund when the debit is to one fund and the credit to another. For example, if you post a debit to the *General Ledger* Playground Fund and a credit to the *General Ledger* Operating Fund both from the *The Raiser's Edge* General Fund, an interfund entry is needed to create an offsetting or balancing credit to the *General Ledger* Playground Fund and a balancing debit to the *General Ledger* General Operating Fund.

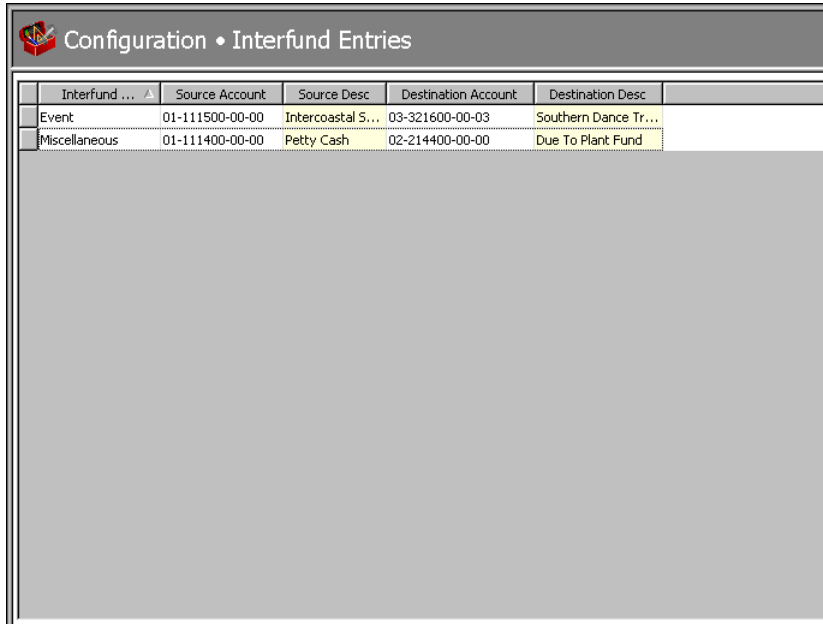
You can access account numbers directly from the *General Ledger* database by clicking the binoculars or pressing **F7** on your keyboard. The accounts you define here appear in the list of entries when you click the down arrow in the **Transfer** column of GL Distribution grids. For more information on transfer accounts and interfund entries, see the *Configuration Guide for General Ledger*.

▶ Adding an interfund entry in The Raiser's Edge

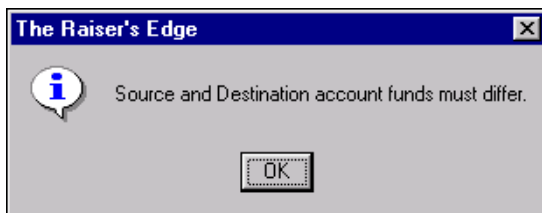
By adding an interfund entry, you specify a transfer account to link debit and credit accounts from different *General Ledger* funds.

1. From the Raiser's Edge bar, select **Config**. The Configuration page appears.

- Click the **Interfund Entries** link. The Interfund Entries page appears.



- In the **Interfund Entry** column, give the entry a name of up to thirty characters. This name appears in the list of possible entries when you click the down arrow in the **Transfer** column of a GL Distributions grid on a fund record.
- In the **Source Account** and **Destination Account** columns, you can click the binoculars to search the **General Ledger** database for account numbers. The account descriptions appear when you enter an account number. The descriptions are defined in **General Ledger** and cannot be edited in **The Raiser's Edge**. The source and destination account numbers must be in different **General Ledger** funds. If you select the same account numbers, a message appears. If you receive this message, click **OK** to return to the Interfund Entries page.



- If you click the down arrow in the **Source** or **Destination Account** columns, a dropdown box appears. The contents of the box break down a **General Ledger** account number by **Segment**.

Segment	Value	Description
Fund	01	UNRESTRICTED O...
Account Number	213200	
Expense Category	05	Equipment Repair
Department/Cost...	01	Administration

- The **Segment** column displays the account number segments previously defined on the Configuration page of **General Ledger**. When you enter a **Value** for a particular segment, the **Description** column is locked with the description of that value entered in **General Ledger**.
- When you leave the Interfund Entries page, the new interfund entry is automatically saved.

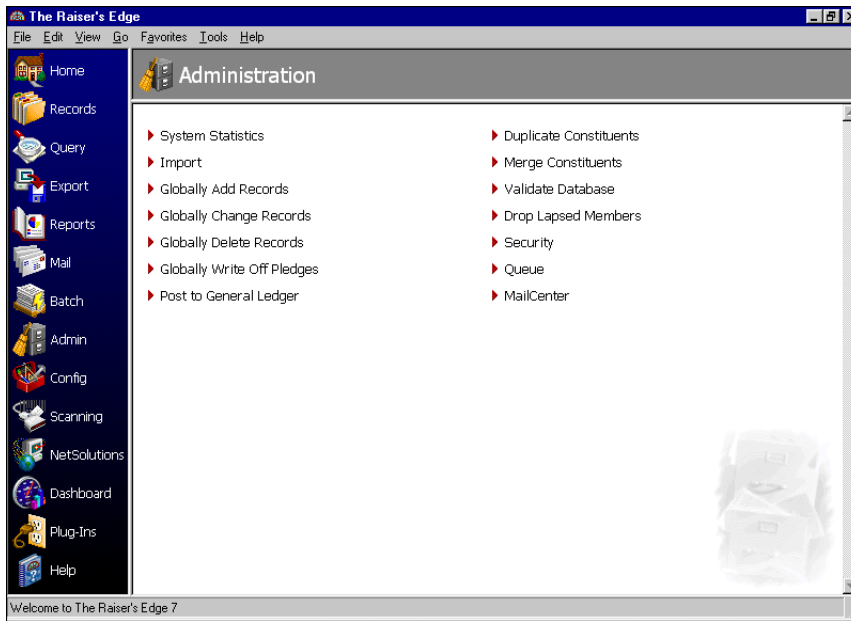
Posting Gifts from The Raiser's Edge to General Ledger

The **Post to General Ledger** link on the *Administration* page of *The Raiser's Edge* allows you to post gifts entered in *The Raiser's Edge* directly to **General Ledger 7** in a few simple steps. Once you run the automatic posting option, the status of all gifts involved in the process automatically changes to "Posted" on the Miscellaneous tab of the gift record.

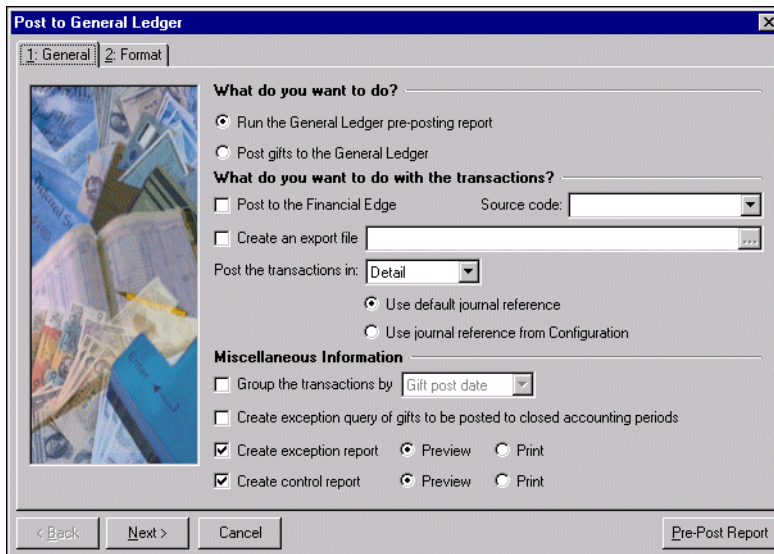
▶ Posting gifts to *General Ledger 7*

If you are posting gifts to **General Ledger**, you must open the accounting program before running the posting procedure.

1. From the Raiser's Edge bar, select *Admin*. The Administration screen appears.



2. Select **Post to General Ledger**. The Post to General Ledger page appears, displaying the General tab.



3. In the **What do you want to do?** frame, you can select to **Post gifts to the General Ledger** directly or **Run the General Ledger pre-posting report** and view all gifts eligible for posting to the **General Ledger**. If you select to run the report, the post status of the gifts does not change. You must select the **Post gifts to the General Ledger** option to change the status.

If you use **General Ledger 7**, and you select the **Post gifts to the General Ledger** option, the **Post to Financial Edge** checkbox in the **What do you want to do with the transactions?** frame is automatically marked.

4. In the **What do you want to do with the transactions?** frame, you can mark one of the following checkboxes.
- **Post to Blackbaud's General Ledger** - If you use a version of **General Ledger** prior to 7, this checkbox appears. Gifts do not post directly to **General Ledger** accounts. A posting file is created in the data directory of the **General Ledger** system path entered in the **General Ledger** link in *Configuration*. This file can then be imported into **General Ledger**. In the **Source code** field, click the drop-down arrow to access a list of source codes available in **General Ledger**.
 - **Post to Financial Edge** - If you use Blackbaud's **General Ledger 7**, this checkbox appears. Mark this checkbox and the program posts all gifts directly to *Journal Entry* as an open batch. In the **Source code** field, click the drop-down arrow to access a list of source codes available in **General Ledger**.
 - **Create an export file** - If you mark this checkbox, you must save the file. Click the binoculars to access the Save As screen. Enter the **File name** and path for your export.
 - **Post the transaction in** - You can select a Detail or Summary transaction posting.

If you select Detail, the program creates a separate **General Ledger** transaction record for each gift posted. You must then select a journal reference: **Use default journal reference** uses key name and gift type; **Use journal reference from Configuration** uses the journal reference you defined in the **General Ledger** link in *Configuration*.

If you select Summary, summary totals appear for each gift type per fund. You must then select how the gifts are summarized. You have the following options.

Gift post date - This posts all gifts based on the date specified in the **Post Date** field on the gift record.

GL Fiscal Period - This posts all gifts with a post date during an open fiscal period.

Month - This summarizes gifts for each month.

Quarter - This summarizes gifts for each quarter.

Specific date - This summarizes gifts for the date you enter in the **Date** field.
5. In the **Miscellaneous Information** frame, you can mark checkboxes for various report options and grouping preferences.
- **Group transactions by** - You can select to group your transactions by Batch or Gift post date.
 - **Create exception query of gifts to be posted to closed accounting periods** - The program creates a query of the gifts posted to closed accounting periods in **General Ledger**. This option is enabled only if you selected the **Check GL numbers** in *Configuration*.
 - **Create exception report** - This generates a report of all transactions posted to closed accounting periods in **General Ledger**. The report displays Post Date, Account Number, Account Description, Project Description, and Reference. You can opt to **Preview** the report on screen or **Print** out a hardcopy. This checkbox is enabled only if you selected the **Check GL numbers** on the **General Ledger** link in *Configuration*.
 - **Create control report** - This generates a report displaying Post Date, Description, Created By, No. of Trans., Total Debits, Total Credits, and Status of all gift records posted to **General Ledger**. You can opt to **Preview** the report on your computer screen or **Print** the report.

Note: Click **Back** to return to the General tab.

6. Click **Next** to move to the Format tab. The options offered on this tab change based on what you select in the **What do you want to do with the transaction** frame on the General tab. The following screen appears if you select **Run General Ledger pre-posting report**.

Post to General Ledger

1: General 2: Format

How do you want your posting to be reported?

Preview report after posting Print report after posting

Display report in: Landscape

Sort report by:

Sort Report By	Order
Post date	Ascending
Post date	
Account number	
Account description	
Project description	
Reference	
Amount	

Anonymous gift format: Leave name intact

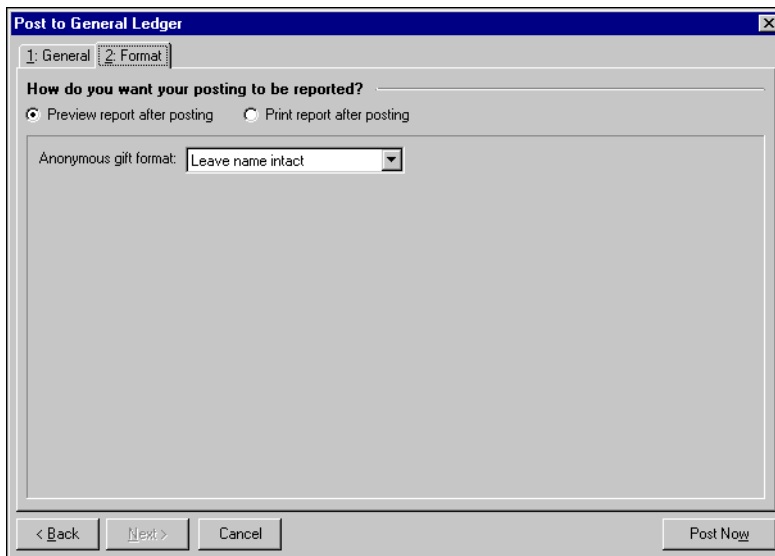
< Back Next > Cancel Post Now

7. In the **How do you want your posting to be reported?** frame, you can select to **Preview report after posting** and have the report display on your computer screen or **Print report after posting** to print the report directly. You can **Display report in** Landscape or Portrait.
8. In the **Sort report by** grid, you can select the fields to use when sorting your report. Your choices include the following.
- Post date
 - Account description
 - Reference
 - Account number
 - Project description
 - Amount

In the **Order** column, you can select **Ascending** or **Descending**.

9. If you selected the Detail posting option on the General tab, in the **Anonymous gift format** field, select how you want anonymous gifts to appear on your report. You can select **Leave name intact**, **Use Anonymous**, or **Asterisk at end of line**.

10. If you access the **What do you want to do with the transaction** frame on the General tab and select **Post to Financial Edge**, new options are displayed on the Format tab.



11. In the **How do you want your posting to be reported?** frame, you can select to print your report or to preview it first on your screen. If you select the preview option, you can later print the report from the preview screen.
12. In the **Anonymous gift format** field, select how you want anonymous gifts to appear on your report. Your options include: "Leave name in tact", Use 'Anonymous'', and "Asterisk at end of line".
13. Click **Post Now** to post the gifts based on the parameter settings you established.
When the process is complete, the **General Ledger** post report appears, displaying post dates, account numbers, account descriptions, project descriptions, references, and debit and credit amounts.
14. Close the **General Ledger** post report. If there are any exceptions during the posting process and you marked the **Create exception report** checkbox on the General tab, the **General Ledger** exceptions report appears, displaying all accounts that did not post.
15. Close the exceptions report. If you marked the **Create control report** checkbox on the General tab, the **General Ledger** post control report appears, displaying post dates, account numbers, who created the accounts, number of transactions, total debits, total credits, and status of the account.
16. Close the **General Ledger** post control report to return to the Administration page.

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