

The **Financial** Edge<sup>TM</sup>

Fast! Guide

## **101811**

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# Fast!



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Using *Fast!*, you can quickly create a large volume of records at one time. Rather than opening new records individually to add data, you record field information for multiple records in a customized grid format datasheet. When you process the datasheet, *Fast!* automatically creates a group of new records. You can create datasheets in **Accounts Payable** for invoice records and in **Student Billing** for charge and payment records.

## Designing Datasheets

The first step in the *Fast!* process is to design the datasheet. Using the Design View, you select the fields you need to create records. After you design the datasheet in the Design View, you enter data for new records in the Datasheet View. You can switch views by selecting **Design View** or **Datasheet View** on the **View** menu, or by clicking the buttons on the toolbar.

### Datasheet Design Tips

Consider the following when selecting fields for your datasheet. Once you enter data on the datasheet, you cannot change its design.

**Note:** You can create an unlimited number of datasheets and save them for repeated use.

- Look through saved records in *Records* and identify the fields in which you typically enter information. Add these fields to the datasheet.
- Columns appear in the order in which fields are selected in the **Add these fields to the datasheet** box in the Design View. Prioritize and order datasheet fields to speed data entry. Put fields you do not use all the time near the end of the datasheet.
- When you select certain fields, the program automatically adds other fields that are required for the selected field. For example, if you select the **Payer** field for an SB Charge datasheet, the **Responsible for amount** field is included automatically. If you remove **Payer** from the datasheet, **Responsible for amount** is removed too.
- Certain fields may be added only once to the datasheet. If one of these fields has already been added and you attempt to add it again, a warning message appears.
- You can add some fields to the datasheet multiple times. For example, you can enter multiple distribution accounts. Each additional set of distribution fields has a number added to the field name; for example, Credit Account Number(1) or Debit Account Number(2).

When multiple fields are added, they must be added as a complete set of fields to ensure they are placed on the record correctly. For example, you cannot add a sets of fields in this order:

```
{CR Account, DR Account, Project}
{CR Account (1), DR Account (1)}
{CR Account (2), DR Account (2), Project (2)}
```

This setup will result in the program adding the second **Project** field to the second set of fields like this:

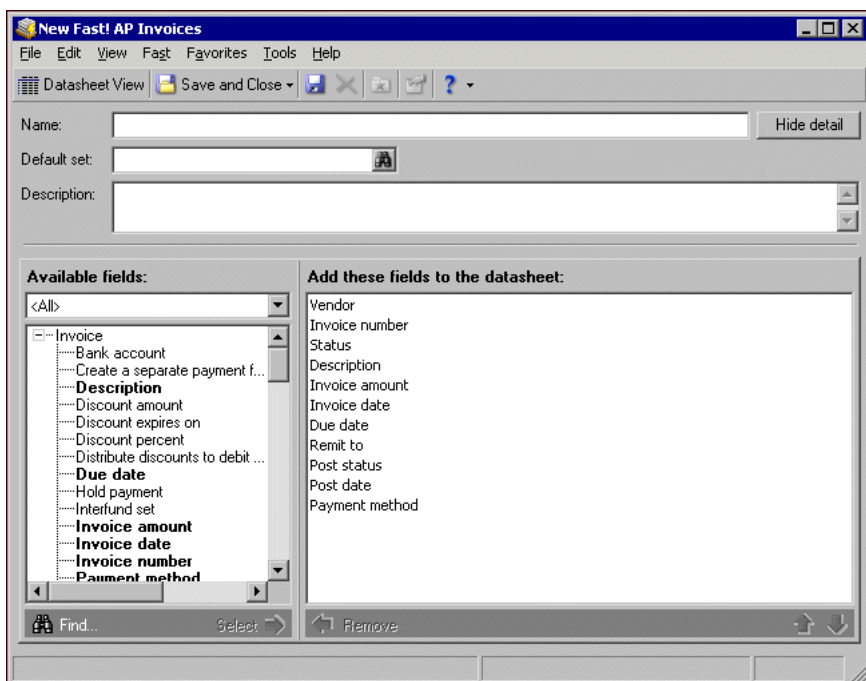
```
{CR Account, DR Account, Project}
{CR Account (1), DR Account (1), Project (2)}
{CR Account (2), DR Account (2)}
```

To produce the appropriate results, add a complete set of fields for each group like this:

```
{CR Account, DR Account, Project}
{CR Account (1), DR Account (1), Project (1)}
{CR Account (2), DR Account (2), Project (2)}
```

### ► Creating a datasheet

1. From the Fast! page in *Accounts Payable*, click **New AP Invoice**; in *Student Billing*, click **New SB Payment** or **New SB Charge**. The New Fast <Record> screen appears in the Design view.



2. In the **Name** field, enter a name for the datasheet.

**Note:** You can click the **Hide Detail** button to hide the **Default set** and **Description** fields. When fields are hidden, you can click **Show Detail** to display them again.

3. In the **Default set** field, you can enter the name of a default set of fields or click the binoculars to select one.

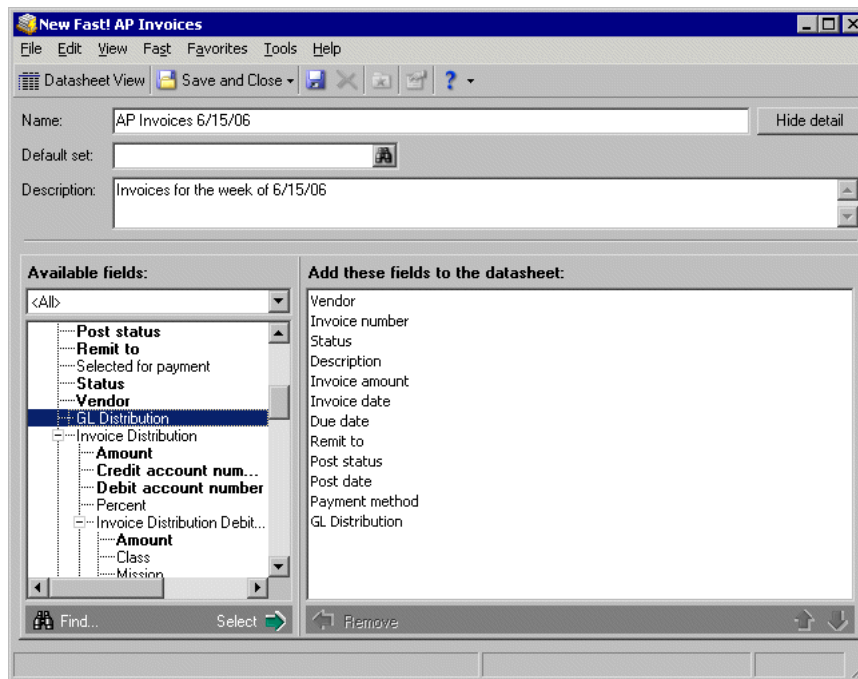
When you choose a default set, the values appear in the default row (D) of the datasheet in the Datasheet View. For more information about using the default row, see “Using Defaults” on page 7.

4. In the **Description** field, enter a description for the datasheet.

**Note:** Bold fields in the **Available fields** tree view are required fields for the record type or those specified as required on the Fields tab of *Configuration*. These are added to the datasheet automatically.

5. The **Available fields** tree view on the left lists all the fields available for the datasheet. You can use the dropdown field at the top to filter fields that appear in the list by category.

To move a field to the **Add these fields to the datasheet** box on the right, double-click it, or select the field and click **Select**.



6. To delete a field from the **Add these fields to the datasheet** box, select it and click **Remove**. To restore the field, select it again in the **Available fields** tree view.
7. When you finish selecting fields, you can:
  - Click **Save and Close** to save the datasheet and return to the Fast page.
  - Click **Save and New** to save and close the datasheet and open a new one.
  - Click **Datasheet View** to save the datasheet and then access the Datasheet View where you can enter record data. .

## Using Datasheets

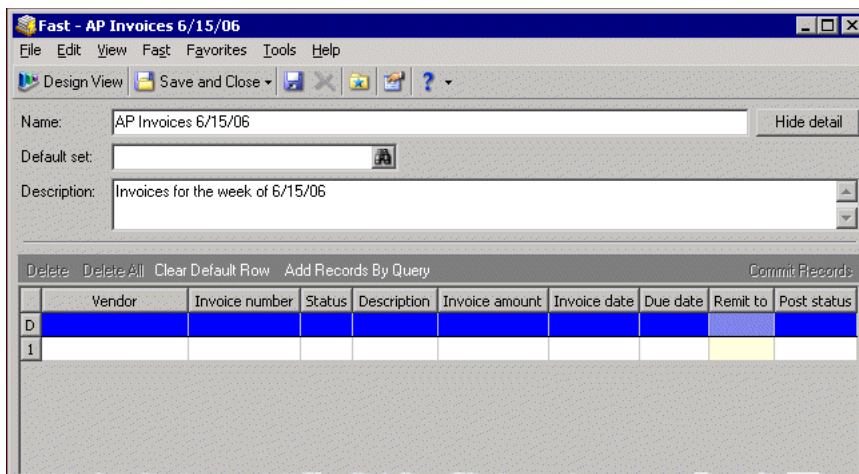
After you design the datasheet in the Design View, you can enter data for new records in the Datasheet View. You can switch views by selecting **Design View** or **Datasheet View** on the **View** menu, or by clicking the buttons on the toolbar. You must save the design before viewing the datasheet.

Rows on the datasheet represent new records and columns represent fields in the record. Columns appear in the order in which fields were selected in the **Add these fields to the datasheet** box in the Design View.



## ▶ Entering records in the datasheet

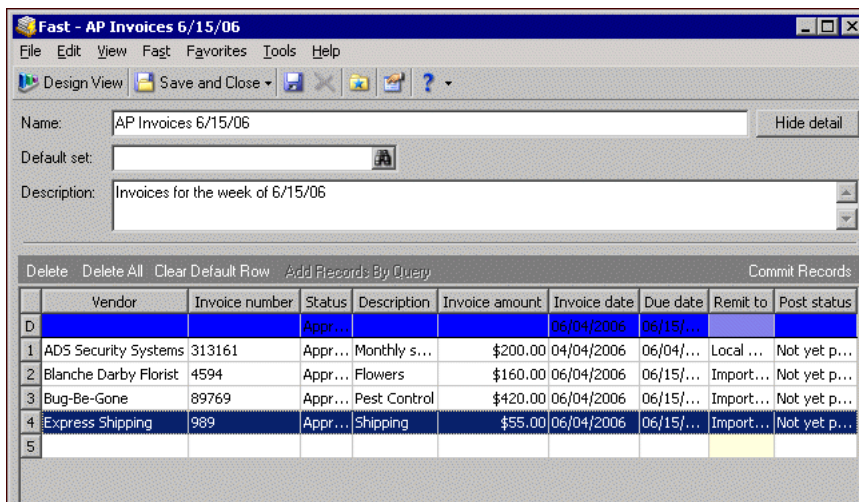
1. From an open datasheet, click **Datasheet View** to display the data entry grid.



- If you entered a default set in the **Default set** field on the Datasheet view, default values appear in each row for the assigned fields. If you did not assign a default set but want to apply one now, on the menu bar, select **Fast, Load defaults from** and select a default set.

**Note:** For information about using keyboard shortcuts, see “Keyboard Shortcuts” on page 7.

- If you set the default row user option in *Options*, values entered in the first row of the datasheet (D) are used as defaults for all additional rows you add to the datasheet. Depending on other settings in *Options*, defaults are entered by row or when you press **F2** in a field. For more information, see “Using Defaults” on page 7.
  - You can click **Add Records By Query** to quickly load a query of vendors or **Student Billing** records (students, individuals, or organizations) to the datasheet. You cannot load a query after you enter any values to the datasheet other than in the default row.
2. In the first row below the default row, enter data in a field and then press the **TAB** key to move to the next field. If you are using the default row or applied a default set, you can tab through any field that contains a default value, unless you need to change it.
  3. When you reach the last column in the row, press the **TAB** key to move to the first field in a new row. Continue adding a row of data for each record you want to add.



4. To move up or down between rows in a grid column, press **CTRL +** the up or down arrow key.
5. To insert a row, select a row in the datasheet and select **Edit, Insert Row** from the menu bar. A new row is added above the selected row.  
To delete a row, select the row and click the **Delete** button on the action bar.
6. When you finish entering record data, you can:
  - Click **Save and Close** to save the datasheet and return to the Fast! page.
  - Click **Save and New** to save and close the datasheet and open a new one.
  - Click **Commit Records** to add the new records to the database. For more information about committing records, see “Committing Records” on page 9

## Data Entry Tips

Keep these time-saving tips in mind as you enter record data:

- For fields that are checkbox options on the record, on the datasheet you can select Yes to mark the option, or No to leave it unmarked.
- You can use default sets to speed data entry. For more information, see “Using Defaults” on page 7.
- You cannot enter a default entry for fields that require unique values, such as **Vendor ID** and **SSN**. If you selected in *Configuration* to automatically generate IDs, the program creates IDs automatically when you commit records.
- You must have the appropriate security rights to enter, delete, or change credit card numbers in payment datasheets. The number is visible when entered in the datasheet; however, once the sheet is closed and reopened, the field is masked. Users without security rights can open the batch and commit records but the credit card numbers are always masked.

**Note:** You can set several time-saving user options for *Fast!* in *Options*. For more information about user options, see the Options chapter of the *Program Basics Guide*.

- When you set the **Automatically complete table entries** option in *Options*, fields in the datasheet containing table entry values fill with text automatically as you type the first few characters. To scroll for an existing table entry, you can use the up and down arrow buttons. To select an existing table entry or add a new table entry, you can press **F7**.
- When you set the **Automatically save entries in datasheet** option in *Options*, the program automatically saves the datasheet periodically according to the time interval you define.
- You can resize the columns in the spreadsheet. Scroll bars appear at the bottom of the datasheet if all the columns do not fit into the view area.

**Note:** If you freeze a column on the datasheet before entering data, and go back to the Design View and change the order of the fields, the columns are unfrozen when you return to the Datasheet View.

- To make a column and any columns to the left of it always appear at the left of the screen, you can select **View, Freeze**, or right-click and select **Freeze**. For example, in **Accounts Payable**, when entering data in a sheet with many columns, it would be useful to always keep the vendor and invoice amount fields at the left of the screen.

## Keyboard Shortcuts

You can use keyboard shortcuts to speed data entry in *Fast!*. When you place your cursor in a field, the status bar displays special keyboard instructions available for that field. If you do not see the status bar at the bottom of the screen, select **View, Status Bar**.

<b>TAB</b> key	Move to the next field in a row or to the first field in the next row.
<b>CTRL</b> + the up or down arrow key	Move between rows in a grid column.

Field	Keyboard Button	Usage
Any field with a default value	<b>F2</b>	Enter the default row value. ( <b>F2</b> key must be selected as the default entry method in <i>Options</i> )
Date fields	<b>F3</b>	Enter the present date.
Table lookup fields	<b>F4</b>	View and select a table entry.
Date fields	<b>F7</b>	Select a date from a calendar.
Currency fields	<b>F7</b>	Use a calculator to enter the amount.
Record fields	<b>F7</b>	Search for and select a record in the database. For example, in the <b>Vendor</b> field, search for and select a vendor for an invoice.
Table lookup fields	<b>F7</b>	View and select a table entry.
GL Distribution field	<b>F7</b>	Select a default distribution.
GL Distribution field	<b>SHIFT + F7</b>	Enter a manual distribution.

## Using Defaults

You can use defaults to speed the data entry process.

**Note:** If you later turn off the default row option, entries in the default row are deleted. If you reset the option, the row is blank.

- In *Options*, you can set the **Display first row of datasheet as default row** option to use the first row of the datasheet (D) as the default row. Values you enter in this row are used as defaults for all additional rows you add to the datasheet.

You can also select in *Options* how to enter default values from the default row. If you select “by row when placing cursor in row”, default information appears in fields automatically when you select a new row. If you select “by field with the F2 key”, default information is entered when you place your cursor in a particular field and press the **F2** key. For more information about user options, see the *Options* chapter of the *Program Basics Guide*.

**Note:** For information about using keyboard shortcuts, see “Keyboard Shortcuts” on page 7.

- When setting up the datasheet in the Design view, you can enter a default set in the **Default set** field. When you enter a default set, the program automatically adds those fields and values to the default row in the Datasheet view.
- You can also apply default sets in the Datasheet view. From the menu bar, select **Fast, Load defaults from** and select a default set.

## Using Distributions

When setting up distributions for the datasheet, you can select the **GL Distribution** field or individual distribution fields (for example, **DR Account**, **CR Account**, and **Project**). If you select the **GL Distribution** field, one of the following occurs in the **GL Distribution** column on the datasheet:

- In **Accounts Payable**, if the vendor has a default distribution, it loads automatically.
- You can click the magnifying glass to access the Select a Default Distribution screen where you can select a pre-defined default distribution set.
- You can click the binoculars to access the Fast! GL Distribution screen where you can manually enter a distribution.

## AP Invoice Datasheets

These options and settings apply to invoice datasheets:

**Invoice Approval.** If the **Do you want to require invoice approval before payment or posting?** business rule is marked in *Configuration*, all invoices created in *Fast!* are subject to approval rules. With this rule set, all invoices created in *Fast!* have a “pending” status until they are approved using the Approve Invoices screen in *Records*.

**Budget Checking.** If the budget checking business rule for projects or accounts is set to “Warn” or “Never allow”, the program checks budgets when you commit records. If an invoice exceeds the budget, it is not created and a notification appears on the control report.

## SB Payment Datasheets

These options and settings apply to payment datasheets:

**Deposits.** In the **Deposit** column, you can click the binoculars to access the Open screen where you can select the deposit for the payment.

**Note:** You can click **Auto Apply All** to mark the **Auto Apply** checkbox for every row on the datasheet.

**Automatic Application.** If you set the **Automatically apply new payments** business rule to “Never” or “As defined on each record”, an **Auto Apply** column appears on the datasheet. When you mark the checkbox in this column, the payment is applied to the oldest or most recent charges as defined in business rules. If the business rule is set to automatically apply credits or payments to charges, applications are made automatically when you commit records.

**Application Restrictions.** To apply application restrictions to payments created in *Fast!*, define the restrictions on the deposit record you select for your payments. The restrictions will default from the deposit to the associated payments.

## SB Charge Datasheets

These options and settings apply to charge datasheets:

**Automatic application.** If you set the **When entering new charges and unapplied credits or payments exist** business rule to “Ask each time” or “Never”, an **Auto Apply** column appears on the datasheet. When you mark the checkbox in this column, credits or payments are applied automatically to the new charges when you commit records.

## Committing Records

**Note:** You must have the appropriate security rights to commit records.

After entering the information in the datasheet, you can use **Commit Records** to create new **Accounts Payable** invoice records or **Student Billing** payments and charges.

All program settings, such as invoice approval and budget checking, apply when you commit records. For more information, see “AP Invoice Datasheets” on page 8, “SB Payment Datasheets” on page 8, and “SB Charge Datasheets” on page 9.

**Validating Data.** Using the **Validate data entry** option in *Options*, you can select whether to validate data entry row by row or when you save the datasheet. If you validate row by row, when you move to another row, the program validates the entries in the row you are leaving. If you validate when saving, the program validates the entries each time the program automatically saves the datasheet or each time you manually save the datasheet. The program also validates each row when you commit records. Exceptions are listed at the end of the commit process.

**Searching For Duplicates.** Using the **Search for duplicates when** option in *Options*, you can select when to search the datasheet for duplicate records. You can select “row by row” to check each row individually during data entry, or you can select “when committing records” to check all rows at one time when you commit records.

Unlike other areas of *The Financial Edge*, if you do not mark the **Automatically check for duplicate records** business rule in *Configuration*, there is no other method of checking for duplicates directly from *Fast!*. Because it is so easy to mistakenly enter duplicate records in a datasheet, we recommend that you always mark the **Automatically check for duplicate records** business rule. This prevents creating any duplicate records in *Fast!*, even if you set the business rule to “Warn user”.

### ▶ Committing records

1. From an open datasheet, click **Commit Records**. A message appears asking if you are sure you want to commit all records.

**Note:** You can click **Cancel** to stop processing, but this does not delete any records already created. When you return to the datasheet, any records that processed before you canceled no longer appear on the datasheet.

To continue, click **Yes**. To return to the datasheet, click **No**.

2. If you set the **Create output query when committing records** user option, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
3. The Commit Exceptions screen appears listing any records with exceptions. If a record has an exception, it is not added and still appears as a row on the datasheet.  
If there are no exceptions, the screen says “No exceptions were found”.
4. To print the Commit Exceptions report, click **Print**. The Commit Exceptions Report contains all information on the Commit Exceptions screen.

5. To return to the datasheet, click **OK**. Any uncommitted records with exceptions still appear on the datasheet. You can resolve the exceptions and then click **Commit Records** to process the remaining records.

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