General Ledger Guide

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Introduction

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Welcome to *General Ledger for Windows*, Blackbaud’s program designed to streamline fund accounting for nonprofit organizations. *General Ledger*’s flexible, user-defined account structure allows you to customize the program for the specific needs of your organization. You can record account detail and keep years of transaction data online. This enables you to perform comprehensive year-to-year trend analyses or quickly summarize fiscal year data.

*General Ledger* also allows you to plan future budgets, produce long-range budget reports, and export information to a database, spreadsheet, or word processor. You can post transactions easily and efficiently using the data entry area of the program. You can also save time by posting multiple batches of transactions in a single operation.

With *General Ledger* you can consolidate funds for your reporting needs. Using the consolidation features, you can group accounts for external reports (including FAS 117 statements), internal management reports, board reports, or other formats required by regulators or funding sources while maintaining your original account structure.

To meet your reporting needs, *General Ledger* offers more than 30 standard, ready-to-run reports. You can also use filters to customize the reports for your specific needs.

All these features can make your organization’s finance and account management system run more smoothly and efficiently, while increasing productivity.

This chapter introduces you to the program modules, documentation, and other resources available to you throughout *General Ledger*.

**Standard Modules**

The following modules are included in *General Ledger*:

- **Configuration**: You use this module to customize your program by defining fiscal years, funds, consolidations, table entries, and distributions. You can define attributes that customize the information stored on your account records and establish system and user preferences that determine how certain items appear in *General Ledger*.

- **Account Management**: You use this module to store and manage all your account information. You can define account numbers using up to 30 characters and customize account information by defining attributes. You can also research and view account activity, establish a budget for fiscal years defined in your system, and set up consolidations to handle external reporting (including FAS 117 statements).

- **Journal Entry**: You use this module to create batches of transactions for posting to your *General Ledger* accounts. A batch contains individual debit and credit transactions. Through Journal Entry, batches can be entered, imported, validated, copied, deleted, reversed, displayed, printed, or posted. You can also create recurring entries that simplify data entry. You can also post batches using the automatic validation feature, which prevents posting out-of-balance batches.

- **Post**: You use this module to validate and post multiple general journal batches. It is also used to set up automatic posting between *General Ledger* and other Blackbaud software, such as *Accounts Payable*, *Accounts Receivable*, *Miscellaneous Cash Receipts*, and *Student Billing*. 
• **Query and Export**: You use this module to create, open, run, and delete queries. Queries can be used in *General Ledger* to create reports and verify data. Other features include refreshing, merging, and exporting queries.

• **Reports**: You use this module to create various reports that keep you up to date with every aspect of your operation. Select from more than 30 standard reports including FAS 117 statements, consolidated financial statements, and batch detail/summary reports. You can also use filters to customize the reports for your specific needs. Reports can be previewed, printed, exported, or sent as e-mail.

• **Security**: You use this module to establish access rights for the system. *Security* is based on groups, with each group assigned access to specific areas of the program. You assign each user to an appropriate group and provide them a password. Group assignments determine user’s access rights. Users can be members of more than one group. You can limit access to a module or to individual functions within a module depending on your organization’s needs and preferences.

• **Utilities and Housekeeping**: This module is used to perform maintenance procedures such as close and summarize fiscal years, purge fiscal years, and delete unused accounts. You can update and finalize account budgets, as well as edit FAS 117 statements. In this module you can also add segments to your account number structure, allowing you to include more detail in your account numbers.

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**Optional Modules**

The following optional modules are available from Blackbaud and expand the capabilities of *General Ledger*. Each module allows you to perform specialized tasks that may be beneficial to your organization.

**Budget Management**

This optional module enhances and expands your budget development capabilities within *General Ledger*.

Once you install *Budget Management* you can create a new budget using current or previous budget information. You can save data entry time by copying a budget from another year, increase or decrease a budget using amounts or percentages, and create multiple budget distribution tables.

With *Budget Management* you can define the budget of one account as a percentage of another account’s budget, as well as project remaining actual amounts based on year-to-date results or the annual budget.

This module also helps you track budget details by allowing you to enter notes about the budget of each account. You can also record budget adjustments and report on the original or adjusted budget.

For detailed information about this module, please refer to the *Budget Management User’s Guide*. 

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Accounting Queue

This optional module allows you to schedule a sequence of tasks that execute automatically and unattended. Using this optional module can save you time with many of the repetitive functions performed by the Accounting for Nonprofits programs.

Because you can set up a queue to run overnight or while you are at lunch, using queues can save you time on almost all of the tasks the Accounting for Nonprofits software performs. For example, you can schedule a queue of financial reports, a queue of mailings, and a queue of statistical reports to run overnight. This will free up your workstation and printer for other tasks during normal working hours.

For detailed information about this module, please refer to the Accounting Queue User’s Guide.

Project, Grant and Endowment Management

This optional module allows you to track all income statement transactions against a project or project distribution. It provides General Ledger with an extra level of tracking and makes it easy to report on activity for a variety of endeavors including projects, grants, endowments, scholarships, investments, and special events.

With this module, you can associate financial transactions with each project, grant, or other subcategory for complete reporting at the project level. Tracking projects at the transaction level allows you to keep your chart of accounts concise and manageable. For example, all restricted contribution income for your projects or grants can be recorded to a single ledger account without requiring you to establish a separate income account for each project. You can also report on contributions for one or any combination of projects.

Project, Grant and Endowment Management™ also allows you to define your own project types. An unlimited number of user defined fields (called attributes) allow you to monitor information about due dates, reporting frequency, personnel responsibilities, or any additional information specific to your needs. Project budgeting is also available with this module if you also have the optional Budget Management module. With both modules installed, you can create, forecast, increase, and decrease project budgets as well as copy budgets from other fiscal years.

For detailed information about this module, please refer to the Project, Grant and Endowment Management User’s Guide.

Interest Income Allocation

Nonprofit organizations often invest money from many different funds and endowments in one or more investment accounts, even though the money from each of these funds must be tracked separately in their ledger. When the organization receives a statement for this type of pooled investment account, the amount of the total earnings (or losses) allocated to each fund in the investment
pool must be calculated. This time-consuming calculation is accomplished by computing the asset balance for each fund, adding these numbers to get the total asset balance of the entire account, and then determining each fund’s percentage of the total. Journal entries must then be created to post the appropriate entries to the ledger for each fund.

*Interest Income Allocation™* is an optional module for Blackbaud’s *General Ledger* that automates the process of allocating income. *Interest Income Allocation* allows you to define “pools” of projects for investment purposes. After creating the pool of projects, you simply enter earnings information for the pool. The Calculate Income facility automatically computes each project’s share of the earnings (or losses), creates a batch of journal entries, and allows you to post this batch to your ledger. The Calculate Fees feature also automatically calculates fees (fixed amount and/or percentage) for each project in a pool and allows you to post this information to *General Ledger*.

For detailed information about this module, please refer to the *Interest Income Allocation User’s Guide*.

**Bank Account Reconciliation**

This optional module enhances the *Bank Accounts* module of your Blackbaud programs. With *Bank Account Reconciliation*, you can reconcile your bank account, track the account balance, and review in-depth details about individual transactions. The module displays all transactions affecting a single bank and lets you view information from *The Raiser’s Edge for Windows*.

*Bank Account Reconciliation* can be added to the following Blackbaud programs: *Accounts Payable for Windows*, *Accounts Receivable for Windows*, *Miscellaneous Cash Receipts for Windows*, *Student Billing for Windows*; and it works with *General Ledger for Windows*, and *The Raiser’s Edge for Windows*.

With *Bank Account Reconciliation*, you can view both deposits and checks from the same screen, along with the bank account balance. For example, you can view a *Student Billing* deposit, *Accounts Payable* computer check, *Miscellaneous Cash Receipts* deposit, and *The Raiser’s Edge* batch total, all from the same screen.

Additional options become available in *Bank Accounts* when you install *Bank Account Reconciliation*. These options include a Setup Wizard feature that helps you establish the beginning balance for your bank account. Reconciliation can be done manually or electronically, and you can add adjustments, such as service fees, during reconciliation. These adjustment transactions can then be posted to *General Ledger*.

**General Ledger Documentation**

This section of the user’s guide introduces you to the documentation and resources available in *General Ledger*. It explains the documentation conventions used throughout this guide. Our documentation follows a consistent format.

The documentation for *General Ledger* consists of this user’s guide, the *Accounting for Nonprofits Administrator’s Guide*, online help, and user’s guides for the optional modules.
The *Accounting for Non Profits Administrator’s Guide* provides the information needed to install and set up your Blackbaud accounting programs. The Administrator’s Guide contains information about installation, the database, multiple databases, and multiple schools. The information in this guide is essential to establishing and maintaining your General Ledger program.

We also encourage you to use the online manual and online help. The online manual consists of a series of PDF (Portable Document Format) files that install on your computer during the program installation process. The online manual can also be accessed from the General Ledger installation CD.

### User’s Guide Format

This guide follows a number of formatting conventions to help you locate and identify information you need to make the most of General Ledger.

### Chapter Format

Most chapters include these sections:

<table>
<thead>
<tr>
<th>Format</th>
<th>Denotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>In This Chapter:</td>
<td>A listing of the contents of the chapter.</td>
</tr>
<tr>
<td>Overview:</td>
<td>A brief description of the chapter.</td>
</tr>
<tr>
<td>Reference:</td>
<td>A brief overview of each screen, as well as field-by-field descriptions.</td>
</tr>
</tbody>
</table>

### Text Formatting

This guide uses the following visual cues to identify an item as a field, program name, note, tip, or caution:

<table>
<thead>
<tr>
<th>Format</th>
<th>Denotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold Italic</td>
<td>This is a Blackbaud program name, for example, <em>Payroll for Windows</em>.</td>
</tr>
<tr>
<td>Italic</td>
<td>This is a Blackbaud system module name, for example, <em>Utilities and Housekeeping</em>.</td>
</tr>
<tr>
<td>Bold</td>
<td>This is the name of a field or button, for example, <em>Delete</em> refers to a button on the screen.</td>
</tr>
<tr>
<td>SMALL CAPS</td>
<td>This is a key on your keyboard. “Press DELETE,” refers to the key on your keyboard. “Click Delete,” refers to an on screen button.</td>
</tr>
<tr>
<td>KEY+KEY</td>
<td>Two keys joined by a plus sign indicate you must press the keys simultaneously to execute the command. For example, if you are instructed to “Press CTRL + F” you must press the CTRL key, hold it, then press the F key.</td>
</tr>
</tbody>
</table>
INTRODUCTION

Throughout **General Ledger** there are special shortcut keys and shortcut methods to help you with data entry. Function keys are the primary source for shortcuts. When a shortcut is available, the status bar at the bottom of the screen tells you which function key to press.

<table>
<thead>
<tr>
<th>Format</th>
<th>Denotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY, KEY</td>
<td>Two keys separated by a comma indicate you must press the keys in the order in which they appear. For example, if you are instructed to press <strong>ALT, F</strong>, you must press the <strong>ALT</strong> key, release it, then press the <strong>F</strong> key.</td>
</tr>
<tr>
<td>🔢</td>
<td>The arrow indicates the beginning of a procedure.</td>
</tr>
<tr>
<td>🚦</td>
<td>The traffic light indicates a cautionary note. Generally, this is used to point out a step that may have unwanted results.</td>
</tr>
<tr>
<td>🍒</td>
<td>The pencil symbol designates a note or tip related to the information in the main text column.</td>
</tr>
<tr>
<td>🕒</td>
<td>The clock symbol designates a shortcut or timesaving action.</td>
</tr>
</tbody>
</table>

### Special Keys

Throughout **General Ledger** there are special shortcut keys and shortcut methods to help you with data entry. Function keys are the primary source for shortcuts. When a shortcut is available, the status bar at the bottom of the screen tells you which function key to press.

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENTER</strong></td>
<td>The <strong>ENTER</strong> key (sometimes called the <strong>RETURN</strong> key) signals the computer that entry of a command, field, or data is complete.</td>
</tr>
<tr>
<td><strong>TAB</strong></td>
<td>The <strong>TAB</strong> key signals the computer that entry of a command, field, or data is complete. Pressing this key moves the cursor forward to the next field.</td>
</tr>
<tr>
<td><strong>SHIFT</strong></td>
<td>The <strong>SHIFT</strong> key allows you to select consecutive items from a grid. To select consecutive items, highlight the first item, then press and hold <strong>SHIFT</strong> while selecting the last item.</td>
</tr>
<tr>
<td><strong>BACKSPACE</strong></td>
<td>The <strong>BACKSPACE</strong> key moves the cursor back one character, deleting the character.</td>
</tr>
<tr>
<td><strong>HOME</strong></td>
<td>The <strong>HOME</strong> key places the cursor at the beginning of a field.</td>
</tr>
<tr>
<td><strong>END</strong></td>
<td>The <strong>END</strong> key places the cursor at the end of a field.</td>
</tr>
<tr>
<td><strong>DELETE</strong></td>
<td>The <strong>DELETE</strong> key removes the highlighted characters or entry.</td>
</tr>
<tr>
<td><strong>CTRL</strong></td>
<td>The <strong>CTRL</strong> key allows you to select more than one item in a list. To select items not in consecutive order, select the first item, press <strong>CTRL</strong>, hold the key down, and select the second item.</td>
</tr>
<tr>
<td><strong>F1</strong></td>
<td>The <strong>F1</strong> key activates online help. Press this key at any time to access context-sensitive help.</td>
</tr>
</tbody>
</table>
Online Help

The General Ledger online Help file provides access to many different kinds of help: overview information, reference information, procedures, online manual, contact information, and user-defined notes.

You can access online Help in three ways:

- By selecting Help from the menu bar
- By clicking on the toolbar
- By pressing F1 from most screens in the program

Online Help contains concise information about specific processes and tasks within General Ledger. Selecting Help, or clicking , allows you to search for help topics, view online documentation, and connect to Blackbaud’s home page. Pressing F1 takes you to information about the part of the program you are using.

Select Help and Blackbaud on the Web to display the drop-down menu shown below.

- General Ledger Help Topics opens the online Help file, where you can enter key words to look up topics.
- Online Documentation opens a PDF (Portable Document Format) file in Acrobat Reader. If the Acrobat Reader is not installed, you can install it from your installation CD, or you can download it, without charge, from the Adobe web page: http://www.adobe.com/.
- You can view the user’s guide on your computer’s monitor. Bookmarks in the left and right pane enable you to jump from topic to topic.
- Contacting Support provides information about contacting Blackbaud’s support staff and other resources.
- Blackbaud on the Web provides links to Online Support and the Blackbaud Home Page.
• **About General Ledger** provides serial number, version number, and copyright information. It is important to have this information available in case you need to contact Customer Support.

**Additional Resources**

If you need resources beyond online Help, you can open the online manual by clicking **Start**, **Programs**, **Blackbaud General Ledger**, **General Ledger Online Manual**. You can also access the online manual by selecting **Online Documentation** from the **Help** menu. If you choose not to install the online manual, you can open the PDF files from your installation CD.

The Table of Contents contains bookmarks that link to individual chapters, the glossary and index, as well as other User Guides in your system.

We also provide files for your user-defined notes, accessed by clicking **Notes** on the Help file toolbar. These files (glnotes.doc and glnotes.txt) are located in your Blackbaud folder. Depending on your word processor, you can use either the Microsoft Word document or the text file. This gives you a handy place to store information specific to your organization’s needs. The big advantage of the notes file over the **Annotate** feature in the Help file is you can maintain one notes file for everyone in your organization. To share your notes/tips with your coworkers, copy the notes file to the Blackbaud folder on their hard drive.

If you do not have Microsoft Word, delete glnotes.doc in the \Blackbaud directory on your hard drive (or on the drive where your program resides). Once you delete glnotes.doc, the **Notes** button can access glnotes.txt using Notepad.

If you already have notes/tips documented in other files, you can copy them into the **General Ledger** notes file and access the information directly from the Help file.
System Basics

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This chapter familiarizes you with the screens and terms used throughout *General Ledger*. It addresses standard items such as the parts of a screen, toolbar buttons, standard screen buttons, special keys, and common screens that appear throughout the program. By reading *System Basics*, you can acquire solid foundation of skills that you can apply while working in any of the program modules.

More detailed information and step-by-step procedures are presented in the individual topic chapters.

**Navigating in General Ledger**

To navigate through *General Ledger*, you should understand the parts of the Account Management screen, which is the most frequently accessed screen in this program.

**Parts of the Account Management Screen**

![Account Management - General Ledger](image)

**Title Bar**

The title bar, across the top of the screen, displays the title of the program. The title bar also contains buttons, in the upper right corner, to minimize, maximize, and close the screen.
Menu Bar
The menu bar, just below the title bar, contains the commands for all General Ledger functions. General Ledger has the basic menu options available in most modules: File, Edit, View, and Help. Some General Ledger modules have additional menu options depending on the optional module you have installed. To access a command on the menu bar, either:

- Position the pointer over the desired command, and click the left mouse button

or

- Press ALT + the underlined letter. For example, to access File, press ALT + F.

Toolbar
The toolbar contains buttons representing common commands used within General Ledger. You can use the mouse to click any of these buttons.

Status Bar
The status bar, across the bottom of the window, acts as your guide throughout General Ledger. As you move through the program, messages such as available shortcut keys are displayed on the status bar. For example, when you are in a date field, the message Press F3 for Today’s Date, F7 for Calendar displays.

Toolbar Buttons
The toolbar contains buttons representing common commands used within General Ledger. By clicking these buttons, you can easily perform a function, such as saving, without using the menu bar. Some of the buttons listed below are only enabled when an account record is open.

<table>
<thead>
<tr>
<th>Button</th>
<th>Command</th>
<th>Open an existing record</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add a new record" /></td>
<td>Add a new record</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Close</td>
</tr>
<tr>
<td><img src="image" alt="Copy a record" /></td>
<td>Copy a record</td>
<td>Organize charts</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
<td>Preview data prior to printing</td>
</tr>
<tr>
<td><img src="image" alt="Print setup" /></td>
<td>Print setup</td>
<td>Export data</td>
</tr>
<tr>
<td><img src="image" alt="Graph" /></td>
<td>Graph</td>
<td>Export to Excel</td>
</tr>
</tbody>
</table>

Press F3 to Today’s Date, F7 for Calendar 5/18/1998
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td></td>
</tr>
<tr>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Paste</td>
<td>Insert row</td>
</tr>
<tr>
<td>Delete row</td>
<td>Go to the first record</td>
</tr>
<tr>
<td>Go to the previous record</td>
<td>Go to the next record</td>
</tr>
<tr>
<td>Go to the last record</td>
<td>Add bookmark</td>
</tr>
<tr>
<td>Restore bookmark</td>
<td>Open help topics</td>
</tr>
<tr>
<td>Validate batch</td>
<td>Run or Post</td>
</tr>
<tr>
<td>Project distribution</td>
<td>Import transactions</td>
</tr>
<tr>
<td>View statistics</td>
<td>Add to favorites</td>
</tr>
<tr>
<td>View properties</td>
<td>Search for data</td>
</tr>
<tr>
<td>Display large icons</td>
<td>Display small icons</td>
</tr>
<tr>
<td>Display list view</td>
<td>Add a new group</td>
</tr>
<tr>
<td>Add a new user</td>
<td>E-mail data</td>
</tr>
<tr>
<td>Up one level</td>
<td></td>
</tr>
</tbody>
</table>

### Toolbar Buttons with Drop-Down Menus

*General Ledger* contains some toolbar buttons with drop-down menus that display various options.
Account Management

On the Account Management toolbar, one of the following buttons displays depending on the last type of account you added.

The **New Account** button displays by default when Account Management opens. Click the down arrow and select the type of record you want to create.

The **New Ledger** button displays if the last record you created was for a ledger account. Click the button to open a new ledger account record. Click the down arrow and click **Consolidation** to open a new consolidation record.

The **New Consolidation** button displays if the last record you created was for a consolidation account. Click the button to open a new consolidation account record. Click the down arrow and click **Ledger** to open a new ledger record.

Journal Entry

On the Journal Entry toolbar, one of the following buttons displays, depending on the last type of batch or template you added.

The **New Batch** button displays by default when Journal Entry opens. Click the down arrow and select the type of record you wish to create.

The **New General Journal Batch** button displays if the last record you created was for a general journal batch. Click the button to create a new general journal batch. Click the down arrow to select another record type.

The **New Recurring Fixed Amount Template** button displays if the last record you created was for a recurring fixed amount template. Click the button to create a new recurring fixed amount template. Click the down arrow to select another record type.

The **New Recurring Variable Amount Template** button displays if the last record you created was for a recurring variable amount template. Click the button to create a new recurring variable amount template. Click the down arrow to select another record type.

The **New Recurring Fixed Percentage Template** button displays if the last record you created was for a recurring fixed percent template. Click the button to create a new recurring fixed percentage template. Click the down arrow to select another record type.

Save/New and Save/Close

While clicking the **Save** button saves the data in a current record, two other options are available. The **Save and New** and **Save and Close** options, available from either the **File** menu or the toolbar, help make data entry easier.
Click the down arrow on the **Save** button to display the drop-down menu shown below.

![Dropdown Menu](attachment:image.png)

- **Save**: Clicks the down arrow on the **Save** button to display the drop-down menu.
- **Save and New**: Pressing **Ctrl+E** saves the information entered on the current record and opens a new, blank record.
- **Save and Close**: Pressing **Ctrl+L** saves the current record and closes the window, combining two steps into one.

**Save** saves the information entered on the current record.

**Save and New** automatically saves and closes the current record, then opens a new, blank record. This eliminates the additional steps of saving and closing the record, then selecting **File, New** to open the next blank record. This feature greatly reduces data entry time when adding a large number of records in one sitting.

**Save and Close** saves and closes the current record, combining two steps into one and ensuring any additional information gets saved.

### Standard Screen Buttons

There are many standard buttons throughout **General Ledger** that appear on the screen, rather than on the toolbar. These buttons function in the same manner regardless of where they are located. The function of each button is described below.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="" alt="Search" /></td>
<td>Search for or ‘look up’ data to fill in the field. (This button appears on the toolbar and screens.)</td>
</tr>
<tr>
<td><img src="" alt="Dropdown" /></td>
<td>Access the drop-down list associated with that field.</td>
</tr>
<tr>
<td><img src="" alt="Search" /></td>
<td>Search for a file.</td>
</tr>
<tr>
<td><img src="" alt="Search" /></td>
<td>Search the system to select the correct path and file name.</td>
</tr>
<tr>
<td><img src="" alt="Adjust" /></td>
<td>Adjust numbering, in numeric fields, by clicking up or down.</td>
</tr>
<tr>
<td><img src="" alt="Calculate" /></td>
<td>Calculate the appropriate financial data for the field.</td>
</tr>
<tr>
<td><img src="" alt="Date" /></td>
<td>Locate the correct date for the field.</td>
</tr>
<tr>
<td><img src="" alt="Move Left" /></td>
<td>Move a selected item to the frame on the left.</td>
</tr>
<tr>
<td><img src="" alt="Move All" /></td>
<td>Move all items to the frame on the left.</td>
</tr>
<tr>
<td><img src="" alt="Move Right" /></td>
<td>Move a selected item to the frame on the right.</td>
</tr>
<tr>
<td><img src="" alt="Move All" /></td>
<td>Move all items to the frame on the right.</td>
</tr>
</tbody>
</table>
Using Shortcut Menus

Throughout *General Ledger*, you can access commonly used commands by placing the cursor in a field or grid and clicking the right mouse button. A shortcut menu, similar to those shown below, appears. The available commands vary, depending on where you are in the program.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move forward</td>
<td>Move forward one screen to the next step.</td>
</tr>
<tr>
<td>Move back</td>
<td>Move back one screen or step.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel an operation.</td>
</tr>
</tbody>
</table>

Common Screens

The following screens are common throughout *General Ledger*. 
Print Setup Screen

You use the Print Setup screen to select a printer and set printer properties. The options available depend on your printer and network configuration. General Ledger uses your default printer and properties unless you make another selection on this screen. Select File, Print Setup to open this screen.

Change Password Screen

This option is only available to users whose Security module records are marked User May Change Password.

From any General Ledger module, select Edit, Change Password to open the following screen.
Select a Directory Screen

In fields requiring a path and file name, click browse to open a search window.

![Select Import File dialog box](image1)

Search Screen

Click the open button to open the record search screen. A variety of filters are available to narrow your search.

![Payroll Open dialog box](image2)
# Exclusive Processes

Some processes require all users to exit and sign out of the system (for example, Validate Database). A screen, similar to the following, appears at the beginning of all exclusive processes.

If the screen appears with user names in the left box, you must have those individuals exit and sign out of the system. All users must be out of the system before you can run an exclusive process. Once you click **Proceed** all users are locked out of the system until the process finishes.

## Using the Calculator

In fields requiring a monetary amount, a calculator button is available. Clicking this icon opens a calculator you can use to determine the entry amount.

Calculate the entry amount by using your cursor to click the calculator buttons. Click **Paste** to enter the amount in the field and automatically close the calculator.
Using the Calendar

In fields requiring a date, a calendar button is available. Clicking this icon opens a calendar from which you can search for and enter dates.

Clicking the month opens a drop-down list of the months. Select the correct month by clicking it.

With the cursor in a date field, pressing **F3** enters the current date. Clicking **Today** also enters the current date.

Clicking the year activates a set of scroll buttons. Use these buttons to select the correct year.

Once the correct month and year are displayed, click the day to enter the date in the field.
Tabs

Tabs are an integral part of General Ledger. General Ledger tabs function the same as tabs on folders in a filing cabinet; allowing you to see at a glance what information is available in each folder by the tab name. Information is accessed by clicking the tab. The following employee record illustrates the use of tabs.

Accessing Lookup Tables

Lookup tables are used throughout General Ledger to increase data entry speed and efficiency. There are four ways to access tables entries:

- **A down arrow next to a text box indicates a table lookup is available. Click the arrow to access a drop-down list of entries for the field. A down arrow next to a button indicates that there are additional options from which to choose. Click the arrow to access the drop-down menu that lists the additional options.**

- **Arrow Keys** Place the cursor in a text box and press the down arrow key on your keyboard to scroll through the available entries.

- **Typing** Typing an entry into a text box is another way to access a lookup table. If the entry you type does not exist in the table, the program displays a confirmation message asking if you want to add the new table entry. Click Yes to add the new entry to the table.

- **F7** Pressing F7 also accesses lookup tables. The message “Press F7 for Table Lookup” appears on the status bar when a table is available.
When F7 is pressed, a window similar to the one below appears.

From this window, you can add, delete, edit, or sort table entries.

**Exporting to Excel**

Throughout *General Ledger* grids are used to enter and display account information. You can use the Export to Excel function to export information from these grids for use in *Microsoft Excel*. With your cursor in the grid, select File, Export to Excel.
General Ledger opens Excel and begins exporting the grid information. The following screen appears.

When complete, the Excel worksheet appears containing the information from the grid.

This information can now be used within Excel.

Grouping Records in Queries

In Query and Export, you can query the database for information about records meeting specified criteria. For example, you might want to identify all batches created within a date range, then generate a list showing the batch description, number, status, and created by name. Rather than searching for each record, opening it, and recording the information, you can group the records you want and generate a list with one simple operation.

The query process examines all records, selecting and grouping those matching the criteria you have established. For the example above, all batch records from the specified date range form the query group. The desired information displays on the Results tab. You can print or export the results directly from the Results tab. After you establish the criteria for a query, you can name and save the query for future use. For additional information about creating and using queries refer to the Query and Export chapter of this User’s Guide.
Establishing Your Chart of Accounts

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Setting up *General Ledger* for daily use involves careful consideration of your organization’s specific needs. The most important step you must take in preparing to implement *General Ledger* is properly establishing your Chart of Accounts.

The Chart of Accounts is a fundamental part of any accounting system. It is the system’s foundation and provides stability, organization, and functionality. Successfully implementing your Chart of Accounts enables you to meet your reporting requirements, whether you are reporting to multiple authorities, reporting by functional groupings, project and grant reporting, or FAS 117 reporting.

This chapter is designed to help you successfully establish your Chart of Accounts. The decisions you make when setting up your Chart of Accounts can have substantial and irreversible consequences regarding the functionality and reporting ability of *General Ledger*. These decisions include defining your account number structure, fund codes, and fiscal years.

### Designing Your Chart of Accounts

One of the first steps in setting up *General Ledger* is developing your Chart of Accounts. Before designing your Chart of Accounts, consider the following:

- Which types of financial reports would you like to generate?
- Do you need to print or review consolidated statements?
- How much detail is required on the reports?
- What sub-totals are needed?

Considering the above questions and understanding how *General Ledger* creates reports enables you to better configure the program for your specific reporting needs. Designing your Chart of Accounts requires careful planning with your accountant and cooperation from other departments within your organization.

The standard reports available in *General Ledger* are compiled from information based on your Chart of Accounts, which is your means of tracking account data and reporting it to your Board of Directors, auditors, accountants, financial managers, and others. The Chart of Accounts consists of header, regular, and total accounts that work in conjunction with leveling to properly total groups of accounts. Leveling is the method used to total and sub-total the Chart of Accounts.

*General Ledger* enables you to produce financial statements according to traditional nonprofit fund accounting methods, as well as the statements required by Financial Accounting Standard No. 117 (FAS 117), published by the Financial Accounting Standards Board (FASB). You may decide to design your chart to produce only the FAS 117 statements, eliminating the traditional nonprofit accounting reports, but this is not a *General Ledger* program requirement.

There are three fund accounting methods that most nonprofit organizations use: traditional fund accounting, FAS 117 accounting, and single fund accounting. Each method is described in the following pages.
Traditional Fund Accounting

Traditional fund accounting for nonprofit organizations includes such funds as unrestricted operating, restricted, plant, and endowment. Each organization is different, and the number and type of funds each has may vary. *General Ledger* gives nonprofit organizations the flexibility to maintain a traditional fund accounting Chart of Accounts while still having the ability to produce FAS 117 statements.

*General Ledger* uses a net asset classification code on each account record and consolidation to produce standard FAS 117 statements. You can even consolidate accounts with different net asset classifications within a single fund. The program can create standard FAS 117 statements using a consolidation Chart of Accounts. You must assign each regular ledger account that maps into a FAS 117 consolidation chart one of the following net asset classification codes: permanently restricted, temporarily restricted, or unrestricted. This code allows you to maintain the permanently restricted endowment accounts in the same fund as the temporarily restricted or unrestricted gains on endowment investments. The FAS 117 consolidation chart divides these accounts into their proper net asset categories.

FAS 117 Accounting

FAS 117 requires nonprofit organizations to produce financial statements based on three net asset classifications:

- Unrestricted
- Temporarily restricted
- Permanently restricted

If you choose to set up your Chart of Accounts to mirror FAS 117 requirements, you should set up three funds—one for each net asset classification: unrestricted, temporarily restricted, and permanently restricted. Each fund is then treated as self-balancing with a separate trial balance.

Single Fund Accounting

This option allows you to set up one fund that contains all your *General Ledger* accounts. If you choose single fund accounting, *General Ledger* uses the net asset classification on each account and the consolidation account to produce the FAS 117 statements.

General Ledger’s Two Account Types

Ledger and consolidation are the two types of accounts within *General Ledger*. These accounts are established, maintained, and stored in the *Account Management* module of the program.
CHAPTER 3

Ledger Accounts

Ledger accounts are used to record all general ledger activity and to post general journal transactions. In addition, you can enter budget information for these accounts. Within the ledger Chart of Accounts, you define header and total accounts that determine sub-totaling on standard reports.

Consolidation Accounts

Consolidation accounts provide an alternate view of accounts. For reporting purposes, you can consolidate account balances from more than one ledger account into one line item for a single fund or across multiple funds. A consolidation Chart of Accounts is simply a template to use for any reports requiring different line items and sub-totaling than your standard reports. You can generate standard reports using either the ledger Chart of Accounts you define for each fund, or a consolidation Chart of Accounts set up for special reporting needs. For example, you might set up the ledger Chart of Accounts to produce statements with the line items and sub-totals required for internal management reviews.

Consolidation charts of accounts can be formatted for any of your special needs, such as statements for the Board of Directors or Finance Committee. You can use a consolidation chart to create a report showing sub-totals that correspond to line items on Form 990. If you need to produce a statement in a different language than the standard statements, you can copy the structure of your ledger Chart of Accounts into a consolidation chart and change the account descriptions.

Consolidation charts are basically templates used for special reporting needs. They are set up in the same way you set up a ledger chart, in that you add accounts and assign a category to identify the consolidation such as asset or liability. With consolidations, however, you use different descriptions for the line items and set up different sub-totaling from the ledger charts of accounts. Consolidation accounts hold no transaction activity; they report only on the balances in your ledger accounts.

Understanding Account Segments and Attributes

General Ledger offers two ways to group accounts for reporting purposes, by account segments and by account attributes. Account segments are built into the account number structure itself, while account attributes do not appear in the account number, but are attached to the account record. When deciding whether to set up a particular category as an account segment or account attribute, you should understand the differences between the two and what benefits each offers.
Account Segments

Defining your account number structure is one of the first steps in setting up General Ledger. You can continue with the structure your organization already has in place, or you can use the default account numbering structure in General Ledger. With the default structure, you can use up to 10 segments to define your account number. A segment is a group of numbers within the account number. Each segment may represent a number, text, or table. The maximum length of an account number is 30 characters, including separators.

If your ledger system is configured for fund accounting, the first segment of your account number must represent the fund. The second segment usually represents the actual account. Beyond that, you can define segments to provide further detail and specific meaning to the account numbers. For example, you can define your account number as follows: 01-5000-100-10-3

Fund - Account - Department - Expense - Location

01 5000 100 10 3

You can quickly identify the exact use of an account by looking at the number, since the segments clearly classify the account in a specific manner. In addition to easy recognition of an account’s use, you can report on specific segments of your accounts.

On many General Ledger reports, you have the option to filter by segment so that you include only records matching the selected account segment values on the report. For example, you might want to produce an income statement for departments 100 and 200. In this case, you can filter the report by account segment values for those departments, thus excluding all other departments from the report.

You can also produce an income statement for each department in a single report run, but have each department’s statement on a separate page. In this case, mark Print separate statements for each on the report parameters, and select Department/Cost Codes from the drop-down list.
Building categories into your account structure allows you to keep all other values the same and only vary the segment for variations of the account. For example, using the sample account structure mentioned above, you might have six salary accounts – one for each of six departments. You can decide on a uniform number, which represents salary accounts, to use as the second segment of the account numbers. In the examples listed below, 5010 is the second account number segment and defines the account numbers as those representing salary accounts.

01-5010-000-00-0 Salaries (header account)
01-5010-100-10-3 Salaries- Administration
01-5010-200-10-3 Salaries - Development
01-5010-300-10-3 Salaries - Instructional
01-5010-400-10-3 Salaries - Special Programs
01-5010-500-10-3 Salaries - Maintenance
01-5010-600-10-3 Salaries - Summer Program
01-5010-999-99-9 Total Salaries (total account)

Notice that the first two segments of each account number are the same, which easily identifies them as salary accounts. The third segment identifies the department each account represents. Each of the six is a distinct account record in the program.

The previous example shows a structure where accounts of the same expense category are grouped and totaled together on financial statements. The following example shows a structure that groups accounts by their functional area:

01-5100-100-00-0 Administration Expenses
01-5110-100-10-3 Salaries
01-5120-100-10-3 Benefits
01-5130-100-10-3 Telephone
01-5100-999-99-9 Total Administration Expenses
01-5200-200-00-0 Development Expenses
01-5210-200-10-3 Salaries
01-5220-200-10-3 Benefits
01-5230-200-10-3 Telephone
01-5200-999-99-9 Total Development Expenses

The first example on the previous page shows accounts grouped by expense category and identified by the same second account number segment. The second example is grouped by department expenses, with the second segment identifying the functional area within each department.

You should determine the numbering scheme for your accounts based on the format and totaling you want on your standard financial statements.
Account Attributes

Attributes add flexibility to General Ledger by allowing you to define and store special information about your accounts (for example: department/cost centers, budget deadlines, budget managers, expense categories). Account attributes are assigned to an account record on the Attributes tab.

You can establish an unlimited number of attributes for each account record. Attributes do not appear as part of the account number, so they are not displayed during data entry (unless you open the account record). You can use both account attributes and account segments as filters when generating reports, but they differ in that attributes are not necessarily represented in the account number. You can filter information on reports by account attributes in the same manner as account segments, and you can produce separate reports for each attribute.

Choosing between using account attributes and account segments depends on your needs. Account attributes are your strongest tools in cases where you have categories that are important for reporting purposes, but do not need to be built into the account number structure. Attributes are not important to the numbering of your accounts and you do not need them to identify an account number. For example, expense category (for example: salaries, benefits, postage, marketing) may not need to be part of the account number structure, but you want to have full reporting capabilities to filter and report on one or more selected expense categories. In this case, your best choice is to set up expense category as an attribute.

Guidelines for Establishing the Chart of Accounts

Establishing your Chart of Accounts is extremely important to the success of any accounting system. It takes planning, cooperation, and a great deal of forethought to set up a Chart of Accounts that fulfills the needs of your organization. You may find input from other departments helpful in creating the categories of accounts for which your chart is based.
There are certain aspects of General Ledger that require careful consideration before beginning to enter accounts and account transactions. The decisions you make when setting up your account number structure, fund codes, and fiscal years can have substantial and irreversible consequences regarding the functionality and reporting ability of General Ledger.

The following guidelines were designed to help you successfully establish your Chart of Accounts. Many of the guidelines described below are performed in Configuration and affect how your Chart of Accounts is set up. Please refer to Chapter 4 for step-by-step procedures and detailed information regarding each process in Configuration.

Establish Users and Groups in Security

Security is an important consideration when setting up your Chart of Accounts and getting started in General Ledger. The Security module allows you to define groups of users and assign access rights to those groups. When a user logs in to General Ledger, any functions the user does not have access rights to are automatically disabled. The access rights assigned to a group should limit the users of the program to their particular roles in the accounting process.

For example, an Accounts Payable clerk must have the ability to enter, edit, and delete information pertaining to vendor records and reporting, but does not necessarily need the ability to make adjusting journal entries or budget adjustments. An analysis of the information each user needs should be conducted prior to creating groups and assigning access rights. This decreases the likelihood of inadvertent errors or omissions to the financial data.

Determine Account Number Structure

Defining the account number structure may be the most important task you need to complete before establishing a successful Chart of Accounts. The account number structure is important because it controls how the account is categorized and directly affects the ability of the organization to generate its required reports.

You define the account number structure in Configuration.

In General Ledger, the only requirement in setting up the account number is that the first segment be the fund code. The Chart of Accounts in General Ledger is organized numerically, in sequential order, based on the second segment of the account number. The user should define the second segment as a numeric data type (the actual account number, not a code).

The first numeric character of the actual account number should represent one of the following categories: assets, liabilities, fund balance, revenues, expenses, gifts, and transfers. In other words, the first digit of your actual account number should be used to identify the account category. For example, you could designate asset accounts as 1, liabilities as 2, fund balances as 3, revenues as 4, expenses as 5, gifts as 6, and transfers as 7. This is a logical set of category values that once established, needs to be followed to produce an accurate Chart of Accounts.

Designating a numeric value for each account category allows you to quickly identify the account. For example, the following account number, 01-11100-02-04, is quickly identified as an asset account because the first digit of the second segment is a 1, which designates asset accounts. The following example shows a segment-by-segment breakdown of one possible account number structure:
01-11100-00-00, where

01 is the fund code.

11100 is the actual account number.

02 is the department code.

04 is the location code.

If you want to use a department table as the second segment, define the second segment as a single-digit in correlation with the criteria on the previous page. Then, enter the department segment followed by the account number segment.

Another important aspect of the account number structure is whether an attribute can be used instead of an account segment. An attribute is a unique characteristic you can assign to an account. Attributes can be assigned at the account level to track specific information about that account. For example, a specific Budget Manager can be an attribute. You can use this attribute to track that particular Budget Manager’s accounts.

Establish Fund Codes

Once you determine the account number structure, the next step in setting up the Chart of Accounts is establishing fund codes. When establishing the fund codes, you should consider the purpose of the fund. In theory, each fund within an organization should be viewed as a separate entity with its own, unique Chart of Accounts. Likewise, the net asset classification of the assets and liabilities within the fund are generally similar, although not required.

The most important consideration in setting up fund codes is determining the closing method of each fund. With each closing method, there are serious implications to the functionality and reporting ability of the program. The following closing methods are available in General Ledger: Single Account, Multiple Accounts by Segment, Single Account by Project, and Multiple Accounts by Project.

Single Account: This method closes the net surplus/deficit to a single fund balance account in the Chart of Accounts. This option is generally selected when project information is not being used and departmental reporting is not required. If you are using project information, it is reset with each new fiscal year. In other words, the fund balance for projects that span multiple years is not maintained.

Multiple Accounts by Segment: This closing method distributes the net/surplus deficit amount to specific fund balance accounts assigned to each table entry for a particular segment. For example, in closing the fiscal year by department, which is the third segment in the sample account number, a separate fund balance account is defined in Configuration for administration, maintenance, and development.

Each of these departments has unique income statement accounts that close to the corresponding fund balance account. With this method, it is important to note that project information does not span multiple years. If projects are used, the net surplus/deficit is not distributed to the individual fund balance accounts. Project information is reset at the beginning of each new fiscal year.

Single Account by Project: You can only use this closing method if you have the optional Project, Grant and Endowment Management module. The Single Account by Project closing method distributes the net surplus/deficit for the period to a single fund balance account in the Chart of Accounts. In addition, the change in the fund balance for each project is recorded. In other words, the fund
balance account constitutes the fund balances of each of the projects associated with the transactions within the fund. This method is useful if your projects span multiple years and if you require balance sheet information for each project, as well as income statements. This option requires that all income statement transactions be assigned a project or project distribution.

**Multiple Accounts by Project:** You can only use this closing method if you have the optional *Project, Grant and Endowment Management* module. The *Multiple Account by Project* closing method distributes the net surplus/deficit for the period to specific and individual fund balance accounts for each project associated with the fund. If you use this method, the system requires that each project associated with the fund be assigned a specific fund balance account. There may be several fund balance accounts in which projects are distributed, or all projects may be assigned a single fund balance account.

For example, you can have five projects close to one fund balance account. In either instance, each project associated with the fund must also be associated with a fund balance account. The benefits of using this closing method are:

- The ease in which the fund balance account can be reconciled to the projects.
- The ability to generate accurate balance sheets for each project associated with the fund.
- Projects have the ability to span multiple years and allow you to track transactions.

One additional consideration when establishing your fund codes is whether you want to require projects on balance sheet transactions, which you can do if you have the optional *Project, Grant and Endowment Management* module. In marking the *Require Project on Balance Sheet Transactions* option, the user is required to select a project or project distribution for every transaction line item in a batch, balance sheet, and income statement.

In most instances, this option is selected in conjunction with an endowment fund in which monies held are restricted, and investment earnings are tracked at the project level. If you have the optional *Interest Income Allocation* module, you need to mark this option to calculate each project’s portion of the management fees and interest income allocation based on the project’s ownership of the investment account.

**Establish Consolidation Codes**

*General Ledger’s* consolidation feature enables you to generate customized reports based on the combination of multiple regular accounts within multiple funds as defined in the Chart of Accounts. But before you can generate reports based on a consolidated Chart of Accounts, you must establish consolidation codes in *Configuration*.

These codes function like fund codes, except they do not store transaction information. They are simply used for generating reports. When properly used, the consolidation feature can add a substantial level of reporting flexibility to the system. For example, if you want to generate a functional expense report, you can use a consolidation to consolidate all the salary expense accounts in each fund, then run an Income Statement of that consolidation in *Reports*. 
In addition, there are several reports that require a consolidation to properly generate. These include the Statement of Financial Position, the Statement of Activities, and the Statement of Functional Expenses. Each of these statements is generated in response to the FASB 117 requirements. As such, careful consideration should be given when assigning regular accounts to consolidation accounts.

**Define Fiscal Years**

Another important consideration when establishing your Chart of Accounts is defining fiscal years. The first fiscal year you enter in the program must be the last year for which you want historical data. The fiscal years are defined on the Fiscal Years tab in Configuration.

You can select 12 or 13 periods when defining fiscal years. In some traditional accounting systems, the thirteenth period in a fiscal year consists of a single day in which audit adjustments are recorded after the previous fiscal year is closed. There is no limit to the number of open fiscal years available for use within General Ledger.

Many organizations want the ability to compare information on a period-by-period basis when running reports. To accomplish this, you have two options:

- Import their current data to General Ledger.
- Create the desired historical fiscal years and make journal entries containing account activity changes for each period.

If you create the desired fiscal years, the beginning balances for the current fiscal year are calculated by the program, as opposed to being arbitrarily entered by the user (this is ideal for an organization’s internal control considerations). By choosing this option, the reporting integrity of your Chart of Accounts remains intact and all report requirements are generated by General Ledger.

In Configuration, you also have the ability to “soft close” each period in a selected fiscal year. By marking the Closed? checkbox for any period, you can prevent any transactions from being posted to that period of the fiscal year. The functionality of the “soft close” enables the user to close the last fiscal year and then re-open the last period of the last fiscal year to record any necessary audit adjustments. Financial statements (such as the Balance Sheet and Income Statement), however, are still correctly generated.

**Establish Projects and Project Codes**

The optional Project, Grant and Endowment Management module enables you to track transactions by a single project or by a combination of multiple projects. Each project must be set up according to the level at which transactions will be recorded against it. Projects can be assigned to accounts and the accounts reported on in total.
The DOS number serves as a unique identifier for each project. The short project description used internally with General Ledger can be alpha characters, but the DOS sub-fund must be identified numerically.

When you establish project information, consider whether you need to assign a DOS sub-fund number for each project. This four-digit number is required if you intend to use The Raiser's Edge or any of Blackbaud’s DOS products in conjunction with General Ledger.

There may be instances in General Ledger when specific projects do not need to be identified for income statement or balance sheet transactions. In this situation, it is recommended that a “multi-purpose project” or “not applicable” project be created. With the optional Project, Grant and Endowment Management module, all income statement transactions must be associated with a project distribution. In creating a “not applicable” project, the transactions can be successfully posted to General Ledger. The purpose of this module is to offer users the ability to generate independent project financial statement information. The improper use of the method presented above can have serious reconciliation consequences for those organizations wanting to generate financial statements on a project-by-project basis.

Please see the Project, Grant and Endowment Management User’s Guide for more information regarding the functions and procedures of this module.

Define Attributes

Account attributes are established as a means of uniquely identifying accounts and projects within the program. An attribute is essentially a reporting tool that enables you to group accounts and projects based upon a common theme. You define attributes on the Attributes tab of Configuration.

For example, a payroll clerk may only need information pertaining to certain income statement and balance sheet accounts. Each of the accounts used by this payroll clerk can be assigned an attribute of the clerk’s name. You can then filter accounts, using the clerk’s name and generate a detailed General Ledger Report including only the information necessary in the performance of the payroll clerk’s position. Likewise, project attributes uniquely identify themes common to a collection of projects and can be reported on in a similar manner. The attribute, when properly utilized, can track an unlimited amount of information at the account or project level.

When you assign attributes, it is important to clarify the level of the information presented by the attribute. Consider a situation where multiple payroll clerk attributes are assigned to a single salary expense account in the Chart of Accounts. When printing an income statement filtering on the payroll clerk attribute for the accounts, the entire balance of the salary expense account is presented in each column, for each payroll clerk attribute assigned. The attributes assigned to the accounts are limited to the balance of the account in total. In no way are transactions independently associated with attributes in the program. For this reason, a single attribute category should be assigned to each account, unless account balance information is required to be duplicated for the desired reports.
Define Source Codes

A source code identifies the origin of each line item within a batch and is a required component of any batch created in General Ledger. Accounts Payable, Accounts Receivable, and Payroll are examples of source codes. When creating source codes, consider whether or not any 16-bit applications are going to create batch files for posting to General Ledger. If so, the short descriptions for the source codes must be in numeric order for The Raiser's Edge and DOS programs to recognize selections as defined in Configuration. Otherwise, the source code can be any combination of alphanumeric characters.

Define Accounts

Once you define your account number structure and establish fund and consolidation codes, you can define accounts in Account Management. General Ledger allows you to define two types of accounts: ledger and consolidation. Please refer to the Account Management chapter for more information about defining ledger and consolidation accounts.

Enter Beginning Balances

Once the Chart of Accounts is successfully established, the next step is to enter the account beginning balances. In General Ledger, beginning balances can only be entered for balance sheet accounts. If possible, enter the beginning balances from an audited balance sheet, then journalize the income statement activity for the appropriate fiscal years.

If project balance sheets are required, then each of the beginning balances for every account must be distributed to the corresponding project or project distribution. The balance of each account should equal the total of the individual project’s percentage of ownership. If your project transactions are associated with multiple funds, the balance pertaining to each project for each account must be identified at the fund level. In identifying these amounts while entering the beginning balances, few adjustments to the fund balance accounts will be necessary in the future.

When entering the beginning balances for each fund, it is strongly recommended that you validate each fund independently of the others. Performing this step ensures that balancing issues associated with the trial balance are limited to a single fund, as opposed to identifying the discrepancy among all funds.

Once the validation process is complete, General Ledger requires that the beginning balances be locked prior to posting any transactions.

Define Net Asset Beginning Balances

Edit FAS 117 Balances enables you to distribute fund balance accounts across all funds according to their net asset classification. Each fund balance account is categorized by one of the following net asset classifications: unrestricted, temporarily restricted, and permanently restricted.

You can use Edit FAS 117 Balances when a single fund contains regular accounts from all three net asset classifications. If that same fund closes its net surplus/deficit to a single account, the fund balance account contains activity across all three net asset classes.
In order for your organization to generate FAS 117 compliant financial statements, you must distribute the fund balance account by its net asset classification during the first setup. This becomes less of a consideration when each fund is set up by net asset classification and the consolidation feature is used to generate the FAS 117 statements.

Create GL Interface Files

Create GL Interface Files in Utilities and Housekeeping, is the communication link between General Ledger and The Raiser's Edge or any of Blackbaud’s DOS products. By creating interface files, it is possible for General Ledger to recognize information in DOS formats.

You need to run Create GL Interface Files if you plan on posting account information to General Ledger from any 16-bit and/or DOS programs, including: The Raiser’s Edge, Payroll for DOS, Accounts Payable for DOS, Student Billing for DOS, and Miscellaneous Cash Receipts for DOS.

Before running Create GL Interface Files, consider the following:

• Determine which programs generate batches for posting to General Ledger and their necessary account numbers in the Chart of Accounts. Only those accounts needed by the 16-bit applications are required to have DOS account numbers.

• You also should determine the DOS account number for each account before running Create GL Interface Files. The format of the DOS account number consists of two segments: fund (two to three digits) and account number (four to seven digits). The DOS account number does not have to mirror the first and second segments of the General Ledger account number, but it must be unique.

Create GL Interface Files also generates the DOS sub-fund number for each project in the optional Project, Grant and Endowment Management module. The DOS sub-fund number is four digits and completely independent of the project short description. These numbers can be manually entered—the only requirement is that they be unique.

The Arrangement of Your Chart of Accounts

Setting up your Chart of Accounts requires an understanding of some basic guidelines regarding how the program arranges accounts in regard to the account number, category, and type.

The account number is simply a sequence of numbers within each fund. The account number is composed of segments, which are defined in Configuration and sorted by segment in numerical ascending order.
You should number your accounts so they appear in ascending order by category: asset, liability, fund balance, revenue, expense, gift, and transfer. If you prefer, you can intermingle your revenue, expense, gift, and transfer accounts (income statement accounts). In addition, you can intermingle your asset, liability, and fund balance accounts (balance sheet accounts). You cannot, however, intermingle balance sheet and income statement accounts. The program automatically aligns the accounts in numeric sequence and checks to make sure they are in category order.

There are three types of accounts displayed in your Chart of Accounts:

- **Header accounts** are the title accounts for a group of related accounts. Activity cannot be posted to a header account.

- **Regular accounts** are the only accounts that can contain any type of activity. Regular accounts cannot be designated as Level 1 accounts.

- **Total accounts** provide sub-totals on financial statements for the balances of regular accounts with a higher sub-total level. For example, a total account with a level 1 sub-total, totals all regular accounts with sub-total levels of 2, 3, 4, 5, or 6. Activity cannot be posted to a total account.

Leveling works in conjunction with header and total accounts to display and organize the proper totals on reports.

The leveling diagram on the next page illustrates the three account types. The letter at the end of the account number indicates whether the account is a header (H), regular (R), or total (T) account.

### Understanding Leveling

One of the fields that must be defined on an account record is **Sub-total Level**. *General Ledger* uses the sub-total level to determine how the account should total within a given category (for example: asset, liability, fund balance, revenue, expense, gift, or transfer). To better understand how leveling works, look at the sample section of a Chart of Accounts below and refer to the explanation on the next page.
Sample Chart of Accounts

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>Category</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-100000-00-00-H</td>
<td>ASSET</td>
<td>A</td>
<td>1</td>
</tr>
<tr>
<td>01-110000-00-00-H</td>
<td>CURRENT ASSETS</td>
<td>A</td>
<td>2</td>
</tr>
<tr>
<td>01-111000-00-00-H</td>
<td>CASH</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>01-111100-00-00-R</td>
<td>Checking Account - Baybank</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-111200-00-00-R</td>
<td>Payroll Account - Citibank</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-111300-00-00-R</td>
<td>Savings Acct - Nations Bank</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-111999-00-00-T</td>
<td>TOTAL CASH</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>01-112000-00-00-H</td>
<td>ACCOUNTS RECEIVABLES</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>01-112100-00-00-R</td>
<td>Loans Receivable - Employees</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-112200-00-00-R</td>
<td>Interest Receivables</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-112300-00-00-R</td>
<td>Pledge Receivables</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-112500-00-00-R</td>
<td>Other Receivables</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>01-112999-00-00-T</td>
<td>TOTAL ACCOUNTS RECEIVABLES</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>01-119999-00-00-T</td>
<td>TOTAL CURRENT ASSETS</td>
<td>A</td>
<td>2</td>
</tr>
<tr>
<td>01-199999-00-00-T</td>
<td>TOTAL ASSETS</td>
<td>A</td>
<td>1</td>
</tr>
<tr>
<td>01-200000-00-00-H</td>
<td>LIABILITIES AND FUND BALANCE</td>
<td>L</td>
<td>1</td>
</tr>
<tr>
<td>01-210000-00-00-H</td>
<td>LIABILITIES</td>
<td>L</td>
<td>2</td>
</tr>
<tr>
<td>01-211000-00-00-H</td>
<td>ACCOUNTS PAYABLE</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>01-211100-00-00-R</td>
<td>Accounts Payable</td>
<td>L</td>
<td>4</td>
</tr>
<tr>
<td>01-211200-00-00-R</td>
<td>Encumbrance Summary</td>
<td>L</td>
<td>4</td>
</tr>
<tr>
<td>01-211999-00-00-T</td>
<td>TOTAL ACCOUNTS PAYABLE</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>01-214000-00-00-H</td>
<td>DUE TO'S</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>01-214200-00-00-R</td>
<td>Due To Restricted Fund</td>
<td>L</td>
<td>4</td>
</tr>
<tr>
<td>01-214300-00-00-R</td>
<td>Due To Endowment Fund</td>
<td>L</td>
<td>4</td>
</tr>
<tr>
<td>01-214400-00-00-R</td>
<td>Due To Plant Fund</td>
<td>L</td>
<td>4</td>
</tr>
<tr>
<td>01-214999-00-00-T</td>
<td>TOTAL DUE TO'S</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>01-299999-00-00-T</td>
<td>TOTAL LIABILITIES</td>
<td>L</td>
<td>2</td>
</tr>
<tr>
<td>01-300000-00-00-H</td>
<td>FUND BALANCE</td>
<td>F</td>
<td>2</td>
</tr>
<tr>
<td>01-310000-00-00-R</td>
<td>Unrestricted Fund Balance</td>
<td>F</td>
<td>4</td>
</tr>
<tr>
<td>01-399999-00-00-T</td>
<td>TOTAL FUND BALANCE</td>
<td>F</td>
<td>2</td>
</tr>
<tr>
<td>01-399999-00-00-T</td>
<td>TOTAL LIABILITIES &amp; FUND BALANCE</td>
<td>F</td>
<td>1</td>
</tr>
</tbody>
</table>

* See the next page for explanations of this leveling diagram.

Notice how the various levels are bracketed together. The major category header account of ASSETS is bracketed to the major category total account of TOTAL ASSETS. Both accounts are set at a level 1. This means that every regular account within these brackets having a level of 2 or higher totals into the total account of TOTAL ASSETS.

The second breakdown is CURRENT ASSETS at level 2. This account is bracketed to the total account of TOTAL CURRENT ASSETS at level 2. Every regular account within this bracket having a level higher than 2 (3, 4, 5 or 6) totals into the total account of TOTAL CURRENT ASSETS. This includes both the cash and accounts receivable accounts.

The third breakdown is the CASH header account at a level 3. This account is bracketed to the TOTAL CASH account, which is also at level 3. All of the regular accounts within this bracket at level 4 (Checking Account-Baybank, Payroll Account-Citibank, and Savings Account Nations Bank) are added together in the TOTAL CASH account.

The fourth and final breakdown in our example is FIXED ASSETS. This is a header account at level 3 bracketed to the TOTAL FIXED ASSETS account also at level 3. All of the regular accounts within this bracket at level 4 and 5 are added together in the TOTAL FIXED ASSETS account.
Establishing Your Chart of Accounts

Every major category of assets, revenues, expenses, gifts, and transfers must have a header and total account at level one. The only exceptions to this rule are the categories of liabilities and fund balance. This results from the balance sheet equation:

\[ \text{ASSETS} = \text{LIABILITIES} + \text{FUND BALANCE} \]

The header account of LIABILITIES AND FUND BALANCE is set at level 1. Both the LIABILITIES header and total accounts are set at level 2, as is the FUND BALANCE header and total accounts. Each regular account totals into its respective category and finally totals together for a figure representing LIABILITIES AND FUND BALANCE, which equals the TOTAL ASSETS figure.

General Ledger Setup Checklist

- Establish Users and Groups in Security
  
  Security is where you establish access rights for General Ledger users. Security is based on groups of users. You can create an unlimited number of groups with various levels of access to the program. Individual user access rights depend on the rights of the groups to which the user is assigned as a member.

- Determine Your Account Number Structure
  
  This is a key step in setting up General Ledger. You need to define how your account numbers segments. You can keep the format simple (such as with only fund and account number segments), or you can use a more detailed structure consisting of multiple segments. Each segment can represent the fund, account number, department code, expense category code, location code, or other designation. You are limited to 10 segments and a total length of 30 characters. Your account number structure is established on the Account Number tab of Configuration.

- Establish Fund Codes
  
  You must define your funds before you begin to enter your General Ledger accounts. Defining a fund includes determining how the net surplus/deficit should be closed at year-end processing. Consult your auditors or accountant if you are unsure of this information. Fund codes are set up on the Funds tab of Configuration.

- Establish Consolidation Codes
  
  You establish the name of any consolidations you plan to use for special reporting on the Consolidations tab under Configuration. The actual consolidation accounts you use to consolidate account balances for reporting are set up in Account Management.

- Define Fiscal Years
  
  General Ledger allows you to maintain activity in an unlimited number of fiscal years. Before entering journal or budget data for any given year, you must define your fiscal years.
We recommend defining at least 3 fiscal years—the last fiscal year, current fiscal year, and next fiscal year. You can then enter historical data for the past year to run comparative reports. You can establish as many prior years as you want to have online for comparative reports. Beginning balances are added through Utilities and Housekeeping for the earliest account balances you are adding, and all subsequent activity can be entered through Journal Entry (in detail or using net change entries for each period).

If you do not need to report on historical information, you may decide to define only your current and future fiscal years. Fiscal years are established on the Fiscal Years tab of Configuration.

Define Account Attributes

You use account attributes to classify your accounts for specific reporting needs. You can set up an unlimited number of attributes for an account, and they can be formatted as table entries, text, date, currency, or yes/no fields. For example, you can filter information on accounts such as the budget manager, department, location, or revenue source. Account attributes defined as tables with short descriptions can also be defined as part of your account structure. You establish account attributes on the Attributes tab of Configuration.

Define Source Codes

You use source codes during transaction entry in Journal Entry. Source codes define the origin of a transaction. Examples of common source codes are accounts payable, accounts receivable, cash receipts, general journal, adjustments, fixed assets, purchase orders, and gifts. You can update the source code table with entries applicable to your organization on the Tables tab in Configuration.

Enter Your Chart of Accounts

After you format your account number structure and enter funds and consolidations in Configuration, you can begin to enter accounts. You should review the preceding sections regarding the two types of accounts and designing your Chart of Accounts. In addition, you should review the Copy Account section of the Account Management chapter, as you may be able to streamline your data entry. Ledger and consolidation accounts are entered in Account Management.

Enter Account Beginning Balances

Once you add ledger accounts into the system, you can enter the accounts opening balances (if applicable) through Utilities and Housekeeping.

Define Net Asset Beginning Balances

After you add your fund balance accounts into the system, you can enter the beginning net asset fund balances (if applicable) by selecting Edit FAS Balances from the File menu in Utilities and Housekeeping. This process is an important step if you plan to produce the standard FAS 117 statements from General Ledger.

Run Create GL Interface Files
If you want to post to General Ledger from any of Blackbaud’s DOS products or The Raiser’s Edge™, you should run the Create GL Interface Files option from the File menu in Utilities and Housekeeping. This process uses your current Chart of Accounts to create a Chart of Accounts that is compatible with Blackbaud’s DOS products and The Raiser’s Edge.

Enter Budget Figures for Ledger Accounts

You enter budget information on ledger accounts in Account Management. When entering a budget, you can use a budget distribution table. These tables are defined in Configuration and help standardize entries and save time during data entry. For example, if your organization is a school, you may have several accounts with budgets divided equally over 10 months. Rather than manually entering 10% in each of the 10 periods, you can set up a budget distribution table that distributes the budget equally over the 10 months. You can also view and/or print comparisons between actual and budgeted figures.

If you are using the optional Budget Management module, you can define an unlimited number of distribution tables. If Budget Management is not present, you can define only one table—the Custom Budget Distribution Table.
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Configuration is where you establish program settings for General Ledger. These settings include defining the structure of account numbers, establishing funds and consolidations, defining fiscal years, and establishing international information. You can also create tables that increase efficiency, accuracy, and speed data entry. For example, you can set up a custom budget distribution table to save time when entering your budget.

This chapter provides the information needed to establish and maintain all program settings in Configuration. Each aspect of Configuration is thoroughly explained, complete with step-by-step procedures and a detailed reference section.

Configuration Basics

This section contains basic information and step-by-step procedures for accessing Configuration, entering information specific to your organization, and setting user and system preferences.

Accessing Configuration

1. From the Start menu, select Programs, Blackbaud General Ledger. A menu appears, displaying the General Ledger modules.

2. Select Configuration, and log in with the correct user name and password. The Configuration screen appears.

3. Configuration consists of up to 13 tabs, if you have the optional Interest Income Allocation module. The Investment Pools tab, Investment Fees tab, and Interfund Entries tab appear only if the optional Interest Income Allocation module is installed.

General Organizational Settings

From the General tab, you enter address information for your organization. This tab also allows you to establish programwide procedures for handling new fund or consolidation codes. You can set the program to generate new fund or consolidation codes automatically. If you choose this option, the program also assigns an identification number to each fund or consolidation code.
Establishing organization settings

1. From Configuration, select the General tab.

2. You can enter all or part of the address and phone information. These fields are optional and do not appear on any printed or previewed reports. The name of your organization is coded into the program and is displayed on the General tab. To change your organization name, please contact Blackbaud Customer Support for assistance.

3. Mark Automatically generate new Fund codes to have the program assign an identification number to each fund when the record is saved.

4. For example, if your funds are set up to be two digits, the program uses 01 for the first fund you add, 02 for the second, and so forth. Once assigned, the program-generated identification number cannot be changed. You can, however, assign your own fund identification codes, even with this option marked. Fund identification codes can be letters or numbers, but the program generates only numeric codes.

5. Mark Automatically generate new Consolidation codes to automatically assign an identification number to each consolidation.

6. For example, the program uses 01 for the first consolidation, 02 for the second, and so forth. Once assigned, the program-generated identification number cannot be changed. You can, however, assign your own consolidation identification codes, even with this option marked. Consolidation identification codes can be letters or numbers, but the program generates only numeric codes.

7. Mark Automatically generate new Project codes if you want the program to automatically generate project codes in the same way General Ledger automatically generates fund codes and consolidation codes. This option is only available if the optional Project, Grant and Endowment Management module is installed.

8. If you mark Automatically generate new Project codes, you must also enter a number in the Use Project code length of ___ digits field.

9. When you finish entering information on the General tab, you can select another tab or select File, Exit to close the module.
User and System Preferences

This tab allows you to set user and system preferences, which can help customize *General Ledger*. You can choose to have the **Enter** key move to the next field during data entry or select the type of account placeholder you want. You can also mark an option on the Preferences tab to enable interfund balancing.

- **Establishing user preferences**

1. From *Configuration*, select the Preferences tab.

2. In the **Miscellaneous** frame, select **Debit Balance** or **Normal Balance** to display as positive.

3. Mark **Enter Key Moves to Next Field** to enable the enter key to move the cursor to the next field. The **Tab** key always advances the cursor to the next field.

4. Marking **Automatically Complete Table Entries** allows you to type in a portion of a table entry and has the program fill in the remainder with the first matching entry.

5. For example, if you are in the **Country** field of a record and enter “U,” the system inserts the entry “United States.” If you continue to type and enter “Ug,” the system inserts “Uganda,” or the country corresponding to the letters you enter.

6. In the **Default output file name** field, enter the path for data sent from *General Ledger* to your word processor, spreadsheet, and/or other external program.
7. In the **Account Placeholders** frame, mark the **Automatic** option if you want each segment to display the following system-defined symbols: (@) in the first segment, (#) in the numeric segments, (^) in table segments, and ($) in text segments. To define your own account placeholders, mark **Manual Placeholder** and select the symbol you want from the drop-down list.

![Account Placeholders](image)

8. In the **Graph Type** frame, mark one of the following options: **Blackbaud**, **Microsoft Graph**, or **Microsoft Excel**. This designates the program you are using to generate graphs.

---

#### Establishing system preferences

The **System Preferences** option on the Preferences tab allows you to determine whether interfund balancing is permitted.

1. From the Preferences tab, mark **System Preferences**. The following screen appears.

![System Preferences](image)

2. Mark **Allow the creation of balancing interfund entries in Journal Entry** to permit interfund balancing.
3. Marking this checkbox enables you to select the **Automatically create balancing interfund entries** option in *Journal Entry*, which ensures that interfund entries are balanced when created. With both of these options marked, *General Ledger* creates equal amount balancing transactions if the credits and debits for a particular fund do not balance. These balancing transactions are created when you validate a batch in *Journal Entry* or *Post*.

### Tables Options

From the Tables tab, you can add, edit, insert, and delete table entries. You can also move entries up or down, and sort print tables. Tables are used throughout *General Ledger* to improve accuracy and data entry speed.

#### Accessing tables

1. From *Configuration*, select the Tables tab.

2. Highlight a table in the **Tables** box. The **Table Entries** box changes with each table you select, displaying the entries for the highlighted table.

#### Adding a table entry

This procedure adds an entry to an existing table.

1. In the **Tables** box, highlight the appropriate table. The **Table Entries** box changes as you select the table.

2. Click **Add**. The Add Table Entry screen appears.
3. Certain tables allow you to enter a short description of two characters, as well as a traditional description of the table entry. If you add an entry to a table that allows a short description, the following screen appears.

![Add Table Entry](image)

4. In the **Short Desc** field, enter a two character short description of your table entry. You can enter an abbreviated title or a number.

5. In the **Description** field, enter the complete title of the table entry.

6. Click **OK**. The new entry appears in the **Table Entries** box.

---

**Editing a table entry**

This procedure describes how you edit the short description or description of a table entry.

1. From *Configuration*, select the Tables tab.

2. In the **Tables** box, highlight the appropriate table.

3. In the **Table Entries** box, highlight the entry you want to edit.

4. Click **Edit**. The following screen appears.

![Edit Table Entry](image)

5. Make the necessary changes to the entry.
6. Click OK. The changes are saved and appear in the Table Entries box.

![Image of a configuration screen showing a list of tables and an insert table entry dialog box.]

- **Inserting a new table entry**

  This procedure inserts a new entry into the table entries list below the highlighted entry.
  
  1. From Configuration, select the Tables tab.
  2. In the Tables box, highlight the table in which you want to insert a new entry.
  3. In the Table Entries box, highlight an entry and click Insert. The Insert Table Entry screen appears.
  4. Type in the new entry's short description (if applicable) and description.
  5. Click OK. The new entry appears in the Table Entries box.

- **Deleting a table entry**

  This procedure permanently removes a table entry. If a table entry is in use as an account number attribute or in an account/project, it cannot be deleted.
  
  1. From Configuration, select the Tables tab.
  2. In the Tables box, highlight the table containing the entry you want to delete.
  3. In the Table Entries box, highlight the entry you want to delete. Once an entry is deleted, it cannot be restored. But, you can add a new entry if you delete one by mistake.
4. Click **Delete**. A confirmation message appears.

![Confirmation message for deleting a table entry](image)

5. Click **Yes** to delete the table entry.

- **Moving a table entry up or down**

  This procedure moves the selected entry either up or down one line in the list of table entries.

  1. From **Configuration**, select the Tables tab.
  2. In the **Tables** box, highlight the table containing the entry you want to move. The table entries appear in the **Table Entries** box.
  3. Highlight the entry you want to move, and click **Up** or **Down**.

- **Sorting a table**

  **General Ledger** can sort tables by ascending or descending order, using the description or short description.

  1. In the **Tables** box, highlight a table and click **Sort**. The Sort Table Options screen appears.

  ![Sort Table Options screen](image)

  2. In the **Sort Order** frame, mark **Ascending** if you want the table to be in alphabetical order (A-Z). Mark **Descending** if you want the table to be in reverse order (Z-A).

  3. In the **Sort By** frame, mark **Description** to sort the table entries by their Description. Mark **Short Description** to sort the table entries by their short description.
Printing a table

This procedure produces a printed list of table entries for the tables you select to print.

1. From the Tables tab, click Print. The Print Code Tables screen appears.

2. Indicate whether you want to print all tables by marking All Code Tables, or only selected tables by marking Selected Code Tables.

3. If you mark Selected Code Tables, highlight the tables you want to print and move them to the Code Tables to Print box using the arrow buttons. Use the scroll bar to view tables.

4. Mark the Print one Table per Page checkbox to print each table on a separate page.
5. Click OK. A preview screen appears.

6. Click the printer button on the toolbar to print this report.

**Defining Attributes**

Attributes add flexibility to *General Ledger* by allowing you to define and store special information about your accounts (for example: department codes, budget managers, and expense categories). The Attributes tab gives you the ability to customize the program to meet the specific needs of your organization. You can also create and edit tables from the Attributes tab.
Defining account attributes

By defining account attributes, you can store descriptive information about your accounts, which can help when filtering for reports. You establish attributes by entering a description, data type, or table name. If you establish an attribute as a table, you can create a new table or use an existing table for data entry.

1. From Configuration, select the Attributes tab.

2. Select the attribute type you want to define by marking the appropriate option. Your choices are Account Attributes or Project Attributes. The Project Attributes option is available only if the optional Project, Grant and Endowment Management module is installed.

3. Enter a description for the attribute in the Description column. Examples include Department Codes, Budget Due Date, and Budget Manager.

4. Move the cursor to the Data Type column. Click the down arrow to access the Data Type drop-down list and select a type. This defines the format for the attribute field.

5. The Data Types are:
   - Text, for entry of free-form text.
• **Number**, for entry of numbers.
• **Date**, for entry of dates.
• **Currency**, for entry of a monetary value.
• **Yes/No**, for entry of yes or no.
• **Table**, to link to a table for possible choices.

**Selecting a table**

Use this procedure to select a table associated with an attribute. The entries on the table will be the list of available options for that attribute.

1. From *Configuration*, select the Attributes tab. Click in the appropriate cell of the **Table Name** column and a down arrow appears.
2. Click the down arrow to access a drop-down list of possible choices.
3. Select the table you want. The last item in the drop-down list is **Add New Table**.

**Adding a new table**

This procedure adds a table to the Tables tab. You can then associate the tab with an attribute. You can add new tables on the attributes tab; however, you can only add table entries on the Tables tab.

1. From the *Configuration*, select the Attributes tab.
2. Enter a description of the table you want to add in the **Description** column.
3. In the **Data Type** column, select **Table**.
4. In the **Table Name** column, click the down arrow and select the **Add New Table** option from the list of tables. The Add New Table screen appears.

![Add New Table](image)

5. Type in a name for the new table (for example: Departments, Budget Managers, Programs).

6. If you use this table as a segment in your account numbers, you must give it a short description between 1 to 6 characters. The short description is defined when adding a table entry.

**Deleting a table**

This procedure deletes an attribute table. Be sure you want to remove the table before you proceed. Once deleted, a table can only be recovered by restoring a backup file.

1. From *Configuration*, select **Edit, Delete Tables** from the menu bar. The Delete Tables screen appears.

![Delete Tables](image)

2. Highlight the attribute table you want to delete and click **Delete**. A confirmation message appears.

![Confirmation](image)

3. Click **Yes** to delete the table.
Defining Fiscal Years

On the Fiscal Years tab, you can define the fiscal years and financial periods for your organization. General Ledger allows you to define past or future fiscal years, which enables you to define the budget for future years and create projected financial reports. You can also enter historical information to include in reports that compare and analyze one year against another. The Fiscal Years tab appears below.

Adding a fiscal year

This procedure adds a new fiscal year and defines the date range of the fiscal year. As you add fiscal years, be sure to enter your oldest year first.

1. From Configuration, select the Fiscal Years tab.
2. Click Add. The Add Fiscal Year screen appears.

![Add Fiscal Year Screen]

3. In the Fiscal Year field, enter the year you want to add.

4. Enter a Description for the fiscal year.

5. Define the start and end dates for each period in the Start Date and End Date columns. You can have either 12 or 13 accounting periods in this table depending on your General Ledger installation setup.

6. Enter the dates of all accounting periods for the fiscal year you are defining by simply defining the start date for period 1 and then clicking Auto-Complete. General Ledger completes the start and end dates in the grid automatically.

7. To copy accounting periods from a previously defined fiscal year, click Copy From. The Copy Fiscal Year screen appears.
8. Select the fiscal year from which you want to copy account information. Click the down arrow for a list of years. Click OK. The Add Fiscal Year screen appears with the copied data.

9. Mark **Always adjust General Ledger account budgets with Project budget changes** to update the fiscal year budget with any Project budget activity. For the updates to occur, you must also mark **Always adjust Account budget with Project budget changes** on the project record.

10. Click OK. The Fiscal Years tab appears, displaying the year you added.

---

**Editing a fiscal year**

Use this feature to edit an existing fiscal year. You can only edit an open fiscal year. Running the **Close Fiscal Year** utility in *Utilities and Housekeeping* automatically closes all periods within a fiscal year and prevents editing.

1. From *Configuration*, select the Fiscal Years tab.
2. Highlight the year you want to edit.
3. Click Edit. The Edit Fiscal Year screen appears.

![Edit Fiscal Year](image)

4. You can modify the start and end dates for open periods as long as the new dates do not:
   - overlap another accounting period
   - overlap another fiscal year
   - cause any existing transactions to fall into a different accounting period

5. Mark Always adjust General Ledger account budgets with Project budget changes to update the fiscal year budget with any Project budget activity. For the updates to occur, you must also mark Always adjust Account budget with Project budget changes on the project record.

- Deleting a fiscal year

If activity exists for a fiscal year, you must first use Purge Fiscal Year in Utilities and Housekeeping before you can close and delete it. If the fiscal year does not contain account activity (for example, if you just added it), you can delete it from the Edit Fiscal Year screen.

![Delete Fiscal Year](image)
4. Click **Yes** to delete the fiscal year.

**Closing an accounting period**

This procedure closes the accounting periods of the selected fiscal year. By marking one or more accounting periods as closed, you can prevent the posting of any transactions to those accounting periods.

1. From **Configuration**, select the Fiscal Years tab.
2. Highlight the fiscal year containing the period you want to close.
3. Click **Edit**. The Edit Fiscal Year screen appears.
4. In the **Closed?** column, mark the checkbox next to the accounting period you want to close.

![Edit Fiscal Year dialog box](image)

5. Click **OK** and you return to the Fiscal Years tab.

### Establishing Funds

A fund is a self-balancing set of accounts that represents a separate legal entity. Examples of funds include unrestricted, restricted, plant, and endowment. The fund code is the first segment of an account number if you configured the program for fund accounting. You must add funds to **General Ledger** before you can enter accounts. The Funds tab lists each fund's identification code, description, and posting method. You can add, edit, and delete a fund.

![Configuration - General Ledger dialog box](image)
Adding a fund

You add a new fund by defining its identification code, description, and method of posting (where you want to post any net surplus or deficit). You can choose to post any net surplus or deficit to single accounts or multiple accounts by segment. If you have the optional Project, Grant and Endowment Management module, you can also post a net surplus or deficit to single accounts by project or multiple accounts by project.

1. From Configuration, select the Funds tab.
2. Click Add. The Add Fund screen appears.

3. In the Fund field, enter a fund code using letters or numbers. General Ledger automatically generates a numeric code if you marked Automatically generate new Fund codes on the General tab and you leave the Fund field blank when you save. The Account Segment table defines the length of the fund code.

4. In the Description field, enter a description for the fund (for example, endowment or unrestricted).

5. In the Post Net Surplus/(Deficit) to frame, designate how General Ledger posts this fund’s net surplus or deficit when you close a fiscal year.

   • Mark Single Account if you want the total net surplus or deficit posted to a single fund balance account when you run Close Fiscal Year in Utilities and Housekeeping. In the Account # field, enter the fund balance account number to which the net surplus/deficit is posted. Click the binoculars to search for an account number. You must select a fund balance account. This field is disabled if you have not defined fund balance accounts in Account Management.

   • Mark Multiple Accounts by Segment to distribute the total net surplus/deficit among multiple fund balance accounts based on one account number segment when you run Close Fiscal Year in Utilities and Housekeeping. For example, you might use this option if you define a department segment and want to track fund balances by that department. If you mark Multiple Accounts by Segment, the Add Fund screen appears with additional options.
The account number entered for each segment must be unique. You cannot use the same account number for more than one segment.

In the Segment field, select the account number segment you want General Ledger to use when calculating the net surplus/deficit breakdown. Once you identify the account segment, define the fund balance account numbers to which the program should post the net surplus/deficit for each code within the segment. For example, if you select the department segment, you identify all fund balance accounts for which you want to track the department’s net surplus/deficit.

- Mark Single Account by Project if you have the optional Project, Grant and Endowment Management module, and you want to close the net surplus/deficit for each project into one fund balance account. With this method marked, you can also choose to Require Project on Balance Sheet Transactions.

- Mark Multiple Accounts by Project if have the optional Project, Grant and Endowment Management module, and you want to close the net surplus/deficit by project into multiple fund balance accounts. Use this option when you want to maintain a separate fund balance account for each project in the fund. With this method marked, you can also choose to Require Project on Balance Sheet Transactions.

6. Once you designate where to post the net surplus/deficit, select the Interfund tab.

7. In the Credit account and Debit account fields, designate one debit and one credit account for use with interfund balancing. Click the down arrow to enter accounts by segment, or click the binoculars to open the Chart of Accounts and search for the account.

8. Click Preview to view the fund profile report on screen, or click Print to print the report. You can choose to view or print a report that includes all information defined on the fund record for the fund you are editing. You can run a fund profile report for only one fund at a time.

9. Click OK to save the fund.
Editing a fund

The Edit Fund screen displays two tabs: Fund and Interfund. The Fund tab allows you to edit fund information, and the Interfund tab allows you to designate accounts for interfund balancing.

1. From Configuration, select the Funds tab.
2. Highlight the fund you want to edit.
3. Click Edit. The Edit Fund screen appears.

4. Make any necessary changes to the Fund tab information.
5. Select the Interfund tab.

6. In the Credit account and Debit account fields, designate one debit and one credit account for use with interfund balancing. You can edit the existing account number or click binoculars to open the Chart of Accounts and select the account.
7. Click OK to save the changes and return to the Funds tab.
### Deleting a fund

You can delete a fund as long as there are no accounts or projects for the fund.

1. From Configuration, select the Funds tab.
2. Highlight the fund you want to delete.
3. Click Delete. If the fund meets the criteria to be deleted, a confirmation message appears.
4. Click Yes to delete the fund.

### Defining Account Numbers

The Account Number tab is where you define your organization’s account number structure. This structure is based on segments. You may require a simple structure of two to four segments or a complex structure consisting of five to ten segments. The first segment is always the fund code. The second segment is the account number. You must establish the account number structure before you can enter accounts in Account Management.

Follow these guidelines when defining your account number structure:

- Account numbers can consist of up to 10 segments. Each segment can represent numbers, text, or a table. The length of each segment can vary. The short description that you defined when you created the table determines the length of table-type segments.
- The maximum length of an account number is 30 characters, including separators. Separators identify a break between segments. For example, in the account number 01-111100, the separator is the dash (-). A separator cannot follow the last segment of an account number.
- For fund accounting, the first segment always represents a fund and can be either letters or numbers. For profit accounting, the first segment represents a company.
- The second segment should be the actual account ID. For example, with fund accounting, the account number ‘01-45560’ would represent Fund 01, Account 45560.

Here is an example of a five-segment account number configured for fund accounting:

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Account Code</th>
<th>Department Code</th>
<th>Expense Category</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>51000</td>
<td>100</td>
<td>200</td>
<td>01</td>
</tr>
</tbody>
</table>
Defining account number segments

You define account number segments by entering information into the grid on the Account Number tab. Each line on the grid represents an account number segment. For example, the first line of the grid is where you define the first segment of the account number, which is the fund code.

1. From Configuration, select the Account Number tab.

2. You can insert or delete rows on this screen by clicking the number of the desired row located on the left side of the grid, which highlights the entire row. Then click the right mouse button to access a shortcut menu containing insert/delete/export options.

3. The account number grid consists of five columns. Each row defines the various segments that make up an account number. To edit the information in the grid, click the cell you want to edit, and type in your changes or make a selection from the appropriate drop-down list located at the end of each cell in the grid.

4. Enter the segment name to identify what this segment represents (for example: fund, account number, department). This name appears during data entry and on lookup windows throughout the program.

5. In the Length column, define how many characters are used for this segment. Segments defined as tables have a length of one to six characters depending on the length of the table’s short description.

6. Define the type of information contained within this segment. Your choices are: Text, Number, or Table.

7. If you select Table, the Table Name column contains a drop-down list of all defined tables with short descriptions. You can add a table by selecting the Add New Table option.

8. In the optional Separator column, define the character you want to separate this segment from the next. The separator can be a dash (-), period (.), backslash (\), semicolon (;), slash (/), or comma (,). Click the down arrow to select from a list of choices.

After you add accounts to General Ledger, you cannot edit the Account Number tab in Configuration. However, you can add or modify account number segments in Utilities and Housekeeping. Please refer to the Utilities and Housekeeping chapter for more information.
Creating Consolidation Codes

The Consolidations tab is where you determine which accounts should be consolidated for specific financial statements and reports. You can set up a consolidation Chart of Accounts to consolidate any number of accounts within one or more funds. Before adding consolidation accounts, you must create consolidation codes on this tab.

Accessing Consolidations

Consolidation codes must be numbers and are established on the Consolidations tab. These codes must be defined before you can add consolidation accounts to Account Management.

1. From Configuration, select the Consolidations tab. The Consolidations tab appears listing any previously defined consolidations with their descriptions.

2. You can add, edit, or delete a consolidation by clicking the corresponding button located at the bottom of the screen.

Adding a consolidation code

If you mark Automatically generate new Consolidation codes on the General tab, the program uses the next available sequential number for the consolidation code. Once the program generates a code, it cannot be changed. You can, however, assign your own consolidation codes, even with this option marked. Consolidation codes must be numbers.

1. From Configuration, select the Consolidations tab.
2. Click Add. The Add Consolidation screen appears.

Because the number of characters used for a consolidation code depends on the number of characters defined in the fund segment, you must define the fund segment of the account number before adding consolidation codes.
3. In the **Consolidation** field, enter a consolidation code. The consolidation code becomes the first segment of all consolidation accounts you create.

4. In the **Description** field, enter a description of your consolidation. You can use this description to define the consolidation’s purpose.

5. Click **OK**.

**Editing a consolidation description**

You can edit the consolidation description at anytime.

1. From *Configuration*, select the Consolodings tab.
2. Highlight the consolidation whose description you want to edit.
3. Click **Edit**. The Edit Consolidation screen appears.

4. Make the necessary changes to the description.

5. Click **OK**.

**Deleting a consolidation code**

You can delete a consolidation code as long as it is not defined on any consolidation accounts. If the code is defined on a consolidation account, you must first delete all consolidation accounts associated with the code.

1. From *Configuration*, select the Consolodings tab.
2. Highlight the consolidation code you want to delete.
3. Click **Delete**. If the code meets the criteria to allow deletion, a confirmation screen appears.

4. Click **Yes** to delete the consolidation.
Defining Distributions

The Distributions tab is where you establish budget and project distributions. With the optional Budget Management module, you can define an unlimited number of budget distributions. Without the optional Budget Management module, General Ledger contains one budget distribution table—Custom Budget Distribution.

If you have the optional Project, Grant and Endowment Management module, you can create specific project distributions.

Defining the Custom Budget Distribution Table

By defining the Custom Budget Distribution Table, you can save time and help prevent data entry errors. For example, if you frequently budget accounts with a quarterly distribution, you can set up a custom table and insert 25% into the four distribution periods. When you enter budget figures and select the quarterly table, General Ledger distributes the total budget among the four periods automatically.

1. From Configuration, select the Distributions tab.
2. Click **Add**. The Add Budget Distribution screen appears.

![Add Budget Distribution dialog box]

3. **General Ledger** automatically enters Custom Budget Distribution in the **Name** field.

4. Enter the percentage distribution into the table. For example, enter 10 next to period 1 if you want 10% of the total amount distributed to period 1. Enter the appropriate percentages for each period so the total of all periods equals 100%. A running total appears in the lower right-hand corner of the table.

5. To divide the total amount evenly over all periods, click **Distribute Evenly**. If the amount cannot be evenly divided, the remainder is placed in the last period.

6. When the budget is 100% distributed, click **OK**.

➤ **Editing the Custom Budget Distribution Table**

1. From the Distributions tab, highlight the table in the **Budget Distribution Name** box.

---

If you have the optional **Budget Management** and/or **Project, Grant and Endowment Management** modules, you can enter a name for the distribution table.
2. Click **Edit**. The Edit Budget Distribution screen appears.

![Edit Budget Distribution Screen]

3. Make the necessary changes to budget percentages.

4. Click **OK** to save your changes.

- Deleting the Custom Budget Distribution Table
  1. From the Distributions tab, highlight the table you want to delete.
  2. Click **Delete**. A confirmation screen appears.

![Confirmation Screen]

3. Click **Yes**.

---

### International Settings

The International tab is where you specify information for each country. With this tab, you can add, edit, or delete countries from your program. You also define the name, abbreviation, and address format for each country.
Adding a country

1. From *Configuration*, select the International tab.

2. Click **Add**. The Add Country screen appears.

3. In the corresponding fields, enter the name and abbreviation for the country you want to add.

4. Select the address format you want by clicking the down arrow and choosing from the drop-down list of countries.

5. When the name, abbreviation, and address format are correct, click **OK**.

Editing a country

You can use this procedure to edit the name, abbreviation, and address format of a country.

1. From *Configuration*, select the International tab.

2. Highlight the country you want to edit.

3. Click **Edit**. The Edit Country screen appears.

4. Make the necessary changes.
5. Click OK.

Deleting a country
You can use this procedure to delete a country not currently in use.
1. From Configuration, select the International tab.
2. Highlight the country you want to delete.
3. Click Delete. A confirmation message appears.

4. Click Yes to delete the country.

Investment Pools Tab

The Investment Pools tab only appears in Configuration if the optional Interest Income Allocation module is present. This tab allows you to establish investment pools for distributing interest income to projects. You must have the optional Project, Grant and Endowment Management module installed to use Interest Income Allocation.

Please refer to the Interest Income Allocation User’s Guide for more information regarding the functions of this tab.
Investment Fees Tab

The Investment Fees tab only appears in Configuration if the optional Interest Income Allocation module is present. It allows you to define the fees and specific balance calculation methods for each project in an investment pool. You must have the optional Project, Grant and Endowment Management module installed to use Interest Income Allocation.

Please refer to the Interest Income Allocation User’s Guide for more information regarding the functions of this tab.
Interfund Entries Tab

The Interfund Entries tab only appears in Configuration if the optional Interest Income Allocation module is present. It allows you to implement the automatic creation of General Ledger transactions that move money between funds participating in investment pools. You must have the optional Project, Grant and Endowment Management module installed to use Interest Income Allocation.

Please refer to the Interest Income Allocation User’s Guide for more information regarding the functions of this tab.
Account Management

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Account Management is the foundation of General Ledger. This is the area of the program where most of your time is spent, and is designed with that in mind. With Account Management, you can manage your accounts accurately and efficiently while also becoming more productive.

Establishing your accounts in Account Management does not simply mean entering numbers. Instead, the program allows you to designate account attributes and enter free-form text. These options enable you to include important and helpful details that numbers alone cannot provide.

In Account Management you can easily add, edit, or delete account records. You can also enter budget information, organize and maintain your Chart of Accounts, and copy a range of accounts from one fund to another. The two types of accounts in Account Management are ledger and consolidation. You use ledger accounts to record General Ledger activity and consolidation accounts to create reports that consolidate account activity. Each account record has a series of tabs that contain information relevant to that account. These tabs help organize information and simplify switching between screens. On many of these tabs, General Ledger uses table lookups to speed the entry of certain types of information and to standardize entries wherever possible.

This chapter describes the capabilities of Account Management and provides step-by-step procedures for establishing and maintaining account records. A detailed reference section is also included.

Account Management Basics

This section provides basic information and step-by-step procedures for accessing and setting preferences in Account Management. You can set preferences on five separate tabs: General, Chart Organizer, Account Profiles, Tab Settings, and Activity Settings.

- Accessing Account Management

  1. From the Start menu, select Programs, Blackbaud General Ledger. A menu appears, displaying the General Ledger modules.
2. Select **Accounts**, and log in using the correct user name and password. The Account Management screen appears.

Account Management Preferences

**General Ledger** allows you to designate certain user preferences for **Account Management**. These preferences make it possible to customize the way **Account Management** performs and are workstation specific. By selecting preferences that reflect your individual user style, you can save time and increase productivity.

Preferences are set on five separate tabs: General, Chart Organizer, Account Profiles, Tab Settings, and Activity Settings.

- The General tab allows you to choose which tab appears first when you access an account record.
- The Chart Organizer tab allows you to designate preferences that affect the appearance and organization of your Chart of Accounts.
- The Account Profiles tab enables you to select the type of information printed on Account Profile reports.
- The Tab Settings tab allows you to define which account tabs you want **General Ledger** to automatically check for data.
- The Activity Settings tab allows you to designate a default fiscal year, balance, summary, and activity format.

The following section contains procedures for establishing preferences on each tab.
Accessing user preferences

Preferences allow you to customize the program to your particular needs. These settings are specific to the user’s workstation. If you access Account Management from another workstation, the preference settings may be different.

1. From Account Management, select Edit, Preferences from the menu bar. The Preferences screen appears.

2. Select the tab for which you want to establish preferences. You can set preferences under five separate tabs: General, Chart Organizer, Account Profiles, Tab Settings, and Activity Settings.

Defining General preferences

On the General tab, you can designate the tab displayed when a ledger or consolidation account record is opened and whether the program should prompt you for the type of account you want to add.

1. From Account Management, select Edit, Preferences. The General tab appears.

2. In the Default Account Tab field, select the tab you want to appear first when you open an account record. Click the down arrow for a list of options.
3. In the Default Consolidation Tab field, select the tab you want to appear when you open a consolidation record. Click the down arrow for a list of options.

4. In the Toolbar New Action field, select the type of account you want the program to open when you click the “New” button on the toolbar. Select Ledger Account to add a ledger account, Consolidation Account to add a consolidation account, or Ask for Type to have the program prompt you for the type of account you want to add.

5. Mark Show save information dialog if you want the program to verify that a record has been saved.

6. Mark Load account search window automatically if you want the program to automatically list your accounts in the search screen.

7. Click OK to save your preferences or proceed to the Chart Organizer tab.

➢ Defining Chart Organizer preferences

The Chart Organizer allows you to establish and edit the appearance of your Chart of Accounts. From the Chart Organizer tab, you can set various preferences, including the color of each account type, whether the chart displays vertical or horizontal lines, and whether you want to display chart warning messages.

1. From Account Management, select Edit, Preferences. Select the Chart Organizer tab.

2. In the Options frame, mark Save chart organizer position if you want to save the location of your cursor in the Chart Organizer when you exit the program.

3. Mark Show vertical lines if you want vertical lines to appear between columns of information on your Chart of Accounts.

4. Mark Show horizontal lines if you want horizontal lines to appear between rows of information on your Chart of Accounts.

5. If you open an account record while working in the Chart Organizer, the Chart Organizer automatically closes. If you want the program to display a message confirming this, mark Show chart warnings.
6. In the **Account Type Colors** frame, you can choose to display header, regular, and total accounts in different colors. Click browse to select colors for each account type.

7. Click **OK** to save your preferences or proceed to the Account Profiles tab.

➢ **Defining Account Profiles preferences**

This tab allows you to select the type of information that prints on Account Profile reports.

1. From *Account Management*, select *Edit, Preferences*. Select the Account Profiles tab.

2. In the **Account Type** frame, mark the type of account for which you want to define print options. You can set preferences for ledger accounts by marking **Ledger**, or for consolidation accounts by marking **Consolidation**.

3. In the **Print Options** frame, select the type of information you want to appear on the Account Profile by marking the appropriate checkboxes.

4. If you mark **Activity**, you can enter the fiscal years you want to include in the Account Profile. Click the down arrow for a list of years. You can also mark **Net Change** or **End Balance** to designate the type of activity information you want to include.

5. Click **OK** to save your preferences or proceed to the Tab Settings tab.

➢ **Defining Tab Settings preferences**

On the Tab Settings tab, you can define which account record tabs the program checks for data. If activity occurs, a red checkmark appears on the appropriate tab. This preference saves time by notifying you of account areas where activity has taken place.
1. From *Account Management*, select **Edit, Preferences**. Select the Tab Settings tab.

![Preferences window]

2. Select the account type by marking either **Ledger** or **Consolidation**.

3. In the **Tabs** box, highlight the tabs you want to automatically check for data, and move them to the **Check for data** box using the arrow buttons.

4. Once the tabs are moved to the **Check for data** box, the program marks the tabs with a red checkmark if any data is present as shown below.

![Account management window]

5. Click **OK** to save your preferences or proceed to the Activity Settings tab.
Defining Activity Settings preferences

On the Activity Settings tab, you define the default fiscal year, balance, and summary format for account activity.

1. From Account Management, select Edit, Preferences. Select the Activity Settings tab.

2. In the Default fiscal year field you can select Next fiscal year, This fiscal year, Last fiscal year, or select an individual year from the drop down list. This field determines the default fiscal year for the Activity and Budget tabs of an account.

3. In the Default balance field, select Net change or End balance. This field determines the default method used to summarize activity in the grid on the Activity tab.

4. In the Default Summary Format field, select the summary format General Ledger displays initially on the Activity tab. Select from Standard, Comparative, or Debit/Credit.

5. In the Default Activity Format field, select whether a Favorable/(Unfavorable) or Variance column appears when you view an account’s standard summary format on the Activity tab.

6. Click OK to save your preferences and return to the Account Management screen.

Creating Accounts

You can create ledger and consolidation accounts in General Ledger. Each account record has a series of tabs that contain information relevant to that account. These tabs help organize information and simplify switching between screens. On many account tabs, General Ledger uses table lookups to speed data entry.
Ledger accounts record all ledger activity. You post general journal transactions and budget information to these accounts. When you add a ledger account, you can designate to which consolidation the ledger account should sub-total. Creating a ledger account consists of entering information on the following tabs: General, Attributes, Budget, Consolidation List, and Notes. The Activity tab is not used when creating accounts. You use the Activity tab to view, graph, and/or export account activity once journal entries are made.

You can use consolidation accounts to produce custom financial statements and other reports. Consolidated statements can consist of activity from several ledger accounts across different funds. You must use a consolidation to produce the Statement of Financial Position and the Statement of Activities in General Ledger’s Reports module.

Adding a ledger account

Ledger accounts are the only accounts in General Ledger that show activity. You can post general journal transactions to these accounts and enter budget information. Each ledger account consists of six tabs: General, Attributes, Activity, Budget, Consolidation List, and the Notes tab. The procedures for entering information on each tab are presented on the following pages.

1. From Account Management, select File, New. The Create a New Account screen appears.

2. Mark Ledger and click OK. The Add a New Account screen appears.
Completing the Account tab

The Account tab is the first tab displayed on the Add a New Account screen.

1. In the Account Number field, enter the account number you want to use. Click the down arrow to display a grid (shown below) that allows you to create an account number by defining each segment. Click the binoculars to search for an existing account number to use as a model for the new account number.

2. Mark Account is Inactive to prevent any transactions or activity from taking place on this account.

3. Mark Regular, Heading, or Total as the Account Type.

4. In the GL Category field, select the appropriate category. Click the down arrow for a list of the following options: Asset, Liability, Fund Balance, Revenue, Expense, Gift, or Transfer.

5. In the Description field, enter a description of the account. Be sure to enter the account description exactly the way you want it to appear on your financial reports and account records.

6. In the Net Asset Classification field, select the appropriate classification code. Click the down arrow for a list of the following options: Unrestricted Net Assets, Temporarily Restricted Assets, or Permanently Restricted Net Assets.

7. In the Financial Position field, select the appropriate financial position code. Click the down arrow for a list of the following options: Items Requiring no Outlay of Working Capital, Current Assets, Current Liabilities, or Noncurrent Assets, Liabilities and Fund Balance. This field is not required.

8. In the Cash Flow field, select the appropriate cash flow code. Click the down arrow for a list of the following options: Cash Flows from Operating Activities, Cash Flows from Investing Activities, Cash Flows from Financing Activities, or Cash and Cash Equivalents. This field is not required.
9. In the **Report Formatting** frame, enter the appropriate sub-total level in the **Sub-total Level** field. This field determines how the account totals within a **GL Category**. Click the arrow buttons to increase or decrease the indentation.

10. In the **Indentation** field, enter the number of spaces you want indented from the left margin. This field determines how the account description is displayed on reports. Click the arrow buttons to increase or decrease the indentation.

11. In the **Skip Lines** field, enter the number of lines you want to skip between accounts on the Chart of Accounts and financial statements. Click the arrow buttons to increase or decrease the number of skipped lines.

12. Mark **New Page** if you want each account on a new page when printing reports.

13. Enter a number in the **DOS Account Number** field only if you need to define an account number for use with Blackbaud’s DOS products or *The Raiser’s Edge*.

14. Select the Attributes tab.

➤ **Completing the Attributes tab**

1. From the Add a New Account screen, select the Attributes tab.

![Add a New Account](image)

2. The **Category** field allows you to view attributes by category. To assign attributes, select **All** from the drop-down list.

3. In the grid, select a **Category**. Click the down arrow for a list of categories, which you should have defined in **Configuration**.

4. In the **Short Description** column, click the down arrow and select the appropriate short description. When you select a short description the full description is displayed in the **Description** column.

5. In the **Comment** column, you can enter free-form text for more detailed account attributes.
6. Select the Budget tab.

**Completing the Budget tab**

Once you complete the Attributes tab, select the Budget tab. You can access the Activity tab after the ledger account becomes active to view account activity.

1. From the Add a New Account screen, select the Budget tab to enter the account budget.

2. In the **Fiscal Year** field, select the fiscal year of the account for which you want to enter a budget. Click the down arrow for a list of years.

3. In the **Total Budgeted** field, enter the total amount you want to include in the budget. If you leave this field blank and enter the budget amounts in the grid by period, this field is updated automatically when you save.

4. If you enter an amount in the **Total Budgeted** field and click **Distribute Total**, one of two things occurs:
   - If you have not entered any percentage distributions in the budget table, the budgeted amount is automatically distributed equally among the fiscal year periods.
   - If you have entered percentage distributions into the budget table, clicking **Distribute Total** displays a list containing two choices: **Evenly** and **By Percent**. If you select **Evenly**, the percentages entered are overwritten and the total amount is divided and distributed equally for each period of the fiscal year. If you select **By Percent**, the program distributes the total budgeted amount according to the percentages you enter into the budget table.
5. If you click **Distribution Table**, the Budget Distribution Table screen appears.

![Budget Distribution Table]

6. The total budgeted amount is displayed in the **Total Amount** field. In the **Table Name** field, click the down arrow and select a table from the drop-down list.

7. Click **OK**. **General Ledger** distributes the budget automatically, according to the custom Budget Distribution Table defined in **Configuration**, and returns to the Budget tab.

8. Click **Copy/Forecast Amounts** to create new budgets based on previous and/or current year activity or budget amounts. This is only available when the optional **Budget Management** module is present. Please see the **Budget Management User’s Guide** for more information.

9. Click **Copy from Account** to create new budgets by copying the budget from one account to another. This is only available when the optional **Budget Management** module is present. Please see the **Budget Management User’s Guide** for more information.

10. Click **Notes** to enter or view notes associated with the development of your budget. This is only available when the optional **Budget Management** module is present. Please see the **Budget Management User’s Guide** for more information.

11. Click **Adjustments** to make changes to a finalized budget. This is only available when the optional **Budget Management** module is present. Please see the **Budget Management User’s Guide** for more information.

12. Click **Adjust Total** to recalculate amounts in the budget grid. This is useful if you manually enter an amount in the **Budget** column after distributing the **Total Budgeted** amount.

13. Select the Consolidation List tab.
Completing the Consolidation List tab

1. From the Add a New Account screen, select the Consolidation List tab.

2. In the **Accounts** column, enter the consolidation accounts with which you want this ledger account associated. Click the binoculars to search for existing consolidation accounts. The description appears in the **Description** column once you select an account.

3. Select the Notes tab.

Entering information on the Notes tab

1. From the Add a New Account screen, select the Notes tab.

2. Enter notes or comments to help you keep track of account details.

3. Select **File, Save** to save the ledger account. This completes the process of adding a new ledger account.
 Adding a consolidation account

You can use consolidation accounts to print consolidated financial statements or reports pertaining to activity posted to *General Ledger*. Each consolidation account consists of four tabs: Consolidation, Attributes, Account List, and the Notes tab. The procedures for entering information on each tab are presented on the following pages.

1. From *Account Management*, select **File, New**. The Create a New Account screen appears.

2. Mark **Consolidation** and click **OK**. The Add a New Consolidation screen appears.
Completing the Consolidation tab

The Consolidation tab is the first tab displayed on the Add a New Consolidation screen.

1. In the Account Number field, enter the account number. Click the down arrow to display a grid (shown below) that allows you to create an account number by defining each segment. Click binoculars to search for an existing account number.

2. Mark Regular, Heading, or Total as the Account Type.

3. In the GL Category field, select the appropriate category. Click the down arrow for a list of the following options: Asset, Liability, Fund Balance, Revenue, Expense, Gift, or Transfer.

4. In the Description field, enter a description of the account. Be sure to enter the account description exactly the way you want it to appear on your financial reports and account records.

5. In the Financial Position field, select the appropriate financial position code. Click the down arrow for a list of the following options: Items Requiring no Outlay of Working Capital, Current Liabilities, or Noncurrent Assets, Liabilities and Fund Balance. This field is not required.

6. In the Cash Flow field, select the appropriate cash flow code. Click the down arrow for a list of the following options: Cash Flows from Operating Activities, Cash Flows from Investing Activities, Cash Flows from Financing Activities, or Cash and Cash Equivalents. This field is not required.

7. In the Report Formatting frame, enter the appropriate sub-total level in the Sub-total Level field. This field determines how the account totals within a GL Category. Click the arrow buttons to increase or decrease the indentation.
8. In the **Indentation** field, enter the number of spaces you want indented from the left margin. This field determines how the account description is displayed on reports. Click the arrow buttons to increase or decrease the indentation.

9. In the **Skip Lines** field, enter the number of lines you want to skip between accounts on the Chart of Accounts and financial statements. Click the arrow buttons to increase or decrease the number of skipped lines.

10. Mark **New Page** if you want each account on a new page when printing reports.

11. Select the Attributes tab.

**Completing the Attributes tab**

1. From the Add a New Consolidation screen, select the Attributes tab.

2. The **Category** field allows you to view attributes by category. To define attributes select **All** from the drop-down list.

3. In the grid, enter a category in the **Category** column. Click the down arrow for a list of categories, which you should have defined in **Configuration**.

4. In the **Short Description** column, click the down arrow and select the appropriate short description. When you select a short description the full description is displayed in the **Description** column.

5. In the **Comment** column, you can enter free-form text for more detailed account attributes.

6. Select the Account list tab.
Completing the Account list tab

1. From the Add a New Consolidation screen, select the Account List tab.

When you enter an account in the Accounts column, the description is automatically displayed in the Description column.

2. In the Accounts column, enter the ledger accounts you want to include in the consolidation. Click the binoculars to search for an existing account.

3. Select the Notes tab.

Entering information on the Notes tab

The Notes tab allows you to enter free-form text related to the consolidation account.

1. From the Add a New Consolidation screen, select the Notes tab.

2. Enter notes or comments to help you keep track of account details.

3. Select File, Save to save the consolidation account. This completes the add a new consolidation account process.
Managing Accounts

The procedures in this section help you manage and maintain your accounts effectively. They are designed to provide flexibility regarding account functions and to make managing your accounts more efficient.

- Locating and opening an account

  When you look for an existing account, either highlight the specific account or specify criteria to narrow the search.

  1. From Account Management, select File, Open. The Open an Account screen appears.

  2. Select the type of account you want to open by marking Ledger Accounts or Consolidation Accounts.

  3. From the list of existing accounts, highlight the one you want to open, and click Open. You can narrow your search by entering information in the criteria fields, located at the bottom of the screen.

  4. You can narrow your search by entering filter information in the following fields: Account Number, Account Type, Description, Category, Last modified by, and/or Last modified on.

  5. Click Find Now. The accounts matching the criteria you entered are displayed.

  6. Click New Search to clear the criteria fields and begin a new search.

  7. Once you locate the account you want to open, highlight it and click Open.
Editing account information

Use this procedure to edit ledger and consolidation account information.

1. From Account Management, select File, Open. The Open an Account screen appears.

2. Highlight the account you want to edit.

3. Click Open. The account record is displayed.

4. Make the necessary changes to the account record.

5. Select File, Save to save the changes.

Deleting an account

Use this procedure to delete unwanted account records. You cannot delete accounts containing activity (for example, transaction detail and/or summarized totals) from General Ledger.

1. From Account Management, select File, Open. The Open an Account screen appears.

2. Open the account you want to delete.

3. Select File, Delete. A confirmation message appears, which asks if you are sure you want to delete the account.

4. Click Yes to delete.
Graphing account activity

With General Ledger, you can quickly and easily create graphs that provide visual representations of an account’s activity. These graphs are useful in meetings and presentations, reports, or for analysis of trends.

1. From Account Management, select File, Open. The Open an Account screen appears.

2. Highlight the account you want to graph and click Open. The account record appears.
3. Select the Activity tab and select the desired summary format and fiscal year in the corresponding fields.

![Account Activity for 01-111100-00-00](image)

You can also graph account activity from a shortcut menu, which you access by right clicking the mouse with the cursor in the grid.

4. Select **File, Summary Graph**. The account activity is displayed as a graph.

![Fiscal Year 1997-1998](image)

5. Click **Options** to change the graph type, style, or text. You can also export the graph to Excel.

6. Click **Copy** to copy the graph to the clipboard for pasting into documents.

7. Click **Print** to print the graph.

8. Click **Close** to return to the Activity tab of the account record.
Exporting account activity to a spreadsheet

*General Ledger* enables you to export account activity to a spreadsheet for creating custom reports and graphs.

1. From *Account Management*, select **File**, **Open**. The Open an Account screen appears.

2. Highlight the account you want to export. Click **Open**. The account record appears.

3. Select the Activity tab. Enter the **Summary Format** and **Fiscal Year**.

4. Mark **Net Change** or **End Balance**.
You can also export account activity from a shortcut menu, which you access by right clicking the mouse while the cursor is in the grid.

5. Select File, **Export to Excel**. A processing screen appears.

6. Once the data is sent to Excel, the account activity appears in an Excel worksheet.

7. Select File, **Save** to save the account activity in the Excel worksheet.

8. Select File, **Close** to close the worksheet.

9. Select File, **Exit** to close Excel and return to **Account Management**.

### Importing Accounts

**General Ledger** allows you to import ledger or consolidation accounts from an external file. The data is validated before the import process begins. You must save the account data as a `.csv` (comma separated values) file to successfully complete the import process.

If you choose not to import the optional field values, you are required to include empty field values in their place in the import file format. For example: 0, 01-14500-00, R, A, Payroll, , , , .01-14500, 1.

You must define the accounts you are importing using the correct import file layout, which is presented in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
</table>

---

**Note:**
- **Required** fields must be populated.
- **Optional** fields can be left blank.
- **Field** values are case-sensitive.
- **Description** includes the account code, description, and additional notes.
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Yes/No</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(A)</td>
<td>Account Type: Ledger or Consolidation</td>
<td>Yes</td>
<td>If a ledger account, you can use Ledger, 0, NO, or L. If a consolidation account, you can use Consolidation, 1, YES, or C.</td>
</tr>
<tr>
<td>2(B)</td>
<td>Account Number</td>
<td>Yes</td>
<td>Must be unique and contain a separator.</td>
</tr>
<tr>
<td>3(C)</td>
<td>Account Type</td>
<td>Yes</td>
<td>Use any of the following: Header, Heading, or H; Regular or R; Total or T.</td>
</tr>
<tr>
<td>4(D)</td>
<td>Category</td>
<td>Yes</td>
<td>Use any of the following: Asset, 1, or A; Liability, 2, or L; Fund Balance, 3, or F; Revenue, 4, or R; Expense, 5, E; Gift, 6, or G; Transfer, 7, or T.</td>
</tr>
<tr>
<td>5(E)</td>
<td>Description</td>
<td>Yes</td>
<td>Text (max of 50 characters)</td>
</tr>
<tr>
<td>6(F)</td>
<td>Financial Position</td>
<td>Yes</td>
<td>Use any of the following: 0, No working capital outlay, or Items requiring no outlay of working capital; 1, Assets, or Current assets; 2, Liabilities, or Current liabilities; 3, Noncurrent, or Noncurrent assets, liabilities, and fund balance.</td>
</tr>
<tr>
<td>7(G)</td>
<td>Cash Flow</td>
<td>No</td>
<td>Use any of the following: 1, Operating, or Cash flows from operating activities; 2, Investment, or Cash flows from investing activities; 3, Financing, or Cash flows from financing activities; 4, Cash, or Cash and cash equivalents.</td>
</tr>
<tr>
<td>8(H)</td>
<td>Inactive</td>
<td>No</td>
<td>Yes or No</td>
</tr>
<tr>
<td>9(I)</td>
<td>Level</td>
<td>Yes</td>
<td>1-9</td>
</tr>
<tr>
<td>10(J)</td>
<td>Indent</td>
<td>No</td>
<td>0-9</td>
</tr>
<tr>
<td>11(K)</td>
<td>Skip</td>
<td>No</td>
<td>0-99</td>
</tr>
<tr>
<td>12(L)</td>
<td>New page</td>
<td>No</td>
<td>Yes or No</td>
</tr>
<tr>
<td>13(M)</td>
<td>DOS Account Number</td>
<td>No</td>
<td>If valid for your system.</td>
</tr>
<tr>
<td>14(N)</td>
<td>Net Asset Classification</td>
<td>Yes</td>
<td>Use any of the following: 1 or Unrestricted, 2 or Temporarily restricted, 3 or Permanently restricted. This field is required only for nonprofit systems.</td>
</tr>
</tbody>
</table>

*Column in Excel*
Importing accounts

This procedure describes how you can import ledger or consolidation accounts from an external file. You must save the account data as a .csv (comma separated values) file to successfully complete the import process. Each account must also follow the correct import file layout structure to be successfully imported.

1. From Account Management, select File, Import Accounts. The Import Account Information screen appears.

2. In the Import File Name field, enter the path (location) of the file you want to import. Click browse to search for the correct file.

3. Mark Validate account data without performing an import to validate account data in an external file without importing it to General Ledger.

4. Click OK to import the account data.

5. After the data is processed, a message appears displaying the results — either successful or unsuccessful. You have the option of viewing a control report if the process is successful, or an exception report if the process is unsuccessful.
Copying accounts

This procedure allows you to copy accounts from one fund or consolidation to another, and copy account information from a fund to new or existing accounts in the same fund.

1. From Account Management, select File, Copy Accounts. The Copy Accounts screen appears.

2. In the Source field, enter the type of account from which you are copying. Click the down arrow for a list of options.

3. In the Target field, enter the type of account to which you are copying. Click the down arrow to select from a list of options.

4. Select the accounts you want to copy by marking the appropriate option: All Accounts, Range of Accounts, or Single Account. If you mark Range of Accounts or Single Account, additional fields appear allowing you to enter the account numbers of the account or range of accounts you want to copy.

5. Designate the type of account you want to copy by marking any combination of Header Accounts, Regular Accounts, and Total Accounts.

6. Indicate the account information you want to copy by marking the appropriate checkboxes pictured below. The available options vary, depending on the account type you select.

- Mark Account Attributes to copy the attributes from the source accounts to the target accounts.
• Mark **Account Notes** to copy the notes information from the source accounts to the target accounts.

• Mark **Budget Information** to copy the budget information (if the copy source and target consist of regular ledger accounts). Only the original budget for the current year is copied. Budget adjustments are not copied over.

• Mark **Account Status** to copy the account status from the source accounts to the target accounts.

• Mark **Consolidation List** to copy the consolidations defined on ledger accounts to other ledger accounts.

• Mark **Account List** to copy the account list to other consolidation accounts. This option is only enabled if the copy source and target are both consolidations.

7. In the **New Account Segments** frame, enter the new segment values for the accounts you are creating. Mark **Change?** and enter a **New Value** for each segment you want to change.

8. Mark the **Preview accounts before creating** option to preview and make changes to the accounts before they are created.

9. Mark the **Print control report** option to print a control report, listing the accounts created.

10. Click **OK** to copy the account information. A processing message appears. Once the new accounts are validated, the Account Preview screen appears.
11. The Account Preview screen displays the accounts to be created. If there are any accounts you do not want to create, remove the corresponding checkmark from the **Create?** column.

12. Click **OK**. A processing message appears notifying you that the program is creating new accounts.

13. Once the accounts are created, the following screen appears.

14. Click **OK** to return to *Account Management*, or click **View Report** to view a control report.

15. Click the printer button on the toolbar to print the report.

16. Close the report to return to *Account Management*. 
Globally changing accounts

The Global Change feature allows you to globally change certain account values. You can save time by globally changing the financial position, cash flow, account status, or net asset class of all, selected, or a range of accounts.

1. From Account Management, select File, Global Change. The Global Change screen appears.

2. In the Account Selection Criteria frame, select the type of account you want to change by marking Ledger Accounts or Consolidation Accounts.

3. Click Select Accounts. The Account Selection Criteria screen appears.

4. In the Filter By frame, mark the appropriate filtering option. This allows you to select the area where you want to make changes. For example, if you mark Funds, all the funds in your General Ledger appear.

5. Indicate which funds to include by marking All, Selected, or Range. Use the arrow buttons to move selected funds to the Funds to Include box.

6. Click OK to return to the Global Change screen.
7. In the Change From column, enter the value you want to change in each field. Click the down arrows to select from a list of options.

8. Enter the new values in the Change To column. If you want to delete a value from the selected accounts, leave the corresponding field blank.

9. Mark the Print control report option to print a report that shows the changes made.

10. Click OK. A processing message appears informing you that the program is changing the selected accounts.

11. Once the changes are made, the following screen appears.

12. Click OK to return to Account Management or View Report to view the following control report.

13. Click the printer button on the toolbar to print the report.

14. Close the report to return to Account Management.
Manipulate Budget

This feature is only available if the optional Budget Management module is present. You can use this procedure to copy, delete, create/forecast, increase/decrease, and import budgets to General Ledger. Please refer to the Budget Management User's Guide for further information and procedures regarding Manipulate Budget.

Group Consolidation Management

You can use this procedure to associate your ledger accounts with one or more consolidations.

1. From Account Management, select File, Group Consolidation. The Group Consolidation screen appears.

2. In the Consolidation field, select the appropriate consolidation. Click the down arrow for a list of options.

3. In the View field, click the down arrow and select one of the following views:

   • Accounts within a fund <-> Consolidation Chart of Accounts, which displays regular unconsolidated accounts in the Fund box, and the consolidation Chart of Accounts in the Consolidation box. In the Fund field, click the down arrow and select the desired fund.

   • Accounts within a fund <-> Accounts within a Consolidation Account, which displays regular unconsolidated accounts in the Fund box, and accounts within a specific consolidation in the Consolidation box. In the Fund field, click the down arrow and select the desired fund. In the Consolidation Account field, click the binoculars to search for a specific consolidation account. This view simplifies adding or removing accounts from a specific consolidation.
- **Accounts within a Consolidation Account** -> **Consolidation Chart of Accounts**, which displays accounts within a specific consolidation in the **Consolidation** box, and the consolidation Chart of Accounts in the **Consolidation** box. In the **Consolidation Account** field, click the binoculars to search for a specific consolidation account. This view allows you to focus on one consolidation account and simplifies moving regular accounts between consolidations.

4. To reduce the number of accounts displayed in the **Fund** and **Consolidation** boxes, enter information in the search criteria fields, located at the bottom of the screen. The search criteria fields are: **GL Category**, **Cash Flow**, **Financial Position**, and **Net Asset Classification**. Click the down arrow in each field for a list of options.

5. To display the accounts assigned to a consolidation, double click the desired consolidation.

6. Move accounts to consolidations using the arrow buttons, or use your mouse to drag and drop accounts in the appropriate consolidations.

7. Once you update the appropriate consolidations, click **OK** to return to **Account Management**.

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### Using the Chart Organizer

The Chart Organizer allows you to make on-screen changes to your Chart of Accounts. Using a variety of keys, you can adjust indentations or change the number of blank lines between accounts.

**General Ledger** closes any account records that are open at the time you open the Chart Organizer. You can use the following procedures to access the Chart Organizer and change the appearance of your Chart of Accounts.

#### Accessing the Chart Organizer

1. From **Account Management**, select **File**, **Chart Organizer**. The Chart Organizer screen appears.
2. Select either **Funds** or **Consolidations** in the first field, and select which fund or consolidation you want to display, in the second field. Click the down arrow in each field for a list of options.

3. Mark **Auto-leveling** if you want the program to adjust the sub-total level automatically when you edit an account’s indentation.

**Editing the Chart Organizer**

You can accomplish all of the following edit procedures by using the designated toolbar buttons or by using the shortcut menu. The shortcut menu appears when you right click anywhere in the grid.

- **Adding a blank line**
  1. From the Chart Organizer screen, highlight the account below where you want the blank line.
  2. Click the down arrow on the toolbar.

- **Deleting a blank line**
  1. From the Chart Organizer screen, highlight the account below the blank line.
  2. Click the up arrow on the toolbar.

- **Adding a page break**
  1. From the Chart Organizer screen, highlight the account below where you want the page break to appear.
  2. Click the page break button on the toolbar.

- **Deleting a page break**
  1. From the Chart Organizer screen, highlight the account below the page break line.
  2. Select **Edit, Delete Page Break**.
- **Changing the indentation level of an account**
  1. From the Chart Organizer screen, highlight the account whose indentation you want to change.
  2. Click the arrow buttons. Clicking the right button increases the indentation, and clicking the left button decreases the indentation. If you mark **Auto-leveling**, the level changes as you change the indentation.

- **Changing the Sub-total level**
  The Sub-total level determines how an account totals within a *General Ledger* category. It is also used when formatting your financial statements.
  1. From the Chart Organizer screen, mark **Auto-leveling**.
  2. Highlight the account whose sub-total level you want to change.
  3. To change the sub-total level, click the arrow buttons on the toolbar. Clicking the right arrow button increases the indentation as well as the level by moving the account to the right. Clicking the left button decreases the indentation and the level on the chart of accounts.

- **Editing account information in the Chart Organizer**
  This procedure allows you to edit account information through the Chart Organizer.
  1. From the Chart Organizer screen, double click the account you want to edit. A confirmation message appears.
2. Click Yes to close the Chart Organizer and open the selected account. The account record appears.

3. You can now make changes to the account record.

4. Select File, Save to save the changes.

➤ Deleting an account in the Chart Organizer

This procedure allows you delete accounts through the Chart Organizer. You cannot delete accounts containing ledger activity.

1. From the Chart Organizer screen, highlight the account you want to delete and select File, Delete. If the account can be deleted, a confirmation message appears.

2. Click Yes to delete the account and return to the Chart Organizer screen.
Journal Entry

In This Chapter

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With *Journal Entry* you create batches of transactions for posting to your *General Ledger* accounts. A batch contains individual debit and credit transactions. With this module, transactions can be entered, imported, validated, deleted, reversed, displayed, copied, printed, and posted.

*Journal Entry* also simplifies entering batches that contain transactions from multiple funds by 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 correct interfund options, *General Ledger* automatically creates a $100 credit to Fund 1 and a $100 debit to Fund 2.

All transactions imported from other Blackbaud software (for example: *Accounts Payable, Student Billing, The Raiser’s Edge*, and *Fixed Assets*) are processed through *Journal Entry*. You can post these transactions manually or import the transactions through the *Import Transactions* utility. You can use the *Post* module of *General Ledger* to post multiple journal entry batches and automate posting transactions from other Blackbaud software. Please refer to the *Post* chapter for more information on implementing these features.

You can also use *Journal Entry* to design recurring journal entry templates that simplify and streamline data entry. Templates facilitate the creation of transactions that occur on a regular basis, eliminating the need to enter transaction details each time. You can also establish default transaction information for both general journal and recurring journal entry batches.

### Journal Entry Basics

This section provides basic information and step-by-step procedures for accessing and setting preferences in *Journal Entry*. You can set general, data entry, batch header, and report options preferences.

#### Accessing Journal Entry

1. From the *Start* menu, select *Programs, Blackbaud General Ledger*. A menu appears, displaying the *General Ledger* modules.

2. Select *Journal Entry*, and log in using the correct user name and password. The Journal Entry screen appears.
Journal Entry Preferences

You can establish a variety of workstation specific user preferences in Journal Entry, which allow you to customize the module for increased productivity. Journal Entry preferences are established on four separate tabs: General, Data Entry, Batch Header, and Report Options.

On the General tab you can define whether the program automatically opens a general journal batch or prompts you for the type of batch when you click the “New” button on the toolbar. You can also designate an import directory and choose to hide the project distribution grid by default. The project distribution grid is only available if you have the optional Project, Grant and Endowment Management module installed.

On the Data Entry tab, you define the color of the default row and other Journal Entry default values. You can also mark the option to check transactions row-by-row and select the text colors of debit and credit transactions.

On the Batch Header tab, you can establish default values for each of the four batch types: general journal entry, fixed amount, variable amount, and fixed percentage. The settings you select determine how the batch default row appears.

The Report Options tab allows you to designate the format and orientation for your Journal Entry reports. You can also choose to sort reports by source, account number, date, project ID, reference, and transaction number.

Accessing user preferences

Preferences allow you to customize the program to your particular needs. These settings are specific to the user’s workstation. If you access Journal Entry from another workstation, the preference settings may be different.

1. From Journal Entry, select Edit, Preferences. The Preferences screen appears.
2. You can set preferences on four separate tabs: General, Data Entry, Batch Header, and Report Options. The procedure for each tab is described on the following pages.

**Defining General preferences**

By setting preferences on the General tab you can choose to load account and batch search windows automatically, show save dialog, and activate a batch list showing recently opened batches.

1. From *Journal Entry*, select **Edit, Preferences**. The General tab appears.

2. In the **Toolbar new action** field, select to automatically add a general journal entry when you click the “New” button on the toolbar, or select **Ask for Type** to have the program ask for the journal entry type. Click the down arrow for a list of options.

3. In the **Import directory** field, designate the directory to use when importing general journal transactions from a spreadsheet. Click browse to search for the proper directory.

4. Mark **Automatically create balancing interfund entries**, post in **Summary** to create one debit and credit transaction for each overall interfund balance, or select **Detail** to create an entry for each transaction.

5. Mark **Show save information dialog** if you want the program to confirm that a batch has been successfully saved.

---

We recommend posting balancing interfund entries in **Summary** to prevent unnecessarily large batches. If you post balancing interfund entries in **Detail**, a balancing transaction is created for every existing transaction in that fund.
7. **Mark Recently opened batch list** and enter a number in the **entries** field to show a list of recently opened batches on the **File** menu. In the **entries** field, enter the number of batches you want to list. The maximum is nine entries.

8. **Mark Load account search window automatically** to load the list of accounts automatically when you open the account search window.

9. **Mark Load batch search window automatically** to load the list of batches automatically when you open the batch search window.

10. **Mark Hide project distribution grid by default** to automatically hide the project grid on all **Journal Entry** batches. This option only appears if the optional **Project, Grant and Endowment Management** module is present.

11. Click **OK** to save your General preferences or select another tab.

#### Defining Data Entry preferences

The Data Entry tab allows you to establish preferences for the color of transaction text, the default row background color, and other options related to data entry in **Journal Entry**.

1. From **Journal Entry**, select **Edit**, **Preferences**, then select the Data Entry tab. The following screen appears.

![Preferences](image)

2. In the **Default Values** frame, mark **Show default row in data entry** to reserve the first row of the transaction grid for displaying user-defined default information.

3. Select a color for the default row. Click browse for a menu of available colors.
4. Choose a **Default entry method** by marking one of the three available options: F3 Key, Auto-Insert New Field, and Auto-Fill New Row. This setting determines how you transfer information from the default row to elsewhere in the grid.

5. Mark **Use Transaction Text Coloring** to choose colors for the debit and credit rows of the transaction grid. Click browse for a menu of available colors.

6. Mark **Row-by-row transaction checking** if you want the program to verify that required fields for each row in the transaction grid are filled before you can move to the next row.

7. Mark **Maximize journal entry screen** to have the Journal Entry screen automatically maximize when opened.

8. Click **OK** to save your Data Entry preferences or select another tab.

➢ **Defining Batch Header preferences**

Use this tab to define default values for each of the four batch types: general journal, fixed amount, variable amount, and fixed percentage. The settings determine how the default row appears when you create a new batch.

1. From **Journal Entry**, select **Edit, Preferences**. Select the Batch Header tab.

2. Mark the desired batch type. You can choose **General journal** or **Recurring template**. If you mark **Recurring template**, select the type of recurring template by clicking the down arrow for a list of options.

3. Enter the appropriate information in the Batch Header grid.
   - The **Field** column displays the fields that make up a general journal or recurring template transaction. Information in this column is display only.
• In the **Default Value** column, define information in each applicable field. Some fields contain buttons to help you locate information. For example, click the calendar in the Posting Date row to locate and enter the correct date. If N/A (non-applicable) appears in a row, you cannot define a default value for that field.

• The **Show?** column allows you to determine which fields appear when adding transactions. Mark checkboxes corresponding to fields you want to display. The **Account Number**, **Debit Amount**, and **Credit Amount** fields are required.

4. Click **Reset to System Defaults** to clear all default fields and return to the original Blackbaud default settings.

5. Click **Up** or **Down** to determine the order you enter batch information. You must select a row in the Batch Header grid in order for these buttons to become active. To do this, simply click the number of the desired row. By moving a selected field up in the table, you reposition the corresponding column to the left on the transaction grid. By moving a selected field down in the table, you reposition the corresponding transaction grid column to the right.

6. Click **OK** to save your Batch Header preferences or select another tab.

---

### Defining Report Options preferences

On the Report Options tab, you designate how information is sorted and displayed on journal and batch reports.

1. From **Journal Entry**, select **Edit, Preferences**, then select the Report Options tab.

![Preferences](image)

2. In the **Sort By** column, click in a cell and select one of the following sort options:
   - **Account Number**
   - **Date**
3. In the **Order** column, click in a cell and select either **Ascending** or **Descending**.

4. In the **Print Batch Report in** field, select **Summary** or **Detail** from the drop-down list. This setting determines the amount of detailed information appearing on reports.

   If you have the optional *Project, Grant and Endowment Management* module and select **Detail**, you can also mark **Include project distribution detail** to break down transactions by project.

5. In the **Print all reports in** field, select **Portrait** or **Landscape** from the drop-down list.

6. Click **OK** to save your Report Options preferences.

---

### General Journal Batches

When you create a batch, you compile a group of debit and credit transactions that you can then post to your ledger accounts. *General Ledger* creates batches in two parts:

- **Batch header**: This acts as a tracking device and provides information on how many transactions are in the batch, the batch balance, and the batch status. The batch header also contains the name of the user who created the batch, date created, the posting status, the name of the user who last made changes, and the date when these changes were made.

- **Batch transaction**: This is an entry into the ledger. Each transaction indicates to the program what account to debit or credit, the amount, the source, the posting date, etc. 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 transactions.

#### Creating a new general journal batch

Creating a general journal entry batch consists of defining batch header information and entering batch transactions.

1. From *Journal Entry*, select **File, New**. The Create a New Batch screen appears.
2. Mark the **General Journal** and click **OK**. The Add New Batch screen appears.

![Add New Batch screen]

3. In the **Description** field, enter a detailed description of the batch you are creating. Be as specific as possible in the description. For example, if you enter “12/01/99 Payroll Transactions” the date helps distinguish this batch from other payroll batches. The description should reflect the nature of the transactions in the batch.

4. Use the **Notes** field to record any comments, special instructions, or information regarding the batch.

5. Mark **Automatically create balancing interfund entries** to ensure that balancing interfund entries are created when a batch is validated. This option is only available if you marked the **Allow the creation of balancing interfund entries in Journal Entry** checkbox, on the Preferences tab of **Configuration**.

6. In the **post in** field, click the down arrow and select **Summary** to create debit and credit transactions for each overall interfund balance, or select **Detail** to create an entry for each transaction.
7. Select the Defaults tab and the following screen appears.

The default (D) row is shaded a different color on the transaction screen. You can change this color under Journal Entry Preferences.

The Default tab shows you which default values exist for transaction entries. When you add transactions to a batch, you can establish defaults to use during transaction entry. Default items appear in the first row of the transaction entry grid, if you marked the Show default row in data entry checkbox in Preferences. For each new batch, these default values are carried over from the default settings established in Preferences.

You can accept the default values shown on the screen, or you can alter these preferences using the same methods used to establish the user preferences for Journal Entry. Please refer to the procedure for establishing user preferences, located at the beginning of this chapter, for more details.

Entering batch transactions

Before you can enter transactions into a batch, you must first open a journal batch. You can create a new batch to enter transactions or you can enter transactions into an existing batch.

1. From Journal Entry, select File, New. The Create a New Batch screen appears.
2. Mark **General Journal** and click **OK**. The Add New Batch screen appears.

3. On the Header tab of the Add New Batch screen, enter the batch header description in the **Description** field. Be as specific as possible with your description. For example, “Payroll 12/01/99” is more specific than “Payroll.”

4. Select the Defaults tab to view or change the batch default values that exist for the transaction entry.

5. Click **OK**. The transaction screen appears.

   ![Add New Batch Screen](image)

   The first row (D) lists the defaults defined on the batch header. This row appears in a different color from the others.

6. Enter the **Account Number** affected by this transaction. Click the binoculars to search for an account, enter the account number, or select the default. After you have select an account number, the program displays the account’s description.

7. In the **Posting Date**, column enter the correct posting date or select the default.

---

*The project distribution grid only appears on the transaction screen if the optional Project, Grant and Endowment Management module is installed.*
8. In the **Type** column, select a transaction type to indicate whether this transaction is a **Regular** or **Encumbrance** transaction (for programs set up for encumbrance accounting).

9. In the **Debit Amount** column, enter an amount to be debited to the specified account. If you marked **Use Transaction Text Coloring** under **Journal Entry** Preferences and you entered a debit transaction color, the color of the row changes to match the debit color you defined. Scroll to the right, to access additional columns.

10. In the **Credit Amount** column enter an amount to be credited to the account. If you marked **Use Transaction Text Coloring** under **Journal Entry** Preferences and you entered a credit transaction color, the color of the row changes to match the credit color you defined.

11. In the **Source** column, enter a source code that indicates the origin of the transaction. For example, if this transaction results from payment of an invoice, the source is **Accounts Payable**. Click the down arrow and select a source, or enter a new source. If you enter a new source, the program prompts you to add it to the shared Source Code Table—accessed by all programs in the same database. Each time you post transactions from another system, you must enter a source code.

12. Enter a brief description of the transaction in the **Reference** column. This description is displayed on the posting report and all other reports that show transaction details. The reference field is required and can contain a maximum of 50 alphanumeric characters.

13. In the **Reverse in Year** column, select the fiscal year in which the automatic reversing transaction should occur. You can only select from open fiscal years. Reversing entries are generally made at the end of your fiscal year to reverse accrued entries. If you enter a value in this column, an entry in the **Reverse in Period** column is required.

14. In the **Reverse in Period** column, indicate in which period to post the reversing transaction. This transaction is created automatically and added to the batch.

15. In the **Project ID** column, enter the appropriate project ID codes. Click the binoculars to access the Open a Project screen and search for a project. This column only appears if you have the optional **Project, Grant and Endowment Management** module.

16. Once you enter a project ID, the project description is displayed in the **Project Description (display)** column. This column only appears if you have the optional **Project, Grant and Endowment Management** module.

17. Select **File, Save** to save the batch transactions.
Opening an existing batch

You can use the Open a Batch screen to locate existing general journal batches or recurring journal entry templates in Journal Entry.

1. From Journal Entry, select File, Open. The Open a Batch screen appears.

2. Enter the appropriate search criteria. You can enter information into any of the six filter fields. If you leave all of these fields blank, you see all batches, within the selected type, when you click Find Now.

   - **Batch Type:** Mark General Journal or Recurring Templates to search for that type of batch.
   - **Batch No:** Enter a number and click Find Now to locate a batch quickly.
   - **Description:** You can search for a batch by its description. You can use wildcards in this field. For example, to search for all Payroll batches, you can enter *payroll*. When you click Find Now, the program displays all batches that contain the word “payroll” in the description.
   - **Status:** Your choices are All, Open or Posted.
   - **Created by:** This field allows you to search for batches created by a specific user.
   - **Created on:** The field allows you to search for batches by the date created.
   - **Last modified by** or **Last modified on:** Search by the person who last modified the batch or the date it was last modified.

3. Click Find Now to begin the search.

4. Use the arrow keys or use your mouse to highlight the desired batch and click Open to open the batch. You can now make changes or view the transactions within the batch.
Deleting a batch

If you discover that a new or open batch was created in error, you can delete it. You cannot delete posted batches.

1. From Journal Entry, select **File, Open**. The Open a Batch screen appears.

2. Highlight the batch you want to delete and click **Open**. The open batch appears.

3. Select **File, Delete** from the menu bar. A confirmation message appears.

4. Click **Yes** to delete the batch.
Validating a batch

You can only post a balanced batch in General Ledger. Validating a batch allows you to verify that the batch is in balance. Balancing interfund entries are created when you validate a batch, if you marked Automatically create balancing interfund entries on the General tab in Configuration, and on the Header tab when creating the batch.

1. From Journal Entry, select File, Open. The Open a Batch screen appears.

2. Locate and open the batch you want to validate.

3. Select File, Validate Batch. A processing screen appears informing you that the batches are being validated. If the program validates the batch successfully, a confirmation message appears, indicating the number of transactions validated, total debits, total credits, and balance figure.

If the batch is not successfully validated, a confirmation message also appears, indicating the total number of exceptions.
4. Click **View Report** to preview the **Batch Validation Report**. You can print this report by clicking the printer on the toolbar while the report is displayed.

Posting a batch to General Ledger

Posting a batch of transactions updates your **General Ledger** account balances. Before you can post a batch to **General Ledger**, the batch must first successfully validate. Whether you have validated a batch or not prior to posting, **General Ledger** attempts to validate the batch automatically. This process ensures you do not post out of balance.

1. From **Journal Entry**, select **File, Open**. The Open a Batch screen appears.

2. Locate and open the batch you want to post. The transaction screen for the opened batch appears.
3. Select **File, Post Batch.** A processing screen appears informing you that the batches are being validated. The program validates the batch to make sure it is in balance and can be posted to your **General Ledger.**

If the batch validates successfully, the program posts the batch to your **General Ledger** accounts, and a confirmation message appears.

```
Batch 301 - Accounts Receivable - 12/08/99

Post Completed Successfully

Transactions Posted: 144
Total Exceptions: 0
Total Debits: $21,571.33
Total Credits: $21,571.33
Balance: $0.00

OK View Report
```

4. Click **View Report** to preview the **Post Report.** You can also print this report by clicking the printer on the toolbar while the report is displayed.

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.
CHAPTER 6

Copying a batch

The Copy a Batch feature allows you to copy an existing batch to a new batch. You can then post the new batch 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. However, after creating the new batch, you can add, change, or delete transactions before validating and posting the new batch.

1. From Journal Entry, select File, Copy a Batch. The Select a Batch to Copy From screen appears.

2. Highlight the batch you want to copy and click Select. The Add New Batch screen appears displaying the Header tab.

3. Enter the batch header information for the new batch and click OK. All transaction information from the original batch is copied to the new batch and the transaction data entry screen appears. If necessary, you can now edit any of the transactions in the new batch.
Reversing a posted batch

The **Reverse a Posted Batch** feature allows you to reverse transactions previously posted to General Ledger and is especially useful if a batch has been posted in error. You cannot reverse a batch posted to a year that is closed and summarized.

1. From Journal Entry, select **File, Reverse a Posted Batch**. The Select a Batch to Reverse screen appears.

2. Highlight the posted batch you want to reverse and click **Select**. The Add New Batch screen appears.

3. Enter the batch header information for the new batch of reversing transactions and click **OK**.

   Once you click **OK**, the program processes the information and a new batch with transactions appears. The transaction screen is displayed listing the new transactions. If necessary, you can now edit any of the transactions in the new batch.
Importing Transactions

**General Ledger** allows you to 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 comma-delimited text file created by a non-Blackbaud program. To successfully import transactions, you must structure your accounts as shown in the following table.

If you are importing from *Excel* and want to include project distribution in your import, then format the Project ID column as text in *Excel*. For example, if your project ID is 0001, *Excel* reads the number as 1. To avoid this, format the cell or column to recognize entries as text.

The Reverse in Year, Reverse in Period, and Project ID fields are not required when importing transactions. If you are not using these fields, you can limit your import file to seven columns. If you use the Reverse in Year or Reverse in Period fields, you must hold a place for both in the import format.

The Account Number import field can be a maximum length of 30 characters, including separators.

<table>
<thead>
<tr>
<th>Field #</th>
<th>Name</th>
<th>Requirements</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account Number*</td>
<td>Must match account number structure, including separators</td>
<td>001-111000-1000-001</td>
</tr>
<tr>
<td>2</td>
<td>Posting Date</td>
<td>mm/dd/yy or mm/dd/yyy</td>
<td>01/01/1996 01011996</td>
</tr>
<tr>
<td>3</td>
<td>Transaction Type</td>
<td>R - Regular E - Encumbrance Only included if Encumbrance Accounting is enabled.</td>
<td>R or E</td>
</tr>
<tr>
<td>4</td>
<td>Indicate Debit or Credit</td>
<td>D or C</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Debit/Credit Amount</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Source</td>
<td>Long description or Short description Accounts Payable 01</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Reference</td>
<td>Cash Receipts</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Reverse in year</td>
<td>Fiscal Year ID 1996-1997</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Reverse in period</td>
<td>Period # 12</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Project ID</td>
<td>the optional <em>Project, Grant and Endowment Management</em> module must be present 150</td>
<td></td>
</tr>
</tbody>
</table>

*30 character maximum length

Example: 001-111000-1000-001, 01011996, R, D, 450, Accounts Payable, Cash Receipts, 2000-2001, 12, 150
✓ Importing a batch of transactions

This procedure describes how you import transactions from external sources. You can import transactions from other Blackbaud programs such as *Student Billing* and *The Raiser’s Edge*, as well as from Fund Master or a comma-delimited file created by a non-Blackbaud program. This procedure creates an open batch containing transactions.

1. From *Journal Entry*, select **File, New**. The Create a New Batch screen appears.
2. Mark **General Journal** and click **OK**. The Add a New Batch screen appears.
3. Enter the appropriate batch header information on the Header tab and click **OK**. The transaction screen appears.
4. After the transaction screen appears, select **File, Import Transactions**. The following screen appears.

![Import Transactions dialog box](image)

The project distribution grid only appears on the transaction screen if the optional *Project, Grant and Endowment Management* module is installed.

You can also select **Import Transactions** from the shortcut menu. To access the shortcut menu, right click your mouse with the cursor in the transaction screen grid.
5. In the **Import File Type** field, click the down arrow and select the type of file you are importing from the drop-down list. If you are importing a file from another Blackbaud program, select **Blackbaud Import File**.

6. In the **Import File Name** field, enter the directory of the file you want to import. Click browse to search for the location. You can define a default import file directory on the General tab of **Journal Entry Preferences**.

7. Click **OK** to begin the import process. A confirmation message appears indicating whether the import was successful or not.

8. Click **View Report** to view the control report. If the import is unsuccessful, you can use the control report to view errors in the import file. If the import is successful, view the control report to verify the transactions. After you successfully import transactions, you can edit, validate, and post the batch to your **General Ledger** accounts.

> **Globally changing transactions in a batch**

The **Globally Change Transactions** procedure allows you to make changes to all or selected transactions in a batch at the same time. You can only perform global changes on open batches.

1. From **Journal Entry**, select **File, Open**. The Open a Batch screen appears.

2. Highlight the batch you want to change and click **Open**. Use the search criteria fields at the bottom of the screen to help speed your search.

4. In the **Change From** column, enter the information you want to change.

5. In the **Change To** column, enter the new information that you want to replace the information in the **Change From** column. You can choose from the following fields.

   - **Account #:** You can globally change transactions from one or more accounts to other accounts. Click the binoculars to search for an account number.
   - **Posting Date:** You can globally change the transactions that contain an incorrect posting date.
   - **Reference:** You can globally change the reference on transactions to a new reference.
   - **Source:** If transactions were mistakenly entered with an incorrect source code, you can globally change the source code on the transactions.
   - **Project ID:** You can globally change the Project ID on the transactions (only if the optional *Project, Grant and Endowment Management* module is present). Click the binoculars to search for a project ID.

6. Once you enter the changes, click **OK** to start the global change process.

### Recurring Journal Entry Templates

Recurring journal entry templates facilitate the creation of transactions that occur on a periodic basis. The recurring journal entry templates save having to enter the details of the transactions each time they need to be created. After creating a recurring template, you can use it repeatedly to create regular journal entry batches. This feature saves time and prevents data entry errors. There are three types of recurring journal entries: Fixed amount, variable amount, and fixed percentage.
The type of template you use determines the information you need to add to complete the batch. With Fixed Amount batches, you may not have to do any additional editing. With Variable Amounts, you need to define the amounts for each transaction.

Creating a fixed amount recurring template

A fixed amount recurring journal entry is a group of transactions where the debit and credit amounts of each transaction remain unchanged. For example, you could use this type of batch to post a fixed monthly depreciation schedule for assets where the same amounts post to the same accounts every month.

1. From Journal Entry, select File, New. The Create a New Batch screen appears.

2. Mark Recurring Template, select Fixed Amount from the drop-down list of available types.

3. Click OK. The Add New Batch screen appears.

4. On the Header tab, enter a short description and a detailed description of the recurring template in the corresponding Short Description and Description fields.

5. Use the Notes field to record any special instructions or information regarding this batch.
6. Select the Defaults tab and the following screen appears.

![Add New Batch screen]

7. The Default tab shows which default values exist for transaction entries. When you add transactions to a batch, you can establish predefined defaults to use during transaction entry. Default items appear in the first row of the transaction entry grid, if you marked **Show default row in data entry** in Preferences. For each new batch, these values are inherited from the default settings established in Preferences.

You can accept the default values shown on the screen, or you can edit these preferences using the same methods used to establish the user preferences for Journal Entry. Please refer to the procedure for establishing user preferences, located at the beginning of this chapter, for more details.

8. Once you enter the information you want on the Default tab, click **OK**. The transaction screen appears.

9. Enter the transactions for this batch.

10. Select **File, Save** to save this recurring journal template. Once it is saved, you can create new batches without having to enter these transaction details again.
Creating a variable amount recurring template

A variable amount recurring journal entry is a group of transactions where the debit and credit amounts can change each time you post the recurring journal entry.

1. From Journal Entry, select File, New. The Create a New Batch screen appears.

2. Mark Recurring Template and select Variable Amount from the drop-down list of available types.

3. Click OK. The Add New Batch screen appears.

4. On the Header tab, enter a short description and a detailed description of the recurring template in the corresponding Short Description and Description fields.

5. Use the Notes field to record any special instructions or information regarding this batch.
6. Select the Defaults tab.

![Add New Batch dialog box showing the Defaults tab]

7. The Default tab shows you which default values exist for transaction entries. When you add transactions to a batch, you can establish predefined defaults to use during transaction entry. Default items appear in the first row of the transaction entry grid, if you marked Show default row in data entry in Preferences. For each new batch, these values are inherited from the default settings established in Preferences.

You can accept the default values shown on the screen, or alter these preferences using the same methods used to establish the user preferences for Journal Entry. Please refer to the procedure for establishing user preferences, located at the beginning of this chapter, for more details.

8. When you finish entering information on the Header and Default tabs, click OK. The transaction screen appears.

![Office Supplies transaction screen]

9. Enter the transactions for this batch.

10. Select File, Save to save this recurring journal template. Once it is saved, you can create new batches without having to enter these transaction details again.
Creating a fixed percentage recurring template

A fixed percentage recurring journal entry is a group of transactions in which the total amount of debits and credits can change from period to period, but the percentage of the total amount remains the same for each transaction. For example, if you distribute a utility bill evenly between five departments, the amount of the bill may vary each month, but the percentage charged against each department is the same. When you enter an amount before posting, the program calculates the actual debit and credit amounts using the given percentages.

1. From *Journal Entry*, select **File, New**. The Create a New Batch screen appears.

2. Mark **Recurring Template** and select **Fixed Percentage** from the drop-down list of available types.

3. Click **OK**. The Add New Batch screen appears.

4. On the Header tab, enter a short description and a detailed description of the recurring template in the corresponding **Short Description** and **Description** fields.

5. Use the **Notes** field to record any special instructions or information regarding this batch.
6. Select the Defaults tab.

7. The Default tab shows you which default values exist for transaction entries. When you add transactions to a batch, you can establish predefined defaults to use during transaction entry. Default items appear in the first row of the transaction entry grid, if you marked **Show default row in data entry** in Preferences. For each new batch, these values are inherited from the default settings established in Preferences.

You can accept the default values shown on the screen, or you can alter these preferences using the same methods used to establish the user preferences for *Journal Entry*. Please refer to the procedure for establishing user preferences, located at the beginning of this chapter, for more details.

8. Select the Source tab.
You can use the Source tab to set up a fixed percentage template for transferring an amount from one account (source account) to one or more accounts.

9. Mark **Use single source account** if you are going to use this Fixed Percentage template to transfer an amount from one account to one or more accounts. If you select this prompt, the remaining fields on the screen become active.

10. In the **Source Account No** field, enter the single source account number. After selecting an account number, the account’s description appears directly below the account number.

11. Mark **Debit Source Account** if you want to debit the selected account.

12. Mark **Credit Source Account** if you want to credit the selected account.

13. In the **Amount To Use** frame, indicate how amounts are determined when using the template. When amounts are transferred from the source account, the program prompts you to enter posting dates.

14. Mark **Prompt for amount** if you want the program to prompt you for an amount to distribute from the source account.

15. Mark **Account balance** if you want the program to use the source account’s balance for percentage distribution.

16. Mark **Account net change** if you want the program to use the source account’s net change for percentage distribution.

17. Once you enter the information you want on the Header, Default, and Source tabs, click **OK**. The transaction screen appears.

18. Enter the transactions for this batch.

19. Select **File, Save** to save this recurring journal template. Once the template is saved, you can create new batches without having to enter these transaction details again.
Creating a New Batch Using Recurring Templates

After creating a recurring journal template, you can use the template to create new batches. The templates provide basic information for the transactions, and you provide the remaining information necessary to complete the batch and make it ready for posting to General Ledger. The type of template you use determines what information you need to add to complete the batch.

- Creating a batch using a fixed amount recurring template

1. From Journal Entry, select File, New. The Create a New Batch screen appears.

2. Mark General Journal as the batch type. Do not select Recurring Template, which creates a new template.

3. Click OK. The Add New Batch screen appears.

4. In the Description field, enter a detailed description of the batch you are creating. Be as specific as possible in the description. For example, instead of using a description of “Payroll Transactions,” make the description more complete. “12/01/99 Payroll Transactions” helps you to distinguish the batch from other payroll batches. The description should reflect the nature of the transactions in the batch.
5. Use the **Notes** field to record any special instructions or information regarding this batch. For example, you can use this section to explain why you are posting transactions to particular **General Ledger** accounts.

6. After you complete the batch header information, click **OK** and the following screen appears.

7. Select **File, Use a Recurring Template**. The Select a Recurring Template screen appears listing all recurring journal entry templates.
8. Highlight the appropriate recurring template and click Select. The Use Recurring Template screen appears.

9. Make sure the template information and posting date are correct and click OK to continue.

10. The Transaction screen appears listing the transactions entered in the recurring template.

You can now validate the batch or add new transactions, import a file, and/or use another recurring template. You can use multiple recurring templates within the same general journal batch and also import multiple files into the same batch.
Creating a batch using a variable amount recurring template

1. From *Journal Entry*, select **File, New**. The Create a New Batch screen appears.

2. Mark **General Journal** as the batch type. Do not select **Recurring Template**, which creates a new template.

3. Click **OK**. The Add New Batch screen appears.

4. In the **Description** field, enter a detailed description of the batch you are creating. Be as specific as possible in the description. For example, instead of using a description of “Phone bill,” make the description more complete. “12/01/99 Phone bill” helps you to distinguish the batch from other phone bill batches. The description should reflect the nature of the transactions in the batch.

5. Use the **Notes** field to record any special instructions or information regarding this batch. For example, you can use this section to explain why you are posting transactions to particular **General Ledger** accounts.
6. After you complete the batch header information, click **OK** and the following screen appears.

![Batch Entry Screen]

7. Select **File, Use a Recurring Template**. The Select a Recurring Template screen appears listing all recurring journal entry templates.

8. Highlight the appropriate variable amount recurring template and click **Select**. The **Use Recurring Template** screen appears.

![Use Recurring Template Screen]

9. Make sure the template information and posting date are correct and click **OK** to continue.

   The Transaction screen appears, listing the transactions entered in the recurring template.
You can now validate the batch or add new transactions, import a file and/or use another recurring template. You can use multiple recurring templates within the same general journal batch and also import multiple files into the same batch.

Creating a batch using a fixed percentage recurring template

1. From Journal Entry, select File, New. The Create a New Batch screen appears.

2. Mark General Journal as the batch type. Do not select Recurring Template, which creates a new template.
3. Click **OK**. The Add New Batch screen appears.

4. In the **Description** field, enter a detailed description of the batch you are creating. Be as specific as possible in the description. For example, instead of using a description of “Government Grants,” make the description more complete. “Government Grants-12/01/99” helps you to distinguish the batch. The description should reflect the nature of the transactions in the batch.

5. Use the **Notes** field to record any special instructions or information regarding this batch. For example, you can use this section to explain why you are posting transactions to particular **General Ledger** accounts.

6. After you complete the batch header information, click **OK** and the following screen appears.
7. Select **File, Use a Recurring Template.** The Select a Recurring Template screen appears, listing all recurring journal entry templates.

8. Highlight the appropriate fixed percentage recurring template and click **Select.** The Use Recurring Template screen appears.

9. Once you verify that the template information and posting date are correct, enter the transaction amount.
10. Click OK. The Transaction screen appears, listing the transactions entered in the recurring template.

You can now validate the batch or add new transactions, import a file and/or use another recurring template. You can use multiple recurring templates within the same general journal batch and also import multiple files into the same batch.

➢ Previewing and printing Journal Entry Reports

You can print batch information on several different reports through Journal Entry, including:

- Batch Detail Report
- Batch Summary Report
- Recurring Batch Detail Report
- Recurring Batch Summary Report

1. From Journal Entry, select File, Open. The Open a Batch screen appears.

You can set Journal Entry report preferences on the Report Options tab. To access this tab, select Edit, Preferences.
You can print a Batch Detail Report for multiple batches in the Reports module.

2. Highlight the batch for which you want to print a report and click **Open**.
3. Once the batch is open, select **File, Print Preview** to preview the report or **File, Print** to print the batch report.
Post

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The *Post* module of **General Ledger** allows you to post any combination of general journal batches and batches from other Blackbaud programs from one central posting facility. You can also view or print a pre-post data report to make sure all transactions are ready for posting. In **General Ledger**, all batches must be validated before they can be posted, which ensures that your ledger is always in balance.

*Post* contains multiple time-saving features designed for ease of use, including the ability to post multiple batches at the same time. You can post a batch directly from the batch entry screen, which simplifies the posting process. You can also use this module to set up automatic posting between **General Ledger** and other Blackbaud software, such as **Accounts Payable**, **Accounts Receivable**, and **Student Billing**. If you have other Blackbaud software, this feature is extremely useful. It enables you to share data between systems smoothly and without translation problems.

## Post Basics

This section provides basic information and step-by-step procedures for accessing and setting preferences in *Post*.

*Accessing Post*

1. From the **Start** menu, select **Programs, Blackbaud General Ledger**. A menu appears displaying the **General Ledger** modules.
2. Select **Post**, and log in using the correct user name and password. The **Post** screen appears.

The **Post** screen displays two tabs: **General Journals** and **Other Blackbaud Systems**. All posting functions are performed through the menu bar or these two tabs.

On the **General Journals** tab, you can select batches to validate and post to your ledger. The **Other Blackbaud Systems** tab allows you to post activity from other Blackbaud software.
Post Preferences

In Post, you can set preferences that designate filters to sort by and a format to use when creating post and validation reports. If you have the optional Project, Grant and Endowment Management module, you can choose to include project transaction details.

 establelishing Post preferences

This procedure enables you to customize the program by setting preferences.

1. From Post, select Edit, Preferences. The Preferences screen appears.

   ![Preferences](image)

   - Mark Portrait or Landscape to designate the report format.
   - In the Sort Report By column, select the filters you want to use to sort reports. Click the down arrow for a list of options.
   - In the Order column, select Ascending or Descending.
   - Mark Include Project/Grant Detail if you want to include project distribution details on batch reports. This option is available if the optional Project, Grant and Endowment Management module is installed.

General Journal Batches

General journal batches with regular and encumbrance transactions are validated before you can post. Batches must be validated to ensure they are balanced. A batch must be in balance by the following criteria:

- **Fund**: A batch must be in balance by fund. For example, you cannot have a batch of transactions that debits fund A and credits fund B, unless the batch also credits fund A and debits fund B.

- **Period**: Debit and credit transactions must balance by accounting period. For example, if a batch has only two transactions, you cannot debit the month of June and credit the month of August, unless the batch also credits June and debits August. The transaction date must be a valid date in a defined, open fiscal year. In addition, the period cannot be locked.

- **Amount**: The total of all debit transactions must equal the total of all credit transactions.

- **By period within each fund**: The debits and credits within each fund must be in balance by period.
- **Source**: Transactions must be in balance by source code. For example, if you have a debit transaction with a source code of *Accounts Pay*, you must have an offsetting credit transaction with a source code of *Accounts Pay*.

- **Project**: If you require project IDs on all transactions, your batch must be in balance by project. This is a validation requirement if you have the optional *Project, Grant and Endowment Management* module installed.

**Validating general journal batches**

*General Ledger* automatically validates every batch before it is posted. If the batch does not meet the validation criteria, the batch is not posted to your ledger accounts. Because the program validates automatically, you do not need to go through the steps of validating a batch before you attempt to post it; however, you can choose to validate a batch as a means of completing a pre-post audit.

1. From *Post*, select the General Journals tab. The Post screen appears.

   ![Post screen](image)

   All general journal batches that have not been posted are listed in the **Open General Journals** box.

2. To locate general journal batches created by a specific person, enter the person’s name in the **Created by** field.

3. To locate batches by the person who last modified them, enter the person’s name in the **Last modified by** field.

4. To locate batches modified on a specific date, enter the date in the **Last modified** field.

5. Highlight the batches you want to validate in the **Open General Journals** box and move them to the **Post these General Journals** box using the arrow buttons.
6. Once you select the batches you want to validate, click **Continue**. The following screen appears.

![Post Options](image1)

7. In the **Post Options** frame, mark **Validate Only**.

8. Mark **Confirm Each Batch** if you want a confirmation message after each batch has been validated.

9. In the **Print Options** frame, mark **Print Reports** or **Preview Reports**.

10. Mark **Print Control Report** to print a control report at the end of the validation process.

11. After you mark the appropriate options, click **Continue** to proceed. A status screen appears, which allows you to pause the validation process by clicking **Pause**. This screen may appear only briefly unless you are validating extensive batches.

![Status Screen](image2)
12. If you marked **Confirm Each Batch**, the following screen appears when a batch is successfully validated. Because this is the procedure for validation only, **Stop Posting** is not used.

![Batch Validation Successful]

If the batch validation fails, the following screen appears.

![Batch Validation Failed]

13. Whether the validation is successful or fails, click **View Report** and the Batch Validation Report screen appears.

![Batch Validation Report]

You can view this report after each batch if you marked **Confirm Each Batch**, or you can view the entire report once the validation process is complete.
14. Close the report and the validation confirmation message for the batch report appears again. Click **Continue** to proceed with the validation process.

When the validation process for all batches is complete, regardless of success or failure, the Batch Validation Report screen automatically appears displaying the final report.

15. Once you review the validation report and close it, the following confirmation message appears displaying the validation results.

![Processing Complete!](image)

16. Click **OK** to return to the General Journals tab. To exit **Post**, click **Exit** located on the bottom of the General Journals tab or select **File, Exit** from the menu bar.
Because posting transactions makes major changes to your database, we highly recommend performing a backup of your Blackbaud database before posting.

Posting general journal batches

Posting batches updates your General Ledger account balances. Before you can post a batch, the program must validate the batches to make sure they are in balance. Because General Ledger automatically validates every batch before it is posted, it is not necessary to go through the steps of validating a batch before you attempt to post it. If the batch does not meet the validation criteria, it remains open.

1. From Post, select the General Journals tab. The following screen appears.

![General Ledger Post General Journals](image)

All general journal batches that have not been posted are listed in the Open General Journals box.

2. To locate general journal batches created by a specific person, enter the person’s name in the Created by field.

3. To locate batches by the person who last modified them, enter the person’s name in the Last modified by field.

4. To locate batches modified on a specific date, enter the date in the Last modified field.

5. Highlight the batches you want to post in the Open General Journals box and move them to the Post these General Journals box using the arrow buttons.
6. After you select the batches you want to post, click **Continue**. The following screen appears.

7. In the **Post Options** frame, mark **Validate and Post**.

8. Mark **Confirm Each Batch** if you want a confirmation message after each batch has been validated and posted.

9. In the **Print Options** frame, mark **Print Reports** or **Preview Reports**.

10. Mark **Print Control Report** to print a control report at the end of the posting process.

11. Once you mark the appropriate options, click **Continue**. A processing screen appears, which allows you to pause the validation process by clicking **Pause**. This screen may appear briefly unless you are posting extensive batches.
12. If you mark **Confirm Each Batch**, the following screen appears when a batch is successfully validated. A similar confirmation message appears if the validation fails. If you did not mark this option, the posting process automatically continues.

![Post Screen](image)

13. Click **View Report** and the Batch Validation Report screen appears. You can view this report after each batch if you mark **Confirm Each Batch**.

14. Once a batch is validated, click **Post Batch** to post the batch to your ledger. If a batch does not validate, you can click **Skip Batch** and continue posting the other batches you selected.

15. After you click **Post Batch**, the following screen appears.

![Post Screen](image)
When the posting process for all selected batches is complete, regardless of success or failure, the Post Report screen appears displaying the final report.

16. Once you have reviewed the post report, close the report and the following confirmation message appears displaying the validation and posting results.

17. Click **OK** to return to the General Journals tab.
Batches from other Blackbaud Systems

Through the Other Blackbaud Systems tab, you can post transaction activity and batches from the following Blackbaud software: Accounts Payable, Accounts Receivable, Fixed Assets, Miscellaneous Cash Receipts, Bank Reconciliation, Payroll and Student Billing. This procedure creates a non-editable batch in General Ledger for each selected system. Before posting, you can review and modify report parameters.

Posting from other Blackbaud systems

Use the Post module of General ledger to post batches of transactions from other Blackbaud software.

1. From Post, select the Other Blackbaud Systems tab. The following screen appears.

2. Mark the checkboxes that correspond to the programs from which you want to post.
3. Click **Continue** and the Post to General Ledger screen appears. The appearance of this screen differs slightly with each Blackbaud program, but the process of posting to **General Ledger** is similar. The screen pictured below appears when you mark **Accounts Payable**.

The following procedures explore each tab of the Post to General Ledger screen.

- **Completing the General tab**

  The General tab appears when you access the Post to General Ledger screen. The options in this procedure appear if you post from **Accounts Payable**.

  1. If you want to post accounts payable and purchase orders with source codes, mark **Post Accounts Payable with source code** and/or **Post Purchase Orders with source code**. Select the source codes from the corresponding drop-down list.

  2. Mark **Post directly to Blackbaud’s General Ledger**, if you want to post transactions directly from another Blackbaud program to **General Ledger**.

  3. Mark **Create an export file in this format** if you want to post transactions to an export file. For this option, select the appropriate export file format from the drop-down list. In the **Export file name** field, enter the directory where you want the export file saved.

  4. Proceed to the Posting Details tab.
Completing the Posting Details tab

The options in this procedure appear on the Posting Details tab if you post from Accounts Payable.

1. From the Post to General Ledger screen, select the Posting Details tab.

2. In the Post Method column, click in each applicable cell and select Detail or Summary.

3. In the Reference Type column, click in each applicable cell and select Default or Custom. If you select Custom as the reference type, enter the custom reference in the Reference column. The custom reference must be less than 50 characters.

4. In the Summarize Transactions by field, click the down arrow and select Fiscal Period or Post Date.

5. Proceed to the Format tab.
Completing the Format tab

The options in this procedure appear on the Format tab if you post from Accounts Payable.

1. From the Post to General Ledger screen, select the Format tab.

2. Mark Preview report after posting or Print report after posting. You can print after previewing if you select Preview report after posting.

3. In the Display report in field, select Portrait or Landscape.

4. In the Print report on field, click the down arrow and select the printer to which you want to print the report.

5. In the Sort report by column, click the down-arrow and select the desired sorting option.

6. In the Order column, select Ascending or Descending.

7. If you want a control report of all posted transactions to print after the posting process, mark Print control report on and select a printer from the drop-down list.

8. If you want to view or print a report of all transactions you designated for posting to General Ledger from other Blackbaud programs, click Pre-Post Report. This allows you to check all entries and make corrections before you initiate the posting process.

9. When you are ready to post, click Post Now.
Queries are information searches used in General Ledger to generate lists of data. Exports are lists of data formatted for transfer into other software programs. Query and Export allows you to group records based on criteria you define, and then extract data from the grouped records. You can review the extracted data on your screen, print it, or export it for use in another software program.

When you create a query, you are locating and gathering information that can be used to run custom reports or procedures. When you run a procedure using the query, General Ledger processes only the data extracted from records matching the query definition.

This module performs two functions. First, it allows you to verify data by selecting information that meets certain conditions. You define the criteria that the data must meet to be selected, and then you produce a report of the results. Second, it identifies specific information based on criteria you define and allows you to export the information for use in other software programs.

In Query and Export you can create, save, open, run, print, and delete a query. You can also refresh a static query, merge two queries, and export the results of a query.

### Query and Export Basics

This section of the chapter provides detailed information explaining the different types, formats, and criteria operators used to create queries. It also provides step-by-step procedures for accessing and setting preferences in Query and Export.

#### Query Types

To use Query and Export successfully, it is important that you have a basic understanding of the different query types the program can produce. There are five query types from which to choose: Ledger account, Consolidation account, Transaction, Project, and All types.

Selecting a specific type limits the information included in the query. For example, only ledger accounts are included in a ledger account query. Selecting the query type is the first step in narrowing the search for information you want the program to access.

#### Query Format

Designating a query format enables you to define whether the query is static or dynamic.

The static query is a “snapshot” of the data at the time the query is created. When you create a static query, it searches through the database and generates a list of accounts, projects, or transactions that match the specified criteria. This list is then stored with the static query. If you run a report two months later using the same query, the system uses the list of records stored in the original query to produce the report. Any records added to your database after you created the static query are not included in the query list, and do not appear on any report generated by that query.
Static queries can be refreshed to provide a “snapshot” representing a new point in time. Refreshed static queries capture the records and data meeting the specified criteria at the moment the you refresh the query.

The **dynamic** query reflects the current database information. Each time you run a dynamic query, it searches the database for records and data matching the query criteria and automatically updates the output.

### Query Lists

You can have a query appear in Query Lists, Export Lists, or both types of lists. You can then use the list type as a filter when searching for a particular query.

### Query Criteria Operators

When you define a query, you establish a set of values that information must meet to be included. You establish each value by selecting a data field and then defining a criterion the field must meet. *General Ledger* uses criteria operators to precisely define criteria, allowing you to narrow a search to precisely the information in which you are interested. There are multiple criteria operators you can select, but not all are appropriate for every field.

#### Criteria Operators

- **Equals**: When you select **Equals** as the operator, information selected for the query must have the exact entry you define. For example, if you choose Financial Code, **Equals**, and Current Assets; only accounts with current assets as the financial code are selected.

- **Does Not Equal**: When you select **Does Not Equal** as the operator, only the accounts not matching the defined criteria are selected. For example, if you select Financial Code, **Does Not Equal**, and Current Assets; the program searches for every account without current assets as the financial code.

- **Greater Than**: The **Greater Than** operator indicates that data selected must have a value greater than the one you define. For example, if you select Budget Amount, **Greater Than**, and $5,000; only invoice records with a total amount of $5,000.01 and higher are selected. An amount of $5,000 is not included.

- **Greater Than or Equal To**: The **Greater Than or Equal To** operator limits the data selected to those with a value greater than or equal to the one you define. For example, if you select Budget Amount, **Greater Than or Equal To**, and enter $5,000; only invoice records with a total amount of $5,000 and higher are selected. This operator includes the value you select when extracting data.

- **Less Than**: The **Less Than** operator indicates that data selected must have a value less than the one you define. For example, if you select Budget Amount, **Less Than**, and enter $5,000; only invoice records with a total amount of $4,999.99 and lower are selected. An amount of $5,000 is not included.
• **Less Than or Equal To**: The Less Than or Equal To operator selects data that is either equal to or less than the value you define. For example, if you select Budget Amount, **Less Than or Equal to**, and enter $5,000; only invoice records with a total amount of $5,000 and lower are selected.

• **One Of**: The One Of operator selects information that contains one of the entries you define. For example, if you select Financial Code, **One Of**, and Current Assets or Current Liabilities; the information selected must have one of those two financial codes.

• **Not One Of**: The Not One Of operator selects information that does not contain the entries you define. For example, if you select Financial Code, **Not One Of**, and Current Assets or Current Liabilities; the information selected must not contain either of those financial codes.

• **Between**: The Between operator allows you to select a range of entries that data could have to be selected. For example, if you select Amount, **Between**, and enter $50 and $100; transactions that fall within this amount range are selected.

• **Not Between**: The Not Between operator allows you to select a range of entries that data must not have to be included in the query. For example, if you select Amount, **Not Between**, and $50 and $100; transactions that fall within this amount range are not selected.

• **Begins With**: The Begins With operator selects data that begins with the value you define. For example, if you choose Account Description, **Begins With**, and Che; accounts whose description begins with “Che” (checking accounts) are selected. You can use wildcard characters with this operator. Please see the Wildcard Characters section on page “Wildcard Characters” on page 176 for more information.

• **Does Not Begin With**: The Does Not Begin With operator selects records that do not begin with the entry you define. For example, if you choose Account Description, **Does Not Begin With**, and Che; all accounts whose description does not begin with “Che” are selected. You can use wildcard characters with this operator. Please see the Wildcard Characters section on page “Wildcard Characters” on page 176 for more information.

• **Contains**: The Contains operator selects data that contains the entry you define anywhere in the field. For example, if you define criteria for Account Description, **Contains**, and Z; accounts with the letter “Z” anywhere in the description are selected. You can use wildcard characters with this operator. Please see the Wildcard Characters section on page “Wildcard Characters” on page 176 for more information.

• **Does Not Contain**: The Does Not Contain operator selects data that does not have the entry you define anywhere in the field. For example, if you define criteria for Account Description, **Does Not Contain**, and Z; only accounts without a “Z” anywhere in the description are selected. You can use wildcard characters with this operator. Please see the Wildcard Characters section on page “Wildcard Characters” on page 176 for more information.

• **Like**: The Like operator selects data that has the entry you define. You must use a wildcard character with this operator. Please see the Wildcard Characters section on page “Wildcard Characters” on page 176 for more information.
• **Not Like**: The Not Like operator selects data that does not have the entry you define. You must use a wildcard character with this operator. Please see the Wildcard Characters section on page “Wildcard Characters” on page 176 for more information.

• **Blank**: The Blank operator selects any data with a blank field you define. For example, if you choose the criteria Cash Flow and operator Blank, the program selects all accounts with an empty Cash Flow field.

• **Not Blank**: The Not Blank operator selects any data with anything in the entry you define. For example, if you select the criteria Cash Flow and the operator Not Blank, the program selects records that have an entry in the Cash Flow field.

• **Sounds Like**: The Sounds Like operator can be used when you want to select information based on a field for which you do not know the exact spelling. For example, you can use this operator to include data from batch records *Last changed by sounds like Smith*. In this example, the query identifies batch records last changed by Smith, Symth, and Smithe. This operator is only available for text fields.

• **<Ask>**: The <Ask> operator allows you to defer the criteria selection for a field value until you actually run the query. For example, you may run a report on different dates, which contains identical criteria and output. As you create the query for the report, you can select the appropriate fields and select <Ask> as the criteria operator. When you run the query, an “Ask at Runtime” wizard appears, prompting you to select criteria for any fields defined by the <Ask> criteria operator.

You can then select any of the standard criteria operators or select *<use any value>* , which includes all data for which the filter field has any value. You can click **Review Criteria** to review other criteria set for this query.

Click **Next** to continue through the wizard for any other “Ask at Runtime” fields, and click **Finish** to complete the wizard and run the query.

**Combining Operators**

You can select more than one field for filtering, and then use the combining operator buttons to specify how the query considers the filters.

You can insert **And** between fields to indicate that data must meet both criteria to be selected by the query.

You can insert **Or** between fields to indicate that the data can meet either of the criteria to be selected by the query.

You can use **Parentheses ( )** to separate a portion of the criteria formula. For example, you can use parentheses to group a date range (09/29/99 - 09/29/00).
Wildcard Characters

In a Value field requiring a text entry, a wildcard character operator allows you to use a special character or a series of characters to define the conditions a record must meet to be selected. These wildcards are particularly useful when you are not sure of the spelling of a name or you suspect something might be spelled incorrectly. The Like and Not Like operators require the use of a wildcard character.

<table>
<thead>
<tr>
<th>Character</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Use the question mark to replace a single character.</td>
</tr>
<tr>
<td>*</td>
<td>Use the asterisk to replace a series of characters.</td>
</tr>
<tr>
<td>_</td>
<td>Use the underscore as a question mark.</td>
</tr>
<tr>
<td>%</td>
<td>Use the percent sign to replace a series of characters.</td>
</tr>
</tbody>
</table>

Merging Queries

You can merge two queries to make a third query. The new query is always a static query. The combination of data included in the final query is determined by the merge operator you use to create the third query. The following merge operators are available:

AND: When you use AND as the merge operator, only data common to both queries appears in the final query.

OR: When you use OR as the merge operator, the two queries add together to make one query, but data that appears in both queries will appear only once in the final query.

XOR: When you use XOR as the merge operator, the final query contains only the data unique to either query, but not in both. If a record exists in both, it is not included.

SUB: When you use SUB as the merge operator, the order of the queries is important because the output query contains data unique to the first (primary) query. All data in the second (secondary) query and data in contained in both queries is not included in the final query.

Accessing Query and Export

To begin creating queries, you must first open Query and Export.
Opening the **Query and Export** main screen

1. From the **Start** menu, select **Programs, Blackbaud General Ledger**. A menu appears, displaying the **General Ledger** modules.

2. Select **Query and Export**, and the main Query screen appears. The first time you access **Query and Export**, an empty grid displays. As you create queries, they display in this grid.

From **Query and Export** you can:

- Establish preferences
- Edit a query
- Run a query
- Refresh a query
- Delete a query
- Merge two queries
- Export query results
- View query properties
- Create a query
- Print query results
- Preview a query list
- Print a query list
- Refresh the query list
- Add favorites
- Organize favorites
We recommend you establish your preferences before starting to create queries.

Establishing Query Preferences

You can establish a number of preferences for Query and Export, which speed the query creation process. For example, you can determine the toolbar settings, default query types, and formats for queries. The settings are saved on each workstation. If you access Query and Export from another workstation, your preferences do not carry over. The following seven procedures demonstrate how to establish preferences. Each procedure explains one tab of the Preferences screen.

Setting General tab preferences

The selections you make on the General tab determine how field and table entries display, defaults for creating new queries, and your double click preference. You can also display queries on the File menu and round adjusted amounts to a specific decimal place.

1. From Query and Export, select Edit, Preferences. The Preferences screen appears with the General tab displaying.

2. To Display selection fields alphabetically, mark the corresponding checkbox.

3. To Display the number of records found, on the status bar of the Results tab, mark the corresponding checkbox.

4. In the Sort table entry order field, click the down arrow and select one of the options (for example, Always Prompt, Alphabetically, or Table Order).

5. In the Show this tab first field, click the down arrow and select one of the following options: Criteria, Sort, Output, or Results. The tab selected here displays first for new and existing queries.
6. In the **New Queries** frame, select the **Default type** you want to appear when you click **New** on the toolbar. Click the down arrow for the following options: **Ledger Account**, **Consolidation Account**, **Transaction**, **Project**, or **Ask**.

7. In the **Query format** field, click the down arrow and select **Dynamic** or **Static**.

8. In the **Include in** field, click the down arrow and select **Both**, **Query Lists**, or **Export Lists**.

9. Mark the **Round adjusted amounts to** checkbox if you want to round adjusted amounts to a certain number of decimal places. If you mark this checkbox, enter a number in the decimal places field.

10. To maintain a record of recently opened queries, on the **File** menu, mark the **Recently opened query list** checkbox. If you mark this option, enter the number of records you want to include in the list.

11. You can also specify actions that add queries to the menu. Mark the checkboxes for any combination of: **New**, **Open**, **Run**, **Export**, and **Print**.

12. In the **Double Click Options** frame, designate what action you want to occur when you double click a saved query from the main query screen. Click the down arrow and select from the following options: **Open**, **Run**, **Export**, or **Print**.

13. Click **OK**, or select the Advanced tab.

> **Setting Advanced tab preferences**

You can use the checkboxes on this tab to have fields automatically added to the output field list.

1. From **Query and Export**, select **Edit**, **Preferences**, and the Advanced tab.
The Automatic Output options eliminate having to choose from the list of criteria and sort fields again when you need to select your output fields.

2. In the **Automatic Output** frame, mark the appropriate checkbox if you want the selected criteria fields to automatically appear as output fields.

3. In the **Automatic Output** frame, mark the appropriate checkbox if you want the selected sort fields to automatically appear as output fields.

4. Click **OK**, or select the Currency tab.

### Setting Currency tab preferences

You can use the Currency tab to determine how currency amounts display.

1. From *Query and Export*, select *Edit, Preferences*, and the Currency tab.

![Currency tab settings](image)

2. Mark **Use Windows default format**, if you want to use the currency format already established in Windows. To set your own currency format, clear this option to enable the **Currency Format Options** frame.

3. In the **Currency Format Options** frame, mark the checkbox for those characters you want to show. You can **Show the currency character**, **Show the 1000’s separator**, and/or **Show decimals**.

4. In the **Negative amount format** field, click the down arrow and choose to display negative amounts in parentheses or with a minus sign.

5. Click **OK**, or select the Number tab.

The **Sample Format** frame displays an example of the amount format you select.
Setting Number tab preferences

You can use the Number tab to determine how non-currency amounts and percentages display.

1. From *Query and Export*, select **Edit, Preferences**, and the Number tab.

2. Mark **Use Windows default format**, if you want to use the number format already established in Windows. To set your own number format, clear this option to enable the **Number Format Options** frame.

3. In the **Number Format Options** frame, mark the checkbox for those characters you want to show. You can **Show the 1000’s separator**, **Show decimals**, and/or **Show percent sign**.

4. In the **Negative amount format** field, click the down arrow and choose to display negative amounts in parentheses or with a minus sign.

5. Click **OK**, or select the Date tab.
Setting Date tab preferences

You can use the options on this tab to specify how dates display.

1. From Query and Export, select Edit, Preferences, and the Date tab.

2. Mark Use Windows default format, if you want to use the date format already established in Windows. To set your own date format, clear this option to enable the Date Format Options frame.

3. In the Date Format Option frame, select the Order in which date information appears.

4. Mark MDY for month, day, year order.

5. Mark DMY for day, month year order.

6. Mark YDM for year, day, month order.

7. The Format fields change to appear in the order you mark.

8. In the Month field, click the down arrow to select a format (for example, September, 9, or 09).

9. Enter a separator in the field between Month and Day.

10. In the Day field, click the down arrow to select a format (choose 01 or 1).

11. Enter a separator in the field between Day and Year.

12. In the Year field, click the down arrow to select a format (choose 99 or 1999).

13. Click OK, or select the Tables tab.
Setting Tables tab preferences
You can use the options on this tab to display short or long table descriptions.
1. From Query and Export, select Edit, Preferences, and the Tables tab.

2. Mark whether to use the Short description or the Long description for single-tiered code tables that appear in the query field selection lists.
3. Click OK, or select the Yes/No tab.

Setting Yes/No tab preferences
You can use this tab to determine how Yes/No fields display.
1. From Query and Export, select Edit, Preferences, and the Yes/No tab.
2. In the Yes/No field, click the down arrow and select one of the following options: True/False, True/(Blank), T/F, Yes/No, Yes/Blank, or Y/N. This field determines how yes/no fields appear throughout Query and Export.

3. Click OK to save your preferences and return to the main screen of Query and Export.

Query and Export Functions

This section contains step-by-step procedures for performing multiple functions in Query and Export. This section explains how to create, find, edit, run, export, and print a query. It also discusses how to merge two queries.

Creating a New Query

1. From Query and Export, select File, New. The New Query screen appears.

2. In the Query type field, click the down arrow and select one of the following options: Ledger account, Consolidation account, Project, or Transaction.

3. In the Query format field, click the down arrow and select Dynamic or Static.

4. A Dynamic query includes any new information that meets the criteria each time the query is used.

5. A Static query maintains only the records selected at the time the query was created.

6. In the Include in field, click the down arrow and select Both, Export Lists, or Query Lists. This selection determines when the query appears on the main Query and Export screen.

7. Click OK. The New Query record screen appears.
8. Select the Criteria tab.

9. The title bar displays the type of record you selected. The following procedure shows you how to set up the Criteria tab.

➢ Establishing Criteria tab settings
You use the Criteria tab to determine which records form the query group.
1. From a New Query record, select the Criteria tab.
2. In the **Available Fields** frame, click the down arrow in the **Show** field and select a specific category of fields (for example, **Favorites**, **Account**, and **Attributes**). You can also select **<All>** to display a list of all categories.

3. Each category field has a plus sign. When you click the plus sign, the category field expands to display all fields in that category.

4. Highlight the field you want to use as criteria for data selection and click **Select**. The Edit Field Criteria screen appears.

5. In the **Operator** field, click the down arrow and select the appropriate criteria operator (for example, **equals**, **does not equal**, **between**, and **not blank**). Please refer to page page 173 for information about criteria operators.
6. In the Value field, enter the appropriate value. If applicable, search for the entry or select from the drop-down list.

7. Click OK. The selected criterion displays in the Filters box.

8. Repeat the criteria selection process for any additional criterion you want the program to consider when grouping records.

9. The following procedure shows you how to set up the Output tab.

For this set of procedures, Account Inactive-yes, Account Number-not blank, Description-not blank, and End Balance-greater than $1.00 are selected to generate the sample screens.

If you want to name and save the query, before proceeding, refer to page page 191.
Establishing Output tab settings

You use this tab to determine the data displayed on the Results tab and the order the columns display. The top entry in the Output box displays as the left column on the Results tab.

1. From a query record, select the Output tab.

2. In the Available Fields frame, click the down arrow in the Show field and select a specific category of fields (for example, Favorites, Account, and Attributes). You can also select <All> to display a list of all categories.

3. Each category field has a plus sign. When you click the plus sign, the category field expands to display every field in that category.

4. Highlight the field you want to use as an output, and click Select.

5. Repeat the selection process until you have identified all of the output fields you are interested in.

6. If you want to remove a field, highlight it, and then click Remove.

7. You can change the order the output displays on the Results tab by highlighting an output and clicking the arrow buttons to move the selection.

8. The following procedure shows you how to set up the Sort tab.
Establishing Sort tab settings

You use this tab to specify how you want the outputs sorted on the Results tab. You do not have to include the Sort By fields on the Results tab.

1. From a query record, select the Sort tab.

2. In the Available Fields frame, click the down arrow in the Show field and select a specific category of fields (for example, Favorites, Account, and Attributes). You can also select <All> to display a list of all categories.

3. Each category field has a plus sign. When you click the plus sign, the category field expands to display every field in that category.

4. Highlight the field you want to sort by, and click Select. The selection appears in the Sort By box.
5. Repeat the selection process until you have identified all of the sort fields you want to use.

6. You can change the sort order by highlighting a selection and clicking the arrow buttons to move it up or down.

7. The sort order defaults to Asc (ascending) order. You can switch to descending order by clicking Desc.

8. Select the Results tab to view the results of the query.
Using Queries

➢ Viewing query results

1. Select the Results tab. The program automatically searches for records matching your criteria and displays the outputs on the Results tab.

2. If the query does not contain the information you want, you can edit it by making corrections on any of the tabs. When you are satisfied with the results, you can save the query.

➢ Saving a query

1. Select File, Save to save the query. The Save Query As screen appears.

2. Enter the Query name. This name displays on the main Query screen.

3. Enter a Description of the query. This description displays on the main Query screen.
4. Select a **Query format** from the drop-down list.

5. **Dynamic** queries automatically update each time the Results tab is selected.

6. **Static** queries act as a snap shot in time. They are only updated with the Refresh procedure.

7. You can **Include in** Query Lists, Export Lists, or Both.

8. You can mark **Other users may execute this query**

9. You can mark **Other users may modify this query**.

10. Click **OK** to save the query.
Filtering the query list

Four filters can be used to limit the number of queries displayed on the Query - General Ledger screen. The following table shows the options available for each filter.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query type</td>
<td>Select All types, Ledger account, Consolidation account, Project, or Transaction.</td>
</tr>
<tr>
<td>Format</td>
<td>Select All formats, Dynamic, or Static.</td>
</tr>
<tr>
<td>Include in</td>
<td>Select Both Query and Export Lists, Query Lists, or Export Lists.</td>
</tr>
<tr>
<td>Only show my queries</td>
<td>Mark this checkbox to limit the display to queries you created.</td>
</tr>
</tbody>
</table>

Finding a query using a field search

You can search for a query by the data entered in the following fields:

- Query Name
- Type
- Description
- Format
- Created
- Created By
- Last Run
- Records

1. From Query and Export, select Edit, Find. The following screen appears.

2. For Field, select the query field on which you are searching. Click the down arrow for a list of options. For example, if you are searching for a query created by a certain user, select Created By.

3. In the Find what field, enter the value of the field for which you are searching. Following the above example, you can enter the username.
4. In the **Match** field, indicate how the query should match the search criterion. Click the down arrow to select one of the following options: **Any part of the field**, **Whole field**, or **Start of field**.

5. Mark **Match Case** if you want the **Find what** field to be case sensitive.

6. Click **Find First** to begin the search at the top of the list of existing queries. The program highlights the first query matching your search criteria.

7. Click **Find Next** to search for the next query matching your search criteria.

8. When you locate the proper query, click **Close**. You can then open the query.
Editing a query

You can change the properties of an existing query at any time. This may be necessary if, for example, you need to add an output field to a query or change the query’s filter criteria to include a particular attribute.

1. From Query and Export, open the query you want to edit by highlighting the query from the list and selecting File, Open. The query record appears.

2. From the Criteria tab, make any necessary changes to the criteria. To change a criterion field, highlight the field in the Filters frame and click Change. The Edit Field Criteria screen appears.

3. Make any necessary changes to the operator and value. Click OK to save the changes and return to the open query.
4. Select the Output tab. Make your changes to the output fields. You can add fields, move fields up or down in the list, remove fields, or click Change to access and change the preferences for a field.

5. Select the Sort tab. You can add or remove sort fields, change the preferences for a sort field, move a field up or down in the sort order, or change a field from ascending to descending by clicking the appropriate button.

6. After making the changes you want, select the Results tab and make sure the query has been updated correctly.

7. You have two options for saving the edited query:

8. You can replace the original query with the one you just edited by selecting File, Save. You can then close the query and return to the Query - General Ledger screen.

9. You can keep the original query and create a new query based on the edits you have made by selecting File, Save As. The following procedure explains how to complete this process.

➤ Using Save As when editing a query

You can keep an original query and create a new query based on the edits you have made by selecting File, Save As.

1. When you edit an existing query and select File, Save As, the Save Query As screen appears.

   ![Save Query As](image)

   Each query must have a unique name.

2. The screen displays the properties of the original query, except for the name.

3. Enter the Query name for the new query.

4. Edit the Description for the new query.

5. Select a Format for the new query (choose Dynamic or Static).

6. In the Include in field, click the down arrow and select the list in which you want this query included.
7. You can mark **Other users may execute this query.**
8. You can mark **Other users may modify this query.**
9. Click **OK** to save the new query.
10. Close the new query to return to the Query - General Ledger screen.

- **Running a query**

Before you can work with the results of a query, you must run the query to gather the data from your output fields.

1. From **Query and Export**, highlight the query you want to run.
2. Select **File, Run Query**.
3. The query processes and the Results tab appears, displaying the query results.

### Working with Query Results

From the Results tab you can print, export, view properties, find field values, and refresh static queries. You can also hide columns and edit the font format of the column headings and display grid. The following procedures show you how to complete each of these options.
Printing a query output report

This procedure shows you how to open a query, customize the Report Properties, and print the Output Report.

1. From the Results tab, review the results to make sure you have the correct data selected.


3. In the Report Orientation frame, you can mark Use printer setting to use the default printer orientation. You can clear Use printer setting and select Portrait or Landscape to override the printer default.
4. Select the Heading tab.

5. Enter the **Title** you want to print at the top of the Output Report.

6. You can enter a **Subtitle** that appears just below the **Title**.

7. Click the down arrow in the **Align** field, and select **Center**, **Right**, or **Left**. This selection determines the alignment of all heading information in the report.

8. Mark **Print organization name in header** if you want the organization name to print above the report **Title**.

9. Mark **Print page number in heading using __** to designate a page number format. If you mark the checkbox, click the down arrow to select a page number format (choose **Page 1**, **p1**, or **1**).

10. Mark **Print today’s date in heading using __** to designate a date format. If you mark this checkbox, click the down arrow and select **Short Date** or **Long Date** for the date format.

11. Select the Footer tab.


13. Click the down arrow in the **Align** field, and then select **Center**, **Right**, or **Left**. This selection determines the alignment of all footer information.

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The **Short Date** prints as DD/MM/YYYY, for example, 9/29/1999. The **Long Date** prints as month, day, year, for example September 29, 1999.
14. Mark **Print page number in footer using** __ to designate a page number format. If you mark the checkbox, click the down arrow to select a page number format (choose **Page 1, p1**, or 1).

15. Mark **Print today’s date in footer using** __ to designate a date format. If you mark this checkbox, click the down arrow and select **Short Date** or **Long Date** for the date format.

16. Click **OK**. The program returns you to the query Results tab.

17. Select **File, Print**. The Output Report prints in column and row format matching the Results tab display.

18. Close the query and return to the Query - General Ledger screen.

**Exporting query results**

This procedure shows you how to open a query, establish export parameters, and export the query outputs.

1. From the Results tab, review the results to make sure you have selected the correct data.
2. Select **File, Export**. The Export Parameters screen appears.

3. In the **Data format** field, click the down arrow and select a format (for example, **Crystal Reports Database**, **dBase III**, and **Excel 5-7**).

4. In the **Export file name** field, enter the path and file name for the export.

5. If you choose to output a field with more than one value, you can create a separate record for each value or create a single record for each category.

6. If you choose to create a single record, enter the appropriate information in the grid.

7. Click **OK**. When the export is complete, a confirmation message appears.

8. Click **OK**.

9. Close the query and return to the Query - General Ledger screen.
Viewing query properties

This procedure shows you how to open a query, and view the query’s properties. You can view and print the query’s properties, but you cannot edit the query with this procedure.

1. From *Query and Export*, highlight the query you want to check and select *File, Properties*.

2. Select the Selected Fields tab.

3. Click *Print* to generate a report showing the query’s properties.

4. A preview screen appears. You can preview the report on screen or print it.

5. Click *OK* to close the Properties screen and return to the query.
Formatting the grid font

This procedure shows you how to format the grid font. This is the font used to display query results.

1. From the Results tab, select **Format, Font**. The following screen appears.

2. Click **Grid Font**. The following screen appears.

3. Scroll through the list and highlight a **Font**.
4. Highlight a **Font style** (for example, **Bold**, or **Bold Italic**).
5. Scroll through the list and highlight a **Size**.
6. In the **Script** field, click the down arrow and then select a script from the drop-down list.
7. Click **OK** to return to the Font screen.
8. You can mark the checkbox to **Use grid font for column headings**. If you do not mark this checkbox, refer to the following procedure for selecting the font.
9. Click **OK** to return to the query.

Western is the standard script in the United States.
Formatting the column heading font

This procedure shows you how to format the column heading font for the query results display.

1. From the Results tab, select **Format, Font**. The following screen appears.

2. Clear the **Use grid font for column headings** checkbox.

3. Click **Column Headings Font**. The following screen appears.

4. Scroll through the list, and highlight a **Font**.

5. Highlight a **Font style** (for example, **Bold**, or **Bold Italic**).

6. Scroll through the list, and highlight a **Size**.
7. In the **Script** field, click the down arrow and select a script from the drop-down list.

8. Click **OK** to return to the Font screen.

9. Click **OK** to return to the query.

> **Hiding columns on the Results tab**

This procedure shows you how to hide columns of data on the Results tab. Hidden columns do not appear on Output Results reports or in exported files. For example, you might want to hide an account balances column.

1. From the Results tab, select **Format, Show Columns**. The Show Columns screen appears.

   ![Show Columns Screen](image)

2. Highlight the column you want to hide.

   ![Highlighted Column](image)

   You can click the checkbox to mark or clear the box and show or hide the column.
3. Click **Hide**.

4. Repeat the procedure for other columns you want to hide.

5. Click **Close** to return to the Results tab.

   You can print an Output Results report or export the data from this tab.

6. To save the query with the columns hidden, select **File, Save**.

7. Close the query and return to the Query - General Ledger screen.

   ➢ **Renaming a column heading**

   This procedure shows you how to rename a column heading on the Results tab. For example, you might want to change “Category” to “Account Type” prior to exporting query data.

   1. From the query record, select the Results tab.
2. Right click the column heading you want to change.

3. Select **Column Heading** from the shortcut menu. A Column Heading dialog appears.

4. Enter the new **Column heading**.
5. Click **OK**. The Results tab appears with the new column heading displayed.

The changes you make also display on the Output tab. You can repeat the steps to change another column heading or save the changes you have made to the query record.

- **Refreshing a static query**

  This procedure shows you how to refresh a static query. Refreshing a static query updates the output data to reflect records added since the query was created or last refreshed.

  1. From the Results tab, select **Records, Refresh**. The query processes, and the Results tab displays the updated data.

  2. Close the query and return to the Query - General Ledger screen.

- **Setting query options**

  You can use this procedure to change the **Description** of a query and other options selected when the query was created.

  1. From **Query and Export**, highlight the query from the list and select **File, Open**.

A static query captures data at a certain point in time. Refreshing a static query captures data at a new point in time. If you want to compare two points in time, use **Save As** to create a second query. Refreshing the original query writes over the existing output information.
2. From the query record, select **File, Options**. The Options screen appears.

3. Edit the query **Description** to add, change, or delete the existing information.

4. Mark or clear **Other users may execute this query**.

5. Mark or clear **Other users may modify this query**.

6. Mark or clear **Select from query**. If you mark this checkbox, click the binoculars to search for a query.

7. In the **Properties** frame, you can change the **Query format**.

8. In the **Properties** frame, you can change the **Include in** selection (choose **Both**, **Export Lists**, or **Query Lists**).

9. Click **OK** to return to the query.

10. Select **File, Save**.

11. Close the query and return to the Query - General Ledger screen.

➢ **Refreshing multiple static queries**

This procedure shows you how to refresh a group of static queries. Refreshing a static query updates the output data to reflect records added since the query was created or last refreshed.

1. From **Query and Export**, highlight any static query.
2. Select **File, Refresh, Selected Queries**. The Refresh Queries screen appears.

3. If you only want to display the queries you created, mark **Only show my queries**.

4. In the **Queries** box, highlight each query you want to refresh, and move it to the **Queries to Refresh** box using the single right-arrow button. Clicking the double right-arrow moves all queries to the **Queries to Refresh** box.

5. Click **OK** to refresh the selected queries and return to the main Query screen.

➢ **Previewing a list of queries**

1. To preview the query list on screen, select **File, Preview, Query List**. The Preview Query List screen appears.
2. You can select the level of information in the preview.

3. **Summary List** provides Name, Type, Format, Date Created, Date Last Run, and Number of Records.

4. **Detail List** provides a list of all query properties. Please refer to page page 202 for a complete list of query properties.

5. If you mark **Detail List**, you can:

6. Mark Include field detail to include the Name and Criteria selection of all fields used in the query.

7. Mark Print one query per page to insert a page break between queries.

8. If you only want to display the queries you created, mark Only show my queries.

9. In the **Queries** box, highlight each query you want to preview and move it to the **Queries to Preview** box using the single right arrow button. Clicking the double right arrow moves all queries to the **Queries to Preview** box.

10. Click OK. The Query Preview screen appears. From this screen you can view, print, export, and send as e-mail.

➢ **Printing a list of queries**

1. From **Query and Export**, select **File, Print, Query List**. The Print Query List screen appears.

2. You can select the level of information printed.

3. **Summary List** provides Name, Type, Format, Date Created, Date Last Run, and Number of Records.

4. **Detail List** provides a list of all query properties. Please refer to page page 202 for a complete list of query properties.
You can highlight a query and then click Properties to view detailed information about the query, including: type, format, description, and selected fields.

5. If you mark **Detail List**, you can mark **Include field detail** to include the Name and Criteria selection of all fields used in the query.

6. If you mark **Detail List**, you can mark **Print one query per page** to insert a page break between queries.

7. If you only want to display the queries you created, mark **Only show my queries**.

8. In the **Queries** box, highlight each query you want to print and move it to the **Queries to Preview** box using the single right arrow button. Clicking the double right arrow moves all queries to the **Queries to Preview** box.

9. Click **OK** to start printing.

---

**Adding a query to the list of favorites**

If you access a query often, you can add it to a favorites list which displays on the **Favorites** menu of the **Query and Export** menu bar.

1. From **Query and Export**, highlight the query you want to add to the favorites list.

2. Select **Favorites**, **Add to Favorites**.

3. The query is added to the list of favorites. Repeat the procedure for all queries you want to add to the list.

4. As you add queries, they display on the **Favorites** menu.

5. Selecting **Favorites**, and a query name opens the record.
Organizing the favorites list

1. From *Query and Export*, select Favorites, Organize Favorites. The Organize Favorites screen appears.

   ![Organize Favorites Screen](image)

   - *Organize Favorites* screen with columns for Query Name, Type, Description, Source Codes, Transaction, and Posts.
   - *Remove* takes a query off the Favorites list, but does not delete the query. The query remains available from the main *Query and Export* screen.

2. To remove a query from the list, highlight and click *Remove*.
3. To change the order of the queries in the list, highlight the query you want to move and then click the arrow buttons.
4. Click *OK* to save the changes, and return to the main *Query and Export* screen.

Deleting a query

1. From *Query and Export*, select File, Delete. The Delete Queries screen appears.

   ![Delete Queries Screen](image)

   - *Delete Queries* screen with a list of queries and a box to select queries.
   - *Only show my queries* to reduce the size of the display.

2. If you want to delete a query you created, mark *Only show my queries* to reduce the size of the display.
3. In the **Queries** box, highlight the query you want to delete. Using the single right arrow button, move your selection to the **Queries to Delete** box.

4. You can highlight a query and click **Properties** to make certain you selected the correct query.

5. Click **OK** to delete all selected queries. A confirmation message appears.

![Query - General Ledger](image)

6. Click **Yes** to delete, and return to the main screen of *Query and Export*.

### Merging two queries

You can merge two queries to create a third query. The merge process does not modify or delete the original queries. The merge operator you select determines the combination of records included in the third query.

1. From *Query and Export*, select **File**, **Merge**. The Merge Queries screen appears.

![Merge Queries](image)

2. In the **Primary query** field, enter the name of the first query. Click the binoculars to search for the desired query.

3. In the **Secondary query** field, enter the name of the second query. Click the binoculars to search for the desired query.

4. In the **Merge Operator** field, click the down arrow and select the appropriate merge operator. The merge operator determines the records selected for the output query. Your choices are:

5. **AND**: When you use **AND** as the merge operator, only data common to both queries appears in the final query.

6. **OR**: When you use **OR** as the merge operator, the two queries are added together to make one query, but data that appears in both queries appears only once in the final query.
7. **XOR**: When you use **XOR** as the merge operator, the final query contains only the data that is in either query, but not in both. If a record exists in both, it is not included.

8. **SUB**: When you use **SUB** as the merge operator, the order of the queries is important because the output query contains data unique to the first (primary) query. The resulting query does not contain data from the second (secondary) query or data common to both queries.

9. Click **OK**. The Save Static Query screen appears.

![Save Static Query](image)

10. You must enter a unique **Query name** for the new query.

11. You can edit the **Description**.

12. In the **Include in** field, click the down arrow and select the lists in which you want to include the query. Your choices are: **Query Lists**, **Export Lists**, or **Both**. When these checkboxes are marked, users with security rights to **Query and Export** can run and/or modify the query.

13. You can mark **Other users may execute this query** and **Other users may modify this query**.

14. Click **OK** to save the new query. The program returns you to the **Query - General Ledger** screen.
The *Reports* module makes it easy to produce a vast array of standard and custom reports in *General Ledger*. These reports can provide important information about every financial aspect of your organization, and many can be run in summary or detail format depending on the level of information you want. You can print balance sheets, income statements, trial balances, and prepare financial statements that meet FAS 117 guidelines.

Creating and running reports in *General Ledger* are efficient processes because all report parameter records have similar formats, follow the same basic procedures, and are accessed from the same screen. *Reports* contains 29 ready-to-use report parameter records, designed for external reporting, internal management reports, and other formats required by regulators or funding sources.

Reports created in this module can be valuable tools for evaluating your financial position, charting growth, and distributing information concerning progress status. You can also design your own reports using the program’s query function and the integrated *Crystal Report’s* report writer. These features provide unlimited flexibility designed to meet and exceed your organization’s reporting needs.

### Reports Basics

*Reports* is a shared module that contains reports for all of the Blackbaud programs you have installed. The reports appear in a series of folders by program name and report type. The *General Ledger* folder is sub-divided into six report types containing 29 separate reports.

This section of the chapter provides a list of report types and titles, demonstrates how you access the module, and describes how to set preferences. A later section provides detailed procedures for actually creating reports.

### Reports Security

Security for *Reports* is defined on three levels:

- In the *Security* module, users are associated with groups granted rights to *Reports*.
- Groups are restricted by report category and by individual report types within *Security* (for example, Financial Statements, Journal and Batch Reports, Trial Balance Reports).
- When a user saves a newly created report, the program prompts for parameters that specify whether the report can be accessed and/or modified by other users.

If you have access to the *Reports* module, you can view the reports available under each option. However, you may have limited rights to create certain reports or modify/run reports created by other users.

### General Ledger Reports

The following list displays the report types and reports available in *General Ledger*. Project reports appear only if the optional *Project, Grant and Endowment Management* module is installed.
# Budget Reports and Journals
- Budget Adjustments Journal
- Budget Details with Notepad
- Budget Adjustments Report
- Budget Distribution Report

# Financial Statements
- Balance Sheet
- Statement of Activities
- Statement of Financial Position
- Statement of Changes in Financial Position
- Income Statement
- Statement of Cash Flows
- Statement of Functional Position

# Journal and Batch Reports
- Batch Detail Report
- Recurring Batch Detail Report
- Transaction Journals
- Batch Summary Report
- Recurring Batch Summary Report

# Miscellaneous Reports
- Account Export
- Beginning Account Balance Report
- Consolidation Exceptions
- Account Profile
- Chart of Accounts
- General Ledger Report

# Project Reports
Project reports appear only if the optional *Project, Grant and Endowment Management* module is installed.
- Project Activity Report
- Project Detail Report
- Project Budget vs. Actual Report
- Project Profile Report

# Trial Balance Reports
- Balance Format
- Year to Date
- Period and Year to Date

# Reports Access
This section explains the *Reports* display and demonstrates how to access *General Ledger* reports.
The main screen of *Reports* contains two panes. The left pane displays a series of folders named for each Blackbaud program installed. You open the folders by double clicking them. Within the program folders, additional folders contain specific report types. You open these folders by double clicking them. The report titles display when you fully expand the series of folders.

The right pane displays reports that have been created and saved. The display changes to match the report title highlighted in the left pane. Until a report is created and saved, only the **New** icon displays in the right pane when a report name is highlighted.

### Accessing Reports

1. From the **Start** menu, select **Programs, Blackbaud General Ledger**. A menu appears, displaying the **General Ledger** modules.

2. Select **Reports**. The Login screen appears.

3. Enter your username in the **Name** field.

4. Enter your **Password**.

5. Click **OK**. The *Reports* module main screen appears.
6. Double click the General Ledger Reports folder. The folder opens to display the report type folders.

7. Double click a report type folder to display a list of report titles.
Initially, the right pane displays only the New icon. As you create and save reports they are added to the display.

8. Highlight the name of the report you want to run or create. The right pane displays the New icon as well as a list of reports that have been created and saved. The Status bar displays a short description of the highlighted report.

9. Double click the New icon, or an existing report name, to open the parameter record.

Reports Preferences

Preferences allow you to customize certain aspects of Reports to fit the specific needs of your organization. You can use preferences to automatically save report parameters, show only reports you create, select a font and font size, and establish the paper orientation. You can also establish preferences for a double click response and Header/Total Accounts defaults. Preferences set in Reports are workstation specific.
Establishing Reports preferences

1. From Reports, select Edit, Preferences. The following screen appears.

- Mark Automatically save report parameters if you want the program to save automatically when you exit a parameter record. Marking this checkbox causes the program to automatically save the parameter record criteria, without displaying a prompt or confirmation message.

- Mark Show only my reports if you want to limit the right pane display to the names of reports you created.

- Select a Double click preference from the drop-down list (for example, Open, Print, or Preview). The program takes the selected action automatically when you double click a report name.

- In the Font Options frame, select a font Name from the drop-down list.

- In the Font Options frame, select a font Size from the drop-down list.

- In the Apply to field, select whether you want these options to apply to the Entire Report or only to the Detail Section a report.

- In the Paper Orientation frame, determine how the orientation is selected. As defined for Report orients the paper according to the report’s design. As defined in Print Setup orients the paper according to the print setup setting, overriding the report design orientation.

You can set preferences from the Reports main screen menu bar or the menu bar of a specific report's parameter record. In either case, the settings apply to every report in the module.

The default font settings provide the optimum results for every report in this module. We recommend you use caution in changing these settings.

Overriding a report’s default paper orientation may prevent the report from printing properly. We recommend you use caution when changing the paper orientation.
9. After you have completed your selections on the All Reports tab, select the General Ledger tab.

10. Selections you make on this tab control the print parameters of your reports.

11. Mark the Omit Header/Total Accounts for one line item checkbox if you want to omit Header and Total accounts if only one regular account is printed between them.

12. Mark the Omit Header/Total Accounts if criteria do not match checkbox if you want to omit Header and Total accounts on income statements if they do not match the report criteria.

13. For example, if you create an income statement that prints a separate statement for a particular account segment, and you want to omit the header and total accounts that do not have the segment defined as specified in the report criteria, the Header and Total accounts do not print.

14. Once you establish your Reports preferences, click OK.

Creating a Report Parameter Record

In Reports, you can create, preview, print, save, delete, export, and send reports via e-mail. Each of these functions allow you to produce the type of report that suits the needs of your organization. You have access to many of these report functions through buttons on the Reports toolbar. By clicking these icons, you can perform commands easily without using the menu bar.

The procedures in this chapter are divided into three sections. The first section contains procedures for creating and saving an Income Statement. The next section provides procedures for previewing, printing, deleting, exporting, and sending reports via e-mail. This is followed by procedures for creating a Balance Sheet.

The following procedures take you through the steps required to create a new Income Statement. An income statement is a summary of revenues and expenses for a specific period.
Opening a new report parameter record

Creating reports in *General Ledger* is easy because all reports follow the same steps and are accessed from the same screen. This set of procedures uses the Income Statement as an example. Establishing report parameters allows you to include the necessary information in each report.

1. From *Reports*, double click the General Ledger Reports folder. The folder expands displaying the report type folders.
2. Double click the Financial Statements folder to display a list of report titles.
3. Highlight Income Statement.

Initially, the right pane displays only the **New** icon. As reports are created and saved they are added to the display.

The **New** icon appears on the right side of the Reports screen, and a concise definition of the Income Statement appears at the bottom.
4. Double click the **New** icon to open a parameter record.

![Income Statement dialog box]

**Establishing General tab settings**

1. In the **Chart of Accounts** frame, mark either **Ledger** or **Consolidation Chart**. If you mark **Consolidation Chart**, select a consolidation from the drop-down list.

2. The **Breakdown columns by** checkbox determines the layout of the report and defines the type of information included in the report.

For a detailed explanation of consolidations, please refer to the *Accounting for Nonprofits Sample Reports Manual*. You can also open a new parameter record by highlighting the report name and selecting **File**, **New**.
3. If you mark this checkbox, four options activate. You can mark an option to breakdown columns by **Fund**, **Account segment**, **Project**, or **Account Attribute**.

If you mark **Account segment**, select a segment from the drop-down list.

If you mark **Account attribute**, select an attribute from the drop-down list.

4. Mark **Omit accounts with no activity** to omit these accounts from the report.

**Selecting report filters**

Filters can be used to reduce the amount of information in the report. For example, you can limit the report to a single project or range of projects.

1. From the General tab, click **Report Filters** and the Report-Level Filters screen appears.

The **Filter by** options available vary by the options you mark on the General tab.
2. Mark All to include all funds in this report. Mark Selected to include only selected funds in the report. Highlight the funds you want to include and use the single, right arrow button to move them to the Funds to include box. Mark Range to include a range of funds in this report.

3. If you are filtering by a Range of funds, the following screen appears.

4. In the From Fund column, click the down arrow for a list of funds. The fund description automatically displays when you move to the next entry.

5. In the To Fund column, click the down arrow for a list of funds. The fund description automatically displays when you move to the next entry. You can select several ranges of funds by repeating steps 4 and 5.

6. In the Filter By frame, mark Projects.

7. Mark All to include all projects in this report.

8. Mark Selected to include only selected projects in the report. Highlight the projects you want to include and use the arrow buttons to move them to the Projects to include box. Mark Range to include a range of projects in this report.
9. If you are filtering by a **Range** of projects, the following screen appears.

![Report Level Filters](image)

10. In the **From Project** column, click the down arrow for a list of projects. The project description automatically displays when you move to the next entry.

11. In the **To Project** column, click the down arrow for a list of projects. The project description automatically displays when you move to the next entry. You can select several ranges of projects by repeating steps 9 and 10.
12. Mark **Account attributes**.

13. Mark **Selected** if you want to filter using specific attributes.

14. If you marked **Selected**, click in the **Category** column to activate a drop-down list. Select an attribute category from the list.

15. If you marked **Selected**, click in the **Short Description** column to activate a drop-down list. Select an attribute from the list. The description displays automatically.

You can select additional attributes to use as filters by repeating steps 13 and 14.

17. Mark Selected if you want to filter using specific account segments.

18. If you marked Selected, click in the Segment column to activate a drop-down list. Select an account segment from the list.

19. If you marked Selected, click in the Value column to activate a drop-down list. Select a segment value from the list. The description displays automatically.

You can select additional attributes to use as filters by repeating steps 17 and 18.

20. Click OK to save your filtering options and return to the Income Statement screen.
Saving the report parameter record

1. Select File, Save from the menu bar.

2. Enter a Report name. This name displays on the main Reports screen and the title bar of the report.

3. Enter a Description. This description displays on the status bar of the main Reports screen.

4. You can mark Other users can execute this report.

5. If you mark the previous checkbox, you can mark Other users can modify this report.
6. Click **OK**. The parameter record appears, with the name displayed on the title bar.

![Image of Income Statement - October 1999](image)

**Establishing Columns tab settings**

The criteria you select on this tab determines the layout of the report. For example, you can add and name columns for data display.

1. Select the Columns tab.

![Image of Income Statement Columns Tab](image)

2. The **Column #** field displays the number of the column you are creating or editing.

As you add columns, you can use the arrow buttons to move from column to column.
3. Enter a column name in the **Column heading** field. This name displays on the report.

4. Mark **Hide column on report** if you do not want the column to display on the report. This allows you to mask sensitive information such as salaries.

5. If you applied filters from the General tab, the **Filters** button activates. Click the button to change your filter criteria.

6. In the **Column Definition** frame, select a definition and use the arrow button to move it to the right box. You can move multiple definitions to the right box and then combine them using the operators.

7. Mark **Format as percent** to display the column entry with a percent sign. For example, you can divide Adjusted Budget by Original Budget and display the result as a percentage.

8. Mark **Fiscal Periods** or **Specific Dates**. If you mark **Fiscal Period**, you must select a **Start fiscal year**, an **End fiscal year**, a **Start period**, and an **End period**. If you mark **Specific Dates**, you must select a **Start Date** and **End Date**.

9. Click **Insert Column** to add a column to the report. Repeat steps 2 through 8 for each new column you want to add. Each column format is independent of other columns.

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**Establishing Format tab settings**

The criteria you select on this tab determine the amount of information displayed in the report and the format of currency entries. For example, you can have the report criteria displayed on a separate page of the report.

1. Select the Format tab. The following screen appears.
2. In the **Accounts** frame, define how much account detail to include on the report in the **Show detail at account level** field. For example, a level 3 report contains accounts defined with sub-total levels at 1, 2 and 3. If you print at level 6, the report has more detail because accounts defined at levels 1 through 6 print on the report. The levels available range from 2 to 9.

3. Mark the **Include account numbers on report** checkbox if you want account numbers to be included on the report.

4. Mark **Print Report Criteria On** if you want to include report criteria in your report. If you mark this checkbox, a complete list of the criteria used to produce the report displays on the report.

5. If you marked **Print Report Criteria**, mark either **Separate page** or **First page only**.

6. In the **Amount Format** frame, mark the checkbox if you want the currency character to display.

7. In the **Amount Format** frame, mark the checkbox if you want to include a 1000s separator (such as a comma).

8. In the **Amount Format** frame, mark the checkbox if you want to use whole numbers.

9. In the **Amount Format** frame, mark the checkbox if you want to **Display numbers in thousands** (for example, 4,000 displays as 4).

10. In the **Amount Format** frame, select the negative amount display by clicking the down arrow and selecting the option you want. You can display negative amounts with a negative sign or within parentheses.

11. Mark **Indent totals based on sub-levels on report** to indent totals. This may make your reports easier to read.

12. Mark the checkbox if you want to **Print change in Fund Balance at the end of the report**.

13. Mark the checkbox if you want to **Print net surplus/(deficit) before and after gifts**.

14. Mark the **Print a separate statement for each** checkbox if you want to print a separate statement for certain categories (for example, **Fund**, **Project**, or **Department**). If you mark **Print separate statement for each**, select a category from the drop-down list.

15. If you selected **Projects**, you can mark the checkbox to **Omit projects with no activity**.
Establishing Headings tab settings

You can use this tab to add header and footer information to the report. For example, you could display the name of the person the report is prepared for.

1. Select the Heading tab.

2. You can enter report Header information. Text entered here displays below the sub-heading.

3. You can enter report Sub-heading information. Text entered here displays below the report name.

4. You can enter Footer information. Text entered here displays at the bottom of each page of the report.

5. Select File, Save to save the report parameters you established. If you have not previously saved the report the Save Report As screen appears. Please refer to the saving a parameter record procedure on page “Saving the report parameter record” on page 232.
6. Select **File, Close** to close the report parameter record and return to the main **Reports** screen.

The report **Name** displays in the right pane. From this screen, you can preview, print, edit, export, e-mail, or delete the report. The following sections describe procedures for each of these functions.

**Report Functions**

The following procedures show you how to preview, print, export, send as mail, and delete reports.

- **Previewing a report**

  1. From **Reports**, expand the menu in the left pane until the report names display and highlight the name of the report you want to preview.

  2. In the right pane, highlight the report parameter record you want to preview.

A set of procedures is presented for each Reports function. Please refer to these sections for detailed information about printing, exporting, and e-mailing reports.

4. You can adjust the size of the report for viewing by clicking the down arrow and selecting a percentage in the the corresponding field. To view additional pages, use the directional arrows.

5. To print, export, or refresh the report, click the corresponding buttons on the toolbar. For example, on the toolbar click the printer to print the report.

6. To return to Reports, close the preview screen.

Printing a report

1. From Reports, expand the menu in the left pane until the report names display, and then highlight the name of the report you want to print.

2. In the right pane, highlight the report parameter record you want to print.
3. Select **File, Print**. A Processing Report message appears, and then the report prints.

**Exporting a report**

Exporting a report sends it to another application in a form that is readable by that program. For example, you can export the report in Crystal Reports (RPT), Excel (XLS), or Rich Text Format (RTF).

1. From **Reports**, expand the menu in the left pane until the report names display and highlight the name of the report you want to export.
2. In the right pane, highlight the report parameter record you want to export.


4. In the **Format** field, select the format of the information being exported. Click the down arrow for a list of options.
5. In the **Destination** field, select the export destination. Click the down arrow for a list of options.

The screens shown appear if you choose **Character-separated values** as the export format. If you select another format, different screens may appear.
6. Click **OK**. The Character-Separated Values screen appears.

7. Enter a **Separator**.
8. Enter a **Delimiter**.
9. Click **OK**. The Number and Date Format Dialog screen appears.

10. Mark the checkbox to use the **Same number formats as in report**.
11. Mark the checkbox to use the **Same date formats as in report**.
12. Click **OK**. The Choose Export File screen appears.

13. Select a folder to **Save in**. You can click the down arrow to search for the correct folder.
14. Enter the **File name**. The type displays automatically and cannot be changed.
15. Click **Save**. An Exporting Reports message appears.

![Exporting Records dialog box]

Once the export process is complete, the report appears in the folder you selected in step 14. You can now open it using another program, or transfer it as you would any other file.

➢ **Sending a report as e-mail**

If your organization utilizes a MAPI (Messaging Application Programming Interface) compliant online messaging system, like Microsoft Mail, you can send information gathered in **General Ledger** to other users as e-mail. MAPI is a standard set by Microsoft Corporation for Windows-compatible online messaging systems and applications such as e-mail and scheduling systems.

1. From **Reports**, expand the menu in the left pane until the report names display, and then highlight the name of the report you want to send as e-mail.

2. In the right pane, highlight the report parameter record you want to send as e-mail.
3. Select File, Send as Mail. The Export screen appears.

![Export dialog box]

4. In the Format field, select the format of the information you want to send. Click the down arrow for a list of options.

5. In the Destination field, select Microsoft Mail (MAPI) from the drop-down list of options.

6. Click OK. The Character-Separated Values screen appears.

![Character-Separated Values dialog box]

7. Enter a Separator.

8. Enter a Delimiter.

9. Click OK. The Number and Date Format Dialog screen appears.

![Number and Date Format Dialog]

10. Mark the checkbox to use the Same number formats as in report.

11. Mark the checkbox to use the Same date formats as in report.
12. Click OK. The Send Mail screen appears.

![Send Mail Screen]

13. Enter an e-mail address in the To field. If you have an address book set up you can click Address to search for an address.

14. You can enter an e-mail address in the Cc field. If you have an address book set up, you can click Address to search for an address.

15. You can type an entry in the Subject field.

16. You can enter a Message to be sent with the report. For example, you can identify the report and its format.

17. Click Send. The Exporting Records message appears.

![Exporting Records Message]

18. When the processing is complete, the report is automatically attached to the e-mail form and sent.

- **Deleting a report parameter record**

  1. From Reports, expand the menu in the left pane until the report names display, and then highlight the name of the report you want to delete.
2. In the right pane, highlight the report parameter record you want to delete.

3. Highlight the report file you want to delete and select **File, Delete**. The program displays a confirmation message.

4. Click **Yes** to delete the report parameter record.

## Creating A Balance Sheet

The following procedures explain how to create a balance sheet. Like the Income Statement, the Balance Sheet is a widely used report.

### Opening a report parameter record

A balance sheet for multiple funds is a common report that includes the account balances of asset, liability, and fund balance accounts within multiple funds. This procedure shows you how to create a balance sheet for multiple funds. Use the following formula for balance sheet reports: assets = liabilities + fund balance.

1. From **Reports**, expand the menu in the left pane until the report names display and highlight **Balance Sheet**.
2. In the right pane, double click the **New** icon.

![Balance Sheet](image)

> **Establishing General tab settings**

On this tab you select the Chart of Accounts, column display, and report filtering.

1. In the **Chart of Accounts** frame, mark either **Ledger** or **Consolidation Chart**.

2. If you mark **Consolidation Chart**, select a consolidation from the drop-down list.

3. The **Breakdown Columns By** checkbox determines the layout of the report and defines the type of information included in the report.

4. If you mark this checkbox two options activate. You can mark an option to breakdown columns by **Fund** or **Project**. The report filter options change to match the option marked.

5. You can mark the checkbox to **Omit accounts with no activity** from the report.
Selecting report filters from the General tab

Filters can be used to reduce the amount of information in the report. For example, you can limit the report to a single project or range of projects.


2. Mark All to include all projects in the report.

3. Mark Selected to include only specific projects. Highlight the projects you want to include and use the single, right arrow button to move them to the Projects to include box.

4. Mark Range to include ranges of projects in the report.

5. If you filter by Range the following screen appears.

6. In the From Project column, click the down arrow for a list of projects. The project description automatically displays when you move to the next entry.

7. In the To Project column, click the down arrow for a list of projects. The project description automatically displays when you move to the next entry.
8. You can select several ranges of projects by repeating steps 4 and 5.

9. Click **OK** to save your filtering options and return to the Balance Sheet screen.

➤ **Saving the report parameter record**

1. Select **File, Save** from the menu bar.

2. Enter a **Report name**. This name displays on the main *Reports* screen and the title bar of the report.

3. Enter a **Description**. This description displays on the status bar of the main *Reports* screen.
4. You can mark **Other users can execute this report.** If you marked the previous box, you can mark **Other users can modify this report.** If you mark these checkboxes, other users with security rights to access the module can execute and/or modify the report. Users with Supervisor rights can execute and modify the report regardless of the selection you make.

5. Click **OK.** The parameter record appears, with the name displayed on the title bar.
Establishing Columns tab settings

The criteria you select on this tab determines the layout of the report. For example, you can add and name columns for data display.

1. Select the Columns tab.

2. The Column # field displays the number of the column you are creating or editing.

3. Enter a column name in the Column heading field. This name displays on the report.

4. Mark Hide column on report if you do not want the column to display on the report. This allows you to mask sensitive information such as salaries.

5. If you applied filters from the General tab, the Filters button activates. Click the button to change your filter criteria.

6. In the Column Definition frame, select a definition and use the arrow button to move it to the right pane. You can move multiple definitions to the right pane and then combine them using the operators.

7. Mark Format as percent to display the column entry with a percent sign. For example, you can divide Adjusted Budget by Original Budget and display the result as a percentage.

8. Mark Fiscal Periods or Specific Dates. If you mark Fiscal Period, you must select a Fiscal year and an As of period.

9. If you mark Specific Date, you must entry a date. Click the calendar to select a date.

10. Click Insert Column to add a column to the report.

11. Repeat steps 3 through 9 for each new column you want to add. Each column format is independent of other columns.
Establishing Format tab settings

The criteria you select on this tab determine the amount of information displayed in the report and the format of currency entries. For example, you can have the report criteria displayed on a separate page of the report.

1. Select the Format tab. The following screen appears.

2. In the Accounts frame, define how much account detail to include on the report in the Show detail at account level field. For example, a level 3 report contains accounts defined with sub-total levels at 1, 2 and 3. If you print at level 6, the report has more detail because accounts defined at levels 1 through 6 print on the report. The levels available range from 2 to 9.

3. Mark the Include account numbers on report checkbox if you want account numbers to be included on the report.

4. In the Amount Format frame, mark the checkbox if you want the currency character to display.

If you mark Use whole numbers, the program rounds all entries, totals, and grand totals to the nearest whole dollar amount. Report data generated with this checkbox marked should be treated as estimates of the actual values.

5. In the Amount Format frame, mark the checkbox if you want to include a 1000s separator (such as a comma).

6. In the Amount Format frame, mark the checkbox if you want to use whole numbers.

7. In the Amount Format frame, select the negative amount display by clicking the down arrow and selecting the option you want.

8. Mark Print Report Criteria On if you want to include report criteria in your report. Also mark either Separate page or First page only.

9. Mark Indent totals based on sub-levels on report to indent totals. This can make your reports easier to read.
10. If you want to print a separate statement for each project, mark **Print separate statement for each project**.

11. You can mark **Break down surplus/deficit for period by project**.

12. If you marked the previous checkbox, you can mark the **Print project ID** checkbox to include the project ID on the report.

13. Mark the **Print encumbered details** checkbox to include all outstanding encumbrances, as well as the total actual beginning fund balance, and outstanding contingent expenditures from previous years. The Net Surplus/(Deficit) section of the report includes only encumbered activity from the current year in which you run the Balance Sheet and matches the Income Statement for the period. All totals are used to calculate the ending fund balance.

14. Select **File, Save**.

**Establishing Heading tab settings**

You can use this tab to add header and footer information to the report. For example, you could display the name of the person the report is prepared for.

1. Select the Heading tab.

2. You can enter report **Header** information. Text entered here displays below the sub-heading.

3. You can enter report **Sub-heading** information. Text entered here displays below the report name.

4. You can enter **Footer** information. Text entered here displays at the bottom of each page of the report.

5. Select **File, Save** to save the report parameters.
6. Select **File, Close** to close the report parameter record and return to the main **Reports** screen.

7. The report **Name** displays in the right pane. From this screen you can preview, print, edit, export, e-mail, or delete the report. Please refer to page “Report Functions” on page 237 for procedures explaining these functions.

**Frequently Asked Questions**

- **How can I rename a report parameter record?**
  
  To rename a report, you need to save it under a new file name. To do this, simply open the report and select **Save As** from the **File** menu. The program prompts you to enter a name for the report. Once you have completed the information on this screen, close the report. Now two reports appear, the original report and the new one. You can delete the original report.

- **Why are my financial statements not sub-totaling correctly?**
  
  More than likely, the problem relates to incorrect sub-total levels defined on your accounts. Check the leveling in your chart of accounts, using the Chart Organizer.

- **How can I print a financial statement for multiple funds?**
  
  When defining the parameters for your report, click **Report Filters**. On the Report Filters screen, you can select the funds to include on the report. If you want each column of the report to contain a separate fund, be sure to select the **Breakdown Columns By** option and select **Funds**. Then, on the Columns tab, use the **Filters** option to indicate the funds that print in each column.

- **Where are the FAS 117 statements defined?**
  
  The FAS 117 statements can be found in the Financial Statements folder of the **Reports** module. The Statement of Activities and Statement of Financial Position are two new FASB statements. The Statement of Cash Flows and Statement of Functional Expenses can be printed for consolidations to satisfy the requirement for additional reports.
• What do I need to do before I can print the FAS 117 statements?

The Statement of Activities and Statement of Financial Position are printed by consolidation rather than fund. To print these statements from *General Ledger*, you need to establish a consolidation chart of accounts that outlines the requirements for these two reports. Then your ledger accounts need to be associated with the appropriate consolidation accounts.

• How do consolidations affect my financial statements?

Consolidations provide the ability to print a number of reports based on a chart of accounts that you custom design to consolidate activity from one or more funds, ledger account projects, or account segments.
Reference

This section of the chapter explains Column Operators, displays sample reports, describes common parameter record screens, and describes a sample of General Ledger reports.

Column Operators

On the Columns tab, in the Column Definition frame, you can use operators to define the value displayed in the report. The program automatically makes the calculation and inserts the resulting value in the column. For example, you can define a column value as Adjusted Budget divided by Original Budget. The following table shows the Column Operator buttons and their purpose.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>You can use the plus sign to add two values. For example, you can define a column as the value of Original Budget plus Budget Adjustments.</td>
</tr>
<tr>
<td>-</td>
<td>You can use the minus sign to subtract one value from another. For example, you can define a column as the value of Original Budget minus Adjusted Budget.</td>
</tr>
<tr>
<td>*</td>
<td>You can use the times sign to multiply two values. For example, you can define a column as the value of Original Budget times 0.75.</td>
</tr>
<tr>
<td>/</td>
<td>You can use the divide sign to divide one value by another. For example, you can define a column as the value of Original Budget divided by Adjusted Budget.</td>
</tr>
<tr>
<td>{ [ ] }</td>
<td>You can use the parenthesis signs to isolate a segment of the definition. For example, you could define a column as the value of (Column 1 plus Column 2) times Column 3.</td>
</tr>
</tbody>
</table>

Sample Reports

The next two pages display samples of the Balance Sheet report and Income Statement created in the procedures section. The Accounting for Nonprofits Sample Reports manual contains a sample of every report available in Reports, a description of the report, a list of required fields, and a list of options. The Sample Reports manual also contains information about consolidations and printer considerations.
## Balance Sheet

### Lowcountry Preservation Society

#### Balance Sheet

This is the report Sub-heading.  
This is the report Header.

**Fund 03 - ENDOWMENT FUND**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-100000-00-00</td>
<td>ASSETS</td>
<td></td>
</tr>
<tr>
<td>03-120000-00-00</td>
<td>OTHER ASSETS</td>
<td></td>
</tr>
<tr>
<td>03-139999-00-00</td>
<td>INVESTMENTS</td>
<td>$151,221.19</td>
</tr>
<tr>
<td>03-149999-00-00</td>
<td>DUE FROM'S</td>
<td>$727.43</td>
</tr>
<tr>
<td>03-179999-00-00</td>
<td>TOTAL OTHER ASSETS</td>
<td>$151,948.62</td>
</tr>
<tr>
<td>03-199999-00-00</td>
<td>TOTAL ASSETS</td>
<td>$151,948.62</td>
</tr>
<tr>
<td>03-200000-00-00</td>
<td>LIABILITIES AND FUND BALANCE</td>
<td></td>
</tr>
<tr>
<td>03-210000-00-00</td>
<td>LIABILITIES</td>
<td></td>
</tr>
<tr>
<td>03-214999-00-00</td>
<td>DUE TO'S</td>
<td>($674.12)</td>
</tr>
<tr>
<td>03-249999-00-00</td>
<td>LIFE ANNUITY INCOMES</td>
<td>$2,177.60</td>
</tr>
<tr>
<td>03-299999-00-00</td>
<td>TOTAL LIABILITIES</td>
<td>$1,503.48</td>
</tr>
<tr>
<td>03-300000-00-00</td>
<td>FUND BALANCE</td>
<td></td>
</tr>
<tr>
<td>03-329999-00-00</td>
<td>PROGRAM ENDOWMENTS</td>
<td>$138,398.22</td>
</tr>
<tr>
<td>03-331999-00-00</td>
<td>SCHOLARSHIP ENDOWMENTS</td>
<td>$12,046.92</td>
</tr>
<tr>
<td>03-389999-00-00</td>
<td>TOTAL FUND BALANCE</td>
<td>$150,445.14</td>
</tr>
</tbody>
</table>

**NET SURPLUS/(DEFICIT)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-399999-00-00</td>
<td>NET SURPLUS/(DEFICIT)</td>
<td>$0.00</td>
</tr>
<tr>
<td>03-399999-00-00</td>
<td>TOTAL LIABILITIES &amp; FUND BALANCE</td>
<td>$151,948.62</td>
</tr>
</tbody>
</table>
# Income Statement

Lowcountry Preservation Society

Income Statement

This is the report Sub-heading.

This is the report Header.

<table>
<thead>
<tr>
<th>Fund 03 - ENDOWMENT FUND</th>
<th>Actual</th>
<th>Encumbrance</th>
<th>Actual+Encum.</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-400000-00-00 REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-499999-00-00 TOTAL REVENUES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>03-500000-00-00 EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-599999-00-00 TOTAL EXPENSES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net Surplus/(Deficit) BEFORE GIFTS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>03-600000-00-00 GIFTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-699999-00-00 TOTAL GIFTS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net Surplus/(Deficit) AFTER GIFTS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>03-700000-00-00 TRANSFERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-729999-00-00 TRANSFERS FROM</td>
<td>$(50,000.00)</td>
<td>$0.00</td>
<td>$(50,000.00)</td>
</tr>
<tr>
<td>03-799999-00-00 TOTAL TRANSFERS</td>
<td>$(50,000.00)</td>
<td>$0.00</td>
<td>$(50,000.00)</td>
</tr>
<tr>
<td>NET SURPLUS/(DEFICIT)</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>$100,445.14</td>
<td>$0.00</td>
<td>$100,445.14</td>
</tr>
<tr>
<td>Adjustment to Fund Balance</td>
<td>$(50,000.00)</td>
<td>$0.00</td>
<td>$100,445.14</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>$100,445.14</td>
<td>$0.00</td>
<td>$150,445.14</td>
</tr>
</tbody>
</table>
Screen Descriptions

This section provides a sample of report parameter records from Reports. Because Reports allows you almost unlimited choices in setting up report parameter records, every possible combination cannot be shown. Please refer to the Accounting for Nonprofits Sample Reports manual for a complete description of every report available in Reports. Field-by-field descriptions are provided with each screen. A type reference appears in parenthesis, depending on the kind of field: R for Required, O for Optional, D for Display Only, and B for Button.

Common Screens

Format Tab

All General Ledger report parameter records have a Format tab. The Amount Format and Print Criteria On frames appear on each of the tabs. Some reports have additional options available that are specific to the report. Please refer to the Accounting for Nonprofits Sample Reports manual for a complete list of the options available.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Format frame</td>
<td>The selections made in this frame determine how currency entries display in your report.</td>
</tr>
<tr>
<td>Use currency character (O)</td>
<td>Mark this checkbox to include the currency character (such as $) in the display.</td>
</tr>
<tr>
<td>Use 1000 separator (O)</td>
<td>Mark this checkbox to include a comma separator for thousands levels.</td>
</tr>
<tr>
<td>Use whole numbers (O)</td>
<td>Mark this checkbox to round the currency amount to the nearest whole dollar value.</td>
</tr>
<tr>
<td>Negative amounts (R)</td>
<td>Click the down arrow to select the negative amount display (such as, (1234.88) or -1234.88).</td>
</tr>
<tr>
<td>Print Report Criteria On (O)</td>
<td>Mark this checkbox if you want to print a list of the criteria used to create the report. This list includes every selection from the report parameter record.</td>
</tr>
</tbody>
</table>
Headings Tab

Most General Ledger report parameter records contain a Headings tab. You can use this tab to add custom details to a report. For example, you can add the name of the person for whom the report is being prepared.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Separate page (O)</strong></td>
<td>Mark this checkbox to print the criteria on a separate page. This option allows you to verify the report criteria without having it display on the report.</td>
</tr>
<tr>
<td><strong>First page only (O)</strong></td>
<td>Mark this checkbox to print the report criteria on the first page of the report. This option makes the criteria a part of the report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header (O)</td>
<td>You can type text here and have it appear in your report. The <strong>Header</strong> appears below anything entered in the <strong>Sub-heading</strong> field.</td>
</tr>
<tr>
<td>Sub-heading (O)</td>
<td>You can type text here and have it appear in your report. The <strong>Sub-heading</strong> appears above anything entered in the <strong>Header</strong> field.</td>
</tr>
<tr>
<td>Footer (O)</td>
<td>You can type text here and have it appear in your report. The text appears at the bottom of each page of the report.</td>
</tr>
</tbody>
</table>
Sample Report Parameter Records

Account Profile

The Account Profile report provides a profile of the selected accounts. The amount of information included in the report depends upon the options selected. The Account Profile can be as basic as a list of account numbers or as detailed as a multi-year, period-by-period comparison.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts frame</td>
<td>You use the options in this frame to select the chart of accounts you want included in the report. The available frames and options change to match the option marked.</td>
</tr>
<tr>
<td>Ledger (O)</td>
<td>Mark this option to base the report on the Ledger Chart of Accounts.</td>
</tr>
<tr>
<td>Consolidation (O)</td>
<td>Mark this option to base the report on the Consolidation Chart of Accounts.</td>
</tr>
<tr>
<td>Print Options frame</td>
<td>You use the checkboxes in this frame to determine the information included in the report.</td>
</tr>
<tr>
<td>Account information (O)</td>
<td>Mark this checkbox to include basic account details (for example, Account type, Status, GL Category, and Leveling).</td>
</tr>
<tr>
<td>Attributes (O)</td>
<td>Mark this checkbox to include a list of all attributes associated with the account.</td>
</tr>
<tr>
<td>Activity (O)</td>
<td>Mark this checkbox to include period-by-period Activity details in the report. If you mark this checkbox the Activity Settings frame activates.</td>
</tr>
<tr>
<td>Notes (O)</td>
<td>Mark this checkbox to include all notes associated with the account.</td>
</tr>
<tr>
<td>Consolidation list (O)</td>
<td>Mark this checkbox to include a list of consolidations associated with this account.</td>
</tr>
<tr>
<td>Budget worksheet for (O)</td>
<td>Mark this checkbox to include a worksheet for a fiscal year’s budget. If you mark this checkbox, select a fiscal year from the drop-down list.</td>
</tr>
<tr>
<td>Name (Type*)</td>
<td>Reference</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Project actuals from (O)</td>
<td>This option activates if you select an open fiscal year. You can mark this checkbox to include projected actuals for up to 12 accounting periods. If you mark this checkbox, select the number of accounting periods from the drop-down list.</td>
</tr>
<tr>
<td>Activity Settings frame</td>
<td>This frame activates if you mark the Activity checkbox.</td>
</tr>
<tr>
<td>Fiscal year (R)</td>
<td>Select three fiscal years from the drop-down lists.</td>
</tr>
<tr>
<td>Net change (O)</td>
<td>Mark this option to display the Net change in the report. If you mark this option the report displays the beginning balance, net change for each period, and the ending balance.</td>
</tr>
<tr>
<td>End balance (O)</td>
<td>Mark this option to display the End balance in the report. If you mark this option the report displays the beginning balance, end balance for each period, and the ending balance.</td>
</tr>
<tr>
<td>Include regular accounts only (O)</td>
<td>Mark this checkbox to exclude Total and Heading accounts from the report.</td>
</tr>
<tr>
<td>Report Filters (B)</td>
<td>Click this button to open the filters screen. The options available vary to match the report and options selected. Please refer to page “Selecting report filters” on page 227 for an example of this screen.</td>
</tr>
</tbody>
</table>
Balance Format

The Balance Format report provides the cumulative balance for each account from the beginning balance for the selected year through a specified period. The cumulative balance is the net change of all activity plus the beginning balance.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Periods frame</td>
<td>The selections made in this frame determine the amount of information in the report.</td>
</tr>
<tr>
<td>Fiscal year (R)</td>
<td>You must select a Fiscal year from the drop-down list.</td>
</tr>
<tr>
<td>Start period (R)</td>
<td>You must select a Start period from the drop-down list.</td>
</tr>
<tr>
<td>End period (R)</td>
<td>You must select an End period from the drop-down list.</td>
</tr>
<tr>
<td>Include (R)</td>
<td>Click the down arrow and select the type of transactions you want to include (such as, Regular Transactions, Encumbrance Transactions, or Regular + Encumbrance Transactions).</td>
</tr>
<tr>
<td>Report Filters (B)</td>
<td>Click this button to open the filters screen. The options available vary to match the report and options selected. Please refer to page “Selecting report filters” on page 227 for an example of this screen.</td>
</tr>
</tbody>
</table>
Batch Detail Report

The Batch Detail Report provides detailed batch header information, the batch status, the balance, and the number of transactions in the batch. This report is useful as a weekly or monthly report to show all information about transactions posted to the general ledger. You can also use the report to help reconcile the general ledger with other programs used for posting.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Batches Created On frame</td>
<td>You use the options in this frame to select the batches included in the report.</td>
</tr>
<tr>
<td>All dates (O)</td>
<td>Mark this option to include batches created on All dates.</td>
</tr>
<tr>
<td>Created on (O)</td>
<td>Mark this option to narrow the number of included batches to those created within a specific date range. If you mark this option you must enter a Start Date and End Date.</td>
</tr>
<tr>
<td>Start date (R)</td>
<td>Enter a Start date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>End date (R)</td>
<td>Enter a End date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>Include Posted Batches (O)</td>
<td>You use the options in this frame to select the batches included in the report.</td>
</tr>
<tr>
<td>All posting dates (O)</td>
<td>Mark this option to include batches posted on All dates.</td>
</tr>
<tr>
<td>Posted on (O)</td>
<td>Mark this option to narrow the number of included batches to those posted within a specific date range. If you mark this option you must enter a Start Date and End Date.</td>
</tr>
<tr>
<td>Start date (R)</td>
<td>Enter a Start date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>End date (R)</td>
<td>Enter a End date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>Include open batches (O)</td>
<td>Mark this checkbox to Include open batches in the report.</td>
</tr>
<tr>
<td>Include batches created by (R)</td>
<td>You can click the down arrow and select a username from the drop-down list. This can be used to reduce the number of batches included in the report.</td>
</tr>
<tr>
<td>Report Filters (B)</td>
<td>Click this button to open the filters screen. The options available vary to match the report and options selected. Please refer to page “Selecting report filters” on page 227 for an example of this screen.</td>
</tr>
</tbody>
</table>
Budget Distribution Report

The Budget Distribution Report provides distribution information for the selected year. The report shows the Adjusted Budget.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Budget For</td>
<td>You identify the fiscal year of the report in this frame.</td>
</tr>
<tr>
<td>frame</td>
<td></td>
</tr>
<tr>
<td>Fiscal year (R)</td>
<td>Click the down arrow and select a fiscal year for the report.</td>
</tr>
<tr>
<td>Order Report By</td>
<td>In this frame you select the sorting order for the report.</td>
</tr>
<tr>
<td>frame</td>
<td></td>
</tr>
<tr>
<td>Account number (O)</td>
<td>Mark this option to sort the report by account numbers.</td>
</tr>
<tr>
<td>Account attribute (O)</td>
<td>Mark this option to sort the report by an account attribute. If you mark this option, click the down arrow and select an attribute.</td>
</tr>
<tr>
<td>Account segment (O)</td>
<td>Mark this option to sort the report by an account segment. If you mark this option, click the down arrow and select a segment.</td>
</tr>
<tr>
<td>Report Filters (B)</td>
<td>Click this button to open the filters screen. The options available vary to match the report and options selected. Please refer to page “Selecting report filters” on page 227 for an example of this screen.</td>
</tr>
</tbody>
</table>
Project Activity Report

The Project Activity Report provides information for the selected fiscal periods. This report is available only if the optional Project, Grant and Endowment Management module is present.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Type frame</td>
<td>The option marked in this frame determines the level of information included in the report.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail (O)</td>
<td>Mark this option to include Account Number, Activity Date, Reference, Balance, Project ID, Project Name, Beginning Balance, Adjustments to Balance, and Adjusted Balance.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary (O)</td>
<td>Mark this option to include Project ID, Project Description, Beginning Balance, Adjustments, Net Change, Ending Balance, and Totals.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Periods (O)</td>
<td>Mark this option to process the report based on fiscal years. If you mark this option you must select Start fiscal year and End fiscal year.</td>
</tr>
<tr>
<td>Start fiscal year (R)</td>
<td>Select a Start fiscal year from the drop-down list. This fiscal year, Last fiscal year, Next fiscal year, and all established fiscal years appear on the list.</td>
</tr>
<tr>
<td>End fiscal year (R)</td>
<td>Select an End fiscal year from the drop-down list. This fiscal year, Last fiscal year, Next fiscal year, and all established fiscal years appear on the list.</td>
</tr>
<tr>
<td>Start period (R)</td>
<td>Select a Start period from the drop-down list.</td>
</tr>
<tr>
<td>End period (R)</td>
<td>Select an End period from the drop-down list.</td>
</tr>
<tr>
<td>Specific Dates (O)</td>
<td>Mark this option to process the report based on specific dates. If you mark this option you must select Start date and End date.</td>
</tr>
<tr>
<td>Start date (R)</td>
<td>Enter a Start date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>End date (R)</td>
<td>Enter an End date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>Report Order frame</td>
<td>The options marked in this frame determine the sorting order of the report and the amount of detail included.</td>
</tr>
<tr>
<td><em><em>Name (Type</em>)</em>*</td>
<td><strong>Reference</strong></td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td><em>Account category (O)</em></td>
<td>Mark this option to sort the report by <strong>Account category</strong> (for example, <em>Asset</em> or <em>Liability</em>).</td>
</tr>
<tr>
<td><em>Transaction date (O)</em></td>
<td>Mark this option to sort the report by <strong>Transaction date</strong>.</td>
</tr>
<tr>
<td><em>Include account sub-totals (O)</em></td>
<td>Mark this checkbox to include a sub-total line after each account.</td>
</tr>
<tr>
<td><em>Total transaction detail (O)</em></td>
<td>Mark this checkbox to include only totals for each account. Details of each transaction display if you do not mark this checkbox.</td>
</tr>
<tr>
<td>Omit projects with no activity and a zero beginning balance (O)</td>
<td>Mark this checkbox to reduce the size of the report. To be omitted from the report, projects must have a zero beginning balance and no activity during the fiscal period selected.</td>
</tr>
<tr>
<td>Omit projects with no activity</td>
<td>Mark this checkbox to reduce the size of the report. To be omitted from the report, projects must have no activity during the fiscal period selected.</td>
</tr>
<tr>
<td>Include encumbrance transactions (O)</td>
<td>Mark this checkbox if you want to include encumbrance transactions in the report.</td>
</tr>
<tr>
<td>Report Filters (B)</td>
<td>Click this button to open the filters screen. The options available vary to match the report and options selected. Please refer to page “Selecting report filters” on page 227 for an example of this screen.</td>
</tr>
</tbody>
</table>
Statement of Activities

The Statement of Activities is one of the financial statements required by the FAS 117 pronouncement. Essentially, the Statement of Activities is comparable to an income statement, however, rather than reporting the net surplus/deficit for each fund, this report is designed to report on your organization as a whole. In addition to being an organizational income statement, the Statement of Activities also reports on the net/surplus broken down by each net asset classification.

<table>
<thead>
<tr>
<th>Name (Type*)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidation chart (R)</td>
<td>You must select a Consolidation chart from the drop-down list. For information about consolidations please refer to the Accounting for Nonprofits Sample Reports manual.</td>
</tr>
<tr>
<td>Statement format frame</td>
<td>The options you mark in this frame determine how data displays in the report.</td>
</tr>
<tr>
<td>Single column (O)</td>
<td>Mark this option to display the data in a single column. The data displays in this order: Unrestricted, Temporarily Restricted, Permanently Restricted, and Total.</td>
</tr>
<tr>
<td>Multiple column (O)</td>
<td>Mark this option to display the data in a multiple columns. The data displays in four, side-by-side columns.</td>
</tr>
<tr>
<td>Fiscal Periods (O)</td>
<td>Mark this option to process the report based on fiscal years. If you mark this option, you must select Start fiscal year and End fiscal year.</td>
</tr>
<tr>
<td>Start fiscal year (R)</td>
<td>Select a Start fiscal year from the drop down list. This fiscal year, Last fiscal year, Next fiscal year, and all established fiscal years appear on the list.</td>
</tr>
<tr>
<td>End fiscal year (R)</td>
<td>Select a End fiscal year from the drop down list. This fiscal year, Last fiscal year, Next fiscal year, and all established fiscal years appear on the list.</td>
</tr>
<tr>
<td>Specific Dates (O)</td>
<td>Mark this option to process the report based on specific dates. If you mark this option you must select Start Date and End Date.</td>
</tr>
<tr>
<td>Start date (R)</td>
<td>Enter a Start date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>End date (R)</td>
<td>Enter a End date or click the calendar to search for a date.</td>
</tr>
<tr>
<td>Include encumbrance transactions (O)</td>
<td>Mark this checkbox if you want to Include encumbrance transactions in the report calculations.</td>
</tr>
</tbody>
</table>
Security

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Security is where you establish access rights for users of General Ledger. Security is based on groups of users. You can create an unlimited number of groups, with various levels of program access. An individual’s access rights depend on the rights of the groups of which the user is a member, thus enabling you to control what users are allowed to view, add, edit, or delete.

When a user logs in to General Ledger, functions the user does not have access rights to are automatically disabled. Changes can be made to the user’s access rights at any time, but the new rights do not take effect until the next time the user logs in.

When you receive General Ledger, Security includes a user named Supervisor, whose password is admin. This user has full rights to all areas of the program and cannot be deleted. You should change the Supervisor password as soon as possible to ensure the highest level of security for your organization.

**Security Basics**

The functions relating to security groups and users begin from the main screen of Security. You can add, edit, and delete groups and users from the main screen. You can also print a group or user profile, which includes general security information such as user name and description, group-member associations, and program access.

- **Accessing Security**
  1. From the Start menu, select Programs, Blackbaud General Ledger. A menu appears, displaying the General Ledger modules.
  2. Select Security, and log in using the correct user name and password. The main Security screen appears.
3. From the main Security screen you can add new security groups and users, view and edit existing groups, and delete users no longer needed. You can also print a group or user profile, which includes general security information such as name, description, group-member associations, and program access.

Security Groups

You use security groups to establish access privileges for members of the group. Each group record has tabs for group information, shared tables, and shared components, as well as a tab for each Blackbaud program present in your system.

Because Security is a module common to all Blackbaud programs, you can establish a group with access rights to one or more programs. For example, you can create the Accounting group and give its members access privileges to all areas of Payroll, Accounts Payable, Accounts Receivable and General Ledger.

Users have access privileges based on group membership and can be members of more than one group.

Adding a group

The following procedure takes you through the steps required to establish a new security group.


![Add a Group](image)

2. On the Group Info tab, enter the Group Name and Description in the corresponding fields.

3. In the Group Members frame, use the arrow buttons to move the appropriate users from the Not Members box to the Members box.
4. Select the Shared Tables tab.

5. Mark or clear the checkbox next to each table for which you want to give or withhold group access privileges. If the checkbox is left blank, the group members cannot add, edit, or delete entries from the table.

6. Select the Shared Components tab.

7. Mark the checkbox for each component you want members of the group to access. If a checkbox is blank, users cannot access the corresponding component.

Make sure you designate option settings for all shared components in your program. To designate options, mark the checkbox next to each shared component and click Options.
You can further define access privileges for shared components by clicking **Options**. The Security Options screen for the selected component appears. Each shared component displays a different Security Options screen.

8. For each option listed in the grid, mark the checkbox to allow users to view, add, edit, and delete. Checkboxes in a cell with a yellow background are display only. For some options, N/A appears instead of a checkbox to indicate the item is not available or applicable.

9. After defining privileges on the Security Options screen, click **OK** to return to the Shared Components tab.

10. Select the General Ledger tab to define the specific security options for this group.

11. Mark each **General Ledger** module for which you want the group to have access.
12. Highlight each module and click **Options** to further define the group’s security privileges. Each module has different security options. The following procedures explain establishing group security privileges for individual program modules.

**Account Management Security**

Once you specify which modules a group can access, you can further define the group’s security rights within each module. In *Account Management*, you can define access and data entry privileges for various functions.

- **Assigning rights for Account Management**
  1. From the Add a Group screen, select the General Ledger tab and mark **Account File Management**.
  2. Click **Options** and the Security Options screen appears.

  ![Security Options](image)

  3. In the **Functions** box, mark the functions you want the group to access.
  4. In the **Data Entry** grid, designate data entry rights by marking the appropriate checkboxes. For example, if you want the group to be able to delete account information, mark the **Delete** checkbox.
  5. Click **OK** to save the options.

**Configuration Security**

This option allows you to determine which tabs, items, and code tables a group can change in *Configuration*.

- **Assigning rights for Configuration**
  1. From the Add a Group screen, select the General Ledger tab and mark **Configuration**.
2. Click **Options**. The Security Options screen appears.

![Security Options Screen]

3. In the **Configuration Options - Change** box, mark the checkboxes next to the tabs to which you want the group to have access.

4. In the **Code Table Access - Change** box, mark the checkboxes next to the tables you want the group to access.

5. Mark **Delete user-defined tables** if you want the group to be able to delete tables defined by users.

6. Click **OK** to save the options.

**Journal Entry Security**

This option allows you to give the group rights to view, create, edit, validate, and post batches in **Journal Entry**.

- **Assigning rights for Journal Entry**

  1. From the Add a Group screen, select the General Ledger tab and mark **Journal Entry**.

  2. Click **Options** and the Security Options screen appears.

![Security Options Screen]

  3. Mark the corresponding checkboxes to give members of the group rights to view, create, edit, validate, and/or post batches in **Journal Entry**.

  4. Click **OK**. The options are saved.
Project, Grant and Endowment Management Security

The Projects and Grants security option is only available if you have the optional Project, Grant and Endowment Management module installed. This option enables you to designate security privileges for functions and data entry of projects and grants.

Assigning rights for Project, Grant, and Endowment Management

1. From the Add a Group screen, select the General Ledger tab and mark Projects and Grants.
2. Click Options. The Security Options screen appears.

3. You can assign access privileges for: Project Information, Budget Information, and Pool Information. Mark the appropriate checkboxes to view, add, edit, or delete information.
4. Mark Calculate Investment Income, Calculate Investment Fees, Post to General Ledger, and/or Manipulate Budget if you want the group to have access to those functions.
5. Mark Update GL Account budget with project information to automatically keep General Ledger up-to-date with any project activity.
6. Click OK to save the options.

Reports Security

You can define security for Reports on two levels. You can assign rights by report type (such as, Budget Reports and Journals, Financial Statements), and you can define by report name (such as, Budget Adjustment Report, Budget Distribution Report, Budget Worksheet).

Assigning rights for Reports

1. From the Add a Group screen, select the General Ledger tab and mark Reports.
2. Click **Options** and the Security Options screen appears.

   ![Security Options Screen]

3. In the **Report Types** box, mark each type of report you want the group to access. When you mark a type, the names of all the reports of that type appear in the **Report Names** box. Mark the reports you want the group to be able to generate.

4. Click **OK** to save the options.

➤ **Editing a group**

You can edit a group any time you need to add or delete a member, or change a group’s access privileges. If you edit a group’s privileges while one or more of its members are logged into the program, the changes you make do not take effect until the user(s) exits and logs in again.

1. From **Security**, highlight the group you want to edit.

2. Select **File, Open**. The following screen appears.

   ![Accounting Group - accountants]

   ![You can double click a group to open the record for editing.]

3. You can edit the **Group Name** and/or **Description**.

4. To remove a user from the group, highlight their name in the **Members** box and use the arrow buttons to move them to the **Not Members** box.

5. To change access privileges, select the General Ledger tab and make the necessary changes.

6. Click **OK** to save the changes.

**Previewing and printing a Group Profile report**

A Group Profile includes the name and description of the group, a list of group members, and a list of access privileges assigned to that group.

1. From the main **Security** screen, highlight the group whose profile you want to preview or print.

2. On the toolbar, click the the print preview button to preview the profile, or click the print button to print the Group Profile on your default printer. If you want to print to a printer other than the default, select **File, Print Setup** and select another printer.
3. If you preview the report, a processing message appears, and then the report is displayed.

Deleting a group

1. From Security, highlight the group you want to delete. Deleting a group does not delete the records of users assigned to the group.
2. Select File, Delete. A confirmation message appears.
3. Click Yes to delete the group.

Security Users

The user record is where you establish the individual’s user name, password, and security rights. You can assign the user Supervisor rights, which extends rights of access to all areas of the program, or Selected group rights. By choosing Selected group rights, you can limit a user’s rights to those defined for a security group. A user can be a member of more than one group.

Security provides the ability to limit user access within each component of the program. For example, some users may need to access only the Reports module of the program, while others may need to access Post and Journal Entry.
Adding a user

The following procedure describes each step required to add a security user.

1. From Security, select File, New User. The Add a User screen appears. You can also double click the Add User icon to open the Add a User screen.

2. On the User Information tab, enter the User Name and Description in the corresponding fields.

3. In the Password Options frame, enter the user’s Password. In the Confirm field, type the password again to ensure you entered the password correctly. If you want to allow the user to change this password, mark User May Change Password.

4. In the Group Assignments frame, mark Supervisor rights to give the user access to all areas of the program, or mark Selected group rights to give the user rights based on group membership. If you choose Selected group rights, use the arrow buttons to move the groups to which the user is a member from the Not a member of box to the Member of box.

5. Select the General Ledger Accounts tab.
6. Mark **Account Security Enabled** to indicate that this user has restricted access to General Ledger accounts.

7. Mark **Allow Access only to the Accounts selected below** if you want to specify which accounts this user can access.

8. Mark **Prevent Access to the Accounts selected below** if you want to specify which accounts this user is not able to access.

9. In the **Account** column, enter the account number or click the search icon to open the Search for Account screen. When the account number is entered, the description is automatically displayed in the **Description** column.

10. Select the Projects tab.

11. Mark **Project Security Enabled**. This checkbox must be marked if you want to set project security privileges.

12. Mark **Allow access only to the projects selected below** or **Prevent access to the projects selected below**.

13. Click **Include** if you are allowing access to projects or click **Exclude** if you are preventing access to projects in the grid. Select one of the following options from the submenu: **All**, **One Project**, **Selected Projects**, **Range of Projects**.

14. Enter the projects you want to include or exclude in the grid.

15. Click **OK** to save and close the user record.

**Editing a user**

1. From **Security**, highlight the user you want to edit. You can double click a user’s name to open the record for editing.
2. Select **File, Open**. The user record screen appears.

3. Make the necessary changes to the user record.
4. Click **OK** to save and close the record.

- **Previewing and printing a User Profile report**

  A User Profile includes the name and description of the user, a list of individual security settings, and a list of group access privileges the user can access.

  1. From the main **Security** screen, highlight the user for which you want to preview or print a profile.
2. From the toolbar, click the print preview button to preview the profile, or click the print button to print the User Profile on your default printer. If you want to print to a printer other than the default, select File, Print Setup and select another printer.

If you preview the report, a processing message appears, and then the report is displayed. You can print the User Profile from the preview screen by clicking the print button on the toolbar.

3. Close the User/Group Profile screen to return to the main Security screen.

- Deleting a user
  1. From Security, highlight the user you want to delete.
  2. Select File, Delete. A confirmation message appears.
  3. Click Yes to delete the user record.

Passwords

Each user must have a password to access the General Ledger modules. Although user names must be unique, you can use the same password for more than one user. You can define and edit passwords from each user’s record. If you mark the option User May Change Password, your users can change their passwords by choosing Edit, Change Password from the menu bar of any module.

When you receive General Ledger, Security is shipped with a user named Supervisor, whose password is admin. You should change the Supervisor password to a unique password as soon as possible. Once the Supervisor password is changed to a password unique to your organization, please be sure the password is kept in a secure location that is accessible to at least two users.
Changing the Supervisor password

1. From the program menu, select Blackbaud General Ledger, Security. The Login screen appears.

2. Type Supervisor in the Name field.
3. Type admin in the Password field.
4. Click OK. The main Security screen appears.


6. Enter the Old password and New password. Enter the new password again in the Confirm new password field.
7. Click **OK**. A confirmation message appears.

![Password changed successfully.

8. Click **OK** to return to the main *Security* screen.

**Changing a user password from Security**

To change a user password from *Security*, you must log in as that user or have supervisor rights.

1. From the main screen of *Security*, open the record of the user whose password you want to change.

   ![User record in Security]

   2. Enter the new password in the **Password** field.
   3. Enter the new password again in the **Confirm** field.
   4. Click **OK** to save the new password and return to the main *Security* screen.

**Changing a user password from any module**

1. From any *General ledger* module, select **Edit, Change Password**. The Change Password screen appears.

   ![Change Password screen]

   If you have supervisor rights, you can change any users's password. If you do not have supervisor rights, but the **User may change password** option is marked on your user record in *Security*, you can change only your password.

   ![User may change password notice]

   If the **User may change password** option is marked on your user record in *Security*, you can change your password from the **Edit** menu of any *General Ledger* module.
2. Enter the **Old password** and **New password**. Enter the new password again in the **Confirm new password** field.

3. Click **OK**. A confirmation message appears.

4. Click **OK** to return to the **General Ledger** module in which you are working.
Utilities and Housekeeping

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Utilities and Housekeeping enables you to perform maintenance within General Ledger. You can monitor system statistics, enter and lock account beginning balances, delete inactive accounts, and create interface files that make General Ledger compatible with Blackbaud’s DOS programs and The Raiser’s Edge. By using this feature, you can post DOS accounts to General Ledger.

You also use Utilities and Housekeeping to perform end-of-year procedures such as closing a fiscal year or summarizing and purging transaction data. If you have the optional Budget Management module installed, you can finalize and update account budgets in Utilities and Housekeeping.

With Utilities and Housekeeping, you can perform a variety of functions related to your beginning account balances, FAS 117 balances, account number structure, finalizing your budget (if you have the optional Budget Management module), and fiscal year maintenance. This chapter contains step-by-step procedures, which allow you to efficiently set up and maintain your ledger accounts.

Utilities and Housekeeping Basics

This section provides basic information and step-by-step procedures for accessing Utilities and Housekeeping, and viewing General Ledger’s system statistics.

➢ Accessing Utilities and Housekeeping

1. From the Start menu, select Programs, Blackbaud General Ledger. A menu appears, displaying the General Ledger modules.

2. Select Utilities and Housekeeping, and log in using the correct user name and password. The Utilities and Housekeeping screen appears.

If you have already logged in to General Ledger, you do not have to log in again.
Viewing system statistics

With this procedure, you can monitor the number of fiscal years, funds, consolidations, accounts, transactions, and journal batches in General Ledger.


2. Click Refresh to update system statistics and ensure all totals are current.

3. Click Close when you finish viewing the system statistics.

Beginning Balances

Before you can post transactions to General Ledger, you must first establish beginning balances for all your balance sheet accounts. You can enter beginning balances for one fiscal year only.

If you have already successfully locked beginning balances, or have converted from the DOS version of General Ledger after running Initial Setup, you do not see the Enter Beginning Balances option on the File menu.
Entering account beginning balances

You must enter fiscal year beginning balances for balance sheet accounts (asset, liability, and fund balance) before you can post transactions to General Ledger. Make sure you enter beginning balances for the earliest year for which you want historical data. You cannot add beginning balances for previous years after you enter the first year.

1. From Utilities and Housekeeping, select File, Enter Beginning Balances. The Enter Beginning Balances screen appears.

2. In the Fiscal Year field, enter the fiscal year for which you want to enter beginning balances. Click the down arrow for a list of fiscal years. You can enter beginning balances for only one fiscal year.

3. After selecting a fiscal year, click OK. The Enter Beginning Balances for Fiscal Year screen appears, listing any regular ledger accounts that have been entered through Account Management.

4. In the Fund field, select the fund for which you want to enter balances or select the All Funds option.

5. If the account’s beginning balance is a debit amount, enter the amount into the Regular Debit column. Typically, asset accounts have a beginning debit balance.
6. If the account’s beginning balance is a credit amount, enter the amount into the Regular Credit column. Typically, liability and fund balance accounts have a beginning credit balance. You do not need to enter the amount with a minus sign or parenthesis.

7. If General Ledger is configured for encumbrance accounting, enter amounts in the Encumb Debit and Encumb Credit columns.

8. Click Validate to check whether debits and credits are equal.

9. Click Save to enter the beginning balances to General Ledger.

10. Click OK. A confirmation screen appears asking if you want to print a control report showing the beginning balances.

11. Click Yes to print the report and return to the main screen of Utilities and Housekeeping. Click No to return to the main screen without printing the control report.

**Locking account beginning balances**

You can use this procedure to lock the beginning balances for your balance sheet accounts. The trial balance for each fund must be in balance before you can successfully lock data. General Ledger will not lock balances that create an out-of-balance ledger.

1. From Utilities and Housekeeping, select File, Lock Beginning Balances. A confirmation screen appears.

2. Click Yes to lock the balances entered through the Enter Beginning Balance procedure.

### Editing FAS 117 Balances

After you complete the Lock Beginning Balances procedure, the option Edit FAS 117 Balances appears on the File menu of Utilities and Housekeeping. This option replaces Enter Beginning Balances and Lock Beginning Balances. You can edit the FAS 117 balances only of fiscal years with locked beginning balances.

When you run Close Fiscal Year, the Permanently Lock FAS 117 Balances checkbox appears on the Close Fiscal Year screen. If you mark this checkbox, FAS 117 balances lock and you can no longer edit them. After locking, you must make all changes through journal entries.

If you are converting from the DOS program to General Ledger for Windows, you can edit FAS 117 balances for the earliest open fiscal year.

You can edit the earliest fiscal year’s distributions until you mark the Permanently Lock FAS 117 Balances checkbox and run Close Fiscal Year. After that, Edit FAS 117 Balances no longer appears in the File menu.
Editing FAS 117 balances

1. From Utilities and Housekeeping, select File, Edit FAS 117 Balances. The Setup FAS 117 Beginning Balances screen appears. The earliest open fiscal year appears in the Fiscal Year field.

2. Click OK to continue. The Edit FAS 117 Balances for Fiscal Year __ screen appears.

3. In the Fund field, select the fund you want to edit or select All Funds. Click the down arrow for a list of options.

4. Make the necessary changes.

5. Click Validate to verify that the balances are correct.

6. Click Apply to apply the changes to the designated fund.

Account Maintenance

Utilities and Housekeeping includes several features that you can use to manage and maintain your accounts more efficiently. Through these options, you are able to delete unused accounts, change the character separator, and modify your account number appearance and segment length. Each of these procedures helps you to customize the program to fit the needs of your organization.
Deleting unused accounts

This procedure allows you to delete unused accounts. Unused consolidation accounts are those that are not associated with any ledger accounts. You cannot delete header and total accounts with this process—they must be deleted through Account Management.

1. From Utilities and Housekeeping, select File, Delete Unused Accounts. The following screen appears.

2. This screen informs you that Delete Unused Accounts is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.

3. Once all users exit the system, click Proceed. The following screen appears.

4. In the Account Type frame, mark Ledger Accounts or Consolidation Accounts depending on the type of unused accounts you want to delete.
5. Click **Continue**. The program searches for unused accounts. The Delete Unused Accounts screen appears with the results of the search displayed in a grid.

6. In the **Delete** column, mark the checkboxes corresponding to the unused accounts you want to delete. Click **Select All** to mark all unused accounts for deletion. Click **Clear All** to remove marks from the checkboxes of all unused accounts.

7. You can mark **Print Control Report** to print a report listing the deleted accounts.

8. Click **OK** to proceed with the deletion process.

---

### Increasing the length of an account segment

You can increase the length on any account segment as long as the combined length of all segments is no more than 30 characters, including the separator characters. When you increase the length of an account number segment, **General Ledger** adds the extra digits to the beginning of the segment for all segments except the second segment, where the digits are added to the end. If you have **Payroll** installed, this option is disabled.

1. From **Utilities and Housekeeping**, select **File**, **Increase Account Segment Length**. The following screen appears.

---

If you have **Payroll** installed, this option is disabled. Due to advanced **Payroll** advanced masking functionality, account numbers cannot be edited.
2. This screen informs you that **Increase Account Segment Length** is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.

3. Once all users exit the system, click **Proceed**. The Increase Account Segment Length screen appears.

4. In the **Segment** field, select the segment you want to lengthen. Click the down arrow for a list of segments.

5. In the **Length** field, enter the number of characters you want to use for the account segment. Click the arrows to increase or decrease the number; however you cannot lower the number to less than the original segment length. The minimum number of characters is two, the maximum is six.

6. Click **OK** to proceed with the change. A confirmation screen appears, asking if you want to increase the segment length.

7. Click **Yes** to increase the segment length and save the changes.

### Changing the separator character

The separator character is the symbol that appears between your account segments. You can change any or all of the separator characters. If you have **Payroll** installed, this option is disabled.

1. From **Utilities and Housekeeping**, select **File**, **Change Separator Character**. The following screen appears.
2. This screen informs you that Change Separator Character is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.

3. Once all users exit the system, click Proceed. The Change Separator Character screen appears.

4. In the Segment field, select the account segment for which you want to change the separator from the drop-down list.

5. In the Separator field, select the new separator. Click the down arrow for a list of separators.

6. Click OK to proceed with the change. A confirmation screen appears, asking if you want to change the separator.

7. Click Yes to change the separator and save the changes.

- Adding a new account segment

The Add New Account Segment procedure enables you to add additional segments to your account number structure after accounts have been added to General Ledger. If you have Payroll installed, this option is disabled.

1. From Utilities and Housekeeping, select File, Add New Account Segment. The following screen appears.

2. This screen informs you that Add New Account Segment is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and are locked out during this process.
3. Once all users exit the system, click Proceed. The Add New Account Segment screen appears.

4. In the Name field, enter a unique name for the new segment.

5. In the Type field, select the type of information contained in the new segment. Click the down arrow for a list of options.

6. If you enter Table as the type, the Table field is enabled and the Length field is disabled. Click the down arrow to select a table from a drop-down list.

7. In the Length field, enter the number of characters for the new segment. You can use the arrows to increase and decrease the length.

8. In the Separator field, enter the separator you want for this segment. Click the down arrow for a list of options.

9. After you enter the appropriate information, click OK. A confirmation screen appears, asking if you want to save the changes.

10. Click Yes. A warning screen appears informing you that this operation cannot be undone.

11. Click Continue. A confirmation screen appears informing you that the account segment information has been successfully updated.

12. Click OK to return to the main screen of Utilities and Housekeeping.

Budget Procedures

The Finalize Budget and Update Account Budget procedures are available on the File menu only if you have installed the optional Project, Grant and Endowment Management and Budget Management modules. These procedures enable you to lock budget figures and to update selected fiscal years with current project budgets.
## Finalizing a budget

After you enter a budget, use this procedure to finalize it. **Finalize Budget** allows you to lock the original figures so they cannot be altered. Once a budget is finalized, any changes to budgeted amounts are tracked as adjustments.

1. From *Utilities and Housekeeping*, select **File**, **Finalize Budget**. The following screen appears.

   ![Finalize Budget](image)

   2. In the **Fiscal Year** field, select the fiscal year of the budget you want to finalize. Click the down arrow for a list of years.

   3. Click **OK** to continue. A confirmation message appears verifying that you want to finalize the budget.

   4. Click **Yes** to finalize the budget for the selected fiscal year.

## Updating an account budget

This procedure enables you to update selected fiscal year account budgets with current project budgets.

1. From *Utilities and Housekeeping*, select **File**, **Update Account Budget**. The Update General Ledger Account Budgets screen appears.

   ![Update General Ledger Account Budgets](image)

   2. In the **Update** column of the grid, mark the checkboxes of the fiscal years you want to update with current project budgets. Each selected fiscal year is marked for continual updates.

   3. Mark **Set all projects to update the account budget** to update *General Ledger* account budgets with current project budgets defined in the optional *Project, Grant and Endowment Management* module.
4. Click **Update** to continue. A confirmation message appears verifying the budget update.

5. Click **Yes** to update the account budgets.

### End-of-Year Procedures

*Utilities and Housekeeping* contains several end-of-year procedures that help you finalize your fund accounting records. You can change fund closing methods, close, summarize, and purge fiscal years.

#### Changing the fund closing method

1. From *Utilities and Housekeeping*, select **File**, **Change Fund Closing Method**. The following screen appears.

![Change Fund Closing Method](image)

2. This screen informs you that **Change Fund Closing Method** is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.

3. Once all users exit the system, click **Proceed**. The following screen appears.

![Change Fund Closing Method](image)

4. The options available on this screen depend on the current closing method and the new closing method you select.

5. In the **Fund** field, select the fund for which you want to change the closing method. Click the down arrow for a list of funds. The **Current closing method** is displayed under the **Fund** field.
6. In the **Available Closing Methods** frame, mark the new closing method you want.

7. In the **Select Project for Existing Transactions** frame, select a default project for transactions that have no designated project. Select a project from the drop-down list, or click the binoculars to search for a project.

8. Mark **Require Projects on Balance Sheet Transactions** to include projects on balance sheet transactions.

9. Click **OK**. A confirmation message appears verifying the fund closing method change.

10. Click **Yes** to process the fund closing method change.

**Closing a fiscal year**

This procedure closes a fiscal year. The program calculates the net surplus/deficit for each fund and posts it to the fund balance accounts defined on the fund record. The ending balance of balance sheet accounts is rolled forward to the next fiscal year. Income statement account balances are reset to zero for the next fiscal year.

1. From **Utilities and Housekeeping**, select **File, Close Fiscal Year**. The following screen appears.

2. This screen informs you that **Close Fiscal Year** is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.
3. Once all users exit the system, click Proceed. The Close Fiscal Year screen appears.

4. In the End of Year frame, mark Run End of Year Report, Run Report and Close Fiscal Year, or Close Fiscal Year.

5. Mark Permanently Lock FAS 117 Balances if you want to run future FAS 117 statements on the year you are closing. Closing a fiscal year without marking this option prevents future FAS 117 reporting.

6. Click OK to continue. A confirmation message appears verifying that you want to close the fiscal year.

7. Click Yes to close the selected fiscal year.

➢ Summarizing a closed fiscal year

Summarizing a fiscal year erases all transaction detail for that year. After you summarize a fiscal year, you can only run reports based on the beginning balance, net change, and ending balance for each period of each account. For example, after you summarize a year, you can still print income and balance sheet statements, but you cannot print a transaction journal or detail report for the summarized year.

1. From Utilities and Housekeeping, select File, Summarize Fiscal Year. The following screen appears.
2. This screen informs you that **Summarize Fiscal Year** is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.

3. Once all users exit the system, click **Proceed**. The Summarize Fiscal Year screen appears.

```
Summarize Fiscal Year

This facility will summarize the fiscal year that you select below.
Summarizing a fiscal year will permanently remove all batch- and transaction-oriented detail from your database.

Fiscal Year: [1997-1998]

OK    Cancel
```

4. Select the fiscal year you want to summarize from the drop-down list.

5. Click **OK** to continue. A confirmation message appears verifying that you want to summarize the selected fiscal year.

6. Click **Yes** to summarize the selected fiscal year.

➢ **Purging a fiscal year**

By performing this procedure, you can completely remove a fiscal year, including all summarized account information, from **General Ledger**. You cannot purge a fiscal year unless it has been closed and summarized.

1. From **Utilities and Housekeeping**, select **File, Purge Fiscal Year**. The following screen appears.

```
Purge Fiscal Year

This is an exclusive process which requires all other users to exit the system before proceeding. If you choose to proceed with this process, all users not already logged in will be prevented from entering the system. This is a list of users currently in the system; these users will need to be notified to exit the system before this process can continue.

Proceed    Cancel
```

2. This screen informs you that **Purge Fiscal Year** is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.
3. Once all users exit the system, click **Proceed**. The Purge Fiscal Year screen appears.

4. In the **Fiscal Year** field, select the fiscal year you want to purge from the drop-down list. You can only purge years that are closed and summarized.

5. Click **OK** to continue. A confirmation message appears verifying that you want to purge the selected fiscal year.

6. Click **Yes** to purge the fiscal year.

**Creating GL Interface Files**

This process enables *General Ledger* to interact with Blackbaud DOS systems and *The Raiser’s Edge*. By creating interface files, you assign the *General Ledger* accounts an alternate account number that other programs can recognize.

Before you can create *General Ledger* interface files for posting from any of Blackbaud’s DOS products or from *The Raiser’s Edge*, you must define the fund and account number segments in *Configuration*. Once you define these account numbers, you can run **Create GL Interface Files**, which allows you to create the data files needed for posting to *General Ledger*. This utility works in conjunction with the **DOS Account Number** field defined on the Account tab.
Creating GL Interface Files

This procedure allows you to use your current General Ledger chart of accounts to create a chart of accounts that is compatible with Blackbaud’s DOS accounting programs.

1. From Utilities and Housekeeping, select File, Create GL Interface Files. The following screen appears.

2. In the Output path field, enter the path where you want General Ledger to place the data files.

3. In the Current Fiscal year field, enter the fiscal year you want or the data files.

4. Define the DOS Fund length and DOS account no. length in the corresponding fields.

5. Click Create Interface Files. A confirmation message appears.

6. Click Yes. A processing screen appears while the DOS files are updated. After the files are updated, the following screen appears.
7. Click OK. A confirmation message appears.

8. Once the DOS utility has finished, click OK. If the files update successfully, a confirmation screen appears.

9. If the files did not update successfully you can view the errors. Please refer to the next procedure, “Printing a GL Interface Exception Report,” for more information.

10. Click OK, the Create GL Interface Files process is complete.

➢ Printing a GL Interface Exception Report

After you run Create GL Interface Files, a message may appear informing you of any accounts that could not be created in the interface files.

1. Click Yes to view the accounts.

2. Once you view the accounts, click the print button on the toolbar to print a report listing the failed accounts and the reason they were not included.

Validate Database

This procedure validates all of the indexes in your General Ledger database. Server crashes and network interference can corrupt your database; therefore, we recommend validating it weekly. Before validating the database, we recommend creating a backup of the database. If an error is found during validation, call Blackbaud customer support to arrange for the database to be fixed.

➢ Validating your database

1. From Utilities and Housekeeping, select File, Validate Database. The following screen appears.
2. This screen informs you that **Validate Database** is an exclusive process and displays a list of all users currently logged in. You are reminded that all users must exit the system and will be locked out during this process.

3. Once all users exit the system, click **Proceed**. The Database Validation screen appears.

4. This screen informs you that validating the database determines if there is any data corruption or inconsistency present in the database.

5. Click **Continue**. A confirmation message appears verifying that you want to validate the database.

6. Click **Yes**. A processing screen appears as the validation process begins.

7. When the validation process is complete, the following confirmation message appears.

8. Click **OK** to exit **Database Validation** and return to the Utilities and Housekeeping screen.
Glossary

Symbols

* (asterisk) – a wildcard operator used in Global Change. Using * as a wildcard tells the program that * can stand for any string of characters. For example, when searching for someone whose last name is Johnson, but you are not sure how to spell it, you want to search for Jo*son or Jo*s?n (if you are not sure of the ending). This would return results like Jonson, Jonsen, Johnson, Johnsen, etc.

< > – information contained between the greater than and less than sign is used as an example. The exception occurs when you define criteria as punctuation written out between the signs, then the greater than/less than signs represent the punctuation mark. For example, <hyphen> means the hyphen symbol is included.

% (percent) – found in Query and Export, the percent sign can replace a series of characters. For example, if you query to find a note written by someone with a last name beginning with “John,” you can use the criteria “Author Like John%.” The program selects notes with Author beginning with “John” (e.g., Johnson, Johnston, Johns, Johnathan-Willis).

? (question mark) – a wildcard operator used in Global Change. Using ? as a wildcard tells the program that ? can stand for one character. For example, if you are searching for someone whose last name is Johnson, but you are not sure if it is spelled with an o or an e at the end, you want to search for Johns?n. This would return results like Johnson, Johnsen, Johnsan, etc.

A

Accounting Queue – Blackbaud’s optional module that is used to perform a sequence of tasks that can be executed automatically and unattended.

account number segments – a series of numbers, which creates a Blackbaud General Ledger account number. For example, 01-11100-00-00. The first number in the series is always the fund code. This is followed by user-determined segments, which could be the actual account number, department code, and/or location code. Account number segments are defined in Configuration on the Account Number tab.

Accounts – a Blackbaud module found in General Ledger where you add, edit, and delete account records as well as enter budget information, organize and maintain your Chart of Accounts, and copy a range of accounts from one fund to another.

Accounts Payable – Blackbaud’s comprehensive check writing and payment information program. It helps you manage your expenses and plan your payment schedule.

Accounts Receivable – Blackbaud’s comprehensive billing and customer information program. It helps you manage your receivables and plan your cash flow. Along with customer account management, you can use this program for billing and payment applications, creating invoices, statements, and correspondence, as well as producing reports.

accrual – the accumulation of assets, expenses, liabilities, or revenue items whose value has been determined but for which no cash has yet been transferred.

accumulated depreciation – the cumulative amount of all depreciation (includes prior years and year-to-date depreciation).

accumulated depreciation account – the account to which accumulated depreciation is expensed. It is a contra asset account.

accumulated depreciation journal reference – the transaction identification numbers defined on the General Ledger tab in Configuration. These transaction numbers serve as an identifier for all accumulated depreciation when posting to a general ledger.

ACH – Automated Clearing House. A regional entity that electronically processes fund transfers between banks.

ACH Credit – an electronic funds transfer (EFT) initiated by an employer to a designated financial institution for the amount of a tax payment.

ACH Debit – an electronic funds transfer (EFT) in which a designated bank, with employer authorization, notifies the employer’s bank to transfer funds.

ACRS (Accelerate Cost Recovery System) – a method of depreciation used for assets that were placed in service after 1980, but before 1987.

Add – a Global Change function that adds a value to a field. This value can either replace the current value or make no changes to the current data, depending on whether you mark Overwrite existing value.

adjustment – a debit or credit added to your bank account to bring the account in balance.
adjustment type – a category of adjustments, such as ATM fees, minimum balance fees, or monthly service charges, associated with general ledger debit and credit accounts. When you create an adjustment, you first select an adjustment type, enter an amount, and then the program automatically fills in the corresponding general ledger information to create your adjustment.

Adobe Acrobat Reader – a free download from Adobe that allows electronic distribution of formatted documents.

AFN – Accounting for Nonprofits.

Alternate ACRS – method of depreciation that uses a modified Straight Line depreciation calculation. This method should only be used for assets that were placed in service after 1980, but before 1987.

Alternate Depreciation System (ADS) – ADS uses a Straight Line depreciation method. The ADS must be used for the following: tangible property used outside the United States, tax-exempt property, tax-exempt bond-financed property, imported property covered by executive order, or farming property under some circumstances.

annotate – notes you type to add detail about a specific account. This feature is found on the Edit menu in Bank Accounts.

annual wage – the fixed salary paid to an employee over the course of a calendar year.

appendix – supplemental information found after the last chapter in a Blackbaud user’s guide that provides detail about optional features.

<Ask> – a criteria operator that allows you to choose the field value query criteria at the time you run the query. When you run the query, an “Ask at Runtime” wizard appears, prompting you to select criteria for any fields defined by the <Ask> criteria operator.

asset – property (tangible or intangible) that has value.

Assets – a Blackbaud module in Fixed Assets where you to create an asset using the Asset Wizard, depreciate assets using a variety of schedules, track and calculate depreciation, and post and adjust transactions.

Asset Wizard – a utility in Fixed Assets that collects specific information from the user and creates an asset record.

attributes – a reporting tool that lets you group information based on a common theme. With attributes defined, you can filter information to your specification.

backup withholding – taxes withheld from an individual’s income when the proper Taxpayer Identification Number (TIN) can not be identified or when required by the Internal Revenue Service. The rate is typically 31 percent.

balance forward – a system configuration that automatically applies payments and credits to the total balance with the oldest charges paid first.

Bank Account Reconciliation – a Blackbaud optional module designed to provide in-depth details about bank activity while balancing bank accounts. Bank Account Reconciliation can be added to these Windows programs: Accounts Payable, Accounts Receivable, Miscellaneous Cash Receipts, Payroll and Student Billing; and it works with General Ledger for Windows and The Raiser’s Edge for Windows.

Bank Accounts – a shared module contained within Blackbaud accounting programs. From the Bank Accounts main screen, you initiate procedures for Bank Account Reconciliation (if installed) and Check Writer. Bank Accounts now contains the functionality for both.

bank list – a list of all bank accounts added in your Blackbaud software. From this list, you can filter the account information you want to display, open the bank account register, edit the bank account information, add a new bank account, or delete a bank account.

bank summary report – an overview statement of your account based on filters you select in the Reports module of your main Blackbaud accounting program. This report is useful when providing bank information to auditors or board members.

Begins With – a Query and Export criteria operator, which selects records with an entry that begins with the value you define. For example, if you choose Vendor Name Begins With Bel, vendors whose Vendor Name has “Bel” at the beginning (Bell, Bellingham, Bellmont, etc.) are selected. You can use wildcard characters with this operator.

Between – a Query and Export criteria operator, which lets you select a range of entries that records could have in order to be selected. For example, if you select Amount is Between $50 and $100, the program selects records of invoices that fall within this amount range.

bitmap – a file format for online art.

biweekly payroll – paid 26 times a year.
Blackbaud Systems – a catch-all phrase for main Blackbaud programs such as General Ledger, Student Billing, Payroll, etc.

Blank – a Query and Export criteria operator, which selects any record with a blank field you define. For example, if you choose the criteria Alias is Blank, the program selects all records with an empty Alias field.

Budget Management – a Blackbaud optional module used to enhance and expand your budget development capabilities within General Ledger.

button – a picture or word icon appearing on screens and toolbars. When clicked, buttons let you perform functions, such as saving, without using the menu bar.

Cash Receipts – a Blackbaud module in which you create deposits and add payment and deposit receipts. You can also print deposit tickets and receipts.

cash receipts journal – a set of parameters you define in Accounts Receivables to standardize receipt appearance.

change parameters – criteria you establish to change your database globally.

chart of accounts – a list of revenue and expense sources appearing in ascending account number order by category. This chart is maintained in General Ledger, Accounts module.

Check Writer – formerly a Blackbaud shared module. Its functionality now resides within the Bank Accounts module of Accounts Payable and Payroll.


CODA – Cash or Deferred Arrangement. This is a type of employee benefit plan, also know as 401K.

computer-based training – a self-paced, interactive form of multimedia training completed on a computer. Also known as CBTs, they can be delivered on a CD-ROM or over a network to a student workstation anywhere and at any time. Blackbaud CBTs are called Interactive Workshops.

Configuration – a shared module within Blackbaud accounting programs. This is where you define program settings and create tables that increase efficiency, accuracy, and speed data entry.

consolidation code – a General Ledger code comprised of letters or numbers that can be program-generated or user-generated. Consolidation codes filter accounts and create combinations of multiple regular accounts within multiple funds as defined in the Chart of Accounts. They are established in Configuration on the Consolidations tab.

Consumer Credit Protection Act – a federal law that limits the amount of an employee’s wages that may be subject to garnishment.

Contains – a Query and Export operator, which selects records that have your defined entry anywhere in the field. For example, if you define criteria for Vendor Name Contains Z, records with the letter “Z” anywhere in the vendor name field are selected. You can use wildcard characters with this operator.

Copy – a Global Change function that places the entire value from the source field into a compatible target field.

credit – an increase in a revenue, net worth, or liability account.

credit hold – a designation you assign to a customer record when you do not want orders from the customer to be processed without full payment.

credit limit – a monetary cap you assign to a credit record allowing customers to place orders without payment up to a certain limit.

credit memo – an entry that lets you reimburse charges previously applied.

Customers – a Blackbaud module in Accounts Receivable where you establish individual records for your customers. Each customer record maintains name, address, phone and contact information, as well as miscellaneous items such as tax, credit, statement, and discount information.

D database validation – a procedure that scans and verifies the accuracy of your database. The program generates an error message if a discrepancy exists.

debit – an expense or deduction from a revenue, net worth, or liability account.

debit memo - an entry that lets you increase a customer’s balance, such as finance charges, membership dues, and non-sufficient fund checks.
deduction – an amount subtracted from an employee’s gross wages for a designated purpose, such as health insurance.

Delete – a Global Change function that allows you to delete all of the values in a specific field.

directory – the location on a drive where you store the names and locations of files.

documentation – written explanations about program functions accompanying Blackbaud software. This can include a user’s guide, an online user’s guide, and online Help.

Does Not Begin With – a Query and Export criteria operator, which selects records that do not begin with your defined entry. For example, if you choose Vendor Name Does Not Begin With Bel, vendors whose Vendor Name does not have “Bel” at the beginning are selected. You can use wildcard characters with this operator.

Does Not Contain – a Query and Export criteria operator, which selects records without your defined entry anywhere in the field. For example, if you define criteria for Vendor Name Does Not Contain Z, only records without a “Z” anywhere in the vendor name field are selected. You can use wildcard characters with this operator.

Does Not Equal – a Query and Export criteria operator, which selects only the records with entries that do not match the defined criteria. For example, if you choose City Does Not Equal Charleston, the program selects every record that does not have “Charleston” entered as the city.

dunning letters – automatically generated requests for past due payment. You set up these letters in the Mail module of Blackbaud programs.

dynamic query – a query type that automatically refreshes and updates results each time the query is used, providing the most current results.

electronic funds transfer (EFT) – a general banking system in which transactions, such as deposits and bill payments, are made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from the payer’s account into the payee’s account. This is often referred to as EFT or direct deposit. Blackbaud’s Electronic Funds Transfer module adds fields and options to modules in Accounts Payable and Payroll.

electronic reconciliation – a process that lets you compare your bank’s Quicken Interchange Format (.QIF) with your Blackbaud file and then reconcile your account based on matches between the two.

employee – under the common-law rule, an individual who performs services subject to the will and control of an employer.

Employees – a Blackbaud module found in Payroll where you enter biographical, wage, and tax information for employees as well as track attendance. In addition, this program lets you store information concerning an employee’s off-site activities, such as attending seminars and conferences.

employer – a person or organization for whom a worker performs a service as an employee.

Employer’s Quarterly Federal Tax Return – the name of the Form 941 filed quarterly, reconciling the federal income tax and the FICA taxes withheld and paid.

Equals – a Query and Export criteria operator. When you choose Equals as your operator, records selected for the query must have the exact entry you define.

Excel – a spreadsheet program by Microsoft.

exception query – a query that contains all files that could not be incorporated into the function (report, etc.) because they did not meet all criteria.

exempt employee – an executive, administrative, professional, or outside sales person who is exempt from or not subject to the overtime and minimum wage provisions of the Fair Labor Standards Act, as amended.

expense – any cost incurred in the production, selling, and distribution of goods and services; expenses are deducted from revenues on the income statement to arrive at a net income.

export – to send to another program, such as Microsoft Excel.

Export (module) – see Query and Export module.
**F**

Family and Medical Leave Act of 1993 (FMLA) – a federal law requiring employers with 50 or more employees to grant up to 12 weeks of unpaid leave to employees for the birth or adoption of a child; the care of a seriously ill child, spouse, or parent; or for their own serious illness.

FAS 117 – This stands for Financial Accounting Standard No. 117. It is a standard for nonprofit fund accounting financial statements as published by the Financial Accounting Standards Board.

fee schedules – a tool to automate the billing process for standard fees such as tuition, room and board, and other standard tuition related fees.


filters – a search and display feature that lets you control the amount of information appearing on grid screens. For example, Bank Account Reconciliation filters let you display bank account information based on Blackbaud program, transaction type, and transaction status.


fixed asset – permanent, long-life assets of a business: (i.e., land, buildings, equipment, and vehicles).

Fixed Assets – Blackbaud’s asset management program. This program provides everything an organization needs to manage its assets, including the ability to enter or import asset information, generate depreciation transactions automatically following IRS rules, and account for and record the disposal of assets.

flat rate method – a formula used to calculate the federal tax due, using the rate of 28 percent.

Form 4562 Depreciation Summary Report – provides summary depreciation information to help prepare IRS Form 4562-Depreciation and Amortization.

fund – a self-balancing set of accounts that represents a separate legal entity. Examples of funds include unrestricted, restricted, plant, and endowment. Funds must be added to General Ledger before you can enter accounts.

fund code – the first segment of an account number when General Ledger is configured for fund accounting.


**G**

garnish – to attach, such as money due, from a debtor while it is in the hands of a third party.

garnishee – a person or business served with a garnishment.

garnishment – a court order served on a person or firm as the result of a lawsuit to require that employer to withhold money from an employee’s pay and disperse according to the court’s direction.

general journal batch – a compiled group of debit and credit transactions that you can post to your ledger accounts.

general ledger – the primary ledger, when used with subsidiary ledgers containing all balance sheet and income statement accounts. The general ledger is used as a central reference or index for transaction posting.

General Ledger – a Blackbaud program designed to enhance the efficiency of your general ledger and improve the organization of your business office.

GL interface files – files that enable General Ledger to interact with Blackbaud DOS systems and The Raiser's Edge. By creating interface files, you assign the General Ledger accounts an alternate account number that other programs can recognize.

Global Change – a shared module within Blackbaud programs that allows you to change multiple fields at once using various change parameters.

global change functions – add, replace, partial replace, move, swap, delete, increase/decrease, copy.

Greater Than – a Query and Export operator. If you select Greater Than as your operator, you indicate that records selected must have a value greater than the one you define.

Greater Than or Equal To – Query and Export operator. Selecting Greater Than or Equal To as your operator limits the records selected to those that have a value greater than or equal to the one you define.

gross earnings – grand total of all regular, overtime, and other compensation paid to an employee before any deductions for taxes, etc.

group – multiple users with the same access rights to a Blackbaud program as defined by the Supervisor in the program’s Security module.
**group consolidation management** – a procedure in *General Ledger* that makes the association between ledger accounts and one or more consolidations easy.

**header accounts** – one of three types of entries displayed in the *General Ledger* Chart of Accounts. Header accounts are designated by an “H” at the end of the account number. They are used for description purposes only. Activity cannot be posted to a header account. For example, there could be a header account called “Investments” followed by a listing of regular accounts, which contain investments.

**Help files** – a type of online help that lets you access information from your computer about the program in which you are working.

**hyperlink** – text or graphic in a Help file or web page that, when clicked, moves the user to a specific location. For example, the notepad graphic is a hyperlink found with procedures in the *Bank Account Reconciliation* Help files. When you click the notepad, it moves you to a blank page where you can type notes about the procedure.

**icon** – a picture that represents a particular object, command file, or group of files.

**import** – a type of file conversion that lets you load a file from a format other than the application program’s original format. For example, you can import batches from *The Raiser's Edge* into *Bank Account Reconciliation*.

**Import** – a shared Blackbaud module that lets you import various file types into *Fixed Assets, Accounts Payable, Accounts Receivable, Miscellaneous Cash Receipts, Payroll*, and *Student Billing*.

**inactive (entries)** – entries that have been defined, but cannot be used in tables. You make entries active or inactive from the Tables tab in *Configuration*.

**Increase/Decrease** – Global Change function that can be used for fields containing a numeric value. You can increase/decrease values by an exact amount or by a percentage.

**installation guide** – a written explanation accompanying your software that helps you load your new software.

**Interest Income Allocation** – a Blackbaud optional module used with *General Ledger* and *Project, Grant, and Endowment Management* to define “pools” of projects for investment purposes.

**interfund** – a balancing entry between funds. This procedure automates the creation of *General Ledger* transactions to transfer money between funds. This is accomplished through *Interest Income Allocation* with *Project, Grant and Endowment Management*. Both are Blackbaud optional modules.

**involuntary deduction** – pay withheld from an employee’s paycheck at the request of someone other than the employee. For example, child support.

**IRS** – Internal Revenue Service.

**Is Not Blank** – a *Query and Export* criteria operator, which selects any record with anything in your defined entry. For example, if you select the criteria Alias Is Not Blank, the program selects records with an entry in the Alias field.

**Journal Entry** – a Blackbaud module in *General Ledger* where you create batches of transactions for posting to your *General Ledger* accounts. Through *Journal Entry*, you can create, import, validate, delete, reverse, display, print, and post batches.

**journal reference** – transaction identification numbers used during the posting process.

**legend** – an explanatory list of colors found on screens. For example, the *Bank Account Reconciliation* legend lets you select the color of specific bank account references.

**Less Than** – a *Query and Export* criteria operator. When you select Less Than as your operator, you limit the records selected to ones that have an entry less than the value you are defining.

**Less Than or Equal To** – a *Query and Export* criteria operator. When Less Than or Equal To is selected as the operator, the records selected must have an entry either equal to or less than the value you define.

**leveling** – a process in *General Ledger* that lets you determine how an account should total within a given category (e.g. asset, liability, fund balance, revenue, expense, gift, or transfer).
Like – a Query and Export criteria operator. The Like operator allows you to use wildcards (special characters) to replace a character or set of characters in a field.

MACRS – a depreciation method used for assets placed in service after 1986. MACRS consists of two systems GDS (the main one) and ACRS.

MACRS ADS – a Straight Line depreciation method used for the following: tangible property used outside the United States, tax-exempt property, tax-exempt bond-financed property, imported property covered by executive order, or farming property under some circumstances. This depreciation method can only be used for assets placed in service after 1986.

Mail – a shared module within Blackbaud programs where you can specify mailing parameters for labels, forms, envelopes, letters and cards.

mandatory deductions – deductions required or mandated by law, such as federal income tax.

media – any stored information related to an asset record (i.e., an article, warranty information, demonstration video, etc.)

menu bar – a horizontal strip of selections found under the title bar at the top of a window.

merge – to combine or join two queries to make a third query.

merge operators – AND, OR, XOR, and SUB. These operators allow you to determine how queries merge.

Microsoft Windows – an operating system required to run Blackbaud programs.

minimum wage – lowest legal amount an employer may pay an employee per hour.

Miscellaneous Cash Receipts – a Blackbaud program designed to complement General Ledger for Windows by handling the small details that can clutter a ledger. It helps you identify where small cash amounts originate, produce a detailed profile of each transaction, and print a deposit ticket.

module – a component of a program. A module is created separately and then combined with other modules to form a program. For example, the Security module is a shared component of all Blackbaud programs.

Move – a Global Change function that places the entire value from the source field into the target field and deletes the value from the source field.

NACHA – National Automated Clearing House Association. This is the national umbrella organization for regional automated clearinghouses.

net pay – the total earnings of the employee minus all the deductions. This is also known as take-home pay.

Not Between – a Query and Export criteria operator. Choosing Not Between as the operator allows you to select a range of entries that records must not have to be included in the query. For example, if you select Amount is Between $50 and $100, records of invoices that fall within this amount range are selected.

Not Blank – a Query and Export operator. The Not Blank operator selects any record with anything in the entry you define.

Not Like – a Query and Export operator. The Not Like operator selects records that do not have the entry you define. You can use wildcard characters with this operator.

Not One Of – a Query and Export operator. Choosing Not One Of as the operator means records selected must not have one of the entries you define.

OFLT – Worker’s Compensation Old Fund Liability Tax.

on the fly – adding an entry to a table when it does not appear on the Tables tab in Configuration. There are several places in Blackbaud programs where you can add information directly into a field instead of selecting a pre-defined value from the drop-down list. When you do this, the program asks you if you want to create a table entry. Click Yes to add the entry to the table.

One of – a Query and Export criteria operator. Choosing One of as the operator means records selected must have one of the entries you define.

online help – information accessed from a computer about the program in which you are working.

online manual (user’s guide) – the manual in a PDF format, which you can open and read via Adobe Acrobat Reader. It is accessible from your CD-ROM or by selecting Help, Online Documentation.
open item – a system configuration that lets you select a specific charge item when applying a payment. Payments can be applied automatically based on user-defined criteria.

Optional (O) – used in the reference section to signify that the information referenced in the field is optional. It does not have to be entered in the program.

OR – a Query and Export operator that joins two queries to make one. All records in both queries are included; however, records that appear in both queries are not duplicated.

Or (button) – a Query and Export criteria operator. Clicking Or tells the program that any output information can meet either criteria to be used.

output query – a query that lists the results of a function.

overtime – hours worked in excess of the prescribed maximum weekly (or in some states, daily) requirements.

P

parameter file – an established set of criteria, which you can save and use over and over to perform a specific function.

Parenthesis ( ) – a combining operator used in Query and Export to separate a portion of the criteria formula.

Partial replace – a Global Change function that searches for records containing at least part of the value. You cannot leave the Replace field blank for partial replaces, but you can use standard wildcards (such as ? and *). This function is not available for code table fields.

password – a secret sequence of typed characters required to use a computer program. This prevents unauthorized users from entering a program.

payer-based processing – a processing method that focuses billing activity on the individuals and organizations responsible for paying a student’s charges.

Payroll – a Blackbaud program that simplifies your payroll and human resource management, saving you time and making in-house payroll processing a cost effective alternative to outsourcing.

payroll period – periods of service for which an employer usually pays wages.

payroll register – term used to describe a multicolumn form used in assembling and summarizing the data needed at the end of each payroll period. It lists all employees who earned remuneration, the amount of remuneration, the deductions, and the net amount paid.

Percentage Method of Withholding – a procedure for calculating the amount of tax withheld, using mathematical formulas and usually intended for use by employers with computerized payroll systems. May also be computed using the charts and tables in the Circular E.

per diem – daily allowance, usually for travel, entertainment, or miscellaneous out-of-pocket expenses while conducting a business transaction.

Portable Document File (PDF) – a document that maintains its formatting and displays correctly on any output device. For example, the Blackbaud user’s guides are saved in a PDF format and displayed in the Help files. This format also allows users to click on hyperlinks and jump from topic to topic.

post – the process of entering a transaction into Blackbaud’s General Ledger and updating your account balances.

Post – a Blackbaud module in General Ledger where you can post both general journal batches and batches from other Blackbaud programs to General Ledger.

preferences – computer program settings that offer individual customization. For example, Preferences in Bank Accounts let you select grid colors and lines.

prenote authorization file – an electronic test record sent to a bank to ensure correct transmission of coding, amounts, account numbers, etc. Banks often require a prenote authorization file before accepting electronic funds transfers (EFTs).

Pre-purge Report – creates a report for your records before any data is actually purged.

preview – an advance look at a document before printing.

procedure – a series of steps that explains how to perform a task within a computer program.

program – a software system. Blackbaud’s programs are composed of modules.

Project, Grant, and Endowment Management – an optional module in Blackbaud’s General Ledger designed to track details of subsidiary funds. When used with Bank Accounts, a Projects grid appears at the bottom of the New Adjustment screen.
**Purchase Orders** – an optional module in Blackbaud’s *Accounts Payable* program that allows you to process purchase orders and receipts for your organization.

**purge** – to erase information from your database. We recommend always making a backup copy of your database before purging. Purged files cannot be recovered.

**Purge Asset Control Report** – a report listing the assets that were purged.

**Q**

**.QIF** – an abbreviation for Quicken Interchange Format. This popular format is used by banks to electronically store bank account statements.

**query** – to question the database for specific information. Or, a set of defined criteria used to select and export records. When you create a query, you create a definition for the records you want to include. When you run a procedure using the query, your Blackbaud program processes only those records matching the query definition. You can also extract information from the records in the query by defining the output fields of the query. For example, you can create a query of deposits for electronic funds transfer (EFT) payments only.

**Query and Export** – a shared module within Blackbaud programs where you can create, open, run, and delete queries. Other options include refreshing, merging, and exporting queries.

**query criteria operators** – data field requirements used to narrow and focus a search within filtered information. When you define a query, you establish a set of values, or requirements, that a record must meet to be included. Query criteria operators include: Equals, Does Not Equal, Blank, Not Blank, and <Ask>.

**R**

**The Raiser’s Edge** – Blackbaud’s fund-raising software designed to enhance your fund-raising efforts and improve the organization of your development office. You can import and view batches from *The Raiser’s Edge* into *Bank Account Reconciliation*.

**reconciliation** – a function in *Bank Account Reconciliation* by which your account becomes balanced once you enter preliminary data.

**recovery period** – number of years allowed by the IRS to depreciate an asset.

**recurring invoice** – a template from which regular invoices are created according to a schedule you define. Recurring invoices let you maintain a consistent format for customers who receive invoices on a regular basis.

**reference** – a section at the end of most *Bank Account Reconciliation* chapters where screens within the chapter are displayed and screen fields are described.

**regular accounts** – one of three types of entries displayed in the *General Ledger* Chart of Accounts. Regular accounts are designated by an “R” at the end of the account number. These accounts display account activity.

**regular rate of pay** – hourly rate used to pay overtime to an employee. This is a calculated rate based on the amount of hours and wages for a specific pay period.

**Replace** – a *Global Change* function that is available only for fields that use code tables (i.e., have pre-defined values). Replace searches for records that exactly match the value. You can leave the Replace field blank to replace all values with the new value.

**Reports** – a shared module found in all Blackbaud accounting programs where you generate specific reports based on data parameters you establish.

**Required (R)** – used in the reference section to signify that the information referenced in the column is required. Required information must be entered before the program will save.

**reversing invoices** – a procedure to convert any invoice transaction to a credit memo or sales return.

**row** – a single horizontal section in a table or grid.

**S**

**salary** – a fixed compensation paid to an employee for regular work or services.

**sales tax codes** – a way to designate the federal tax, state tax, and local option sales tax to use as part of a customer record or invoice transaction. You can specify the tax rate and whether or not it is compounded.

**salvage value** – the estimated value of the property at the end of its useful life. This must be less than the depreciation basis.

**SDI** – State Disability Insurance.

**Security** – a shared module within Blackbaud programs where you establish access rights for groups of users.
security groups – a collection of users with the same access privileges within a Blackbaud program.

security users – Individuals given access privileges within a Blackbaud program based on security group membership.

semimonthly payroll – paid 24 times per year.

separator character – the symbol that appears between your General Ledger account number segments. From Utilities and Housekeeping, select Change Separator Character, and choose from dash, comma, slash, backslash, semicolon, or period.

shared module – a component of a program that is created separately and then combined with other modules to form a program. For example, the Security module is a shared component of all Blackbaud programs.

shift differential – rate adjustment paid to employees working certain shifts.

shortcut keys – tools to speed data entry. Function keys are the primary source for shortcuts. When a function key is available, the status bar at the bottom of the open window tells you which key to press.

shortcut menu – a menu displayed when you place your cursor in a field or grid, and then click the right mouse button. A shortcut menu lets you access commonly used commands.

Sounds Like – a Query and Export criteria operator. The Sounds Like operator can be used when you want to select records based on a field for which you do not know the exact spelling.

source codes – a code used to define the origin of a transaction. Some examples are accounts payable, accounts receivable, cash receipts, general journal, adjustments, fixed assets, purchase orders, and gifts. Source codes are added on the Tables tab in Configuration.

statement codes – a code used to define the frequency with which customers receive invoices, such as weekly, monthly, quarterly and annually. By defining these codes you create a statement cycle.

static query – a type of query that provides a record of the information you select at the time you establish the query. If you run a report two months later using the same query, the system uses the list of records stored in the original query.

status bar – displays important messages across the bottom of the screen to assist you in the program. For example, when the cursor is in a field with a Table Lookup available, the message “Press F7 for Table Lookup” displays in the status bar.

Straight Line Depreciation – depreciation method that expenses an asset value in equal amounts over its useful life.

Students – a module in Blackbaud’s Student Billing program where you create and maintain records containing information about students, parents/guardians, and organizations. This is where you set up billing schedules and payment distributions. You also enter charges, credits, and refunds.

student-based processing – a processing method that focuses billing activity on the student record. While anyone can make payments, all transaction activity is recorded on the student record.

Student Billing – a Blackbaud program designed to simplify the production of billing statements, while offering the capacity for storing detailed information about students, parent/guardians, and organizations.

SUB – the order of the queries is important when using SUB to merge queries, because the merged query contains only those records that are exclusively in the first (primary) query. All records that appear only in the second (secondary) query and records that appear in both queries are eliminated.

SUI – State Unemployment Insurance.

Sum of Years Digits – accelerated depreciation method. Under this method, depreciation is determined by multiplying the asset’s cost less salvage value by a fraction in which the sum of the year’s digits is the denominator and the number of years remaining in the asset’s life is the numerator.

supervisor – a user with the password who can enter the computer program. The supervisor establishes access rights for all users through Security, a shared module.

supplemental wages – items paid in addition to regular wages. Examples of supplemental wages include: awards, bonuses, retroactive wage increases, and tips.

SUTA – State Unemployment Tax.

Swap – Global Change function that allows you to place the entire value from the source field to the target field and the original value of the target field in the source field.
system – the internal computer operating component that runs the programs a user installs. In this manual “program” is used instead of “system.”

Systems Basics – the name of a chapter in most manuals where you learn about the screens and functions available in the program or optional module.

T

table lookup – a feature that lets you select and enter information into fields by pressing F7. This can save typing time.

tabs – an organizational device that holds specific information within pages on a screen. For example, the Add a Group screen in Security includes multiple tabs.

term discounts – a way to define whether customers can receive price reductions based on early payment.

title bar – a horizontal strip identifying a program or file and located at the top of a screen. For example, the title bar on Security displays a lock and key icon and the module name.

toolbar – a horizontal strip with buttons that, when clicked, perform specific tasks. It is located under the title bar at the top of a screen. For example, the Bank Account Reconciliation toolbar has buttons for New, Bank Account List, Reconcile, Reconciliation Setup, Bank Summary, and more.

total accounts – one of three types of entries displayed in the General Ledger Chart of Accounts. Total accounts are designated by a “T” at the end of the account number. These accounts provide sub-totals on financial statements for the balances of regular accounts.

U

UHIC – Unemployment Health Insurance Contribution.

useful life – the period of time that a business asset is determined to have commercial value for depreciation purposes; the IRS determines useful life depreciation periods.

user preferences – preferences you can create in Configuration that are unique to your user id.

user’s guide – a published manual that explains how to use a Blackbaud program.

Users in System Form – used in Utilities and Housekeeping to show how many users are logged into a Blackbaud program. There are several processes in Utilities and Housekeeping that require all users to exit the system before you can perform the process.

utilities – a command found on the Bank Accounts main screen where you can initiate Post to General Ledger, Purge Voided Checks, Reconciliation History, and Raiser’s Edge Import.

Utilities and Housekeeping – a shared module within Blackbaud programs where you perform general database tasks such as viewing system statistics.

V

Validate Database – a procedure used in Utilities and Housekeeping that analyzes your database to determine data corruption or any inconsistencies.

Vendors – a module in Blackbaud’s Accounts Payable where you establish individual records for your vendors.

vertical truncation report – a report that details where information on labels will be cut off vertically.

voluntary deductions – amounts withheld from an employee’s pay at the request of the employee, such as health insurance premiums or union dues.

W

W-2 form – Income and Tax Statement. A six-part combined federal/state form given to employees and furnished to the Social Security Administration by January 31 of each year. It shows total wages and other compensation paid, as well as taxes withheld and other requested amounts.

W-3 form – Transmittal of Income and Tax Statements. Used to summarize and transmit the paper W-2 forms submitted to the SSA.

W-4 form – Withholding certificate used to determine the correct withholding tax on the federal level. Completed by the employee and used by the employer.

wildcard criteria operator – a special character or a series of characters (such as ?, *, and %) used to define the conditions a record must meet to be selected.
**wizard** – a utility that collects specific information from the user and creates a unique file. This unique file may be used as a template. For example, *Bank Account Reconciliation* requires users to run a Setup Wizard for each bank account. This creates a template of the account for use in all future reconciliations.

**worker’s compensation** – benefits paid to employees who suffer work-related injuries or illness.

**workweek** – a fixed and regularly recurring period of 168 consecutive hours, such as seven consecutive 24-hour periods.

**X**

**XOR** – determines the final query, which contains all records that appear in either query, but excludes any records that appear in both queries.

**Y**

**year-to-date depreciation** – the depreciation that has occurred from the beginning of the year until the current date.

**Year-to-Date Depreciation Report** – lists depreciable basis, prior year’s depreciation, and year-to-date depreciation expense for selected assets.
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