

# **Blackbaud FundWare Accounts Payable Guide**

**VOLUME 2—WORKING WITH ACCOUNTS PAYABLE**

**VERSION 7.50, JULY 2008**



**Blackbaud.  
FundWare**

## USER GUIDE HISTORY

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# C H A P T E R 1

## INTRODUCTION

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The Blackbaud FundWare™ Accounts Payable module provides complete payables processing, including: creating requisitions, purchase orders, and invoices; writing checks; and posting financial and AP information to your FundWare General Ledger.

With AP, you get the ability to:

- Implement budget controls for all users with three levels of user-defined thresholds (message, warning, and full lock-out) while entering obligations.
- Access vendor information quickly and easily, including obligation from requisition to check reconciliation.
- Define your system to reflect each step of your AP process (e.g., requisitions, purchase orders [encumbrances], invoices) and multiple approval levels.
- Generate automatic interfund transactions when expenses are coded to multiple funds.
- Automatically calculate purchase discounts and due dates.
- Add vendors easily, at any time.
- Manage multiple checking accounts.

## EXAMPLE AP PROCESS

Table 1.1 defines an example AP process for an organization that uses purchase orders, based on the setup provided in the sample divisions (Division 95 and Division 96). However, remember that you can fully customize the AP process to meet the needs of your organization.

Table 1.1—Example AP Process

Step	Additional Information
Enter a new purchase order. <ul style="list-style-type: none"> <li>The new purchase order is saved to the <b>Purchase Orders &gt; New</b> temporary subfolder.</li> </ul>	<ul style="list-style-type: none"> <li>In Division 95, purchase orders are entered at stage 20.</li> </ul>
Review the new purchase order and post to the main <b>Purchase Orders</b> folder.	<ul style="list-style-type: none"> <li>You can use this step as review process before posting (potentially to GL). Also, some organizations use this step as an approval process (e.g., using the Verify task).</li> <li>In Division 95, purchase orders post to the Encumbrance journal (ENCUM). (Not all stages post to GL. This will depend on how you define the Basic Setup parameter and PO Extended Setup parameter.)</li> <li>Any time you post information to GL, you should print and review the GL posting trace report to verify your entries. You should also save the printed trace reports.</li> </ul>
Transfer the purchase order to the invoice stage. <ul style="list-style-type: none"> <li>The transferred invoice moves to the <b>Invoices &gt; Transferred From P.O.</b> temporary subfolder.</li> </ul>	<ul style="list-style-type: none"> <li>In Division 95, invoices are transferred to or entered at stage 30.</li> </ul>
Review the transferred invoice and post to the main <b>Invoices</b> folder.	<ul style="list-style-type: none"> <li>You can use this step as review process before posting (potentially to GL). Also, some organizations use this step as an approval process (e.g., using the Verify task).</li> <li>In Division 95, the invoice information posts to the Purchasing journal (PURCH). (Not all stages post to GL. This will depend on your Basic and Extended Setup.)</li> <li>Any time you post information to GL, you should print and review the posting trace report to verify your entries. You should also save the printed trace reports.</li> </ul>

Table 1.1—Example AP Process (Continued)

Step	Additional Information
Mark for payment by a specific Financial Institution account (FIA). • The marked invoice moves to the <b>Marked for Pay &gt; New Mark</b> temporary subfolder for the specified FIA.	<ul style="list-style-type: none"> <li>In all divisions, checks are marked for pay at stage 50.</li> </ul>
Review the marked invoice and post to the main <b>Marked for Pay</b> folder.	<ul style="list-style-type: none"> <li>You can use this step as review process before posting (potentially to GL). Also, some organizations use this step as an approval process (e.g., using the Verify task).</li> <li>This stage is not defined to post to GL.</li> <li>FundWare requires that you mark obligations for payment at stage 50.</li> </ul>
Write and log checks.	<ul style="list-style-type: none"> <li>In Division 95, information on paid obligations is posted to the Cash Disbursement journal (CDIS). (Not all stages post to GL. This will depend on your Basic and Extended Setup.)</li> <li>Any time you post information to GL, you should print and review the posting trace report to verify your entries. You should also save the printed trace reports.</li> <li>FundWare requires that paid obligations are stored at stage 60.</li> </ul>
Reconcile checks.	<ul style="list-style-type: none"> <li>You can reconcile checks using our Integrated Bank Reconciliation module (for more information, contact your Sales representative) or the reconciliation feature within AP.</li> <li>FundWare requires that reconciled checks are stored at stage 70.</li> </ul>

## EXAMPLE STAGES

FundWare uses “stages” to mark each step of your AP process (e.g., requisitions, purchase orders [encumbrances], invoices) and multiple approval levels. For example, *Table 1.2* shows some example stages in their normal sequence.

Table 1.2—Default Stages

Stage	10	20	30	40	50	60	70
Step	Initial Order (Requisition)	Purchase Order	Invoice	Approved	Marked for Pay	Paid	Reconciled



Stages 10, 20, and 40 are optional, depending on how your organization manages its payables.

Stages are defined in setup. For more specific information, see *Working With Stages* on page 67.

### EXAMPLE POSTING TO GL–P/G JOURNALS

Table 1.3 shows you an example of the journal posting process in AP.

Table 1.3—Journal Posting

Task	Journal	Debit	Credit
Post Purchase Order	Purchase or Encumbrance	Expense	Reserved for Encumbrance
Post Invoices	Purchase	Expense	Accounts Payable
Cancel Invoices	Purchase	Accounts Payable	Expense
Edit Invoices	Purchase	Varies (based on stage)	Varies
Split Invoices	Purchase	Varies	Varies
Produce Checks	NA	NA	NA
Log Checks	Cash Disbursements	Accounts Payable	Cash
Void Checks	Cash Disbursements	Cash	Accounts Payable

For instructions to define your system to post data items to General Ledger–Project/Grant, see *Posting Data Items to GL–P/G* on page 168.



## CUSTOMIZING AP

AP's flexibility allows you to customize it to fit the needs of your organization. *Table 1.4* describes some of the customization tasks that you can define during Basic and Extended setup.

*Table 1.4—Customizing AP*

Item	Define
Vendors	Will you use automatic or manual vendor numbering? What entry fields should display on the vendor record?
Purchase Orders	What printing options do you need to use for your purchase orders?
Obligations	What entry fields should display on your obligations?
General Ledger posting	What references to you want to include in your GL postings? To what journals will you post information? When will you post to GL (i.e., what stage)? Are there account masks that the posting task will use? What account or accounts masks will you use for the AP accrual account and cash disbursements? • You can use a single account, or you can mask the account number (e.g., by fund).
Stages	<ul style="list-style-type: none"> <li>• What fields will be available at each stage?</li> <li>• What data items will be displayed or editable at each stage?</li> </ul>

## SEPARATE AND COMBINED ENTRY

One of the most critical decisions you will make when you configure your system concerns the way in which you will enter obligation information:

- **Separate Entry**—Obligation detail is entered on the **Line Items** tab, and accounting information is entered on the **Distribution** tab. The data on each tab is independent, allowing greater flexibility.

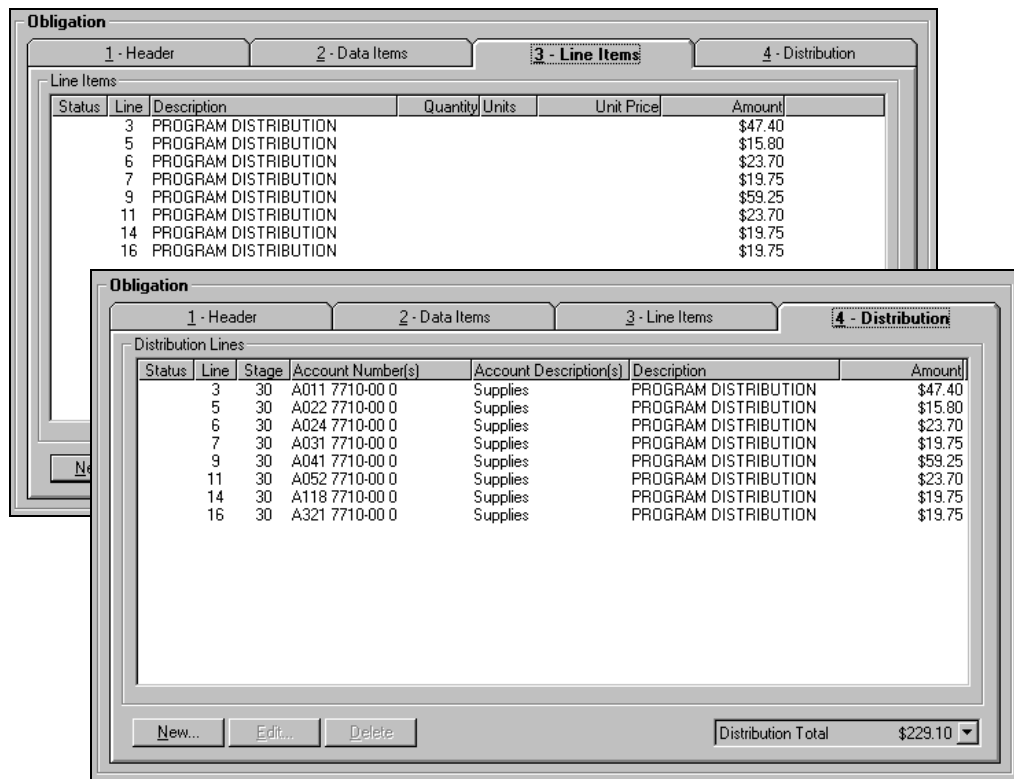


Figure 1.1—Example Data Items Tab (Separate Entry)

- **Combined Entry**—Both accounting distribution and obligation detail are entered on the **Detail Lines** tab. This provides faster data entry, but requires an exact match of the detail and account number.

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	3	30	A011 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$47.40
	5	30	A022 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$15.80
	6	30	A024 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$23.70
	7	30	A031 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$19.75
	9	30	A041 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$59.25
	11	30	A052 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$23.70
	14	30	A118 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$19.75
	16	30	A321 7710-00 0	Supplies	PROGRAM DISTRIBUTION	\$19.75

Figure 1.2—Example Data Items Tab (Combined Entry)

Once you have posted purchase orders using the “Combined” setting, you may change the parameter to “Separate” one time. However, you cannot change from Separate to Combined once you have posted obligations.

To see how this setting will impact how you enter your obligations, see *Entering Obligations—Separate Entry* on page 64 and *Entering Obligations—Combined Entry* on page 74.

## CUSTOMIZING YOUR VENDOR RECORD SETTINGS

You can customize the vendor record to meet the needs of your organization. For example, you can enable or disable the Sort key, Name, Phone, Fax, and Alternate Name fields on the **Vendor** tab of the vendor record (*Figure 1.3*), although we strongly discourage you from disabling the Name field. You can also allow changes to existing entries but disable the fields for future entries.

The screenshot shows a software interface for a vendor record. At the top, there is a 'Vendor:' label followed by a text box containing the number '1'. Below this is a horizontal navigation bar with four tabs: 'Notes', 'Vendor Data Items', 'Activity Detail', and 'Activity Summary'. The 'Vendor Data Items' tab is selected, and it contains sub-tabs for 'Address', 'Discounts', and 'Activity Summary'. The 'Vendor' sub-tab is active, displaying a 'Personal Information' section. This section includes five input fields: 'Sort key:', 'Name:', 'Phone:', 'Fax:', and 'Alternate Name:'. The 'Phone' and 'Fax' fields have a small box to their left for entering a country code.

Figure 1.3—Vendor Tab

You can enable or disable the Main Address and Alternate Address fields on the **Address** tab of the vendor record (*Figure 1.4*), although we strongly discourage you from disabling the Main Address fields. You can also allow changes to existing entries but disable the fields for future entries.

The screenshot shows the 'Address' tab of a vendor record. It is divided into two main sections: 'Main Address' and 'Alternate Address'. Each section contains the following fields:

- Street 1: [Text Input]
- Street 2: [Text Input]
- City: [Text Input] [Lookup Icon]
- S/T/P: [Text Input] Post: [Text Input]
- Country: [Text Input]
- Postal Code format:  U.S. Zip Code,  Other

Figure 1.4—Address Tab

You can enable or disable the discount options (Discounts given by Vendor, Percentage, and Days) and the Net Days field on the **Discounts** tab of the vendor record (*Figure 1.5*).

The screenshot shows the 'Discounts' tab of a vendor record. It contains the following fields:

- Discounts given by Vendor:
- Percentage: [Text Input] (value: 0.00)
- Days: [Text Input]
- Net Days: [Text Input]

Figure 1.5—Discounts Tab

You can enable or disable the five Notes fields on the **Notes** tab of the vendor record (*Figure 1.6*). You can also allow changes to existing entries but disable the fields for future entries.

The screenshot shows a software interface for a vendor record. At the top, there are four tabs: 'Vendor', 'Address', 'Discounts', and 'Activity Summary'. Below these, there are three sub-tabs: 'Notes' (which is selected and highlighted), 'Vendor Data Items', and 'Activity Detail'. The 'Notes' sub-tab contains a section titled 'Notes' with five text input fields labeled 'Note 1' through 'Note 5'.

Figure 1.6—Notes Tab

See *Customizing Your Vendor Record Settings* on page 40 for instructions to customize your vendor record.

## CUSTOMIZING YOUR OBLIGATION ENTRY FORMS BY STAGE

For each stage of your AP process, you can customize the obligation entry form to reflect the specific needs of your organization at that specific stage. You can display, hide, or disable most of the fields by stage, as well as define the label for certain fields.

For example, the label for the stage date can reflect the stage. In *Figure 1.7*, the stage date is labeled “Invoice Date.” Also, you can define the number of description lines for the obligation on the **Header** tab of the obligation using the Basic Setup parameter.

Figure 1.7—Obligation Header Tab

At each stage, you can display obligation references (i.e., data items) on the **Data Items** tab of the obligation for user entry (Editable Data Items) or for information only (Display Only Data Items (*Figure 1.8*)).

Data Item	Value	Required
Invoice #		No
Due date		No

Data Item	Value
P.O. #	97-1613

Figure 1.8—Data Items Tab

At each stage, you can enable, disable, or hide the **Auto** button on the **Detail Lines** tab (combined entry) or **Distribution** tab (separate entry) of the obligation (*Figure 1.9*).

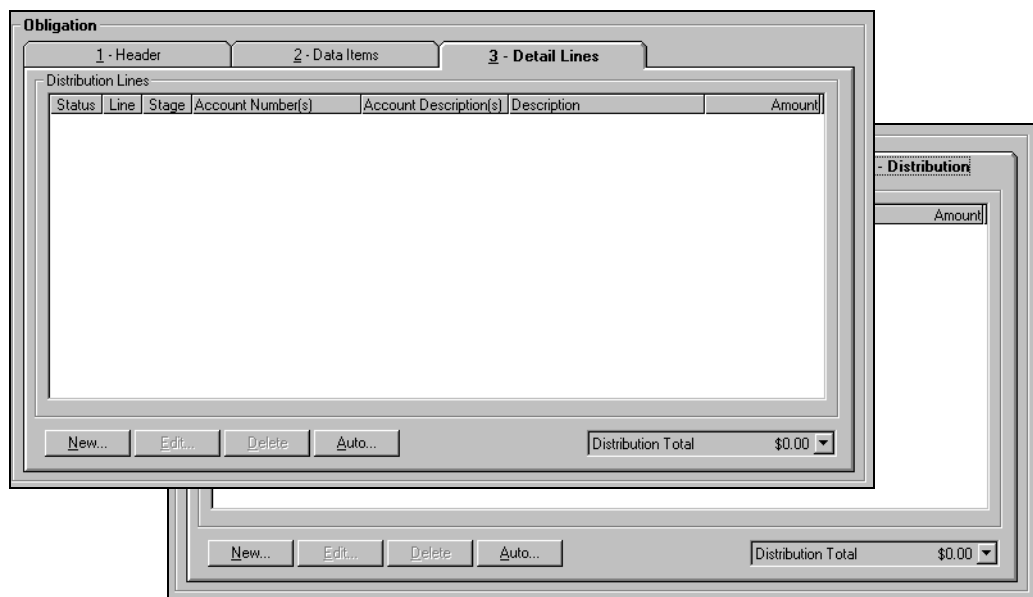


Figure 1.9—Detail Lines and Distribution Tabs

See *Customizing Your Obligation Forms* on page 44 for specific instructions to customize your obligation entry forms.

## USING MASKS

A mask is an FundWare term for using a “wild card” in an account number to indicate a group of accounts. The best use of this feature is for processing and reporting. Where an X is placed in a mask, any value in that digit position will be accepted.



In Sample Division 95, if you enter the mask A01 00-00 111X in the Account Selector, you will get five accounts (A01 00-00 1110, A01 00-00 1111; A01 00-00 1112; A01 00-00 1114; A01 00-00 1115).

When posting, FundWare completes the account number by replacing the masked characters with the digit in the matching position of the account in the balancing side of the entry.





Your setup includes an Accounts Payable liability account of AXX 00-00 2110. When you post an expense to account A03 01-02 7135, the liability posts to A03 00-00 2110.

## THE ACCOUNTS PAYABLE HOMEPAGE

The Accounts Payable HomePage helps you keep an eye on your upcoming activities and provides you with direct access to produce your reports. The following areas make up the AP HomePage:

- Activity Reminder area, and
- Reports area.

### ACTIVITY REMINDERS

The Activity reminder area allows you to enter a text note and a due date (optional) for module tasks (*Figure 1.10*). The Activity reminder area is user-specific: only you can view the notes that you entered, and you only see your own notes. When you open the HomePage, any tasks with due dates earlier than the system date of your computer will display as red.

Activity Reminders	
Activity	Due Date
*	

Delete Print

*Figure 1.10—Activity Reminder Area*

Use the following instructions to use the Activity Reminder area.

1. On the Accounts Payable HomePage, enter up to 100 alphanumeric characters in the Activity field (*Figure 1.11*).

Activity Reminders	
Activity	Due Date
▶ Review Note 1 entries to prepare for 1099s.	
* [Empty]	

Delete Print

Figure 1.11—Example Activity Reminder

2. If this task has a due date, enter the date in the Due Date field (*Figure 1.12*). Click the drop-down arrow to access the calendar. This field is optional.

Activity Reminders	
Activity	Due Date
▶ Review Note 1 entries to prepare for 1099s.	11/15/2005 ▾
* [Empty]	

Delete Print

Figure 1.12—Example Activity Reminder With Due Date



If you do not have any text associated with a due date, the due date will not be saved when you exit the HomePage.

Your entries are saved when you close the HomePage or FundWare. You can edit the text or date information at any time.

## PRINTING REMINDERS

Click **Print** to print the information in the Activity Reminder area. The report output will reflect the current sorting and displays in a preview window, from which you can print the information.

## DELETING REMINDERS

Use the following instructions to delete a reminder.

1. Highlight the row.
2. Click **Delete**. The reminder is removed from your display.

## REPORTS AREA

The same categories that you see in Report Manager for the module will also display in the Reports Area of the HomePage (*Figure 1.13*). Each category can expand and collapse to show or hide the reports contained within. A single click of a report title will display the report parameters screen. Once you enter the details of the report and click **OK**, your report is produced.



Figure 1.13—Reports Area of the Accounts Payable HomePage

## NAVIGATING THE FOLDER TREE

The Accounts Payable module organizes information in different categories, stored in the folder tree. At the highest level of the tree, you have three folders that will always display. However, the subfolders displayed within these folders are determined by your setup. The first-level folders in the Accounts Payable folder tree are described in *Table 1.5*.

Table 1.5—Navigation Tree Folders

Folder	Description
Vendors	Holds all your vendor records. From this folder you can add, delete, or edit these records.
Obligations	Contains separate folders for each stage and sub-stage (e.g., purchase orders, invoices). The number and name of the folders is determined by how you define your stages. <ul style="list-style-type: none"> <li>The sub-stage folders (e.g., <b>New</b>, <b>Transferred From</b>) display only if they contain obligations.</li> </ul>

Table 1.5—Navigation Tree Folders (Continued)

Folder	Description
Disbursements	<p>Holds subfolders for each AP use association defined by your Financial Institution accounts (FIAs). Within each subfolder, you will find the checks written from that account, divided into additional folders (e.g., <b>Paid, Reconciled</b>).</p> <ul style="list-style-type: none"><li>• The subfolders (e.g., <b>Paid, Reconciled</b>) display only if they contain checks.</li><li>• The only exception to this is the <b>New Manual Checks</b> subfolder. It always appears under each bank so that you can create manual checks.</li></ul>

These folders work similarly to folders in a Windows environment: when you click a folder, its contents display in the right pane of the window (called the detail pane) for viewing and manipulating.

Each folder has a specific set of available options. For example, FundWare provides three ways to access an option, as described below and in *Figure 1.14*:

- Click one of the buttons at the bottom of the screen. They change according to what folder is currently open.
- Right-click on an obligation to display a menu, then select one of the options. They are the same options on the buttons at the bottom of the window.

- Press the underlined letter while holding down the ALT key (to access an option with the keyboard). For example, to access Mark for Pay, press ALT+A.

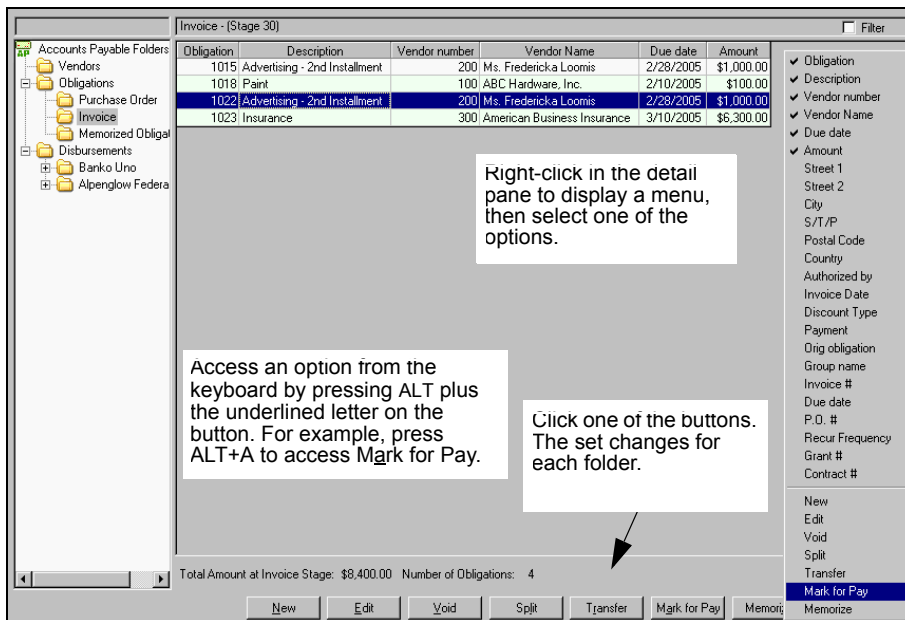


Figure 1.14—Folders

Some buttons are not accessible until you select an entry in the detail pane (e.g., an obligation or vendor). If a button remains disabled (i.e., grayed-out), your security level may not include access to this function. For more information on the Security feature, see the *Blackbaud FundWare System Administration Guide*.

## TRANSFERRING OBLIGATIONS

You can use the “drag and drop” functionality to transfer obligations from one folder to another. The following rules apply when you move obligations:

- Folders that appear only when they hold obligations (e.g., **Mark for Pay**) must be on the navigation tree for you to drag and drop an obligation to them.
- Security restrictions are respected.
- You cannot drag and drop memorized obligations to create a new obligation.

See *Transferring Obligations* on page 125 for more information.

## THE DETAIL PANES

You have many options when it comes to how much information you want to display in the detail panes for the **Vendors**, **Obligations**, and **Disbursements** folders and their associated subfolders. You can:

- Reorder the records—Click the header of the category on which you want the sort based. Click a second time to reverse the order.
- Hide or display columns—Right-click and select the column to be hidden or displayed. A check mark indicates that a column is displayed in the detail pane.
- Adjust the column widths—Click the divider line between the column headings. The cursor will change. Move to the left or right until the column is the width you want.
- Reorder columns—Click the column heading and drag the column to a new position.



When you add or remove columns from the detail pane, the program remembers your settings (except column width) when you exit the folder.

## FILTERING OBLIGATIONS

While in the obligation stage folders, you can filter the entries in the detail pane to match your needs.

1. In any of the **Obligations** subfolders, select the Filter check box (*Figure 1.15*).

Obligation	Description	Vendor number	Vendor Name	Due date	Amount
1015	Advertising - 2nd Installment	200	Ms. Fredericka Loomis	2/28/1998	\$1,000.00
1018	Paint	100	ABC Hardware, Inc.	2/10/1998	\$100.00
1022	Advertising - 2nd Installment	200	Ms. Fredericka Loomis	2/28/1998	\$1,000.00
1023	Insurance	300	American Business Insurance	3/10/1998	\$6,300.00

Total Amount at Invoice Stage: \$8,400.00 Number of Obligations: 4

Figure 1.15—Selecting the Filter Option From the Invoices Folder

The Filter window displays. The fields included on the window vary depending on the subfolder that you are in when you access the filter feature (Figure 1.16).

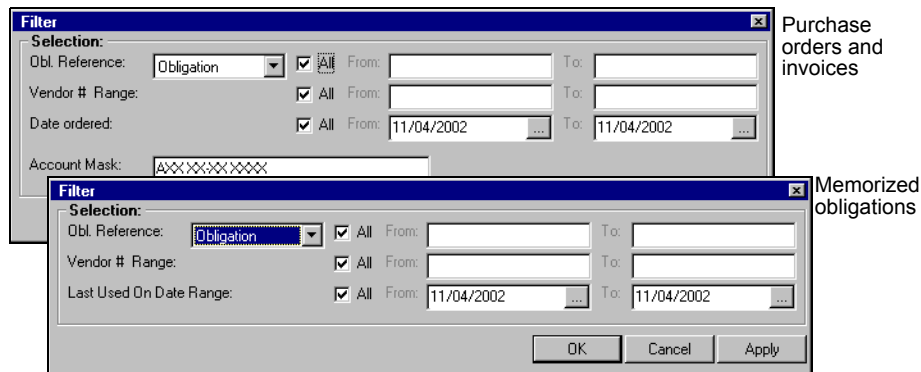


Figure 1.16—Filter Windows

- Complete the Filter window according to Table 1.6.

Table 1.6—Filter Options





Option	Description
Obl. Reference	Select the data item on which you will filter (e.g., Obligation, Vendor number, Due date). By default, all matching records will be included in the filtered display (i.e., the All check box is selected). <ul style="list-style-type: none"> <li>To narrow the scope of your filter, click the All check box to remove the check mark and enter a range of values in the fields next to the data item.</li> <li>To select a single value, enter the appropriate alphanumeric text in both fields.</li> </ul>
Vendor # Range	By default, all vendors will be included in the filtered display (i.e., the All check box is selected). <ul style="list-style-type: none"> <li>To narrow the scope of your filter, click the All check box to remove the check mark and enter a range of vendor numbers in the From and To fields.</li> <li>To select a single value, enter the number in both fields.</li> </ul>
"Stage" Date	By default, all obligations will be included in the filtered display, regardless of stage date (e.g., "Date Ordered," "Due Date"). In other words, the All check box is selected. Additionally, the From and To date fields are prefilled with the actual date (not the business date). <ul style="list-style-type: none"> <li>To narrow the scope of your filter, click the All check box to remove the check mark and enter a range of dates in the From and To fields. You can use the  button to select a date from the calendar.</li> <li>To select a single value, enter the number in both fields. You can use the  button to select a date from the calendar.</li> </ul>

Table 1.6—Filter Options (Continued)

Option	Description
Last Used On Date Range	<p>By default, all memorized obligations will be included in the filtered display, regardless of last date that the memorized obligation created a new obligation (i.e., the All check box is selected). Additionally, the From and To date fields are prefilled with the actual date (not the business date).</p> <ul style="list-style-type: none"> <li>• To narrow the scope of your filter, click the All check box to remove the check mark and enter a range of dates in the From and To fields. You can use the  button to select a date from the calendar.</li> <li>• To select a single value, enter the number in both fields. You can use the  button to select a date from the calendar.</li> </ul> <p>This field only displays on a filter for memorized obligations.</p>
Account Mask	<p>You can also filter based on the accounts on the obligations by entering an account number or mask. This field does not display on a filter for memorized obligations.</p>

3. Click **OK**. The filtered obligations are listed in the detail pane.



To view all obligations, select the Filter check box to remove the check mark. All obligations will display in the detail pane.



If no obligations display, your filter settings may be too narrow (i.e., no obligations meeting the requirements).



## SETTING STAGE SECURITY

Accounts Payable allows you to set security restrictions at the stage level. For example, we create a group called “Invoice Data Entry” and restrict the users assigned to the group to Stage 30 (Invoice) (*Figure 1.17*).

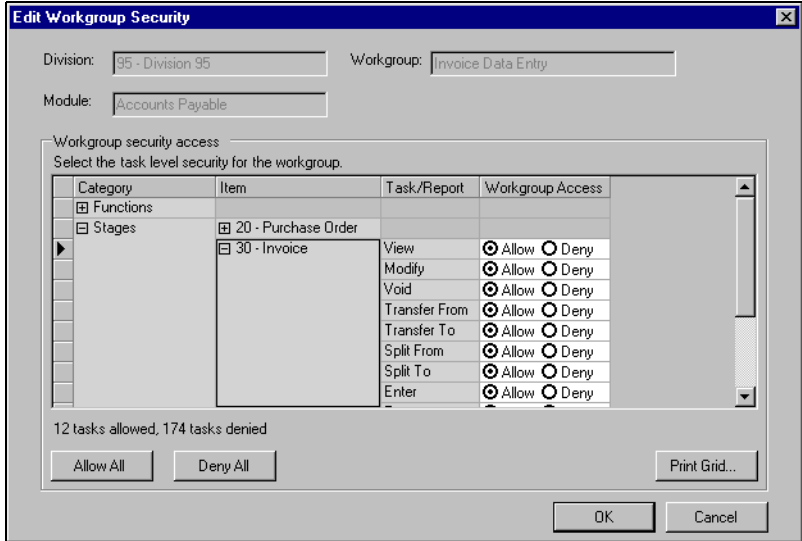


Figure 1.17—Security—Allowing Access to Stage 30 (Invoice)

We can assign a user to this group, which applies the group’s stage restrictions to that user. However, we can also modify the default settings for that user (*Figure 1.18*).

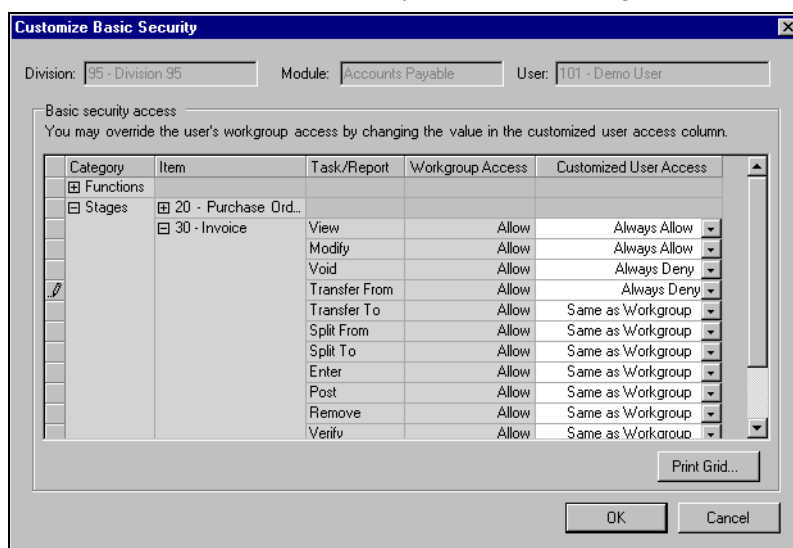


Figure 1.18—Security—Customizing Users Access to Stage 30 (Invoice)

For more information and instructions on defining your security settings, please see the *Blackbaud FundWare System Administration Guide*.

## SOME FUNDWARE BASICS

The following sections provide you information and instructions for opening and working in FundWare.

### OPENING FUNDWARE

As you begin using FundWare, certain information is saved by the program and offered as a default. This has been designed to help you save time and steps, but you can change these defaults at any time by entering new information or selecting from the available options (depending on the field).

- User name—The program will enter the user name (or user number) of the last person to log into FundWare on that computer.

- For security reasons, your password is not automatically entered. You must always enter your FundWare password.
- Business date—Defaults to the current system date (according to your computer’s operating system).
- Division—The program automatically selects the division you were working in the last time you were in FundWare.
  - If you have only one division (or have security rights to only one division) and do not have security rights to the System Administration area, the program will bypass the division selection window.
  - Or, if you only have security rights to the System Administration area, the program will bypass the division selection window and open directly to the System Administration HomePage.
- HomePage—The program automatically opens to the HomePage of the module in which you were working the last time you were in FundWare.

Use the following instructions to open and log into FundWare.

1. Double-click the FundWare icon on your desktop or select Blackbaud FundWare® Enterprise or Professional from your Windows Start menu. The Login window displays.

Figure 1.19—FundWare Login Window

The screenshot shows a standard Windows-style dialog box titled "FundWare Login". The background is light gray. At the top, there's a blue title bar with the text "FundWare Login" and a close button (X). Below the title bar, the text reads: "Enter a user name, password, and business date to log into FundWare." There are three input fields: "User Name" (a text box), "Password" (a text box), and "Business Date" (a dropdown menu showing "03/23/2005"). Below these fields is a line of text: "By using this software you agree to the terms of the American Fundware, Inc. Licensing Agreement." At the bottom of the dialog are two buttons: "OK" and "Cancel".

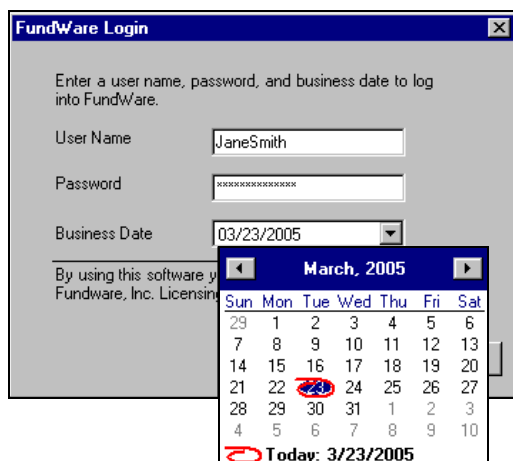
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

The User Name field will default to the last entry on this computer and the system will move to the Password field.

3. Enter your password in the Password text box. Your password entries will display as asterisks (\*) as you type to maintain the privacy of your password.

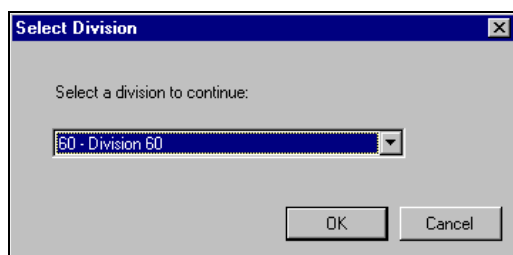
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

Figure 1.20—Selecting the Date



5. Click **OK**. If your User Name, Password, and Business Date are verified, the Select Division window displays, defaulting to the division you were working with the last time you were in FundWare.

Figure 1.21—Selecting the Division



If your organization uses the password aging feature, you may receive a message indicating that your password will or has expired. You will be offered the chance to enter a new password at this time. See *Changing Your Password During Login* on page 25.

If you have only one division (or have security rights to only one division) and do not have security rights to System Administration, the program will bypass the Select Division window. Or, if you only have

security rights to System Administration, the program will bypass the division selection window and open directly to the System Administration HomePage.

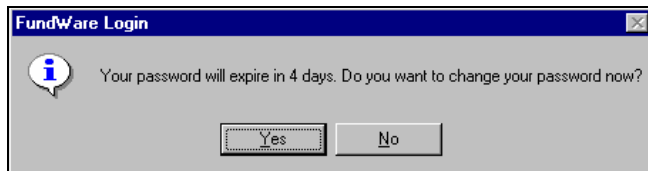
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

For users upgrading from earlier versions of FundWare, please note that you can only have one division open at a time in each instance of FundWare (a change in functionality). However, you can open the program multiple times for the same or different divisions and/or business dates.

## CHANGING YOUR PASSWORD DURING LOGIN

If your organization uses the password aging feature (defined through System Administration), you may receive a message indicating that your password will or has expired.

Figure 1.22—Password Expiring



Use the following instructions to change the password at this time.

1. Click **Yes** to the password expiration message. The Change Password window displays.

Figure 1.23—Changing Your Password During Login



Change Password

Enter a new password and confirm it. Your new password cannot be the same as your old password

Old Password

New Password

Confirm New Password

OK Cancel

2. Enter your password in the Old Password text box.
3. Enter the new password in the New Password text box.
4. Retype your password in the Confirm New Password text box.
5. Click **OK**. Your password is changed. The next time you log into FundWare, you must use the new password or you will receive an error message.

You can also change your password from within the software. See *Changing Your Password From the Software* on page 29.

## OPENING FUNDWARE MULTIPLE TIMES

Each “instance” of FundWare (i.e., each time you open the program) represents a single division on a single business date. However, you can open as many instances of FundWare as necessary to meet your needs.

When dealing with multiple instances of FundWare, keep the following rules in mind:

- Each instance of FundWare represents a single user, division, and business date, or represents access to the System Administration features by a single user.
- You can open as many instances of FundWare as necessary (i.e., for different users, business dates, or divisions).

- You can still change the business date for the current instance of FundWare without opening a new instance. See *Changing the Business Date* on page 28 for more information.

### OPENING ADDITIONAL INSTANCES—FROM THE DESKTOP/START MENU

If you have one or more instances of FundWare open already, you can open additional instances of the program from your desktop or the Windows Start menu. You will be asked to identify the user, password, business date, and division (the same steps as opening the first instance of FundWare).

### OPENING ADDITIONAL INSTANCES—FROM THE PROGRAM

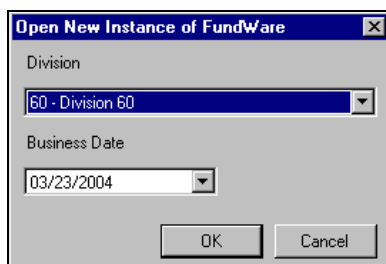
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

If you want to open a new instance of FundWare for a new division or a new business date, you can open the program from the desktop or Windows Start menu or from the Change Business Date task. For instructions on changing the business date, or opening a second instance of the program with a different business date, see *Changing the Business Date* on page 28.

Use the following instructions to open a new instance of FundWare for the current user and business date.

1. Select **File > Open FundWare** from the menu bar. The Open New Instance window displays, automatically selecting the division you were working with the last time you were in FundWare.

Figure 1.24—Opening a New Instance of FundWare



2. If necessary, select a different division (or System Administration) from the list.

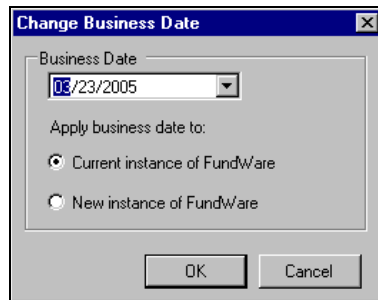
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

## CHANGING THE BUSINESS DATE

You can change the business date for your current instance of FundWare or open a new instance of the same division with a different business date using the Change Business Date task. When you choose to open a new instance of the same division, the system applies the same user and password to the new instance and takes you directly to the HomePage for the module in which you were last working in that division.

1. Select **Edit > Change Business Date** from the menu bar. The Change Business Date window displays.

Figure 1.25—Changing the Business Date



- 1 Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
- 2 Select the applicable option for applying the new business date:
  - **Current Instance of FundWare**—Changes the business date for the current instance of FundWare. This option does not apply any changes to other instances of FundWare and does not open a new instance of the program.

The “Classic” windows will not accept a changed business date. If you have any of the Classic screens open when you attempt to change the business date for the current instance of FundWare, the system will return a message and not allow you to proceed. Close the Classic windows and try again.



- **New Instance of FundWare**—Opens a new instance of FundWare to the HomePage for the module in which you were last working, applying the same user, password, and division but using the new business date.

1. Click **OK**. The program applies your selection.

## CHANGING YOUR PASSWORD FROM THE SOFTWARE

Use the following instructions to change the password for the current user.

1. Select **Edit > Password** from the menu bar. The Change Password window displays.

Figure 1.26—Changing the Current User's Password



2. Enter your password in the Old Password text box.
3. Enter the new password in the New Password text box.
4. Retype your password in the Confirm New Password text box.
5. Click **OK**. Your password is changed. The next time you log into FundWare, you must use the new password or you will receive an error message.

If your organization uses the password aging feature (defined through System Administration) and your password is nearing or has passed the expiration date, you can also change your password during the login process. See *Changing Your Password During Login* on page 25.

## USING THE MENU BAR

Each module for which your organization is licensed and to which you have security rights displays in the menu bar. From these menu options, you can access all module-specific tasks (e.g., **General Ledger > Journal Entries > New**). In addition, you will use the menu bar to access specific program tasks (e.g., changing the business date):

- **File**—Open divisions; access Print Manager, Report Manager, or Financial Institutions.
- **Edit**—Change the business date or your password.
- **View**—View or close Navigator bar; view full or abbreviated menu names; view logged in users.
- **Window**—See all currently open windows, switch between these windows.
- **Help**—Access online help for the current module and program information.

## KEYBOARD NAVIGATION

To help you navigate quickly through the program, FundWare allows you to use your keyboard instead of your mouse to access program tasks.

- **Menu bar**—You can access any task listed on the menus using a combination of the ALT key and a letter and the arrow keys.
  - Press the ALT key.
  - Press the underlined letter of the item to display the menu. The menu displays.
  - Use the arrow key and press ENTER to select a task.
- **Shortcut menus**—Access any applicable shortcut menus (normally displayed when you right-click your mouse) from the keyboard by pressing either SHIFT+F10 or the Application key (offered on many newer keyboards, located between the WINDOWS key and the CTRL key, to the right of the spacebar).
- **Shortcut keys**—Shortcut keys combine the CTRL key with a letter to give you direct access to certain tasks. These shortcuts are listed on the menus with the applicable tasks.
- **Drop-down lists**—You can access any drop-down list when focus is on the associated field by using a combination of the ALT key and the down arrow key.

## IS YOUR MENU BAR TOO CROWDED?

If your organization is licensed for a number of FundWare modules, your menu bar may be too wide to use conveniently. You can change the module names that are listed in the menu bar to display as acronyms, which will decrease the width of the bar:

- Select **View > Abbreviated Menu Names** from the menu bar. To change back, select **View > Full Menu Names** from the menu bar.

## HOW YOUR SECURITY RIGHTS IMPACT THE MENU BAR

Your individual security rights may impact the modules and tasks that you see on the menu bar.

- If your organization is licensed for a module, but your individual security settings do not allow you to access any tasks in that module, the module will not be listed in the menu bar.
- If your security settings allow you to access some, but not all, tasks in a module, the restricted tasks will not be listed in the menu bar.

## USING THE NAVIGATOR BAR

The Navigator bar provides you with quick, mouse-driven access to your modules, module tasks, and currently open windows through two areas:

- Module navigator, and
- Open windows navigator.

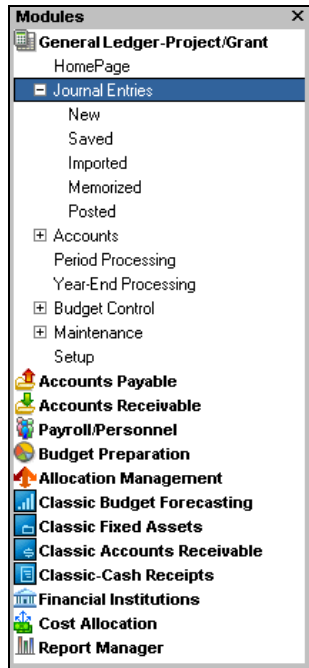
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as applicable. These settings will be retained by the system when you close FundWare.

## MODULE NAVIGATOR

The module navigator lists the modules for which your organization is licensed (unless your individual security settings do not allow you to access a module). When you click a module (it just takes a single click), the module expands to display all of the associated module tasks.

Accessing any of the tasks within the module takes another single click on the specific item. Some tasks are “nested” below a title. A single click will expand the title, displaying the related tasks below.

Figure 1.27—Module Navigator—Expanded Menus



If your security settings restrict your access to specific tasks, those tasks will not be listed in the menu bar.

## OPEN WINDOWS NAVIGATOR

The open windows navigator lists the windows that are currently open in this instance of FundWare, highlighting the window currently displayed. A single click of an entry in the open windows navigator redisplay the window in your workspace.

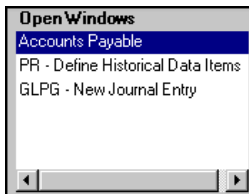


Figure 1.28—Open Windows Navigator

As with all Windows applications, the more FundWare windows that you open concurrently, the greater impact to your processor speed. You can use the Open Windows Navigator to monitor how many windows you have open at any one time.

## HOW YOUR SECURITY RIGHTS IMPACT THE NAVIGATOR BAR

There is no security impact to the open windows navigator. If your security rights allowed you to open a task, then that window will display in the open windows navigator. However, your individual security rights may impact the modules and tasks that you see on the module navigator.

- If your organization is licensed for a module, but your individual security settings do not allow you to access any tasks in that module, the module will not be listed in the module navigator.
- Any tasks within a module from which you are restricted will not be listed in the menu bar.

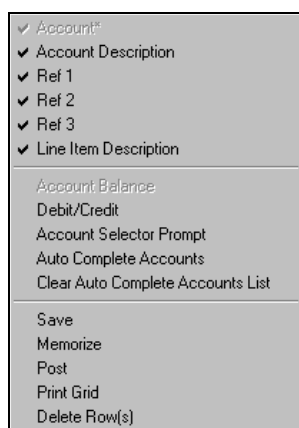
## CUSTOMIZING YOUR DISPLAY

Throughout FundWare, you will encounter forms (similar to a table or spreadsheet) that allow you to customize the display through the shortcut menu (accessed by right-clicking your mouse) or through direct manipulation with your mouse. Most of these settings are retained with your user name. Therefore, the forms display according to your settings wherever you log in to FundWare. (In other words, the program remembers how the form displayed when you closed FundWare. This is how it will display the next time you open the program.)

Not all forms provide these options. If you attempt one of the customization options described here and are unsuccessful, it is likely that the option is not offered on that form.

## HIDING AND DISPLAYING COLUMNS

To add or remove a column from a form, hover your mouse over the pane and right-click. A shortcut menu displays, which allows you to hide or display columns from the form.



In this example, the Account column is disabled because this column must always display.

The remaining columns are currently displayed in the New Journal Entry form.

*Figure 1.29—Example Shortcut Menu for the GL New Journal Entry Form*

The columns currently displayed in the form are indicated with a check mark. Select a column from the shortcut menu to add or remove that column to the detail pane.

If you have disabled fields through the module setup (e.g., the Accounts Payable parameter or stage settings), the associated column will not be listed on the shortcut menu.

## RE-ORDERING THE COLUMNS

To re-order the columns in a form, “drag and drop” the column by clicking the column heading and moving the column to the desired position (holding the mouse button down).

## RESIZING THE COLUMNS

To resize a column, hover your mouse over the column border until the icon changes.

Figure 1.30—Mouse Icon

Obligation	Description	Vendor number	Vendor Name	Due date	Amount
1015	Advertising - 2nd Installment	200	Ms. Fredericka Loomis	9/27/2002	\$2,000.00
1000	Advertising Contract	200	Ms. Fredericka Loomis	9/27/2002	\$21,000.00
1004	Cleaning Contract - 6 mos	500	Mountain Cleaning Service	9/27/2002	\$3,000.00

Click your mouse button and drag the column border until it is the desired width.

## SORTING THE ENTRIES IN A FORM

To resort the entries in a form, click the heading of the column on which you want the sort based. To reverse the sort order, click the column heading again.

Figure 1.31—Sorting the Detail Pane

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1025		200	Ms. Fredericka Loomis	9/27/2002	\$200.00
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	\$175.66
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	\$99.12
1026		800	Mountain Rental Management	9/27/2002	\$99.63

Original display.

Entries resorted based on Obligation number.

Entry order reversed.

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	
1026		800	Mountain Rental Management	9/27/2002	
1025		200	Ms. Fredericka Loomis	9/27/2002	
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	
1025		200	Ms. Fredericka Loomis	9/27/2002	
1026		800	Mountain Rental Management	9/27/2002	
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	

Sort order is not retained when you close FundWare.

## HELP

If you encounter questions or problems while you are working in the program, you can access the online help from the **Help** menu (on the menu bar) or by clicking F1 to access the online help for the current module.

You can also access PDF files (portable document format) of the guides from your server:

- FundWare\Data\User Documentation

You must have Adobe Acrobat Reader installed to view the files. This program is available from the FundWare CD or as a free download from [www.adobe.com](http://www.adobe.com).

## TRAINING AND CONSULTING SERVICES

Blackbaud, Inc. offers a number of options to help you improve your use of FundWare.

- Regional classes—Training classes held several times per month in various cities across the nation. These one- to five-day classes provide a hands-on learning environment and low student-to-instructor ratio.
- eClasses—Interactive training classes offered over the Internet provide you and your staff the opportunity to receive training from FundWare experts without leaving your desk.
- Onsite custom training sessions and consulting—Our training/consulting group offers you onsite services, including:
  - Training your staff using your data.
  - Installing/upgrading and configuring the software to meet the specific needs of your organization.

For more information about any of our training or consulting services, please explore our Web site ([www.fundware.com/Products\\_Services/Training/train.asp](http://www.fundware.com/Products_Services/Training/train.asp)) or contact our Client Sales department (800-551-4458).

## USING THIS DOCUMENT



This manual is organized to reflect the most common uses of the module. It provides you with overview information of FundWare, followed by specific features and functions of the module.



## CONVENTIONS

Use *Table 1.7* as a reference for conventions used in this document.

*Table 1.7—Icon Conventions*

Indicator	Description
	A caution or warning that must be heeded. Information contained in a warning should be carefully reviewed to avoid adverse affect on software operation.
	An example, used to clarify an issue.
ENTER	Keyboard directions are indicated in small capital letters (e.g., Press ENTER).
<i>demo user</i>	Specific text entries are indicated with italics (e.g., Type <i>demo user</i> for User Name).
Click <b>OK</b>	An item on the screen that requires user interface is indicated in bold.

## GETTING SUPPORT

The following table provides a quick reference for getting the support you need for FundWare modules.

*Table 1.8—Getting Support*

Department	Contact	Description
Business Office	800-551-4458	Obtain general information or contact a staff member.
Technical Support	800-227-7575 e-mail: FWSupport@Kintera.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> <li>• FundWare license number</li> <li>• FundWare version number</li> <li>• Error message details</li> </ul>
	Knowledgebase <a href="http://www.FundWare.com/Support/support.asp">http://www.FundWare.com/Support/support.asp</a>	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> <li>• Requires your license number and web password.</li> </ul>

Table 1.8—Getting Support (Continued)

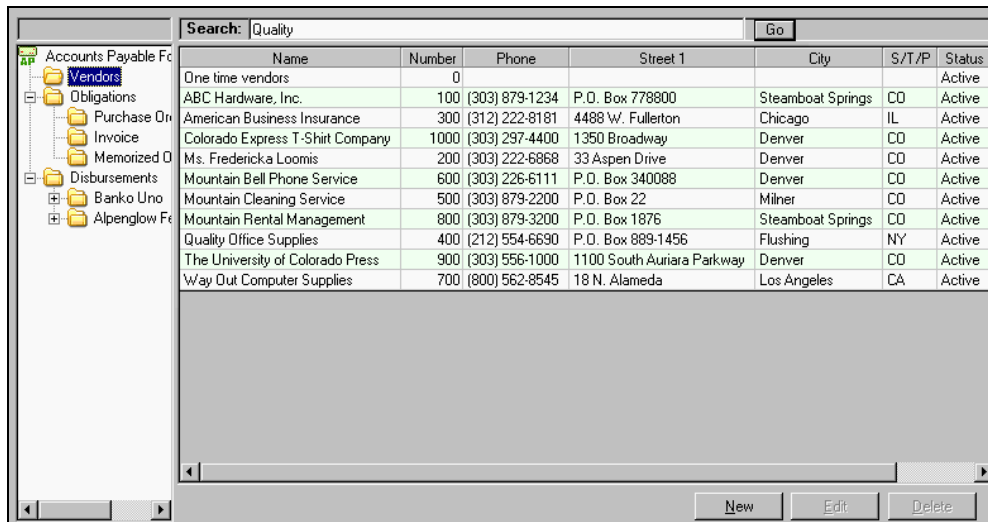
Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department. <a href="http://www.FundWare.com/Products_Services/Training/train.asp">http://www.FundWare.com/Products_Services/Training/train.asp</a>	Contact us for more information on our training options: <ul style="list-style-type: none"> <li>• Regionals—Classes from 1 to 5 days in length; held in cities around the country.</li> <li>• eClasses—Two- to three-hour classes offered over the Internet.</li> <li>• Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.</li> </ul>
Replacement Software	800-551-4458 or 303-756-3030, Ask for the Client Sales department. e-mail: <a href="mailto:FWSupport@Kintera.com">FWSupport@Kintera.com</a>	Order replacement software.
Product Management	e-mail: <a href="mailto:FWSuggestionBox@Kintera.com">FWSuggestionBox@Kintera.com</a>	Contact our Product Management department with any suggestions for improving FundWare.
User Education	e-mail: <a href="mailto:FWUserEducation@Kintera.com">FWUserEducation@Kintera.com</a>	Contact our User Education department with suggestions for improving our user guides or online help.
World Wide Web	<a href="http://www.FundWare.com">http://www.FundWare.com</a>	Get the latest product and company information, download software and documentation updates, or send e-mail.

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## CHAPTER 2

# DEFINING AND USING VENDOR RECORDS

Your vendor records are saved in the **Vendors** folder on the Accounts Payable folder tree (Figure 2.1). From this folder, you can add, view, edit, and delete vendors.



Name	Number	Phone	Street 1	City	S/T/P	Status
One time vendors	0					Active
ABC Hardware, Inc.	100	(303) 879-1234	P.O. Box 778800	Steamboat Springs	CO	Active
American Business Insurance	300	(312) 222-8181	4488 W. Fullerton	Chicago	IL	Active
Colorado Express T-Shirt Company	1000	(303) 297-4400	1350 Broadway	Denver	CO	Active
Ms. Fredericka Loomis	200	(303) 222-6868	33 Aspen Drive	Denver	CO	Active
Mountain Bell Phone Service	600	(303) 226-6111	P.O. Box 340088	Denver	CO	Active
Mountain Cleaning Service	500	(303) 879-2200	P.O. Box 22	Milner	CO	Active
Mountain Rental Management	800	(303) 879-3200	P.O. Box 1876	Steamboat Springs	CO	Active
Quality Office Supplies	400	(212) 554-6690	P.O. Box 889-1456	Flushing	NY	Active
The University of Colorado Press	900	(303) 556-1000	1100 South Auriara Parkway	Denver	CO	Active
Way Out Computer Supplies	700	(800) 562-8545	18 N. Alameda	Los Angeles	CA	Active

Figure 2.1—Vendors Folder

How your organization defined the Basic Setup parameter will determine certain information on the vendor record. See *Customizing Your Vendor Record Settings* on page 1.40 for more information.

## ADDING VENDOR RECORDS

The vendor record stores all the information about a vendor, including addresses, notes, and Accounts Payable activity. Use the following steps to add a vendor.

1. Select **Vendors** from the folder tree to display the existing vendor records in the detail pane. (You can also access vendor records by clicking **Maintenance > Vendors** on the navigator bar or selecting **Accounts Payable > Maintenance > Vendors** from the menu bar. The Vendor Maintenance window displays a list of your vendor records.)
2. Click **New** or right-click and select **New** from the shortcut menu. The New Vendor Entry window displays, open to the **Vendor** tab (*Figure 2.2*).

Figure 2.2—New Vendor Entry, Vendor Tab

3. Enter a number in the Vendor text box.
4. Complete the information on the **Vendor** tab according to *Table 2.1*.

Table 2.1—Vendor Tab Field Definitions

Field	Definition
Vendor	Enter the Vendor Number (up to 9 numeric characters). <ul style="list-style-type: none"> <li>• If the Auto Vendor # setting, Field 1 of the Basic Setup parameter, is set to “Y,” FundWare automatically assigns the vendor number and this field is disabled. (See <i>Defining the Basic Setup Parameter</i> on page 1.48 for more information.)</li> </ul>

Table 2.1—Vendor Tab Field Definitions (Continued)

Field	Definition
SortKey	<p>Allows you to enter an additional name or reference for the vendor (up to 10 alphanumeric characters). (Optional)</p> <ul style="list-style-type: none"> <li>• For example, if the vendor name is officially “Invesco Field at Mile High Stadium,” but you know you always call it “Mile High,” you could enter this in the Sortkey.</li> <li>• You can leave off leading words such as “the.” “The Plant Shop” would be listed in the Ts, but using “Plant Shop” as the sortkey might be easier to remember.</li> <li>• Spelling out numbers might make a vendor easier to find. “First” would be in the Fs, but numbers such as 1st would be at the beginning of the list.</li> <li>• If you file 1099 forms with the IRS electronically, see <i>Using the Sortkey When Filing 1099s Electronically</i> on page 2.55 and IRS publications.</li> </ul>
Name	Enter the Vendor Name (up to 35 alphanumeric characters).
Phone/Fax	<p>Enter the telephone and fax numbers (numeric characters only).</p> <ul style="list-style-type: none"> <li>• FundWare formats the numbers automatically.</li> </ul>
Alternate Name	<p>Enter an Alternate Vendor Name (up to 35 alphanumeric characters).</p> <ul style="list-style-type: none"> <li>• The Alternate Vendor Name and any Alternate Address entry will print instead of the Name and Main Address on checks and check registers. <ul style="list-style-type: none"> <li>— If you enter an Alternate Name, AP will also print the Alternate Address even if there is no information in these fields.</li> </ul> </li> <li>• This field is enabled only if the setting for Alt Address (Field 1 of the Basic Setup parameter) is “Y.” (See <i>Defining the Basic Setup Parameter</i> on page 1.48 for more information.)</li> </ul>

5. Click **Apply** to save your entries and remain in the vendor record, or click **OK** to save the information and close the vendor record.

## VENDOR ADDRESS TAB


Use the following steps to add address information to your vendor record.


1. Select the **Address** tab (*Figure 2.3*).

The screenshot shows a software window titled 'New Vendor Entry' with the 'Address' tab selected. At the top, the 'Vendor' field contains the number '801'. Below this are several tabs: 'Notes Vendor', 'Address' (which is highlighted), 'Activity Detail Discounts', and 'Activity Summary'. The main area is split into two columns: 'Main Address' and 'Alternate Address'. Each column contains the following fields: 'Street 1', 'Street 2', 'City' (with a search icon), 'S/T/P' and 'Post' (with a dot in the post field), and 'Country'. Below these fields are two radio buttons for 'Postal Code format', with 'U.S. Zip Code' selected. At the bottom of the window are three buttons: 'OK', 'Cancel', and 'Apply'.

Figure 2.3—New Vendor Entry, Address Tab

2. Enter the main and alternate vendor addresses. *Table 2.2* provides the definitions for these fields.

 Your Alternate Address entry will print (with the Alternate Name) on checks and check registers, instead of the Main Address and vendor Name). If the Alternate Name field is blank, AP will print the vendor Name with the Alternate Address. If the Alternate Name and Alternate Address fields are blank, AP will print the vendor name and Main Address.

 If you entered an Alternate Name, AP will print the Alternate Name and Alternate Address on checks and check registers, even if there is no information in the Alternate Address fields (i.e., the address lines will be blank).



This field is enabled only if the setting for Alt Address in your basic setup is set to “Y.” (See *Defining the Basic Setup Parameter* on page 1.48 for more information.)

Table 2.2—Vendor Address Tab Field Definitions

Main and Alternate Address Field	Definition
Street 1	Enter the first line of the street address (up to 35 alphanumeric characters).
Street 2	Enter the second line of the street address (up to 35 alphanumeric characters).
City	Enter the city (up to 19 alphanumeric characters). • Click the lookup button to view a list of your city definitions.
S/T/P	Enter the state, territory, or province abbreviation (up to 5 alphanumeric characters).
Post	Enter the zip code (up to 9 alphanumeric characters). Formatting for 9-character zip codes is automatic (xxxx-xxxx). • Select the appropriate radio button to indicate if this code is a U.S. zip code or in another country's format.
Country	Enter the country (up to 35 alphanumeric characters).

3. Click **Apply** to save your entries and remain in the vendor record, or click **OK** to save the information and close the vendor record.

## VENDOR DISCOUNTS TAB

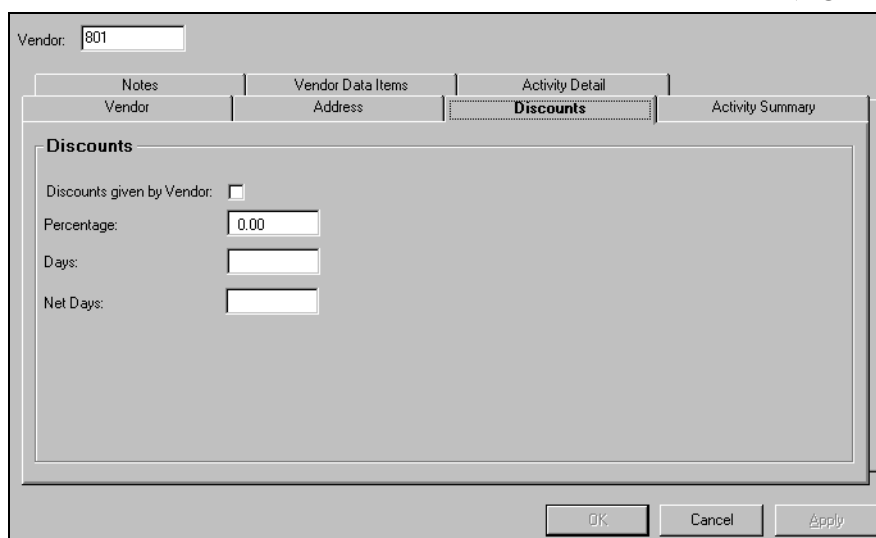
The discount information and net days entered on the **Discounts** tab is reflected on your obligations. See *Applying Vendor Discounts to Obligations* on page 2.87 and *Calculating Obligation Due Dates* on page 1.84 for more information.



The discounts feature is enabled through field 1 of the Basic Setup parameter. For more information on this setting, see *Defining the Basic Setup Parameter* on page 1.48.


Use the following steps to add discount information to your vendor record.

1. Select the **Discounts** tab to define vendor discounts and due dates (*Figure 2.4*).



The screenshot shows a software window for a vendor record. At the top, there is a 'Vendor:' field with the value '801'. Below this are several tabs: 'Notes', 'Vendor Data Items', 'Activity Detail', and 'Activity Summary'. The 'Discounts' tab is selected and highlighted. Inside the 'Discounts' tab, there is a section titled 'Discounts' with the following fields: 'Discounts given by Vendor:' with an unchecked checkbox, 'Percentage:' with a text box containing '0.00', 'Days:' with an empty text box, and 'Net Days:' with an empty text box. At the bottom right of the window are three buttons: 'OK', 'Cancel', and 'Apply'.

Figure 2.4—Discounts Tab

2. If the vendor offers a standard discount that you want applied automatically, select the Discounts given by Vendor check box (activating the feature) and enter the following information:
    - Percentage—The percentage of the discount.
    - Days—The number of days that the discount is available after the invoice date.
-  These values are automatically used in check processing.
3. In the Net Days field, enter the number of days after the invoice date that payment is due. You do not have to select the Discounts given by Vendor check box to use this field (i.e., Net Days is available even if you are not using the Discounts feature).
  4. Click **Apply** to save your entries and remain in the vendor record, or click **OK** to save the information and close the vendor record.

## VENDOR NOTES TAB

Use the following steps to add notes to the vendor record.



1. Select the **Notes** tab to enter any special information about this vendor (*Figure 2.5*).

The screenshot shows a dialog box for editing a vendor record. At the top, there is a 'Vendor:' label followed by a text box containing the number '801'. Below this is a tabbed interface with four tabs: 'Vendor', 'Address', 'Discounts', and 'Activity Summary'. The 'Notes' tab is currently selected and highlighted. Under the 'Notes' tab, there are five text input fields, each labeled 'Note 1' through 'Note 5'. At the bottom of the dialog box, there are three buttons: 'OK', 'Cancel', and 'Apply'.

Figure 2.5—Notes Tab

2. Add any necessary information to the note fields.



FundWare recommends that you reserve the Note 1 field for vendor tax ID information. When you must report tax information on a vendor, you can enter the tax ID number here. By elimination, you can then determine the vendors requiring 1099 forms. See *Using Notes for 1099 and Minority Vendors* on page 2.56 for more information.

3. Click **Apply** to save your entries and remain in the vendor record, or click **OK** to save the information and close the vendor record.

## VENDOR DATA ITEMS TAB

Use the following steps to add vendor data items to the vendor record.

1. Select the **Vendor Data Items** tab (*Figure 2.6*).

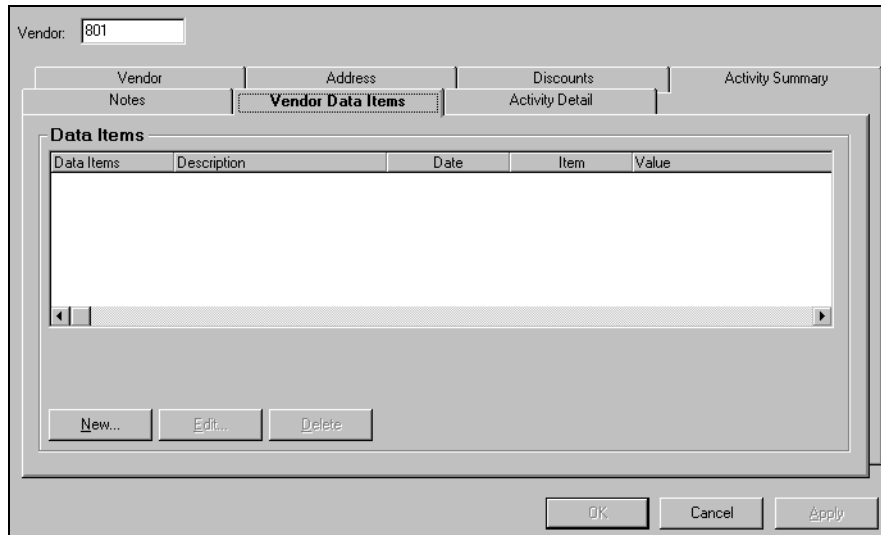


Figure 2.6—Vendor Data Items Tab

2. Click **New**. The Data Item Entry window displays (*Figure 2.7*).

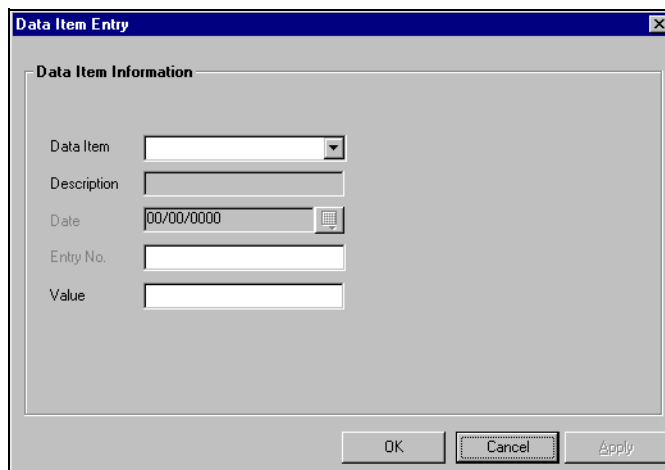


Figure 2.7—Example Data Item Entry

3. Select the Data Item from the drop-down list (any user-defined data items that you have created will also display in the drop-down list). There are three system-defined data items:

- .VACCT
- .VHOLD
- .VPAYMENT



For more information on these options, see *System-Defined Vendor Data Items* on page 1.176.

4. Enter the required information in the Value text box. (If the vendor data item has a default value defined, you can accept or modify this default.) The values for the system-defined data items are:

- .VACCT—Enter the default account number.
- .VHOLD—Select either Y (on hold) or N (not on hold) from the drop-down menu. (The default selection is N.)



When a vendor is on hold, you will not be able to enter new obligations or pay existing ones.

- .VPAYMENT—Select either Combined or Separate from the drop-down menu. (The default selection is Combined.) See *Using the Combined or Separate Check Function* on page 2.94 for more information on this feature.
5. Click **Apply** to save your entries and remain in the vendor record, or click **OK** to save the information and close the vendor record.

## VENDOR ACTIVITY DETAIL AND ACTIVITY SUMMARY TABS

The **Activity Detail** and **Activity Summary** tabs are read-only displays of vendor-related information. The **Activity Detail** tab displays information about the individual vendor obligations (*Figure 2.8*).

Vendor: 800

Obligation	Description	Stage Date	Posted	Status	Amount	Check
1008	Monthly Rent	01/12/98	01/12/98	Paid	\$3,600.00	4004
1016	Monthly Rent	02/05/98	02/05/98	Cancel	(\$3,600.00)	
1017	Monthly Rent	02/10/98	02/10/98	Paid	\$3,600.00	1234
1021		02/10/98	02/10/98	Recon	\$600.00	800

Buttons: OK, Cancel, Apply

Figure 2.8—Example Activity Detail Tab



From the **Activity Detail** tab, you can double-click any entry to view the original obligation. (This assumes you have security rights to the Inquiry > Obligation task. See the *Blackbaud FundWare System Administration Guide* for more information on security settings.)



The Posted Date reflects the business date when the obligation reached the status displayed, with the exception of reconciled and voided paid obligations. The Posted Date for reconciled and voided paid obligations reflects the business date when the obligation was paid. All business dates are reflected in the Revision History when you view an individual obligation.

The **Activity Summary** tab displays totals, by category, for the vendor’s activity (Figure 2.9).

Notes	Vendor Data Items	Activity Detail	Activity Summary
Vendor	Address	Discounts	
Activity Summary			
Obligation Count:			4
Total:			567.00
Pre-encumbered:			.00
Encumbered:			67.00
Expensed:			100.00
Paid:			400.00
Discount Taken:			8.00
Discount Lost:			.00

Buttons: OK, Cancel, Apply

Figure 2.9—System Information Tab

## EDITING AND VIEWING VENDOR RECORDS

Use the following steps to edit or view a vendor record.

1. Select **Vendors** from the folder tree to display the existing vendor records in the detail pane. (You can also access vendor records by clicking **Maintenance > Vendors** on the navigator bar or selecting **Accounts Payable > Maintenance > Vendors** from the menu bar. The Vendor Maintenance window displays a list of your vendor records.)
2. Select the vendor you want to edit or view.



For tips on searching for vendor records, see *Searching Your Vendor Records* on page 2.50.

3. Double-click, click **Edit**, or right-click and select **Edit** from the shortcut menu. The vendor record displays.
4. Move through the tabs and make any necessary edits. For more information about the tabs and fields, see *Adding Vendor Records* on page 2.39.

5. Click **OK** to save any edits and close the vendor record.

## DELETING VENDOR RECORDS

Use the following steps to delete a vendor record with no associated activity (i.e., you have not entered any obligations for the vendor).



If a vendor record has associated activity, you cannot delete the record. To change the status of a vendor, you must apply the Vendor Data Item .VHOLD. See *System-Defined Vendor Data Items* on page 1.176 for more information.

1. Select **Vendors** from the folder tree to display the existing vendor records in the detail pane. (You can also access vendor records by clicking **Maintenance > Vendors** on the navigator bar or selecting **Accounts Payable > Maintenance > Vendors** from the menu bar. The Vendor Maintenance window displays a list of your vendor records.)
2. Select the vendor record to be deleted.



For tips on searching for vendor records, see *Searching Your Vendor Records* on page 2.50.

3. Click **Delete** or right-click and select **Delete** from the shortcut menu. A confirmation message displays.



If the vendor has associated activity, a message will display informing you that the record cannot be deleted.

4. Click **Yes** to delete the vendor record. The record is removed from the division.

## SEARCHING YOUR VENDOR RECORDS

In the **Vendors** folder, you can search your vendor records in two ways:

- Click any column heading. The vendor records will be sorted based on the contents of the column (e.g., A–Z). Clicking a second time reverses the entries (e.g., Z–A).

- Type all or part of the vendor name (i.e., the first letters of the vendor name) in the Search text box at the top of the **Vendors** folder and click **Go** (Figure 2.10).

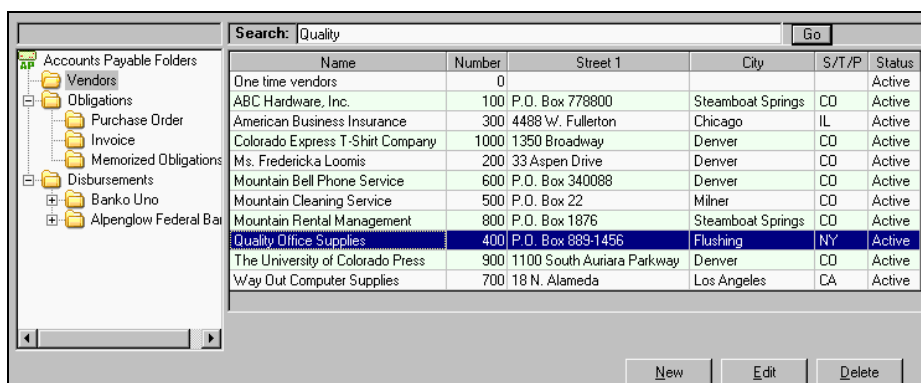


Figure 2.10—Search Results

In the Vendor Maintenance window, you can also search your vendor records by clicking the column or typing the vendor number in the text box (Figure 2.11).

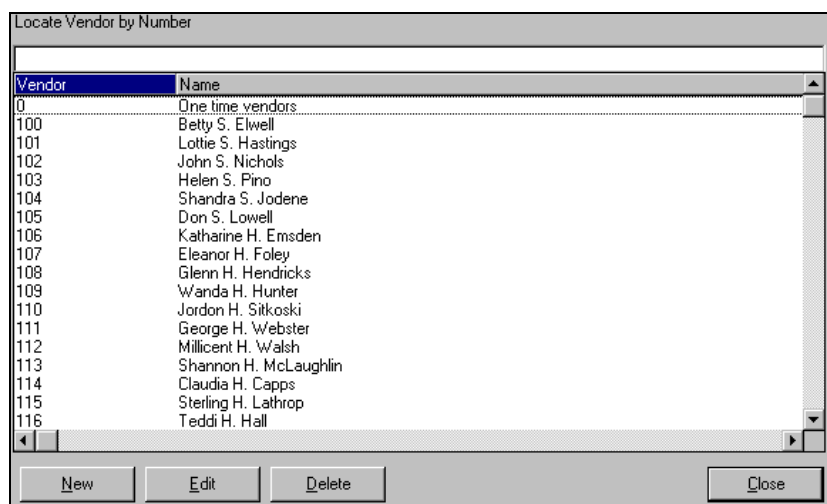


Figure 2.11—Vendor Maintenance Window

## DISPLAYING VENDOR INFORMATION

The Display Vendors task allows you to display or scroll vendor information. Use the following instructions to display vendor information. (Instructions for the Scroll task follow.)

1. Click **Display Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Display Vendors** from the menu bar. The Display Vendors window displays (*Figure 2.12*).

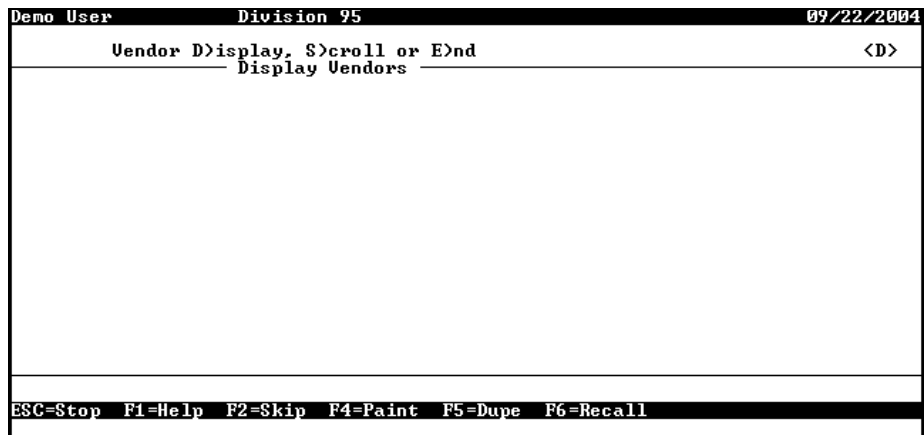


Figure 2.12—Display Vendors

2. Type *D* to display. Complete the fields according to *Table 2.3*.

Table 2.3—Display Vendors

Field	Definition
Vendor	Enter a valid vendor number.
Display	Enter the information to be displayed, or press F1 and select from the displayed options: <ul style="list-style-type: none"> <li>• Vendor—Displays the vendor record.</li> <li>• All obligations for vendor—Displays all obligations (paid and unpaid) for the selected vendor. Additional fields will display to filter results.</li> <li>• Unpaid obligations for vendor—Displays unpaid obligations for the selected vendor. Additional fields will display to filter results.</li> <li>• Paid obligations for vendor—Displays paid obligations for the selected vendor. Additional fields will display to filter results.</li> </ul>



Table 2.3—Display Vendors (Continued)

Field	Definition
After	Enter a valid date. • Only available for the obligation display options.
Refs	Enter the letter codes for up to four obligation references to be displayed with the obligation information. • Only available for the obligation display options.
Select	Enter the letter code for an obligation reference to be used to filter the information displayed or leave blank to bypass this filter option. • If you enter an obligation reference, you must also enter a range of values to determine the obligations displayed. • Only available for the obligation display options.

When you have completed your entries, the vendor information is displayed (Figure 2.13).

```

Demo User          Division 95          09/22/2004
-----
                Display Vendors
Vendor.....:          200 Display...A After...02/02/1997 Refs...JPIX
                Ms. Fredericka Loomis Sel: fr:          to:
Obligat'n Description          Stg Date   Posted          Amount Check
1000 Advertising Contract          01/10/98 01/11/98 P.O.          21,000.00
    P=97-0023
1007 Advertising Contract          01/31/98 01/12/98 Recon          2,000.00    4002
    P=97-0023,I=200
1015 Advertising - 2nd Install 02/28/98 02/05/98 P.O.          1,000.00
1015 Advertising - 2nd Install 02/28/98 02/11/98 Inv          1,000.00
    P=97-0023,I=A-1300
1020 Advertising - 2nd Install 02/10/98 02/10/98 Paid          200.00    7000
1022 Advertising - 2nd Install 02/28/98 02/11/98 Inv          1,000.00
    I=A-1300
-----
                Vendor being displayed.
                Vendor has been displayed.          Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint F5=Dupe F6=Recall

```

Figure 2.13—Example Results for Display Vendors Task

- When complete, press ESC to display the option menu and type *E* to exit the task.

Use the following instructions to scroll vendor information.

1. Click **Display Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Display Vendors** from the menu bar. The Display Vendors window displays (*Figure 2.14*).

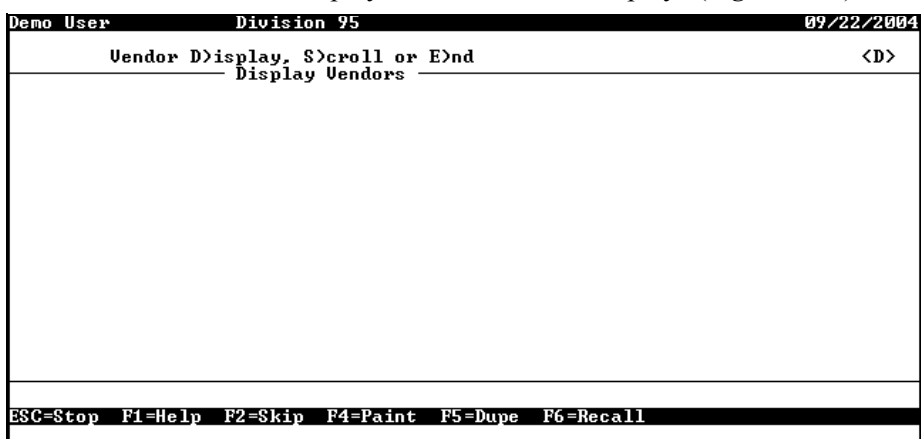


Figure 2.14—Display Vendors

2. Type *S* to scroll. Complete the fields according to *Table 2.4*.

Table 2.4—Scroll Vendors

Field	Definition
Selected data item	Enter a vendor data item by which the information in the display will be sorted or press F1 and select from the displayed options.
Selected value	Enter a value for the selected data item by which FundWare will filter the results displayed.

When you have completed your entries, the vendor information is displayed (Figure 2.15).

Demo User		Division 95		09/22/2004	
Display Vendors					
Scroll value	Vendor	Name	Phone		
STEAMBOAT SPRINGS	100	ABC Hardware, Inc.	<303> 879-1234		
Steamboat Springs	800	Mountain Rental Management	<303> 879-3200		
Vendor being scrolled.					
Vendor has been scrolled. Press <ENTER>					
ESC=Stop F1=Help F2=Skip F4=Print F5=Dupe F6=Recall					

Figure 2.15—Example Results for Display Vendors Task

- When complete, press ESC to display the option menu and type *E* to exit the task.

## USING THE VENDOR RECORD TO PRODUCE 1099 FORMS

You can use the Sortkey field, Notes, or data items on the vendor record to help you produce your 1099 forms.

### USING THE SORTKEY WHEN FILING 1099s ELECTRONICALLY

If you will be filing your 1099s electronically with the IRS, you must include a four-character “Name Control” for each vendor. Consult your IRS instructions for complete details on what is required in this field.

The 1099 module will extract the first four characters of the vendor’s Sortkey for this purpose. You should define the Sortkey in the Accounts Payable vendor maintenance screens to conform with the IRS guidelines. Produce and review the 1099 Proof Report to make sure that the “Name Control” for each vendor is correct.

## USING NOTES FOR 1099 AND MINORITY VENDORS

You can use the Note fields to record special information about 1099 and minority vendors:

1. Enter the tax identification number in the same Note field for each vendor that requires a 1099 tax form (that is, a vendor who is a non-corporate subcontractor). For example, your organization may decide to use the Note 1 field, in which case you must always enter this information in the Note 1 field.
2. Leave the Note field blank for vendors who do not receive a 1099.
3. When you produce your 1099s, you can filter your vendors based on whether there is a value in this field. Additionally, you can specify that the system pull the tax ID number from the field.



When you enter the tax identification number, enter only the number, not text stating “TIN” or “SSN.” Entering only numbers for each vendor will make sorting by this field easier and more accurate.

Similarly, if you must report purchases from minority vendors, use another Note field to classify the vendors. As with 1099 information, enter that information in the same note field for each vendor.



You can also use a combination of two vendor data items for this purpose. See *Using Vendor Data Items to Identify 1099 Vendors* on page 2.57 for more information.

## USING VENDOR DATA ITEMS TO IDENTIFY 1099 VENDORS

You can use a pair of vendor data items to identify 1099 vendors and their tax ID number (*Figure 2.16*). The first data item identifies if the vendor must receive a 1099 form (Y/N setting) and is used during the 1099 extract process. The second data item identifies the vendor's tax ID number.

The screenshot shows a window titled 'Vendor Data Items' with a table of data items. The table has five columns: Data Items, Description, Date, Item, and Value. Two rows are visible: 'TAX ID' with description '1099 Tax ID number', date '00/00/0000', item '0', and value '84-123456'; and '1099 VEN' with description '1099 VENDOR', date '00/00/0000', item '0', and value 'Y'. Below the table are buttons for 'New...', 'Edit...', and 'Delete'.

Data Items	Description	Date	Item	Value
TAX ID	1099 Tax ID number	00/00/0000	0	84-123456
1099 VEN	1099 VENDOR	00/00/0000	0	Y

Figure 2.16—Example Data Items Identifying 1099 Information



You can also use the Note 1 field for this purpose. See *Using Notes for 1099 and Minority Vendors* on page 2.56 for more information.

## IMPORTING VENDOR INFORMATION

All instructions for importing vendor data are included in the *Blackbaud FundWare System Administration Guide*. Please refer to this guide for more information. You can find all user guides in the **FundWare > Data > User Documentation** folder on your server.



# CHAPTER 3

## ENTERING OBLIGATIONS

AP obligations fall into one of three categories, depending on the needs of your organization:

- Commitment—Defined as the Commit stage in field 1 of the PO Extended Setup parameter.
- Encumbrance—Defined as the Encumber stage in field 1 of the PO Extended Setup parameter.
- Expense—Defined as a range of stages in field 2 of the Extended Setup parameter.

These categories are represented as stages in the AP setup. In most cases, these stages will display on the AP tree as subfolders to the **Obligations** folder. (For more information, see *When Do Stages Appear on the Folder Tree?* on page 1.67.)

Figure 3.1 shows the commitment, encumbrance, and invoice stages defined for Divisions 95 and 96. Note that we have defined two invoice stages for Division 96.

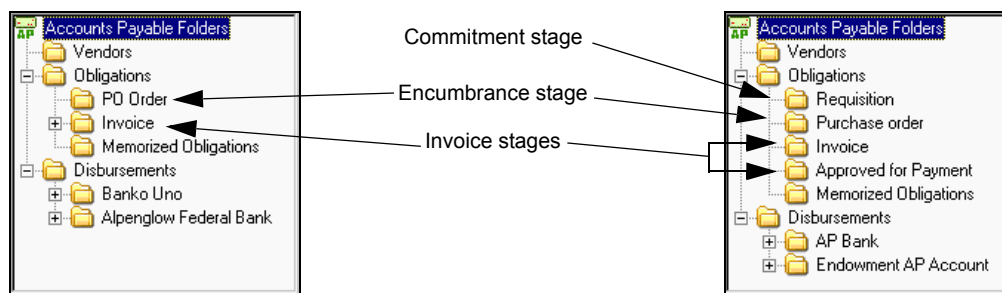


Figure 3.1—Commitment, Encumbrance, and Invoice Stages for Division 95 and 96

## TASKS BY STAGE

The tasks available to you within each subfolder (assuming your basic security settings allow), either from a button or from the shortcut menu, will vary depending on the stage definition (*Table 3.1*).

*Table 3.1—Tasks Available for Obligation Folders*

Task	Description
New	<p>Create a new obligation.</p> <ul style="list-style-type: none"> <li>• Available if the Allow Enter setting in field 6 of the stage definition is “Y.”</li> <li>• When you save your entries, FundWare stores the obligation in a temporary subfolder for the stage called <b>New</b>. This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).</li> </ul>
Edit	<p>Edit an existing obligation.</p> <ul style="list-style-type: none"> <li>• Available if the Allow Modify setting in field 6 of the stage definition is “Y.”</li> <li>• When you save your changes, FundWare stores the obligation in a temporary subfolder for the stage called <b>Edited</b>. This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).</li> </ul>
Void	<p>Remove an obligation.</p> <ul style="list-style-type: none"> <li>• Available if the Allow Cancel setting in field 6 of the stage definition is “Y.”</li> <li>• When you void an obligation, FundWare stores the file in a temporary subfolder for the stage called <b>Voided</b>. This allows you to ensure that the obligation should be removed before posting. (In this case, posting will complete the void process.)</li> </ul> <p><b>Note:</b> After you have voided an obligation, you can only view the obligation through the Invoice History report or AP Inquiry. Voided obligations are also listed on the <b>Activity Detail</b> tab of the vendor record.</p>
Transfer	<p>Transfer an obligation to another stage.</p> <ul style="list-style-type: none"> <li>• Available if the Allow Transfer setting in field 6 of the stage definition is “Y.”</li> <li>• When you transfer an obligation, FundWare stores the file in a temporary subfolder for the stage called <b>Transferred from [original stage]</b> (e.g., <b>Transferred from Requisition</b>). This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).</li> </ul> <p><b>Note:</b> You can also use the mouse to “drag-and-drop” obligations to another stage.</p>



Table 3.1—Tasks Available for Obligation Folders (Continued)

Task	Description
Split	<p>Split an obligation into two parts. One part stays at the original stage, the second part can stay at the original stage or move to another stage.</p> <ul style="list-style-type: none"> <li>• Available if the Allow Split setting in field 6 of the stage definition is “Y.”</li> <li>• When you split an obligation, FundWare stores the new obligation in a temporary subfolder for the stage called <b>Split from [original stage]</b> (e.g., <b>Split from Requisition</b>). This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).</li> <li>• Until you post the new obligation from the temporary subfolder, FundWare considers the original obligation to be in effect. <ul style="list-style-type: none"> <li>— Conceals the remainder of the original obligation to ensure that no one attempts to modify the obligation. When you post the new obligation from the <b>Split from</b> subfolder, the original obligation, reflecting the remainder of the balance, returns to the original stage folder.</li> </ul> </li> </ul>
Memorize	<p>Memorize the current obligation.</p> <ul style="list-style-type: none"> <li>• When you memorize an obligation, you must enter a 5-character name for the memorized obligation.</li> <li>• The current obligation remains in the stage folder and a “template” of the obligation is saved to the <b>Memorized Obligations</b> folder.</li> </ul>
Mark for Pay	<p>Mark an obligation for payment. It moves to the Marked for Pay\New Mark folder.</p> <ul style="list-style-type: none"> <li>• Only available at the Ready for Pay stage, defined in field 3 of the Extended Setup parameter.</li> <li>• When you mark an obligation for pay, FundWare stores the file in a temporary subfolder for the financial institution account called <b>New Mark</b>. This allows you to review the obligation before posting to the <b>Marked for Pay</b> folder (e.g., Purchase Order).</li> </ul>

Some buttons are disabled until you select an obligation. If the button is always disabled, your security level may not allow access to that option. For more information on security settings, see the *Blackbaud FundWare System Administration Guide*.

## TASKS WITHIN TEMPORARY SUBFOLDERS

As you work with your obligations, FundWare will store them in temporary subfolders where they are only visible to you. For example, when you save a new obligation at the **Invoice** stage, the invoice is saved to the **Invoice > New** subfolder where only you can access it. There is no impact to General Ledger until you post the invoice out of the **New** subfolder (assuming that this stage is designed to post to GL).

When you post all the obligations out of the **New** subfolder to the **Invoice** folder, the **New** subfolder disappears until it is needed again. The following subfolders can display within a folder:

- New
- Edited
- Voided
- Transferred from [original stage]
- Split from [original stage]
- New Mark (displayed under the Marked for Pay folder of a financial institution account)
- Unmarked (displayed under the Ready for Pay stage folder)

Table 3.2 describes the tasks available, either from a button or from the shortcut menu, from the temporary subfolders (assuming your basic security settings allow).

Table 3.2—Tasks Available for Temporary Subfolders

Task	Description
New	Create a new obligation. <ul style="list-style-type: none"> <li>• Available if the Allow Enter setting in field 6 of the stage definition is “Y.”</li> <li>• When you save your entries, FundWare stores the obligation in a temporary subfolder for the stage called <b>New</b>. This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order) and potentially impacting your General Ledger.</li> </ul>
Edit	Edit an existing obligation. <ul style="list-style-type: none"> <li>• Available if the Allow Modify setting in field 6 of the stage definition is “Y.”</li> <li>• When you save your changes, FundWare stores the obligation in a temporary subfolder for the stage called <b>Edited</b>. This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).</li> </ul>
Post	Move all obligations from the temporary subfolder to its parent main folder (e.g., from the <b>Invoice &gt; New</b> subfolder to the <b>Invoice</b> folder). <ul style="list-style-type: none"> <li>• If the stage is defined to post to General Ledger, information is posted at this time.</li> </ul>

Table 3.2—Tasks Available for Temporary Subfolders (Continued)

Task	Description
Remove	<p>Remove the obligation from the temporary subfolder.</p> <ul style="list-style-type: none"> <li>• If the obligation is new, FundWare removes it completely from the system.</li> <li>• If the obligation is not new (i.e., it has been edited, transferred, split, or marked for pay), FundWare returns it to its original state and stage folder. For example: <ul style="list-style-type: none"> <li>— You have a \$1,000 obligation at stage 20.</li> <li>— You split the obligation, transferring \$400 to stage 30. The remaining \$600 obligation is concealed as long as the \$400 obligation is in the <b>Transferred from</b> subfolder.</li> <li>— When you remove the new \$400 obligation from the <b>Transferred from</b> subfolder, the original \$1,000 obligation returns to the stage 20 folder.</li> </ul> </li> </ul>
Verify	<p>Review the obligation by account, obligation, or vendor. See <i>Verifying Obligations</i> on page 2.103 for more information.</p> <ul style="list-style-type: none"> <li>• While you can only see the obligations that you entered within a subfolder, all obligations within the subfolder are displayed when you click Verify (i.e., all obligations entered by all users).</li> </ul>

## CUSTOMIZING OBLIGATION ENTRY FORMS

How your organization defined the Basic Setup parameter and each stage definition will determine certain information on the obligation entry form. See *Customizing Your Obligation Forms* on page 1.44 for more information.

## CREATING NEW OBLIGATIONS

How you enter your obligations will depend on your definition of the PO Basic Setup parameter:

- **Separate Entry**—Obligation detail is entered on the **Line Items** tab, and accounting information is entered on the **Distribution** tab.
- **Combined Entry**—Both accounting distribution and obligation detail are entered on the **Detail Lines** tab.



For more information on separate versus combined entry, see *Separate and Combined Entry* on page 2.5. For more information on this setting, see *Modifying the Purchase Order Basic Setup Parameter* on page 1.61.

Instructions for each entry type are presented in this chapter:

- *Entering Obligations—Separate Entry* on page 2.64
- *Entering Obligations—Combined Entry* on page 2.74

While this chapter presents separate instructions for each entry type (see *Entering Obligations—Separate Entry* on page 2.64 or *Entering Obligations—Combined Entry* on page 2.74), we can only offer general instructions for those fields that can be customized through your AP setup. Therefore, entry at the stages defined for your organization may be slightly different from the instructions provided in this chapter.

## ENTERING OBLIGATIONS—SEPARATE ENTRY

Use the following steps to complete the obligation if you are configured for separate entry (refer to your PO Basic Setup parameter).



Remember: The following instructions provide you with some general guidance. However, because your organization has configured AP to match your needs, certain fields can have customized labels or be disabled.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Open...** from the menu bar. AP folder tree displays.
2. Click the applicable stage folder. The folder contents display in the detail pane (*Figure 3.2*, which shows the **PO Order** folder, stage 20 in Division 95).

Obligation	Description	Vendor Name	Vendor number	Date ordered	Amount
1000	Advertising Contract	Ms. Fredericka Loomis	200	1/10/2005	\$21,000.00
1004	Cleaning Contract - 6 mos	Mountain Cleaning Service	500	1/1/2005	\$3,000.00
1005	Liability Insurance FY'98	American Business Insurance	300	1/1/2005	\$13,500.00
1015	Advertising - 2nd Installment	Ms. Fredericka Loomis	200	2/28/2005	\$1,000.00
1024		ABC Hardware, Inc.	100	10/15/2005	\$25.00
1025		ABC Hardware, Inc.	100	10/15/2005	\$42.00

Figure 3.2—Separate Entry—Creating New Obligations

- Click **New**. The specific Entry windows displays, open to the **Header** tab (Figure 3.3 shows an example New Purchase Order Entry window).

The screenshot shows a software window titled "New PO Order Entry (Stage 20)". At the top, there is a section labeled "Obligation" with a dropdown menu currently showing "[New]". Below this is a tabbed interface with four tabs: "1 - Header" (selected), "2 - Data Items", "3 - Detail Lines", and "4 - Distribution".

The "Header" tab is divided into several sections:

- Vendor:** Includes fields for "Number" (with a dropdown and icons), "Name" (with a dropdown), "Street 1", "Street 2", "City" (with a calendar icon), "S/T/P", "Postal Code", and "Country".
- Other:** Includes fields for "Total Amount" (displaying "\$0.00"), "Authorized by", "Invoice Date", and "Due date" (displaying "09/26/2005" with a calendar icon).
- Payment:** Includes a checkbox labeled "Separate check for this obligation".
- Discount:** Includes a dropdown menu for "Type" currently set to "No Discounts (N)".
- Description:** Includes a field for "Line 1".

At the bottom of the window are four buttons: "New", "OK", "Cancel", and "Apply".

Figure 3.3—Separate Entry—Header Tab



The title of the obligation entry window will reflect the stage name and number.

4. Complete the required information according to *Table 3.3*.

*Table 3.3—Separate Entry, Header Tab*



Option	Definition
<b>Vendor</b>	
Number or Name	<p>You must select either the vendor number or name from the drop-down list. When you move off the Number field, AP fills in the remaining Vendor information.</p> <ul style="list-style-type: none"> <li>• You can use the Vendor Selector button () to locate a vendor. See <i>Using the Vendor Selector</i> on page 2.84 for instructions.</li> <li>• You can use the Vendor Maintenance button () to add a new vendor. See <i>Adding Vendors During Obligation Entry</i> on page 2.85 for instructions.</li> <li>• You can begin typing a vendor number. AP will pre-fill the field with the first matching number in the vendor list. AP will continue to look for a matching record as you type.</li> </ul> <p>If this is a one-time vendor: Enter 0 and fill in the remaining fields:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Street 1 and 2</li> <li>• City</li> <li>• S/T/P</li> <li>• Postal Code</li> <li>• Country</li> </ul>
<b>Description</b>	
Line 1–3	<p>Enter the obligation description. Up to three lines may display, depending on the setting in field 2 of the Basic Setup parameter.</p> <ul style="list-style-type: none"> <li>• Field 2 (Obligation desc) of the check format definition allows you to print Line 1 on the check stub.</li> <li>• Additional lines cannot be printed on the check stub.</li> </ul>
<b>Other</b>	
Total Amount	Enter the total dollar amount for this obligation (up to 9 numeric characters).
“Authorized by”	<p>Enter up to 30 alphanumeric characters.</p> <ul style="list-style-type: none"> <li>• “Authorized by” is the FundWare default used by many organizations.</li> <li>• The label for this field is defined in field 3 (History desc) of the stage definition.</li> </ul>
Invoice Date	Enter the invoice date or click the icon to select from the calendar.
“Stage” Date	<p>Enter the appropriate date for the stage (e.g., “Date Ordered,” “Due Date”) or click the icon to select from the calendar.</p> <ul style="list-style-type: none"> <li>• The label for this field is defined in field 4 (Date desc) of the stage definition.</li> </ul>

Table 3.3—Separate Entry, Header Tab (Continued)

Option	Definition
<b>Payment</b>	
Separate check for this obligation	<p>Select this check box to indicate that one check will be written for this obligation only. (Your entry on the obligation will not change the setting on the vendor record.) For example:</p> <ul style="list-style-type: none"> <li>• If the ACME Soap vendor record indicates “Combined,” by default there will be no check mark in this check box. If you select this check box, AP will create a check for this one obligation, regardless of other obligations for ACME Soap in the check run. <ul style="list-style-type: none"> <li>— You could have one check for a single obligation and one check for three other obligations.</li> </ul> </li> <li>• If the Smith Paper Company vendor record indicates “Separate,” by default there will be a check mark in this check box. If you deselect this check box (i.e., remove the check mark), AP will create one combined check for this and any other obligations in the check run that: <ul style="list-style-type: none"> <li>— Belong to the Smith Paper Company, and</li> <li>— Have the check box deselected.</li> </ul> </li> </ul> <p>If you have not added the .VPAYMENT data item to the vendor record (<i>Vendor Data Items Tab</i> on page 2.45), the check box will be deselected (i.e., checks will be combined). You can change this setting by selecting the check box.</p> <p><b>Note:</b> This option is disabled for one-time vendors.</p>
<b>Discount</b>	
Type	<p>If you are entering or modifying discount information, select from the drop-down menu (No Discounts, Percent of Total, or Flat Amount).</p> <ul style="list-style-type: none"> <li>• If you select Percent of Total or Flat Amount, additional fields will display.</li> <li>• If you are entering an obligation at an invoice stage <i>and</i> you have defined discount information on the vendor record, default information displayed when you selected the vendor.</li> </ul> <p>For more information on discounts, see <i>Applying Vendor Discounts to Obligations</i> on page 2.87.</p>
Percent	<p>Enter the percentage of the vendor discount.</p> <ul style="list-style-type: none"> <li>• Displayed if you select Percent of Total from the Type drop-down menu.</li> </ul>
Flat Amount	<p>Enter the dollar amount of the vendor discount.</p> <ul style="list-style-type: none"> <li>• Displayed if you select Flat Amount from the Type drop-down menu.</li> </ul>

Table 3.3—Separate Entry, Header Tab (Continued)

Option	Definition
Use Discount Date	<p>If the discount has an expiration date (e.g., it is only offered for 10 days), select the check box and enter the last day that the discount is offered.</p> <ul style="list-style-type: none"> <li>• When you mark the obligation for pay, FundWare compares the business date to the discount date. If the Mark for Pay date is later, the discount is not applied to the obligation.                             <ul style="list-style-type: none"> <li>— <b>Note:</b> When FundWare calculates the discount date, the system is looking at the date the invoice was marked for payment, not the date that you cut the check.</li> </ul> </li> <li>• Displayed if you select Percent of Total and Flat Amount from the Type drop-down menu.</li> <li>• If you have defined a default number of days for the vendor, FundWare calculates the Discount Date.</li> </ul>



If you are an existing customer upgrading from a version prior to 7.20, you must add the .VPAYMENT data item to your Accounts Payable parameter. See *Modifying the AP Parameter—For Upgrading Customers Only* on page 2.96 for instructions.

5. Continue to the next section for instructions on the **Data Items** tab.

## DATA ITEMS TAB

Use the following steps to complete the **Data Items** tab.



1. Select the **Data Items** tab (*Figure 3.4*).

Editable Data Items			Display Only Data Items	
Data Item	Value	Required	Data Item	Value
Invoice #		Yes		
Due date		Yes		
P.O. #		No		
Recur Frequency		No		
Grant #		No		
Contract #		No		

Figure 3.4—Separate Entry—Data Items Tab

2. Enter values for any applicable data items, including required data items. (If a data item is required, “Yes” is displayed in the Required column.)



Your organization can specify different Editable or Display Only Data Items for each stage. See *Adding Stage Definitions* on page 1.75 for instructions.

3. Continue to the next section for instructions on the **Line Items** tab.

## LINE ITEMS TAB

Use the following steps to complete the **Line Items** tab (most frequently completed at the purchase order stage).



While you can add as many line item entries as necessary, the total amount on the tab should equal the total on the **Header** and **Distribution** tabs before you can complete the obligation entry process. However, if there is a difference, FundWare will offer to create a miscellaneous line for the missing amount automatically.

1. Select the **Line Items** tab (*Figure 3.5*).

Status	Line	Description	Stock Nbr	Quantity	Units	Unit Price	Amount
--------	------	-------------	-----------	----------	-------	------------	--------

New... Edit... Delete

Line Item Total \$0.00

Figure 3.5—Separate Entry—Line Items Tab

2. Click **New**. The Detail Entry window displays (*Figure 3.6*).

Detail Information

Line (New)

Description

Stock nbr

Quantity

Unit Desc.

Unit Price

Amount \$0.00

Status

Enter a new line of detail.

Previous New OK Cancel Apply

Figure 3.6—Separate Entry—Line Items Detail Entry

3. Complete the required information according to *Table 3.4*.

*Table 3.4—Separate Entry—Detail Entry Screen*

Field	Description
Line	Detail lines are assigned a number by Accounts Payable. Until you click <b>OK</b> , FundWare will display “New” in this field.
Description	Enter a description of the line item (up to 55 alphanumeric characters).
Stock nbr	Enter the item stock number (up to 15 alphanumeric characters).
Quantity	Enter the number of items purchased (up to 11 numeric characters). <ul style="list-style-type: none"> <li>• If you do not enter a decimal, a whole number is assumed.</li> <li>• If you enter a decimal point, you can enter up to 6 places after the point.</li> </ul>
Unit Desc.	Enter a description of the unit (e.g., box, ream) (up to 5 alphanumeric characters). <ul style="list-style-type: none"> <li>• FundWare does not use this information in any calculations.</li> </ul>
Unit Price	Enter the price per unit (up to 15 numeric characters). <ul style="list-style-type: none"> <li>• If you do not enter a decimal, a whole number is assumed.</li> <li>• If you enter a decimal point, you can enter up to 6 places after the point.</li> </ul>
Amount	FundWare calculates the dollar amount based on the Quantity and Unit Price. <ul style="list-style-type: none"> <li>• If you modify this entry, FundWare assumes that the Quantity, Unit Description, and Unit Price no longer apply and remove any entries in this field.</li> <li>• This field must be populated with a dollar amount, either calculated by FundWare or entered by the user (up to 9 numeric characters).</li> </ul>

4. Continue to the next section for instructions on the **Distribution** tab.

## DISTRIBUTION TAB

Use the following steps to complete the **Distribution** tab.



While you can add as many distribution entries as necessary, the total amount on the tab must equal the total on the **Header** tab before you can complete the obligation entry process. These totals should also equal the total amount entered on the **Line Items** tab. However, if there is a difference, FundWare will offer to create a miscellaneous line for the missing amount automatically.

1. Select the **Distribution** tab to assign amounts to one or more accounts (*Figure 3.7*).

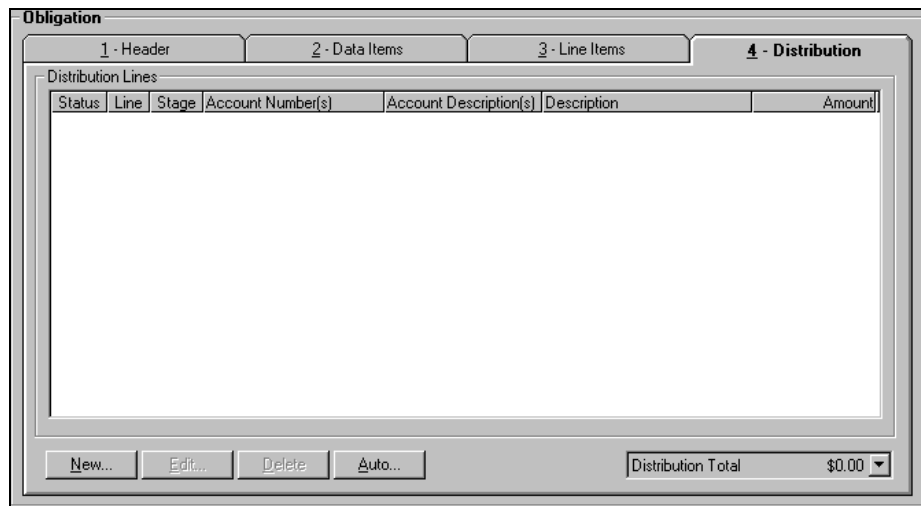


Figure 3.7—Separate Entry—Distribution Tab

2. Click **New** if this obligation does not use a distribution table. The Distribution Entry window displays (*Figure 3.8*).

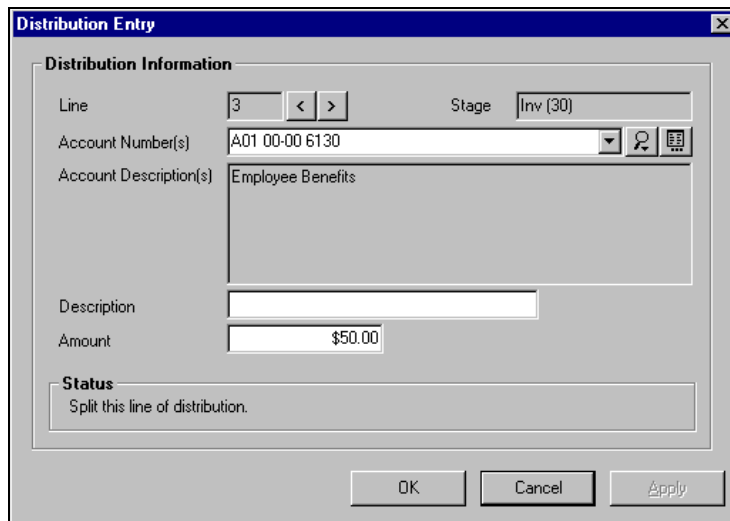


Figure 3.8—New Distribution Entry



If you are applying a distribution table to this obligation, you will click **Auto**. See *Using a Distribution Table* on page 2.100 for more information.

3. In the Account Number(s) field, enter the account number or select a number from the drop-down menu, which stores account numbers that you have entered recently. The description displays in the disabled Account Description field.



You can access the Account Selector or Account Maintenance by clicking the icons to the right of the text box. See *Selecting an Account Through the Account Selector* on page 2.97 or *Adding a New Account Through Account Maintenance* on page 2.98.

4. Enter a description of the distribution (up to 30 alphanumeric characters).
5. Enter the amount to be distributed to this account (up to 9 numeric characters).
6. When you have entered all the necessary obligation information:
  - Click **OK** to save the obligation and close the window. The obligation is saved to the applicable **New** subfolder (e.g., **Purchase Orders > New**).
  - Click **New** to save the obligation and continue entering additional obligations (i.e., creating a batch or group of obligations). Your obligation information is saved and the form is cleared.

When you have completed and saved your entries, the obligation is stored in the **New** subfolder for the stage or the **Memorized Obligations** folder. (Figure 3.9 shows an example invoice in the **Purchase Orders > New** subfolder.)

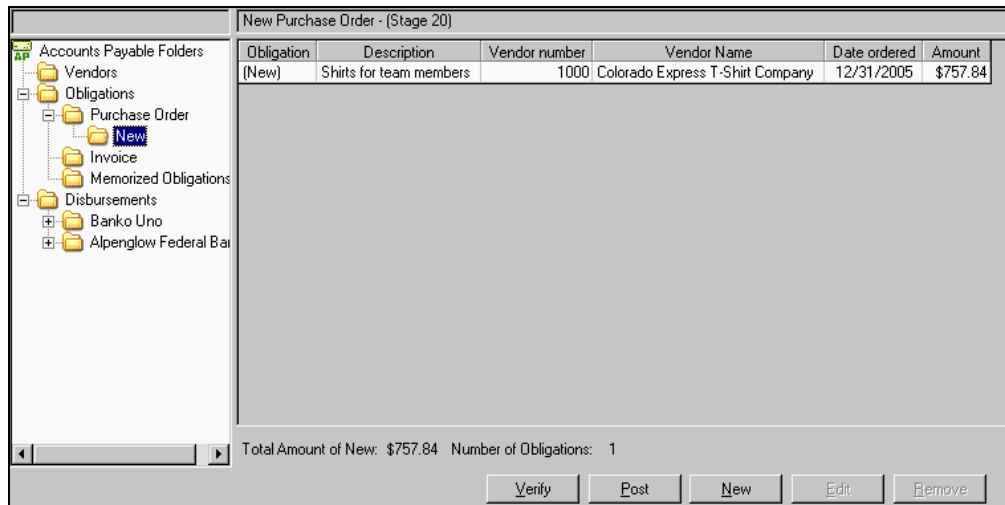


Figure 3.9—Purchase Orders > New Subfolder

To move the obligation into the main folder (e.g., **Purchase Orders**), click **Post**.

## ENTERING OBLIGATIONS—COMBINED ENTRY

Use the following steps to complete the obligation if you are setup for combined entry.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Open...** from the menu bar. AP folder tree displays.

- Click one of the obligation folders. The folder contents display in the detail pane (Figure 3.10). Buttons for the selected folder display at the bottom of the window.

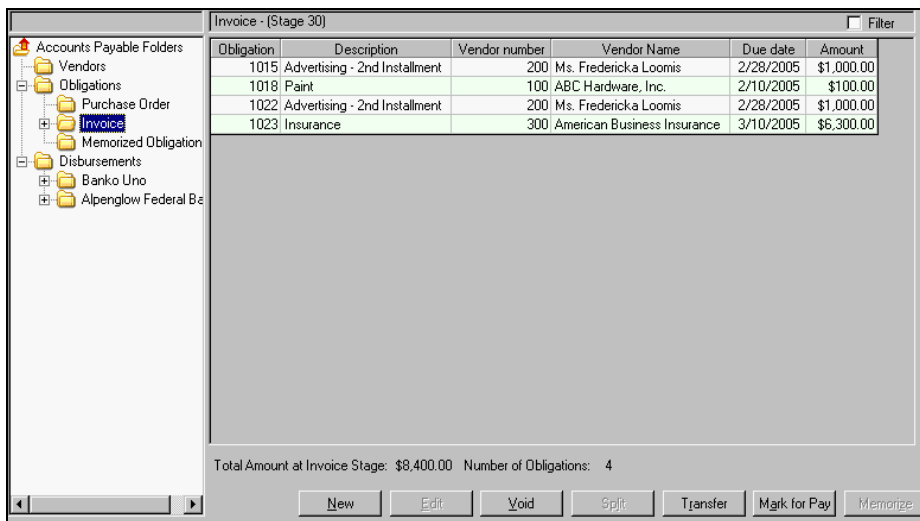


Figure 3.10—Creating New Obligations

3. Click **New**. The entry window displays (*Figure 3.11* shows an example New Invoice Entry window).

The screenshot shows a software window titled "New Invoice Entry (Stage 30)". At the top, there is a text field labeled "Obligation" containing "(New)". Below this is a tabbed interface with three tabs: "1 - Header" (selected), "2 - Data Items", and "3 - Detail Lines".

The "1 - Header" tab is divided into several sections:

- Vendor:** Includes fields for Number (a dropdown menu), Name, Street 1, Street 2, City, S/T/P, Country, and a Postal Code field.
- Other:** Includes fields for Total Amount (displaying "\$0.00"), Authorized by, Invoice Date, and Due date (displaying "02/28/2005").
- Payment:** Includes a checkbox labeled "Separate check for this obligation".
- Discount:** Includes a dropdown menu for Type, currently set to "No Discounts (N)".
- Description:** Includes a single-line text field labeled "Line 1".

At the bottom of the window, there are four buttons: "New", "OK", "Cancel", and "Apply".

Figure 3.11—Combined Entry—Header Tab



4. Complete the required information according to *Table 3.5*.*Table 3.5—Combined Entry, Header Tab*



Option	Definition						
<b>Vendor</b>							
Number or Name	<p>You must select either the vendor number or name from the drop-down list. When you move off the Number field, AP fills in the remaining Vendor information.</p> <ul style="list-style-type: none"> <li>• You can use the Vendor Selector button  to locate a vendor. See <i>Using the Vendor Selector</i> on page 2.84 for instructions.</li> <li>• You can use the Vendor Maintenance button  to add a new vendor. See <i>Adding Vendors During Obligation Entry</i> on page 2.85 for instructions.</li> <li>• You can begin type typing a vendor number. AP will pre-fill the field with the first matching number in the vendor list. AP will continue to look for a matching record as you type.</li> </ul> <p>If this is a one-time vendor: Enter 0 and fill in the remaining fields:</p> <table border="0" style="width: 100%;"> <tr> <td>• Name</td> <td>• S/T/P</td> </tr> <tr> <td>• Street 1 and 2</td> <td>• Postal Code</td> </tr> <tr> <td>• City</td> <td>• Country</td> </tr> </table>	• Name	• S/T/P	• Street 1 and 2	• Postal Code	• City	• Country
• Name	• S/T/P						
• Street 1 and 2	• Postal Code						
• City	• Country						
<b>Description</b>							
Line 1–3	<p>Enter the obligation description. Up to three lines may display, depending on the setting in field 2 of the Basic Setup parameter.</p> <ul style="list-style-type: none"> <li>• Field 2 (Obligation desc) of the check format definition allows you to print Line 1 the check stub.</li> <li>• Additional lines cannot be printed on the check stub.</li> </ul>						
<b>Other</b>							
Total Amount	Enter the total dollar amount for this obligation (up to 9 numeric characters).						
"Authorized by"	<p>Enter up to 30 alphanumeric characters.</p> <ul style="list-style-type: none"> <li>• "Authorized by" is the FundWare default used by many organizations.</li> <li>• The label for this field is defined in field 3 (History desc) of the stage definition.</li> </ul>						
Invoice Date	Enter the invoice date or click the icon to select from the calendar.						
"Stage" Date	<p>Enter the appropriate date for the stage (e.g., "Date Ordered," "Due Date") or click the icon to select from the calendar.</p> <ul style="list-style-type: none"> <li>• The label for this field is defined in field 4 (Date desc) of the stage definition.</li> </ul>						

Table 3.5—Combined Entry, Header Tab (Continued)

Option	Definition
<b>Payment</b>	
Separate check for this obligation	<p>Select this check box to indicate that one check will be written for this obligation only. (Your entry on the obligation will not change the setting on the vendor record.) For example:</p> <ul style="list-style-type: none"> <li>• If the ACME Soap vendor record indicates “Combined,” by default there will be no check mark in this check box. If you select this check box, AP will create a check for this one obligation, regardless of other obligations for ACME Soap in the check run.                             <ul style="list-style-type: none"> <li>— You could have one check for a single obligation and one check for three other obligations.</li> </ul> </li> <li>• If the Smith Paper Company vendor record indicates “Separate,” by default there will be a check mark in this check box. If you deselect this check box (i.e., remove the check mark), AP will create one combined check for this and any other obligations in the check run that:                             <ul style="list-style-type: none"> <li>— Belong to the Smith Paper Company, and</li> <li>— Have the check box deselected.</li> </ul> </li> </ul> <p>If you have not added the .VPAYMENT data item to the vendor record (<i>Vendor Data Items Tab</i> on page 2.45), the check box will be deselected (i.e., checks will be combined). You can change this setting by selecting the check box.</p> <p><b>Note:</b> This option is disabled for one-time vendors.</p>
<b>Discount</b>	
Type	<p>If you are entering or modifying discount information, select from the drop-down menu (No Discounts, Percent of Total, or Flat Amount).</p> <ul style="list-style-type: none"> <li>• If you select Percent of Total or Flat Amount, additional fields will display.</li> <li>• If you are entering an obligation at an invoice stage <i>and</i> you have defined discount information on the vendor record, default information displayed when you selected the vendor.</li> </ul> <p>For more information on discounts, see <i>Applying Vendor Discounts to Obligations</i> on page 2.87.</p>
Percent	<p>Enter the percentage of the vendor discount.</p> <ul style="list-style-type: none"> <li>• Displayed if you select Percent of Total from the Type drop-down menu.</li> </ul>
Flat Amount	<p>Enter the dollar amount of the vendor discount.</p> <ul style="list-style-type: none"> <li>• Displayed if you select Flat Amount from the Type drop-down menu.</li> </ul>

Table 3.5—Combined Entry, Header Tab (Continued)

Option	Definition
Use Discount Date	<p>If the discount has an expiration date (e.g., it is only offered for 10 days), select the check box and enter the last day that the discount is offered.</p> <ul style="list-style-type: none"> <li>• When you mark the obligation for pay, FundWare compares the business date to the discount date. If the Mark for Pay date is later, the discount is not applied to the obligation. <ul style="list-style-type: none"> <li>— <b>Note:</b> FundWare is looking at the Mark for Pay date, not the check date.</li> </ul> </li> <li>• Displayed if you select Percent of Total and Flat Amount from the Type drop-down menu.</li> <li>• If you have defined a default number of days for the vendor, FundWare calculates the Discount Date.</li> </ul>

- Continue to the next section for instructions on the **Data Items** tab.

## DATA ITEMS TAB

Use the following instructions to complete the **Data Items** tab.

- Select the **Data Items** tab (*Figure 3.12*).

Editable Data Items			Display Only Data Items	
Data Item	Value	Required	Data Item	Value
Invoice #		No		
Due date		No		
P.O. #		No		
Recur Frequency		No		
Grant #		No		
Contract #		No		

Figure 3.12—Combined Entry—Data Items Tab

- Enter values for any applicable data items, including required data items. (If a data item is required, “Yes” is displayed in the Required column.)



Your organization can specify different Editable or Display Only Data Items for each stage. See *Adding Stage Definitions* on page 1.75 for instructions.

3. Continue to the next section for instructions on the **Detail Lines** tab.

## DETAIL LINES TAB

Use the following instructions to complete the **Detail Lines** tab.



While you can add as many detail lines as necessary, the total amount on the tab must equal the total on the **Header** tab before you can complete the obligation entry process.

1. Select the **Distribution** tab to assign amounts to one or more accounts (*Figure 3.13*).

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
--------	------	-------	-------------------	------------------------	-------------	--------

New... Edit... Delete Auto...

Distribution Total \$0.00

Figure 3.13—Combined Entry—Data Items Tab

2. Click **New** if this obligation does not use a distribution table. The Distribution Entry window displays (Figure 3.14).

Figure 3.14—New Distribution Entry



If you are applying a distribution table to this obligation, you will click **Auto**. See *Using a Distribution Table* on page 2.100 for more information.

3. In the Account Number(s) field, enter the account number or select a number from the drop-down menu, which stores account numbers that you have entered recently. The description displays in the disabled Account Description field.



You can access the Account Selector or Account Maintenance by clicking the icons to the right of the text box. See *Selecting an Account Through the Account Selector* on page 2.97 or *Adding a New Account Through Account Maintenance* on page 2.98.

4. Complete the required information according to Table 3.6.

Table 3.6—Combined Entry, Detail Lines Tab

Field	Description
Description	Enter a description of the line item (up to 30 alphanumeric characters).

Table 3.6—Combined Entry, Detail Lines Tab (Continued)

Field	Description
Stock nbr	Enter the item stock number (up to 15 alphanumeric characters).
Quantity	Enter the number of items purchased (up to 11 numeric characters). <ul style="list-style-type: none"> <li>• If you do not enter a decimal, a whole number is assumed.</li> <li>• If you enter a decimal point, you can enter up to 6 places after the point.</li> </ul>
Unit Desc.	Enter a description of the unit (e.g., box, ream) (up to 5 alphanumeric characters). <ul style="list-style-type: none"> <li>• FundWare does not use this information in any calculations.</li> </ul>
Unit Price	Enter the price per unit (up to 15 numeric characters). <ul style="list-style-type: none"> <li>• If you do not enter a decimal, a whole number is assumed.</li> <li>• If you enter a decimal point, you can enter up to 6 places after the point.</li> </ul>
Amount	FundWare calculates the dollar amount based on the Quantity and Unit Price. <ul style="list-style-type: none"> <li>• If you modify this entry, FundWare assumes that the Quantity, Unit Description, and Unit Price no longer apply and remove any entries in this field.</li> <li>• This field must be populated with a dollar amount, either calculated by FundWare or entered by the user (up to 9 numeric characters).</li> </ul>

5. Click **Apply** to add another line, or click **OK** if you are finished.
6. When you have entered all the necessary obligation information:
  - Click **OK** to save the obligation and close the window. The obligation is saved to the applicable **New** subfolder (e.g., **Purchase Orders > New**).
  - Click **New** to save the obligation and continue entering additional obligations (i.e., creating a batch or group of obligations). Your obligation information is saved and the form is cleared.

When you have completed and saved your entries, the obligation is stored in the **New** subfolder. (Figure 3.15 shows an example invoice in the **Invoice > New** folder.)

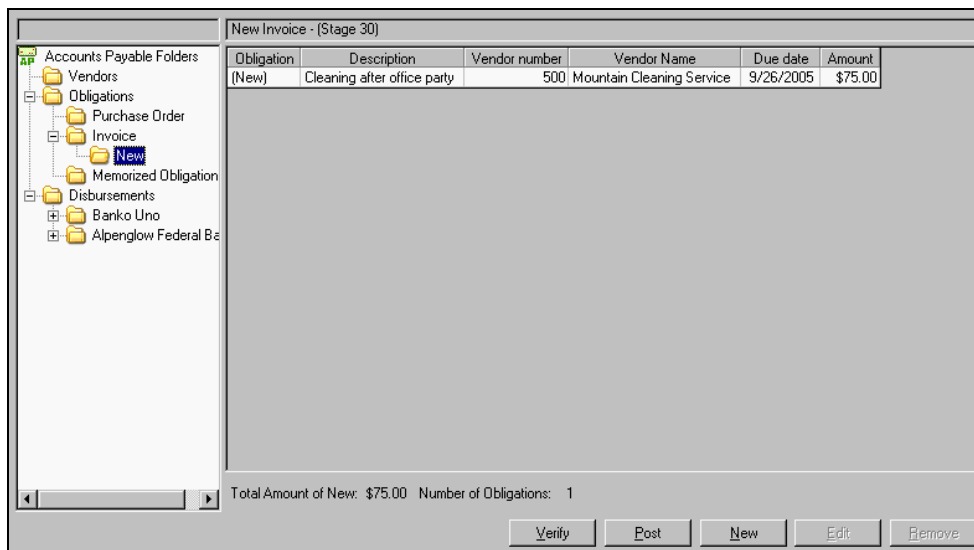


Figure 3.15—Invoice > New Subfolder

To move the obligation into the main folder (e.g., **Invoice**), click **Post**.

## OBLIGATION ENTRY TOOLS


There are a number of tools available to help you enter your obligations:

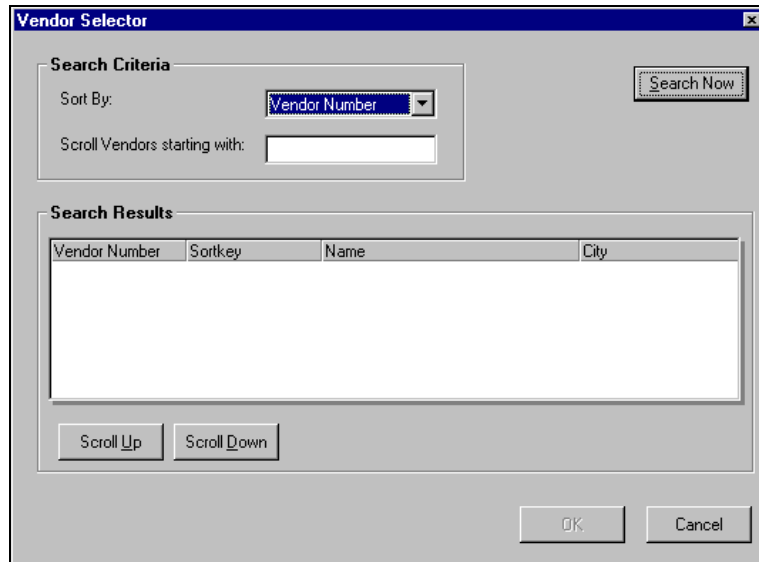
- The Vendor Selector can assist you to find a vendor.
- Vendor Maintenance allows you to add a vendor while you are entering an obligation.
- When you do not want to enter a record for a vendor, you can use the One-Time Vendor to enter the obligation.
- The .VPAYMENT vendor data item allows you to determine if the vendor will receive one check or multiple checks for multiple obligations.
- You can apply discounts to the obligation or vendor record.
- The Account Selector can assist you to find an account.

- Account Maintenance allows you to add a new account while you are entering an obligation.

## USING THE VENDOR SELECTOR

When you are entering obligations, you can use the Vendor Selector to find a vendor record by the vendor number or sortkey.

1. Click the vendor selector button on the obligation (). The Vendor Selector displays (*Figure 3.16*).



Vendor Number	Sortkey	Name	City
---------------	---------	------	------

Figure 3.16—Vendor Selector

2. Select Vendor Number or Sortkey from the Sort By drop-down menu.
3. Enter the first value that FundWare should display in the Scroll Vendors Starting With text box.



- Click **Search Now**. The search results display (*Figure 3.17*).

The screenshot shows a dialog box titled "Vendor Selector" with a search interface. Under "Search Criteria", there is a "Sort By:" dropdown menu set to "Sortkey" and a text field "Scroll Vendors starting with:" containing "MTN". A "Search Now" button is located to the right. Below this is a "Search Results" section containing a table with four columns: Vendor Number, Sortkey, Name, and City. The table lists seven vendors. At the bottom of the dialog are "Scroll Up" and "Scroll Down" buttons, and "OK" and "Cancel" buttons at the very bottom.

Vendor Number	Sortkey	Name	City
600	MTN BELL	Mountain Bell Phone Service	Denver
500	MTN CLEAN	Mountain Cleaning Service	Milner
800	MTN RENTAL	Mountain Rental Management	Steamboat Springs
400	QUALITY OF	Quality Office Supplies	Flushing
900	UNIVERSITY	The University of Colorado Press	Denver
700	WAY OUT	Way Out Computer Supplies	Los Angeles

*Figure 3.17—Vendor Selector—Results*

- Select a vendor and click **OK**. The vendor information is entered on the obligation.

## ADDING VENDORS DURING OBLIGATION ENTRY

When you are adding obligations, you can also create a new vendor record. This is particularly useful if you are adding obligations in a batch and do not want to exit the obligation entry form.

1. Click . The Vendors Maintenance window displays (Figure 3.18).

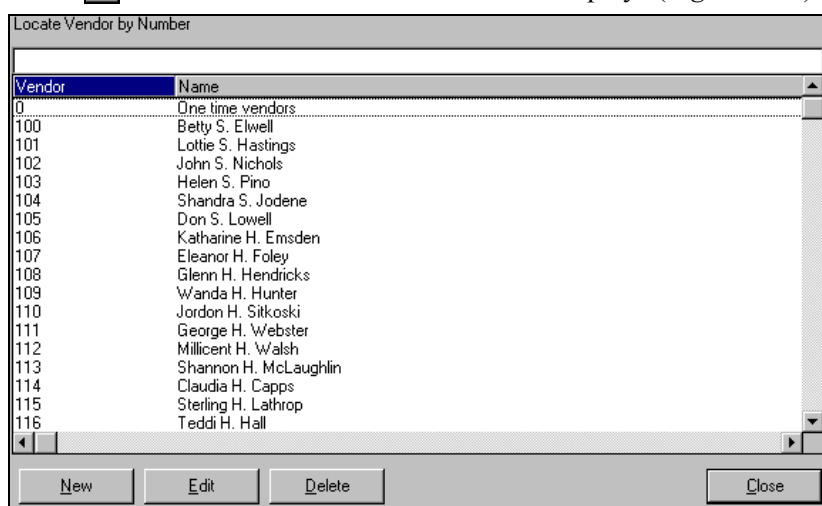


Figure 3.18—Vendors Maintenance Window

2. Click **New**. The New Vendor Entry window displays, open to the **Vendor** tab (see Figure 2.2—New Vendor Entry, Vendor Tab on 2.40).
3. Enter the vendor information. See *Adding Vendor Records* on page 2.39 for specific instructions.
4. When complete, click **OK** to save the vendor record and return to the Vendors Maintenance window.
5. Click **Close** to return to the obligation entry form.

## USING THE ONE-TIME VENDOR FEATURE

You might need to create an obligation for a vendor with whom you do not do business regularly. You may not want to add a record for this vendor, so you can use the “one-time vendor” record provided by FundWare instead.



You cannot extract 1099 information from a one-time vendor transaction. Therefore, if you must produce a 1099 for the vendor, you cannot use the one-time vendor feature.

To use this feature, select the One-Time Vendor record from the Vendor Number or Vendor Name drop-down menu. FundWare enables the address fields, where you will enter the one-time vendor's name (required) and address (optional) information.

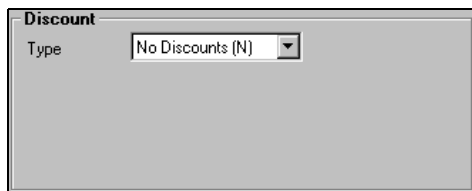
Continue with the obligation entry as you usually would.

### APPLYING VENDOR DISCOUNTS TO OBLIGATIONS

There are two main ways in which you can apply vendor discounts to an obligation:

- A consistent discount offered by the vendor, stored on the vendor record.
- A one-time discount, applied directly to the obligation.

When you are entering an obligation at a stage defined for discounts (i.e., the field 7 Discount info setting of the stage definition is Y—Field is accessible), FundWare displays the Type field (*Figure 3.19*).



*Figure 3.19—Discount Type Field*

When you select a vendor with the Discount given by Vendor feature enabled, FundWare enters default discount information on the obligation (*Figure 3.20*). The date that FundWare displays in the Date field is calculated using the current business date and the Days defined on the vendor record.

The screenshot displays two overlapping windows from the FundWare Accounts Payable system. The background window is the 'Discounts' tab, which includes the following fields:

- Notes, Vendor Data Items, Activity Detail, Activity Summary (tabs)
- Vendor, Address, Discounts, Activity Summary (sub-tabs)
- Discounts** section:
  - Discounts given by Vendor:
  - Percentage:
  - Days:
  - Net Days:

The foreground window is the 'Obligation' tab, showing the following information:

- 1 - Header, 2 - Data Items, 3 - Detail Lines (sub-tabs)
- Vendor** section:
  - Number: 1000
  - Name: Business Connection, Inc.
  - Street 1: 415 Sandy Road
  - Street 2: POB 43
  - City: Easton
  - S/T/P: CO, Postal Code: 81090
  - Country:
- Description** section:
  - Line 1:
- Other** section:
  - Total Amount: \$0.00
  - Authorized by:
  - Invoice Date:
  - Due date: 08/13/2007
- Payment** section:
  - Separate check for this obligation
- Discount** section:
  - Type: Percent of Total (P)
  - Percent: 2.00%
  - Use Discount Date?
  - Date: 08/23/2007

Figure 3.20—Default Vendor Discount Information on Obligation

You can modify any of the discount information. If you remove the check mark from the Use Discount Date check box (i.e., click the check box), the Date field is disabled and FundWare does not apply an expiration date for the discount.

If you select a vendor that does not have the Discount given by Vendor feature enabled, you can still select a discount option from the Type drop-down menu (*Figure 3.21*). FundWare applies your entries to the current obligation only.

The screenshot displays two overlapping windows. The background window is titled 'Discounts' and contains the following fields:

- Vendor: 800
- Discounts given by Vendor:
- Percentage: 0.00
- Days: 0
- Net Days: 10

The foreground window is titled 'Obligation' and is divided into three tabs: '1 - Header', '2 - Data Items', and '3 - Detail Lines'. The '1 - Header' tab is active and contains the following information:

- Vendor:**
  - Number: 800
  - Name: Mountain Rental Management
  - Street 1: P.O. Box 1876
  - Street 2: 45 Centennial Way
  - City: Steamboat Springs
  - S/T/P: CO, Postal Code: 80477
  - Country:
- Description:**
  - Line 1:
- Other:**
  - Total Amount: \$0.00
  - Authorized by:
  - Invoice Date:
  - Due date: 08/13/2004
- Payment:**
  - Separate check for this obligation
- Discount:**
  - Type: Flat Amount (A)
  - Flat Amount: \$0.00
  - Use Discount Date?
  - Date:

Figure 3.21—Vendor Discount Information Added to Obligation

You can enter the discount amount or percent, as well as specify if the discount applies for a certain period of time only.

## THE “TAKE DISCOUNT” OVERRIDE

In the normal course of the AP process:

- You enter an obligation, including any discount information (e.g., Flat Amount, Discount Date).
- You mark the obligation for pay.

- If the business date on which you mark the obligation for pay was after the Discount Date, FundWare nullifies the discount and you pay the full amount (i.e., the discount has expired).

However, if you use the “Take Discount” feature you can override any Discount Date at two points in the process:

- When you mark an obligation for pay, and
- When an obligation is in the **New Mark** folder for a bank (i.e., it has been marked for pay but not posted to the bank’s **Mark for Payment** folder).

The following steps explain the configuration and process for the “Take Discount” feature.

1. Confirm which stage you have defined as Ready for Pay in field 3 of the Extended Setup parameter (**Setup > Extended Setup**) (Figure 3.22). (This is the stage at which you mark an obligation for pay.)

Demo User	Division 95	12/30/2003
Enter field to be changed (<0 to accept>)		
AP - Define Extended Setup		
Parameter.....:	OTSS	Changed.: 12/30/03 User.....: 00101
1) Ledger post stages		
Expense stage...:	30	
Paid stage.....:	60	
2) Invoice stages		
From stage.....:	30	
To stage.....:	30	
3) Check writing stages		
Ready to pay...:	30	←
Marked for pay.:	50	
Paid.....:	60	
Reconciled.....:	70	
Voided.....:	30	
Parameter being changed. 1 of 3		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 3.22—Ready for Pay Stage for Division 95



In Division 95, this is the Invoice stage (30). In Division 96, this is the Approved for Payment stage (40).

- Define the Ready for Pay stage to allow you to edit obligations (*Figure 3.23*). This is specified in field 6 of the stage definition (**Setup > Master Records > Stages, Allow Modify** field).

```

Demo User          Division 95          02/14/2004
-----
                        AP - Define Stages
-----
Stage.....: 30                      Changed.: 08/13/04
                                           User....: 00101
1) Description....: Invoice
2) Short desc....: Inv
3) History desc...: Authorized by
4) Date desc.....: Due date
5) Batch totals...: Y      - Batch totals are used.
6) Allow options
   Allow enter....: Y      - Function is allowed.
   Allow modify...: Y      - Function is allowed.
   Allow cancel...: Y      - Function is allowed.
   Allow transfer.: Y      - Function is allowed.
   Allow split....: Y      - Function is allowed.
-----
| Stage being changed. |----- 1 of 3
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint

```

Figure 3.23—Stage Definition—Allow Modify

- Define the Ready for Pay stage to allow the Take Discount feature (*Figure 3.23*). This is specified in field 7 of the stage definition (**Setup > Master Records > Stages, Take Discount** field).

```

Demo User          Division 95          02/14/2004
-----
                        AP - Define Stages
-----
Stage.....: 30                      Changed.: 08/06/91
                                           User....: 00000
7) Entry options
   Vendor.....: Y      - Field is accessible.
   Description...: Y      - Field is accessible.
   History note...: Y      - Field is accessible.
   Stage date....: Y      - Field is accessible.
   Invoice date...: Y      - Field is accessible.
   Take discount..: Y      - Field is accessible.
   Discount info.: Y      - Field is accessible.
   Dist table....: Y      - Field is accessible.
   Amount.....: Y      - Field is accessible.
   Detail.....: Y      - Field is accessible.
   Distribution...: Y      - Field is accessible.
-----
| Stage being changed. |----- 1 of 3
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint

```

Figure 3.24—Stage Definition—Take Discount Feature

4. Mark the obligation for pay. The Mark for Pay—Group window displays, including the “Take Discount” check box (*Figure 3.25*).

Figure 3.25—Mark for Pay—Take Discount Regardless of Date Option

5. Select the Take discount regardless of date check box to apply the discount. If necessary, you also can modify the Discount Date (i.e., Last date to take discount) at this time.



For this example process, we will not apply the “Take Discount” setting at this step.

6. Click **OK** to mark the obligation for pay.



- The obligation is saved to the **New Mark** folder for the bank after you have marked the obligation for pay but not posted it to the bank's **Mark for Payment** folder (Figure 3.26).

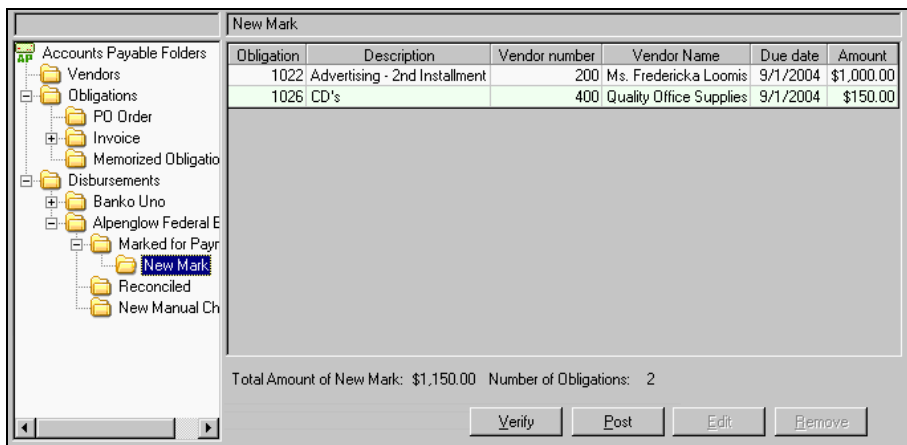


Figure 3.26—New Mark Folder

- Open the obligation (e.g., double-click, select and click **Edit**). The Take discount regardless of date check box is displayed in the Discount area of the invoice (Figure 3.27).

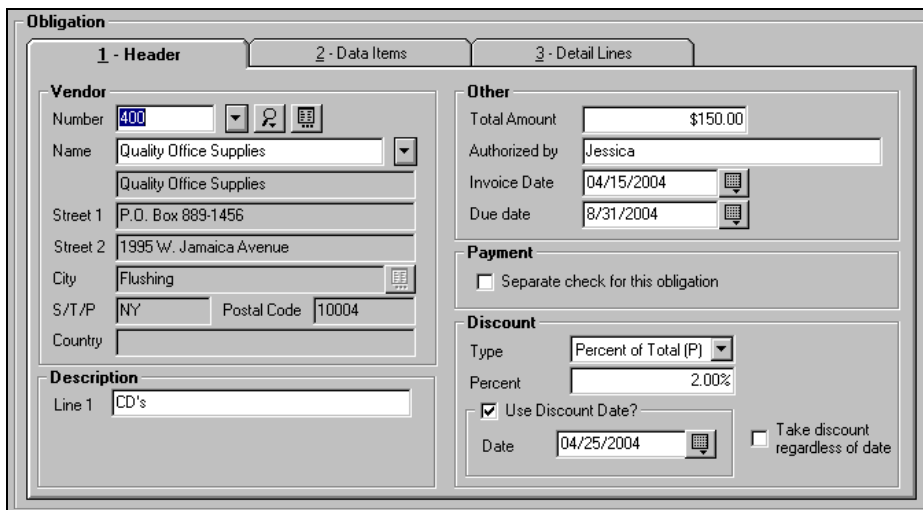


Figure 3.27—Take Discount Regardless of Date

9. Select the Take discount regardless of date check box to apply the discount. If necessary, you also can modify any of the discount information at this time.
10. Click **Apply** to save the information or **OK** to save the information and exit the window. When viewed in the detail pane, the invoice amount reflects the application of the discount (*Figure 3.28*).

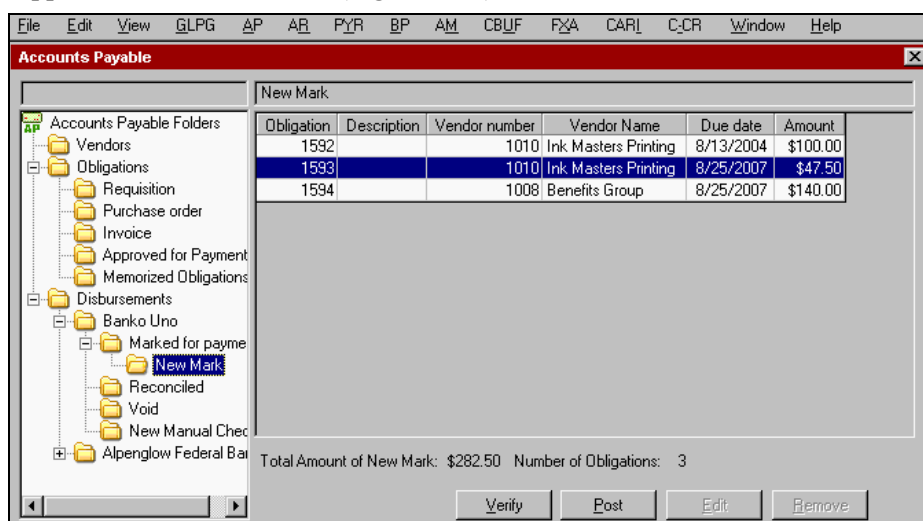


Figure 3.28—Discount Applied to Invoice

## USING THE COMBINED OR SEPARATE CHECK FUNCTION

The .VPAYMENT vendor data item applied to the vendor record indicates, by default, to Accounts Payable how you would like to handle multiple obligations to the same vendor within a check run. (See *Vendor Data Items Tab* on page 2.45 for instructions to apply the .VPAYMENT data item to a vendor record.)

When you select a vendor during obligation entry, the .VPAYMENT setting from the vendor record is entered on the obligation entry form (Figure 3.29). However, you can override this setting at any time.

In this example, the vendor gets separate checks for each obligation, by default. (In other words, the .VPAYMENT value is for separate checks.)

Figure 3.29—.VPAYMENT Default From Vendor Record

**e** If one vendor has three obligations in a check run, and if the .VPAYMENT data item value is Separate for the vendor, AP will create three checks for the vendor (one for each obligation). (This assumes that you don't change the default payment setting for the vendor on each obligation.)

**i** If you are an existing customer upgrading from a version prior to 7.20, you must add the .VPAYMENT data item to your Accounts Payable parameter. See *Modifying the AP Parameter—For Upgrading Customers Only* on page 2.96 for instructions.

To override this setting for the obligation, select the Payment check box to remove or add a check mark. For example:

- If the ACME Soap vendor record indicates “Combined,” by default there will be no check mark in this check box. If you select this check box, AP will create a check for this one obligation, regardless of other obligations for the ACME Soap in the check run.
  - You could have one check for a single obligation and one check for three other obligations.
- If the Smith Paper Company vendor record indicates “Separate,” by default there will be a check mark in this check box. If you deselect this check box (i.e., remove the check mark), AP will create one combined check for this and any other obligations in the check run that:

- Belong to the Smith Paper Company, and
- Have the check box deselected.



Your entry on the obligation will not change the setting on the vendor record.

By default, the check box will not be selected (i.e., checks will be combined) if:

- You are an existing Accounts Payable customer upgrading from a version earlier than 7.20, and
- You have not added the .VPAYMENT data item to the vendor record (see *Modifying the AP Parameter—For Upgrading Customers Only* on page 2.96).

You can change this setting by selecting the check box on the obligation or changing the vendor record.

## ONE-TIME VENDORS AND SEPARATE CHECKS

AP will not allow you to combine checks for a one-time vendor. Therefore, the Separate checks for this obligation check box will be disabled when you select Vendor Number 0 or the one-time vendors record on the obligation entry form. If you have multiple obligations for the same one-time vendor in a single check run, AP will create separate checks for each obligation.

## PAYMENT SETTING AND PARTIAL TRANSFERS

Each obligation can have only one payment setting (i.e., either combined or separate), even if you transfer part the obligation to another stage (because each portion is still part of the same obligation). If you change the setting in one stage, FundWare will then change the payment setting for both stages.

## MODIFYING THE AP PARAMETER—FOR UPGRADING CUSTOMERS ONLY

If you are an existing Accounts Payable customer upgrading from a version of FundWare earlier than 7.20, you must modify your AP parameter for each division before you can use the .VPAYMENT vendor data item.



Remember—You must complete this task for all your divisions. If you use the sample divisions, you should modify the parameter for those divisions as well.

1. Click **Setup > Basic Setup** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Basic Setup** from the menu bar. The task option menu displays.

2. Type *C* to change the parameter. You do not need to actively change any information within the parameter.
3. Type *0* to accept the changes. The new data item will be added as the parameter is saved. (A message concerning this will appear briefly at the top of window.)
4. Type *E* to save the parameter and close the window.

### **SELECTING AN ACCOUNT THROUGH THE ACCOUNT SELECTOR**

The Account Selector (*Figure 3.30*) is available from many locations in AP, including the obligation entry form. This feature allows you to locate an account using filters:

- ID types
- Status
- Account mask—No entry or an entry of X takes the place of account numbers, allowing a range of accounts to be filtered.
- Description—The account description.
- Aliases 1 and 2—Alternate account descriptions.

- Attributes—Attributes assigned to the account, e.g., EX for expense accounts.

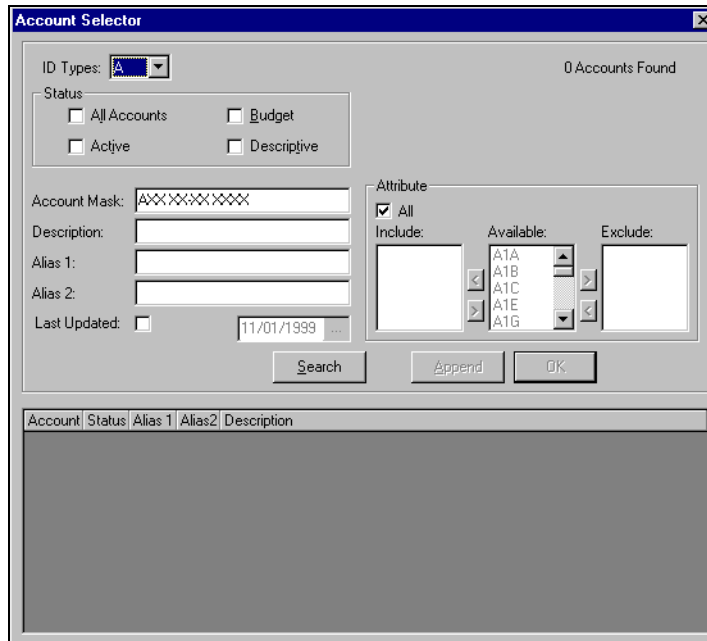



Figure 3.30—Account Selector

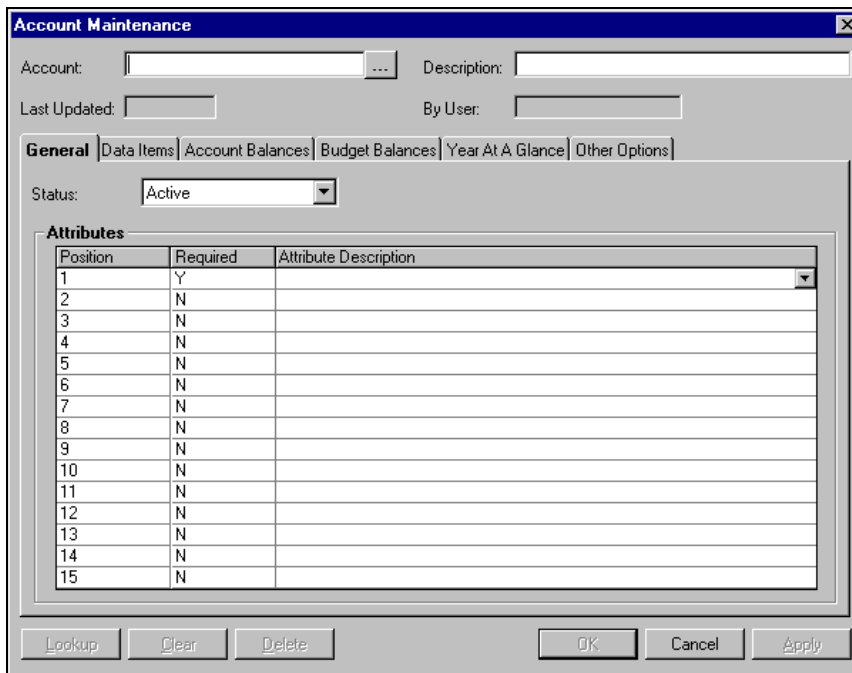
Use the following steps to filter accounts with the Account Selector.

1. Select the criteria by which to filter the account.
2. Click **Search**.
3. The accounts fitting the search criteria display.
4. Select the account that you want.
5. Click **OK**. The selected account number displays in the text box.

## ADDING A NEW ACCOUNT THROUGH ACCOUNT MAINTENANCE

When you are entering obligations, you can use the Account Maintenance window add a new account number.

1. Click the Account Maintenance button (  ). The Account Maintenance window displays ( *Figure 3.31* ).



Position	Required	Attribute Description
1	Y	
2	N	
3	N	
4	N	
5	N	
6	N	
7	N	
8	N	
9	N	
10	N	
11	N	
12	N	
13	N	
14	N	
15	N	

*Figure 3.31—Account Maintenance Window*

2. Enter the ID type and account number.
3. Enter the account description.
4. On the **General** tab, select a status.
5. Select an attribute in the first row.
6. Enter any additional information you want for this account.
7. Click **OK**.
8. Click **Apply** to add another account. If you are done, click **OK**.





## USING CREDIT MEMOS

You can enter an obligation as a “credit memo” by entering the credit amount as a negative number. The next time you write checks for obligations to ABC Hardware, you can include this credit and decrease the total check amount (i.e., decrease the amount paid to ABC Hardware). For example,

- You return an item to ABC Hardware.
- ABC Hardware gives you a \$45.00 credit.
- You enter an obligation to ABC Hardware for  $-\$45.00$ .
- You enter two obligations to ABC Hardware, totalling \$150.00.
- When you process checks, include all three obligations.
- The check to ABC Hardware is \$105.00.

When applying credit memos, you need to following these rules:

- You cannot apply only part of a credit memo. Therefore, the obligations for the vendor must total more than the amount of the credit memo when you write your checks.
- Both the credit memo and the obligation to which it is applied are defined for combined checks (i.e., there is no check mark in the Separate check for this obligation box) (*Figure 3.33*).

**Obligation**

1 - Header      2 - Data Items      3 - Detail Lines

**Vendor**

Number

Name

Street 1

Street 2

City

S/T/P  Postal Code

Country

**Description**

Line 1

**Other**

Total Amount

Authorized by

Invoice Date

Due date

**Payment**

Separate check for this obligation

**Discount**

Type

Figure 3.33—Example Header Tab Defined for Combined Checks

## BUDGET CONTROL

When your organization uses the Budget Control feature, FundWare monitors your Accounts Payable and General Ledger transactions to ensure that you remain within a specified budget for your accounts. You can define the Budget Control feature so that FundWare notifies the user when a transaction approaches or exceeds an account's budgeted amount.

If your organization is using the Budget Control feature, you can get three different types of messages (*Figure 3.34*):

- Message—Informs you when you are nearing the amount defined by the Budget Control message level.
- Warning—Informs you when you are nearing the amount defined by the Budget Control warning level.
- Error—Informs you when you are at or above the amount defined by the Budget Control error level.

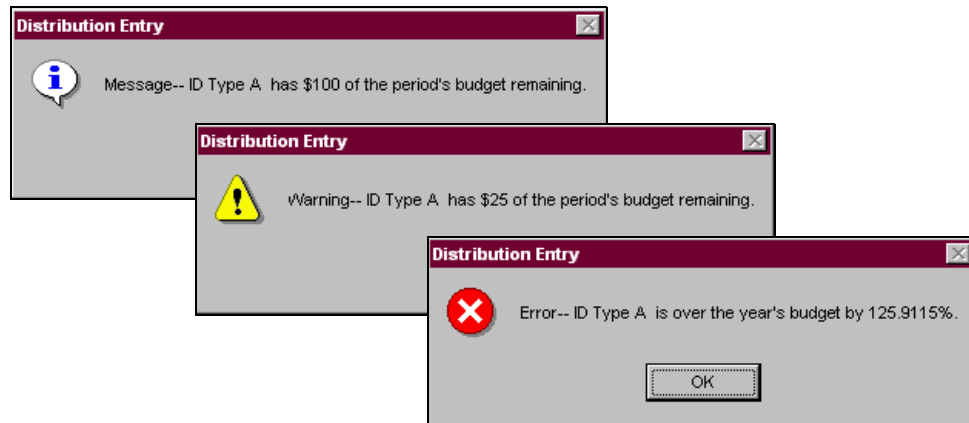


Figure 3.34—Budget Control Messages

You may complete the transaction if you get a Budget Control message or warning. However, if you get an error FundWare will not allow you to post the obligation. Consult the procedures defined by your organization to determine how you will handle Budget Control notices.

For more instructions to define Budget Control, see the *Blackbaud FundWare General Ledger—Project/Grant Guide*.

## VERIFYING OBLIGATIONS

Not every situation that exceeds budget limits can be reported during entry. For example:

- Budget Control compares the obligation amount to the budget amount in the General Ledger. However, before you actually post the obligations that are in your **New** subfolder, another user posts to General Ledger. This new posting impacts the budget for the accounts in your obligation.
- You enter obligations on May 31 (May budget = \$300), but do not post them until June 1 (June budget = \$0).

You can identify situations like by looking at the Pre-Posting Verification window. To display the window, open the temporary subfolders and click **Verify** (Figure 3.35). The Verify tasks displays all obligations within that subfolder, including those entered by other users. For more information on the temporary subfolders, see *Tasks Within Temporary Subfolders* on page 2.61.

Obligation	Description	Vendor number	Vendor Name	Due date	Amount
(New)	August rent	800	Mountain Rental Management	9/27/2005	\$1,525.00
(New)	Custom design for invitations	200	Ms. Fredericka Loomis	9/27/2005	\$57.23
(New)	Cleanup after company picnic	500	Mountain Cleaning Service	9/27/2005	\$250.00
(New)	August phone bill	600	Mountain Bell Phone Service	9/27/2005	\$125.66
(New)	Supplies	100	ABC Hardware, Inc.	9/27/2005	\$59.88

Total Amount of New: \$2,017.77    Number of Obligations: 5

Figure 3.35—Pre-Posting Verification



If you have defined an account with a budget of zero (\$0.00), FundWare will display a “No Budget” message when you post an obligation to that account. However, you can still post the obligation.

The Pre-Posting Verification window displays, open to the **Account** tab. There are three tabs available from the Pre-Posting Verification window: Account, Obligation, and Vendor.

The following sections provide clarification on each of these tabs.

### ACCOUNT TAB

When the Pre-Posting Verification window opens, it is open to the **Account** tab (Figure 3.36).

Account #	Amount to Post	Current Budget Bal	Bal after Posting	Exception
A01 03-02 7145	\$500.00	\$0.00	(\$500.00)	No Funds have been Budgeted for this Account
A03 00-00 7145	\$475.00	\$500.00	\$25.00	Message-- ID Type A has 5% of the year's budget
A04 00-00 7145	\$1,100.00	\$0.00	(\$1,100.00)	No Funds have been Budgeted for this Account
A01 01-00 7145	\$1,000.00	\$36,000.00	\$35,000.00	
A01 02-00 7145	\$500.00	\$30,000.00	\$29,500.00	
A01 03-01 7145	\$500.00	\$26,000.00	\$25,500.00	

Figure 3.36—Pre-Posting Verification—Account Tab

Click the plus sign (+) in the account column, to view the obligations that will post to that account (*Figure 3.37*). Any Budget Control messages are displayed in the exceptions column. Remember, the system will not let you post to any account that has an Error.

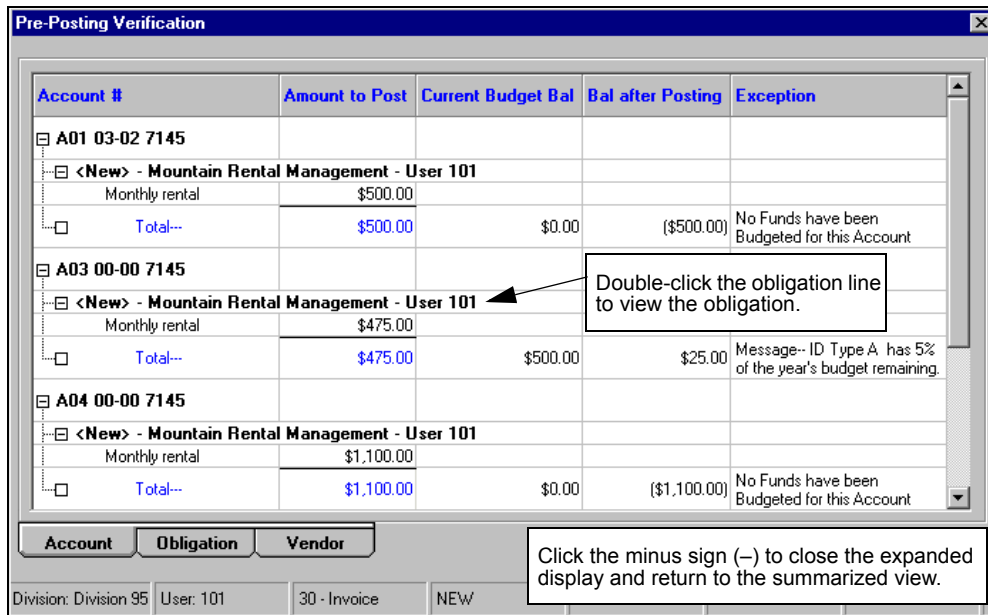


Figure 3.37—Pre-Posting Verification—Account Tab Expanded

You can double-click the obligation line (Figure 3.37) to view the obligation (Figure 3.38).

The screenshot shows a software window titled "Invoice Edit (Stage 30)". At the top, there is a section for "Obligation" with a "(New)" button. Below this is a tabbed interface with three tabs: "1 - Header", "2 - Data Items", and "3 - Detail Lines". The "1 - Header" tab is active and contains several sections:

- Vendor:** Number (800), Name (Mountain Rental Management), Street 1 (P.O. Box 1876), Street 2 (45 Centennial Way), City (Steamboat Springs), S/T/P (CO), and Postal Code (80477).
- Other:** Total Amount (\$475.00), Authorized by, Invoice Date, and Due date (10/18/2004).
- Payment:** A checkbox labeled "Separate check for this obligation".
- Discount:** Type (No Discounts [N]).
- Description:** Line 1 (Monthly Rent).

At the bottom of the window are three buttons: "OK", "Cancel", and "Apply".

Figure 3.38—Obligation Opened From the Verify Screen



Note: If the obligation has been modified, FundWare will only note the change in amount. For example, we posted a purchase order for \$500 for Ace Hardware. The **Verify—Account** tab shows the \$500 purchase order, to account A01 01-00 7910 (*Figure 3.39*).

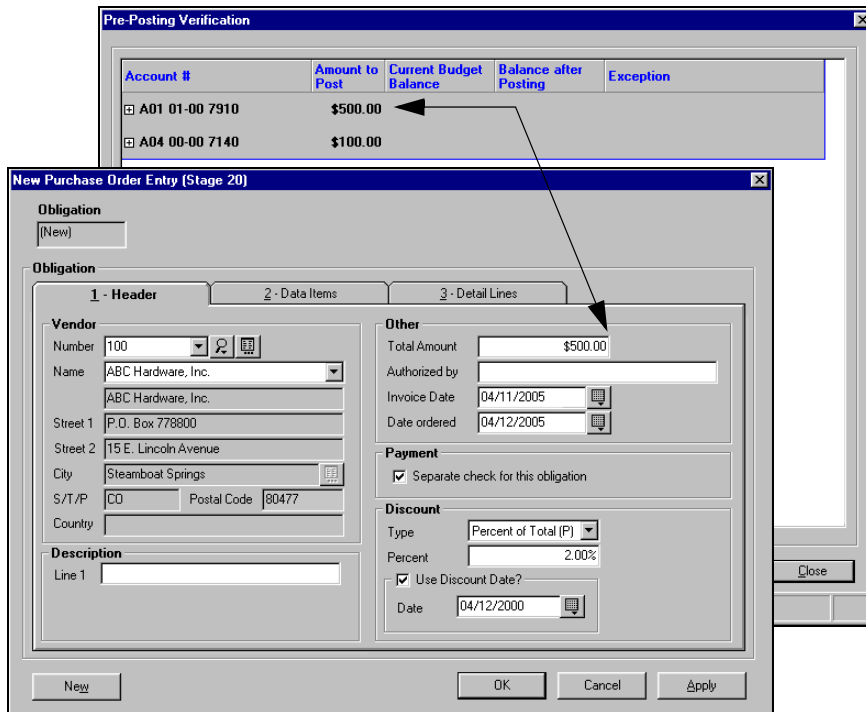


Figure 3.39—Pre-Posting Verification—Verify

We then posted the purchase order. Once posted, we edited the obligation by \$100, making the total amount \$600. The additional \$100 we applied toward account A01 01-00 7130. When we view the **Account** tab we see the \$100

because what you are verifying is the amount that will be posted to accounts. The \$500 has already been posted, therefore, only the additional \$100 displays (Figure 3.40).

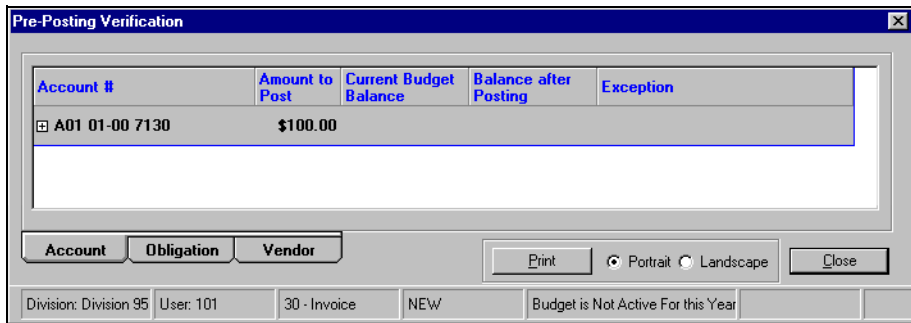


Figure 3.40—Verify—Account Tab Showing the Difference

From this tab you can:

- Sort the display by Exception (highest severity first) or by Account (as shown in Figure 3.41). To do so, click the applicable column heading.

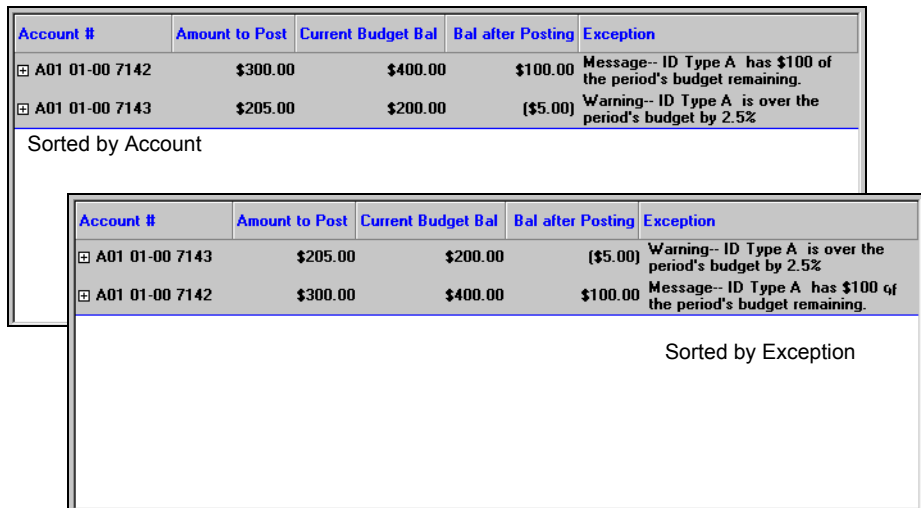


Figure 3.41—sorting the Pre-Posting Verification Entries

- Double-click an entry to display the obligation and modify your entries, as necessary.



- Click **Print** to produce a copy of the Verification window directly to the printer (i.e., this feature does not produce a file in your report directory). You can select the print orientation (i.e., Portrait or Landscape) using the applicable radio buttons.
- Click another tab for a different view.
- Click **Close** to return to the main window.

## OBLIGATION TAB

The **Obligation** tab on the Pre-Posting Verification window gives the obligation description and vendor name, distribution information, account number, and amount (Figure 3.42).

Obligation / Vendor Name / User	Distribution Line Description	Account #	Amount
<New> - Monthly Rent/ Mountain Rental Management / 101			
	Monthly rental	A01 01-00 7145	\$1,000.00
	Monthly rental	A01 02-00 7145	\$500.00
	Monthly rental	A01 03-01 7145	\$500.00
	Monthly rental	A01 03-02 7145	\$500.00
	Monthly rental	A03 00-00 7145	\$475.00
	Monthly rental	A04 00-00 7145	\$1,100.00
		Total-	\$4,075.00

Figure 3.42—Pre-Posting Verification—Obligation Tab

From this tab you can:

- Click **Print** to produce a copy of the Verification window directly to the printer (i.e., this feature does not produce a file in your report directory). You can select the print orientation (i.e., Portrait or Landscape) using the applicable radio buttons.

- Click **Close** to return to the main window.

## VENDOR TAB

The **Vendor** tab on the Pre-Posting Verification window allows you to view the obligations in the batch by vendor (*Figure 3.43*).

Vendor Name-Number	Vendor Total	Oblig. #	Obligation Description	Distribution Line Description	Account #	Amount	User
<b>Mountain Rental Management - 800</b>	<b>\$4,075.00</b>						
P.O. Box 1876		<New>	Monthly Rent	Monthly rental	A01 01-00 7145	\$1,000.00	101
45 Centennial Way		<New>	Monthly Rent	Monthly rental	A01 02-00 7145	\$500.00	101
Steamboat Springs, CO 80477		<New>	Monthly Rent	Monthly rental	A01 03-01 7145	\$500.00	101
		<New>	Monthly Rent	Monthly rental	A01 03-02 7145	\$500.00	101
		<New>	Monthly Rent	Monthly rental	A03 00-00 7145	\$475.00	101
		<New>	Monthly Rent	Monthly rental	A04 00-00 7145	\$1,100.00	101
					Total-	\$4,075.00	
					Vendor Total-	\$4,075.00	
<b>Total</b>	<b>\$4,075.00</b>						

Figure 3.43—Pre-Posting Verification—Vendor Tab

From this tab you can:

- Click **Print** to produce a copy of the Verification window directly to the printer (i.e., this feature does not produce a file in your report directory). You can select the print orientation (i.e., Portrait or Landscape) using the applicable radio buttons.
- Click **Close** to return to the main window.

## EDITING OBLIGATIONS

Use the following steps to edit an obligation.

1. Open the applicable folder on the Navigation tree.
2. Select one or more obligations. (If you are in the **New** temporary subfolder, you can only select one obligation.)
3. Click **Edit**. The obligation entry form displays.
4. Edit the information, as necessary. If you selected multiple obligations, each obligation can be identified and accessed from the top of the window (*Figure 3.44*).

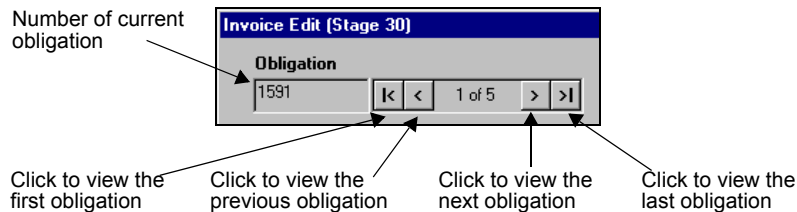


Figure 3.44—Next Obligation

5. Click **Apply** to save your changes and remain in the obligation entry form or **OK** to save your changes and close the form.
6. The obligation is stored in the **Edited** subfolder (e.g., **Invoice > Edited**) (*Figure 3.45*).

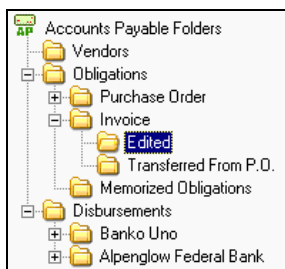


Figure 3.45—Example Edited Subfolder



If the obligation was already in one of the temporary subfolders (e.g., **Invoice > New**), it remains in the folder.

7. Click **Post** to move it into the main folder (e.g., **Invoice**).



The stage date of the obligation does not change when you edit your entries. (The label for the stage date is defined by your organization in field 4 of the stage definition.)

## VOIDING OBLIGATIONS


Use the following steps to void an obligation.

1. Open the applicable folder on the Navigation tree.
2. Select one or more obligations. (Because you can also select the obligations to void in the Void Obligation Group window, you can skip this step.)
3. Click **Void**. The Void Obligation Group window displays. Selected obligations display (*Figure 3.46*).


Oblig	Vendor #	Name	Amount
-------	----------	------	--------


Figure 3.46—Selected Obligations in the Void Obligation Group Window

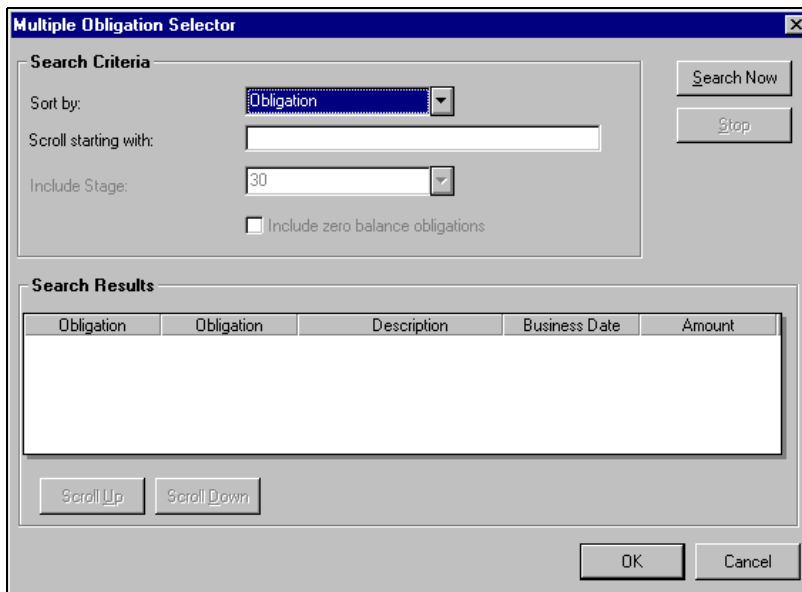
4. Complete the History note field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the transfer process.

 The label for this field on the obligation is defined in field 3 (History desc) of the stage definition (e.g., Authorized by).

- To change the default Stage Date, enter a new date or click the ellipsis to access the calendar function. (The Stage Date defaults to the current Business Date.)

 You can enter 00/00/0000 as the Stage Date or leave the field blank to maintain the original obligation date.

- To select or add obligations to the transfer task, click the ellipsis (). The Multiple Obligation Selector window displays (*Figure 3.47*).



Obligation	Obligation	Description	Business Date	Amount

Figure 3.47—Multiple Obligation Selector

- Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.

- Click **Search Now**. The search results display (*Figure 3.48*).

The screenshot shows a dialog box titled "Multiple Obligation Selector". It has a "Search Criteria" section with a "Sort by:" dropdown set to "Obligation", a "Scroll starting with:" text box, an "Include Stage:" dropdown set to "30", and an unchecked checkbox for "Include zero balance obligations". There are "Search Now" and "Stop" buttons. Below is a "Search Results" table with columns for Obligation, Description, Business Date, and Amount. At the bottom are "Scroll Up", "Scroll Down", "OK", and "Cancel" buttons.

Obligation	Description	Business Date	Amount
1015	1015 Advertising - 2nd Installment	02/11/2005	\$1,000.00
1018	1018 Paint	02/11/2005	\$100.00
1022	1022 Advertising - 2nd Installment	02/11/2005	\$1,000.00
1023	1023 Insurance	02/11/2005	\$6,300.00
1026	1026 CD's	06/18/2005	\$150.00

Figure 3.48—Multiple Obligation Selector—Search Results



You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

- Select the obligations.
- Click **OK** to close the Multiple Obligation Selector. The obligations are listed in the Obligation Nbr. field.

11. Click **Append** to add the obligations to the list of obligations in the Obligations for Edit area (i.e., the list of obligations that will be transferred) (Figure 3.49).

Oblig	Vendor #	Name	Amount
1022	200 Ms. Fredericka Loomis		\$1,000.00
1026	400 Quality Office Supplies		\$150.00

Total: \$1,150.00

Obligation Nbr: 1026,1022

Append Remove

OK Cancel

Figure 3.49—Obligation Added to the Void Obligation Group



You can remove an obligation by selecting the obligation and clicking the buttons in the lower right corner of the window. You must select a stage before you select an obligation (i.e., the obligations are not enabled until you select a stage).

12. Click **OK**. FundWare moves the obligation(s) to the **Voided** subfolder for the stage folder (e.g., **Invoice > Edited**) (Figure 3.50).

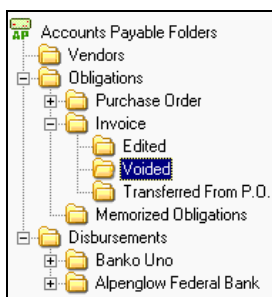


Figure 3.50—Example Voided Subfolder

13. Click **Post** to complete the void process. If you want to reverse the void status and return the obligation to the original stage folder, click **Remove**.

### VIEWING VOIDED OBLIGATIONS

Voided obligations remain in the data files with a zero dollar amount and all data entry. This data can be seen on the **Activity Detail** tab of the vendor record and in the Invoice History report if you select the **Print zero dollars** option. No changes can be made to the obligation after it is voided and posted.

If you know the obligation number, you can also view a single voided obligation using AP Inquiry.

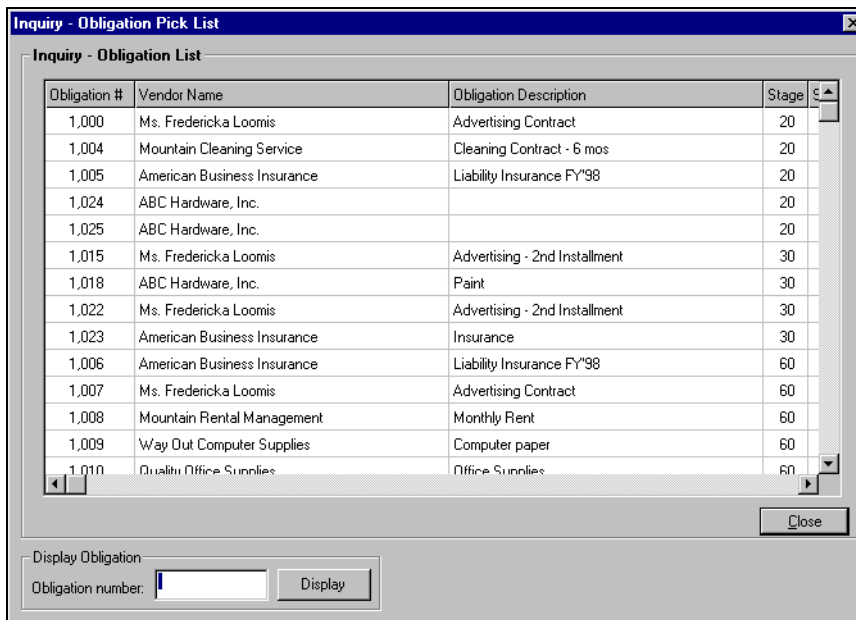
1. Click **Inquiry** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Inquiry** from the menu bar.
2. Select Obligation from the Category drop-down list.
3. Enter any additional criteria, as needed (*Figure 3.51*).

Selection Criteria			
Data Item	First Value	Last Value	Include/Exclude
Obligation #	000000000	999999999	Include

Figure 3.51—AP Inquiry—Obligations



4. Click **Run**. The matching obligations (excluding voided obligations) display in the Inquiry - Obligation Pick List (*Figure 3.52*).



*Figure 3.52—Inquiry - Obligation Pick List*

5. Enter the voided obligation number in the Obligation number text box.
6. Click **Display**. The obligation displays in the Obligation View.

7. Select the **Revision History** tab to view the obligation history (*Figure 3.53*).

The screenshot shows a software window titled "Obligation View". At the top, there are several input fields for financial data:

- Obligation: 1015
- Committed: \$0.00
- Encumbered: \$0.00
- Expensed: \$1,000.00
- Paid: \$0.00
- Trace User: 101
- Trace Date: 11/13/2005

Below these fields are five tabs: "Header", "Data Items", "Line Items", "Revision History" (which is selected), and "Stage History".

The "Revision History" tab displays a table with the following data:

Rev #	Batch #	Function	Description	Post Date	From Stage	To Stage	Net Amount	Fro
1	0	Xfer In	Transfer	02/05/2005	0	20	\$1,000.00	
2	0	Split In	F. Derf	02/05/2005	0	30	\$2,000.00	
3	0	Xfer Out	Transfer	02/05/2005	0	30	(\$1,000.00)	
4	0	Modify	Transfer	02/11/2005	0	30	\$0.00	
5	2	Cancel	Transfer	02/28/2005	20	20	(\$1,000.00)	

At the bottom right of the window is a "Done" button.

Figure 3.53—Obligation View

## MEMORIZING OBLIGATIONS

If you have recurring obligations (e.g., rent, a lease payment), you can create an obligation template. FundWare stores these templates in the **Memorized Obligations** folder (*Figure 3.54*). Once you have a memorized obligation to use as a template, you can create an active obligation at a later time without re-entering the data.

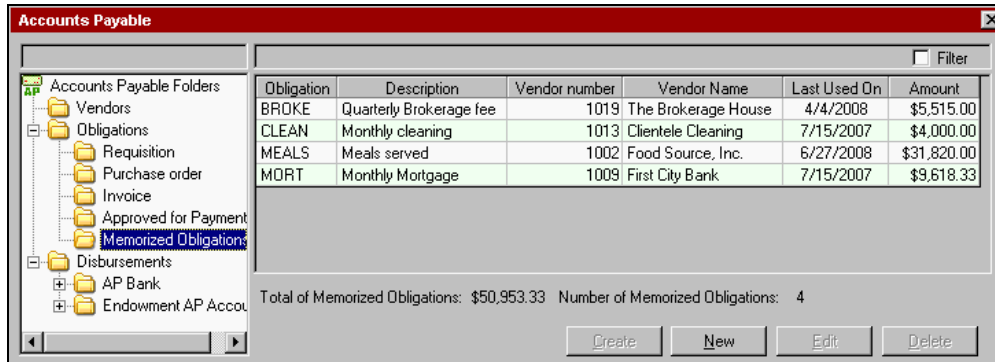


Figure 3.54—Memorized Obligations Folder

A memorized obligation can begin as an existing obligation or be created directly in the **Memorized Obligations** folder.

## MEMORIZING AN EXISTING OBLIGATION

Use the following steps to create a memorized obligation from an existing obligation in a purchase order or invoice folder (i.e., a stage defined as Purchase Order in the PO Extended Setup parameter or Invoice or Basic Extended Parameter).

1. Select the obligation in stage folder. (This option is not available from any of the temporary subfolders.)

2. Click **Memorize**. The Memorize Obligation window displays (*Figure 3.55*).

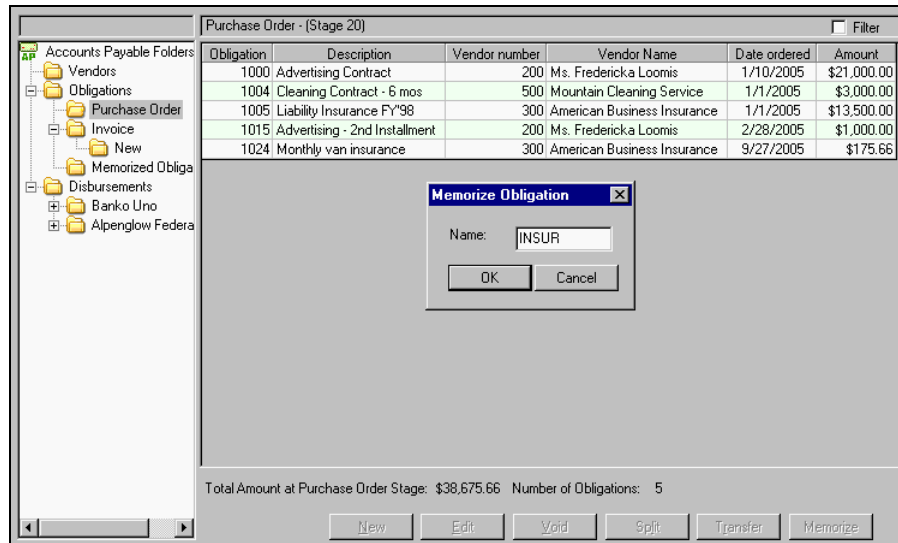


Figure 3.55—Memorizing Obligations

3. At the prompt, enter a name for the obligation. It is saved in the **Memorized Obligations** folder.

## ENTERING A MEMORIZED OBLIGATION

Use the following steps to create a memorized obligation directly in the **Memorized Obligations** folder.

1. Open the **Memorized Obligations** folder.

- Click **New**. The New Memorized Obligation window displays (*Figure 3.56*).

*Figure 3.56—New Memorized Obligation (Combined Entry)*

- Enter the information just as you would for any obligation.
- Click **OK**.

## CREATING A NEW OBLIGATION FROM A MEMORIZED OBLIGATION

Use the following steps to create a new obligation from a memorized obligation template.

- Open the **Memorized Obligations** folder.
- Select the memorized obligation template that you want to use.

3. Click **Create**. The system asks you to select a stage to which the new obligation will be saved (*Figure 3.57*).



*Figure 3.57—Stage Selector*

4. Select the applicable stage.
5. Click **OK**. The obligation is added to the **New** subfolder of the selected stage (e.g., **Purchase Order > New**). From there you can post it to the stage folder.

## TIPS FOR WORKING WITH MEMORIZED OBLIGATIONS

You can use the sorting options available in the detail pane to create a group of related obligations. For example:

- Display the Recur Frequency column (right click and select from the shortcut menu),
- Click the column heading to sort your memorized obligations by frequency,
- Select the appropriate obligations, and
- Click **Create** and select a stage to create all your monthly memorized obligations in one step.

You can also use filter your memorized obligations (*Figure 3.58*) to locate specific information quickly and easily. For more information on the obligation filter, see *Filtering Obligations* on page 2.18.

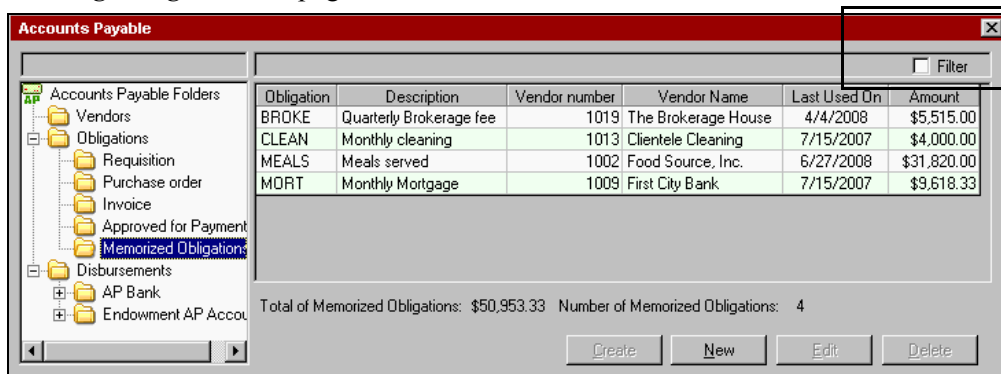


Figure 3.58—Memorized Obligations Filter Option

## IMPORTING AND EXPORTING OBLIGATIONS

All instructions for importing and exporting AP obligation data are included in the *Blackbaud FundWare System Administration Guide*. Please refer to this guide for more information. You can find all user guides in the **FundWare > Data > User Documentation** folder on your server.





## C H A P T E R 4

# TRANSFERRING AND SPLITTING OBLIGATIONS

Once you have entered an obligation at a stage, you must move the obligation forward through your AP process. You can do this in a number of ways:

- **Transfer**—Moving a complete obligation from one stage to another.
- **Split**—Dividing an obligation into two separate obligations. The new obligation can remain at the original stage or move to another stage and is given a new obligation number.
- **Partial transfer**—Transferring just part of an obligation. Both parts of the obligation have the same obligation number, but separate dollar amounts.



Before you transfer part of an obligation, consider splitting the obligation instead. When you split an obligation, you create a new obligation with a new obligation number. This can lead to less confusion than a partial transfer, which results in multiple amounts, stages, and dates associated with one obligation number

## TRANSFERRING OBLIGATIONS

You can transfer an obligation from one stage to another in two ways.

- Click **Transfer** and complete the Transfer Group window.
- Highlight the obligation(s) and drag it to another folder with the mouse.

When you transfer an obligation, FundWare moves the obligation to the applicable **Transferred From...** subfolder (e.g., **Invoice > Transferred From Purchase Order**). At this point, the obligation is still considered to be at the original stage (i.e., the **Activity Detail** tab of the vendor record lists the obligation at the original stage). FundWare moves the obligation to the new stage when you post from the **Transferred From...** subfolder.

## USING TRANSFER GROUP WINDOW

Use the following steps to transfer one or more obligations using the **Transfer** button.

1. Open the applicable folder on the Navigation tree.
2. Select one or more obligations. (This is optional.)
3. Click **Transfer**. The Transfer Group window displays. Any selected obligations are included in the Obligations for Edit area (*Figure 4.1*).

Figure 4.1—Transfer to Stage

4. Select the Transfer To Stage from the drop-down list.
5. Complete the History note field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the transfer process.



The label for this field on the obligation is defined in field 3 (History desc) of the stage definition (e.g., Authorized by).

6. To change the default Stage Date, enter a new date or click the ellipsis to access the calendar function. (The Stage Date defaults to the current Business Date.)



You can enter 00/00/0000 as the Stage Date or leave the field blank to maintain the original obligation date.

7. To select or add obligations to the transfer task, click the ellipsis (...). The Multiple Obligation Selector window displays (*Figure 4.2*).

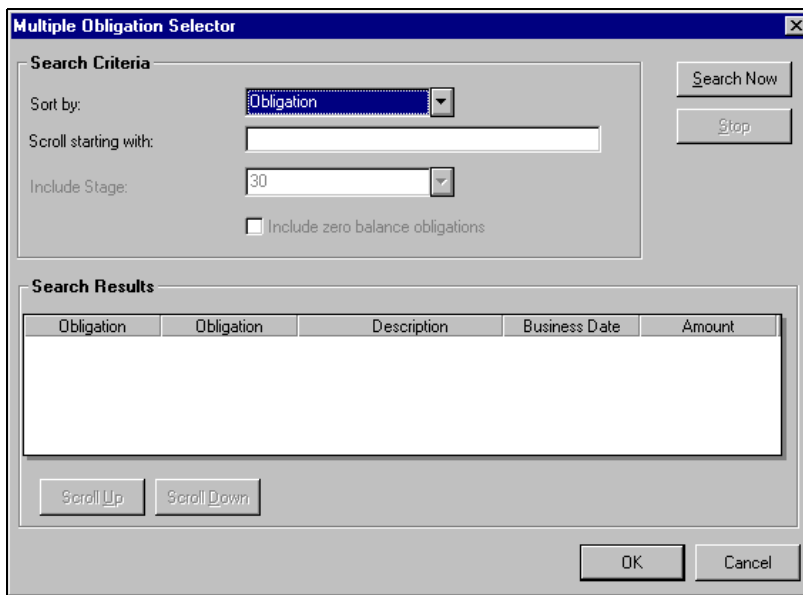


Figure 4.2—Multiple Obligation Selector

8. Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.

9. Click **Search Now**. The search results display (*Figure 4.3*).

The screenshot shows a dialog box titled "Multiple Obligation Selector". It has a "Search Criteria" section with a "Sort by:" dropdown set to "Obligation", a "Scroll starting with:" text box, an "Include Stage:" dropdown set to "30", and an unchecked checkbox for "Include zero balance obligations". There are "Search Now" and "Stop" buttons. Below is a "Search Results" table with columns: Obligation, Description, Business Date, and Amount. The table contains five rows of data. At the bottom are "Scroll Up", "Scroll Down", "OK", and "Cancel" buttons.

Obligation	Description	Business Date	Amount
1015	1015 Advertising - 2nd Installment	02/11/2005	\$1,000.00
1018	1018 Paint	02/11/2005	\$100.00
1022	1022 Advertising - 2nd Installment	02/11/2005	\$1,000.00
1023	1023 Insurance	02/11/2005	\$6,300.00
1026	1026 CD's	06/18/2005	\$150.00

Figure 4.3—Multiple Obligation Selector—Search Results



You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

10. Select the obligations.
11. Click **OK** to close the Multiple Obligation Selector. The obligations are listed in the Obligation Nbr. field.

12. Click **Append** to add the obligations to the list of obligations in the Obligations for Edit area (i.e., the list of obligations that will be transferred) (*Figure 4.4*).

**Transfer Group**

Transfer To Stage: Invoice - 30 Purchase Order (Stage 20)

History note:

Stage Date: 02/28/2005

**Obligations for Edit**

Oblig	Vendor #	Name	Transferred Out Amt.	Amt. Remaining
1005		300 American Business Insurance	\$13,500.00	
1015		200 Ms. Fredericka Loomis	\$1,000.00	

Obligation Nbr:

Total: \$2,700.00

Figure 4.4—Obligation Added to Transfer Group



You can remove or edit an obligation by selecting the obligation and clicking the buttons in the lower right corner of the window. You must select a stage before you select an obligation (i.e., the obligations are not enabled until you select a stage).

13. Click **OK**. The obligation (or obligations) moves to the applicable **Transferred From...** subfolder, waiting to be posted.

## USING DRAG-AND-DROP

Use the following steps to transfer one or more obligations using the “drag-and-drop” option.

1. Open the applicable folder on the Navigation tree.
2. Select one or more obligations in the detail pane.

3. Hover the mouse over the obligation until the cursor display includes a plus sign and rectangle (Figure 4.5).



Figure 4.5—Drop and Drag Cursor

4. Click and hold the mouse button while dragging the cursor to the folder in which you want the obligation. If you are not allowed to move the obligation to the selected folder, the cursor will change to a circle and slash (Figure 4.6).

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/2005	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2005	\$175.66
1025		200	Ms. Fredericka Loomis	9/27/2005	\$200.00
1026		800	Mountain Rental Management	9/27/2005	\$99.63
1027	June bill	600	Mountain Bell Phone Service	9/27/2005	\$99.12

In this example, the icon tells us we can't drag and drop this obligation to the Purchase Order folder because it is already in this folder.

Figure 4.6—Drag and Drop Not Allowed

The obligation (or obligations) moves to the applicable **Transferred From...** subfolder, waiting to be posted.



Note the following rules for using the drag-and-drop option:

- Subfolders that appear only when they hold obligations (e.g., **Mark for Pay**) must be displayed on the folder tree for you to drag-and-drop an obligation to them.
- Your security restrictions are respected (i.e., you cannot drag-and-drop an obligation to a stage from which you are restricted).
- You cannot drag-and-drop a memorized obligation to create a new obligation.

## SPLITTING OBLIGATIONS

You can split an obligation into two obligations: an edited original obligation and a new obligation (with a new obligation number).

- The overall description, references, and discounts are applied to both obligations.
- The original obligation retains its stage and date.
- The new obligation uses a stage selected by you and a stage date equal to the business date at the time of the split.
- The new obligation number is stored in obligation reference A—Obligation number. The number of the originating obligation is stored in obligation reference C—Original obligation number.

When you split an obligation, FundWare moves the whole obligation to the applicable **Split From...** subfolder (e.g., **Invoice > Split From Purchase Order**). At this point, the obligation is still whole and considered to be at the original stage (i.e., the **Activity Detail** tab of the vendor record lists the obligation at the original stage). FundWare creates the new obligation when you post from the **Split From...** subfolder.

One of the most useful functions of obligation splitting is to subtract dollars from a long-term encumbrance as the dollars are actually spent. For example, you could create an obligation for the year's encumbrance for computer equipment. When a purchase is made, you split that purchase into a separate obligation so it can be processed and paid.

The process for splitting an obligations varies slightly depending on your entry method (i.e., combined or separate entry).

## SPLITTING OBLIGATIONS WITH COMBINED ENTRY

Use the following steps to split an obligation if you are using combined entry.

1. Open the applicable folder on the Navigation tree.
2. Click **Split**. A window prompts you for the Split To Stage (*Figure 4.7*).

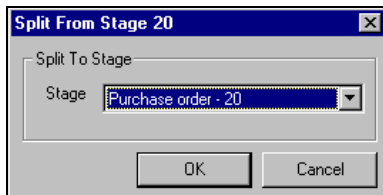


Figure 4.7—Split to Stage

3. Select the stage where you want FundWare to save the new obligation (created by the split) and click **OK**. The obligation displays, open to the **Header** tab (Figure 4.8).

The screenshot shows a software window titled "New PO Order Entry (Stage 20)". At the top, there is a field for "Obligation" with the value "[New]". Below this is a tabbed interface with four tabs: "1 - Header", "2 - Data Items", "3 - Detail Lines", and "4 - Distribution". The "1 - Header" tab is active and contains several sections:

- Vendor**: Fields for Number (with a dropdown and icons), Name (with a dropdown), Street 1, Street 2, City (with a dropdown and icon), S/T/P, Postal Code, and Country.
- Description**: A field for Line 1.
- Other**: Fields for Total Amount (set to "\$0.00"), Authorized by, Invoice Date, and Due date (set to "09/26/2005" with a calendar icon).
- Payment**: A checkbox labeled "Separate check for this obligation".
- Discount**: A dropdown menu for Type, currently set to "No Discounts (N)".

At the bottom of the window are four buttons: "New", "OK", "Cancel", and "Apply".

Figure 4.8—Header Tab



4. Select the **Detail Lines** tab. The distribution for the original obligation displays in the upper of two detail panes (*Figure 4.9*).

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	5	20	A01 00-00 6130	Employee Benefits		\$200.00
	6	20	A01 01-00 7200	Staff Training & Educati		\$225.00

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
--------	------	-------	-------------------	------------------------	-------------	--------

Figure 4.9—Detail Lines Tab



When you complete the split, the upper detail pane will contain the remaining portion of the original obligation, the lower detail pane will contain the detail lines for the new obligation.

5. If the obligation has multiple line items, you can split an entire line by highlighting it and clicking **Split**. The line moves to the lower detail pane (Figure 4.10).

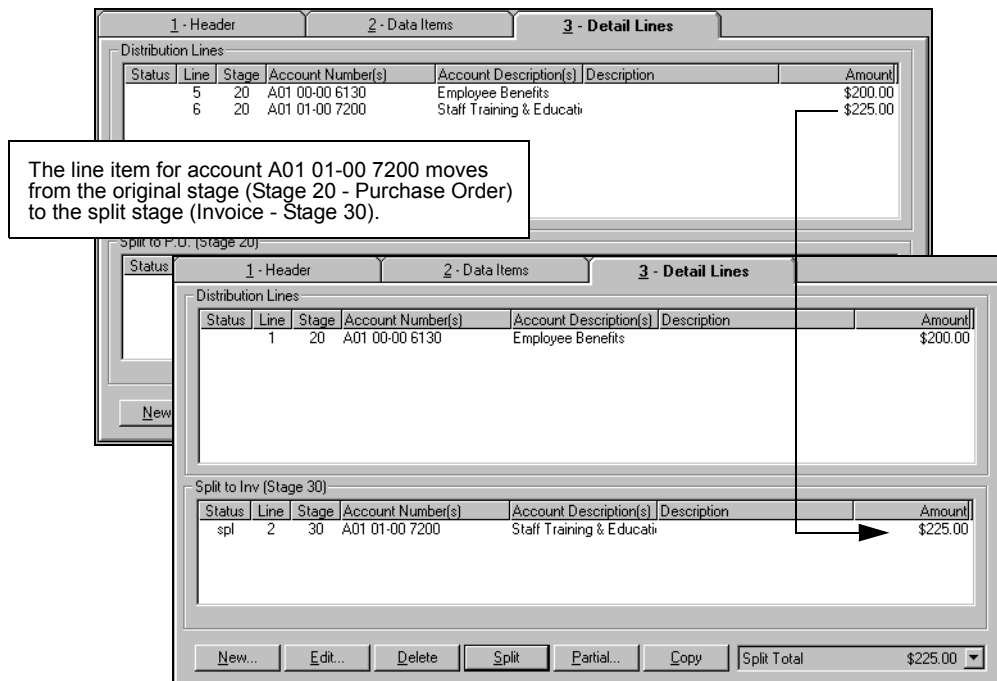


Figure 4.10—Splitting an Entire Line Item

- To split a portion of a line item, highlight the line and click **Partial**. The Partial Split Distribution Line window displays (*Figure 4.11*).

Distribution Information	
Line	1
Account Number(s)	A01 00-00 6130
Account Description(s)	Employee Benefits
Description	
Stock nbr	
Quantity	
Unit Desc.	
Unit Price	
Current Amount	\$200.00

Partial Amounts			
From Stage	P.O. (20)	From Amount	\$200.00
To Stage	Inv (30)	To Amount	\$0.00
		Combined Amount	\$200.00

Figure 4.11—Partial Split Distribution Line

7. Enter the Split Amount or the Split Quantity and click **OK**. You return to the **Line Items** tab (*Figure 4.12*).

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	1	20	A01 00-00 6130	Employee Benefits		\$155.00

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
spl	2	30	A01 01-00 7200	Staff Training & Educati		\$225.00
spl	3	30	A01 00-00 6130	Employee Benefits		\$45.00

Figure 4.12—Line Items Tab With Split Amount

8. To enter or edit the line item information, highlight a line in one of the detail panes and click **Edit**. The Distribution Entry window displays (*Figure 4.13*).

**Distribution Information**

Line: 2    Stage: Inv (30)

Account Number(s): A01 01-00 7200

Account Description(s): Staff Training & Education

Description:

Stock nbr:

Quantity:

Unit Desc.:

Unit Price:

Amount: \$225.00

**Status**  
Split this line of distribution.

OK    Cancel    Apply

Figure 4.13—Distribution Entry Screen

9. Enter the detail information and click **OK**. The Distribution Entry window closes and you return to the **Detail Lines** tab of the obligation entry form.
10. Click **Apply** to save your changes and remain in the obligation form, or click **OK** to save your changes and close the obligation form. The obligation moves to the appropriate **Split From** subfolder (e.g., **Invoices > Split From P.O.**).



The whole obligation is stored in the appropriate **Split From** subfolder. FundWare will create the new obligation and return the remainder obligation to the original stage when you post.

11. If the new obligation is ready for posting, select it and click **Post**. The stage date for the new obligation reflects the current business date.

## SPLITTING OBLIGATIONS WITH SEPARATE ENTRY

Use the following steps to split an obligation if you are using separate entry.

1. Open the applicable folder on the Navigation tree.
2. Click **Split**. A window prompts you for the Split To Stage (*Figure 4.14*).

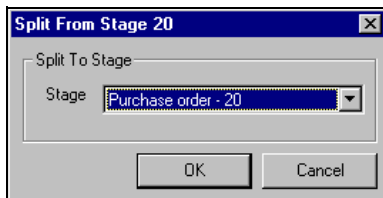


Figure 4.14—Split to Stage

3. Select the stage where you want FundWare to save the new obligation (created by the split) and click **OK**. The obligation displays, open to the **Header** tab (Figure 4.15).

The screenshot shows a software window titled "New PO Order Entry (Stage 20)". At the top, there is a field for "Obligation" containing "[New]". Below this is a tabbed interface with four tabs: "1 - Header", "2 - Data Items", "3 - Detail Lines", and "4 - Distribution". The "1 - Header" tab is active and contains several sections:

- Vendor**: Fields for Number (with a dropdown and icons), Name (with a dropdown), Street 1, Street 2, City (with a dropdown and icon), S/T/P, Postal Code, and Country.
- Description**: A field for Line 1.
- Other**: Fields for Total Amount (set to "\$0.00"), Authorized by, Invoice Date, and Due date (set to "09/26/2005" with a calendar icon).
- Payment**: A checkbox labeled "Separate check for this obligation".
- Discount**: A dropdown menu for Type, currently set to "No Discounts (N)".

At the bottom of the window are four buttons: "New", "OK", "Cancel", and "Apply".

Figure 4.15—Header Tab

- Select the **Line Items** tab (Figure 4.16).

Figure 4.16—Line Items Tab



Remember—You must split the same amount to the new obligation on both the **Line Items** and **Distribution** tabs.

- If the obligation has multiple line items, you can split an entire line by highlighting it and clicking **Split**. The line moves to the lower detail pane (Figure 4.17).

Figure 4.17—Line Items Tab—Split Entry

- To split a portion of a line item, highlight the line and click **Partial** to display the Partial Line Item Split window (Figure 4.18).

Figure 4.18—Partial Line Item Split

- Enter the Split Amount or the Split Quantity and click **OK**. You return to the **Line Items** tab (Figure 4.19).

1 - Header		2 - Data Items		3 - Line Items		4 - Distribution	
Line Items							
Status	Line	Description	Stock Nbr	Quantity	Units	Unit Price	Amount
	1	Shirts	15228	10.00		\$15.0000	\$150.00
Split to new obligation							
Status	Line	Description	Stock Nbr	Quantity	Units	Unit Price	Amount
spl	2	Logo on shirts	17798	25.00		\$2.0000	\$50.00
spl	3	Shirts	15228	15.00		\$15.0000	\$225.00
New... Edit... Delete Split Partial... Copy Split Total							\$275.00

Figure 4.19—Line Items Tab With Split Amount



8. Highlight a line item in the detail pane and click **Edit** to add additional information for the new obligation. The Detail Entry window displays (Figure 4.20).

**Detail Entry**

**Detail Information**

Line: 3

Description: Shirts

Stock nbr: 15228

Quantity: 15.00

Unit Desc.:

Unit Price: \$15.0000

Amount: \$225.00

**Status**  
Split this line of detail.

Previous New OK Cancel Apply

Figure 4.20—Detail Entry Screen

9. Enter the detail information and click **OK**.
10. Select the **Distribution** tab. The distribution for the original obligation displays in the upper of two detail panes (Figure 4.21).

**1 - Header**    **2 - Data Items**    **3 - Line Items**    **4 - Distribution**

**Distribution Lines**

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	1	20	A01 00-00 6130	Employee Benefits		\$200.00
	2	20	A01 01-00 7200	Staff Training & Educati		\$225.00

**Split to Inv (Stage 30)**

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount

New... Edit... Delete Split Partial... Copy Split Total \$0.00

Figure 4.21—Distribution Tab

- If the obligation has multiple line items, you can split an entire line by highlighting it and clicking **Split** or using **Split**. The line moves to the lower detail pane (Figure 4.22). (You can also “drag and drop” lines.)

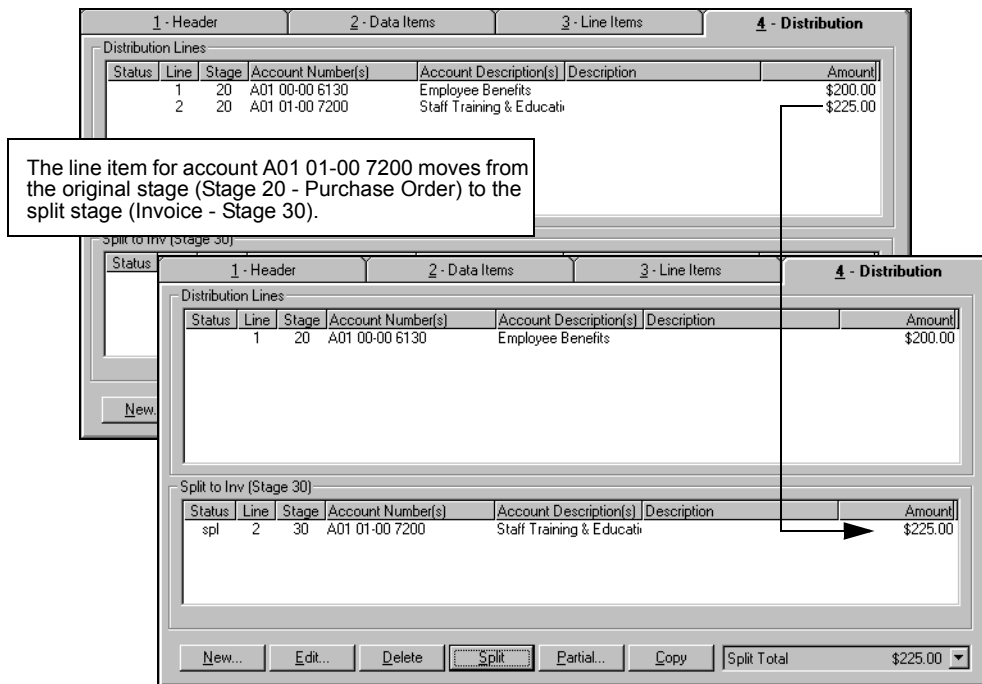


Figure 4.22—Splitting an Entire Line Item



When you complete the split, the upper detail pane will contain the remaining portion of the original obligation, the lower detail pane will contain the detail lines for the new obligation.

- To split a portion of a line item, highlight the line and click **Partial** to display the Partial Split Distribution Line window (Figure 4.23).

Figure 4.23—Partial Split Distribution Line

- Enter the Amount and click **OK**. You return to the **Distribution** tab (Figure 4.24).

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	1	20	A01 00-00 6130	Employee Benefits		\$155.00

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
spl	2	30	A01 01-00 7200	Staff Training & Educati		\$225.00
spl	3	30	A01 00-00 6130	Employee Benefits		\$50.00

Figure 4.24—Distribution Tab With Split Amount

- To enter or edit the line item information, highlight a line in one of the detail panes and click **Edit**. The Distribution Entry window displays (Figure 4.25).

The screenshot shows a software window titled "Distribution Entry". Inside, there is a section labeled "Distribution Information". This section contains several input fields: "Line" with the value "3", "Stage" with the value "Inv (30)", "Account Number(s)" with the value "A01 00-00 6130", and "Account Description(s)" with the value "Employee Benefits". Below these are fields for "Description" and "Amount" with the value "\$50.00". At the bottom of the window, there is a "Status" section with the text "Split this line of distribution." and three buttons: "OK", "Cancel", and "Apply".

Figure 4.25—Distribution Entry Screen

- Enter the detail information and click **OK**.



Remember—You must split the same amount to the new obligation on both the **Line Items** and **Distribution** tabs. You cannot complete this process until the amount on each tab matches.

- Click **Apply** to save your changes and remain in the obligation form, or click **OK** to save your changes and close the obligation form. The obligation moves to the appropriate **Split From** subfolder (e.g., **Invoices > Split From P.O.**).




The whole obligation is stored in the appropriate **Split From** subfolder. FundWare will create the new obligation and return the remainder obligation to the original stage when you post.

- If the new obligation is ready for posting, select it and click **Post**. The stage date for the new obligation reflects the current business date.

## TRANSFERRING PART OF AN OBLIGATION

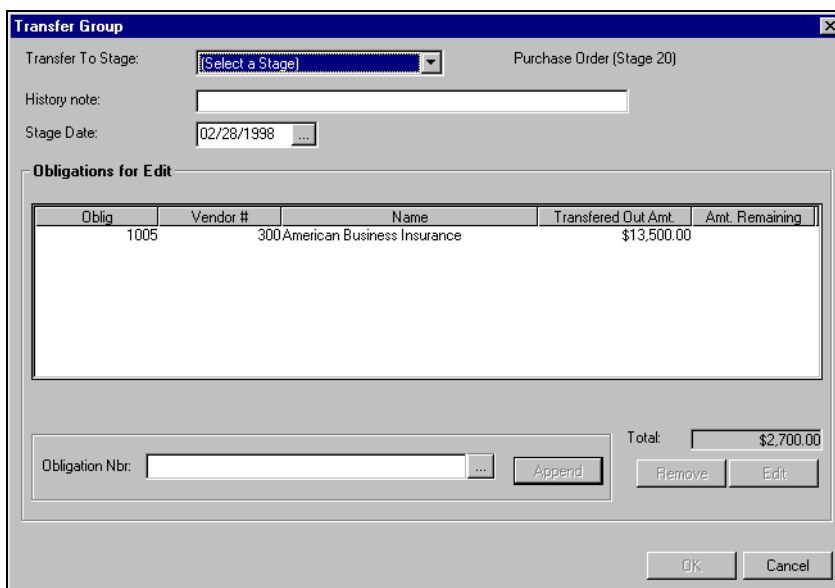
You can transfer just part of an obligation. For example, if some items are back ordered, you can transfer the received portion so that it can be paid. Both parts of the obligation have the same obligation number, but separate dollar amounts.

 Before you transfer part of an obligation, consider splitting the obligation instead. When you split an obligation, you create a new obligation with a new obligation number. This can lead to less confusion than a partial transfer, which results in multiple amounts, stages, and dates associated with one obligation number

## PARTIALLY TRANSFERRING OBLIGATIONS WITH COMBINED ENTRY

Use the following steps to partially transfer an obligation if you are using combined entry.

1. Open the applicable folder on the Navigation tree.
2. Select one or more obligations. (This is optional.)
3. Click **Transfer**. The Transfer Group window displays. Any selected obligations are included in the Obligations for Edit area (*Figure 4.1*).



Oblig	Vendor #	Name	Transferred Out Amt.	Amt. Remaining
1005	300	American Business Insurance	\$13,500.00	

Figure 4.26—Transfer to Stage

4. Select the Transfer To Stage from the drop-down list.
5. Complete the History note field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the transfer process.



The label for this field on the obligation is defined in field 3 (History desc) of the stage definition (e.g., Authorized by).

6. To change the default Stage Date, enter a new date or click the ellipsis to access the calendar function. (The Stage Date defaults to the current Business Date.)



You can enter 00/00/0000 as the Stage Date or leave the field blank to maintain the original obligation date.

7. To select or add obligations to the transfer task, click the ellipsis (⋮). The Multiple Obligation Selector window displays (Figure 4.27).

Obligation	Obligation	Description	Business Date	Amount
------------	------------	-------------	---------------	--------

Figure 4.27—Multiple Obligation Selector

8. Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.

- Click **Search Now**. The search results display (*Figure 4.28*).

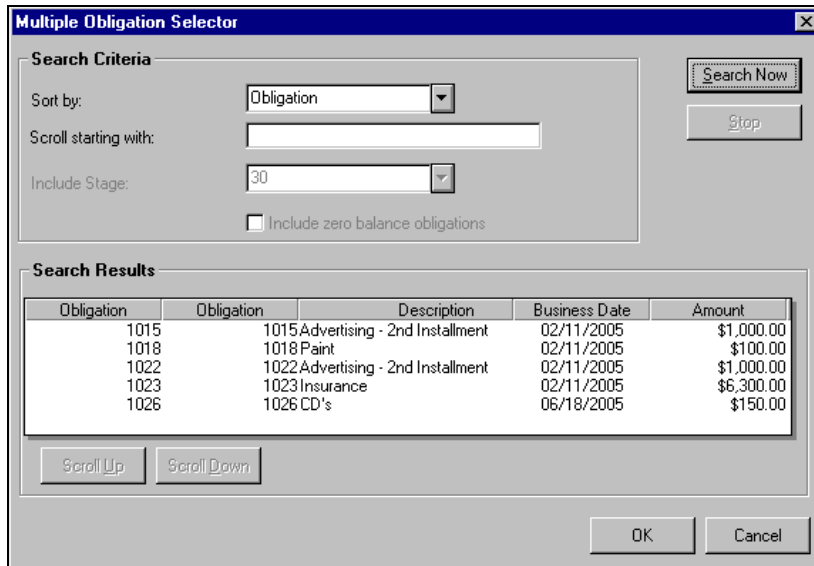



Figure 4.28—Multiple Obligation Selector—Search Results

 You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

- Select the obligations.
- Click **OK** to close the Multiple Obligation Selector. The obligations are listed in the Obligation Nbr. field.

- Click **Append** to add the obligations to the list of obligations in the Obligations for Edit area (i.e., the list of obligations that will be transferred) (Figure 4.29).

The screenshot shows a window titled "Transfer Group" with the following fields and controls:

- Transfer To Stage: Invoice - 30 (dropdown menu)
- Purchase Order (Stage 20)
- History note: (text input field)
- Stage Date: 02/28/2005 (calendar icon)
- Obligations for Edit table:
 

Oblig	Vendor #	Name	Transferred Out Amt.	Amt. Remaining
1005	300	American Business Insurance	\$13,500.00	
1015	200	Ms. Fredericka Loomis	\$1,000.00	
- Total: \$2,700.00
- Obligation Nbr: (text input field)
- Buttons: Append, Remove, Edit, OK, Cancel

Figure 4.29—Obligation Added to Transfer Group



You can remove or edit an obligation by selecting the obligation and clicking the buttons in the lower right corner of the window. You must select a stage before you select an obligation (i.e., the obligations are not enabled until you select a stage).

- Select an obligation that you want to partially transfer.
- Click **Edit**. The Purchase Order Edit window displays.



15. Select the **Detail Lines** tab. It displays with the obligation in the lower of two detail panes (*Figure 4.30*). You must complete the screen so that the lower detail pane contains the portion you want to transfer and the upper detail pane contains the portion that you do not want to transfer.

**Obligation**

1 - Header      2 - Data Items      3 - Detail Lines

Distribution Lines

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount

Transfer to Inv (Stage 30)

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amou
xfr	1	30	A01 01-00 7110	Insurance	General Fund - Administrative	\$3,375.
xfr	2	30	A01 02-00 7110	Insurance	General Fund - Legal	\$675.
xfr	3	30	A01 03-01 7110	Insurance	General Fund - Baseball Park	\$675.
xfr	4	30	A01 03-02 7110	Insurance	General Fund - Ice Rink	\$675.

New...   Edit...   Delete   Transfer   Partial...   Copy   Transfer Total   \$13,500.00

Figure 4.30—Detail Lines Tab

16. Select the line(s) that you do not want to transfer and drag it to the upper detail pane or click **UnTransfer**. (In other words, by default FundWare will transfer all of the obligation. Moving the detail line from the transfer area tells FundWare that this part of the obligation should not be transferred.) The selected line(s) moves to the upper detail pane (*Figure 4.31*).

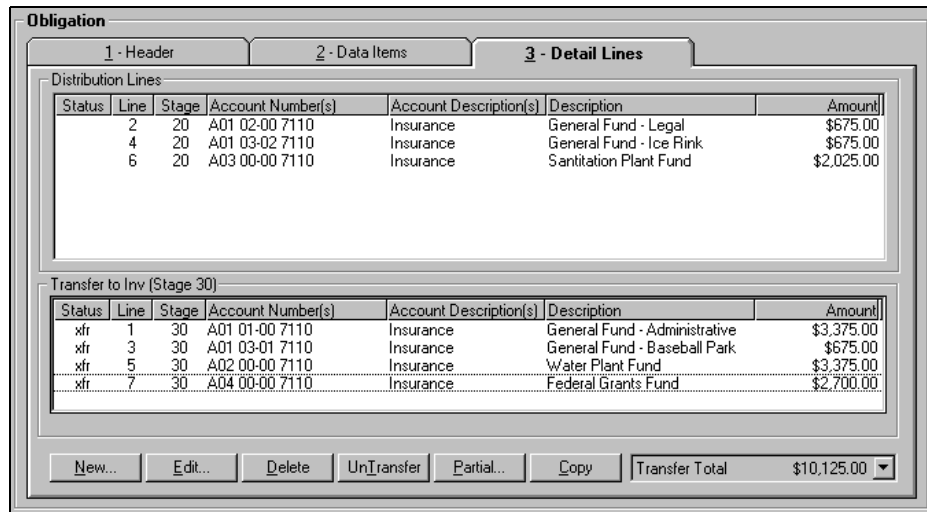


Figure 4.31—Partial Transfer

- To transfer part of a line item, select the line(s) that you do not want to transfer and click **Partial**. The Partial Transfer Distribution Line window displays (Figure 4.32).

Distribution Information	
Line	5
Account Number(s)	A02 00-00 7110
Account Description(s)	Insurance
Description	Water Plant Fund
Stock nbr	
Quantity	
Unit Desc.	
Unit Price	
Current Amount	\$3,375.00

Partial Amounts			
From Stage	P.O. (20)	From Amount	\$0.00
To Stage	Inv (30)	To Amount	\$3,375.00
		Combined Amount	\$3,375.00

Figure 4.32—Partial Transfer Distribution Line

- In the From Amount field, enter the amount of the line item that you want to remain at the current stage (i.e., that should not be transferred).

19. Click **OK**. The funds are moved to the Distribution Lines window for the current stage (i.e., will not be transferred) (Figure 4.33).

The screenshot shows the 'Obligation' window with three tabs: '1 - Header', '2 - Data Items', and '3 - Detail Lines'. The '3 - Detail Lines' tab is active, displaying two tables. The first table, 'Distribution Lines', has columns for Status, Line, Stage, Account Number(s), Account Description(s), Description, and Amount. The second table, 'Transfer to Inv (Stage 30)', has the same columns. At the bottom, there are buttons for 'New...', 'Edit...', 'Delete', 'UnTransfer', 'Partial...', and 'Copy', along with a 'Transfer Total' field showing '\$9,125.00'.

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	2	20	A01 02-00 7110	Insurance	General Fund - Legal	\$675.00
	4	20	A01 03-02 7110	Insurance	General Fund - Ice Rink	\$675.00
	6	20	A03 00-00 7110	Insurance	Sanitation Plant Fund	\$2,025.00
	5	20	A02 00-00 7110	Insurance	Water Plant Fund	\$1,000.00

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
xfr	1	30	A01 01-00 7110	Insurance	General Fund - Administrative	\$3,375.00
xfr	3	30	A01 03-01 7110	Insurance	General Fund - Baseball Park	\$675.00
xfr	7	30	A04 00-00 7110	Insurance	Federal Grants Fund	\$2,700.00
xfr	8	30	A02 00-00 7110	Insurance	Water Plant Fund	\$2,375.00

Figure 4.33—Partial Transfer of Line Items

20. Click **OK**. You return to the Transfer Group window.
21. Click **OK**. The second obligation (or obligations) is saved to the **Transferred From...** subfolder under the selected stage, waiting to be posted.

## PARTIALLY TRANSFERRING OBLIGATIONS WITH SEPARATE ENTRY

Use the following steps to partially transfer an obligation if you are using separate entry.

1. Open the applicable folder on the Navigation tree.
2. Select one or more obligations. (This is optional.)

- Click **Transfer**. The Transfer Group window displays. Any selected obligations are included in the Obligations for Edit area (*Figure 4.34*).

**Transfer Group**

Transfer To Stage: [Select a Stage] PO Order (Stage 20)

History note:

Stage Date: 08/30/2004 ...

**Obligations for Edit**


Oblig	Vendor #	Name	Transferred Out Amt	Amt. Remaining
1005	300	American Business Insurance	\$13,500.00	

Obligation Nbr:  ...


Total: \$13,500.00

Figure 4.34—Transfer to Stage

- Select the Transfer To Stage from the drop-down list.
- Complete the History note field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the transfer process.

 The label for this field on the obligation is defined in field 3 (History desc) of the stage definition (e.g., Authorized by).

- To change the default Stage Date, enter a new date or click the ellipsis to access the calendar function. (The Stage Date defaults to the current Business Date.)

 You can enter 00/00/0000 as the Stage Date or leave the field blank to maintain the original obligation date.

7. To select or add obligations to the transfer task, click the ellipsis (...). The Multiple Obligation Selector window displays (Figure 4.35).

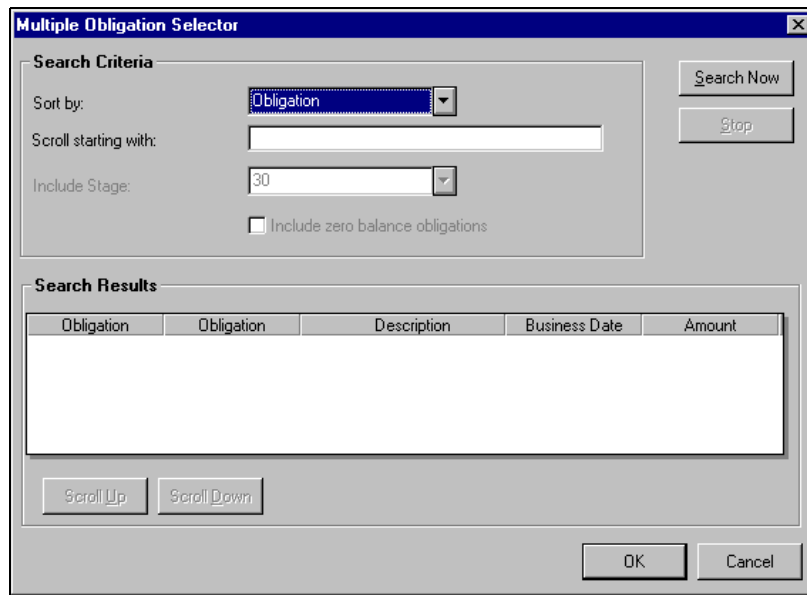


Figure 4.35—Multiple Obligation Selector

8. Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.

- Click **Search Now**. The search results display (*Figure 4.36*).

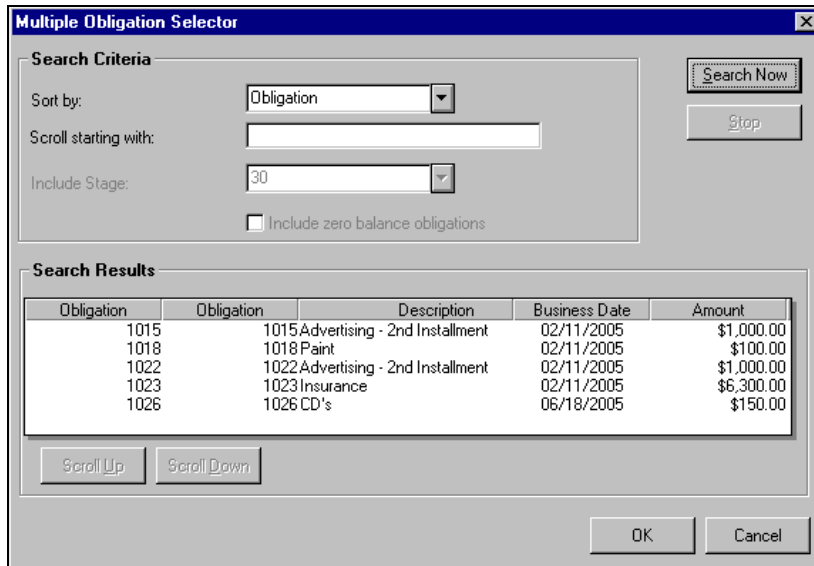


Figure 4.36—Multiple Obligation Selector—Search Results



You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

- Select the obligations.
- Click **OK** to close the Multiple Obligation Selector. The obligations are listed in the Obligation Nbr. field.

- Click **Append** to add the obligations to the list of obligations in the Obligations for Edit area (i.e., the list of obligations that will be transferred) (Figure 4.37).

The screenshot shows a window titled "Transfer Group" with the following fields and controls:

- Transfer To Stage: Invoice - 30 (dropdown menu)
- Purchase Order (Stage 20)
- History note: (text field)
- Stage Date: 02/28/2005 (calendar icon)
- Obligations for Edit table:

Oblig	Vendor #	Name	Transferred Out Amt.	Amt. Remaining
1005	300	American Business Insurance	\$13,500.00	
1015	200	Ms. Fredericka Loomis	\$1,000.00	

At the bottom of the window, there is an "Obligation Nbr:" field with a dropdown arrow, an "Append" button, a "Total:" field showing "\$2,700.00", and "Remove" and "Edit" buttons. At the very bottom are "OK" and "Cancel" buttons.

Figure 4.37—Obligation Added to Transfer Group



You can remove or edit an obligation by selecting the obligation and clicking the buttons in the lower right corner of the window. You must select a stage before you select an obligation (i.e., the obligations are not enabled until you select a stage).

- Select an obligation that you want to partially transfer.
- Click **Edit**. The Purchase Order Edit window displays.



15. Select the **Distribution** tab. It displays with the obligation in the lower of two detail panes (*Figure 4.38*). You must complete the screen so that the lower detail pane contains the portion you want to transfer, and the upper detail pane contains the portion that you do not want to transfer.

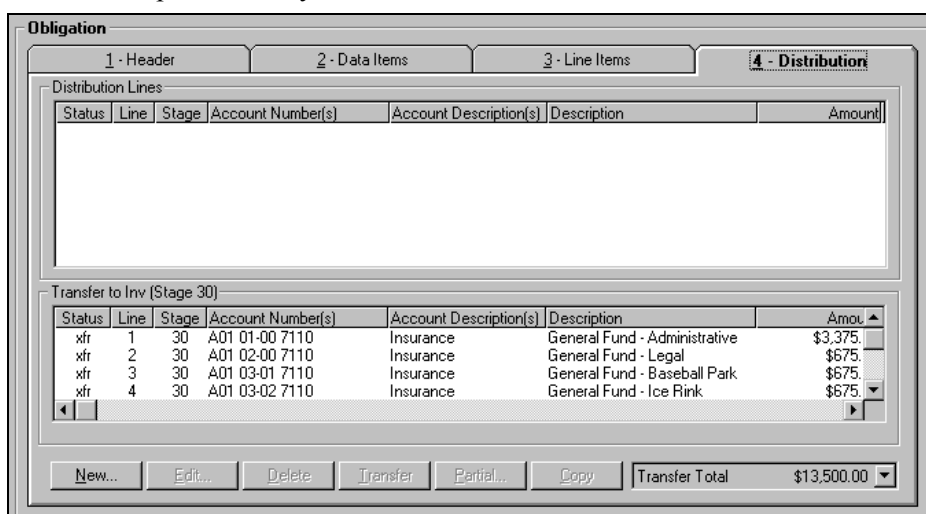


Figure 4.38—Distribution Tab

16. Select the line(s) that you do not want to transfer and drag it to the upper detail pane or click **UnTransfer**. (In other words, by default FundWare will transfer all of the obligation. Moving the detail line from the transfer area tells FundWare that this part of the obligation should not be transferred.) The selected line(s) moves to the upper detail pane (*Figure 4.39*).

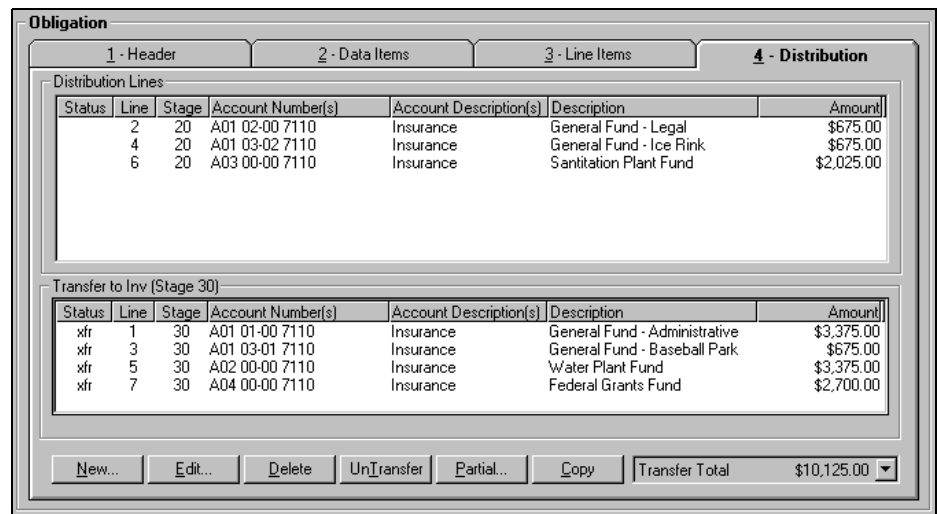


Figure 4.39—Partial Transfer

- To transfer part of a line item, select the line(s) that you do not want to transfer and click **Partial**. The Partial Transfer Distribution Line window displays (Figure 4.40).

Distribution Information	
Line	5
Account Number(s)	A02 00-00 7110
Account Description(s)	Insurance
Description	Water Plant Fund
Current Amount	\$3,375.00

Partial Amounts			
From Stage	P.O. (20)	From Amount	\$0.00
To Stage	Inv (30)	To Amount	\$3,375.00
		Combined Amount	\$3,375.00

Figure 4.40—Partial Transfer Distribution Line

- In the From Amount field, enter the amount of the line item that you want to remain at the current stage (i.e., that should not be transferred).

19. Click **OK**. The funds are moved to the Distribution Lines window for the current stage (i.e., will not be transferred) (*Figure 4.41*).

The screenshot shows the 'Obligation' window with the '4 - Distribution' tab selected. It contains two tables: 'Distribution Lines' and 'Transfer to Inv (Stage 30)'. The 'Distribution Lines' table lists four items with amounts ranging from \$1,000.00 to \$675.00. The 'Transfer to Inv (Stage 30)' table lists four transferred items, with the third item (line 7) highlighted in blue and having an amount of \$2,700.00. A 'Transfer Total' of \$9,125.00 is shown at the bottom right.

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
	2	20	A01 02-00 7110	Insurance	General Fund - Legal	\$675.00
	4	20	A01 03-02 7110	Insurance	General Fund - Ice Rink	\$675.00
	6	20	A03 00-00 7110	Insurance	Sanitation Plant Fund	\$2,025.00
	5	20	A02 00-00 7110	Insurance	Water Plant Fund	\$1,000.00

Status	Line	Stage	Account Number(s)	Account Description(s)	Description	Amount
xfr	1	30	A01 01-00 7110	Insurance	General Fund - Administrative	\$3,375.00
xfr	3	30	A01 03-01 7110	Insurance	General Fund - Baseball Park	\$675.00
xfr	7	30	A04 00-00 7110	Insurance	Federal Grants Fund	\$2,700.00
xfr	8	30	A02 00-00 7110	Insurance	Water Plant Fund	\$2,375.00

Buttons: New... Edit... Delete UnTransfer Partial... Copy Transfer Total \$9,125.00

Figure 4.41—Partial Transfer of Line Items

20. Click **OK**. You return to the Transfer Group window.
21. Click **OK**. The second obligation (or obligations) is saved to the **Transferred From...** subfolder under the selected stage, waiting to be posted.

## C H A P T E R 5

# PAYING OBLIGATIONS

FundWare Accounts Payable gives you the capability to perform all the tasks required to pay obligations. You can easily control and track the obligations as they move through the following steps in the payment process:

- Designate which obligations to pay.
- Create a preliminary check register.
- Create the checks.
- Log the checks.
- Reconcile the checks.

## PAYMENT STAGES

Your organization selected its check writing stage during setup (*Working With Stages* on page 1.67). In Division 95, we defined Stage 30—Invoice as the Ready for Pay stage (i.e., that stage at which an obligation is marked for pay, or the “check writing stage”) in the Extended Setup parameter and refer to this stage throughout the manual. Remember that your organization probably defined a different stage as the Ready for Pay stage.

## MARKING OBLIGATIONS FOR PAYMENT

Marking obligations for payment is the first step in the payment process. Use the following instructions to mark obligations for payment.

1. Open the applicable folder on the Navigation tree. When you open the folder for the Ready for Pay stage (in Division 95, this is Stage 30—Invoice), **Mark for Pay** is enabled (*Figure 5.1*).

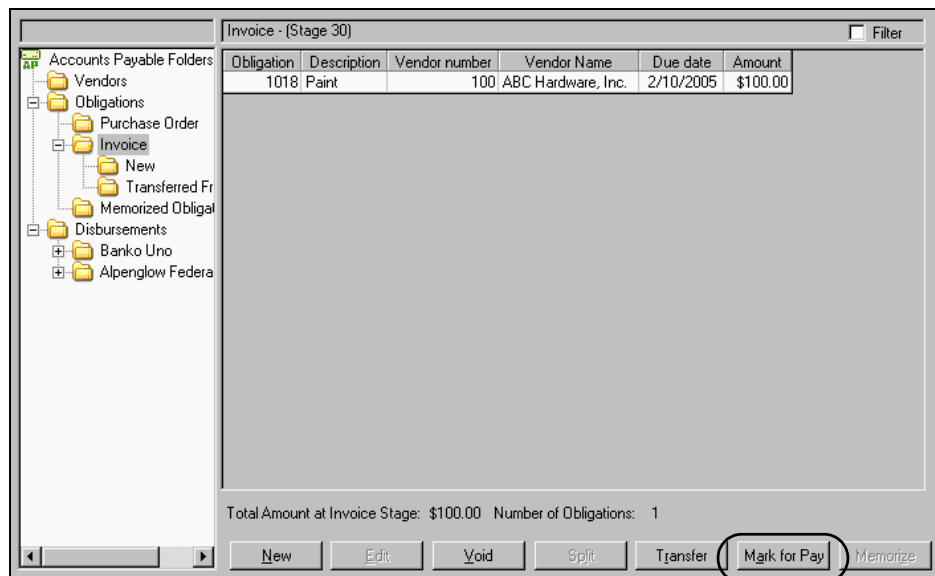


Figure 5.1—Ready for Pay Stage

2. Select one or more obligations. (This is optional.)

- Click **Mark for Pay**. The Transfer Group window displays. Any selected obligations are included in the Obligations for Edit area (Figure 5.2).

Figure 5.2—Mark for Pay Window



If you have produced the check file but not logged your checks, FundWare will display a message that you cannot mark obligations for pay until you complete the check writing process. From the **Cut Checks** subfolder of the Financial Institution account, click **Log Checks** and complete the task.

- Select the Financial Institution account (FIA) from the Bank drop-down list.
- Complete the History desc field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the Mark for Pay process.



The label for this field and the associated field on the obligation is determined by the entry in field 3 (History desc) of the stage definition for the Mark for Pay stage. For example, in Division 95, stage 50 is the Mark for Pay stage. The History desc is “Authorized by;” therefore, this field is labeled “Authorized by.”

6. To change the default Due Date, enter a new date or click the ellipsis to access the calendar function. (The Stage Date defaults to the current Business Date.)



You can enter 00/00/0000 as the Stage Date or leave the field blank to maintain the original obligation date.

7. If applicable, override the discount setting. (For more information on this feature, see *The “Take Discount” Override* on page 2.89.)
8. To select or add obligations to the Mark for Pay task, click the ellipsis (⋮). The Multiple Obligation Selector window displays (*Figure 5.3*).

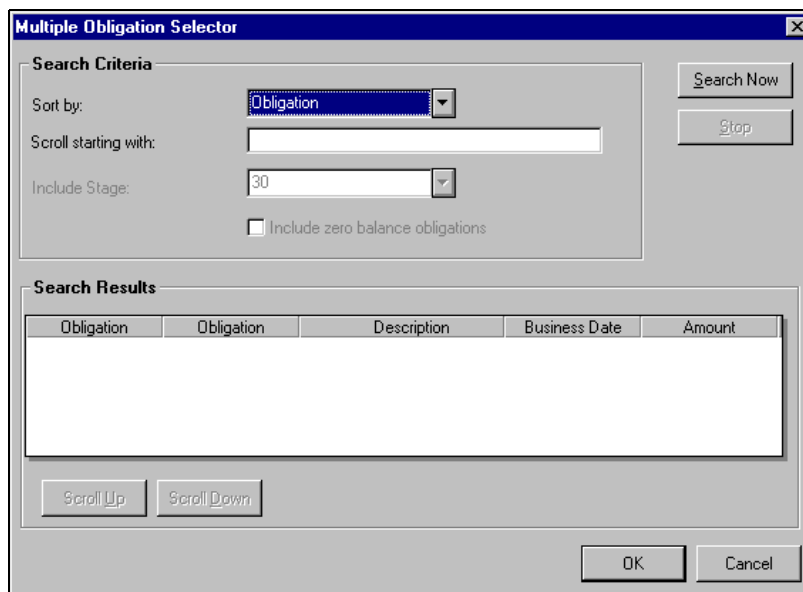


Figure 5.3—Multiple Obligation Selector

9. Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.




10. Click **Search Now**. The search results display (*Figure 5.4*).

The screenshot shows a dialog box titled "Multiple Obligation Selector". It has a "Search Criteria" section with a "Sort by:" dropdown set to "Obligation", a "Scroll starting with:" text box, an "Include Stage:" dropdown set to "30", and an unchecked checkbox for "Include zero balance obligations". There are "Search Now" and "Stop" buttons. Below is a "Search Results" table with five columns: Obligation, Obligation, Description, Business Date, and Amount. The results are as follows:

Obligation	Obligation	Description	Business Date	Amount
1015	1015	Advertising - 2nd Installment	02/11/2005	\$1,000.00
1018	1018	Paint	02/11/2005	\$100.00
1022	1022	Advertising - 2nd Installment	02/11/2005	\$1,000.00
1023	1023	Insurance	02/11/2005	\$6,300.00
1026	1026	CD's	06/18/2005	\$150.00

At the bottom of the dialog are "Scroll Up" and "Scroll Down" buttons, and "OK" and "Cancel" buttons.

Figure 5.4—Multiple Obligation Selector—Search Results

 You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

11. Select the obligations.
12. Click **OK** to close the Multiple Obligation Selector. The obligations are listed in the Obligation Nbr. field.

- Click **Append** to add the obligations to the list of obligations in the Mark For Pay - Obligations area (i.e., the list of obligations that will be marked for payment) (Figure 5.5).

The screenshot shows the 'Mark For Pay - Group' window. At the top, there are fields for 'Bank:' (Alpenglow Federal Bank), 'Authorized by:', and 'Due date:' (08/31/2004). There is also a 'Discounts' section with 'Last date to take discount:' (08/31/2004) and a checkbox for 'Take discount regardless of date'. Below this is a table titled 'Mark For Pay - Obligations' with columns for Oblig, Vendor #, Name, Payment, and Amount. The table contains two rows: one for Oblig 1026, Vendor # 400 Quality Office Supplies, Payment Combined, Amount \$150.00; and another for Oblig 1022, Vendor # 200 Ms. Fredericka Loomis, Payment Combined, Amount \$1,000.00. At the bottom of the window, there are summary statistics: 'Total Already Marked for Pay: \$0.00', 'Total Being Marked: \$1,150.00', and 'Total Cash Requirement: \$1,150.00'. There is also an 'Obligation Nbr:' field with '1022' and buttons for 'Append', 'Remove', 'Edit', 'OK', and 'Cancel'.

Oblig	Vendor #	Name	Payment	Amount
1026	400	Quality Office Supplies	Combined	\$150.00
1022	200	Ms. Fredericka Loomis	Combined	\$1,000.00

Figure 5.5—Obligations Marked for Payment



You can remove or edit an obligation by selecting the obligation and clicking the buttons in the lower right corner of the window. You must select an FIA before you select an obligation (i.e., the obligations are not enabled until you select a bank).

14. Click **OK**. The obligation (or obligations) is saved to the **New Mark** subfolder of the Mark for Pay stage, under the selected FIA (*Figure 5.6*).

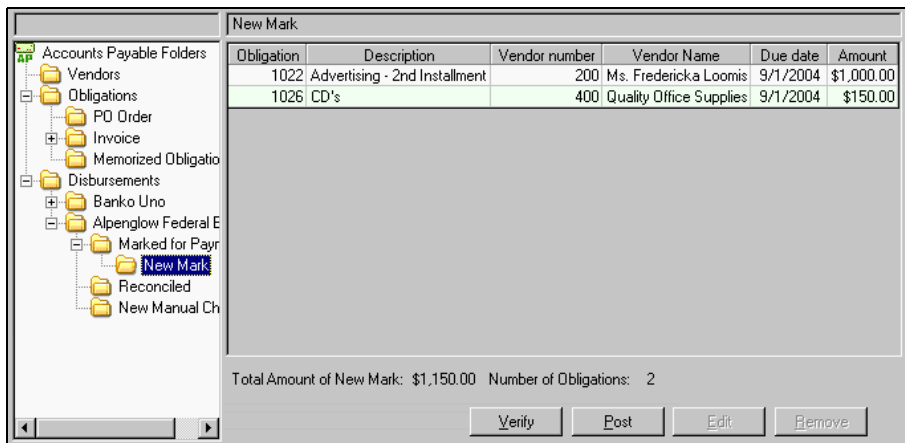




Figure 5.6—New Mark Folder for Alpenglow Federal Bank (Division 95)

 In Division 95, the Extended Setup parameter defines the Mark for Pay stage as stage 50—Marked for Payment. Therefore, our obligations are saved to the **Marked for Payment > New Mark** subfolder. Your organization can name this stage to suite your needs.

15. Edit or verify the obligation before posting it to the Mark for Pay stage folder, as necessary. (For more information on the verify feature, see *Verifying Obligations* on page 2.103.)

 If you remove an obligation from the **New Mark** subfolder, FundWare removes the mark for payment and returns the obligation to the Ready for Pay folder.

16. Click **Post**. When the posting task is finished, a completion message displays.

- Click **OK**. All the obligations in the **New Mark** subfolder are moved to the Mark for Pay stage folder for the FIA (*Figure 5.7*).

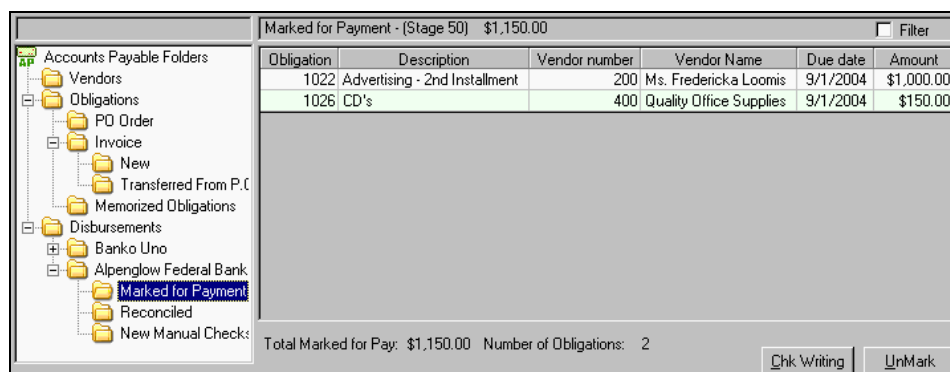


Figure 5.7—Marked for Payment Folder for Alpenglow Federal Bank (Division 95)

## “UNMARKING” AN OBLIGATION

If you have posted a obligation to the Mark for Pay stage folder, but later need to modify that obligation, you must “unmark” the obligation (i.e., transfer the obligation back to the Ready for Pay stage).

- Select the obligation in the Mark for Pay stage folder.




In Division 95, the Extended Setup parameter defines the Mark for Pay stage as stage 50—Marked for Payment. Therefore, our obligations are saved to the **Marked for Payment > New Mark** subfolder. Your organization can name this stage to suite your needs.


- Click **UnMark**. The Unmark for Pay - Group window displays (*Figure 5.8*).

Figure 5.8—UnMark for Pay - Group

- Complete the History desc field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the Mark for Pay process.

 The label for this field and the associated field on the obligation is determined by the entry in field 3 (History desc) of the stage definition for the Mark for Pay stage. For example, in Division 95, stage 50 is the Mark for Pay stage. The History desc is “Authorized by;” therefore, this field is labeled “Authorized by.”

- To change the default Due Date, enter a new date or click the ellipsis to access the calendar function. (The Stage Date defaults to the current Business Date.)

 You can enter 00/00/0000 as the Stage Date or leave the field blank to maintain the original obligation date.

5. To select or add obligations to be “unmarked,” click the ellipsis (⋮). The Multiple Obligation Selector window displays (Figure 5.9).

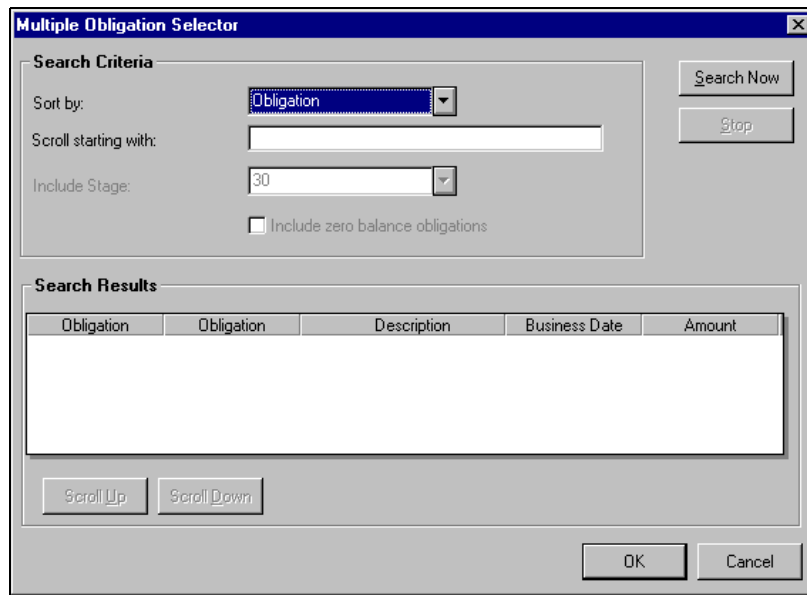


Figure 5.9—Multiple Obligation Selector


6. Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.

7. Click **Search Now**. The search results display (*Figure 5.10*).

The screenshot shows a dialog box titled "Multiple Obligation Selector". It has a "Search Criteria" section with a "Sort by:" dropdown set to "Obligation", a "Scroll starting with:" text box, an "Include Stage:" dropdown set to "30", and an unchecked checkbox for "Include zero balance obligations". There are "Search Now" and "Stop" buttons. The "Search Results" section contains a table with five columns: Obligation, Obligation, Description, Business Date, and Amount. Below the table are "Scroll Up" and "Scroll Down" buttons. At the bottom are "OK" and "Cancel" buttons.

Obligation	Obligation	Description	Business Date	Amount
1015		1015 Advertising - 2nd Installment	02/11/2005	\$1,000.00
1018		1018 Paint	02/11/2005	\$100.00
1022		1022 Advertising - 2nd Installment	02/11/2005	\$1,000.00
1023		1023 Insurance	02/11/2005	\$6,300.00
1026		1026 CD's	06/18/2005	\$150.00

Figure 5.10—Multiple Obligation Selector—Search Results

 You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

8. Select the obligations.
9. Click **OK** to close the Multiple Obligation Selector. The obligations are listed in the Obligation Nbr. field.

- Click **Append** to add the obligations to the list of obligations in the Mark For Pay - Obligations area (i.e., the list of obligations that will be marked for payment) (Figure 5.11).

UnMark For Pay - Group

From Marked for Payment (Stage 50) To Invoice (Stage 30)

Authorized by:

Due date: 09/01/2004 ...

Oblig	Vendor #	Name	Amount	Discount Date
1022		200 Ms. Fredericka Loomis	\$1,000.00	
1026		400 Quality Office Supplies	\$150.00	4/25/2004

Total Already Marked for Pay: \$1,150.00 Total Being UnMarked: \$1,150.00

Total Cash Requirements: \$0.00

Obligation Nbr: 1022,1026 ...

Figure 5.11—Obligations UnMarked for Payment



You can remove or edit an obligation by selecting the obligation and clicking the buttons in the lower right corner of the window. You must select an FIA before you select an obligation (i.e., the obligations are not enabled until you select a bank).

- Click **OK**. The unmarked obligations are moved to the **UnMarked from...** subfolder (e.g., **UnMarked from Alpenglow Federal Bank**) in the folder for the Ready to Pay stage (e.g., **Invoice**).



If you decide to unmark an obligation before processing your checks (e.g., if you have a negative check), you must post the obligation from the **UnMarked from...** subfolder (e.g., **UnMarked from Alpenglow Federal Bank**) to the folder for the Ready to Pay stage (e.g., **Invoice**) before you can start the check writing task.



## CREATING A CHECK FILE

The obligations in the Mark for Pay stage folder are ready to begin the check writing process. Use the following instructions to create your checks.

1. Click **File > Print Manager** on the module navigator. The Print Manager feature opens.
2. Minimize Print Manager. (You cannot open Print Manager once you begin the Check Wizard. By opening the program first, you can view or print the Preliminary Check Register file [OTPREG] without closing the check wizard.)
3. Open the Mark for Pay stage folder. At the bottom of the window, FundWare indicates the total dollar amount and number of obligations marked for pay (*Figure 5.12*).

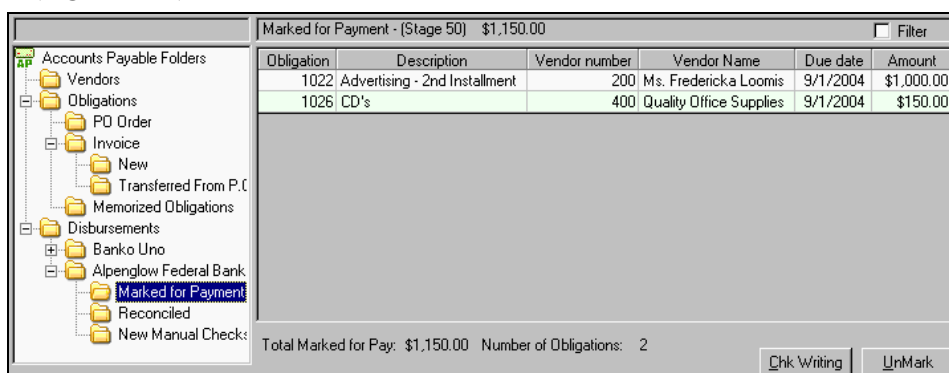
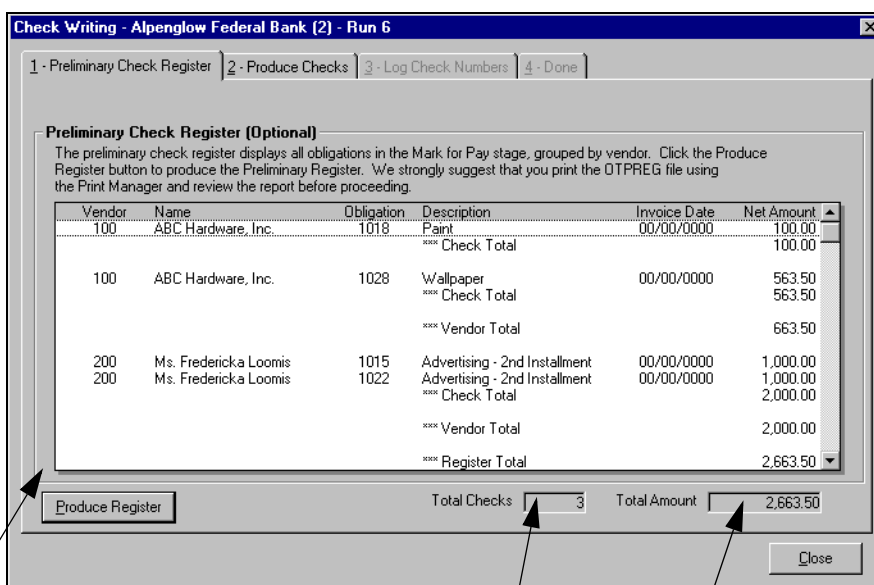


Figure 5.12—Creating a Check File



In Division 95, the Extended Setup parameter defines the Mark for Pay stage as stage 50—Marked for Payment. Therefore, our obligations are saved to the **Marked for Payment > New Mark** subfolder. Your organization can name this stage to suite your needs.

4. Click **Chk Writing**. The preliminary check register displays, indicating any potential duplicate entries, total number of checks, and total dollar amount (Figure 5.13).



A message displays here if there are any possible duplicate entries.

Number of checks in this run.

Total dollar amount in this run.

Figure 5.13—Check Writing

5. Click **Produce Register** to create the preliminary register file (OTPREGL##, where ## represents your division number).
6. Open this report in Print Manager and review the information (either onscreen or printed).



If you click **Close** while you are at the Preliminary Check Register step, FundWare will cancel the check writing process. At other steps in the process, FundWare will save your entries, allowing you to restart the wizard at that point

7. Continue with the **Produce Check** tab.


## PRODUCE CHECKS TAB

Use the following instructions to continue the check writing process with the **Produce Checks** tab.


1. Select the **Produce Checks** tab (*Figure 5.14*).

Figure 5.14—Produce Checks Tab

2. Enter the starting control number.

 Depending on the setup of the Financial Institution account (AP By Use association), the starting control number may be different from the printed check number and you may not be allowed to change this number.

3. Click **Produce Sample Check** to review the check results before creating the final check file. The sample check report is named OTDCHK.L## (where ## represents your division number).

 This step is not required but suggested if you have recently defined or modified your check format.

4. Open this report in Print Manager and review the information (either onscreen or printed).



If you click **Close** before producing your checks, FundWare will cancel the check writing process. After you click **Produce Checks**, FundWare will save your entries, allowing you to restart the wizard at that point.

5. Click **Produce Checks** to create the final check file. The name of the check file includes the first four digits of the Usage ID of the Financial Institutions account, or fills the remaining positions with “X.”



You have an FIA with an ID of “1.” When you produce the check file for this FIA, the file name is OTCHK1XXX.L## (where ## represents your division number).



You have an FIA with an ID of “14503.” When you produce the check file for this FIA, the file name is OTCHK1450.L## (where ## represents your division number).

6. Open the check file in Print Manager and print your checks.
7. Continue with the **Log Check Numbers** tab (enabled once you produce the final check file).

## LOG CHECK NUMBERS TAB

If you have printed your checks, you are ready to log a single check number (1255) or a series of check numbers (1255 through 1259). (Because checks can be destroyed accidentally during the printing process, you should not log check numbers until the physical check has been printed.)

1. Select the **Log Check Numbers** tab (*Figure 5.15*).

Check Writing - Alpenglow Federal Bank (2) - Run 6

1 - Preliminary Check Register 2 - Produce Checks 3 - Log Check Numbers 4 - Done

**Log Check Numbers**

Highlight a range of checks in the grid and then use the Assign button to assign physical check numbers. Click Post when all checks have been assigned a number and then print the "OTREG" file using the Print Manager.

Seq #	Check #	Control #	Vendor	Name	Check Date	Check Amount
1	5002	200	Ms. Fredericka Loomis		09/02/2004	1,000.00
2	5003	400	Quality Office Supplies		09/02/2004	150.00

Assign Physical Check Number(s)

Starting with

Figure 5.15—Produce Checks—Log Check Numbers Tab

2. Select one or more checks.

3. Enter the check number (either the first or only check number) in the Starting With text box (Figure 5.16).

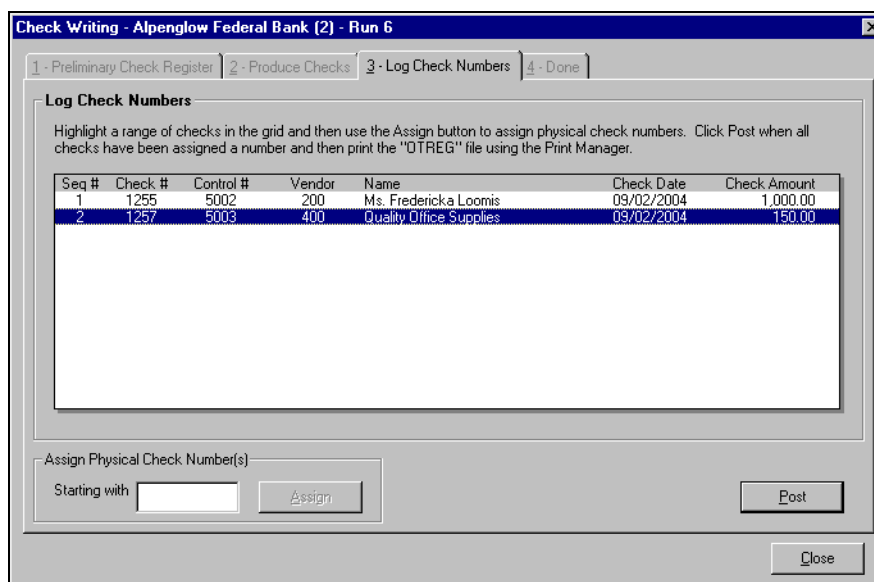


Figure 5.16—Assigning Check Numbers to a Group

4. Click **Assign**. If you only select one check, FundWare assigns the number that you enter in the Starting With text box to the selected check. If you select multiple checks, FundWare assigns the check numbers sequentially beginning with the first selected check and the number that you enter in the Starting With text box.
5. Ensure that the assigned check numbers match the numbers of the physical printed checks.



If you click **Close** before posting your checks, FundWare will save your entries. To restart the wizard at that point, click **Log Checks** from the **Cut Checks** folder.

6. Click **Post**. If you have an existing check register (OTREG.L##), FundWare asks if you want to overwrite or append the file.
7. Click **Yes** to overwrite the existing file or click **No** to append the new check register to the existing file. A batch confirmation message displays.

8. Click **OK**. A final confirmation message displays regarding Financial Institutions.
9. Click **OK**. FundWare displays the **Done** tab, disabling the **Log Check Numbers** tab (*Figure 5.17*).

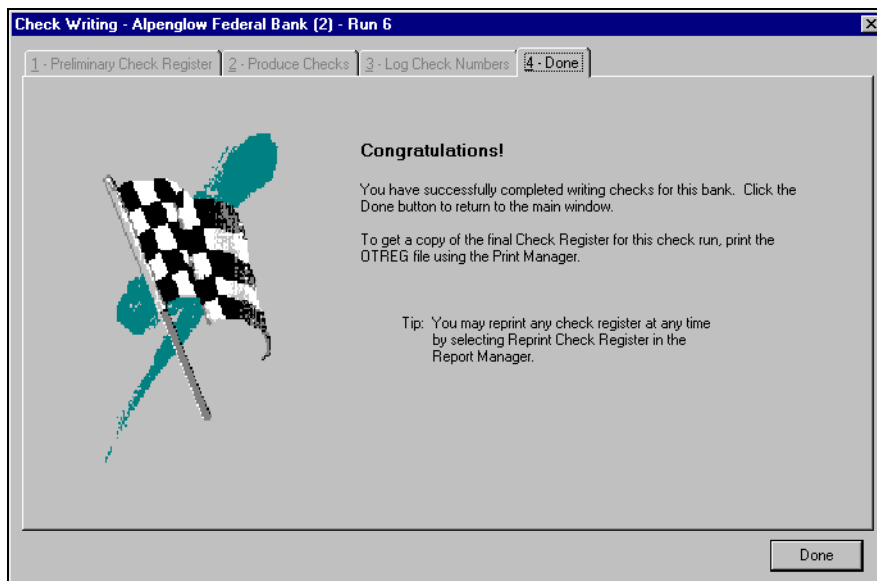


Figure 5.17—Done Tab

10. Click **Done**. You have completed the check writing process and the window closes.

## VIEWING SEPARATE AND COMBINED CHECKS FOR VENDORS

When you click **Chk Writing** and the Preliminary Check Register displays, you will see all the checks in the batch, including separate checks for vendors if the vendor record or obligation has this setting (*Figure 5.14*). For more information on this feature, see *Using the Combined or Separate Check Function* on page 2.94.

**Preliminary Check Register (Optional)**  
 The preliminary check register displays all obligations in the Mark for Pay stage, grouped by vendor. Click the Produce Register button to produce the Preliminary Register. We strongly suggest that you print the DTPREG file using the Print Manager and review the report before proceeding.

Vendor	Name	Obligation	Description	Invoice Date	Net Amount
100	ABC Hardware, Inc.	1018	Paint	00/00/0000	100.00
			*** Check Total		100.00
100	ABC Hardware, Inc.	1028	Wallpaper	00/00/0000	563.50
			*** Check Total		563.50
			*** Vendor Total		663.50
200	Ms. Fredericka Loomis	1015	Advertising - 2nd Installment	00/00/0000	1,000.00
200	Ms. Fredericka Loomis	1022	Advertising - 2nd Installment	00/00/0000	1,000.00
			*** Check Total		2,000.00
			*** Vendor Total		2,000.00
			*** Register Total		2,663.50

Produce Register      Total Checks: 3      Total Amount: 2,663.50

The vendor record for ABC Hardware has a .VPAYMENT value of Separate. For each obligation, we accepted the default setting. Therefore, this batch includes separate checks for the two ABC Hardware obligations in this batch.

In comparison, Fredericka Loomis has one combined check.

Figure 5.18—Preliminary Check Register—Separate Checks



## NEGATIVE OBLIGATIONS AND CHECKS

Your organization may receive a refund or credit memo, in which case you will enter it as a negative amount. If this results in a negative check in the preliminary check register, the text is in red and a warning message displays (*Figure 5.19*).

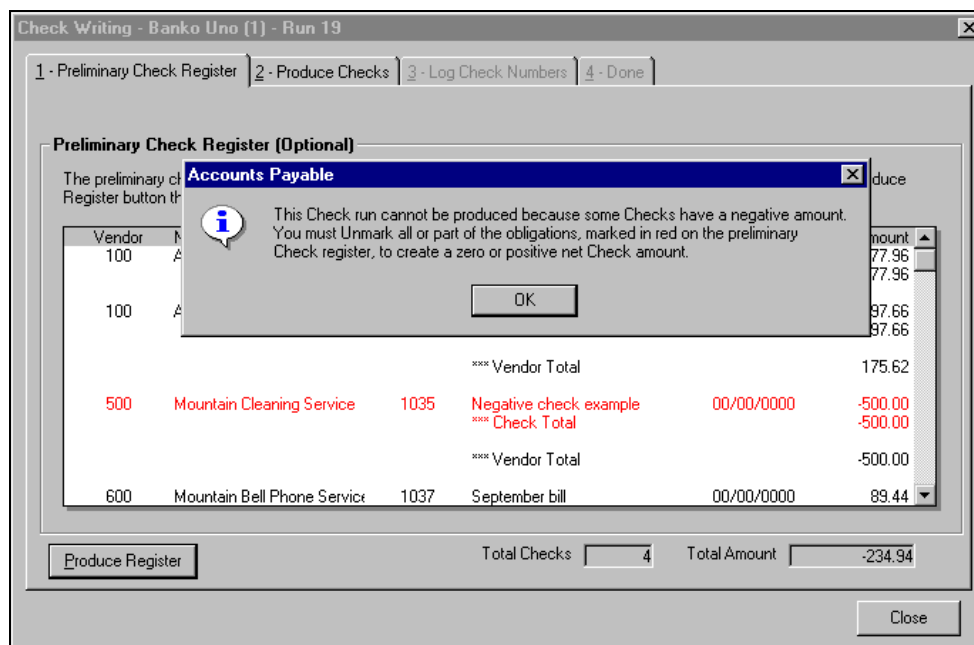


Figure 5.19—Negative Check Displayed in the Preliminary Check Register

You are not permitted to write checks for that run. Therefore, you must remove the obligation from the Mark for Pay stage folder (see “*UnMarking*” an Obligation on page 2.168 for instructions) before you can proceed with the check writing task. Once you have additional obligations for the vendor, increasing the net amount due to the vendor to \$0.00 or greater, you can mark the negative obligation for pay and continue the process.

**i** If you remove the obligation from the Mark for Pay stage folder, you must post the obligation from the **UnMarked from...** subfolder (e.g., **UnMarked from Alpenglow Federal Bank**) to the folder for the Ready to Pay stage (e.g., **Invoice**) before you can restart the check writing task.

However, in rare situations (e.g., a vendor going out of business) you may have to take the following action to resolve an obligation with a negative amount.

1. Enter a new obligation for the vendor. The amount of the new obligation must be a positive amount equal to the negative balance.
2. Enter the account number(s) that should be debited.
  - If the vendor will issue a refund at a later date, enter the receivable account used to track pending refunds.
  - If the vendor will not refund, enter the account number to write off bad debts or the expense account originally charged with the credit memo.
3. Mark both the negative and positive obligations for pay.
4. Produce the check run. FundWare will produce a check for the vendor with a zero amount (\$0.00).
5. Log the check. Both Accounts Payable and the General Ledger are now correct.

If you have a large number of refunds and write-offs, you may want to define a bank specifically to handle them.

## **LOGGING UNUSED CHECKS**

There could be a number of reasons why you skip a check number. Therefore, AP lets you keep track of unused check numbers.

1. Open the Paid stage folder for the Financial Institutions account (*Figure 5.20*).

Run	Control #	Seq	Check #	Vendor #	Vendor Name	Date Cut	Amount
1	4002	0	4002	200	Ms. Fredericka Loomis	1/12/2005	\$2,000.00
1	4003	0	4003	300	American Business Insurance	1/12/2005	\$5,000.00
1	4004	0	4004	800	Mountain Rental Management	1/12/2005	\$3,600.00
2	4005	0	4005	700	Way Out Computer Supplies	1/12/2005	\$150.00
4	4005	0	4005	400	Quality Office Supplies	1/31/2005	\$98.00
5	15000	0	2000	0	Janice Worbock	2/10/2005	\$500.00
5	15001	0	2001	400	Quality Office Supplies	2/10/2005	\$833.00
5	15002	0	2002	600	Mountain Bell Phone Service	2/10/2005	\$2,200.00
5	15003	0	2003	700	Way Out Computer Supplies	2/10/2005	\$34.65
9	1234	0	1234	800	Mountain Rental Management	2/10/2005	\$3,600.00
10	1900	0	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
13	7000	0	7000	200	Ms. Fredericka Loomis	2/10/2005	\$200.00
15	15004	1	2253	100	ABC Hardware, Inc.	9/27/2005	\$444.15
15	15005	2	2254	100	ABC Hardware, Inc.	9/27/2005	\$1,098.31
15	15006	3	2255	200	Ms. Fredericka Loomis	9/27/2005	\$1,000.00
15	15007	4	2256	300	American Business Insurance	9/27/2005	\$65.23
16	15008	1	623	300	American Business Insurance	9/27/2005	\$175.66
16	15009	2	624	600	Mountain Bell Phone Service	9/27/2005	\$98.87
17	15010	1	631	600	Mountain Bell Phone Service	9/27/2005	\$98.12
18	15011	1	632	800	Mountain Rental Management	9/27/2005	\$99.63

Total Amount of Paid Checks: \$21,421.62 Number of Paid Checks: 20

Figure 5.20—Paid Folder (Division 95)



In Division 95, the Extended Setup parameter defines the Paid stage as stage 60—Paid. Therefore, our obligations are saved to the **Paid** folder. Your organization can name this stage to suite your needs.

2. Click **Log Unused**. The Unused Checks window displays (*Figure 5.21*).

Figure 5.21—Unused Checks

3. Enter the number of the unused check in the Unused Check text box.
4. Enter a optional description (up to 35 alphanumeric characters). For example, “check tore in printer.”

- Click **OK** to log the unused check and close the Unused Checks window, or click **Apply** to log the unused check and remain in the Unused Checks window.

## VOIDING A CHECK

After you print a check, you can void it from the Paid stage folder. When you void a check, FundWare will:

- Return the obligation to the Ready for Pay stage folder (e.g., **Invoice**). (If you want to void the obligation as well, you must do that once the obligation has returned to the Ready for Pay stage folder.)
- Post a journal entry to General Ledger:
  - Debit = Cash,
  - Credit = Accounts Payable.
- Change the check status to void.

Use the following instructions to void checks.

- Select the check(s) from the Paid stage folder (*Figure 5.22*).

Run	Control #	Seq	Check #	Vendor #	Vendor Name	Date Cut	Amount
1	4002	0	4002	200	Ms. Fredericka Loomis	1/12/2005	\$2,000.00
1	4003	0	4003	300	American Business Insurance	1/12/2005	\$5,000.00
1	4004	0	4004	800	Mountain Rental Management	1/12/2005	\$3,600.00
2	4005	0	4005	700	Way Out Computer Supplies	1/12/2005	\$150.00
4	4005	0	4005	400	Quality Office Supplies	1/31/2005	\$98.00
5	15000	0	2000	0	Janice Worbock	2/10/2005	\$500.00
5	15001	0	2001	400	Quality Office Supplies	2/10/2005	\$833.00
5	15002	0	2002	600	Mountain Bell Phone Service	2/10/2005	\$2,200.00
5	15003	0	2003	700	Way Out Computer Supplies	2/10/2005	\$34.65
9	1234	0	1234	800	Mountain Rental Management	2/10/2005	\$3,600.00
10	1900	0	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
13	7000	0	7000	200	Ms. Fredericka Loomis	2/10/2005	\$200.00
15	15004	1	2253	100	ABC Hardware, Inc.	9/27/2005	\$444.15
15	15005	2	2254	100	ABC Hardware, Inc.	9/27/2005	\$1,098.31
15	15006	3	2255	200	Ms. Fredericka Loomis	9/27/2005	\$1,000.00
15	15007	4	2256	300	American Business Insurance	9/27/2005	\$65.23
16	15008	1	623	300	American Business Insurance	9/27/2005	\$175.66
16	15009	2	624	600	Mountain Bell Phone Service	9/27/2005	\$98.87
17	15010	1	631	600	Mountain Bell Phone Service	9/27/2005	\$99.12
18	15011	1	632	800	Mountain Rental Management	9/27/2005	\$99.63

Total Amount of Paid Checks: \$21,421.62 Number of Paid Checks: 20

Figure 5.22—Selecting Checks to Void



In Division 95, the Extended Setup parameter defines the Paid stage as stage 60—Paid. Therefore, our obligations are saved to the **Paid** folder. Your organization can name this stage to suite your needs.

- Click **Void**. The Void Checks window displays with the selected checks (*Figure 5.23*).

The screenshot shows a window titled "Void Checks" with a table of checks. The table has columns for Check Nbr., Run, Control Nbr., Vendor Nbr., Vendor Name, Date Cut, and Amount. Below the table are buttons for Remove, Post, and Cancel, and a Total field showing \$5,925.00.

Check Nbr.	Run	Control Nbr.	Vendor Nbr.	Vendor Name	Date Cut	Amount
1900	10	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
2002	5	15002	600	Mountain Bell Phone Service	2/10/2005	\$2,200.00
4004	1	4004	800	Mountain Rental Management	1/12/2005	\$3,600.00

Total: \$5,925.00

Figure 5.23—Void Checks



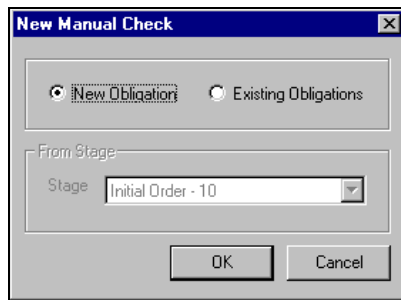
To remove a check from the list of checks to be voided, select the check and click **Remove**.

- Click **Post**. If you have an existing check register (OCVCHK.L##), FundWare asks if you want to overwrite or append the file.
- Click **Yes** to overwrite the existing file or click **No** to append the new check register to the existing file. A final confirmation message displays regarding Financial Institutions.
- Click **OK**. FundWare has:
  - Returned the obligation to the Ready for Pay stage folder (e.g., **Invoice**), using the original obligation number. (To void the obligation as well, you must select the obligation and click **Void**.)
  - Posted a journal entry to General Ledger:
    - Debit = Cash,
    - Credit = Accounts Payable.
  - Changed the check status to void.

## CREATING MANUAL CHECKS FOR AN EXISTING OBLIGATION

Use the following instructions to enter manual checks for existing obligation.

1. Open the **New Manual Checks** subfolder for the FIA.
2. Click **New**. The New Manual Check window displays (*Figure 5.24*).



*Figure 5.24—New Manual Check Window*

3. Select **Existing Obligation**. The Stage drop-down list is enabled.
4. Select the stage at which the existing obligation is stored from the Stage drop-down list. (If you select **New Obligation**, you do not need to select a stage.)

5. Click **OK**. The New Manual Check window displays (*Figure 5.25*).

The screenshot shows a software window titled "New Manual Check" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into several sections:

- Obligation:** A text field with a dropdown arrow and a "..." button.
- Check Number:** A text field.
- Obligation Section:** Contains three tabs: "1 - Header" (selected), "2 - Data Items", and "3 - Detail Lines".
- Vendor Section:** Includes fields for "Number" (with a dropdown and icons), "Name" (with a dropdown), "Street 1", "Street 2", "City" (with a dropdown and icon), "S/T/P", "Postal Code", and "Country".
- Description Section:** A "Line 1" text field.
- Other Section:** Includes "Total Amount" (set to "\$0.00"), "Authorized by" (text field), "Invoice Date" (with a calendar icon), and "Date initiated" (set to "09/27/2002" with a calendar icon).
- Payment Section:** A checkbox labeled "Separate check for this obligation".
- Discount Section:** A "Type" dropdown menu currently set to "No Discounts (N)".
- Buttons:** "OK", "Cancel", and "Apply" buttons are located at the bottom right of the window.

Figure 5.25—New Manual Check (Combined Entry)

6. Enter the obligation number in the Obligation field or click the ellipsis (⋮) to select the number from a list of existing obligations. The Single Obligation Selector window displays (Figure 5.26).

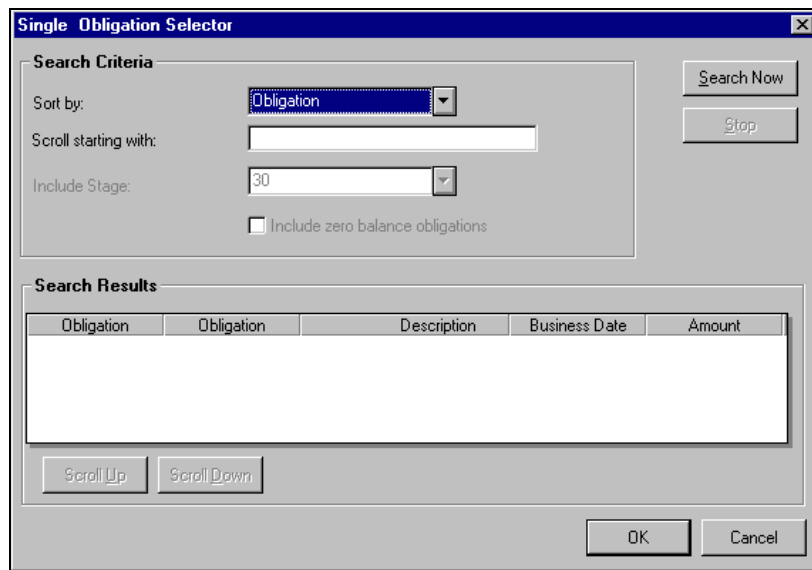


Figure 5.26—Single Obligation Selector

7. Enter your search criteria. FundWare will filter the search results based on the Sort By selection, and will jump to a specific location if you enter a value in the Scroll Starting With field.



8. Click **Search Now**. The search results display (*Figure 5.27*).

The screenshot shows a dialog box titled "Single Obligation Selector". It has two main sections: "Search Criteria" and "Search Results".

**Search Criteria:**

- Sort by: A dropdown menu with "Obligation" selected.
- Scroll starting with: An empty text input field.
- Include Stage: A dropdown menu with "30" selected.
- Include zero balance obligations


Buttons: "Search Now" and "Stop" are located to the right of the search criteria section.

**Search Results:**

Obligation	Obligation	Description	Business Date	Amount
1015	1015	Advertising - 2nd Installment	09/02/2004	\$1,000.00
1023	1023	Insurance	09/02/2004	\$6,300.00
1026	1026	CD's	09/02/2004	\$150.00

Buttons: "Scroll Up" and "Scroll Down" are located below the table. "OK" and "Cancel" are at the bottom right of the dialog box.

Figure 5.27—Single Obligation Selector—Search Results

 You can sort the search results by clicking a column heading. Clicking the heading a second time reverses the sort order. Click **Scroll Up** or **Scroll Down** to move through the search results.

9. Select the obligation.

- Click **OK** to close the Single Obligation Selector. The obligation is displayed in the New Manual Check form (Figure 5.28).

Figure 5.28—Existing Obligation in the New Manual Check Form (Combined Entry)

- Enter the number of the new check in the Check Number field.
- Click **OK** to save the check and close the New Manual Check window, or click **Apply** to save the check and remain in the New Manual Check window.
- Edit or verify the check before posting it to the Paid stage folder, as necessary. (For more information on the verify feature, see *Verifying Obligations* on page 2.103.)



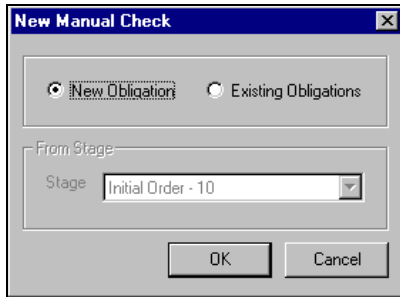
If you remove a check from the **New Manual Check** subfolder, FundWare removes the mark for payment and returns the obligation to the original stage folder.

- Click **Post**. All the checks in the detail pane move to the **Paid** subfolder.

## CREATING MANUAL CHECKS FOR A NEW OBLIGATION

Use the following instructions to enter a manual check for a new obligation.

1. Open the **New Manual Checks** subfolder for the FIA.
2. Click **New**. The New Manual Check window displays (*Figure 5.24*).



*Figure 5.29—New Manual Check Window*

3. Select **New Obligation**. (If you select **New Obligation**, the **Stage** drop-down list is enabled and you must select the stage at which the existing obligation is stored.)

- Click **OK**. The New Manual Check window displays (Figure 5.25).

Figure 5.30—New Manual Check (Combined Entry)

- Enter the number of the new check in the Check Number field.
- Enter the required obligation information. (See *Entering Obligations—Separate Entry* on page 2.64 or *Entering Obligations—Combined Entry* on page 2.74 for specific instructions.)
- Click **OK** to save the check and close the New Manual Check window, or click **Apply** to save the check and remain in the New Manual Check window.
- Edit or verify the check before posting it to the Paid stage folder, as necessary. (For more information on the verify feature, see *Verifying Obligations* on page 2.103.)



If you remove a check from the **New Manual Check** subfolder, FundWare removes the mark for payment and returns the obligation to the original stage folder.

- Click **Post**. All the checks in the detail pane move to the **Paid** subfolder.

## RECONCILING CHECKS

After you log checks, they move to the Paid stage folder, ready to be reconciled. Use the following steps to reconcile your checks within AP. (If you have the separate Bank Reconciliation module, refer to the *Blackbaud FundWare Bank Reconciliation Guide* for instructions.)

1. Open the Paid stage folder for the Financial Institutions account (*Figure 5.20*).

Run	Control #	Seg	Check #	Vendor #	Vendor Name	Date Cut	Amount
1	4002	0	4002	200	Ms. Fredericka Loomis	1/12/2005	\$2,000.00
1	4003	0	4003	300	American Business Insurance	1/12/2005	\$5,000.00
1	4004	0	4004	800	Mountain Rental Management	1/12/2005	\$3,600.00
2	4005	0	4005	700	Way Out Computer Supplies	1/12/2005	\$150.00
4	4005	0	4005	400	Quality Office Supplies	1/31/2005	\$98.00
5	15000	0	2000	0	Janice Worbock	2/10/2005	\$500.00
5	15001	0	2001	400	Quality Office Supplies	2/10/2005	\$833.00
5	15002	0	2002	600	Mountain Bell Phone Service	2/10/2005	\$2,200.00
5	15003	0	2003	700	Way Out Computer Supplies	2/10/2005	\$34.65
9	1234	0	1234	800	Mountain Rental Management	2/10/2005	\$3,600.00
10	1900	0	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
13	7000	0	7000	200	Ms. Fredericka Loomis	2/10/2005	\$200.00
15	15004	1	2253	100	ABC Hardware, Inc.	9/27/2005	\$444.15
15	15005	2	2254	100	ABC Hardware, Inc.	9/27/2005	\$1,098.31
15	15006	3	2255	200	Ms. Fredericka Loomis	9/27/2005	\$1,000.00
15	15007	4	2256	300	American Business Insurance	9/27/2005	\$65.23
16	15008	1	623	300	American Business Insurance	9/27/2005	\$175.66
16	15009	2	624	600	Mountain Bell Phone Service	9/27/2005	\$98.87
17	15010	1	631	600	Mountain Bell Phone Service	9/27/2005	\$99.12
18	15011	1	632	800	Mountain Rental Management	9/27/2005	\$99.63

Total Amount of Paid Checks: \$21,421.62 Number of Paid Checks: 20

Figure 5.31—Paid Folder (Division 95)



In Division 95, the Extended Setup parameter defines the Paid stage as stage 60—Paid. Therefore, our obligations are saved to the **Paid** folder. Your organization can name this stage to suite your needs.

2. Select the obligations that you want to reconcile (*Figure 5.32*).

Run	Control #	Seq	Check #	Vendor #	Vendor Name	Date Cut	Amount
1	4002	0	4002	200	Ms. Fredericka Loomis	1/12/2005	\$2,000.00
1	4003	0	4003	300	American Business Insurance	1/12/2005	\$5,000.00
1	4004	0	4004	800	Mountain Rental Management	1/12/2005	\$3,600.00
2	4005	0	4005	700	Way Out Computer Supplies	1/12/1998	\$150.00
4	4005	0	4005	400	Quality Office Supplies	1/31/2005	\$98.00
5	15000	0	2000	0	Janice Worbock	2/10/1998	\$500.00
5	15001	0	2001	400	Quality Office Supplies	2/10/2005	\$833.00
5	15002	0	2002	600	Mountain Bell Phone Service	2/10/2005	\$2,200.00
5	15003	0	2003	700	Way Out Computer Supplies	2/10/2005	\$34.65
9	1234	0	1234	800	Mountain Rental Management	2/10/2005	\$3,600.00
10	1900	0	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
13	7000	0	7000	200	Ms. Fredericka Loomis	2/10/2005	\$200.00
15	15004	1	2253	100	ABC Hardware, Inc.	9/27/2005	\$444.15
15	15005	2	2254	100	ABC Hardware, Inc.	9/27/2005	\$1,098.31
15	15006	3	2255	200	Ms. Fredericka Loomis	9/27/2005	\$1,000.00
15	15007	4	2256	300	American Business Insurance	9/27/2005	\$65.23
16	15008	1	623	300	American Business Insurance	9/27/2002	\$175.65
16	15009	2	624	600	Mountain Bell Phone Service	9/27/2005	\$98.87
17	15010	1	631	600	Mountain Bell Phone Service	9/27/2005	\$99.12
18	15011	1	632	800	Mountain Rental Management	9/27/2005	\$99.63

Total Amount of Paid Checks: \$21,421.62 Number of Paid Checks: 20


Figure 5.32—Obligations Selected

3. Click **Mark Recon**. The Mark for Reconcile Checks group window displays (*Figure 5.33*).

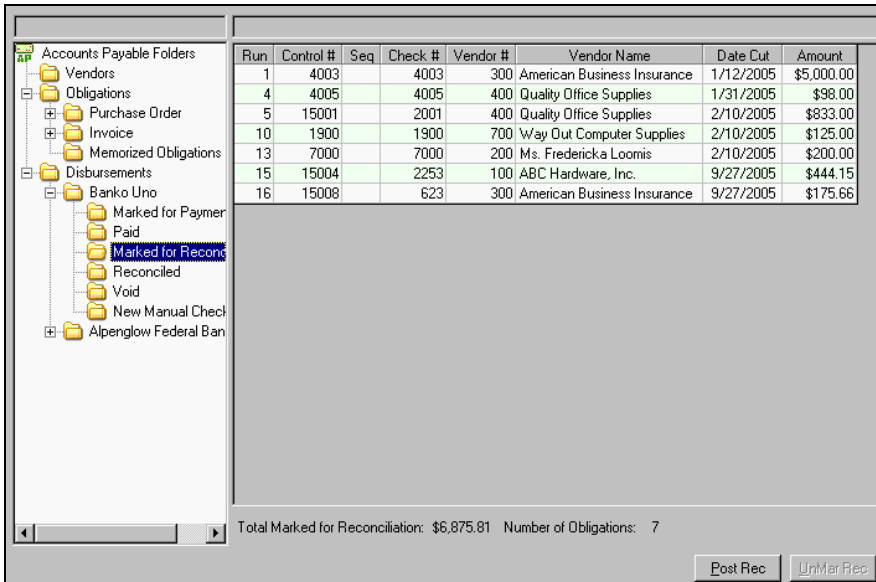
Check Nbr.	Run	Control Nbr.	Vendor Nbr.	Vendor Name	Date Cut	Amount
1900	10	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
2001	5	15001	400	Quality Office Supplies	2/10/2005	\$833.00
2253	15	15004	100	ABC Hardware, Inc.	9/27/2005	\$444.15
4003	1	4003	300	American Business Insurance	1/12/2005	\$5,000.00
4005	4	4005	400	Quality Office Supplies	1/31/2005	\$98.00
623	16	15008	300	American Business Insurance	9/27/2005	\$175.65
7000	13	7000	200	Ms. Fredericka Loomis	2/10/2005	\$200.00

Total: \$6,875.81

Figure 5.33—Mark for Reconcile Checks

 To remove a check from the list of checks to be reconciled, select the check and click **Remove**. The check remains in the Paid stage folder.

- Click **Mark** to reconcile the checks in the list. FundWare moves the checks the **Marked for Reconciliation** subfolder for the FIA (*Figure 5.34*).



The screenshot shows the Accounts Payable interface. On the left is a folder tree with 'Accounts Payable Folders' expanded to show 'Marked for Reconciliation'. The main area displays a table of obligations with the following data:

Run	Control #	Seq	Check #	Vendor #	Vendor Name	Date Cut	Amount
1	4003		4003	300	American Business Insurance	1/12/2005	\$5,000.00
4	4005		4005	400	Quality Office Supplies	1/31/2005	\$98.00
5	15001		2001	400	Quality Office Supplies	2/10/2005	\$833.00
10	1900		1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
13	7000		7000	200	Ms. Fredericka Loomis	2/10/2005	\$200.00
15	15004		2253	100	ABC Hardware, Inc.	9/27/2005	\$444.15
16	15008		623	300	American Business Insurance	9/27/2005	\$175.66


At the bottom of the table area, it states: Total Marked for Reconciliation: \$6,875.81 Number of Obligations: 7. There are 'Post Rec' and 'UnMar Rec' buttons at the bottom right.

Figure 5.34—Marked for Reconciliation

- Open the **Marked for Reconciliation** subfolder.

 To remove a check from the **Marked for Reconciliation** subfolder, select the check and click **UnMar Recon**. FundWare returns the check to the Paid stage folder.

- Click **Post Rec**. The reconciliation is complete and the checks are moved to the Reconciled stage folder for the FIA.

 In Division 95, the Extended Setup parameter defines the Paid stage as stage 70—Reconciled. Therefore, our obligations are saved to the **Reconciled** folder. Your organization can name this stage to suite your needs.

## FIA RECAP

AP provides an overview of each Financial Institutions account. This overview shows the number of obligations and dollar totals in each FIA folder. Excluded from these totals are any obligations stored in a temporary subfolder (e.g., **New Mark**). Select **Disbursements > [Bank Name]** to view the FIA recap (*Figure 5.35*).

Recap		
	Count	Amount
Marked for Pay:	4	(\$234.94)
Cut:	0	\$0.00
Logged:	20	\$21,421.62
Reconciled:	1	\$392.00
Voided:	1	\$100.00
Unused:	1	\$0.00
Discount Taken:		\$62.40
Discount Lost:		\$0.00

Figure 5.35—FIA Recap

## IMPORTING RECONCILIATION INFORMATION

All instructions for importing check reconciliation data are included in the *Blackbaud FundWare System Administration Guide*. Please refer to this guide for more information. You can find all user guides in the **FundWare > Data > User Documentation** folder on your server.



## CHAPTER 6

### AP INQUIRY

Accounts Payable Inquiry allows you to retrieve data for viewing or printing based on user-defined search criteria. To access Inquiry, click **Inquiry** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Inquiry** from the menu bar. The AP - Inquiry window displays (*Figure 6.1*).

Data Item	First Value	Last Value	Include/Exclude

*Figure 6.1—Accounts Payable Inquiry*

Use the following instructions to define your search criteria.

1. Select the category by which Inquiry will search your AP information:
  - Checks,
  - Check Run,
  - Obligations, or
  - Vendors.

FundWare enters default search criteria in the first search field, based on the category selected.

2. Select a Data Item from the drop-down list. (The selections available are specific to the selected Category.)
3. Enter the range of values for the data item in the First Value and Last Value fields.



You can use the \* as a wild card. For example, if you want to locate all vendors with a zip code within a certain range, you could select the Postal Code data item and enter a First Value of “800\*” and a Last Value of “802\*”. FundWare would search for all zip codes beginning with those four numbers.

4. Select the applicable Include/Exclude value from the drop-down list:
  - Include—All records located matching the data item value range will be included in the search results.
  - Exclude—All records located matching the data item value range will be excluded from the search results.
5. Continue entering up to 10 search criteria to narrow your search results.
6. Click **Run**. FundWare displays the results of the inquiry in the “pick list” window (*Figure 6.2*).

Vendor #	Vendor Name	Tot. Obligs	Committed Amount	Encumbered Amount	Expensed Amount	Paid Amount
200	Ms. Fredericka Loomis	5	\$0.00	\$22,000.00	\$2,000.00	\$2,200.00
600	Mountain Bell Phone Service	1	\$0.00	\$0.00	\$0.00	\$2,200.00
1,000	Colorado Express T-Shirt Company	0	\$0.00	\$0.00	\$0.00	\$0.00

Figure 6.2—Example Vendor Inquiry Based on Postal Code



Click **Print** to save the search results to a report. The report names are defined in *Inquiry Reports* on page 2.204.

7. For more information about an entry, double-click the left column (e.g., in a Vendor inquiry, the vendor number and name are the far left columns; in an Obligation inquiry, the obligation number is the far left column) to view the record details. This is also referred to as “drilling down” on the record.



An additional option (Display Obligation) appears on the pick list for an Obligation inquiry. You can enter the obligation number and click **Display** to view the obligation.

8. Click **Close** to exit the pick list and return to the Inquiry search criteria.

## CHECK DRILL-DOWN

Double-click a Check Number on the Check List to display more detail on the Check Display Form (*Figure 6.3*).

The screenshot shows the 'Inquiry - Check Pick List' window with a table of checks. A 'Check Display' dialog box is open, showing details for check number 13608. The dialog box includes a 'Check Details' section with fields for Bank, Run Number, Check Number, Check Date, Check Payee, and Check Amount. Below this is an 'Obligation(s) List' table.

Check #	Payee	Bank Name	Check Date
13601	Mountain Bell Phone Service	Alpenglow	04/19/200
13602	ABC Hardware, Inc.	Banco Uno	04/07/200
13603	American Business Insurance	Banco Uno	04/08/200
13604	ABC Hardware, Inc.	Banco Uno	04/18/200
13605	American Business Insurance	Banco Uno	04/18/200
13606	Mountain Cleaning		
13607	ABC Hardware, Inc.		
13608	American Business Insurance		
13609	Mountain Bell Phone Service		
13610	Mountain Rental M		
13611	Mountain Cleaning		
13612	ABC Hardware, Inc.		
13613	American Business Insurance		

Bank	Run Number	Check Number	Check Date	Check Payee	Check Amount	Check Status
Banco Uno	40	13608	04/18/2005	American Business Insurance	\$460.14	3 - Log

Obligation #	Obligation Description	Accounting Distribution	Amount
1035		A01 00-00 1110	\$20.00
1273	Monthly Premium	A01 01-00 7110	\$111.04
1273	Monthly Premium	A01 02-00 7110	\$111.04
1273	Monthly Premium	A01 03-01 7110	\$111.04
1273	Monthly Premium	A02 00-00 7110	\$107.02

Figure 6.3—Check Pick List

## CHECK RUN DRILL-DOWN

Double-click the Check Run Number on the List of Check Runs to display the Check Run Recap Form (Figure 6.4).

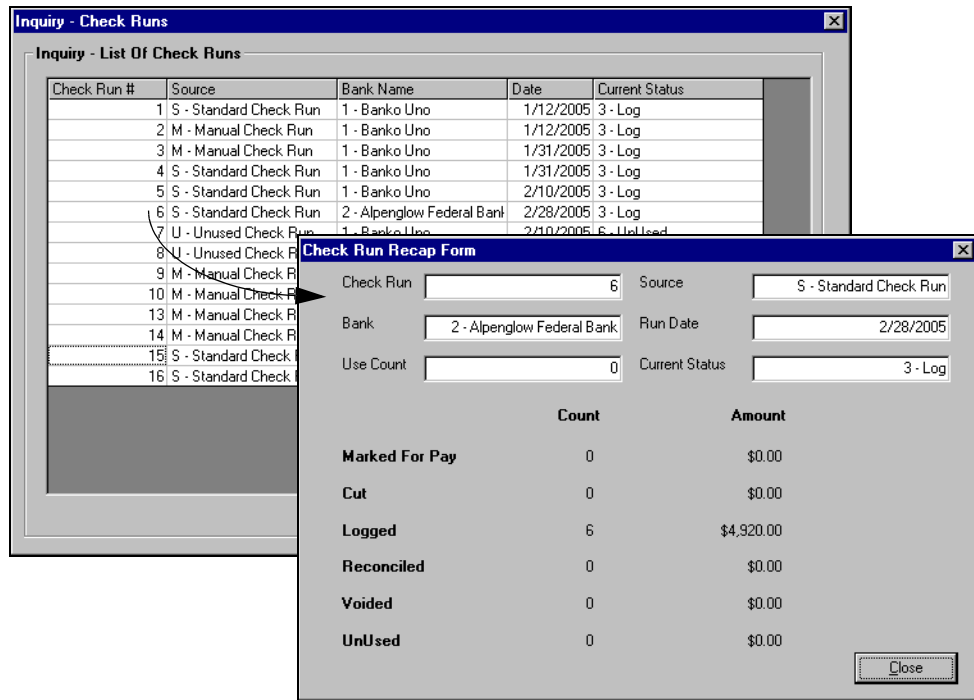


Figure 6.4—Check Run Pick List

## OBLIGATION DRILL-DOWN

Double-click the Obligation # on the Obligation List to display the Obligation View, open to the **Header** tab (Figure 6.5). The window that displays is similar to a read-only version of the edit/entry window.

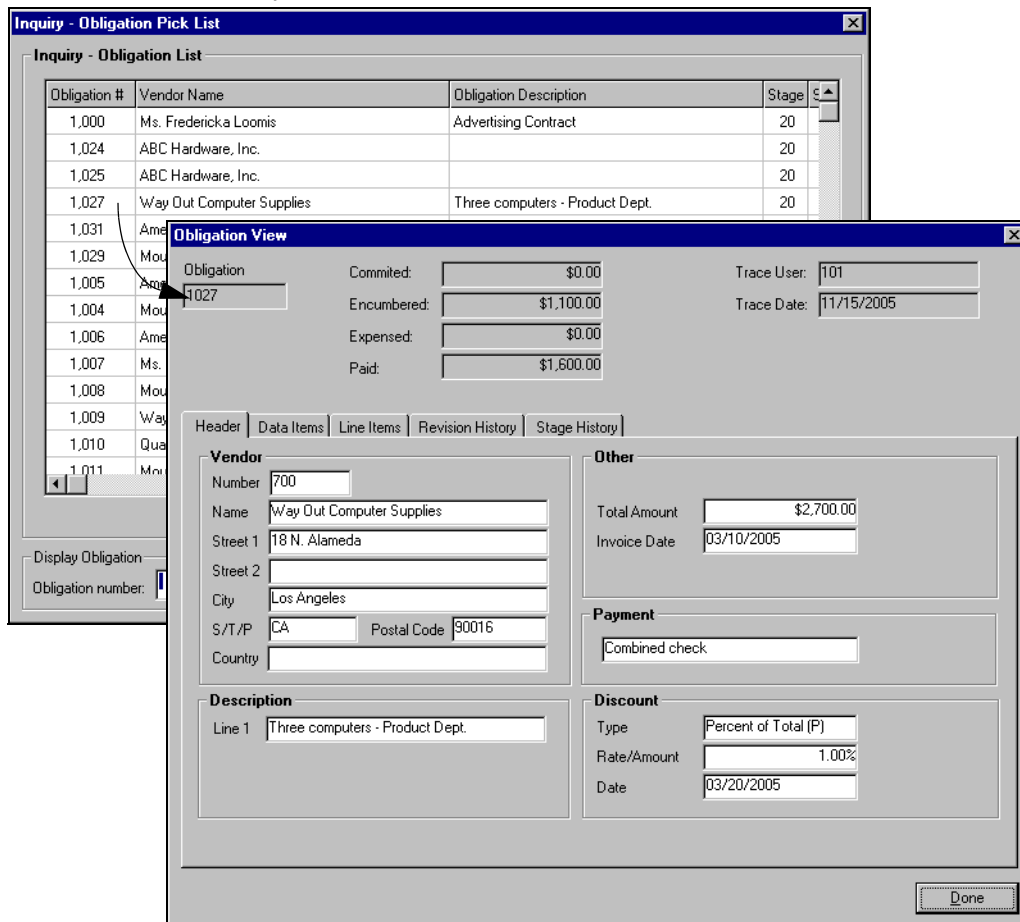


Figure 6.5—Obligation Pick List

Click **Revision History** or **Stage History** tab to display the history of the obligation (*Figure 6.6*).

The Revision History tab details changes in the life of the obligation. You may have to scroll right/left to see all the data.

Revisions									
Rev #	Batch #	Function	Description	Post Date	From Stage	To Stage	Net Amount	From Run	To Run
1	0	Xfer In	JKS	01/11/2005	0	20	\$3,000.00	0	0
2	1	Xfer Out	JKS	02/16/2005	20	30	(\$3,000.00)	0	0
3	1	Xfer In	JKS	02/16/2005	20	30	\$3,000.00	0	0
4	2	Modify	JKS	02/16/2005	30	30	\$0.00	0	0
5	3	Xfer Out	JKS	02/16/2005	30	50	(\$3,000.00)	0	15
6	3	Xfer In	JKS	02/16/2005	30	50	\$3,000.00	0	15

Select a stage and the **Stage History** tab displays the obligation's dollar and distribution data at that point. You may have to scroll right/left to see all the data.

Stage History									
Stage: 50 - Marked for Payment									
Stage	Stage Date	Last Posted Date	Xfer In Amount	Modified Amount	Cancelled Amount	Xfer Out Amount	Net Amount		
50	02/16/1999	02/16/2005	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00		

Distribution Lines									
Line	Stage	Description	Account Number(s)	Account Description(s)	Date Posted	Run Number	Check Date	Check Number	Amount
1	50	General Fur	A01 01-00 7140	Operating Supplies	2/16/05	15	00/00/0000		\$750.00
2	50	General	A01 02-00 7140	Operating Supplies	2/16/05	15	00/00/0000		\$150.00
3	50	General Fur	A01 03-01 7140	Operating Supplies	2/16/05	15	00/00/0000		\$150.00
4	50	General I	A01 03-02 7140	Operating Supplies	2/16/05	15	00/00/0000		\$150.00
5	50	Wate	A02 00-00 7140	Operating Supplies	2/16/05	15	00/00/0000		\$750.00
6	50	Sanititi	A03 00-00 7140	Operating Supplies	2/16/05	15	00/00/0000		\$450.00

Distribution Total      \$3,000.00

Figure 6.6—Revision History and Stage History

## VENDOR DRILL-DOWN

Double-click the Vendor # or Name to display the vendor record (*Figure 6.7*). You can view the vendor’s activity and drill-down on an obligation from the **Activity Detail** tab of the vendor record.

The screenshot shows a software interface with two overlapping windows. The background window is titled "Inquiry - Vendor Pick List" and contains a table of vendor information. The foreground window is titled "Vendor View" and shows details for vendor 100, including a list of obligations.

Vendor #	Vendor Name	Tot. Obligs	Committed Amount	Encumbered Amount	Expensed Amount	Paid Amount
0	One time vendors	1	\$ .00	\$ .00	\$ .00	\$500.00
100	ABC Hardware, Inc.	4	\$ .00	\$67.00	\$100.00	\$400.00
200	Ms. Fredericka Loomis	5	\$ .00	\$22,000.00	\$2,000.00	\$2,200.00
300	American Business Insurance	4	\$ .00	\$13,500.00	\$6,300.00	\$5,000.00
400	Quality Office Supplies	3	\$ .00	\$ .00	\$ .00	\$950.00
500	Mountain Cleaning Service	1	\$ .00	\$3,000.00	\$ .00	\$ .00
600	Mountain Bell Phone Service	1	\$ .00	\$ .00	\$ .00	\$2,200.00

Obligation	Description	Stage Date	Posted	Status	Amount	Check
1002	Nuts and bolts	01/12/05	01/12/05	Recon	\$400.00	4001
1018	Paint	02/10/05	02/11/05	Inv	\$100.00	
1024		10/15/05	10/15/05	P.O.	\$25.00	
1025		10/15/05	10/15/05	P.O.	\$42.00	

Figure 6.7—Vendor Pick List

## INQUIRY REPORTS

When you click **Print** on the selector screen, FundWare saves the search results to a file, viewable through Print Manager. If a file already exists, you are given the option of overwriting the existing information or appending the new information to the existing file. The report names for each type of Inquiry file are listed in *Table 6.1*.

*Table 6.1—Report File Names*

Category	Report Name
Check	OCIOCW.L##
Obligation	OTIOTB.L##
Vendor	OTIOTS.L##
Check Run	No report is available

## DISPLAYING OBLIGATIONS

The Display Invoices task allows you to display detail information about a specific obligation or more general information for obligations at a specific stage. Use the following instructions to display detailed obligation information. (Instructions for the stage task follow.)



1. Click **Display Invoices** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Display Invoices** from the menu bar. The Display Invoices window displays (*Figure 6.8*).

Demo User	Division 95	09/22/2004
Display Invoices		
Display option.....: _		
Display option being entered.		
ESC=Stop F1=Help F2=Skip F4=Print		

Figure 6.8—Display Invoices

2. Type *D* to display detail information about a specific obligation. Complete the fields according to *Table 6.2*.

Table 6.2—Display Invoices—Detail

Field	Definition
Obligation	Enter a valid obligation number.
Display zero	FundWare will display information about the obligation by stage. However, if the transaction nets to zero at a stage, you can choose to display or hide that stage. <ul style="list-style-type: none"> <li>• N (Do not display zero stages.)—Any stage that nets to zero is not displayed in the inquiry results.</li> <li>• Y (Display zero stages.)—All stages are displayed in the inquiry results, even if the transaction nets to zero.</li> </ul>
Display dates	Indicate whether FundWare should include the posting date for each line of the distribution. <ul style="list-style-type: none"> <li>• N (Do not display dist dates.)—This display of the distribution lines will not include the posting date.</li> <li>• Y (Display dist posting dates.)—The posting date is displayed with each line of the distribution.</li> </ul>

When you have completed your entries, the obligation information is displayed over a number of pages. For example, *Figure 6.9* shows the first fields displayed, including the vendor information.

```

Demo User          Division 95          09/22/2004
-----
Display Invoices
Display option.....:          D - Display detail.          Changed: 09/22/2004
                                User....: 00101
Obligation.....:          1004
Display zero....:          Y - Display zero stages.
Display dates...:          Y - Display dist posting dates.
Vendor.....:          500
Name.....:          Mountain Cleaning Service
Street 1.....:          P.O. Box 22
Street 2.....:          15 E. Quebec
City/STP/Post...:          Milner          /CO /80477
Country.....:
Description 1...:          Cleaning Contract - 6 mos
Invoice date....:          00/00/0000

Display option being entered. |----- 1 of 1
For more, Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.9—Display Invoices (Detail)—Example 1

Figure 6.10 shows a stage with a transaction amount netting to zero.

```

Demo User          Division 95          09/22/2004
-----
Display Invoices
Display option.....:          D - Display detail.          Changed: 09/22/2004
                                User....: 00101
Obligation.....:          1004
Display zero....:          Y - Display zero stages.
Display dates...:          Y - Display dist posting dates.
Stage.....:          20 - PO Order
Rev  Batch Function  Authorized by  Bus date  Amount
---  -
1    Xfer in...  JKS          01/11/98  3,000.00
2    8 Xfer out.. Jan Groth    09/22/04  -3,000.00

Display option being entered. |----- 1 of 1
For more, Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.10—Display Invoices (Detail)—Example 2

Figure 6.11 shows distribution information, including the posting date.

Run	Ln	Desc / Account	Amount
1		General Fund - Administrative	
	A01 01-00	7140.....	750.00
		Posted on..:	9/22/2004
2		General Fund - Legal	
	A01 02-00	7140.....	150.00
		Posted on..:	9/22/2004

Figure 6.11—Display Invoices (Detail)—Example 3

- When complete, press ESC. FundWare asks if you have additional information to display.
- Type *Y* to continue viewing obligation information or *N* to close the task.

Use the following instructions to display obligation information by stage.

1. Click **Display Invoices** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Display Invoices** from the menu bar. The Display Vendors window displays (*Figure 6.12*).

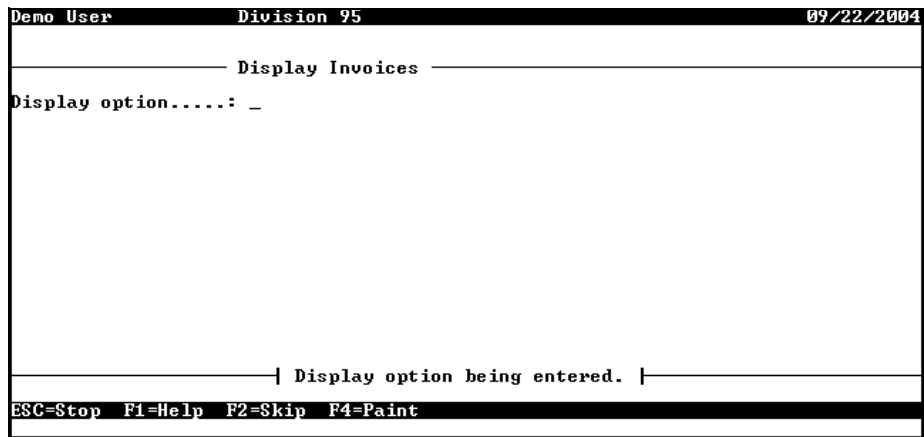


Figure 6.12—Display Invoices

2. Type *S* to display obligation information by stage. Complete the fields according to *Table 6.3*.

Table 6.3—Display Invoices—By Stage

Field	Definition
Reference	Enter the code for an obligation reference by which FundWare can filter the display results. (Required.)
Value	Enter a value for the obligation reference to filter the display results. (Optional.) <ul style="list-style-type: none"> <li>• Leave this field blank to include all obligations.</li> </ul>
Stages	Enter the range of stages to be included in the display or accept the default to display all obligations. <ul style="list-style-type: none"> <li>• To display only one stage, enter the stage number for both parts of the range.</li> </ul>
Stage dates	Enter a range of stage dates (i.e., the business date that the obligation was posted to the stage) to be included in the display or accept the default to display all obligations. <ul style="list-style-type: none"> <li>• To display only one date, enter the date for both parts of the range.</li> </ul>
Display zero	Indicate if obligations that net to zero should be included in the display.

When you have completed your entries, the obligation information is displayed. For example, *Figure 6.13* shows obligations at all stages for a specific date range.

Demo User		Division 95		09/22/2004	
Display Invoices					
Display option.....: S - Display stage summary.					
Obligat'n	Description			Amount	
1015	Advertising - 2nd Installment				
	20 PO Order			1,000.00	
	30 Invoice			1,000.00	
1015	** total **			*****2,000.00	
1022	Advertising - 2nd Installment				
	30 Invoice			1,000.00	
				Display option being entered.   1 of 1	
Obligations have been scrolled. Press <ENTER>					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 6.13—Display Invoices (Stage Summary)—Example 1

Figure 6.14 shows the same search, but includes obligations that net to zero.

Demo User		Division 95		09/22/2004	
Display Invoices					
Display option.....: S - Display stage summary.					
Obligat'n	Description			Amount	
1015	Advertising - 2nd Installment				
	20 PO Order			1,000.00	
	30 Invoice			1,000.00	
1015	** total **			*****2,000.00	
1017	Monthly Rent				
	20 PO Order			.00	
1022	Advertising - 2nd Installment				
	30 Invoice			1,000.00	
				Display option being entered.   1 of 1	
Obligations have been scrolled. Press <ENTER>					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 6.14—Display Invoices (Stage Summary)—Example 2

- When complete, press ESC to display the option menu and type *E* to exit the task.



# C H A P T E R 7

## AP REPORTS

The Accounts Payable reporting feature provides you with more than 25 system-defined reports, divided into 5 report categories, and 3 user-defined report categories from which you can create an unlimited number of user-defined reports (*Table 7.1*). A ninth report category holds your custom PO forms.

*Table 7.1—System-Defined Reports by Category*

System-Defined Reports
<b>Check Reports</b>
The system-defined check reports are: <ul style="list-style-type: none"><li>• Check Report Check Register (OTRREG)</li><li>• Check Summary (OCCKSUM)</li><li>• Check Complete Detail (OCCKHST)</li><li>• Check Historical (OCOSTND)</li><li>• Check Discounts Taken/Lost (OCDISC)</li></ul>
<b>Purchase Order Reports</b>
The system-defined purchase order reports are: <ul style="list-style-type: none"><li>• PO Detail (OTORD)</li><li>• PO Summary (OTSUM)</li><li>• PO History (OTHIST)</li><li>• PO Distribution (OTDIST)</li></ul>

Table 7.1—System-Defined Reports by Category (Continued)

<b>System-Defined Reports</b>
<b>PO/Invoice Reports</b>
<p>The system-defined PO/invoice reports are:</p> <ul style="list-style-type: none"> <li>• Invoice Detail (OTORD)</li> <li>• Invoice Aging (OTAGE)</li> <li>• Invoice Summary (OTSUM)</li> <li>• Invoice History (OTHIST)</li> <li>• Invoice Distribution (OTDIST)</li> <li>• Invoice Cash Requirements (OTCASH)</li> <li>• Invoice Distribution by Account (OTDSTA)</li> </ul>
<b>System Lists</b>
<p>The system-defined system reports are:</p> <ul style="list-style-type: none"> <li>• Stages List (OTSTAGE)</li> <li>• References List (OTREF)</li> <li>• Banks List (OCBANK)</li> <li>• Distribution Tables List (OTSTDST)</li> <li>• City Abbreviations List (NWCITY)</li> <li>• Location Abbreviation List (OTLOC)</li> </ul>
<b>Vendor Reports</b>
<p>The system-defined vendor reports are:</p> <ul style="list-style-type: none"> <li>• Vendor One Line (OTV1LST)</li> <li>• Vendor Complete Record (OTVLIST)</li> <li>• Vendor Billing Summary (OTV1SUM)</li> <li>• Vendor Mailing Labels (OTVLBL)</li> <li>• Vendor Check History (OTVCHKH)</li> </ul>

In addition, you can define your own reports under the following categories:


- User-Defined Check Reports,
- User-Defined Obligation Reports, and
- User-Defined Vendor Reports.



## PRODUCING REPORTS

Use the following instructions to produce an existing report.

1. Click the report name on the HomePage. The parameter window displays.

 You can also access the report through Report Manager: click **Report Manager** on the Navigator bar or select **File > Report Manager** from the menu bar; and select Accounts Payable, the report category, and the report name; and double-click or click **Produce**.

2. The Produce Reports parameters window displays (*Figure 7.1*). The parameters will vary based on the report that you select.

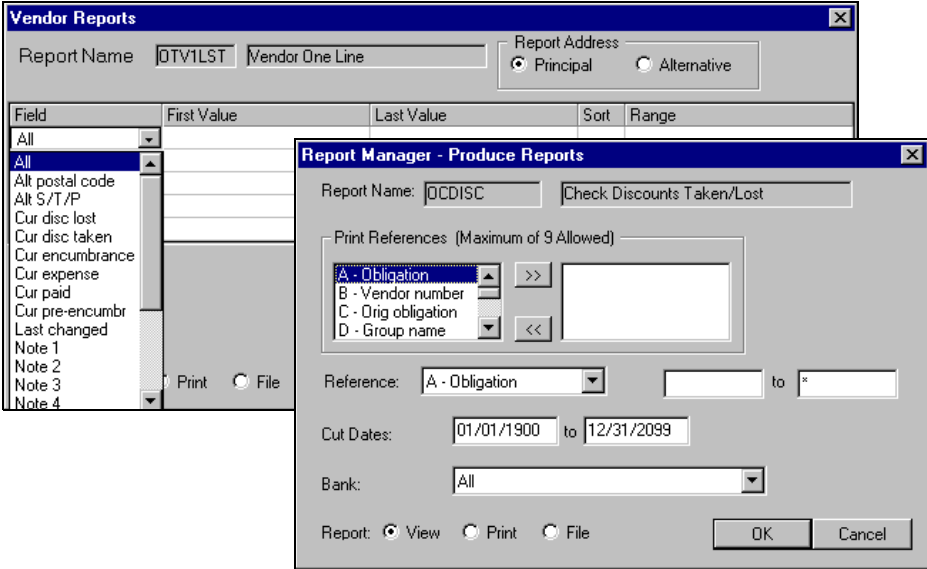


Figure 7.1—Example Report Parameter Windows

3. Complete the report settings. *Table 7.2* describes what options *may* be displayed on the parameters window.

Table 7.2—Report Parameter Options

Option	Entry	Description
Run	Enter a single check run number.	Only the checks in the check run will be included in the report.

Table 7.2—Report Parameter Options (Continued)

Option	Entry	Description
Vendor/ Vendors	Enter a range of vendor numbers.	Only the vendor numbers within the range will be included in the report.
Amount	Enter a range based on the check amount.	Only checks where the amount is within the range will be included in the report.
Check	Enter a range of check numbers.	Only the check numbers within the range will be included in the report.
Cut Dates	Enter a date range, based on the date the check was produced.	Only the checks produced during the date range will be included in the report.
Bank	Select the applicable FIA from the drop-down list.	Only checks for the selected bank will be included in the report.
Status	Select the applicable check box (or boxes) for the check status.	Only checks where the status matches the selections will be included in the report.
Reporting Date	Enter the reporting date for the report.	Only the checks or obligations produced by the reporting date will be included in the report. • Does not apply to the Invoice Aging report.
Print References	Select up to nine references to include (right box) or exclude (left box) using the arrow buttons.	The selected information will included in the report.
Reference/ References	Select a data item from the drop-down list and enter a range (based on the value of the data item).	Filter the information included in the report. This setting determines what items will be included in the report, not what information (i.e., you can filter based on .CITY, but the city won't display on the report unless the report definition or Print References include .CITY).
Stage	Select a stage range from the drop-down lists.	Only the obligations at the selected stages will be included in the report. • Tip: To only include obligations in one stage, select the same stage from both drop-down lists.
Stage Dates	Select a date range from the drop-down lists.	Only the obligations meeting the stage date range (i.e., the date the obligation was created or transferred to a stage) will be included in the report.
Change Dates	Select a date range from the drop-down lists.	Only obligations edited during the date range will be included in the report.

Table 7.2—Report Parameter Options (Continued)

Option	Entry	Description
Print zero amounts	Select the check box to print zero amounts.	Select the check box if zero amounts (\$0.00) should be printed in the report. If you do not select the check box, the zero amount entries will be left blank.
Page break on change	Select the check box to insert a page break at changes.	The report can use the filter values (i.e., the Reference data item and value range) to enter a page break at each change in value.
Report Type	Select the Detail or Summary radio button.	You can include all report information using the Detail option, or include Summary information only.
Account Mask	Enter an account mask.	Only the accounts matching the mask will be included in the report.
Discount Date	Enter a date.	Includes obligations matching the discount date (defined on the <b>Header</b> tab of the obligation).
Report	Select the applicable radio button.	Select the radio button for your desired report output: <ul style="list-style-type: none"> <li>• View—Saves a file (using the report name and the letter L plus the division number) in the report directory and displays the report in Print Manager.</li> <li>• Print—Saves a file (using the report name and the letter L plus the division number) in the report directory and prints the report from your default printer.</li> <li>• File—Saves a file (using the report name and the letter L plus the division number) in the report directory.</li> </ul>
<b>Purchase Orders Only</b>		
PO Letterhead	Select a letterhead option from the drop-down list.	The letterhead options are based on your location definitions. See <i>Working With Location Abbreviations</i> on page 1.122 for more information.
Address	Enter line 1 of the company address.	Includes the address on the PO.
Anc. Address	Enter line 2 of the company address (i.e., ancillary address).	Includes the address on the PO.
City/State/Zip	Enter the city, state, and zip code (5 or 9 numbers).	Includes the address on the PO.
Country	Enter the country for the company address.	Includes the address on the PO.

Table 7.2—Report Parameter Options (Continued)

Option	Entry	Description
<b>Vendor Reports and User-Defined Reports</b> —The window that displays for vendor and user-defined reports allows you to filter the information included in the report, based on data item values. Your selections do not determine the actual information in the report (i.e., you can filter based on .CITY, but if the report definition does not include this data item, you won't see the cities included by the filter).		
• Field	Select a data item from the drop-down list.	The report will use this data item to filter the results.
• First Value	Enter the first value of the range.	The report will use this data item value to filter the results. • To filter on only one value, enter the same first and last value.
• Last Value	Enter the last value of the range.	The report will use this data item value to filter the results. • To filter on only one value, enter the same first and last value.
• Sort	Select a sort priority number from the drop-down list.	The report will filter the results in the order entered, based on this number.
• Range	Select Included or Excluded from the drop-down list.	The filter results will be included or excluded from your report based on your selection.

4. Click **OK** to produce the report. (Click **Cancel** to exit the Produce Reports window without producing the report.)

## CREATING OR EDITING USER-DEFINED REPORTS

To meet the reporting needs of your organization, FundWare gives you a number of options when working with reports. You can:

- Copy an existing user-defined report—Select the report and click **Copy**.
- Create a new report within one of the user-defined categories (e.g., Check Reports)—Select the report category to which the new report will belong and click **New**.
- Edit an existing user-defined report—Select the report and click **Edit**.

Use the following instructions to create a report in one of the three user-defined categories (check, obligation, or vendor reports).

## DEFINING OR EDITING THE REPORT NAME AND GENERAL TAB

Use the following instructions to enter or modify the report name, title, and type.

1. Enter the report name (up to 5 alphanumeric characters) (*Figure 7.2*).

The screenshot shows the 'Report Manager - Define' dialog box with the 'General' tab selected. The 'Name' and 'Title' fields are empty. The 'Report Type' is set to 'User-Defined Check Reports', 'Source' is 'User', and 'Maintain' is 'User'. Under 'Report Spacing', the 'Single' radio button is selected. Under 'Printing Options', all checkboxes are unchecked. The 'Lines per page' is set to 60. The 'Report group' dropdown is empty. The 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom.

*Figure 7.2—General Tab*

2. Enter the report title (up to 40 alphanumeric characters).



The information displayed for Report Type, Source, and Maintain is not editable.

3. Leave the Report Group field blank. (The ability to group reports is a feature of GL reports, and this functionality may be incorporated into AP in the future.)
4. Enter the number of lines per page. The default is 60.
5. Select the applicable radio button to indicate the Report Spacing: Single or Double.

6. Select the check box for each applicable printing option (*Table 7.3*).

*Table 7.3—Printing Options*

Option	Description
Print Page Totals	The report will include a total at the end of each page.
Print Break Totals	Leave blank. This feature has no current impact in the software.
Print Report Totals	The report will include an overall total at the end.
Print Only Non-Zero Records	The report will exclude records with a value of zero.

7. Format your report by entering the lines per page and checking the appropriate boxes.
8. Click **Apply** to save your changes and remain in the Define window, or click **OK** to save your changes and return to Report Manager.

## DEFINING THE COLUMNS TAB

The **Columns** tab (*Figure 7.3*) allows you to define the columns in your report:

- **Calculated Amount**—Produces a calculated amount by performing a mathematical action on two existing report columns.
- **Data Item**—Allows you to select from any data item defined for the division.
- **Worksheet**—Displays a blank column in the report, allowing you space to enter notations as you review the information.

Once you define the column type, you must define the necessary elements of the column (e.g., width).

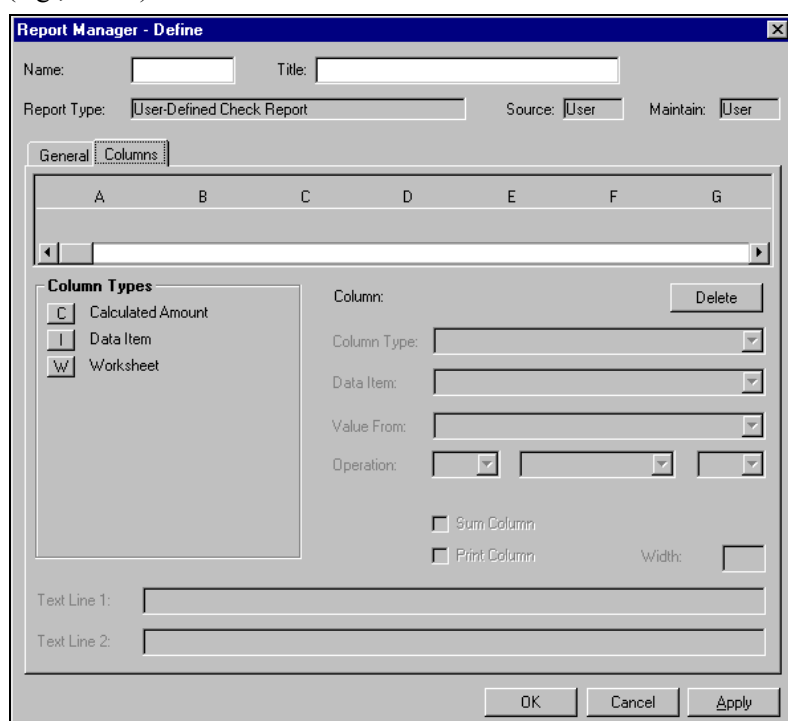


Figure 7.3—Defining Report Columns

1. Select the type of information included in the column by clicking one of the three **Column Types** buttons. The column is added to the display of columns and the fields required for the column are enabled.



The contents of the report will be sorted on the value in the first column.



As you add columns to the report, you can change the column order by simply dragging them to a different position.

2. Define the column parameters according to *Table 7.4*.

*Table 7.4—Column Parameters*

Field	Description
Column	Uneditable field indicating the current column using a letter designation (e.g., A, B, C).
Column Type	This field indicates the column type (i.e., calculated amount, data item, or worksheet). You can change this setting by selecting a new type from the drop-down list.
Data Item	Select the data item name, which determines where information included in the column will be found. <ul style="list-style-type: none"> <li>• Enabled if the column type is Data Item.</li> </ul>
Value From	Select the data item information to be displayed in the column (e.g., data item value, lookup column 1). <ul style="list-style-type: none"> <li>• Enabled if the column type is Data Item.</li> </ul>
Operation	Select the first column, action, and second column for the calculation (e.g., C divided by D). <ul style="list-style-type: none"> <li>• Enabled if the column type is Calculated Amount.</li> </ul>
Sum Column	Select the check box if the report should include a total for this column. <ul style="list-style-type: none"> <li>• Enabled if the column type is Calculated Amount or Data Item.</li> </ul>
Print Column	Select the check box if the report should display this column. <ul style="list-style-type: none"> <li>• While most columns will be displayed, you may want to include a column that is used in a calculation but not displayed in the report. In that case, the check box should be empty.</li> <li>• Enabled if the column type is Calculated Amount or Data Item</li> </ul>
Width	Indicate the width (in characters) of the column. <ul style="list-style-type: none"> <li>• The default width is 20 characters.</li> <li>• Disabled if the column is not printed in the report (i.e., the Print Column check box is empty).</li> </ul>



You can remove a column from the report by selecting the column and clicking **Delete**.

3. Enter the column heading (up to two lines) in the Text Line 1 and Text Line 2 text boxes. The default for Text Line 1 will reflect the column type.



While you can enter more than 200 characters for each title line, you must coordinate the length of the column title with the column width.



4. Click **Apply** to save your changes and remain in the Define window, or click **OK** to save your changes and return to Report Manager.

## COPYING REPORTS

You can copy a user-defined report format to use it as a basis for a new report. To do so:

1. Select a report from a Report Manager list.
2. Click **Copy**. The Define window displays with a blank Report Name field.
3. Make your changes in the tabs, enter a report name, and click **OK**.

## DELETING REPORTS

Use the following instructions to delete a user-defined report. (You cannot delete the reports that are provided with FundWare, only the reports that you create.)

1. Click **Report Manager** on the Navigator bar or select **File > Report Manager** from the menu bar; and select Accounts Payable, the report category, and the report name.
2. Click **Delete**. A confirmation message displays.
3. Click **OK**. The report is deleted and no longer displays in the Report Manager list of reports.
4. Click **Report Manager** on the Navigator bar or select **File > Report Manager** from the menu bar; and select Accounts Payable, the report category, and the report name.

## PRODUCING STANDARD PURCHASE ORDER FORMS

The Produce Standard PO Forms feature saves your purchase orders, using the standard report form, to a report (OTPORD.L##, where ## represents your division number) that can be accessed from Print Manager. Use the following steps to produce your purchase orders.



You must repeat the task for each shipping address.

1. Click **PO Forms > Produce Standard PO Forms** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > PO Forms > Produce Standard PO Forms** from the menu bar. The first page of the task displays (*Figure 7.4*).

```

Demo User          Division 95          09/26/2002
-----
                AP - Produce Standard PO Forms
-----
1) Reference.....: A
   Reference value: ** All **
2) Vendor.....: ** All **
3) Stage.....: ** All **
4) Change date....: ** All **
5) Stage date.....: ** All **
6) Print zero.....: N - Do not print zero amounts
7) P O options
   P O Form.....: B - Blank stock form
   Terms from.....: - Not used
   Print PO number: Y - Print purchase order number
   Update ref.....:
   1st PO number..: 0
-----
| Selection being entered. |----- 1 of 3
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 7.4—Produce Standard PO Forms, Page 1 of 3

2. Complete the necessary information according to *Table 7.5*.

Table 7.5—Produce Standard PO Forms, Page 1 of 3

Field Name	Options	Description
Reference	Reference item	Enter the letter for an obligation reference to be used as a filter for the purchase orders produced by this task. (Press F1 to see a list of all obligation references defined for the division.)
Reference value		Enter all or a range of values for the obligation reference or leave the fields blank to include all records.
Vendor		Enter all or a range of vendor numbers or leave the fields blank to include all records.
Stage		Enter a range of stage numbers (e.g., your purchase order stage or stages) or leave the fields blank to include all stages.
Change date		Enter all or a range of valid dates.

Table 7.5—Produce Standard PO Forms, Page 1 of 3 (Continued)

Field Name	Options	Description
Stage date		Enter a range of valid stage dates or leave the fields blank to include all dates.
Print zero	Y N	Indicate if zero amounts (\$0.00) should be printed in the report or left blank: <ul style="list-style-type: none"> <li>• Y—Zero amounts are printed.</li> <li>• N—Zero amounts are not printed.</li> </ul>
PO Options—Enter values for the following purchase order options		
• PO Form	B S	Indicate the source of the purchase order form: <ul style="list-style-type: none"> <li>• B—Blank stock form.</li> <li>• S—Standard stock form.</li> </ul>
• Terms from	Not used 1 2 Obligation reference	Define how FundWare will determine the purchase terms to be printed on the form. <ul style="list-style-type: none"> <li>• Not Used—Purchase terms are not printed on the form.</li> <li>• 1—FundWare prompts you for a description (up to 30 alphanumeric characters) to print on all POs.</li> <li>• 2—FundWare prints the history note field of PO stage. (The label for this field is defined in field 3—History desc of the stage definition.)</li> <li>• Obligation reference—Select an obligation reference (e.g., your organization has defined a reference where purchase order terms are stored).</li> </ul>
• Print PO number	Y N	Indicate if FundWare should print the purchase order number on the form: <ul style="list-style-type: none"> <li>• Y—Purchase order number is printed on the form.</li> <li>• N—Purchase order number is not printed on the form.</li> </ul>
• Update ref	Not used Obligation reference	If your organization has defined an obligation reference used for purchase order numbers, you can print that value on the purchase order form. <ul style="list-style-type: none"> <li>• Not Used—Purchase order numbers are not printed on the form.</li> <li>• Obligation reference—Select an obligation reference used for purchase order numbers.</li> </ul>
• 1st PO number	15 characters	Enter the first purchase order number to print (up to 15 alphanumeric characters).

- Press PAGE DOWN to access the next page of the task (*Figure 7.5*).

```

Demo User          Division 95          09/26/2002
-----
AP - Produce Standard PO Forms

8) Print references
Reference 1.....: -
Reference 2.....:
Reference 3.....:
Reference 4.....:
Reference 5.....:
Reference 6.....:
Reference 7.....:
Reference 8.....:
Reference 9.....:

| Selection being entered. | 2 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 7.5—Produce Standard Purchase Orders, Page 2 of 3

- In the fields for Reference 1–9, select Not Used (i.e., leave blank) or enter an obligation reference to be printed on the purchase order form. (Press F1 for a list of obligation references.)
- Press PAGE DOWN to access the next page of the task (*Figure 7.6*).

```

Demo User          Division 95          09/26/2002
-----
AP - Produce Standard PO Forms

9) PO letterhead:
Name.....:
Street 1.....:
Street 2.....:
City/SIP/Post.:
Country.....:

10) Ship to:
Name.....:
Street 1.....:
Street 2.....:
City/SIP/Post.:
Country.....:
Ship attention.:

| Selection being entered. | 3 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Loc	Desc
1	Model Division Headquarters
2	Model Division Warehouse

Figure 7.6—Produce Standard Purchase Orders, Page 3 of 3

6. Complete the necessary fields according to *Table 7.6*.*Table 7.6—Produce Standard Purchase Orders, Page 3 of 3*

Field Name	Description
<b>PO Letterhead</b> —Enter the purchase order billing address. Press F1 to view any Location Abbreviations defined for the division.	
• Name	Enter the vendor name (up to 35 alphanumeric characters).
• Street 1	Enter the first line of the vendor billing address (up to 35 alphanumeric characters).
• Street 2	Enter the second line of the vendor billing address, if required (up to 35 alphanumeric characters).
• City	Enter the city for the vendor billing address (up to 20 alphanumeric characters). • Press F1 to see a list of your city abbreviations, which can complete the city, state (or province), and postal code.
• STP	Enter the state or province for the vendor billing address (up to 6 alphanumeric characters). • Press F1 to see a list of your city abbreviations, which can complete the city, state (or province), and postal code.
• Post	Enter the postal code (i.e., zip code) for the vendor billing address (up to 9 alphanumeric characters). • Press F1 to see a list of your city abbreviations, which can complete the city, state (or province), and postal code.
• Country	Enter the country of the vendor billing address, if required (up to 35 alphanumeric characters).
<b>Ship To</b> —Specify the shipping address for the purchase.	
• Name	Enter the vendor name (up to 35 alphanumeric characters).
• Street 1	Enter the first line of the vendor shipping address (up to 35 alphanumeric characters).
• Street 2	Enter the second line of the vendor shipping address, if required (up to 35 alphanumeric characters).
• City	Enter the city for the vendor shipping address (up to 20 alphanumeric characters). • Press F1 to see a list of your city abbreviations, which can complete the city, state (or province), and postal code.
• STP	Enter the state or province for the vendor shipping address (up to 6 alphanumeric characters). • Press F1 to see a list of your city abbreviations, which can complete the city, state (or province), and postal code.

Table 7.6—Produce Standard Purchase Orders, Page 3 of 3 (Continued)

Field Name	Description
• Post	Enter the postal code (i.e., zip code) for the vendor shipping address (up to 6 alphanumeric characters). <ul style="list-style-type: none"><li>• Press F1 to see a list of your city abbreviations, which can complete the city, state (or province), and postal code.</li></ul>
• Country	Enter the country of the vendor shipping address, if required (up to 35 alphanumeric characters).
• Ship attention	Enter the name of the recipient, if required (up to 35 alphanumeric characters).

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

7. Type 0 to accept your entries. FundWare saves the purchase orders to the report file (OTPORD.L##, where ## represents your division number) and closes the Produce Standard PO Forms task.

Figure 7.7 shows an example standard form for purchase orders.

OTPPORD.L95 (Default.tpl) 09/16/2004

PURCHASE ORDER Model Division Headquarters 1029-01  
1488 N. Rodeo Drive  
Los Angeles CA 90047

800  
Vendor: Mountain Rental Management S Model Division Warehouse  
P.O. Box 1876 H T P.O. Box 778899  
45 Centennial Way I O 1488 Oak Street  
Steamboat Springs CO 80477 P Steamboat Springs CO 80477

Attn: Attn: Ms. Louise Jones  
Delivery date: 02/10/1998

Line	Quantity	Unit	Description	Unit price	Extended price
1	1.00		Monthly rental	1,000.00	1,000.00
2	1.00		Monthly rental	500.00	500.00
3	1.00		Monthly rental	500.00	500.00
4	1.00		Monthly rental	500.00	500.00
5	1.00		Monthly rental	1,100.00	1,100.00
Total purchase order					3,600.00


	Account	Amount
Date order received:	A01 01-00 7145	1,000.00
	A01 02-00 7145	500.00
	A01 03-01 7145	500.00
Shipping date:	A01 03-02 7145	500.00
	A04 00-00 7145	1,100.00

Via:  
Signature:

Figure 7.7—Example Standard Form for Purchase Orders

### PRODUCING CUSTOM PO FORMS

Your organization can define custom purchase order forms. These “templates” are saved to the Custom PO Form report category, visible on the HomePage or through Report Manager. The selection criteria that you enter when you produce the form determines the purchase orders included in the report.

 See *Defining Custom Forms* on page 1.101 for the instructions to define a custom PO form.

Use the following instructions to produce a custom form.

1. Click the report name on the HomePage (under the Custom PO Forms category). The Custom PO Form parameter window displays (Figure 7.8).

Figure 7.8—Example Custom PO Form Parameter Window



You can also access the report through Report Manager: click **Report Manager** on the Navigator bar or select **File > Report Manager** from the menu bar; and select Accounts Payable, the Custom PO Forms category, and the report name; and double-click or click **Produce**.

2. Complete the report parameters according to Table 7.7.

Table 7.7—Custom Forms Report Parameter Options

Option	Entry	Description
References	Data item	Select a data item from the drop-down list and enter a range of values (based on the value of the data item) to filter the information included in the report.
Vendors	Vendor numbers	Enter a range of vendor numbers in the text boxes to filter the information included in the report.



Table 7.7—Custom Forms Report Parameter Options (Continued)

Option	Entry	Description
Changed Date	Check box Date range	Select the check box to include all checks or enter a date range to filter the information included in the report.
Stage Date	Check box Date range	Select the check box to include all obligations or enter a date range to filter the information included in the report.
Stages	Stages	Enter a range of stage numbers (e.g., your purchase order stage or stages). By default, all stages are selected.
Next Form Number	Valid number	Enter the first number to be assigned to the custom forms. <ul style="list-style-type: none"> <li>This field is enabled or disabled based on the custom form definition.</li> </ul>
Updating Form	No entry—Information only	This field reflects the setting in field 2 the custom form definition (i.e., the form number is not updated or is updated from an obligation reference).
Auto Transfer Stages	No entry—Information only	This field reflects the setting in field 2 the custom form definition (i.e., obligations are not automatically transferred or obligations are transferred from one stage to another when the forms are produced).
<b>Invoice To and Ship To Addresses</b> —Enter the applicable billing and shipping information. <ul style="list-style-type: none"> <li>The Invoice To and Ship To address fields may be disabled, depending on the setting in field 3 of the custom form definition.</li> </ul>		
• Name	Up to 35 alphanumeric characters	Enter the vendor name or select a Location Abbreviation from the drop-down list.
• Street 1	Up to 35 alphanumeric characters	Enter the first line of the vendor billing or shipping address.
• Street 2	Up to 35 alphanumeric characters	Enter the second line of the vendor billing or shipping address, if required.
• City	Up to 20 alphanumeric characters	Enter the city for the vendor billing or shipping address.
• State/Prov	Up to 6 alphanumeric characters	Enter the state or province for the vendor billing or shipping address.
• Zip	Up to 9 alphanumeric characters	Enter the zip code (i.e., postal code) for the vendor billing or shipping address.
• Country	Up to 35 alphanumeric characters	Enter the country of the vendor billing or shipping address, if necessary.

Table 7.7—Custom Forms Report Parameter Options (Continued)

Option	Entry	Description
Terms	Up to 35 alphanumeric characters	Enter any applicable terms. <ul style="list-style-type: none"> <li>This field may be disabled, depending on the setting in field 3 of the custom form definition.</li> </ul>
Ship Attention	Up to 35 alphanumeric characters	Enter the name of the recipient. <ul style="list-style-type: none"> <li>This field may be disabled, depending on the setting in field 3 of the custom form definition.</li> </ul>
Report	Select the applicable radio button.	Select the radio button for your desired report output: <ul style="list-style-type: none"> <li>View—Saves a file (using the report name and the letter L plus the division name) in the report directory and displays the report in Print Manager.</li> <li>Print—Saves a file (using the report name and the letter L plus the division name) in the report directory and prints the report from your default printer.</li> <li>File—Saves a file (using the report name and the letter L plus the division name) in the report directory.</li> </ul>
Print zeroes	Select the check box to print zero amounts.	Select the check box if zero amounts (\$0.00) should be printed in the report. If you do not select the check box, the zero amount entries will be left blank.

3. Click **OK** to produce the report.

To access the report, click **Print Manager** and select the file. (The file name will reflect the name of the form and your division number.) *Figure 7.9* shows a sample custom form.

Model Division Headquarters  
1488 N. Rodeo Drive  
Los Angeles, CA 90047

Transfer

200  
Ms. Fredericka Loomis  
33 Aspen Drive  
Denver, CO 80004

Model Division Warehouse  
P.O. Box 778899  
1488 Oak Street  
Steamboat Springs, CO 80477

Ms. Louise Jones  
02/28/1998

1		.00	1,000.00
2	Advertising FY'98	.00	500.00
3	Advertising FY'98	.00	500.00

*Figure 7.9—Example Custom Form (OTFORM1.L95)*

## EXPORTING REPORT INFORMATION

All FundWare reports, including standard reports, trace reports, even check files, are in ASCII format. ASCII is a generic format that most spreadsheet or word processing programs can read. You can bring any of your FundWare reports into your favorite word processor or spreadsheet and modify them there.

1. Produce the report (via the HomePage or Report Manager).
2. Note the name and location of your report (i.e., the file name that you use to open the file through Print Manager).



For example, the trial balance is called GLTRBAL.L02 for division 02. By default, this report is saved as an ASCII formatted file in your **FundWare > Data** folder.

3. Using the secondary software program of your choice (e.g., Excel), select **File > Open** to locate and open the FundWare report file.
4. The secondary software may display a “Wizard” to guide you through the process of importing and formatting the file. Follow these instructions.



## CHAPTER 8

# AP WARRANT/VOUCHER APPROVAL REPORT

The New Accounts Payable Warrant/Voucher Approval Report is designed to list obligations ready for Council or Commission Approval, and can also be used informally for Manager Approval within any organization.

The report has features for customized format, sorting, signatures, and titles.

Users can specify what pieces of information, available from a standard list of obligation and/or check data items, they wish to appear in the body of the report.



The examples in the documentation are using a W for Warrant, but you may use whatever Obligation Reference you have set up for this purpose. Refer to your Accounts Payable Guide should you need to start using a new Obligation Reference.

## REPORT SETUP

If you are a governmental entity that needs a report of open obligations to submit to your governing council or commission for approval, with specific terms based on your locale and type of entity, a new report has been developed that will allow custom configuration for the approvals that you need.

This new warrant report will allow you to specify the information needed in the report header, the body of the report, the footer information of the report, and signature lines and titles.

To define the warrant report, use the Navigator Bar Item, Accounts Payable > Define Warrant Reports.

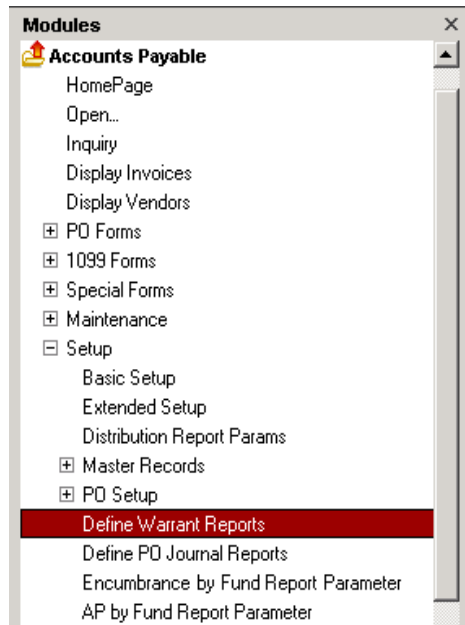


Figure 8.1—Warrant report definition program



You can also access this program via the toolbar.

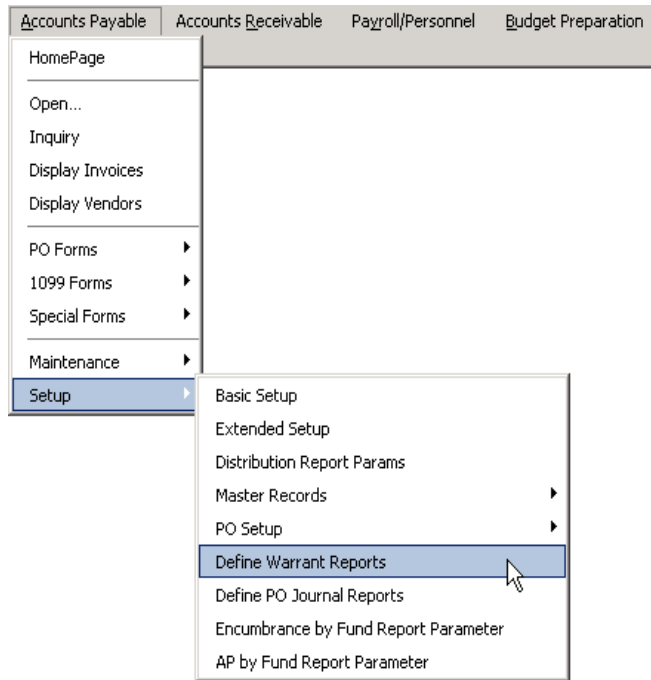


Figure 8.2—AP Warrant Reports Toolbar

A sample of the warrant report that you can define with the above program is provided in *Figure 8.3* and *Figure 8.4*. Refer back to these diagrams when filling out the Report Definition.

Blackbaud FundWare Accounts Payable Guide—Volume 2

----- Page Break -----					
Run date: 02/27/2007 @ 13:26		Model City		CITY.L95 Page 1	
Bus date: 02/26/2007		Invoice Warrant Report			
Fiscal Year 2007					
Warrant: 046, 02/26/2007					
Vendor Information	P.O. #	Invoice #	Warrant	Charge-Off Information	Amount
-----	-----	-----	-----	-----	-----
ABC Hardware, Inc.			046	A01 01-00 7130	30.00
P.O. Box 778800				Telephone	
15 E. Lincoln Avenue			046	A01 01-00 7140	60.00
Steamboat Springs CO 80477				Operating Supplies	
			046	A02 00-00 7140	10.00
				Operating Supplies	
				*** Total ***	100.00
American Business Insurance		1344	046	A01 01-00 7110	1,575.00
4488 W. Fullerton				Insurance	
Chicago IL 60616		1344	046	A01 02-00 7110	315.00
				Insurance	
		1344	046	A01 03-01 7110	315.00
				Insurance	
		1344	046	A01 03-02 7110	315.00
				Insurance	
		1344	046	A02 00-00 7110	1,575.00
				Insurance	
		1344	046	A03 00-00 7110	945.00
				Insurance	
		1344	046	A04 00-00 7110	1,260.00
				Insurance	
				*** Total ***	6,300.00

Figure 8.3—Warrant report headings, columns and body





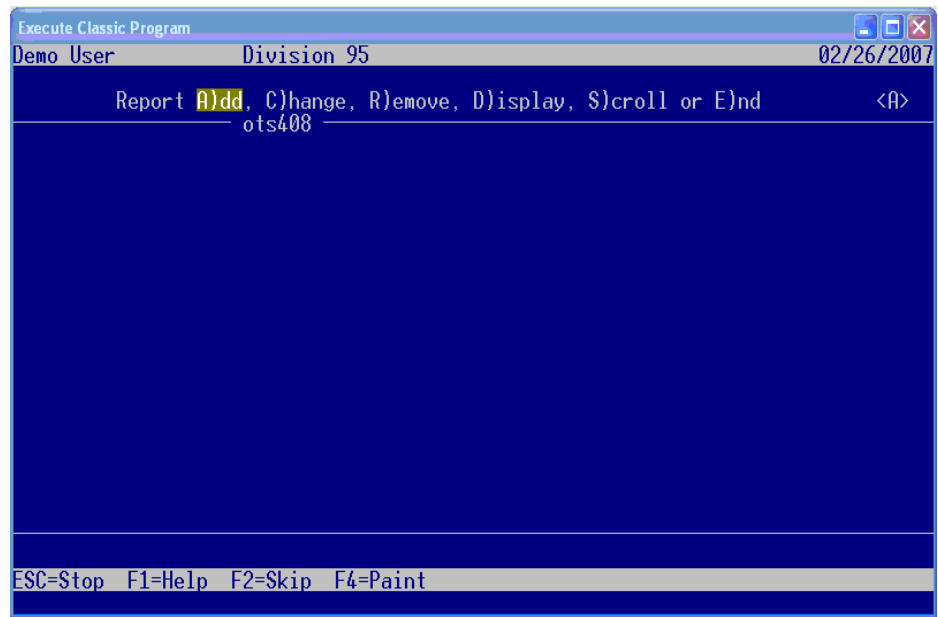


Figure 8.5—Warrant report definition selector

## REPORT DEFINITION

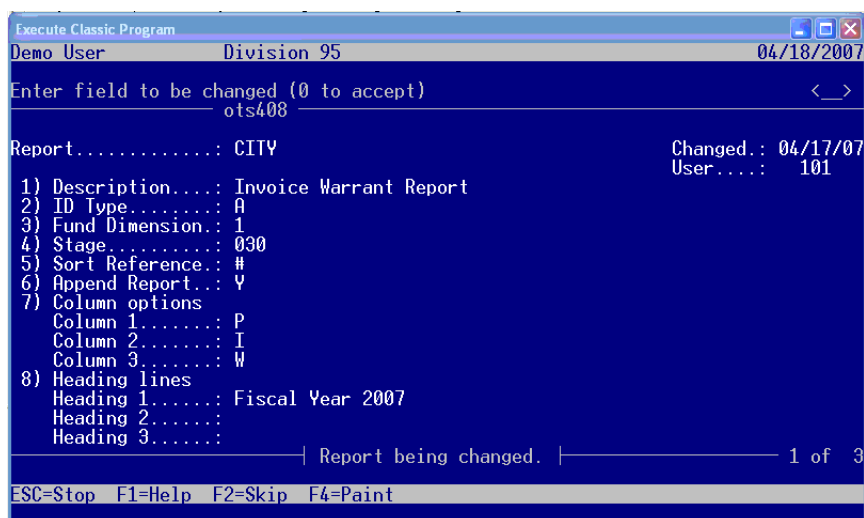


Figure 8.6—Warrant report definition

In the Report field, enter the name for your warrant report, up to 10 characters (*Figure 8.6*). You can add as many warrant report definitions as you need. Each individual definition will have a unique name.

**Field 1** Enter a 35 character description for your warrant report

**Field 2** Enter the letter of your ID Type for the General Ledger or Project Grant accounts that will be selected for the body of your warrant report

**Field 3** Enter the dimension number of your account structure that contains your Fund dimension

- "If you are unsure of your Fund dimension value, you can find it from General Ledger/Project Grant -> Maintenance -> ID Types. For the ID Type that you entered in Field 2 of the warrant report definition, select the Account Structure tab (*Figure 8.7*). Your Fund Dimension can be found by the Radio Button selected under the Fund column heading.

GLPG - ID Types

ID Type:  Description:

Last Updated:  By User:

General **Account Structure** Field Use

Definition Type: XXXXX

Order	Length	Separator	Description	Fund	Transfer
1	2	<input type="checkbox"/>	Fund	<input checked="" type="radio"/>	<input type="radio"/>
2	2	.	Dept	<input type="radio"/>	<input type="radio"/>
3	2	<input type="checkbox"/>	Sub-Dept	<input type="radio"/>	<input checked="" type="radio"/>
4	4	<input type="checkbox"/>	Object	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

Figure 8.7—Warrant report Fund dimension



Figure 8.8—Continuation of Report Definition

**Field 4** Enter the Stage number of your warrant stage.

Typically, this is your ready to pay stage.



Stage 30 would be entered as 030

- "If you are unsure of your AP stage values, you can find them in Accounts Payable -> Setup -> Define Extended Setup.
- "Select D)isplay. Your ready to pay stage can be found in field 3 (Figure 8.9).

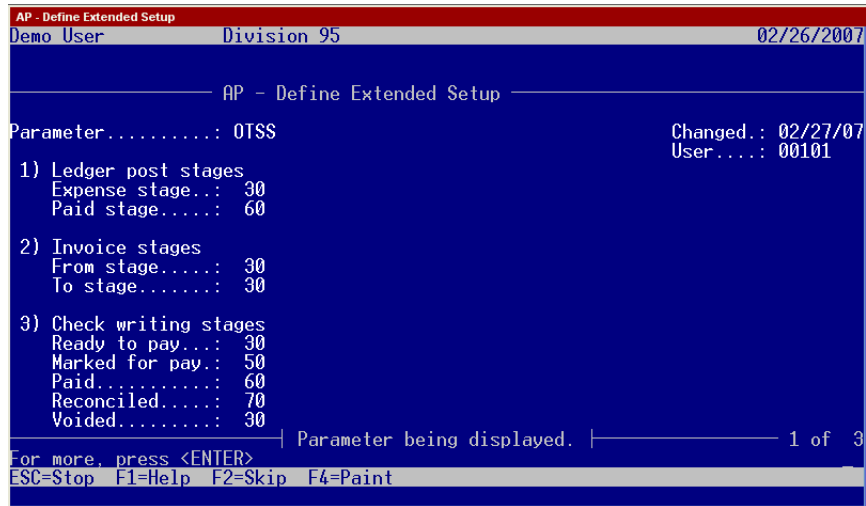


Figure 8.9—Ready to pay stage

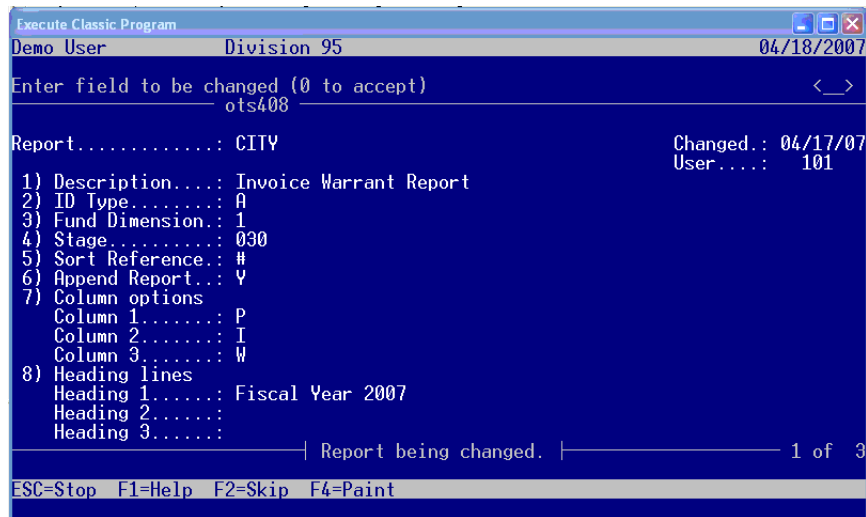


Figure 8.10—Continuation of Report Definition

**Field 5** Enter the reference value that you want to have your vendors sorted by.

Enter # here to sort the vendors by name.

**Field 6** Enter the way in which you want the Print Manager to handle the filing of your warrant report, when a previously produced report already exists in your report folder .



Enter N if you want a previously filed warrant report to be replaced by the newly produced report. Enter Y if you want the newly produced report to add on to the end of the previously produced report.

**Field 7** Enter your choice for the three columns of the body of the report that you need to include.

Enter # for the invoice date or the letter of the obligation references.



The warrant report includes the vendor name in column 1, then your Field 7 choices in the next three columns. (see *Figure 8.2*). Column 5 is Charge-Off Information, which is the General Ledger Account number and description for the included obligations. Column 6 is the amount charged to each account.

**Field 8** Enter text for the first three lines of the warrant report heading. The fourth line of the warrant report heading is generated by the system, and contains the warrant number and the report date (Figure 8.3).

**Field 9** Enter up to 40 characters for two titles for the required warrant approval officials next to Title 1 and Title 2.

Also in Field 9 of the warrant report definition, enter the number of signature lines for the required warrant approval signatures (from 0 - 9).

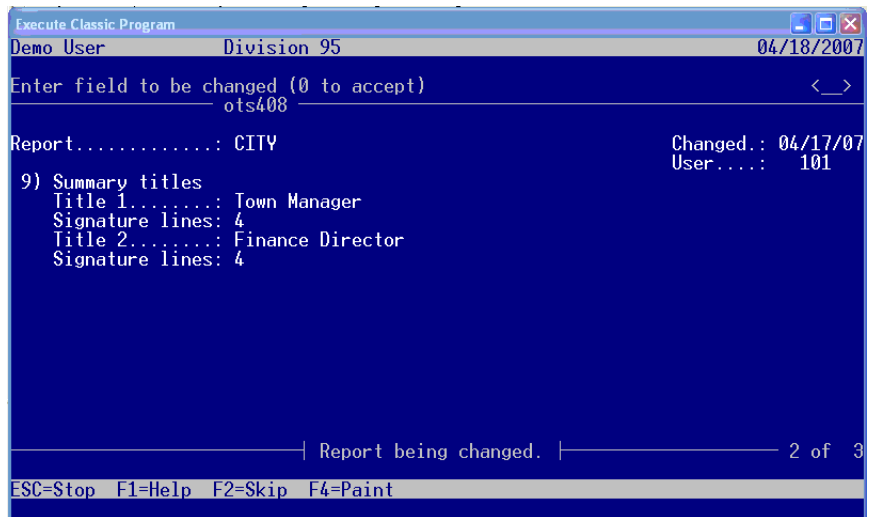


Figure 8.11—Warrant report summary page titles

Field 10 Enter the text that is to appear on the warrant report summary page.

To include the report date in the text, enter <D> for the mm/dd/yyyy; to include the total amount of the obligations/vouchers included in the report, enter <\$> into the text.



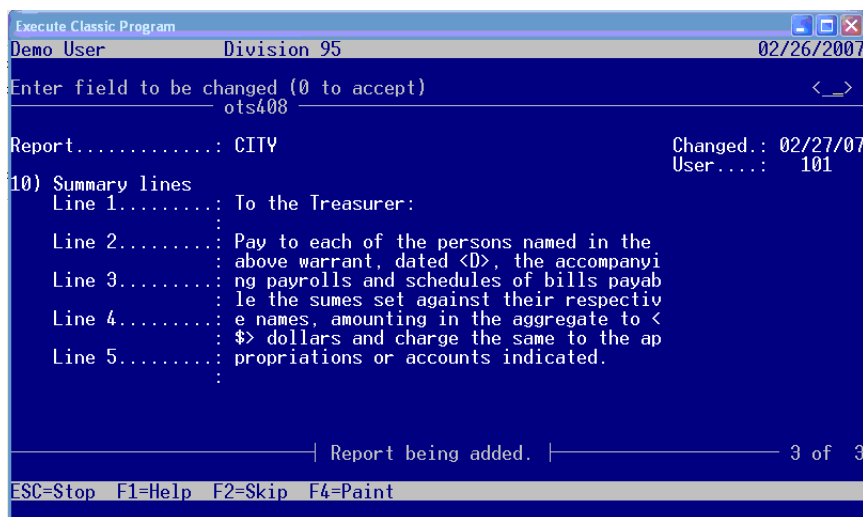


Figure 8.12—Warrant report summary page text

When you have completed all ten fields of the report definition, the Enter field to be changed (0 to accept) prompt will appear. Press your [Enter] key to add the Report to your division. If you need to change any of the previously defined fields prior to adding the report, enter the number of the field at the prompt and press [Enter].

When your field changes are complete, press [Enter] to add the warrant report.

You will receive a message that your Report has been added when you press [Enter] at the Enter field to be changed (0 to accept) prompt. You can change any of the fields in the report definition later as needed.

## REPORT PRODUCTION

To produce a Warrant report, access Report Manager, select Accounts Payable in the Module drop-down list, and select Warrant Reports in the Report Category drop-down list. WARRANT1 will be highlighted and can be produced.

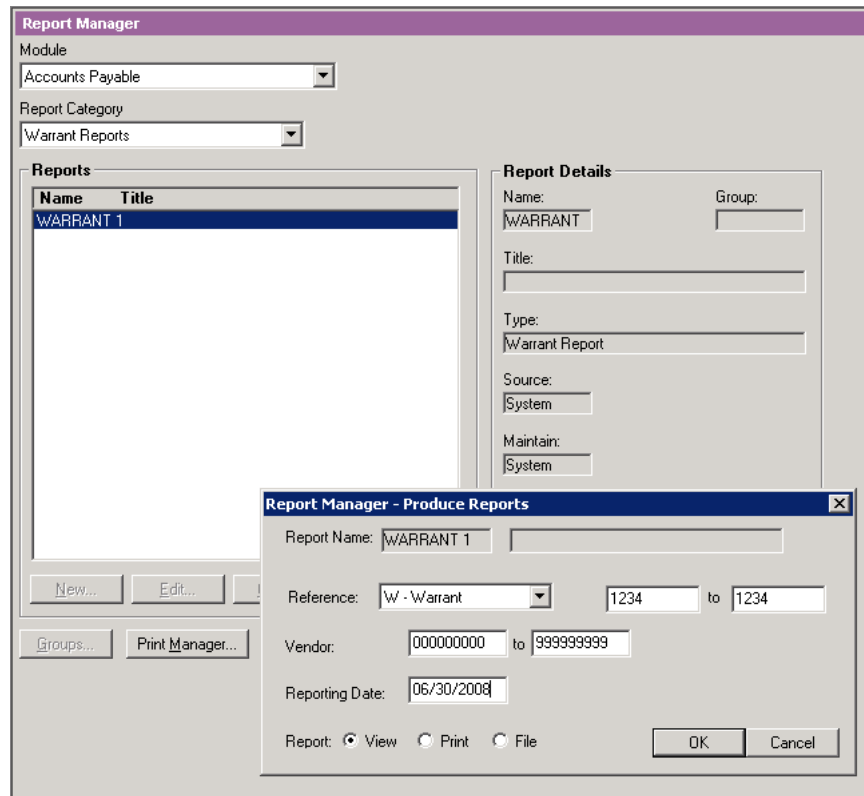


Figure 8.13—Report Manager - Produce Reports

Select the Reference Letter from the Reference drop-down list for which you are producing the report (*Figure 8.13*).

**Reference** After choosing the Reference Letter from the dropdown, select the Reference values you wish to use. If you set up W for Warrant, you will use the Warrant Numbers you wish to include. You may use any Obligation Reference letter you have set up on your system to filter this report.

**Vendor** Leave the default to include all vendors who have obligations with the Reference Letter you have selected.

**Reporting Date** Enter the Reporting Date for the report production.

**Report** Select the Option of View, Print, or File. If View is Selected, the report can be printed from the View Screen.

Once you have completed the screen, click OK.

In the Print Manager, your report will file in the Fundware\data directory with the report name and the .L## extension (where ## is your division number, such as WARRANT1.L95).



# A P P E N D I X A

## SAMPLE REPORTS

The Blackbaud FundWare Accounts Payable standard reports are listed in *Table A.1*, and an example of many of these reports is included on the following pages. Your reports will vary from the examples based on your selection criteria and page break definitions.

*Table A.1—Sample Reports*

Name	Title	Category
OTRREG	Check Reprint Check Register	Check Reports
OCCKSUM	Check Summary	Check Reports
OCCKHST	Check Complete Detail	Check Reports
OCOSTND	Check Historical	Check Reports
OCDISC	Check Discounts Taken/Lost	Check Reports
OTORD	Invoice Detail	PO/Invoice
OTAGE	Invoice Aging	PO/Invoice
OTSUM	Invoice Summary	PO/Invoice
OTHIST	Invoice History	PO/Invoice
OTDIST	Invoice Distribution	PO/Invoice
OTCASH	Invoice Cash Requirements	PO/Invoice
OTDSTA	Invoice Distribution by Account	PO/Invoice
OTSTAGE	Stages List	System Lists
OTREF	References List	System Lists
OCBANK	Banks List	System Lists
OTSTDST	Distribution Table List	System Lists

Table A.1—Sample Reports (Continued)

Name	Title	Category
NWCITY	City Abbreviations List	System Lists
OTLOC	Location Abbreviation List	System Lists
IOCW	Check	User-Defined Check Reports
IOTB	Obligation	User-Defined Obligation Reports
IOTS	Vendor	User-Defined Vendor Reports
OTV1LST	Vendor One Line	Vendor Reports
OTVLIST	Vendor Complete Record	Vendor Reports
OTV1SUM	Vendor Billing Summary	Vendor Reports
OTVLBL	Vendor Mailing Labels	Vendor Reports
OTVCHKH	Vendor Check History	Vendor Reports
OTORD	PO Detail	Purchase Order Reports
OTSUM	PO Summary	Purchase Order Reports
OTHIST	PO History	Purchase Order Reports
OTDIST	PO Distribution	Purchase Order Reports

## OTRREG—REPRINT CHECK REGISTER

Vendor	Obligat'n Description	Check	Control	Amount	Invoice #	P.O. #	Grant #
Run date: 11/15/2002 @ 11:35 Division 95 Reprint Check Register Run: 6 Date: 02/28/1998							
Bus date: 02/28/1998 OTRREG.L95 Page 1							
Alpenglow Federal Bank							
100 ABC Hardware, Inc.	1018 Paint	1523	5002	100.00			
		*** Total ***					
100 ABC Hardware, Inc.	1032	1524	5003	500.00			
		Discount taken		-10.00			
		*** Total ***		490.00			
		Vendor total		590.00			
200 Ms. Fredericka Loomis	1015 Advertising - 2nd Installment	1525	5004	1,000.00	A-1300	97-0023	
*Warning*	1022 A-1300 - Possible Duplicate						
	1030			175.00			
200 Ms. Fredericka Loomis	Total			1,175.00			
500 Mountain Cleaning Service	1004 Cleaning Contract - 6 mos	1526	5005	3,000.00		98-0004	
		*** Total ***					
1000 Colorado Express T-Shirt Company	1026 Shirts for company meetin	1527	5006	155.00			
		*** Total ***					
Total Obligations				4,930.00			
Total Discounts				-10.00			
Total Checks				4,920.00			

Figure 1.1—OTRREG—Reprint Check Register

## OCCKSUM—CHECK SUMMARY

Check-Run	Date	Vendor Name	Banko Uno	# Obls	Discount	Net amount	Status
Run date: 11/02/1998 @ 12:41 Model City Division OCCKSUM.L95 Page 1							
Bus date: 02/02/1999							
2001-	5 2/10/1998	400 Quality Office Supplies		1	17.00	832.00	Logged
4005-	4 1/31/1998	400 Quality Office Supplies		1	2.00	98.00	Logged
** Total MFP discount **					.00		
** Total MFP amount **					.00		
** Total check discount **					19.00		
** Total check amount **					931.00		
					.00		

Figure 1.2—OCCKSUM—Check Summary





## OCDISC—CHECK DISCOUNTS TAKEN/LOST

Run date: 11/02/1998 @ 14:21		Model City Division		OCDISC.L95		Page	1	
Bus date: 02/02/1999								
		Banko Uno						
Vendor Name /	Obligat'n Description	Date	Control	Check-Run	Discount Taken	Discount Lost	Net amount	
=====		=====	=====	=====	=====	=====	=====	
100 ABC Hardware, Inc.	1002 Nuts and bolts	1/12/1998	4001	4001-	1	8.00	.00	392.00
400 Quality Office Supplies	1010 Office Supplies	1/31/1998	4005	4005-	4	2.00	.00	98.00
400 Quality Office Supplies	1012 Office Supplies	2/10/1998	15001	2001-	5	17.00	.00	823.00
700 Way Out Computer Supplies	1014 Computer ribbons	2/10/1998	15002	2002-	5	.35	.00	24.65
100 ABC Hardware, Inc.	1018 Paint	1/31/1998	122	122-	2	.00	2.00	100.00
** Bank total **						27.35	2.00	1,457.65
** Report total **						27.35	2.00	1,457.65

Figure 1.5—OCDISC—Check Discounts Taken/Lost

## OTORD—INVOICE DETAIL

Paid		Page.....:	1
		Last changed...:	11/30/1988
		Date paid.....:	01/31/1998
0	0		
Ordered from:			
Quality Office Supplies			
P.O. Box 889-1456			
1995 W. Jamaica Avenue			
Flushing	NY	10004	
Obligation	:	1010	Vendor number : 400
			Due date :
Line Description	Quantity	Unit Price	Amount
=====	=====	=====	=====
1			10.00
2			10.00
3			10.00
4			70.00
	** Total **		100.00
Line Transaction account			Amount
=====	=====		=====
1 A01 01-00 7142			10.00
2 A01 01-00 7130			10.00
3 A01 01-00 7140			10.00
4 A02 00-00 7142			70.00

Figure 1.6—OTORD—Invoice Detail

## OTAGE—INVOICE AGING

Run date: 11/02/1998 @ 08:28		Model City Division		OTAGE.L95			Page	1
End date: 02/02/1999		Not yet due	Current	1 Month old	2 Months old	3 Months old		
Vendor Name /	Obligat'n Description	02/02/1999	01/02/1999	12/02/1998	11/02/1998	11/02/1998		
Stage		and later to 02/02/1999 to 01/02/1999		to 12/02/1998 to 11/02/1998		and before		
=====								
400 Quality Office Supplies								
1010 Office Supplies		Paid	.00	.00	.00	.00	100.00	
Obligation.....: 1010		Vendor number...: 400						
400 Quality Office Supplies								
1012 Office Supplies		Paid	.00	.00	.00	.00	850.00	
Obligation.....: 1012		Vendor number...: 400						
400 Quality Office Supplies								
1024		Recon	100.00	.00	.00	.00	.00	
Obligation.....: 1024		Vendor number...: 400						
** Report total **			100.00	.00	.00	.00	950.00	

Figure 1.7—OTAGE—Invoice Aging

## OTSUM—INVOICE SUMMARY

Run date: 11/02/1998 @ 09:07		Model City Division		OTSUM.L95			Page	1
End date: 02/02/1999		Pre-Encumbered	Encumbered	Expensed	Paid	Stage	Stage	Date
Vendor Name /	Obligat'n Description							
=====								
400 Quality Office Supplies								
1010 Office Supplies		.00	.00	.00	100.00	Paid	01/21/1998	
Obligation.....: 1010		Vendor number...: 400						
400 Quality Office Supplies								
1012 Office Supplies		.00	.00	.00	850.00	Paid	02/10/1998	
Obligation.....: 1012		Vendor number...: 400						
** Report total **		.00	.00	.00	950.00			

Figure 1.8—OTSUM—Invoice Summary

## OTHIST—INVOICE HISTORY

Vendor Name /		Stage History note	Bus Date	Amount
Obligat'n Description				
400 Quality Office Supplies				
1010 Office Supplies	Paid Check cut.....#:	4005 01/31/1998	100.00	
Obligation..... 1010	Vendor number...: 400	Due date.....:		
400 Quality Office Supplies				
1012 Office Supplies	Paid Check cut.....#:	2001 02/10/1998	850.00	
Obligation..... 1012	Vendor number...: 400	Due date.....:		
* Report total **				950.00

Figure 1.9—OTHIST—Invoice History

## OTDIST—INVOICE DISTRIBUTION—EXAMPLE 1

Run date: 11/02/1998 @ 09:44		Model City Division		OTDIST.L95	Page 1
Bus date: 02/02/1999		Obligat'n Description	Vendor Name	Stage	Amount
		*****	*****	*****	*****
A01 01-00 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	212.50	
	Obligation.....: 1012	Vendor number...: 400			
	1024	400 Quality Office Supplies:	Recon	100.00	
	Obligation.....: 1024	Vendor number...: 400			
A01 01-00 7142 - Office Supplies:			*** Account total ***	312.50	
A01 02-00 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	42.50	
	Obligation.....: 1012	Vendor number...: 400			
A01 02-01 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	42.50	
	Obligation.....: 1012	Vendor number...: 400			
A01 02-02 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	42.50	
	Obligation.....: 1012	Vendor number...: 400			
A02 00-00 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	212.50	
	Obligation.....: 1012	Vendor number...: 400			
A02 00-00 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	127.50	
	Obligation.....: 1012	Vendor number...: 400			
A04 00-00 7142 - Office Supplies:					
	1012 Office Supplies:	400 Quality Office Supplies:	Paid	170.00	
	Obligation.....: 1012	Vendor number...: 400			
* Report total *			*** Total ***	950.00	

Figure 1.10—OTDIST—Invoice Distribution—Example 1

## OTDIST—INVOICE DISTRIBUTION—EXAMPLE 2

You can include distribution line detail as shown in Example 2, by selecting the appropriate options in the Ledger Options for Accounts Payable and Purchase Order Basic Set Up. For more information see *Defining the Basic Setup Parameter* on page 1.48 and *Modifying the Purchase Order Basic Setup Parameter* on page 1.61.

Blackbaud FundWare Accounts Payable Guide—Volume 2

Run date: 03/03/1999 @ 08:30		Model City Division		OTDIST.L95		Page
Bus date: 03/03/1999		Invoice Distribution Report				1
Obligat'n	Description	Vendor/	Name/	Stage	Amount	
		Line Nbr	Description			
A01 00-00 1390 - Purchase Inventory						
	1024 Laser Printers	700	Way Out Computer Supplies			
		1	Joe Smith	Inv	200.00	
		2	Harry Jones	Inv	200.00	
		3	Larry Dunn	Inv	200.00	
		4	Nick Nelson	Inv	200.00	
		5	Gary Wilson	Inv	200.00	
	1025 Laser Printers	700	Way Out Computer Supplies			
		1	Joe Smith	Inv	200.00	
		2	Harry Jones	Inv	200.00	
		3	Larry Dunn	Inv	200.00	
		4	Nick Nelson	Inv	200.00	
		5	Gary Wilson	Inv	200.00	
A01 00-00 1390 - Purchase Inventory			*** Account total ***		2,000.00	
* Report total *			*** Total ***		2,000.00	

Figure 1.11—OTDIST—Invoice Distribution—Example 2

## OTCASH—INVOICE CASH REQUIREMENTS

Run date: 11/02/1998 @ 10:12		Model City Division		Cash requirements as of 02/02/1999			
Bus date: 02/02/1999				OTCASH.L95 Page 1			
Vendor Name /		Stage	Stage Date	-----Due-----	Today	-----Discounts Available-----	
Obligat'n Description				Total		Met Discount	Date
*****	*****	*****	*****	*****	*****	*****	*****
300 American Business Insura							
1005 Liability Insurance FY'9 P.O.	Paid	01/01/1998		12,500.00	12,500.00	12,500.00	.00
Obligation.....: 1005			Vendor number...: 300				
300 American Business Insura							
1006 Liability Insurance FY'9	Paid	01/12/1998		5,000.00	5,000.00	5,000.00	.00
Obligation.....: 1006			Vendor number...: 300				
400 Quality Office Supplies							
1010 Office Supplies	Paid	01/21/1998		100.00	100.00	100.00	2.00 ** Lost **
Obligation.....: 1010			Vendor number...: 400				
400 Quality Office Supplies							
1012 Office Supplies	Paid	02/10/1998		850.00	850.00	850.00	17.00 ** Lost **
Obligation.....: 1012			Vendor number...: 400				
300 American Business Insura							
1022 Insurance	Irre	02/10/1998		6,200.00	6,200.00	6,200.00	.00
Obligation.....: 1022			Vendor number...: 300				
400 Quality Office Supplies							
1024	Recon	02/09/1999		100.00	.00	100.00	.00
Obligation.....: 1024			Vendor number...: 400				
** Report total **				25,850.00	25,750.00	25,850.00	

Figure 1.12—OTCASH—Invoice Cash Requirements

## OTDSTA—INVOICE DISTRIBUTION BY ACCOUNT

Run date: 11/02/1998 @ 11:52		Model City Division		OTDSTA.L95 Page 1	
Bus date: 02/02/1999					
04 Federal Grants Fund					
Obligat'n Description	Vendor	Vendor Name	Stage	Amount	Check Nbr
04 00-00 7110 Insurance					
1005 Liability Insurance FY'98	200	American Business Insurance	P.O.	2,700.00	
1006 Liability Insurance FY'98	200	American Business Insurance	Paid	1,000.00	4002
1023 Insurance	200	American Business Insurance	Inv	1,260.00	
04 00-00 7110 Insurance				4,960.00	
04 00-00 7120 Telephone					
1020	200	Ms. Fredericka Loomis	Paid	40.00	7000
04 00-00 7120 Telephone				40.00	
04 00-00 7140 Operating Supplies					
1004 Cleaning Contract - 6 mos	500	Mountain Cleaning Service	P.O.	600.00	
04 00-00 7140 Operating Supplies				600.00	
04 00-00 7142 Office Supplies					
1012 Office Supplies	400	Quality Office Supplies	Paid	170.00	2001
1013 Computer ribbons	700	Way Out Computer Supplies	Paid	25.00	1900
1021	300	Mountain Rental Management	Recon	120.00	300
04 00-00 7142 Office Supplies				315.00	
04 00-00 7142 Computer Supplies					
1014 Computer ribbons	700	Way Out Computer Supplies	Paid	7.00	2003
04 00-00 7142 Computer Supplies				7.00	
04 00-00 7145 Rent					
1008 Monthly Rent	300	Mountain Rental Management	Paid	1,100.00	4004
1017 Monthly Rent	300	Mountain Rental Management	Paid	1,100.00	1234
04 00-00 7145 Rent				2,200.00	
04 Federal Grants Fund				8,122.00	
*** Report Total ***				8,122.00	

Figure 1.13—OTDSTA—Invoice Distribution by Account

You can include distribution line detail, by selecting the appropriate options in the Ledger Options for Accounts Payable and Purchase Order Basic Set Up. For more information see *Defining the Basic Setup Parameter* on page 1.48 and *Modifying the Purchase Order Basic Setup Parameter* on page 1.61.



## OTV1LST—VENDOR ONE LINE REPORT

Vendor Name	Address	City	S/T/P	Post	Telephone	Sortkey
-----						
0 One time vendors						
100 ABC Hardware, Inc.	P.O. Box 778800 15 E. Lincoln Avenue	Steamboat Spri	CO	80477	(303) 879-1234	ABC HARDWA
200 Ms. Fredericka Loomis	33 Aspen Drive	Denver	CO	80004	(303) 222-6868	LOOMIS F
300 American Business Insurance	4488 W. Fullerton	Chicago	IL	60616	(312) 222-8181	AMER BUSIN
400 Quality Office Supplies	P.O. Box 889-1456 1995 W. Jamaica Aven	Flushing	NY	10004	(212) 554-6690	QUALITY OF
500 Mountain Cleaning Service	P.O. Box 22 15 E. Quebec	Milner	CO	80477	(303) 879-2200	MTN CLEAN
600 Mountain Bell Phone Service	P.O. Box 340088 18 W. Laramie	Denver	CO	80044	(303) 226-6111	MTN BELL
700 Way Out Computer Supplies	18 N. Alameda	Los Angeles	CA	90016	(800) 562-8545	WAY OUT
800 Mountain Rental Management	P.O. Box 1876 45 Centennial Way	Steamboat Spri	CO	80477	(303) 879-3200	MTN RENTAL
801 Ace Hardware						
900 The University of Colorado	1100 South Auriara P Campus Box 135	Denver	CO		(303) 556-1000	UNIVERSITY
1000 Colorado Express T-Shirt Co	1350 Broadway Suite 100	Denver	CO	80205	(303) 297-4400	COLORADO,E

Figure 1.14—OTV1LST—Vendor One Line Report

## OTVLIST—VENDOR COMPLETE RECORD

Run date: 10/30/1998 @ 12:09 95 - Model City Division	Page	1
Bus date: 02/09/1999	OTVLIST.L95	
Total vendors selected =	11	
-----Page Break-----		
Run date: 10/30/1998 @ 12:09 95 - Model City Division	Page	1
Bus date: 02/09/1999	OTVLIST.L95	
Vendor.....:	0	Changed.: 10/22/88 User....: 00999
1) Sortkey.....:		
2) Name.....:	One time vendors	
3) Address		
Street 1.....:		
Street 2.....:		
City/STP/Post..:	/	/
Country.....:		
4) Alt address		
Street 1.....:		
Street 2.....:		
City/STP/Post..:	/	/
Country.....:		
5) Phone.....:	(000) 000-0000	Fax (000) 000-0000
6) Note 1.....:		
Note 2.....:		
Note 3.....:		
Note 4.....:		
Note 5.....:		
7) Discount given.:	N - Discount not normally given.	
pctge.:	.00	
days.:	0	
8) Net days.....:	0	
9) System information		
Obligation cnt.:	1	
Total.....:	500.00	
Pre-encumbered.:	.00	
Encumbered.....:	.00	
Expensed.....:	.00	
Paid.....:	500.00	
Discount taken.:	.00	
Discount lost..:	.00	

Figure 1.15—OTVLIST—Vendor Complete Record

## OTV1SUM—VENDOR BILLING SUMMARY

Run date: 10/30/1998 @ 12:09		95 - Model City Division		OTVLSUM.L95 Page 1		
Bus date: 02/09/1999						
Total vendors selected = 11		Page Break				
Run date: 10/30/1998 @ 12:09		95 - Model City Division		OTVLSUM.L95 Page 1		
Bus date: 02/09/1999						
Vendor Name	Number Obligations	Total Obligations	Current Pre-Encumbered	Current Encumbrance	Current Expense	Current Paid
0 One time vendors	1	500.00				500.00
100 ABC Hardware, Inc.	2	500.00			100.00	400.00
200 Ms. Fredericka Loomis	5	26,200.00		22,000.00	1,000.00	3,200.00
300 American Business Insurance	4	24,800.00		12,500.00	6,200.00	5,000.00
400 Quality Office Supplies	4	1,050.00				1,050.00
500 Mountain Cleaning Service	1	3,000.00		3,000.00		
600 Mountain Bell Phone Service	1	2,200.00				2,200.00
700 Way Out Computer Supplies	3	310.00				310.00
800 Mountain Rental Management	4	7,800.00				7,800.00
900 The University of Colorado Press	0					
1000 Colorado Express T-Shirt Company	0					
** Total **	25	66,360.00	.00	38,500.00	7,400.00	20,460.00

Figure 1.16—OTV1SUM—Vendor Billing Summary

## OTVLBL—VENDOR MAILING LABELS

0	100	200
One time vendors	ABC Hardware, Inc. P.O. Box 778800 15 E. Lincoln Avenue Steamboat Springs CO 80477	Ms. Fredericka Loomis 33 Aspen Drive Denver CO 80004
300	400	500
American Business Insurance 4488 W. Fullerton Chicago IL 60616	Quality Office Supplies P.O. Box 889-1456 1995 W. Jamaica Avenue Flushing NY 10004	Mountain Cleaning Service P.O. Box 22 15 E. Quebec Milner CO 80477
600	700	800
Mountain Bell Phone Service P.O. Box 340088 18 W. Laramie Denver CO 80044	Way Out Computer Supplies 18 N. Alameda Los Angeles CA 90016	Mountain Rental Management P.O. Box 1876 45 Centennial Way Steamboat Springs CO 80477
900	1000	
The University of Colorado Press 1100 South Auraria Parkway Campus Box 135 Denver CO	Colorado Express T-Shirt Company 1350 Broadway Suite 100 Denver CO 80205	
Vendors selected =	11	

Figure 1.17—OTVLBL—Vendor Mailing Labels

## OTCHKH—VENDOR CHECK HISTORY

Run date: 10/30/1998 @ 12:27		95 - Model City Division		OTCHKH.L95 Page 1	
Bus date: 02/09/1999					
Total vendors selected = 2		Page Break			
Run date: 10/30/1998 @ 12:27		95 - Model City Division		OTCHKH.L95 Page 1	
Bus date: 02/09/1999					
Vendor Name	Obligat'n Description	Stg Date	Posted	Amount	Check
300 American Business Insurance	1006 Liability Insurance FY'98	01/12/98	01/12/98 Paid	5,000.00	4002
300 American Business Insurance	*** Vendor Total ***			5,000.00	
400 Quality Office Supplies	1010 Office Supplies	01/31/98	01/31/98 Paid	100.00	4005
	1010 Office Supplies	01/31/98	01/31/98 Paid	100.00	4005
	1012 Office Supplies	02/10/98	02/10/98 Paid	850.00	2001
	1012 Office Supplies	02/10/98	02/10/98 Paid	850.00	2001
	1024	02/09/99	02/09/99 Recon	100.00	777
	1024	02/09/99	02/09/99 Recon	100.00	777
	1024	02/09/99	02/09/99 Recon	100.00	777
400 Quality Office Supplies	*** Vendor Total ***			2,200.00	
*** Report Total ***				7,200.00	

Figure 1.18—OTCHKH—Vendor Check History



## Symbols or Numbers

**1099 Form**—The IRS tax form for reporting payments made to non-corporate service providers. The 1099 lists the payer and vendor names, addresses and tax ID numbers, and the amount paid and Federal income tax withheld during the year.

**1099 Vendor Record**—The information extracted into the 1099 module for each vendor. Contains the vendor's name, address, tax ID number, the amount paid, and Federal income tax withheld during the year.

## A

**Account Mask**—Allows you to group accounts using only one entry. A mask uses a variable (X) in place of an actual number. See also Masking.

**Account Number**—The number that stores transaction information in a financial reporting system.

**Adjusting Entry**—An automatic correcting transaction made by Accounts Payable when an account number or amount changes for an obligation that has already been posted to the General Ledger module.

## B

**Business Date**—Date selected when you sign on to FundWare. It is also called the posting date. It must exist in the date table, and it determines the period in which the transaction is posted. It is separate from the computer system date.

## C

**Change Date**—The calendar date on which the obligation was last changed.

**Check Number**—The check's preprinted number.

**Check Run**—A group of obligations that are marked, paid, and logged in the same batch for the same bank.

**Check Status**—The step in the check-writing process where a check currently resides.

**City Abbreviation**—A 1 to 3 character code that defines a city, state, and, optionally, postal code and country. The code is used as a data entry short cut.

**Control Account**—A General Ledger account that contains a summary of the transactions for a group of accounts with a similar characteristic. For example, the Accounts Payable account in the General Ledger summarizes the payable balances of many individual vendors. Accounts Payable uses control accounts to reserve for encumbrances and commitments, accounts payable, and cash.

**Control Number**—A number assigned by FundWare to a check before it is logged. The number may or may not equal the preprinted check number.

**Credit Memo**—A notification from a vendor of a reduction in the amount owed. You can enter a credit memo in Accounts Payable as an obligation for a negative (-) amount.

**Cut Date**—The business date on which a check was written. This is the date printed on the check and posted to Accounts Payable and the General Ledger.

**Cut Status**—Checks that have been produced but not yet logged.

## D

**Data Item**—A piece of information applied to an obligation or vendor record. AP includes two types of data items: *Obligation References* and *Vendor Data Items*.

**Default**—The value used by FundWare if you do not enter your own.

**Discount Date**—The date used to figure if a discount is available, based on the Use Discount Date and the Mark for Pay date.

**Distribution Table**—An array of accounts and percentages that specify how to allocate an obligation distribution. The tables provide a data entry short cut.

## F

**Financial Institutions**—A feature that contains records of information about each bank or savings and loan used to process payments in Accounts Payable. The record includes the General Ledger account number for the cash account represented by this bank.

## I

**Internal Check Number**—See *Control Number*.



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## J

**Journal**—A chronological listing of transactions showing debits and credits to specific accounts.

## L

**Ledger**—A collection of all the accounts for a specific financial category. For example, a General Ledger consists of accounts recording actual financial transactions.

**Log Check Numbers**—This task allows you to enter the preprinted check number into Accounts Payable.

## M

**Marked for Pay Status**—Invoices marked as ready for payment.

**Mark for Payment**—To approve an individual or group of obligations for payment. When you produce checks, all marked obligations are paid.

**Memorized Obligation**—A way to save an obligation and post it again without re-entering the data. Referred to as a recurring obligation in earlier versions of Accounts Payable.

**Model Division**—A sample division that you can use to learn about the Accounts Payable module.

## O

**Obligation**—Any payable in FundWare Accounts Payable (e.g., purchase order, invoice). As an obligation moves through its normal life cycle, it could have any status from an initial order to a reconciled check.

**Obligation Number**—A system-assigned number given to every payable. It is assigned when an obligation is created or when an existing obligation is split. Accounts Payable tracks all subsequent activity by the obligation number.

**Obligation Records**—A payable and all its associated information. An obligation record includes: references, banks, city and location abbreviations, vendors, distribution tables, and memorized status.

**Obligation Reference Data Items**—Obligation reference data items are used to store information with a transaction (e.g., purchase order, invoice), such as the vendor invoice number, due date, or contract number. For example, you could use a data item to select obligations for a specific contract number or due date range.

## P

**Purge**—To delete obligation or vendor records permanently.

## R

**Reconciled Status**—Mark a check to indicate that it has cleared the bank. This is the final check writing stage.

**Recurring Obligation**—See Memorized Obligation.

**Reference Data Item**—Obligation reference data items are used to store information with a transaction (e.g., purchase order, invoice), such as the vendor invoice number, due date, or contract number. For example, you could use a data item to select obligations for a specific contract number or due date range.

**Reporting Date**—The date used for history reports. It defaults to the current business date.

**Run**—A group of checks produced at the same time.

## S

**Scroll**—To use a bar to move up/down or right/left in a window when there is more information than will fit on a single screen.

**Sortkey**—An alphanumeric abbreviation for each vendor that allows you to determine a sort order.

**Split**—To divide an obligation into two obligations. Often used to split dollars from an encumbrance as the money is actually spent. A split is different from a transfer in that all the parts of a transfer have the same obligation number, while a split is assigned a new obligation number.

**Stage**—A specific step in the life of an obligation. The stage indicates the obligation status and provides tracking information for each transaction.

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**Stage date**—The stage date is a term encountered during setup; however, your organization probably renamed this field to reflect your usage. For example, the stage date could be the due date in the Invoice stage, or the date issued in the Purchase Order stage.

## T

**Tax ID Number**—The identification number assigned by the US government to each taxpayer for reporting purposes. Individuals use their social security number, businesses use their employer identification number (EIN).

**Transaction**—A recorded change in assets, liabilities, and equities, expressed in terms of money. In Accounts Payable, a transaction is two or more amounts posted to accounts in the General Ledger module due to changes in the status of payable amounts.

**Transfer**—To move an obligation from one stage to another.

## U

**Unmark for Payment**—To remove an obligation from a check run so that it will not be paid.

**Unused Check**—A check that cannot be used as a manual or computer check. These include checks that are torn, mangled by the printer, or used to adjust the printer spacing.

## V

**Vendor**—A record containing information about each vendor in the Accounts Payable system. The record includes the vendor name, address, and discount information.

**Vendor Data Items**—Store additional information with the vendor record (e.g., e-mail address, alternate contact name).

**Void Status**—Checks that have been voided after being printed or written.

## W

**Wild Card**—A character used to represent any other character(s). In searches, a wild card means “find any character or group of characters that occur at this point.” Accounts Payable uses an asterisk (\*) as a wild card. For example, in field 8 of the stage definition and in Inquiry.



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