

Blackbaud FundWare Accounts Payable Guide

VOLUME 1—SETTING UP AND MAINTAINING ACCOUNTS PAYABLE

VERSION 7.60, SEPTEMBER 2009

**Blackbaud®
FundWare™**

USER GUIDE HISTORY

Date	Changes
August 2000–July 2002	Version 7.14 Edition 1 through Version 7.17.
December 2002	7.20—Includes modifications and additions to functionality.
February 2003	7.20 Service Pack 1—Includes minor modifications to the program and edits to the guide to clarify text and correct errors.
May 2003	7.20 Service Pack 2—Includes minor modifications to the program and edits to the guide to clarify text and correct errors.
September 2003	7.20 Service Pack 3—Includes minor modifications to the program and edits to the guide to clarify text and correct errors.
May 2004	7.30—Guide updated to reflect access changes and new HomePage; minor corrections to functionality and text.
December 2004	7.31—The guide has been edited, resulting in significant modifications. Edits include company references.
April 2005	7.31 SP1—The guide has been updated with minor corrections.
November 2005	7.40—The guide has been updated with minor corrections.
July 2008	7.50—Added Chapter 8 and updated the document with minor corrections. Edits include new company references.
September 2009	7.60—The guide has been updated to incorporate 7.60 functionality and to reflect new company information.

© Copyright 2009, Blackbaud FundWare, Inc. All rights reserved.

The Blackbaud FundWare logos, among others, are registered trademarks and/or registered service marks of Blackbaud Fundware, Inc. in the United States and other countries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such.

TABLE OF CONTENTS

Volume 1—Setting Up and Maintaining Accounts Payable

Chapter 1—Introduction	1.1
Example AP Process	1.2
Example Stages	1.4
Example Posting to GL–P/G Journals	1.4
Customizing AP	1.5
Separate and Combined Entry	1.5
Customizing Your Vendor Record Settings	1.8
Customizing Your Obligation Entry Forms by Stage	1.10
Using Masks	1.12
The Accounts Payable HomePage	1.13
Activity Reminders	1.13
Printing Reminders	1.14
Deleting Reminders	1.14
Reports Area	1.15
Navigating the Folder Tree	1.15
Transferring Obligations	1.17
The Detail Panes	1.18
Filtering Obligations	1.18
Setting Stage Security	1.21
Some FundWare Basics	1.22
Opening FundWare	1.22
Changing Your Password During Login	1.25
Opening FundWare Multiple Times	1.26
Opening Additional Instances—From the Desktop/Start Menu	1.27
Opening Additional Instances—From the Program	1.27
Changing the Business Date	1.28
Changing Your Password From the Software	1.29
Using the Menu Bar	1.30
Keyboard Navigation	1.30

Is Your Menu Bar Too Crowded?	1.31
How Your Security Rights Impact the Menu Bar	1.31
Using the Navigator Bar	1.31
Module Navigator	1.31
Open Windows Navigator	1.33
How Your Security Rights Impact the Navigator Bar	1.33
Customizing Your Display	1.33
Hiding and Displaying Columns	1.34
Re-Ordering the Columns	1.34
Resizing the Columns	1.35
Sorting the Entries in a Form	1.35
Help	1.35
Training and Consulting Services	1.36
Using This Document	1.36
Conventions	1.37
Getting Support	1.37
.	1.38
Chapter 2—Defining Your Parameters and Stages	1.39
Customizing Your Vendor Record Settings	1.40
Customizing Your Obligation Forms	1.44
Defining the Basic Setup Parameter	1.48
Modifying the Extended Setup Parameter	1.54
Modifying the Purchase Order Basic Setup Parameter	1.61
Modifying the Purchase Order Extended Setup Parameter	1.64
Working With Stages	1.67
When Do Stages Appear on the Folder Tree?	1.67
Modifying Your Existing Stage Definitions	1.68
Adding Stage Definitions	1.75
Calculating Obligation Due Dates	1.84
Defining Your Check Format	1.87
Adding the Standard Check Format	1.87
Modifying the Standard Check Format	1.88
Printing Sample Checks	1.100
Chapter 3—Completing Additional AP Setup Tasks	1.101
Defining Custom Forms	1.101

Working With Distribution Tables	1.113
How Distribution Tables Build Accounts	1.113
Defining Distribution Tables	1.113
Applying a Distribution Table to an Obligation	1.116
Editing a Distribution Table	1.118
Deleting a Distribution Table	1.119
Defining City Abbreviations	1.119
Editing City Abbreviations	1.121
Deleting City Abbreviations	1.121
Working With Location Abbreviations	1.122
Using Location Abbreviations With Obligation References	1.123
Defining Location Abbreviations	1.124
Editing Location Abbreviations	1.126
Deleting Location Abbreviations	1.127
Encrypting Checks and Purchase Orders	1.127
Defining the Distribution Report Parameter	1.130
Refreshing Vendor Name Capitalization	1.132
Chapter 4—Using the Financial Institutions Feature	1.135
Hints for Clients Converting From Classic	1.136
Mapping Version 5.8/5.9 Banks to the Accounts	1.137
Viewing Financial Institutions	1.143
Re-Ordering the Display	1.143
Adjusting Column Size	1.144
Adding a Financial Institution	1.144
Adding Financial Institution Accounts	1.150
Associating the Accounts	1.152
Associating the Accounts—Accounts Payable	1.155
Associating the Accounts—Payroll/Personnel	1.158
Associating the Accounts—	1.160
Editing an FIA	1.161
Editing an Association	1.162
Deleting an FIA	1.164
Deleting a GL Cash Account Association	1.164
Chapter 5—Defining and Using Data Items	1.165
Data Items—Obligation References	1.165

Defining Obligation References	1.166
Posting Data Items to GL–P/G	1.168
Applying an Reference Item to an Obligation	1.169
Using Obligation Reference Data Items in Reporting	1.170
Filtering With Obligation Reference Data Items	1.170
Editing Obligation References	1.171
Deleting Obligation References	1.173
Data Items—Vendors	1.173
How Do You Use Vendor Data Items?	1.174
System-Defined Vendor Data Items	1.176
Defining Vendor Data Items	1.177
Vendor Data Item Additional Tab	1.180
Vendor Data Item Edit Values Tab	1.182
Editing Vendor Data Items	1.184
Deleting a Vendor Data Item	1.185
Chapter 6—AP Maintenance Tasks	1.187
Resetting AP Obligation Flags	1.187
Purging Paid Invoices	1.188
Purging Vendors	1.195
Appendix A—Posting Transactional Data Items	1.201
Glossary	1.207
Index	1.213

Volume 2—Working With Accounts Payable

Chapter 1—Introduction	2.1
Example AP Process	2.2
Example Stages	2.4

Example Posting to GL–P/G Journals	2.4
Customizing AP	2.5
Separate and Combined Entry	2.5
Customizing Your Vendor Record Settings	2.8
Customizing Your Obligation Entry Forms by Stage	2.10
Using Masks	2.12
The Accounts Payable HomePage	2.13
Activity Reminders	2.13
Printing Reminders	2.14
Deleting Reminders	2.14
Reports Area	2.15
Navigating the Folder Tree	2.15
Transferring Obligations	2.17
The Detail Panes	2.18
Filtering Obligations	2.18
Setting Stage Security	2.21
Some FundWare Basics	2.22
Opening FundWare	2.22
Changing Your Password During Login	2.25
Opening FundWare Multiple Times	2.26
Opening Additional Instances—From the Desktop/Start Menu	2.27
Opening Additional Instances—From the Program	2.27
Changing the Business Date	2.28
Changing Your Password From the Software	2.29
Using the Menu Bar	2.30
Keyboard Navigation	2.30
Is Your Menu Bar Too Crowded?	2.31
How Your Security Rights Impact the Menu Bar	2.31
Using the Navigator Bar	2.31
Module Navigator	2.31
Open Windows Navigator	2.33
How Your Security Rights Impact the Navigator Bar	2.33
Customizing Your Display	2.33
Hiding and Displaying Columns	2.34
Re-Ordering the Columns	2.34
Resizing the Columns	2.35
Sorting the Entries in a Form	2.35
Help	2.35

Training and Consulting Services	2.36
Using This Document	2.36
Conventions	2.37
Getting Support	2.37
.....	2.38
Chapter 2—Defining and Using Vendor Records	2.39
Adding Vendor Records	2.39
Vendor Address Tab	2.41
Vendor Discounts Tab	2.43
Vendor Notes Tab	2.44
Vendor Data Items Tab	2.45
Vendor Activity Detail and Activity Summary Tabs	2.48
Editing and Viewing Vendor Records	2.49
Deleting Vendor Records	2.50
Searching Your Vendor Records	2.50
Displaying Vendor Information	2.52
Using the Vendor Record to Produce 1099 Forms	2.55
Using the Sortkey When Filing 1099s Electronically	2.55
Using Notes for 1099 and Minority Vendors	2.56
Using Vendor Data Items to Identify 1099 Vendors	2.57
Importing Vendor Information	2.57
Chapter 3—Entering Obligations	2.59
Tasks by Stage	2.60
Tasks Within Temporary Subfolders	2.61
Customizing Obligation Entry Forms	2.63
Creating New Obligations	2.63
Entering Obligations—Separate Entry	2.64
Data Items Tab	2.68
Line Items Tab	2.69
Distribution Tab	2.71
Entering Obligations—Combined Entry	2.74
Data Items Tab	2.79
Detail Lines Tab	2.80
Obligation Entry Tools	2.83
Using the Vendor Selector	2.84

Adding Vendors During Obligation Entry	2.85
Using the One-Time Vendor Feature	2.86
Applying Vendor Discounts to Obligations	2.87
The “Take Discount” Override	2.89
Using the Combined or Separate Check Function	2.94
One-Time Vendors and Separate Checks	2.96
Payment Setting and Partial Transfers	2.96
Modifying the AP Parameter—For Upgrading Customers Only	2.96
Selecting an Account Through the Account Selector	2.97
Adding a New Account Through Account Maintenance	2.98
Using a Distribution Table	2.100
Using Credit Memos	2.101
Budget Control	2.102
Verifying Obligations	2.103
Account Tab	2.104
Obligation Tab	2.109
Vendor Tab	2.110
Editing Obligations	2.111
Voiding Obligations	2.112
Viewing Voided Obligations	2.116
Memorizing Obligations	2.119
Memorizing an Existing Obligation	2.119
Entering a Memorized Obligation	2.120
Creating a New Obligation From a Memorized Obligation	2.121
Tips for Working With Memorized Obligations	2.122
Importing and Exporting Obligations	2.123
Chapter 4—Transferring and Splitting Obligations	2.125
Transferring Obligations	2.125
Using Transfer Group Window	2.126
Using Drag-and-Drop	2.129
Splitting Obligations	2.130
Splitting Obligations With Combined Entry	2.131
Splitting Obligations With Separate Entry	2.137
Transferring Part of an Obligation	2.145
Partially Transferring Obligations With Combined Entry	2.145
Partially Transferring Obligations With Separate Entry	2.152

Chapter 5—Paying Obligations	2.161
Payment Stages	2.161
Marking Obligations for Payment	2.161
“UnMarking” an Obligation	2.168
Creating a Check File	2.173
Produce Checks Tab	2.175
Log Check Numbers Tab	2.176
Viewing Separate and Combined Checks for Vendors	2.180
Negative Obligations and Checks	2.181
Logging Unused Checks	2.182
Voiding a Check	2.184
Creating Manual Checks for an Existing Obligation	2.186
Creating Manual Checks for a New Obligation	2.191
Reconciling Checks	2.193
FIA Recap	2.196
Importing Reconciliation Information	2.196
Chapter 6—AP Inquiry	2.197
Check Drill-Down	2.199
Check Run Drill-Down	2.200
Obligation Drill-Down	2.201
Vendor Drill-Down	2.203
Inquiry Reports	2.204
Displaying Obligations	2.204
Chapter 7—AP Reports	2.211
Producing Reports	2.213
Creating or Editing User-Defined Reports	2.216
Defining or Editing the Report Name and General Tab	2.217
Defining the Columns Tab	2.218
Copying Reports	2.221
Deleting Reports	2.221
Producing Standard Purchase Order Forms	2.221
Producing Custom PO Forms	2.227
Exporting Report Information	2.231

Chapter 8—AP Warrant/Voucher Approval Report	2.233
Report Setup	2.233
New Warrant Report Creation	2.237
Report Definition	2.239
Report Production	2.245
Appendix A—Sample Reports.	2.249
OTRREG—Reprint Check Register	2.251
OCCKSUM—Check Summary	2.251
OCCKHST—Check Complete Detail	2.252
OCOSTND—Check Historical	2.252
OCDISC—Check Discounts Taken/Lost	2.253
OTORD—Invoice Detail	2.254
OTAGE—Invoice Aging	2.255
OTSUM—Invoice Summary	2.255
OTHIST—Invoice History	2.256
OTDIST—Invoice Distribution—Example 1	2.257
OTDIST—Invoice Distribution—Example 2	2.257
OTCASH—Invoice Cash Requirements	2.259
OTDSTA—Invoice Distribution by Account	2.260
OTV1LST—Vendor One Line Report	2.261
OTVLIST—Vendor Complete Record	2.262
OTV1SUM—Vendor Billing Summary	2.263
OTVLBL—Vendor Mailing Labels	2.264
OTCHKH—Vendor Check History	2.265
Glossary	2.267
Index	2.273

C H A P T E R 1

INTRODUCTION

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"> The new purchase order is saved to the Purchase Orders > New temporary subfolder. 	<ul style="list-style-type: none"> In Division 95, purchase orders are entered at stage 20.
Review the new purchase order and post to the main Purchase Orders folder.	<ul style="list-style-type: none"> 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). 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.) 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.
Transfer the purchase order to the invoice stage. <ul style="list-style-type: none"> The transferred invoice moves to the Invoices > Transferred From P.O. temporary subfolder. 	<ul style="list-style-type: none"> In Division 95, invoices are transferred to or entered at stage 30.
Review the transferred invoice and post to the main Invoices folder.	<ul style="list-style-type: none"> 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). 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.) 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.

Table 1.1—Example AP Process (Continued)

Step	Additional Information
Mark for payment by a specific Financial Institution account (FIA). <ul style="list-style-type: none"> The marked invoice moves to the Marked for Pay > New Mark temporary subfolder for the specified FIA. 	<ul style="list-style-type: none"> In all divisions, checks are marked for pay at stage 50.
Review the marked invoice and post to the main Marked for Pay folder.	<ul style="list-style-type: none"> 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). This stage is not defined to post to GL. FundWare requires that you mark obligations for payment at stage 50.
Write and log checks.	<ul style="list-style-type: none"> 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.) 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. FundWare requires that paid obligations are stored at stage 60.
Reconcile checks.	<ul style="list-style-type: none"> You can reconcile checks using our Integrated Bank Reconciliation module (for more information, contact your Sales representative) or the reconciliation feature within AP. FundWare requires that reconciled checks are stored at stage 70.

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 1.67.

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 1.168.

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? <ul style="list-style-type: none"> • You can use a single account, or you can mask the account number (e.g., by fund).
Stages	<ul style="list-style-type: none"> • What fields will be available at each stage? • What data items will be displayed or editable at each stage?

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.

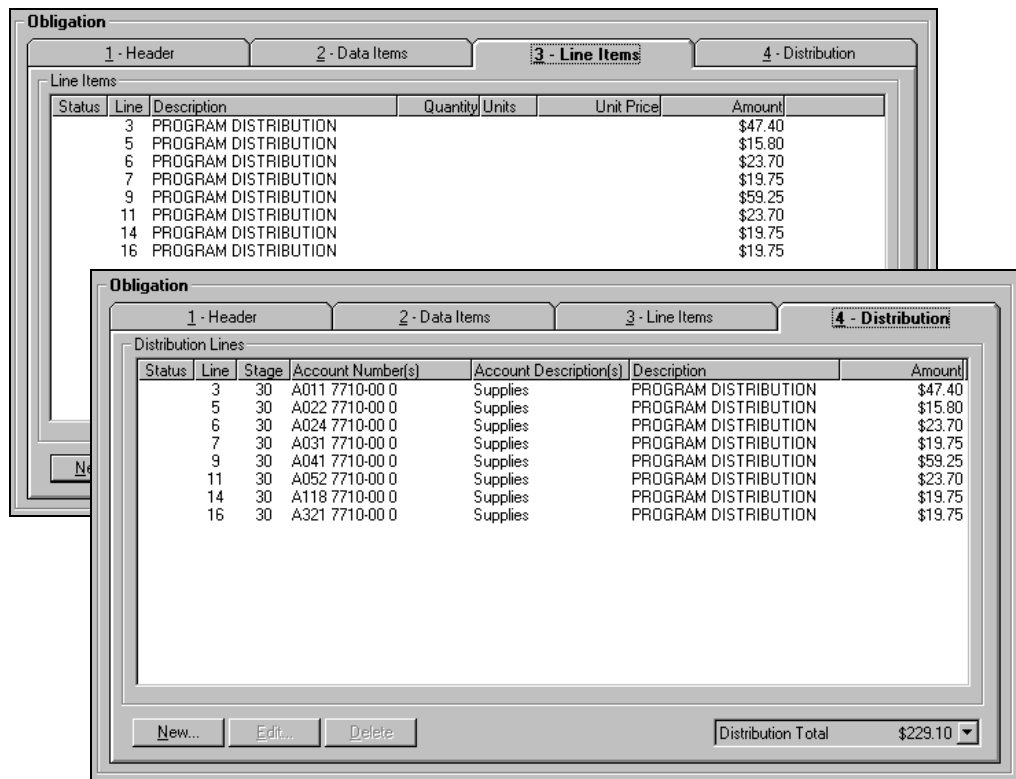


Figure 1.1—Example Data Items Tab (Separate Entry)

- **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

Distribution Total \$229.10

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 2.64 and *Entering Obligations—Combined Entry* on page 2.74.

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 tabbed interface with four tabs: 'Notes', 'Vendor Data Items', 'Activity Detail', and 'Activity Summary'. The 'Vendor Data Items' tab is selected and contains sub-sections for 'Address', 'Discounts', and 'Activity Summary'. The 'Personal Information' section is expanded, showing several input fields: 'Sort key:', 'Name:', 'Phone:', 'Fax:', and 'Alternate Name:'. Each field has a corresponding text box. The 'Phone' and 'Fax' fields have a small icon to the left of the text box, likely for dialing codes.

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' section contains a list of five text input fields, each labeled 'Note 1' through 'Note 5' on the left. The fields are currently empty.

Figure 1.6—Notes Tab

See *Customizing Your Vendor Record Settings* on page 1.40 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.

The screenshot shows the 'Obligation' window with the '1 - Header' tab selected. It is divided into several sections:

- Vendor:** Fields for Number, Name, Street 1, Street 2, City, S/T/P, and Postal Code.
- Description:** A field for Line 1.
- Other:** Fields for Total Amount (\$0.00), Authorized by, Invoice Date, and Date ordered (08/10/2004).
- Payment:** A checkbox for 'Separate check for this obligation'.
- Discount:** A dropdown menu for Type, currently set to 'No Discounts (N)'.

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*)).

The screenshot shows the 'Obligation' window with the '2 - Data Items' tab selected. It is divided into two main sections:

- Editable Data Items:** A table with columns for Data Item, Value, and Required. It lists 'Invoice #' and 'Due date', both with 'No' in the Required column.
- Display Only Data Items:** A table with columns for Data Item and Value. It lists 'P.O. #' with the value '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*).

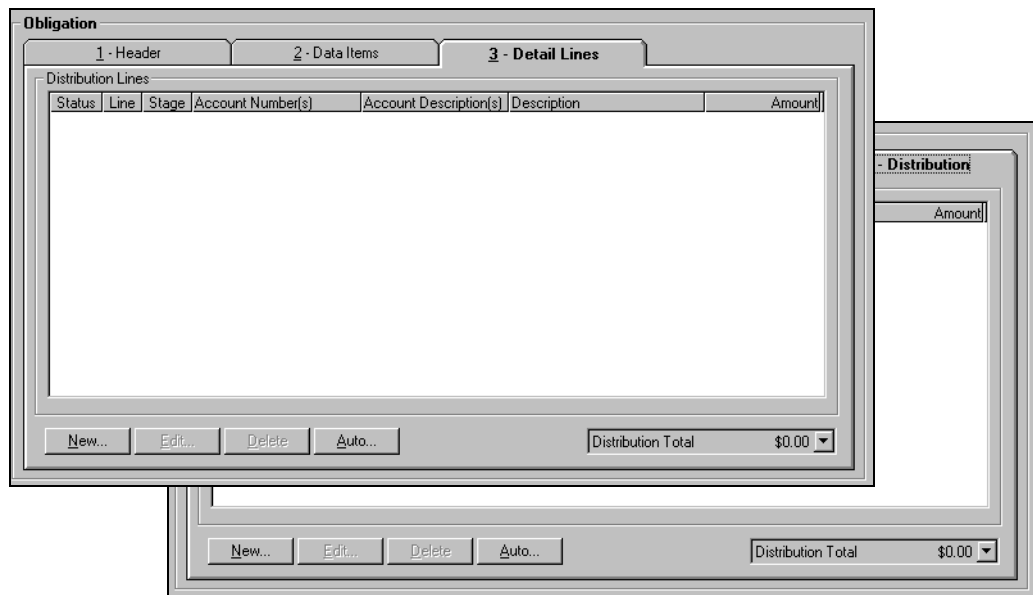


Figure 1.9—Detail Lines and Distribution Tabs

See *Customizing Your Obligation Forms* on page 1.44 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"> The sub-stage folders (e.g., New, Transferred From) display only if they contain obligations.

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., Paid, Reconciled).</p> <ul style="list-style-type: none">• The subfolders (e.g., Paid, Reconciled) display only if they contain checks.• The only exception to this is the New Manual Checks subfolder. It always appears under each bank so that you can create manual checks.

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.

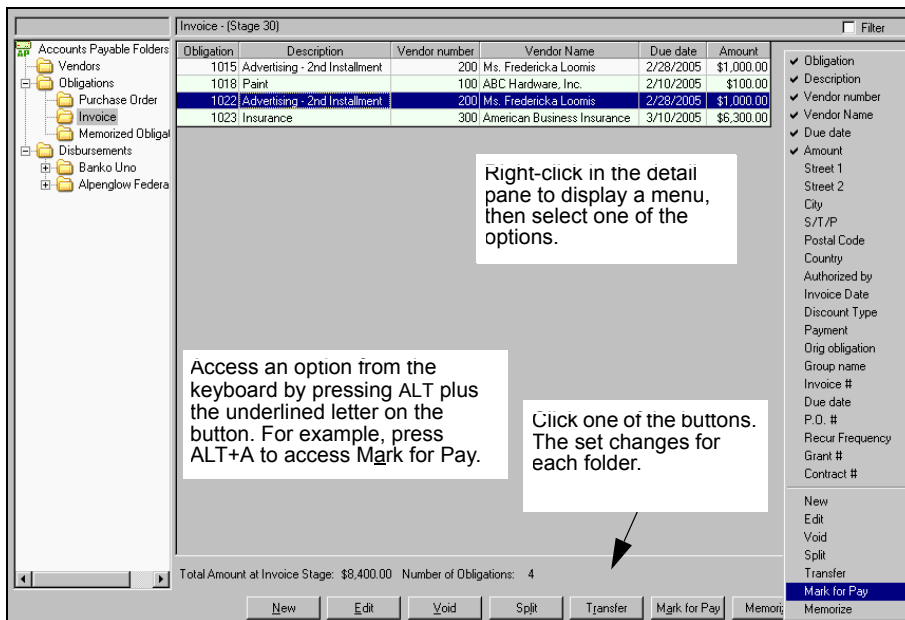


Figure 1.14—Folders

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 2.125 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).

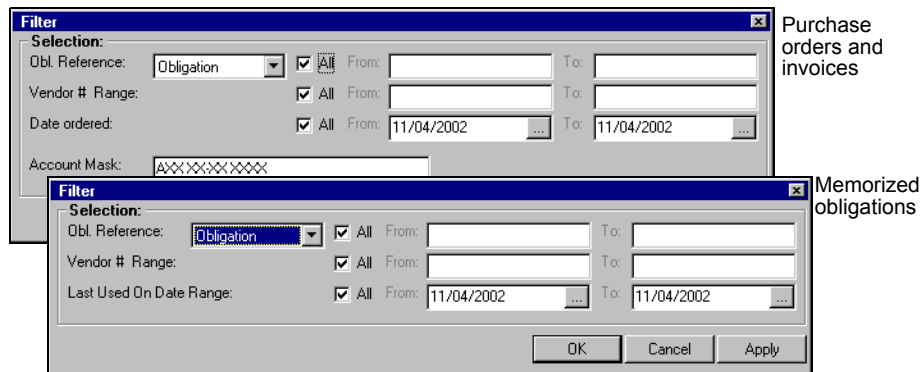


Figure 1.16—Filter Windows

- Complete the Filter window according to Table 1.6.

Table 1.6—Filter Options





Option	Description
Obl. Reference	<p>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).</p> <ul style="list-style-type: none"> 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. To select a single value, enter the appropriate alphanumeric text in both fields.
Vendor # Range	<p>By default, all vendors will be included in the filtered display (i.e., the All check box is selected).</p> <ul style="list-style-type: none"> 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. To select a single value, enter the number in both fields.
“Stage” Date	<p>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).</p> <ul style="list-style-type: none"> 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. To select a single value, enter the number in both fields. You can use the  button to select a date from the calendar.

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"> • 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. • To select a single value, enter the number in both fields. You can use the  button to select a date from the calendar. <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*).

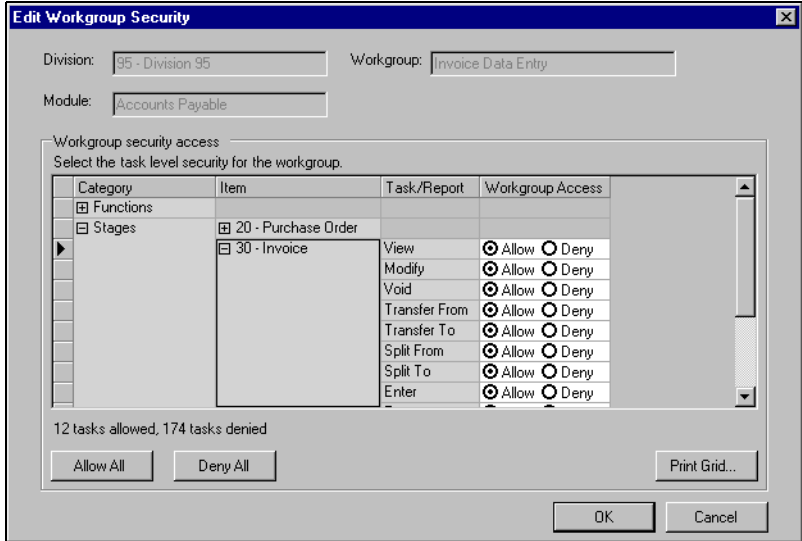


Figure 1.17—Security—Allowing Access to Stage 30 (Invoice)

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*).

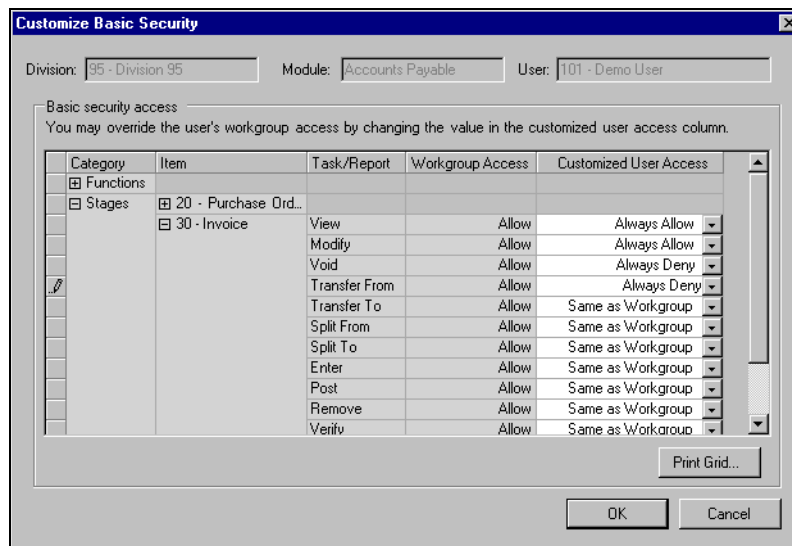


Figure 1.18—Security—Customizing Users Access to Stage 30 (Invoice)

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, a small font disclaimer states: "By using this software you agree to the terms of the American Fundware, Inc. Licensing Agreement." At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

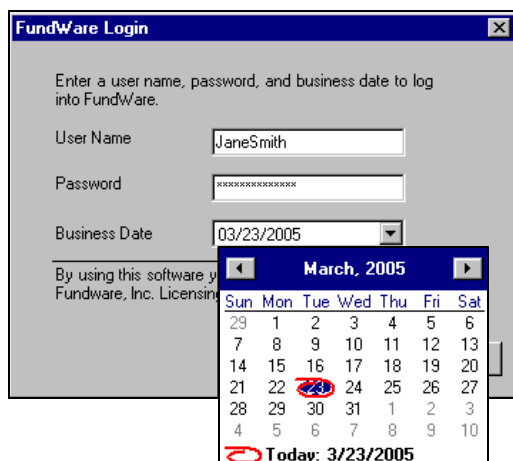
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

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.

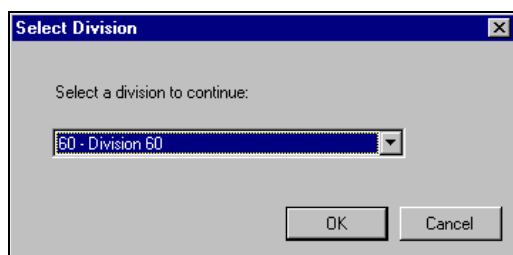
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

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 1.25.

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.

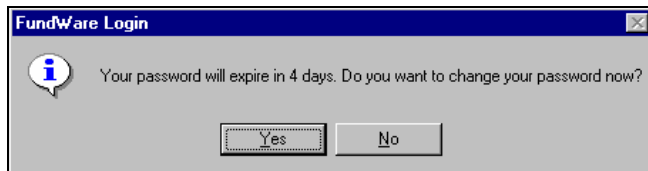
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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 1.29.

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 1.28 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

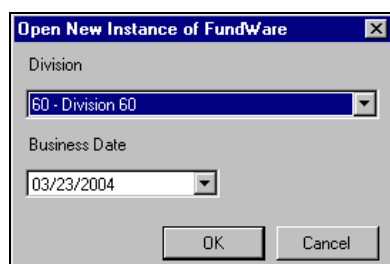
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

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 1.28.

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.

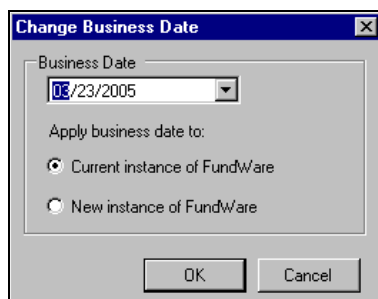
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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

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.

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 1.25.

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.

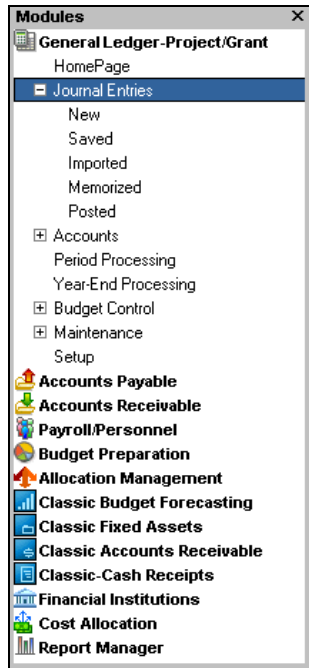
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as 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.

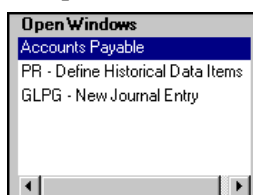


Figure 1.28—Open Windows Navigator

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.

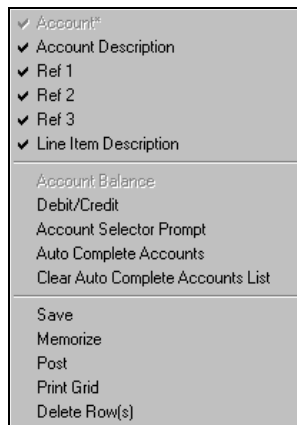
CUSTOMIZING YOUR DISPLAY

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.

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 (<http://www.blackbaud.com>) 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 OK	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@blackbaud.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> • Blackbaud Site ID • FundWare version number • Error message details
	Knowledgebase www.blackbaud.com	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> • Requires your license number and Blackbaud Site ID.

Table 1.8—Getting Support (Continued)

Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department. www.blackbaud.com	Contact us for more information on our training options: <ul style="list-style-type: none"> • Regionals—Classes from 1 to 5 days in length; held in cities around the country. • eClasses—Two- to three-hour classes offered over the Internet. • Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.
Product Management	www.blackbaud.com	Contact our Product Management department with any suggestions for improving FundWare.
All other information	www.blackbaud.com	Links are available for all other FundWare information including replacement software, user guides and software updates.

Blackbaud, Inc.
 6430 S. Fiddler's Green Circle, Suite 200
 Greenwood Village, CO 80111
 800-551-4458
 303-756-3030

CHAPTER 2

DEFINING YOUR PARAMETERS AND STAGES

There are a number of tasks that you must complete to define and customize your Accounts Payable module. Many of these tasks (e.g., defining the Basic Setup parameter) must be completed before you can access any AP functionality:

- Basic Setup parameter
- Extended Setup parameter
- Purchase Order Basic parameter
- Purchase Order Extended Setup parameter
- Stages
- Check formats

This chapter addresses these required setup tasks. Once defined, you will probably access these parameters only occasionally. Other tasks (e.g., defining city locations) are optional and may be accessed more frequently and are addressed in *Chapter 3—Completing Additional AP Setup Tasks* on page 1.101.

CUSTOMIZING YOUR VENDOR RECORD SETTINGS

Before you begin to define your AP system, you should familiarize yourself with the ways in which the settings in the Basic Setup parameter (*Figure 2.1*) allow you to customize the vendor record to meet the needs of your organization.

Demo User	Division 95	12/30/2003
AP - Define Basic Setup		
Parameter.....	: OTSS	Changed.: 00/00/00
1) Vendor entry flds		
Auto vendor #..:	Y	
Sortkey.....:	Y	- Used.
Name.....:	Y	- Used.
Address.....:	Y	- Used.
Alt address...:	Y	- Used.
Phone.....:	Y	- Used.
Notes.....:	Y	- Used.
Discounts...:	Y	- Used.
Terms.....:	Y	- Used.
Parameter being added.		
1 of 2		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 2.1—Field 1 of the Basic Setup Parameter

Figure 2.2 details how you can customize the **Vendor** tab of the vendor record.

If the Auto Vendor # setting in field 1 of the Basic Setup parameter is “Y,” FundWare will default this entry to the next available number.

Vendor: 1

Notes	Vendor Data Items	Activity Detail
Vendor	Address	Discounts
Activity Summary		

Personal Information

Sort key:

Name:

Phone:

Fax:

Alternate Name:

You can enable or disable the Alternate Name field using the Alt Address setting in field 1 of the Basic Setup parameter (which also controls the Alternate Address fields on the **Address** tab). You can also allow changes to existing entries but disable the field for future entries.

You can enable or disable the Phone and Fax fields using the Phone setting in field 1 of the Basic Setup parameter. You can also allow changes to existing entries but disable the fields for future entries.

You can enable or disable the Name field using the Name setting in field 1 of the Basic Setup parameter. You can also allow changes to existing entries but disable the field for future entries. However, we recommend that you always set this field to “Y.”

You can enable or disable the Sort Key field using the Sortkey setting in field 1 of the Basic Setup parameter. You can also allow changes to existing entries but disable the field for future entries.

Figure 2.2—Diagram of the Vendor Record Settings—Vendor Tab

Figure 2.3 details how you can customize the **Address** tab of the vendor record.

You can enable or disable the Main Address fields using the Address setting in field 1 of the Basic Setup parameter. You can also allow changes to existing entries but disable the fields for future entries. However, we recommend that you always set this field to "Y."

You can enable or disable the Alternate Address fields using the Alt Address setting in field 1 of the Basic Setup parameter (which also controls the Alternate Name field on the **Vendor** tab). You can also allow changes to existing entries but disable the fields for future entries.

Figure 2.3—Diagram of the Vendor Record Settings—Address Tab

Figure 2.4 details how you can customize the **Discounts** tab of the vendor record.

You can enable or disable the Discounts given by Vendor check box and Percentage and Days fields using the Discounts setting in field 1 of the Basic Setup parameter. You can also allow changes to existing entries but disable the fields for future entries.

You can enable or disable the Net Day fields using the Terms setting in field 1 of the Basic Setup parameter. You can also allow changes to existing entries but disable the field for future entries.

Figure 2.4—Diagram of the Vendor Record Settings—Discounts Tab

Figure 2.5 details how you can customize the **Notes** tab of the vendor record.

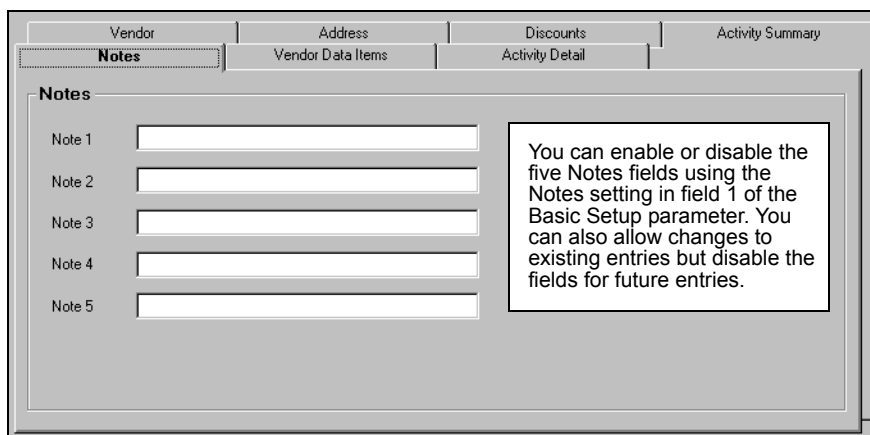


Figure 2.5—Diagram of the Vendor Record Settings—Notes Tab

Turn to *Defining the Basic Setup Parameter* on page 1.48 for instructions to define the Basic Setup parameter and customize your vendor records.

CUSTOMIZING YOUR OBLIGATION FORMS

Before you begin to define your AP system, you should familiarize yourself with the ways that you can customize the obligation entry form through the Basic Setup parameter and the stage definition (Figure 2.6). Each stage has a different definition, therefore, the obligation form can reflect the specific needs of your organization at that specific stage in your AP process.

Demo User	Division 95	02/14/2004
AP - Define Stages		
Stage.....	40	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.
Demo User	Division 95	12/30/2003
AP - Define Basic Setup		
Parameter.....	OTSS	Changed.: 00/00/00
2) Oblig entry fields		
Description....	1	- One description line.
Discounts.....	Y	- Discounts are used.
Dist tables....	Y	- Distribution tables used.
3) Ledger options		
Ledger post....	Y	- Post to G/L.
Expense jnl....	PURCH	
Expense post...	N	- Post everything in detail.
AP acct mask...	A00 00-00 2110	
Paid jnl.....	CDIS	
Paid post.....	N	- Post everything in detail.
Discount mask..	A01 00-00 4810	
Parameter being added. 2 of 2		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 2.6—Example Stage Settings and Basic Setup Parameter

Figure 2.7 details how you can customize the first part of the **Header** tab of an obligation entry form.

The screenshot shows the 'Obligation' form with three tabs: '1 - Header', '2 - Data Items', and '3 - Detail Lines'. The '1 - Header' tab is active and contains the following sections:

- Vendor:** Fields for Number (dropdown), Name (dropdown), Street 1, Street 2, City, S/T/P, Postal Code, and Country.
- Description:** A field for Line 1.
- Other:** Fields for Total Amount (\$0.00), Authorized by, Invoice Date, and Date ordered (08/10/2004).
- Payment:** A checkbox for 'Separate check for this obligation'.
- Discount:** A dropdown for Type set to 'No Discounts (N)'.

Two arrows point from the text below to the 'Vendor' and 'Description' sections of the form.

The number of lines displayed is defined in field 2 of the Basic Setup parameter and applies to all stages. You can display, hide, or disable the description lines using the Description setting in field 7 of the stage definition.

You can display, hide, or disable the Vendor information using the Vendor setting in field 7 of the stage definition.

Figure 2.7—Diagram of the Obligation Form Settings—Part 1

Figure 2.8 details how you can customize the second part of the **Header** tab of an obligation entry form.

You can display, hide, or disable the Total Amount using the Amount setting in field 7 of the stage definition.

The screenshot shows the 'Obligation' form with the '1 - Header' tab selected. The form is divided into several sections:

- Vendor:** Includes fields for Number, Name, Street 1, Street 2, City, S/T/P, Postal Code, and Country.
- Description:** Includes a 'Line 1' field.
- Other:** Includes 'Total Amount' (set to \$0.00), 'Authorized by', 'Invoice Date', and 'Date ordered' (set to 08/10/2004).
- Payment:** Includes a checkbox for 'Separate check for this obligation'.
- Discount:** Includes a 'Type' dropdown menu currently set to 'No Discounts (N)'.

Arrows from external text boxes point to the following fields:

- 'Total Amount' in the Other section.
- 'Date ordered' in the Other section.
- 'Invoice Date' in the Other section.
- 'Type' in the Discount section.

You can display, hide, or disable the Discount Type field using the Discount info setting in field 7 of the stage definition. Additional discount information may display. See *Applying Vendor Discounts to Obligations* on page 2.87.

The label for this field is defined in field 4 of the stage definition (Date desc). In addition, you can display, hide, or disable the field using the Stage date setting in field 7 of the stage definition.

You can display, hide, disable, or calculate the invoice date field using the Invoice Date setting in field 7 of the stage definition. See *Adding Stage Definitions* on page 1.75 for more information.

The label for this field is defined in field 3 of the stage definition (History desc). In addition, you can display, hide, or disable the field using the Amount setting in field 7 of the stage definition.

Figure 2.8—Diagram of the Obligation Form Settings—Part 2

The **Data Items** tab is divided into two areas: Editable Data Items and Display Only Data Items (*Figure 2.9*). Field 8 of the stage definition allows you to define those obligation references that are automatically added to the **Data Items** tab, either allowing the user to enter or edit the value or as display only.

Editable Data Items		
Data Item	Value	Required
Invoice #		No
Due date		No

Display Only Data Items	
Data Item	Value
P.O. #	97-1613

Figure 2.9—Data Items Tab

Figure 2.10 details how you can control access distribution tables on the **Detail Lines** tab (combined entry) or **Distribution** tab (separate entry).

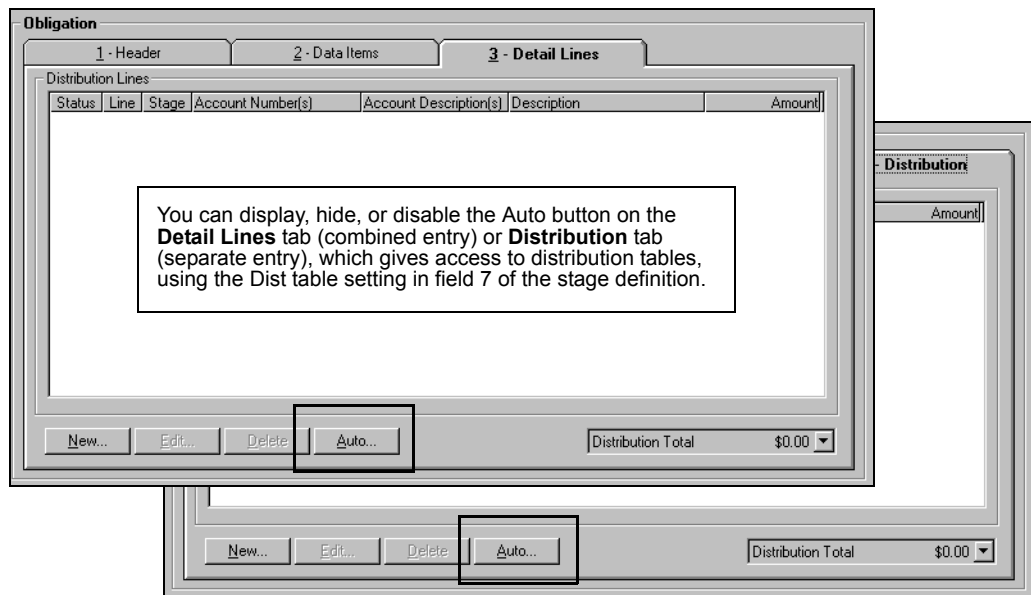


Figure 2.10—Detail Lines and Distribution Tabs

Turn to *Defining the Basic Setup Parameter* on page 1.48 and *Working With Stages* on page 1.67 for instructions to define the Basic Setup parameter and your stages, customizing your obligation forms.

DEFINING THE BASIC SETUP PARAMETER

The Accounts Payable module allows you to customize the vendor record and the obligation entry screens using the Basic Setup parameter. This parameter also holds your journal posting settings for General Ledger.

You must define the basic setup parameter before you can complete any other setup tasks. Since the parameter controls how AP will work for your organization, you should think carefully about what you need and be very careful in making any changes after you complete the setup.



Note that changes to the parameter are recorded by business date and user number in the fields displayed in the upper right hand corner of the screen.

Use the following instructions to define the Basic Setup parameter. (*Customizing Your Vendor Record Settings* on page 1.40 shows the impact of certain settings on your vendor record.)

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 *A* to add the Basic Setup parameter. The first page of the task displays (*Figure 2.11*).

```

Demo User          Division 95          12/30/2003
-----
                AP - Define Basic Setup
-----
Parameter.....: OTSS                      Changed.: 00/00/00
1> Vendor entry flds
  Auto vendor #..: Y                        - Used.
  Sortkey.....: Y                          - Used.
  Name.....: Y                              - Used.
  Address.....: Y                            - Used.
  Alt address...: Y                          - Used.
  Phone.....: Y                              - Used.
  Notes.....: Y                              - Used.
  Discounts....: Y                            - Used.
  Terms.....: Y                              - Used.
-----
                | Parameter being added. |----- 1 of 2
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint

```

Figure 2.11—Define Basic Setup, Page 1 of 2

3. Complete the required fields according to *Table 2.1*.

Table 2.1—Defining Basic Setup—Vendor Entry Fields

Field Name	Description
Auto vendor #	Indicate whether you will assign vendor numbers manually or if FundWare will assign vendor numbers automatically. <ul style="list-style-type: none"> • Y—Assigns a number to the record automatically when you add a new vendor. • N—Prompts you to enter a number when you add a new vendor.

Table 2.1—Defining Basic Setup—Vendor Entry Fields (Continued)

Field Name	Description
Sortkey	<p>The sortkey allows you to enter an additional name or reference for the vendor.</p> <ul style="list-style-type: none"> • Y—Enables the Sortkey field on the vendor record. • N—Disables the Sortkey field on the vendor record. • C—Allows you to change existing sortkeys, but deactivates the Sortkey field on new vendor records. <p>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.</p>
Name	<p>While you can disable the Name field, we <i>strongly</i> recommend that you always enable this field.</p> <ul style="list-style-type: none"> • Y—Enables the Name field on the vendor record. • N—Disables the Name field on the vendor record. • C—Allows you to change existing names, but deactivates the Name field on new vendor records.
Address	<p>This is the Main Address in the vendor entry window. Information entered here prints on purchase orders for the vendor. Also, if there is no alternate address defined for a vendor, the Main Address prints on checks.</p> <ul style="list-style-type: none"> • Y—Enables the Address fields on the vendor record. • N—Disables the Address fields on the vendor record. • C—Allows you to change existing addresses, but deactivates the Address fields on new vendor records. <p>Always set to Y.</p>
Alt address	<p>Allows you to enter an alternate vendor name or address (i.e., the fields will be enabled on the vendor record). If there is an alternate address defined for a vendor, that address prints on checks.</p> <ul style="list-style-type: none"> • Y—Enables the Alt Name and Alt Address fields on the vendor record. • N—Disables the Alt Name and Alt Address fields on the vendor record. • C—Allows you to change existing alternate name and address information, but deactivates the Alt Name and Address fields on new vendor records. <p>Note: Regardless of the setting in the Vendor Entry Fields, any information in the alternate vendor name or address will print on checks and check registers. For example, if you enable this function and enter information then disable the setting, the information will still print on your checks and registers.</p>
Phone	<p>Indicate if the Phone and Fax fields are enabled on the vendor record:</p> <ul style="list-style-type: none"> • Y—Enables the Phone and Fax fields on the vendor record. • N—Disables the Phone and Fax fields on the vendor record. • C—Allows you to change existing phone and fax numbers, but deactivates the Phone and Fax fields on new vendor records.

Table 2.1—Defining Basic Setup—Vendor Entry Fields (Continued)

Field Name	Description
Notes	<p>You can use the five Notes fields to store special information about the vendor.</p> <ul style="list-style-type: none"> • Y—Enables the five Notes fields on the Notes tab of the vendor record. • N—Disables the five Notes fields on the Notes tab of the vendor record. • C—Allows you to change existing notes, but deactivates the five Notes fields on the Notes tab of new vendor records. <p>Note 1 is often used to store the vendor tax ID number for 1099s. (The 1099 program will automatically pick up any information in the Note 1 field.) To use a Note field for such a purpose, you must enter the data consistently from vendor to vendor. See <i>Using Notes for 1099 and Minority Vendors</i> on page 2.56.</p>
Discounts	<p>The Discounts field allows you to indicate that the vendor grants a discount, what the percentage should be, and how long (in days) after the obligation is entered will the discount be offered.</p> <ul style="list-style-type: none"> • Y—Enables the fields on the Discounts tab of the vendor record. • N—Disables the fields on the Discounts tab of the vendor record. • C—Allows you to change existing discount information, but deactivates the fields on the Discounts tab of new vendor records. <p>The Discounts field works in conjunction with the Discounts field in the Obligation Entry settings (page 2 of the Basic Setup parameter). For more information on applying discounts, see <i>Applying Vendor Discounts to Obligations</i> on page 2.87.</p>
Terms	<p>Indicate if the Net Days field on the Discounts tab of the vendor record is enabled, disabled, or editable.</p> <ul style="list-style-type: none"> • Y—Enables the Net Days field. • N—Disables the Net Days field. • C—Allows you to change existing term information, but deactivates the Net Days field on the Discounts tab of new vendor records. See <i>Calculating Obligation Due Dates</i> on page 1.84 for more information.

- Press PAGE DOWN or press ENTER to access page 2 of the Basic Setup parameter (Figure 2.12).

```

Demo User          Division 95          12/30/2003
-----
AP - Define Basic Setup
Parameter.....: OTSS                      Changed.: 00/00/00
2> Oblig entry fields
  Description....: 1      - One description line.
  Discounts.....: Y      - Discounts are used.
  Dist tables....: Y      - Distribution tables used.
3> Ledger options
  Ledger post....: Y      - Post to G/L.
  Expense jnl....: PURCH
  Expense post...: N      - Post everything in detail.
  AP acct mask...: AXX 00-00 2110
  Paid jnl.....: CDIS
  Paid post.....: N      - Post everything in detail.
  Discount mask..: A01 00-00 4810
-----
| Parameter being added. |----- 2 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.12—Define Basic Setup, Page 2 of 2

- Complete the required obligation entry fields according to Table 2.2.



The Oblig Entry fields control some of the fields that make up the invoice entry screens. If fields are not used, they do not appear on the screens. Remember that additional fields can be controlled by the stage definitions.

Table 2.2—Defining Basic Setup—Obligation Entry Fields

Field Name	Description
Description	Enter the number of description lines that are displayed on the Header tab of the obligation. (See Figure 3.3—Separate Entry—Header Tab or Figure 3.11—Combined Entry—Header Tab.) <ul style="list-style-type: none"> 1—One description line. 2—Two description lines. 3—Three description lines.
Discounts	Works in conjunction with the Discounts field in the Vendor Entry settings (page 1 of the Basic Setup parameter). <ul style="list-style-type: none"> Y—Displays the discount options on the Header tab of the obligation. N—Hides the discount options on the Header tab of the obligation (i.e., they do not display on the Header tab of the obligation).

Table 2.2—Defining Basic Setup—Obligation Entry Fields (Continued)

Field Name	Description
Dist tables	<p>Indicate if FundWare will allow you to apply distribution tables to obligations:</p> <ul style="list-style-type: none"> • Y—Allows you to apply distribution tables to obligations by displaying the Auto button on the Detail Lines tab for combined entry or the Distribution tab for separate entry. <ul style="list-style-type: none"> — For more on separate and combined entry, see <i>Separate and Combined Entry</i> on page 1.5. • N—Hides the Auto button on the Detail Lines tab for combined entry or the Distribution tab for separate entry.

6. Complete the required General Ledger posting fields according to *Table 2.3*.

Table 2.3—Defining Basic Setup—Ledger Options

Field Name	Description
Ledger post	<p>Unless your organization is not using the FundWare General Ledger module, this setting should be Y.</p> <ul style="list-style-type: none"> • Y—Allows posting to a financial reporting system (normally General Ledger). • N—Does not allow posting to a financial reporting system.
Expense jnl	<p>Enter the name of your expense (purchasing) journal.</p> <ul style="list-style-type: none"> • The journal must already exist. (See the <i>Blackbaud FundWare General Ledger Guide</i> for instructions to add a journal.)
Expense post	<p>Specify how expense entries are posted to the General Ledger.</p> <ul style="list-style-type: none"> • N—Post everything in detail. • 1—Compress distribution detail only. • 2—Compress AP only. • 3—Compress both distribution and AP control. • 4—Compress AP line detail (each distribution line is posted individually, except for control accounts which are summarized). • 5—Post AP line detail (each distribution line is posted individually, including control accounts).
AP acct mask	<p>Enter an account number or account mask for your AP account.</p>
Paid jnl	<p>Enter the name of your paid (cash disbursements) journal.</p> <ul style="list-style-type: none"> • You must define the journal before you can enter the journal name in this field. (See the <i>Blackbaud FundWare General Ledger Guide</i> for instructions to add a journal.)

Table 2.3—Defining Basic Setup—Ledger Options (Continued)

Field Name	Description
Paid post	Specify how entries are posted when checks are produced <ul style="list-style-type: none"> • N—Post everything in detail. • 1—Compress AP control only. • 2—Compress Cash only. • 3—Compress both AP control and cash. • 4—Compress AP line detail (each distribution line is posted individually, except for control accounts which are summarized). • 5—Post AP line detail (each distribution line is posted individually, including control accounts).
Discount mask	Enter a valid account number or account mask for your Discounts Earned account. Do not use this field if your organization does not use discounts.



For more information on posting to General Ledger, please see *Appendix A—Posting Transactional Data Items* on page 1.201.

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. Once your settings have been loaded, the option menu displays.
8. Type *E* save the parameter and close the window.

MODIFYING THE EXTENDED SETUP PARAMETER

Once you define the Basic Setup parameter, FundWare will define the Extended Setup parameter with default settings. The Extended Setup parameter includes settings for stages, trace reports, check writing, batches, and miscellaneous items. The parameter also stores system information, which cannot be accessed by users.

Use the following instructions to customize the parameter.

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

2. Type *C* to change the default Extended Setup parameter settings. The first page of the parameter record displays (Figure 2.13).

```

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
  Uoided.....: 30
Parameter being changed. | 1 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.13—Define Extended Setup, Page 1 of 3

3. Complete the required fields according to Table 2.4.

Table 2.4—Extended Setup Parameter—Page 1 of 3

Field Name	Definition
Ledger Post Stages	
Expense stage	Enter the stage number at which you will post expenses to General Ledger—Project/Grant (i.e., incur the expense) or accept the default (Stage 30—Invoice).
Paid stage	Accept the default (stage 60—Paid) for the stage number at which you will post paid transactions to General Ledger—Project/Grant (i.e., relieve the expense). <ul style="list-style-type: none"> • This must be defined as stage 60—Paid.
Invoice Stages	
From:	Enter the range of stages at which you can enter invoices.
To:	<ul style="list-style-type: none"> • For example, in the sample divisions, the only invoice stage is 30, so you would enter 30 in both From and To. If you added customized stages, your invoice range might be from 30 to 35. • The “To” stage (i.e., the high end of the range) should be the same stage that you define as Ready for Pay.

Table 2.4—Extended Setup Parameter—Page 1 of 3 (Continued)

Field Name	Definition
Vendor Lock Stage	
Lock at stage	Enter the stage number that specifies the stage at which the vendor number is locked and can no longer be modified.
Check Writing Stages	
Ready to pay	Enter the stage number that allows invoices to be marked for payment if you don't want to accept the default (stage 30—Invoice). <ul style="list-style-type: none"> • This should be the last stage listed in the range of invoice stages (field 2, Figure 2.13). • This should also be the same stage that you define as Voided. • You should not specify any stages after the Ready to Pay stage as they will not appear on the folder tree.
Mark for pay	Accept the default (stage 50—Marked for Payment) for the stage number that allows invoices to be paid. <ul style="list-style-type: none"> • This must be defined as stage 50—Marked for Payment. • Once you mark an invoice for payment at the Ready for Pay stage, FundWare moves the obligation to the Marked for Pay stage. From this stage, you will write your checks.
Paid	Accept the default (stage 60—Paid) for the stage number that holds paid transactions (i.e., a check has been written and logged for the obligation). <ul style="list-style-type: none"> • This must be defined as stage 60—Paid.
Reconciled	Accept the default (stage 70—Reconciled) for the stage number that holds reconciled transactions. <ul style="list-style-type: none"> • This must be defined as stage 70—Reconciled.
Voided	Enter the stage number where invoices go when a check is voided or accept the default (stage 30—Invoice). <ul style="list-style-type: none"> • This should be the same stage that you define as Ready for Pay.

- Press PAGE DOWN or press ENTER to access page 2 of the Extended Setup parameter (Figure 2.14).

```

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
4) Trace report opts
  Description....: 1      - Vendor name.
  Reference 1....: A
  Reference 2....: I
  Reference 3....: 4      - External check number
  Data item 1....: 6      - Invoice date
  Data item 2....: 1      - Description 1
  Data item 3....: P
5) Check options
  Int check title: Control
  Ext check title: Check
  Date format....: N      - MM/DD/YYYY
  Amount format..: N      - Print numeric amount
-----| Parameter being changed. |----- 2 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.14—Define Extended Setup, Page 2 of 3

- Complete the required fields according to Table 2.5.

Table 2.5—Extended Setup Parameter—Page 2 of 3

Field Name	Definition
Trace Report Options	
Description	Indicate what information should include in the description on the trace report: <ul style="list-style-type: none"> • 1—Vendor name. This is the default. • 2—Obligation Description. • 3—Distribution description.

Table 2.5—Extended Setup Parameter—Page 2 of 3 (Continued)

Field Name	Definition		
Reference 1 Reference 2 Reference 3	<p>The reference fields allow you to specify AP data items that will post to General Ledger—Project/Grant. See <i>Posting Data Items to GL—P/G</i> on page 1.168 for more information.</p> <ul style="list-style-type: none"> • A—Z—Reference code assigned to an obligation reference. A (Obligation) is the default for Reference 1. • 1—A description of the activity type, e.g. transfer if the posting was caused by a transfer task. This is the default for Reference 2. • 2—Nothing. • 3—The internal check number. • 4—The external check number. This is the default for Reference 3. • 5—The session batch number. <p>The information in these reference fields can be included in the trace report, as well as the GL—P/G ledger (CSLEDGR) and account detail (CSACDTL) reports. (The settings in field 3 of the Basic Setup parameter determine the amount of detail included in the trace report.)</p>		
Data item 1 Data item 2 Data item 3	<p>These fields will only display if:</p> <ul style="list-style-type: none"> • You selected Y—Post to GL in field 3 of the Basic Setup task. • The journal to which you are posting is configured to use additional data items. See <i>Posting Data Items to GL—P/G</i> on page 1.168 for more information. <p>If you selected N—Do not post to GL, you will only see the Description and Reference fields.</p> <p>For more information on designing your system to post transactional data items, see <i>Appendix A—Posting Transactional Data Items</i> on page 1.201</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • 0—Nothing • 1—Description line 1 • 2—Description line 2 • 3—Description line 3 • 4—Internal check # </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • 5—External check # • 6—Invoice date • 7—Vendor name • A—Z—Specific obligation reference (see <i>Data Items—Obligation References</i> on page 1.165) </td> </tr> </table>	<ul style="list-style-type: none"> • 0—Nothing • 1—Description line 1 • 2—Description line 2 • 3—Description line 3 • 4—Internal check # 	<ul style="list-style-type: none"> • 5—External check # • 6—Invoice date • 7—Vendor name • A—Z—Specific obligation reference (see <i>Data Items—Obligation References</i> on page 1.165)
<ul style="list-style-type: none"> • 0—Nothing • 1—Description line 1 • 2—Description line 2 • 3—Description line 3 • 4—Internal check # 	<ul style="list-style-type: none"> • 5—External check # • 6—Invoice date • 7—Vendor name • A—Z—Specific obligation reference (see <i>Data Items—Obligation References</i> on page 1.165) 		
Check Options			
Int check title	<p>Enter a term used internally (i.e., for your use before and after a check number is assigned) when referring to each payment (1–7 alphanumeric characters).</p> <ul style="list-style-type: none"> • For example, the Int check title in the sample divisions is “Control.” Therefore, each payment has a Control number as well as a check number. 		
Ext check title	<p>Enter a term used for your payment form (e.g., check, cheque, warrant). This term is used on screens and reports (1–7 alphanumeric characters).</p>		

Table 2.5—Extended Setup Parameter—Page 2 of 3 (Continued)

Field Name	Definition
Date format	Enter the format for month, day, and year on checks. <ul style="list-style-type: none"> • N—MM/DD/YYYY • A—DD Mth, YYYY • B—Mth DD, YYYY • C—DD-Mth-YYYY
Amount format	Enter the code to indicate how the dollar amount will print on your checks. <ul style="list-style-type: none"> • S—Spell check amount • N—Print numeric amount

6. Press PAGE DOWN or press ENTER to access page 3 of the Extended Setup parameter (*Figure 2.15*).

```

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
6) Batch options
  Save batches...: Y      - Data entry may be saved.
  Save imports...: Y      - Import entry may be saved.
7) Misc options
  Report dup ref.: I
8) System information
  Last obligation:      1025
  Last run.....:        15
  Last vendor.....:    800
  Last batch.....:      2
-----| Parameter being changed. |----- 3 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Print

```

Figure 2.15—Define Extended Setup, Page 3 of 3

7. Complete the required fields according to *Table 2.6*.

Table 2.6—Extended Setup Parameter—Page 3 of 3

Field Name	Definition
Batch Options	
Save batches	Use this field to specify whether or not batches of new invoices may be saved without posting. Valid entries are: <ul style="list-style-type: none"> • Y—Data entry may be saved. • N—Data entry may not be saved. While an entry is required, Blackbaud FundWare Pro/Enterprise does not provide this functionality. This functionality is not available in the current version of Accounts Payable.
Save imports	Use this field to specify whether or not batches of imported invoices may be saved without posting. Valid entries are: <ul style="list-style-type: none"> • Y—Import entry may be saved. • N—Import entry may not be saved.
Miscellaneous Options	
Report dup ref	Used to report duplicate entries for obligation references for the same vendor. For example: <ul style="list-style-type: none"> • Define “I” as the obligation reference for storing the invoice number. • Define stage 30 (Invoices) to display reference I for editing on the Data Items tab. • Enter “I” as a Report Dup. Ref option in the Extended Setup parameter. • AP compares the entries between obligations. If the entries in this field are duplicate, AP displays a warning message when you save the obligation and a warning on the Cash Requirements, Preliminary Check Register, and Check Register reports.
System Information	The information listed in the System Information is for your information only and includes: <ul style="list-style-type: none"> • The number of the last obligation created, • The last run number, • The last vendor number used, and • The AP last batch number.

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

8. Type *0* to accept your entries. Once your settings have been loaded, the option menu displays.

9. Type *E* to save the parameter and close the window.

MODIFYING THE PURCHASE ORDER BASIC SETUP PARAMETER

Once you define the AP Basic Setup parameter, FundWare will define the Purchase Order Basic Setup parameter with default settings. The PO Basic Setup parameter allows you to define certain fields for the purchase order entry form.

Use the following instructions to customize the parameter.

1. Click **Setup > PO Setup > PO Basic Setup** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > PO Setup > PO Basic Setup** from the menu bar. The parameter window displays (*Figure 2.16*).

Demo User	Division 95	02/28/2002
Enter field to be changed <0 to accept> <_>		
AP - Define PO Basic Setup		
Parameter.....: OTSS		Changed.: 08/02/00
1) Oblig entry fields		User.....: 00101
Detail & Dist...: C	- Combined entry.	
Detail desc....: Y	- Detail desc's used.	
Stock nbr.....: Y	- Stock number used.	
Unit/unit price: Y	- Units and unit price used.	
Dist desc.....: Y	- Distribution desc's used.	
2) Ledger options		
Commitment jnl.:		
Commitment post: N	- Post everything in detail.	
Res Comm mask...:		
Encumber jnl...: ENCUM		
Encumber post...: N	- Post everything in detail.	
Res Encum mask.: AXX 00-00 2410		
Parameter being changed. 1 of 1		
ESC=Stop F1=Help F2=Skip F4=Print		

Figure 2.16—Purchase Order Define Basic Setup

2. Complete the required information according to *Table 2.7*.

Table 2.7—Purchase Order Setup

Field Name	Description
Obligation Entry Fields	
Detail & Dist	<p>For more information on this setting, see <i>Separate and Combined Entry</i> on page 1.5. By default, this setting is Combined.</p> <ul style="list-style-type: none"> • S—Separate detail and accounting distribution entered on two screens. • C—Combined detail and accounting distribution entered on same screen.
Detail desc	<p>Indicate if the Description field will be available on the Detail Entry window (launched from the Line Items tab in separate entry) or Distribution Entry window (launched from the Detail Lines tab in combined entry).</p> <ul style="list-style-type: none"> • Y—Description field displays. • N—Detail description field does not display. <p>Depending on your AP setup, this field may be tied to the Dist desc. field on the same page:</p> <ul style="list-style-type: none"> • Combined entry—This setting will match the Dist desc. setting (i.e., both will be Y or both will be N). • Separate entry—This setting is independent from the Dist desc. setting.
Stock nbr	<p>Indicate if the Stock nbr field will be available on the Detail Entry window (launched from the Line Items tab in separate entry) or Distribution Entry window (launched from the Detail Lines tab in combined entry).</p> <ul style="list-style-type: none"> • Y—Stock number field displays. • N—Stock number field does not display.
Unit/unit price	<p>Indicate if the Unit Description and Unit Price fields will be available on the Detail Entry window (launched from the Line Items tab in separate entry) or Distribution Entry window (launched from the Detail Lines tab in combined entry).</p> <ul style="list-style-type: none"> • Y—Unit description and unit price fields display. • N—Unit description and unit price fields do not display.
Dist desc	<p>Indicate if the Description field will be available on the Distribution Entry window (launched from the Distribution tab in separate entry). (If you are using combined entry, this setting will match the Dist desc. setting because there is only one description field).</p> <ul style="list-style-type: none"> • Y—Distribution description field displays. • N—Distribution description field does not display.

Table 2.7—Purchase Order Setup (Continued)

Field Name	Description
Ledger Options	
Commitment jnl	Enter the name of the commitments journal. <ul style="list-style-type: none"> • This journal must already be defined through General Ledger. • Leave blank if your organization does not post commitments.
Commitment post	Indicate how the information should be posted to the to the commitment journal. <ul style="list-style-type: none"> • N—Post everything in detail. • 1—Compress distribution detail only. • 2—Compress Reserve for Commitments Only (control). • 3—Compress both distribution and control. • 4—Compress line detail (each distribution line is posted individually, except for control accounts which are summarized). • 5—Post AP line detail (each distribution line is posted individually, including control accounts).
Res Comm mask	Identify the Reserve for Commitments account number or mask.
Encumber jnl	Enter the name of the encumbrance journal. <ul style="list-style-type: none"> • This journal must already be defined through General Ledger. • Leave blank if your organization does not post encumbrances.
Encumber post	Indicate how the information should be posted to the to the encumbrance journal. <ul style="list-style-type: none"> • N—Post everything in detail. • 1—Compress distribution detail only. • 2—Compress Reserve for Commitments Only (control). • 3—Compress both distribution and control. • 4—Compress AP line detail (each distribution line is posted individually, except for control accounts which are summarized). • 5—Post AP line detail (each distribution line is posted individually, including control accounts).
Res Encum mask	Identify the Reserve for Encumbrance account number or mask.

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

3. Type 0 to accept your entries. Once your settings have been loaded, the option menu displays.

4. Type *E* to save the parameter and close the window.

MODIFYING THE PURCHASE ORDER EXTENDED SETUP PARAMETER

Once you define the AP Basic Setup parameter, FundWare will define the Purchase Order Extended Setup parameter with default settings. The Purchase Order Extended Setup parameter includes settings for stages and miscellaneous items.



Before beginning this process, you may want to define your stages. See *Working With Stages* on page 1.67 for more information.

Use the following instructions to customize the parameter.

1. Click **Setup > PO Setup > PO Extended Setup** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > PO Setup > PO Extended Setup** from the menu bar. The parameter window displays (*Figure 2.17*).

```

Demo User          Division 95          02/28/2002
Enter field to be changed <0 to accept>
AP - Define PO Extended Setup
Parameter.....: OTSS                      Changed.: 08/02/00
                                           User.....: 00101
1) Ledger post stages
   Commit stage...:
   Encumber stage.: 20
2) PO stages
   From stage.....: 20
   To stage.....: 20
3) Forms options
   Print POs on...: B      - Blank stock.
   Special forms...: NUN   - No special form.
   Scramble PO's...: N     - Do not scramble PO file.
-----| Parameter being changed. |----- 1 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.17—Define PO Extended Setup, Page 1 of 2

2. Complete the required information according to *Table 2.8*.

Table 2.8—Define PO Extended Setup, Page 1 of 2

Field Name	Description
Ledger Post Stages	
Commit stage	Enter the stage number at which you will post commitments to General Ledger.
Encumber stage	Enter the stage number at which you will post encumbrances to General Ledger or accept the default (stage 20—Purchase order).
PO Stages	
From stage	Enter the first stage number (of a range) at which you will enter initial orders and purchase orders. <ul style="list-style-type: none"> • The default entry is stage 10—Initial order.
To stage	Enter the last stage number (of a range) at which you will enter initial orders and purchase orders. <ul style="list-style-type: none"> • The default entry is stage 20—Purchase order.
Forms Options	
Print POs on	Indicate the type of form on which you will print your purchase orders: <ul style="list-style-type: none"> • B—Blank stock • S—Standard forms
Special forms	Indicate if you will use any special forms: <ul style="list-style-type: none"> • NUN—No special forms • MI1—Special forms for Mississippi • NM1—Special forms for New Mexico • WI1—Special forms for Wisconsin
Scramble PO's	The option to encrypt (or “scramble”) your purchase orders is explained further in <i>Encrypting Checks and Purchase Orders</i> on page 1.127.

- Press PAGE DOWN or press ENTER to access page 2 of the PO Extended Setup parameter (*Figure 2.18*).

```

Demo User          Division 95          02/28/2002
Enter field to be changed <0 to accept>      <_ >
----- AP - Define PO Extended Setup -----
Parameter.....: OTSS                      Changed.: 08/02/00
                                           User....: 00101
4) Misc options
  Log encumbrance: N      - No encumbrance history.
  Stock # title..: Stock nbr

| Parameter being changed. |----- 2 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.18—Define PO Extended Setup, Page 2 of 2

- Complete the required information according to *Table 2.9*.

Table 2.9—Define PO Extended Setup, Page 2 of 2

Field Name	Description
Misc Options	
Log encumbrance	Indicate if you need to store information for specific custom state forms. (Most clients will not use this feature.) <ul style="list-style-type: none"> • Y—Log encumbrance • N—Do not log encumbrance
Stock # title	If your organization uses purchasing detail, enter the title of the stock or commodity code number entered (up to 15 alphanumeric characters).

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.


- Type *0* to accept your entries. Once your settings have been loaded, the option menu displays.
- Type *E* to save the parameter and close the window.


WORKING WITH STAGES

FundWare uses “stages” to mark each step in your AP process. For example, FundWare creates the following default stages for you when you define the Basic Setup and PO Basic Setup parameters:

- Initial Order (10)—Created when you define the PO Basic Setup parameter (**Setup > PO Setup > PO Basic Setup**).
- Purchase Order (20)—Created when you define the PO Basic Setup parameter (**Setup > PO Setup > PO Basic Setup**).
- Invoice (30)—Created when you define the Basic Setup parameter (**Setup > Basic Setup**).
- Approved for Payment (40)—Created when you define the Basic Setup parameter (**Setup > Basic Setup**).
- Marked for Payment (50)—Created when you define the Basic Setup parameter (**Setup > Basic Setup**).
- Paid (60)—Created when you define the Basic Setup parameter (**Setup > Basic Setup**).
- Reconciled (70)—Created when you define the Basic Setup parameter (**Setup > Basic Setup**).

You can modify these existing stages to meet the needs of your organization or you can add new stages.

 For example, the most common change that is required for stage definitions is modifying the entry options (i.e., the fields that are activated in the invoice entry screens).

 Another possible modification is to activate stage 40, Approved for Payment which is non-posting. Invoices are entered at stage 30, then transferred to stage 40 when they are approved for payment. When activated, stage 40 is the only stage where an invoice can be Marked for Pay.

However, do not add any stages after the system-required stage 50—Marked for Payment. At this point, FundWare follows specific steps to take an obligation from marked for pay to reconciled. Any additional stages can impact FundWare’s ability to process correctly.

WHEN DO STAGES APPEAR ON THE FOLDER TREE?

FundWare will add a stage to the **Obligations** folder on the tree when the stage meets the following criteria:

- The stage is defined as the Ready for Pay stage in the Extended Setup parameter, or the stage number is less than the Ready for Pay stage. The Ready for Pay stage is the last stage folder displayed in the **Obligations** folder of the tree. (For example, in Division 95, the Ready for Pay stage is 30. We have also defined stage 40, which cannot display on the folder tree unless we change the Ready for Pay stage to 40.)
 - See *Modifying the Extended Setup Parameter* on page 1.54 or *Modifying the Purchase Order Extended Setup Parameter* on page 1.64 for more information.
- At least one of the Allow Options (field 6 of the stage definition) is set to “Y” (i.e., allowed).
 - See *Modifying Your Existing Stage Definitions* on page 1.68 or *Adding Stage Definitions* on page 1.75 for more information.

Once you have defined your stage and parameters settings correctly, you must open System Administration HomePage, which automatically synchronizes your stages. (If the HomePage is already open, you can close and re-open it to synchronize your stages.) You should also review and/or modify the stage security settings for each user to ensure that they have the appropriate rights for a new or modified stage. See the *Blackbaud FundWare System Administration Guide* for more information.

MODIFYING YOUR EXISTING STAGE DEFINITIONS

Use the following instructions to modify an existing stage definition. (*Customizing Your Obligation Forms* on page 1.44 shows the impact of certain stage settings on your obligation entry forms.)

Remember: Stages 50, 60, and 70 are required settings for FundWare. You can

1. Click **Setup > Master Records > Stages** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Master Records > Stages** from the menu bar. The Distribution Tables window displays.

2. Type *C* to change the stage. The system asks you to identify the stage number that you want to change (*Figure 2.19*). (You can use the Scroll or Display options to review your existing stages before you begin to change the definitions.)

```

Demo User          Division 95          02/14/2004
-----
                AP - Define Stages
Stage.....:  0
-----
                | Stage being changed. |
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.19—Enter Stage Number

3. Type the stage number and press ENTER. The first page of the stage definition displays (*Figure 2.20*).

```

Demo User          Division 95          02/14/2004
-----
                AP - Define Stages
Stage.....:  40                               Changed.: 08/06/91
                                           User....: 000000
1) Description....: Approved for payment
2) Short desc....: Apprv
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 2.20—Define Stages, Page 1 of 3

4. Modify the settings as necessary, according to *Table 2.10*.

Table 2.10—Define Stages Field Definitions, Page 1 of 3

Field	Definition
Description	Enter the stage description used on report headings (up to 30 alphanumeric characters). Note: The description may be truncated on some reports that allow less than 30 characters.
Short desc	Enter the short description displayed on screens (up to 5 alphanumeric characters).
History desc	Enter the label for the history note field on the obligation entry form (up to 15 alphanumeric characters). <ul style="list-style-type: none"> The default is “Authorized by” for most stages. This field can be displayed, hidden, or disabled based on the History Note setting in field 7 of the stage definition. This label is unrelated to the History Note field displayed with you transfer obligations.
Date desc	Enter the label for the stage date field on the obligation entry form (up to 15 alphanumeric characters). <ul style="list-style-type: none"> This field can be displayed, hidden, or disabled based on the Stage Date setting in field 7 of the stage definition.
Batch totals	While an entry is required, this functionality is not applicable to current versions of FundWare. We recommend that you enter N—Batch totals not entered at stage.
Allow options—The allow options determine what actions can be taken on obligations at each stage.	
• Allow enter	When this setting is Y (new obligations can be entered at this stage), the New button on the folder’s detail pane is enabled. <ul style="list-style-type: none"> For the check writing stages (50, 60, and 70), the system automatically sets this option to N since you cannot enter obligations after the Mark for Pay stage (defined in field 3 of the Extended Setup parameter).
• Allow modify	When this setting is Y (obligations can be modified at this stage), the Edit button on the folder’s detail pane is enabled. <ul style="list-style-type: none"> Many organizations design their AP process so that obligations cannot be modified after the invoice stage (defined in field 2 of the Extended Setup parameter).
• Allow cancel	When this setting is Y (obligations can be cancelled at this stage), the Void button on the folder’s detail pane is enabled.
• Allow transfer	When this setting is Y (obligations can be transferred to or from this stage), the Transfer button on the folder’s detail pane is displayed. <ul style="list-style-type: none"> The default selection is N for the check writing stages (50, 60, and 70) since the transfer is done automatically.

Table 2.10—Define Stages Field Definitions, Page 1 of 3 (Continued)

Field	Definition
<ul style="list-style-type: none"> Allow split 	<p>When this setting is Y (you can create a new obligation by splitting an existing obligation; the existing or new obligation can be at this stage), the Split button on the folder's detail pane is displayed.</p> <ul style="list-style-type: none"> Many organizations design their AP process so that obligations cannot be split after the invoice stage (defined in field 2 of the Extended Setup parameter).

5. Press PAGE DOWN or press ENTER to access page 2 (Figure 2.21).

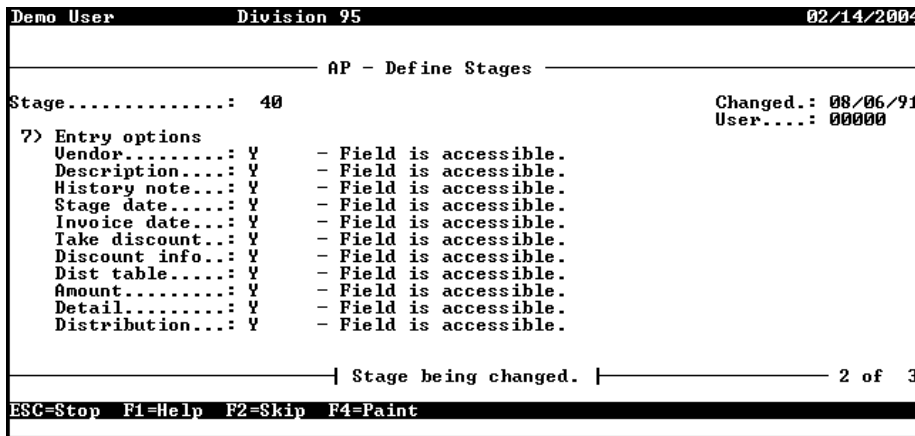


Figure 2.21—Define Stages, Page 2 of 3

The Entry options on page 2 allow you to further customize the obligation entry screen. For obligation entry, FundWare creates a template that is used for all obligations entered in the system. Note that these fields are defined for each stage, depending on your definition of the Extended Setup parameter.

6. Complete the required fields according to Table 2.11.

Table 2.11—Define Stages Field Definitions, Page 2 of 3

Field	Definition
Vendor	<p>While you can control access to the Vendor number, name, and address fields on the Header tab, we <i>strongly</i> recommend that you do not hide the Vendor field.</p> <ul style="list-style-type: none"> Y—Field is accessible (i.e., displayed and enabled). N—Field is not shown (i.e., not displayed). D—Field is displayed only (i.e., displayed but disabled).

Table 2.11—Define Stages Field Definitions, Page 2 of 3 (Continued)

Field	Definition
Description	<p>Select the level of access to the invoice description field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>You can define the number of lines allowed in the description through field 2 of the Basic Setup parameter.</p>
History note	<p>Select the level of access to the 30-character history description field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>You can define the field label through field 3 (History desc) of the stage definition. (The default label is “Authorized by.”)</p>
Stage date	<p>Select the level of access to the stage date field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). • C—Field is calculated. The system calculates an invoice due date from the invoice date and the vendor’s net days (from the vendor record). See <i>Calculating Obligation Due Dates</i> on page 1.84 for more information. <p>You can define the field label through field 4 (Date desc) of the stage definition (e.g., Date ordered, Due date).</p>
Invoice date	<p>Select the level of access to the Invoice date field on the Header tab. The date entered is printed on the obligation.</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled).
Take discount	<p>Select the level of access to the Take discount regardless of date check box, which can display 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).</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>For more information on this feature, see <i>The “Take Discount” Override</i> on page 2.89.</p>

Table 2.11—Define Stages Field Definitions, Page 2 of 3 (Continued)

Field	Definition
Discount info	<p>Select the level of access to the Discount Type field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>For more information on discounts, see <i>Applying Vendor Discounts to Obligations</i> on page 2.87.</p>
Dist table	<p>Select the level of access to the Auto button on the Detail Lines tab (combined entry) or the Distribution tab (separate entry). This button provides access to distribution tables:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled).
Amount	<p>Select the level of access to the Total Amount field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>When you enter Y, FundWare validates the entry in the Total Amount field with the user's entries on the Detail Lines tab (combined entry) or the Line Items/Distribution tabs (separate entry).</p> <p>When you enter N or D, FundWare calculates the obligation total based on the entries on the Detail Lines tab (combined entry) or the Line Items/Distribution tabs (separate entry).</p>
Detail	<p>Indicate if users must enter account detail information when adding an obligation:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>This field is linked to the Distribution field. Any setting defined for one applies to both. We recommend that this setting is Y.</p>
Distribution	<p>Indicate if users must enter account detail information when adding an obligation:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>This field is linked to the Detail field. Any setting defined for one applies to both. We recommend that this setting is Y.</p>

- Press PAGE DOWN or press ENTER to access page 3, which contains the references available for entry and display at each stage (Figure 2.22).

```

Demo User          Division 95          02/14/2004
-----
                        AP - Define Stages
Stage.....: 40                      Changed.: 08/06/91
User.....: 00000
8> References
  Entry .....: *      - All
  Display .....:      - None

| Stage being changed. |----- 3 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.22—Define Stages, Page 3 of 3

- Complete the required fields according to Table 2.12. (These fields are mutually exclusive, i.e., if you enter a reference in the Entry field, you cannot also enter the reference in the Display field.)

Table 2.12—Define Stages Field Definitions, Page 3 of 3

Field	Definition
Entry	<p>At this stage, FundWare will display the user-defined references listed in this field in the Editable Data Items area of the Data Item tab of the obligation. During obligation entry, you can enter or modify the values for these references.</p> <ul style="list-style-type: none"> For example, we define a required obligation reference called P for PO number. At Stage 20 (our purchase order stage), we define this as an Entry data item. When users enter a PO, they must enter a PO number on the Data Item tab. <p>Enter the letter code for one or more obligation references to be displayed and editable on the Data Item tab for obligations at this stage. Valid entries are:</p> <ul style="list-style-type: none"> * (asterisk)—All user-defined references are accessible. You will not be able to define any references as display only. Codes G–Z—List of user-defined references that can be accessed at this stage. (Reference identifiers A–F are reserved for system use and cannot be entered here.) <p>See <i>Customizing Your Obligation Entry Forms by Stage</i> on page 1.10 and <i>Data Items—Obligation References</i> on page 1.165 for more information.</p>

Table 2.12—Define Stages Field Definitions, Page 3 of 3 (Continued)

Field	Definition
Display	<p>At this stage, FundWare will display these user-defined references and any associated values in the Display Only Data Items area the Data Item tab of the obligation. During obligation entry, you cannot enter or modify the values for these references.</p> <ul style="list-style-type: none"> • For example, our users have been required to enter a PO number at Stage 20 (our purchase order stage). In Stage 30 (our invoice stage), we move this data item to the Display Only Data Items area. It is there for informational purposes, but cannot be edited. <p>Enter the letter code for one or more obligation references to be displayed on the Data Item tab for obligations at this stage. Valid entries are:</p> <ul style="list-style-type: none"> • * (asterisk)—All user-defined references are accessible. You will not be able to define any references as editable. • Codes G–Z—List of user-defined references that can be accessed at this stage. (Reference identifiers A–F are reserved for system use and cannot be entered here.) <p>See <i>Customizing Your Obligation Entry Forms by Stage</i> on page 1.10 and <i>Data Items—Obligation References</i> on page 1.165 for more information.</p>

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

9. Type *O* to accept your entries. Once your settings have been loaded, the option menu displays.
10. Type *E* save the parameter and close the window.

ADDING STAGE DEFINITIONS

Before you can add a new stage to your AP system, you must complete an override program.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 2.23*).

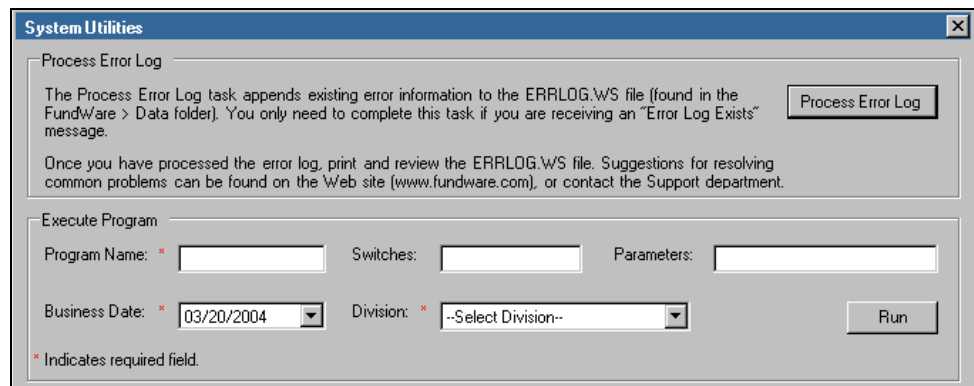


Figure 2.23—System Utilities Window

4. In the Execute Program area, enter the required information according to *Table 2.13* to run the override.

Table 2.13—Running the Override Program

Field	Entry
Program Name	OTS208
Switches	20
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. The program will execute and the Define Stages menu options display (*Figure 2.24*).

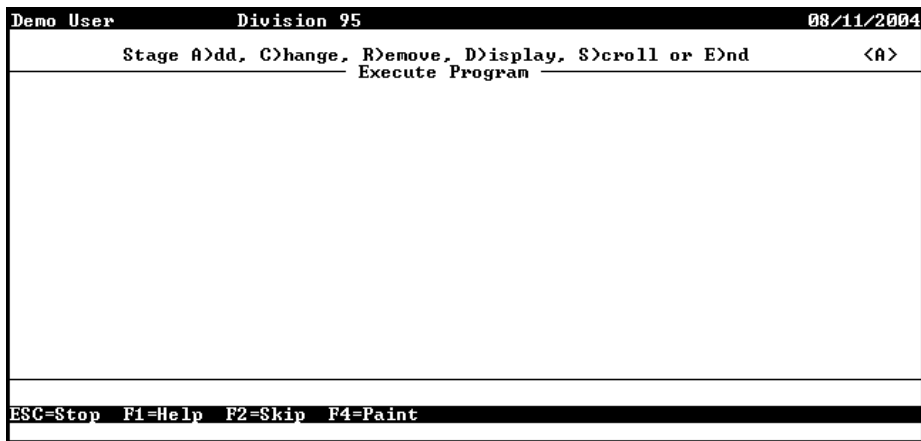


Figure 2.24—Adding a Stage



Do not add any stages after the system-required stage 50—Marked for Payment. At this point, FundWare follows specific steps to take an obligation from marked for pay to reconciled. Any additional stages can impact FundWare’s ability to process correctly.

- Enter *A* to add a stage. The system asks you to identify the stage number that you want to change (*Figure 2.25*). (You can use the Scroll or Display options to review your existing stages before you begin to change the definitions.)

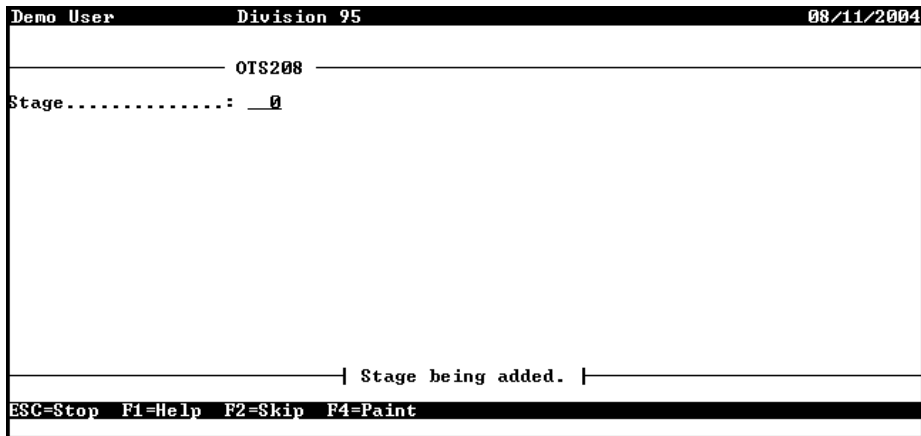


Figure 2.25—Enter Stage Number

7. Type the stage number and press ENTER. The first page of the stage definition displays (*Figure 2.20*).

```

Demo User          Division 95          08/11/2004
-----
                OIS208
Stage.....: 35                               Changed.: 08/11/04
                                           User....: 00101
1) Description....: _____
2) Short desc....: _____
3) History desc...: _____
4) Date desc.....: _____
5) Batch totals...: Y      - Batch totals are used.
6) Allow options
   Allow enter....: N      - Function is not allowed.
   Allow modify...: N      - Function is not allowed.
   Allow cancel...: N      - Function is not allowed.
   Allow transfer.: Y      - Function is allowed.
   Allow split....: N      - Function is not allowed.
-----
| Stage being added. |----- 1 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.26—Adding Stages, Page 1 of 3

8. Enter the stage definition settings, according to *Table 2.14*.

Table 2.14—Define Stages Field Definitions, Page 1 of 3

Field	Definition
Description	Enter the stage description used on report headings (up to 30 alphanumeric characters). Note: The description may be truncated on some reports that allow less than 30 characters.
Short desc	Enter the short description displayed on screens (up to 5 alphanumeric characters).
History desc	Enter the label for the history note field on the obligation entry form (up to 15 alphanumeric characters). <ul style="list-style-type: none"> • The default is “Authorized by” for most stages. • This field can be displayed, hidden, or disabled based on the History Note setting in field 7 of the stage definition. This label is unrelated to the History Note field displayed with you transfer obligations.
Date desc	Enter the label for the stage date field on the obligation entry form (up to 15 alphanumeric characters). <ul style="list-style-type: none"> • This field can be displayed, hidden, or disabled based on the Stage Date setting in field 7 of the stage definition.
Batch totals	While an entry is required, this functionality is not applicable to current versions of FundWare. We recommend that you enter N—Batch totals not entered at stage.

Table 2.14—Define Stages Field Definitions, Page 1 of 3 (Continued)

Field	Definition
	Allow options—The allow options determine what actions can be taken on obligations at each stage.
<ul style="list-style-type: none"> • Allow enter 	<p>When this setting is Y (new obligations can be entered at this stage), the New button on the folder's detail pane is enabled.</p> <ul style="list-style-type: none"> • For the check writing stages (50, 60, and 70), the system automatically sets this option to N since you cannot enter obligations after the Mark for Pay stage (defined in field 3 of the Extended Setup parameter).
<ul style="list-style-type: none"> • Allow modify 	<p>When this setting is Y (obligations can be modified at this stage), the Edit button on the folder's detail pane is enabled.</p> <ul style="list-style-type: none"> • Many organizations design their AP process so that obligations cannot be modified after the invoice stage (defined in field 2 of the Extended Setup parameter).
<ul style="list-style-type: none"> • Allow cancel 	<p>When this setting is Y (obligations can be cancelled at this stage), the Void button on the folder's detail pane is enabled.</p>
<ul style="list-style-type: none"> • Allow transfer 	<p>When this setting is Y (obligations can be transferred to or from this stage), the Transfer button on the folder's detail pane is displayed.</p> <ul style="list-style-type: none"> • The default selection is N for the check writing stages (50, 60, and 70) since the transfer is done automatically.
<ul style="list-style-type: none"> • Allow split 	<p>When this setting is Y (you can create a new obligation by splitting an existing obligation; the existing or new obligation can be at this stage), the Split button on the folder's detail pane is displayed.</p> <ul style="list-style-type: none"> • Many organizations design their AP process so that obligations cannot be split after the invoice stage (defined in field 2 of the Extended Setup parameter).

- Press PAGE DOWN or press ENTER to access page 2 (Figure 2.21).

```

Demo User          Division 95          08/11/2004
-----
                OTS208
Stage.....: 35                      Changed.: 08/11/04
                                           User.....: 00101

?> Entry options
Vendor.....: Y
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 added. |----- 2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.27—Adding Stages, Page 2 of 3

The Entry options on page 2 allow you to further customize the obligation entry screen. For obligation entry, FundWare creates template that is used for all obligations entered in the system. Note that these fields are defined for each stage, depending on your definition of the Extended Setup parameter.

- Complete the required fields according to Table 2.15.

Table 2.15—Define Stages Field Definitions, Page 2 of 3

Field	Definition
Vendor	While you can control access to the Vendor number, name, and address fields on the Header tab, we <i>strongly</i> recommend that you do not hide the Vendor field. <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled).
Description	Select the level of access to the invoice description field on the Header tab: <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). You can define the number of lines allowed in the description through field 2 of the Basic Setup parameter.

Table 2.15—Define Stages Field Definitions, Page 2 of 3 (Continued)

Field	Definition
History note	<p>Select the level of access to the 30-character history description field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>You can define the field label through field 3 (History desc) of the stage definition. (The default label is “Authorized by.”)</p>
Stage date	<p>Select the level of access to the stage date field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). • C—Field is calculated. The system calculates an invoice due date from the invoice date and the vendor’s net days (from the vendor record). See <i>Calculating Obligation Due Dates</i> on page 1.84 for more information. <p>You can define the field label through field 4 (Date desc) of the stage definition (e.g., Date ordered, Due date).</p>
Invoice date	<p>Select the level of access to the Invoice date field on the Header tab. The date entered is printed on the obligation.</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled).
Take discount	<p>Select the level of access to the Take discount regardless of date check box, which can display 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).</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>For more information on this feature, see <i>The “Take Discount” Override</i> on page 2.89.</p>
Discount info	<p>Select the level of access to the Discount Type field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>For more information on discounts, see <i>Applying Vendor Discounts to Obligations</i> on page 2.87.</p>

Table 2.15—Define Stages Field Definitions, Page 2 of 3 (Continued)

Field	Definition
Dist table	<p>Select the level of access to the Auto button on the Detail Lines tab (combined entry) or the Distribution tab (separate entry). This button provides access to distribution tables:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled).
Amount	<p>Select the level of access to the Total Amount field on the Header tab:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>When you enter Y, FundWare validates the entry in the Total Amount field with the user's entries on the Detail Lines tab (combined entry) or the Line Items/Distribution tabs (separate entry).</p> <p>When you enter N or D, FundWare calculates the obligation total based on the entries on the Detail Lines tab (combined entry) or the Line Items/Distribution tabs (separate entry).</p>
Detail	<p>Indicate if users must enter account detail information when adding an obligation:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>This field is linked to the Distribution field. Any setting defined for one applies to both. We recommend that this setting is Y.</p>
Distribution	<p>Indicate if users must enter account detail information when adding an obligation:</p> <ul style="list-style-type: none"> • Y—Field is accessible (i.e., displayed and enabled). • N—Field is not shown (i.e., not displayed). • D—Field is displayed only (i.e., displayed but disabled). <p>This field is linked to the Detail field. Any setting defined for one applies to both. We recommend that this setting is Y.</p>

11. Press PAGE DOWN or press ENTER to access page 3, which contains the references available for entry and display at each stage (*Figure 2.22*).

```

Demo User          Division 95          08/11/2004
-----
                OIS208
Stage.....: 35                      Changed.: 08/11/04
                                     User....: 00101
8) References
  Entry.....: *
  Display ..: - None
-----
| Stage being added. |----- 3 of 3
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 2.28—Define Stages, Page 3 of 3

12. Complete the required fields according to *Table 2.16*. (These fields are mutually exclusive, i.e., if you enter a reference in the Entry field, you cannot also enter the reference in the Display field.)

Table 2.16—Define Stages Field Definitions, Page 3 of 3

Field	Definition
Entry	<p>At this stage, FundWare will display the user-defined references listed in this field in the Editable Data Items area of the Data Item tab of the obligation. During obligation entry, you can enter or modify the values for these references.</p> <ul style="list-style-type: none"> For example, we define a required obligation reference called P for PO number. At Stage 20 (our purchase order stage), we define this as an Entry data item. When users enter a PO, they must enter a PO number on the Data Item tab. <p>Enter the letter code for one or more obligation references to be displayed and editable on the Data Item tab for obligations at this stage. Valid entries are:</p> <ul style="list-style-type: none"> * (asterisk)—All user-defined references are accessible. You will not be able to define any references as display only. Codes G–Z—List of user-defined references that can be accessed at this stage. (Reference identifiers A–F are reserved for system use and cannot be entered here.) <p>See <i>Customizing Your Obligation Entry Forms by Stage</i> on page 1.10 and <i>Data Items—Obligation References</i> on page 1.165 for more information.</p>

Table 2.16—Define Stages Field Definitions, Page 3 of 3 (Continued)

Field	Definition
Display	<p>At this stage, FundWare will display these user-defined references and any associated values in the Display Only Data Items area the Data Item tab of the obligation. During obligation entry, you cannot enter or modify the values for these references.</p> <ul style="list-style-type: none"> • For example, our users have been required to enter a PO number at Stage 20 (our purchase order stage). In Stage 30 (our invoice stage), we move this data item to the Display Only Data Items area. It is there for informational purposes, but cannot be edited. <p>Enter the letter code for one or more obligation references to be displayed on the Data Item tab for obligations at this stage. Valid entries are:</p> <ul style="list-style-type: none"> • * (asterisk)—All user-defined references are accessible. You will not be able to define any references as editable. • Codes G–Z—List of user-defined references that can be accessed at this stage. (Reference identifiers A–F are reserved for system use and cannot be entered here.) <p>See <i>Customizing Your Obligation Entry Forms by Stage</i> on page 1.10 and <i>Data Items—Obligation References</i> on page 1.165 for more information.</p>

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

13. Type *O* to accept your entries. Once your settings have been loaded, the option menu displays.
14. Type *E* save the parameter and close the window.

CALCULATING OBLIGATION DUE DATES

You can define your AP system to calculate the due date for your invoices. (This feature applies to any obligation; however, you will most often use it for invoices.) Use the following general instructions to define your system to calculate due dates.

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 *D* to display or *C* to change the parameter.

- Confirm that the Terms option on the Basic Setup parameter is defined as Y—Used. This setting enables the Net Days field on the **Discounts** tab of the vendor record and is found in field 1 on page 1 of the parameter (*Figure 2.29*).

Demo User	Division 95	12/30/2003
AP - Define Basic Setup		
Parameter.....	OTSS	Changed.: 00/00/00
1) Vendor entry flds		
Auto vendor #..:	Y	
Sortkey.....:	Y	- Used.
Name.....:	Y	- Used.
Address.....:	Y	- Used.
Alt address...:	Y	- Used.
Phone.....:	Y	- Used.
Notes.....:	Y	- Used.
Discounts.....:	Y	- Used.
Terms.....:	Y	- Used. ←
Parameter being added. 1 of 2		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 2.29—Example Basic Setup Parameter Defined to Allow Terms

- If necessary, modify the parameter to enable this feature.
- Exit the parameter, saving any changes.
- Click **Setup > Master Records > Stages** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Master Records > Stages** from the menu bar. The task option menu displays.
- Type *C* to change the stage.
- Enter the stage to be modified.

- Modify the stage definition so that the setting for field 7: Stage Date is C—Field is calculated (Figure 2.30). See *Modifying Your Existing Stage Definitions* on page 1.68 for specific instructions to define your stages.

```

Demo User          Division 95          03/09/2004
Enter field to be changed (& to accept)  <_>
          AP - Define Stages
-----
Stage.....: 30                               Changed.: 08/06/91
                                           User.....: 00000
?> Entry options
Vendor.....: Y      - Field is accessible.
Description...: Y    - Field is accessible.
History note...: Y    - Field is accessible.
Stage date....: C    - Field is calculated.
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. | 2 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.30—Defining the Stage Date for Calculation

- On the **Discounts** tab of the vendor record, enter the Net Days that the program will use to calculate the due date (i.e., the number of days after the invoice date that payment is due) (Figure 2.31).

Vendor: 800

Notes | Vendor Data Items | Activity Detail

Vendor | Address | **Discounts** | Activity Summary

Discounts

Discounts given by Vendor:

Percentage: 0.00

Days: 0

Net Days: 10

Figure 2.31—Example Discounts Tab Defined for Vendor 800

11. When you create an obligation and enter the obligation date (e.g., invoice date), the system adds the net days to the obligation date to determine the due date. As shown in *Figure 2.31*, we defined a Net Days of 10 for vendor 800. Therefore, when we create an obligation at Stage 30 (i.e., invoice) for vendor 800, FundWare adds 10 days the stage date (i.e., the Invoice Date in Division 95) (*Figure 2.32*).

Figure 2.32—Example Invoice for Vendor 800 With Calculated Due Date

DEFINING YOUR CHECK FORMAT

Accounts Payable provides a standard check format that is 8½” wide by 7” long with the stub on top and the check on the bottom. This check format is selected automatically when you add the check format parameter. (This parameter does not exist until you add it to the system.)

However, since many organizations want to format their own checks, the Define Check Format task allows for modification to the standard form.

ADDING THE STANDARD CHECK FORMAT

Use the following steps to add the check format parameter, which defines the standard check format.

1. Click **Setup > Master Records > Check Format** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Master Records > Check Format** from the menu bar. The task option menu displays.
2. Type *A* to add the record.
3. Press ENTER, use the down arrow, or PAGE DOWN to move through the fields, accepting the default entries. When you have completed your entries, the system offers you the chance to return to a field or accept your entries.
4. Type *0* to accept your entries. Once your settings have been loaded, the option menu displays.
5. Type *E* to end the session and close the window.

MODIFYING THE STANDARD CHECK FORMAT

If your organization wants to format your own checks, the **Accounts Payable > Setup > Master Records > Check Format** task allows you to define:

- Size and position of the stub portion of check,
- Stub contents,
- Sorting options for checks: vendor number or data item,
- Position of information on actual check portion, and
- Use of laser printing.

Formatting the check requires the entry of character positions and field sizes for the various fields printed on the check. A print layout form is helpful when formatting your checks. If you have preprinted checks, your printer may be able to furnish print layout information.

The following terms are used in the Define Check Format task:

- **Column**—The starting vertical position of a piece of information in characters. If you enter zero (0), FundWare will not print the field. Valid values are 0 (zero) to 132. For example, a Column value of 6 places information six characters from the left margin.
- **Length**—Defines the number of allowed characters for a field. For example, a Length of 10 means that 10 characters are allowed for the field on the check.
- **Line**—The horizontal position of a piece of information. Lines are counted from the top of the form. You can enter zero (0) to suppress printing of the field.

- Option—Field specific information. Press F1 for a list of valid options.
- Laser printing—This option is now handled through the FundWare Print Manager. You will be asked to enter a negative setting.

Use the following instructions to modify the standard check format.

1. Click **Setup > Master Records > Check Format** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Master Records > Check Format** from the menu bar. The task option menu displays.
2. Type *C* to change the check format. The first page displays (*Figure 2.33*), which allows you to define the stub options, sorting options, and miscellaneous printing settings.

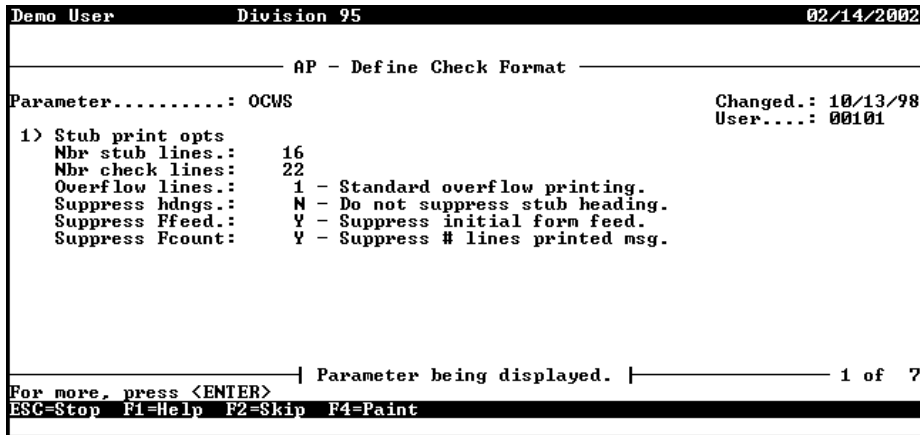


Figure 2.33—Define Check Format, Page 1 of 7

3. Complete page 1 of the check format options according to *Table 2.17*.

Table 2.17—Define Check Format Field Definitions—Page 1 of 7

Field	Definition
Stub print opts	
Nbr stub lines	Indicate the number of individual obligation detail lines (this number does not include the five lines required for stub field descriptions): <ul style="list-style-type: none"> • 0—No stub is printed. • 3–99—Indicates the number of detail lines printed on the stub. The default value is 16.

Table 2.17—Define Check Format Field Definitions—Page 1 of 7 (Continued)

Field	Definition
Nbr check lines	<p>Indicate the number of lines on the check portion of the check (also referred to as the form definition in field 3, define check format).</p> <ul style="list-style-type: none"> The default value is 22; however, we recommend that you use 21 instead.
Overflow lines	<p>Indicate how FundWare will handle obligations where the detail lines exceed the allowed maximum in <i>Nbr stub lines</i>.</p> <ul style="list-style-type: none"> 1—Standard overflow. Stub is printed with as many detail lines as possible, check is voided and additional obligations are printed on the next check. As many checks as necessary are used until all detail lines are printed. Voided checks are automatically marked as unused when checks are logged. The final check amount will be for the total amount of all obligations for the vendor. 2—Compress overflow to one line. Detail lines are printed for the number of stub lines minus one. Obligations that will not fit on stub are summed into one line printed with the description *** Remaining Detail ***. Only one check is used. 3—Produce overflow print file (OTOVFLO.L##). Detail lines are printed for obligations up to the number of stub lines minus one and the check is printed for the total amount. A separate print file is created with the obligation detail that would not fit on the check stub. Only one check is used. (This is the recommended selection.) <ul style="list-style-type: none"> If the Distribution option in field 2, Stub Print Defs, is set to print the General Ledger account number on the check stub, this Overflow Lines option is automatically set to 3. Overflow information then prints to a file rather than to the physical check stubs.
Suppress hdngs	<p>Select the applicable option for printing the column headings:</p> <ul style="list-style-type: none"> Y—Suppress stub column headings. N—Do not suppress headings (i.e., FundWare will print column headings).
Suppress Ffeed	<p>Select the applicable option for the initial form feed:</p> <ul style="list-style-type: none"> Y—Suppress initial form feed. The first check prints on the check form currently in the printer. The waste of check forms is determined by the printer and the operating system. N—Do not suppress initial form feed. Advances one form, then prints the first check.
Suppress Fcount	<p>Indicate if FundWare should print or suppress the number of lines printed:</p> <ul style="list-style-type: none"> Y—Suppress the **** Number of lines printed **** message. N—Do not suppress the **** Number of lines printed **** message. One form is lost at the end since it contains this message.



You can only print one check stub through Accounts Payable. However, you can use the Advanced Printer Control add-on feature to print two stubs if needed by your organization. Please contact your FundWare sales representative or Value-Added Reseller for more information.

- Press PAGE DOWN or press ENTER to access page 2 of the check format (Figure 2.34), which defines the placement of the stub items.

```

Demo User          Division 95          02/14/2002
-----
                        AP - Define Check Format
Parameter.....: OCWS                      Changed.: 10/13/98
                                           User.....: 00101

2> Stub print defs  Column  Length
Control nbr.....: 51      21
Obligation nbr.: 1       9
Obligation desc.: 11     30
Reference 1.....: 42     15
Reference 2.....: 59     15
Reference 3.....:
Obligation amt.: 73     13
Distribution...:
Check date.....:

| Parameter being displayed. |----- 2 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Print
    
```

Figure 2.34—Define Check Format, Page 2 of 7

- Complete page 2 of the check format options according to Table 2.18.

Table 2.18—Define Check Format Field Definitions—Page 2 of 7

Field	Definition
Stub print defs	This field defines the contents and placement of information on the print stub. For each possible field on the check stub, a <i>Column</i> and <i>Length</i> must be specified.
Control nbr	Determine the location of the system-assigned control number. This number is in three portions: run number, internal control number, and form sequence of check. <ul style="list-style-type: none"> The field length must be 21 characters or greater. This value is always printed in the second line of the stub title.
Obligation nbr	Determine the location of the system-assigned obligation number. <ul style="list-style-type: none"> The field length must be 9 characters or greater.

Table 2.18—Define Check Format Field Definitions—Page 2 of 7 (Continued)

Field	Definition
Obligation desc	<p>Determine the location of the Description Line 1 from the obligation (up to 30 characters).</p> <ul style="list-style-type: none"> • The obligation allows up to 35 characters. Therefore, the description may be truncated on the check stub. • The description may also be truncated on certain reports that allow fewer than 30 characters. • Enter zero (0) to suppress printing of the field.
Ref 1, 2, and 3	<p>Determine the location of the references (up to three) defined on the By Use tab of Financial Institutions account definition. Each field can display up to 15 characters.</p> <ul style="list-style-type: none"> • The description displayed is taken from the data item definition. • If you specify a length less than 15 characters, the reference may be truncated. • Enter 0 (zero) to suppress printing of the field.
Obligation amt	<p>Determine the location of the total obligation, discount, if taken, and net amounts.</p> <ul style="list-style-type: none"> • Maximum field size in the obligation record is 999,999,999,999.99.
Distribution	<p>Determine the location of the general ledger account number(s) to which the purchase is charged.</p> <ul style="list-style-type: none"> • The default value for the field is 0 (zero). • If this option is set to print the General Ledger account number on the check stub, the Overflow Lines item in field one, Stub Print Opts, is automatically set to option 3, Produce Overflow Print File. Overflow information then prints to a file rather than to the physical check stubs.
Check date	<p>Determine the location of the date of the check. This date is ALWAYS printed in the second line of the stub title. The default value for the field is 0 (zero).</p> <ul style="list-style-type: none"> • Note: The date prints on the same line as the control number.

- Press PAGE DOWN or press ENTER to access page 3 of the check format (Figure 2.35), which defines the placement of items on the check portion of the form.

```

Demo User          Division 95          02/14/2002
-----
AP - Define Check Format
Parameter.....: OCWS                      Changed.: 10/13/98
                                           User....: 00101

3) Form print defs   Line  Column  Length  Option
Control nbr.....:   6     51      21
Amount (alpha)....:  10     8       40      1 - Use 1 line.
Date.....:         10     50      12
Amount (number)....: 10     63      21
Address line 1.:   13     8       36
Address line 2.:   14     8       36
Address line 3.:   15     8       36
Address line 4.:   16     8       36
Address line 5.:   17     8       36

-----
| Parameter being displayed. |----- 3 of 7
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Print
    
```

Figure 2.35—Define Check Format, Page 3 of 7

- Complete page 3 of the check format options according to Table 2.19.

Table 2.19—Define Check Format Field Definitions—Page 3 of 7

Field	Definition
Form print defs	This field defines how the check portion of the form is printed. For each field Line, Column, Length, and Option values may be entered. Not all of these options are entered in every field.
Control nbr	Determine the location of the system-assigned control number. This number is in three portions: run number, internal control number, and form sequence of check. <ul style="list-style-type: none"> The field length must be 21 characters or greater. This value is always printed in the second line of the stub title.
Amount (alpha)	Determine the location of the dollar amount of the check (minimum 40 characters). <ul style="list-style-type: none"> The format for the date is determined by the setting in field 5 (Amount format) of the Extended Setup parameter. An additional option for this setting is to allow the amount to print on one line or two. If amount does not require the maximum size, this area of the check is filled with asterisks (*) to prevent modification of amount.
Date	Determine the location of the date of the check. The format for the date is determined by the setting in field 5 (Date format) of the Extended Setup parameter. <ul style="list-style-type: none"> The Define Extended Setup task defines the date format. Minimum length is 12 characters.

Table 2.19—Define Check Format Field Definitions—Page 3 of 7 (Continued)

Field	Definition
Amount (number)	Determine the location of the numeric amount of check (minimum 21 characters). <ul style="list-style-type: none"> • If amount does not require the maximum size, this area of the check is filled with asterisks (*) to prevent modification of check amount.
Address 1–5	Determine the location of the name and address of vendor. <ul style="list-style-type: none"> • See <i>Adding Vendor Records</i> on page 2.39 for information about maximum field sizes. • If you specify a length less than length allowed on the vendor record, the information may be truncated.

8. Press PAGE DOWN or press ENTER to access page 4 of the check format (*Figure 2.36*), which defines the use of laser printing and placement of the stub and check.

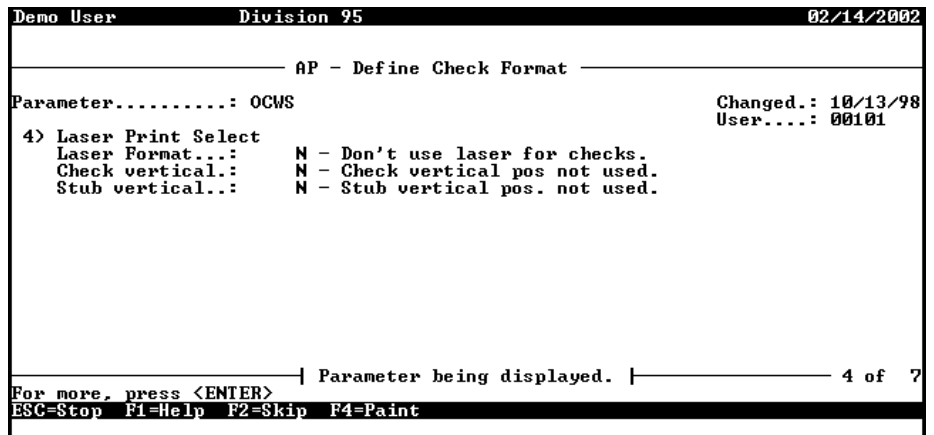


Figure 2.36—Define Check Format, Page 4 of 7

- Press PAGE DOWN or press ENTER to access page 5 of the check format (Figure 2.37), which defines the use of laser codes.

```

Demo User          Division 95          02/14/2002
-----
                    AP - Define Check Format
Parameter.....: OCWS                      Changed.: 10/13/98
                                           User....: 00101

5) Laser Printing
Send init code.: N - Don't use init codes.
Check symbol...: N - Don't print check symbol.
Signature.....: N - Don't print signature.
LOGO.....: N - Don't print LOGO.
Bank logo.....: N - Don't print bank info.
Aux on-us<MICR>.: N - Don't print aux on-us <MICR>.
Transit <MICR>.: N - Don't print Transit <MICR>.
On-us <MICR>...: N - Don't print ON-US <MICR>.
MICR font.....: N - MICR codes are not used.
Send addit code.: N - Don't send additional codes.
Send term code.: N - Don't send termination codes.

| Parameter being displayed. |----- 5 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.37—Define Check Format, Page 5 of 7

- Complete page 4 of the check format options according to Table 2.20.

Table 2.20—Define Check Format Field Definitions—Page 4 of 7

Field	Definition
Laser Print Select	The laser print functions are now accessed through Print Manager templates
Laser format	<ul style="list-style-type: none"> Enter N—Laser format for checks is not used. <ul style="list-style-type: none"> This option is no longer used by the system; therefore, you cannot choose Y.
Check vertical	<ul style="list-style-type: none"> Enter N—Check vertical position is not used. A standard check with stub on the top is used. <ul style="list-style-type: none"> This option is no longer used by the system; therefore, you cannot choose Y.
Stub vertical	<ul style="list-style-type: none"> Enter N—Stub vertical position is not used. A standard check with stub on the top is used. <ul style="list-style-type: none"> This option is no longer used by the system; therefore, you cannot choose Y.

11. Complete page 5 of the check format options according to *Table 2.21*.

Table 2.21—Define Check Format Field Definitions—Page 5 of 7

Field	Definition
	Laser Printing—This field defines the use and position of numerous laser codes. However, because laser printing is not supported,
Send init code	Enter N—Do not use initial codes. This feature is no longer supported.
Check symbol	Enter N—Check symbol is not printed. This feature is no longer supported.
Signature	Enter N—Do not print signature. This feature is no longer supported.
Logo	Enter N—Do not print company logo. This feature is no longer supported.
Bank logo	Enter N—Do not print bank logo. This feature is no longer supported.
AUX on-us	Enter N—Do not print auxiliary on-us codes. This feature is no longer supported.
Transit (MICR)	Enter N—Do not print transit codes. This feature is no longer supported.
On-us (MICR)	Enter N—Do not print on-us codes. This feature is no longer supported.
MICR font	Enter N—MICR font is not used. This feature is no longer supported.
Send addit code	Enter N—Additional codes are not used. This feature is no longer supported.
Send term code	Enter N—Do not send termination codes. This feature is no longer supported.

12. Press PAGE DOWN or press ENTER to access page 6 of the check format (Figure 2.38), which defines the laser codes.

```

Demo User          Division 95          02/14/2002
-----
AP - Define Check Format
Parameter.....: OCWS                      Changed.: 10/13/98
                                           User....: 00101

6) Laser Codes
  Init codes.....:      Not in use.
  Check symb code:      Not in use.
  Signature codes:      Not in use.
  LOGO codes.....:      Not in use.
  Bank logo codes:      Not in use.
  Aux on-us codes:      Not in use.
  Transit codes...:      Not in use.
  On-us codes.....:      Not in use.
  MICR font code.:      Not in use.
  Additn'l codes.:      Not in use.
  Terminate codes:      Not in use.

| Parameter being displayed. |----- 6 of 7
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Print

```

Figure 2.38—Define Check Format, Page 6 of 7

13. Complete page 6 of the check format options according to Table 2.22.

Table 2.22—Define Check Format Field Definitions—Page 6 of 7

Field	Definition
Laser Codes	This field defines the actual laser codes. You are only prompted for fields that were activated in the Laser Printing field. For all of these fields, a single pipe symbol () indicates an escape character; a double pipe symbol () indicates a carriage return/new line sequence.
Init codes	Select "Not in use." This feature is no longer supported. <ul style="list-style-type: none"> The initial codes (20 characters).
Check symb code	Select "Not in use." This feature is no longer supported. <ul style="list-style-type: none"> The check symbol codes.
Signature code	Select "Not in use." This feature is no longer supported. <ul style="list-style-type: none"> The codes that make up the signature (55 characters).
Logo code	Select "Not in use." This feature is no longer supported. <ul style="list-style-type: none"> The codes that define the company logo (55 characters).
Bank logo codes	Select "Not in use." This feature is no longer supported. <ul style="list-style-type: none"> The codes that define the bank logo (55 characters).

Table 2.22—Define Check Format Field Definitions—Page 6 of 7 (Continued)

Field	Definition
AUX on-us codes	Select “Not in use.” This feature is no longer supported. <ul style="list-style-type: none"> • The auxiliary on-us codes in the MICR line. <ul style="list-style-type: none"> — space = prints space — 0 through 9 = print nbr — & = transit symbol — \$ = amount symbol — / = on-us symbol — - = dash symbol — @ = check number
Transit codes	Select “Not in use.” This feature is no longer supported. <ul style="list-style-type: none"> • The transit codes in the MICR line. <ul style="list-style-type: none"> — space = prints space — 0 through 9 = print nbr — & = transit symbol — \$ = amount symbol — / = on-us symbol — - = dash symbol — # = bank number
On-us codes	Select “Not in use.” This feature is no longer supported. <ul style="list-style-type: none"> • The on-us codes in the MICR line. <ul style="list-style-type: none"> — space = prints space — 0 through 9 = print nbr — & = transit symbol — \$ = amount symbol — / = on-us symbol — - = dash symbol — @ = check number
MICR font code	Select “Not in use.” This feature is no longer supported. <ul style="list-style-type: none"> • The font for the MICR line (55 characters).
Additn'l codes	Select “Not in use.” This feature is no longer supported. <ul style="list-style-type: none"> • The additional codes (55 characters).
Terminate codes	Select “Not in use.” This feature is no longer supported. <ul style="list-style-type: none"> • The termination codes (20 characters).

- Press PAGE DOWN or press ENTER to access page 7 of the check format (Figure 2.39), which defines the data item by which FundWare sort checks.

```

Demo User          Division 95          02/14/2002
-----
AP - Define Check Format
Parameter.....: OCWS                      Changed.: 10/13/98
                                         User....: 00101
7> Sort checks by
  Data item.....: .UENDOR
8> Encryption option
  Scramble checks:   N - Do not scramble check file.

| Parameter being displayed. |----- 7 of 7
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Print
    
```

Figure 2.39—Define Check Format, Page 7 of 7

- Complete page 7 of the check format options according to Table 2.23.

Table 2.23—Define Check Format (Page 7 of 7) Field Definitions

Field	Definition
Sort checks by	This field allows you to specify a data item to sort checks by—this determines the order in which the checks are printed. You may want to print in alphabetical order (sort by sortkey) or by postal code. Press F1 to see a list of all current data items.
Data item	The data item to sort by.
Scramble checks	The option to encrypt (or “scramble”) your checks is explained further in <i>Encrypting Checks and Purchase Orders</i> on page 1.127.


Once you have entered all of the information for formatting your check, it is important that you test it. The Produce Sample Checks task allows you to test your format. We suggest that you print the sample checks on regular paper before testing on check stock.




Fields 4, 5 and 6 are ignored during the Produce Sample Checks process.

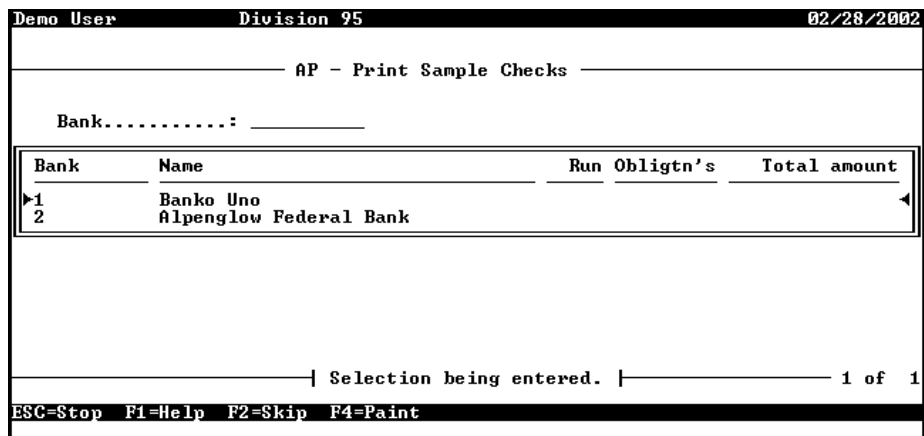
PRINTING SAMPLE CHECKS

Once you have entered your new check format, you should test the design. The Print Sample Checks option will completely fill each field on the check with a value (not actual data, but usually the field name) so that you can see where the data will appear on the form. This can be very helpful when trying to determine if you have aligned the fields correctly.

 If you are not comfortable using this option, you can copy your existing data to a test division (Division Maintenance task) and print sample checks from this division.

 You cannot complete this task until you define your Financial Institution accounts (FIAs). Please see *Chapter 4—Using the Financial Institutions Feature* on page 1.135 for more information.

1. Click **Setup > Master Records > Print Sample Checks** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Master Records > Print Sample Checks** from the menu bar.
2. Enter the bank (or FIA) name. To see a list of the FIAs defined through Financial Institutions, press F1 (*Figure 2.40*).



Bank	Name	Run Obligt'n's	Total amount
1	Banko Uno		
2	Alpenglow Federal Bank		

| Selection being entered. | 1 of 1

ESC=Stop F1=Help F2=Skip F4=Paint

Figure 2.40—Selecting an FIA

3. If your entry is correct, press ENTER through the screen. The sample checks will print to your default printer.

CHAPTER 3

COMPLETING ADDITIONAL AP SETUP TASKS

In addition to the required setup tasks (e.g., defining the Basic Setup parameter), you will also define the following additional tasks to complete the configuration of your AP system:

- Custom forms
- Distribution tables
- City and location abbreviations
- Check and Purchase Order encryption
- Distribution report parameter (discussed *Defining the Distribution Report Parameter* on page 1.130)

This chapter addresses these additional tasks. For more information on the required tasks, see *Chapter 2—Defining Your Parameters and Stages* on page 1.39.

DEFINING CUSTOM FORMS

By defining custom forms, you can tailor forms to meet the specific needs of your organization. Use the following instructions to customize the forms parameter.



The FORM1 example shown in the following figures was copied from the standard purchase order form.

1. Click **PO Forms > Define Custom Form** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > PO Forms > Define Custom Form** from the menu bar.
2. Type *A* to add a form or *C* to change an existing form. The system asks you to enter the name of the form.
3. Enter up to 5 alphanumeric characters and press ENTER. If you are adding a form, the system asks if you are copying the new form from an existing form.

- If necessary, enter the name of the form that you are copying. The first page of the parameter displays (*Figure 3.1*).

```

Demo User          Division 95          03/21/2002
-----
                AP - Define Custom Form
Form name.....: FORM1 Copy from...STD          Changed.: 03/21/02
                                                    User....: 00101
1) Description...: Test form
2) Miscellaneous
Form.....: Lines.....66 Columns...132
Detail.....: Spacing.....1 Lines.....20 Titles...N
Distribution...: Spacing.....1 Lines.....10 Titles...N
Next form from.: P - Parameter.....1
Update form....: N - No form number updating.
Auto transfer..: N - No automatic transfer.

| Form being added. | 1 of 6
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.1—Define Custom Form, Page 1 of 6

- Complete the required information according to *Table 3.1*.

Table 3.1—Define Custom Form, Page 1 of 6

Field	Definition
Form name	Enter the name of the form (up to 5 alphanumeric characters).
Description	Enter a description of the form.
Miscellaneous	
Form	
• Lines	Enter the number of lines on the form (up to 66 lines).
• Columns	Enter the width of the form in characters (up to 132 characters allowed).

Table 3.1—Define Custom Form, Page 1 of 6 (Continued)

Field	Definition
Detail <ul style="list-style-type: none"> • Spacing • Lines • Titles 	Enter the spacing for the detail area of your form. Each number equals the spacing, and you can enter up to 9. For example: <ul style="list-style-type: none"> • 0—No line prints • 1—Single spacing • 2—Double spacing Enter the maximum number of detail lines per form (up to 66 lines). Enter the applicable option for titles on your custom form. <ul style="list-style-type: none"> • N—No title, can be used with pre-printed forms. • 1—One title line • 2—Two title lines
Distribution <ul style="list-style-type: none"> • Spacing • Lines • Titles 	Enter the spacing for the distribution area of your form. Each number equals the spacing, and you can enter up to 9. For example: <ul style="list-style-type: none"> • 0—No line prints • 1—Single spacing • 2—Double spacing Enter the maximum number of obligation lines per form (up to 66 lines). Excess lines print on the next form. Select the applicable option for titles on your custom form: <ul style="list-style-type: none"> • 0—No line prints, can be used with pre-printed forms. • 1—Single spacing • 2—Double spacing.
Next form from	Select the source of the form numbering: <ul style="list-style-type: none"> • N—No form number is printed • U—User-defined numbering set up in the Produce Custom Forms task. • P—A 9-digit number maintained by the system.
Update form	This option allows you to update a specified reference with the form number. <ul style="list-style-type: none"> • N—No form number updating. • R—Update reference with form. You must then specify the reference.

Table 3.1—Define Custom Form, Page 1 of 6 (Continued)

Field	Definition
Auto transfer	<p>If you activate the Auto transfer option, FundWare will transfer the selected obligations to a new stage when you produce the custom form. Specifically, FundWare will:</p> <ul style="list-style-type: none"> • Transfer the obligation to the new stage automatically when you produce the custom form. (The obligations included in the report are determined when you produce custom forms.) • Create a General Ledger posting. • Create a journal entry. • Create a trace report. <p>Your options are:</p> <ul style="list-style-type: none"> • N—No automatic transfer. • Y—Automatic transfer allowed. You are prompted for a From stage (i.e., current stage for the PO) and To stage (i.e., the stage to which the obligations will be transferred).

6. Press PAGE DOWN or press ENTER to access page 2 of the Define Custom Forms task (Figure 3.2), which defines the header information.

```

Demo User          Division 95          03/21/2002
-----
                AP - Define Custom Form
Form name.....: FORM1 Copy from....STD          Changed.: 03/21/02
                                                User....: 00101
3> Form header      Print      Line Column Width Count Reference
Form number.....: Y - Yes..... 2      73      6
Invoice to.....: Y - Yes..... 2      22      35      5
Ship to.....: Y - Yes..... 9      48      35
Ship attention.: Y - Yes..... 15     48      35
Terms.....: Y - Yes..... 7      49      35
-----
                | Form being added. | ----- 2 of 6
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.2—Define Custom Form, Page 2

7. Complete the required information for the form header according to *Table 3.2*.*Table 3.2—Define Custom Form, Page 2 of 6*

Field	Definition
Form number	Select the option for printing the form number. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, width of field (up to 15 characters), and number of lines used (i.e., “count”). • R—Field will be printed from a reference. You must identify the print location on the form—line, column, width of field (up to 15 characters), and reference.
Invoice to	Select the option for printing the Invoice To information. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, width of field, and number of lines used (i.e., “count”). You can use up to 5 lines with 35 characters each. • R—Field will be printed from a reference. You must identify the print location on the form—line, column, width of field, and reference. You can use up to 5 lines with 35 characters each.
Ship to	Enter option for printing the Ship To information. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, width of field, and number of lines used (i.e., “count”). You can use up to 5 lines with 35 characters each. • R—Field will be printed from a reference. You must identify the print location on the form—line, column, width of field, and reference.
Ship attention	Enter option for printing the Ship Attention information. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field. You can use up to 5 lines with 35 characters each. • R—Field will be printed from a reference. You must identify the print location on the form—line, column, width of field, and reference. You can use up to 5 lines with 35 characters each.

Table 3.2—Define Custom Form, Page 2 of 6 (Continued)

Field	Definition
Terms	<p>Enter option for printing the Terms information. You can use up to 5 lines with 35 characters each.</p> <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field. You can use up to 5 lines with 35 characters each. • R—Field will be printed from a reference. You must identify the print location on the form—line, column, width of field, and reference. You can use up to 5 lines with 35 characters each.

8. Press PAGE DOWN or press ENTER to access page 3 of the Define Custom Forms task (Figure 3.3), which formats vendor header information.

```

Demo User          Division 95          03/21/2002
-----
                AP - Define Custom Form
Form name.....: FORM1 Copy from...STD          Changed.: 03/21/02
                                                User.....: 00101
4) Vendor header  Print      Line Column Width Count Reference
Number.....: Y - Yes..... 8      1      9
Name.....: Y - Yes..... 9      10     31
Address.....: Y - Yes..... 10     10     31      4
Alt address...: N - No.....
Phone number...: N - No.....
Fax number....: N - No.....
Note 1.....: N - No.....
Note 2.....: N - No.....
Note 3.....: N - No.....
Note 4.....: N - No.....
Note 5.....: N - No.....

| Form being added. | 3 of 6
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 3.3—Define Custom Form, Page 3

9. Complete the required information for the vendor information according to Table 3.3.

Table 3.3—Define Custom Form, Page 3 of 6

Field	Definition
Number	<p>Enter option for printing the vendor number. You can use up to 9 digits.</p> <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.

Table 3.3—Define Custom Form, Page 3 of 6 (Continued)

Field	Definition
Name	Enter option for printing the vendor name. You can use up to 35 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Address	Enter option for printing the vendor address. You can use up to 5 lines with 35 characters each. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, width of field, and number of lines used (i.e., “count”).
Alt address	Enter option for printing the alternate vendor address. You can use up to 5 lines with 35 characters each. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, width of field, and number of lines used (i.e., “count”).
Phone number	Enter option for printing the phone number. You can use up to 14 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Fax number	Enter option for printing the fax number. You can use up to 14 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Notes 1–5	Enter option for printing Notes 1 through 5. You can use up to 20 characters per note <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.

- Press PAGE DOWN or press ENTER to access page 4 of the Define Custom Forms task (Figure 3.4), which formats obligation header information.

```

Demo User          Division 95          03/21/2002
-----
AP - Define Custom Form
Form name.....: FORM1 Copy from...STD          Changed.: 03/21/02
                                                User....: 00101
5> Obl header      Print      Line  Column  Width  Count Reference
Obl desc line 1:  N - No.....  0      0      0
History note....:  N - No.....
Stage date.....:  Y - Yes..... 16      48      10
Invoice date....:  N - No.....
Stage total (1):  N - No.....
Stage total (2):  N - No.....
Obl total (1)...:  N - No.....
Obl total (2)...:  N - No.....
All references...:  N - No.....

| Form being added. |----- 4 of 6
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 3.4—Define Custom Form, Page 4

- Complete the required information for the obligation header according to Table 3.4.

Table 3.4—Define Custom Form, Page 4 of 6

Field	Definition
Obl desc line 1	Enter option for printing obligation description line 1. You can use up to 30 digits. <ul style="list-style-type: none"> N—Field will not be printed. Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
History note	Enter option for printing a history note. You can use up to 30 characters. <ul style="list-style-type: none"> N—Field will not be printed. Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Stage date	Enter option for printing the stage date. You can use up to 12 characters. <ul style="list-style-type: none"> N—Field will not be printed. Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.

Table 3.4—Define Custom Form, Page 4 of 6 (Continued)

Field	Definition
Invoice date	Enter option for printing the invoice date. You can use up to 12 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Stage total (1)	Enter option for printing the Stage total (1). You can use up to 999,999,999.99 digits. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Stage total (2)	Enter option for printing the Stage total (2). You can use up to 999,999,999.99 digits. This total prints at the defined location. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Obl total (1)	Enter option for printing the Obligation total (1). You can use up to 999,999,999.99 digits. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Obl total (2)	Enter option for printing the Obligation total (2). You can use up to 999,999,999.99 digits. This total prints at the defined location. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
All references	Enter option for printing all obligation references. You can use up to 15 characters each. (Each reference will print on a separate line.) <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, width of field, and number of lines used (i.e., “count”).

- Press PAGE DOWN or press ENTER to access page 5 of the Define Custom Forms task (Figure 3.5), which formats obligation detail.

```

Demo User          Division 95          03/21/2002
-----
AP - Define Custom Form
Form name.....: FORM1 Copy from....STD          Changed.: 03/21/02
                                                    User....: 00101
6> Obl detail      Print      Line Column Width Count Reference
Item number.....: Y - Yes..... 20      1      4
Description.....: Y - Yes..... 20     21     30
Stock nbr.....:   N - No.....
Quantity.....:   Y - Yes..... 20      6      8
Units.....:      N - No.....
Unit price.....: Y - Yes..... 20     52     14
Amount.....:     Y - Yes..... 20     68     14
7> Obl distribution Print      Line Column Width Count Reference
Item number.....: N - No.....
Account.....:    Y - Yes..... 52     37     14
Description.....: N - No.....
Amount.....:     Y - Yes..... 52     68     14
-----
| Form being added. |----- 5 of 6
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.5—Define Custom Form, Page 5

- Complete the required information for the obligation detail and distribution information according to Table 3.5.

Table 3.5—Define Custom Form, Page 5 of 6

Field	Definition
Obl Detail	
Item number	Enter option for printing the item number. You can use up to 30 characters. <ul style="list-style-type: none"> N—Field will not be printed. Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Description	Enter option for printing the item description. You can use up to 12 characters. <ul style="list-style-type: none"> N—Field will not be printed. Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Stock nbr	Enter option for printing the stock number. You can use up to 12 characters. <ul style="list-style-type: none"> N—Field will not be printed. Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.

Table 3.5—Define Custom Form, Page 5 of 6 (Continued)

Field	Definition
Quantity	Enter option for printing the quantity. You can use up to 14 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Units	Enter option for printing the units. You can use up to 999,999,999.99 digits. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Unit price	Enter option for printing the unit price. You can use up to 999,999,999.99 digits. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Amount	Enter option for printing the obligation amount. You can use up to 999,999,999.99 digits. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field. • 1—Account description is printed. • 2—Account number and description are printed. • 3—Alias 1 is printed. • 4—Alias 2 is printed.
Obl Distribution Print	
Item number	Enter option for printing the item number. You can use up to 9,999 digits. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Account	Enter option for printing the account. You can use up to 30 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.
Description	Enter option for printing the description. You can use up to 55 characters. <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.

Table 3.5—Define Custom Form, Page 5 of 6 (Continued)

Field	Definition
Amount	<p>Enter option for printing the distribution amount. You can use up to 999,999,999.99 digits.</p> <ul style="list-style-type: none"> • N—Field will not be printed. • Y—Field will be printed. You must identify the print location on the form—line, column, and width of field.

14. Press PAGE DOWN or press ENTER to access page 6 of the Define Custom Forms task (Figure 3.6), which formats obligation detail.

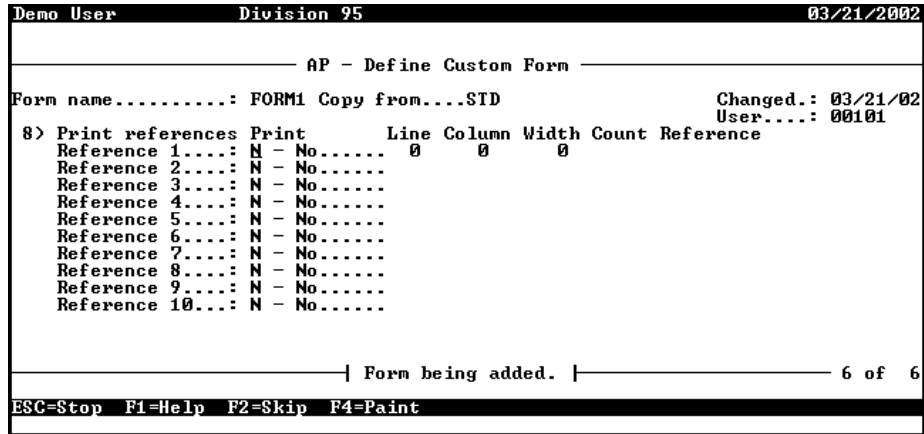


Figure 3.6—Define Custom Form, Page 6

15. Complete the required information for printing references 1–10 according to Table 3.6.

Table 3.6—Define Custom Form, Page 6 of 6

Field	Definition
Reference 1–10	<p>Enter option for printing the applicable reference (i.e., 1–10).</p> <ul style="list-style-type: none"> • N—Reference will not be printed. • R—Reference will be printed. You must identify the print location on the form—line, column, width of field, and reference (press F1 to select from a list of references). • T—Reference will be printed with a title. You must identify the print location on the form—line, column, width of field, and reference.

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

16. Type *0* to accept your entries. Once your settings have been loaded, the option menu displays.
17. Type *E* to save the parameter and close the window.

WORKING WITH DISTRIBUTION TABLES

A distribution table is a set of up to 99 accounts/account masks and percentages that specify how to allocate an obligation. Once created, distribution tables are selectable when you enter obligations. This reduces data input and the possibility of errors. You can define as many distribution tables as necessary for your organization. However, you can only assign one table to each obligation.

HOW DISTRIBUTION TABLES BUILD ACCOUNTS

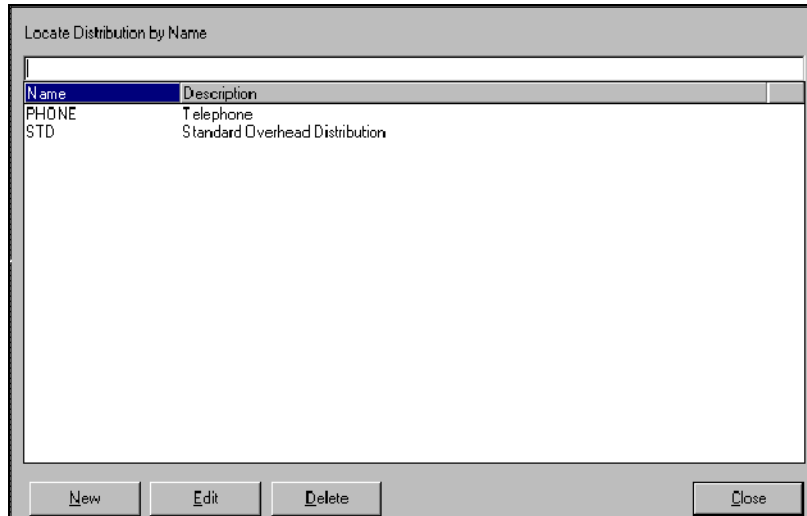
When you apply a distribution table, FundWare determines the accounts impacted by the action using the following formula:

1. The process begins with the accounts or account masks in the distribution table. If no masking characters (X) exist in the table, the accounts in the table are used exactly as defined.
2. When you apply a distribution table to an obligation, you can enter an account number or mask (necessary if any of the distribution table entries are masked).
3. AP replaces any masked characters in the distribution table accounts with values from the account number/mask entered when you apply a distribution table to an obligation (see *Figure 3.10—Auto Distribution Window*).
4. The percentages entered on the lines of the distribution table do not need to total 100%. If you enter less than 100%, the extra amount required to total 100% is stored as the surplus percentage.

DEFINING DISTRIBUTION TABLES

Use the following steps to add a distribution table.

1. Click **Maintenance > Distribution Tables** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Distribution Tables** from the menu bar. A list of the current distribution tables displays (*Figure 3.7*).



The screenshot shows a window titled "Locate Distribution by Name". Inside the window is a table with two columns: "Name" and "Description". The table contains two rows: "PHONE" with description "Telephone" and "STD" with description "Standard Overhead Distribution". Below the table are four buttons: "New", "Edit", "Delete", and "Close".

Name	Description
PHONE	Telephone
STD	Standard Overhead Distribution

Figure 3.7—Current Distribution Tables



You can click a column heading to sort the distribution tables by the column entries. You can also find a specific table by typing the name (or first few characters) in the Locate Distribution by Name field; FundWare will search for the matching table.

- Click **New** or right-click and select **New** from the shortcut menu. The entry window displays (*Figure 3.8*).

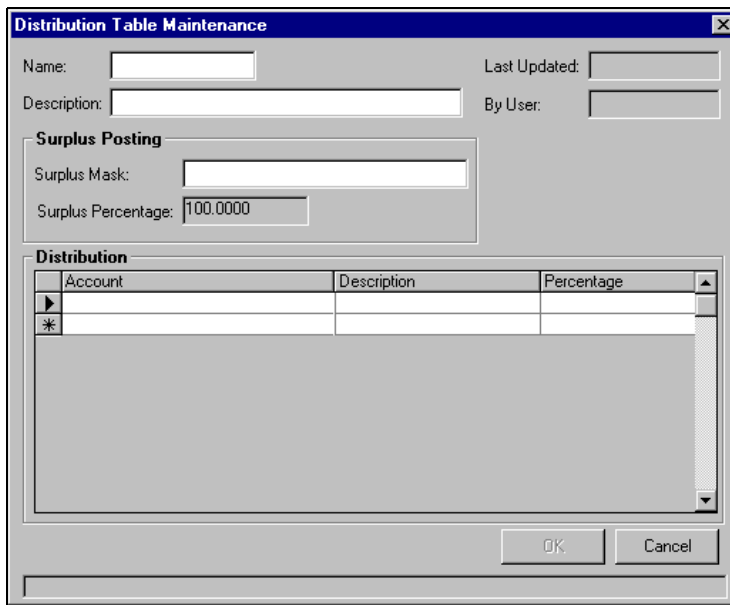


Figure 3.8—Adding a Distribution Table

- Complete the window using the definitions in *Table 3.7*.

Table 3.7—Adding a Distribution Table

Field	Description
Name	Name of the distribution table. Maximum size = 10 characters.
Description	Description displayed for data entry. Maximum size = 30 characters.
Last Updated	Date this table was last updated. • Read only (i.e., not editable).
By User	The User ID of the last person who updated the table. • Read only (i.e., not editable).
Surplus Mask	Account or account mask to use for the remainder if the total distribution is less than 100%.

Table 3.7—Adding a Distribution Table (Continued)

Field	Description
Surplus Percentage	The percentage remaining if less than 100% is assigned. AP calculates this number as each account line is added to the table. <ul style="list-style-type: none">• Read only (i.e., not editable).
Distribution—Enter up to 99 distribution lines.	
• Account	Account number or mask. <ul style="list-style-type: none">• Do not enter just part of the account number or mask.
• Description	Account or mask description.
• Percentage	Percentage of obligation amount to allocate to this account.

4. Click **OK**. FundWare saves your entries and closes the distribution table definition.

APPLYING A DISTRIBUTION TABLE TO AN OBLIGATION

Once you add a distribution table, the table is available when you enter an obligation.

1. Access the **Distribution** tab (separate entry) or **Detail Lines** tab (combined entry) of the new obligation (*Figure 3.9*).

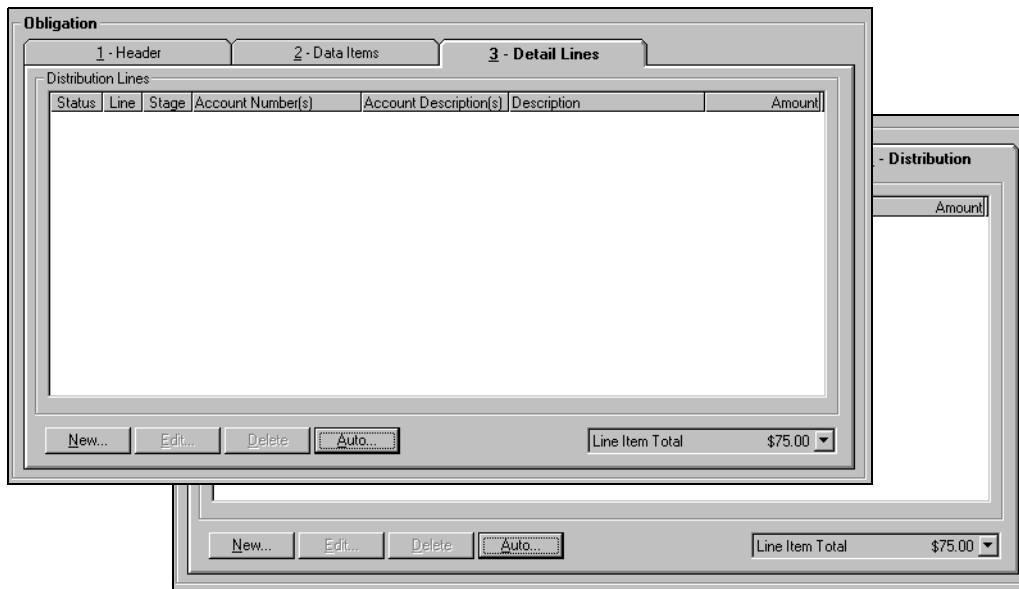



Figure 3.9—Distribution and Detail Lines Tabs

2. Click **Auto**. The Auto Distribution window displays (*Figure 3.10*).



Figure 3.10—Auto Distribution Window

3. Select the distribution table from the Table drop-down list.
4. In the Account mask field, enter the numbers necessary to resolve the accounts in the distribution table. (For information on how FundWare applies this entry, see *How Distribution Tables Build Accounts* on page 1.113.)

- Type zero (0) in the positions where the distribution table account has non-masked characters (i.e., 0–9).
 - Click  to access your distribution tables and review the account masks defined.
5. Click **OK**.

EDITING A DISTRIBUTION TABLE

Use the following steps to edit an existing distribution table.

1. Click **Maintenance > Distribution Tables** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Distribution Tables** from the menu bar. The Distribution Tables window displays (*Figure 3.11*).

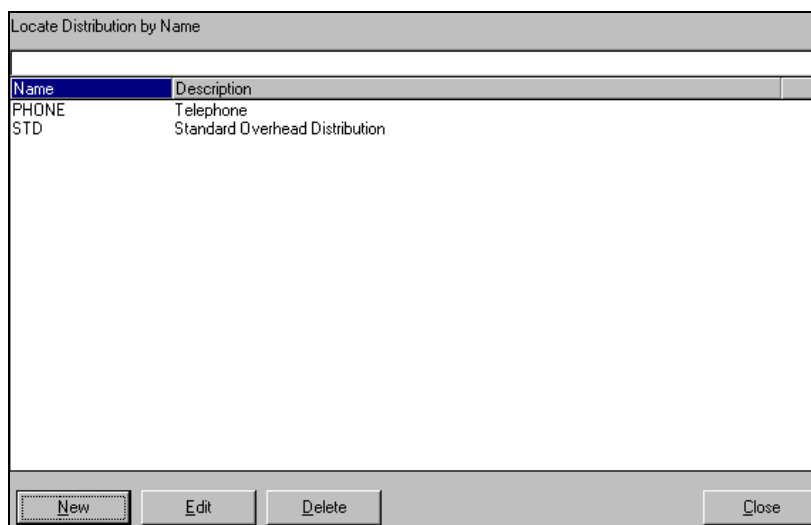


Figure 3.11—Editing a Distribution Table

2. Select the table you want to edit.



You can click a column heading to sort the distribution tables by the column entries. You can also find a specific table by typing the name (or first few characters) in the Locate Distribution by Name field; FundWare will search for the matching table.

3. Double-click, click **Edit**, or right-click and select **Edit** from the shortcut menu.

4. The distribution table definition displays.
5. Edit the distribution table, as necessary.
6. Click **OK**. FundWare saves your changes and closes the distribution table definition.

DELETING A DISTRIBUTION TABLE

Use the following steps to delete an existing distribution table.

1. Click **Maintenance > Distribution Tables** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Distribution Tables** from the menu bar. The Distribution Tables window displays.
2. Select the distribution table you want to delete.
3. Click **Delete** or right-click and select **Delete** from the shortcut menu. A confirmation message displays.
4. Click **Yes** to delete the table. The distribution table is deleted from the division.

DEFINING CITY ABBREVIATIONS

City abbreviations can cut down on your data entry when you have a number of vendors with common city addresses. When you apply a city abbreviation to the city field of a vendor record or obligation for a one-time vendor, FundWare automatically enters the city, state, postal code, and country. You are saved the time of retyping the city every time.

Use the following steps to add a city abbreviation.

1. Click **Maintenance > Cities** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Cities** from the menu bar. The AP City Maintenance data window displays (*Figure 3.12*).

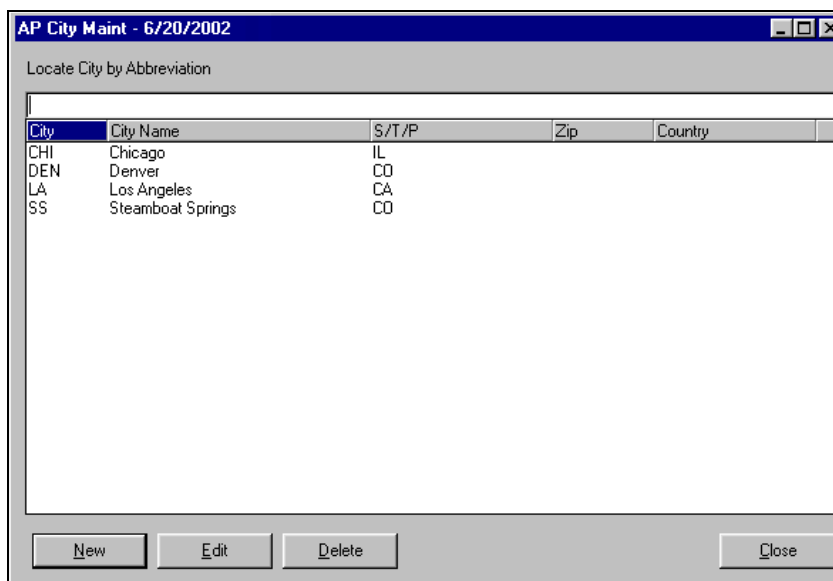


Figure 3.12—Adding A City Abbreviation

2. Click **New** or right-click and select **New** from the shortcut menu. The City Abbreviation Maintenance window displays (*Figure 3.13*).

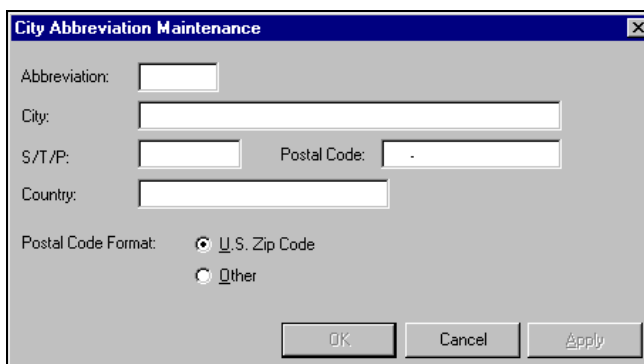


Figure 3.13—City Abbreviation Maintenance

3. Enter the required information according to *Table 3.8*.

Table 3.8—City Abbreviation Maintenance

Field Name	Description
Abbreviation	A unique abbreviation for the city (up to 3 alphanumeric characters).
City	City name (up to 19 alphanumeric characters).
S/T/P	State, territory, or province (up to 5 alphanumeric characters).
Postal Code	Postal code (US zip code) (up to 9 alphanumeric characters).
Country	Country name (up to 35 alphanumeric characters).

4. Click **Apply** to save the information or **OK** to save the information and exit the window.

EDITING CITY ABBREVIATIONS

Use the following steps to edit a city abbreviation.

1. Click **Maintenance > Cities** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Cities** from the menu bar. The AP City Maintenance data window displays.
2. Select the city abbreviation to be edited from the data window.
3. Double-click, click **Edit**, or right-click and select **Edit** from the shortcut menu. The City Abbreviation Maintenance window displays.
4. Edit the information as necessary.
5. Click **Apply** to save the information or **OK** to save the information and exit the window.

DELETING CITY ABBREVIATIONS

Use the following steps to delete a city abbreviation.

1. Click **Maintenance > Cities** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Cities** from the menu bar. The AP City Maintenance data window displays.

2. Select the city abbreviation to be deleted from the data window.
3. Click **Delete** or right-click and select **Delete** from the shortcut menu. A confirmation message displays.
4. Click **Yes** to delete. The city abbreviation is deleted from the division.

WORKING WITH LOCATION ABBREVIATIONS

Location abbreviations can reduce your data entry when you print purchase orders. Once you define a location (e.g., abbreviation, company name, address lines, city, state, contact name), you can select the abbreviation in a drop-down list in the Custom PO Form parameter window. When you select the abbreviation, the address information is entered into the PO form automatically (*Figure 3.14*).

The screenshot shows the 'Custom PO Form' window with the following fields and values:

- References:** A - Obligation
- Vendors:** 00000000 to 99999999
- Changed Date:** All, 08/05/2004 to 08/05/2004
- Stage Date:** All, 08/05/2004 to 08/05/2004
- Auto Transfer Stages:** From: No Auto Trans, To: No Auto Trans
- Stages:** From: 10 - Initial Order, To: 70 - Reconciled
- Invoice To:**
 - Name: Lakewood Branch
 - Address 1: 122067 W. Alameda Ave.
 - Address 2: (empty)
 - City: Lakewood
 - State / Prov: CO
 - Zip: 80225
 - Country: (empty)
- Ship To:**
 - Name: (empty)
 - Address 1: (empty)
 - Address 2: (empty)
 - City: (empty)
 - State / Prov: (empty)
 - Zip: (empty)
 - Country: (empty)
- Terms:** (empty)
- Ship Attention:** (empty)

Report: View Print File Print Zeros

Buttons: OK, Cancel

Figure 3.14—Example Custom PO Form With Location Abbreviation

USING LOCATION ABBREVIATIONS WITH OBLIGATION REFERENCES

You can also define obligation references that are validated against your location abbreviations. When this reference appears on an obligation, the user must enter a value that matches one of the location abbreviations, effectively assigning the obligation to one of your locations. Then you can print all the obligations for a specific location.

Let's look at an example:

1. Our organization has five locations, so we create five location abbreviations with all the address and contact information:
 - Main Library,
 - Littleton Branch,
 - 10th St. Branch,
 - Lakewood Branch, and
 - Parker Branch.
2. We also add an obligation reference called Location with the following settings:
 - Entry is required.
 - Validate against the location file (i.e., location abbreviations).
3. Finally, we modify field 8 of the stage 20 definition to include the Location reference in the list of Editable Data Items on the **Data Items** tab.

When users enter an purchase order, they must enter their location. If that location does not match one of the location abbreviations (e.g., Lakewood Branch), the entry is not accepted. Once this value is assigned to the purchase order, we can choose to print all

the purchase orders generated by single location (e.g., “print all Lakewood Branch POs” where the location abbreviation is LAK) and apply the same location abbreviation to define the address information (Figure 3.15).

Figure 3.15—Example Custom PO Form Using Obligation Reference

For more information about creating obligation references, see *Defining Obligation References* on page 1.166.

DEFINING LOCATION ABBREVIATIONS

Use the following steps to add a location abbreviation.

1. Click **Maintenance > Locations** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Locations** from the menu bar. The AP Location Maintenance data window displays (*Figure 3.16*).

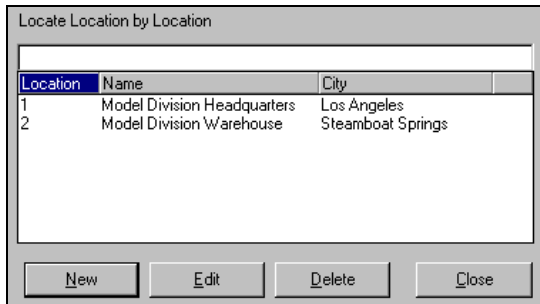


Figure 3.16—Adding a Location Abbreviation

2. Click **New**. The Location Abbreviation Maintenance window displays (*Figure 3.17*).

The screenshot shows a window titled "Location Abbreviation Maintenance". It contains several input fields for location information:

- Location:
- Name:
- Street Line 1:
- Street Line 2:
- City:
- S/T/P: Postal Code:
- Country:
- Attention:

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

Figure 3.17—Location Abbreviation Maintenance

3. Enter the required information according to *Table 3.9*.

Table 3.9—Location Abbreviation Maintenance

Field Name	Description
Location	A unique abbreviation for the location (up to 3 alphanumeric characters). <ul style="list-style-type: none"> • Because this abbreviation is only 3 characters, you must design your use of this feature carefully.
Name	Organization name (up to 35 alphanumeric characters).
Street 1	Street address, first line (up to 35 alphanumeric characters).
Street 2	Street address, second line (up to 35 alphanumeric characters).
City	City name (up to 19 alphanumeric characters).
S/T/P	State, territory, or province (up to 5 alphanumeric characters).
Postal Code	Postal code (US zip code) (up to 9 alphanumeric characters).
Country	Country name (up to 35 alphanumeric characters).
Attention	Person or department (up to 35 alphanumeric characters).

4. Click **Apply** to save the information or **OK** to save the information and exit the window.

EDITING LOCATION ABBREVIATIONS

Use the following steps to edit a location abbreviation.

1. Click **Maintenance > Locations** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Locations** from the menu bar. The AP Location Maintenance data window displays.
2. Select the location abbreviation to be edited from the data window.
3. Click **Edit**. The Location Abbreviation Maintenance window displays.
4. Edit the information as necessary.
5. Click **Apply** to save the information or **OK** to save the information and exit the window.

DELETING LOCATION ABBREVIATIONS

Use the following steps to delete a location abbreviation.

1. Click **Maintenance > Locations** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Locations** from the menu bar. The AP Location Maintenance data window displays.
2. Select the location abbreviation to be deleted from the data window.
3. Click **Delete** or right-click and select **Delete** from the shortcut menu. A confirmation message displays.
4. Click **Yes** to delete. The location abbreviation is deleted from the division.

ENCRYPTING CHECKS AND PURCHASE ORDERS

The Accounts Payable module allows you to encrypt (or “scramble”) your checks and purchase orders. Using this option, your check print file displays and prints normally with Print Manager. However, when opened in any other program (e.g., Word, Notepad), the information is encrypted to protect your check and purchase order information.



Once this option is activated, it **cannot** be de-activated without the assistance of Blackbaud FundWare Support (800-227-7575).

Use the following instructions to activate the encryption option. When complete, the setting is reflected in field 8 of the check definition (for checks) and in field 3 of the purchase order extended setup definition (for purchase orders) (*Figure 3.18*).

Demo User		Division 95		02/14/2002	
AP - Define Check Format					
Parameter.....:		OCWS		Changed.: 10/13/98	
				User....: 00101	
7> Sort checks by					
Data item.....:		.UENDOR			
8> Encryption option					
Scramble checks:		Y - Scramble check file.			
Demo User		Division 95		02/28/2002	
AP - Define PO Extended Setup					
Enter field to be changed <0 to accept> <_ >					
Parameter.....:		OTSS		Changed.: 08/02/00	
				User....: 00101	
1> Ledger post stages					
Commit stage...:					
Encunber stage.:		20			
2> PO stages					
From stage.....:		20			
To stage.....:		20			
3> Forms options					
Print POs on...:		B - Blank stock.			
Special forms..:		NUN - No special form.			
Scramble PO's...:		Y - Scramble PO file.			
Parameter being changed. 1 of 2					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 3.18—Example Scrambled Check Settings

Use the following instructions to define your system to encrypt checks and/or purchase orders.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 3.19*).

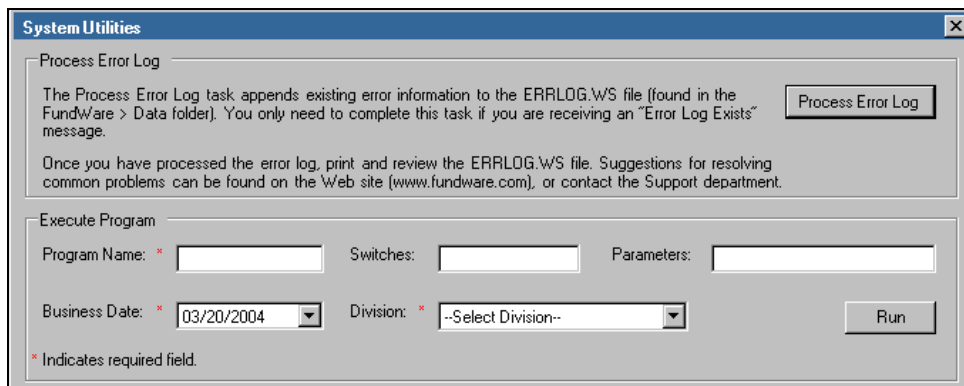


Figure 3.19—System Utilities Window

4. In the Execute Program area, enter the required information according to *Table 3.10* to encrypt checks or purchase orders.

Table 3.10—Activating the Encryption Option

Field	Entry—Checks	Entry—Purchase Orders
Program name	OCW207	OCW206
Switches	23	238
Parameters		
Business Date	Defaults to the current date. Accept default.	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.	Select the applicable division from the drop-down list.

5. Click **Run**. The option menu for the applicable document (i.e., checks or purchase orders) displays.
6. Type *C* for Change and press ENTER.
7. Type the applicable field number (8 for checks, 3 for purchase orders) to access this field and press ENTER.

8. Type *Y* for Yes (or press **F1** and select the option from the menu) (Figure 3.20).

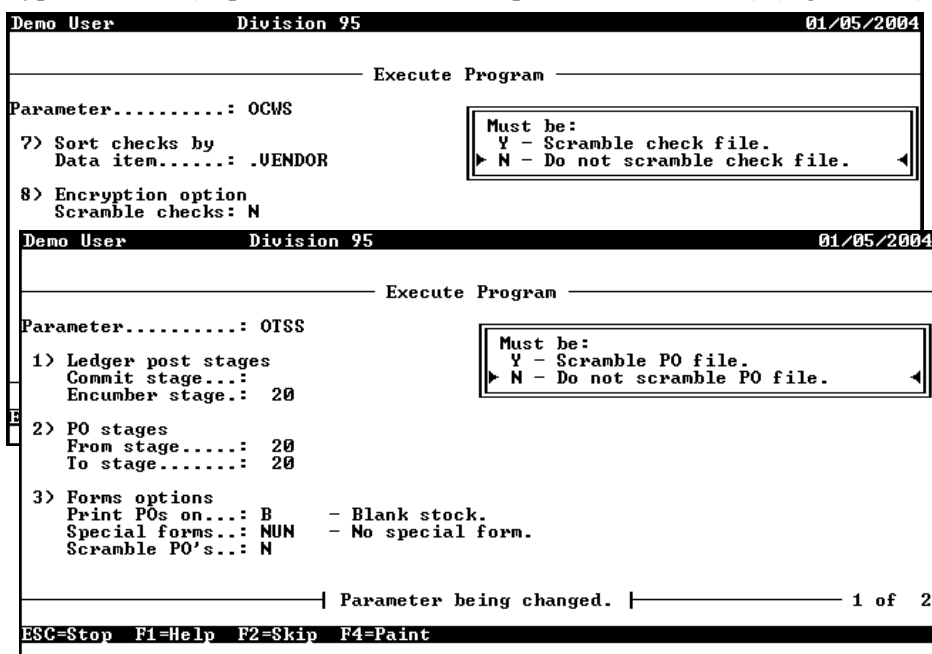


Figure 3.20—Type the Field Number

9. Press **ENTER**. When you have completed your entries, the system offers you the chance to return to a field or accept your entries.
10. Type *0* to accept your entries. Once your settings have been saved, the option menu displays.
11. Type *E* save the parameter and close the window.

DEFINING THE DISTRIBUTION REPORT PARAMETER

The Invoice Distribution by Account report (stored in the PO/Invoice Reports category) is a list of obligation information by account number. The distribution report parameter allows you to define break and report options, giving you greater control over the report format (e.g., on what fields the report breaks).



For a thorough explanation of break (i.e., page break) and report (i.e., totalling) settings, see the *Blackbaud FundWare General Ledger Guide*.

Use the following instructions to define the distribution report parameter.

1. Click **Setup > Distribution Report Params** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Distribution Report Params** from the menu bar. The task option menu displays.
2. Type *A* to add the parameter. The report parameter displays the default values (Figure 3.21).

Demo User	Division 95	02/14/2002
Parameter A>dd, C>hange, R>emove, D>isplay or E>nd <d>		
AP - Define Distribution Report Params		
Parameter.....:	OTRP	Changed.: 10/19/1995 User.....: 00999
Post/Dist	ID.....Break.....	DscReport..... Act Dsc Sub
Level 1.....:	A 1	D 1 2-3 4 S S S
Level 2.....:		D S S D
Level 3.....:		D S S D
Level 4.....:		D S S D
Level 5.....:		D S S D
Parameter being displayed. 1 of 1		
Parameter has been displayed. Press <ENTER>		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 3.21—Define Distribution Report Parameter

3. Define the break and report settings for each level of reporting:
 - Break—Enter one or more dimension numbers. The system will enter a page break at each change in value for the dimension. For example, if you break on the fund dimension (1), changing from fund 01 to fund 02 would trigger a page break.
 - Report—Enter one or more dimensions that you want to print on each row of the report. For example, if we enter 2-3 4, account number A02 01-03 7110 would print as “01-03 7110” on the row of the report.
4. Press ESC to display the option menu.
5. Type *E* to save the parameter and close the window.

REFRESHING VENDOR NAME CAPITALIZATION

If you are an organization upgrading from versions of the software earlier than 7.20, you may find that vendor names will display in the Vendor Name drop-down list on the obligation form in a mix of capitalization—some will be all capitalized and some will reflect the capitalization used when you entered the name.

Use the following instructions if you want to “refresh” your system to recognize the original capitalization (i.e., not display as all caps).

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 3.22*).

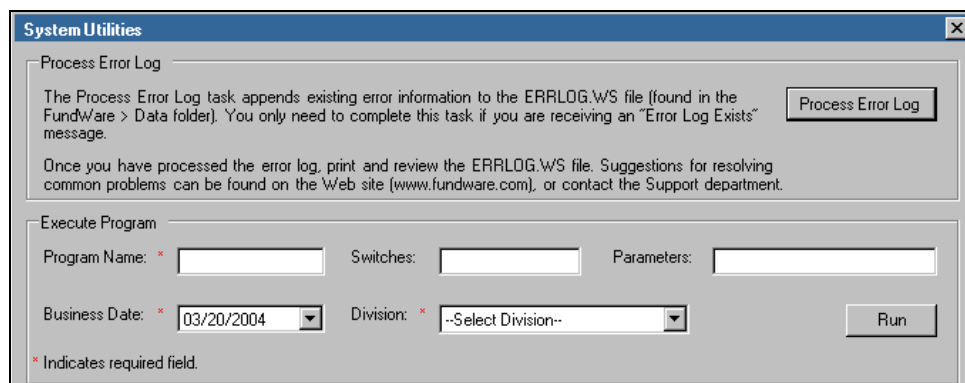


Figure 3.22—System Utilities Window

4. In the Execute Program area, enter the information required to run the override, according to *Table 3.11*.

Table 3.11—Running the Override Program

Field	Entry
Program Name	OTS990
Switches	Leave blank

Table 3.11—Running the Override Program (Continued)

Field	Entry
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. The system asks you to confirm that you want to refresh your vendor names (*Figure 3.23*).

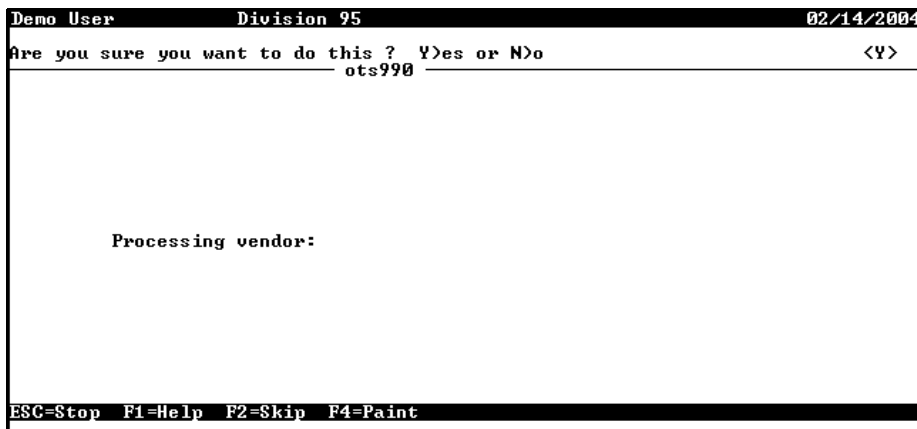


Figure 3.23—System Utilities Window

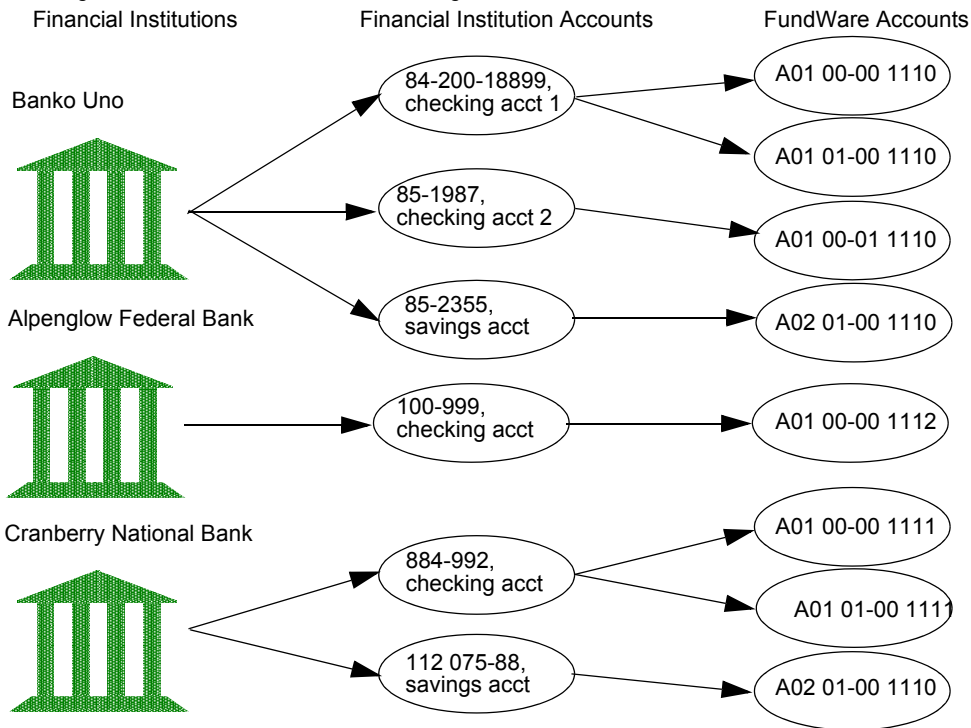
- Type **Y** or press **ENTER** to begin the task. When complete, you return to the System Utilities window.

CHAPTER 4

USING THE FINANCIAL INSTITUTIONS FEATURE

The Financial Institutions feature provides a way for you to manage your cash and cash-equivalent accounts. It is the central location for banking information for the Accounts Payable, Payroll/Personnel, and modules.

Figure 4.1—Financial Institutions Diagram



Use this feature to manage your banking process, including:

- Add information (e.g., multiple addresses, phone numbers, and account numbers) for each financial institution (e.g., bank, savings and loan).

- Define each financial institution account (e.g., checking account, savings account) for the financial institution.
- Link each financial institution account to Accounts Payable, Payroll/Personnel, and/or accounts through General Ledger.

For example, the City of Megalopolis does business with Cranberry National Bank (the financial institution). The City has four accounts (financial institution accounts, or FIAs) with Cranberry National Bank:

- Checking account 1—Used for Payroll, paid from GL account A01 00-00 1111.
- Checking account 2—Used for Accounts Payable, paid from GL account A01 00-00 1112. Also receives normal Accounts Receivable payments from GL cash account A01 00-00 1113.
- Savings account—Receives payments from all modules; GL cash accounts are A01 00-00 1111; A01 00-00 1112; A01 00-00 1113.
- Money market account—Receives all donations via from GL cash account A01 00-00 1114.

Each module is associated to each applicable FIA (e.g., Payroll is associated to checking account 1 and the savings account).

The following acronyms are used throughout the Financial Institutions feature: APE (Accounts Payable), PYL (Payroll/Personnel), CRS.

This chapter provides you with the information needed to:

- Run the account mapping utility (for existing customers), and
- Operate Financial Institutions.

HINTS FOR CLIENTS CONVERTING FROM CLASSIC

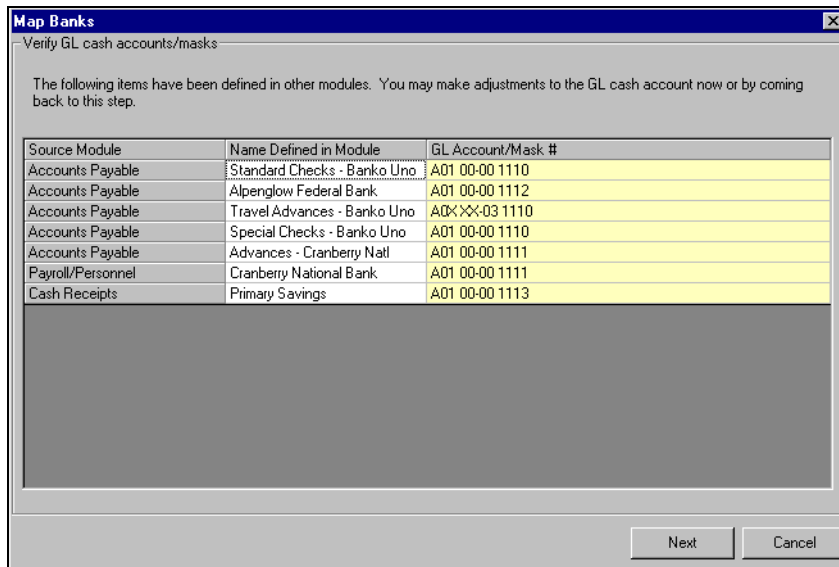
- In the FundWare Classic Edition, each module had a separate method of defining a bank.
- Each “bank” represented an account.
- A Financial Account for a Financial Institution may encompass more than one “bank” from an FundWare Classic Edition module.
- “Banks” in the Classic Edition will automatically be converted to Financial Accounts by FundWare.

MAPPING VERSION 5.8/5.9 BANKS TO THE ACCOUNTS

If you have existing bank information, the first time that you open the Financial Institutions feature, FundWare will have you map the existing information through two main steps: mapping the old bank to a new Financial Institutions account (FIA), and mapping that FIA to the modules that use it and to General Ledger. Use the following steps to accomplish these tasks.

1. Select **Maintenance > Financial Institutions > Financial Institutions** from the menu bar. The Verify GL cash accounts/masks window displays.

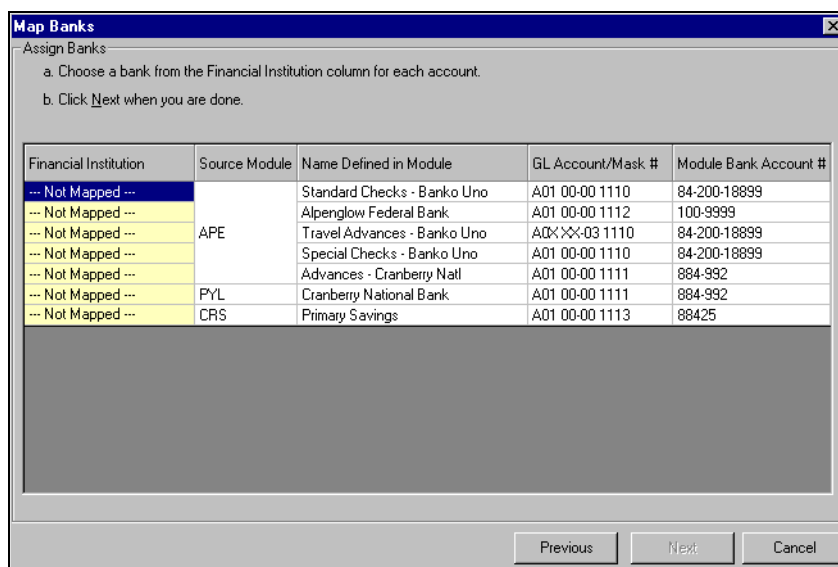
Figure 4.2—Mapping Existing Banks to Accounts



A fourth column, Message, displays only if a GL account/mask has a problem. In this event, the problem is described in the column.


2. When the account information is all correct, click **Next**. The Assign Banks window displays.

Figure 4.3—Assigning the Banks

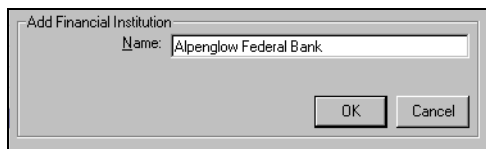


Source Module—The module in the FundWare Classic Edition in which the bank was defined.

Name Defined in Module—The name used in the FundWare Classic Edition to define the bank.

3.  To associate the name of the Financial Institution to the name defined for the associated module, click the right side of the cell to activate the drop-down arrow, then click the arrow. If you have mapped other Financial Institutions during this process, the names will display in the drop-down list.
4. Select the appropriate Financial Institution from the list or a New Institution, as necessary. If you select a Financial Institution from the drop-down list, proceed to step 7 on page 139.

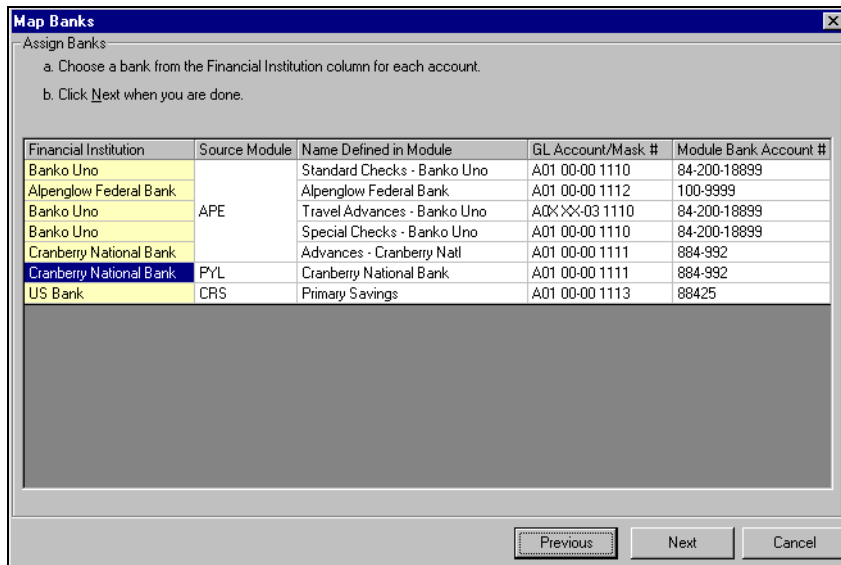
If you select a New Institution, the Add Financial Institution window displays.
Figure 4.4—Add Financial Institution Dialog Box



The Name text box defaults to the value for the Name Defined in Module.

5. Modify the name of the financial institution, if necessary.
6. Click **OK**. The Add Financial Institution window closes and you return to the Assign Banks window.
7. Repeat these steps, as necessary, until all accounts have an assigned financial institution.

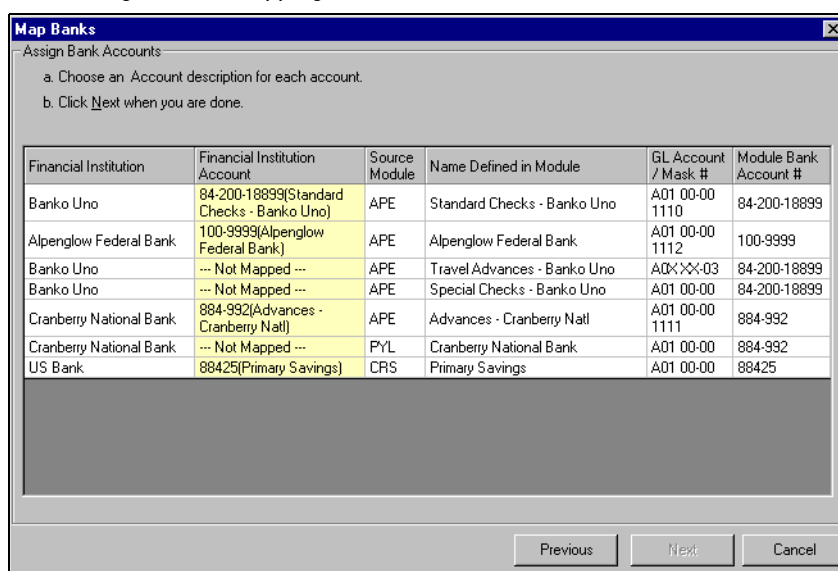
There should now be entries for all the Financial Institutions.
Figure 4.5—All Financial Institutions Assigned



8. Click **Next**. The Assign Bank Accounts window displays, containing entries from the previous window, as well as a new column: Financial Institution Account. The cells in the Financial Institution Account column will be

populated by either a default account number and description or --- Not Mapped ---. The defaults are supplied by the FundWare Classic Edition based on the original information.

This window provides you with a way to map financial institution accounts.
 Figure 4.6—Mapping Financial Institution Accounts



Multiple instances of the same General Ledger cash account number must be assigned to the same financial institution account (by definition, this also means assigned to the same financial institution).

9. To edit default Financial Institution Account information, double-click the cell. The edit Financial Institution Account window displays.
10. Edit the Account Description and Account #, as necessary.
11. In the Financial Institution Account column, click the right side of a cell to activate the drop-down arrow, then click the arrow.
12. Select the appropriate account description from the drop-down list or a New Account, as necessary. If you select an account description from the drop-down list, proceed to step 16 on page 141.

If you select **New Account** from the drop-down list within the Financial Institution fields, the Add Financial Institution Account window displays.

Figure 4.7—Add Financial Institution Account

13. Enter the Account Description and Account # (the account number that appears on your statement).
14. If FundWare has not already inserted the appropriate account number, enter the account number corresponding to the description in the Account # field.
15. Click **OK**. The Add Financial Institution Account window closes and you return to the Assign Bank Accounts window.
16. Repeat these steps, as necessary, until all accounts have an assigned financial institution account.

There should now be entries for all the Financial Institutions.

Figure 4.8—Entries for All Financial Institution Accounts

Financial Institution	Financial Institution Account	Source Module	Name Defined in Module	GL Account / Mask #	Module Bank Account #
Banko Uno	84-200-18899(General Checking Account)	APE	Standard Checks - Banko Uno	A01 00-00 1110	84-200-18899
Alpenglow Federal Bank	884-992(Payroll Account)	APE	Alpenglow Federal Bank	A01 00-00 1112	100-9999
Banko Uno	84-200-18899(General Checking Account)	APE	Travel Advances - Banko Uno	A0X*XX-03 1110	84-200-18899
Banko Uno	84-200-18899(General Checking Account)	APE	Special Checks - Banko Uno	A01 00-00 1110	84-200-18899
Cranberry National Bank	884-992(Payroll Account)	APE	Advances - Cranberry Natl	A01 00-00 1111	884-992
Cranberry National Bank	884-992(Payroll Account)	PYL	Cranberry National Bank	A01 00-00 1111	884-992
US Bank	88425(Primary Savings)	CRS	Primary Savings	A01 00-00 1113	88425

17. Click **Next**.

When all assignments are complete, the Review Assignments window displays.
 Figure 4.9—Review Assignment

Financial Institution	Financial Institution Account	Source Module	Name Defined in Module	GL Account / Mask #	Module Bank Account #
US Bank	Primary Savings	CRS	Primary Savings	A01 00-00	88425
Banko Uno	General Checking Account	APE	Standard Checks - Banko Uno	A01 00-00	84-200-18899
			Special Checks - Banko Uno	A01 00-00	84-200-18899
			Travel Advances - Banko Uno	A0X XX-03	84-200-18899
Alpenglow Federal Bank	Alpenglow Federal Bank	APE	Travel Advances - Banko Uno	A0X XX-03	84-200-18899
			Alpenglow Federal Bank	A01 00-00	100-9999
Cranberry National Bank	Payroll Account	PYL	Advances - Cranberry Natl	A01 00-00	884-992
			Cranberry National Bank	A01 00-00	884-992



If a Financial Institution is only mapped to one or more General Ledger masked account, you will not be able to view or edit that information until an actual General Ledger account has been associated to the FI.

Each entry in the Financial Institution Account column corresponds to a Financial Institution Account where a module account has been mapped.

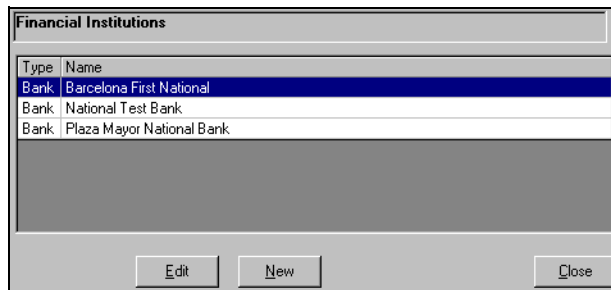
If a Financial Institution Account entry spans more than one source module, this indicates that all the source modules have been associated with that Financial Institution Account. In the example above, the Cranberry National Bank Payroll Account spans APE and PYL, indicating that the account is associated with Accounts Payable and Payroll/Personnel.

- Click **Previous** to return to earlier windows if you need to make any assignment changes.
- Click **Cancel** to exit the Review Assignments window without saving the information.
- Click **Finish** to save the information and proceed further into the Financial Institutions feature.

VIEWING FINANCIAL INSTITUTIONS

The main Financial Institutions window can display the FIA information in a variety of ways. When you open the Financial Institutions feature, the window displays the Type and Name of each financial institution entered in the system.

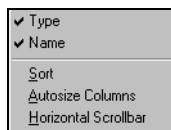
Figure 4.10—Displaying Financial Institution Information



You can remove either of these columns from the display by using the following steps.

1. Move the cursor anywhere in the Financial Institutions window.
2. Right-click. The drop-down list displays.

Figure 4.11—Right-Click Menu



3. Select the category to be displayed or hidden (a check mark indicates that the category will display).

RE-ORDERING THE DISPLAY

The information in the main Financial Institutions window can be displayed in alphanumeric or reverse alphanumeric order, based on each column. To sort on a column, click the column heading. The information will be re-ordered based on an alphanumeric sort of that column. To display in reverse alphanumeric order, click the heading a second time.

ADJUSTING COLUMN SIZE

To adjust the column size, right-click and select **Autosize Columns**. Move the cursor to the edge of the column in the heading. The arrow will change to a line and two smaller arrows.

Figure 4.12—Adjusting the Column Size



Holding the mouse button down, move the cursor left or right to adjust the column width as desired.

ADDING A FINANCIAL INSTITUTION

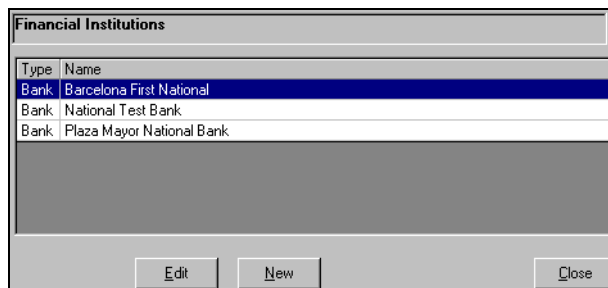
Use the following steps to add a financial institution (FI).



If, while creating an FI, you decide to cancel the action, the information will be retained. There is no function to delete an FI; therefore, even though you cancel the action, the FI is permanently part of your system. An FI added this way will not cause any errors.

1. Select **File > Financial Institutions > Maintenance** from the menu bar. The Financial Institutions window displays.

Figure 4.13—Adding an FIA



- Click **New**. The New Financial Institution window displays, defaulting to the **General** tab. Three tabs display behind the **General** tab: **Address**, **Phone**, and **Account**.

Figure 4.14—New Financial Institution Record

The screenshot shows a window titled "New Financial Institution" with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Address", "Phone", and "Account". The "General" tab is selected. Inside the window, there is a section labeled "General Information" containing a "Name" text box and a "Type" dropdown menu with "Bank" selected. At the bottom of the window are three buttons: "Apply", "OK", and "Cancel".

- Enter the required information according to the following table:

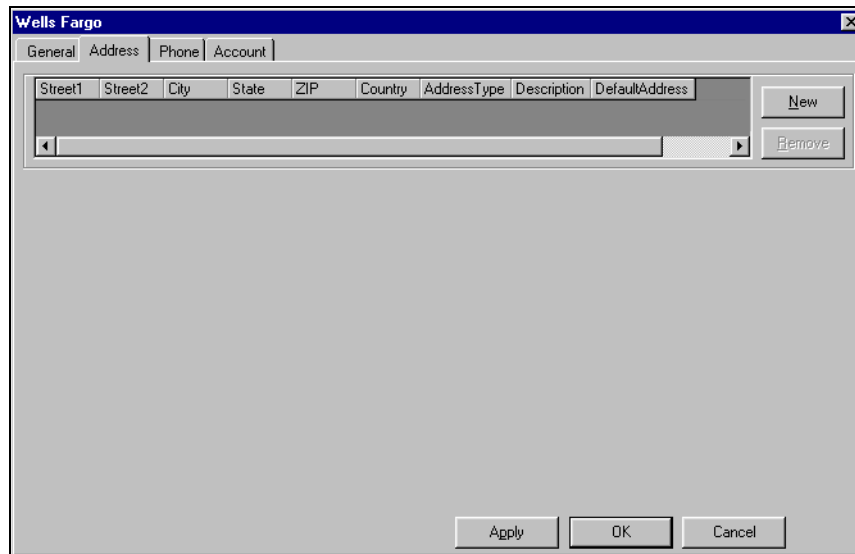
Table 4.1—Required Information

Text Box	Description
Name	Enter the name of the financial institution. This information is used for verification purposes of screens and reports. Maximum 40 alphanumeric characters.
Type	Select the type of financial institution from the drop-down list: Bank or Savings and Loan .

- Click **Apply** to save.

5. Select the **Address** tab. If addresses have been added, the tab displays the window and text boxes, populated with the information for the first entry in the window. If no addresses have been entered, no fields display.

Figure 4.15—Address Tab



- Click **New** to add an address (optional). The expanded **Address** tab displays.

Figure 4.16—Expanded Address Tab

As you add addresses for FI, they will display in the window.

- Enter the information according to the following table:

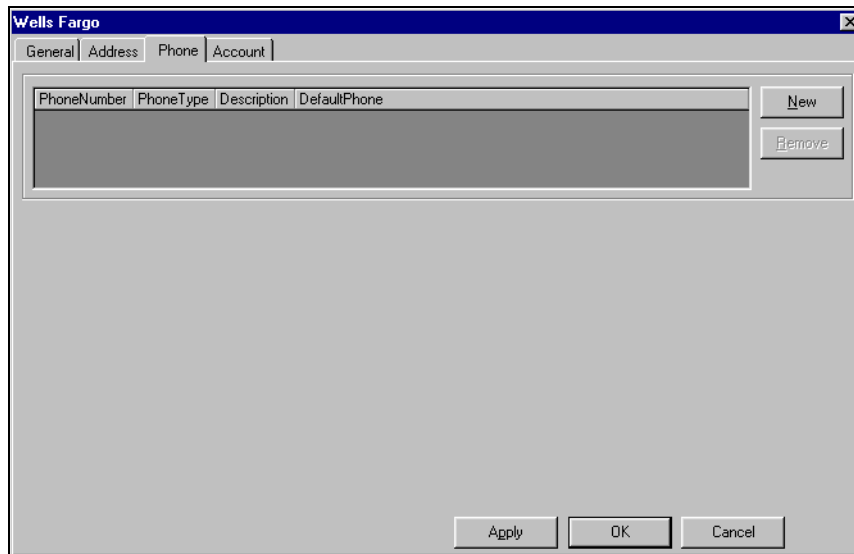
Table 4.2—Address Tab Information

Text Box	Description
Type	Select the type of address from the drop-down list (e.g., Business, Home, or Other).
Street 1 Street 2	Enter the street address for this location of the financial institution. Maximum 35 alphanumeric characters for each.
City	Enter the city for this address. Maximum 19 alphanumeric characters.
State	Select the US state from the drop-down list, or enter up to 5 characters for the state, province, or territory.
Zip	Enter the zip or post code. Maximum 50 alphanumeric characters.
Country	Enter the country, if desired. Maximum 35 alphanumeric characters.
Description	Enter a description of the location, e.g., main office of the financial institution. Maximum 50 alphanumeric characters.
Default	Select this check box if this address is to be used as the default address when mailing something to the financial institution.

- Click **Apply** to save. If you have another address to enter for this financial institution, click **New** and repeat step 7. If you do not have another address to enter, proceed to the next step.

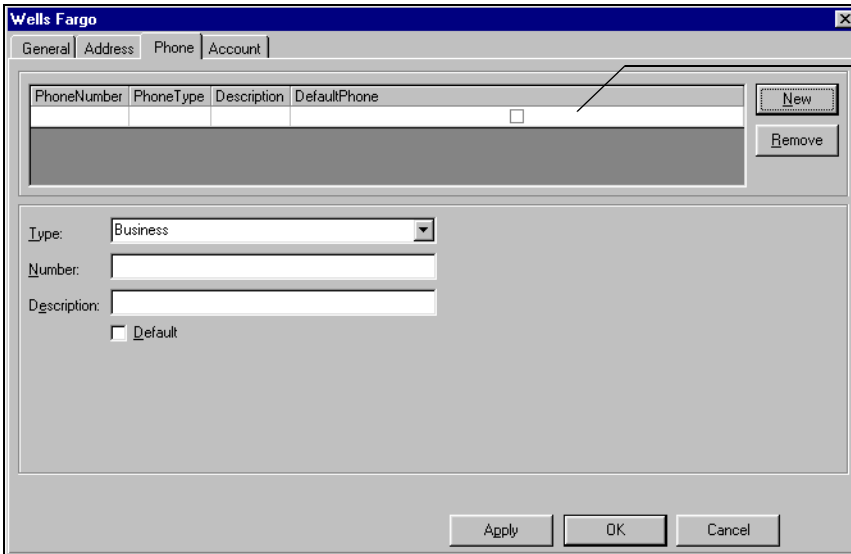
9. Select the **Phone** tab. If phone numbers have been added, the tab displays the window and text boxes, populated with the information for the first entry in the window. If no phone numbers have been entered, no fields display.

Figure 4.17—Phone Tab



- Click **New** to add a phone number (optional). The **Expanded Phone** tab displays.

Figure 4.18—Expanded Phone Tab



As you add phone numbers for the financial institution, they will display in the window.

- Enter the information according to the following table

Table 4.3—Expanded Phone Tab

Text Box	Description
Type	Select the type of phone number from the drop-down list (e.g., Business, Home, or Other).
Number	Enter the phone number. Maximum 50 alphanumeric characters.
Description	Enter a description of the phone number, e.g., most helpful customer service representative. Maximum 50 alphanumeric characters.
Default	Select this check box if this is to be used as the default phone number when calling the financial institution.

- Click **Apply** to save. If you have another phone number to enter for this financial institution, click **New** and repeat step 11. If you do not have another phone number to enter, proceed to the next step.

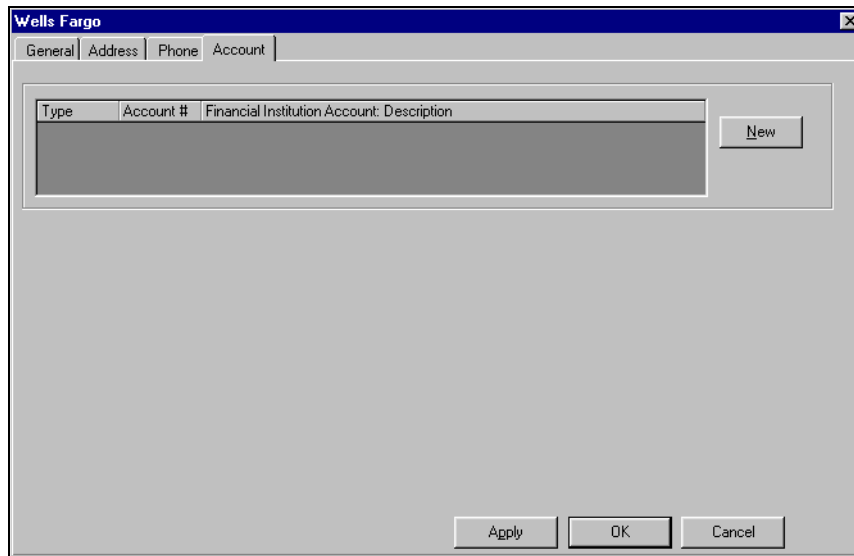
Now you have defined the financial institution. You must add the accounts for the FI (e.g., two checking accounts and a savings account) on the **Account** tab. These accounts are “FIAs” (financial institution accounts).

ADDING FINANCIAL INSTITUTION ACCOUNTS

You can add as many financial institution accounts (i.e., actual accounts at your banking entity) as necessary for each financial institution (i.e., the banking entity).

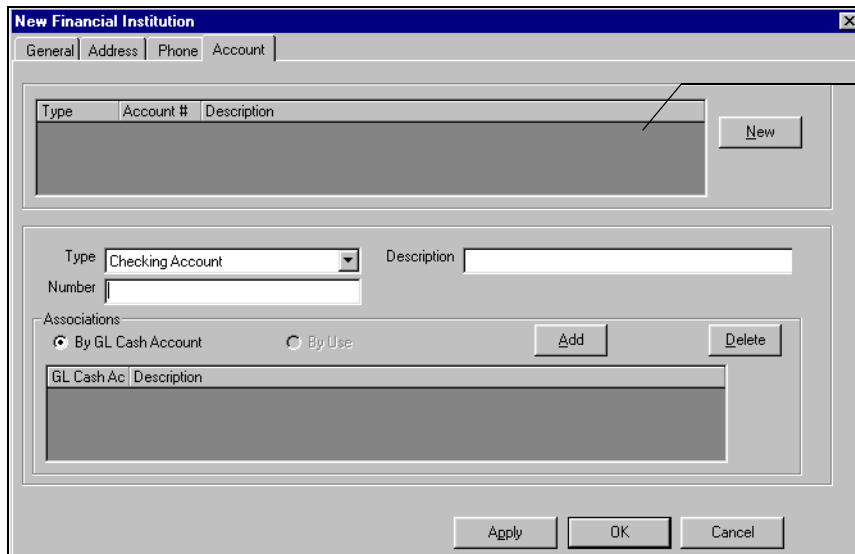
1. Select the **Account** tab. If accounts have been added, the tab displays the window and text boxes, populated with the information for the first entry in the window. If no accounts have been entered, no fields display.

Figure 4.19—Account Tab



2. Click **New** to add an account (required to use this financial institution). The expanded **Account** tab displays.

Figure 4.20—Expanded Account Tab



As you add accounts for this financial institution, they will display in this window.

3. Enter the required information according to the following table.

Table 4.4—Expanded Account Tab

Text Box	Description
Type	Select the type of account from the drop-down list: Checking Account , or Savings Account .
Number	Enter the account number. Maximum 20 alphanumeric characters.
Description	Enter a description of the account, e.g., petty cash account. Maximum 30 alphanumeric characters.

4. Click **Apply** to save. If you have another account to enter for this financial institution, click **New** and repeat step 3. (You can also make associations for your account at this time. See *Associating the Accounts* on page 1.152 for more information.) If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

At this point, your financial institution exists, however, the financial institution accounts have not been associated with General Ledger accounts. This mapping can be done at any time, however, you will not be able to access the FIAs through Accounts Payable, Payroll/Personnel, or until this task is done.

ASSOCIATING THE ACCOUNTS

You can associate as many General Ledger accounts as you need to your Financial Institutions account (FIA), however, a General Ledger account may only be associated with one Financial Institution account. The process that you will follow for associating your accounts involves a few main tasks:



Once you associate a GL account to a financial institution account, that GL account may not be associated with any other FIA.

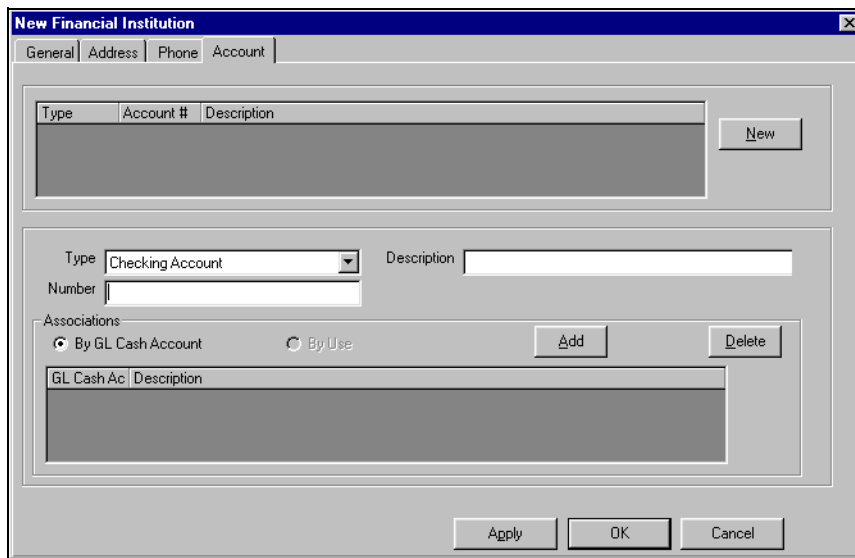
- Determine the GL cash accounts that will be associated to the FIA.
- Enter the accounts as “GL cash accounts.” (Masked accounts are not allowed. To mimic the effect of an account mask, you can define all accounts resulting from the mask as GL cash accounts.)
- Associate one or more accounts, or account masks, to the FIA by module (i.e., Accounts Payable, Payroll/Personnel, or.)

The following sections provide instructions for associating one or more General Ledger accounts to your selected Financial Institutions account.

1. Select the **Account** tab of the applicable financial institution.
2. Select the FIA to be associated from the upper window. The text boxes are populated with the information specific to the selected FIA.

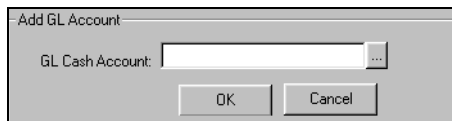
3. Select the By GL Cash Account radio button.


Figure 4.21—Expanded Account Tab



4. Click **Add**. The Add GL Account pop-up displays.

Figure 4.22—Add GL Account Dialog Box



5. Enter the GL Cash Account in the text box, or click  to browse for the correct account. The Account Selector window displays. Use the selector to select the appropriate account.
6. Click **OK** to save. A confirmation message displays.
7. Click **Yes**. The Add GL Account pop-up closes and you return to the **Account** tab.
8. Click **Apply** to save.
9. If you have another General Ledger account to map to this Financial Institution account, repeat these steps.

10. Select the By Use radio button.
11. Click **Add**. The Select Module window displays.

Figure 4.23—Select Module Dialog Box



12. Select the appropriate module from the drop-down list: **Accounts Payable**, **Payroll/Personnel**, or.
13. Click **OK**. The module-specific window displays.

See the following sections for instructions to complete the module-specific window.

ASSOCIATING THE ACCOUNTS—ACCOUNTS PAYABLE

Use the following instructions to complete the Accounts Payable By Use window

Figure 4.24—Accounts Payable “By Use” Associations

For reference, this is the Financial Institutions account to which you are mapping.

As accounts are added, they are displayed in this window.

GL Cash Ac	Use ID	Description
------------	--------	-------------

Usage Definition

GL Cash Acct: [dropdown]
Usage ID: [text]
Description: [text]

Data Items Printed on Check Stub

- 1
- 2
- 3

User Options

[dropdown]
Last Check Number: [text]

Usage Information

Distribution Report

Reporting Option: [dropdown] Report ID Type: [dropdown]

Break Dimer: Description [text]

Buttons: New, Apply, OK, Cancel

Usage Information displays a brief list of the most recent activities in this account.

1. Enter the required information according to the following table

Table 4.5—AP User Required Information

Accounts Payable Text Box	Description
Usage Definition—GL Cash Acct	<p>Select the GL cash account to be associated with this financial institution account from the drop-down list or enter an account mask.</p> <ul style="list-style-type: none"> You cannot create new accounts through FI. The account or accounts must exist in GL.
Usage Definition—Usage ID	<p>Enter a unique identifier for this association. This ID will be used to identify the account when you produce checks.</p> <ul style="list-style-type: none"> Maximum 10 alphanumeric characters. <p>When you produce checks, FundWare will create a unique file for each FIA by attaching the ID number to “OTCK.” For example, if the usage ID is 146983, the file name is OTCK146983.L## (where ## represents your division number).</p> <ul style="list-style-type: none"> If the usage ID is fewer than four characters, the file name will include Xs. For example, if the usage ID is 135, the file name is OTCK135X.
Usage Definition—Description	<p>Enter a unique description for this association. This description will display in the Accounts Payable module when you select the account from which to draw funds.</p> <ul style="list-style-type: none"> Maximum 35 alphanumeric characters.
Usage Information	<p>Summary information concerning the usage of the account association displays in this window.</p>
Data Items Printed on Check Stub	<p>Click the right side of the text box to activate a drop-down arrow. From the drop-down list, select three data items to be printed on the Accounts Payable checks.</p> <ul style="list-style-type: none"> Data items are optional.
Distribution Report—Reporting Option	<p>Select one of six options to define the amount of detail included with the check register:</p> <ul style="list-style-type: none"> N—No accounting distribution report Y—With all check registers 1—With preliminary register only 2—With final check register only 3—With reprint register only 4—With final check and reprint registers
Distribution Report—Report ID Type	<p>This would normally be the General Ledger ID type.</p>
Distribution Report—Break Dimension/Description	<p>In the grid that displays when you select a report ID type, click the Break Dimension and select a dimension on which the register will enter a page break from the drop-down list.</p> <p>Enter a Description for each Break Dimension. This text that will print on the report at the break line.</p> <ul style="list-style-type: none"> Maximum 20 characters for both selections.

Table 4.5—AP User Required Information (Continued)

Accounts Payable Text Box	Description
User Options	<p>Select a check option from the drop-down list: System Numbered, User Numbered, or Laser Checks.</p> <ul style="list-style-type: none"> • System Numbered—Checks are automatically numbered by the computer. If needed, this number can be changed through the check parameters. Use this option for pre-printed checks. • User Numbered—For each batch of checks that you print, you must enter the first check number. Use this option for pre-printed checks. • Laser Checks—Checks are automatically numbered. You cannot change the check number. Use this option for blank check stock.
Last Check Number	<p>Enter the last check number in this text box. Subsequent checks will be numbered starting with the next number (e.g., you type 1220 in this text box, the checks will begin with 1221).</p> <p>If you leave this field blank, the system applies 0 to the field. When you begin writing checks, the system starts counting from 1.</p>

2. If you have additional Accounts Payable accounts that you would like to map to this FIA, click **New**. If not, click **OK**. The Accounts Payable By Use window closes and you return to the **Account** tab.
3. Click **Apply** to save the financial institution. If you have another account to enter for this financial institution, click **New** and repeat the necessary steps. If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

ASSOCIATING THE ACCOUNTS—PAYROLL/PERSONNEL

Use the following instructions to complete the Payroll/Personnel By Use window.

Figure 4.25—Payroll/Personnel “By Use” Associations

For reference, this is the Financial Institutions account to which you are mapping.

As accounts are added, they are displayed in this window.

GL Cash Ac	Use ID	Description
------------	--------	-------------

Usage Definition

GL Cash Acct: [dropdown]
Usage ID: [text]
Description: [text]

Data Items Printed on Check Stub

- 1
- 2
- 3

User Options

Auto Number Checks:
Last Check Number: [text]

Usage Information

Apply OK Cancel

Usage Information displays a brief list of the most recent activities in this account.

1. Enter the required information according to the following table:

Table 4.6—Payroll/Personnel Required Information

Payroll/Personnel Text Box	Description
Usage Definition—GL Cash Acct	Select the GL cash account or enter a GL account mask to be associated with this financial institution account from the drop-down list. (You cannot create new accounts through FI. The account or accounts must exist in GL.)
Usage Definition—Usage ID	Enter a unique identifier for this association. This ID will be used to identify the account when you produce checks. <ul style="list-style-type: none"> • Maximum 10 alphanumeric characters. <p>When you produce checks, FundWare will create a unique file for each FIA by attaching the ID number to “OTCK.” For example, if the usage ID is 146983, the file name is OTCK146983.L## (where ## represents your division number).</p> <ul style="list-style-type: none"> • If the usage ID is fewer than four characters, the file name will include Xs. For example, if the usage ID is 135, the file name is OTCK135X.
Usage Definition—Description	Enter a unique description for this association. This description will display in the Payroll/Personnel module when you select the account from which to draw funds. Maximum 35 alphanumeric characters.
Usage Information	Summary information concerning the usage of the account association displays in this window.
Data Items Printed on Check Stub	Click the right side of the text box to activate a drop-down arrow. From the drop-down list, select three data items to be printed on the Payroll/Personnel checks. <ul style="list-style-type: none"> • Your selections will print in the lower left quadrant of the check stub.
User Options—Auto Number Checks	Select this check box to have the payroll/personnel checks numbered automatically by the system. If you do not select this check box, you will need to enter the first check number for each batch of checks that you print.
User Options—Last Check Number	If you selected to auto number your payroll/personnel checks, enter the last check number in this text box. Subsequent checks will be numbered starting with the next number (e.g., you type 1220 in this text box, the checks will begin with 1221).

2. If you have additional Payroll/Personnel accounts that you would like to map to this Financial Institutions account, click **New**. If not, click **OK**. The Payroll/Personnel By Use window closes and you return to the **Account** tab.
3. Click **Apply** to save. If you have another account to enter for this financial institution, click **New** and repeat the necessary steps. If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

ASSOCIATING THE ACCOUNTS—

Accounts Receivable and Cash Receipts customers: Accounts Receivable includes Cash Receipts, which also uses the Financial Institutions feature. While the process is the same for both modules, the interface will reflect the module for which you are licensed. However, this guide will display the Accounts Receivable screens by default.

Figure 4.26—Accounts Receivable Cash Receipts By Use Associations

For reference, this is the Financial Institutions account to which you are mapping.

As accounts are added, they are displayed in this window.

The screenshot shows a software window titled "Wells Fargo: #11257 0023-CRS Use: -". Inside the window, there is a sub-section titled "CRS Use: -" which contains a table with three columns: "GL Cash Ac", "Use ID", and "Description". The table is currently empty. To the right of the table is a "New" button. Below the table, there is a "Usage Definition" section with two input fields: "GL Cash Acct" (a dropdown menu) and "Description" (a text box). At the bottom of the window, there are three buttons: "Apply", "OK", and "Cancel". A message at the bottom of the main content area reads "Cash Receipts requires no additional use information."

1. Enter the required information according to the following table:

Table 4.7—Required Information

Text Box	Description
GL Cash Acct	Select the GL cash account or enter a GL account mask to be associated with this financial institution account from the drop-down list. (You cannot create new accounts through FI. The account or accounts must exist in GL.) <ul style="list-style-type: none"> • If you enter an account mask, the valid account will be determined using the masked account digits in the account.
Description	Enter a unique description for this association. This description will display in the module when you select the account to which you will deposit funds. Maximum 35 alphanumeric characters.

2. If you have additional accounts that you would like to map to this Financial Institutions account, click **New**. If not, click **OK**. The By Use window closes and you return to the **Account** tab.
3. Click **Apply** to save. If you have another account to enter for this financial institution, click **New** and repeat the necessary steps. If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

EDITING AN FIA

Use the following steps to edit the information concerning a financial institution.

1. From the Financial Institutions main window, select the financial institution that you want to edit and click **Edit**, or double-click the institution in the window.

The window displays with the text boxes populated with the information specific to the selected financial institution.

2. Select the tab containing the desired information. For addresses and phone numbers, select the entry in the window. The specific address or phone information populates the text boxes.
3. Edit the information, as necessary.
4. Click **Apply** to save the changes on each tab.
5. Click **OK** to save when you have completed your edits. You return to the Financial Institutions main window.

EDITING AN ASSOCIATION

Use the following steps to edit the association information concerning a financial institution.

1. From the Financial Institutions main window, select the financial institution that you want to edit and click **Edit**, or double-click the institution in the window.

The window displays with the text boxes populated with the information specific to the selected financial institution.

2. Select the **Account** tab.
3. Select the FI account to be edited.
4. Select the **By Use** radio button. The accounts display in the lower window.

Figure 4.27—Displaying Accounts

The screenshot shows a window titled "US Bank" with tabs for "General", "Address", "Phone", and "Account". The "Account" tab is active. It contains a table with columns "Type", "Account #", and "Description". One row is visible: "CHK", "88425", "Primary Savings". To the right of this table is a "New" button. Below the table are fields for "Type" (set to "Checking Account"), "Number" (set to "88425"), and "Description" (set to "Primary Savings"). Underneath is the "Associations" section with two radio buttons: "By GL Cash Account" (unselected) and "By Use" (selected). To the right of these buttons are "Add" and "Edit" buttons. Below the radio buttons is a table with columns "Module", "GL Cash Account", "Use ID", and "Description". The table contains three rows: "Accounts Payable" with "A01 00-00 1110" and "1" for "Banko Uno"; "Payroll/Personnel" with "A01 00-00 1110" and "1" for "Cranberry National Bank"; and "Cash Receipts" with "A01 00-00 1110" and "1" for "Primary Savings". At the bottom of the window are "Apply", "OK", and "Cancel" buttons.

5. Select the account to be edited.

- Click **Edit**. A window displays, defined by the module associated with the account selected.

Figure 4.28—Dialog Box as Defined by the Module

The dialog box displays the following information:

GL Cash Account	Use ID	Description
A01 00-00 1110	1	Banko Uno

Usage Definition:
 GL Cash Acct: A01 00-00 1110
 Usage ID: 1
 Description: Banko Uno

Usage Information:
 Last Updated: 12/13/88
 By User: 999
 Current Run: 0
 Last Cut Date: 02/10/1998

Data Items Printed on Check Stub:
 1 Invoice #
 2 P.O. #
 3 Contract #

User Options:
 User Numbered: [dropdown]
 Last Check Number: 15003

Distribution Report:
 Reporting Option: Y - With All Check register
 Report ID Type: A-Financial Reporting S

Break Dimension:
 3-Sub-dept
 1-Fund

Buttons: Apply, OK, Cancel

All the accounts associated to that module display in the window above. The information concerning the selected account populates the text boxes below.

- Edit the information, as necessary.
- Click **Apply** to save the information or click **OK** to save the information and exit the window.
- Repeat these steps, as necessary.
- When you have completed your edit of the association information, click **OK**.

DELETING AN FIA

You cannot delete a financial institution from FundWare. Any financial institution for which you add information and save is permanently retained in the system. This is true even if you cancel out of the action at a later point in the creation. For example, you create a new financial institution and enter the name and type, then click **Apply** to save the information. If you then click **Cancel**, that financial institution is still retained.

If you add this information and click **Cancel** (not **Apply**), the financial institution displays in the list of Financial Institutions, but will disappear if you close, then re-open, the application.

DELETING A GL CASH ACCOUNT ASSOCIATION

To delete an association, that association cannot be in use elsewhere in the program. Use the following steps to delete an association.

1. From the Financial Institutions main window, select the financial institution that you want to edit and click **Edit**, or double-click the institution in the window.

The window displays with the text boxes populated with the information specific to the selected financial institution.

2. Select the **Account** tab.
3. Select the FI account to be modified.
4. Select the association from the lower window.
5. Click **Delete**. The association is removed from the lower window.

If the association is used elsewhere in the program, a message will display and the action will not be completed.

CHAPTER 5

DEFINING AND USING DATA ITEMS

Data items are pieces of information stored by FundWare. There are two types of data items in AP:

- **Obligation reference data items**—Store information with a transaction. For example, you can store the vendor invoice number, due date, or contract number with each invoice. This information can be very useful as selection criteria for filtering or reporting obligations.
- **Vendor data items**—Store additional information with the vendor record (e.g., e-mail address, alternate contact name). This information can be included in user-defined vendor reports.

DATA ITEMS—OBLIGATION REFERENCES

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. They can be very useful as selection criteria for filtering or reporting obligations. For example, you could use a data item to select obligations for a specific contract number or due date range.

Each reference item has a single-letter designation. Some reference items are system defined, while others can be entered by and customized for your organization. The reference items are described in *Table 5.1*.

Table 5.1—Obligation Reference Data Items

Reference	Name	Description
A	Obligation Number	Number given to each obligation (system defined).
B	Vendor Number	Vendor number (system defined).

Table 5.1—Obligation Reference Data Items (Continued)

Reference	Name	Description
C	Original Obligation Number	When you split an invoice, the new invoice gets a new obligation number (Reference A). FundWare stores the original invoice number for the new obligation in this obligation reference (system defined).
D	Group Name	If your organization uses the Advanced Security feature, FundWare stores the group name in this obligation reference (system defined).
E–F	Reserved for FundWare	Reserved for future development.
G–Z		Unassigned. Can be defined by each organization to meet information needs.
While each organization can set up references to meet its specific needs, we recommend that you set up I, R, and J, as described below.		
• I	Vendor's Invoice Number	The number on the physical form. This reference creates an easy way to look up and reconcile invoices.
• R	Memorized Invoice Schedule	Enter a value to reflect when to pay the invoice. Examples: <ul style="list-style-type: none"> • Pay the first of the month, value = M1 • Pay the 15th of the month, value = M15 • Pay quarterly, value = QUARTER
• J	Invoice Due Date	Enter the date in a consistent format if you want to use it as selection criteria. <ul style="list-style-type: none"> • Example: mm/dd/yyyy.

The four main parts to working with reference items are:

- Defining the item (**Maintenance > Obligation References**).
- Defining the stage to display the data item on the **Data Items** tab of the obligation. (These settings are found in field 8 of the stage definition.)
- Entering a value for the item on the **Data Items** tab when you create the obligation.
- Using the reference item as selection criteria in a report or filter.

DEFINING OBLIGATION REFERENCES

Use the following steps to add an obligation reference.

1. Click **Maintenance > Obligation References** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Obligation References** from the menu bar. The Obligation Reference Data Items window displays (*Figure 5.1*).

Reference	Description	Entry	Validate
A	Obligation	System Maintained - No Entry	
B	Vendor number	System Maintained - No Entry	
C	Orig obligation	System Maintained - No Entry	
D	Group name	System Maintained - No Entry	
I	Invoice #	Entry is optional	Do not validate
J	Due date	Entry is optional	Do not validate
N	Project Number	Entry is optional	Do not validate
P	P.O. #	Entry is optional	Do not validate
R	Recur Frequency	Entry is optional	Do not validate
X	Grant #	Entry is optional	Do not validate
Y	Contract #	Entry is optional	Do not validate

Figure 5.1—Obligation Reference Data Items



You can click a column heading to sort the obligation references by the column entries. You can also find a specific reference by typing the name (or first few characters) in the Locate Obligation Reference by Reference field; FundWare will search for the matching data item.

2. Click **New**. The Reference Maintenance Sheet displays (*Figure 5.2*).

Figure 5.2—Reference Maintenance Sheet

3. Enter the Reference letter, which must be unique.
4. Enter the Description (up to 15 alphanumeric characters).
5. Select the entry option from the drop-down list (i.e., either required or optional).

- Required—The user will not be allowed to move off the **Data Items** tab of the obligation until he or she enters a value for this reference.
 - Optional—The user can enter a value for this reference on every new obligation, but is not required.
6. Select the applicable validation setting. (In other words, if you want this obligation reference to be validated against your location abbreviations, select Validate against location file. For most obligations, you will select Do not validate.)



For more information, see *Using Location Abbreviations With Obligation References* on page 1.123.

7. Click **OK**.

POSTING DATA ITEMS TO GL-P/G

You can define up to three data items to post to General Ledger–Project/Grant via your Accounts Payable journals. Use the following general steps.

1. Define a data item in General Ledger–Project/Grant (**General Ledger > Maintenance > Data Items**). The data type for the data item must be one of the alphanumeric options:
 - 10-character keyword,
 - 35-character text, or
 - 55-character extended text.

See the *Blackbaud FundWare General Ledger–Project/Grant Guide* for specific instructions to define data items.

2. Add the data item to all journals used by Accounts Payable (**General Ledger > Maintenance > Journals**). See the *Blackbaud FundWare General Ledger–Project/Grant Guide* for specific instructions to define journals.



You must add the data item to **all** AP journals using the same item number (i.e., item 1, 2, or 3 on the **General** tab of the journal definition).

The GL data items assigned to the journal impact the system in two ways:

- They enable the Data Items fields available in Extended Setup, allowing you to assign obligation references. It is through the obligation references that you are actually entering information to post to GL–P/G.

- The GL data item description (not the description of the obligation reference) prints with the AP information in the trace report.
3. Define a corresponding obligation reference (**Accounts Payable > Maintenance > Obligation References**). See *Defining Obligation References* on page 1.166 for specific instructions to define obligation references.



Because the description for the GL–P/G data item prints on the trace report, not the description of the obligation reference, you should ensure that both data items (the GL–P/G data item and corresponding AP obligation reference) are named in a similar, logical fashion.

4. Apply the obligation reference as a data item in field 4 of the Accounts Payable extended setup parameter (**Accounts Payable > Setup > Extended Setup**). See *Modifying the Extended Setup Parameter* on page 1.54 for instructions.

APPLYING AN REFERENCE ITEM TO AN OBLIGATION

Use the following steps to enter a value for an obligation reference item.

1. Open the **Purchase Order** or **Invoice** folder.
2. Click **New**.
3. Complete the **Header** tab.
4. Go to the **Data Items** tab. The current data items are displayed (*Figure 5.3*).

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

Figure 5.3—Invoice Edit

5. Enter values in the selected reference items.

- Complete the obligation and click **OK**.

USING OBLIGATION REFERENCE DATA ITEMS IN REPORTING

FundWare allows you to use your obligation references to enhance certain AP reports:

- Add references to the report results (*Figure 5.4*).

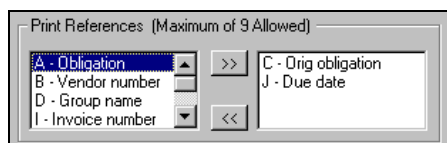


Figure 5.4—Example Selections for Print References

- Specify a range of values for a reference to filter the report contents. (For example, the report in *Figure 5.5* will include information for only one vendor.)



Figure 5.5—Example Range of Reference Values

FILTERING WITH OBLIGATION REFERENCE DATA ITEMS

You can use obligation references to specify which transactions are displayed by following these steps.

- In any of the **Obligation** subfolders, select the Filter check box (*Figure 5.6*).

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 5.6—Selecting the Filter Option From the Invoices Folder

The Filter window displays (*Figure 5.7*).

Figure 5.7—Filter Window

2. Select a data item from the Obl. Reference the drop-down list.
3. Enter a range of values in the fields next to the data item. To select a single value, enter the value in both fields.
4. Click **OK**. The obligations for the selected project numbers 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).

For more information on filtering, see *Filtering Obligations* on page 1.18.

EDITING OBLIGATION REFERENCES

Use the following steps to edit an obligation reference.

1. Click **Maintenance > Obligation References** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Obligation References** from the menu bar. The Obligation Reference Data Items window displays.

2. Select a division. The Obligation Reference Data Items window displays (Figure 5.8).

Reference	Description	Entry	Validate
A	Obligation	System Maintained - No Entry	
B	Vendor number	System Maintained - No Entry	
C	Orig obligation	System Maintained - No Entry	
D	Group name	System Maintained - No Entry	
I	Invoice #	Entry is optional	Do not validate
J	Due date	Entry is optional	Do not validate
N	Project Number	Entry is optional	Do not validate
P	P.O. #	Entry is optional	Do not validate
R	Recur Frequency	Entry is optional	Do not validate
X	Grant #	Entry is optional	Do not validate
Y	Contract #	Entry is optional	Do not validate

Figure 5.8—Obligation Reference Data Items



You can click a column heading to sort the obligation references by the column entries. You can also find a specific reference by typing the name (or first few characters) in the Locate Obligation Reference by Reference field; FundWare will search for the matching data item.

3. Select the obligation reference.
4. Double-click, click **Edit**, or right-click and select **Edit** from the shortcut menu. The obligation reference definition displays in the Reference Maintenance Sheet window (Figure 5.9).

Figure 5.9—Reference Maintenance Sheet

5. Edit the information, as necessary.
6. Click **Apply** to save your information and remain in the Reference Maintenance Sheet window, or click **OK** to save your information and return to the Obligation Reference Data Items window.

DELETING OBLIGATION REFERENCES

Use the following steps to delete an obligation reference.

1. Click **Maintenance > Obligation References** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Obligation References** from the menu bar. The Obligation Reference Data Items window displays.
2. Select a division. The Obligation Reference Data Items window displays (Figure 5.10).

Reference	Description	Entry	Validate
A	Obligation	System Maintained - No Entry	
B	Vendor number	System Maintained - No Entry	
C	Orig obligation	System Maintained - No Entry	
D	Group name	System Maintained - No Entry	
I	Invoice #	Entry is optional	Do not validate
J	Due date	Entry is optional	Do not validate
N	Project Number	Entry is optional	Do not validate
P	P.O. #	Entry is optional	Do not validate
R	Recur Frequency	Entry is optional	Do not validate
X	Grant #	Entry is optional	Do not validate
Y	Contract #	Entry is optional	Do not validate

Figure 5.10—Deleting Obligation References



You can click a column heading to sort the obligation references by the column entries. You can also find a specific reference by typing the name (or first few characters) in the Locate Obligation Reference by Reference field; FundWare will search for the matching data item.

3. Select the obligation reference and click **Delete** (or right-click and select **Delete** from the shortcut menu). A confirmation message displays.
4. Click **Yes** to delete the reference.

DATA ITEMS—VENDORS

The purpose of a vendor data item is to allow additional information to be stored with a vendor record (e.g., e-mail address, alternate contact name). That information can then be included in user-defined vendor reports. There are two categories of data items:

- System-defined—Created during setup and, with minor exceptions, cannot be changed. They are identified by a dot preceding the name. For example .VHOLD and .NOTE1.
- User-defined—Can be added, edited, and deleted using Vendor Data Items.

HOW DO YOU USE VENDOR DATA ITEMS?

Using a data item is a two-step process:

1. Create a vendor data item.
2. Assign it to a vendor in Vendor maintenance.

For example, our organization is a municipality and many of our vendors are department specific—only the Police department uses Vendors A and H, the Fire department uses Vendors B and J, but both departments use Vendor C. We would like to be able to produce a reports that sort our vendors based on the departments with which they do business.

We create a vendor data item called DEPT and add edit values to reflect the vendor use categories (i.e., Only used by Fire department, Only used by Police department, and Used by both departments) (*Figure 5.11*). (See *Defining Vendor Data Items* on page 1.177 for instructions to add a vendor data item.)

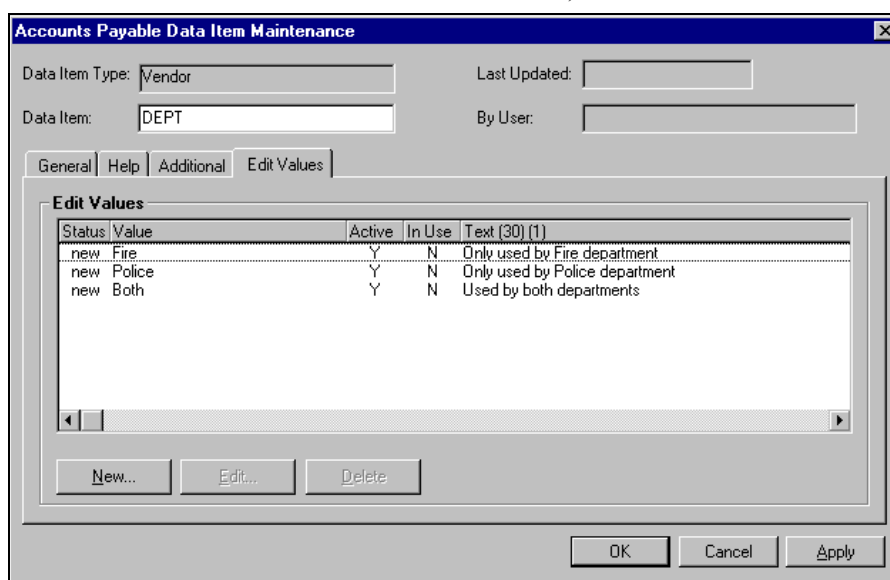


Figure 5.11—Example Vendor Data Item

Then we can add the data item and select a value on the **Vendor Data Items** tab of the vendor record (Figure 5.12).

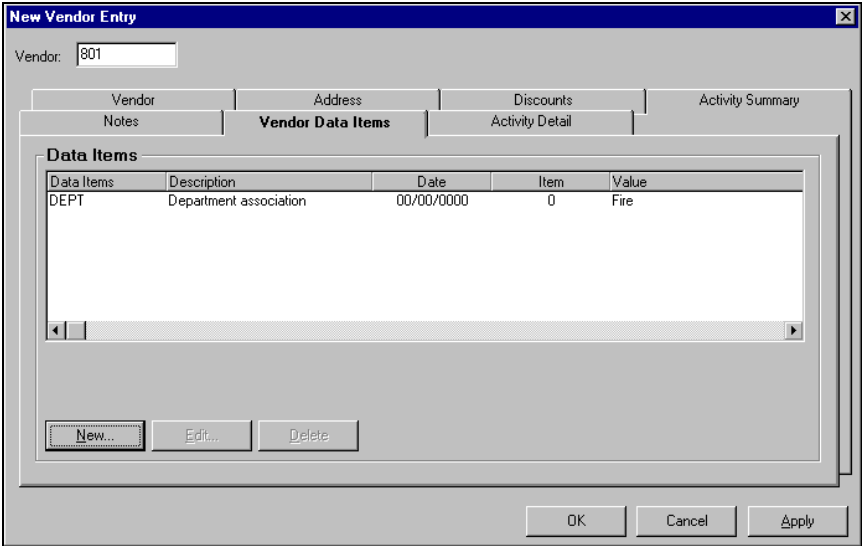
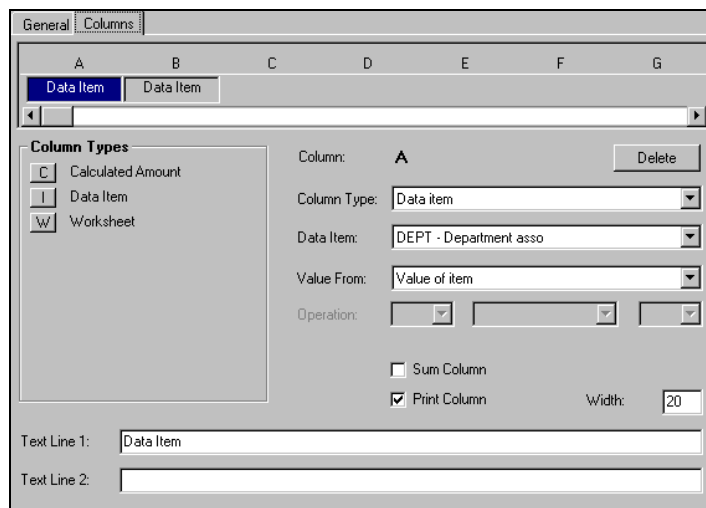


Figure 5.12—Example Vendor Data Item in Vendor Record

Now that the information is associated with the vendor, we can create user-defined vendor reports that include columns that display the data item information (*Figure 5.13*).



Currently, this report will only have two columns—the data item value and lookup column 1.

Figure 5.13—Example Report Definition Columns for Data Items

SYSTEM-DEFINED VENDOR DATA ITEMS

FundWare provides three system-defined vendor data items for your use:

- .VACCT—Use this data item to set up a default account number for obligation entry.
- .VHOLD—Use this data item to add or remove a vendor from hold status.

If you put a vendor on hold, you may not:

- Add new obligations
- Mark for pay
- Transfer existing obligations for that vendor.

However, you may:

- Cancel an obligation
- Produce checks for obligations already marked for pay
- Log
- Reconcile checks for that vendor.

- **.VPAYMENT**—Use this data item allows to indicate that the vendor should, by default, receive separate or combined checks when you are processing a check run. In other words, if one vendor has three obligations in a check run, and if the **.VPAYMENT** data item value is Separate for the vendor, AP will (by default) create three checks for the vendor (one for each obligation).



You can override this setting when you create or modify the obligation or when you mark obligations for pay. AP will look to the obligation setting to create separate or combined checks.



If you are an existing FundWare customer upgrading from a version earlier than 7.20, you must modify the Accounts Payable parameter before **.VPAYMENT** will be available. See *Modifying the AP Parameter—For Upgrading Customers Only* on page 2.96 for more information.

DEFINING VENDOR DATA ITEMS

Use the following steps to add a vendor data item.

1. Click **Maintenance > Vendor Data Items** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Vendor Data Items** from the menu bar. The AP Data Items Maintenance window displays (*Figure 5.14*).

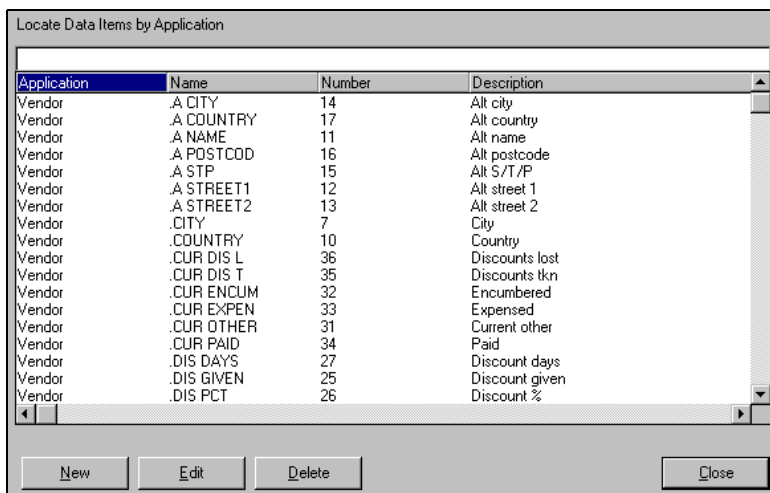


Figure 5.14—AP Data Items Maintenance Window

2. Click **New**. The Accounts Payable Data Item Maintenance window displays, open to the **General** tab (Figure 5.15).

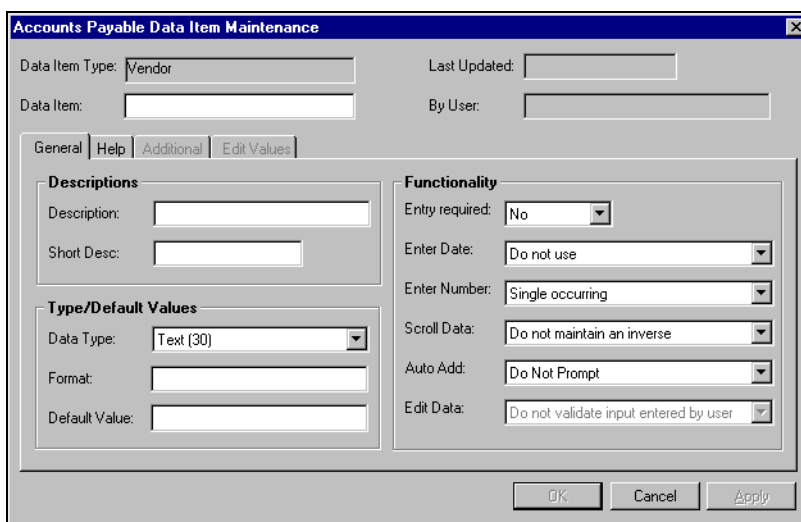


Figure 5.15—Accounts Payable Data Items Maintenance, General Tab

3. Enter the name of the data item (up to 10 characters). The remaining fields in the definition heading are read only and maintained by the system.
4. Enter the required information according to Table 5.2.

Table 5.2—Data Item Maintenance, General Tab

Field	Description
• Description	Item description (up to 30 characters).
• Short Description	Short description for fields and columns (up to 15 characters).
• Data Type	List of predefined data formats: <ul style="list-style-type: none"> • Text (30) • Number (15) • Date mm/dd/yyyy • Phone Number (10) • Attribute (3) • Keyword (20) • Extended Text (55) • Account Mask (55)

Table 5.2—Data Item Maintenance, General Tab (Continued)

Field	Description					
<ul style="list-style-type: none"> • Format 	<p>Set up a format (up to 64 characters) to control the types of characters that can be entered.</p> <ul style="list-style-type: none"> • 9 = numeric only, • X = alphabetic only, and • A = alphanumeric. <p>This option is only available for the following data types:</p> <ul style="list-style-type: none"> • Text (30) • Attribute (3) • Keyword (20) • Extended Text (55) <table border="1" data-bbox="409 1050 1214 1486" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="409 1050 812 1270"> <p>If the format is:</p> <ul style="list-style-type: none"> • X9999 <p>You can enter:</p> <ul style="list-style-type: none"> • C2936 or F6149 <p>You can't enter:</p> <ul style="list-style-type: none"> • 9ASDF </td> <td data-bbox="812 1050 1214 1270"> <p>If the format is:</p> <ul style="list-style-type: none"> • 999999 <p>You can enter:</p> <ul style="list-style-type: none"> • 777214 or 223494 <p>You can't enter:</p> <ul style="list-style-type: none"> • ASDFGH </td> </tr> <tr> <td data-bbox="409 1270 812 1486"> <p>If the format is:</p> <ul style="list-style-type: none"> • AAAA <p>You can enter:</p> <ul style="list-style-type: none"> • GDL4 or 88B2 <p>You can't enter:</p> <ul style="list-style-type: none"> • 9876 </td> <td data-bbox="812 1270 1214 1486"> <p>If the format is:</p> <ul style="list-style-type: none"> • 999A <p>You can enter:</p> <ul style="list-style-type: none"> • 788C or 3443 <p>You can't enter:</p> <ul style="list-style-type: none"> • ASD3 </td> </tr> </table>		<p>If the format is:</p> <ul style="list-style-type: none"> • X9999 <p>You can enter:</p> <ul style="list-style-type: none"> • C2936 or F6149 <p>You can't enter:</p> <ul style="list-style-type: none"> • 9ASDF 	<p>If the format is:</p> <ul style="list-style-type: none"> • 999999 <p>You can enter:</p> <ul style="list-style-type: none"> • 777214 or 223494 <p>You can't enter:</p> <ul style="list-style-type: none"> • ASDFGH 	<p>If the format is:</p> <ul style="list-style-type: none"> • AAAA <p>You can enter:</p> <ul style="list-style-type: none"> • GDL4 or 88B2 <p>You can't enter:</p> <ul style="list-style-type: none"> • 9876 	<p>If the format is:</p> <ul style="list-style-type: none"> • 999A <p>You can enter:</p> <ul style="list-style-type: none"> • 788C or 3443 <p>You can't enter:</p> <ul style="list-style-type: none"> • ASD3
<p>If the format is:</p> <ul style="list-style-type: none"> • X9999 <p>You can enter:</p> <ul style="list-style-type: none"> • C2936 or F6149 <p>You can't enter:</p> <ul style="list-style-type: none"> • 9ASDF 	<p>If the format is:</p> <ul style="list-style-type: none"> • 999999 <p>You can enter:</p> <ul style="list-style-type: none"> • 777214 or 223494 <p>You can't enter:</p> <ul style="list-style-type: none"> • ASDFGH 					
<p>If the format is:</p> <ul style="list-style-type: none"> • AAAA <p>You can enter:</p> <ul style="list-style-type: none"> • GDL4 or 88B2 <p>You can't enter:</p> <ul style="list-style-type: none"> • 9876 	<p>If the format is:</p> <ul style="list-style-type: none"> • 999A <p>You can enter:</p> <ul style="list-style-type: none"> • 788C or 3443 <p>You can't enter:</p> <ul style="list-style-type: none"> • ASD3 					
<ul style="list-style-type: none"> • Default Value 	<p>Enter the value to use as a default.</p> <ul style="list-style-type: none"> • Must comply with the format if one is defined. 					
<ul style="list-style-type: none"> • Entry required 	<p>Determines if the user is required to enter a value for the data item during obligation entry.</p>					
<ul style="list-style-type: none"> • Enter Date 	<p>Define whether the date should be entered and, if entered, how it will be stored.</p>					
<ul style="list-style-type: none"> • Enter Number 	<p>Select if single or multiple values are allowed for the data item.</p> <ul style="list-style-type: none"> • Single occurring. • Multiple occurring using entry nbr. • Multiple occurring using military time. 					

Table 5.2—Data Item Maintenance, General Tab (Continued)

Field	Description
• Scroll Data	Allows you to use the data item to sort Inquiry results. You selection determines how the system will store the information. <ul style="list-style-type: none"> • Do not maintain an inverse. • Maintain an inverse, no duplicates. • Maintain inverse.
• Auto Add	Determines if the data item is automatically added to all future vendors, which acts as a prompt to the user. <ul style="list-style-type: none"> • Prompt—The data item is added to all future obligations. • Do not prompt—The user must add the data item manually.
• Edit Data	Allows you to determine how FundWare validates the entry. This field is only enabled when the Data Type is Number, Date, Phone Number, Attribute, or Keyword. <ul style="list-style-type: none"> • Do not validate input entered by user. • Edit input entered by user, allows lookups—When selected, the Additional and Edit Values tabs are enabled and accessible. • Field is validate by another file.

5. When you have added the necessary information, click **Apply** to save your information and remain in the vendor data item record, or click **OK** to save your information and return to the AP Data Items Maintenance window.



The functionality of the **Help** tab is not applicable in the current version of FundWare.

VENDOR DATA ITEM ADDITIONAL TAB

You can use the entries on the **Additional** tab to activate lookup columns for any edit values assigned to the data item. By activating the lookup columns on the **Additional** tab, you can then add additional information to each edit value on the **Edit Values** tab. This information is displayed on user-defined reports.



The **Additional** and **Edit Values** tabs are only enabled when:

- The Data Type is Number, Date, Phone Number, Attribute, or Keyword; **and**
- The Edit Data setting is “Edit input entered by user, allows lookup.”



You do not need to activate lookup columns to enter edit values. The lookup column entries work as additions to the edit values.

Use the following steps to activate the lookup columns.

1. Select the **Additional** tab (*Figure 5.16*).

Figure 5.16—Accounts Payable Data Items Maintenance, Additional Tab

2. Select the format (e.g., date, phone number, keyword) of the lookup columns from the drop-down arrow. For example, you can select *Date mm/dd/yyyy*, which only allows numeric entry and formats the entry in date style. Each entry displays the maximum characters allowed for that format:
 - Date—mm/dd/yyyy
 - Phone number—10 characters
 - Attribute—3 characters
 - Keyword—20 characters
 - Text—30 characters
 - Extended text—55 characters
 - Account Mask—55 characters

You will enter the actual value for each edit value on the **Edit Values** tab.

3. When you have added all the necessary information, click **Apply** to save your information and remain in the vendor data item record, or click **OK** to save your information and return to the AP Data Items Maintenance window.

VENDOR DATA ITEM EDIT VALUES TAB

If you enter edit values for a data item on the **Edit Values** tab, those values are the only allowed entry for the data item. For example, if you enter edit values of Y and N (for Yes and No), you will not be able to enter M for Maybe. Also, if you activated lookup columns on the **Additional** tab, you can enter lookup information (i.e., additional information that appears only on user-defined reports).



The **Additional** and **Edit Values** tabs are only enabled when:

- The Data Type is Number, Date, Phone Number, Attribute, or Keyword;
and
 - The Edit Data setting is “Edit input entered by user, allows lookup.”
1. Select the **Edit Values** tab (*Figure 5.17*). Any existing edit values display in the data window.

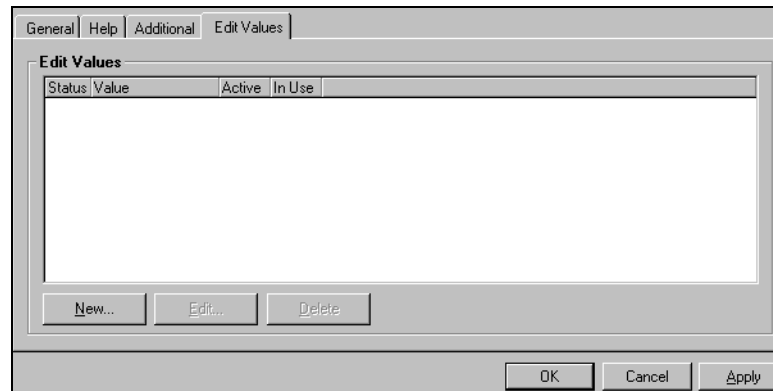
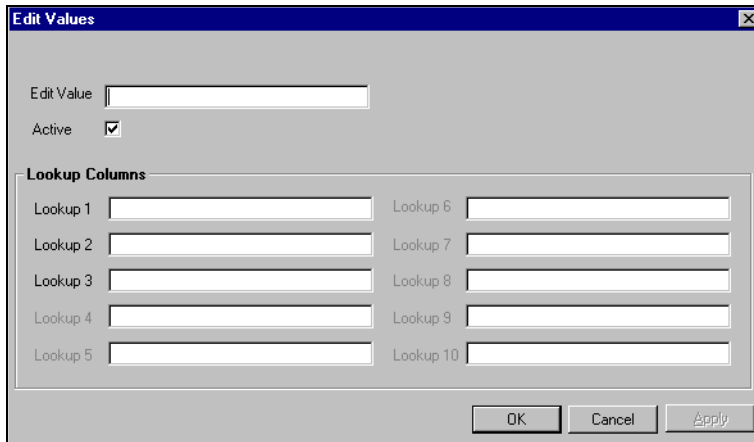


Figure 5.17—Accounts Payable Data Items Maintenance, Edit Values Tab

2. Click **New**. The Edit Values window displays (*Figure 5.18*).



If you activated lookup columns on the **Additional** tab, the only associated fields will be active on this window.

In this example, we activated Columns 1, 2, and 3 on the **Additional** tab.

Figure 5.18—Edit Values

3. Enter the edit value (i.e., the value that will appear in the drop-down list for this data item).
4. Select the Active check box to enable or disable this feature. (By default, the edit value is active, as indicated by the check mark.)

5. Enter any lookup values in the enabled lookup text boxes. (*Figure 5.19* shows an example from Division 95. In the DIS GIVEN data item, we have two edit values: N and Y. The text entered for the lookup columns explains how these options are used.)

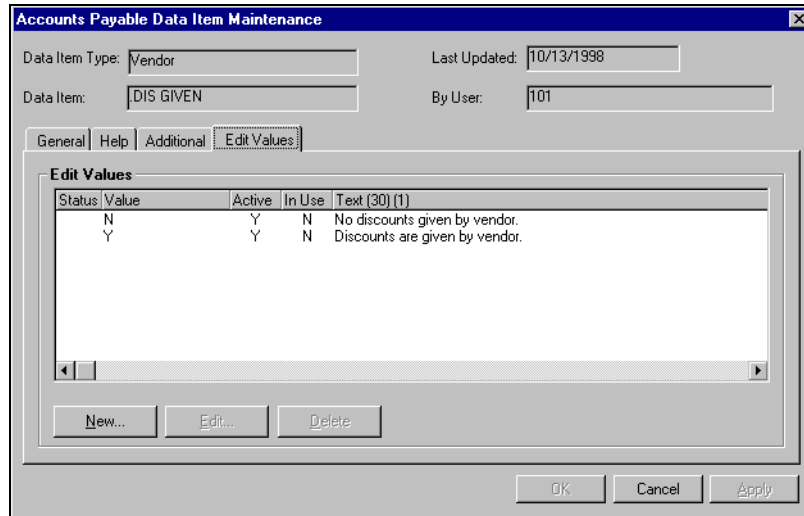


Figure 5.19—Example Edit and Lookup Values (Discounts Given Data Item)

6. Click **Apply** to save your information and remain in the Edit Values window, or click **OK** to save your information and return to the **Edit Values** tab.



Remember: By entering edit values (an option enable by your selection on the **General** tab), you are indicating that the edit values are the only entry allowed for the data item. You will normally enter more than one.

7. When you have added all the necessary edit values, click **Apply** to save your information and remain in the vendor data item record, or click **OK** to save your information and return to the AP Data Items Maintenance window.

EDITING VENDOR DATA ITEMS

Use the following steps to edit a vendor data item.

1. Click **Maintenance > Vendor Data Items** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Vendor Data Items** from the menu bar. The AP Data Items Maintenance window displays (*Figure 5.20*).

Application	Name	Number	Description
Vendor	.PHONE	18	Phone
Vendor	.POSTCODE	9	Post code
Vendor	.SORTKEY	3	Sortkey
Vendor	.STP	8	S/T/P
Vendor	.STREET1	5	Street 1
Vendor	.STREET2	6	Street 2
Vendor	.TOT OBL	30	Total oblig'ns
Vendor	.TRC USER	2	Trace user
Vendor	.VACCT	90	Default Account
Vendor	.VENDOR	1	Vendor
Vendor	.VHOLD	89	Vendor Hold
Vendor	.HISTORY	704	HISTORY
Vendor	PROD CODE	707	PRODUCT CODE

Figure 5.20—Editing a Vendor Data Item

2. Select the vendor data item to be edited.



You can click a column heading to sort the vendor data items by the column entries. You can also find a specific reference by typing the name (or first few characters) in the Locate Data Items by Name field; FundWare will search for the matching data item.

3. Double-click, click **Edit**, or right-click and select **Edit** from the shortcut menu. The Accounts Payable Data Item Maintenance window displays.
4. Edit the information as necessary.
5. Click **Apply** to save the information and remain in the Accounts Payable Data Item Maintenance window. Click **OK** to save and return to the AP Data Items Maintenance data window.

DELETING A VENDOR DATA ITEM

1. Click **Maintenance > Vendor Data Items** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Vendor Data Items** from the menu bar. The AP Data Items Maintenance window displays.
2. Select the vendor data item to be deleted.



You can click a column heading to sort the vendor data items by the column entries. You can also find a specific reference by typing the name (or first few characters) in the Locate Data Items by Name field; FundWare will search for the matching data item.

3. Click **Delete** (or right-click and select **Delete** from the shortcut menu). A confirmation message displays.
4. Click **Yes**. The data item is deleted.

C H A P T E R 6

AP MAINTENANCE TASKS

To maintain your Blackbaud FundWare AP system, you may occasionally need to clear in-use flags on obligations or purge paid invoices and inactive vendors.

RESETTING AP OBLIGATION FLAGS

If your FundWare system shuts down while you are processing Accounts Payable obligations (e.g., the power goes out), any obligations that were open at that time will have an in-use flag. This in-use flag means that you will not be able to edit or modify the obligation until the flag is cleared. Use the following steps to remove in-use flags.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Ensure that all users are logged out of Accounts Payable. (Current FundWare users are displayed on the System Administration HomePage.)

- Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 6.1*).

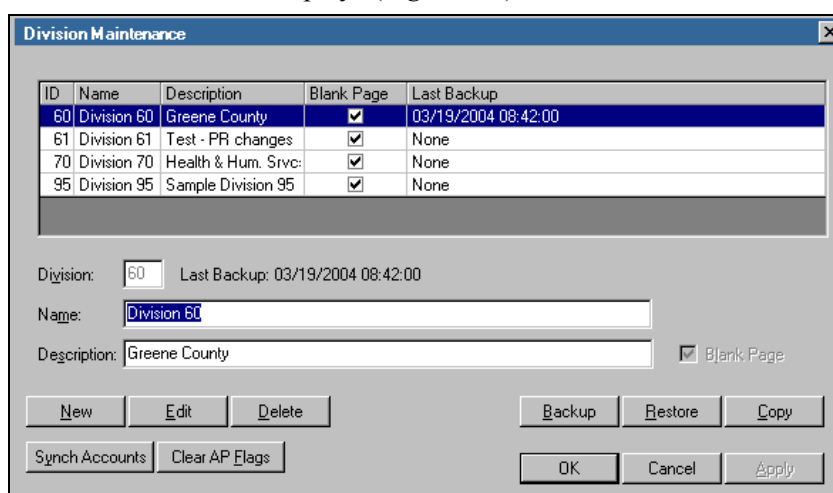


Figure 6.1—Division Maintenance Window

- In the Clear AP Flags area, click **Clear Flags**. When the system has cleared the AP flags on all your divisions, a confirmation message displays.



If a flag could not be cleared, FundWare will produce the OTFLAGL## report (where ## represents your division number). This report will list temporary subfolders (e.g., New, Edited) that contain obligations. You must post these obligations and re-run the Clear AP Flags task.

- Click **OK**. The in-use flags are removed.

PURGING PAID INVOICES

You can purge paid invoices as long as the following things are true:

- Everyone is logged out of Accounts Payable.

- You are at the reconciled stage—If you do not reconcile your checks as part of your Accounts Payable process, you can review a document on the web site (**Support > Answers Online**) with instructions for purging at the Paid stage (i.e., defined in field 3 of the Extended Setup parameter). In Division 95, this is Stage 60.
- The reconciled date is on or before the date you enter in Purge Paid Invoices.

You should not use this function until all reports and tax forms (including 1099s) for purge candidates (i.e., paid invoices that you want to purge) have been produced and archived. You should **always** backup your data before purging anything. The purge task has two options:

- Preliminary—After you enter selection criteria, the invoices are reviewed and the purge candidates are reported. The Preliminary task **does not** purge invoices and it can be performed as often as you like.
- Final—After you enter selection criteria, the invoices are reviewed and those with no activity **are purged**.

Use the following instructions to purge paid invoices.

1. Click **Maintenance > Purge Paid Invoices** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Purge Paid Invoices** from the menu bar. The Purge Paid Invoices screen displays (Figure 6.2).

Demo User	Division 95	06/20/2002
AP - Purge Paid Invoices		
1> Preliminary....: Y		
2> Purge processing		
From stage.....:	70 - Recon	
Before.....:	06/20/2002	
Report ref.....:	A - Obligation	
Selection being entered.		
1 of 1		
ESC=Stop F1=Help F2=Skip F4=Print		

Figure 6.2—Purge Paid Invoices

2. Complete the required information according to *Table 6.1*.

Table 6.1—Purge Paid Invoices

Field Name	Description
Preliminary	<p>We strongly suggest that you produce a preliminary report and review the selected invoices before purging them permanently from your system.</p> <ul style="list-style-type: none"> • Y = Produce the preliminary OTPUR report for the paid invoices that meet the selection criteria. • N = Delete the paid invoices meeting the selection criteria and produce the OTPUR report.
Purge processing —Complete the following fields.	
• From stage	This is always the reconciled stage (usually stage 70).
• Before	<p>Include all invoiced reconciled on or before this date (not invoiced on or before this date).</p> <ul style="list-style-type: none"> • Date format must be mm/dd/yy.
• Report Ref	<p>Reference used to sort invoices on the report.</p> <ul style="list-style-type: none"> • Default = A (obligation).

When you have completed your entries, the system offers you the chance to return to a field or accept your entries.

3. Type *0* to accept your entries. The program asks if you want to file a report.
4. Type *Y* to file the Purge report (OTPUR.L##, where ## represents your division number), or *N* to print the report directly to your printer.



If you type *N*, the print options window displays. Enter your printing options and click **OK**.

When the task is complete, FundWare closes the Purge Paid Invoices window.

5. If you created a preliminary report, review the information (*Figure 6.3*).

Obligat'n Description	Vendor Name	Amount
1001 Liability Insurance FY'98	300 American Business Insurance	.00
1002 Nuts and bolts	100 ABC Hardware, Inc.	400.00
1003 Office Supplies	400 Quality Office Supplies	.00
1016 Monthly Rent	800 Mountain Rental Management	.00
1021	800 Mountain Rental Management	600.00
** Report total **		1,000.00
Number of lines printed = 21		*** End of report ***

Figure 6.3—Example OTPUR Report

6. Repeat the purge process (step 1 through step 4), this time typing *N* for the Preliminary entry on the Purge Paid Invoices screen (i.e., indicating that this is a Final purge).



After you purge your paid invoices, you must rebuild the OTI and OCD files.



When you do a Final purge of paid invoices, the purge information is appended to the OTPUR report.

7. Open an instance of FundWare.
8. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division when logging in, you must select **System Administration**.)

- Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (Figure 6.4).

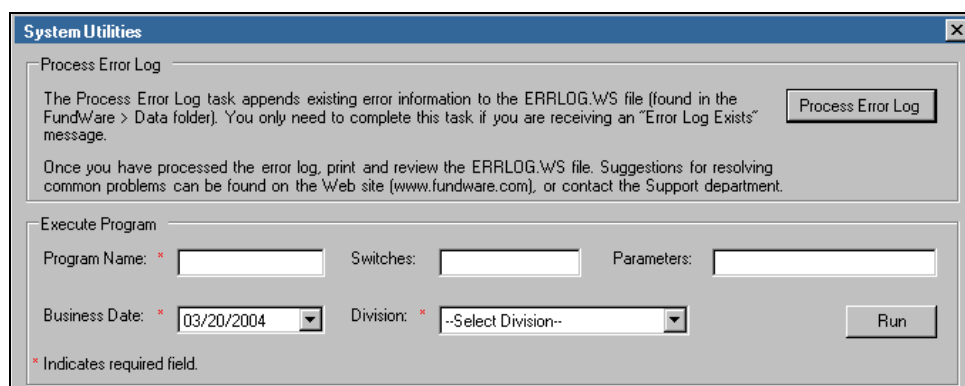


Figure 6.4—System Utilities Window

- In the Execute Program area, enter the required information according to Table 6.2. This program will reset the vendor keys to ensure that they are associated with the correct vendors.

Table 6.2—Resetting Vendor Keys

Field	Entry
Program Name	OTS990
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

11. Click **Run**. The system asks you to confirm that you want to reset your vendor keys (*Figure 6.5*).

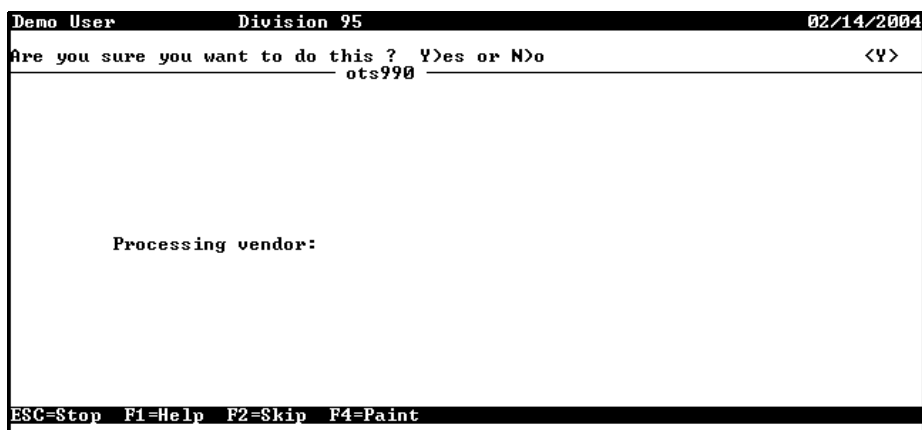


Figure 6.5—System Utilities Window

12. Type **Y** or press **ENTER** to begin the task. When the task is complete, you return to the System Utilities window.
13. In the Execute Program area, enter the required information according to *Table 6.3*. This program will cleanup your vendor summary data to reflect the purged information.

Table 6.3—Updating Vendor Summary Data

Field	Entry
Program Name	OTS906
Switches	3
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

14. Click **Run**. When the task is complete, you return to the Execute Program window.

- Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 6.1*).

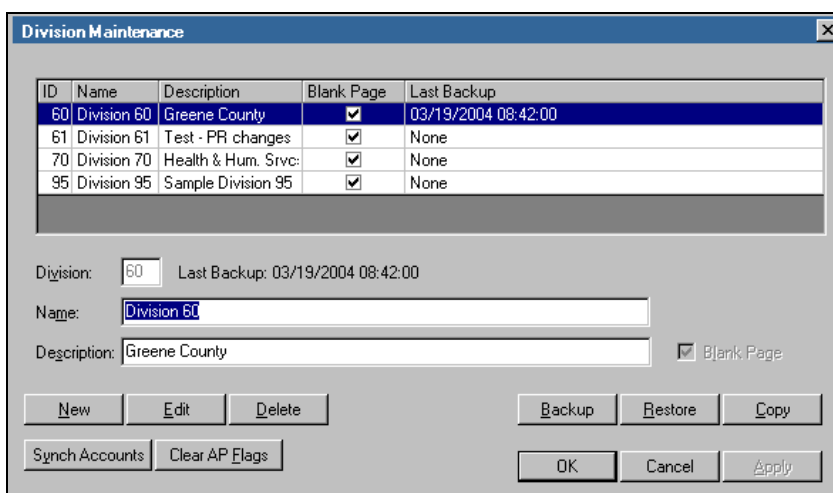


Figure 6.1—Division Maintenance Window

- In the Clear AP Flags area, click **Clear Flags**. When the system has cleared the AP flags on all your divisions, a confirmation message displays.



If a flag could not be cleared, FundWare will produce the OTFLAGL## report (where ## represents your division number). This report will list temporary subfolders (e.g., New, Edited) that contain obligations. You must post these obligations and re-run the Clear AP Flags task.

- Click **OK**. The in-use flags are removed.
- Close this instance of FundWare.
- Locate the APCheckMaint.exe file in the **FundWare > 7.40 > Bin** folder.

20. Double-click to open the IBR/AP Check Data Maintenance utility (*Figure 6.2*). This utility will synchronize your data following this purging process.

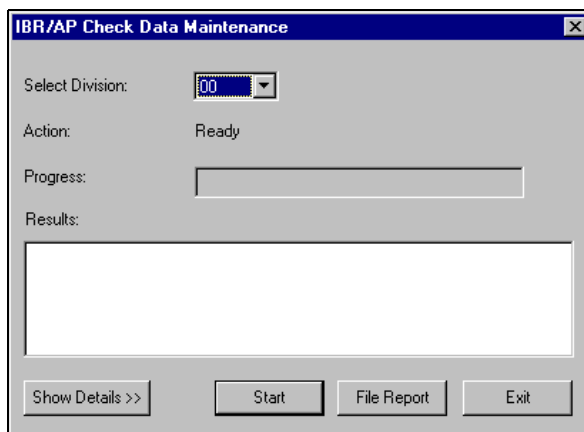


Figure 6.2—IBR/AP Check Data Maintenance

21. Select the correct division from the drop-down list.
22. Click **Start**. When the process is complete, a message displays.
23. Click **OK**.

PURGING VENDORS

You can purge vendors as long as the following things are true:

- Everyone is logged out of Accounts Payable.
- The vendors that you want to purge have no obligations (i.e., no activity) at any stage.
- You have already run the Purge Paid Invoices task (see *Purging Paid Invoices* on page 1.188).

Once a vendor is purged, all the data about that vendor is deleted and cannot be displayed or included in reports.

You should not use this function until all reports and tax forms (including 1099s) for purge candidates have been produced and archived. You should **always** backup your data before purging anything. The purge has two options:

- Preliminary—After you enter selection criteria, the vendors are reviewed and the purge candidates are reported. The Preliminary task **does not** purge vendors and it can be performed as often as you like.
- Final—After you enter selection criteria, the vendors are reviewed and those with no activity **are purged**.

Use the following instructions to purge inactive vendors.

1. Click **Maintenance > Purge Inactive Vendors** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Maintenance > Purge Inactive Vendors** from the menu bar. The Purge Inactive Vendors screen displays (*Figure 6.3*).

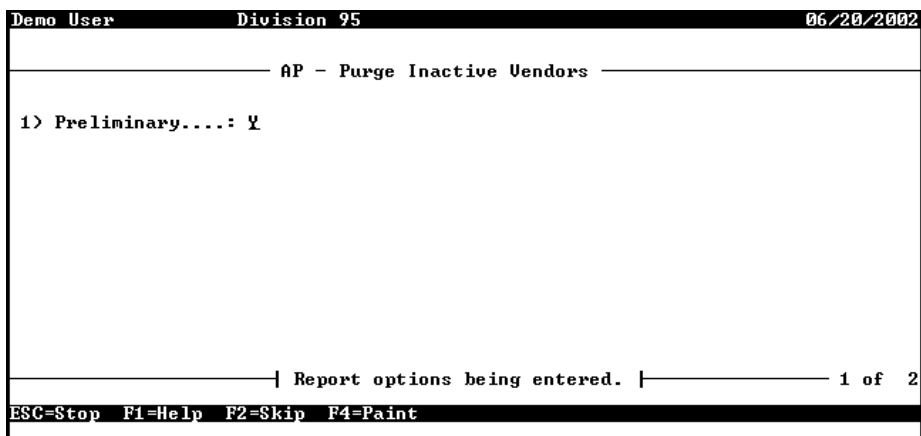


Figure 6.3—Purge Inactive Vendors, Preliminary Option

2. Enter the appropriate option for a preliminary or final purge.
 - Type *Y* to produce preliminary OTVPRG report for the vendors that meet the selection criteria.
 - Type *N* to delete the inactive vendors meeting the selection criteria and produce the OTVPRG report.

We strongly suggest that you produce a preliminary report and review the selected vendors before purging them permanently from your system.

- Press ENTER. The vendor selector screen displays (*Figure 6.4*).

```

Demo User          Division 95          06/20/2002
-----
                AP - Purge Inactive Vendors
-----
Field.....: 1
1> Vendor          7> Alt postal code 13> Note 5          19> Cur paid
2> Last changed   8> Telephone      14> Nbr obligations 20> Cur disc taken
3> Sortkey        9> Note 1         15> Tot obligations 21> Cur disc lost
4> S/T/P         10> Note 2        16> Cur pre-encumbr
5> Postal code    11> Note 3        17> Cur encumbrance
6> Alt S/T/P     12> Note 4        18> Cur expense
-----
Fld Description   First value       Last value        Sort I/E
-----
| Field selection being added. |
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.4—Vendor Selector Screen

- Enter the field on which you will sort the vendors. The selection criteria associated with the field displays. For example, if we type 1 for the Vendor field, *Figure 6.5* displays.

```

Demo User          Division 95          01/07/2003
-----
                AP - Purge Inactive Vendors
-----
Field.....: 1 - Vendor
Selection value: _____ to 999999999
Sort.....: N - Do not sort this field
Include/Exclude: I - Include range in selection
-----
| Field selection being added. | 2 of 2
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.5—Selection Criteria for Vendor Field

- Complete the selection criteria to determine the vendors to be purged. When you have completed all fields, FundWare displays a message at the bottom of the window indicating that the selection has been added.
- Press ESC to return to the Purge Inactive Vendors screen.

7. Enter additional selection criteria, if required.
8. When complete, type *E* to end the task. The system offers you the chance to return to a field or accept your entries.
9. Type *0* to accept your entries. The program asks if you want to file a report.
10. Type *Y* to file the Purge report (OTVPRG), or *N* to print the report directly to your printer.



If you type *N*, the print options window displays. Enter your printing options and click **OK**.

When the task is complete, FundWare closes the Purge Inactive Vendors window.

11. If you created a preliminary report, review the information (*Figure 6.6*).

Vendor Name	Status
One time vendors	Will not be purged
100 ABC Hardware, Inc.	Will not be purged
200 Ms. Fredericka Loomis	Will not be purged
300 American Business Insurance	Will not be purged
400 Quality Office Supplies	Will not be purged
500 Mountain Cleaning Service	Will not be purged
600 Mountain Bell Phone Service	Will not be purged
700 Way Out Computer Supplies	Will not be purged
800 Mountain Rental Management	Will not be purged
900 The University of Colorado Press	Will be purged
1000 Colorado Express T-Shirt Company	Will be purged

Number of lines printed = 32 *** End of report *

Figure 6.6—Example OTVPRG Report

12. Repeat the purge process (step 1 through step 4), this time typing *N* for the Preliminary entry on the Purge Inactive Vendors screen (i.e., indicating that this is a Final purge).



After you purge your inactive vendors, you must rebuild the OTI file, as explained in the following steps.



When you do a Final purge of inactive vendors, the purge information is appended to the OTVPRG report.

13. Open an instance of FundWare.
14. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
15. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 6.7*).

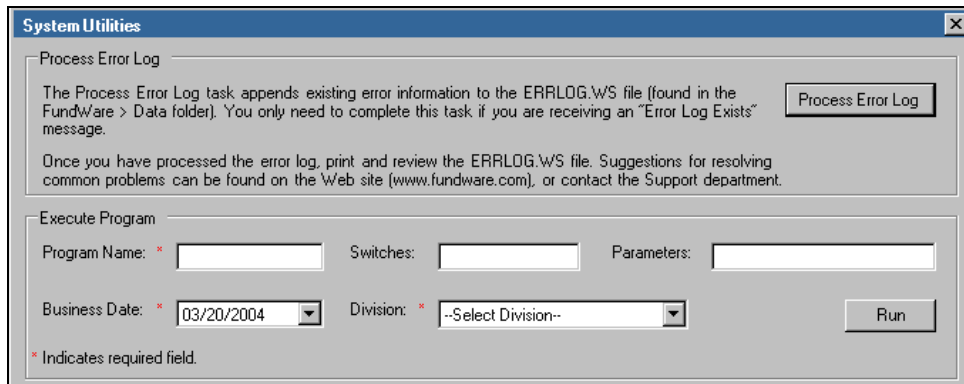


Figure 6.7—System Utilities Window

16. In the Execute Program area, enter the required information according to *Table 6.4*. This program will reset the vendor keys with their associated vendors (i.e., rebuild the OTI file).

Table 6.4—Resetting Vendor Keys

Field	Entry
Program Name	OTS990
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

17. Click **Run**. When the task is complete, you return to the Execute Program window.

18. Close this instance of FundWare.

A P P E N D I X A

POSTING TRANSACTIONAL DATA ITEMS

Accounts Payable gives you the option of posting up to three transactional data items to General Ledger–Project/Grant (GL) through your AP journals (e.g., purchasing, cash disbursement). For example, you could post a description line, the check number (internal or external), the invoice date, or the vendor’s name. The information stored within these data items are then attached to the GL transaction.

Once you have configured your system for transactional data items, you can produce the following GL reports to include the additional data items:

- Ledger Report,
- Account Detail,
- Journals List, and
- Transactions by Reference Report.

Use the following instructions to configure your Accounts Payable system to use transactional data items.

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 *D* to display or *C* to change the parameter.

3. Confirm that the Basic Setup parameter is defined to post to General Ledger. These settings are found in field 3 on page 2 of the parameter (*Figure 1.1*).

```

Demo User          Division 95          12/30/2003
-----
AP - Define Basic Setup
Parameter.....: OTSS                      Changed.: 12/30/03
2> Oblig entry fields
  Description....: 1      - One description line.
  Discounts.....: Y      - Discounts are used.
  Dist tables....: Y      - Distribution tables used.
3> Ledger options
  Ledger post....: Y      - Post to G/L.
  Expense jnl....: PURCH
  Expense post...: N      - Post everything in detail.
  AP acct mask...: AXX 00-00 2110
  Paid jnl.....: CDIS
  Paid post.....: N      - Post everything in detail.
  Discount mask..: A01 00-00 4810

-----
| Parameter being displayed. |----- 2 of 2
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Print
    
```

Figure 1.1—Example Basic Setup Parameter Defined to Post to GL

4. If necessary, modify the parameter to define posting settings for General Ledger.
5. Exit the parameter, saving any changes.
6. Click **General Ledger > Maintenance > Journals** on the module navigator or the menu bar. The Journal window displays.

- Define your AP journals to accept up to three additional data items (probably some or all of the data items identified in the Extended Setup parameter). For example, *Figure 1.2* shows the definition for the Division 95 purchasing journal.

The screenshot shows the 'AP Journal Setup' dialog box for the journal 'PURCH'. The 'Description' is 'Purchasing Journal'. The 'Last Updated' date is 8/15/1996 and the 'By User' is 999. The 'General' tab is selected. The 'Posting Type' is 'Actual entries', 'Trace Report' is 'Both detail & summary', and 'Entry Security' is 'Data entry is not allowed'. The 'Item Description' is 'Vendor Name'. Under 'Reference Titles', Title 1 is 'Oblig #', Title 2 is 'Invoice #', and Title 3 is 'Check #'. Under 'Additional Data Items', Item 1 is 'INVOICE DT' (Invoice date), Item 2 is 'DESC 1' (Description Line 1), and Item 3 is 'P.O. NUMBR' (Purchase Order Number). Buttons for 'New', 'Delete', 'OK', 'Cancel', and 'Apply' are at the bottom.

Figure 1.2—Example Purchase Journal, Additional Data Items



The additional data items must already exist before you can add them to the journal definition.



You must define all AP journals to post the same additional data items. For example, in Division 95, the AP journals (PURCH, ENCUM, and CDIS) are all defined to post the invoice date, description line 1, and PO number as additional data items. (However, the PO number is actually an obligation reference, not a data item.)

- Click **Setup > Extended Setup** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Setup > Extended Setup** from the menu bar. The task option menu displays.
- Type *C* to change the Extended Setup parameter. The first page of the parameter displays.

10. Move to the second page of the parameter (*Figure 1.3*).

```

Demo User          AP Setup          09/20/2004
-----
          AP - Define Extended Setup
Parameter.....: OTSS                      Changed.: 09/20/04
                                           User.....: 00101

4) Trace report opts
  Description....: 1      - Vendor name.
  Reference 1....: A
  Reference 2....: 1      - Standard message
  Reference 3....: 4      - External check number
  Data item 1....:
  Data item 2....:
  Data item 3....:

5) Check options
  Int check title: Control
  Ext check title: Check
  Date format....: N      - MM/DD/YYYY
  Amount format..: S      - Spell out check amount
  Parameter being displayed. |----- 2 of 3
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 1.3—Extended Setup Parameter—Page 2 of 3

11. In field 4, enter up to three additional data items that FundWare will post from Accounts Payable to General Ledger, according to *Table A.1*.

Table A.1—Available Transactional Data Items

Entry	Data Item
0	Post nothing.
1	Post description line 1.
2	Post description line 2.
3	Post description line 3.
4	Post the internal check number.
5	Post the external check number.
6	Post the invoice date.
7	Post the vendor name.
A-Z	Post an obligation reference. (For more on obligation references, see <i>Data Items—Obligation References</i> on page 1.165.)

Figure 1.4 shows the Division 95 settings where we post the invoice date, description, and PO number. (The obligation reference for PO Number has a reference letter of “P.”)

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
4) Trace report opts		
Description....: 1	- Vendor name.	
Reference 1....: A		
Reference 2....: I		
Reference 3....: 4	- External check number	
Data item 1....: 6	- Invoice date	
Data item 2....: 1	- Description 1	
Data item 3....: P		
5) Check options		
Int check title: Control		
Ext check title: Check		
Date format....: N	- MM/DD/YYYY	
Amount format..: N	- Print numeric amount	
Parameter being changed.		2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 1.4—Example Data Item Settings

12. Save your settings and exit the task.

When you complete obligation entry tasks that post to GL, FundWare will automatically include the data items defined in the parameter per the definition of the journal involved in the transaction. No additional entry is required of the user unless you are posting a user-defined data item. For example, if the system is defined to post the PO Number (obligation reference P in Division 95), you must manually enter a value on the **Data Items** tab of the obligation.

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*.

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.

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.

Symbols

- .VPAYMENT 2.94
 - Modifying AP parameter 2.96
 - One-time vendors 2.96

Numerics

- 1099 1.189, 1.195, 2.56, 2.57
 - One-time vendor 2.86
- 1099 form 1.207, 2.267
- 1099 forms 2.45
- 1099 vendor record 1.207, 2.267

A

Abbreviations

- Adding city 1.119
- Adding location 1.124
- Define city 1.119
- Deleting city 1.121
- Deleting location 1.127
- Editing city 1.121
- Editing location 1.126
- Location 1.122

Access

- From keyboard 1.30, 2.30
- Shortcut menus 1.30, 2.30

Account mask 1.207, 2.267

- Reports 2.215

Account number 1.207, 2.267

Account selector 2.97

Account tab 2.103, 2.104

Accounts

- Budgeting 2.102

Accounts Payable

- Customizing 1.5, 2.5
- Stages 1.21, 2.21

Acronyms

- Menu 1.31, 2.31

Activity

- Vendor display 2.48
- Activity reminder 1.13, 2.13
- Activity tab 2.48

Adding

- City abbreviations 1.119
- Columns to detail pane .. 1.34, 2.34
- Distribution tables 1.113
- Location abbreviations 1.124
- Obligation references 1.166
- Vendors 2.39

Additional data items

- Reporting 1.201

Address

- Reports 2.215

Address tab 2.41

Adjusting entry 1.207, 2.267

ALT key 1.30, 2.30

Alt vendor address 1.50, 2.41, 2.42, 2.43

Alternate

- Vendor address ... 1.50, 2.42, 2.43
- Vendor name 1.50, 2.41

Amount

- Flat 2.67, 2.78
- Reports 2.214

Amount, detail entry 2.71, 2.82

Ancillary address

Reports	2.215	Reports	2.214
AP parameter		Changed date	
Modifying	2.96	Reports	2.229
APCheckMaint.exe	1.194	Check file	2.173
Applying		Check format	
Distribution table	1.116	Column	1.88
Obligation references	1.169	Laser printing	1.89
Applying discounts	2.87	Length	1.88
ASCII	2.231	Line	1.88
Asterisks	1.23, 2.23	Option	1.89
Auto transfer stages		Check number	1.207, 2.267
Reports	2.229	Check processing	
B		Discounts/net days	2.44
Bank		Check registers	
Reports	2.214	Alternate vendor information	1.50,
Bank recap	2.196	2.41,	2.42, 2.43
Basic setup		Check run	1.207, 2.213, 2.267
Define	1.48	Check status	1.208, 2.268
Batch entry	2.73, 2.82	Check writing	2.173
Bold	1.37, 2.37	Check writing stages	2.161
Budget Control	2.102	Checks	
Messages	2.102	Alternate vendor information	1.50,
Business date	1.207, 2.267	2.41,	2.42, 2.43
Defaults	1.23, 2.23	Combined	2.180
Opening multiple	1.26, 2.26	Combined or separate	2.94
Business Office	1.37, 2.37	Creating	2.173
C		Cut dates	2.214
Calculating due dates	1.84	Define format	1.87
Capital letters	1.37, 2.37	Encryption	1.127
Cash disbursements		Logging unused	2.182
Journals	1.4, 2.4	Manual	2.186, 2.191
Cash journal	1.4, 2.4	Negative	2.181
Caution	1.37, 2.37	Produce Checks tab	2.175
CDIS journal	1.4, 2.4	Reconciling	2.193
Change date	1.207, 2.267	Register	2.174
Change dates		Reports	2.211, 2.214
		Sample	2.175
		Scramble	1.127

-
- Separate 2.180
 - Separate or combined . . 1.177, 2.94
 - Voiding 2.184
 - City
 - Reports 2.215, 2.225, 2.229
 - City abbreviation 1.208, 2.268
 - City abbreviations
 - Adding 1.119
 - Define 1.119
 - Deleting 1.121
 - Editing 1.121
 - Classic Edition
 - Mapping banks 1.137
 - Column
 - Check format 1.88
 - Columns
 - Adding to detail pane . . . 1.34, 2.34
 - Removing from detail pane . . 1.34, 2.34
 - Re-ordering in detail pane 1.34, 2.34
 - Resizing in detail pane . . 1.35, 2.35
 - Sorting in detail pane . . . 1.35, 2.35
 - Combined
 - Split obligations 2.96
 - Combined checks . . . 1.177, 2.94, 2.180
 - Using 2.94
 - Combined entry 2.74, 2.76
 - Data Items tab 2.79
 - Detail Lines tab 2.80
 - Commitment journal 2.59
 - Consulting services 1.36, 2.36
 - Control account 1.208, 2.268
 - Control number 1.208, 2.268
 - Country
 - Reports . 2.215, 2.225, 2.226, 2.229
 - Creating
 - Checks 2.173
 - City abbreviations 1.119
 - Distribution tables 1.113
 - Location abbreviations 1.124
 - Obligation references 1.166
 - Obligations 2.63
 - Credit memo 1.208, 2.268
 - Credit memos 2.101
 - Credits
 - When posting 1.4, 2.4
 - CSACDTL 1.58
 - CSLEDGR 1.58
 - Custom forms
 - Define 1.101
 - Custom PO forms 2.227
 - Customizing
 - Accounts Payable 1.5, 2.5
 - Display 1.33, 2.33
 - Obligation entry . . . 1.10, 1.44, 2.10
 - Obligations 1.5, 2.5
 - Purchase order printing options . 1.5, 2.5
 - Stages 1.5, 2.5
 - Vendor records 1.8, 1.40, 2.8
 - Vendors 1.5, 2.5
 - Cut Checks folder 2.178
 - Cut date 1.208, 2.268
 - Cut dates
 - Reports 2.214
 - Cut status 1.208, 2.268
- D**
- Data Items
 - Vendor 1.211, 2.271
 - Data items 2.69
 - Adding vendor 1.177
 - Deleting vendor 1.185
 - Editing vendor 1.184
 - Including in GL reports 1.58
 - Obligation reference 1.165
-

Obligation references . . .	1.210, 2.270	Vendors	2.50
Posting to GL	1.168	Detail Entry tab	2.70
Reporting additional	1.201	Detail Lines tab	1.7, 2.7, 2.63, 2.80
Reports	2.214	Detail pane	1.18, 2.18
System-defined	1.174	Adding columns	1.34, 2.34
Transactional	1.201	Filtering obligations	1.18, 2.18
User-defined	1.174	Removing columns	1.34, 2.34
Using vendor	1.174	Re-ordering columns	1.34, 2.34
Vendor	1.173	Resizing columns	1.35, 2.35
Data Items tab		Sorting data	1.35, 2.35
Combined entry	2.79	Disabled menu items	1.31, 2.31
Dates		Discount	
Discount	2.68, 2.79	Days available	2.44
Debits		Vendor	2.44
When posting	1.4, 2.4	Discount date	1.208, 2.268
Default	1.208, 2.268	Reports	2.215
Default account number		Discounts	
Vendor	1.176	Applying	2.87
Defaults		Date	2.68, 2.79, 2.87
Business date	1.23, 2.23	Flat amount	2.67, 2.78, 2.87
Division	1.23, 2.23	Percent	2.67, 2.78
HomePage	1.23, 2.23	Percentage	2.87
Password	1.23, 2.23	Take discount	2.89
System Administration	1.23, 2.23	Type field	2.87
User name	1.22, 2.22	Discounts tab	2.43
Define		Display	
Basic setup	1.48	Customizing	1.33, 2.33
city abbreviations	1.119	Obligations	2.204
Custom forms	1.101	Vendors	2.52
Extended setup	1.54	Distribution line	
Reports	2.216	Posting	1.54
Stages	1.68, 1.75	Distribution report parameter	
Deleting		Define	1.130
City abbreviations	1.121	Distribution tab 1.6, 2.6, 2.63, 2.72, 2.80	
Distribution tables	1.119	Distribution table	1.208, 2.268
Location abbreviations	1.127	Applying	1.116
Obligation references	1.173	separate entry	2.100
Reports	2.221	Distribution tables	1.113

-
- Adding 1.113
 - Deleting 1.119
 - Editing 1.118
 - Division
 - Defaults 1.23, 2.23
 - Divisions
 - Opening multiple 1.26, 2.26
 - Drag and drop 1.17, 2.17
 - Drill down 2.198
 - Drop-down lists 1.30, 2.30
 - Due dates
 - Calculating 1.84
 - Duplicate
 - Warnings 1.60
 - E**
 - Editing
 - City abbreviations 1.121
 - Distribution tables 1.118
 - Invoices 2.111
 - Location abbreviations 1.126
 - Menu bar 1.31, 2.31
 - Obligation references 1.171
 - Obligations 2.111
 - Purchase orders 2.111
 - Vendors 2.49
 - E-mail address 1.165, 1.173, 1.211, 2.271
 - Encryption
 - Checks and purchase orders . 1.127
 - Encumbrance journal 2.59
 - Entering
 - Obligation reference values . 1.169
 - Entry
 - Combined 2.74
 - Separate 2.64
 - Example 1.37, 2.37
 - Excel 2.231
 - Expense journal 2.59
 - Exporting
 - To other programs 2.231
 - Extended setup
 - Define 1.54
 - F**
 - F1 1.35, 2.35
 - F10 1.30, 2.30
 - FIAs
 - Recap 2.196
 - Reports 2.214
 - Field
 - Reports 2.216
 - File
 - Reports 2.215, 2.230
 - Files
 - OTI 1.198
 - OTI and OCD 1.191
 - Files names
 - Inquiry 2.204
 - Filtering
 - Obligation references 1.170
 - Obligations in detail pane 1.18, 2.18
 - Financial Institution
 - Definition 1.135
 - Financial Institution account
 - Definition 1.136
 - Financial Institutions
 - Adding an FIA 1.144
 - Associating accounts 1.152
 - Associating AP accounts 1.154
 - Associating Cash Receipts accounts
 - 1.160
 - Associating Payroll/Personnel
 - accounts 1.158
 - By GL Cash Account radio button .
 - 1.153
 - By Use radio button 1.154

Column size	1.144	I	
Deleting an association	1.164	Importing	
Deleting an FIA	1.164	See System Administration Guide	
Displaying the information	1.143	2.57,	2.123, 2.196
Editing an association	1.162	Inquiry	2.197
Editing an FIA	1.161	Display obligations	2.204
Re-ordering the information	1.143	Display vendors	2.52
Financial institutions	1.208, 2.268	File names	2.204
First value		Printing	2.204
Reports	2.216	Revision History tab	2.202
Flags		Instances	1.26, 2.26
In-use	1.187	From the desktop	1.27, 2.27
Flat amount	2.67, 2.78	From the program	1.27, 2.27
Folder tree	1.15, 2.15	From the Start menu	1.27, 2.27
Stage folders	1.67	Internal check number	1.208, 2.268
Folders	1.15, 2.15	In-use flags	1.187
Buttons	1.16, 2.16	Invoice Distribution by Account report	1.130
New posting	2.74, 2.83	Invoices	
Formats		Batch	2.73, 2.82
Checks	1.87	Duplicate numbers	1.60
Forms		Editing	2.111
Custom	1.101	Purge paid	1.188
Custom PO	2.227	Reports	2.212
Customizing	1.33, 2.33	Italics	1.37, 2.37
G		J	
General Ledger		Journal	1.209, 2.269
AP data items	1.58	Cash	1.4, 2.4
Posting AP data items	1.168	Cash disbursements	1.4, 2.4
General Ledger posting	1.5, 2.5	Posting	1.4, 2.4
Getting	1.37, 2.37	Journals	
Guides	1.35, 2.35	Commitment	2.59
H		Encumbrance	2.59
Help	1.35, 2.35	Expense	2.59
Hold status	1.176	K	
HomePage	1.13, 2.13	Keyboard	
Defaults	1.23, 2.23		

-
- Right-click menus 1.30, 2.30
 - Keyboard access 1.30, 2.30
- L**
- Laser printing
 - Check format 1.89
 - Last value
 - Reports 2.216
 - Ledger 1.209, 2.269
 - Length
 - Check format 1.88
 - Line
 - Check format 1.88
 - Line Items tab 1.6, 2.6, 2.63, 2.70, 2.79
 - Location abbreviations 1.122
 - Adding 1.124
 - Deleting 1.127
 - Editing 1.126
 - Validate obligation references 1.168
 - Log check numbers 1.209, 2.269
 - Log Checks button 2.178
 - Logging unused checks 2.182
- M**
- Maintain
 - Stages 1.68, 1.75
 - Maintenance
 - Vendor 2.39, 2.50
 - Manual checks 2.186, 2.191
 - Manuals 1.35, 2.35
 - Mapping Classic Edition banks . . 1.137
 - Assigning accounts 1.139
 - Assigning banks 1.138
 - Message column 1.137
 - Reviewing assignments 1.142
 - Mark for pay
 - Process 2.161
 - Mark for payment 1.209, 2.269
 - Marked for pay status 1.209, 2.269
 - Memorized obligation 1.209, 2.269
 - Memorizing
 - Obligations 2.119
 - Menu acronyms 1.31, 2.31
 - Menu bar 1.30, 2.30
 - Editing 1.31, 2.31
 - Menu key 1.30, 2.30
 - Menus
 - Keyboard access 1.30, 2.30
 - Security 1.31, 2.31
 - Messages
 - Budget Control 2.102
 - Minority vendors 2.56
 - Model division 1.209, 2.269
 - Modifying
 - AP parameter 2.96
 - City abbreviations 1.121
 - Distribution tables 1.118
 - Location abbreviations 1.126
 - Obligation reference items . . 1.171
 - Vendors 2.49
 - Module Navigator 1.31, 2.31
 - Module navigator
 - Security 1.33, 2.33
 - Multiple
 - Business dates 1.26, 2.26
 - Divisions 1.26, 2.26
 - Multiple checks 1.177
- N**
- Navigator bar 1.31, 2.31
 - Negative checks 2.181
 - Net days
 - Vendor 2.44
 - Next form number
 - Reports 2.229
 - Notes
-

1099s	2.56	Reports	2.211, 2.212
Minority vendors	2.56	Separate entry	2.64
Notes tab	2.44	Split by quantity	2.125
O		Splitting	2.130
Obligation references 1.165, 1.210, 2.270		Transferring	1.17, 2.17, 2.125
Adding	1.166	UnMark	2.168
Applying	1.169	Voided	2.116
Deleting	1.173	OCCKHST report	2.252
Editing	1.171	OCCKSUM report	2.251
Filtering	1.170	OCD files	1.191
Posting	1.201	OCDISC report	2.253
Reporting	1.170	OCIOCW	2.204
Validate against location		OCOSTND report	2.252
abbreviations	1.168	OCVCHK	2.185
Obligation tab	2.109	OCW206	1.129
Obligations	1.209, 2.269	OCW207	1.129
Calculating due dates	1.84	One-time vendors	
Combined entry	2.74	Separate checks	2.96
Creating	2.63	Online help	1.35, 2.35
Customizing	1.5, 2.5	Open Windows Navigator	1.33, 2.33
Customizing record 1.10, 1.44, 2.10		Open windows navigator	
Data items	1.165	Security	1.33, 2.33
Discounts	2.87	Opening	
Display	2.204	From the desktop	1.27, 2.27
Distribution tables	1.116	From the program	1.27, 2.27
Editing	2.111	From the Start menu	1.27, 2.27
Entry buttons	2.60, 2.62	Option	
Filtering	1.18, 2.18	Check format	1.89
In-use flags	1.187	OTAGE report	2.255
Memorized	1.209, 2.269	OTCASH report	2.259
Memorizing	2.119	OTCHKH report	2.265
Number	1.209, 2.269	OTDCHK	2.175
Partial transfers	2.145	OTDIST report	2.257
Posting new	2.74, 2.83	OTDSTA report	2.260
Records	1.209, 2.269	OTFLAG	1.188, 1.194
Recurring	2.119	OTHIST report	2.256
Reference items	1.165	OTI files	1.191, 1.198
		OTIOTB	2.204

OTIOTS	2.204	Distribution line	1.54
OTORD report	2.254	Individual distribution lines ..	1.54
OTOVFLO	1.90	Journals	1.4, 2.4
OTPORD	2.221	New obligations	2.74, 2.83
OTPUR	1.190	Transactional data items	1.201
OTRREG report	2.251	Preliminary check register	2.174
OTS208	1.76	Separate checks	2.180
OTS906	1.193	Pre-posting verification	2.103
OTS990	1.132, 1.192, 1.199	Account tab	2.104
OTSUM report	2.255	Obligation tab	2.109
OTV1LST report	2.261	Vendor tab	2.110
OTV1SUM report	2.263	Print	
OTVLBL report	2.264	Reports	2.215, 2.230
OTVLIST report	2.262	Print references	
OTVPRG	1.196	Reports	2.214
P		Print zero amounts	
Page break on change		Reports	2.215, 2.230
Reports	2.215	Printing from Inquiry	2.204
Paid invoices		Produce Checks tab	2.175
Purge	1.188	Producing	
Parameters		Reports	2.213
Distribution report	1.130	Program	
Partial transfers	2.145	OCW206	1.129
Password		OCW207	1.129
Asterisks	1.23, 2.23	OTS208	1.76
Defaults	1.23, 2.23	OTS906	1.193
Payment setting		OTS990	1.132, 1.192, 1.199
Split obligations	2.96	Project/Grant	
Percent	2.67, 2.78	AP data items	1.58
PO letterhead		Posting AP data items	1.168
Reports	2.215	Province	
Postal code		Reports	2.225, 2.229
Reports	2.225, 2.226, 2.229	Purchase order	
Posting		Customizing printing options	1.5, 2.5
AP data items to GL	1.168	Purchase Orders	
Credits	1.4, 2.4	Duplicate numbers	1.60
Debits	1.4, 2.4	Purchase orders	
		Custom forms	2.227

Editing	2.111	Register	
Encryption	1.127	Preliminary check	2.174
Printing standard form	2.221	Registers	
Reports	2.211, 2.212, 2.215	Alternate vendor information	1.50, 2.41, 2.42, 2.43
Scramble	1.127	Removing	
Purge	1.210, 2.270	City abbreviations	1.121
Paid invoices	1.188	Columns from detail pane	1.34, 2.34
Vendors	1.195	Distribution tables	1.119
Q		Location abbreviations	1.127
Quantity, detail entry	2.71, 2.82	Obligation references	1.173
R		Vendors	2.50
Range		Re-ordering	
Reports	2.216	Columns in detail pane	1.34, 2.34
Ready for pay	2.89	Report type	
Recap		Reports	2.215
FIA	2.196	Reporting	
Reconciled status	1.210, 2.270	Additional data items	1.201
Reconciling checks	2.193	Data items	1.170
Records		Obligation references	1.170
Adding vendor	2.39	Reporting date	1.210, 2.270
Vendor	2.39	Reports	2.214
Recurring obligation	1.210, 2.270	Reports	
Recurring obligations	2.119	Account mask	2.215
Reference		Address	2.215
Reports	2.214	Amount	2.214
Reference data item	1.210, 2.270	Ancillary address	2.215
Reference items		ASCII	2.231
Adding	1.166	Auto transfer stages	2.229
Applying values	1.169	Change dates	2.214
Deleting	1.173	Changed date	2.229
Editing	1.171	Check	2.211
Filtering	1.170	Check complete detail	2.252
Obligation	1.165	Check discounts taken/lost	2.253
Reporting	1.170	Check historical	2.252
References		Check summary	2.251
Reports	2.228	Checks	2.214
		City	2.215, 2.225, 2.229

-
- Country .2.215, 2.225, 2.226, 2.229
 - Cut dates 2.214
 - Defining 2.216
 - Deleting 2.221
 - Discount date 2.215
 - Exporting 2.231
 - FIAs 2.214
 - Field 2.216
 - File 2.215, 2.230
 - First value 2.216
 - HomePage 1.15, 2.15
 - Including data items 1.58
 - Invoice 2.212
 - Invoice aging 2.255
 - Invoice cash requirements . . . 2.259
 - Invoice detail 2.254
 - Invoice distribution 2.257
 - Invoice Distribution by Account . . .
1.130
 - Invoice distribution by account 2.260
 - Invoice history 2.256
 - Invoice summary 2.255
 - Last value 2.216
 - Next form number 2.229
 - OCIOCW 2.204
 - OCVCHK 2.185
 - OTFLAG 1.188, 1.194
 - OTIOTB 2.204
 - OTIOTS 2.204
 - OTOVFLO 1.90
 - OTPORD 2.221
 - OTPUR 1.190
 - OTVPRG 1.196
 - Page break on change 2.215
 - PO letterhead 2.215
 - Postal code . . . 2.225, 2.226, 2.229
 - Print 2.215, 2.230
 - Print references 2.214
 - Print zero amounts 2.215, 2.230
 - Producing 2.213
 - Province 2.225, 2.229
 - Purchase order . 2.211, 2.212, 2.215
 - Range 2.216
 - Reference 2.214
 - References 2.228
 - Report type 2.215
 - Reporting date 2.214
 - Reprint check register 2.251
 - Run 2.213
 - Ship attention 2.226, 2.230
 - Sort 2.216
 - Stage 2.214
 - Stage date 2.229
 - Stage dates 2.214
 - Stages 2.229
 - State 2.215, 2.225, 2.229
 - Status 2.214
 - Street 2.225, 2.229
 - System Lists 2.212
 - Terms 2.230
 - Updating form 2.229
 - User-defined 2.212, 2.216
 - Vendor 2.212
 - Vendor billing summary 2.263
 - Vendor check history 2.265
 - Vendor complete record 2.262
 - Vendor mailing labels 2.264
 - Vendor name 2.225, 2.229
 - Vendor One Line Report 2.261
 - Vendors 2.214, 2.216, 2.228
 - View 2.215, 2.230
 - Zip 2.215
 - Zip code 2.225, 2.226, 2.229
 - Resizing
 - Columns in detail pane . . 1.35, 2.35
 - Right-click menus 1.30, 2.30

Run	1.210, 2.213, 2.270	SortKey	
S		1099 forms, IRS 1099 forms . .	2.41
Sample check	2.175	Sortkey	1.50, 1.210, 2.270
Scramble		Split	1.210, 2.270
Checks and purchase orders .	1.127	Obligations by quantity	2.125
Scroll	1.210, 2.270	Payment setting	2.96
Vendors	2.52	Splitting	
Search	2.50	Obligations	2.130
Search with a wild card	2.198	Stage	1.210, 2.270
Searching for data	2.197	Reports	2.214
Security		Stage date	
Menus	1.31, 2.31	Reports	2.229
Navigator bar	1.33, 2.33	Stage dates	
Separate		Reports	2.214
Split obligations	2.96	Stages	1.67
Separate checks	1.177, 2.94, 2.180	Accounts Payable	1.21, 2.21
One-time vendors	2.96	Check writing	2.161
Using	2.94	Customizing	1.5, 2.5
Separate entry . 1.6, 2.6, 2.63, 2.64, 2.65		Define	1.68, 1.75
Setting		Display obligations	2.204
Vendor default account	1.176	Folders	1.67
Setup		Life cycle	1.4, 2.4
Combined entry	2.74	Maintain	1.68, 1.75
Define basic setup	1.48	Ready for pay	2.89
Define check format	1.87	Reports	2.229
Define extended setup	1.54	Take discount setting	2.89
Distribution report parameter .	1.130	Standard PO forms	2.221
Separate entry	2.64	Standard reports	
Ship attention		Producing	2.213
Reports	2.226, 2.230	State	
Shortcut keys	1.30, 2.30	Reports	2.215, 2.225, 2.229
Shortcut menus	1.30, 2.30	Status	
Sort		Reports	2.214
Reports	2.216	Street	
Sorting		Reports	2.225, 2.229
Data in detail pane	1.35, 2.35	System Administration	
Obligation references	1.170	Defaults	1.23, 2.23
		System Information tab	2.48

-
- System-defined
 Data items 1.174
- T**
- Tab
 Activity 2.48
 Address 2.41
 Discounts 2.43
 Notes 2.44
 System Information 2.48
 Vendor 2.40
 Vendor Data Items 2.45
- Take discount override 2.89
- Tax ID 2.45
- Tax ID number 1.211, 2.271
- Technical support 1.37, 2.37
- Terms
 Reports 2.230
- Training 1.36, 1.38, 2.36, 2.38
- Transaction 1.211, 2.271
- Transactional data items 1.201
- Transfer 1.211, 2.271
 Obligations 1.17, 2.17
- Transferring
 Obligations 2.125
- Transfers
 Partial 2.145
- Tree 1.15, 2.15
- U**
- Unit Desc, detail entry 2.71, 2.82
- Unit Price, detail entry 2.71, 2.82
- UnMark
 Obligations 2.168
- Unmark for payment 1.211, 2.271
- Unused check 1.211, 2.271
- Updating form
 Reports 2.229
- Upgrading
 Modifying AP parameter 2.96
- Use discount date 2.68, 2.79
- User guides 1.35, 2.35
- User name
 Defaults 1.22, 2.22
- User-defined
 Data items 1.174
 Obligation entry ... 1.10, 1.44, 2.10
 Reports 2.216
 Vendor records 1.8, 1.40, 2.8
- User-defined reports 2.212, 2.216
- Using
 Distribution table 1.116
- Using this document 1.36, 2.36
- V**
- Vacct
 Setting 1.176
- Vendor 1.211, 2.271
 Alternate address .. 1.50, 2.42, 2.43
 Alternate name 1.50, 2.41
- Vendor data items
 1099s 2.57
- Vendor Data Items tab 2.45
- Vendor name
 Reports 2.225, 2.229
- Vendor number 2.66, 2.77
- Vendor tab 2.40, 2.110
- Vendor tax ID 2.45
- Vendors
 1099 2.86
 Activity display 2.48
 Activity tab 2.48
 Adding 2.39
 Adding data items 1.177
 Address tab 2.41
 Customizing 1.5, 2.5

Customizing record	1.8, 1.40, 2.8	Vendor tab	2.110
Data items	1.173, 1.211, 2.271	Verify	2.103
Deleting	2.50	Obligations	2.103
Deleting data items	1.185	Vhold	
Discount	2.44	Assigning	1.176
Discounts	2.87	View	
Discounts tab	2.43	Reports	2.215, 2.230
Display	2.52	Viewing	
Editing	2.49	Vendors	2.49
Editing data items	1.184	Voided obligations	2.116
Maintenance	2.39, 2.50	Void	
Minority	2.56	Viewing obligations	2.116
Modifying	2.49	Void status	1.211, 2.271
Net days	2.44	Voiding checks	2.184
Notes tab	2.44, 2.45	Vpayment	
On hold	1.176	Assigning	1.177
One-time	2.96	W	
Purge	1.195	Warning	1.37, 2.37
Reports	2.212, 2.214, 2.216, 2.228	Duplicate entries	1.60
Separate or combined checks	1.177	Wild card	1.211, 2.271
Setting default account	1.176	Searching	2.198
System Information tab	2.48	Z	
Using data items	1.174	Zip	
Vendor Data Items tab	2.45	Reports	2.215
Vendor tab	2.40	Zip code	
Viewing	2.49	Reports	2.225, 2.226, 2.229
Verification			
Account tab	2.104		
Obligation tab	2.109		

Blackbaud FundWare Accounts Payable Guide

VOLUME 2—WORKING WITH ACCOUNTS PAYABLE

VERSION 7.60, SEPTEMBER 2009

**Blackbaud®
FundWare™**

USER GUIDE HISTORY

Date	Changes
August 2000–July 2002	Version 7.14 Edition 1 through Version 7.17.
December 2002	7.20—Includes modifications and additions to functionality.
February 2003	7.20 Service Pack 1—Includes minor modifications to the program and edits to the guide to clarify text and correct errors.
May 2003	7.20 Service Pack 2—Includes minor modifications to the program and edits to the guide to clarify text and correct errors.
September 2003	7.20 Service Pack 3—Includes minor modifications to the program and edits to the guide to clarify text and correct errors.
May 2004	7.30—Guide updated to reflect access changes and new HomePage; minor corrections to functionality and text.
December 2004	7.31—The guide has been edited, resulting in significant modifications. Edits include company references.
April 2005	7.31 SP1—The guide has been updated with minor corrections.
November 2005	7.40 —The guide has been updated with minor corrections.
July 2008	7-50 - Added Chapter 8 and updated the document with minor corrections. Edits include new company references.
September 2009	7.60—The guide has been updated to incorporate 7.60 functionality and to reflect new company information.

© Copyright 2009, Blackbaud FundWare, Inc. All rights reserved.

The Blackbaud FundWare logos, among others, are registered trademarks and/or registered service marks of Blackbaud Fundware, Inc. in the United States and other countries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such.

TABLE OF CONTENTS

Volume 1—Setting Up and Maintaining Accounts Payable

Chapter 1—Introduction	1.1
Example AP Process	1.2
Example Stages	1.4
Example Posting to GL–P/G Journals	1.4
Customizing AP	1.5
Separate and Combined Entry	1.5
Customizing Your Vendor Record Settings	1.8
Customizing Your Obligation Entry Forms by Stage	1.10
Using Masks	1.12
The Accounts Payable HomePage	1.13
Activity Reminders	1.13
Printing Reminders	1.14
Deleting Reminders	1.14
Reports Area	1.15
Navigating the Folder Tree	1.15
Transferring Obligations	1.17
The Detail Panes	1.18
Filtering Obligations	1.18
Setting Stage Security	1.21
Some FundWare Basics	1.22
Opening FundWare	1.22
Changing Your Password During Login	1.25
Opening FundWare Multiple Times	1.26
Opening Additional Instances—From the Desktop/Start Menu	1.27
Opening Additional Instances—From the Program	1.27
Changing the Business Date	1.28
Changing Your Password From the Software	1.29
Using the Menu Bar	1.30
Keyboard Navigation	1.30

Is Your Menu Bar Too Crowded?	1.31
How Your Security Rights Impact the Menu Bar	1.31
Using the Navigator Bar	1.31
Module Navigator	1.31
Open Windows Navigator	1.33
How Your Security Rights Impact the Navigator Bar	1.33
Customizing Your Display	1.33
Hiding and Displaying Columns	1.34
Re-Ordering the Columns	1.34
Resizing the Columns	1.35
Sorting the Entries in a Form	1.35
Help	1.35
Training and Consulting Services	1.36
Using This Document	1.36
Conventions	1.37
Getting Support	1.37
.	1.38
Chapter 2—Defining Your Parameters and Stages	1.39
Customizing Your Vendor Record Settings	1.40
Customizing Your Obligation Forms	1.44
Defining the Basic Setup Parameter	1.48
Modifying the Extended Setup Parameter	1.54
Modifying the Purchase Order Basic Setup Parameter	1.61
Modifying the Purchase Order Extended Setup Parameter	1.64
Working With Stages	1.67
When Do Stages Appear on the Folder Tree?	1.67
Modifying Your Existing Stage Definitions	1.68
Adding Stage Definitions	1.75
Calculating Obligation Due Dates	1.84
Defining Your Check Format	1.87
Adding the Standard Check Format	1.87
Modifying the Standard Check Format	1.88
Printing Sample Checks	1.100
Chapter 3—Completing Additional AP Setup Tasks	1.101
Defining Custom Forms	1.101

Working With Distribution Tables	1.113
How Distribution Tables Build Accounts	1.113
Defining Distribution Tables	1.113
Applying a Distribution Table to an Obligation	1.116
Editing a Distribution Table	1.118
Deleting a Distribution Table	1.119
Defining City Abbreviations	1.119
Editing City Abbreviations	1.121
Deleting City Abbreviations	1.121
Working With Location Abbreviations	1.122
Using Location Abbreviations With Obligation References	1.123
Defining Location Abbreviations	1.124
Editing Location Abbreviations	1.126
Deleting Location Abbreviations	1.127
Encrypting Checks and Purchase Orders	1.127
Defining the Distribution Report Parameter	1.130
Refreshing Vendor Name Capitalization	1.132
Chapter 4—Using the Financial Institutions Feature	1.135
Hints for Clients Converting From Classic	1.136
Mapping Version 5.8/5.9 Banks to the Accounts	1.137
Viewing Financial Institutions	1.143
Re-Ordering the Display	1.143
Adjusting Column Size	1.144
Adding a Financial Institution	1.144
Adding Financial Institution Accounts	1.150
Associating the Accounts	1.152
Associating the Accounts—Accounts Payable	1.155
Associating the Accounts—Payroll/Personnel	1.158
Associating the Accounts—	1.160
Editing an FIA	1.161
Editing an Association	1.162
Deleting an FIA	1.164
Deleting a GL Cash Account Association	1.164
Chapter 5—Defining and Using Data Items	1.165
Data Items—Obligation References	1.165

Defining Obligation References	1.166
Posting Data Items to GL–P/G	1.168
Applying an Reference Item to an Obligation	1.169
Using Obligation Reference Data Items in Reporting	1.170
Filtering With Obligation Reference Data Items	1.170
Editing Obligation References	1.171
Deleting Obligation References	1.173
Data Items—Vendors	1.173
How Do You Use Vendor Data Items?	1.174
System-Defined Vendor Data Items	1.176
Defining Vendor Data Items	1.177
Vendor Data Item Additional Tab	1.180
Vendor Data Item Edit Values Tab	1.182
Editing Vendor Data Items	1.184
Deleting a Vendor Data Item	1.185
Chapter 6—AP Maintenance Tasks	1.187
Resetting AP Obligation Flags	1.187
Purging Paid Invoices	1.188
Purging Vendors	1.195
Appendix A—Posting Transactional Data Items	1.201
Glossary	1.207
Index	1.213

Volume 2—Working With Accounts Payable

Chapter 1—Introduction	2.1
Example AP Process	2.2
Example Stages	2.4

Example Posting to GL–P/G Journals	2.4
Customizing AP	2.5
Separate and Combined Entry	2.5
Customizing Your Vendor Record Settings	2.8
Customizing Your Obligation Entry Forms by Stage	2.10
Using Masks	2.12
The Accounts Payable HomePage	2.13
Activity Reminders	2.13
Printing Reminders	2.14
Deleting Reminders	2.14
Reports Area	2.15
Navigating the Folder Tree	2.15
Transferring Obligations	2.17
The Detail Panes	2.18
Filtering Obligations	2.18
Setting Stage Security	2.21
Some FundWare Basics	2.22
Opening FundWare	2.22
Changing Your Password During Login	2.25
Opening FundWare Multiple Times	2.26
Opening Additional Instances—From the Desktop/Start Menu	2.27
Opening Additional Instances—From the Program	2.27
Changing the Business Date	2.28
Changing Your Password From the Software	2.29
Using the Menu Bar	2.30
Keyboard Navigation	2.30
Is Your Menu Bar Too Crowded?	2.31
How Your Security Rights Impact the Menu Bar	2.31
Using the Navigator Bar	2.31
Module Navigator	2.31
Open Windows Navigator	2.33
How Your Security Rights Impact the Navigator Bar	2.33
Customizing Your Display	2.33
Hiding and Displaying Columns	2.34
Re-Ordering the Columns	2.34
Resizing the Columns	2.35
Sorting the Entries in a Form	2.35
Help	2.35

Training and Consulting Services	2.36
Using This Document	2.36
Conventions	2.37
Getting Support	2.37
.....	2.38
Chapter 2—Defining and Using Vendor Records	2.39
Adding Vendor Records	2.39
Vendor Address Tab	2.41
Vendor Discounts Tab	2.43
Vendor Notes Tab	2.44
Vendor Data Items Tab	2.45
Vendor Activity Detail and Activity Summary Tabs	2.48
Editing and Viewing Vendor Records	2.49
Deleting Vendor Records	2.50
Searching Your Vendor Records	2.50
Displaying Vendor Information	2.52
Using the Vendor Record to Produce 1099 Forms	2.55
Using the Sortkey When Filing 1099s Electronically	2.55
Using Notes for 1099 and Minority Vendors	2.56
Using Vendor Data Items to Identify 1099 Vendors	2.57
Importing Vendor Information	2.57
Chapter 3—Entering Obligations	2.59
Tasks by Stage	2.60
Tasks Within Temporary Subfolders	2.61
Customizing Obligation Entry Forms	2.63
Creating New Obligations	2.63
Entering Obligations—Separate Entry	2.64
Data Items Tab	2.68
Line Items Tab	2.69
Distribution Tab	2.71
Entering Obligations—Combined Entry	2.74
Data Items Tab	2.79
Detail Lines Tab	2.80
Obligation Entry Tools	2.83
Using the Vendor Selector	2.84

Adding Vendors During Obligation Entry	2.85
Using the One-Time Vendor Feature	2.86
Applying Vendor Discounts to Obligations	2.87
The “Take Discount” Override	2.89
Using the Combined or Separate Check Function	2.94
One-Time Vendors and Separate Checks	2.96
Payment Setting and Partial Transfers	2.96
Modifying the AP Parameter—For Upgrading Customers Only	2.96
Selecting an Account Through the Account Selector	2.97
Adding a New Account Through Account Maintenance	2.98
Using a Distribution Table	2.100
Using Credit Memos	2.101
Budget Control	2.102
Verifying Obligations	2.103
Account Tab	2.104
Obligation Tab	2.109
Vendor Tab	2.110
Editing Obligations	2.111
Voiding Obligations	2.112
Viewing Voided Obligations	2.116
Memorizing Obligations	2.119
Memorizing an Existing Obligation	2.119
Entering a Memorized Obligation	2.120
Creating a New Obligation From a Memorized Obligation	2.121
Tips for Working With Memorized Obligations	2.122
Importing and Exporting Obligations	2.123
Chapter 4—Transferring and Splitting Obligations	2.125
Transferring Obligations	2.125
Using Transfer Group Window	2.126
Using Drag-and-Drop	2.129
Splitting Obligations	2.130
Splitting Obligations With Combined Entry	2.131
Splitting Obligations With Separate Entry	2.137
Transferring Part of an Obligation	2.145
Partially Transferring Obligations With Combined Entry	2.145
Partially Transferring Obligations With Separate Entry	2.152

Chapter 5—Paying Obligations	2.161
Payment Stages	2.161
Marking Obligations for Payment	2.161
“UnMarking” an Obligation	2.168
Creating a Check File	2.173
Produce Checks Tab	2.175
Log Check Numbers Tab	2.176
Viewing Separate and Combined Checks for Vendors	2.180
Negative Obligations and Checks	2.181
Logging Unused Checks	2.182
Voiding a Check	2.184
Creating Manual Checks for an Existing Obligation	2.186
Creating Manual Checks for a New Obligation	2.191
Reconciling Checks	2.193
FIA Recap	2.196
Importing Reconciliation Information	2.196
Chapter 6—AP Inquiry	2.197
Check Drill-Down	2.199
Check Run Drill-Down	2.200
Obligation Drill-Down	2.201
Vendor Drill-Down	2.203
Inquiry Reports	2.204
Displaying Obligations	2.204
Chapter 7—AP Reports	2.211
Producing Reports	2.213
Creating or Editing User-Defined Reports	2.216
Defining or Editing the Report Name and General Tab	2.217
Defining the Columns Tab	2.218
Copying Reports	2.221
Deleting Reports	2.221
Producing Standard Purchase Order Forms	2.221
Producing Custom PO Forms	2.227
Exporting Report Information	2.231

Chapter 8—AP Warrant/Voucher Approval Report	2.233
Report Setup	2.233
New Warrant Report Creation	2.237
Report Definition	2.239
Report Production	2.245
Appendix A—Sample Reports	2.249
OTRREG—Reprint Check Register	2.251
OCCKSUM—Check Summary	2.251
OCCKHST—Check Complete Detail	2.252
OCOSTND—Check Historical	2.252
OCDISC—Check Discounts Taken/Lost	2.253
OTORD—Invoice Detail	2.254
OTAGE—Invoice Aging	2.255
OTSUM—Invoice Summary	2.255
OTHIST—Invoice History	2.256
OTDIST—Invoice Distribution—Example 1	2.257
OTDIST—Invoice Distribution—Example 2	2.257
OTCASH—Invoice Cash Requirements	2.259
OTDSTA—Invoice Distribution by Account	2.260
OTV1LST—Vendor One Line Report	2.261
OTVLIST—Vendor Complete Record	2.262
OTV1SUM—Vendor Billing Summary	2.263
OTVLBL—Vendor Mailing Labels	2.264
OTCHKH—Vendor Check History	2.265
Glossary	2.267
Index	2.273

C H A P T E R 1

INTRODUCTION

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"> The new purchase order is saved to the Purchase Orders > New temporary subfolder. 	<ul style="list-style-type: none"> In Division 95, purchase orders are entered at stage 20.
Review the new purchase order and post to the main Purchase Orders folder.	<ul style="list-style-type: none"> 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). 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.) 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.
Transfer the purchase order to the invoice stage. <ul style="list-style-type: none"> The transferred invoice moves to the Invoices > Transferred From P.O. temporary subfolder. 	<ul style="list-style-type: none"> In Division 95, invoices are transferred to or entered at stage 30.
Review the transferred invoice and post to the main Invoices folder.	<ul style="list-style-type: none"> 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). 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.) 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.

Table 1.1—Example AP Process (Continued)

Step	Additional Information
Mark for payment by a specific Financial Institution account (FIA). <ul style="list-style-type: none"> The marked invoice moves to the Marked for Pay > New Mark temporary subfolder for the specified FIA. 	<ul style="list-style-type: none"> In all divisions, checks are marked for pay at stage 50.
Review the marked invoice and post to the main Marked for Pay folder.	<ul style="list-style-type: none"> 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). This stage is not defined to post to GL. FundWare requires that you mark obligations for payment at stage 50.
Write and log checks.	<ul style="list-style-type: none"> 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.) 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. FundWare requires that paid obligations are stored at stage 60.
Reconcile checks.	<ul style="list-style-type: none"> You can reconcile checks using our Integrated Bank Reconciliation module (for more information, contact your Sales representative) or the reconciliation feature within AP. FundWare requires that reconciled checks are stored at stage 70.

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"> • What fields will be available at each stage? • What data items will be displayed or editable at each stage?

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.

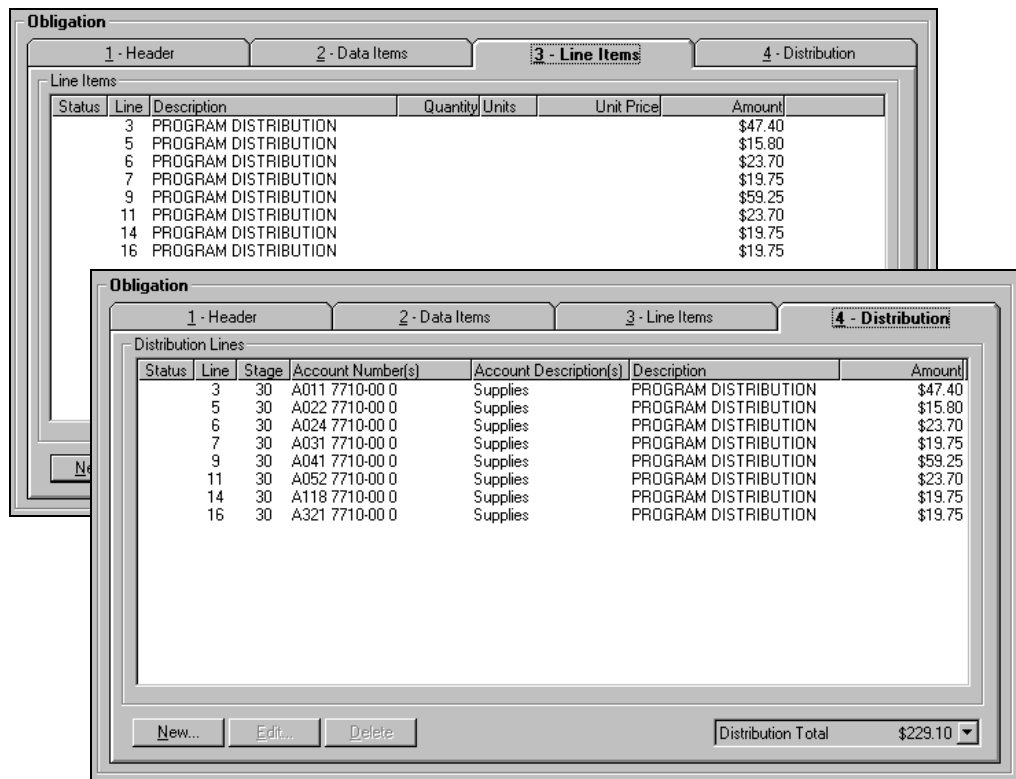


Figure 1.1—Example Data Items Tab (Separate Entry)

- **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

Buttons: New... Edit... Delete

Distribution Total: \$229.10

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 managing vendor records. At the top, there is a 'Vendor:' label followed by a text box containing the number '1'. Below this is a tabbed interface with four tabs: 'Notes', 'Vendor Data Items', 'Activity Detail', and 'Activity Summary'. The 'Vendor Data Items' tab is selected and active, showing a sub-tabbed interface with 'Address', 'Discounts', and 'Activity Summary' sub-tabs. The 'Address' sub-tab is active, displaying a section titled 'Personal Information'. This section contains five input fields: 'Sort key:', 'Name:', 'Phone:', 'Fax:', and 'Alternate Name:'. Each field is followed by a text input box. The 'Phone' and 'Fax' fields have a small icon to the left of the input box, likely representing a phone handset.

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 a software interface with a tabbed menu at the top: Notes, Vendor Data Items, Activity Detail, and Activity Summary. The 'Vendor Data Items' tab is active, and within it, the 'Address' sub-tab is selected. The interface is divided into two main sections: 'Main Address' on the left and 'Alternate Address' on the right. Each section contains the following fields: 'Street 1', 'Street 2', 'City' (with a search icon), 'S/T/P' (with a dropdown), 'Post' (with a dropdown), and 'Country'. Below these fields, there is a 'Postal Code format' section with two radio buttons: 'U.S. Zip Code' (which is selected) and 'Other'. The 'Alternate Address' section is currently disabled, indicated by a light gray background.

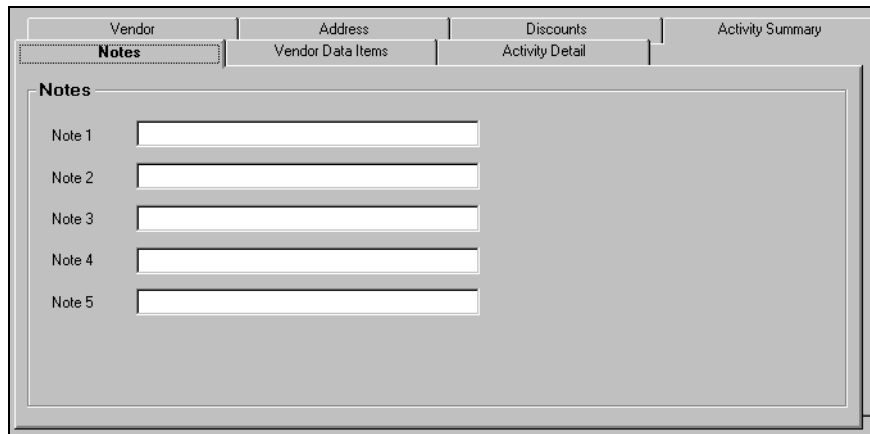
Figure 1.4—Address Tab

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 same software interface as Figure 1.4, but with the 'Discounts' sub-tab selected under the 'Vendor Data Items' tab. The 'Discounts' section contains the following fields: 'Discounts given by Vendor' (with an unchecked checkbox), 'Percentage' (with a text input field containing '0.00'), 'Days' (with a text input field), and 'Net Days' (with a text input field). The 'Discounts' section is currently disabled, indicated by a light gray background.

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*).

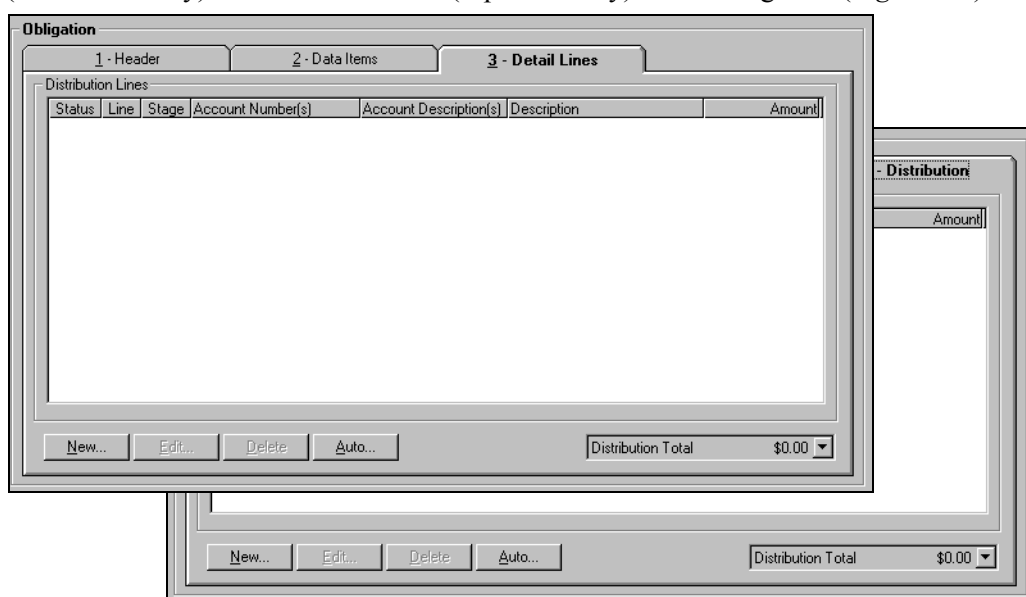


Figure 1.9—Detail Lines and Distribution Tabs

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"> The sub-stage folders (e.g., New, Transferred From) display only if they contain obligations.

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., Paid, Reconciled).</p> <ul style="list-style-type: none">• The subfolders (e.g., Paid, Reconciled) display only if they contain checks.• The only exception to this is the New Manual Checks subfolder. It always appears under each bank so that you can create manual checks.

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.

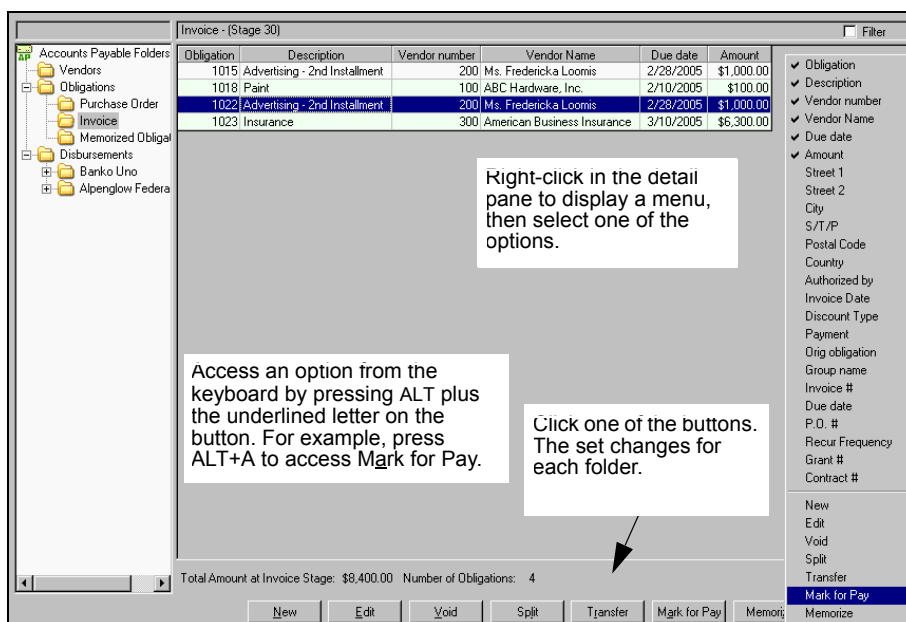


Figure 1.14—Folders

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*).

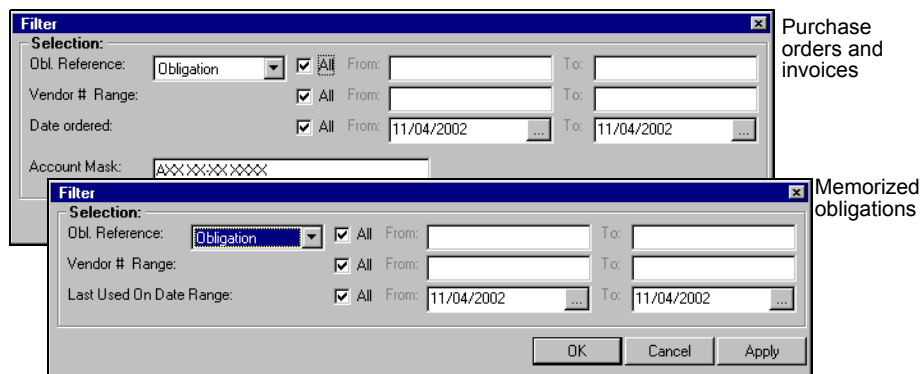


Figure 1.16—Filter Windows

- Complete the Filter window according to *Table 1.6*.

Table 1.6—Filter Options





Option	Description
Obl. Reference	<p>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).</p> <ul style="list-style-type: none"> 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. To select a single value, enter the appropriate alphanumeric text in both fields.
Vendor # Range	<p>By default, all vendors will be included in the filtered display (i.e., the All check box is selected).</p> <ul style="list-style-type: none"> 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. To select a single value, enter the number in both fields.
“Stage” Date	<p>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).</p> <ul style="list-style-type: none"> 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. To select a single value, enter the number in both fields. You can use the  button to select a date from the calendar.

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"> • 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. • To select a single value, enter the number in both fields. You can use the  button to select a date from the calendar. <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*).

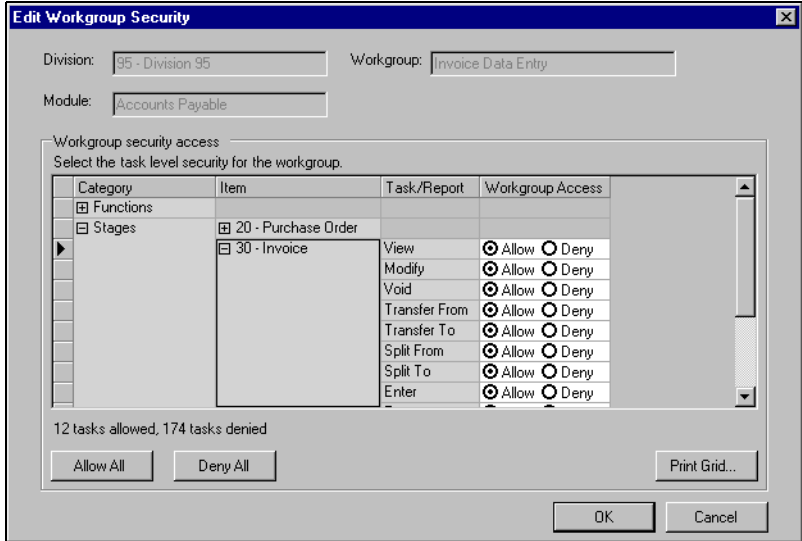


Figure 1.17—Security—Allowing Access to Stage 30 (Invoice)

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*).

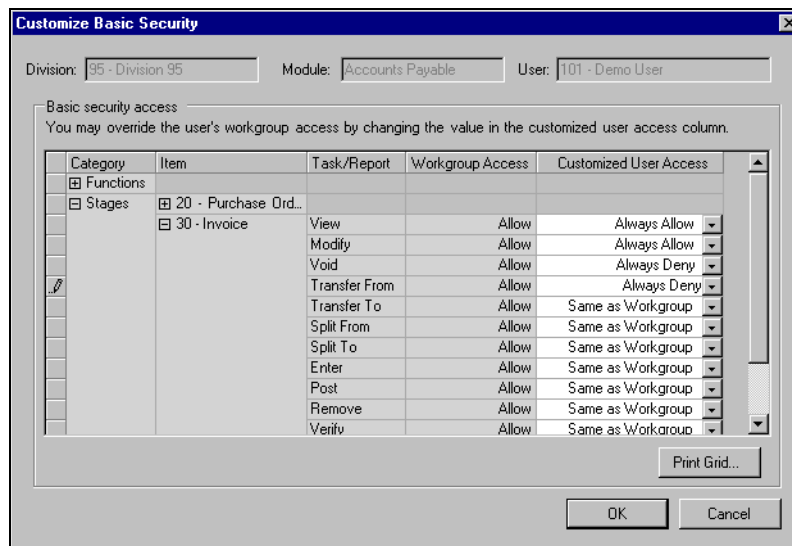


Figure 1.18—Security—Customizing Users Access to Stage 30 (Invoice)

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, a small font disclaimer states: "By using this software you agree to the terms of the American Fundware, Inc. Licensing Agreement." At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

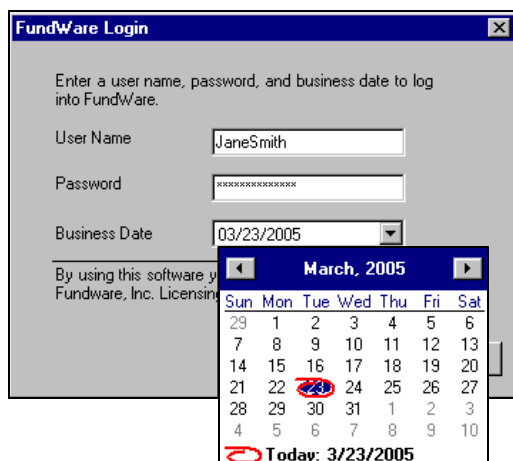
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

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.

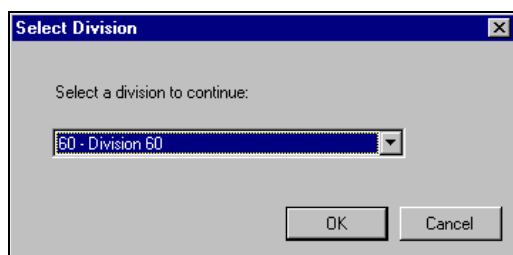
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

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.

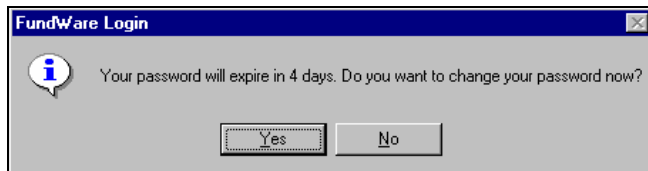
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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

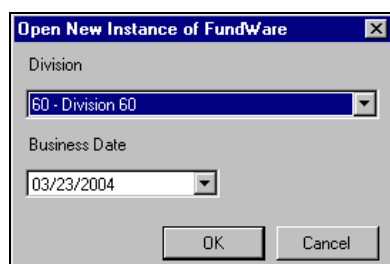
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

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.

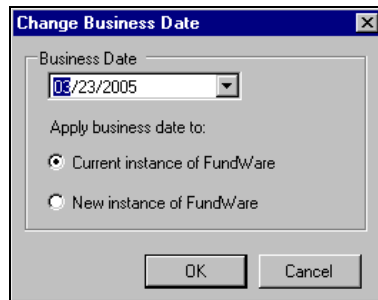
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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

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.

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.

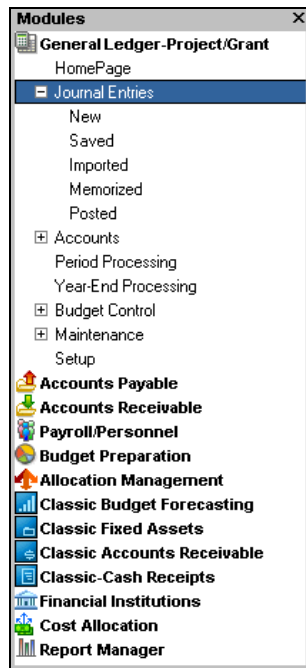
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as 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.

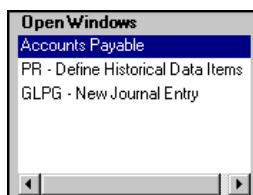


Figure 1.28—Open Windows Navigator

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.

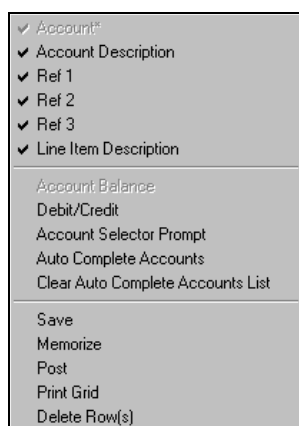
CUSTOMIZING YOUR DISPLAY

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.

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 (<http://www.blackbaud.com>) 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 OK	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@blackbaud.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> • Blackbaud Site ID • FundWare version number • Error message details
	Knowledgebase www.blackbaud.com	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> • Requires your license number and Blackbaud Site ID.

Table 1.8—Getting Support (Continued)

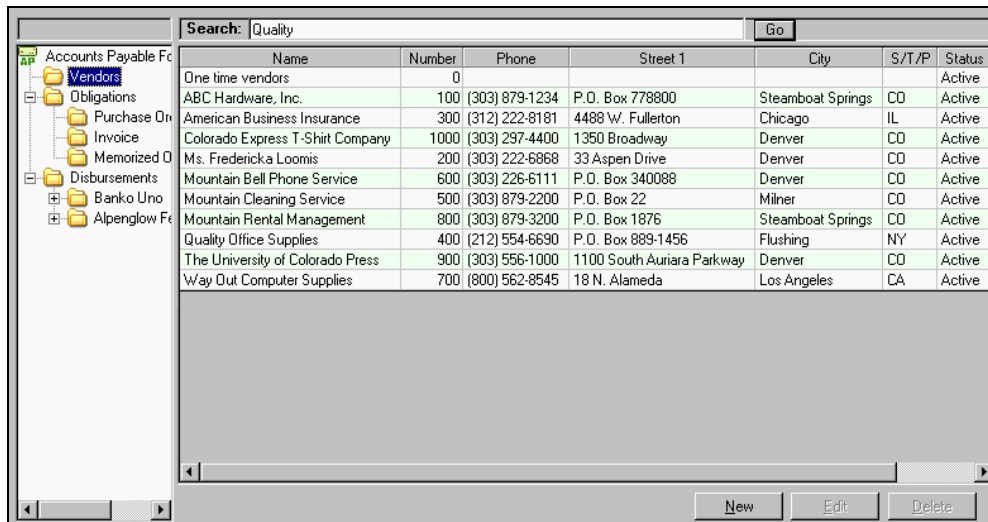
Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department. www.blackbaud.com	Contact us for more information on our training options: <ul style="list-style-type: none"> • Regionals—Classes from 1 to 5 days in length; held in cities around the country. • eClasses—Two- to three-hour classes offered over the Internet. • Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.
Product Management	www.blackbaud.com	Contact our Product Management department with any suggestions for improving FundWare.
All other information	www.blackbaud.com	Links are available for all other FundWare information including replacement software, user guides and software updates.

Blackbaud, Inc.
 6430 S. Fiddler's Green Circle, Suite 200
 Greenwood Village, CO 80111
 800-551-4458
 303-756-3030

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 Auraria 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).

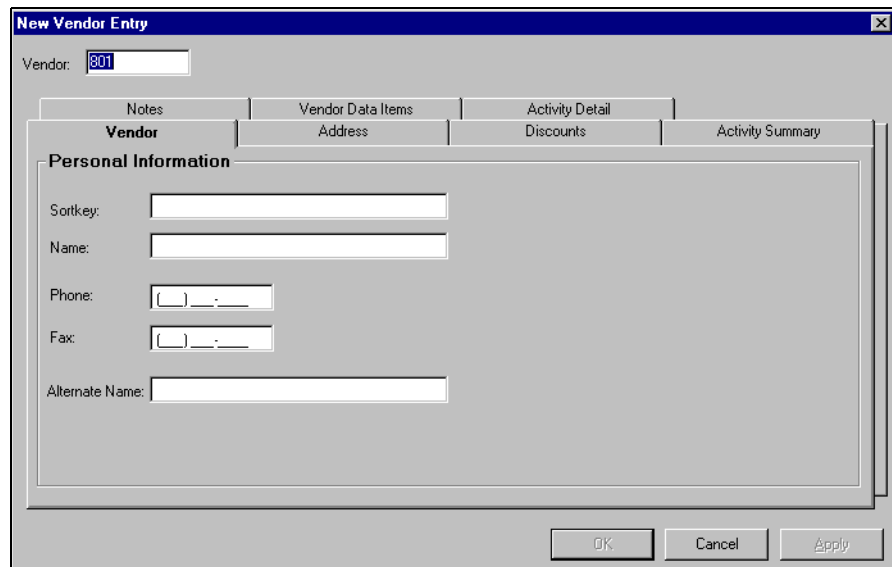


Figure 2.2—New Vendor Entry, Vendor Tab

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"> • 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.)

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"> • 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. • 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. • 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. • 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.
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"> • FundWare formats the numbers automatically.
Alternate Name	<p>Enter an Alternate Vendor Name (up to 35 alphanumeric characters).</p> <ul style="list-style-type: none"> • 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"> — If you enter an Alternate Name, AP will also print the Alternate Address even if there is no information in these fields. • 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.)

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 for a 'New Vendor Entry'. At the top, the 'Vendor' field contains the number '801'. Below this is a tabbed interface with four tabs: 'Notes Vendor', 'Address', 'Activity Detail Discounts', and 'Activity Summary'. The 'Address' tab is active. It is divided into two main sections: 'Main Address' and 'Alternate Address'. Each section contains the following fields: 'Street 1', 'Street 2', 'City' (with a search icon), 'S/T/P' (with a dropdown), 'Post' (with a dropdown), 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 active. Under the 'Notes' tab, there are five text input fields, each preceded by a label: 'Note 1', 'Note 2', 'Note 3', 'Note 4', and '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*).

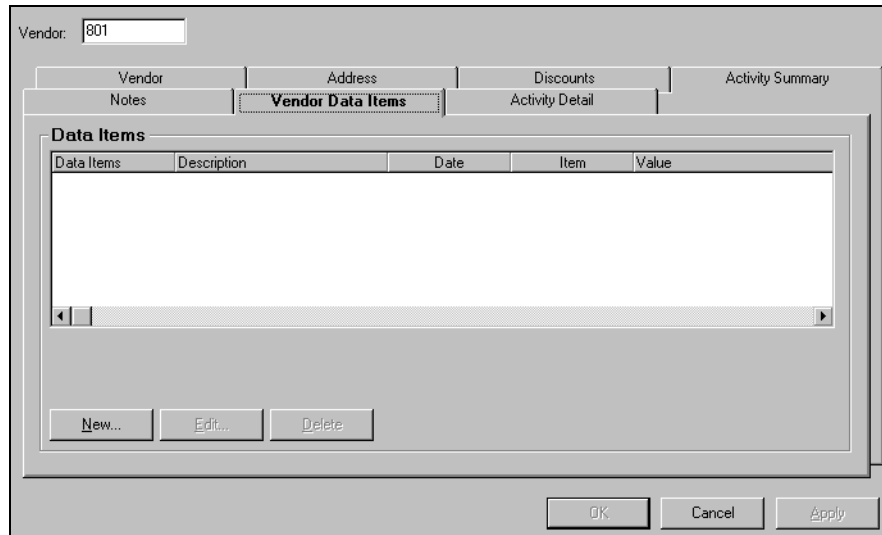


Figure 2.6—Vendor Data Items Tab

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

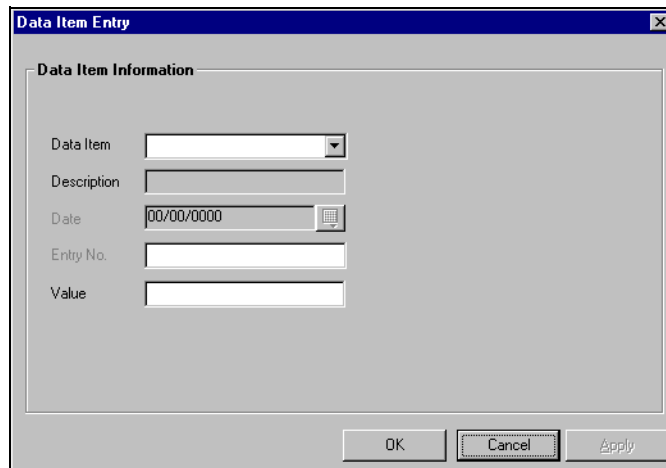


Figure 2.7—Example Data Item Entry

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).

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

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).

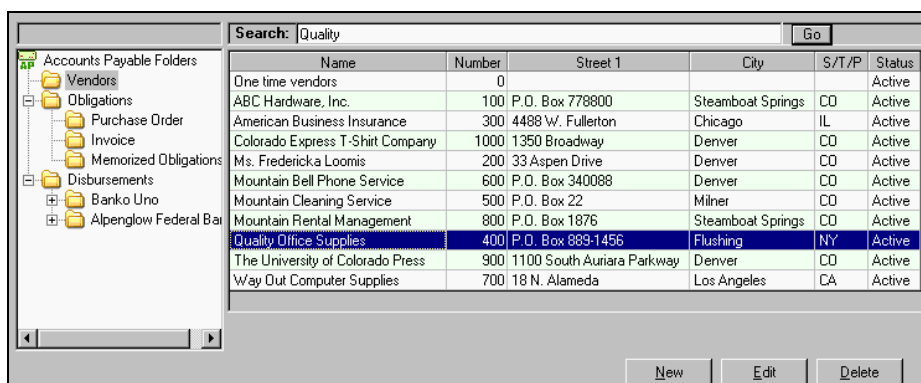


Figure 2.10—Search Results

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).

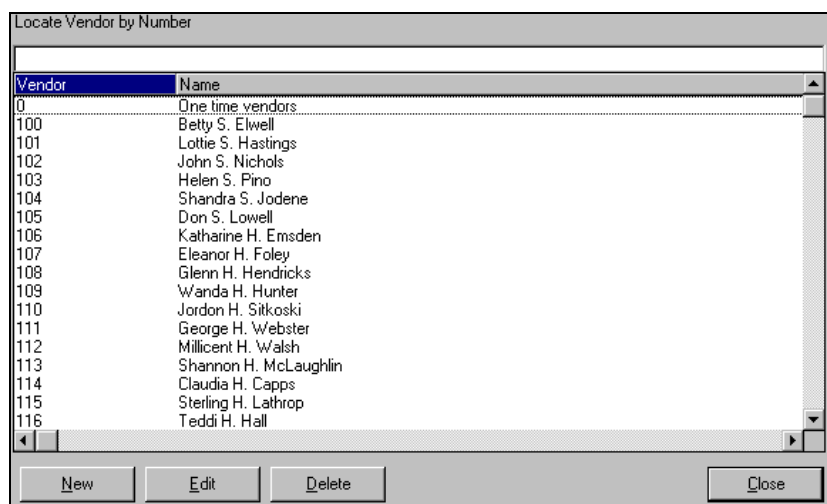


Figure 2.11—Vendor Maintenance Window

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*).

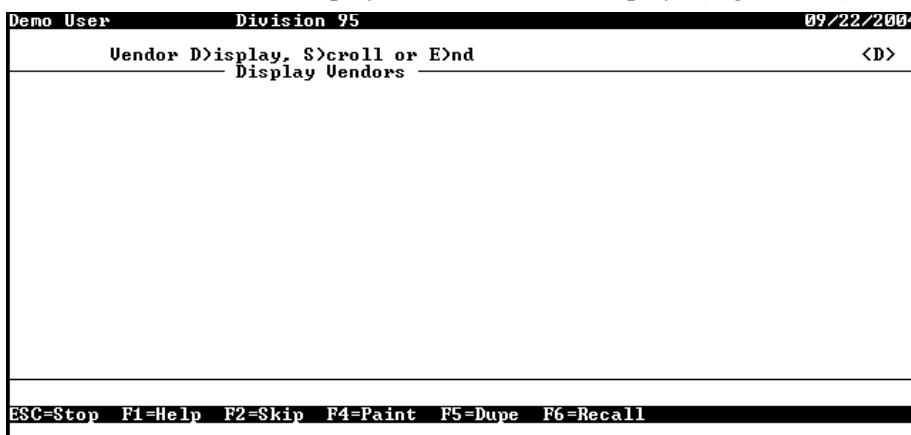


Figure 2.12—Display Vendors

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"> • Vendor—Displays the vendor record. • All obligations for vendor—Displays all obligations (paid and unpaid) for the selected vendor. Additional fields will display to filter results. • Unpaid obligations for vendor—Displays unpaid obligations for the selected vendor. Additional fields will display to filter results. • Paid obligations for vendor—Displays paid obligations for the selected vendor. Additional fields will display to filter results.

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 P=97-0023	01/10/98	01/11/98	P.O. 21,000.00	
1007	Advertising Contract P=97-0023,I=200	01/31/98	01/12/98	Recon 2,000.00	4002
1015	Advertising - 2nd Install	02/28/98	02/05/98	P.O. 1,000.00	
1015	Advertising - 2nd Install P=97-0023,I=A-1300	02/28/98	02/11/98	Inv 1,000.00	
1020		02/10/98	02/10/98	Paid 200.00	7000
1022	Advertising - 2nd Install I=A-1300	02/28/98	02/11/98	Inv 1,000.00	
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*).

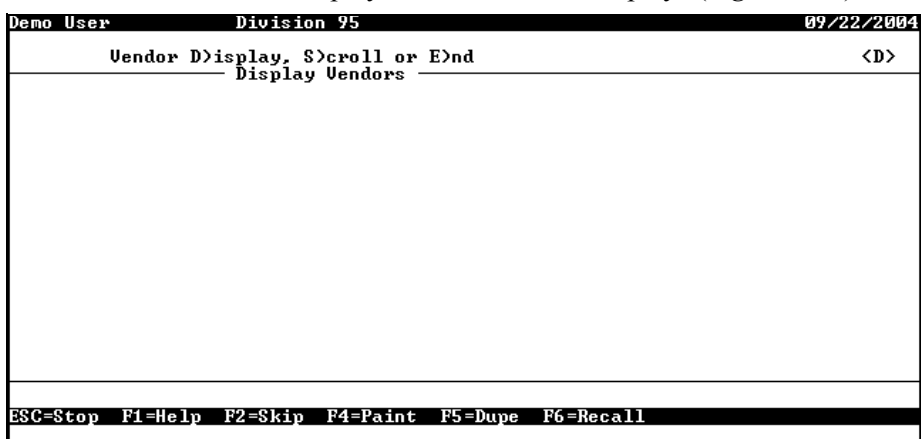


Figure 2.14—Display Vendors

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. There are two rows of data items.

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

Below the table are three buttons: 'New...', 'Edit...', and 'Delete'.

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.

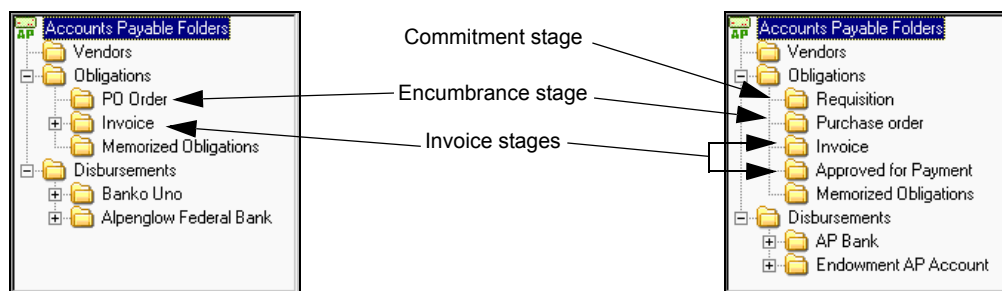


Figure 3.1—Commitment, Encumbrance, and Invoice Stages for Division 95 and 96

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	Create a new obligation. <ul style="list-style-type: none"> • Available if the Allow Enter setting in field 6 of the stage definition is “Y.” • When you save your entries, FundWare stores the obligation in a temporary subfolder for the stage called New. This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).
Edit	Edit an existing obligation. <ul style="list-style-type: none"> • Available if the Allow Modify setting in field 6 of the stage definition is “Y.” • When you save your changes, FundWare stores the obligation in a temporary subfolder for the stage called Edited. This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order).
Void	Remove an obligation. <ul style="list-style-type: none"> • Available if the Allow Cancel setting in field 6 of the stage definition is “Y.” • When you void an obligation, FundWare stores the file in a temporary subfolder for the stage called Voided. This allows you to ensure that the obligation should be removed before posting. (In this case, posting will complete the void process.) <p>Note: 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 Activity Detail tab of the vendor record.</p>
Transfer	Transfer an obligation to another stage. <ul style="list-style-type: none"> • Available if the Allow Transfer setting in field 6 of the stage definition is “Y.” • When you transfer an obligation, FundWare stores the file in a temporary subfolder for the stage called Transferred from [original stage] (e.g., Transferred from Requisition). This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order). <p>Note: 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"> • Available if the Allow Split setting in field 6 of the stage definition is “Y.” • When you split an obligation, FundWare stores the new obligation in a temporary subfolder for the stage called Split from [original stage] (e.g., Split from Requisition). This allows you to review the obligation before posting to the stage folder (e.g., Purchase Order). • 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"> — 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 Split from subfolder, the original obligation, reflecting the remainder of the balance, returns to the original stage folder.
Memorize	<p>Memorize the current obligation.</p> <ul style="list-style-type: none"> • When you memorize an obligation, you must enter a 5-character name for the memorized obligation. • The current obligation remains in the stage folder and a “template” of the obligation is saved to the Memorized Obligations folder.
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"> • Only available at the Ready for Pay stage, defined in field 3 of the Extended Setup parameter. • When you mark an obligation for pay, FundWare stores the file in a temporary subfolder for the financial institution account called New Mark. This allows you to review the obligation before posting to the Marked for Pay folder (e.g., Purchase Order).

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

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"> • If the obligation is new, FundWare removes it completely from the system. • 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"> — You have a \$1,000 obligation at stage 20. — You split the obligation, transferring \$400 to stage 30. The remaining \$600 obligation is concealed as long as the \$400 obligation is in the Transferred from subfolder. — When you remove the new \$400 obligation from the Transferred from subfolder, the original \$1,000 obligation returns to the stage 20 folder.
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"> • 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).

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

Total Amount at Purchase Order Stage: \$38,567.00 Number of Obligations: 6

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).

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
Vendor	
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"> • You can use the Vendor Selector button () to locate a vendor. See <i>Using the Vendor Selector</i> on page 2.84 for instructions. • 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. • 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. <p>If this is a one-time vendor: Enter 0 and fill in the remaining fields:</p> <ul style="list-style-type: none"> • Name • Street 1 and 2 • City • S/T/P • Postal Code • Country
Description	
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"> • Field 2 (Obligation desc) of the check format definition allows you to print Line 1 on the check stub. • Additional lines cannot be printed on the check stub.
Other	
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"> • “Authorized by” is the FundWare default used by many organizations. • The label for this field is defined in field 3 (History desc) of the stage definition.
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"> • The label for this field is defined in field 4 (Date desc) of the stage definition.

Table 3.3—Separate Entry, Header Tab (Continued)

Option	Definition
Payment	
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"> • 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"> — 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: <ul style="list-style-type: none"> — Belong to the Smith Paper Company, and — Have the check box deselected. <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>Note: This option is disabled for one-time vendors.</p>
Discount	
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"> • If you select Percent of Total or Flat Amount, additional fields will display. • 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. <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"> • Displayed if you select Percent of Total from the Type drop-down menu.
Flat Amount	<p>Enter the dollar amount of the vendor discount.</p> <ul style="list-style-type: none"> • Displayed if you select Flat Amount from the Type drop-down menu.

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"> • 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"> — Note: 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. • Displayed if you select Percent of Total and Flat Amount from the Type drop-down menu. • If you have defined a default number of days for the vendor, FundWare calculates the Discount Date.



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 OK , 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"> • If you do not enter a decimal, a whole number is assumed. • If you enter a decimal point, you can enter up to 6 places after the point.
Unit Desc.	Enter a description of the unit (e.g., box, ream) (up to 5 alphanumeric characters). <ul style="list-style-type: none"> • FundWare does not use this information in any calculations.
Unit Price	Enter the price per unit (up to 15 numeric characters). <ul style="list-style-type: none"> • If you do not enter a decimal, a whole number is assumed. • If you enter a decimal point, you can enter up to 6 places after the point.
Amount	FundWare calculates the dollar amount based on the Quantity and Unit Price. <ul style="list-style-type: none"> • 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. • This field must be populated with a dollar amount, either calculated by FundWare or entered by the user (up to 9 numeric characters).

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*).

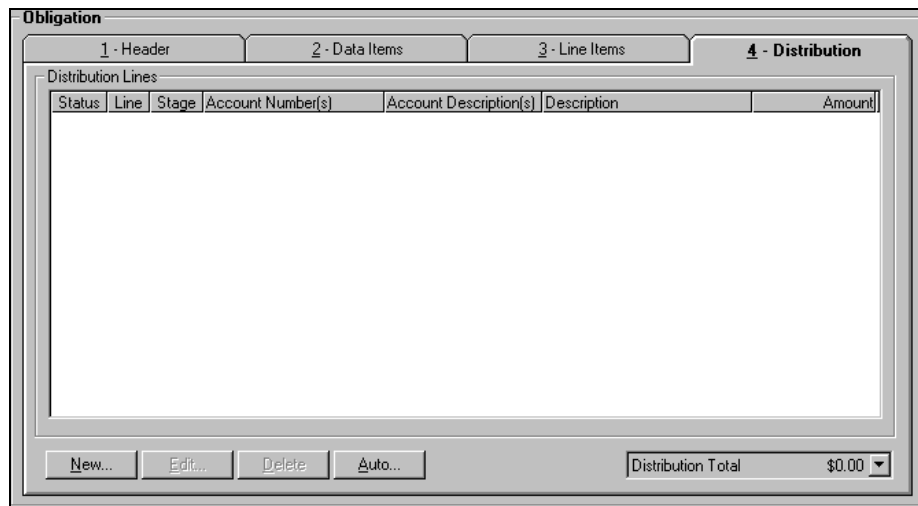


Figure 3.7—Separate Entry—Distribution Tab

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

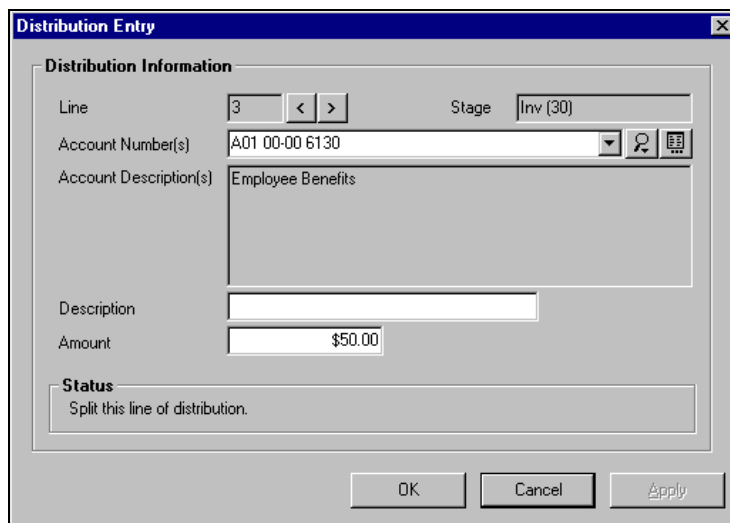


Figure 3.8—New Distribution Entry



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.)

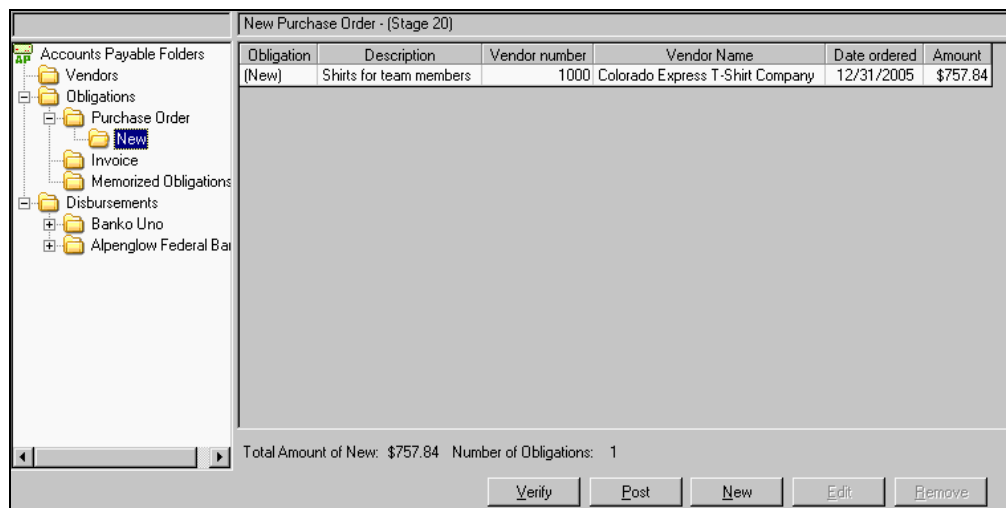


Figure 3.9—Purchase Orders > New Subfolder

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.

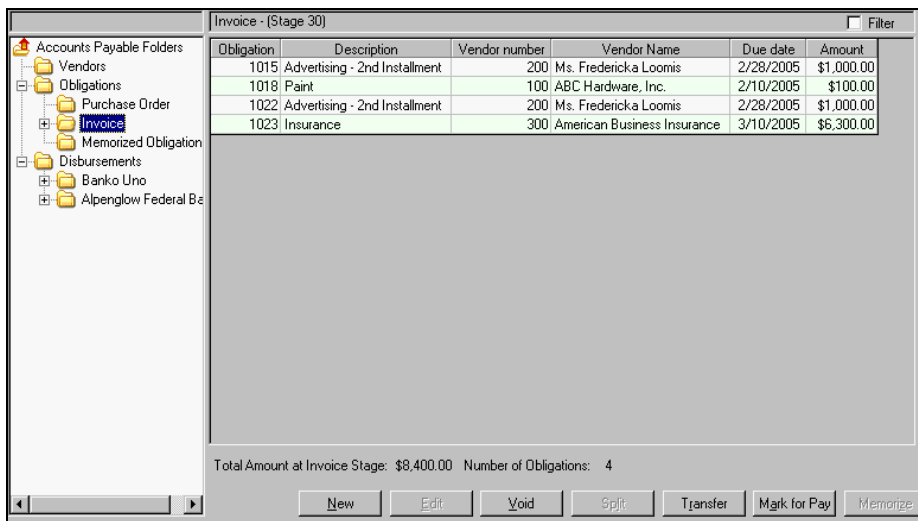


Figure 3.10—Creating New Obligations

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 section for "Obligation" with a dropdown menu set to "(New)". Below this is another "Obligation" section containing three tabs: "1 - Header", "2 - Data Items", and "3 - Detail Lines". The "1 - Header" tab is active and contains several sub-sections:

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

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						
Vendor							
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"> • You can use the Vendor Selector button  to locate a vendor. See <i>Using the Vendor Selector</i> on page 2.84 for instructions. • 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. • 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. <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						
Description							
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"> • Field 2 (Obligation desc) of the check format definition allows you to print Line 1 the check stub. • Additional lines cannot be printed on the check stub. 						
Other							
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"> • “Authorized by” is the FundWare default used by many organizations. • The label for this field is defined in field 3 (History desc) of the stage definition. 						
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"> • The label for this field is defined in field 4 (Date desc) of the stage definition. 						

Table 3.5—Combined Entry, Header Tab (Continued)

Option	Definition
Payment	
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"> • 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"> — 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: <ul style="list-style-type: none"> — Belong to the Smith Paper Company, and — Have the check box deselected. <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>Note: This option is disabled for one-time vendors.</p>
Discount	
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"> • If you select Percent of Total or Flat Amount, additional fields will display. • 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. <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"> • Displayed if you select Percent of Total from the Type drop-down menu.
Flat Amount	<p>Enter the dollar amount of the vendor discount.</p> <ul style="list-style-type: none"> • Displayed if you select Flat Amount from the Type drop-down menu.

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"> • 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"> — Note: FundWare is looking at the Mark for Pay date, not the check date. • Displayed if you select Percent of Total and Flat Amount from the Type drop-down menu. • If you have defined a default number of days for the vendor, FundWare calculates the Discount Date.

- 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

- 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.

- 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.

- 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"> • If you do not enter a decimal, a whole number is assumed. • If you enter a decimal point, you can enter up to 6 places after the point.
Unit Desc.	Enter a description of the unit (e.g., box, ream) (up to 5 alphanumeric characters). <ul style="list-style-type: none"> • FundWare does not use this information in any calculations.
Unit Price	Enter the price per unit (up to 15 numeric characters). <ul style="list-style-type: none"> • If you do not enter a decimal, a whole number is assumed. • If you enter a decimal point, you can enter up to 6 places after the point.
Amount	FundWare calculates the dollar amount based on the Quantity and Unit Price. <ul style="list-style-type: none"> • 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. • This field must be populated with a dollar amount, either calculated by FundWare or entered by the user (up to 9 numeric characters).

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.)

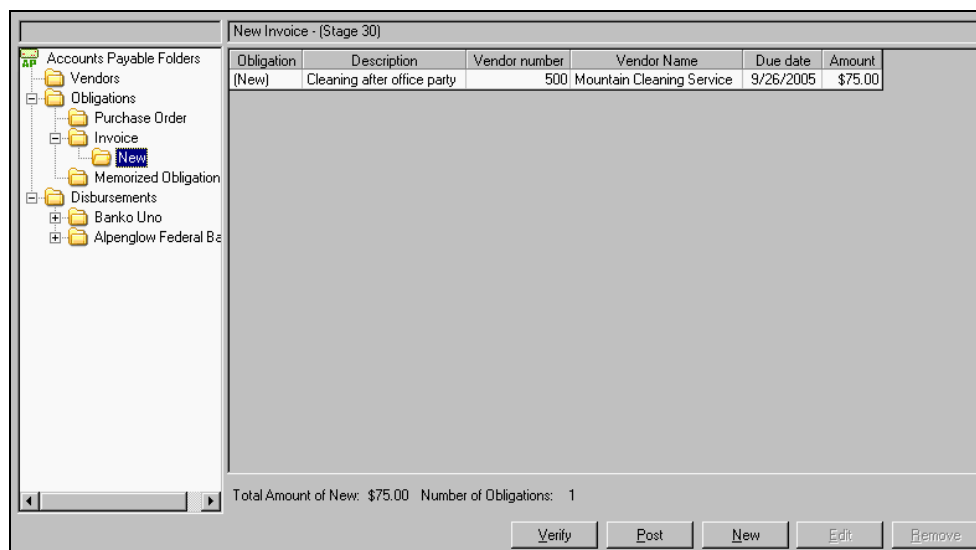


Figure 3.15—Invoice > New Subfolder

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:

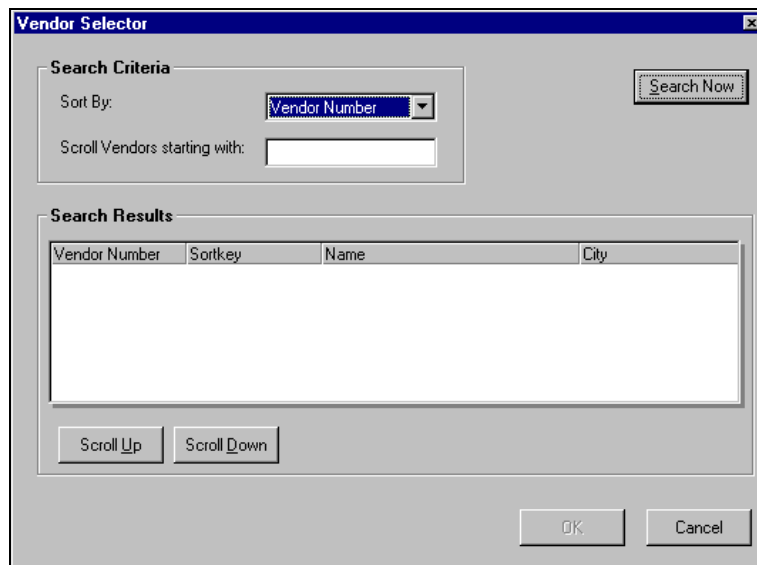
- The Vendor Selector can assist you to find a vendor.
- Vendor Maintenance allows you to add a vendor while you are entering an obligation.
- When you do not want to enter a record for a vendor, you can use the One-Time Vendor to enter the obligation.
- The .VPAYMENT vendor data item allows you to determine 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". It has a "Search Criteria" section with a "Sort By:" dropdown menu set to "Sortkey" and a "Scroll Vendors starting with:" text box 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).

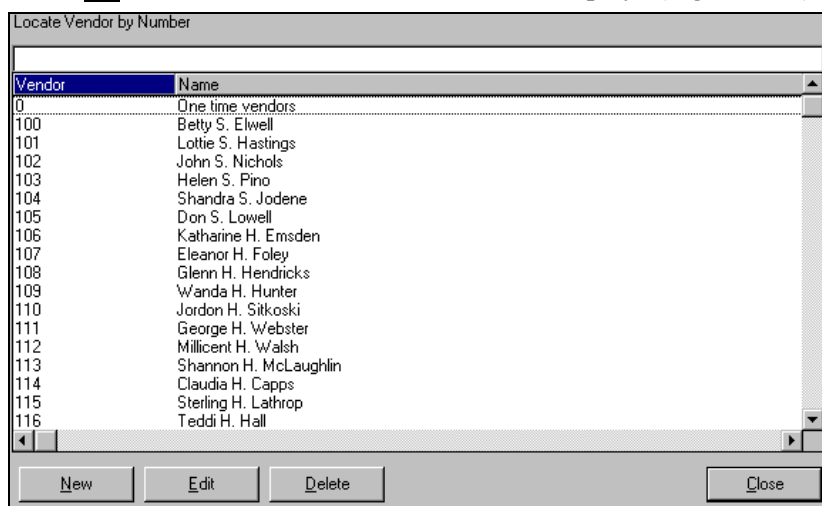


Figure 3.18—Vendors Maintenance Window

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*).

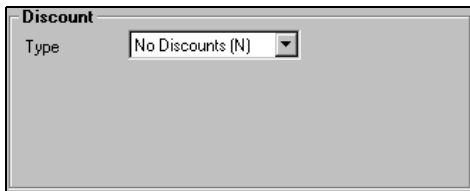


Figure 3.19—Discount Type Field

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 (headers)
- Vendor, Address, Discounts, Activity Summary (sub-headers)
- Discounts** section:
 - Discounts given by Vendor:
 - Percentage:
 - Days:
 - Net Days:

The foreground window is the 'Obligation' tab, which includes the following fields:

- 1 - Header, 2 - Data Items, 3 - Detail Lines (sub-headers)
- Vendor** section:
 - Number:
 - Name:
 - Street 1:
 - Street 2:
 - City:
 - S/T/P: Postal Code:
 - Country:
- Description** section:
 - Line 1:
- Other** section:
 - Total Amount:
 - Authorized by:
 - Invoice Date:
 - Due date:
- Payment** section:
 - Separate check for this obligation
- Discount** section:
 - Type:
 - Percent:
 - Use Discount Date?
 - Date:

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 from the FundWare software. The background window is titled 'Discounts' and shows a 'Vendor' field with the value '800'. Below this, there are four tabs: 'Notes', 'Vendor Data Items', 'Activity Detail', and 'Discounts'. The 'Discounts' tab is active, showing a 'Discounts given by Vendor' checkbox (unchecked), a 'Percentage' field with '0.00', a 'Days' field with '0', and a 'Net Days' field with '10'. The foreground window is titled 'Obligation' and has three tabs: '1 - Header', '2 - Data Items', and '3 - Detail Lines'. The '1 - Header' tab is active, showing a 'Vendor' section with fields for '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). To the right of the 'Vendor' section is an 'Other' section with fields for 'Total Amount' (\$0.00), 'Authorized by', 'Invoice Date', and 'Due date' (08/13/2004). Below the 'Other' section is a 'Payment' section with a checkbox for 'Separate check for this obligation' (unchecked). At the bottom of the 'Obligation' window is a 'Discount' section with a 'Type' dropdown menu set to 'Flat Amount (A)', a 'Flat Amount' field with '\$0.00', a checkbox for 'Use Discount Date?' (unchecked), and a 'Date' field.

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 (� 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).

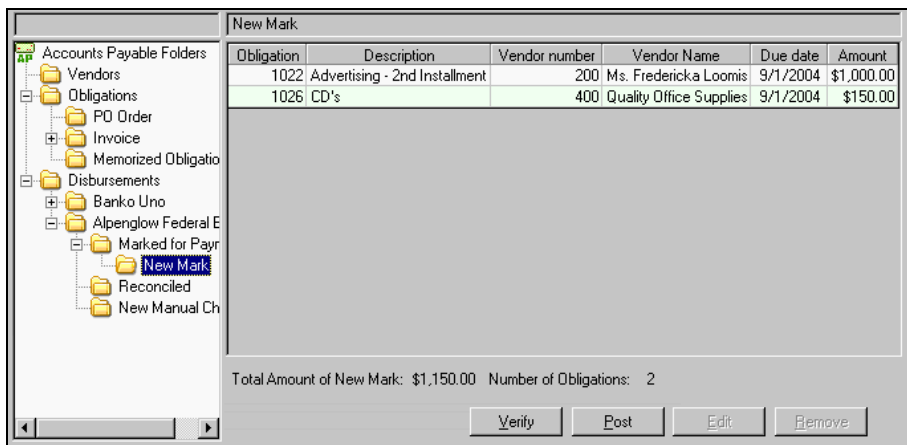


Figure 3.26—New Mark Folder

- 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).

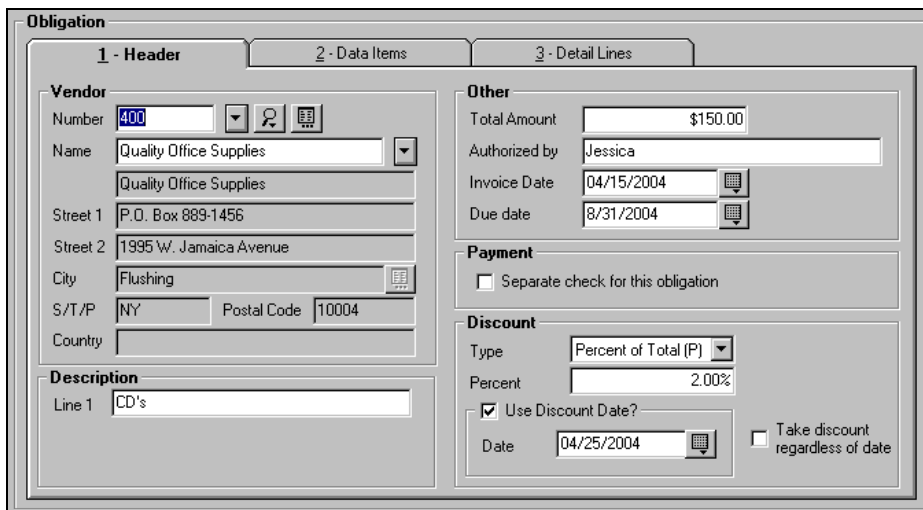


Figure 3.27—Take Discount Regardless of Date

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*).

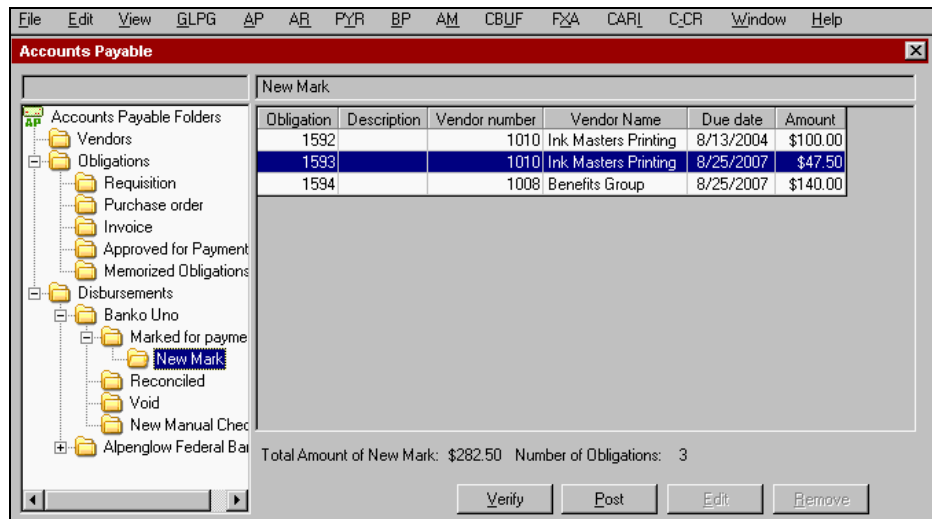


Figure 3.28—Discount Applied to Invoice

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.

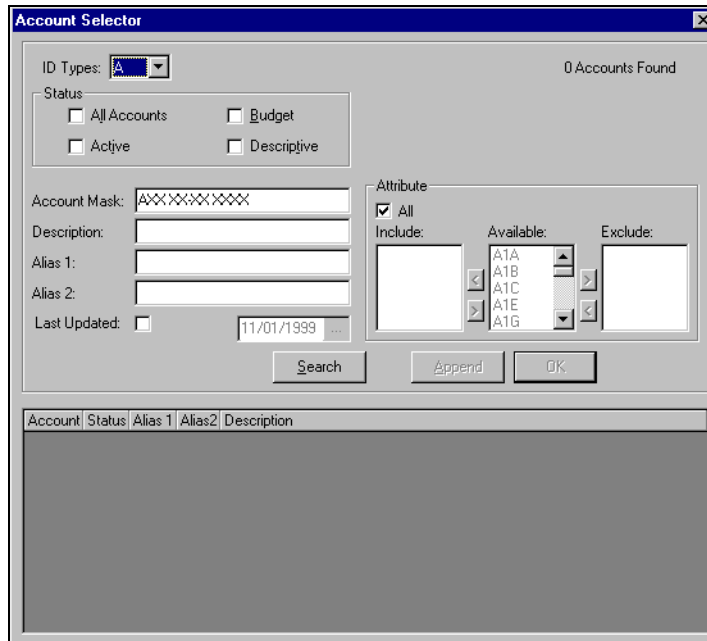



Figure 3.30—Account Selector

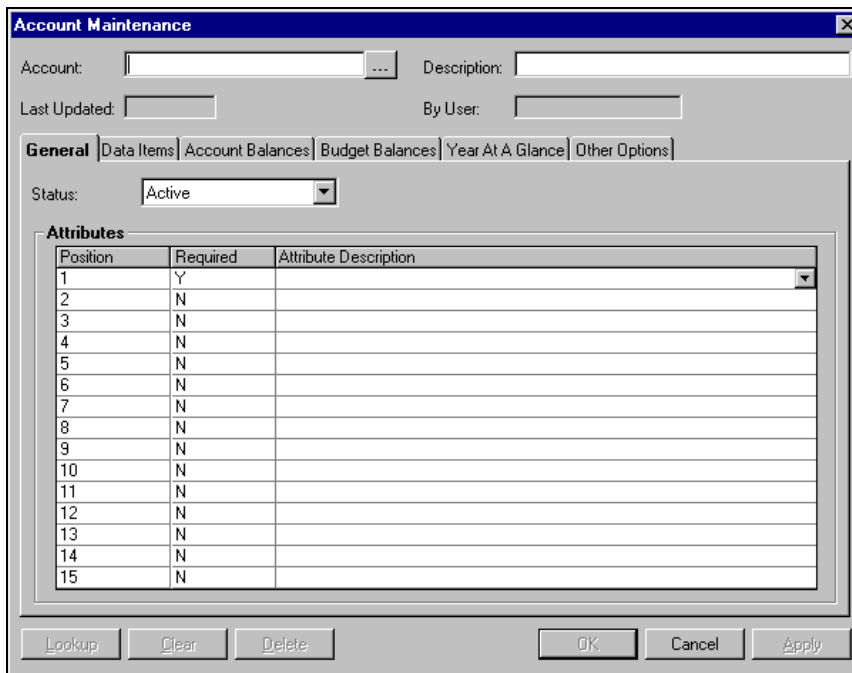
Use the following steps to filter accounts with the Account Selector.

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*).



Account Maintenance

Account: ... Description:

Last Updated: By User:

General | Data Items | Account Balances | Budget Balances | Year At A Glance | Other Options

Status:

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	

Lookup Clear Delete OK Cancel Apply

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.

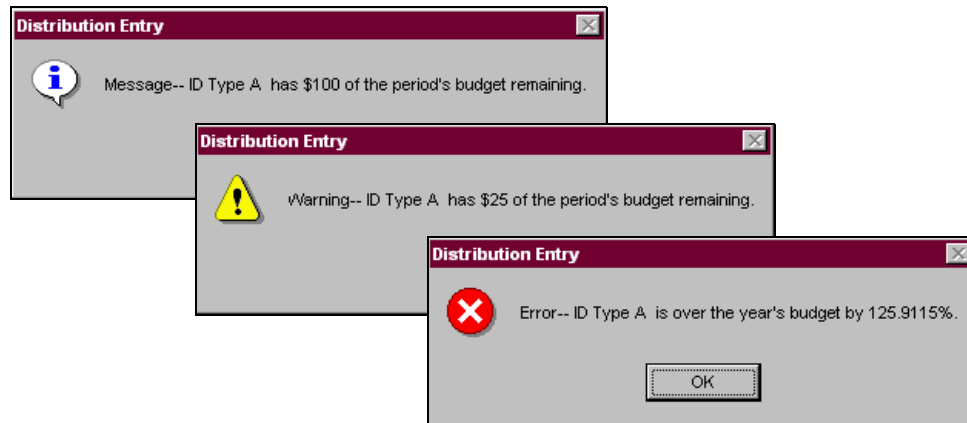


Figure 3.34—Budget Control Messages

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	

Account Obligation Vendor

Print Portrait Landscape Close

Division: Division 95 User: 101 30 - Invoice NEW

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.

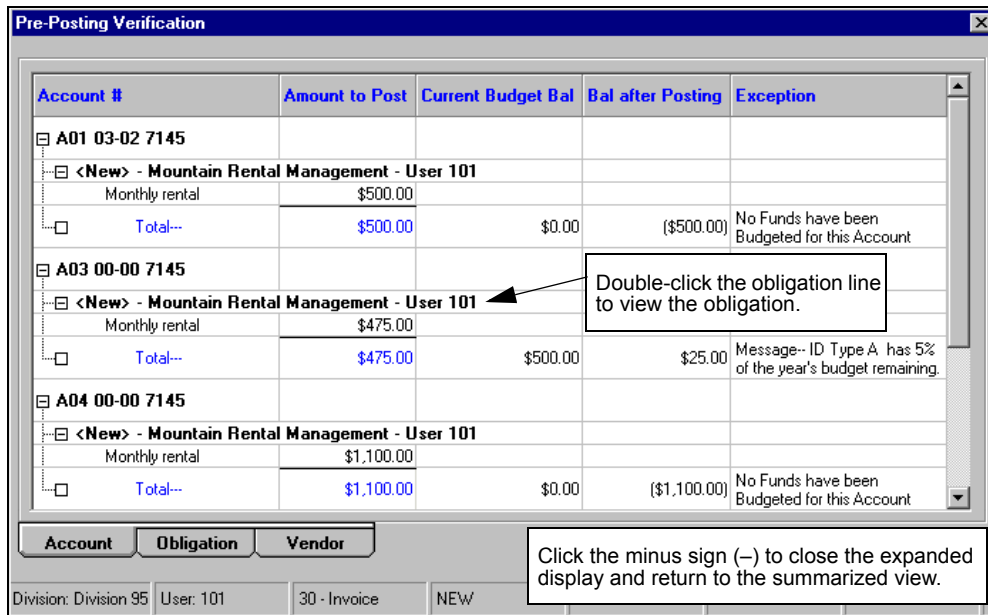


Figure 3.37—Pre-Posting Verification—Account Tab Expanded

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), Postal Code (80477), and Country.
- Other:** Total Amount (\$475.00), Authorized by, Invoice Date, and Due date (10/18/2004).
- Payment:** A checkbox for "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).

The screenshot displays two overlapping windows from the FundWare software. The top window, titled "Pre-Posting Verification", contains a table with the following data:

Account #	Amount to Post	Current Budget Balance	Balance after Posting	Exception
A01 01-00 7910	\$500.00			
A04 00-00 7140	\$100.00			

The bottom window, titled "New Purchase Order Entry (Stage 20)", shows the following fields:

- Obligation:** (New)
- 1 - Header:**
 - Vendor:** Number: 100, Name: ABC Hardware, Inc., Street 1: P.O. Box 778800, Street 2: 15 E. Lincoln Avenue, City: Steamboat Springs, S/T/P: CO, Postal Code: 80477.
 - Other:** Total Amount: \$500.00, Authorized by: [blank], Invoice Date: 04/11/2005, Date ordered: 04/12/2005.
 - Payment:** Separate check for this obligation.
 - Discount:** Type: Percent of Total (P), Percent: 2.00%, Use Discount Date?, Date: 04/12/2000.
- Description:** Line 1: [blank]

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).

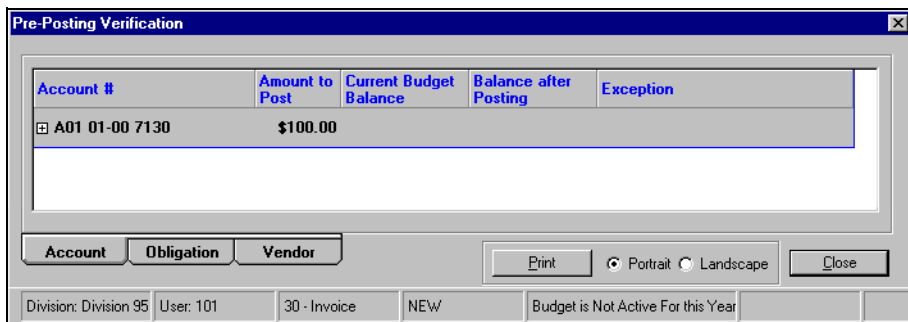


Figure 3.40—Verify—Account Tab Showing the Difference

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.

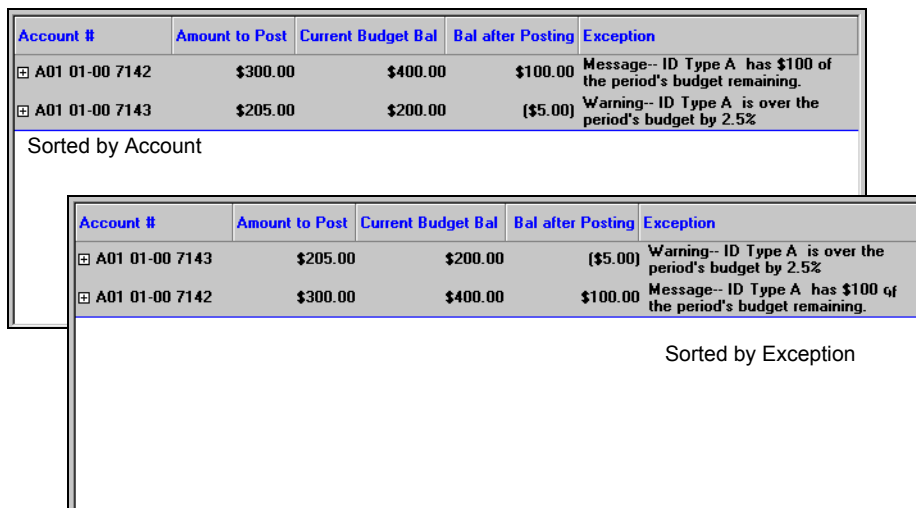


Figure 3.41—sorting the Pre-Posting Verification Entries

- 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
Mountain Rental Management - 800	\$4,075.00						
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	
Total	\$4,075.00						

Account Obligation Vendor

Print Portrait Landscape Close

Division: Division 95 User: 101 30 - Invoice NEW

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*).

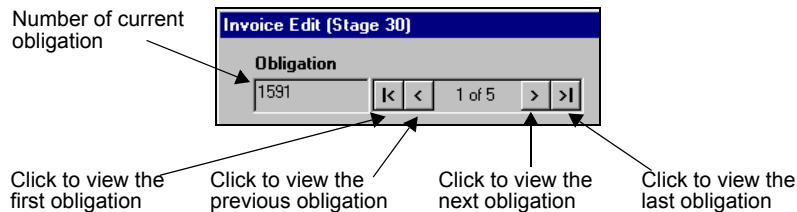


Figure 3.44—Next Obligation

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*).

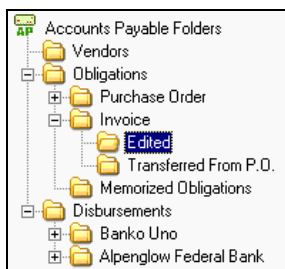


Figure 3.45—Example Edited Subfolder



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

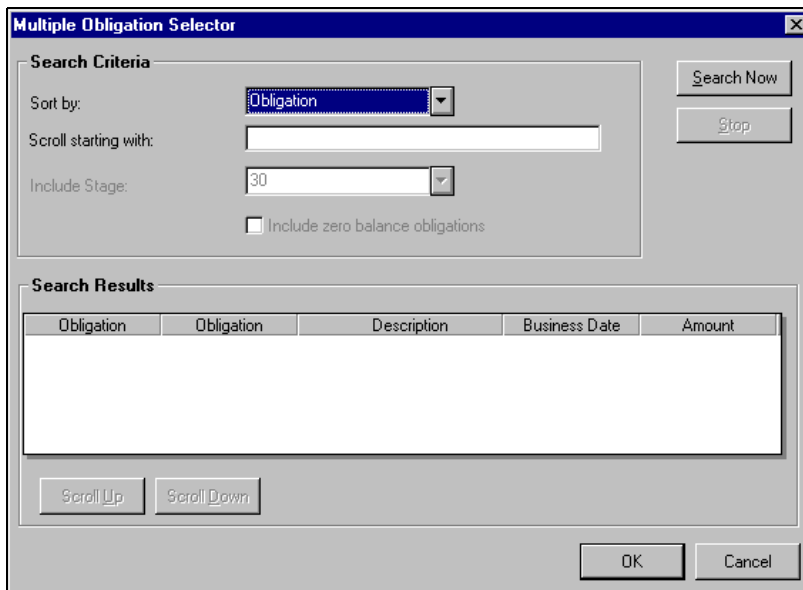
4. Complete the History note field, as necessary (up to 30 alphanumeric characters). FundWare enters this information in the History desc field on the obligation when you complete the transfer process.

 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.

8. 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 the following fields: "Sort by:" set to "Obligation", "Scroll starting with:" (empty), "Include Stage:" 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 table contains five rows of data. At the bottom are "Scroll Up", "Scroll Down", "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 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.

9. Select the obligations.
10. 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 3.49).

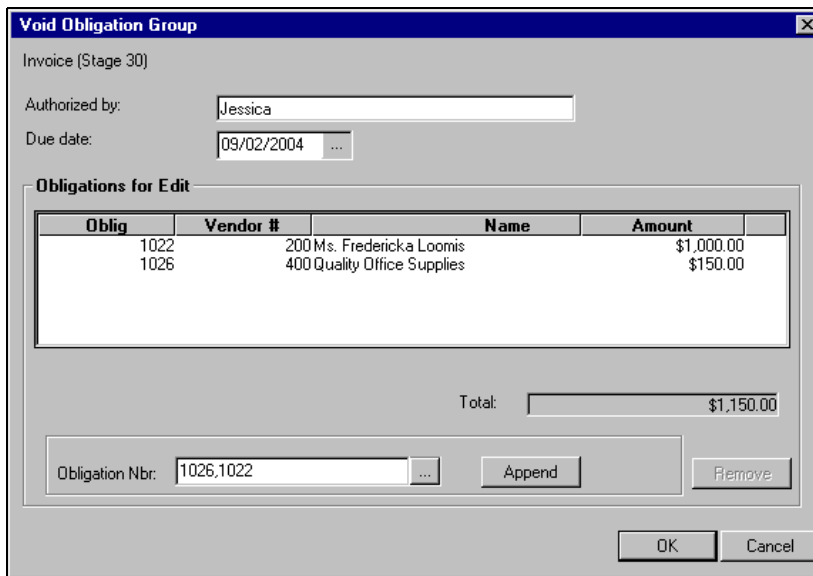


Figure 3.49—Obligation Added to the Void Obligation Group



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).

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

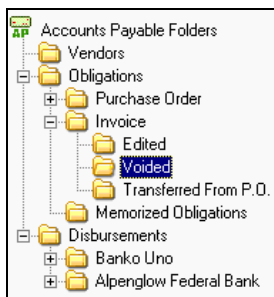


Figure 3.50—Example Voided Subfolder

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*).

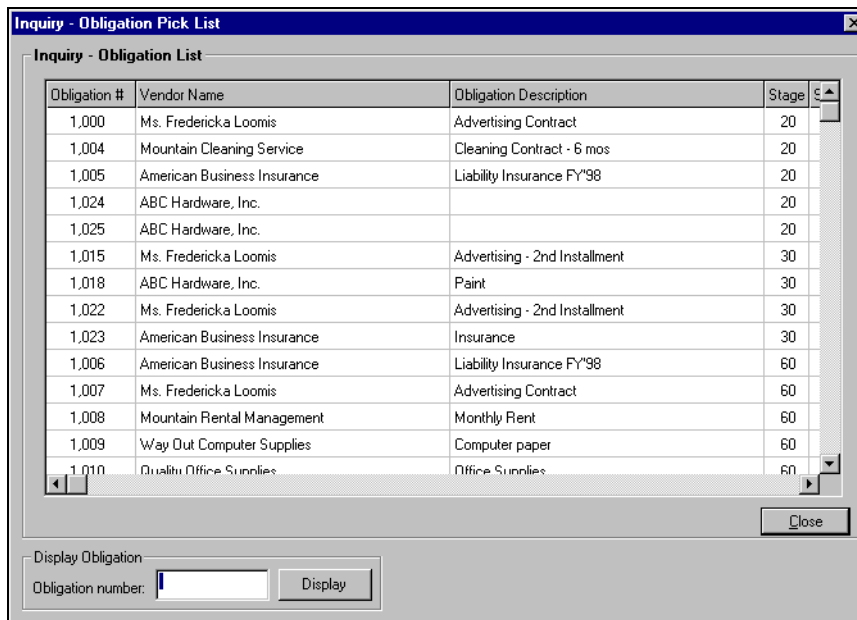


Figure 3.52—Inquiry - Obligation Pick List

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*).

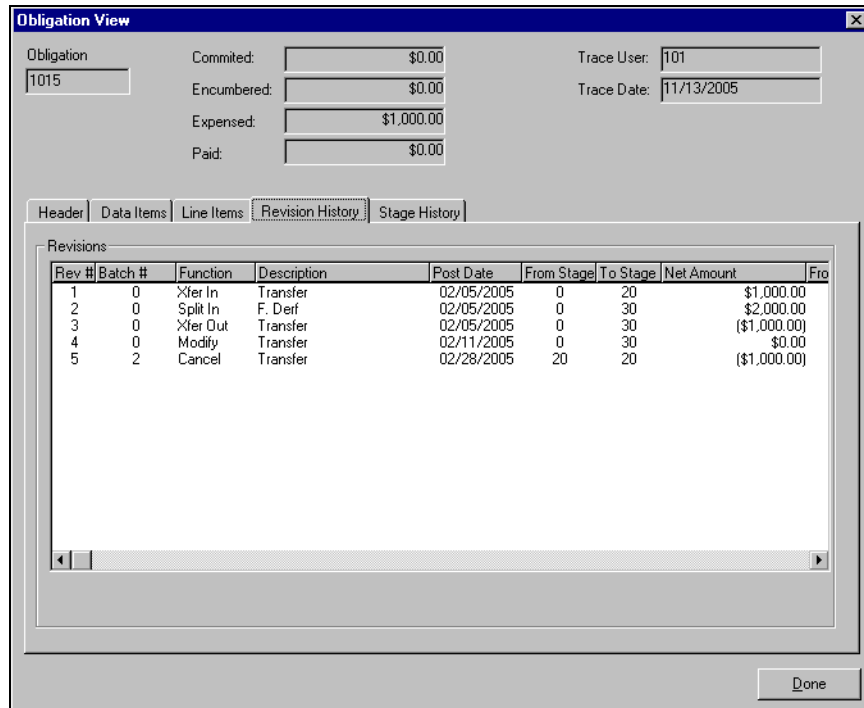


Figure 3.53—Obligation View

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.

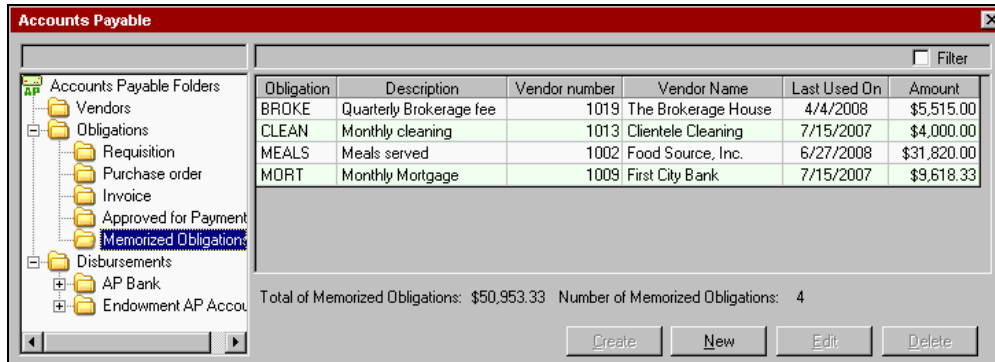


Figure 3.54—Memorized Obligations Folder

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*).

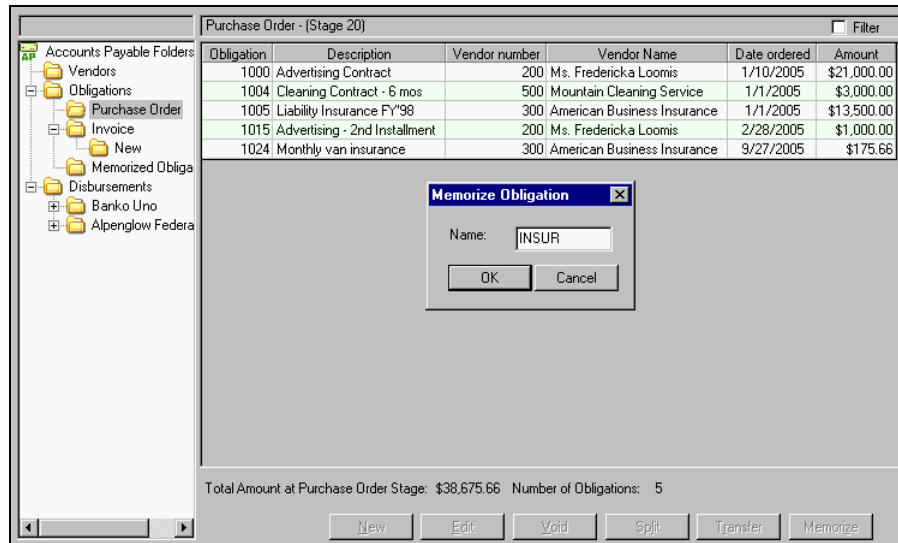


Figure 3.55—Memorizing Obligations

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*).

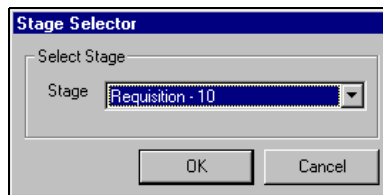


Figure 3.57—Stage Selector

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.

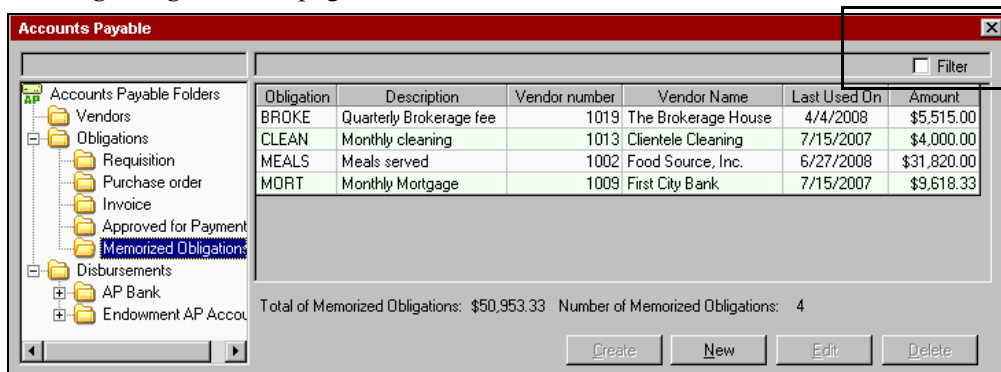


Figure 3.58—Memorized Obligations Filter Option

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.

CHAPTER 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 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 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*).

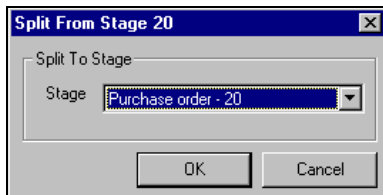


Figure 4.7—Split to Stage

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, there are four tabs: "1 - Header", "2 - Data Items", "3 - Detail Lines", and "4 - Distribution". The "1 - Header" tab is active. It contains several sections: "Vendor" with fields for Number, Name, Street 1, Street 2, City, S/T/P, and Country; "Other" with fields for Total Amount (\$0.00), Authorized by, Invoice Date, and Due date (09/26/2005); "Payment" with a checkbox for "Separate check for this obligation"; and "Discount" with a dropdown menu set to "No Discounts (N)". A "Description" section at the bottom left has a "Line 1" field. At the bottom of the window are buttons for "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.

- 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).

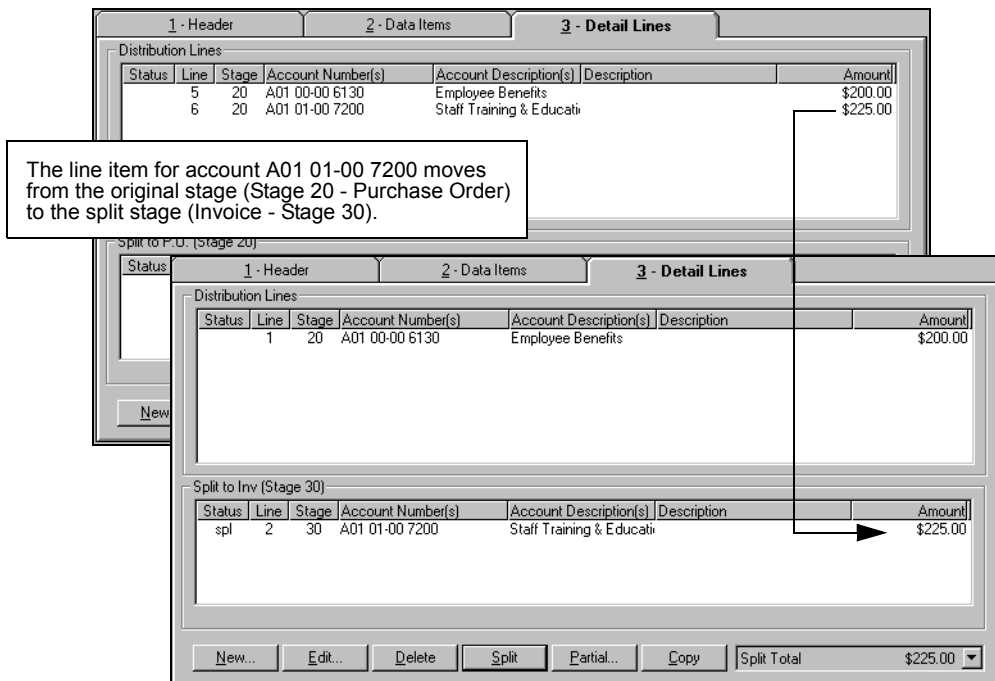


Figure 4.10—Splitting an Entire Line Item

- 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*).

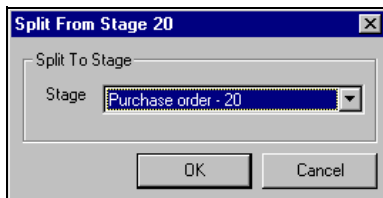


Figure 4.14—Split to Stage

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" 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, there are buttons for "New", "OK", "Cancel", and "Apply".

Figure 4.15—Header Tab

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

Status	Line	Description	Stock Nbr	Quantity	Units	Unit Price	Amount
	1	Shirts	15228	25.00		\$15,000	\$375.00
	2	Logo on shirts	17798	25.00		\$2,000	\$50.00

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

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

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).

Status	Line	Description	Stock Nbr	Quantity	Units	Unit Price	Amount
	1	Shirts	15228	25.00		\$15,000	\$375.00

Status	Line	Description	Stock Nbr	Quantity	Units	Unit Price	Amount
spl	2	Logo on shirts	17798	25.00		\$2,000	\$50.00

New... Edit... Delete Split Partial... Copy Split Total \$50.00

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.)

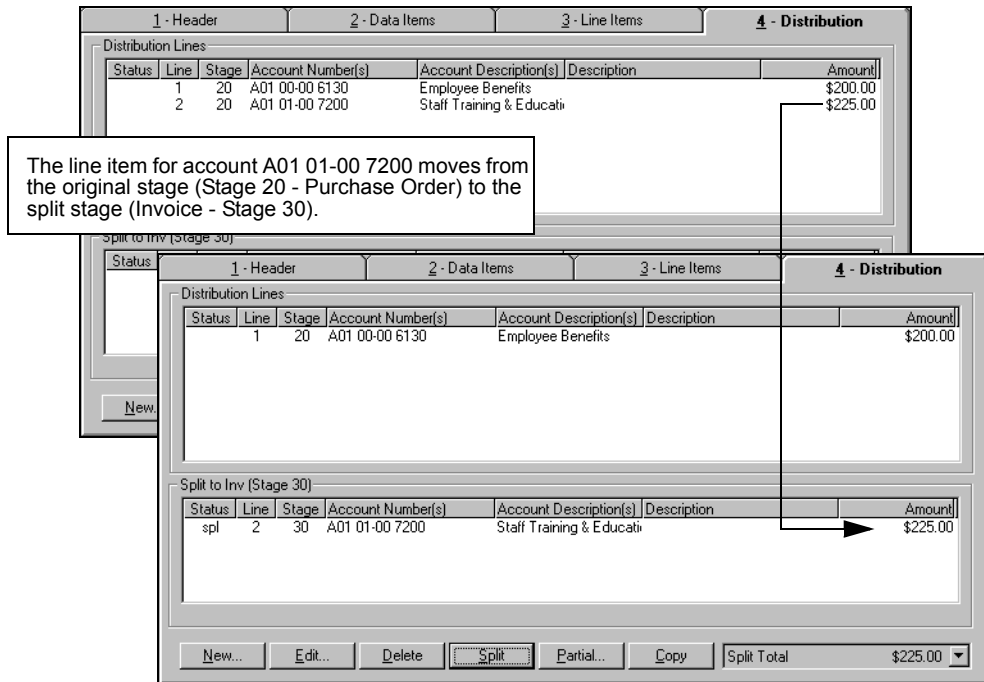


Figure 4.22—Splitting an Entire Line Item



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" (set to "\$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).

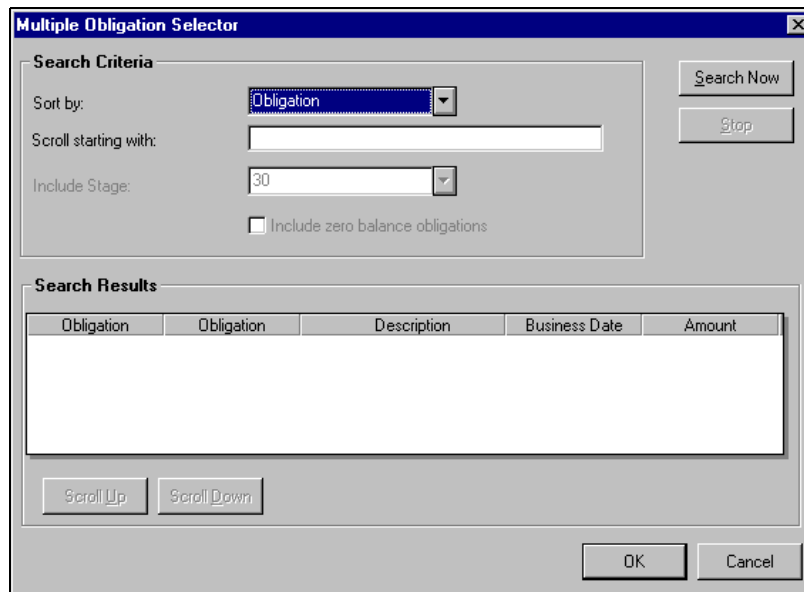


Figure 4.27—Multiple Obligation Selector

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*).

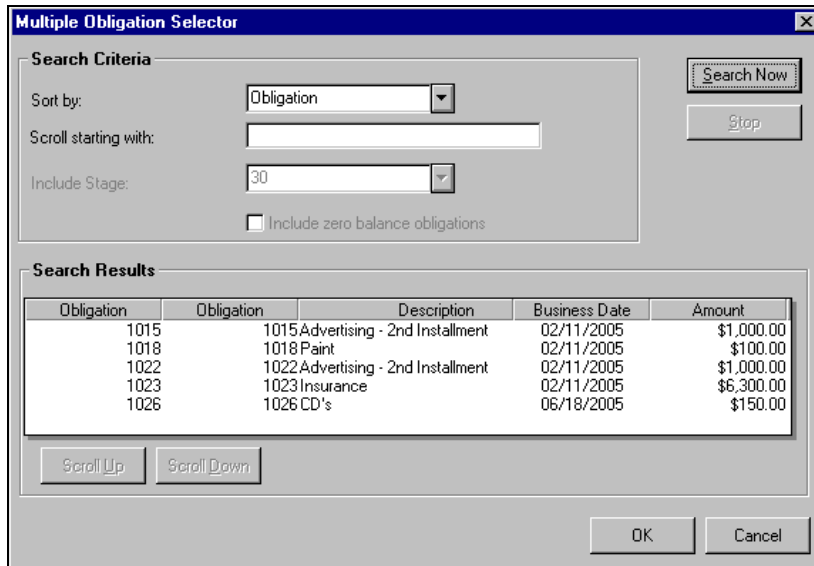


Figure 4.28—Multiple Obligation Selector—Search Results



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).

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

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

- 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*).

Obligation

1 - Header 2 - Data Items 3 - Detail Lines

Distribution Lines

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

Transfer to Inv (Stage 30)

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	5	30	A02 00-00 7110	Insurance	Water Plant Fund	\$3,375.00
xfr	7	30	A04 00-00 7110	Insurance	Federal Grants Fund	\$2,700.00

New... Edit... Delete UnTransfer Partial... Copy Transfer Total \$10,125.00

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).

- 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

- Click **OK**. You return to the Transfer Group window.
- 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.

- Open the applicable folder on the Navigation tree.
- 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).

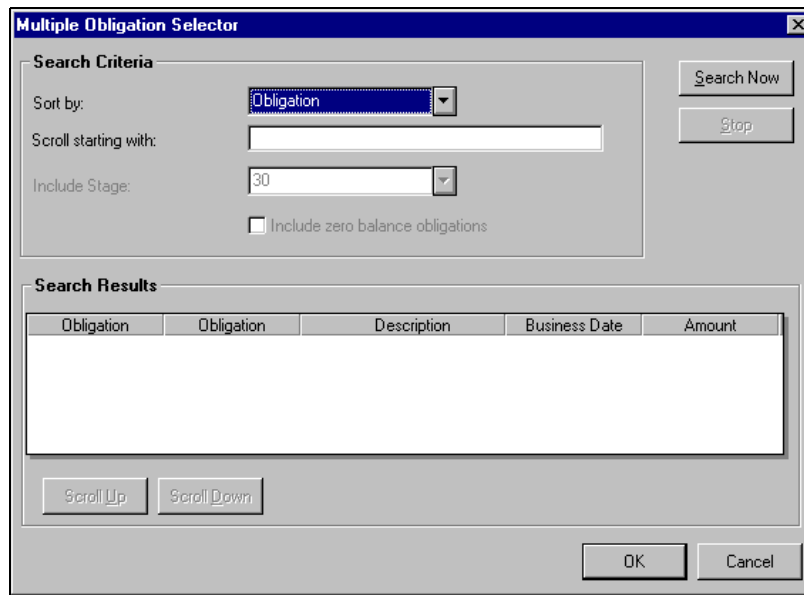


Figure 4.35—Multiple Obligation Selector

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).

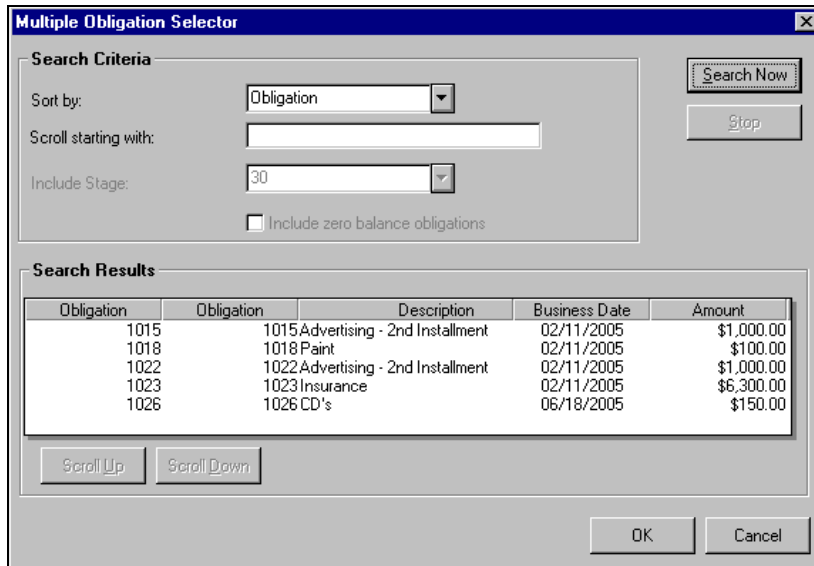


Figure 4.36—Multiple Obligation Selector—Search Results



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.

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 4.37).

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 input field)
- Stage Date: 02/28/2005 (calendar icon)
- Obligations for Edit** section containing a 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	

Below the table, there is an "Obligation Nbr:" field with a dropdown arrow, and buttons for "Append", "Remove", and "Edit". A "Total:" field shows "\$2,700.00". At the bottom right 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).

13. Select an obligation that you want to partially transfer.
14. 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.

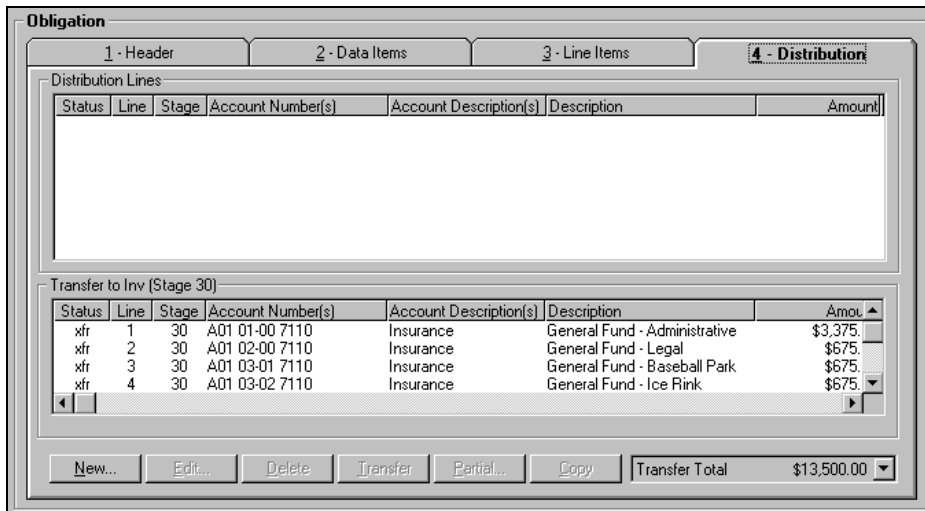


Figure 4.38—Distribution Tab

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*).

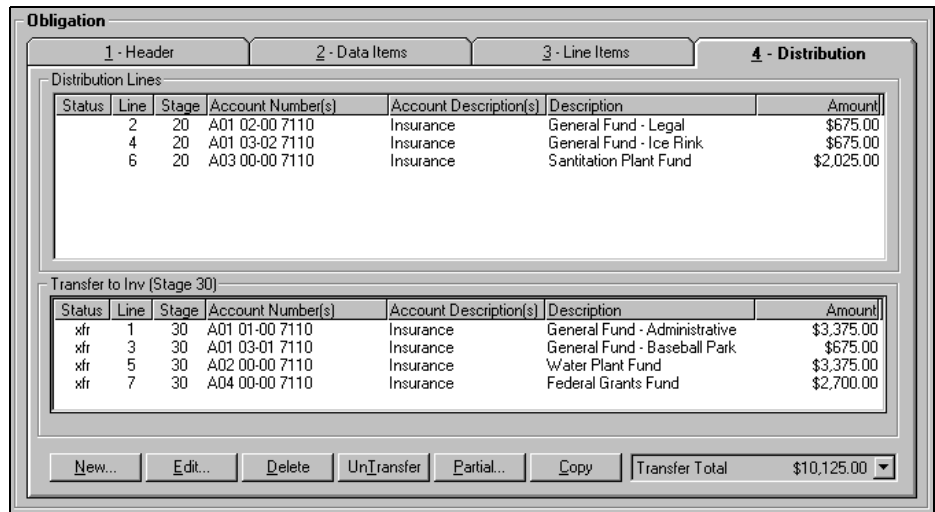


Figure 4.39—Partial Transfer

- 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 items, with the third item (line 7) highlighted in blue, representing a transfer of \$2,700.00 to the Federal Grants Fund. 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.

CHAPTER 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*).

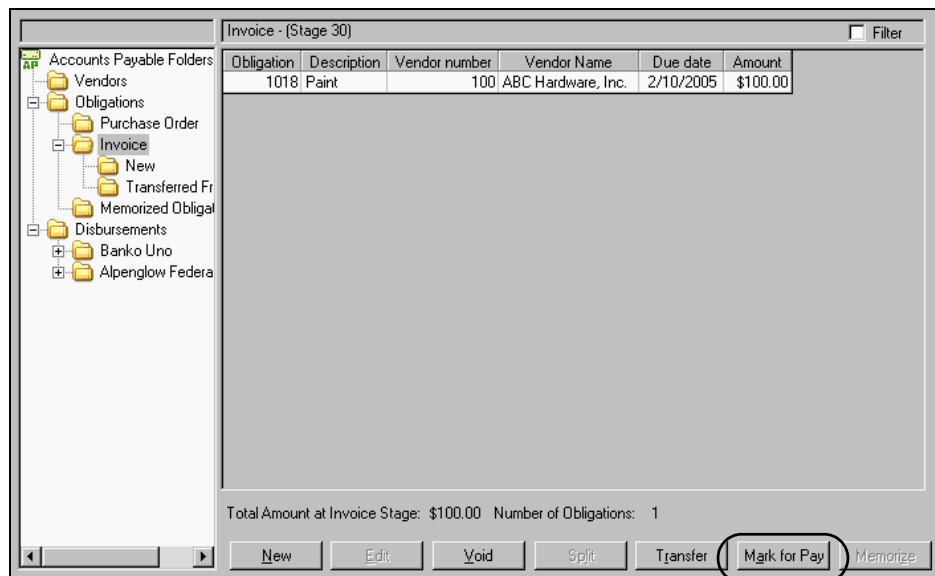


Figure 5.1—Ready for Pay Stage

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


3. 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.

4. Select the Financial Institution account (FIA) from the Bank drop-down list.
5. 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*).

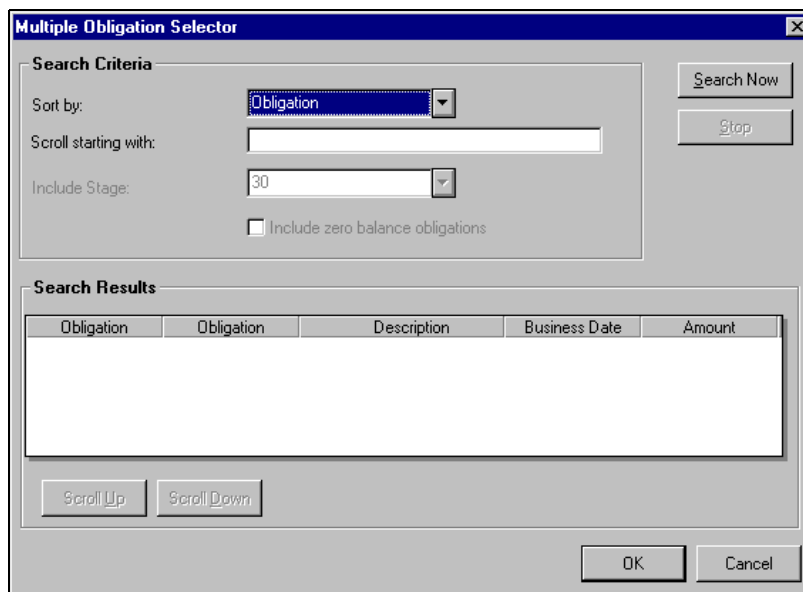


Figure 5.3—Multiple Obligation Selector

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).

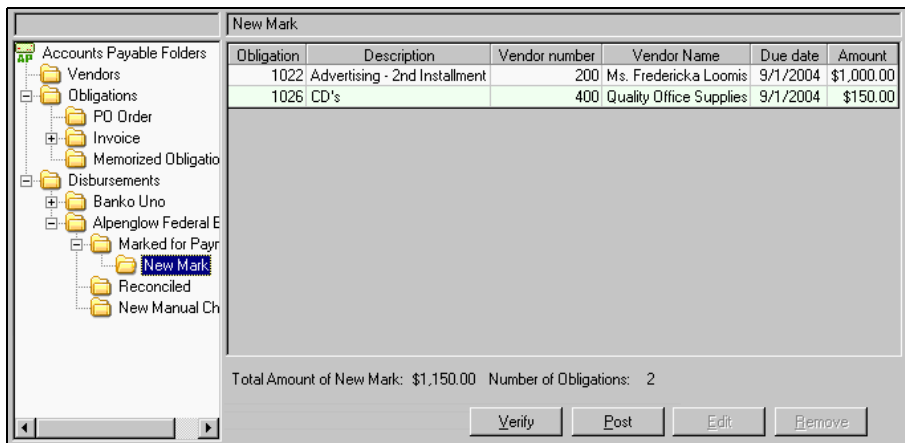


Figure 5.6—New Mark Folder for Alpenglow Federal Bank (Division 95)



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*).

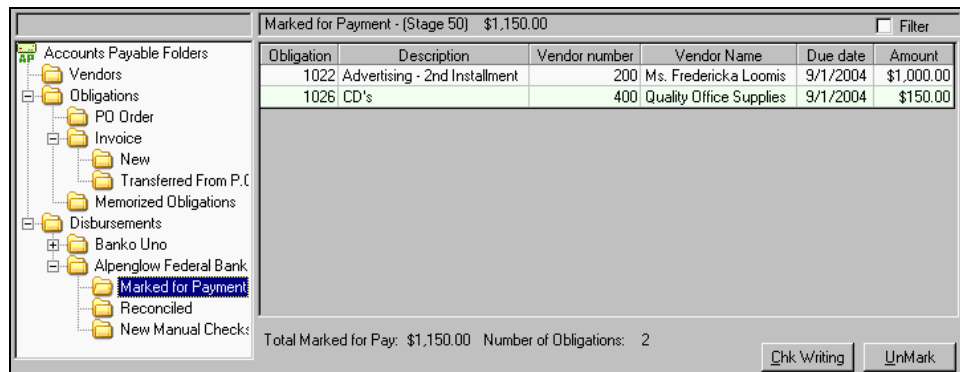


Figure 5.7—Marked for Payment Folder for Alpenglow Federal Bank (Division 95)

“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).

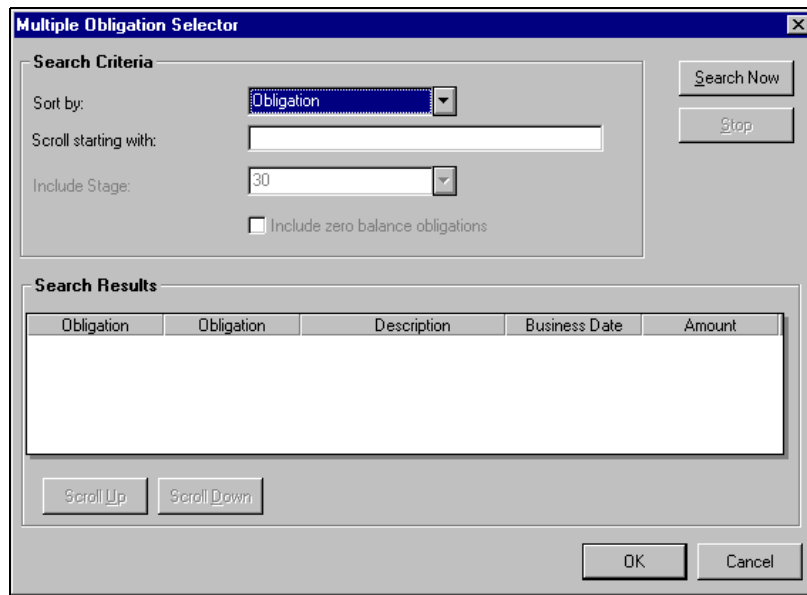


Figure 5.9—Multiple Obligation Selector


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. Below is a "Search Results" table with five columns: Obligation, 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	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*).

Obligation	Description	Vendor number	Vendor Name	Due date	Amount
1022	Advertising - 2nd Installment	200	Ms. Fredericka Loomis	9/1/2004	\$1,000.00
1026	CD's	400	Quality Office Supplies	9/1/2004	\$150.00

Total Marked for Pay: \$1,150.00 Number of Obligations: 2

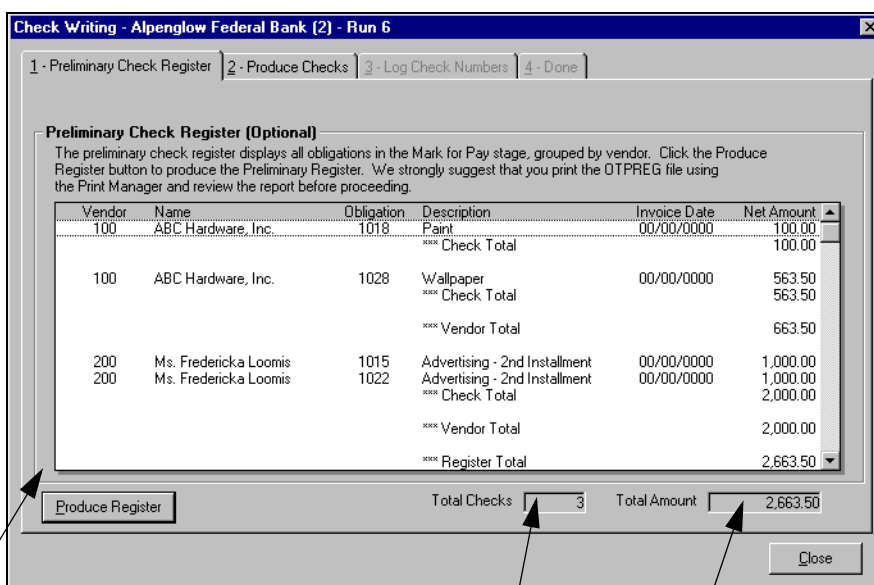
Buttons: Chk Writing, UnMark

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*).

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

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).

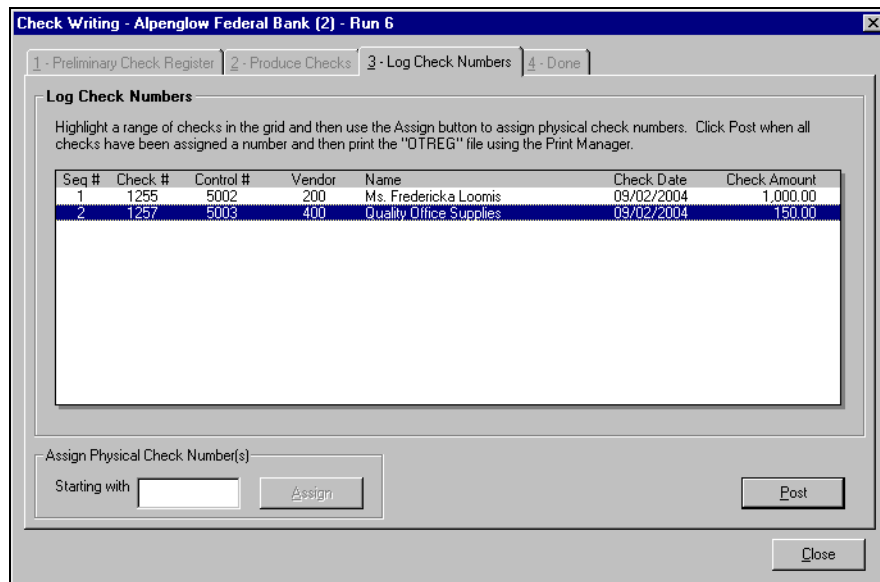


Figure 5.16—Assigning Check Numbers to a Group

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*).

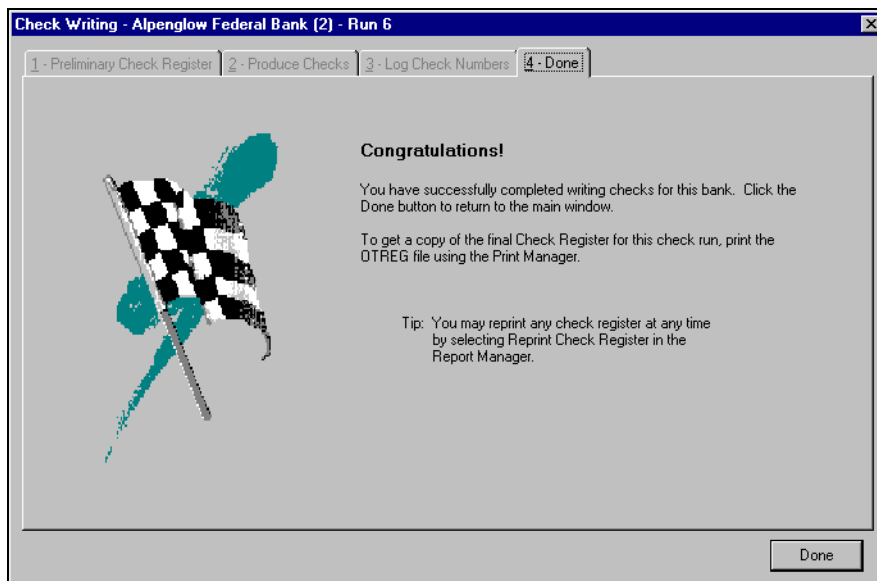


Figure 5.17—Done Tab

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*).

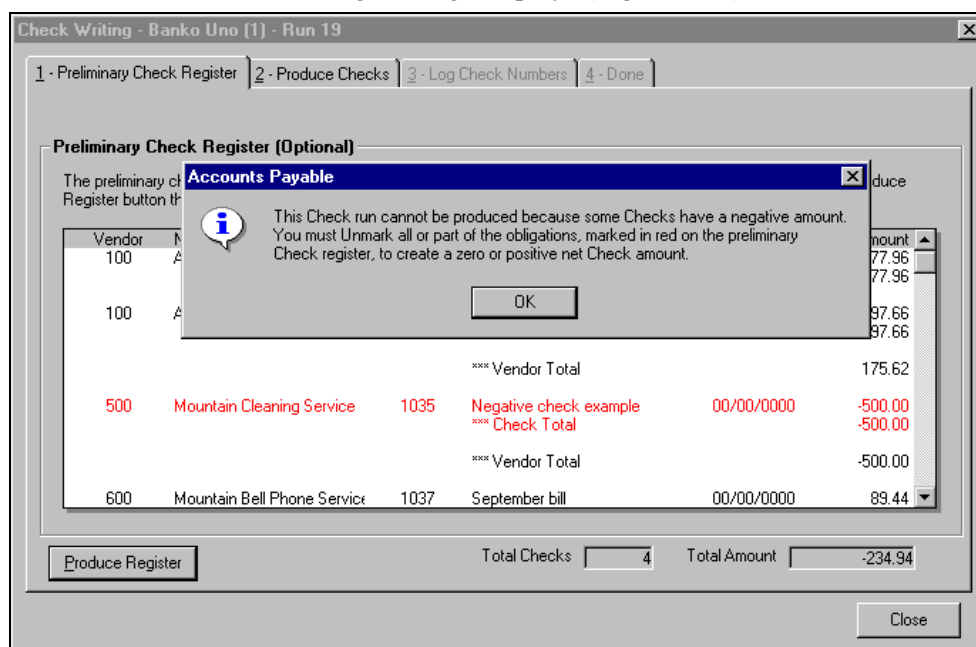



Figure 5.19—Negative Check Displayed in the Preliminary Check Register

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.

 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

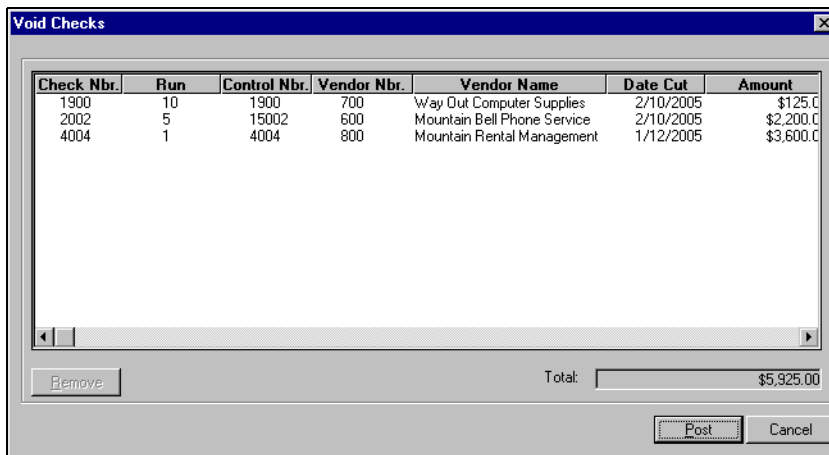
Total Amount of Paid Checks: \$21,421.62 Number of Paid Checks: 20

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).



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*).

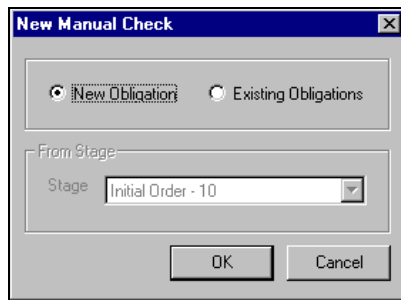


Figure 5.24—New Manual Check Window

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.)

- 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 search icon.
- Check Number:** A text field.
- Obligation Section:** A tabbed interface with three tabs: "1 - Header" (selected), "2 - Data Items", and "3 - Detail Lines".
 - Vendor:** Fields for Number (with dropdown and search icons), Name (with dropdown), Street 1, Street 2, City (with search icon), S/T/P, Postal Code, and Country.
 - Other:** Fields for Total Amount (set to "\$0.00"), Authorized by, Invoice Date (with search icon), and Date initiated (set to "09/27/2002" with search icon).
 - Payment:** A checkbox labeled "Separate check for this obligation".
 - Discount:** A dropdown menu for Type, currently set to "No Discounts (N)".
- Description:** A text field labeled "Line 1".
- Buttons:** "OK", "Cancel", and "Apply" buttons at the bottom right.

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).

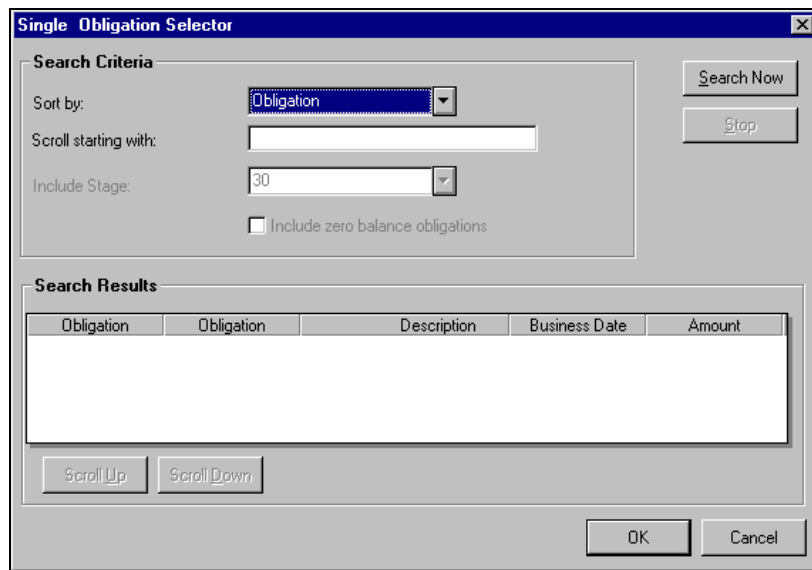


Figure 5.26—Single Obligation Selector

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

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: Search Now, Stop, Scroll Up, Scroll Down, OK, Cancel.

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*).

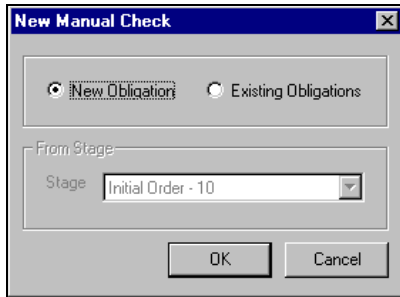


Figure 5.29—New Manual Check Window

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*).

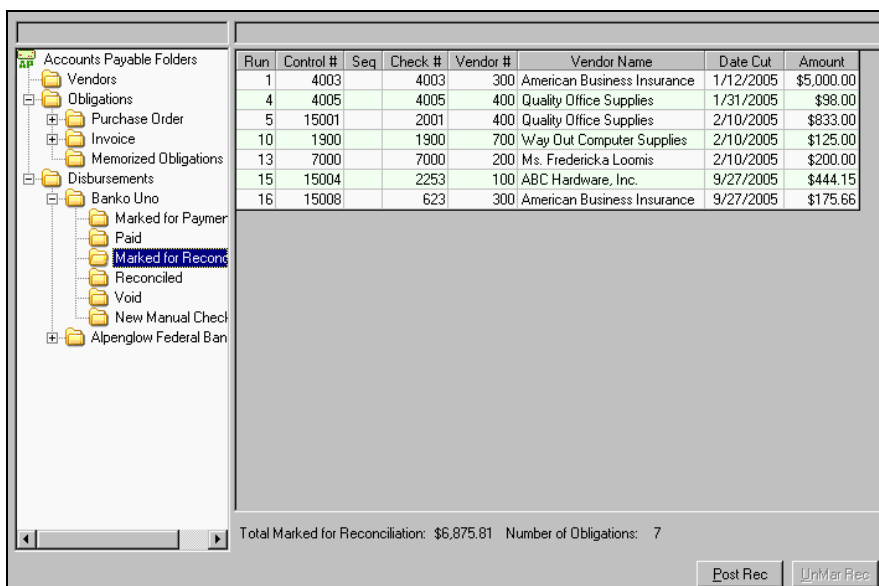
Check Nbr.	Run	Control Nbr.	Vendor Nbr.	Vendor Name	Date Cut	Amount
1900	10	1900	700	Way Out Computer Supplies	2/10/2005	\$125.00
2001	5	15001	400	Quality Office Supplies	2/10/2005	\$833.00
2253	15	15004	100	ABC Hardware, Inc.	9/27/2005	\$444.15
4003	1	4003	300	American Business Insurance	1/12/2005	\$5,000.00
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 two windows. The background window is titled 'Inquiry - Check Pick List' and contains a table with the following data:

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		
13609	Mountain Bell Phon		
13610	Mountain Rental M		
13611	Mountain Cleaning		
13612	ABC Hardware, Inc.		
13613	American Business		

The foreground window is titled 'Check Display' and shows details for check number 13608:

Check Display Form

Check Details

Bank: Banco Uno Check Status: 3 - Log

Run Number: 40 Check Number: 13608 Check Date: 04/18/2005

Check Payee: American Business Insurance Check Amount: \$460.14

Obligation(s) List

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).

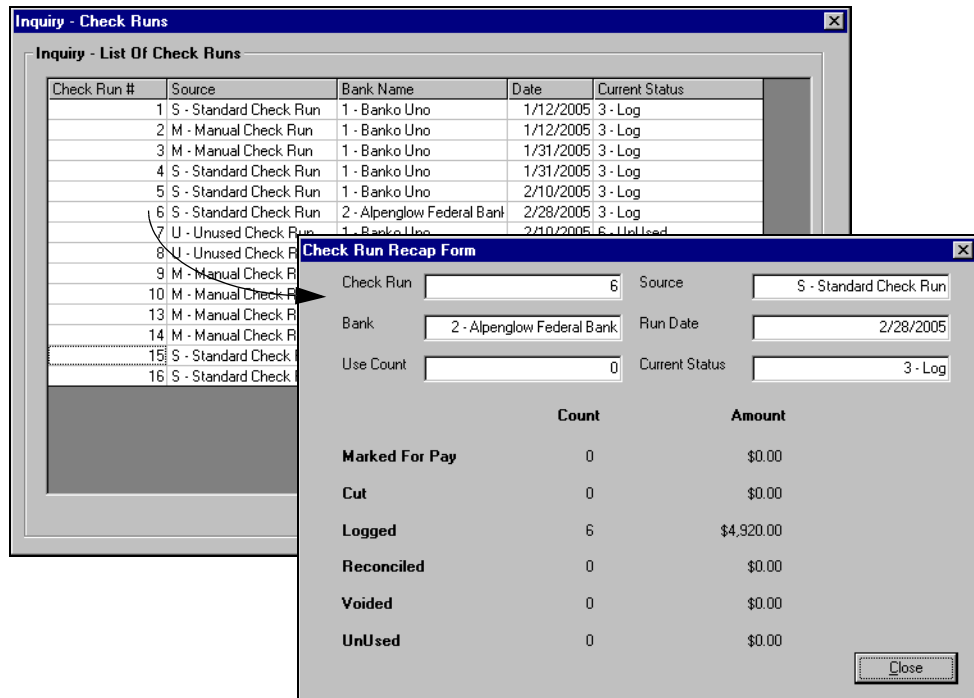


Figure 6.4—Check Run Pick List

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.

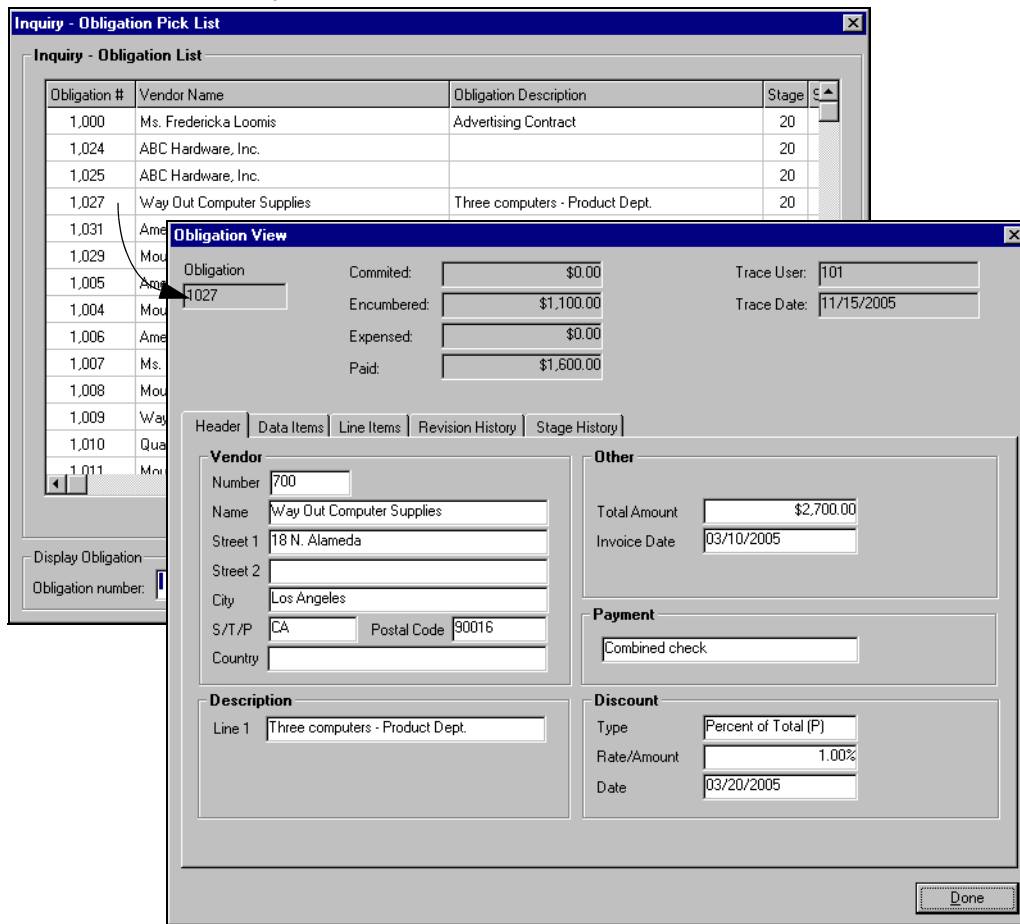


Figure 6.5—Obligation Pick List

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 with the following data:

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

The foreground window is titled "Vendor View" and is for Vendor 100. It has a "Column Display" section with "Vendor: 100" and a "Notes" field with "ABC HARDWA". Below this are tabs for "Vendor", "Address", "Discounts", and "Activity Summary". The "Activity Detail" tab is active, showing a table of obligations:

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*).

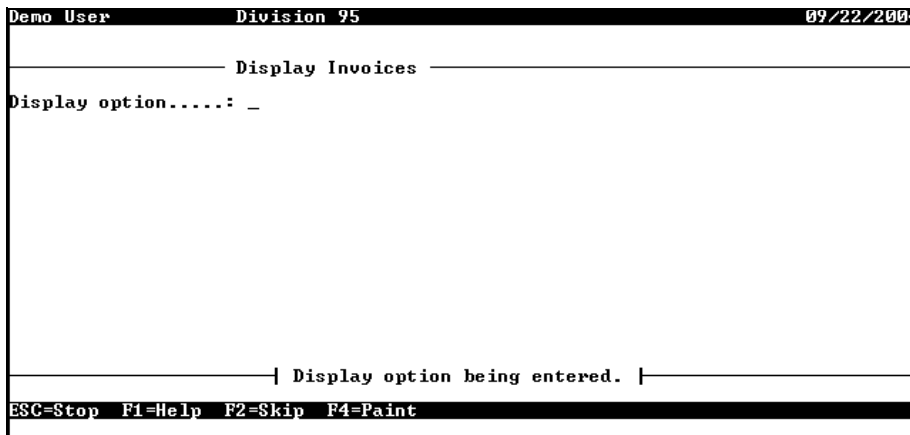


Figure 6.8—Display Invoices

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"> • N (Do not display zero stages.)—Any stage that nets to zero is not displayed in the inquiry results. • Y (Display zero stages.)—All stages are displayed in the inquiry results, even if the transaction nets to zero.
Display dates	Indicate whether FundWare should include the posting date for each line of the distribution. <ul style="list-style-type: none"> • N (Do not display dist dates.)—This display of the distribution lines will not include the posting date. • Y (Display dist posting dates.)—The posting date is displayed with each line of the distribution.

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*).

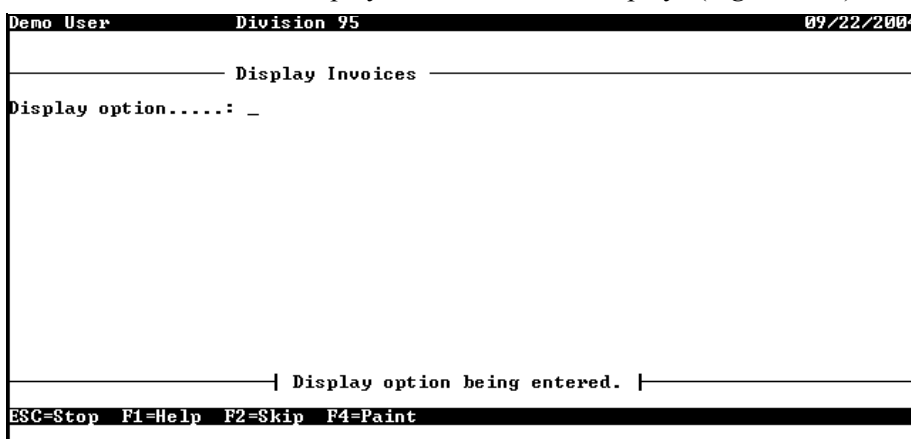


Figure 6.12—Display Invoices

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"> • Leave this field blank to include all obligations.
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"> • To display only one stage, enter the stage number for both parts of the range.
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"> • To display only one date, enter the date for both parts of the range.
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
Check Reports
The system-defined check reports are: <ul style="list-style-type: none">• Check Report Check Register (OTRREG)• Check Summary (OCCKSUM)• Check Complete Detail (OCCKHST)• Check Historical (OCOSTND)• Check Discounts Taken/Lost (OCDISC)
Purchase Order Reports
The system-defined purchase order reports are: <ul style="list-style-type: none">• PO Detail (OTORD)• PO Summary (OTSUM)• PO History (OTHIST)• PO Distribution (OTDIST)

Table 7.1—System-Defined Reports by Category (Continued)

System-Defined Reports
PO/Invoice Reports
<p>The system-defined PO/invoice reports are:</p> <ul style="list-style-type: none"> • Invoice Detail (OTORD) • Invoice Aging (OTAGE) • Invoice Summary (OTSUM) • Invoice History (OTHIST) • Invoice Distribution (OTDIST) • Invoice Cash Requirements (OTCASH) • Invoice Distribution by Account (OTDSTA)
System Lists
<p>The system-defined system reports are:</p> <ul style="list-style-type: none"> • Stages List (OTSTAGE) • References List (OTREF) • Banks List (OCBANK) • Distribution Tables List (OTSTDST) • City Abbreviations List (NWCITY) • Location Abbreviation List (OTLOC)
Vendor Reports
<p>The system-defined vendor reports are:</p> <ul style="list-style-type: none"> • Vendor One Line (OTV1LST) • Vendor Complete Record (OTVLIST) • Vendor Billing Summary (OTV1SUM) • Vendor Mailing Labels (OTVLBL) • Vendor Check History (OTVCHKH)


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.

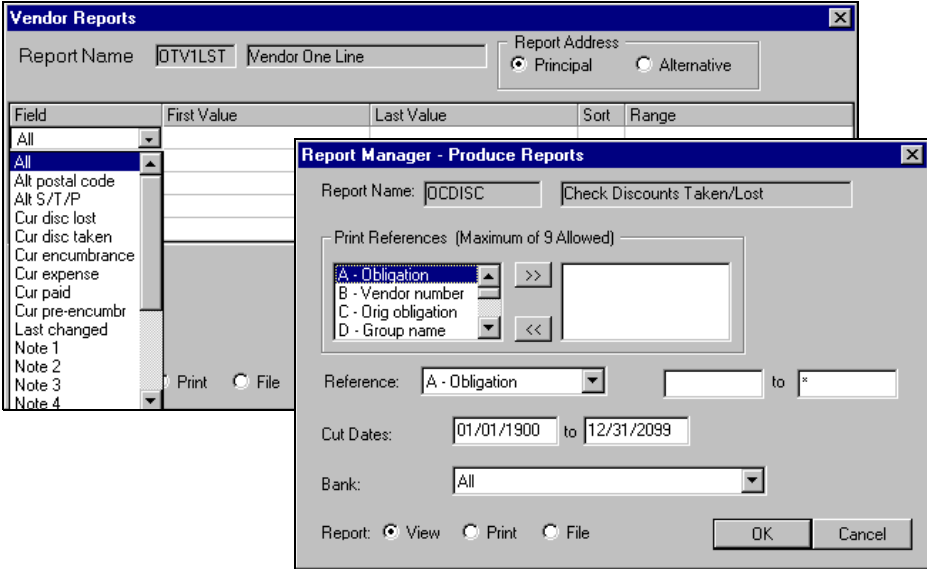


Figure 7.1—Example Report Parameter Windows

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 Header 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"> • 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. • 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. • File—Saves a file (using the report name and the letter L plus the division number) in the report directory.
Purchase Orders Only		
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
Vendor Reports and User-Defined Reports —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.

- 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 a dialog box titled "Report Manager - Define". At the top, there are two text boxes for "Name:" and "Title:". Below these are three dropdown menus: "Report Type:" (set to "User-Defined Check Reports"), "Source:" (set to "User"), and "Maintain:" (set to "User"). The dialog has two tabs: "General" (selected) and "Columns". Under the "General" tab, there is a "Report group:" dropdown menu, a "Lines per page:" text box containing "60", and "Report Spacing:" with two radio buttons: "Single" (selected) and "Double" (unselected). Below these are "Printing Options" with four checkboxes: "Print Page Totals", "Print Break Totals", "Print Report Totals", and "Print Only Non-Zero Records", all of which are currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

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).

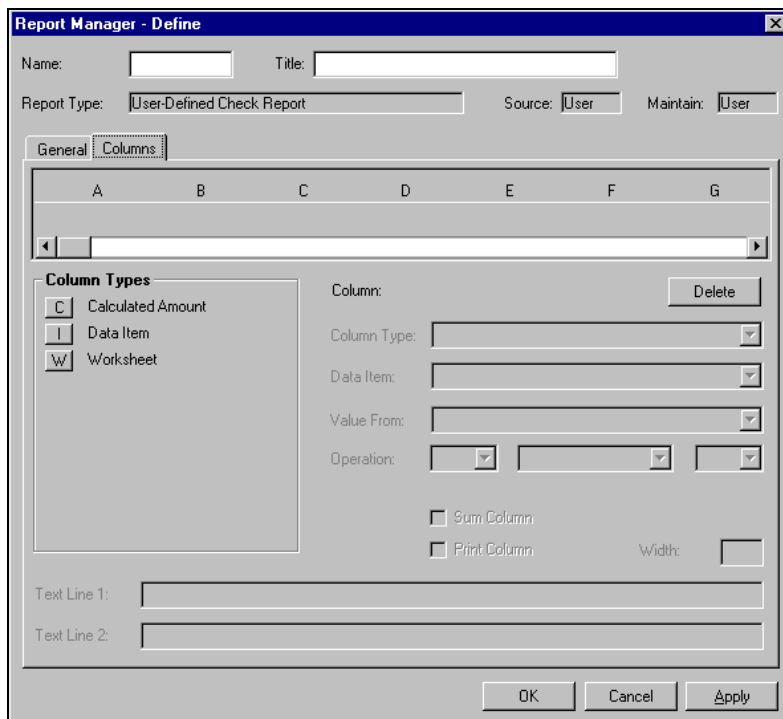


Figure 7.3—Defining Report Columns

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"> • Enabled if the column type is Data Item.
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"> • Enabled if the column type is Data Item.
Operation	Select the first column, action, and second column for the calculation (e.g., C divided by D). <ul style="list-style-type: none"> • Enabled if the column type is Calculated Amount.
Sum Column	Select the check box if the report should include a total for this column. <ul style="list-style-type: none"> • Enabled if the column type is Calculated Amount or Data Item.
Print Column	Select the check box if the report should display this column. <ul style="list-style-type: none"> • 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. • Enabled if the column type is Calculated Amount or Data Item
Width	Indicate the width (in characters) of the column. <ul style="list-style-type: none"> • The default width is 20 characters. • Disabled if the column is not printed in the report (i.e., the Print Column check box is empty).



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"> • Y—Zero amounts are printed. • N—Zero amounts are not printed.
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"> • B—Blank stock form. • S—Standard stock form.
• 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"> • Not Used—Purchase terms are not printed on the form. • 1—FundWare prompts you for a description (up to 30 alphanumeric characters) to print on all POs. • 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.) • Obligation reference—Select an obligation reference (e.g., your organization has defined a reference where purchase order terms are stored).
• Print PO number	Y N	Indicate if FundWare should print the purchase order number on the form: <ul style="list-style-type: none"> • Y—Purchase order number is printed on the form. • N—Purchase order number is not printed on the form.
• 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"> • Not Used—Purchase order numbers are not printed on the form. • Obligation reference—Select an obligation reference used for purchase order numbers.
• 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
PO Letterhead —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).
Ship To —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">• 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 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"> This field is enabled or disabled based on the custom form definition.
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).
Invoice To and Ship To Addresses —Enter the applicable billing and shipping information. <ul style="list-style-type: none"> The Invoice To and Ship To address fields may be disabled, depending on the setting in field 3 of the custom form definition. 		
• 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"> This field may be disabled, depending on the setting in field 3 of the custom form definition.
Ship Attention	Up to 35 alphanumeric characters	Enter the name of the recipient. <ul style="list-style-type: none"> This field may be disabled, depending on the setting in field 3 of the custom form definition.
Report	Select the applicable radio button.	Select the radio button for your desired report output: <ul style="list-style-type: none"> 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. 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. File—Saves a file (using the report name and the letter L plus the division name) in the report directory.
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.

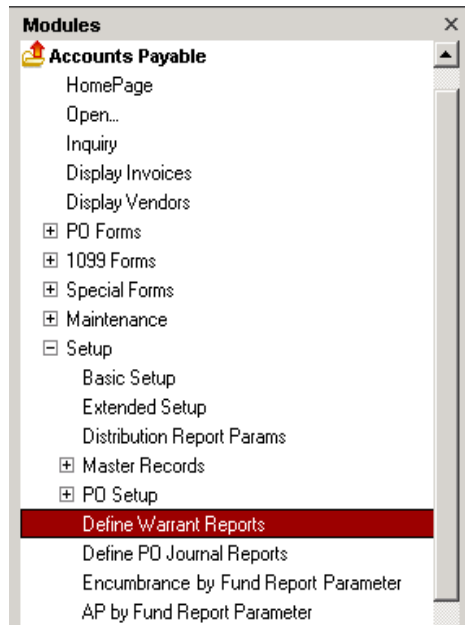


Figure 8.1—Warrant report definition program



You can also access this program via the toolbar.

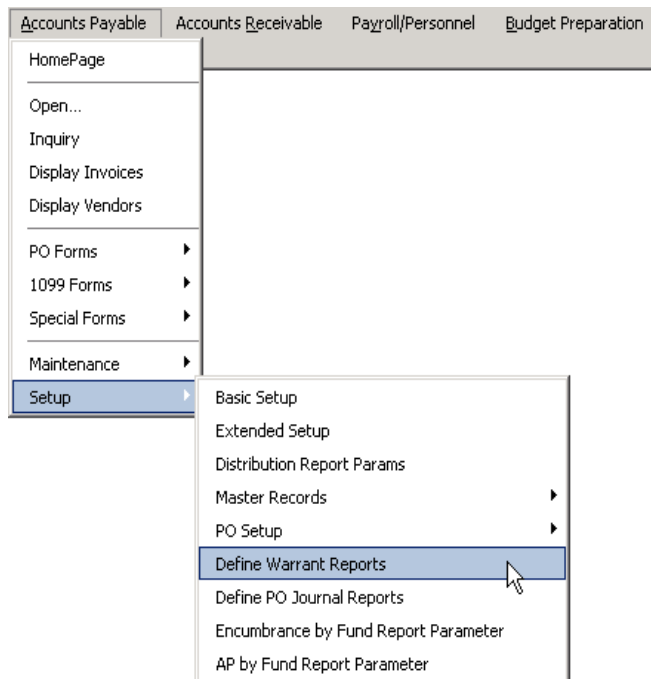


Figure 8.2—AP Warrant Reports Toolbar

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

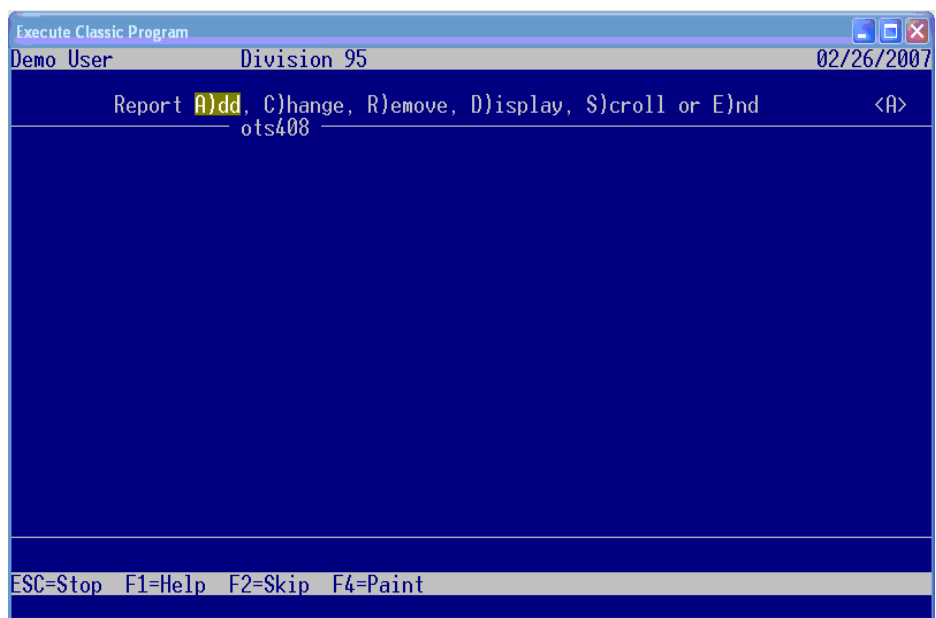


Figure 8.5—Warrant report definition selector

REPORT DEFINITION

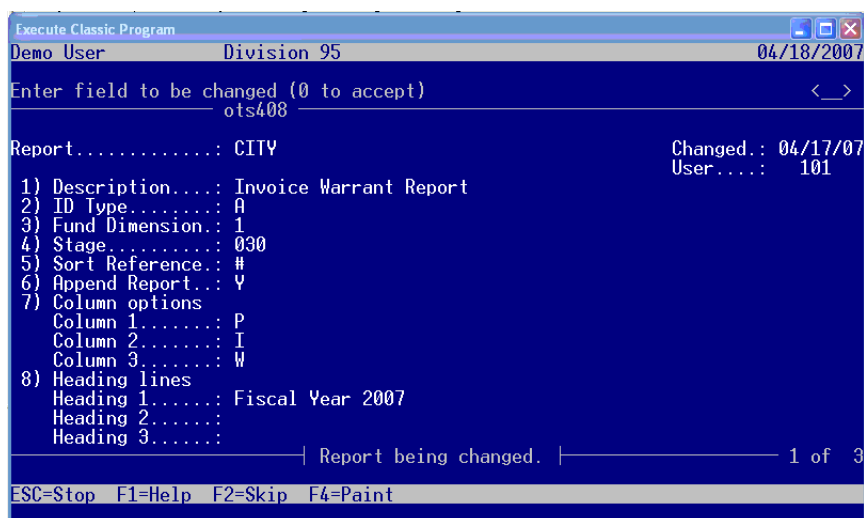


Figure 8.6—Warrant report definition

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

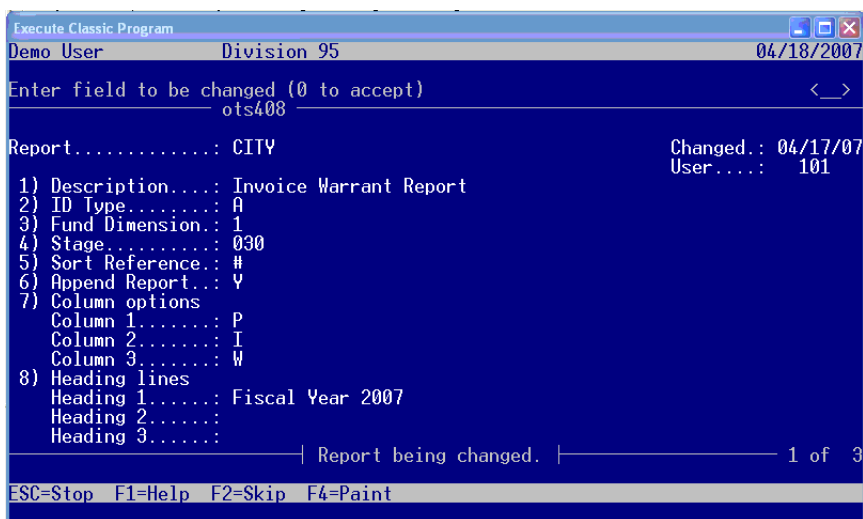


Figure 8.8—Continuation of Report Definition

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).

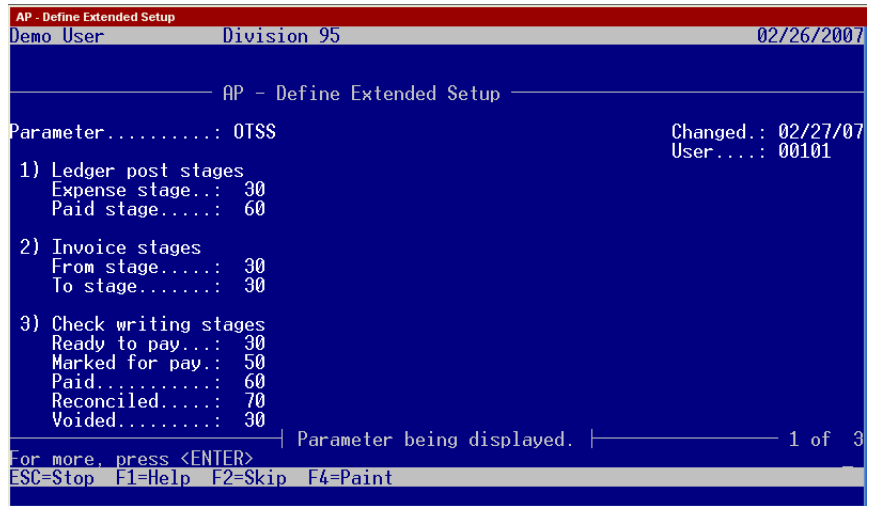


Figure 8.9—Ready to pay stage

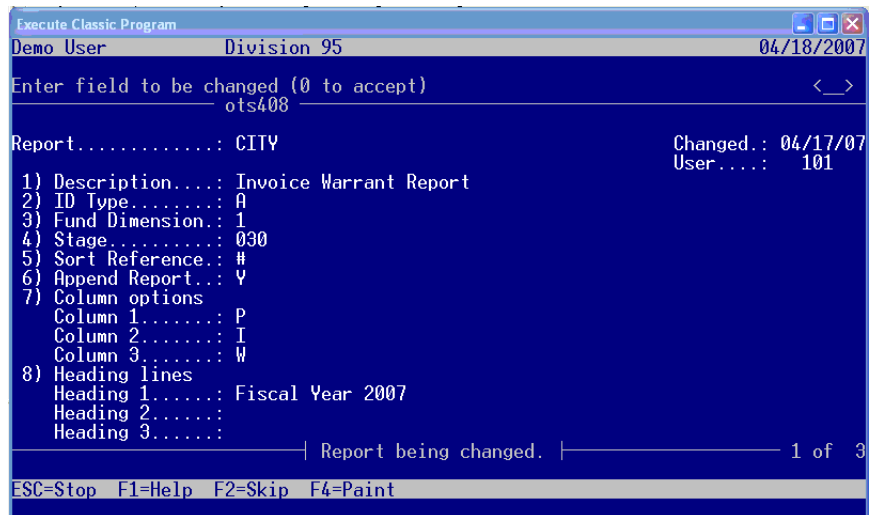


Figure 8.10—Continuation of Report Definition

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).

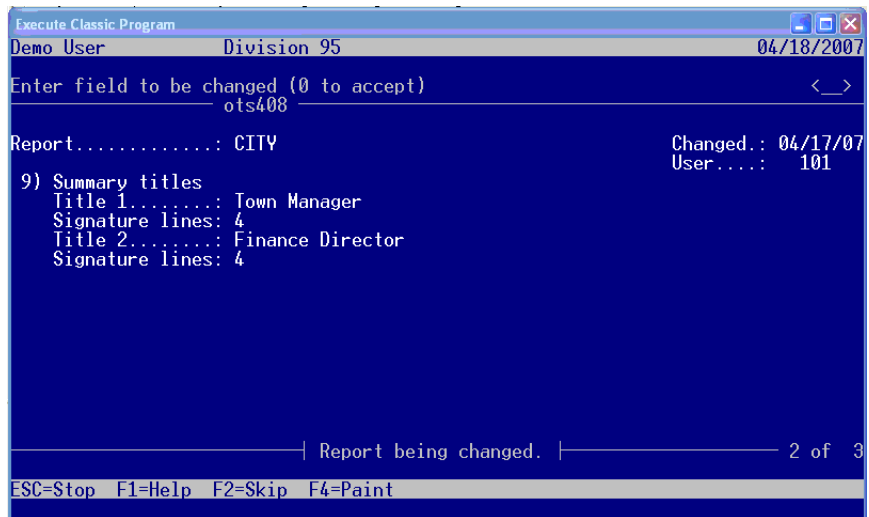


Figure 8.11—Warrant report summary page titles

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.

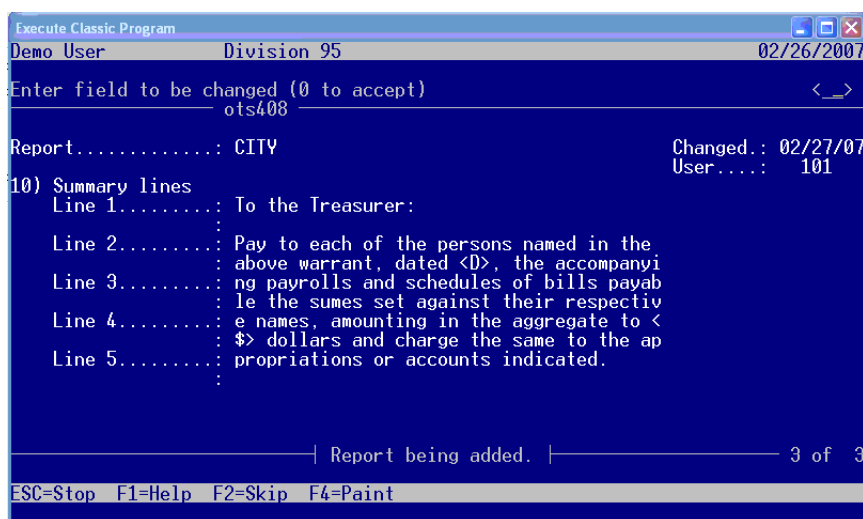


Figure 8.12—Warrant report summary page text

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.

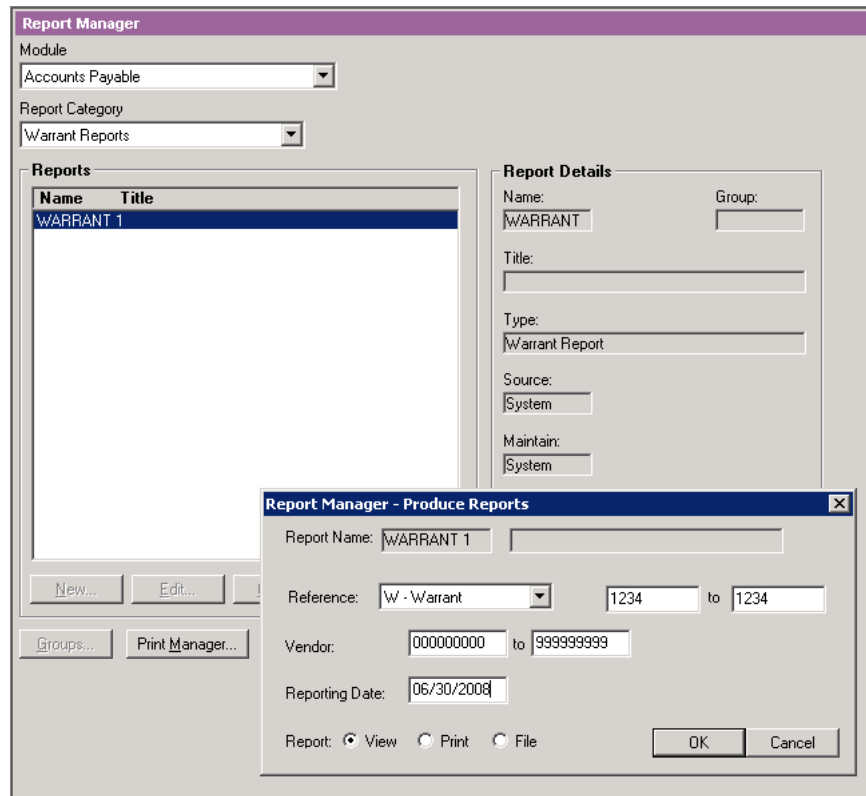


Figure 8.13—Report Manager - Produce Reports

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

OCCKHST—CHECK COMPLETE DETAIL

Check-Run	Date	Vendor / Name / Obligat'n Description	Banko Uno	Met amount	Invoice #	P.O. #	Contract #
777-	15	2/09/1999	400 Quality Office Supplies 1024	100.00	1616		
777-	15	2/09/1999 Reconciled	*** Total ***	100.00			
4001-	1	1/12/1998	100 ABC Hardware, Inc. 1002 Nuts and bolts	392.00	Al 0023	98-0002	
4001-	1	1/12/1998 Reconciled	Discount Taken *** Total ***	-8.00 392.00			
** Total check discount **				-8.00			
** Total check amount **				492.00			
				.00			

Figure 1.3—OCCKHST—Check Complete Detail

OCOSTND—CHECK HISTORICAL

Check-Run	Date	Vendor Name	Banko Uno as of 2/02/1999	# Obis	Total Discount	Total Amount
1234-	9	2/10/1998	800 Mountain Rental Management	1	.00	3,600.00
1900-	10	2/10/1998	700 Way Out Computer Supplies	1	.00	125.00
2001-	5	2/10/1998	400 Quality Office Supplies	1	17.00	832.00
2002-	5	2/10/1998	600 Mountain Bell Phone Service	1	.00	2,200.00
2003-	5	2/10/1998	700 Way Out Computer Supplies	1	.35	34.65
4004-	1	1/12/1998	800 Mountain Rental Management	1	.00	3,600.00
4005-	2	1/12/1998	700 Way Out Computer Supplies	1	.00	150.00
4005-	4	1/31/1998	400 Quality Office Supplies	1	2.00	98.00
** Bank total **					19.35	10,640.65

Figure 1.4—OCOSTND—Check Historical

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	.25	.00	24.65
100 ABC Hardware, Inc.	1018 Paint	1/31/1998	122	122-	2	.00	2.00	100.00
** Bank total **						27.25	2.00	1,457.65
** Report total **						27.25	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 / Obligat'n Description		Stage History note	Bus Date	Amount
400 Quality Office Supplies 1010 Office Supplies Obligation..... 1010		Paid Check cut.....#: Vendor number...: 400	4005 01/31/1998 Due date.....:	100.00
400 Quality Office Supplies 1012 Office Supplies Obligation..... 1012		Paid Check cut.....#: Vendor number...: 400	2001 02/10/1998 Due date.....:	850.00
* 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 /			+-----Due-----+		+-----Discounts Available-----+		
Obligat'n Description	Stage	Stage Date	Total	Today	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*.

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.

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.

Symbols

- .VPAYMENT 2.94
 - Modifying AP parameter 2.96
 - One-time vendors 2.96

Numerics

- 1099 1.189, 1.195, 2.56, 2.57
 - One-time vendor 2.86
- 1099 form 1.207, 2.267
- 1099 forms 2.45
- 1099 vendor record 1.207, 2.267

A

Abbreviations

- Adding city 1.119
- Adding location 1.124
- Define city 1.119
- Deleting city 1.121
- Deleting location 1.127
- Editing city 1.121
- Editing location 1.126
- Location 1.122

Access

- From keyboard 1.30, 2.30
- Shortcut menus 1.30, 2.30

Account mask 1.207, 2.267

- Reports 2.215

Account number 1.207, 2.267

Account selector 2.97

Account tab 2.103, 2.104

Accounts

- Budgeting 2.102

Accounts Payable

- Customizing 1.5, 2.5
- Stages 1.21, 2.21

Acronyms

- Menu 1.31, 2.31

Activity

- Vendor display 2.48
- Activity reminder 1.13, 2.13
- Activity tab 2.48

Adding

- City abbreviations 1.119
- Columns to detail pane .. 1.34, 2.34
- Distribution tables 1.113
- Location abbreviations 1.124
- Obligation references 1.166
- Vendors 2.39

Additional data items

- Reporting 1.201

Address

- Reports 2.215

Address tab 2.41

Adjusting entry 1.207, 2.267

ALT key 1.30, 2.30

Alt vendor address 1.50, 2.41, 2.42, 2.43

Alternate

- Vendor address ... 1.50, 2.42, 2.43
- Vendor name 1.50, 2.41

Amount

- Flat 2.67, 2.78
- Reports 2.214

Amount, detail entry 2.71, 2.82

Ancillary address

Reports	2.215	Reports	2.214
AP parameter		Changed date	
Modifying	2.96	Reports	2.229
APCheckMaint.exe	1.194	Check file	2.173
Applying		Check format	
Distribution table	1.116	Column	1.88
Obligation references	1.169	Laser printing	1.89
Applying discounts	2.87	Length	1.88
ASCII	2.231	Line	1.88
Asterisks	1.23, 2.23	Option	1.89
Auto transfer stages		Check number	1.207, 2.267
Reports	2.229	Check processing	
B		Discounts/net days	2.44
Bank		Check registers	
Reports	2.214	Alternate vendor information	1.50,
Bank recap	2.196	2.41,	2.42, 2.43
Basic setup		Check run	1.207, 2.213, 2.267
Define	1.48	Check status	1.208, 2.268
Batch entry	2.73, 2.82	Check writing	2.173
Bold	1.37, 2.37	Check writing stages	2.161
Budget Control	2.102	Checks	
Messages	2.102	Alternate vendor information	1.50,
Business date	1.207, 2.267	2.41,	2.42, 2.43
Defaults	1.23, 2.23	Combined	2.180
Opening multiple	1.26, 2.26	Combined or separate	2.94
Business Office	1.37, 2.37	Creating	2.173
C		Cut dates	2.214
Calculating due dates	1.84	Define format	1.87
Capital letters	1.37, 2.37	Encryption	1.127
Cash disbursements		Logging unused	2.182
Journals	1.4, 2.4	Manual	2.186, 2.191
Cash journal	1.4, 2.4	Negative	2.181
Caution	1.37, 2.37	Produce Checks tab	2.175
CDIS journal	1.4, 2.4	Reconciling	2.193
Change date	1.207, 2.267	Register	2.174
Change dates		Reports	2.211, 2.214
		Sample	2.175
		Scramble	1.127

-
- Separate 2.180
 - Separate or combined . . 1.177, 2.94
 - Voiding 2.184
 - City
 - Reports 2.215, 2.225, 2.229
 - City abbreviation 1.208, 2.268
 - City abbreviations
 - Adding 1.119
 - Define 1.119
 - Deleting 1.121
 - Editing 1.121
 - Classic Edition
 - Mapping banks 1.137
 - Column
 - Check format 1.88
 - Columns
 - Adding to detail pane . . . 1.34, 2.34
 - Removing from detail pane . . 1.34, 2.34
 - Re-ordering in detail pane 1.34, 2.34
 - Resizing in detail pane . . 1.35, 2.35
 - Sorting in detail pane . . . 1.35, 2.35
 - Combined
 - Split obligations 2.96
 - Combined checks . . . 1.177, 2.94, 2.180
 - Using 2.94
 - Combined entry 2.74, 2.76
 - Data Items tab 2.79
 - Detail Lines tab 2.80
 - Commitment journal 2.59
 - Consulting services 1.36, 2.36
 - Control account 1.208, 2.268
 - Control number 1.208, 2.268
 - Country
 - Reports . 2.215, 2.225, 2.226, 2.229
 - Creating
 - Checks 2.173
 - City abbreviations 1.119
 - Distribution tables 1.113
 - Location abbreviations 1.124
 - Obligation references 1.166
 - Obligations 2.63
 - Credit memo 1.208, 2.268
 - Credit memos 2.101
 - Credits
 - When posting 1.4, 2.4
 - CSACDTL 1.58
 - CSLEDGR 1.58
 - Custom forms
 - Define 1.101
 - Custom PO forms 2.227
 - Customizing
 - Accounts Payable 1.5, 2.5
 - Display 1.33, 2.33
 - Obligation entry . . . 1.10, 1.44, 2.10
 - Obligations 1.5, 2.5
 - Purchase order printing options . 1.5, 2.5
 - Stages 1.5, 2.5
 - Vendor records 1.8, 1.40, 2.8
 - Vendors 1.5, 2.5
 - Cut Checks folder 2.178
 - Cut date 1.208, 2.268
 - Cut dates
 - Reports 2.214
 - Cut status 1.208, 2.268
- D**
- Data Items
 - Vendor 1.211, 2.271
 - Data items 2.69
 - Adding vendor 1.177
 - Deleting vendor 1.185
 - Editing vendor 1.184
 - Including in GL reports 1.58
 - Obligation reference 1.165
-

Obligation references . . .	1.210, 2.270	Vendors	2.50
Posting to GL	1.168	Detail Entry tab	2.70
Reporting additional	1.201	Detail Lines tab	1.7, 2.7, 2.63, 2.80
Reports	2.214	Detail pane	1.18, 2.18
System-defined	1.174	Adding columns	1.34, 2.34
Transactional	1.201	Filtering obligations	1.18, 2.18
User-defined	1.174	Removing columns	1.34, 2.34
Using vendor	1.174	Re-ordering columns	1.34, 2.34
Vendor	1.173	Resizing columns	1.35, 2.35
Data Items tab		Sorting data	1.35, 2.35
Combined entry	2.79	Disabled menu items	1.31, 2.31
Dates		Discount	
Discount	2.68, 2.79	Days available	2.44
Debits		Vendor	2.44
When posting	1.4, 2.4	Discount date	1.208, 2.268
Default	1.208, 2.268	Reports	2.215
Default account number		Discounts	
Vendor	1.176	Applying	2.87
Defaults		Date	2.68, 2.79, 2.87
Business date	1.23, 2.23	Flat amount	2.67, 2.78, 2.87
Division	1.23, 2.23	Percent	2.67, 2.78
HomePage	1.23, 2.23	Percentage	2.87
Password	1.23, 2.23	Take discount	2.89
System Administration	1.23, 2.23	Type field	2.87
User name	1.22, 2.22	Discounts tab	2.43
Define		Display	
Basic setup	1.48	Customizing	1.33, 2.33
city abbreviations	1.119	Obligations	2.204
Custom forms	1.101	Vendors	2.52
Extended setup	1.54	Distribution line	
Reports	2.216	Posting	1.54
Stages	1.68, 1.75	Distribution report parameter	
Deleting		Define	1.130
City abbreviations	1.121	Distribution tab 1.6, 2.6, 2.63, 2.72, 2.80	
Distribution tables	1.119	Distribution table	1.208, 2.268
Location abbreviations	1.127	Applying	1.116
Obligation references	1.173	separate entry	2.100
Reports	2.221	Distribution tables	1.113

-
- Adding 1.113
 - Deleting 1.119
 - Editing 1.118
 - Division
 - Defaults 1.23, 2.23
 - Divisions
 - Opening multiple 1.26, 2.26
 - Drag and drop 1.17, 2.17
 - Drill down 2.198
 - Drop-down lists 1.30, 2.30
 - Due dates
 - Calculating 1.84
 - Duplicate
 - Warnings 1.60
 - E**
 - Editing
 - City abbreviations 1.121
 - Distribution tables 1.118
 - Invoices 2.111
 - Location abbreviations 1.126
 - Menu bar 1.31, 2.31
 - Obligation references 1.171
 - Obligations 2.111
 - Purchase orders 2.111
 - Vendors 2.49
 - E-mail address 1.165, 1.173, 1.211, 2.271
 - Encryption
 - Checks and purchase orders . 1.127
 - Encumbrance journal 2.59
 - Entering
 - Obligation reference values . 1.169
 - Entry
 - Combined 2.74
 - Separate 2.64
 - Example 1.37, 2.37
 - Excel 2.231
 - Expense journal 2.59
 - Exporting
 - To other programs 2.231
 - Extended setup
 - Define 1.54
 - F**
 - F1 1.35, 2.35
 - F10 1.30, 2.30
 - FIAs
 - Recap 2.196
 - Reports 2.214
 - Field
 - Reports 2.216
 - File
 - Reports 2.215, 2.230
 - Files
 - OTI 1.198
 - OTI and OCD 1.191
 - Files names
 - Inquiry 2.204
 - Filtering
 - Obligation references 1.170
 - Obligations in detail pane 1.18, 2.18
 - Financial Institution
 - Definition 1.135
 - Financial Institution account
 - Definition 1.136
 - Financial Institutions
 - Adding an FIA 1.144
 - Associating accounts 1.152
 - Associating AP accounts 1.154
 - Associating Cash Receipts accounts
 - 1.160
 - Associating Payroll/Personnel
 - accounts 1.158
 - By GL Cash Account radio button .
 - 1.153
 - By Use radio button 1.154

- Column size 1.144
- Deleting an association 1.164
- Deleting an FIA 1.164
- Displaying the information 1.143
- Editing an association 1.162
- Editing an FIA 1.161
- Re-ordering the information 1.143
- Financial institutions 1.208, 2.268
- First value
 - Reports 2.216
- Flags
 - In-use 1.187
- Flat amount 2.67, 2.78
- Folder tree 1.15, 2.15
 - Stage folders 1.67
- Folders 1.15, 2.15
 - Buttons 1.16, 2.16
 - New posting 2.74, 2.83
- Formats
 - Checks 1.87
- Forms
 - Custom 1.101
 - Custom PO 2.227
 - Customizing 1.33, 2.33
- G**
 - General Ledger
 - AP data items 1.58
 - Posting AP data items 1.168
 - General Ledger posting 1.5, 2.5
 - Getting 1.37, 2.37
 - Guides 1.35, 2.35
- H**
 - Help 1.35, 2.35
 - Hold status 1.176
 - HomePage 1.13, 2.13
 - Defaults 1.23, 2.23

- I**
 - Importing
 - See System Administration Guide 2.57, 2.123, 2.196
 - Inquiry 2.197
 - Display obligations 2.204
 - Display vendors 2.52
 - File names 2.204
 - Printing 2.204
 - Revision History tab 2.202
 - Instances 1.26, 2.26
 - From the desktop 1.27, 2.27
 - From the program 1.27, 2.27
 - From the Start menu 1.27, 2.27
 - Internal check number 1.208, 2.268
 - In-use flags 1.187
 - Invoice Distribution by Account report 1.130
 - Invoices
 - Batch 2.73, 2.82
 - Duplicate numbers 1.60
 - Editing 2.111
 - Purge paid 1.188
 - Reports 2.212
 - Italics 1.37, 2.37
- J**
 - Journal 1.209, 2.269
 - Cash 1.4, 2.4
 - Cash disbursements 1.4, 2.4
 - Posting 1.4, 2.4
 - Journals
 - Commitment 2.59
 - Encumbrance 2.59
 - Expense 2.59
- K**
 - Keyboard

-
- Right-click menus 1.30, 2.30
 - Keyboard access 1.30, 2.30
- L**
- Laser printing
 - Check format 1.89
 - Last value
 - Reports 2.216
 - Ledger 1.209, 2.269
 - Length
 - Check format 1.88
 - Line
 - Check format 1.88
 - Line Items tab 1.6, 2.6, 2.63, 2.70, 2.79
 - Location abbreviations 1.122
 - Adding 1.124
 - Deleting 1.127
 - Editing 1.126
 - Validate obligation references 1.168
 - Log check numbers 1.209, 2.269
 - Log Checks button 2.178
 - Logging unused checks 2.182
- M**
- Maintain
 - Stages 1.68, 1.75
 - Maintenance
 - Vendor 2.39, 2.50
 - Manual checks 2.186, 2.191
 - Manuals 1.35, 2.35
 - Mapping Classic Edition banks . . 1.137
 - Assigning accounts 1.139
 - Assigning banks 1.138
 - Message column 1.137
 - Reviewing assignments 1.142
 - Mark for pay
 - Process 2.161
 - Mark for payment 1.209, 2.269
 - Marked for pay status 1.209, 2.269
 - Memorized obligation 1.209, 2.269
 - Memorizing
 - Obligations 2.119
 - Menu acronyms 1.31, 2.31
 - Menu bar 1.30, 2.30
 - Editing 1.31, 2.31
 - Menu key 1.30, 2.30
 - Menus
 - Keyboard access 1.30, 2.30
 - Security 1.31, 2.31
 - Messages
 - Budget Control 2.102
 - Minority vendors 2.56
 - Model division 1.209, 2.269
 - Modifying
 - AP parameter 2.96
 - City abbreviations 1.121
 - Distribution tables 1.118
 - Location abbreviations 1.126
 - Obligation reference items . . 1.171
 - Vendors 2.49
 - Module Navigator 1.31, 2.31
 - Module navigator
 - Security 1.33, 2.33
 - Multiple
 - Business dates 1.26, 2.26
 - Divisions 1.26, 2.26
 - Multiple checks 1.177
- N**
- Navigator bar 1.31, 2.31
 - Negative checks 2.181
 - Net days
 - Vendor 2.44
 - Next form number
 - Reports 2.229
 - Notes
-

1099s	2.56	Reports	2.211, 2.212
Minority vendors	2.56	Separate entry	2.64
Notes tab	2.44	Split by quantity	2.125
O			
Obligation references	1.165, 1.210, 2.270	Splitting	2.130
Adding	1.166	Transferring	1.17, 2.17, 2.125
Applying	1.169	UnMark	2.168
Deleting	1.173	Voided	2.116
Editing	1.171	OCCKHST report	2.252
Filtering	1.170	OCCKSUM report	2.251
Posting	1.201	OCD files	1.191
Reporting	1.170	OCDISC report	2.253
Validate against location		OCIOCW	2.204
abbreviations	1.168	OCOSTND report	2.252
Obligation tab	2.109	OCVCHK	2.185
Obligations	1.209, 2.269	OCW206	1.129
Calculating due dates	1.84	OCW207	1.129
Combined entry	2.74	One-time vendors	
Creating	2.63	Separate checks	2.96
Customizing	1.5, 2.5	Online help	1.35, 2.35
Customizing record	1.10, 1.44, 2.10	Open Windows Navigator	1.33, 2.33
Data items	1.165	Open windows navigator	
Discounts	2.87	Security	1.33, 2.33
Display	2.204	Opening	
Distribution tables	1.116	From the desktop	1.27, 2.27
Editing	2.111	From the program	1.27, 2.27
Entry buttons	2.60, 2.62	From the Start menu	1.27, 2.27
Filtering	1.18, 2.18	Option	
In-use flags	1.187	Check format	1.89
Memorized	1.209, 2.269	OTAGE report	2.255
Memorizing	2.119	OTCASH report	2.259
Number	1.209, 2.269	OTCHKH report	2.265
Partial transfers	2.145	OTDCHK	2.175
Posting new	2.74, 2.83	OTDIST report	2.257
Records	1.209, 2.269	OTDSTA report	2.260
Recurring	2.119	OTFLAG	1.188, 1.194
Reference items	1.165	OTHIST report	2.256
		OTI files	1.191, 1.198
		OTIOTB	2.204

OTIOTS	2.204	Distribution line	1.54
OTORD report	2.254	Individual distribution lines ..	1.54
OTOVFLO	1.90	Journals	1.4, 2.4
OTPORD	2.221	New obligations	2.74, 2.83
OTPUR	1.190	Transactional data items	1.201
OTRREG report	2.251	Preliminary check register	2.174
OTS208	1.76	Separate checks	2.180
OTS906	1.193	Pre-posting verification	2.103
OTS990	1.132, 1.192, 1.199	Account tab	2.104
OTSUM report	2.255	Obligation tab	2.109
OTV1LST report	2.261	Vendor tab	2.110
OTV1SUM report	2.263	Print	
OTVLBL report	2.264	Reports	2.215, 2.230
OTVLIST report	2.262	Print references	
OTVPRG	1.196	Reports	2.214
P		Print zero amounts	
Page break on change		Reports	2.215, 2.230
Reports	2.215	Printing from Inquiry	2.204
Paid invoices		Produce Checks tab	2.175
Purge	1.188	Producing	
Parameters		Reports	2.213
Distribution report	1.130	Program	
Partial transfers	2.145	OCW206	1.129
Password		OCW207	1.129
Asterisks	1.23, 2.23	OTS208	1.76
Defaults	1.23, 2.23	OTS906	1.193
Payment setting		OTS990	1.132, 1.192, 1.199
Split obligations	2.96	Project/Grant	
Percent	2.67, 2.78	AP data items	1.58
PO letterhead		Posting AP data items	1.168
Reports	2.215	Province	
Postal code		Reports	2.225, 2.229
Reports	2.225, 2.226, 2.229	Purchase order	
Posting		Customizing printing options	1.5, 2.5
AP data items to GL	1.168	Purchase Orders	
Credits	1.4, 2.4	Duplicate numbers	1.60
Debits	1.4, 2.4	Purchase orders	
		Custom forms	2.227

Editing	2.111	Register	
Encryption	1.127	Preliminary check	2.174
Printing standard form	2.221	Registers	
Reports	2.211, 2.212, 2.215	Alternate vendor information	1.50, 2.41, 2.42, 2.43
Scramble	1.127	Removing	
Purge	1.210, 2.270	City abbreviations	1.121
Paid invoices	1.188	Columns from detail pane	1.34, 2.34
Vendors	1.195	Distribution tables	1.119
Q		Location abbreviations	1.127
Quantity, detail entry	2.71, 2.82	Obligation references	1.173
R		Vendors	2.50
Range		Re-ordering	
Reports	2.216	Columns in detail pane	1.34, 2.34
Ready for pay	2.89	Report type	
Recap		Reports	2.215
FIA	2.196	Reporting	
Reconciled status	1.210, 2.270	Additional data items	1.201
Reconciling checks	2.193	Data items	1.170
Records		Obligation references	1.170
Adding vendor	2.39	Reporting date	1.210, 2.270
Vendor	2.39	Reports	2.214
Recurring obligation	1.210, 2.270	Reports	
Recurring obligations	2.119	Account mask	2.215
Reference		Address	2.215
Reports	2.214	Amount	2.214
Reference data item	1.210, 2.270	Ancillary address	2.215
Reference items		ASCII	2.231
Adding	1.166	Auto transfer stages	2.229
Applying values	1.169	Change dates	2.214
Deleting	1.173	Changed date	2.229
Editing	1.171	Check	2.211
Filtering	1.170	Check complete detail	2.252
Obligation	1.165	Check discounts taken/lost	2.253
Reporting	1.170	Check historical	2.252
References		Check summary	2.251
Reports	2.228	Checks	2.214
		City	2.215, 2.225, 2.229

-
- Country .2.215, 2.225, 2.226, 2.229
 - Cut dates 2.214
 - Defining 2.216
 - Deleting 2.221
 - Discount date 2.215
 - Exporting 2.231
 - FIAAs 2.214
 - Field 2.216
 - File 2.215, 2.230
 - First value 2.216
 - HomePage 1.15, 2.15
 - Including data items 1.58
 - Invoice 2.212
 - Invoice aging 2.255
 - Invoice cash requirements . . . 2.259
 - Invoice detail 2.254
 - Invoice distribution 2.257
 - Invoice Distribution by Account . . .
1.130
 - Invoice distribution by account 2.260
 - Invoice history 2.256
 - Invoice summary 2.255
 - Last value 2.216
 - Next form number 2.229
 - OCIOCW 2.204
 - OCVCHK 2.185
 - OTFLAG 1.188, 1.194
 - OTIOTB 2.204
 - OTIOTS 2.204
 - OTOVFLO 1.90
 - OTPPORD 2.221
 - OTPPUR 1.190
 - OTVPRG 1.196
 - Page break on change 2.215
 - PO letterhead 2.215
 - Postal code . . . 2.225, 2.226, 2.229
 - Print 2.215, 2.230
 - Print references 2.214
 - Print zero amounts 2.215, 2.230
 - Producing 2.213
 - Province 2.225, 2.229
 - Purchase order . 2.211, 2.212, 2.215
 - Range 2.216
 - Reference 2.214
 - References 2.228
 - Report type 2.215
 - Reporting date 2.214
 - Reprint check register 2.251
 - Run 2.213
 - Ship attention 2.226, 2.230
 - Sort 2.216
 - Stage 2.214
 - Stage date 2.229
 - Stage dates 2.214
 - Stages 2.229
 - State 2.215, 2.225, 2.229
 - Status 2.214
 - Street 2.225, 2.229
 - System Lists 2.212
 - Terms 2.230
 - Updating form 2.229
 - User-defined 2.212, 2.216
 - Vendor 2.212
 - Vendor billing summary 2.263
 - Vendor check history 2.265
 - Vendor complete record 2.262
 - Vendor mailing labels 2.264
 - Vendor name 2.225, 2.229
 - Vendor One Line Report 2.261
 - Vendors 2.214, 2.216, 2.228
 - View 2.215, 2.230
 - Zip 2.215
 - Zip code 2.225, 2.226, 2.229
 - Resizing
 - Columns in detail pane . . 1.35, 2.35
 - Right-click menus 1.30, 2.30

Run	1.210, 2.213, 2.270	SortKey	
S		1099 forms, IRS 1099 forms . .	2.41
Sample check	2.175	Sortkey	1.50, 1.210, 2.270
Scramble		Split	1.210, 2.270
Checks and purchase orders .	1.127	Obligations by quantity	2.125
Scroll	1.210, 2.270	Payment setting	2.96
Vendors	2.52	Splitting	
Search	2.50	Obligations	2.130
Search with a wild card	2.198	Stage	1.210, 2.270
Searching for data	2.197	Reports	2.214
Security		Stage date	
Menus	1.31, 2.31	Reports	2.229
Navigator bar	1.33, 2.33	Stage dates	
Separate		Reports	2.214
Split obligations	2.96	Stages	1.67
Separate checks	1.177, 2.94, 2.180	Accounts Payable	1.21, 2.21
One-time vendors	2.96	Check writing	2.161
Using	2.94	Customizing	1.5, 2.5
Separate entry . 1.6, 2.6, 2.63, 2.64, 2.65		Define	1.68, 1.75
Setting		Display obligations	2.204
Vendor default account	1.176	Folders	1.67
Setup		Life cycle	1.4, 2.4
Combined entry	2.74	Maintain	1.68, 1.75
Define basic setup	1.48	Ready for pay	2.89
Define check format	1.87	Reports	2.229
Define extended setup	1.54	Take discount setting	2.89
Distribution report parameter .	1.130	Standard PO forms	2.221
Separate entry	2.64	Standard reports	
Ship attention		Producing	2.213
Reports	2.226, 2.230	State	
Shortcut keys	1.30, 2.30	Reports	2.215, 2.225, 2.229
Shortcut menus	1.30, 2.30	Status	
Sort		Reports	2.214
Reports	2.216	Street	
Sorting		Reports	2.225, 2.229
Data in detail pane	1.35, 2.35	System Administration	
Obligation references	1.170	Defaults	1.23, 2.23
		System Information tab	2.48

-
- System-defined
 Data items 1.174
- T**
- Tab
 Activity 2.48
 Address 2.41
 Discounts 2.43
 Notes 2.44
 System Information 2.48
 Vendor 2.40
 Vendor Data Items 2.45
- Take discount override 2.89
- Tax ID 2.45
- Tax ID number 1.211, 2.271
- Technical support 1.37, 2.37
- Terms
 Reports 2.230
- Training 1.36, 1.38, 2.36, 2.38
- Transaction 1.211, 2.271
- Transactional data items 1.201
- Transfer 1.211, 2.271
 Obligations 1.17, 2.17
- Transferring
 Obligations 2.125
- Transfers
 Partial 2.145
- Tree 1.15, 2.15
- U**
- Unit Desc, detail entry 2.71, 2.82
- Unit Price, detail entry 2.71, 2.82
- UnMark
 Obligations 2.168
- Unmark for payment 1.211, 2.271
- Unused check 1.211, 2.271
- Updating form
 Reports 2.229
- Upgrading
 Modifying AP parameter 2.96
- Use discount date 2.68, 2.79
- User guides 1.35, 2.35
- User name
 Defaults 1.22, 2.22
- User-defined
 Data items 1.174
 Obligation entry ... 1.10, 1.44, 2.10
 Reports 2.216
 Vendor records 1.8, 1.40, 2.8
- User-defined reports 2.212, 2.216
- Using
 Distribution table 1.116
- Using this document 1.36, 2.36
- V**
- Vacct
 Setting 1.176
- Vendor 1.211, 2.271
 Alternate address .. 1.50, 2.42, 2.43
 Alternate name 1.50, 2.41
- Vendor data items
 1099s 2.57
- Vendor Data Items tab 2.45
- Vendor name
 Reports 2.225, 2.229
- Vendor number 2.66, 2.77
- Vendor tab 2.40, 2.110
- Vendor tax ID 2.45
- Vendors
 1099 2.86
 Activity display 2.48
 Activity tab 2.48
 Adding 2.39
 Adding data items 1.177
 Address tab 2.41
 Customizing 1.5, 2.5

Customizing record	1.8, 1.40, 2.8	Vendor tab	2.110
Data items	1.173, 1.211, 2.271	Verify	2.103
Deleting	2.50	Obligations	2.103
Deleting data items	1.185	Vhold	
Discount	2.44	Assigning	1.176
Discounts	2.87	View	
Discounts tab	2.43	Reports	2.215, 2.230
Display	2.52	Viewing	
Editing	2.49	Vendors	2.49
Editing data items	1.184	Voided obligations	2.116
Maintenance	2.39, 2.50	Void	
Minority	2.56	Viewing obligations	2.116
Modifying	2.49	Void status	1.211, 2.271
Net days	2.44	Voiding checks	2.184
Notes tab	2.44, 2.45	Vpayment	
On hold	1.176	Assigning	1.177
One-time	2.96	W	
Purge	1.195	Warning	1.37, 2.37
Reports	2.212, 2.214, 2.216, 2.228	Duplicate entries	1.60
Separate or combined checks	1.177	Wild card	1.211, 2.271
Setting default account	1.176	Searching	2.198
System Information tab	2.48	Z	
Using data items	1.174	Zip	
Vendor Data Items tab	2.45	Reports	2.215
Vendor tab	2.40	Zip code	
Viewing	2.49	Reports	2.225, 2.226, 2.229
Verification			
Account tab	2.104		
Obligation tab	2.109		