

**Blackbaud FundWare
General Ledger–Project/Grant Guide**

VERSION 7.60, SEPTEMBER 2009

**Blackbaud®
FundWare™**

USER GUIDE HISTORY

Date	Changes
August 2000–May 2003	7.14 Edition 1 through Version 7.20 SP2.
May 2004	7.30—The guide has been modified to better serve the needs of our customers. Program changes reflected include the new HomePage interface, changes to the attribute definition task, new account builder, and a new journal entry form. Version 7.30—The guide was updated with minor corrections after the 7.30 printing deadline.
December 2004	7.31—The guide has been edited to reflect new company information.
April 2005	7.31, SP1—The guide has been updated to reflect the new Copy and Refresh functionality for saved, imported, and memorized journal entries.
July 2005	7.31, SP2—The guide has been updated to reflect the modified Lock Periods/Years to Posting task (formerly Lock Periods and Years).
November 2005	7.40—The guide has been updated with minor corrections.
July 2008	7.50—The guide has been updated with corrections and to include Appendix D, Using the Enhanced Ledger Report. The guide has also been edited to reflect new company information.
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

Chapter 1—Introduction	1
What Is General Ledger?	2
Multiple Reporting Systems	2
Fiscal Periods	3
Account Structure	3
Ledgers	3
Journals	4
Transactions	4
Adjustments and Other Special Entries	4
Reports	4
Advanced Financial Reporting	5
Comparing General Ledger and Project/Grant	5
The General Ledger HomePage	6
Account Dashboard	6
Updating the Dashboard	10
Printing the Account Information From the Dashboard	11
Removing Accounts From the Dashboard	11
Activity Reminders	11
Printing Reminders	12
Deleting Reminders	12
Reports Area	12
Some FundWare Basics	13
Opening FundWare	13
Changing Your Password During Login	16
Opening FundWare Multiple Times	17
Opening Additional Instances—From the Desktop/Start Menu	18
Opening Additional Instances—From the Program	18
Changing the Business Date	19
Changing Your Password From the Software	20
Using the Menu Bar	21
Keyboard Navigation	21
Is Your Menu Bar Too Crowded?	22

How Your Security Rights Impact the Menu Bar	22
Using the Navigator Bar	22
Module Navigator	22
Open Windows Navigator	24
How Your Security Rights Impact the Navigator Bar	24
Customizing Your Display	24
Hiding and Displaying Columns	25
Re-Ordering the Columns	25
Resizing the Columns	26
Sorting the Entries in a Form	26
Help	26
Training and Consulting Services	27
Using This Document	27
Conventions	28
Getting Support	28
.	29
Chapter 2—Understanding GL–P/G	31
Divisions	31
ID Types	32
Account Number Structure	34
System-Defined Account Number Structures	36
User-Defined Account Number Structure	36
Dimensions	37
Consistency in Dimension Values	38
Using Dimensions for Reporting	38
Balancing Your Entries	38
Two-Sided Accounting	39
Four-Sided Accounting	39
Single-Sided Accounting	40
Clearing Funds	40
Transfer Dimensions	41
Length of the Transfer Dimension	42
Defining Your Due To/From Account Pattern	43
Defining Your Due To/From Accounts	45
Balancing Entries—Manual or Automatic	45
Twin Dimensions	45
Attributes	46

Using Attributes in Reporting	48
Additional Uses of Attributes	50
Default Standard Attributes	51
Attribute Positions and Attribute Values	51
Journals	54
System-Defined Journals	55
Posting Types	55
Budget Types 1 and 2 and GASB 34	56
For Upgrading FundWare Customers	56
Suspense Accounts	57
Defining Your Journals to Use Multiple ID Types	57
Account Definition and Detail	58
Data Items	59
Example Data Items—On Accounts	59
Example Data Items—On Journals	62
Aliases	63
Tips About Using Aliases	66
Descriptive Accounts	67
Created by Posting Accounts	68
Using Masks	68
Chapter 3—Defining and Maintaining GL–P/G	69
Defining Your ID Types (System Parameter Wizard)	69
Setting Up a Manually-Defined Account Structure	76
Editing Your ID Types	79
Deleting ID Types	83
Maintaining Your Dimensions	84
Editing Dimensions	84
Adding Dimension Values	86
Associating Dimensions and Attribute Positions	88
Adding Associations	89
Editing Dimension Values	93
Deleting Dimension Values	94
Printing Your Dimension Values	94
Maintaining Your Attributes	95
Attribute Positions	95
Defining Your Attribute Positions	96
Attribute Values	97

Adding Attribute Values	98
Editing an Attribute Value	100
Deleting an Attribute Value	100
Printing Your Attribute Values	101
Maintaining Your Journals	101
Modifying Your System-Defined Journals	102
Adding a Journal	107
Editing Journals	112
Deleting Journals	113
Maintaining Your Data Items	113
Adding Data Items	113
Editing a Data Item	115
Deleting a Data Item	116
Maintaining Your Date Tables	116
Date Table Example	116
Adding New Date Tables	117
Editing a Date Table	119
Deleting a Date Table	121
Global Settings	122
Importing/Exporting	123

Chapter 4—Adding and Maintaining Accounts125

Adding Individual Accounts	125
What Is the Account Builder?	131
Adding Accounts With Account Builder	132
Validating Your Accounts With Account Builder	137
Generating Accounts Created by Account Builder	138
Printing Account Builder Entries	139
Saving Account Builder Selections	139
Opening Account Builder Selections	140
Deleting Account Builder Selections	141
Using the Chart of Accounts	141
Viewing Accounts Through the COA	142
Adding Accounts Through the COA	144
Editing Accounts Through the COA	150
Duplicating Accounts Through the COA	151
Deleting an Account Through the COA	151
Viewing Transaction Information	152

Viewing Account Balance Information	155
Using Account Utilities to Maintain Accounts	157
Duplicate Accounts Task	158
Modify Account Information Task	160
Copy Account Information Task	162
Add Data Item and Value Task	164
Modify Data Item Value Task	166
Remove Data Item Task	167
Clear Data Item Value Task	169
Create Accounts From Descriptive Accounts Task	170
Using the ? Character With Descriptive Accounts	172
Remove Unused Accounts Task	173
Responding to Created by Posting Accounts	174
Correcting an Incorrect Account Number	175
Integrating a Correct Created by Posting Account	175
Chapter 5—Creating Journal Entries	177
Creating Journal Entries	177
Amount vs. Debit/Credit	182
Enabling/Disabling the Account Selector Prompt	182
Using the Auto Complete Accounts List	182
Account Balance	182
Using the Auto Reverse Feature	183
Moving Through the Journal Entry Form	183
Deleting a Row From the Journal Entry Form	183
Printing Transactions From the Journal Entry Form	183
Budget Control Messages	183
Working With Saved Journal Entries	184
Editing Saved Journal Entries	185
Posting Saved Journal Entries	185
Memorizing Saved Journal Entries	186
Copying Saved Journal Entries	187
Deleting Saved Journal Entries	189
Printing Saved Journal Entries	189
Working With Memorized Journal Entries	189
Editing Memorized Journal Entries	191
Posting Memorized Journal Entries	191
Posting Memorized Journal Entries in Reverse	192

Copying Memorized Journal Entries	195
Deleting Memorized Journal Entries	196
Printing Memorized Journal Entries	197
Working With Imported Journal Entries	197
Editing Imported Journal Entries	198
Posting Imported Journal Entries	199
Memorizing Imported Journal Entries	200
Copying Imported Journal Entries	202
Deleting Imported Journal Entries	203
Printing Imported Journal Entries	203
Working With Posted Transactions	204
Viewing Posted Transactions	204
Manually Reversing a Transaction	206
Printing Posted Transactions	208
Printing Journal Entries	208
Using the Account Selector	211
Twinning Accounts	213
Trace Reports	213
Viewing Trace Reports	214
Chapter 6—Locking Periods and Years	215
Locking a Period or Year to Posting	215
Opening a Closed Period or Year	218
Reopening Closed Periods Prior to Saving/Purging	220
Chapter 7—Year-End Processing	221
Before You Begin	221
Backing Up Your Data	221
What Is Your Closing ID?	222
Viewing Logged In Users	222
Posting Revenue and Expense Balances	223
Posting Revenue and Expense for an ID Type	223
“Not in System” Accounts	225
Rolling Beginning Balances	225
Purging or Saving Fiscal Years	226
Opening All Periods	227
Purging or Saving a Fiscal Year	227

Chapter 8—Using the Cost Allocation Feature	229
The Cost Allocation Process	229
Cost Allocation Setup and Procedures	230
Cost Allocation Tips	232
Chapter 9—Using Budget Control	233
Defining Your Budget Control Parameters	233
Changing Your Budget Control Parameters	237
Removing Your Budget Control Parameters	238
Displaying Your Budget Control Parameters	239
Scrolling Your Budget Control Parameters	240
Starting Your Budget Control Year	241
Producing the Budget Control Report	243
Chapter 10—Understanding GL–P/G Reports	245
Understanding Report Types	245
Using Dimensions in Your Reports	249
Using Attributes in Your Reports	249
Entering Page Values	250
Page Break (Subheading) Descriptions	251
No Description Printing	252
Pulling and Building From Descriptive Accounts	252
Use Descriptive Alias 1 and Descriptive Alias 2	253
What if You Don’t Use Descriptive Accounts?	253
Tips About Using Page Values	254
Entering Row Values	254
What Is a Detail Report?	255
What Is a Summary Report?	255
Subtotaling With the Row Dimensions and Attributes	257
Subtotaling on a Dimension—Example	260
Subtotaling Within a Dimension—Example	261
Row Descriptions	263
No Value	264
No Description Printing	264
Use First Occurrence	265
Pull From Descriptive Accounts	265
Build From Descriptive Accounts	267

Standard Alias 1 and Standard Alias 2	268
Descriptive Alias 1 and Descriptive Alias 2	269
Use Row Values	270
Using Dimension and Attribute Order	270
Using Report Levels	271
Using the Advanced Field	272
Adding Text to the Advanced Field	272
Subtotaling (Dimensions and Attributes)	274
Subtotaling by Digits (Dimensions Only)	274
Entering Relative Dates	276
FASB Reports	278

Chapter 11—Creating and Producing Reports281

Producing Reports	283
Creating or Editing Reports	289
Entering Report Name, Title, and Type	289
Defining or Editing the General Tab	290
Defining or Editing the Include/Exclude Attributes Tab	294
Defining or Editing the Report Attributes Tab	295
Defining or Editing the Pages Tab	296
Defining or Editing the Rows Tab	298
Defining or Editing the Attribute Columns Tab	300
Defining or Editing the Columns Tab	302
Hiding Columns	306
Calculating Columns	306
Grouping Your Reports	306
Creating and Adding to Groups From the Report Definition	307
Creating and Adding to Groups From the Groups Window	307
Producing a Group of Reports	309
Editing a Group Name	311
Removing a Report From a Group	311
Deleting a Group	312
Copying Reports	312
Deleting Reports	312
Printing Reports	313
Exporting Report Information	314

Appendix A—Sample Standard Reports	315
Appendix B—Using Attributes to Define Report Columns	339
Using Your Attribute Positions for Report Columns	340
Defining Your System	341
Example—Defining Attribute Positions and Values	342
Example—Assigning Attribute Values to Accounts	343
Example—Defining and Producing a Report Using One Position . . .	344
Example—Defining and Producing a Report Using Two Positions . .	346
Appendix C—Adjusting Your System for GASB 34	349
Backing up Your Data	349
Performing a Reorg on The Data	351
Creating the Journals and Identifying Batches	354
Executing the Programs	354
Appendix D—Using the Enhanced Ledger Report	359
Overview of New Enhanced Ledger Report Type K	359
Creating the Report	359
General Tab	359
Pages Tab	361
Rows Tab	363
Producing Your Report	364
Appendix E—Using the Twinning Feature	367
Defining Your Account Structure to Twin Accounts	367
Renaming a Dimension	368
Defining Your Journals to Twin Accounts	369
Tips for Defining Your Modules to Twin Accounts	370
Defining Your Accounts to Twin	370
Using an Account That Requires a Twin	374
Tips for Defining Your Accounts to Twin	375

Appendix F—Entering Beginning Balances	377
Appendix G—Entering Your Budget	381
Entering Budget Information	381
Additional Steps for Entering Non-Annual Budget Information	383
Appendix H—Using the .YEAR END Data Item (Project/Grant)	385
Adding .YEAR END	385
Adding .YEAR END to Your Descriptive Accounts	387
Defining and Producing Your Report	390
Glossary	393
Index	401

CHAPTER 1

INTRODUCTION

With the purchase of the Blackbaud FundWare™ General Ledger module, you will be working with a tool that has been designed specifically for those not-for-profit organizations that comprise the public sector. General Ledger serves as the heart of your financial application and the central point for all monetary reporting. It delivers the enhanced inquiry flexibility, powerful analysis tools, and robust reporting options you need to adhere to strict budgeting and financial performance tracking.

With General Ledger (and Project/Grant, if you have purchased this additional module), you can:

- Maintain unlimited open periods and fiscal years.
- Reopen your past fiscal year for audit adjustments, and close again as often as necessary.
- Post budget transactions in detail, providing online budget control, detail historical reporting, and full budget audit trail.
- Post units as well as dollar amounts—ideal for posting statistical outcome-based information or hours worked, as automatically provided by the FundWare Payroll application.
- Group accounts in unlimited user-defined categories using FundWare’s powerful “attributes,” create reports, grouping financial information by program-type, fund-type, grant/contract-type, and manager.
- Cross fiscal years for detailed financial reporting and online inquiry, with access to historical transactions for an unlimited period of time.

This chapter includes some overview of key concepts in General Ledger and P/G. For more detailed discussion of these topics, see *Chapter 2—Understanding GL–P/G* on page 31.

WHAT IS GENERAL LEDGER?

General Ledger is the main module in the FundWare system. It allows you to define your account structure, manage your transactions, and produce current financial reports for staff, board, funding agency, and accountant review. When you work with General Ledger accounts, you must follow the rules of double-sided or four-sided accounting. Project/Grant is an additional module that combines with GL to allow you to track your accounts using “single-sided” entries (i.e., your debits do not need to equal your credits). If you have other FundWare modules, you will post your transaction information (i.e., revenue and expense) to General Ledger–Project/Grant.

You can post transactions to General Ledger–Project/Grant from:

- The General Ledger Journal Entry window (i.e., manual journal entries);
- Imported, saved, and memorized entries;
- Reversed journal entries; or
- Other modules (e.g., Account Payable, Accounts Receivable, Payroll). (Posting to GL from another module is an automatic process.)

The features offered by General Ledger–Project/Grant are all designed to help you maintain your accounts efficiently, yet with great flexibility so that you can meet all your accounting and reporting needs. Some of these features include:

- Multiple reporting systems (known as ID types in FundWare),
- Account structures, and
- Ledgers (including journals and transactions).

MULTIPLE REPORTING SYSTEMS

FundWare “ID types” allow you to maintain multiple reporting systems simultaneously. One of the many ways that this is useful is if your organization must maintain records based on one year-end date, but report some transactions on a different year-end date.

- For example, your organization (a city) must report to the state using a year-end of June 30, while your federal grants require a year-end of September 30.

In this example, you must maintain two separate sets of records. However, since FundWare allows you to maintain more than one reporting system, you can enter a single transaction and post that information to more than one ID type (or set of records). For more information, see *ID Types* on page 32.

FISCAL PERIODS

The General Ledger–Project/Grant module allows you to set up fiscal periods for each ID type and to determine the number of years to maintain/keep on-line. The system uses “date tables” to store period lengths and period-ending dates. For more information, see *Maintaining Your Date Tables* on page 116.

ACCOUNT STRUCTURE

General Ledger allows you to use either:

- A 10- or 15-digit system-defined account number structure.
- A user-defined (i.e., customized to meet the needs of your organization) account number structure using up to 18 digits.

Project/Grant allows you to use either:

- A 9-digit system-defined account number structure.
- A user-defined (i.e., customized to meet the needs of your organization) account number structure using up to 18 digits.

The account number structure is divided into dimensions that define funds, departments, sub-departments, or any other cost center. You can use account number dimensions to sort, sum, and select information to include on your reports. For more information, see *Account Number Structure* on page 34.

LEDGERS

FundWare stores your information in five areas (“ledgers”) of the database:

- The general, or actual, ledger maintains account balances for standard reporting.
- The budget type 1 and 2 ledgers record and report budget information. We offer you two budget options to allow you to track an original budget and any changes to that budget (e.g., GASB reporting).
- The encumbrance ledger allows accounts to be encumbered for purchases ordered but not yet received.
- The commitment ledger allows accounts to be allocated for purchases not yet encumbered.

JOURNALS

Journals are the books of original entry for all transactions that post to one of the ledgers. You define how the journal will collect information and what information it will accept. For example, you can define certain journals to accept transaction information from another FundWare module. In Sample Division 95, we have defined three Accounts Payable journals to post encumbrances, expenditures, and cash disbursements. These journals do not allow a direct, manual journal entry to General Ledger. Reserving specific journals for these transactions preserves the integrity between the two modules (i.e., between Accounts Payable and General Ledger).

TRANSACTIONS

When you enter your transactions, you may be asked to select a journal. If you are not, then you have predefined your FundWare system to post to specific journals. For example, in Sample Division 95, we define that purchase order information is posted in detail to the ENCUM journal.

Each time you post a transaction through a journal to a ledger (via General Ledger), the system assigns a unique transaction number and creates trace report. When printed, these trace reports provide a “paper audit trail” of all entries made into the system.

To maintain your system, we *strongly* recommend that you:

- Print trace reports daily to obtain a hard copy of your transactions.
- Carefully review your trace reports.
- Store all trace reports in numerical order (e.g., in a three-ring binder) at a safe location or store the electronic files in an off-site archive.

ADJUSTMENTS AND OTHER SPECIAL ENTRIES

In addition to regular journal entries, General Ledger allows you to enter year-end adjustments and reclassifications, budgets and budget adjustments, commitments and commitment adjustments, encumbrances and encumbrance adjustments, and reversing journal entries.

REPORTS

General Ledger offers you a wide variety of reports, including a balance sheet, trial balance, ledger, journals, and transaction reports. The following types of revenue and expense reports are also available:

- Period to Date vs. Year to Date

- This Year vs. Last Year
- Revenue and Expense with Variance
- Revenue and Expense with Annual Budget
- Revenue and Expense with Encumbrances

The columns are already formatted for these “standard” reports. You select the accounts to include in the rows of the report and how to organize and report the information for those accounts.

Because of the variety of reports available in the General Ledger, you can quickly and easily prepare information for staff, board, funding agency, and accountant review.

ADVANCED FINANCIAL REPORTING

The Advanced Financial Reporting feature (purchased separately) allows you to:

- Define the contents of your report columns.
- Compare any combination of periods or years.

For more information on this feature, please contact your FundWare sales representative (800-551-4458).

COMPARING GENERAL LEDGER AND PROJECT/GRANT

General Ledger and Project/Grant have one major difference: Project/Grant allows you to enter single-sided transactions (i.e., debits **do not** have to equal credits). However, transactions in GL must follow two-sided or four-sided accounting rules for journal entries, i.e., debits must equal credits. When you define an ID type through the Setup task (see *Defining Your ID Types (System Parameter Wizard)* on page 69), you specify to which module the ID type is assigned (i.e., which accounting rules it will follow).



If you define an ID type by FASB (Financial Accounting Standards Board) or GASB (Government Accounting Standards Board) rules, debits must equal credits by fund.

Additional differences between the modules include:

- P/G can have all account types, but usually just has revenue and expenditure.
 - GL has asset, liability, net asset (fund balance), revenue, and expenditure (expense accounts).
- P/G does not have balance sheet type reports.

- GL has balance sheet type reports.
- The P/G year-end process allows you to select whether or not to roll balances forward by ID types. For example, if you are tracking multi-year projects, you roll all revenues and expenditures into the beginning period for the next year so you can have “inception-to-date” reporting as well as “year-to-date” reporting. If you are tracking information about meetings, you probably would choose not to roll this information forward, as each year stands alone.
 - The GL year-end process closes revenue and expenditure accounts into net assets accounts before rolling balance sheet account balances into the new year.
- You can report information in user-defined balance sheet reports for P/G ID types for a fiscal period different than the year ending date defined in your date table (i.e., cross-fiscal year reporting) by adding the .YEAR END data item to descriptive accounts.
 - This feature is not available for GL ID types.

Unless noted otherwise, information in this guide applies to both General Ledger and Project/Grant.

THE GENERAL LEDGER HOMEPAGE

The General Ledger HomePage helps you keep an eye on your account balances and upcoming activities and provides you with direct access to produce your reports. The following areas make up the GL HomePage:

- Account dashboard,
- Activity Reminders area, and
- Reports area.

ACCOUNT DASHBOARD

Context-sensitive topic: *HomePage—Dashboard*

The Account Dashboard provides you with a snapshot of up to 10 active GL–P/G accounts/account masks. You can view the balance for these accounts, as well as the account description and any Budget Control messages.

2. Click the ellipsis to display the Account Selector (*Figure 1.2*).

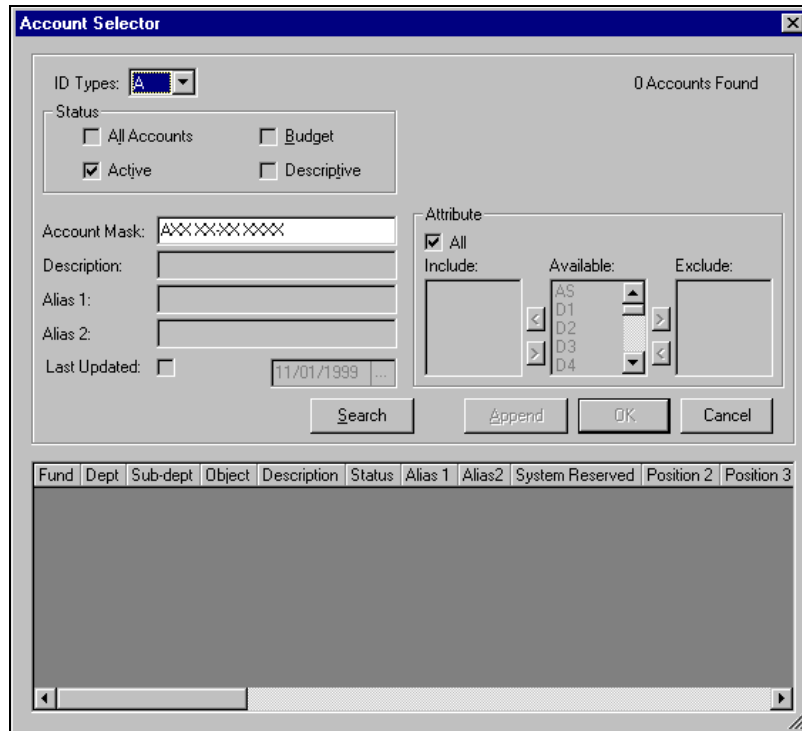


Figure 1.2—Account Selector

3. Enter an account mask to define the accounts to be included in the dashboard. The remaining elements of the account selector (e.g., description, attributes) are not available for filtering these accounts. Only active accounts are included in the dashboard.

- 4. Click **Search** for the Account Selector to find the active accounts matching the settings (Figure 1.3).

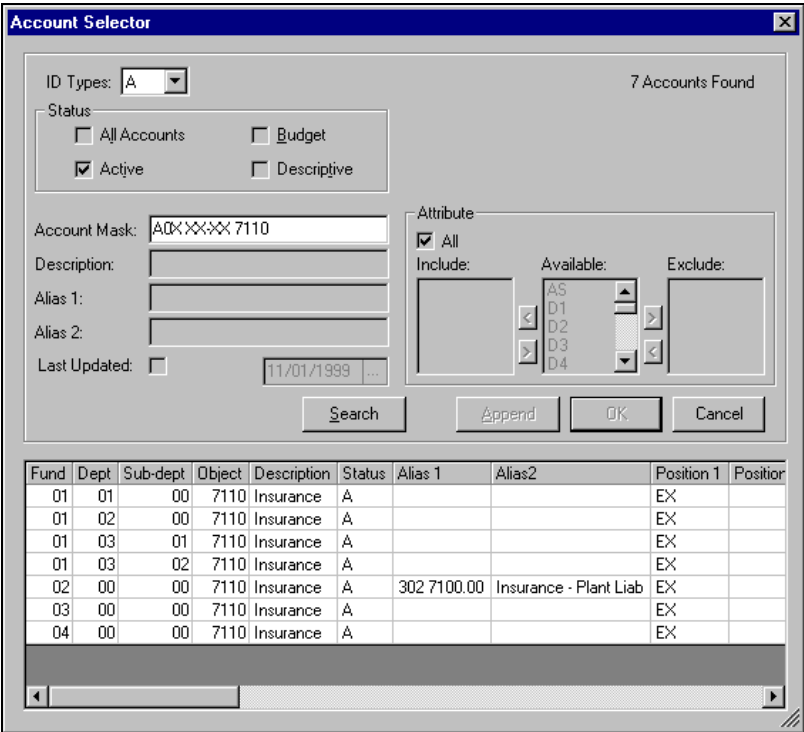


Figure 1.3—Accounts Filtered by the Account Selector



All the accounts displayed in the results area of the Account Selector will be displayed in the dashboard. You cannot use your mouse to select only certain accounts for the dashboard.

- Click **OK**. The Account Selector closes and the selected accounts display in the dashboard (*Figure 1.4*).

Account #	Description	Balance	Alert
AXXXXXX 7110		\$5,650.00	
--- A01 01-00 7110	Insurance	\$.00	
--- A01 02-00 7110	Insurance	\$565.00	
--- A01 03-01 7110	Insurance	\$565.00	
--- A01 03-02 7110	Insurance	\$565.00	
--- A02 00-00 7110	Insurance	\$.00	
--- A03 00-00 7110	Insurance	\$1,695.00	
--- A04 00-00 7110	Insurance	\$2,260.00	

Figure 1.4—Accounts Displayed in the Dashboard

- If you entered an account mas, you can click the plus/minus sign to expand or collapse the accounts (*Figure 1.5*).

Account #	Description	Balance	Alert
+ AXXXXXX 7110		\$5,650.00	

Figure 1.5—Account Mask Collapsed in the Dashboard

UPDATING THE DASHBOARD

Context-sensitive topic: *Updating the Dashboard*

Each time you open the HomePage, the information is updated. For example, if you add accounts to your Chart of Accounts, and these accounts meet an account mask in the dashboard, the new accounts will now display in the dashboard.

PRINTING THE ACCOUNT INFORMATION FROM THE DASHBOARD

Context-sensitive topic: *Printing the Account Information From the Dashboard*

Click **Print** or right-click and select **Print** from the shortcut menu. The preview window displays from which you can print your account dashboard information.

REMOVING ACCOUNTS FROM THE DASHBOARD

Context-sensitive topic: *Removing Accounts From the Dashboard*

To remove an account or account mask from the dashboard, select the dashboard row and click **Clear Row** (or right-click and select **Clear Row** from the shortcut menu). The contents of the row are removed from the dashboard.

ACTIVITY REMINDERS

The Activity Reminders area allows you to enter a text note and a due date (optional) for module tasks (*Figure 1.6*). When you open the HomePage, any tasks with due dates earlier than the system date of your computer (i.e., “overdue”) will display as red.

Activity Reminders	
Activity	Due Date
* 	

Delete Print

Figure 1.6—Activity Reminders Area

Use the following instructions to use the Activity Reminders area.

1. On the General Ledger HomePage, enter up to 100 alphanumeric characters in the Activity field (*Figure 1.7*).

Activity Reminders	
Activity	Due Date
▶ Post and roll AXXX XXXX 3110	
* 	

Delete Print

Figure 1.7—Example Activity Reminder—Closing ID

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



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

Context-sensitive topic: *Printing Reminders*

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

DELETING REMINDERS

Context-sensitive topic: *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

Context-sensitive topic: *HomePage—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 1.8*). 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.

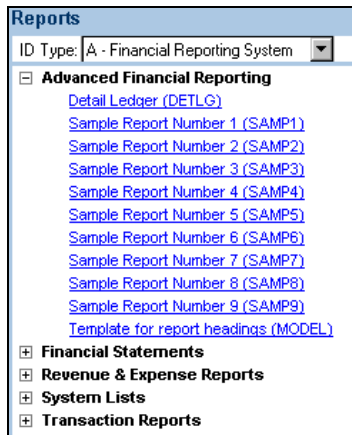


Figure 1.8—Reports Area of the General Ledger–Project/Grant HomePage

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 1.9—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 "Enter a user name, password, and business date to log into FundWare." is displayed. 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 horizontal line separates them from the text: "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".

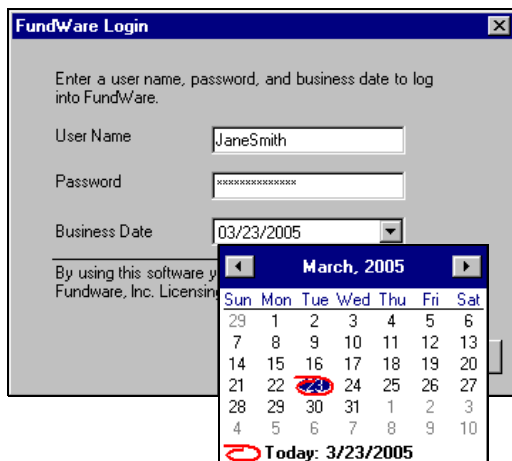
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

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.

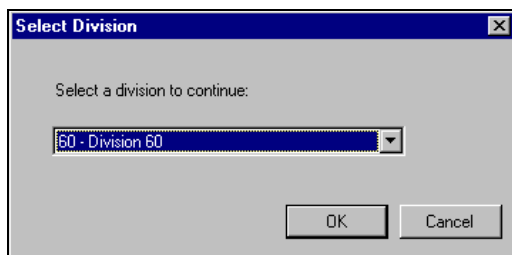
- Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

Figure 1.10—Selecting the Date



- 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 1.11—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 16.

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.

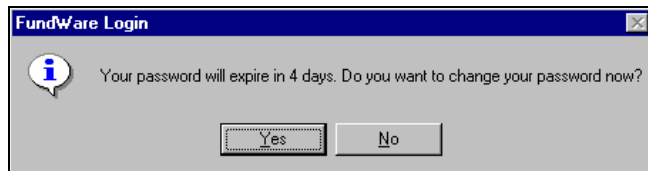
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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 1.12—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 1.13—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 20.

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 19 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

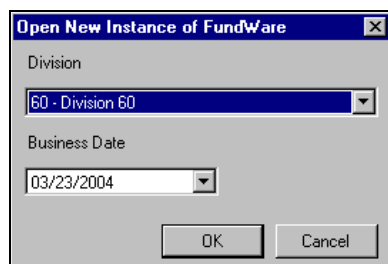
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

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 19.

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 1.14—Opening a New Instance of FundWare



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

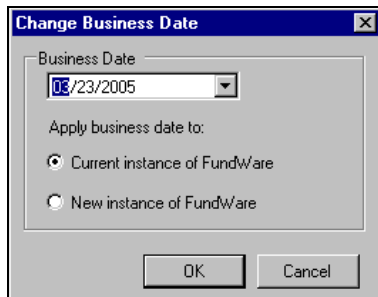
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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 1.15—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 1.16—Changing the Current User's Password



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

If your organization uses the password aging feature (defined through System Administration) and your password is nearing or has passed the expiration date, you can also change your password during the login process. See *Changing Your Password During Login* on page 16.

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.

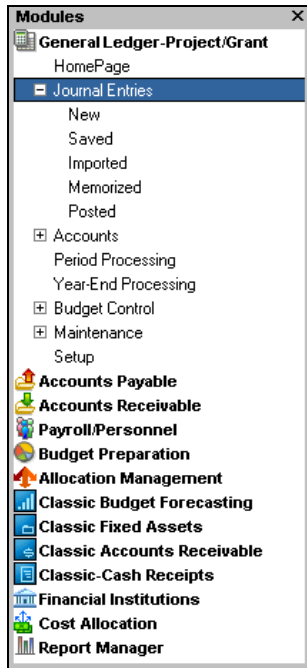
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as 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 1.17—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.

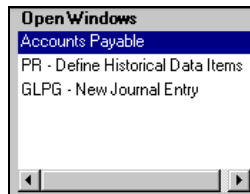


Figure 1.18—Open Windows Navigator

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.

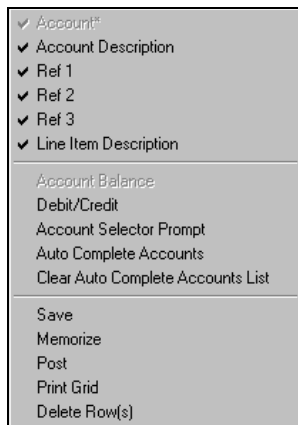
CUSTOMIZING YOUR DISPLAY

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 1.19—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 1.20—Mouse Icon

Transferred From P.O.						
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 1.21—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

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13
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 1.1* as a reference for conventions used in this document.

Table 1.1—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 1.2—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 1.2—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

UNDERSTANDING GL-P/G

FundWare account numbers are a little like magic—there’s more there than meets the eye! Your account number includes not just the numbers that you see, but additional associated information (e.g., ID types, dimensions, attributes, data items, aliases) that allows you to group your data in almost limitless ways. How you define your accounts will lead to how robustly you can report on your financial information.

But before you can begin defining your accounts, you need to understand what options FundWare offers and plan how you will make use of these options. Because the planning step is key:

- Understand what your options are, including:
 - Divisions,
 - ID types,
 - Account structures,
 - Dimensions,
 - Attributes,
 - Data items, and
 - Aliases.
- Carefully plan your chart of accounts and how you will use all of your options.
- Apply your use of the options consistently.

Then you will experience the full power and flexibility of FundWare General Ledger.

DIVISIONS

Divisions are the highest level of separation in the program and are equal to a company or entity. Within FundWare, you cannot create individual reports for multiple divisions, so these entities must have separate reporting needs. For example, a municipality might have a division for its library and another division for its fire department. A non-profit organization might have only one division to track all their accounts.

Divisions are the first thing you define when you configure FundWare for your organization. Instructions for creating and maintaining your divisions can be found in the *Blackbaud FundWare System Administration Guide*.

ID TYPES

After your division, the ID type is the highest level of categorization in your chart of accounts. The ID type is a single-letter code that identifies a specific group of accounts for the purposes of tracking and reporting.



In Sample Division 95, ID type A maintains the core set of accounts for the organization. The division also includes ID types F, M, and S (Project/Grant ID types) to maintain separate sets of federal and state grant accounts.

ID types are the first thing you should define within each division when you set up your General Ledger. The following rules apply to your ID types:

- Each ID type can have its own account structure.
- When you are creating your journal entries, you can post a single transaction to multiple accounts in different ID types (e.g., to track revenue and expense in both a GL ID type and P/G ID type). However, you cannot create a report that includes more than one ID type.
- If you have Project/Grant, your ID types will determine the accounting rules that the program will follow (i.e., an ID type will follow the rules for either GL or P/G, not both).
- The ID type precedes the account number (e.g., A01 02-00 6110) and is often the first element you select when working with account numbers.
- Use cannot use “X” for an ID type because X is used as a “wild card” in FundWare (see *Using Masks* on page 68).

Because you specify your account structure when you define the ID type, using different ID types allows you to track your account information in a variety of ways. For example, Sample Division 95 has one ID type defined for General Ledger and three ID types defined for Project/Grant. Each ID type represents a different group of accounts. *Table 2.1* defines the ID types and shows an example account for Salary and Wages.

Table 2.1—Example Salary and Wage Accounts in Division 95 GL and P/G ID Types

ID Type	Use	Example Account
General Ledger ID Types		
A	The primary ID type; represents all General Ledger accounts	A01 02-00 6110
Project/Grant ID Types		
F	Federal grant accounts	F100-01 6110
M	Meeting accounts	M300-01 6110
S	State grant accounts	S200-01 6110

Note that all the ID types include a 4-digit Object dimension. Let’s look at the dimension names for ID types A and F (*Table 2.2* and *Table 2.3*).

Table 2.2—Account Structure for ID Type A

XX Dimension 1	XX Dimension 2	XX Dimension 3	XXXX Dimension 4
Fund	Department	Sub-Department	Object

Table 2.3—Account Structure for ID Type F

XX Dimension 1	XXX Dimension 2	XXXX Dimension 3
Project	Grant	Object

This makes the Object dimension a “shared” dimension, allowing you to post a single transaction to both ID types A and F. (In FundWare, we call this “twinning.” For more information, see *Twin Dimensions* on page 45.) Now, let’s say you need to record income for a grant in the Grant Income account in ID type A. Because this revenue is from a federal source, you must also record the income in the Federal Grant Income account in ID type F. Therefore, you add two accounts with the same number in the shared dimension:

- A01 00-00 4145, Federal Grant Income
- F100-01 4145, Federal Grant Income

When you enter a transaction to one account, you can require that the transaction also post to the second account.

Instructions for adding your ID types can be found in *Defining Your ID Types (System Parameter Wizard)* on page 69.

ACCOUNT NUMBER STRUCTURE

An account number structure, unique to each ID type, divides the number into groups, called dimensions. Each dimension represents a specific characteristic (e.g., fund, object). You can also define separator characters, such as a hyphen (“-”) or slash (“/”), between dimensions. For example, account 0101006110 becomes more readable when displayed as 01 01-00 6110. *Table 2.4* explains this structure.

Table 2.4—Example Account Structure

Fund	Department		Sub-Department	Object
01	01	-	00	6110

By using these categories and the masking option to filter your accounts (see *Using Masks* on page 68), you can create meaningful reports for your organization. *Table 2.5* displays examples and results of dimension-based reporting.

Table 2.5—Dimension-Based Reporting Examples and Results

Example 1	Example 2	Example 3
<ul style="list-style-type: none"> Fund 01/all departments Object 6110 Mask: 01 XX-XX 6110 <p>The following is a sampling of the accounts that could result from this mask:</p>	<ul style="list-style-type: none"> Fund 01/department 01 All sub-departments/all objects Mask: 01 01-XX XXXX <p>The following is a sampling of the accounts that could result from this mask:</p>	<ul style="list-style-type: none"> All funds/department 02 All sub-departments/all objects Mask: XX 02-XX XXXX <p>The following is a sampling of the accounts that could result from this mask:</p>
• 01 01-00 6110	• 01 01-00 2020	• 01 02-20 6110
• 01 01-01 6110	• 01 01-00 4280	• 02 02-20 5500
• 01 02-00 6110	• 01 01-01 6110	• 02 02-60 6110
• 01 04-00 6110	• 01 01-02 7330	• 04 02-80 4420

You can use any of the following options to create your account number structure, depending on the needs of your organization:

- The GL system-defined 10-digit account number structure (XX XX-XX XXXX),
- The GL system-defined 15-digit account number structure (XXX XX-XX XXXXX.XXX),
- The P/G system defined 9-digit account number structure (XXX-XX XXXX), or
- A custom-defined account number structure, where you define the number and length of dimensions, as well as any separator characters.

See the following sections for more information on system-defined and user-defined account number structures.

You will define the dimensions for your account structure when you add your ID types. See *Defining Your ID Types (System Parameter Wizard)* on page 69 for more information.

SYSTEM-DEFINED ACCOUNT NUMBER STRUCTURES

The 10-digit account number structure for General Ledger has four dimensions (XX XX-XX XXXX). You supply descriptions that suit your organization (*Table 2.6*).

Table 2.6—Example 10-Digit Account Structure (GL)

XX Dimension 1	XX- Dimension 2	XX Dimension 3	XXXX Dimension 4
Fund	Department	Sub-Department	Object

The 15-digit account number structure for General Ledger has five dimensions (XXX XX-XX XXXXX.XXX). You supply descriptions that suit your organization (*Table 2.7*).

Table 2.7—Example 15-Digit Account Structure (GL)

XXX Dimension 1	XX Dimension 2	XX Dimension 3	XXXXX Dimension 4	.XXX Dimension 5
Fund	Department	Sub-Department	Object	Sub-Object

The 9-digit account number structure for Project/Grant has three dimensions (XXX-XX XXXX). Again, you can supply descriptions that suit your organization (*Table 2.8*).

Table 2.8—Example 9-Digit Account Structure (P/G)

XXX Dimension 1	XX- Dimension 2	XXXX Dimension 3
Project	Grant	Object

USER-DEFINED ACCOUNT NUMBER STRUCTURE

A user-defined account number gives you the greatest flexibility in designing your account number structure. The FundWare System Parameter Wizard will take you through each step of the process. However, you should plan your account number structure before beginning the wizard.

Consider the following guidelines when setting up your own account number structure:

- Dimensions can be separated with spaces, or with a character, such as hyphen (“-”) or a slash (“/”).

- In most cases, use a hyphen or a slash to indicate dimensions that are more closely related, for instance, department-sub-department.
- You can also use N (null) to group dimensions without displaying a visible separation character.
- Each dimension may be from 1 to 9 digits long.
- You can use up to 9 dimensions.
- The total of all digits in the account number structure may not exceed 18.



However, you are not limited to 18-digits in a *transaction* account number. In transaction entry you can string together multiple ID type/account combinations to create a transaction account with a maximum of 55 characters. See *Twin Dimensions* on page 45 for more information.

DIMENSIONS

Dimensions and dimension values allow you to organize your chart of accounts to best match the accounting and reporting needs of your organization. When you use dimensions to report your financial information, you can sum and subtotal accounts according to all or part of the dimension number (i.e., value).

For example, in sample division 95 the second dimension for ID A is defined as the department dimension. We define departments and dimension values:

- Dimension value 01—Administration department,
- Dimension value 02—Legal department, and
- Dimension value 03—Recreation department.

Then we can combine the fund and department dimension values:

- A01 01-XX XXXX—Administration accounts for the General fund,
- A01 02-XX XXXX—Legal accounts for the General fund,
- A01 03-XX XXXX—Recreation accounts for the General fund,
- A02 01-XX XXXX—Administration accounts for the Water Plant fund,
- A02 02-XX XXXX—Legal accounts for the Water Plant fund,
- A02 03-XX XXXX—Recreation accounts for the Water Plant fund,

You could review your accounts by fund (e.g., General Fund, 01 XX-XX XXXX) or by department (e.g., Legal, XX 02-XX XXXX). Or you could view only the Legal accounts for a specific fund (e.g., A01 02-XX XXXX).

CONSISTENCY IN DIMENSION VALUES

If you want to use the dimensions of your account number structure for your reporting, it is critical that you are consistent in how you use your dimensions. In the above example, if you added a State Grants fund (05) and defined the Administration department as 03 (i.e., A05 03-XX XXXX), you would exclude the State Grants Administration information in a dimension-based report (i.e., a report on XX 02-XX XXXX).

You should always use the dimension maintenance task to add new dimensions (**General Ledger > Maintenance > Dimensions**). For more information, see *Maintaining Your Dimensions* on page 84.

USING DIMENSIONS FOR REPORTING

You can use dimensions in a number of ways when you define your reports:

- Content—Use a mask to define the accounts included in the report.
- Subtotals—Create subtotals in your reports based on dimensions.
- Grouping—Determine how the accounts in the report will be grouped on each page.
- Report headings and account numbers—Present the information in the headings and report lines based on the dimensions.

Consider how you would like reports summarized before defining the account numbers.



For example, if you want to summarize on the first two digits of a 4-digit object code, then you should consider dividing the object code into two separate dimensions. FundWare provides a special separator character, “N”, that displays separate dimensions as a single dimension in the account number. For more information, see *Setting Up a Manually-Defined Account Structure* on page 76.

BALANCING YOUR ENTRIES

Within General Ledger, you have two options for balancing your journal entries:

- Double-sided (or two-sided) accounting, and
- Four-sided accounting.

By adding Project/Grant to your system, you add an additional option for balancing your journal entries:

- Single-sided accounting.

The accounting requirements of your organization will determine which of these options you use.

TWO-SIDED ACCOUNTING

Two-sided (or double-sided) accounting forces you to enter a second transaction to balance the debit/credit. For example:

- You post a \$500 debit to A04 00-00 7142, an expenditure account for office supplies.
- You then have to post a \$500 credit to A01 00-00-1110, an asset account for cash in your bank account.

To use two-sided accounting, you select the Commercial accounting option for System Type when you define your ID type. For more information, see *Defining Your ID Types (System Parameter Wizard)* on page 69.

FOUR-SIDED ACCOUNTING

Four-sided accounting allows you to keep your segregated monies in balance by forcing you to create balancing entries using due to/from accounts when you cross funds. For example, you have a \$500 expenditure for A04 00-00 7142, crediting A01 00-00-1110 for the cash account. Because you are crossing funds (fund 04 and 01), you must also post to the due to/from accounts.

- In ID type A, you have defined the first dimension (“fund”) as the fund dimension and the third dimension (“sub-department”) as the transfer dimension.
- You have defined the Due To/From account on the journal as A01 00-00 1990 (fund 01 is your clearing fund, which determines its use here). The system uses the fund and transfer dimensions to create the Due To/From account.
- You post a \$500 debit to A04 00-00 7142, an expenditure account for office supplies.
- You post a \$500 credit to A04 00-01 1990.
- You post a \$500 debit to A01 00-04 1990.
- You then have to post a \$500 credit to A01 00-00-1110, an asset account for cash in your bank account.

To use four-sided accounting, you select the FASB or GASB accounting options for System Type when you define your ID type. For more information, see *Defining Your ID Types (System Parameter Wizard)* on page 69.

SINGLE-SIDED ACCOUNTING

Single-sided accounting allows you to add a single journal entry that posts to an account. You are not required to add a second entry to balance that credit/debit.

- All Project/Grant ID types use single-sided accounting.


CLEARING FUNDS

If your organization uses four-sided accounting, you must identify a fund that will act as your “clearing” fund. This clearing fund will balance your transactions that cross funds. It is usually the general, operating, or unrestricted fund that contains the primary checking account, asset, and liability accounts. The clearing fund in Sample Division 95 is the General Fund (fund 01).

When you define your journals, you must indicate due to/from and suspense accounts (due to/from accounts only apply to GL ID types, not P/G ID types). Your entry in the due to/from field defines your clearing fund. For example, in *Figure 2.1* we have defined A01 00-00 1990 as the due to/from account for ID type A. This tells the system that fund 01 is the clearing fund.

ID	Description	Required	Balancing	Due To/From	Suspense
A	Financial Reporting System	Optional	Automatic	A01 00-00 1990	A00 00-00 9999
F	Federal Grants	Optional	Manual	F000-00 0000	F100-00 0000
M	Meetings	Optional	Manual	M000-00 0000	M000-00 9999
S	State Grants	Optional	Manual	S000-00 0000	S000-00 9999

Figure 2.1—ID Types Tab of Journal Definition

 Invoices totaling \$1,500 owed by the Water Plant Fund, fund 02, have been paid by the organization’s checking account in the General Fund, fund 01. The General Fund is designated as the clearing fund.

- Fund 01 - General Fund (the clearing fund in Sample Division 95)
Due from Water Plant Fund
\$1,500 DB
- Fund 02 - Water Plant Fund
Due to General Fund
\$1,500 CR

The General Fund shows the \$1,500 as an asset due from the Water Plant Fund. The Water Plant Fund shows the \$1,500 as a liability due to the General Fund.


TRANSFER DIMENSIONS

When you define your account structure (as part of defining an ID type), you may also define a fund and transfer dimension, which identifies the dimensions to be used when an interfund transaction occurs. (When you select one of the system-defined account structures, the fund and transfer dimensions are also system-defined.)

The transfer dimension can also have another meaning within your account structure, such as the sub-department. Therefore, each dimension may have one meaning on Revenue and Expense accounts and something else on Balance Sheet accounts (*Table 2.9*).

Table 2.9—Example Fund and Transfer Dimensions

System-Defined 10-Digit Account Number Structure (XX XX-XX XXXX)			
XX	XX	-XX	XXXX
Fund		Transfer Dimension	
System-Defined 15-Digit Account Number Structure (XXX XX-XX XXXXX.XXX)			
XXX	XX-XX	XXXXX	.XXX
Fund			Transfer Dimension
Example User-Defined Account Number Structure (XX-XX XXX.XXXX)			
XX	-XX	XXX	.XXXX
Fund	Transfer Dimension		

 Using an earlier example, invoices totaling \$1,500 owed by the Water Plant Fund, fund 04, have been paid by the organization’s checking account in the General Fund, fund 01. The due to/from account is defined as A01 00-00 1990, so the transactions would look like this:

- A04 00-00 7142—\$1,500 CR
- A04 00-01 1990—\$1,500 DB (Amount in fund 04 **due to** fund 01)
- A01 00-04 1990—\$1,500 CR (Amount in fund 01 **due from** fund 04)
- A01 00-00 1110—\$1,500 DB

To complete the interfund transaction, the clearing fund works with the transfer dimension (defined when you define your account structure) to create paired due to/from accounts (also called “clearing accounts”). These “due to/from accounts” maintain the balance due to or from an individual fund or the clearing fund by posting equal and opposite transactions. For more information, see *Defining Your Due To/From Account Pattern* on page 43.

Length of the Transfer Dimension

To enable the system to keep your funds in balance, the transfer dimension must have an equal or greater number of digits as the fund dimension (i.e., the transfer dimension cannot have fewer digits than the fund dimension). When your transfer dimension is longer than your fund dimension, the system fills the remaining digits with zeros.



Again using the Water Plant example, invoices totaling \$1,500 owed by the Water Plant Fund, fund 04, have been paid by the organization’s checking account in the General Fund, fund 01. The due to/from account is defined as A01 00-0000 1990, so the transactions would look like this:

- A04 00-0000 7142—\$1,500 CR
- A04 00-**0001** 1990—\$1,500 DB (Amount in fund 04 due to fund 01)
- A01 00-**0004** 1990—\$1,500 CR (Amount in fund 01 due from fund 04)
- A01 00-0000 1110—\$1,500 DB

DEFINING YOUR DUE TO/FROM ACCOUNT PATTERN

When you define your journals, you must enter an account number in the Due To/From field. The system uses the fund dimensions specified in the Due To/From pattern (defined on the **ID Types** tab of the journal definition) and the account used in your transaction, along with the remaining numbers of the pattern, to determine your due to/from account numbers (*Figure 2.2*).

Transaction account number:

Due To/From account pattern:

The system takes the fund from the transaction account and places it in the position of the transfer dimension, and retains the remaining numbers in the Due To/From pattern in their original positions.

Noted in **bold**, the remaining dimensions are taken from the Due To/From account pattern.

The system takes the fund dimension from the Due To/From pattern and places it in the transfer dimension, takes the fund from the transaction account and places it in the position of the transfer dimension, and retains the remaining numbers in the Due To/From pattern in their original positions.

Noted in **bold**, the remaining dimensions are taken from the Due To/From account pattern.

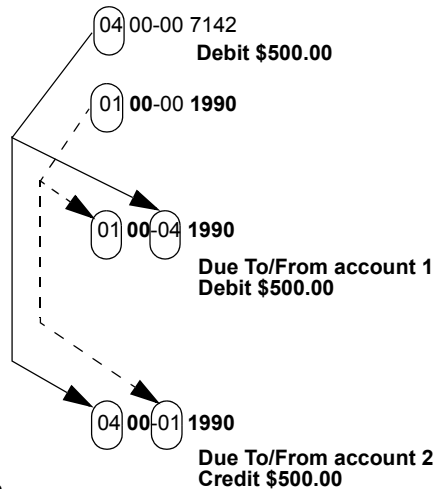


Figure 2.2—Example Due To/From Accounts From Pattern



Again using the system-defined 10-digit account structure (XX XX-XX XXXX) as an example, let's see what happens when you involve three funds (Figure 2.2).

Transaction account number 1:

Transaction account number 2:

Due To/From account pattern:

The system takes the fund from transaction account number 1 and places it in the position of the transfer dimension, and retains the remaining numbers in the Due To/From pattern in their original positions.

Noted in **bold**, the remaining dimensions are taken from the Due To/From account pattern.

The system takes the fund from transaction account number 2 and places it in the position of the transfer dimension, and retains the remaining numbers in the Due To/From pattern in their original positions.

Noted in **bold**, the remaining dimensions are taken from the Due To/From account pattern.

The system takes the fund dimension from the Due To/From pattern and places it in the transfer dimension, takes the fund from transaction account number 1 and places it in the position of the transfer dimension, and retains the remaining numbers in the Due To/From pattern in their original positions.

Noted in **bold**, the remaining dimensions are taken from the Due To/From account pattern.

The system takes the fund dimension from the Due To/From pattern and places it in the transfer dimension, takes the fund from transaction account number 2 and places it in the position of the transfer dimension, and retains the remaining numbers in the Due To/From pattern in their original positions.

Noted in **bold**, the remaining dimensions are taken from the Due To/From account pattern.

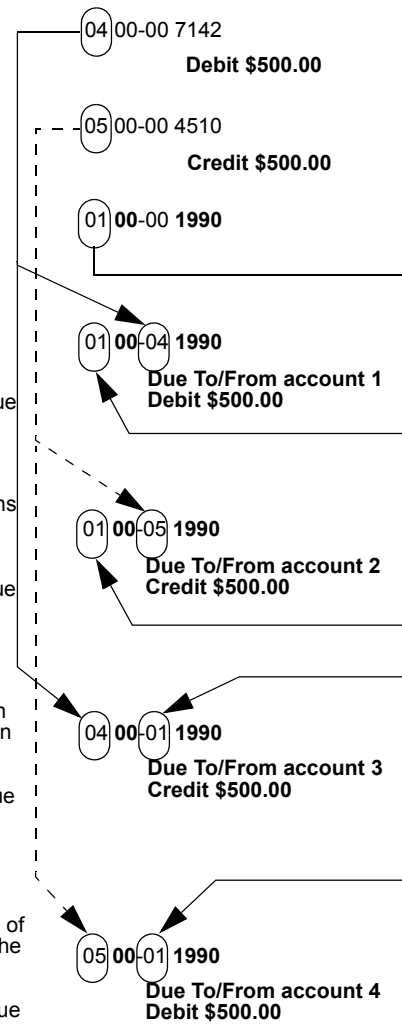


Figure 2.3—Example Due To/From Accounts From Pattern

DEFINING YOUR DUE TO/FROM ACCOUNTS

You should define your due to/from accounts, taking into consideration all funds that must balance with your clearing fund. If you do not define the due to/from accounts, the system will create the accounts “by posting” when you post your transactions. For more information, see:

- *Created by Posting Accounts* on page 68
- *Viewing Transaction Information* on page 152
- *Viewing Account Balance Information* on page 155

The Due To/From account is defined on the **ID Types** tab of the journal definition.

BALANCING ENTRIES—MANUAL OR AUTOMATIC

If you design your system using four-sided accounting, you can choose to create your balancing entries manually or to have the system create the entries automatically.

- **Manual**—You must enter all four transactions (i.e., the debit, the credit, and both balancing entries).
- **Automatic**—FundWare uses the Due To/From entry on the journal definition to enter the balancing entries. You must still enter the debit and credit transactions.



If these accounts do not exist at the time you post, the accounts will be “created by posting.” For more information, see *Created by Posting Accounts* on page 68.

TWIN DIMENSIONS

Very simply, twinning is a FundWare term for a feature that saves you keystrokes when you need to post a transaction to two ID types. For example, GL ID type A in Division 95 has a 10-digit account number structure with four dimensions, as shown in *Table 2.10*.

Table 2.10—Example GL Account Structure for A01 02-01 6110

ID Type	Dimension 1	Dimension 2	Dimension 3	Dimension 4
A	04 (Fund)	02 (Department)	01 (Sub-Department)	6110 (Object)
Financial Reporting System	Federal Grants	Administration	Finance	Salaries/Wages

- The 04 in Dimension 1 designates the Federal Grants fund.

- The 02-01 in Dimensions 2 and 3 designate the Administration department and Finance sub-department.
- The 6110 in dimension 4 designates the object, Salaries/Wages.

P/G ID type F in Division 95 has a 9-digit account number structure with three dimensions, as shown in *Table 2.11*.

Table 2.11—Example P/G Account Structure for F100-01 6110

ID Type	Dimension 1	Dimension 2	Dimension 3
F	100 (Project)	01 (Grant)	6110 (Object)
Federal Grants	Federal Grants	Urban Mass Transit Authority	Salaries/Wages

- The number 100 in Dimension 1 designates the Federal Grants project.
- The number 01 in Dimension 2 designates the Urban Mass Transit Authority grant.
- The number 6110 in Dimension 3 designates line item account object Salaries/Wages.

Notice that the 6110 object codes in each ID type are identical for salaries/wages. If you need to post transactions to both ID type A (General Ledger) and F (Project/Grant), you can twin these accounts. When you enter the account number for the first ID type and the ID type and non-twinning dimensions from the second ID type, the system provides the rest.

- You type the following (notice—no formatting):
A0402016110F10001
- The system posts to:
— A04 02-01 6110
— F100-01 6110

For more information on twinning, see *Appendix E—Using the Twinning Feature* on page 367.

ATTRIBUTES

Attribute positions and attribute values are 1- to 3-digit alphanumeric codes, or tags, that you assign to specific positions in your accounts to allow you to:

- Define report page break and row contents
- Define year-end posting options (i.e., restricted vs. unrestricted)
- Enhance inquiries
- Define report columns
- Filter reports
- Define advanced allocations
- Set budget control
- Update groups of accounts

You must assign one of the standard attributes to position 1 (System Reserved) of the attribute string of every account to define the type of account (e.g., revenue, expense). However, you can also assign up to 14 additional attributes to each account.

Most attributes will be defined for a specific position of the attribute string. You can specify that a position of the attribute string must always have an attribute assigned.

e In sample division 95, we modify attribute position 6 to be required and name the position “Location.” We have defined two attributes for this position: E1 (Water Plant) and E2 (Sewer Plant). Now all accounts must have one of these attribute assigned to position 6 of the attribute string to indicate the location.

Value	Description	Status
E1	Water Plant	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
E2	Sewer Plant	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
*		<input type="radio"/> Active <input type="radio"/> Inactive

Figure 2.4—Example Required Attribute Position and Associated Attributes

USING ATTRIBUTES IN REPORTING

When you combine your account structure with your attributes, you can categorize your chart of accounts to meet all the reporting needs of your organization. For example:

- You can use attributes, exclusively or combined with dimensions, to define the row contents in reports (*Figure 2.5*).

The screenshot shows the 'Report Manager - Define' dialog box. At the top, there are fields for Name (CMB1), Title (Use of Attribute Cols/ Pos 3, 4), ID Type (A), Last Updated (3/27/2004), By User (101), Source (User), and Maintain (User). Below these are tabs for General, Include/Exclude Attributes, Report Attributes, Rows, and Attribute Columns. The 'Report Level' is set to 'Level 1'. Under 'Row Values', a list contains D1, D2, D3, and A01. A legend below maps these codes to their respective values: D1 Fund, D2 Dept, D3 Sub-dept, D4 Object, A01 Position 1, A02 Position 2, A03 Position 3, A04 Position 4, A05 Position 5, A06 Position 6, A07 Project Manager, and A08 Location. On the right, there are dropdown menus for 'Account Number Printing' (Standard account # printing) and 'Description Printing' (Standard description printing). At the bottom, there is a 'Subtotal Options' button, an 'Advanced' checkbox (unchecked), and a 'Sample Output' field containing '10 20 30 A01' with a 'Clear' button next to it.

Figure 2.5—Example Row Definition Using Attributes

- You can define how you use your attribute values for common financial categories (*Figure 2.6*).

The screenshot shows a dialog box titled "Report Manager - Define". At the top, there are several input fields: "Name" with the value "CMB1", "Title" with "Use of Attribute Cols/ Pos 3, 4", "ID Type" with "A", "Last Updated" with "3/23/1990", "By User" with "990", "Source" with "User", and "Maintain" with "User". Below these fields are five tabs: "General", "Include/Exclude Attributes", "Report Attributes", "Rows", and "Attribute Columns". The "Report Attributes" tab is currently selected. Inside this tab, there is a section titled "Select Report Attributes" which contains three rows, each with a label and a dropdown menu: "Fund Balance:" with "FB - Fund Balance", "Revenue:" with "RE - Revenue", and "Expense:" with "EX - Expenditure". At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Apply".

Figure 2.6—Example Report Attributes Tab

- You can use attribute positions to define one or more columns (often called “combined” reports in FundWare) (*Figure 2.7*).

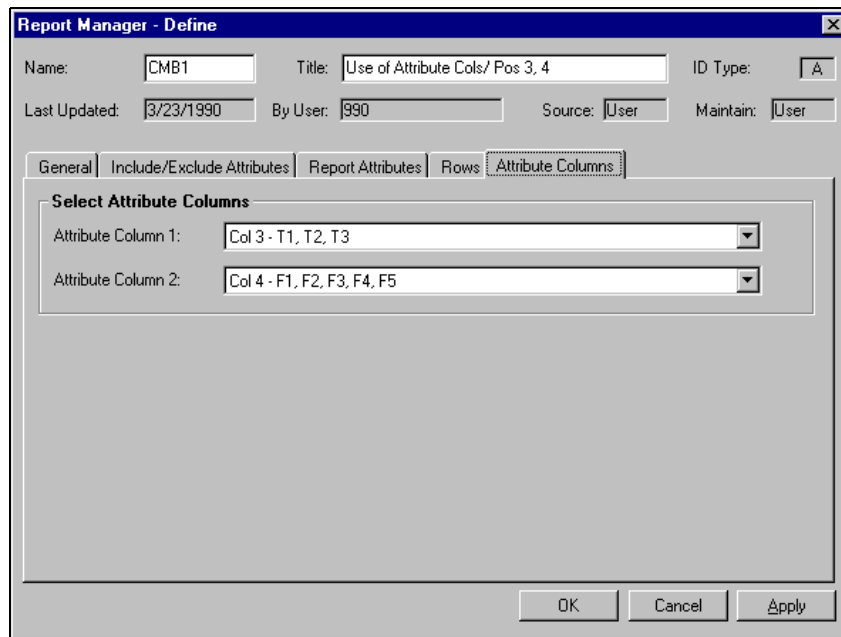


Figure 2.7—Example Combined Report Using Attributes to Define Columns

For more information on defining report columns with attributes, see *Chapter 11—Creating and Producing Reports* on page 281 and *Appendix B—Using Attributes to Define Report Columns* on page 339.

ADDITIONAL USES OF ATTRIBUTES

You will also use attributes to define report rows if your organization has purchased the Advanced Financial Reporting, or to define Advanced Security if your organization has purchased this feature.

DEFAULT STANDARD ATTRIBUTES

When you define an ID type, FundWare will propose a set of default standard attributes (*Table 2.12*). You can accept these attributes and add additional attributes later or you can modify this list of defaults within the System Parameter Wizard.

Table 2.12—Default GL and P/G Attributes

Abbreviation	Description
General Ledger	
AS	Asset
LI	Liability
NA	Net Assets (FASB)
FB	Fund Balance (GASB)
OE	Owner Equity (Commercial)
RE	Revenue
EX	Expenditure
DS	Descriptive
Project/Grant	
RE	Revenue
EX	Expenditure
DS	Descriptive

The standard attributes are assigned to Position 1 of the attribute string (the System Reserved position). To help meet your reporting, you can define new attributes for the remaining attribute positions (i.e., 2–15).

ATTRIBUTE POSITIONS AND ATTRIBUTE VALUES

You can define as many attributes as your organization needs to accomplish your goals. However, you can only assign 15 attributes (including the required first attribute) to each account, and these assignments are determined by position. For example, the office

supply accounts shown in *Figure 2.8* have four attributes assigned to each—the required attribute in position 1, which indicates that this is an expense account, and optional attributes in positions 3 (Restrictions), 4 (Funds), and 5 (*Figure 2.8*).

The screenshot shows the 'GLPG - Chart of Accounts' window. At the top, there is a dropdown for 'ID Type' set to 'A - Financial Reporting System' and a 'Jump To:' field. Below this is a grid with columns: Fund, Dept, Sub-dept, Object, Position 1, Restrictions, Funds, Position 5, Description, and Status. The grid contains several rows of account data, including one with a selected row (indicated by a mouse cursor) with values: 01, 01, 00, 7142, EX, T1, F1, D2, Office Supplies, Active.

Fund	Dept	Sub-dept	Object	Position 1	Restrictions	Funds	Position 5	Description	Status
XX	XX	XX	7142						
00	00	00	7142	DS				Office Supplies	Descriptive
01	01	00	7142	EX	T1	F1	D2	Office Supplies	Active
01	02	00	7142	EX	T1	F1	D3	Office Supplies	Active
01	03	01	7142	EX	T1	F1	D4	Office Supplies	Active
01	03	02	7142	EX	T1	F1	D5	Office Supplies	Active
02	00	00	7142	EX	T2	F2	D6	Office Supplies	Active
03	00	00	7142	EX	T2	F3	D7	Office Supplies	Active
04	00	00	7142	EX	T1	F4	D8	Office Supplies	Active

Figure 2.8—Example Account Attributes

Part of the attribute definition indicates to what position you can assign the attribute. Looking at an attribute from our example in *Figure 2.8*, you can see that attribute T1 can only be assigned to position 3 on an account (*Figure 2.9*).

The screenshot shows the 'GLPG - Attributes' window. It has a dropdown for 'ID Type' set to 'A - Financial Reporting System'. Below that, there is a dropdown for 'Attribute' set to '3-Position 3', a text field for 'Attribute Position Name' containing 'Position 3', and a checkbox for 'Required'. A table lists attributes with columns for Value, Description, and Status. The table contains four rows: T1 (Gen. Government), T2 (Enterprise), T3 (Fixed Asset Grp.), and an asterisk (*). Each row has radio buttons for 'Active' and 'Inactive'.

Value	Description	Status
T1	Gen. Government	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
T2	Enterprise	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
T3	Fixed Asset Grp.	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
*		<input type="radio"/> Active <input type="radio"/> Inactive

Figure 2.9—Example Attribute Definition

For example, if you want to identify the project manager for each account, you can:

- Define position 7 as “Project Manager,”
- Define attributes for each project manager (*Figure 2.10*),

The screenshot shows a window titled "GLPG - Attributes". At the top, there is a dropdown menu for "ID Type" set to "A - Financial Reporting System". Below it, "Attribute" is set to "7-Project Manager" and "Attribute Position Name" is "Project Manager". There is a "Required" checkbox which is unchecked. A section titled "Attributes" contains a table with three columns: "Value", "Description", and "Status".

Value	Description	Status
JF	Jeanne Foster	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
PBJ	Paula B. Jones	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
RRK	Robert R. Kirk	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
*		<input type="radio"/> Active <input type="radio"/> Inactive

Below the table are buttons for "Delete Row(s)" and "Print Grid". At the bottom of the window are "OK", "Cancel", and "Apply" buttons.

Figure 2.10—Example Attribute Position and Attribute Values

- Assign one of the attributes to position 7 on all applicable accounts (*Table 2.13*).

Table 2.13—Example Account Number Including Attributes

Account	Fund	Dept.	Sup-Dept.	Object	System Reserved Attrib. Pos. 1	Source Attrib. Pos. 7
Telephone	A01	01	00	7130	EX	JF
Telephone	A02	00	00	7130	EX	JF
Telephone	A03	00	00	7130	EX	RRK
Telephone	A04	00	00	7130	EX	PBJ

- Produce reports that include or exclude accounts based on the applicable attribute (*Figure 2.11*).

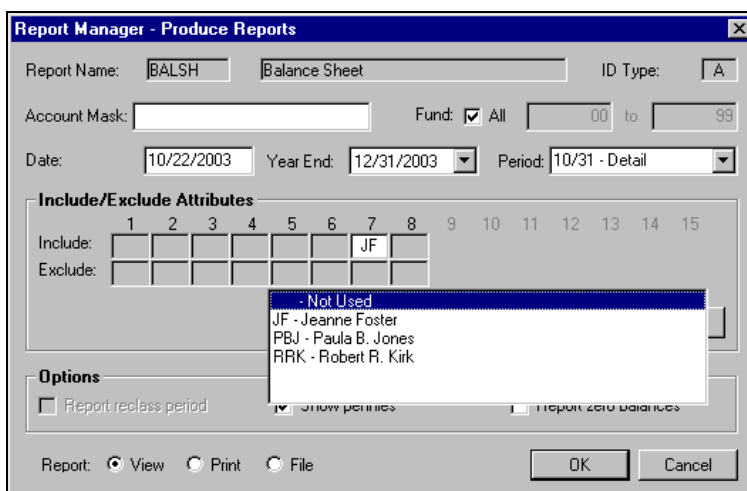


Figure 2.11—Balance Sheet Report for One Project Manager



Using combined reports, you could even create a report that displays these attributes in adjacent columns. See *Appendix B—Using Attributes to Define Report Columns* on page 339 for more information.

JOURNALS

Journals are the books of original entry for all transactions. When you post a transaction to a journal, the system stores the information in one of the “ledgers” (i.e., actual, budget type 1, budget type 2, encumbrance, or commitment). (These “ledgers” reside in specific areas of the database.) You define how the journal will collect information and what information it will accept. For example, you can define certain journals to accept transaction information from another FundWare module.



In Sample Division 95, we have defined journals to which we post Accounts Payable purchases (PURCH) and cash disbursements (CDIS). Reserving specific journals for these transactions preserves the integrity between the two modules, Accounts Payable and General Ledger. These journals:

- Accept transaction information from AP.
- Do not allow direct, manual journal entries from General Ledger.

SYSTEM-DEFINED JOURNALS

When you define your ID type, the system automatically creates one journal (an actual journal) and you have the option to create three additional journals:

- Budget,
- Encumbrance, and/or
- Commitment.

The possible system-defined journals created when you define an ID type include the ID type letter as the last character of the journal name (*Table 2.14*).

Table 2.14—Example Default Journals for ID Type A

Journal	Building the Name	Journal Name
General (i.e., actual)	GJNL + ID type A	GJNLA
Budget	BDGT + ID type A	BDGTA
Encumbrance	ENCM + ID type A	ENCMA
Commitment	COMM + ID type A	COMMA

POSTING TYPES

General Ledger–Project/Grant stores financial and nonfinancial information in your database. This information is divided into five areas:

- Actual
- Budget Type 1
- Budget Type 2
- Commitment
- Encumbrance

The Posting Type setting on your journals indicates to the area of the program where your information will be stored. You cannot change the posting setting for the system-defined default journals; however, you can change the setting for user-defined journals.

BUDGET TYPES 1 AND 2 AND GASB 34

In fiscal year 2002, government entities received new reporting requirements under “GASB 34” (Governmental Accounting Standards Board Statement Number 34). A portion of GASB 34 requires that these entities report both original and final (i.e., revised) budget amounts.

To address the needs of GASB 34 reporting, FundWare divides budget information into two groups:

- Budget Type 1
- Budget Type 2

When you plan your FundWare setup, you must decide if you need to use the two budget areas of the database. You will then design your journals appropriately.

1. Decide which area of the database will hold your original budget information and which area will hold your revised and final budget information.
 - For these instructions, we will post original budget information to Budget Type 1 and revised/final budget information to Budget Type 2.
2. Create one or more journals that post to each of the defined budget areas (i.e., Budget Type 1 and Budget Type 2). (See *Adding a Journal* on page 107 for instructions to create your journals.)



If you do not need to post to both areas of the database, you should make sure that all your budget journals post to the same area (i.e., either Budget Type 1 or Budget Type 2).

3. Enter your original budget information and post that information to the database using the journal(s) that post to Budget Type 1.
4. Enter any budget revisions and post that information to the database using the journal(s) that post to Budget Type 2.

FOR UPGRADING FUNDWARE CUSTOMERS

If you are an existing customer upgrading from a version of FundWare earlier than 7.20, the information that was contained in the Budget area of the database is now stored in the Budget Type 1 area of the database. If you do not need or want to divide your budget information, you do not need to change any of your journal definitions. However, if you add any new journals, you should define the posting type as “Budget Type 1” to ensure that all your data is stored in the same area of the database.

If you want to take advantage of the two budget areas of the database, but have data that must be moved from one area to the other, you must:

1. Create one or more new journals that post to the Budget Type 2 area (see *Budget Types 1 and 2 and GASB 34* on page 56).
2. Move any applicable data from the original budget area (Budget Type 1) to the new budget area (Budget Type 2) (e.g., if you have already decided that Budget Type 1 will hold your original budget information, but have posted revisions, you will need to move those revisions to Budget Type 2). See *Appendix C—Adjusting Your System for GASB 34* on page 349.
3. Proceed with any new postings using the appropriate journals
 - Enter your budget information and post that information to the database using the journal(s) that post to your original budget area (e.g., Budget Type 1).
 - Enter any budget revisions and post that information to the database using the journal(s) that post to your revised/final budget area (Budget Type 2).

SUSPENSE ACCOUNTS

A suspense account is an account that you specify for your journals that allows you to post transactions that are “unclassified” (i.e., you’re not sure at the time of posting where the monies should post). Using a suspense account allows you to designate one account number that will hold transactions temporarily until such time as you reclassify the entry.

DEFINING YOUR JOURNALS TO USE MULTIPLE ID TYPES

When you define a journal, or create a default journal when adding an ID type, you are associating an ID type with the journal. By default, that ID type is required for transactions to that journal. However, you can change that setting or add additional ID types as:

- Required—All transactions posted to this journal must use an account of this ID type.
 - For example, you define GJNLA with ID type A required. When you enter a transaction, you must use an account from ID type A. You will not be allowed to add additional accounts from other ID types.
- Optional—Transactions posted to this journal may (or may not) use this ID type.

- This option is useful if you have more than one ID type, and you may be posting transactions to this journal using these ID types.
- For example, you define GJNLA with ID type A required and ID type F optional. You can now enter a transaction using accounts A01 01-00 6110 and F100 01-6110.
- If you define only one ID type for the journal, and make that ID type optional, it has the same effect as required. (Because you must always post using an ID type, if the only allowed ID type is optional, it’s actually required in practical usage.)
- One of—Transactions posted to the journal must use the required ID type and “one of” the defined additional ID types. In other words, all transactions posted to this journal must include two accounts, one from the required ID type and one from one of the additional ID types.
 - For example, you define GJNLA with ID type A required and ID type F and ID type S as “one of.” When you enter a transaction, you must include an account from ID type A and an account from either ID type F or ID type S.

For more information for why and how you would use multiple ID types, see *Appendix E—Using the Twinning Feature* on page 367.

ACCOUNT DEFINITION AND DETAIL

In addition to an ID type, dimensions, and attributes, an account number can include the following elements:

- Description—A textual description of the account up to 30 characters in length.
- Status (required for all accounts):
 - A (Active)—Active and available for data entry. Any type of transaction may be posted.
 - B (Budget)—Active, Budget data entry only. Only budget entries may be posted.
 - D (Descriptive)—No transactions may be posted. Used for titles on reports.
 - S (System)—Active, no data entry. Only system generated transactions may be posted.
 - I (Inactive)—Inactive, no transactions may be posted. May have previous activity and still be available for reporting.
- ID entry—other ID types to which the account must post (i.e., which other ID types is this account “twinned” with). This is optional.

- Data items—Data items for storing financial and non-financial information. Optional.
- Aliases 1 and 2—Alternate account number, name, or any additional reference that will assist in finding and/or reporting accounts. This is optional.

DATA ITEMS

Data items are a unique feature of FundWare that allows you to store financial and non-financial information about an account or a transaction (via a journal). Data items can store a variety of information, including numbers (e.g., rates or amounts, negative numbers), dates, telephone numbers, keywords, or text (two options: 10- or 35-character fields). Once you define a data item, you can:

- Assign the data item to your accounts, either manually through the Chart of Accounts or to a group of accounts through Account Utilities (i.e., “static”).
- Assign the data item to a journal (i.e., “transactional”). When you add a journal entry for that journal, the system prompts you for the data item information. (Instructions for adding a data item to a journal can be found in *Adding a Journal* on page 107.)

Once you enter information for a data item, you can use the information to enhance your inquiries and to enhance your user-defined balance sheet reports (type X) and user-defined revenue and expense reports (type Y) in a number of ways:

- Include non-financial information; or
- Supplement aliases, budget amounts, or any other numerical information.



The user-defined balance sheet and revenue and expense reports (types X and Y) are the only types of reports for which you can include data items. For more on these reports, see *Creating or Editing Reports* on page 289.

Additionally, you can use data items to define advanced allocations using the Allocation Management module. You can also post data items from other modules (e.g., you can define the Accounts Payable cash disbursements journal, CDIS, to post the check number and invoice numbers as part of the journal entry as well as the standard description and up to three references).

Instructions for defining a data item can be found in *Adding Data Items* on page 113.

EXAMPLE DATA ITEMS—ON ACCOUNTS

The the City of Jonesville has restricted grants and they have decided to add data items to the accounts to note the following information:

- Contact name and phone number—Two data items, one 35-alphanumeric character text and one 10-character phone number.
- Fund period—A 35-alphanumeric character text data item.
- Restrictions—Three 55-alphanumeric character text data items allowing us to enter up to 165 characters of text concerning our restrictions.

We can add some or all of these data items and enter values to an account through the **Data Items** window (a pop-up window accessed from the account definition) (*Figure 2.12*).

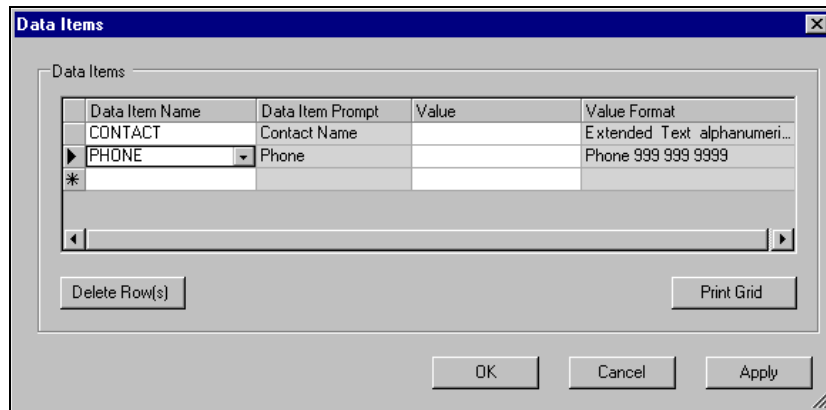


Figure 2.12—Example Data Items to Store Grant Information

We can also use the Account Utilities task to assign each of these data items to all accounts in fund 05 (*Figure 2.13*).

The screenshot shows the 'Account Utilities' dialog box with the following configuration:

- Action:** 4 - Add Data Item and Value
- Source:**
 - Account Mask: A05XXXXXXXXXX
 - Status: Active
 - Attributes: 1 2 3 4 5 6
 - Include: [] [] [] [] [] []
 - Exclude: [] [] [] [] [] []
- Modify:**
 - Account Mask: []
 - Set Status: []
 - Duplicate Data Items on new accounts
 - Set: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
 - Attributes: [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
 - Required ID Type(s): []
 - Data Item: CNTCTNAME
 - One of Required ID Types: []
 - Data Item Value: Josephine Smith
 - Copy: Description Attributes Alias 1 Alias 2 ID Entry
- Report Options:**
 - Print All
 - Print Errors Only

Buttons at the bottom: OK, Cancel, Apply

Figure 2.13—Assigning a Data Item and Value to Fund 05

EXAMPLE DATA ITEMS—ON JOURNALS

Smythe County enters our funding checks directly in to General Ledger and we must note with what services the check is associated. Therefore, we have added a 35-alphanumeric character data item (SERVICES) and applied this to the journal for these received payments (RECPT) (*Figure 2.14*).

Figure 2.14—Example Journal Definition With Data Item

Now, a column is added to the journal entry form when we select the RECPT journal (*Figure 2.15*).

Account*	Account Description	Check No.	Check Date	Reference 3	Line	Item D Descrip.	Services for	Units	Rate:
*								0	

Figure 2.15—Example Journal Entry Form With “Services for” Column

ALIASES

The alias feature allows you to designate a second number or description (or both) for an account. You can use these aliases in a search and include them in your reports.

For example, let's say you're a new FundWare customer. You have imported your accounting information and have created a new chart of accounts, including new account numbers. But you have memorized all your old account numbers. You can add these account numbers as an alias, allowing you to search based on the account number you know.

This feature is also helpful if you have a funding source that requires different account names and numbers than those you normally use. You can save this information in the alias fields, then include them in your reports for the funding source.

e In Division 95, fund 02 (Water Plant Fund) is funded by a State EPA grant. The grant agency wants your reports to reflect its account structure and naming convention. However, this system is different from your organization's chart of accounts. Since this is only a reporting requirement, you can give all accounts in fund 02 a different account number and title using aliases 1 and 2 (*Figure 2.16*).

Fund	Dept	Sub-dept	Object	Position 1	Description	Status	Alias 1	Alias 2
02	XX	XX	XXXX					
02	00	00	0000	DS	Water Plant Fund	Active	302 0000.00	Demo City Water
02	00	00	1110	AS	Cash	Active	302 1000.00	Central Bank Account
02	00	00	1111	AS	Cash in Bank - Alpenglow	Active		
02	00	00	1114	AS	Prepaid Insurance	Active		
02	00	00	1115	AS	Undeposited Payments	Active	302 1115.00	Undeposited Payments
02	00	00	1140	AS	Deposit Clearing	Active		
02	00	00	1210	AS	Accounts Receivable	Active	302 1210.00	Accounts Receivable
02	00	00	1211	AS	Contra-Receivable	Active		
02	00	00	1510	AS	Water Plant	Active	302 1500.10	Plant #302
02	00	00	1520	AS	Furniture & Fixtures	Active	302 1500.20	Plant #302 Furniture & Fixture
02	00	00	1690	AS	Depreciation	Active	302 1600.00	Accumulated Depreciation
02	00	00	2110	LI	Accounts Payable	Active		
02	00	00	2410	LI	Reserve for Encumbrance	Active		
02	00	00	2510	LI	Long Term Debt	Active	302 2510.00	Plant #302 Outstanding Debt
02	00	00	2610	LI	Deposits Payable	Active		
02	00	00	3110	FB	Fund Balance	Active	302 3100.00	Current Fund Balance
02	00	00	4100	RE	Water Tax	Active	302 4100.00	Demo City Water Tax
02	00	00	4140	RE	State Grant	Active	302 4140.45	State EPA Grant #45

Figure 2.16—Example Account Aliases for the Water Plant Fund

If you produce a Chart of Accounts report, you can see the aliases for the accounts (*Figure 2.17*).

Account	Attributes	S	1	2	3	4	5	6	7	8	9
02 00-00 0000 Water Plant Fund	A DS T2 F2 D6										
	1. 302 0000.00										
	2. Demo City Water										
02 00-00 1110 Cash	A AS WC T2 F2 D6										
	1. 302 1000.00										
	2. Central Bank Account										
02 00-00 1111 Cash in Bank - Alpenglow	A AS WC T1 F2 D6										
02 00-00 1115 Undeposited Payments	A AS WC T2 F2 D6										
	1. 302 1115.00										
	2. Undeposited Payments										

Figure 2.17—Example Chart of Accounts for A02 XX-XX XXXX in Division 95

You can select these aliases to print in your reports rather than the standard account number.



If an account has no aliases, but the report definition indicates that the alias will display instead of the standard account number (or other option), then nothing will print in that column of the report.

Figure 2.18 shows the same Revenue and Expense report using different page and row settings. This allows us to create two reports that contain the same account data, but which display different account numbers and descriptions. The first report shows the standard Revenue and Expense report, which produces the report using the account

descriptions. For the second report, we changed the setting for Pages and Rows to produce the report using the information in aliases 1 and 2 (in this case, alternate account numbers and descriptions).

Run date: 05/06/2003 @ 08:24	Division 95	Select.: A02 XX-XX XXXX			
Bus date: 05/06/2003	Revenue and Expense	GLRVEX.L95 Page 1			
02 00-00 Water Plant Fund					
Fiscal year thru period ending 05/31/2003					
Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used	Budget Variance
5700 Gain/Loss on Sale of Assets	.00	.00	750.00	.0%	(750.00)
5910 Miscellaneous Income	.00	.00	750.00	.0%	(750.00)
Total Revenue	.00	.00	1,500.00	.0%	(1,500.00)

Run date: 05/06/2003 @ 08:40	Division 95	Select.: A02 XX-XX XXXX			
Bus date: 05/06/2003	Revenue and Expense	GLRVEX.L95 Page 1			
02 00-00 302 0000.00					
Fiscal year thru period ending 05/31/2003					
Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used	Budget Variance
302 5700-00 Gain/Loss	.00	.00	750.00	.0%	(750.00)
302 5900.00 Miscellaneous Income	.00	.00	750.00	.0%	(750.00)
Total Revenue	.00	.00	1,500.00	.0%	(1,500.00)

Figure 2.18—Example Comparison of Revenue and Expense Reports

Figure 2.19 shows how we modified the **Pages** and **Rows** tabs to display the alias information in the report.

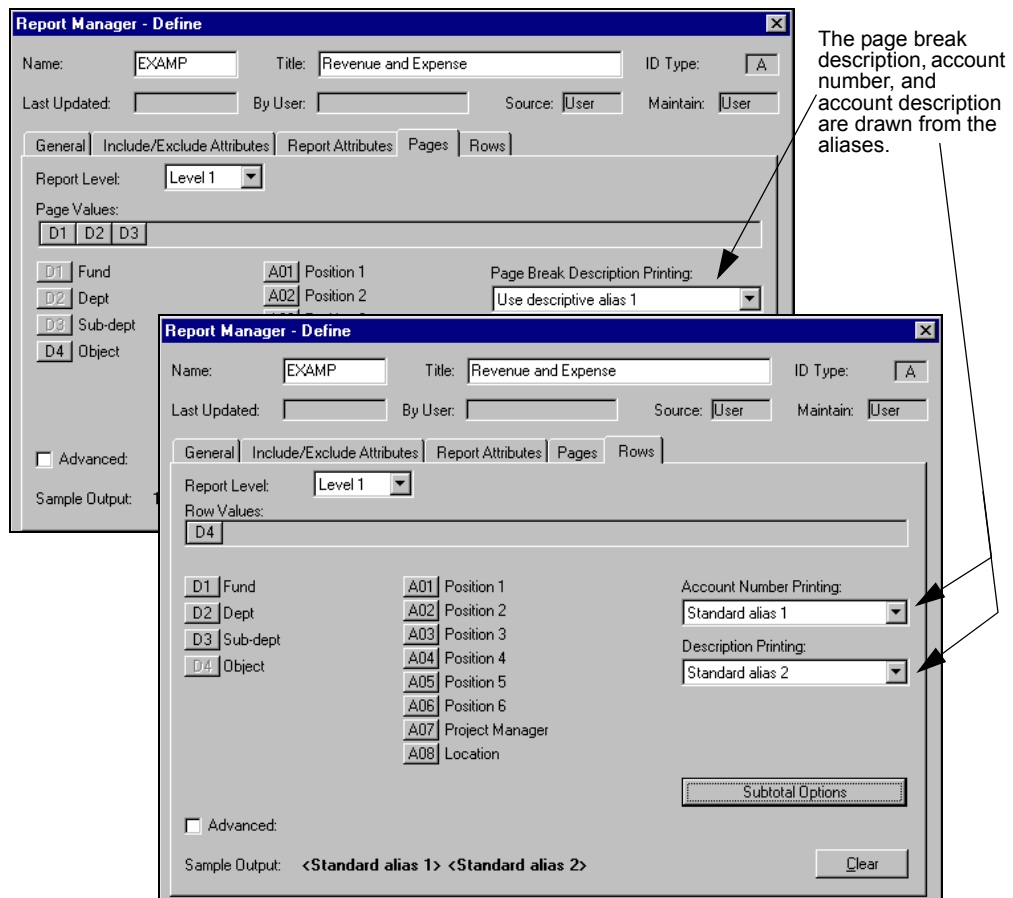


Figure 2.19—Revenue and Expense Report Definition Using Aliases

You will define alias information when you define your accounts (see *Adding Individual Accounts* on page 125 or *Adding Accounts With Account Builder* on page 132).

TIPS ABOUT USING ALIASES

- You can use the **Maintenance > General Ledger > Account Utilities** feature to copy account alias information from one group of accounts to another.

- You cannot use aliases to sum accounts. FundWare uses the actual account number to sum amounts.

DESCRIPTIVE ACCOUNTS

Descriptive accounts are title accounts that help organize your chart of accounts. The position 1 attribute value is DS, the account status is D (Descriptive), and the account numbers consist mostly of zeros. You can then use these descriptive accounts to create report headings or row summary titles for ease of reading. These accounts do not contain financial data.



Some examples of the descriptive accounts, based on Division 95, are:

- 01 00-00 0000 General Fund—Any accounts with the first dimension 01 belong in the General fund.
- 00 03-00 0000 Recreation—Any accounts with the second dimension 03 are associated with Recreation programs.
- 00 00-01 0000 Baseball Park—Any accounts with the third dimensions 01 are associated with the Baseball Park.
- 00 00-00 4110 Property Taxes—Any accounts where the last dimension is 4110 are associated with property taxes.

Therefore, an account number of:

- A01 03-01 4110—Would involve the General fund, the recreation programs, the baseball park, and property taxes (probably property taxes for the baseball park).

When you define a dimension value (**Maintenance > Dimensions**), the program offers you the opportunity to automatically create the corresponding descriptive account. See *Adding Dimension Values* on page 86 for more information.



You add two new fund dimension values to division 95: 04 (Literacy) and 05 (After School Care). The descriptive accounts are shown in *Table 2.15*

Table 2.15—Example Descriptive Accounts From New Dimension Values

Account Number	Account Description	System Reserved Attribute Position 1	Account Status
A04 00-00 0000	Literacy	DS	Descriptive
A05 00-00 0000	After School Care	DS	Descriptive

CREATED BY POSTING ACCOUNTS

FundWare will define “created by posting” accounts if you post a transaction to an undefined account number (e.g., you have not defined your due to/from accounts, a transaction combines setup parameters to create an undefined account number, you enter an incorrect year-end closing mask). These accounts are most likely to occur when you are first setting up the system.

Instead of halting the process and generating an error, the system adds a “created by posting” account and produces a trace report noting these accounts in the summary portion of the report. You should always check your trace reports closely after posting a transaction to identify the following information for any created by posting accounts:

- The journal used to post the entry,
- The amount of the entry,
- The type of entry (debit or credit), and
- The description of the entry on the detail portion of the trace report.

See *Responding to Created by Posting Accounts* on page 174 for instructions on necessary adjustments your system.

USING MASKS

A mask is a 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 96, 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, and
- A01 00-00 1115.

C H A P T E R 3

DEFINING AND MAINTAINING GL-P/G

To configure and maintain your General Ledger–Project/Grant system, you must work with a number of elements:

- ID types,
- Dimensions,
- Attributes,
- Journals,
- Data items, and
- Date tables.

DEFINING YOUR ID TYPES (SYSTEM PARAMETER WIZARD)

The first step to setting up your General Ledger–Project/Grant is to define your ID types using the System Parameter Wizard. Use the following instructions to activate the wizard.



The examples used in the following steps act as a tutorial. However, when you set up your organization, your entries may be different.

1. Click **Setup** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Setup** from the menu bar. The first window of the System Parameter Wizard displays (*Figure 3.1*).

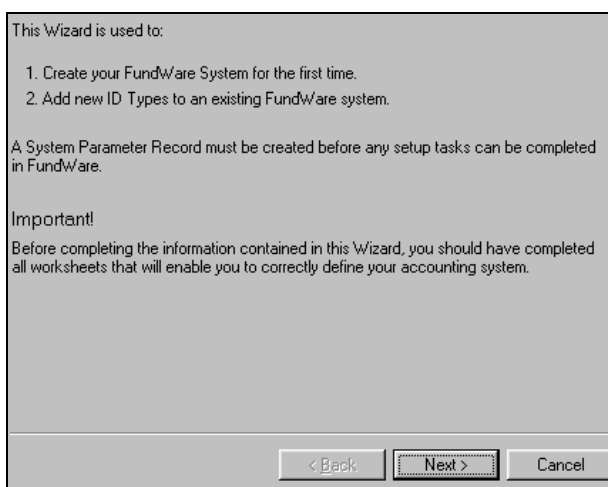


Figure 3.1—Setup Wizard Opening Screen

2. Click **Next**.
3. Select the General Ledger or Project/Grant radio button, as applicable (*Figure 3.2*).



Remember, Project/Grant allows you to enter single-sided transactions (i.e., debits **do not** have to equal credits). Transactions to General Ledger ID types must be two-sided or four-sided (i.e., debits **must** equal credits).

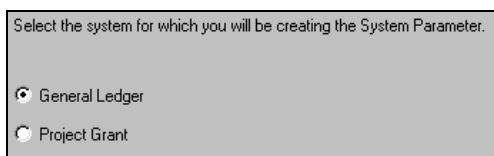


Figure 3.2—Selecting General Ledger

4. Click **Next**.

5. Enter the number of days you want to allow for your posting window. The system will use your system date (i.e., not the business date used during login) and the value you enter here to determine the period of time, after the last day of a closed period, during which you can still post entries to that period (*Figure 3.3*).



This feature allows you to set a limit on the number of days after a month-end that transactions may be entered into a prior period. Once this limit has passed, transactions must be entered into a new period. For example, *Figure 3.3* shows a posting window of 46 days.

The Posting Window is used to determine the number of days for which Posting is allowed after the close of the last period.

You can set the Posting Window to prevent posting to a future period until the prior period is closed to data entry.

The Posting Window may be set between 0 and 9999 days.

Set Posting Window To: Days.

Figure 3.3—Entering the Posting Window

6. Click **Next**.
7. Select the check box if you want to use units and rate calculations in your journal entries. In *Figure 3.4*, we have selected the check box.

If you wish to use Units and per-unit-rate calculations when entering transactions in the Journal Entry task, then check the box below. If you choose not to use this now, you can switch it on at any time later using the "Global Settings" Maintenance Sheet.

Units and rates are used in Journal Entry.

Figure 3.4—Using Units and Rates

8. Click **Next**. The wizard asks for information concerning the ID type, including the account structure, year-end date, and periods (*Figure 3.5*).

An ID Type is a single character which identifies the account number structure used for transaction items and reporting.

Select a character to identify your ID Type and provide it a description.

Available ID Types:

Short Description: Description:

System Type: Account Structure:

By selecting the year end date, a date table will be created for you containing twelve detail periods based on the date you select.

Year end date:

Do you want your reporting period to be monthly or weekly?

Reporting Period: Increment:

You may select up to four adjustment periods. These may be used for year end and audit adjustments.

Adjustment periods:


Figure 3.5—Entering Various Accounting Information

9. Enter account-specific information according to *Table 3.1*.

Table 3.1—Accounting Information Field Definitions

Field	Valid Entry	Definition
ID Type	A–Z, excluding X	Select the letter for your ID type from the drop-down menu.
Short Description	Up to 10 alphanumeric characters	Enter a short description of this ID type. <ul style="list-style-type: none"> • Displays on certain reports.
Description	Up to 30 alphanumeric characters	Enter a longer description of this ID type.
System Type	<ul style="list-style-type: none"> • Commercial • FASB • GASB 	Choose the type of accounting system for the ID type you selected from the drop-down menu: <ul style="list-style-type: none"> • Commercial—for-profit companies, • FASB—fund accounting, or • GASB—government accounting.

Table 3.1—Accounting Information Field Definitions (Continued)

Field	Valid Entry	Definition
Account Structure	<ul style="list-style-type: none"> Manually defined XX XX-XX XXXX XXX XX-XX XXXXX.XXX 	<p>Select your the Account Structure option from the drop-down menu:</p> <ul style="list-style-type: none"> System is Manually Defined—You define the account number structure System-defined 10-digit account structure—XX XX-XX XXXX System-defined 15-digit account structure—XXX XX-XX XXXXX.XXX <p>NOTE: If you select “System is Manually Defined,” the wizard will ask you to define the account structure and standard report structure. (See <i>Setting Up a Manually-Defined Account Structure</i> on page 1.76.)</p>
Year-End Date	A valid date	<p>Enter your fiscal year-end date. To select a date from the calendar, click the ellipsis, . The program will then create the corresponding date table. (For more on date tables see <i>Maintaining Your Date Tables</i> on page 1.116.)</p> <ul style="list-style-type: none"> Your year-end date, reporting period, and increment setting will determine the date tables created by the system. For more information, see <i>Maintaining Your Date Tables</i> on page 1.116.
Reporting Period	Monthly, Weekly	Select either monthly or weekly reporting periods from the drop-down list.
• Increment	1–12	<p>From the drop-down menu, select the number of increments for your reporting periods.</p> <ul style="list-style-type: none"> For example, an organization with a bi-weekly reporting period would enter Weekly for the Reporting Period and 2 for the increment.
Adjustment Periods	<ul style="list-style-type: none"> No adjustments 1 adjustment 2 adjustments 3 adjustments 4 adjustments 	From the drop-down menu, select the number of adjustment periods added to the date table at the end of each year. Adjustment periods are used for audit and year-end adjustments.

10. Click **Next**. The wizard now asks you to select the data items you want associated automatically with accounts for this ID type (*Figure 3.6*).

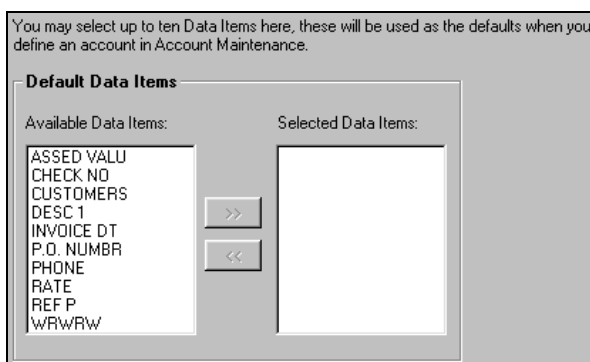


Figure 3.6—Selecting Default Data Items



All defined data items display in the Available Data Items area. For more information on data items, see *Maintaining Your Data Items* on page 113.

11. Under Available Data Items, select a data item, then click >> to move it to the Selected Data Items box. Repeat until you have selected all the items you want.
12. Click **Next**.



If you selected “System is Manually Defined” for the account structure, the wizard will ask you to define the account structure and standard report structure at this time. These are explained further in *Setting Up a Manually-Defined Account Structure* on page 76.

13. Select check box to indicate the journals that you want the system to create automatically (*Figure 3.7*). The system will always create the actual journal (e.g., GJNLA for ID type A) so this check box is disabled.

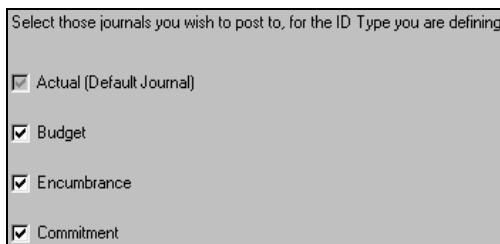



Figure 3.7—Selecting Journals

 Selecting the Budget check box will allow you to post to either Budget Type 1 or Budget Type 2.

14. Click **Next**.

15. Accept the default attribute values and descriptions or enter new (*Figure 3.8*).


Based upon the information you provided about your Accounting Type, a default set of attributes has been determined.


This set of attributes is used when you define account numbers in your FundWare system, which identify where the account belongs on financial statements and reports.

While you may change the default attribute codes and descriptions listed below, we recommend that you use the standard set.

Attributes	
Code	Description
AS	Asset
LI	Liability
NA	Net Assets
RE	Revenue
EX	Expenditure
DS	Description
DE	Depreciation
WC	Working Capital

Figure 3.8—Entering Attributes

 If you enter attributes that do not exist, FundWare will create those attributes when it creates the ID type. The attributes will be assigned to position 1. (For more on positions, see *Attribute Positions* on page 95.)

 FundWare does not allow you to modify the attribute and description for descriptive accounts: DS—Description. These fields are disabled.

16. Click **Next**. You have now finished the setup process (*Figure 3.9*).

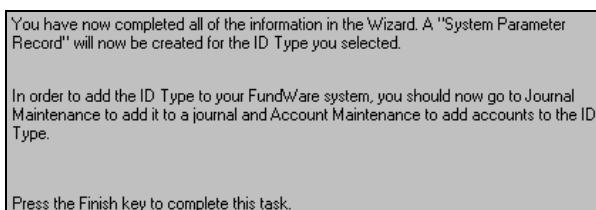


Figure 3.9—Finishing the Setup

17. Click **Finish** to keep the values you just entered, click **Back** if you want to change any of your entries, or click **Cancel** to delete all your entries and close the System Parameter Setup Wizard.

Before you can begin to use this ID type, you must edit the system-defined journals and add any necessary user-defined journals (*Maintaining Your Journals* on page 101).


SETTING UP A MANUALLY-DEFINED ACCOUNT STRUCTURE

If you selected “System is Manually Defined” for the account structure, the wizard will ask you to define the account structure and standard report structure at this time (*Figure 3.10*).

Figure 3.10—Defining the Account Structure

Use the following instructions to define the account and standard report structures.

1. Enter the length and description (up to 200 alphanumeric characters) for each dimension in your account structure.
2. Enter any separator characters that you want to display between dimensions.

 To define a display separate dimensions as a single dimension in the account number (useful for reporting), type *N* as a separator character (Figure 3.11).

Order	Length	Separator	Description	Fund	Transfer
1	2		Fund	<input checked="" type="radio"/>	<input type="radio"/>
2	2	.	Department	<input type="radio"/>	<input type="radio"/>
3	2		Subdepartment	<input type="radio"/>	<input checked="" type="radio"/>
4	2	N	Object 1	<input type="radio"/>	<input type="radio"/>
5	2		Object 2	<input type="radio"/>	<input type="radio"/>

Account Structure View XXXXXXXXXX

Figure 3.11—Example Null Character in Account Number Structure

3. Indicate the Fund and Transfer dimensions by selecting the appropriate radio button. There can be only one Fund dimension and one Transfer dimension. (For more information on Fund and Transfer dimensions, see *Balancing Your Entries* on page 38.)

4. Click **Next**. The wizard asks you to define how you want the system to structure your standard reports (*Figure 3.12*).

If you choose not to do this now, you will need to use the Define Reports task in the Report Manager, before any report can be run.

You may define your Standard Reports structure.

To create the reports, you need to determine which account dimensions are to appear in the Standard Reports. A base set of reports is then automatically created for you, using the account structure you define below.

Enter the dimension order number with separators. Include spaces where you want them to appear, including at the end of a category.

Define Standard Reports Structure

1	<input type="text" value="XX"/>	4	<input type="text" value="XX"/>
2	<input type="text" value="XX"/>	5	<input type="text" value="XX"/>
3	<input type="text" value="XX"/>		

Page break on: Dimensions

Secondary levels break on:

Row display: *

Figure 3.12—Defining the Standard Reports Structure



You can choose not to define your report structure at this time. However, you will need to complete the Define Reports task in Report Manager before the system will allow you to produce any reports (standard or user-defined).

5. Enter the dimension that the system should use to determine page breaks for the applicable standard reports in the **Page break on** field.
6. Enter the secondary dimension that the system can use to determine page breaks in the **Secondary Levels break on** field.
7. Finally, define how your accounts should be displayed on the rows of the standard reports.



If you are breaking your pages by dimension 1, the applicable number and value will appear in the heading to each section, you may want to display only the remaining dimensions in the rows of a report.

8. Click **Next**. You return to the step 13 on page 74 of General Ledger setup instructions.

EDITING YOUR ID TYPES

Much of the information in the ID type definition cannot be edited once the ID type has been defined. Settings that you can change include the default journals and the data item assignments. Use the following instructions to edit the settings for an ID type.

1. Click **Maintenance > ID Types** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > ID Types** from the menu bar. The ID Types window displays, open to the **General** tab (Figure 3.13).

Figure 3.13—ID Types Window—General Tab

2. Select the ID type that you want to edit from the ID Type drop-down list. The settings for the ID type display in the fields.
3. Edit the information on the **General** tab according to Table 3.2.

Table 3.2—ID Type Field Definitions—General Tab

Field	Valid Entry	Definition
Description	Up to 30 alphanumeric characters	Enter a longer description of this ID type

Table 3.2—ID Type Field Definitions—General Tab (Continued)

Field	Valid Entry	Definition
Last Updated and By User	Cannot be edited	The system maintains these fields to track when changes were last made and by whom.
System Type	Cannot be edited	You cannot change the accounting system (e.g., four-sided accounting) for the ID type.
Short Description	Up to 10 alphanumeric characters	Enter a short description of this ID type.
Year-End Date	A valid date	Enter your fiscal year-end date.
Reporting Period	Monthly, Weekly	Select either monthly or weekly reporting periods from the drop-down list.
• Increment	1–12	From the drop-down menu, select the number of increments for your reporting periods.
Last Period Ends	On last full period On year-end date	Select the setting to indicate when the last period of the fiscal year ends.
Default Journals	Valid journal	Select a default journal from the drop-down list: <ul style="list-style-type: none"> • Actual • Budget • Encumbrance • Commitment The journal description displays to the right.

1. Click the Account Structure tab (*Figure 3.14*). The information that you can edit is the dimension description.

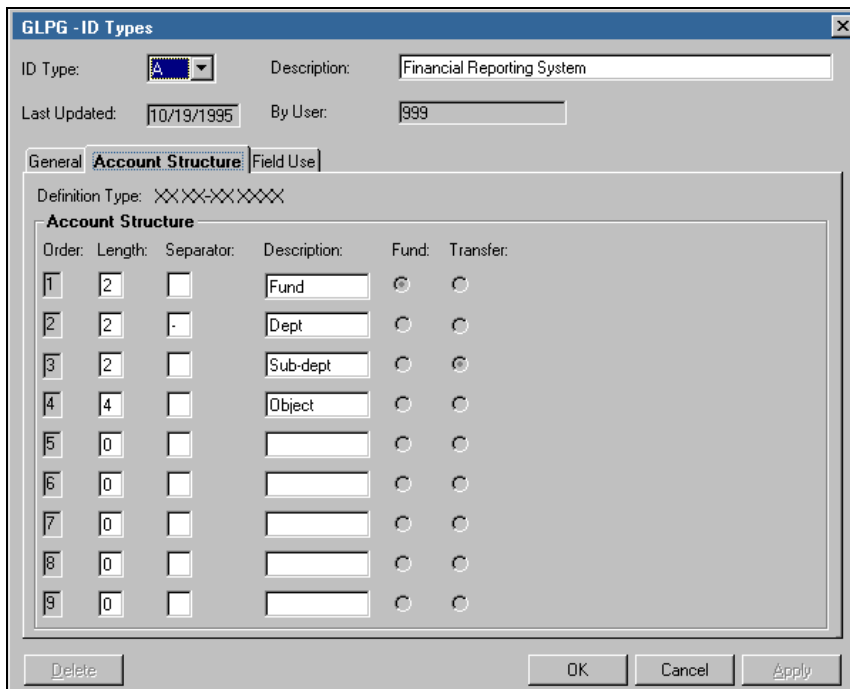


Figure 3.14—ID Types Window—Account Structure Tab

2. Edit the dimension description (up to 200 alphanumeric characters), as necessary.

3. Click the **Field Use** tab (*Figure 3.15*).

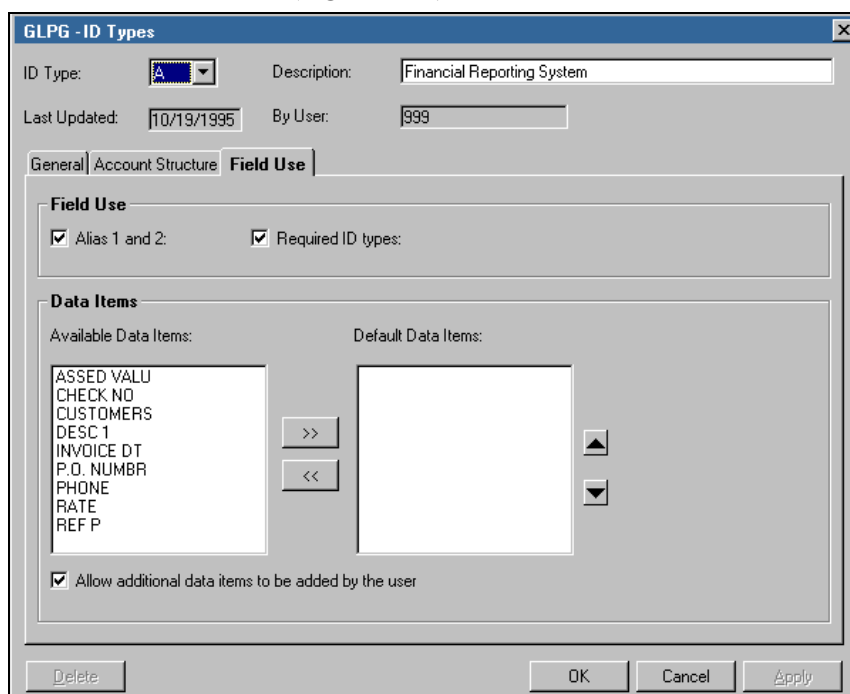


Figure 3.15—ID Types Window—Field Use Tab

4. Edit the information on the **Field Use** tab according to *Table 3.3*.

Table 3.3—ID Type Field Definitions—Field Use Tab

Field	Valid Entry	Definition
Alias 1 and 2	Select the check box	When this option is enabled, fields for Alias 1 and Alias 2 display on each account record (e.g., Chart of Accounts) in the ID type.
Required ID types	Select the check box	When this option is enabled, you can define required ID types for each account in the ID type (e.g., through the Chart of Accounts or Account Utilities).

Table 3.3—ID Type Field Definitions—Field Use Tab (Continued)

Field	Valid Entry	Definition
Data Items	Existing data items	Modify the data items defaulted to new accounts by adding or removing data items from Default Data Items list. <ul style="list-style-type: none"> • Use the up and down arrows to rearrange the order the data items are displayed in the account definition (data items window) by reordering the Default Data Items list.
Allow additional data items to be added by user	Select the check box	When this option is enabled, the user can add additional data items to the account record (e.g., through the Chart of Accounts or Account Utilities).

5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

DELETING ID TYPES

Use the following instructions to delete an ID type.



You cannot delete an ID type that has transaction information (i.e., to which you have posted transactions).

1. Click **Maintenance > ID Types** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > ID Types** from the menu bar. The Journals window displays, open to the **General** tab of the first journal in your list of journals.
2. Select the ID type that you want to edit from the ID Type drop-down list. The settings for the ID type display in the fields.
3. Click **Delete**. A confirmation message displays.



Delete will be disabled if you have used this ID type to post a transaction. You cannot delete the journal.

4. Click **Yes**. The ID type is deleted.
5. Click **OK** or **Cancel** to close the ID Types window.

MAINTAINING YOUR DIMENSIONS

Context-sensitive topic: *Maintenance—Dimensions*

Dimensions and dimension values allow you to organize your chart of accounts to best match the accounting and reporting needs of your organization.

- Dimension—A segment of your account structure. This structure is defined when you define the ID type (**General Ledger > Setup**).
- Dimension value—Numeric values assigned to that dimension. These values usually have a specific meaning (e.g., Fund 02 is the Water Plant Fund—Fund is the dimension, 02 is the dimension value).

When you use dimensions to report your financial information, you can sum and subtotal accounts according to all or part of the dimension number (i.e., value).

EDITING DIMENSIONS

Use the following instructions to edit the description of a dimension.

1. Click **Maintenance > ID Types** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > ID Types** from the menu bar. The ID Types window displays, open to the **General** tab (Figure 3.16).

The screenshot shows the 'GLPG - ID Types' window with the 'General' tab selected. The 'ID Type' is set to 'A' and the 'Description' is 'Financial Reporting System'. The 'Last Updated' date is '10/19/1995' and the 'By User' is '999'. Under the 'General' tab, the 'System Type' is 'Four sided' and the 'Short Description' is 'Account'. The 'Fiscal Period' section includes 'Year End Day' (12/31), 'Reporting Periods' (Monthly), 'Increment' (1), and 'Last Period Ends' (On last full period). The 'Default Journals' section lists: 'Actual' (GJNLA - General Journal), 'Budget' (BDGTA - Budget Journal), 'Encumbrance' (ENCUM - Encumbrance Journal), and 'Commitment' (None). At the bottom, there are buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

Figure 3.16—ID Types Window

2. Select the ID type that you want to edit from the ID Type drop-down list. The settings for the ID type display in the fields.

3. Click the **Account Structure** tab (*Figure 3.17*).

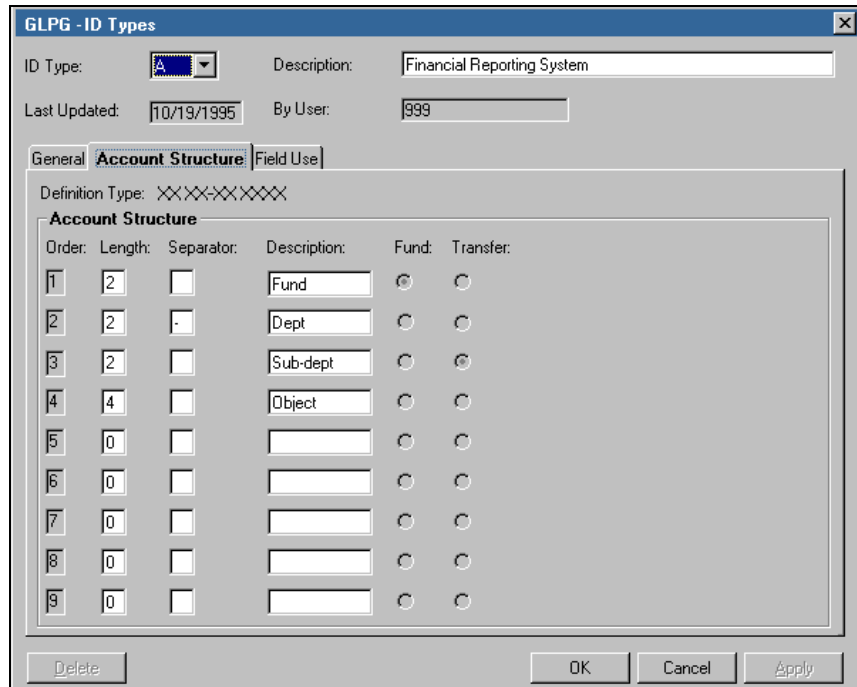


Figure 3.17—Account Structure Tab

4. Edit the dimension description, as necessary. This is the only information on this tab that you can edit.
5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

ADDING DIMENSION VALUES

Use the following instructions to add dimension values.

1. Click **Maintenance > Dimensions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Dimensions** from the menu bar. The Dimensions window displays, open to the All position (*Figure 3.18*).

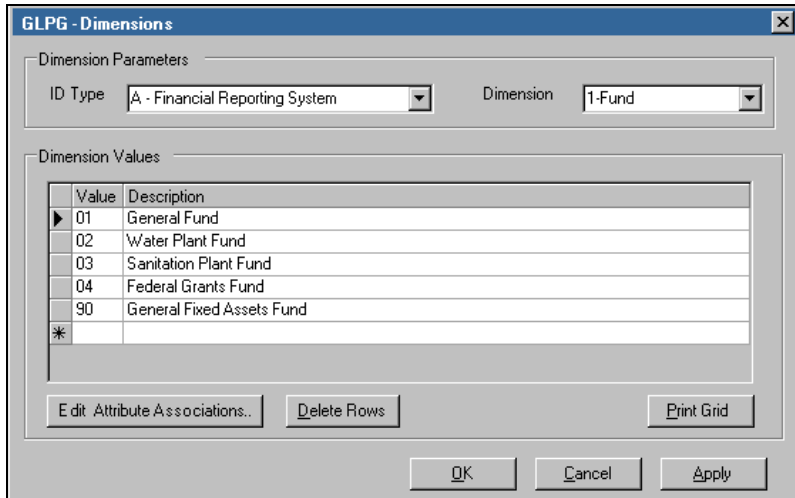


Figure 3.18—Dimensions Window

2. Select the applicable ID type from the ID Type drop-down list.

3. Select the applicable dimension from the Dimension drop-down list. The existing values display (*Figure 3.19*).

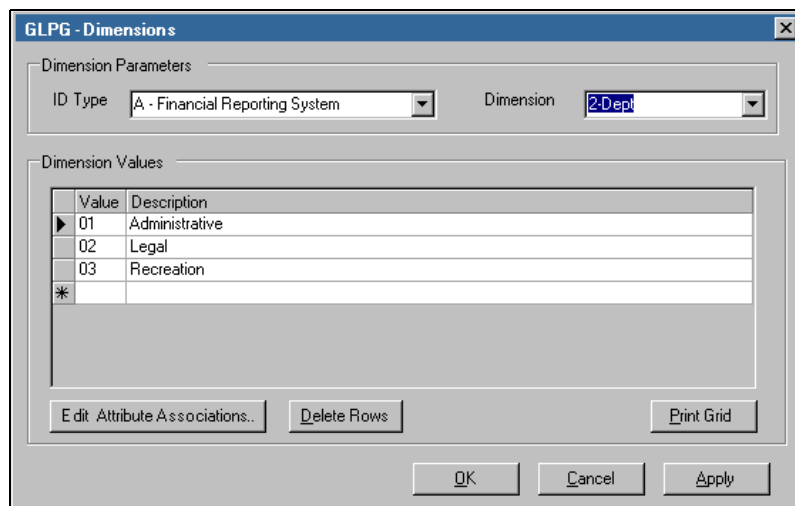


Figure 3.19—Dimensions Window—Dimension 2 (Department)

4. Enter the Dimension Value and Description in the bottom (i.e., empty) row.
5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window. The system asks if you want to create descriptive accounts for the new dimension values.
6. Click **OK** to create these account. For more on these accounts, see *Descriptive Accounts* on page 67.

ASSOCIATING DIMENSIONS AND ATTRIBUTE POSITIONS

Context-sensitive topic: *Maintenance—Dimensions*

Context-sensitive topic: *Maintenance—Attributes*

FundWare allows you to define relationships between:

- Dimensions and attribute positions, and
- Dimension values and attribute values.

This is an optional feature to help you maintain control over your chart of accounts and to simplify account creation by providing default attribute values when you create accounts.

For example:

- Our account structure is XXX-XX XXXX (Project-Grant Object).
- We define attribute position 4 as Project Manager. This allows us to include the name of the Project Manager with accounts for which they are responsible and in reports. However, it is an easy value to change when necessary.
- We define attribute position 6 as Location.
- We associate dimension 1 (Project) with attribute position 4 (Project Manager) and attribute position 6 (Location)
- We further associate the values of dimension 2 with the attribute values for positions 4 and 6 (*Table 3.4*).

Table 3.4—Example Dimension and Attribute Value Associations

Dimension 1 (Project)		Attribute Position 4 (Project Manager)		Attribute Position 6 (Location)	
Value	Description	Value	Description	Value	Description
100	Adult Literacy	JF	Jeanne Foster	CC	Community Center
200	Teen Literacy	JF	Jeanne Foster	HS	High School
300	After School Care	RRK	Robert R. Kirk	PR	Parks and Recreation Offices
400	Elder Care	PBJ	Paula B. Jones	CC	Community Center

- When we create a new account using dimension 100, attribute position 4 (Project Manager) defaults to JF (Jeanne Foster) and attribute position 6 (Location) defaults to CC (Community Center).

ADDING ASSOCIATIONS

Use the following instructions to associate a dimension with an attribute position. (Remember: Use of this feature is optional. It is intended to give you greater control over account creation and make the process easier.)

1. Click **Maintenance > Dimensions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Dimensions** from the menu bar. The Dimensions window displays, open to the All position.
2. Select the applicable ID type from the ID Type drop-down list.

3. Select the applicable dimension from the Dimension drop-down list. The existing values display (*Figure 3.20*).

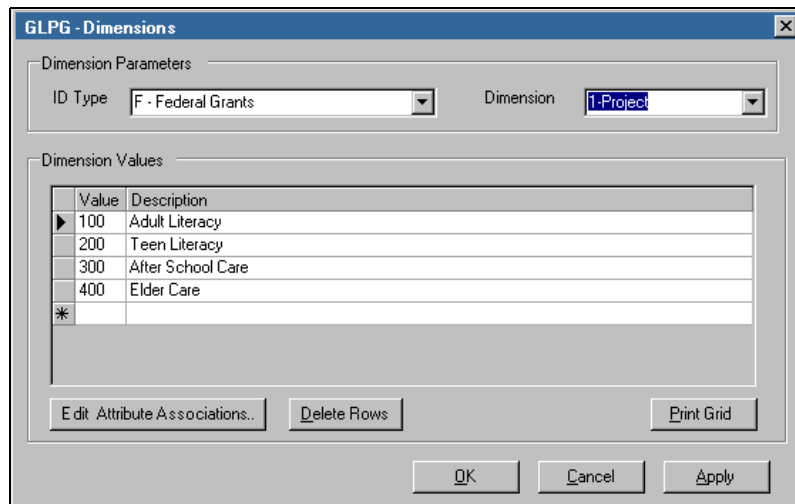


Figure 3.20—Dimensions Window—Dimension 1 (Project)

4. Click Edit Attribute Associations. The **Dimension & Attribute Position Associations** window displays (*Figure 3.21*).

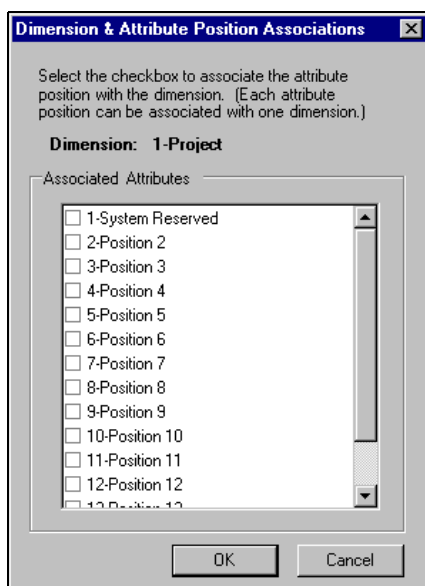


Figure 3.21—Dimension & Attribute Position Associations Window

5. Select the check box for one or more attribute positions that you want associated with the dimension. (Your selection here will impact what displays when you add or view your accounts. For example, see *Adding Accounts With Account Builder* on page 132 and *Using the Chart of Accounts* on page 141.)

- When complete, click **OK**. Columns are added to the Dimensions window for each attribute position selected (*Figure 3.22*).

Figure 3.22—Example Attribute Positions Associated With Dimension 1

- For each dimension value, click the attribute cell and select an attribute value from the drop-down list (*Figure 3.23*).

Figure 3.23—Attribute Value Drop-Down List



You can begin typing the attribute value. When the system has searched for and found the matching value, press **ENTER** to accept the value and move to the next cell.

8. Continue entering attribute values until you are done (*Figure 3.24*).

GLPG - Dimensions

Dimension Parameters

ID Type: F - Federal Grants Dimension: 1-Project

Dimension Values

Value	Description	4-Project Manager	6-Location
▶ 100	Adult Literacy	JF - Jeanne Foster	CC - Community Center
200	Teen Literacy	JF - Jeanne Foster	HS - High School
300	After School Care	RRK - Robert R. Kirk	PR - Parks and Recreation Offices
400	Elder Care	PBJ - Paula B. Jones	CC - Community Center
*			

Edit Attribute Associations.. Delete Rows Print Grid

OK Cancel Apply

Figure 3.24—Attribute Values Assigned to Dimension Values

9. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

EDITING DIMENSION VALUES

Use the following instructions to edit the description or associations for a dimension value. However, edits to the dimension value are not reflected in the associated descriptive account. If you want your changes reflected in the descriptive account (e.g., for reporting purposes), you must modify the account manually.

1. Click **Maintenance > Dimensions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Dimensions** from the menu bar. The Dimensions window displays, open to the All position.
2. Select the applicable ID type from the ID Type drop-down list.
3. Select the applicable dimension from the Dimension drop-down list. The existing values display.
4. Edit the Description and/or attribute position and value assignments, as necessary.



You cannot edit the dimension value. Under certain circumstances, you can delete a dimension value. See *Deleting Dimension Values* on page 94.

5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

DELETING DIMENSION VALUES

You can only delete a dimension value if no accounts (including a descriptive account) have been created using that value. Use the following instructions to delete a dimension value.

1. Click **Maintenance > Dimensions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Dimensions** from the menu bar. The Dimensions window displays, open to the All position.
2. Select the applicable ID type from the ID Type drop-down list.
3. Select the applicable dimension from the Dimension drop-down list. The existing values display.
4. Select the row containing the dimension value.
5. Click **Delete Row** or right-click and select **Delete Row** from the shortcut menu. A confirmation message displays.
6. Click **Yes** to delete the dimension value.
7. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

PRINTING YOUR DIMENSION VALUES

You can print the values for each dimension.

1. Click **Maintenance > Dimensions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Dimensions** from the menu bar. The Dimensions window displays.
2. Select the applicable ID type from the ID Type drop-down list.

3. Select the applicable dimension from the Dimension drop-down list. The existing values display.
4. Click **Print Grid** or right-click and select **Print Grid** from the shortcut menu. The preview window displays from which you can print your attribute information.
5. Click **OK** or **Cancel** to close the window.



If you have completed other tasks while in this window (e.g., adding an attribute, editing a position name), clicking **Cancel** will negate your changes.

MAINTAINING YOUR ATTRIBUTES

Context-sensitive topic: *Maintenance—Attributes*

Attribute positions and attribute values are position-specific codes (1 to 3 alphanumeric characters) that you assign to specific positions in your accounts to allow you to:

- Produce better reports (e.g., define combined reports, filter reports)
- Enhance inquiries
- Define advanced allocations
- Set budget control
- Update groups of accounts

ATTRIBUTE POSITIONS

Context-sensitive topic: *Maintenance—Attributes*

Each account number can include up to 15 attributes in an attribute string. These attributes are entered by position.



For example, when you defined your ID type, you had the chance to accept or redefine the default attributes. These attributes are automatically assigned to position 1 (System Reserved) and are used to define the type of account (e.g., revenue, expense). Because position 1 is a required position, you must assign one of these attributes to position 1 when you define an account.

When you are defining attributes, you can enter meaningful names for positions 2–15. (Position 1 is defined as “System Reserved” and you cannot modify this name.)

You may also occasionally define an attribute value that applies to all attribute positions (it is not likely that you will do this often).

DEFINING YOUR ATTRIBUTE POSITIONS

Use the following instructions to define your attribute positions.

1. Click **Maintenance > Attributes** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Attributes** from the menu bar. The Attributes window displays, open to the All position (*Figure 3.25*).

Value	Description	Status
*		<input type="radio"/> Active <input type="radio"/> Inactive

Figure 3.25—Attributes Window

2. Select the applicable ID type from the ID Type drop-down list.

3. Select the attribute position from the Attribute drop-down list. The position name, required setting, and any existing attributes display (*Figure 3.26*).

GLPG - Attributes

ID Type: A - Financial Reporting System

Attribute: 3-Position 3 Attribute Position Name: Position 3 Required

Attributes

Value	Description	Status
T1	Gen. Government	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
T2	Enterprise	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
T3	Fixed Asset Grp.	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
*		<input type="radio"/> Active <input type="radio"/> Inactive

Delete Row(s) Print Grid

OK Cancel Apply

Figure 3.26—Example Attribute Position 3

4. Enter a position name significant to your organization. (Remember, this position name applies to this position on all accounts.)



If you define a position name that is the same as a dimension position (e.g., your first dimension is named “Fund” and attribute position 5 is also named “Fund”), FundWare will display “A-” before the attribute column heading (e.g., your column headings would be “Fund” and “A-Fund”).

5. Select the Required check box to require an entry on this attribute position for all accounts.
6. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

ATTRIBUTE VALUES

Attribute values are the individual codes that you apply to each account. For example, some of the attribute values defined for sample division 95 include the following:

- RE (Revenue)—Position 1 (System Reserved)
- EX (Expenditure)—Position 1 (System Reserved)

- T2 (Enterprise)—Position 3
- D5 (Ice Rink)—Position 5

You can enter additional attribute values for position 1 or for any of the remaining 14 positions of the attribute string. You can also modify the attribute definition and delete obsolete attributes.

ADDING ATTRIBUTE VALUES

Use the following instructions to add a new attribute value for an ID type.

1. Click **Maintenance > Attributes** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Attributes** from the menu bar. The Attributes window displays, open to the All position (*Figure 3.27*).

Value	Description	Status
*		<input type="radio"/> Active <input type="radio"/> Inactive

Figure 3.27—Attributes Window

2. Select the applicable ID type from the ID Type drop-down list.

3. Select the attribute position from the Attribute drop-down list. The position name, required setting, and any existing attributes display (*Figure 3.28*).

GLPG - Attributes

ID Type: A - Financial Reporting System

Attribute: 3-Position 3 Attribute Position Name: Position 3 Required

Value	Description	Status
T1	Gen. Government	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
T2	Enterprise	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
T3	Fixed Asset Grp.	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
*		<input type="radio"/> Active <input type="radio"/> Inactive

Buttons: Delete Row(s), Print Grid, OK, Cancel, Apply

Figure 3.28—Example Attribute Position 3

4. If necessary, modify the position name. (Remember, this position name applies to this position on all accounts.)
5. Select the Required check box to require an entry on this attribute position for all accounts. (This setting will apply to the position, not just to the attribute that you are defining at this time.)
6. Enter up to three characters for the attribute name in the Value cell of the first free row. (The asterisk will indicate the first free row.)
7. Enter a description of the attribute value. You can enter up to 60 alphanumeric characters.



You can include this attribute description on reports. See *Chapter 10—Understanding GL–P/G Reports* on page 245 for more information.

8. Select the applicable radio button (Active or Inactive) to indicate the status of the attribute.
9. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

EDITING AN ATTRIBUTE VALUE

Use the following instructions to edit an attribute value.

1. Click **Maintenance > Attributes** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Attributes** from the menu bar. The Attributes window displays, open to the All position.
2. Select the applicable ID type from the ID Type drop-down list.
3. Select the attribute position from the Attribute drop-down list. The position name, required setting, and any existing attributes display.
4. Make your changes to the attribute, as necessary.



Remember: Changes made to the Attribute Position Name or Required setting are not specific to individual attribute values. These changes apply to the position as it appears or is used on all accounts.

5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

DELETING AN ATTRIBUTE VALUE

Use the following instructions to delete an attribute value. (However, if you have applied the attribute value to an account, you should make the value inactive rather than delete it from your system.)

1. Click **Maintenance > Attributes** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Attributes** from the menu bar. The Attributes window displays, open to the All position.
2. Select the applicable ID type from the ID Type drop-down list.
3. Select the attribute position from the Attribute drop-down list. The position name, required setting, and any existing attributes display.
4. Select the row containing the attribute value.
5. Click **Delete Row** or right-click and select **Delete Row** from the shortcut menu. A confirmation message displays.
6. Click **Yes** to delete the attribute value.

7. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window. (Clicking **Cancel** will negate your deletion. In other words, the attribute will remain in your system.)

PRINTING YOUR ATTRIBUTE VALUES

You can print the values for each attribute position.

1. Click **Maintenance > Attributes** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Attributes** from the menu bar. The Attributes window displays, open to the All position.
2. Select the applicable ID type from the ID Type drop-down list.
3. Select the attribute position from the Attribute drop-down list. The position name, required setting, and any existing attributes display.
4. Click **Print Grid** or right-click and select **Print Grid** from the shortcut menu. The preview window displays from which you can print your attribute information.
5. Click **OK** or **Cancel** to close the window.



If you have completed other tasks while in this window (e.g., adding an attribute, editing a position name), clicking **Cancel** will negate your changes.

MAINTAINING YOUR JOURNALS

A journal is a book of original entry that records transactions to be posted to a ledger (or area of the database). When you enter a transaction (e.g., a GL journal entry, an AP obligation), that information is posted to the database through these journals.

These different journal types allow you to enter differing types of information (e.g., budget entries will post to a budget journal). The defaults on the journal entry form may reflect your journal settings. (For example, you can assign data items to a journal. See *Example Data Items—On Journals* on page 62.)

When you add an ID type, the system allows you to select which default journals you would like created (the actual journal, GJNL + the ID type, is always created). You can modify the existing journal definitions, add new journals, or delete journals to which you have not yet posted information.

MODIFYING YOUR SYSTEM-DEFINED JOURNALS

When you define your ID type, the system automatically creates one journal (an actual journal) and you have the option to create three additional journals:

- Budget,
- Encumbrance, and
- Commitment.

The possible system-defined journals created when you define an ID type include the ID type letter as the last character of the journal name (*Table 3.5*).

Table 3.5—Example Default Journals for ID Type A

Journal	Building the Name	Journal Name
General (i.e., actual)	GJNL + ID type A	GJNLA
Budget	BDGT + ID type A	BDGTA
Encumbrance	ENCM + ID type A	ENCMA
Commitment	COMM + ID type A	COMMA

However, you must complete some definition tasks for these journals before you can correctly use the journal.

1. Click **Maintenance > Journals** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Journals** from the menu bar. The Journals window displays, open to the **General** tab of the first journal in your list of journals (*Figure 3.29*).

Figure 3.29—Journals Window—General Tab

2. Select the journal to be modified from the Journal Name drop-down list. The journal displays, open to the **General** tab.
3. Modify the fields according to *Table 3.6*.

Table 3.6—Journal Field Definitions

Field	Valid Entry	Definition
Description	Up to 30 alphanumeric characters	Modify the system-defined a description of the journal. <ul style="list-style-type: none"> • This title is displayed on the journal entry form.
Posting Type	<ul style="list-style-type: none"> • Actual • Budget Type 1 • Budget Type 2 • Encumbrance • Commitment 	You can change the system-defined posting type by selecting a new type from the drop-down menu. The posting type defines the type of entries that you will post to the journal, and defines how the information is stored. <ul style="list-style-type: none"> • For more information on posting types, see <i>Posting Types</i> on page 55.

Table 3.6—Journal Field Definitions (Continued)

Field	Valid Entry	Definition
Entry Security	<ul style="list-style-type: none"> • Data entry is allowed. • Data entry is not allowed. 	<p>Select the entry security setting from the drop-down menu.</p> <ul style="list-style-type: none"> • Allowing data entry means that you will be allowed to add journal entries directly into this journal. • Disallowing data entry means that you will add journal entries to this journal from another module, such as Accounts Payable. This allows you to segregate your entries from other modules. • The default setting is “Data entry is allowed.”
Trace Report	<ul style="list-style-type: none"> • No trace report • Detail list only • Summary only • Both detail & summary 	<p>Select the select option for the amount of information you want to include in trace reports from the drop-down menu.</p> <ul style="list-style-type: none"> • The default setting is “Both detail & summary.” • We recommend that you retain this default.
Item Destination	Up to 30 alphanumeric characters	<p>The journal entry form provides a field for you to describe the entry. This field allows you to customize the title of this field.</p> <ul style="list-style-type: none"> • The default entry is “Description.”
Reference Titles <ul style="list-style-type: none"> • Title 1 • Title 2 • Title 3 	Up to 10 alphanumeric characters	<p>Context-sensitive topic: <i>Maintenance—Journals (Reference Titles)</i></p> <p>Each journal entry form will display three reference fields (default titles: Ref 1, Ref 2, Ref 3). The Title fields allow you to customize the reference field titles for this journal.</p> <ul style="list-style-type: none"> • The default titles are Ref 1, Ref 2, and Ref 3. If you delete any of the defaults, the fields will display on the journal entry form as Reference 1, Reference 2, and/or Reference 3. <p>For example, in a journal that handles only General Ledger journal entries:</p> <ul style="list-style-type: none"> • JE Number (for Journal Entry Number), or • Source. <p>In a journal that handles only Accounts Receivable journal entries:</p> <ul style="list-style-type: none"> • Deposit Number, or • Check Number. <p>Enter your field description in the applicable Title fields.</p>

Table 3.6—Journal Field Definitions (Continued)

Field	Valid Entry	Definition
Additional Data Items <ul style="list-style-type: none"> • Item 1 • Item 2 • Item 3 	A valid data item or "None."	<p>Context-sensitive topic: <i>Maintenance—Journals (Addition Data Items)</i></p> <p>Each journal entry form allows you to add up to three data item fields to the journal entry form for this journal. This information will also be included (if applicable) when you post to the journal from another module.</p> <ul style="list-style-type: none"> • By default, "None" is selected and no data items fields will display on the journal entry form. <p>For example, you add a field to include a P.O. number on a GL journal entry form for this journal.</p> <ul style="list-style-type: none"> • The P.O. number field (using the data item name, not description) displays on the form. • You enter the information when you add a journal entry. • The P.O. number is posted to the database along with the other journal entry information. <p>Additionally, you define this journal to allow posting from other modules, define AP to post to this journal, and define AP to include P.O. number on the obligation entry form.</p> <ul style="list-style-type: none"> • The P.O. number field displays on the obligation entry form. • You enter the information when you add an obligation. • The information is posted to the journal (and the database) when you post the obligation. <p>Select either "None" (the default) or a valid data item from the Additional Data Item drop-down menus (i.e., Item 1, Item 2, and Item 3).</p> <ul style="list-style-type: none"> • The data item description will display in the text box to the right. • If you select "None," no data item field will display for that selection. <p>See <i>Maintaining Your Data Items</i> on page 113 for more information on data items.</p>

4. Select the **ID Types** tab. The only entry is the ID type for which this journal was created. The Description, Required, Balancing, Due To/From, and Suspense fields are filled with the default settings:
 - Description—From the ID type definition. This field is not editable (i.e., you cannot change this entry).
 - Required—Defaults to Required.
 - Balancing—Defaults to Manual.

- Due To/From—Defaults to an account number of all zeros (e.g., A00 00-00 0000).
- Suspense—Defaults to an account number of all zeros (e.g., A00 00-00 0000) (Figure 3.30).

ID	Description	Required	Balancing	Due To/From	Suspense
A		Required	Manual	A000 00-00 00000.000	A000 00-00 00000.000

Figure 3.30—Journals Window—ID Type Tab

5. You can modify the Required setting by clicking the cell and selecting an option from the drop-down menu (i.e., Required, Optional, One of). For more information on the implications of this setting, see *Defining Your Journals to Use Multiple ID Types* on page 57.
6. You can modify the Balancing setting by clicking the cell and selecting an option from the drop-down menu (i.e., Manual or Automatic). For more information on the implications of this setting, see *Balancing Your Entries* on page 38.
7. Enter your Due To/From account pattern. For more information on this entry, see *Defining Your Due To/From Account Pattern* on page 43.



This field will default to zeros for the account pattern numbers. However, because this can result in unexpected balancing entries, we strongly recommend that you complete this field with an applicable account pattern.

8. Enter your Suspense account. For more information on this entry, see *Suspense Accounts* on page 57.

9. Add any additional ID types for cross-ID type posting to this journal. See *Defining Your Journals to Use Multiple ID Types* on page 57 for more information.



If you want to twin accounts (or append accounts), you must enter multiple ID types (*Figure 3.31*). See *Twin Dimensions* on page 45 for more information.

General		ID Types			
ID	Description	Required	Balancing	Due To/From	Suspense
A	Financial Reporting System	Optional	Automatic	A01 00-00 1990	A00 00-00 9999
F	Federal Grants	Optional	Manual	F000-00 0000	F100-00 0000
M	Meetings	Optional	Manual	M000-00 0000	M000-00 9999
S	State Grants	Optional	Manual	S000-00 0000	S000-00 9999

Figure 3.31—Journal ID Types Tab

10. Click **Apply** to save your entries and remain in the Journals window or click **OK** to save your entries and close the window. You can now use the system-defined journal to post transactions.

ADDING A JOURNAL

Use the following instructions to add a journal to your division.

1. Click **Maintenance > Journals** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Journals** from the menu bar. The Journals window displays, open to the **General** tab of the first journal in your list of journals (*Figure 3.32*).

Figure 3.32—Journals Window—General Tab

2. Click **New**. The journal information is cleared or returns to the default settings.
3. Complete the required fields according to *Table 3.7*.

Table 3.7—Journal Field Definitions

Field	Valid Entry	Definition
Description	Up to 30 alphanumeric characters	Modify the system-defined a description of the journal. <ul style="list-style-type: none"> • This title is displayed on the journal entry form.
Posting Type	<ul style="list-style-type: none"> • Actual • Budget Type 1 • Budget Type 2 • Encumbrance • Commitment 	You can change the system-defined posting type by selecting a new type from the drop-down menu. The posting type defines the type of entries that you will post to the journal, and defines how the information is stored. <ul style="list-style-type: none"> • For more information on posting types, see <i>Posting Types</i> on page 55.

Table 3.7—Journal Field Definitions (Continued)

Field	Valid Entry	Definition
Entry Security	<ul style="list-style-type: none"> Data entry is allowed. Data entry is not allowed. 	<p>Select the entry security setting from the drop-down menu.</p> <ul style="list-style-type: none"> Allowing data entry means that you will be allowed to add journal entries directly into this journal. Disallowing data entry means that you will add journal entries to this journal from another module, such as Accounts Payable. This allows you to segregate your entries from other modules. The default setting is “Data entry is allowed.”
Trace Report	<ul style="list-style-type: none"> No trace report Detail list only Summary only Both detail & summary 	<p>Select the select option for the amount of information you want to include in trace reports from the drop-down menu.</p> <ul style="list-style-type: none"> The default setting is “Both detail & summary.” We recommend that you retain this default.
Item Destination	Up to 30 alphanumeric characters	<p>The journal entry for provides a field for you to describe the entry. This field allows you to customize the title of this field.</p> <ul style="list-style-type: none"> The default entry is “Description.”
Reference Titles <ul style="list-style-type: none"> Title 1 Title 2 Title 3 	Up to 10 alphanumeric characters	<p>Each journal entry form will display three reference fields (default titles: Ref 1, Ref 2, Ref 3). The Title fields allow you to customize the reference field titles for this journal.</p> <ul style="list-style-type: none"> The default titles are Ref 1, Ref 2, and Ref 3. If you delete any of the defaults, the fields will display on the journal entry form as Reference 1, Reference 2, and/or Reference 3. <p>For example, in a journal that handles only General Ledger journal entries:</p> <ul style="list-style-type: none"> JE Number (for Journal Entry Number), or Source. <p>In a journal that handles only Accounts Receivable journal entries:</p> <ul style="list-style-type: none"> Deposit Number, or Check Number. <p>Enter your field description in the applicable Title fields.</p>

Table 3.7—Journal Field Definitions (Continued)

Field	Valid Entry	Definition
<p>Additional Data Items</p> <ul style="list-style-type: none"> • Item 1 • Item 2 • Item 3 	<p>A valid data item or “None.”</p>	<p>Each journal entry form allows you to add up to three data item fields to the journal entry form for this journal. This information will also be included (if applicable) when you post to the journal from another module.</p> <ul style="list-style-type: none"> • By default, “None” is selected and no data items fields will display on the journal entry form. <p>For example, you add a field to include a P.O. number on a GL journal entry form for this journal.</p> <ul style="list-style-type: none"> • The P.O. number field (using the data item name, not description) displays on the form. • You enter the information when you add a journal entry. • The P.O. number is posted to the database along with the other journal entry information. <p>Additionally, you define this journal to allow posting from other modules, define AP to post to this journal, and define AP to include P.O. number on the obligation entry form.</p> <ul style="list-style-type: none"> • The P.O. number field displays on the obligation entry form. • You enter the information when you add an obligation. • The information is posted to the journal (and the database) when you post the obligation. <p>Select either “None” (the default) or a valid data item from the Additional Data Item drop-down menus (i.e., Item 1, Item 2, and Item 3).</p> <ul style="list-style-type: none"> • The data item description will display in the text box to the right. • If you select “None,” no data item field will display for that selection. <p>See <i>Maintaining Your Data Items</i> on page 113 for more information on data items.</p>

- Click the **ID Types** tab (*Figure 3.33*).

ID	Description	Required	Balancing	Due To/From	Suspense

Figure 3.33—Journal ID Types Tab

- Select the ID type from the ID drop-down menu. The ID type defaults display:
 - Description—From the ID type definition. This field is not editable (i.e., you cannot change this entry).
 - Required—Defaults to Required.
 - Balancing—Defaults to Manual.
 - Due To/From—Defaults to an account number of all zeros (e.g., A00 00-00 0000). (Displays when you move off the ID type cell.)
 - Suspense—Defaults to an account number of all zeros (e.g., A00 00-00 0000). (Displays when you move off the ID type cell.)
- You can modify the Required setting by clicking the cell and selecting an option from the drop-down menu (i.e., Required, Optional, One of). For more information on the implications of this setting, see *Defining Your Journals to Use Multiple ID Types* on page 57.
- You can modify the Balancing setting by clicking the cell and selecting an option from the drop-down menu (i.e., Manual or Automatic). For more information on the implications of this setting, see *Balancing Your Entries* on page 38.
- Enter your Due To/From account pattern. For more information on this entry, see *Defining Your Due To/From Account Pattern* on page 43.



This field will default to zeros for the account pattern numbers. However, because this can result in unexpected balancing entries, we strongly recommend that you complete this field with an applicable account pattern.

9. Enter your Suspense account. For more information on this entry, see *Suspense Accounts* on page 57.
10. Add any additional ID types for cross-ID type posting to this journal. See *Defining Your Journals to Use Multiple ID Types* on page 57 for more information.



If you want to twin accounts (or append accounts), you must enter multiple ID types (*Figure 3.34*). See *Twin Dimensions* on page 45 for more information.

General		ID Types			
ID Types					
ID	Description	Required	Balancing	Due To/From	Suspense
A	Financial Reporting System	Optional	Automatic	A01 00-00 1990	A00 00-00 9999
F	Federal Grants	Optional	Manual	F000-00 0000	F100-00 0000
M	Meetings	Optional	Manual	M000-00 0000	M000-00 9999
S	State Grants	Optional	Manual	S000-00 0000	S000-00 9999

Figure 3.34—Journal ID Types Tab

11. Click **Apply** to save your entries and remain in the Journals window or click **OK** to save your entries and close the window. You can now use the system-defined journal to post transactions.

EDITING JOURNALS

Use the following instructions to edit your journals.

1. Click **Maintenance > Journals** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Journals** from the menu bar. The Journals window displays, open to the **General** tab of the first journal in your list of journals.
2. Select the journal to be modified from the Journal Name drop-down list. The journal displays, open to the **General** tab.
3. Modify the information on the **General** and **ID Types** tabs as necessary.
4. Click **Apply** to save your entries and remain in the Journals window or click **OK** to save your entries and close the window.

DELETING JOURNALS

Use the following instructions to delete journals.



You cannot delete a journal that has transaction information (i.e., to which you have posted transactions).

1. Click **Maintenance > Journals** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Journals** from the menu bar. The Journals window displays, open to the **General** tab of the first journal in your list of journals.
2. Select the journal to be deleted from the Journal Name drop-down list. The journal displays, open to the **General** tab.
3. Click **Delete**. A confirmation message displays.



Delete will be disabled if you have used this journal to post a transaction. You cannot delete the journal.

4. Click **Yes**. The journal is deleted.
5. Click **OK** or **Cancel** to close the Journals window.

MAINTAINING YOUR DATA ITEMS

Context-sensitive topic: *Maintenance—Data Items*

Data items are description elements that can be used to store financial or non-financial information about an account or a transaction. When you defined your ID type, you had the chance to select default data items. FundWare also allows you to add additional data items for the ID type, modify the data item definition, and delete obsolete data items.

ADDING DATA ITEMS

Use the following instructions to define a data item.

1. Click **Maintenance > Data Items** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Data Items** from the menu bar. The Data Items window displays (Figure 3.35).

Figure 3.35—Data Items Window

2. Click **New**. All entry fields clear and the cursor appears in the Data Item text box.
3. In the Data Item text box, enter a name (up to 10 alphanumeric characters, including blank spaces) for the new data item.
4. In the Data Type text box, select the type of data that will be stored for this data item. Table 3.8 has a descriptions of the available data types.

Table 3.8—Available Data Types

Data Type	Definition
Not Used	For an unused data item
Signed (15), number	15-digit numeric field, no decimal points. <ul style="list-style-type: none"> • For whole number values. • Allows negative or positive numbers.
Signed (13.2), amount	15-digit numeric field, two decimal places. <ul style="list-style-type: none"> • For amount-type values (dollars). • Allows negative or positive numbers.
Signed (9.6), rate	15-digit numeric field, six decimal places. <ul style="list-style-type: none"> • For a rate-type value (per unit). • Allows negative or positive numbers.

Table 3.8—Available Data Types (Continued)

Data Type	Definition
Numeric (mm/dd/yyyy), date	Calendar dates.
Numeric (10), area code and nbr	Telephone numbers.
Alphanumeric (10), keyword	Text field (numbers, letters, characters, blank spaces), 10 character maximum.
Alphanumeric (35), text	Text field (numbers, letters, characters, blank spaces), 35 character maximum.
Alphanumeric (55), extended text	Text field (numbers, letters, characters, blank spaces), 55 character maximum.

5. In the Description field, enter up to 30 characters to describe the data item.
6. In the Prompt field, enter an abbreviated description of the data item (up to 10 characters). This is the description that will display when you use this data item (e.g., as a column heading on the journal entry form).
7. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

EDITING A DATA ITEM

Use the following instructions to edit a data item.

1. Click **Maintenance > Data Items** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Data Items** from the menu bar. The Data Items window displays.
2. Select the data item you want to edit from the Data Item drop-down list.
3. Edit the data item, as necessary.
4. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

DELETING A DATA ITEM

You can delete a data item even if you have entered data for it in the past. Deleting will not affect your financial data. You can re-create a data item if you delete one by mistake. Use the following instructions to delete a data item.

1. Click **Maintenance > Data Items** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Data Items** from the menu bar. The Data Items window displays.
2. Select the data item you want to edit from the Data Item drop-down list.
3. Click **Delete**. A confirmation message displays.
4. Click **Yes**. The attribute is deleted.
5. Click **OK** to close the window.

MAINTAINING YOUR DATE TABLES

Context-sensitive topic: *Maintenance—Date Tables*

Your date tables define the periods of time to which you can post transaction information within a fiscal year. FundWare creates date tables based on your year-end date, reporting period, and increment selections when you created the ID type.

DATE TABLE EXAMPLE

If you use a business date of 07/31/2004 to you define ID type A with the following:

- Year-end date: 12/31/2005,
- Reporting period: Monthly, and
- Increment: 2

FundWare creates two date tables:

- 2004, and
- 2005.

Within each date table, the FundWare creates the following detail date periods (defined by the ending date of the period) for year-end 12/31/2004:

- 02/29/2004
- 04/30/2004
- 06/30/2004
- 08/31/2004
- 10/31/2004
- 12/31/2004

The system also creates the following detail date periods for year-end 12/31/2005:

- 02/28/2005
- 04/30/2005
- 06/30/2005
- 08/31/2005
- 10/31/2005
- 12/31/2005

At the end of the 2005 fiscal year (or sometime before the end of the year), you would need to define a new date table for 2006.



We recommend that you wait to add date tables until you are ready to use them. Extra Date Tables may interfere with the Roll Beginning Balances task (see *Rolling Beginning Balances* on page 225).

ADDING NEW DATE TABLES

Use the following instructions to add a date table.

1. Click **Maintenance > Date Tables** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Date Tables** from the menu bar. The Date Tables window displays (*Figure 3.36*).

The screenshot shows the 'Date Tables' window with the following fields and values:

- Last Updated: 07/21/2003
- By User: 101
- General tab selected.
- ID Type: A
- Description: (empty)
- Year end: 12/31/2004
- Beginning Period: 01/01/2004
- Adjustments: No Adjustments
- Closing Period: 12/31/2004
- Reclass:
- Detail Date Periods list:
 - 02/29/2004
 - 04/30/2004
 - 06/30/2004
 - 08/31/2004
 - 10/31/2004
 - 12/31/2004
- Fiscal Year Information:
 - Status: Year is Active
 - Activity: No activity
 - Prior Posting: Prior year(s) have not been posted
 - Purge/Saved: Purge/Save has not been done
- Buttons: New, Delete, OK, Cancel, Apply

Figure 3.36—Date Tables Window

2. Click **New**. The Add New Date Table window displays (*Figure 3.37*).

The screenshot shows the 'Add New Date Table' window with the following fields and values:

- ID Type: A
- Adjustments: No Adjustments
- Add Date Table For:
 - Next Year:
 - Previous Year:
- Buttons: OK, Cancel

Figure 3.37—Adding a New Date Table

3. Select the ID type for the new date table from the ID Type drop-down list.
4. From the Adjustments drop-down list, select the number of periods following the close of the fiscal year that you can post audit and year-end adjustments.

5. Select the Next Year or Previous Year radio button in the Add Date Table For section to indicate to which year you are adding the date table.



If you select Next Year, the first day of the new date table is the day after the last year end of existing date tables. If you select Previous Year, FundWare creates a date table prior to the earliest date table in the system.

6. Click **OK**. The date table and associated detail date periods are added.

EDITING A DATE TABLE

While you can edit the information associated with a date table, there are two rules you must follow when editing date tables:

- You cannot edit a date table to which you have posted any activity.
- You can only edit the following information in the date table:
 - The number of adjustment periods.
 - The detail date periods by adding or deleting periods.
 - Adding and deleting periods in the Detail Date Periods box.

If the fields are disabled, you have posted activity to the date table and it cannot be edited. See the Fiscal Year Information box in the Activity field to confirm that activity has been posted to the date table (*Figure 3.38*).

Fiscal Year Information	
Status:	Year is Active
Activity:	No activity
Prior Posting:	Prior year(s) have been posted
Purge/Saved:	Purge/Save has not been done

Figure 3.38—Fiscal Year Information for a Date Table

Use the following instructions to edit a date table.

1. Click **Maintenance > Date Tables** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Date Tables** from the menu bar. The Date Tables window displays (*Figure 3.39*).

The screenshot shows the 'Date Tables' window with the following details:

- Last Updated:** 07/21/2003
- By User:** 101
- General Tab:**
 - ID Type:** A
 - Description:** [empty]
 - Year end:** 12/31/2004
 - Beginning Period:** 01/01/2004
 - Adjustments:** No Adjustments
 - Closing Period:** 12/31/2004
 - Reclass:**
- Detail Date Periods:**
 - 02/29/2004
 - 04/30/2004
 - 06/30/2004
 - 08/31/2004
 - 10/31/2004
 - 12/31/2004
 - Add** button
 - Delete** button
- Fiscal Year Information:**
 - Status:** Year is Active
 - Activity:** No activity
 - Prior Posting:** Prior year(s) have not been posted
 - Purge/Saved:** Purge/Save has not been done
- Bottom Buttons:** New, Delete, OK, Cancel, Apply

Figure 3.39—Date Tables Window

2. Select the ID type for the date table from the ID Type drop-down list.
3. Select the date table's year ending date from the Year end drop-down list.
4. Modify the number of adjustment periods or the detail date periods, as applicable.
5. To add a new detail date period, click **Add**. The Calendar displays.

6. Select the last day of the detail date period that you want to add (*Figure 3.40*).



Figure 3.40—Date Table Calendar

7. Click **OK**. The new date table is added to the list of detail date periods.
8. To delete a period, select the one you want to delete and click **Delete** (within the Detail Date Period area of the window).
9. Click **Apply** to save your changes and remain in the Date Tables window or click **OK** to save your changes and close the window.

DELETING A DATE TABLE

While you can delete a date table, one rule applies:

- You cannot delete a date table to which you have posted any activity.

If **Delete** is disabled, you have posted activity to the date table and it cannot be deleted. See the Fiscal Year Information box in the Activity field to confirm that activity has been posted to the date table (*Figure 3.41*).

Fiscal Year Information	
Status:	Year is Active
Activity:	No activity
Prior Posting:	Prior year(s) have been posted
Purge/Saved:	Purge/Save has not been done

Figure 3.41—Fiscal Year Information for a Date Table

Use the following instructions to delete a date table.

1. Click **Maintenance > Date Tables** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Date Tables** from the menu bar. The Date Tables window displays.
2. Select the ID type for the date table from the ID Type drop-down list.
3. Select the date table's year ending date from the Year end drop-down list.
4. Click **Delete**. A confirmation message displays.
5. Click **OK**. The date table is deleted.

GLOBAL SETTINGS

The Global Settings task allows you to adjust the posting settings (i.e., posting window and posting unit/rates) for your entire system. When you change the settings on this window, you override the individual definitions for each ID type and apply the change to all ID types. This window also allows you to view information about each ID type:

- Locked periods,
- Associated module (i.e., General Ledger or Project/Grant), and
- Roll option selection.

Use the following instructions to view or edit the global settings.

1. Click **Maintenance > Global Settings** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Global Settings** from the menu bar. The Global Settings window displays (Figure 3.42).

ID Type	Locked Period	Assigned To	Roll Option Selected
A	01/01/1997	GL	Roll actual + encumbrance amounts only
F	12/31/1997	PG	Roll all units + amounts
M		PG	Roll all units + amounts
S		PG	Roll all units + amounts

Figure 3.42—Global Settings Window

2. If necessary, adjust the posting settings. (Remember: Any change will be applied to all ID types within the division.)
3. Click **Print Grid** or right-click and select **Print Grid** from the shortcut menu. The preview window displays from which you can print your attribute information.
4. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

IMPORTING/EXPORTING

The **General Ledger > Maintenance** menu includes an option to export detail transactions. All information on importing and exporting, including this task, is presented in the *Blackbaud FundWare System Administration Guide*.

CHAPTER 4

ADDING AND MAINTAINING ACCOUNTS

Accounts are the heart of your accounting system, and FundWare has designed two table-driven account creation tasks to simplify the process and provide your organization with greater control over your Chart of Accounts:

- **New Accounts**—Add one or more individual accounts.
- **Account Builder**—“Build” groups of accounts by selecting dimension values, from which FundWare creates all possible combinations. Once you have your combinations, you assign attribute values.

Before defining accounts, you define many of the separate pieces of the account (e.g., dimension values, attributes, data items). When you are ready to add accounts, you “build” your account using these pieces. See *Chapter 3—Defining and Maintaining GL–P/G* on page 69 for instructions to define these items. (You can also maintain your existing accounts through the Account Utilities task.)

ADDING INDIVIDUAL ACCOUNTS

Use the following instructions to add one or more individual accounts.



Before adding an account, you must define your dimension values (see *Maintaining Your Dimensions* on page 84).



You should also define your attributes and data items (see *Maintaining Your Attributes* on page 95 and *Maintaining Your Data Items* on page 113), although you can add this information (except the position 1 attribute) at a later date.

1. Click **Accounts > New Account** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > New Account** from the menu bar. The New Account window displays (*Figure 4.1*).

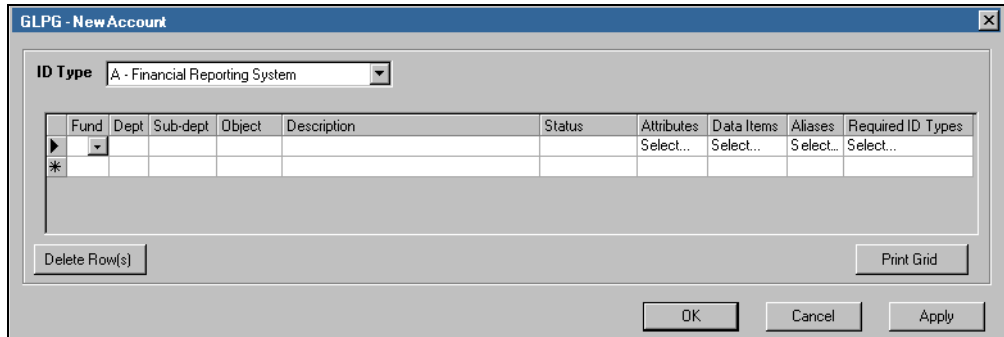


Figure 4.1—New Account Window—ID Type A in Sample Division 95

2. Select the ID type from the ID Type drop-down list. The columns displayed in the grid may change to reflect the account structure of the selected ID type (*Figure 4.2*).

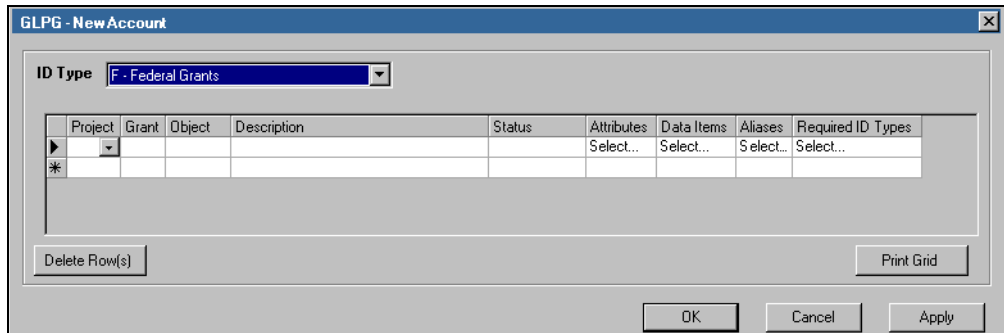


Figure 4.2—New Account Window—ID Type F in Sample Division 95

3. Enter the dimension, description, and status information according to *Table 4.1*.

Table 4.1—Defining the Account Dimension Values, Description, and Status

Account Element	Valid Entry	Description
Dimensions • Reflect your account structure	Existing dimension value	Each of your dimensions display in a separate column. The dimension name displays as the column heading. Select a dimension value from the drop-down list. (You cannot enter a new dimension value on this form. The value must already exist in your system.) • For example, we have four dimensions in division 95: fund, department, sub-department, and object. Therefore, the New Account window displays these dimensions in four columns.
Description	Up to 30 alphanumeric characters	Enter the account description.
Status	Active Budget Descriptive Inactive System	Select the account status from the drop-down list: • Active—You can post any type of transaction to an active account. • Budget—You can post only budget entries to a budget account. • Descriptive—You cannot post any type of transaction to a descriptive account. Descriptive accounts can be created automatically when you define dimension values. The most common use of descriptive accounts is for titles in reports. • Inactive—You cannot post any type of transaction to an inactive account. An inactive account may have activity from previous posting that is still available for reporting (i.e., formerly an active or budget account). • System—Only system-generated transactions may post to a system account. For example, you may use this option to ensure that only system-generated entries are posted to Accounts Payable control accounts, net asset accounts, and auto due to/from accounts.



Tip: You can use TAB or ENTER to move from one cell to the next in this form. Press the down arrow key to activate and move through a drop-down list, and press ENTER to select an option.

4. Double-click the Attributes cell for the account. The Attributes window displays (Figure 4.3).

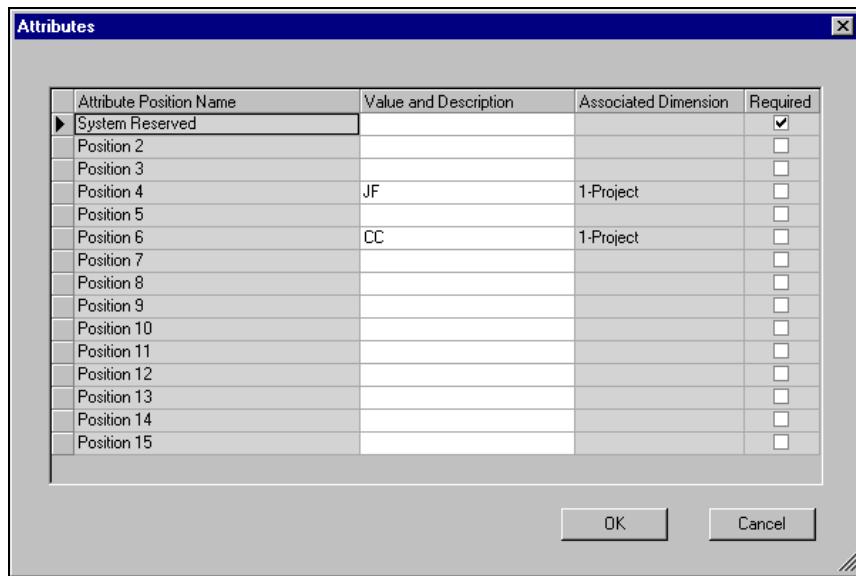


Figure 4.3—Adding an Account—Attributes Window With Associated Dimensions



If you have associated any dimension values with attribute positions and values, that information is reflected in this window. (For more information on this feature, see *Associating Dimensions and Attribute Positions* on page 88.)

5. Select the attributes for each position from the Value and Description drop-down list.



If the Required box is checked, you must select an attribute or accept a default entry for that position.

6. Click **OK**. Your entries are saved and the Attributes window closes. You return to the New Account window.

7. Double-click the Data Items cell for the account. The Data Items window displays (Figure 4.4).

Data Item Name	Data Item Prompt	Value	Value Format
*			

Figure 4.4—Adding an Account—Data Items Window



If you have defined any data items for this ID type, they will display in this window. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

8. Select any applicable data items from the Data Item Name drop-down list. The prompt and value format defined for the data item display in read-only cells (Data Item Prompt and Value Format cells, respectively).
9. Enter the data item value in the Value field.



To delete an entry, select the row and click **Delete Rows**. To print your data items, click **Print Grid**.

10. Click **OK**. Your entries are saved and the Data Items window closes. You return to the New Account window.

- Double-click the Aliases cell for the account. The Aliases window displays (Figure 4.5).

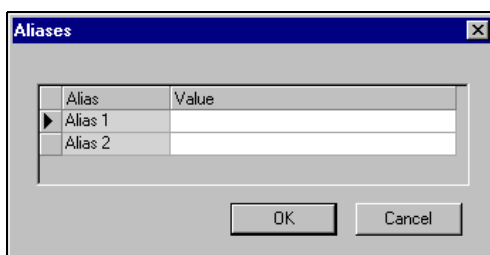


Figure 4.5—Adding an Account—Aliases Window



You can only define an alias for the account if you enabled the Alias 1 and 2 option for the ID type. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

- Enter up to 30 alphanumeric characters in the Alias 1 and/or Alias 2 fields.
- Click **OK**. Your entries are saved and the Aliases window closes. You return to the New Account window.
- Double-click the Required ID Types cell for the account. The Required ID Types window displays the remaining ID types (i.e., all ID types but the one to which you are adding an account) defined for your system with a status of <not selected> (Figure 4.6).

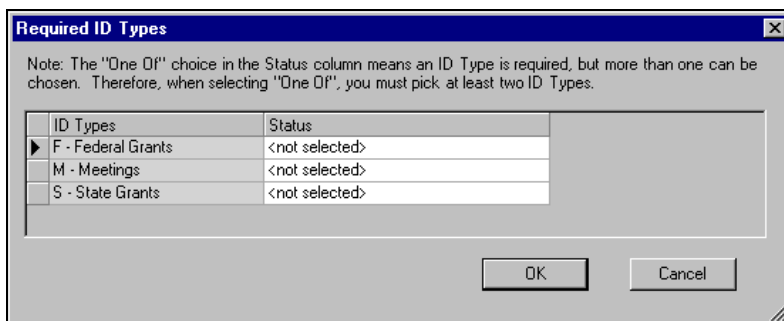


Figure 4.6—Adding an Account—Required ID Types Window



You can only require ID types for the account if you enabled the Required Id Types option for the ID type. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

15. Select one of the following options from the Status drop-down list:

- **Required**—All transactions posted to this new account must also post to an account of this ID type.
- **One of (Pick at least 2 ID types)**—All transactions posted to this new account must also post to “one of” the defined additional ID types.

This feature is referred to as “twinning.” For more information, see *Appendix E—Using the Twinning Feature* on page 367.

16. Click **OK**. Your entries are saved and the Required ID Types window closes. You return to the New Account window.

17. Move to the next row to enter another additional account, if necessary.



To delete an entry, select the row and click **Delete Rows**. To print your data items, click **Print Grid**.

18. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

WHAT IS THE ACCOUNT BUILDER?

The Account Builder feature lets you actually “build” accounts by selecting dimension values, from which FundWare creates all possible combinations. Once you have your combinations, you assign attribute values.

For example, our organization has a new project. We have added a new dimension value for the second dimension (400—Elder Care) and want to create accounts for this project.

1. We add a dimension value (400) for the project through the **Maintenance > Dimension** task.
2. In Account Builder, we select the two grants (i.e., dimension 1) already defined for our system:
 - 01 (UMTA)
 - 02 (HUD)

3. We select the object values (i.e., dimension 3) already defined for our system:

- 4100 (Revenue sharing)
- 4150 (Grant Income)
- 5020 (Local Match)
- 6110 (Salaries and Wages)
- 6112 (Hourly Wages)
- 6120 (Payroll Taxes)
- 6130 (Employee Benefits)
- We enter a mask of 7XXX to select all object values in this range.

4. The system creates 44 possible accounts using all combinations of the selected dimension values. We must still define attribute values and validate the accounts before we can add them to our Chart of Accounts.

5. We save these settings so our manager can review the possible accounts before they are added to our Chart of Accounts.

ADDING ACCOUNTS WITH ACCOUNT BUILDER

Before adding accounts with Account Builder, you must define your dimension values (see *Maintaining Your Dimensions* on page 84). You should also define your attributes and data items (see *Maintaining Your Attributes* on page 95 and *Maintaining Your Data Items* on page 113), although you can add this information (except the position 1 attribute) at a later date.

Use the following instructions to add accounts. At any point in the process, you can save your entries (*Saving Account Builder Selections* on page 139).

1. Click **Accounts > Account Builder** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Account Builder** from the menu bar. The Account Builder window displays (*Figure 4.7*).

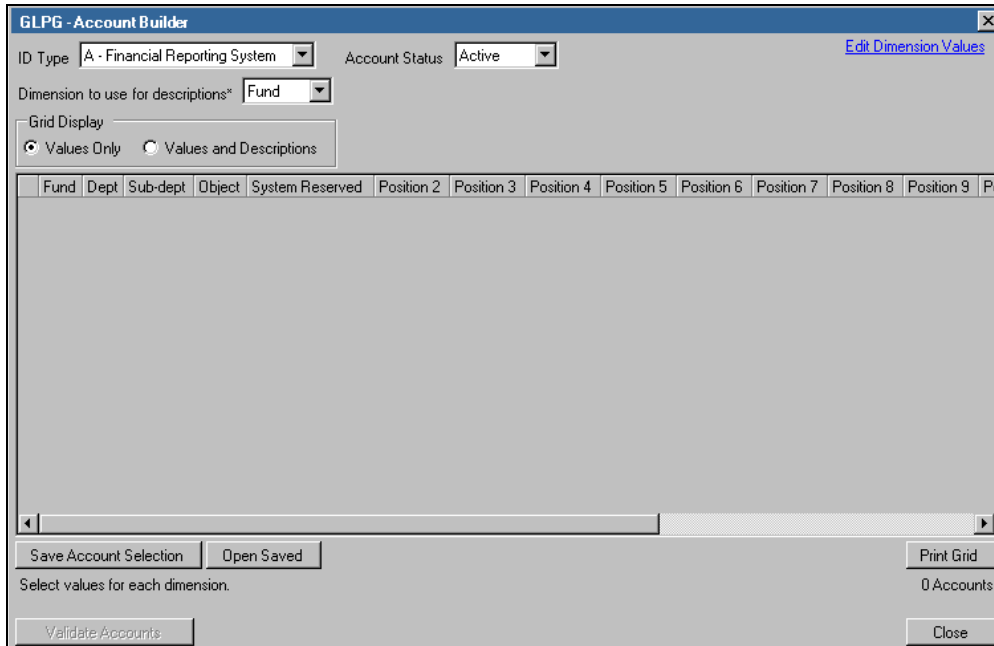


Figure 4.7—Account Builder—ID Type A in Sample Division 95

2. Select the ID type to which you are adding accounts. The columns displayed in the grid may change to reflect the account structure and attribute positions defined for the selected ID type (*Figure 4.8*).

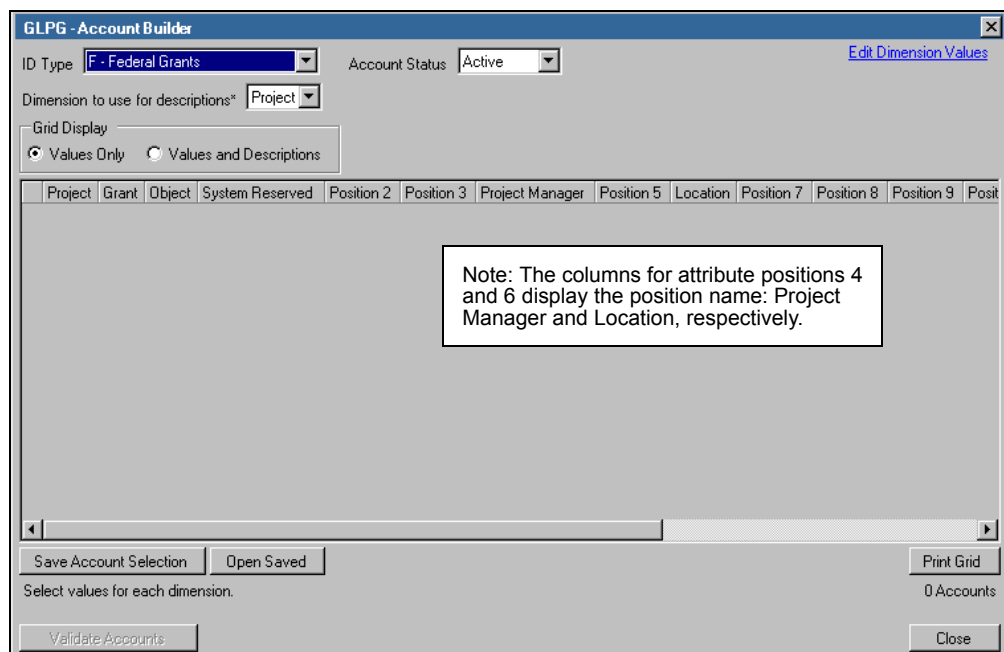


Figure 4.8—Account Builder—ID Type F in Sample Division 95

3. Select the Account Status for the new accounts from the drop-down list:
 - Active—You can post any type of transaction to an active account.
 - Budget—You can post only budget entries to a budget account.
 - Descriptive—You cannot post any type of transaction to a descriptive account. Descriptive accounts can be created automatically when you define dimension values. The most common use of descriptive accounts is for titles in reports.
 - Inactive—You cannot post any type of transaction to an inactive account. An inactive account may have activity from previous posting that is still available for reporting (i.e., formerly an active or budget account).
 - System—Only system-generated transactions may post to a system account. For example, you may use this option to ensure that only system-generated entries are posted to Accounts Payable control accounts, net asset accounts, and auto due to/from accounts.

4. Select the dimension that the program will use to create the account description from the drop-down list (Dimension to use for descriptions). For each dimension value defined for the selected dimension, Account Builder will apply the value description to the account description.



In most cases, you will select the lowest (i.e., most detailed) dimension level. For example, in division 95, the most detailed dimension level in all ID types is the Object dimension.

5. Select the Grid Display radio button to determine how the dimension values will display:
 - Values only—Only the dimension value displays in the cells of the grid.
 - Values and descriptions—Both the dimension value and the description display in the cells of the grid.
6. Click the column heading to display the dimension value selection window (Figure 4.9). The dimension values defined for that dimension display, including a “null” value (i.e., all zeros).

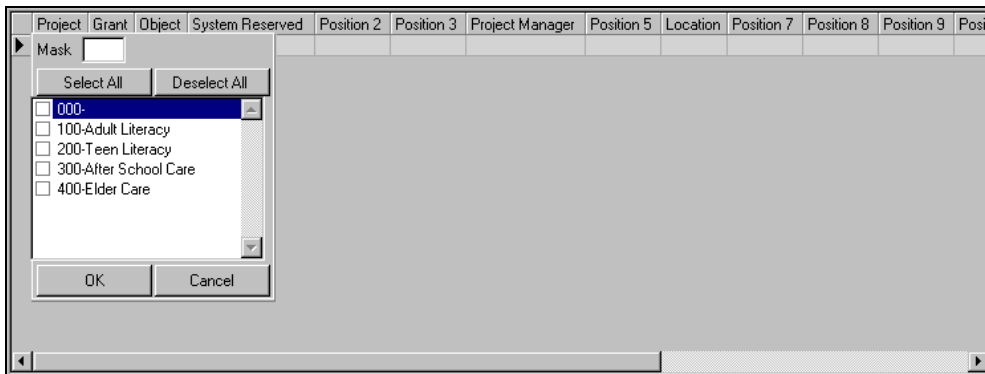


Figure 4.9—Selecting Dimension Values

7. Select individual check boxes for each dimension value or select multiple check boxes with any of the following options:
 - Click **Select All**—All dimension values are selected.
 - Enter a mask—Enter a mask of the dimension and all dimension values matching that mask are selected.

You can remove all your selections by clicking **Deselect All**.



If you need to add or modify a dimension value while working in Account Builder, click the Edit Dimension Values link to access the dimension maintenance window (i.e., **Maintenance > Dimensions**). See *Adding Dimension Values* on page 86 or *Editing Dimension Values* on page 93 for more information.

8. Click **OK**. Your entry is added to the grid.
9. Continue selecting values for each dimension. As you make your selections, entries are added to the grid reflecting all possible combinations (*Figure 4.10*).

Piece by piece, you build your accounts.

In this example, we associated System Reserved attribute values with some of the Object dimension values. Account Builder enters this default for the System Reserved attribute position (and other attribute/dimension associations).

Project	Grant	Object	System Reserved	Position 2	Position 3
400	01	4100	RE		
400	01	4150	RE		
400	01	5020			
400	01	6110	EX		
400	01	6112	EX		
400	01	6120	EX		
400	01	6130	EX		
400	01	7000			
400	01	7005	EX		
400	01	7110	EX		
400	01	7130	EX		
400	01	7131	EX		
400	01	7140	EX		
400	01	7142	EX		
400	01	7143	EX		
400	01	7145	EX		
400	01	7150	EX		
400	01	7200	EX		

Save Account Selection Open Saved Print Grid

Select Validate Accounts to proceed. 44 Accounts

Figure 4.10—Example Accounts

Account Builder will enter default attribute values if you have defined attribute/dimension associations. See *Associating Dimensions and Attribute Positions* on page 88 for more information.


10. Continue to the validation process or save your entries.

VALIDATING YOUR ACCOUNTS WITH ACCOUNT BUILDER

The validation process ensures that all accounts built by Account Builder:

- Do not already exist in your Chart of Accounts,
- Have all required attributes,
- Have a description.

When you have entered all your information into the Account Builder grid, use the following instructions to validate and, if necessary, correct your entries.

 At any point in this process, you can save your entries. You do not need to wait until any errors have been addressed.

1. Click **Validate Accounts**. (Your Account Builder selections must be displayed in the grid. If you saved your entries and closed Account Builder, open the saved selections.) The system reviews your entries and displays the validation status for each account (*Figure 4.11*).

Msg	Delete	Project	Grant	Object	Description*	System Reserved*	Position 2	Position 3
✓	<input type="checkbox"/>	400	01	4100	Revenue Sharing	RE		
✓	<input type="checkbox"/>	400	01	4150	Grant Income	RE		
⚠	<input type="checkbox"/>	400	01	5020	Local Match			
✓	<input type="checkbox"/>	400	01	6110	Salaries and Wages	EX		
✓	<input type="checkbox"/>	400	01	6112	Hourly Wages	EX		
✓	<input type="checkbox"/>	400	01	6120	Payroll Taxes	EX		
✓	<input type="checkbox"/>	400	01	6130	Employee Benefits	EX		
✗	<input type="checkbox"/>	400	01	7000				
✓	<input type="checkbox"/>	400	01	7005	Advertising	EX		
✓	<input type="checkbox"/>	400	01	7110	Insurance	EX		
✓	<input type="checkbox"/>	400	01	7130	Telephone	EX		
✗	<input type="checkbox"/>	400	01	7131		EX		
✓	<input type="checkbox"/>	400	01	7140	Operating Supplies	EX		
✓	<input type="checkbox"/>	400	01	7142	Office Supplies	EX		
✓	<input type="checkbox"/>	400	01	7143	Computer Supplies	EX		
✓	<input type="checkbox"/>	400	01	7145	Rent	EX		
✓	<input type="checkbox"/>	400	01	7150	Capital Acquisitions	EX		
✓	<input type="checkbox"/>	400	01	7200	Staff Training and Education	EX		

Delete Checked Save Account Selection Open Saved Print Grid

✓ Valid account. 44 Accounts

⚠ Account already exists and cannot be created.

✗ Account missing required Attribute or Description field is empty.

Redo Account Selection Generate Accounts Close




Figure 4.11—Example Validated Accounts With Errors

2. Review your entries and correct your accounts according to *Table 4.2*.



If you want to return Account Builder to the state before you validated (e.g., you want to change the description dimension), click **Redo Account Selection**. A confirmation message informs you that you will lose any entries made after validation.

Table 4.2—Account Validation Messages

Validation Message and Icon	Description and Solution
Valid account. • 	Account is valid. • When all accounts are valid, you can generate the accounts, at which point the accounts will be added to your chart of accounts.
Account already exists and cannot be created. • 	The account currently exists in your chart of account. • Select the check box in the Delete column and click Delete Checked to remove the account.
Account missing required Attribute or Description field is empty. • 	One or both of the following applies: • You have not defined an attribute value for a required position. — Select an attribute value from the drop-down list for all required positions. • The account does not have a description. (This can happen if a dimension value does not have a description.) — In the Description cell for the account, enter up to 30 alphanumeric characters.

- When all your accounts are valid, you are ready to move to the generation task (*Generating Accounts Created by Account Builder*).

GENERATING ACCOUNTS CREATED BY ACCOUNT BUILDER

Any accounts that you create with Account Builder will not be added to your Chart of Accounts (i.e., you cannot use them) until you complete the account generation process.

1. Click **Generate Accounts**. (Your Account Builder selections must be displayed in the grid. If you saved your entries and closed Account Builder, open the saved selections.) Account Builder generates the accounts and displays the results (*Figure 4.12*).

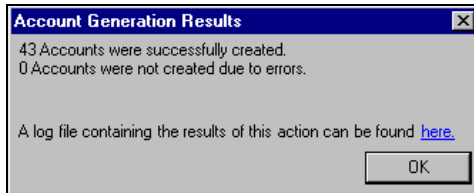


Figure 4.12—Account Generation Results



If some of your accounts were not created, the reasons will be listed in the log file. For example, between the time you validate your Account Builder settings and the time you generate your accounts, someone else creates one of the accounts. Because the account now exists in your system, Account Builder cannot generate that account.

2. Click the link to view a log file of your new accounts.
3. Click **OK** to close the message.

PRINTING ACCOUNT BUILDER ENTRIES

Click **Print Grid** to print the information displayed in the Account Builder window.

SAVING ACCOUNT BUILDER SELECTIONS

At any point in the process, you can save your entries and close the form. At any time in the future, you can re-open saved account selections and continue the Account Builder process. However, these saved settings are only available to the original user (i.e., if you save Account Builder selections, only you will be able to view these settings at a later date).



Saved account builder entries are not added to your chart of account, even if you have defined all necessary information and validated the account numbers. These accounts will only be added to your Chart of Accounts when you generate the accounts (*Generating Accounts Created by Account Builder on page 138*).

Use the following instructions to save your account selections.

1. Click the **Save Account Selections**. The Account Builder Name window displays (*Figure 4.13*).



Figure 4.13—Account Builder Name

2. Enter a name for the saved selections (up to 30 alphanumeric characters).
3. Click **OK**. The window closes and you return to Account Builder.

OPENING ACCOUNT BUILDER SELECTIONS

Use the following instructions to open saved account selections that you saved (i.e., you cannot access selections saved by another user).

1. Click **Accounts > Account Builder** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Account Builder** from the menu bar. The Account Builder window displays.
2. Click **Open Saved**. The Saved Account Builder Work window displays (*Figure 4.14*).

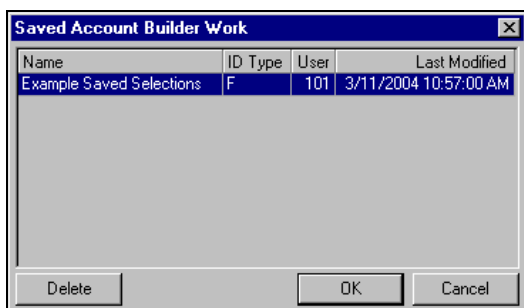


Figure 4.14—Opening Saved Selections

3. Select the entry to open.
4. Click **OK**. You return to Account Builder and your selections display in the grid.

DELETING ACCOUNT BUILDER SELECTIONS

Use the following instructions to delete saved account selections.

1. Click **Accounts > Account Builder** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Account Builder** from the menu bar. The Account Builder window displays.
2. Click **Open Saved**. The Saved Account Builder Work window displays (*Figure 4.15*).

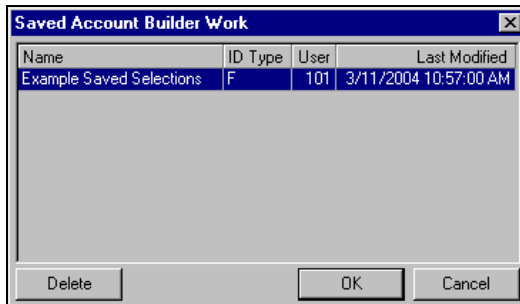


Figure 4.15—Opening Saved Selections

3. Select the entry to open.
4. Click **Delete**. A confirmation message displays.
5. Click **Yes**. The Account Builder selections are deleted from your system and the entry is removed from the Open Saved Selections window.
6. Click **OK** to return to Account Builder.

USING THE CHART OF ACCOUNTS

The Chart of Accounts (COA) is a table-driven display of the accounts defined for an ID type. The feature allows you to sort and filter the information. From the Chart of Accounts, you can also add, edit, copy, and delete accounts from this window, as well as view account transaction and balance information.

VIEWING ACCOUNTS THROUGH THE COA

Use the following instructions to view your accounts through the Chart of Accounts.

1. Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types (*Figure 4.16*).

Fund	Dept	Sub-dept	Object	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Description	Status	Alias 1	Alias 2
00	00	00	1990	DS															Due To/From Other Funds	Descriptive	0000001990	Revenue
00	00	00	4100	DS															Service Tax	Descriptive	0000004100	Revenue
00	00	00	4110	DS															Property Taxes	Descriptive	0000004110	Revenue
00	00	00	4120	DS															Sales Taxes	Descriptive	0000004120	Revenue
00	00	00	4130	DS															License Fees	Descriptive	0000004130	Revenue
00	00	00	4140	DS															State Grant	Descriptive	0000004140	Revenue
00	00	00	4210	DS															Garbage Collection Fees	Descriptive	0000004210	Revenue
00	00	00	4220	DS															Street Light Service Charge	Descriptive	0000004220	Revenue
00	00	00	4510	DS															Charges for Services	Descriptive	0000004510	Revenue
00	00	00	4520	DS															Yearly Dues	Descriptive	0000004520	Revenue
00	00	00	4810	DS															Discounts Earned	Descriptive	0000004810	Revenue
00	00	00	4910	DS															Miscellaneous Income	Descriptive	0000004910	Revenue
00	00	00	5010	DS															Grant Proceeds	Descriptive	0000005010	Revenue
00	00	00	5110	DS															Sanitation Fees	Descriptive	0000005110	Revenue
00	00	00	5120	DS															Service Fees	Descriptive	0000005120	Revenue

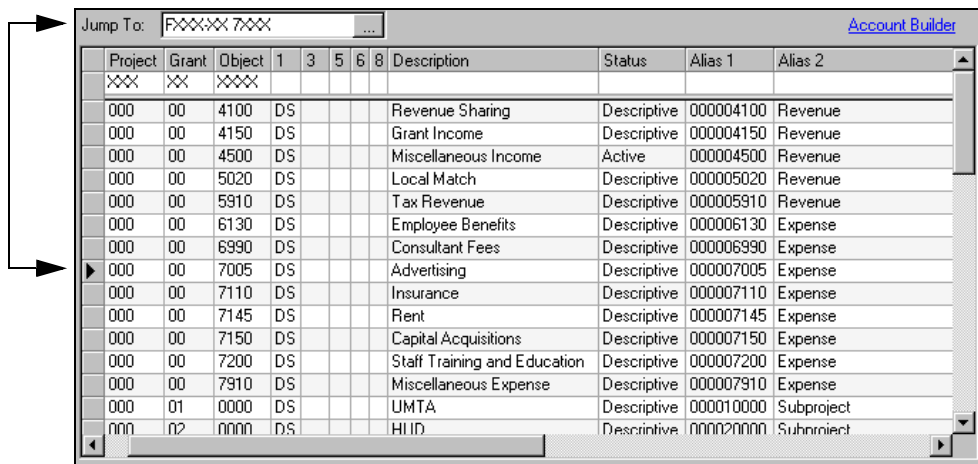
Figure 4.16—Chart of Accounts—Division 95, ID Type A

2. Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.



Right-click and select columns to hide or show in the COA. (By default, all columns are displayed, including attribute positions, aliases, and data items.)

- To move directly to an account, enter one or more numbers in the Jump To text box. Focus moves to the first matching record (*Figure 4.17*). (This feature does not change the number of accounts displayed.)



In this example, we enter 7 in the first position of the object dimension.

The arrow indicating the row focus moves to the first account matching the mask. (Your display may scroll down to display the first matching account.)

Figure 4.17—“Jumping To” an Account

- To filter the accounts displayed, enter one or more numbers in the dimension masks at the top of each column. Accounts not matching the filter settings are hidden from the display (*Figure 4.18*). (This feature changes the number of accounts displayed, but does not remove them from your system.)

Project	Grant	Object	1	3	5	6	8	Description	Status	Alias 1	Alias 2
100	02	7005	EX	G1	I2			Advertising	Active	100 7005.1	Advertising
100	02	7110	EX	G1	I2			Insurance	Active	100 7110.1	Insurance Paid
100	02	7130	EX	G1	I2			Telephone	Active	100 7130.1	Telephone Expense
100	02	7140	EX	G1	I2			Operating Supplies	Active	100 7140.1	Operating Expense
100	02	7142	EX	G1	I2			Office Supplies	Active	100 7142.1	Office Supply Expense
100	02	7143	EX	G1	I2			Computer Supplies	Active	100 7143.1	Computer Supply Expense
100	02	7145	EX	G1	I2			Rent	Active	100 7145.1	Rent Expense
100	02	7150	EX	G1	I2			Capital Acquisitions	Active	100 7150.1	Capital Acquisitions
100	02	7200	EX	G1	I2			Staff Training & Education	Active	100 7200.1	Training Expense
100	02	7910	EX	G1	I2			Miscellaneous Expense	Active	100 7910.1	Miscellaneous Expense

In this example, our entries in the dimension masks reduce the display to 10 accounts.

Figure 4.18—Filtering the Chart of Accounts Display

- Click any column heading to sort the display by that column.




If other employees are adding accounts while you have the Chart of Accounts window open, these new accounts may not be included in your display. Click **Refresh** at any time to update your display.

ADDING ACCOUNTS THROUGH THE COA

As you view your accounts, you may realize that you need to add one or more accounts to your system. (Remember: For adding large numbers of accounts, it is more efficient to use the Account Builder.)

- Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types.
- Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.

 Right-click and select columns to hide or show in the COA. (By default, all columns are displayed, including attribute positions, aliases, and data items.)

3. Click **New Account**. The New Accounts window displays (*Figure 4.19*).

Figure 4.19—New Accounts Window

4. Enter the dimension, description, and status information according to *Table 4.3*.

Table 4.3—Defining the Account Dimension Values, Description, and Status

Account Element	Valid Entry	Description
Dimensions • Reflect your account structure	Existing dimension value	Each of your dimensions display in a separate column. The dimension name displays as the column heading. Select a dimension value from the drop-down list. (You cannot enter a new dimension value on this form. The value must already exist in your system.) • For example, we have four dimensions in division 95: fund, department, sub-department, and object. Therefore, the New Account window displays these dimensions in four columns.
Description	Up to 30 alphanumeric characters	Enter the account description.

Table 4.3—Defining the Account Dimension Values, Description, and Status (Continued)

Account Element	Valid Entry	Description
Status	Active Budget Descriptive Inactive System	Select the account status from the drop-down list: <ul style="list-style-type: none"> • Active—You can post any type of transaction to an active account. • Budget—You can post only budget entries to a budget account. • Descriptive—You cannot post any type of transaction to a descriptive account. Descriptive accounts can be created automatically when you define dimension values. The most common use of descriptive accounts is for titles in reports. • Inactive—You cannot post any type of transaction to an inactive account. An inactive account may have activity from previous posting that is still available for reporting (i.e., formerly an active or budget account). • System—Only system-generated transactions may post to a system account. For example, you may use this option to ensure that only system-generated entries are posted to Accounts Payable control accounts, net asset accounts, and auto due to/from accounts.




Tip: You can use TAB or ENTER to move from one cell to the next in this form. Press the down arrow key to activate and move through a drop-down list, and press ENTER to select an option.


- Double-click the Attributes cell for the account. The Attributes window displays (*Figure 4.20*).

Attribute Position Name	Value and Description	Associated Dimension	Required
System Reserved			<input checked="" type="checkbox"/>
Position 2			<input type="checkbox"/>
Position 3			<input type="checkbox"/>
Position 4	JF	1-Project	<input type="checkbox"/>
Position 5			<input type="checkbox"/>
Position 6	CC	1-Project	<input type="checkbox"/>
Position 7			<input type="checkbox"/>
Position 8			<input type="checkbox"/>
Position 9			<input type="checkbox"/>
Position 10			<input type="checkbox"/>
Position 11			<input type="checkbox"/>
Position 12			<input type="checkbox"/>
Position 13			<input type="checkbox"/>
Position 14			<input type="checkbox"/>
Position 15			<input type="checkbox"/>

Figure 4.20—Adding an Account—Attributes Window With Associated Dimensions

 If you have associated any dimension values with attribute positions and values, that information is reflected in this window. (For more information on this feature, see *Associating Dimensions and Attribute Positions* on page 88.)

- Select the attributes for each position from the Value and Description drop-down list.

 If the Required box is checked, you must select an attribute or accept a default entry for that position.
- Click **OK**. Your entries are saved and the Attributes window closes. You return to the New Accounts window.

8. Double-click the Data Items cell for the account. The Data Items window displays (Figure 4.21).

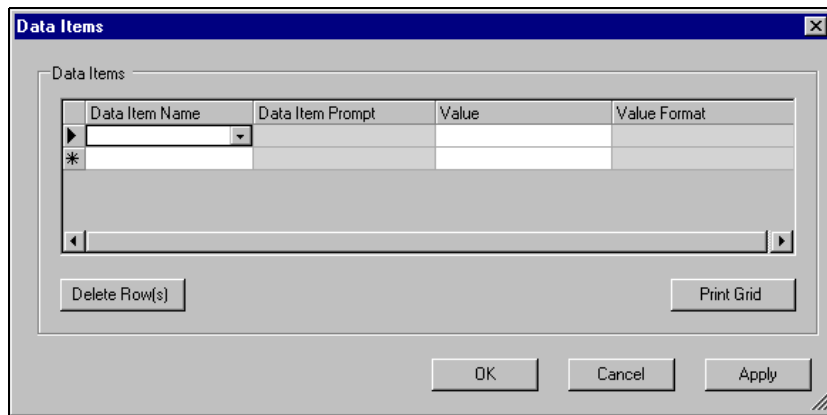


Figure 4.21—Adding an Account—Data Items Window



If you have defined any data items for this ID type, they will display in this window. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

9. Select any applicable data items from the Data Item Name drop-down list. The prompt and value format defined for the data item display in read-only cells (Data Item Prompt and Value Format cells, respectively).
10. Enter the data item value in the Value field.



To delete an entry, select the row and click **Delete Rows**. To print your data items, click **Print Grid**.

11. Click **OK**. Your entries are saved and the Data Items window closes. You return to the New Account window.

12. Double-click the Aliases cell for the account. The Aliases window displays (Figure 4.22).

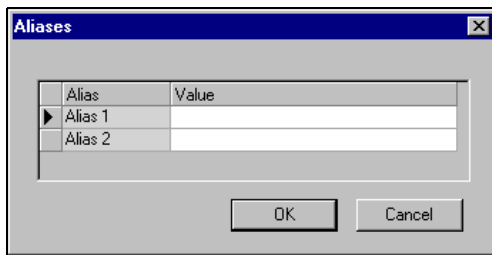


Figure 4.22—Adding an Account—Aliases Window



You can only define an alias for the account if you enabled the Alias 1 and 2 option for the ID type. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

13. Enter up to 30 alphanumeric characters in the Alias 1 and/or Alias 2 fields.
14. Click **OK**. Your entries are saved and the Aliases window closes. You return to the New Account window.
15. Double-click the Require ID Types cell for the account. The Require ID Types window displays the remaining ID types (i.e., all ID types but the one to which you are adding an account) defined for your system with a status of <not selected> (Figure 4.23).

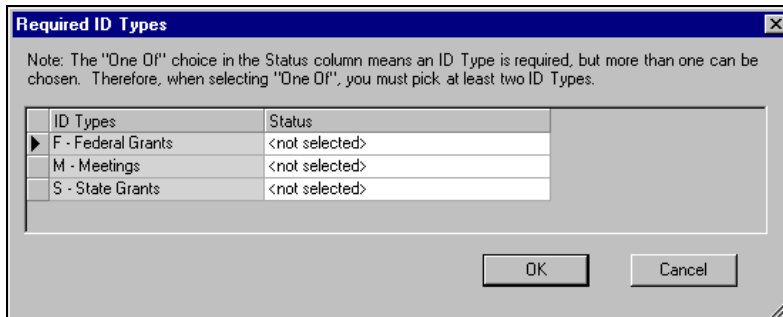


Figure 4.23—Adding an Account—Required ID Types Window



You can only require ID types for the account if you enabled the Required Id Types option for the ID type. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

16. Select one of the following options from the Status drop-down list:
 - **Required**—All transactions posted to this new account must also post to an account of this ID type.
 - **One of (Pick at least 2 ID types)**—All transactions posted to this new account must also post to “one of” the defined additional ID types.

This feature is referred to as “twinning.” For more information, see *Appendix E—Using the Twinning Feature* on page 367.

17. Click **OK**. Your entries are saved and the Required ID Types window closes. You return to the New Account window.
18. Move to the next row to enter another additional account, if necessary.



To delete an entry, select the row and click **Delete Rows**. To print your data items, click **Print Grid**.

19. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and return to the Chart of Accounts display.

EDITING ACCOUNTS THROUGH THE COA

Use the following instructions to edit one or more existing accounts from the Chart of Accounts window. You can change any of the information defined for the accounts except the dimension values (i.e., account numbers).

1. Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types.
2. Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.
3. Select one or more accounts and click **Edit**. (Remember: You can use the Jump To or dimension mask features to find your account.) The accounts display in the Edit Accounts window.



Use SHIFT or CTRL to select multiple accounts.

4. Edit your information, as necessary. (Remember: You cannot edit the dimension values.)
5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

DUPLICATING ACCOUNTS THROUGH THE COA

Use the following instructions to copy one or more existing accounts from the Chart of Accounts window. Once duplicated, you must specify the dimension values (i.e., account numbers).

Use the following instructions to duplicate an account.

1. Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types.
2. Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.
3. Select one or more accounts and click **Duplicate**. (Remember: You can use the Jump To or dimension mask features to find your account.) The accounts display in the Duplicate Accounts window.



Use SHIFT or CTRL to select multiple accounts.

4. Select the dimension values from the drop-down list and edit the account information, as necessary.
5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

DELETING AN ACCOUNT THROUGH THE COA

Use the following instructions to delete accounts that have no financial activity.



If one or more accounts has financial activity, you can only change the status to Inactive.

1. Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types.
2. Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.
3. Select one or more accounts and click **Delete**. (Remember: You can use the Jump To or dimension mask features to find your account.) A confirmation message displays.



Use SHIFT or CTRL to select multiple accounts.

4. Click **Yes** to delete the account or accounts.

VIEWING TRANSACTION INFORMATION

General Ledger–Project/Grant allows you to view account transaction information quickly and easily from a task on the menu/navigator bar or from the Chart of Accounts window. You can specify a number of different criteria to filter the transactions displayed (e.g., date, journals, account mask, dimension values, attribute values).

1. Click **Accounts > Transactions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Transactions** from the menu bar. The Account Transactions window displays (Figure 4.24).

Figure 4.24—Transactions Window



From the Chart of Accounts window, you can select an account and click **View Transactions**. The Account Transactions window displays.

2. Select the applicable Group By option: ID type/Date/Journal or Date/Journal. If you select Date/Journal, the results will include all ID types and you cannot specify an account mask or dimension range.
3. Complete the remaining filter settings.



Click the **Show More/Show Less** buttons to hide or reveal the journal and attribute search parameters. By hiding these options, you have more room to display the results.

4. Click **Find Now**. The transactions that match the filter criteria display (*Figure 4.25*).

The screenshot shows the 'GLPG - Transactions' window. The 'Search Criteria' section includes:

- Group By: By Account/Date/Transaction
- Account Mask: A\XX 00-00 2110
- Date Range: 02/28/1998 to 06/07/2004
- Amount Range: (empty)
- Dimension: < None >
- Dimension Range: (empty)
- Period: Report All Transactions
- Posting Type: Actual

 Below the search criteria are sections for 'Journals' and 'Attributes', both with 'All' selected. The 'Results Table' contains the following data:

Account Number	Account Description	Date	Transaction	Item
A01 00-00 2110	Accounts Payable	02/28/1998	61	0
A01 00-00 2110	Accounts Payable	01/01/1999	39	5
A01 00-00 2110	Accounts Payable	01/01/1999	151	6
A01 00-00 2110	Accounts Payable	01/01/2000	152	5
A01 00-00 2110	Accounts Payable	01/01/2001	171	5
A01 00-00 2110	Accounts Payable	01/01/2002	172	5
A01 00-00 2110	Accounts Payable	01/01/2003	203	6
A01 00-00 2110	Accounts Payable			
A02 00-00 2110	Accounts Payable	02/28/1998	61	3
A02 00-00 2110	Accounts Payable	01/01/1999	39	79
A02 00-00 2110	Accounts Payable	01/01/1999	151	79
A02 00-00 2110	Accounts Payable	01/01/2000	152	38

At the bottom of the window, there is a 'Row Count: 28' and a 'Print Grid...' button. A legend indicates that an asterisk (*) denotes a required field. 'Find Now' and 'Close' buttons are also present.

Figure 4.25—Transactions—Search Results

5. You can click **Print Grid** to print your account transaction information. The report output will reflect the current sorting and displays in a preview window, from which you can print the information.
6. Modify your filter criteria to refine or change the transactions displayed, or click **Close** to exit this window.

VIEWING ACCOUNT BALANCE INFORMATION

General Ledger–Project/Grant allows you to view account balance information quickly and easily from a task on the menu/navigator bar or from the Chart of Accounts window. (You can only view balance information for one account at a time.)



From the Journal Entry form, you can also select the **Account Balance** option on the shortcut menu to display this form.

1. Click **Accounts > Balances** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Balances** from the menu bar. The Balances window displays (*Figure 4.26*).

Figure 4.26—Balances Window



From the Chart of Accounts window, you can select an account and click **View Balance**. (Remember: The Jump To or dimension mask features can help you find your account.) The Balances window displays with the account pre-selected in the Account Number text box.

2. Enter an account number in the Account Number text box. Click the ellipsis to find an account number using the Account Selector.
3. Select the Fiscal Year that you want to view from the drop-down list.
4. Select the information to view: net amounts, year-to-date amounts, or all amounts.
5. Click **Look-Up**. The account balance information displays (*Figure 4.27*).

Period	Date	Budget Net	Budget YTD	Actual Net	Actual YTD	Encumbrance Net	Encumbrance YTD	Remainder Net
Begin Balance	1/1/2003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Period 1	1/31/2003	\$225.00	\$225.00	\$172.29	\$172.29	\$0.00	\$0.00	(\$52.71)
Period 2	2/28/2003	\$225.00	\$450.00	\$166.94	\$339.23	\$0.00	\$0.00	(\$58.06)
Period 3	3/31/2003	\$225.00	\$675.00	\$170.95	\$510.18	\$0.00	\$0.00	(\$54.05)
Period 4	4/30/2003	\$225.00	\$900.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 5	5/31/2003	\$225.00	\$1,125.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 6	6/30/2003	\$225.00	\$1,350.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 7	7/31/2003	\$225.00	\$1,575.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 8	8/31/2003	\$225.00	\$1,800.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 9	9/30/2003	\$225.00	\$2,025.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 10	10/31/2003	\$225.00	\$2,250.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 11	11/30/2003	\$225.00	\$2,475.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Period 12	12/31/2003	\$225.00	\$2,700.00	\$0.00	\$510.18	\$0.00	\$0.00	(\$225.00)
Adjust 1	12/31/2003	\$0.00	\$2,700.00	\$0.00	\$510.18	\$0.00	\$0.00	\$0.00
Adjust 2	12/31/2003	\$0.00	\$2,700.00	\$0.00	\$510.18	\$0.00	\$0.00	\$0.00
Adjust 3	12/31/2003	\$0.00	\$2,700.00	\$0.00	\$510.18	\$0.00	\$0.00	\$0.00
Adjust 4	12/31/2003	\$0.00	\$2,700.00	\$0.00	\$510.18	\$0.00	\$0.00	\$0.00
Reclass	12/31/2003	\$0.00	\$2,700.00	\$0.00	\$510.18	\$0.00	\$0.00	\$0.00
EndBalance	12/31/2003	\$0.00	\$2,700.00	(\$510.18)	\$0.00	\$0.00	\$0.00	(\$510.18)

Figure 4.27—Example Account Balances

6. Click **Print** to print your account balance information. The report output will reflect the current sorting and displays in a preview window, from which you can print the information.
7. View additional fiscal years by selecting from the drop-down list, view other accounts by entering new account numbers, or click **Close** to exit this window.

USING ACCOUNT UTILITIES TO MAINTAIN ACCOUNTS

The Account Utilities option allows you to maintain large numbers of accounts easily. To access the Account Utilities tasks, select **Maintenance > General Ledger > Account Utilities** (or **Maintenance > Project/Grant > Account Utilities**) from the menu bar. The Account Utilities window displays, open to Duplicate Accounts by default (*Figure 4.28*).

Account Utilities

Action: 1 - Duplicate Accounts

This action will create a new set of accounts using an existing set of accounts as the "model". You may select accounts to be included in the model by: an account mask, status selector, and attributes (including and/or excluding).

Source

Account Mask: Status:

Attributes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Include:

Exclude:

Create

Account Mask: Set Status:

Duplicate Data Items on new accounts

Set Attributes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Required ID Type(s): Data Item:

One of Required ID Types: Data Item Value:

Copy: Description Attributes Alias 1 Alias 2 ID Entry

Report Options

Print All Print Errors Only

OK Cancel Apply

Figure 4.28—Account Utilities—Duplicate Accounts

You can select from the following account maintenance options from the Action drop-down list:

- Duplicate accounts,
- Modify account information,
- Copy account information,

- Add data item and value,
- Modify data item value,
- Remove data item,
- Clear data item value,
- Create accounts from descriptive accounts, and
- Remove unused accounts.

As you select utility tasks from the Action drop-down list, the options enabled within the Account Utilities window will change. The following sections describe the applicable options for each of the utility tasks.



The system will synchronize your accounts when you exit the form. You do not need to use the Synchronize Accounts task after completing any of the Account Utilities tasks.

DUPLICATE ACCOUNTS TASK

Context-sensitive topic: *Account Utilities*

The Duplicate Accounts task allows you to create a new set of accounts using an existing set of accounts as the source (or “model”). You can select the source accounts using an account mask, status, or attributes (included or excluded).



You have an existing fund—Acme grant, fund dimension 04—that includes 700 accounts. You are awarded a new grant—Smith Co. grant, will have fund dimension 07. You want the accounts for the Smith Co. grant to have the same organization, so instead of entering 700 accounts, you duplicate using account mask A04 XX-XX XXXX and account status Active.

Use *Table 4.4* to complete the Duplicate Accounts task to create a new set of accounts.



A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.4—Options for Duplicate Accounts

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. <p>Tip: If you include and exclude attributes, don't forget to include your descriptive accounts!</p>
Create		
Account Mask	Alphanumeric; use X as a “wild card”	The Account Mask that you enter in this text box defines the new accounts (created as a result of the account duplication). Any wild cards (i.e., X) must occupy the same position as the Source Account Mask.
Duplicate Data Items on new accounts		Select this check box if you want the new accounts to have the same data items and values as the source account group.

Table 4.4—Options for Duplicate Accounts (Continued)


Option	Allowed Entry	Description
Set Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	If you select a Status, that status will be applied to all new accounts regardless of the status of each source account. If you do not select a status, each account will retain the status of its individual source account.
Set Attributes	Click the attribute box and select attributes for the new accounts.	Any entry here will override the attribute setting of the source accounts. Tip: To set an attribute as “blank,” select ** (two asterisks) from the drop-down list in the appropriate text box.
Required ID Type(s)	Alphanumeric	If you are using more than one ID type, enter one or more ID types that must be entered when a transaction is posted to the new accounts.
One of Required ID Type(s)	Alphanumeric	This field lets you list one or more ID types to require depending on the data to be entered when using the account in a transaction task.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> Print All—Prints all accounts additions, changes, deletions, errors, and warnings. Print Errors Only—Print only errors and warnings. 	When the source accounts have been duplicated, FundWare will save the CSIDUPS file to your report directory.

MODIFY ACCOUNT INFORMATION TASK

The Modify Account Information task allows you to change or add the following information for a group of accounts:

- Status,
- Attributes, and/or
- Required ID types.

You can select the source accounts using an account mask, status, or attributes (included or excluded).

 You have a grant that has ended—Jones Bottle Air grant, fund dimension 08. You modify all the accounts for fund dimension 08 so that their status is Inactive.

Use *Table 4.5* to complete the Modify Account Information task.


 A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.5—Options for Modify Account Information

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. <p>Tip: If you include and exclude attributes, don’t forget to include your descriptive accounts!</p>
Modify		
Set Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	If you select a Status, that status will be applied to all the accounts, regardless of their current status. If you do not select a status, each account will retain its current status.

Table 4.5—Options for Modify Account Information (Continued)

Option	Allowed Entry	Description
Set Attributes	Click the attribute box and select attributes for the new accounts.	Any entry here will override the existing attribute setting of the accounts. Tip: To set an attribute as “blank,” select ** (two asterisks) from the drop-down list in the appropriate text box.
Required ID Type(s)	Alphanumeric	If you are using more than one ID type, enter one or more ID types that must be entered when a transaction is posted to the accounts.
One of Required ID Type(s)	Alphanumeric	This field lets you list one or more ID types to require depending on the data to be entered when using the account in a transaction task.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> Print All—Prints all accounts additions, changes, deletions, errors, and warnings. Print Errors Only—Print only errors and warnings. 	When the source accounts have been modified, FundWare will save the CSIDUPS file to your report directory.

COPY ACCOUNT INFORMATION TASK

The Copy Account Information task allows you to copy the following account information from a source group of accounts to a second group of accounts:

- Descriptions,
- Attributes,
- Aliases,
- Required ID types, and/or
- Data items

You can select the source accounts using an account mask, status, or attributes (included or excluded).



You have six departments (01, 02, 03, 04, 05, and 06) that all have an account for Employee Training. However, each account description is slightly different (e.g., one is Emp. Train., another is Empl. Training). You would like to copy the description from the descriptive account (A00 00-00 9123) to the six department accounts.

Use *Table 4.6* to complete the Copy Account Information task.



A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.6—Options for Copy Account Information

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	<p>The account mask is the highest level of filter to create your source group of accounts.</p> <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type. Enter an account number for the Source Account Mask to copy information from one account to one or more accounts. If you enter an account mask for the Source Account Mask to copy information from multiple account to multiple accounts, the system may behave unexpectedly if the source has more accounts than the recipient (e.g., copying information from 10 accounts to 5 accounts).
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	<p>Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.</p>
Attributes	Click the attribute box and select attributes to include or exclude.	<p>Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute.</p> <p>Tip: If you include and exclude attributes, don't forget to include your descriptive accounts!</p>

Table 4.6—Options for Copy Account Information (Continued)

Option	Allowed Entry	Description
Create		
Account Mask	Alphanumeric; use X as a “wild card”	The Account Mask that you enter in this text box defines the accounts to which you will copy the account information.
Copy	Select the check box for the information to be copied: <ul style="list-style-type: none"> • Description • Attributes • Alias 1 • Alias 2 • ID Entry 	The selected information will be copied from the source group of accounts to the second (or “recipient”) group of accounts.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> • Print All—Prints all accounts additions, changes, deletions, errors, and warnings. • Print Errors Only—Print only errors and warnings. 	When the account information has been copied from, FundWare will save the CSIDUPS file to your report directory.

ADD DATA ITEM AND VALUE TASK

The Add Data Item and Value task allows you to add a single data item and value to a group of accounts. You can select the account group using an account mask, status, or attributes (included or excluded).



You have added a new data item to your system and want to include that data item on the Acme grant (fund dimension 04) accounts. Instead of entering the data item on each individual account, you can add it using account mask A04 XX-XX XXXX.

Use *Table 4.7* to complete the Add Data Item and Value task.



A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.7—Options for Add Data Item and Value

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. <p>Tip: If you include and exclude attributes, don't forget to include your descriptive accounts!</p>
Modify		
Data Item	Select from the drop-down list of existing data items.	The data item that you select will be added to the selected accounts.

Table 4.7—Options for Add Data Item and Value (Continued)

Option	Allowed Entry	Description
Data Item Value	Alphanumeric and/or character	Enter the value of the data item. This value will be added to all the selected accounts. <ul style="list-style-type: none"> A data item value is not required.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> Print All—Prints all accounts additions, changes, deletions, errors, and warnings. Print Errors Only—Print only errors and warnings. 	When the data item and value have been added to the accounts, FundWare will save the CSIDUPS file to your report directory.

MODIFY DATA ITEM VALUE TASK

The Modify Data Item Value task allows you to modify the value of a single data item for a group of accounts. You can select the account group using an account mask, status, or attributes (included or excluded).



You have a data item to store the name of the program manager for the fund (.PROGMGR), but now there is a new PM. You can modify the value for .PROGMGR to reflect the name of the new program manager.

Use *Table 4.8* to complete the Modify Data Item Value task.



A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.8—Options for Modify Data Item Value


Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.

Table 4.8—Options for Modify Data Item Value (Continued)

Option	Allowed Entry	Description
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. Tip: If you include and exclude attributes, don't forget to include your descriptive accounts!
Modify		
Data Item	Select from the drop-down list of existing data items.	The value of the data item that you select will be modified on the selected accounts.
Data Item Value	Alphanumeric and/or character	Enter the new value of the data item. This value will be changed for all the accounts in the source group
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> Print All—Prints all accounts additions, changes, deletions, errors, and warnings. Print Errors Only—Print only errors and warnings. 	When the data item value has been modified on the accounts, FundWare will save the CSIDUPS file to your report directory.

REMOVE DATA ITEM TASK

The Remove Data Item task allows you to delete a single data item from a group of accounts. You can select the account group using an account mask, status, or attributes (included or excluded).

 You have a data item to store the name of the program manager for the fund (.PROGMGR), but this position has a lot of turnover. You've decided to just remove the data item so that you do not need to update it frequently.

Use *Table 4.9* to complete the Remove Data Item task.




A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.9—Options for Remove Data Item

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. <p>Tip: If you include and exclude attributes, don't forget to include your descriptive accounts!</p>
Modify		
Data Item	Select from the drop-down list of existing data items.	The data item that you select will be removed from the selected accounts.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> Print All—Prints all accounts additions, changes, deletions, errors, and warnings. Print Errors Only—Print only errors and warnings. 	When the data item has been removed from the accounts, FundWare will save the CSIDUPS file to your report directory.

CLEAR DATA ITEM VALUE TASK

The Clear Data Item Value task allows you to delete the value of a single data item for a group of accounts. You can select the account group using an account mask, status, or attributes (included or excluded).

-  You have a data item to store the name of the program manager for the fund (.PROGMGR), but the current PM has left the position and a new PM has not yet been hired. You don't want the incorrect information (the old PM's name) to be attached to the accounts, but you don't have the name of the new PM yet. You can clear the value for .PROGMGR and add a value at a later date.

Use *Table 4.10* to complete the Clear Data Item Value task.


-  A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.10—Options for Clear Data Item Value

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a "wild card"	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.
Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	Accounts that meet the selected status will be included in the source group. Accounts with any other status will be excluded from the source group. Leave the Status box blank to include all accounts, regardless of status.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. <p>Tip: If you include and exclude attributes, don't forget to include your descriptive accounts!</p>

Table 4.10—Options for Clear Data Item Value (Continued)

Option	Allowed Entry	Description
Modify		
Data Item	Select from the drop-down list of existing data items.	The value of the data item that you select will be removed from the selected accounts.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> • Print All—Prints all accounts additions, changes, deletions, errors, and warnings. • Print Errors Only—Print only errors and warnings. 	When the data item value has been cleared from the accounts, FundWare will save the CSIDUPS file to your report directory.

CREATE ACCOUNTS FROM DESCRIPTIVE ACCOUNTS TASK

The Create Accounts from Descriptive Accounts task allows you to create a new set of accounts using the descriptive accounts for an existing set of accounts (i.e., source). You can select the source accounts using an account mask or attributes (included or excluded).



You have added a new descriptive account for fees associated with your fax machine (A00 00-00 7835). Now you want to add this descriptive account to all funds and departments (e.g., A01 00-00 7835, A03 02-00 7835).

Use *Table 4.11* to complete the Create Accounts from Descriptive Accounts task to create a new set of accounts.



A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.11—Options for Create Accounts From Descriptive Accounts

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask is the highest level of filter to create your source group of accounts. <ul style="list-style-type: none"> As soon as you enter the account mask, the attribute boxes displayed will reflect the attributes associated with the source ID type.
Attributes	Click the attribute box and select attributes to include or exclude.	Accounts with attributes that match the include pattern will be included in the source group. Accounts that meet the exclude pattern will be excluded from the source group. Leave the attribute boxes blank to include all accounts, regardless of attribute. <p>Tip: If you include and exclude attributes, don’t forget to include your descriptive accounts!</p>
Create		
Account Mask	Alphanumeric; use X as a “wild card”	The Account Mask that you enter in this text box defines the new accounts.
Duplicate Data Items on new accounts		Select this check box if you want the new accounts to have the same data items and values as the source account group.
Set Status	Select from the drop-down list: <ul style="list-style-type: none"> Active Budget Descriptive System Inactive 	If you select a Status, that status will be applied to all new accounts regardless of the status of each source account. If you do not select a status, each account will retain the status of its individual source account (i.e. Descriptive).
Set Attributes	Click the attribute box and select attributes for the new accounts.	Any entry here will override the attribute setting of the source accounts. <p>Tip: To set an attribute as “blank,” select ** (two asterisks) from the drop-down list in the appropriate text box.</p>

Table 4.11—Options for Create Accounts From Descriptive Accounts (Continued)

Option	Allowed Entry	Description
Required ID Type(s)	Alphanumeric	If you are using more than one ID type, enter one or more ID types that must be entered when a transaction is posted to the new accounts.
One of Required ID Type(s)	Alphanumeric	This field lets you list one or more ID types to require depending on the data to be entered when using the account in a transaction task.
Print Options	Select the radio button for CSIDUPS file: <ul style="list-style-type: none"> Print All—Prints all accounts additions, changes, deletions, errors, and warnings. Print Errors Only—Print only errors and warnings. 	When the source accounts have been created, FundWare will save the CSIDUPS file to your report directory.

USING THE ? CHARACTER WITH DESCRIPTIVE ACCOUNTS

You can use the ? character in the Create account mask when you create accounts from descriptive accounts. The character tells FundWare to use the actual numbers from the source accounts. For example, if you:

- Enter a Source Account Mask of A00 00-00 7835, and
- Enter a Create Account Mask of AXX XX-?? 7835

FundWare looks to your chart of accounts to see that there are the following funds and departments:

- A01 01
- A01 02
- A02 01
- A03 01

The program then looks to the source account mask to see that the subdepartment is defined as 00 (the subdepartment dimension has ?? in the create account mask). As a result, Fundware creates the following new accounts:

- A01 01-00 7835
- A01 02-00 7835
- A02 01-00 7835

- A03 01-00 7835

If the source account mask contains a masking X character instead of a digit (i.e., 0–9), FundWare would create accounts to match all possible digits in the ? position. For example, if you:

- Enter a Source Account Mask of A00 00-00 783X, and
- Enter a Create Account Mask of AXX XX-?? 783?

Again, FundWare looks to your chart of accounts to see that there are the following funds and departments:

- A01 01
- A01 02
- A02 01
- A03 01

The program then looks to find what descriptive accounts you have where the first three numbers of the object dimension are “783,” finding:

- A00 00-00 7834
- A00 00-00 7835
- A00 00-00 7836

Because the subdepartment in the source account mask is defined as 00 (the subdepartment dimension has ?? in the create account mask), Fundware creates the following new accounts:

- | | |
|------------------|------------------|
| • A01 01-00 7834 | • A02 01-00 7834 |
| • A01 01-00 7835 | • A02 01-00 7835 |
| • A01 01-00 7836 | • A02 01-00 7836 |
| • A01 02-00 7834 | • A03 01-00 7834 |
| • A01 02-00 7835 | • A03 01-00 7835 |
| • A01 02-00 7836 | • A03 01-00 7836 |

REMOVE UNUSED ACCOUNTS TASK

The Remove Unused Accounts task allows you to delete accounts that have no financial activity.



If one or more accounts has financial activity, you can only change the status to Inactive.

You can select the account group using an account mask.



You used the Duplicate Accounts to create accounts that you really didn't need. You never posted to these accounts, so you use the Remove Unused Accounts task to delete them from your system.

Use *Table 4.12* to complete the Remove Unused Accounts task.



A red asterisk will appear beside a field if the information does not meet requirements. You will not be able to continue with the Account Utilities task until you correct the information.

Table 4.12—Options for Remove Unused Accounts

Option	Allowed Entry	Description
Source		
Account Mask	Alphanumeric; use X as a “wild card”	The account mask that will define the group of accounts to be removed. <ul style="list-style-type: none"> You must enter all the characters of the account mask; the program will not autofill any information.

The Print Options are not enabled for this task. However, FundWare will create a report (CSPURGE) listing the accounts removed by the Remove Unused Accounts task.

RESPONDING TO CREATED BY POSTING ACCOUNTS

FundWare will define “Created by Posting” accounts if you post a transaction to an undefined account number (e.g., you have not defined your due to/from accounts, a transaction combines setup parameters to create an undefined account number, you enter an incorrect year-end closing mask). Instead of halting the posting and generating an error, the system makes a Created by Posting account. (These accounts are most likely to occur when you are first setting up the system.)

If your trace report indicates that a created by posting account has been used, you need to determine if:

- The account is incorrect (i.e., you did not intend to post to this account, and it should not be in your chart of accounts), or

- The account is correct, but had not been defined before you posted the transaction (i.e., the account is correct, but didn't previously exist in your chart of accounts).

Once you determine the cause of the created by posting account, you can correct the information as necessary.

CORRECTING AN INCORRECT ACCOUNT NUMBER

If you determine that the Created by Posting account is an incorrect account (i.e., you did not intend to post to this account and it should not be in your Chart of Accounts), you must:

1. Reverse the journal entry.
2. Correct the parameters that lead to the incorrect created by posting account. For example:
 - Correct your Due To/From settings.
 - Change the setup parameters for the module.
3. Post the transaction to the correct account.
 - You may need to create a new account first.
4. Print and review your trace report to ensure that the postings are correct.
5. Review the account balance for the created by posting account to ensure that the account balances to zero.
6. Make the created by posting account inactive.

INTEGRATING A CORRECT CREATED BY POSTING ACCOUNT

If you determine that a created by posting account was created because of a missing account (i.e., the account is correct, but didn't previously exist in your Chart of Accounts), you must edit the account (e.g., from the Chart of Accounts) to properly incorporate the new account into your system.

1. Change the "Created by Posting" description to a more applicable/meaningful description.
2. Add the required position 1 attribute value (no values are defined automatically for Created by Posting accounts).

CHAPTER 5

CREATING JOURNAL ENTRIES

General Ledger–Project/Grant allows you to add journal entries in a variety of ways:

- Manually create transactions using the journal entry form. You can save these entries to post later or post the entries directly from the journal entry form.
- Import transactions using the import instructions in the *Blackbaud FundWare System Administration Guide*. Once imported, you can review and post the transactions.
- Memorize a manual journal entry (e.g., Rent). This becomes a “template” from which you can create journal entries whenever required.

CREATING JOURNAL ENTRIES

Use the following instructions to create journal entries.

1. Click **Journal Entry > New** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > New** from the menu bar. The New Journal Entry form displays (*Figure 5.1*).

The screenshot shows the 'GLPG - New Journal Entry' window. At the top, there are three dropdown menus: 'Journal' (set to 'GJNLA - General Journal'), 'Posting Type' (set to 'Actual'), and 'Posting Action' (set to 'Detail Period'). To the right is a 'Balancing Totals' dropdown. Below this is a section titled 'New - Transaction Items' containing a table with the following columns: Account*, Account Description, Reference 1, Reference 2, Reference 3, Line Item Description, Units, Rates, and Amount*. The first row shows a blank entry with '0' in the Units and Rates columns and '\$0.00' in the Amount column. A text box overlay explains that the Reference columns reflect journal settings and that up to three additional columns can be defined. Below the table are buttons for 'Save Entries...', 'Delete Row(s)', 'Memorize', 'Post', and 'Print Grid...'. At the bottom left, there is an 'Auto Reverse Entries' section with a checkbox and a date field set to '4/3/2004'. On the bottom right, there is a 'Net' field showing '\$0.00' and a 'Close' button.

Figure 5.1—New Journal Entry Form

2. Select the applicable journal from the Journal drop-down list. The Posting Type associated with the journal displays in the Posting Type field.



The Journal field will default to the journal that you selected that last time you worked in this form.

3. Select the Posting Action (e.g., normal, adjustment, reclassification) from the drop-down list. This field defaults to Normal.
4. If you need to auto reverse this entry, select the check box and enter the date when the system will reverse the entries. For more information on this feature, see *Using the Auto Reverse Feature* on page 183.

5. Complete the fields according to *Table 5.1*.*Table 5.1—New Journal Entry Form—Field Definitions*

Field/Setting	Valid Entry	Definition
Account Number	Valid account	Enter an account number or click the Account Selector button (on the right side of the Account Number cell) to search for an account. <ul style="list-style-type: none"> • See <i>Using the Account Selector</i> on page 211 for instructions on the Account Selector tool. • This field is required. • Press CTRL+D to copy the entry from the previous row. (Does not apply to the first entry on the form.)
Account Description	Not editable	Displays the description for the selected account. <ul style="list-style-type: none"> • You cannot edit this information. • If you use your keyboard to move through the form, you automatically skip over this field.
References	Up to 10 alphanumeric characters per column	Enter the requested information. <ul style="list-style-type: none"> • The column headings reflect the Reference Title settings on the journal definition. • Each entry defaults to the entry from the previous row. (Does not apply to the first entry on the form.)
Additional Data Items	User-specified	Enter any requested data item information. <ul style="list-style-type: none"> • Your journal definition allows you to define up to three data items to include with the journal entry. • The column headings will reflect the data item description. • For more information, <i>Maintaining Your Journals</i> on page 101. • Each entry defaults to the entry from the previous row. (Does not apply to the first entry on the form.)
Line Item Description	Up to 30 alphanumeric characters	Enter a description of the journal entry. <ul style="list-style-type: none"> • The description defaults to the entry from the previous row. (Does not apply to the first entry on the form.)

Table 5.1—New Journal Entry Form—Field Definitions (Continued)

Field/Setting	Valid Entry	Definition
Units	0 to 9,999,999,999,999	<p>Enter the number of units.</p> <ul style="list-style-type: none"> • Units are multiplied by the rate to enter a default amount (or debit). • This column will only display if General Ledger is configured for units and rates. See <i>Global Settings</i> on page 122 for more information. • This field is optional.
Rates	0 to 9,999,999,999,999	<p>Enter the rate.</p> <ul style="list-style-type: none"> • Units are multiplied by the rate to enter a default amount (or debit). • This column will only display if General Ledger is configured for units and rates. See <i>Global Settings</i> on page 122 for more information. • This field is optional.
Amount Debit/Credit	0 to 9,999,999,999,999.00	<p>Enter the amount of the journal entry.</p> <ul style="list-style-type: none"> • The form will display either a single column (Amount) or two columns (Debit and Credit). • See <i>Amount vs. Debit/Credit</i> on page 182 for more information. • Press CTRL+D to copy the entry from the previous row. (Does not apply to the first entry on the form.)



Tip: You can use shortcut keys to copy (CTRL+C), paste (CTRL+V), and delete (CTRL+D) cell contents.

6. Move to the next row of the form. The Balancing Totals and Net balances reflect your entries (*Figure 5.2*).

GLPG - New Journal Entry

Journal: GJNLA - General Journal Posting Type: Actual Posting Action: Detail Period Balancing Totals: A, Account \$30.00

New - Transaction Items


Account*	Account Description	Reference 1	Reference 2	Reference 3	Line Item Descrip...	Amount*
A01 03-02 7143	Computer Supplies				Printer cable	\$30.00
*						\$0.00

Save Entries... Delete Row(s) Memorize Post Print Grid...

Auto Reverse Entries 4/ 3/2004 Net \$30.00 Close

Figure 5.2—Example Journal Entry

7. Continue adding entries, as necessary.

 General Ledger requires that your debits equal your credits. Therefore, the Net balance must be \$0.00 for you to consider the transaction complete. Project/Grant does not have this requirement.

8. When your entries are complete:
- Click **Save Entries** to save your entries and clear the New Journal Entry form. You will be asked to enter a transaction name. For more information, see *Working With Saved Journal Entries* on page 184.
 - Click **Post** to post your entries directly to the specified journal. A confirmation message will display.
 - Click **Memorize** to memorize your entries. You will be asked to enter a memorized transaction name. For more information, *Working With Memorized Journal Entries* on page 189.

If you click **Close**, your entries are not saved and the form closes.

AMOUNT VS. DEBIT/CREDIT

General Ledger–Project/Grant allows you to choose how you want to enter the dollar amounts for your journal entries. Right-click and select the option from the shortcut menu (only the option not currently in use displays in the menu).

- **Amount**—One column displays. You must enter any credit information with some negative indicator (minus sign, parentheses). Debits do not need a plus sign.
- **Debit/Credit**—Two columns display. Enter only numbers in the appropriate columns. FundWare applies the necessary plus/minus signs.

ENABLING/DISABLING THE ACCOUNT SELECTOR PROMPT

When the **Account Selector Prompt** option on the shortcut menu is enabled (i.e., a check mark appears beside the menu option), a message will prompt you to open to the Account Selector if an account number that you enter is invalid. If this option is disabled, FundWare will not display a message but will indicate in the account description cell that the account is invalid.

USING THE AUTO COMPLETE ACCOUNTS LIST

When you enable the **Auto Complete Accounts** option (i.e., a check mark appears beside the shortcut menu option), FundWare will “remember” the accounts that you enter into the journal entry form. As you type the account number, the program will attempt to match your entry with previously entered account numbers.



FundWare will only store account numbers during the time you enable the Auto Complete Accounts option.


If this list becomes too large to be useful, you can clear the contents by selecting **Clear Auto Complete Accounts List** from the shortcut menu.

ACCOUNT BALANCE

You can access the balance of an account entered in the journal entry form by right-clicking and selecting **Account Balance** from the shortcut menu. The Balances window displays. For more information on the Balances feature, see *Viewing Account Balance Information* on page 155.

USING THE AUTO REVERSE FEATURE

The Auto Reverse feature allows you to enter journal entries and specify that these entries will be automatically reversed by the system on a specified date.

 You need to run reports for the month of October, but an expected invoice has not yet arrived. This expense needs to be reflected in the October financials, but you have only an estimate of the expense. You add a journal entry for the estimated expense and schedule the entry to be auto reversed on November 1. When the invoice arrives on November 6, you don't need to remember to reverse the original entry. You simply enter the actual invoice amount.


You can manually reverse a transaction from the Posted Transactions window. (See *Manually Reversing a Transaction* on page 206.)

MOVING THROUGH THE JOURNAL ENTRY FORM

You can use the TAB key or the ENTER key to move from one cell to the next editable cell.

DELETING A ROW FROM THE JOURNAL ENTRY FORM

To delete a row of the journal entry form, click the far left cell to highlight one or more rows and click **Delete Row(s)**.

 To delete more than one row, press SHIFT and select consecutive rows or press CTRL and select nonconsecutive rows.

PRINTING TRANSACTIONS FROM THE JOURNAL ENTRY FORM

Click **Print Grid** to print the information displayed in the New Journal Entry window.

BUDGET CONTROL MESSAGES

If you are using the Budget Control feature, the system may return budgeting messages during journal entry. See *Chapter 9—Using Budget Control* on page 233 for more information.

WORKING WITH SAVED JOURNAL ENTRIES

Context-sensitive topic: *Journal Entry—Saved Transactions*

Saved journal entries are in a “suspended” state. Your entries are saved, allowing you to modify the transaction as necessary. But the information does not impact your financial balances until you post the transaction.

Once you save journal entries, you can impact the transaction in the following ways:

- Edit—Modify the transaction, include adding or deleting individual journal entries.
- Delete—Delete the entire transaction.
- Post—Post the entire transaction to the specified journal.
- Memorize—Memorize the transaction.

To access your saved transactions, click **Journal Entry > Saved** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Saved** from the menu bar. The Saved Journal Entries window displays (*Figure 5.3*).

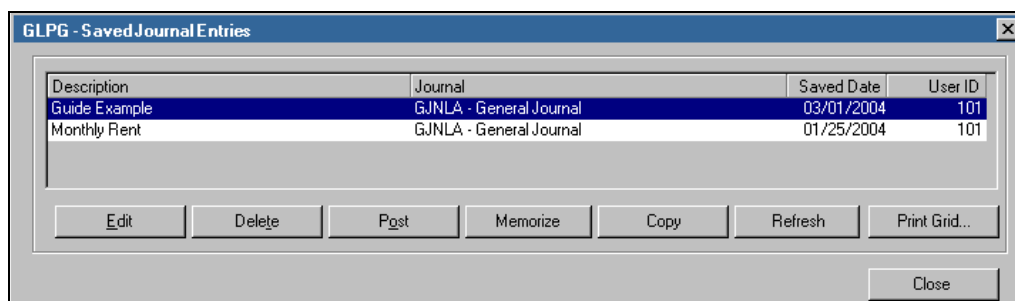


Figure 5.3—Saved Journal Entries Window

The system displays the following information about each saved transaction:

- Description—The name of the saved transaction. Entered when you saved the transaction from the New Journal Entry form.
- Journal—The journal to which this transaction will post.
- Saved Date—The date the user saved the transaction.
- User ID—The user who saved this transaction.

EDITING SAVED JOURNAL ENTRIES

Use the following instructions to edit a saved transaction.

1. Click **Journal Entry > Saved** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Saved** from the menu bar. The Saved Journal Entries window displays (Figure 5.4).

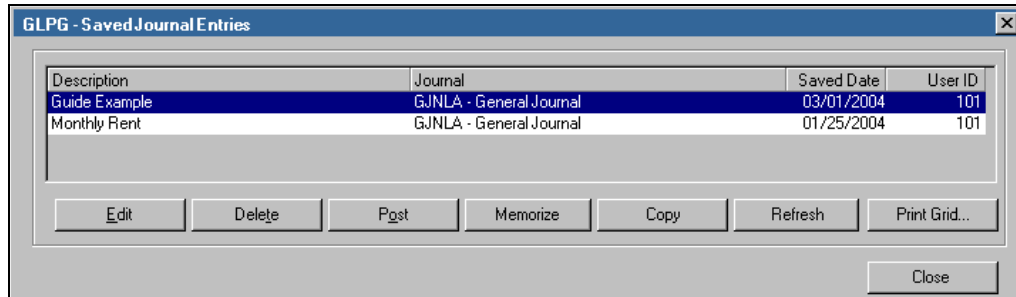


Figure 5.4—Saved Journal Entries Window

2. Select the saved transaction click **Edit**. The journal entries display in the Journal Entry form.
3. Edit the journal entries, as necessary.
4. When your entries are complete:
 - Click **Save Entries** to save your entries and clear the New Journal Entry form. You will be asked to enter a transaction name. For more information, see *Working With Saved Journal Entries* on page 184.
 - Click **Post** to post your entries directly to the specified journal. A confirmation message will display and the transaction no longer displays.
 - Click **Memorize** to memorize your entries. You will be asked to enter a memorized transaction name. Once memorized, the transaction no longer displays. For more information, *Working With Memorized Journal Entries* on page 189.

If you click **Close**, your entries are not saved and the form closes.

POSTING SAVED JOURNAL ENTRIES

Use the following instructions to post a saved transaction on the current business date.

1. Click **Journal Entry > Saved** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Saved** from the menu bar. The Saved Journal Entries window displays (Figure 5.5).

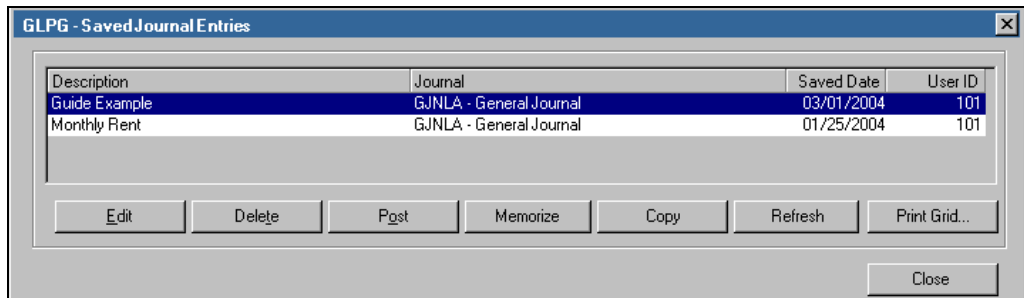


Figure 5.5—Saved Journal Entries Window

2. Select the saved transaction click **Post**. A confirmation message displays.
3. Click **Yes** to post the saved transaction. When the task is complete, a message displays the trace report number (Figure 5.6).

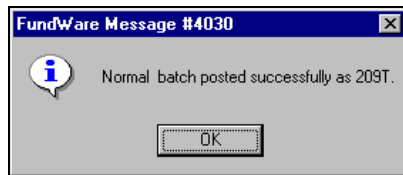


Figure 5.6—Successful Posting and Trace Report Message

4. Click **OK**.
5. Print the trace report and review. You should store the printed trace report for your records.
6. Click **Close** to exit the task.

MEMORIZING SAVED JOURNAL ENTRIES

Use the following instructions to memorize a saved transaction.

1. Click **Journal Entry > Saved** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Saved** from the menu bar. The Saved Journal Entries window displays (Figure 5.7).

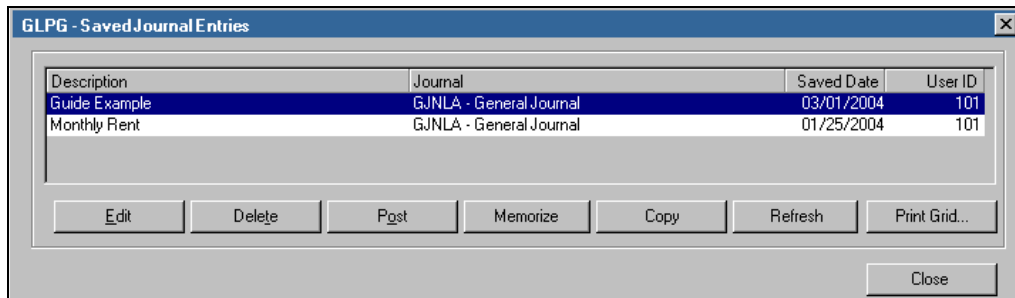


Figure 5.7—Saved Journal Entries Window

2. Select the saved transaction click **Memorize**. A confirmation message displays.
3. Click **Yes**. When the task is complete, a message displays.
4. Click **OK**. The transaction now displays in the Memorized Journal Entries window (i.e., it is removed from the Saved Journal Entries window) (Figure 5.8).

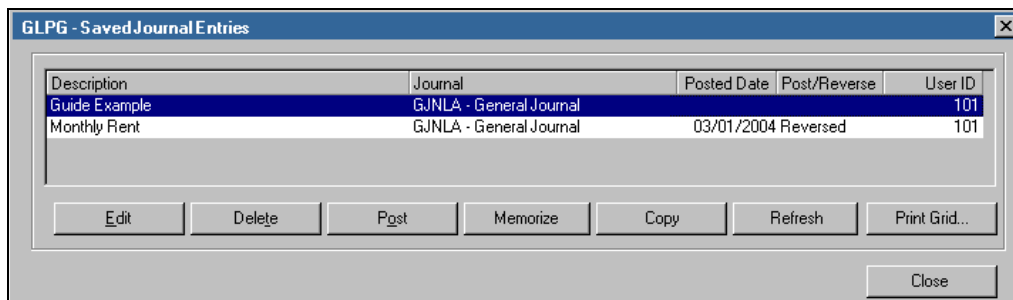


Figure 5.8—Memorizing a Saved Transaction



Because the Guide Example has not been posted yet, nothing displays in the Posted Date and Post/Reverse columns.

COPYING SAVED JOURNAL ENTRIES

Use the following instructions to copy a saved transaction.

1. Click **Journal Entry > Saved** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Saved** from the menu bar. The Saved Journal Entries window displays (Figure 5.4).

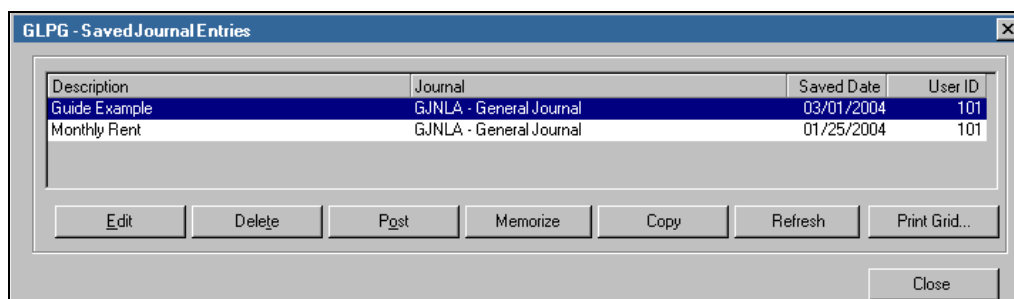


Figure 5.9—Saved Journal Entries Window

2. Select the saved transaction click **Copy**. The Copy window displays (Figure 5.10).

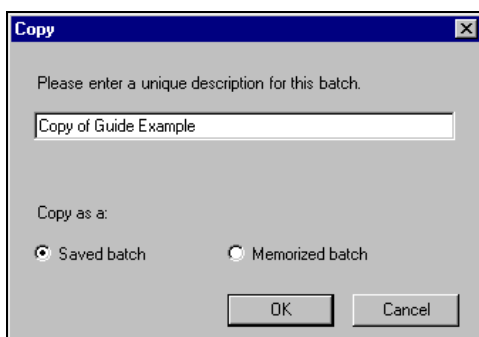


Figure 5.10—Copying a Saved Batch

3. Enter a unique description for this batch.
4. Select the radio button to indicate if the new batch created by the copy task should be a Saved batch or a Memorized batch.
5. Click **OK**. The new batch is stored in the applicable folder (i.e., either **Journal Entry > Saved** or **Journal Entry > Memorized**).



If you indicated that the new batch is a Saved batch, click **Refresh** to see the batch in the **Journal Entry > Saved** display.

DELETING SAVED JOURNAL ENTRIES

Use the following instructions to delete a saved transaction.

1. Click **Journal Entry > Saved** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Saved** from the menu bar. The Saved Journal Entries window displays (Figure 5.11).

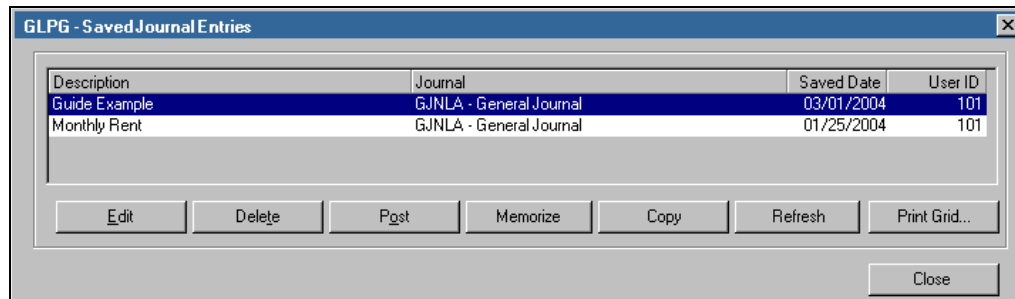


Figure 5.11—Saved Journal Entries Window

2. Select the saved transaction click **Delete**. A confirmation message displays.
3. Click **Yes** to delete the saved transaction. When the task is complete, a message displays.
4. Click **OK**. The transaction no longer displays in the Saved Journal Entries window.
5. Click **Close** to exit the task.

PRINTING SAVED JOURNAL ENTRIES

Click **Print Grid** to print the summary information displayed in the Saved Journal Entries window.



You can also produce reports (e.g., Special Journal Entries List) of this information.

WORKING WITH MEMORIZED JOURNAL ENTRIES

Context-sensitive topic: *Journal Entry—Saved Transactions*

By memorizing journal entries, you can define a set of entries once that are posted on a regular basis. Once the entries are memorized, you can post the information at any time. You can memorize a journal entry from many locations within General Ledger–Project/Grant:

- The New Journal Entry form (**General Ledger > Journal Entries > New**)—Allows you to memorize the entries currently displayed on the form.
- The Saved Journal Entries window (**General Ledger > Journal Entries > Saved**)—Allows you to select a saved transaction and memorize it.
- The Imported Journal Entries window (**General Ledger > Journal Entries > Imported**)—Allows you to select a memorized transaction and memorize it.

To access your memorized transactions, click **Journal Entry > Memorized** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Memorized** from the menu bar. The Memorized Journal Entries window displays (Figure 5.12).

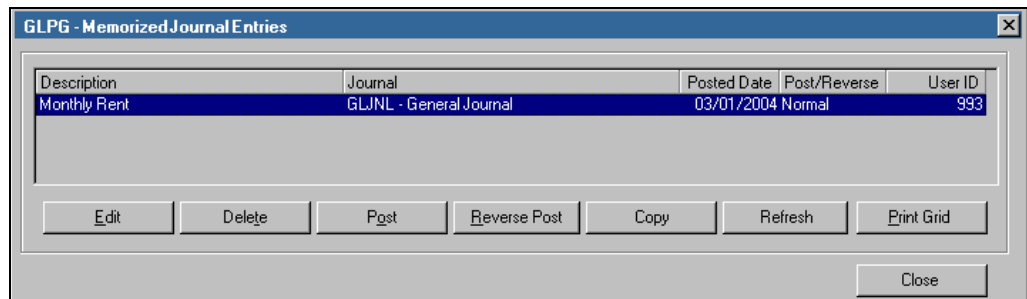


Figure 5.12—Memorized Journal Entries Window

The system displays the following information about each memorized transaction:

- Description—The name of the memorized transaction. Entered when you memorized the transaction from the New Journal Entry form or the original name of a saved or imported transaction that was later memorized.
- Journal—The journal to which this transaction will post.
- Posted Date—The date the user saved the transaction.
- Post/Reverse—Indicates if the transaction was posted as a normal post or in reverse.
- User ID—The user who memorized this transaction.

EDITING MEMORIZED JOURNAL ENTRIES

Use the following instructions to edit a memorized transaction.

1. Click **Journal Entry > Memorized** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Memorized** from the menu bar. The Memorized Journal Entries window displays (*Figure 5.13*).

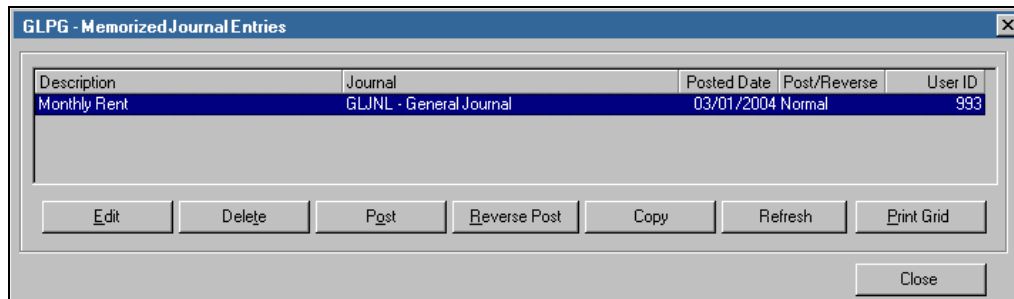


Figure 5.13—Memorized Journal Entries Window

2. Select the memorized transaction click **Edit**. The journal entries for the transaction display in the Journal Entry form.
3. Edit your entries, as necessary. To remove an entry, select the row and click **Delete Row(s)** (or right-click and select from the shortcut menu).
4. When your entries are complete:
 - **Post** to post your entries and save the changes to the memorized transaction,
 - **Save Entries** to save your changes as a saved transaction, or
 - **Memorize** to save your entries as a new memorized transaction or overwrite the existing memorized transaction.

POSTING MEMORIZED JOURNAL ENTRIES

Use the following instructions to post a memorized transaction on the current business date.

1. Click **Journal Entry > Memorized** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Memorized** from the menu bar. The Memorized Journal Entries window displays (Figure 5.14).

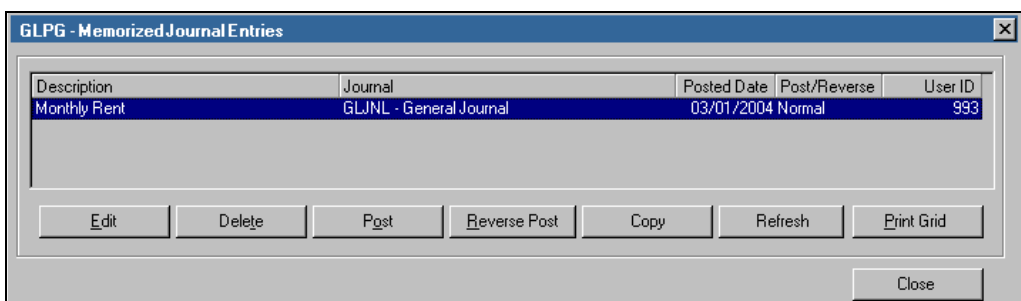


Figure 5.14—Memorized Journal Entries Window

2. Select the memorized transaction click **Post**. A confirmation message displays.
3. Click **Yes** to post the memorized transaction. When the task is complete, a message displays the trace report number (Figure 5.15).

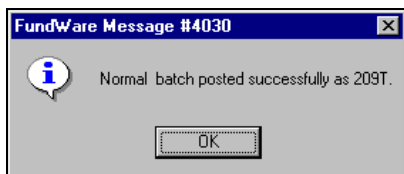


Figure 5.15—Successful Posting and Trace Report Message

4. Click **OK**.
5. Print the trace report and review. You should store the printed trace report for your records.
6. Click **Close** to exit the task.

POSTING MEMORIZED JOURNAL ENTRIES IN REVERSE

The Reverse Post option allows you to post a memorized transaction “in reverse.” In other words, the system reverses the financial entries included within the selected memorized transaction.



By mistake, you posted the Rent transaction twice in January when you meant to post it once (*Table 5.2*).

Table 5.2—Example Double Post

Account Number (Description)	Posting	Net Result
A01 01-00 7145 (Rent)	\$1,500+ \$1,500+	\$3,000+
A01 02-00 7145 (Rent)	\$800+ \$800+	\$1,600+
A01 03-01 7145 (Rent)	\$1,200+ \$1,200+	\$2,400+
A01 03-02 7145 (Rent)	\$1,800+ \$1,800+	\$3,600+
A01 00-00 1111 (Cash in Bank - Alpenglow)	\$5,300– \$5,300–	\$10,600–

To correct the second posting, you post the transaction in reverse (*Table 5.3*).

Table 5.3—Example Correcting Post

Account Number (Description)	Posting	Net Result
A01 01-00 7145 (Rent)	\$1,500+ \$1,500+ \$1,500–	\$1,500+
A01 02-00 7145 (Rent)	\$800+ \$800+ \$800–	\$800+
A01 03-01 7145 (Rent)	\$1,200+ \$1,200+ \$1,200–	\$1,200+
A01 03-02 7145 (Rent)	\$1,800+ \$1,800+ \$1,800–	\$1,800+

Table 5.3—Example Correcting Post (Continued)

Account Number (Description)	Posting	Net Result
A01 00-00 1111 (Cash in Bank - Alpenglow)	\$5,300– \$5,300– \$5,300+	\$5,300–

- A01 01-00 7145 (Rent) has two \$1,500 entries and one –\$1,500 entry.
- A01 02-00 7145 (Rent) has two \$800 entries and one –\$800 entry.
- A01 03-02 7145 (Rent) has two \$1,800 entries and one –\$1,800 entry.
- A01 00-00 1111 (Cash in Bank - Alpenglow) has two –\$5,300 entries and one –\$5,300 entry.

Use the following instructions to post a memorized journal entry in reverse on the current business date.

1. Click **Journal Entry > Memorized** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Memorized** from the menu bar. The Memorized Journal Entries window displays (Figure 5.16).

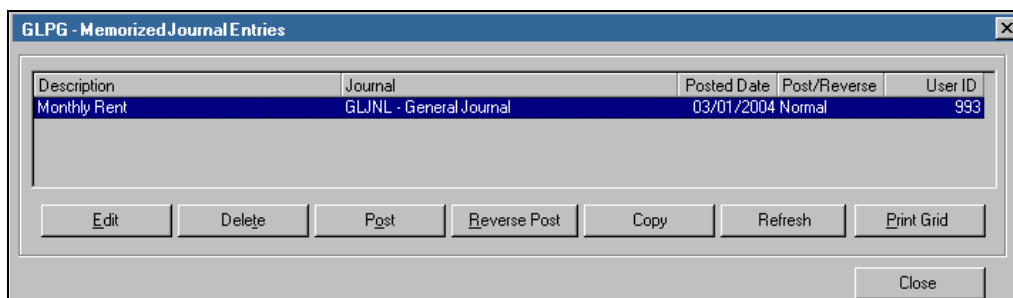


Figure 5.16—Memorized Journal Entries Window

2. Select the memorized transaction click **Reverse Post**. A confirmation message displays.

- Click **Yes** to post the memorized transaction in reverse. When the task is complete, a message displays the trace report number (*Figure 5.17*).



Figure 5.17—Successful Posting and Trace Report Message

- Click **OK**.
- Print the trace report and review. You should store the printed trace report for your records.
- Click **Close** to exit the task.

COPYING MEMORIZED JOURNAL ENTRIES

Use the following instructions to copy a memorized transaction.

- Click **Journal Entry > Memorized** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Memorized** from the menu bar. The Saved Journal Entries window displays (*Figure 5.18*).

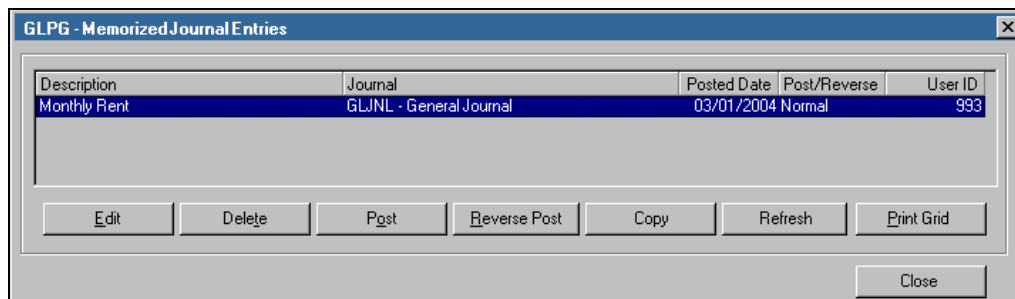


Figure 5.18—Memorized Journal Entries Window

2. Select the saved transaction click **Copy**. The Copy window displays (*Figure 5.19*).

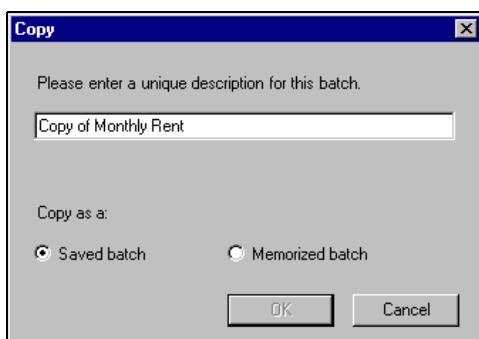



Figure 5.19—Copying a Memorized Batch

3. Enter a unique description for this batch.
4. Select the radio button to indicate if the new batch created by the copy task should be a Saved batch or a Memorized batch.

 For example, our organization has a memorized batch that we produce each month, but the dollar amounts vary. We don't want to change the memorized batch each month, so we copy the batch, saving the new batch (with this month's dollar amount) to the **Saved** folder.

5. Click **OK**. The new batch is stored in the applicable folder (i.e., either **Journal Entry > Saved** or **Journal Entry > Memorized**).

 If you indicated that the new batch is a Memorized batch, click **Refresh** to see the batch in the **Journal Entry > Memorized** display.

DELETING MEMORIZED JOURNAL ENTRIES

The Delete task for memorized journal entries allows you to delete the actual memorized transaction (i.e., the “template”). You are not deleting actual posted transactions.

1. Click **Journal Entry > Memorized** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Memorized** from the menu bar. The Memorized Journal Entries window displays (*Figure 5.20*).

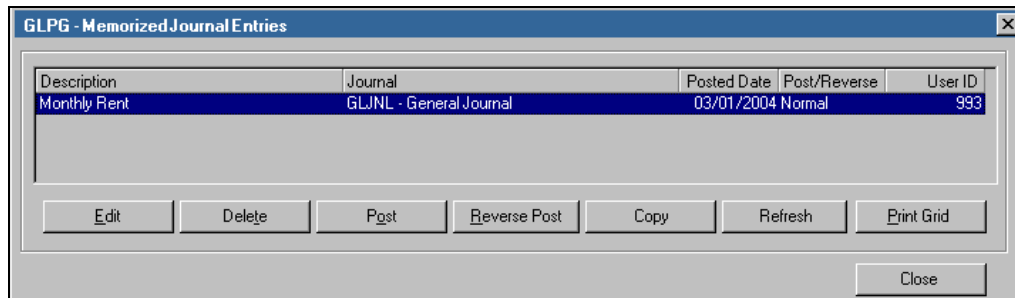


Figure 5.20—Memorized Journal Entries Window

2. Select the memorized transaction click **Delete**. A confirmation message displays.
3. Click **Yes** to delete the memorized transaction. When the task is complete, a message displays.
4. Click **OK**. The transaction no longer displays in the Memorized Journal Entries window.
5. Click **Close** to exit the task.

PRINTING MEMORIZED JOURNAL ENTRIES

Click **Print Grid** to print the summary information displayed in the Memorized Journal Entries window.



You can also produce reports (e.g., Special Journal Entries List) of this information.

WORKING WITH IMPORTED JOURNAL ENTRIES

Context-sensitive topic: *Journal Entry—Memorized Transactions*

You can export information from another accounting package or create a text file, then import that information into your General Ledger–Project/Grant system. (The instructions for importing a transaction can be found in the *Blackbaud FundWare System Administration Guide*.) Once imported, you can memorize or post the information at any time.

To access your imported transactions, click **Journal Entry > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Imported** from the menu bar. The Imported Journal Entries window displays (Figure 5.21).

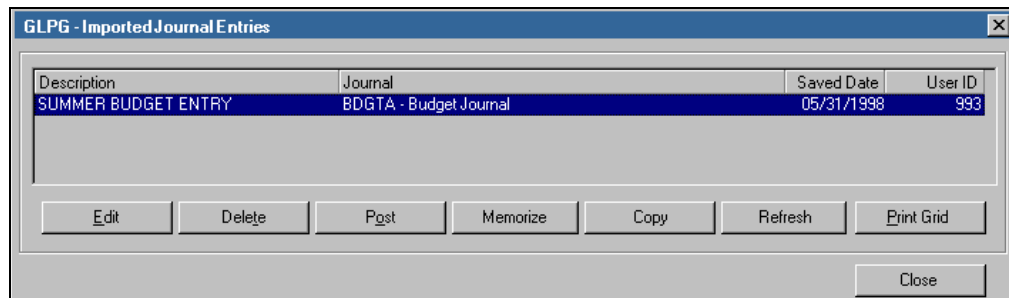


Figure 5.21—Imported Journal Entries Window

The system displays the following information about each saved transaction:

- Description—The name of the imported transaction. Taken from the description or transaction name defined in the import file.
- Journal—The journal to which this transaction will post.
- Saved Date—The date the transaction was imported to the system.
- User ID—The user who imported this transaction.

EDITING IMPORTED JOURNAL ENTRIES

Use the following instructions to edit an imported transaction.

1. Click **Journal Entry > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Imported** from the menu bar. The Saved Journal Entries window displays (*Figure 5.22*).

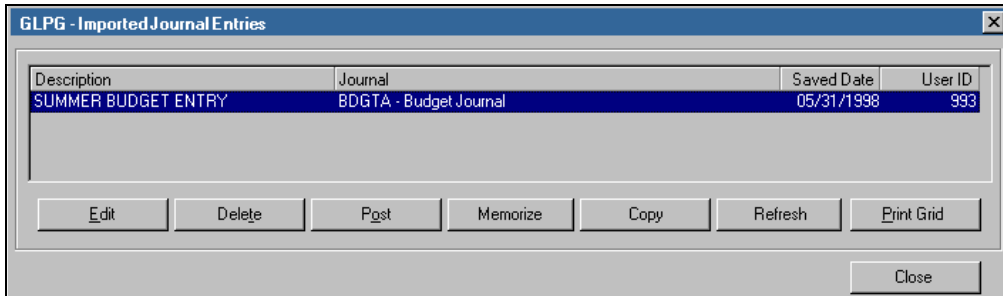


Figure 5.22—Imported Journal Entries Window

2. Select the imported transaction click **Edit**. The journal entries for the transaction display in the Journal Entry form.
3. Edit the journal entries, as necessary.
4. When your entries are complete:
 - Click **Save Entries** to save your entries and clear the New Journal Entry form.
 - Click **Post** to post your entries directly to the specified journal. A confirmation message will display and the transaction no longer appears in the Imported Journal Entries window.
 - Click **Memorize** to memorize your entries. You will be asked to enter a memorized transaction name. For more information, *Working With Memorized Journal Entries* on page 189.

POSTING IMPORTED JOURNAL ENTRIES

Use the following instructions to post an imported transaction on the current business date.

1. Click **Journal Entry > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Imported** from the menu bar. The Saved Journal Entries window displays (*Figure 5.23*).

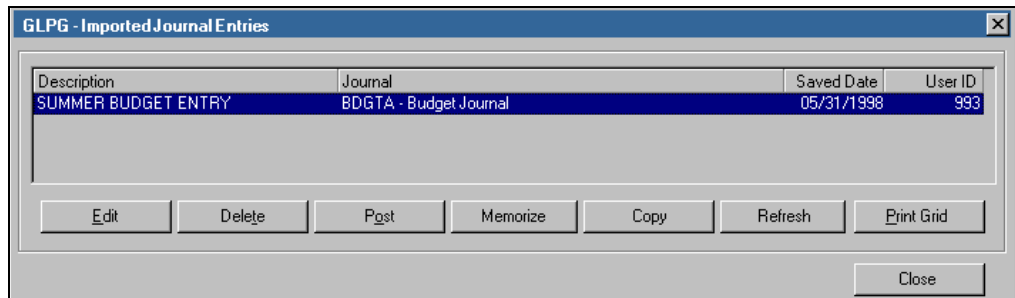


Figure 5.23—Imported Journal Entries Window

2. Select the imported transaction click **Post**. A confirmation message displays.
3. Click **Yes** to post the imported transaction. When the task is complete, a message displays the trace report number (*Figure 5.24*).

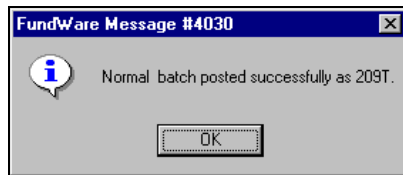


Figure 5.24—Successful Posting and Trace Report Message

4. Click **OK**.
5. Print the trace report and review. You should store the printed trace report for your records.
6. Click **Close** to exit the task.

MEMORIZING IMPORTED JOURNAL ENTRIES

Use the following instructions to memorize an imported transaction.

1. Click **Journal Entry > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Imported** from the menu bar. The Saved Journal Entries window displays (*Figure 5.25*).

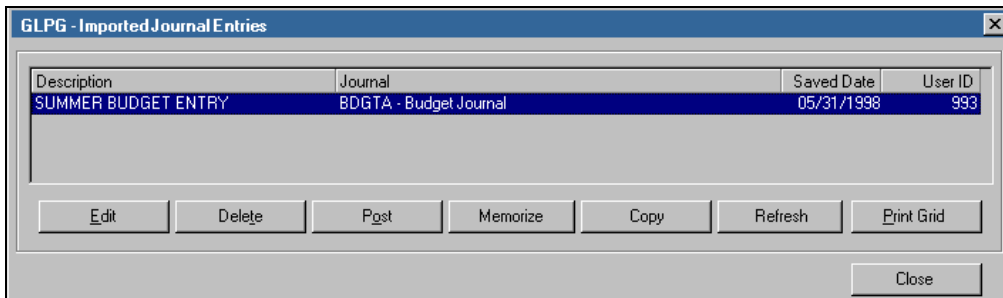


Figure 5.25—Imported Journal Entries Window

2. Select the imported transaction click **Memorize**. A confirmation message displays.
3. Click **Yes**. When the task is complete, a message displays.
4. Click **OK**. The transaction now displays in the Memorized Journal Entries window (i.e., it is removed from the Imported Journal Entries window) (*Figure 5.26*).

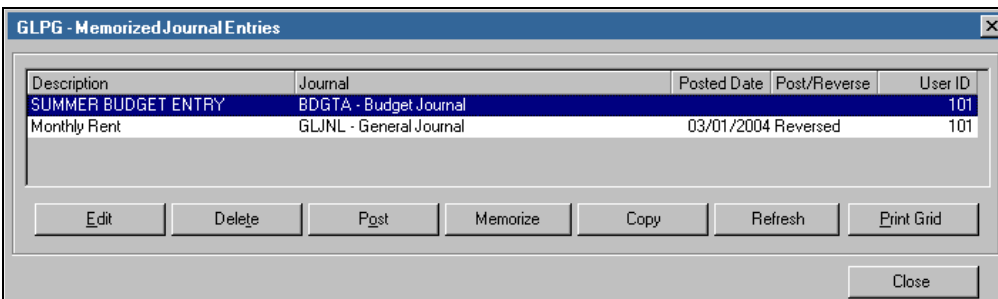


Figure 5.26—Memorizing an Imported Transaction



Because the SUMMER BUDGET ENTRY transaction has not been posted yet, nothing displays in the Posted Date and Post/Reverse columns.

COPYING IMPORTED JOURNAL ENTRIES

Use the following instructions to copy an imported transaction.

1. Click **Journal Entry > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Imported** from the menu bar. The Saved Journal Entries window displays (Figure 5.27).

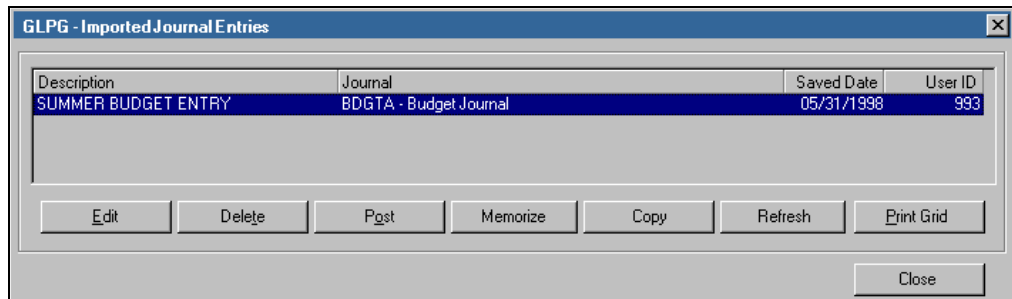


Figure 5.27—Imported Journal Entries Window

2. Select the saved transaction click **Copy**. The Copy window displays (Figure 5.28).

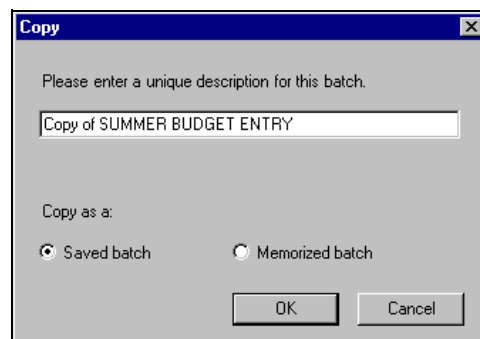


Figure 5.28—Copying an Imported Batch

3. Enter a unique description for this batch.
4. Select the radio button to indicate if the new batch created by the copy task should be a Saved batch or a Memorized batch.
5. Click **OK**. The new batch is stored in the applicable folder (i.e., either **Journal Entry > Saved** or **Journal Entry > Memorized**).



If you indicated that the new batch is a Memorized batch, click **Refresh** to see the batch in the **Journal Entry > Memorized** display.

DELETING IMPORTED JOURNAL ENTRIES

Use the following instructions to delete an imported transaction.

1. Click **Journal Entry > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Imported** from the menu bar. The Saved Journal Entries window displays (*Figure 5.29*).

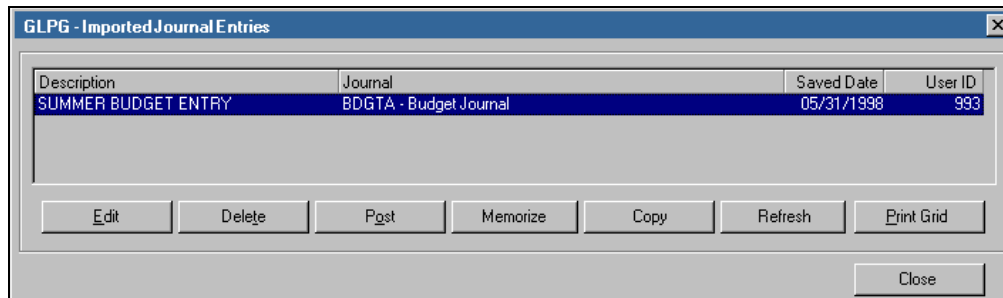


Figure 5.29—Imported Journal Entries Window

2. Select the imported transaction click **Delete**. A confirmation message displays.
3. Click **Yes** to delete the imported transaction. When the task is complete, a message displays.
4. Click **OK**. The transaction no longer displays in the Imported Journal Entries window.
5. Click **Close** to exit the task.

PRINTING IMPORTED JOURNAL ENTRIES

Click **Print Grid** to print the summary information displayed in the Imported Journal Entries window.



You can also produce reports (e.g., Special Journal Entries List) of this information.

WORKING WITH POSTED TRANSACTIONS

Context-sensitive topic: *Journal Entry—Memorized Transactions*

From the Posted Transactions window, you can:

- View summary information of transactions posted within a specified date range.
- View detail information for a posted transaction.
- Reverse a selected transaction.
- Print summary or detail information for posted transactions.

VIEWING POSTED TRANSACTIONS

Use the following to view summary or detail information for a posted transaction.

1. Click **Journal Entry > Posted** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Posted** from the menu bar. The Posted Transactions window displays. The date range defaults to the current business date (*Figure 5.30*).

Trans #	Date	Journal	DR Amount	DR Count	CR Amount	CR Count	Balanced	Source	Run Date	User ID
---------	------	---------	-----------	----------	-----------	----------	----------	--------	----------	---------

Figure 5.30—Posted Transactions Window

2. Enter a date range to filter the displayed transactions or click the All Dates check box to include all transactions in the display.

3. Click **Find Now**. The posted transactions that match the date range (or all transactions) display, including the debit and credit totals for the displayed transactions (*Figure 5.31*).

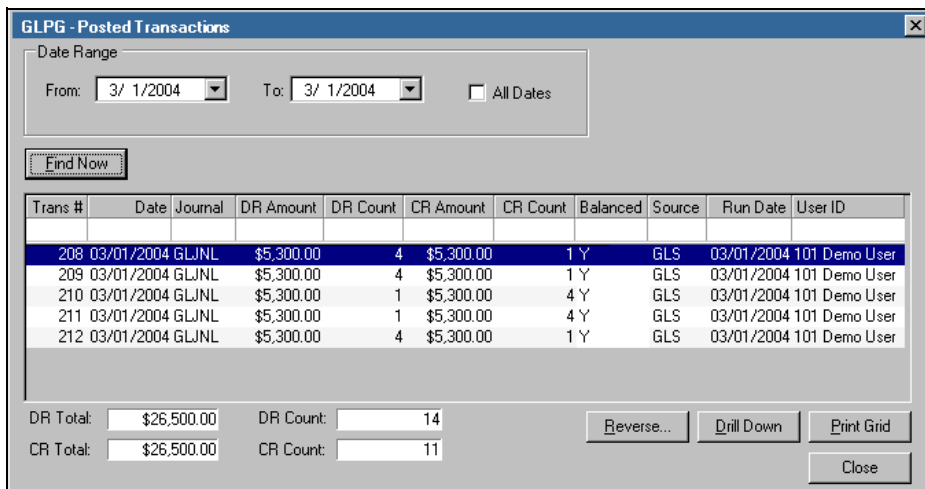


Figure 5.31—Posted Transactions—Filtered by Posted Date

4. You can type a value in the blank cells at the top of each column to filter the results.
5. To view the details of a posted transaction, select the transaction and click **Drill Down** (*Figure 5.32*). (You can also double-click the transaction or right-click and select **Drill Down** from the shortcut menu.)

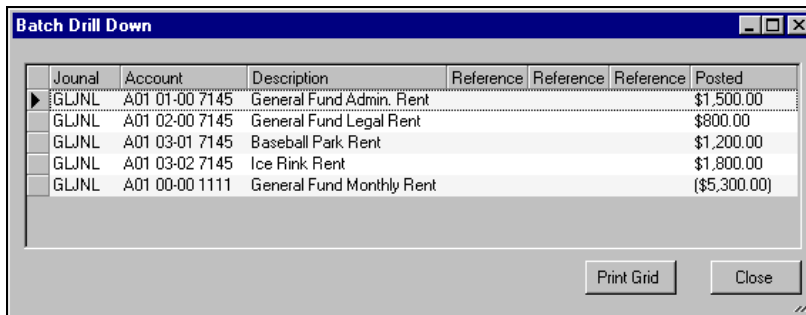


Figure 5.32—Drill Down Feature—Transaction Details

6. Click **Close** to exit the Drill Down window.

7. Click **Close** to exit the Posted Transactions window.

MANUALLY REVERSING A TRANSACTION

You can manually reverse a transaction from the Posted Transactions window. (For information on the auto reverse feature, see *Using the Auto Reverse Feature* on page 183.)

1. Click **Journal Entry > Posted** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entry > Posted** from the menu bar. The Posted Transactions window displays. The date range defaults to the current business date (*Figure 5.33*).

Trans #	Date	Journal	DR Amount	DR Count	CR Amount	CR Count	Balanced	Source	Run Date	User ID
---------	------	---------	-----------	----------	-----------	----------	----------	--------	----------	---------

Figure 5.33—Posted Transactions Window

2. Enter a date range to filter the displayed transactions or click the All Dates check box to include all transactions in the display.

- Click **Find Now**. The posted transactions that match the date range (or all transactions) display, including the debit and credit totals for the displayed transactions (*Figure 5.34*).

Trans #	Date	Journal	DR Amount	DR Count	CR Amount	CR Count	Balanced	Source	Run Date	User ID
208	03/01/2004	GLJNL	\$5,300.00	4	\$5,300.00	1	Y	GLS	03/01/2004	101 Demo User
209	03/01/2004	GLJNL	\$5,300.00	4	\$5,300.00	1	Y	GLS	03/01/2004	101 Demo User
210	03/01/2004	GLJNL	\$5,300.00	1	\$5,300.00	4	Y	GLS	03/01/2004	101 Demo User
211	03/01/2004	GLJNL	\$5,300.00	1	\$5,300.00	4	Y	GLS	03/01/2004	101 Demo User
212	03/01/2004	GLJNL	\$5,300.00	4	\$5,300.00	1	Y	GLS	03/01/2004	101 Demo User

DR Total: \$26,500.00 DR Count: 14 CR Total: \$26,500.00 CR Count: 11

Figure 5.34—Posted Transactions—Filtered by Posted Date

- Select the transaction that you want to reverse and click **Reverse**. The Reverse window displays (*Figure 5.35*).

Figure 5.35—Reverse Window

- Enter a description of the reversal and any reference information.



The field titles for the references will reflect the Reference Title settings on the journal definition. This default setting is Reference 1, Reference 2, and Reference 3.

6. Click **OK**. When the task is complete, a message displays the trace report number (*Figure 5.36*).

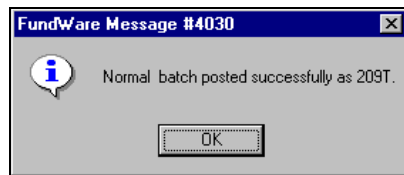


Figure 5.36—Successful Posting and Trace Report Message

7. Click **OK**. A reverse posting of the transaction has been posted.
8. Click **Close** to exit the Posted Transactions window.

PRINTING POSTED TRANSACTIONS

Click **Print Grid** to print the summary information displayed in the New Journal Entry window.



You can also produce reports (e.g., Special Journal Entries List) of this information.

PRINTING JOURNAL ENTRIES

You can access your saved, imported, and memorized journal entries via Report Manager using the following instructions.

1. Select **File > Report Manager** from the menu bar. The Report Manager window displays.

2. Select General Ledger and the Transaction Reports category (*Figure 5.37*).

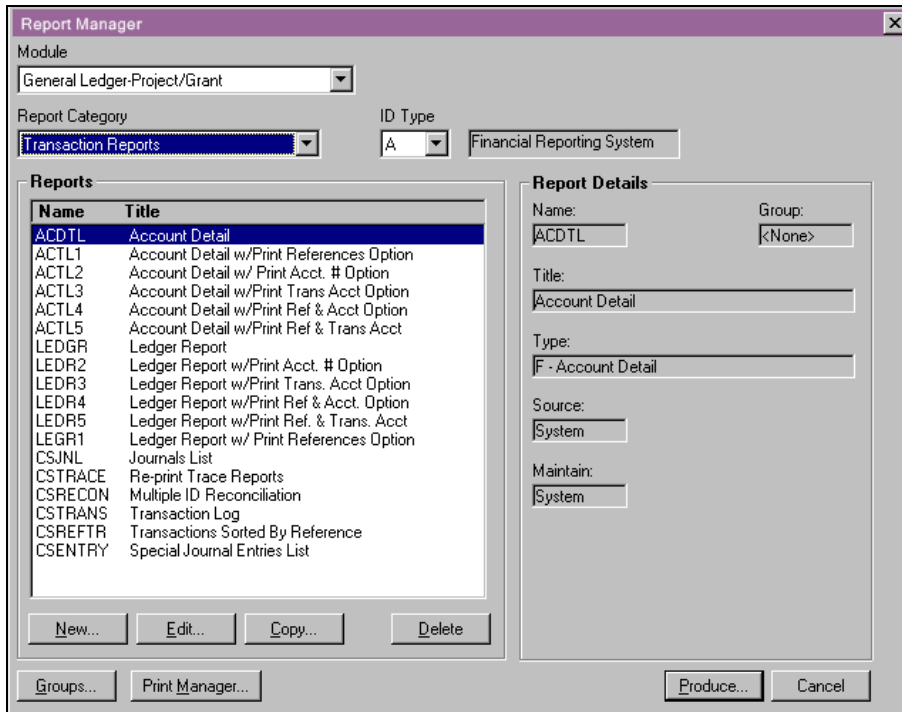


Figure 5.37—General Ledger Reports—System Lists

3. From the ID type drop-down list, select the ID type for the report you want to run.

- Double-click the Special Journal Entry List report (CSENTRY), or select the report and click **Produce**. The report parameters pop-up window displays (Figure 5.38).

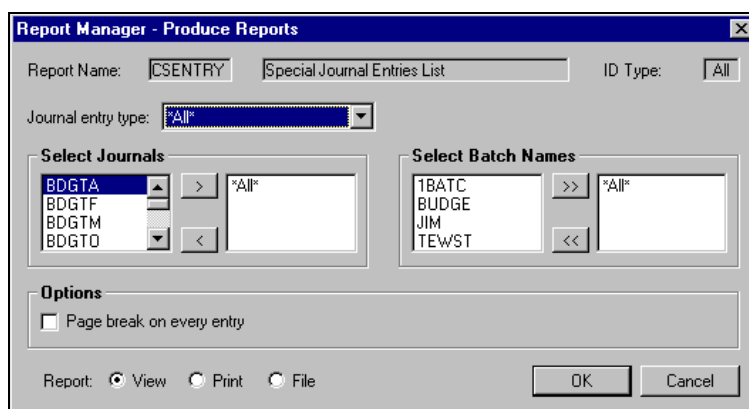


Figure 5.38—Special Journal Entries List Report Parameters

- Enter your report parameters according to Table 5.4.

Table 5.4—Special Journal Entry List—Report Parameters

Field	Description
Journal Entry Type	<p>Select what kind of journal entries you want to view from the drop-down list.</p> <ul style="list-style-type: none"> All—Includes all saved, imported, and memorized transactions in the report. Saved data entry transaction—Includes only the saved transactions in the report Imported transaction—Includes only the saved imported in the report Memorized journal entry—Includes only the memorized transactions in the report
Select Journals	<p>To select one or more journals, select the journal in the left box and click the right arrow to move it to the right box.</p> <ul style="list-style-type: none"> By default, all journals will be included in your report. To remove a journal from the report, select the journal in the right box and click the left arrow to return it to the left box.
Select Transaction Names	<p>To select one or more transactions, select the transaction in the left box and click the right arrow to move it to the right box.</p> <ul style="list-style-type: none"> By default, all transactions will be included in your report. To remove a transaction from the report, select the transaction in the right box and click the left arrow to return it to the left box.

Table 5.4—Special Journal Entry List—Report Parameters (Continued)


Field	Description
Page Break on Every Entry	Select the check box to enable the page break option.
Report	Select the option for the report output: <ul style="list-style-type: none"> • View—Report is saved to your reports directory and displayed in Print Manager. • Print—Report is printed directly to your default printer. • File—Report is saved to your reports directory.

6. Click **OK**. The report is sent to your selected output option (i.e., View, Print, or File).

FundWare also creates a trace report for each journal entry type. For more information on trace reports, see *Trace Reports* on page 213.

USING THE ACCOUNT SELECTOR

The Account Selector provides a search function if you do not know the account number to be entered.

1. Click the button beside the Account text box, . The Account Select window displays (Figure 5.39).

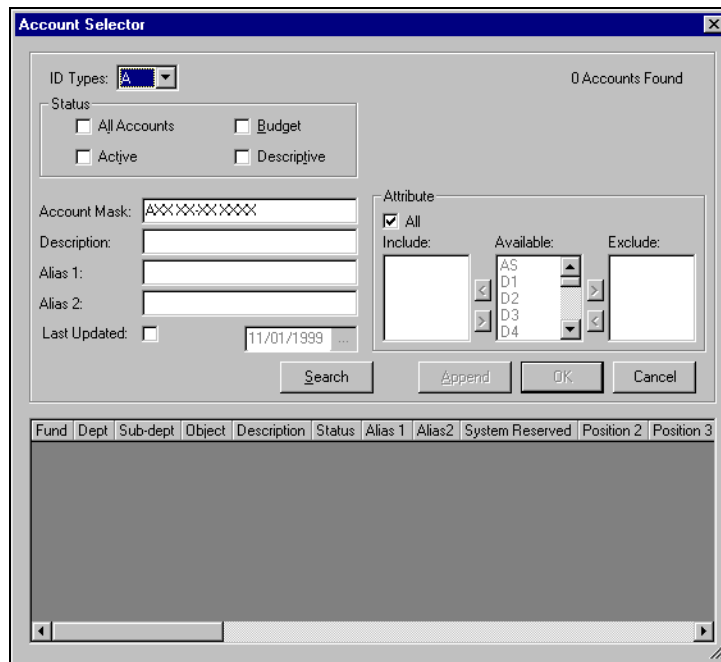


Figure 5.39—Account Selector

2. Select the ID type from the drop-down list.
3. Select the check box for the appropriate status. (Optional)
4. Enter any of the following information to help filter your accounts: an Account Mask, Description, or Aliases (1 and 2) in the text boxes, or select the Last Updated check box and enter a date in the date text box. (Optional)



You can use a percent sign in the Description or Alias fields as a “wild card.” For example, in Division 95 we enter a “% supplies” in the Description field (no other filter criteria) and click **Search**. The Account Selector displays all the accounts with “supplies” in the description (i.e., operating, office, computer, and inventory).

5. Click the All check box for Attributes (deselects this option) and select which available attributes to include or exclude. (Optional)



You do not need to enter any search parameters other than the ID type. However, the more specific you are in your search, the fewer accounts will be included in the results.

6. Click **Search**. The accounts found display in the data window below.
7. Select the account that you want to add.
8. Click **OK**.

TWINNING ACCOUNTS

Use the following steps to twin, or append, accounts.

1. Once you have selected an account, click **OK**.
2. Open the Account Selector again.
3. Select a new ID type from the drop-down list.
4. Select the check box for the appropriate status.
5. Enter an Account Mask, Description, or Aliases (1 and 2) in the text boxes, or select the Last Updated check box and enter a date in the date text box. Or select the All check box for Attributes and select which available attributes to include or exclude.
6. Click **Search**. The accounts found display in the data window below.
7. Select the second account that you want to append.
8. Click **Append**.
9. Click **OK**.

TRACE REPORTS

Every time you post transactions to General Ledger–Project/Grant, either through the journal entry window or from another module such as Accounts Payable, the system produces an audit report (i.e., “trace report”).

You can view and print the trace report in detail and in summary format through Report Manager:

- **Detail**—Contains a line-by-line printout of the journal entry as it is entered, including the account number, account description, item description, three reference fields, and debit and/or credit amount. Optional information such as data items or units and rates may also be shown if it is collected by the journal.
- **Summary**—Summarizes all items by account number for the entire transaction, includes the business date, calendar date, and ID of the operator that posted the transaction. It also shows the transaction total.


We **strongly** recommend that you produce both the detail and summary sections of the report and retain them in paper or electronic format. Trace reports can be produced at any time using Re-Print Trace Reports in Report Manager. However, if your site experiences an equipment failure, the reports you have saved can be invaluable.



The journal definition determines whether the trace report is produced in detail or summary format. For more information, see *Maintaining Your Journals* on page 101.

VIEWING TRACE REPORTS

You view trace reports with Print Manager.

1. Select **File > Print Manager** from the menu bar. The Print Manager window displays, listing the reports in your Data folder.
2. Select the trace report from the list. Trace reports begin with the letters CS, followed by a system number that is generated in sequential order (i.e. CSXXXXX.L##).
3. Click **Open**. The report displays.
4. To print the report, click  or select **File > Print** from the Print Manager tool bar.


Complete information on Print Manager can be found in the *Printer Manager User Guide*.

CHAPTER 6

LOCKING PERIODS AND YEARS

Context-sensitive topic: *Locking Periods and Years*

Once you have completed and confirmed all your entries for a fiscal period or year, your organization may choose to lock (or “close”) that fiscal period or year to data entry. Locking a fiscal period is not a financial or accounting procedure; it simply prevents users from posting transactions to a specific ID type during that period.

 Smith County has completed and confirmed all their accounting entries for the month of August. Now they want to ensure that no one can accidentally post an entry to that month. Therefore, the County closes the system through 8/31/2004.

All your information is still available for reporting purposes, but as long as the period is closed, there are only two ways that an entry could post to this period:

- If the system date falls within the posting window defined for the ID type.
- If your organization uses Advanced Security, an add-on security feature, and the user has been given rights to post to closed periods.

When necessary, you can also re-open a closed period to enter additional transactions.

LOCKING A PERIOD OR YEAR TO POSTING

Use the following instructions to lock one or more periods or years to posting.

1. Click **Lock Periods/Years to Posting** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Lock Periods/Years to Posting** from the menu bar. The task displays (*Figure 6.1*).

Year Ending	Status	Period	Locked to Posting
12/31/2005	Unlocked		
12/31/2004	Partially locked		
12/31/2003	Locked		
12/31/2002	Locked		
12/31/2001	Locked		
12/31/2000	Locked		
12/31/1999	Locked		
12/31/1998	Locked		
12/31/1997	Locked		

Figure 6.1—Lock Periods/Years to Posting—Fiscal Years Collapsed

2. From the ID Type drop-down list, select the ID type for which you are closing the period or year.

- Click the plus sign to expand a fiscal year. The system displays all periods, reclass periods, and adjustment periods for the year (*Figure 6.1*).

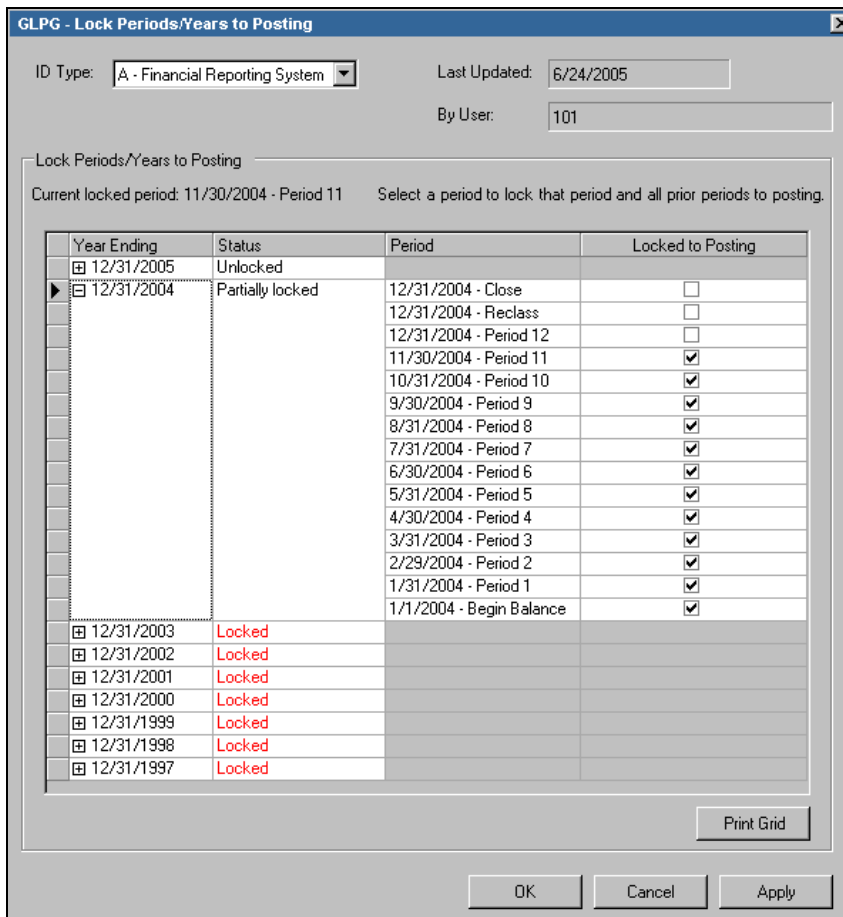


Figure 6.2—Lock Periods/Years to Posting—Fiscal Years Collapsed

- Click the check box to open a period. A check mark displays in the box for the selected period and any preceding periods.

e For example, if March 2005 and April 2005 are both open periods and you click the April 2005 check box, the system will close both March and April to posting.

Click the top check box to close an entire year. Check marks display for all periods within the year.

5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

OPENING A CLOSED PERIOD OR YEAR

Use the following instructions to open a period or year to data entry.

1. Click **Lock Periods/Years to Posting** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Lock Periods/Years to Posting** from the menu bar. The task displays (*Figure 6.1*).

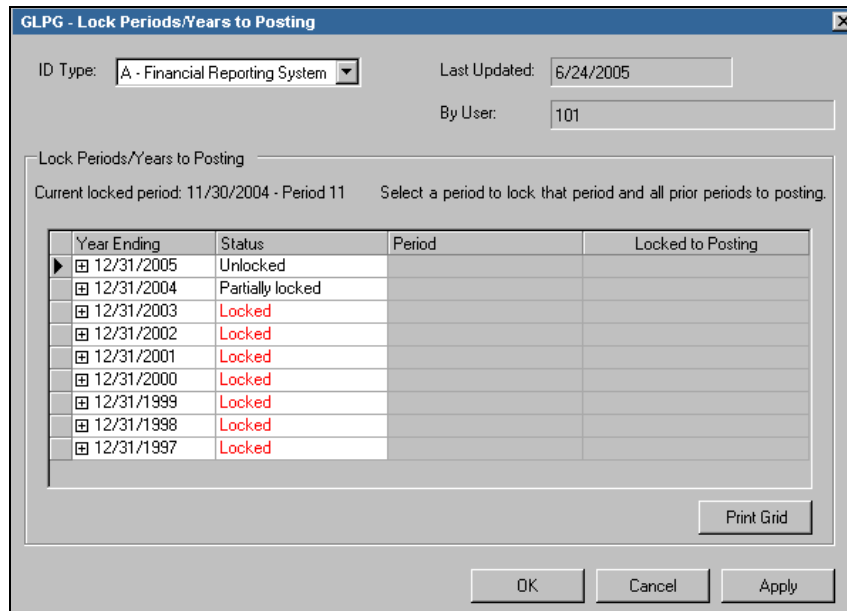


Figure 6.3—Lock Periods/Years to Posting—Fiscal Years Collapsed

2. From the ID Type drop-down list, select the ID type for which you are opening the period or year.

- Click the plus sign to expand a fiscal year. The system displays all periods, reclass periods, and adjustment periods for the year (*Figure 6.1*).

GLPG - Lock Periods/Years to Posting

ID Type: A - Financial Reporting System Last Updated: 6/24/2005

By User: 101

Lock Periods/Years to Posting

Current locked period: 11/30/2004 - Period 11 Select a period to lock: that period and all prior periods to posting.

Year Ending	Status	Period	Locked to Posting
12/31/2005	Unlocked		
12/31/2004	Partially locked	12/31/2004 - Close	<input type="checkbox"/>
		12/31/2004 - Reclass	<input type="checkbox"/>
		12/31/2004 - Period 12	<input type="checkbox"/>
		11/30/2004 - Period 11	<input checked="" type="checkbox"/>
		10/31/2004 - Period 10	<input checked="" type="checkbox"/>
		9/30/2004 - Period 9	<input checked="" type="checkbox"/>
		8/31/2004 - Period 8	<input checked="" type="checkbox"/>
		7/31/2004 - Period 7	<input checked="" type="checkbox"/>
		6/30/2004 - Period 6	<input checked="" type="checkbox"/>
		5/31/2004 - Period 5	<input checked="" type="checkbox"/>
		4/30/2004 - Period 4	<input checked="" type="checkbox"/>
		3/31/2004 - Period 3	<input checked="" type="checkbox"/>
		2/29/2004 - Period 2	<input checked="" type="checkbox"/>
		1/31/2004 - Period 1	<input checked="" type="checkbox"/>
		1/1/2004 - Begin Balance	<input checked="" type="checkbox"/>
12/31/2003	Locked		
12/31/2002	Locked		
12/31/2001	Locked		
12/31/2000	Locked		
12/31/1999	Locked		
12/31/1998	Locked		
12/31/1997	Locked		

Print Grid

OK Cancel Apply

Figure 6.4—Lock Periods/Years to Posting—Fiscal Years Collapsed

- Click the check box to open a period. The check mark no longer displays in the box for the selected period and any subsequent periods.

e For example, if March 2005 and April 2005 are both closed periods and you click the March 2005 check box, the system will open both March and April to posting.

Click the top check box to open an entire year. The check mark no longer displays in any period box for the year.

5. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and close the window.

REOPENING CLOSED PERIODS PRIOR TO SAVING/PURGING

For a year to be saved or purged, you must ensure that all periods within the year are open for data entry. If any period within the year is closed, the fiscal year will not display in the Available Periods drop-down menu.

C H A P T E R 7

YEAR-END PROCESSING

Context-sensitive topic: *Year-End Processing*

At the end of each fiscal year, you must complete some tasks to close out the past year and prepare your system for the next fiscal year. You must:

- Post your revenue and expense account balances to fund balance or net asset accounts, and
- Roll the closing balances forward to create beginning balances for the new year.

You can repeat these steps as many times as necessary. Organizations often perform multiple closes to correctly balance the old and new years.

Once these tasks are complete, you should close the fiscal year to data entry. Depending on the needs of your organization, you may also purge information from your system.



Don't forget: If you are ending one fiscal year, you must add date tables for the next year. See *Adding New Date Tables* on page 117.

BEFORE YOU BEGIN

Before you begin any year-end task, you must:

- Backup your data,
- Ensure that all users are logged off the system, and
- Log onto FundWare using the last day of the fiscal year.

BACKING UP YOUR DATA

Before beginning any year-end task, you must complete all backup procedures for the FundWare data directory, as well as other related FundWare files. (These procedures should be established by your organization.)

This precaution will allow data restoration in case incorrect accounts are closed, a final close is performed instead of a preliminary close or data/system errors occur.



Failure to institute proper backup and restore procedures could result in serious damage to your accounting database. When you encounter an error message or condition, the only way to recover your data may be to restore from a backup.

WHAT IS YOUR CLOSING ID?

Before you begin, you should determine what your closing ID is for the ID type. The closing ID is an account mask that identifies the accounts that may be impacted by this task. (During the task, you can also specify a fund range and attributes to further filter your accounts.) When you enter the closing ID, you **must** mask at least the fund dimension of your account number and enter the object code that defines the net asset or fund balance accounts. For example:

- Closing ID: AXX 00 00 3110
 - Will close all Fund 01 accounts into account A01 00 00 3110, Fund 02 accounts into A02 00 00 3110, etc.
- Closing ID: AXX XX 00 3110
 - Will close all Fund 01, Department 01 accounts into A01 01 00 3110, all Fund 01, Department 02 accounts into A01 02 00 3110, etc.
- Closing ID: AXX XX XX XXXX
 - Will close each individual revenue/expense account into itself (not the correct result).

If you do not know the closing ID, you can search your Chart of Accounts for NA or FB attribute values (depending on your system setup) or produce a chart of accounts report and include only attributes NA or FB. Reviewing this information should help you determine the closing ID.

VIEWING LOGGED IN USERS

Before you begin any year-end task, you must ensure that all users are logged off FundWare.

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**.) The System Administration HomePage displays.

3. Ensure that no users are logged in to the division in which you are working.

POSTING REVENUE AND EXPENSE BALANCES

One of the steps necessary to close a fiscal year is to post the balances from revenue and expense accounts to the appropriate equity accounts (net assets or fund balance accounts). The balances for all revenue and expense accounts are zeroed, an entry is made to the net assets or fund balance accounts, and your system is ready for the coming year.



You do not need to complete this task for Project/Grant ID types. You will only need to roll balances forward into the new year.

After posting the revenue and expense accounts to the equity accounts, you should always Roll Beginning Balances forward to create new beginning balances for the balance sheet accounts for the new year.

POSTING REVENUE AND EXPENSE FOR AN ID TYPE

Use the following instructions to post your revenue and expense balances.

1. Click **Maintenance > Year-End Processing** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Year-End Processing** from the menu bar. The Year-End Processing window displays, open to the **Post Revenue & Expense** tab (*Figure 7.1*).

Figure 7.1—Year-End Processing—Post Revenue & Expense Tab

2. Complete the required fields according to *Table 7.1*.

Table 7.1—Post Revenue & Expense Field Definitions

Field	Definitions
Closing ID	<p>Enter an account mask to identify the accounts that may be closed by this task. (You can specify a specific fund range and/or attributes in later steps.)</p> <ul style="list-style-type: none"> You must mask at least the fund dimension of your account number and enter the object code that defines the net asset or fund balance accounts.
Closing Year-End	<p>Select the year you want to close from the drop-down list.</p>
Fund Range	<p>Defines the funds to be closed for the specified ID type.</p> <ul style="list-style-type: none"> For example, in Division 95 a range of 00–99 closes the fiscal year activity for all funds in ID type A.
Preview (no posting)	<p>Allows you to preview the results of the task without actually posting the balances.</p> <ul style="list-style-type: none"> If the box is checked, FundWare does a “test” closing and produces a report of the results (i.e., the balances are not posted). You should review the report to ensure the closing meets your expectations and is correct. <ul style="list-style-type: none"> The Post Revenue & Expense report is called GLREEX.L## (where ## represents your division number). If the box is not checked, FundWare does final year-end processing (i.e., the balances are actually posted). <p>We strongly recommend that you do at least one Preview to be sure you have correctly masked the closing accounts.</p>
Produce Report	<p>Produces a report (GLREEX.L##, where ## represents your division number).</p> <ul style="list-style-type: none"> If you are previewing the task, this report is automatically created and this check box is disabled. (In other words, you do not have the option of not producing this report if you are previewing the task.) If you are actually posting your revenue and expense balances, we strongly recommend that you produce this report and keep a printed copy for your records. (It can be useful next year when you need to remember what closing accounts you used.) The produced report also posts to the General Ledger–Project/Grant and creates a trace report.
Include/Exclude Attributes	<p>Enter an attribute an account must have to be included or excluded by clicking in the desired position number and selecting the appropriate attribute(s).</p> <ul style="list-style-type: none"> By selecting specific attributes on this window, you are selecting groups of accounts to include or exclude from the task. If you enter multiple attributes, an account must match all of the criteria you entered in order to be selected for the report or task.

3. Click **Apply** to start the task and remain in the window, or click **OK** to start the task and close the window. The account balances are posted to the equity accounts and the GLEEX report is produced (if you selected this option).
4. Repeat this task, as necessary, using other closing IDs until all your revenue and expense balances have been posted.

You are now ready for the Roll Beginning Balances task.

“NOT IN SYSTEM” ACCOUNTS

When you post revenue and expense balances in “preview,” the system produces the REEX report automatically. (You have the option of producing this report when you run the task to post your balances.)

When you review this report, you may find entries listed as “Not in System.” (These entries would be listed at the end of the report.) If your report lists Not in System entries (it may not, and that’s OK), you must verify that the system should create accounts for these entries.

When you actually complete the post revenue and expense task (i.e., not in preview), FundWare will create accounts for each of these Not in System accounts. You will need to change the titles and put an attribute on the account after it is created.

ROLLING BEGINNING BALANCES

When you roll beginning balances at the end of a fiscal year, FundWare takes the closing balance of an account and “rolls” it forward to create the opening balance for the new year.



For General Ledger ID types, you must post revenue and expense balances to equity accounts before you can roll these balances forward. For Project/Grant ID types, you do not need to post these balances. You only need to roll the balances forward.

Use the following instructions to roll your beginning balances forward.

1. Click **Maintenance > Year-End Processing** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Year-End Processing** from the menu bar. The Year-End Processing window displays, open to the **Post Revenue & Expense** tab.



You must be signed on to the last day of the fiscal year being posted. If necessary, open a new instance of FundWare using that date.

2. Select the **Roll Beginning Balances** tab (*Figure 7.2*).

Figure 7.2—Year-End Processing—Roll Beginning Balances Tab

3. From the ID type drop-down list, select the ID type for which you are rolling the balances. The ID type description displays in the Description field and is not editable.
4. Click **Apply** to start the task and remain in the window, or click **OK** to start the task and close the window. The account balances are rolled forward and the system produces a trace report.



If the task does not produce a trace report, there were no transactions in prior years to roll forward or no changes in balances since the last time balances were rolled forward.

5. Repeat this task, as necessary, for each ID type.

PURGING OR SAVING FISCAL YEARS

FundWare allows you to maintain as many fiscal years in your database as your organization requires. The Purge/Save Fiscal Year function allows you to remove and save data from the database. (This is an optional task and you should fully understand the option before proceeding.)

- Purge removes all information for the ID type and year specified. This includes detail journal entries as well as the summary balances.

- Save removes only the detail of the journal entries while retaining summary balances. This option allows you to continue to produce historical comparison reports showing multiple years.



Once a year is saved, it cannot be re-opened for data entry. Therefore, it is critical that you create a permanent backup (i.e., do not rely on the FundWare division maintenance task) prior to purging/saving your data.

OPENING ALL PERIODS

Before you can save or purge a fiscal year, you must ensure that all periods within that year are open for data entry. If any period within the year is closed, the fiscal year will not display in the drop-down list for the purge/save task.

To open the year to data entry, access the **Lock Periods/Years to Posting** task and ensure that no check marks appear in the boxes for the year. See *Reopening Closed Periods Prior to Saving/Purging* on page 220 for more information.

PURGING OR SAVING A FISCAL YEAR

Use the following instructions to purge or save your fiscal year.



It is vital that this task complete without interruption. If the power goes down, an error message is displayed, or any other event causes the task to halt before completion, you must restore from the backup and begin again.

1. Click **Maintenance > Year-End Processing** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Year-End Processing** from the menu bar. The Year-End Processing window displays, open to the **Post Revenue & Expense** tab.

2. Select the **Open/Close Fiscal Year** tab (*Figure 7.3*).

Figure 7.3—Purge/Save Fiscal Year Tab

3. Complete the required fields according to *Table 7.2*.

Table 7.2—Purge/Save Fiscal Year Field Definitions

Field	Definitions
ID Type	Select the ID type for which you are closing the year.
Description	The ID type description displays in the Description field and is not editable.
Fiscal Year End	Select the year to be purged or saved from the drop-down list. <ul style="list-style-type: none"> • If a year does not appear, ensure that all periods within the year are open to data entry.
Process Options	Select which task you want to complete: <ul style="list-style-type: none"> • Save Fiscal Year—Removes detail transactions for the year(s) to be processed, but account balances for the fiscal year(s) are saved. Reports that print balances can be produced for the saved year(s), but transaction reports are unavailable. • Purge Fiscal Year—Completely deletes the year(s) to be processed. No reports can be produced for the purged year(s).

4. Click **Apply** to start the task and remain in the window, or click **OK** to start the task and close the window.
5. Repeat this task, as necessary, for each ID type.

CHAPTER 8

USING THE COST ALLOCATION FEATURE

The FundWare Cost Allocation feature allows you to distribute costs from pooled accounts to specific cost centers. Cost Allocations are performed on a single month basis. The period allocated depends on the current business date.

Cost Allocation can be used with FundWare's cost reporting modules: General Ledger and Project/Grant. For example, grant agencies often allow an organization to allocate a certain percentage of allowable overhead costs to a grant. However, when entering invoices, it is difficult and time consuming to break down individual invoices into many cost centers. Cost Allocation allows the daily data entry to post to a pooled account or group of accounts, followed by a monthly reclassification of those expenses to the appropriate grants by the user-defined percentage tables.

Although Cost Allocation is commonly used to distribute indirect expenses, it is also useful for distributing revenue. For example, interest revenue on investments may be posted to a pooled account and then allocated based on user-defined percentages.

THE COST ALLOCATION PROCESS

The cost allocation process involves three steps:

- Defining the allocations to reflect the way your organization's indirect costs or other allocations are distributed.
- Previewing how the allocation entries will actually be recorded in reporting.
- Posting the allocations.

Cost Allocation Setup and Procedures on page 230 provides the instructions for defining and previewing your allocations.

COST ALLOCATION SETUP AND PROCEDURES

Use the following steps to set up an allocation and preview allocations.

1. Select **File > Cost Allocation**. The Cost Allocation feature opens to the **Define/View Allocations** tab (*Figure 8.1*).

Figure 8.1—Example New Cost Allocation: Define/View Allocations Tab

2. Click **New**.
3. Complete the required fields, as described in *Table 8.1*.

Table 8.1—Define/View Allocations Field Definitions

Field	Definition
Source mask	The account(s) from which amounts are allocated.

Table 8.1—Define/View Allocations Field Definitions (Continued)

Field	Definition
Remainder mask	The account(s) to which the non-allocated percentage goes. A remainder mask is required because all allocations will have some remainder amounts. Valid percent allocations are from .0001 to 99.9999, so there will always be an amount, due to rounding, that will go to the remainder mask.
Allocation detail	Where you specify percentages of the allocation to go to specific accounts, and also set limits on dollar amounts to be allocated to any one account during the posting.

- Click **Apply** to save the allocation.
- Select the **Post/Preview Allocations** tab (Figure 8.2).

Figure 8.2—Example New Cost Allocation: Post/Preview Allocations Tab

- Click **Preview Allocations**. This runs a report that displays the allocation results without affecting the actual books.

7. Select the allocation you want to preview. In our example, we would click **TELE2** on the left side of the Select Allocations box, and click the right double arrows to move it to the right box.
8. Click **Apply**, and a preview of the allocation will be reported. The report can be viewed in Report Manager.

If the allocation is correct, you can then post the allocation to your General Ledger.

COST ALLOCATION TIPS

The following tips can help you create and use your allocations.

- Cost Allocation works within one ID type only and does not cross ID types.
- We recommend that you set up a journal specific to the cost reporting system, which can be useful for auditing purposes.
- Sign on with or change to the business date within the period to which you want to post. The system uses the net transactions of each account for that period.
- Make use of account masking.
- Print a Chart of Accounts report showing all your accounts and account numbers to help you select masks.
- Any digit masked in the source accounts must be masked in the target accounts.
- If your organization has more complex allocation requirements, ask FundWare Support or your reseller for information about the FundWare Allocation Management module.

CHAPTER 9

USING BUDGET CONTROL

If you want to use the Budget Control feature, you must define a Budget Control parameter for each ID type that you want to monitor. When you define the parameter, you can specify the accounts and to what level Budget Control will operate for the ID type. You also specify percentages and amounts that trigger three levels of messages that will be included in the Budget Control report as you approach or surpass your budget:

- **Message**—Informs you that the transaction brings you within the specified message limits of the budgeted amount for the account. You can continue posting to this account.
- **Warning**—Informs you that the transaction brings you within the specified warning limits of the budgeted amount for the account. You can continue posting to this account.
- **Error**—Informs you that the transaction brings you within the specified error limits of the budgeted amount for the account. You cannot continue posting to this account.

Once you have defined the parameters, you must define the budget year to which the parameters apply. This is done using the Start Budget Control Year task, which allows you to:

- Activate a budget year when you first enter your Budget Control Parameters,
- Restart your control year each time you modify the balance of any budget amount for an account,
- Restart your control year each time you modify a parameter, and
- Restart each parameter at the beginning of each budget year.

DEFINING YOUR BUDGET CONTROL PARAMETERS

Use the following instructions to define the Budget Control parameter for an ID type.



The ID type for which you are defining the parameter must be defined before you can proceed.

1. Click **Budget Control > Define Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Define Parameter** from the menu bar. The Define Parameter option menu displays (*Figure 9.1*).

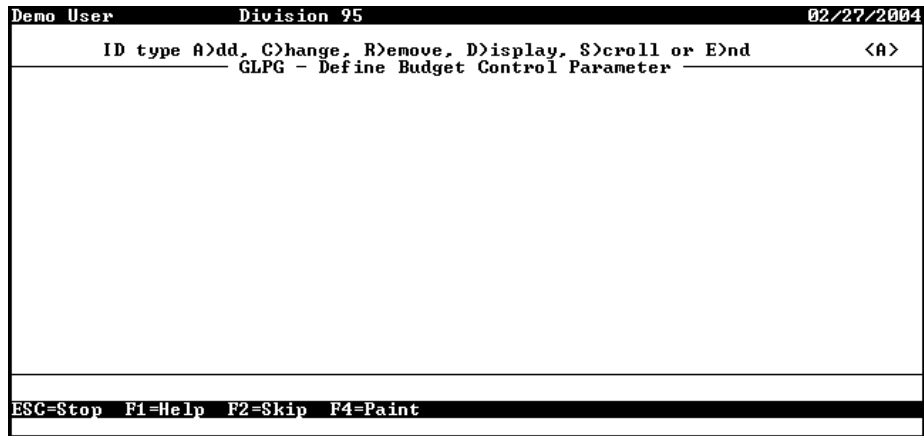


Figure 9.1—Define Parameter Option Menu

2. Type A to add a parameter for an ID type. The system asks you to identify the ID type (*Figure 9.2*).

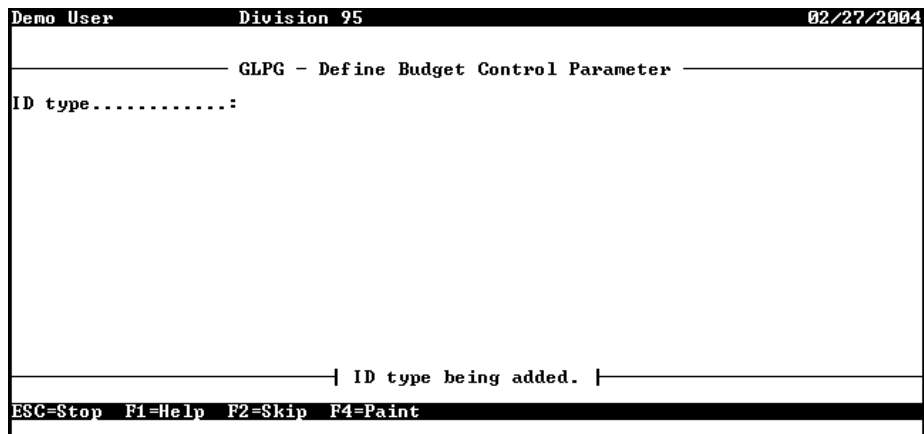


Figure 9.2—Define Parameter—Enter ID Type

3. Enter the ID type or press F1 and select the ID type from the list.
4. Press ENTER. The fields defining the parameter record display (Figure 9.3). (Page 1 of 2 displays; however, page 2 stores system information only. As this is not editable information, page 2 will only display when you are viewing an existing data item, not while you are adding a new data item.)

```

Deno User          Division 95          02/27/2004
-----
GLPG - Define Budget Control Parameter
ID type.....:      F - Federal Grants          Changed.: 00/00/0000
User.....:      00000
1) User options
Budget detail...: Y
Control level...: 1 - Control by year only.
Include attrs...: / / / / / / / / / / / / / / / /
Exclude attrs...: / / / / / / / / / / / / / / / /
Year message...: 90% / 500.00
Year warning...: 95% / 250.00
Year error.....: 100% / .00
-----
| ID type being added. | 1 of 2
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 9.3—Define Parameter—Page 1 of 2

5. Complete the required fields according to Table 9.1.

Table 9.1—Define Parameter—Page 1 of 2

Field	Valid Entry	Definition
Budget detail	Y N	<p>Indicates the level at which the system will monitor your budget, based on dimensions. Your options are:</p> <ul style="list-style-type: none"> • Y (Control using all dimensions)—Budget control is on the detail (or full) level of the account using all dimensions. • N (Control using selected dimensions)—Budget control is on selected dimensions of the account number. In addition to this option, the dimensions on which the budget is to be controlled must also be entered. These dimensions then define the budget control account. <ul style="list-style-type: none"> — When budgeting on selected dimensions, make sure to include the DS attributes. This will allow the DS account description to be used for the title that appears on the Budget Control report.

Table 9.1—Define Parameter—Page 1 of 2 (Continued)

Field	Valid Entry	Definition
Control level	1 2	Enter the basis by which you will monitor your budget: <ul style="list-style-type: none"> • 1 (Control by year only)—Only yearly totals are controlled. • 2 (Control by period and year)—Both period and yearly totals are controlled.
Include attr	a1/a2/a3/.../ a9/a10	The attributes that you include define the accounts that will require budget control. You can define up to 15 included attributes; if an account has any of the listed attributes in the specified position, it requires budget control. For example, you define the following: <ul style="list-style-type: none"> • EX/ / / / / / / / / / / / / / / / Therefore, Budget Control will impact only the Expenditure accounts (i.e., accounts defined with the EX attribute in the first position). Press F1 to select from a list of attributes allowed in each position. You must define at least one included or excluded attribute.
Exclude attr	a1/a2/a3/.../ a9/a10	The attributes that you exclude define the accounts that will <i>not</i> require budget control. You can define up to 15 excluded attributes; if an account has any of the listed attributes in the specified position, it is excluded from the budget control process. For example, you define the following: <ul style="list-style-type: none"> • / / /F1/ / / / / / / / / / / / Therefore, Budget Control will never be applied to fund F1 accounts (i.e., accounts defined with the F1 attribute in the fourth position), regardless of any match in the Include attr field. Press F1 to select from a list of attributes allowed in each position. You must define at least one included or excluded attribute.
Year message (Period)	____% ____.00	Enter the annual percentage and/or flat amount at which you want to receive a first-level message (i.e., “you are getting close to an out of budget condition”). Depending on the setting that triggers the message, the system will print <i>Percentage warning</i> or <i>Amount warning</i> in the Error Level column of the Budget Control report. <ul style="list-style-type: none"> • Entering zeroes in both the percentage and amount positions of this field turns off Budget Control for this error level. • The defaults for this field are: <ul style="list-style-type: none"> — Year: 90% / 500.00 — Period: 95% / 100.00 Note: The system will ask you to define settings for year and period only if you selected Control by period and year option for Control level.

Table 9.1—Define Parameter—Page 1 of 2 (Continued)

Field	Valid Entry	Definition
Year warning (Period)	____% / ____.00	<p>Enter the annual percentage and/or flat amount at which you want to receive a second-level message (i.e., “you are getting close to an out of budget condition”). Depending on the setting that triggers the message, the system will print <i>Percentage warning</i> or <i>Amount warning</i> in the Error Level column of the Budget Control report.</p> <ul style="list-style-type: none"> • Entering zeroes in both the percentage and amount positions of this field turns off Budget Control for this error level. • The defaults for this field are: <ul style="list-style-type: none"> — Year: 95% / 250.00 — Period: 100% / 50.00 <p>Note: The system will ask you to define settings for year and period only if you selected Control by period and year option for Control level.</p>
Year error (Period)	____% / ____.00	<p>Enter the annual percentage and/or flat amount at which you want to receive a final-level message (i.e., “you have surpassed your budget”). Depending on the setting that triggers the message, the system will print <i>Percentage warning</i> or <i>Amount warning</i> in the Error Level column of the Budget Control report.</p> <ul style="list-style-type: none"> • Entering zeroes in both the percentage and amount positions of this field turns off Budget Control for this error level. • The defaults for this field are: <ul style="list-style-type: none"> — Year: 100% / 0.00 — Period: 105% / 10.00 • Entering 105% allows accounts to go over budget by 5 percent. <p>Note: The system will ask you to define settings for year and period only if you selected Control by period and year option for Control level.</p>

- At the option menu, type *0* to accept your entries.
- Type *E* to exit the Define Parameter task.

CHANGING YOUR BUDGET CONTROL PARAMETERS

Use the following instructions if you must change the settings of a Budget Control parameter. After you have modified these settings, you must restart the Budget Control year (*Starting Your Budget Control Year* on page 241).

1. Click **Budget Control > Define Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Define Parameter** from the menu bar. The Define Parameter option menu displays.
2. Type *C* to change your settings. The system asks you to identify the ID type for which you are changing the Budget Control parameter.
3. Enter the ID type and press ENTER. The parameter settings display.
4. Edit your settings as necessary. (For field definitions, refer to *Defining Your Budget Control Parameters* on page 233.)
5. When complete, press ESC to display the option menu.
6. Type *0* to accept your entries.
7. Type *E* to exit the Define Parameter task.
8. Restart the Budget Control year (*Starting Your Budget Control Year* on page 241).

REMOVING YOUR BUDGET CONTROL PARAMETERS

Use the following instructions if you must remove a Budget Control parameter.

1. Click **Budget Control > Define Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Define Parameter** from the menu bar. The Define Parameter option menu displays.
2. Type *R* to remove the data item. The system asks you to identify the ID type for which you are removing the Budget Control parameter.
3. Enter the ID type and press ENTER. A confirmation message displays.
4. Type *Y* to remove the parameter. When complete, the system informs you that the parameter has been removed.
5. Press ENTER and press ESC to return to the option menu.
6. Type *E* to exit the Define Parameter task.

DISPLAYING YOUR BUDGET CONTROL PARAMETERS

You can display your Budget Control parameters to view (not edit) the information. Use the following instructions to display a parameter.

1. Click **Budget Control > Define Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Define Parameter** from the menu bar. The Define Parameter option menu displays.
2. Type *D* to display your settings. The system asks you to identify the ID type for which you are changing the Budget Control parameter.
3. Enter the ID type and press ENTER. The parameter displays (*Figure 9.4*).

```

Demo User          Division 95          02/27/2004
-----
GLPG - Define Budget Control Parameter
ID type.....:      A - Financial Reporting System      Changed.: 07/26/2000
User.....: 00101
1) User options
Budget detail...:      Y - Control using all dimensions.
Control level...:      2 - Control by period and year.
Include attrs...: EX / / / / / / / / / / / / / / / /
Exclude attrs...: / / / / / / / / / / / / / / / /
Year message...: 90% / / / / / / / / / / / / / / / /
Year warning...: 95% / / / / / / / / / / / / / / / /
Year error.....: 100% / / / / / / / / / / / / / / / /
                    500.00 Period. 95% / / / / / / / / / /
                    250.00 Period.100% / / / / / / / / / /
                    .00 Period.105% / / / / / / / / / /
                    100.00

| ID type being displayed. | 1 of 2
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 9.4—Displaying a Budget Control Parameter—Page 1 of 2

- Press enter to display the second page of the parameter, which stores the system information (Figure 9.5).

```

Demo User          Division 95          02/27/2004
-----
          GLPG - Define Budget Control Parameter
ID type.....:      A - Financial Reporting System      Changed.: 07/26/2000
User.....:          User.....: 00101
2) System information
Status.....:        2 - Control years active.
For years.....:    12/31/1997,12/31/1998

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

Figure 9.5—Displaying an Budget Control Parameter—Page 2 of 2

The Status displays the current status of Budget Control:

- 0—System has not yet been defined. Value assigned as record is added.
- 1—System has been defined but requires the START NEW CONTROL YEAR task to activate.
- 2—Control years are active.
- 3— needs to be restarted.

The For years entry indicates the range of dates which are being controlled. This field is determined when the system is activated via the Start New Control Year task (see *Starting Your Budget Control Year* on page 241).

- When complete, press ESC to display the option menu.
- Type *E* to exit the Define Parameter task.

SCROLLING YOUR BUDGET CONTROL PARAMETERS

The Scroll option allows you to view summary information for a Budget Control parameter. Use the following instructions to scroll parameter information.

1. Click **Budget Control > Define Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Define Parameter** from the menu bar. The Define Parameter option menu displays.
2. Type *S* to scroll the parameter. The system asks you to identify the ID type for which you are changing the Budget Control parameter.
3. Enter the ID type and press ENTER. The parameter displays (*Figure 9.6*).

Demo User		Division 95		02/27/2004	
GLPG - Define Budget Control Parameter					
ID type.....: A					
ID	Description	Status	Years ending		
A	Financial Reporting System	Control years active.	12/31/1997,12/31/1998		
ID type being scrolled.					
ID type has been scrolled.					
Press <ENTER>					
ESC=Stop F1=Help F2=Skip F4=Print					

Figure 9.6—Budget Control Parameter

4. When complete, press ESC to display the Define Parameter option menu.
5. Type *E* to exit the Define Parameter task.

STARTING YOUR BUDGET CONTROL YEAR

Once you have defined the parameters, you must define the budget year to which the parameters apply. This is done using the Start Budget Control Year task, which allows you to:

- Activate a budget year when you first enter your Budget Control Parameters,
- Restart your control year each time you modify the balance of any budget amount for an account,
- Restart your control year each time you modify a parameter, and

- Restart each parameter at the beginning of each budget year.

You can define only two control years at any one time. When you define a third control year, the system deletes (i.e., purges) the oldest of the existing control years.



When you execute the Start Budget Control Year task, the system builds (or rebuilds) its internal control files. You cannot post while the system is processing the task. Therefore, you should schedule time for this task with your organization.

Use the following instructions to activate a budget control year.

1. Click **Budget Control > Start Control Year** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Start Control Year** from the menu bar. The Start Control Year page displays (Figure 9.7).

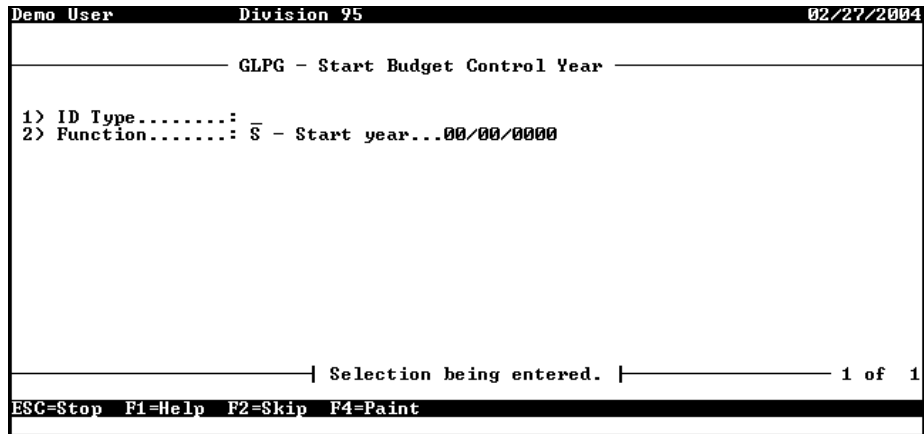


Figure 9.7—Start Control Year

2. Complete the required fields according to Table 9.2.

Table 9.2—Start Control Year

Field	Valid Entry	Definition
ID type	Valid ID type	Enter the ID type for which a new control year is to be started. <ul style="list-style-type: none"> • If there is currently an active year, a warning is displayed indicating that an old control year may be removed.

Table 9.2—Start Control Year (Continued)

Field	Valid Entry	Definition
Function	S P R	Enter the task to be completed: <ul style="list-style-type: none"> • R (Restart control year)—Does not require a year ending date. This function purges the existing year and starts a new control year. Use this function after making changes to the parameter. If two years are being controlled, the oldest year will be purged. • S (Start new control year)—Requires the entry of a year ending date, indicating which fiscal year is to be controlled, (mm/dd/yyyy). • P (Purge control year)—Requires the entry of a year ending date, indicating which control year is to be purged, (mm/dd/yyyy).

3. Type 0 and press ENTER to accept your entries and close the window.

PRODUCING THE BUDGET CONTROL REPORT

Use the following instructions to produce the budget control report.

1. Click **Budget Control > Budget Control Report** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Budget Control > Budget Control Report** from the menu bar. The Budget Control Report window displays (*Figure 9.8*).

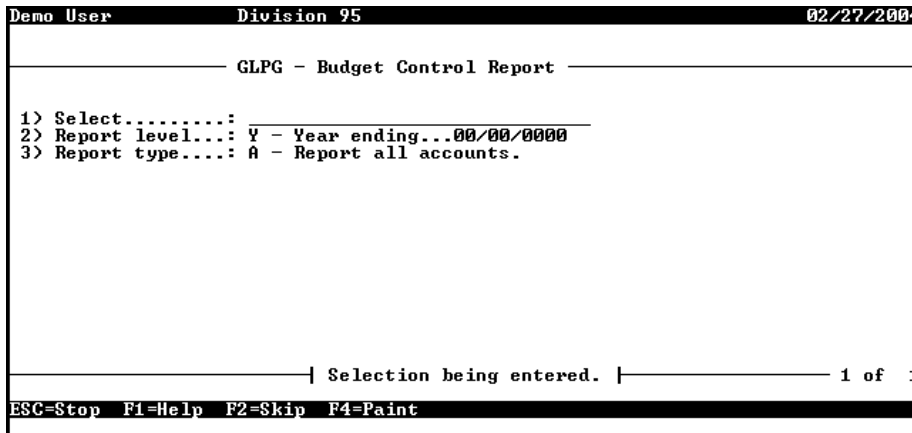


Figure 9.8—Budget Control Report Parameters

2. To define your report, enter the required information according to *Table 9.3*.

Table 9.3—Produce the Budget Control Report

Field	Valid Entry	Definition
Select	Valid ID type and account mask	Enter the ID type and an account mask to filter the information included in the report. <ul style="list-style-type: none"> • An asterisk (*) will return information on all ID types within the division. • A mask of all Xs (e.g., AXX XX-XX XXXX) will return information on all accounts in the ID type.
Report level	Y P	Indicates the level of information included in the report. <ul style="list-style-type: none"> • Y—Only yearly totals are to be reported. Requires the entry of a year ending date (mm/dd/yyyy). • P—Only period totals are to be reported. Requires the entry of a period ending date (mm/dd/yyyy).
Report type	A E	Indicates the account information included in the report. <ul style="list-style-type: none"> • A—Report all accounts. • E—Report exceptions only.

3. Type *0* and press ENTER to accept your entries and produce the report. The window closes and the report (BCRPT.L##, where ## represents your division number) is saved to your reports directory (default is FundWare > Data).

C H A P T E R 1 0

UNDERSTANDING GL-P/G REPORTS

The General Ledger–Project/Grant reporting feature provides you with more than 30 system-defined reports, and more than 20 report “types,” or templates, from which you can create an unlimited number of user-defined reports.

The following sections provide you with reference information necessary when you define reports, including:

- Report types;
- Using dimensions and attributes to define page breaks, subheading, row contents (e.g., detail or summary reports), and row dimensions;
- Report levels;
- Advanced field;
- Relative dates; and
- Excluding attribute types.

UNDERSTANDING REPORT TYPES

All General Ledger–Project/Grant reports use a report type as a template to determine the content of the report. *Table 10.1* describes the report types available in General Ledger.

Table 10.1—Report Types

Report Type	Description
A—Chart of Accounts Report	Provides several ways of printing a chart of your accounts. This report may be defined to produce lists sorted for the requirements of your organization. <ul style="list-style-type: none">• User-defined reports of this type are saved to the System Lists category.

Table 10.1—Report Types (Continued)

Report Type	Description
B—Ledger Report	Allows you to choose the attributes to include in or exclude from the report. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Transaction Reports category.
C—Balance Sheet	Uses one level of break and row dimensions. The system prompts for two phrases on this report and for asset, liability, and fund balance attributes. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Financial Statements category.
D—Trial Balance	Uses one level of break and row dimensions. Enter attributes in revenue and expenditure positions in the Report Attributes tab. All account types accepting posting are included on trial balance reports. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Financial Statements category.
E—Working Trial Balance	Shows the full account number in numerical order so that adjustments can be made. This report uses two levels of break and row dimensions. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Financial Statements category.
F—Account Detail Report	Allows you to produce a report for a date range rather than for a fiscal period. Select the date range when the report is produced, not when it is defined. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Transaction Reports category.
G—Statement of Financial Position	Uses total liabilities and net assets to show the overall financial position of your organization. Allows you to use an attribute position to define one or more report columns. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Financial Statements category.
H—Statement of Activities	Uses revenues, expenses, and change in net assets from the beginning of the year to the end of the year to display activities. Allows you to use an attribute position to define one or more report columns. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Revenue & Expense category.
I—Statement of Cash Flow	Uses the net assets and operating activities, investing activities, financing activities, and cash and cash equivalents to report the cash flow for the period. Allows you to use an attribute position to define one or more report columns. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Financial Statements category.

Table 10.1—Report Types (Continued)

Report Type	Description
K—Enhanced Ledger Report	Allows you to show all transaction types at once in the report (Actual, budget and encumbrance) User-defined reports of this type are saved to the Transaction Reports Category.
L—Revenue and Expense w/Change in Fund Balance	Allows accounts to be grouped and subtotaled in different ways using the break and report subfields. Level 3 is available to show the change in fund balance (this information is printed directly after the Level 2 data is printed). This report type may also be used as a revenue and expense statement without the change in fund balance by leaving the level 3 break and row dimensions blank. • User-defined reports of this type are saved to the Revenue & Expense category.
M—Revenue and Expense PTD & YTD	Compares actual and budget revenue and expense figures for both period- and year-to-date time frames. The dollar variance between budget and actual is also shown for both time periods. • User-defined reports of this type are saved to the Revenue & Expense category.
N—Revenue and Expense Actual vs. Actual by Year	Compares actual revenue and expense figures for two consecutive years for both period- and year-to-date. The dollar variance between the two years is also shown. • User-defined reports of this type are saved to the Revenue & Expense category.
O—Revenue and Expense w/% Variance	Compares actual and budget revenue and expense figures for both period- and year-to-date time frames. The variance between budgeted and actual amounts is shown in both dollars and percentages for both time frames. • User-defined reports of this type are saved to the Revenue & Expense category.
P—Revenue and Expense Act vs. YTD w/Annual Budget	Compares actual and budget revenue and expense figures for period and year-to-date time frames plus the annual budget. Account numbers and descriptions print in the center of the report rather than in the left column. The variance between budget and actual is shown as a dollar amount for both time frames. • User-defined reports of this type are saved to the Revenue & Expense category.

Table 10.1—Report Types (Continued)

Report Type	Description
Q—Revenue and Expense w/ Encumbrances	<p>Shows period-to-date actual, year-to-date actual, year-to-date encumbrances, and annual budget amounts. Columns display that calculate the variance between the year-to-date actual and annual budget including a percent of budget used.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Revenue & Expense category.
S—Combined Balance Sheet	<p>Presents the excess revenue over (or under) expenditures and the liabilities/ fund balance. Allows you to use an attribute position to define one or more report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Financial Statements category.
T—Combined Rev. & Exp.	<p>Shows the excess revenue over (or under) expenditures to show combined revenue and expense. Allows you to use an attribute position to define one or more report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Revenue & Expense category.
U—Combined Rev. & Exp. W/Var.	<p>Presents the excess revenue over (or under) expenditures to show combined revenue and expense with variance. Allows you to use an attribute position to define one or more report columns.</p> <p>User-defined reports of this type are saved to the Revenue & Expense category.</p>
V—Combined Statement of Change in Fin. Pos.	<p>Presents the excess revenue over (or under) expenditures to show combined change in financial position. Allows you to use an attribute position to define one or more report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Financial Statements category.
X—User-Defined Rev. & Exp.	<p>User-defined revenue and expense reports.</p> <ul style="list-style-type: none"> • Allows you to use define your report columns. • User-defined reports of this type are saved to the Revenue & Expense category.
Y—User-Defined Balance Sheet	<p>User-defined balance sheet reports.</p> <ul style="list-style-type: none"> • Allows you to use define your report columns. • User-defined reports of this type are saved to the Financial Statements category.

USING DIMENSIONS IN YOUR REPORTS

Dimensions and dimension values allow you to organize your chart of accounts to best match the accounting and reporting needs of your organization. When you use dimensions to report your financial information, you can sum and subtotal accounts according to all or part of the dimension number (i.e., value).

For example, in sample division 95 the second dimension for ID A is defined as the department dimension. We define departments and dimension values:

- Dimension value 01—Administration department,
- Dimension value 02—Legal department, and
- Dimension value 03—Recreation department.

When you define your reports, you can enter a dimension number in the Page Values and Row Values subfields to break up and report the information. Some of the sections discussing dimensions and reports include:

- *Entering Page Values* on page 250,
- *Entering Row Values* on page 254, and
- *Using Dimension and Attribute Order* on page 270.

USING ATTRIBUTES IN YOUR REPORTS

Attribute values are 1- to 3-digit alphanumeric codes, or tags, that you assign to specific positions in your accounts. When you are defining and producing reports, you can use attributes to:

- Define report page break and row contents,
- Define report columns, and
- Filter report contents.

You must assign one of the standard attributes to position 1 (System Reserved) of the attribute string of every account to define the type of account (e.g., revenue, expense). However, you can also assign up to 14 additional attributes to each account.

When you define your reports, you can enter an attribute position in the Page Values and Row Values subfields to break up and report the information. You can also use your attributes to define the contents of your columns. Some of the sections discussing dimensions and reports include:

- *Entering Page Values* on page 250,

- *Entering Row Values* on page 254, and
- *Defining or Editing the Report Attributes Tab* on page 295.

ENTERING PAGE VALUES

By defining a report to break on dimensions or attributes (or combination of both), you can separate and subtotal information about specific account groups. You enter Page Values on the **Pages** tab of the report definition.

For example, we have defined attribute position 7 in Division 95 to hold the Project Manager, then defined and applied attribute values representing each of our project managers. Now we want to produce a revenue and expense report that divides the information by fund and by project manager.

We copy an existing revenue and expense report. On the **Pages** tab, we move D1 (Fund) and A07 (Project Manager) to the Page Values field (*Figure 10.1*). This indicates that each time the dimension 1 and/or attribute 7 value changes, Report Manager subtotals the information and enters a page break.

The screenshot shows the 'Report Manager - Define' dialog box with the 'Pages' tab selected. The 'Name' field is 'EXAMP', 'Title' is 'Revenue and Expense', and 'ID Type' is 'A'. The 'Last Updated' date is '3/29/2004', 'By User' is 'f101', 'Source' is 'User', and 'Maintain' is 'User'. The 'Report Level' is set to 'Level 1'. The 'Page Values' field contains 'D1 | A07'. Below this, a list of dimensions and attributes is shown: D1 Fund, D2 Dept, D3 Sub-dept, D4 Object, A01 Position 1, A02 Position 2, A03 Position 3, A04 Position 4, A05 Position 5, A06 Position 6, A07 Project Manager, and A08 Location. The 'Page Break Description Printing' dropdown is set to 'Pull from descriptive accts'. There is an 'Advanced' checkbox which is unchecked, and a 'Sample Output' field showing '10 A07' with a 'Clear' button next to it.

Note: The dimensions and attributes (and associated descriptions) displayed will depend on the setup of your organization.

Figure 10.1—Example Page Break Dimension



Tip: It's often easier to copy an existing report that is similar to what you need. You can then change the definition to fully meet the needs of your organization.

The resulting report enters a page break and new subheading at each change in the dimension 1 value or attribute position 7 value (*Figure 10.2*).

Run date: 03/29/2004 @ 14:39		Division 95		Select...: AXX XX-XX XXXX	
Bus date: 03/29/2004		Revenue and Expense		GLEXP.L95 Page 2	
01 - JF		Fiscal year thru period ending 12/31/2003			
Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used	Budget Variance
01-00 6110					
Salaries & Wages	.00	3,489.21	22,800.00	15.3%	19,310.79
01-00 6112					
Hourly Wages	.00	1,602.00	.00	.0%	(1,602.00)
01-00 6120					
Payroll Taxes	.00	452.11	2,160.00	20.9%	1,707.89
01-00 6130					
Employee Benefits	.00	807.30	1,860.00	43.4%	1,052.70
01-00 7005					
Advertising	.00	2,000.00	6,000.00	33.3%	4,000.00
01-00 7110					
Insurance	.00	2,825.00	22,200.00	12.7%	19,375.00
01-00 7130					
Telephone	.00	(2,439.00)	22,800.00	-10.7%	25,239.00
01-00 7140					
Operating Supplies	.00	320.00	12,000.00	2.7%	11,680.00
01-00 7142					
Office Supplies	.00	843.75	4,800.00	17.6%	3,956.25
01-00 7143					
Computer Supplies	.00	158.75	2,400.00	6.6%	2,241.25
01-00 7145					
Rent	.00	2,000.00	12,000.00	16.7%	10,000.00
01-00 7150					
Capital Expenditures	.00	440.00	12,000.00	3.7%	11,560.00
01-00 7910					
Miscellaneous Expense	.00	.00	900.00	.0%	900.00
	-----	-----	-----	-----	-----
Total Expenditure	.00	12,499.12	121,920.00	10.3%	109,420.88
	-----	-----	-----	-----	-----

Figure 10.2—Example Page Break Dimension and Attribute in Subheading

PAGE BREAK (SUBHEADING) DESCRIPTIONS

In addition to specifying a page break, you can use your entries in the Page Values field to add information to the report subheading. You have five options for printing descriptions with the page break parameters:

- No description
- Pull from description
- Build from descriptions

- Use descriptive alias 1
- Use descriptive alias 2

You select the description setting from the Page Break Description Printing drop-down list on the **Pages** tab of the report definition.

NO DESCRIPTION PRINTING

If you select this option, no description will print. The report will print only the selected dimensions and/or attributes in the subheading.

PULLING AND BUILDING FROM DESCRIPTIVE ACCOUNTS

The Pull From Descriptive Account and Build From Descriptive Accounts options both look for descriptive accounts (i.e., accounts defined as DS in the System Reserved attribute position or defined with dimension values of zero) to create a subheading. The difference is in the number of accounts:

- Pull From Descriptive Account—FundWare takes either 1) the first consecutive dimension values defined in the Page Values field and looks for the descriptive account, or 2) the first attribute value defined in the Page Values field and looks for the value’s description.
- Build From Descriptive Accounts—Combines all descriptive account and/or attribute descriptions to create the subheading.

For either option, if FundWare doesn’t find a matching account, it will not print any description in the subheading.



We define a report with the following:

- Page Values: D1 D2 D3 A07
- Page Break Description: Pull From Descriptive Accounts

When the report begins a new page with dimension values 01 03 01 and attribute value RRK, FundWare looks for the following descriptive account:

- A01 03-01 0000—Has the description “Baseball Park”

Therefore, the subheading is “01 03-01 RRK Baseball Park” (*Figure 10.3*).

01	03-01	RRK	Baseball Park
----	-------	-----	---------------

Dimension and attribute values	Description “pulled” from descriptive account
--------------------------------	---

Figure 10.3—Example Description Pulled From Account



We define a report with the following:

- Page Values: D1 D2 D3 A07
- Page Break Description: Build From Descriptive Accounts

When the report begins a new page with dimension values 01 03 01 and attribute value RRK, FundWare looks for the following descriptive accounts and attribute definitions:

- A01 00-00 0000—Has the description “General Fund”
- A00 03-00 0000—Has the description “Recreation”
- A00 00-01 0000—Does not exist in the system
- Attribute value RRK—Has the description “Robert R. Kirk”

Therefore, the program “builds” the subheading “01 03-01 RRK General Fund Recreation Robert R. Kirk” (*Figure 10.4*).

01 03-01 RRK General Fund Recreation Robert R. Kirk

Figure 10.4—Example Description Built From Dimensions

USE DESCRIPTIVE ALIAS 1 AND DESCRIPTIVE ALIAS 2

If you select either of these options, the description printed with the subheading will be taken from the applicable alias (Alias 1 or Alias 2) defined on the descriptive account for the first dimension in the Page Values field.

If the program doesn’t find a matching account or no dimensions are entered in the Page Values field, it will not print any description in the subheading.

WHAT IF YOU DON’T USE DESCRIPTIVE ACCOUNTS?

In addition to the DS attribute value in the System Reserved position, descriptive accounts usually have zeros for all the dimensions except the dimension being defined, or “described.” For example, A00 01-00 0000 in Division 95 has a System Reserved attribute value of DS and a description of “Administrative.” Therefore, according to the way we have organized our accounts, all accounts with 01 in the second dimension are associated with Administrative costs or fees.



For purposes of reporting with the Pull From Descriptive Account option, some customers define descriptive accounts that “describe” more than one dimension. For example, A01 03-01 0000 has the description “Baseball Park.”

Because not all customers define descriptive accounts, the program doesn't just look for the DS attribute to define your subheadings. Instead, the program looks for the numeric indication of a descriptive account; in other words, zeros.

So FundWare takes the page break dimensions and tries to find a matching account number where the remaining (i.e., unlisted) dimensions are all zeros.



Remember, the program is looking for an account with zeros in the “remaining” dimensions. The account does not have to be assigned a DS attribute in the first position.

If the program doesn't find a matching account, it will not print any description in the subheading.

TIPS ABOUT USING PAGE VALUES

- Leave the Page Values field blank—By not having the report enter specific page breaks and subtotals, you can create organization-wide reports.
- Use the Advanced field to add text to the subheading—You can type text in the Advanced text field. This text will be printed before the page break dimension and description at the top of each page. See *Using the Advanced Field* on page 272 for more information.



If we select dimension 1 as our page break dimension and type *Fund* in the Text Before Account Number text field, the text and numbers Fund 01, Fund 02, Fund 03, and Fund 04 will appear at the top of each page.

ENTERING ROW VALUES

When you define the row dimensions for a report, you have two applications for these settings:

- How the dimensions and/or attributes display on each row of the report, and
- If you want to subtotal within a section based on the selected dimensions.

By using row dimensions, you can produce reports with different degrees of detail or summary information. You can report accounts individually or sum individual accounts to an account group using a dimension number. You can enter row dimensions on the **Rows** tab.

WHAT IS A DETAIL REPORT?

In Division 95, dimension 4 (the object or line item number) includes the most detailed information about accounts.

- XX XX-XX 6110 Salaries and Wages
- XX XX-XX 6112 Hourly Wages
- XX XX-XX 6114 Seasonal Wages

To produce a report that shows the most dimension detail and some attribute detail, we define the Row Values as D1 D2 D3 D4 (*Figure 10.5*). The resulting report will display a row of the report for each account and display the full account number on each row.

Report Manager - Define

Name: REEX1 Title: User-Defined Revenue and Expense Type X ID Type: A

Last Updated: 3/30/2004 By User: 101 Source: User Maintain: User

General | Include/Exclude Attributes | Report Attributes | Pages | Rows | Columns

Report Level: Level 1

Row Values: D1 D2 D3 D4

<input type="checkbox"/> D1 Fund	<input type="checkbox"/> A01 Position 1	Account Number Printing:
<input type="checkbox"/> D2 Dept	<input type="checkbox"/> A02 Position 2	Standard account # printing
<input type="checkbox"/> D3 Sub-dept	<input type="checkbox"/> A03 Position 3	Description Printing:
<input type="checkbox"/> D4 Object	<input type="checkbox"/> A04 Position 4	Standard description printing
	<input type="checkbox"/> A05 Position 5	
	<input type="checkbox"/> A06 Position 6	
	<input type="checkbox"/> A07 Project Manager	
	<input type="checkbox"/> A08 Location	

Advanced: Subtotal Options

Sample Output: 10 20 30 4000 A08 Clear

Figure 10.5—Example Detail Report

WHAT IS A SUMMARY REPORT?

In Division 95, dimension 1 (the fund) represents the most general information about accounts.

- 01 XX-XX XXXX General Fund
- 02 XX-XX XXXX Water Plant Fund

- 03 XX-XX XXXX Sanitation Plant Fund
- 04 XX-XX XXXX Federal Grants Fund

To produce a report that summarizes at the fund level, we enter only D1 (the Fund dimension) in the Row Values field (*Figure 10.6*). The resulting report will display a single row for each fund, summarizing the information for all the accounts in the fund.

The screenshot shows a software interface with several tabs: 'General', 'Include/Exclude Attributes', 'Report Attributes', 'Pages', 'Rows', and 'Columns'. The 'General' tab is active. Below the tabs, there is a 'Report Level' dropdown menu set to 'Level 1'. Below that is a 'Row Values' field containing the text 'D1'. To the right of the 'Row Values' field is a list of dimension codes and their corresponding labels: D1 Fund, D2 Dept, D3 Sub-dept, D4 Object, A01 Position 1, A02 Position 2, A03 Position 3, A04 Position 4, A05 Position 5, A06 Position 6, A07 Project Manager, and A08 Location. To the right of this list are two dropdown menus: 'Account Number Printing' set to 'Standard account # printing' and 'Description Printing' set to 'Standard description printing'.

Figure 10.6—Example Summary Report

SUBTOTALING WITH THE ROW DIMENSIONS AND ATTRIBUTES

When you select a row dimension, the report will subtotal at the end of each section (i.e., at each page break). However, you also use the entries in the Row Values field to define additional subtotaling (Subtotal Options on the **Rows** tab). Each value (i.e., dimension and/or attribute) that you add to the Row Values field is available on the Subtotal Options window (*Figure 10.7*).

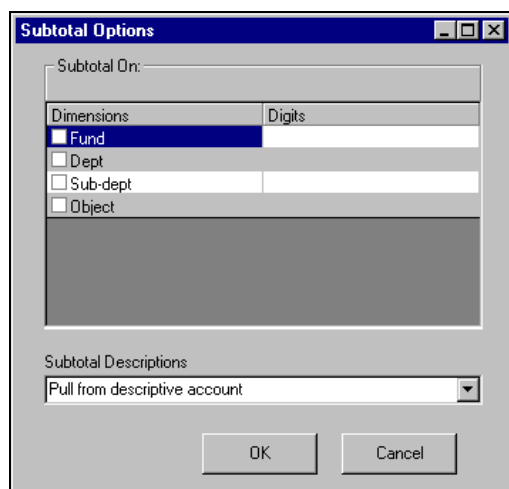


Figure 10.7—Example Subtotal Using Entries in Row Values Field

To subtotal on an attribute, select the check box for the attribute. To subtotal on a dimension, select the check box for the dimension and select the subtotaling mask from the drop-down list (*Figure 10.8*).

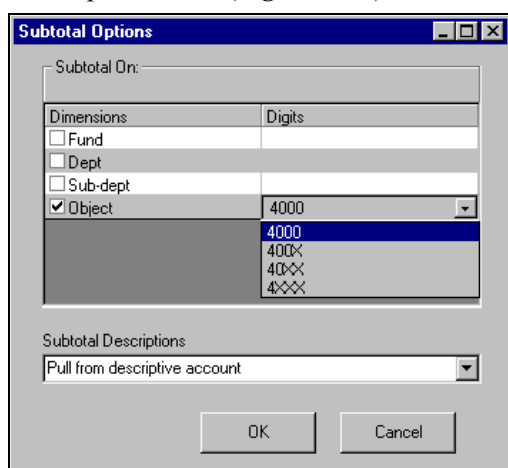


Figure 10.8—Example Subtotaling Options For Division 95 Object Dimension



The beginning number of the subtotaling options is determined by the dimension number (e.g., our example uses dimension 4, therefore the options start with 4). The length of the subtotaling options reflects the length of the dimension (e.g., the Object dimension used in our example is defined to be four characters long).

The masked characters in your dimension value indicate the level of subtotaling. For example, we define the Row Values as D1 D2 D3 D4, where D4 represents the Object dimension. When we click **Subtotal Options** and select the check box for Object, the drop-down list offers the following options:

- 4000—Default selection; report will subtotal at each change of the dimension. For example, we want to subtotal our object codes, regardless of the fund, department, or subdepartment (*Figure 10.9*).

Description	Fiscal year thru period ending 12/31/1998				
	Period to date Actual	Year to date Actual	Year to date Budget	% Used	Budget Variance
6110 01 01-00 Salaries & Wages	.00	3,489.21	22,800.00	15.3%	19,310.79
6110 01 02-00 Salaries & Wages	.00	.00	21,600.00	.0%	21,600.00
6110 02 00-00 Salaries & Wages	.00	4,707.60	18,000.00	26.2%	13,292.40
6110 03 00-00 Salaries & Wages	.00	.00	7,200.00	.0%	7,200.00
6110 04 00-00 Salaries & Wages	.00	2,326.15	5,400.00	43.1%	3,073.85
6110 Salaries and Wages	.00	10,522.96	75,000.00	14.0%	64,477.04
6112 01 01-00 Hourly Wages	.00	1,602.00	.00	.0%	(1,602.00)
6112 01 02-00 Hourly Wages	.00	1,335.00	.00	.0%	(1,335.00)
6112 02 00-00 Hourly Wages	.00	.00	9,720.00	.0%	9,720.00
6112 03 00-00 Hourly Wages	.00	7,830.00	8,400.00	93.2%	570.00
6112 04 00-00 Hourly Wages	.00	2,403.00	.00	.0%	(2,403.00)
6112 Hourly Wages	.00	13,170.00	18,120.00	72.7%	4,950.00

Figure 10.9—Example Report Subtotaling on Dimension



Tip: You can nullify this option based on the order of your dimensions and/or the Page Values entries (i.e., if the numbers are presented together in the report, they won't be subtotaled).

- 400X—Report adds a subtotal at each change of the third number of the dimension. (In other words, the fourth number of the dimension is masked.)
- 40XX—Report adds a subtotal at each change of the second number of the dimension. (In other words, the third and fourth numbers of the dimension are masked.)
- 4XXX—Report adds a subtotal at each change of the first number of the dimension. (In other words, the second, third, and fourth numbers of the dimension are masked.)

Figure 10.10 shows example results using the Subtotal Options.

6110 Salaries and Wages 6112 Hourly Wages 611X Salaries and Wages 6120 Payroll Taxes 6130 Employee Benefits 400X	00 4110 Property Taxes 00 4120 Sales Taxes 00 4130 License Fees 00 4140 State Grant 00 41XX Service Tax 00 4210 Garbage Collection Fees 00 4220 Street Light Service Charge 00 42XX Subtotal 40XX	6110 Salaries and Wages 6112 Hourly Wages 6120 Payroll Taxes 6130 Employee Benefits 6XXX Subtotal 4XXX
---	---	---

Figure 10.10—Example Reports Using Sub-Total Digits Button

SUBTOTALING ON A DIMENSION—EXAMPLE

The Division 95 R/E Subtotaling by Object and Fund report (RVEXD) has the Row Values defined as D4 D1 D2 D3, with subtotaling on D4 (Object) and D1 (Fund) (Figure 10.11).

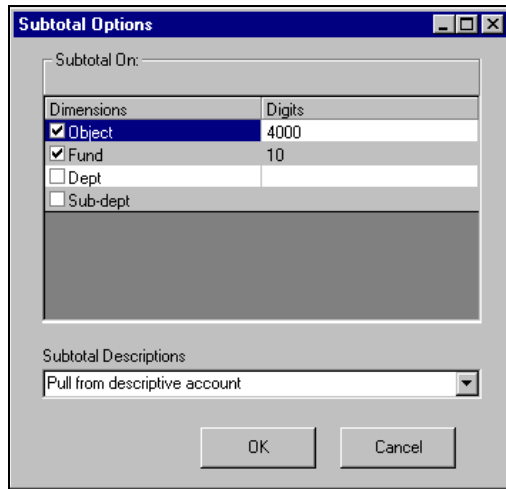


Figure 10.11—Subtotal Options—REVEXD Report

The subtotal options indicate that the program should subtotal every account with the same object (dimension 4) and every account with the same fund (dimension 1). *Figure 10.12* shows the R/E Subtotaling by Object and Fund report for Division 95.

Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used
4100 02 00-00 Water Tax	.00	.00	8,100.00	.0%
4100 03 00-00 Sewer Tax	.00	.00	6,300.00	.0%
4100 Service Tax ← Subtotalled object	.00	.00	14,400.00	.0%
4110 01 00-00 Property Taxes	.00	.00	75,000.00	.0%
4120 01 00-00 Sales Taxes	.00	2,000.00	22,500.00	8.9%
4130 01 00-00 License Fees	.00	.00	2,700.00	.0%
4140 01 00-00 State Grant	.00	.00	1,327.50	.0%
4140 01 03-01 State Grant	.00	.00	4,800.00	.0%
4140 01 03-02 State Grant	.00	.00	1,200.00	.0%
4140 01 State Grant ← Subtotalled fund	.00	.00	7,327.50	.0%
4140 02 00-00 State Grant	.00	.00	36,000.00	.0%
4140 03 00-00 State Grant	.00	.00	22,500.00	.0%
4140 State Grant	.00	.00	65,827.50	.0%

Figure 10.12—Example R/E Subtotaling by Object and Fund Report

SUBTOTALING WITHIN A DIMENSION—EXAMPLE

The Division 95 R/E Subtotaling Third Digit in Dimen. 4 (RVEXG) has the Row Values defined as D4 (*Figure 10.13*).

Dimensions	Digits
<input checked="" type="checkbox"/> Object	400X

Subtotal Descriptions: Pull from descriptive account

Figure 10.13—Subtotal Options—REVEXG Report

The subtotal options indicate that the program should subtotal on the specified digit of the object (in this case, the third digit of the fourth dimension). *Figure 10.14* shows the R/E Subtotaling Third Digit in Dimen. 4 report for Division 95.

Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used
6130 Employee Benefits	.00	3,082.50	2,205.00	139.8%
7005 Advertising	.00	4,500.00	6,100.00	73.8%
7110 Insurance	.00	11,300.00	84,020.00	13.4%
7130 Telephone	.00	2,120.00	25,510.00	8.3%
7140 Operating Supplies	.00	920.00	36,600.00	2.5%
7142 Office Supplies	.00	2,095.00	7,800.00	26.9%
7143 Computer Supplies	.00	185.00	3,070.00	6.0%
7145 Rent	.00	7,200.00	21,500.00	33.5%
714X Operating Supplies	.00	10,400.00	68,970.00	15.1%
7150 Capital Acquisitions	.00	440.00	14,600.00	3.0%
7610 Depreciation	.00	1,625.00	15,900.03	10.2%
7910 Miscellaneous Expense	.00	.00	3,050.00	.0%

Figure 10.14—Example R/E Subtotaling Third Digit in Dimen. 4 Report

ROW DESCRIPTIONS

When you select row dimensions, those dimensions display in each row of the report body (Figure 10.15).

Run date: 03/29/2004 @ 14:39		Division 95	
Bus date: 03/29/2004		Revenue and Expense	
01 - JF		Fiscal year thru	
Description	Period to date Actual	Year to date Actual	Year to date Budget
01-00 6110			
Salaries & Wages	.00	3,489.21	22,800.00
01-00 6112			
Hourly Wages	.00	1,602.00	.00
01-00 6120			
Payroll Taxes	.00	452.11	2,160.00
01-00 6130			
Employee Benefits	.00	807.30	1,860.00
01-00 7005			
Advertising	.00	2,000.00	6,000.00

The Row Values are D2 D3 D4 in the report definition.

Figure 10.15—Example Row Dimension

FundWare also gives you the opportunity to specify:

- How (or if) the report account numbers will print,
- Account descriptions that may print with the accounts on each row of the report, and
- Account descriptions that may print with the subtotal rows (if you select the subtotal option—see *Subtotaling With the Row Dimensions and Attributes* on page 257).

These results of the print options are taken from the account definition. Table 10.2 shows the various options, many of which are used by all three print settings.

Table 10.2—Print Setting Options

Account Number	Description	Subtotal
No value	No description printing	No description printing
Use first occurrence	Use first occurrence	Pull from descriptive account
Standard alias 1	Pull from descriptive account	Build from descriptive accounts
Standard alias 2	Build from descriptive accounts	Descriptive alias 1
Descriptive alias 1	Standard alias 1	Descriptive alias 2
Descriptive alias 2	Standard alias 2	

Table 10.2—Print Setting Options (Continued)

Account Number	Description	Subtotal
Use row values	Descriptive alias 1	
	Descriptive alias 2	

These options are discussed in the following sections.

NO VALUE

Table 10.3 summarizes the use of the No Value option.

Table 10.3—Results for No Value Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	No information prints in the account number area of the row.	Not available	Not available
Attributes only	No information prints in the account number area of the row.	Not available	Not available
Mix of dimensions and attributes	No information prints in the account number area of the row.	Not available	Not available

NO DESCRIPTION PRINTING

Table 10.4 summarizes the use of the No Description Printing option.

Table 10.4—Results for No Description Printing Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	Not available	No information prints in the description area of the row.	No information prints in the description area of the row.
Attributes only	Not available	No information prints in the description area of the row.	No information prints in the description area of the row.
Mix of dimensions and attributes	Not available	No information prints in the description area of the row.	No information prints in the description area of the row.

USE FIRST OCCURRENCE

Table 10.5 summarizes the use of the Use First Occurrence option.

Table 10.5—Results for Use First Occurance Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	The dimension values print in the account number area of the row.	The account description prints in the description area of the row.	Not available
Attributes only	The attribute value for the first attribute prints in the account number area of the row.	The account description for the first account in the Chart of Accounts with that attribute.	Not available
Mix of dimensions and attributes	Takes the first information in the Row Values field: <ul style="list-style-type: none"> • If one or more attributes is first: prints the attribute values. • If one or more dimensions are first: prints the dimension values. 	The account description for the first account in the Chart of Accounts with that combination of dimensions and attributes.	Not available

If the program doesn't find a matching account, it will not print any description in the row.

PULL FROM DESCRIPTIVE ACCOUNTS

Table 10.6 summarizes the use of the Pull From Descriptive Accounts option.

Table 10.6—Results for Pull From Descriptive Accounts Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	Not available	The account description prints in the description area of the row. The account number is determined by the section and row dimensions and a zero-fill of any remaining numbers.	The account description prints in the description area of the subtotal row. The account number is determined by the section and row dimensions and a zero-fill of any remaining numbers.

Table 10.6—Results for Pull From Descriptive Accounts Option (Continued)

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Attributes only	Not available	The attribute description for the first attribute prints in the description area of the row.	The attribute description for the first attribute prints in the description area of the subtotal row.
Mix of dimensions and attributes	Not available	<p>If one or more dimensions are listed first the Row Values field:</p> <ul style="list-style-type: none"> The program uses all dimension values in the row and prints the description for the matching “descriptive” account in the description area of the row. <p>If an attribute is listed first in the Row Values field:</p> <ul style="list-style-type: none"> The attribute description prints the description area of the row in the description area of the row. 	<p>If one or more dimensions are listed first the Row Values field:</p> <ul style="list-style-type: none"> The program uses all dimension values in the row and prints the description for the matching “descriptive” account in the subtotal row. <p>If an attribute is listed first in the Row Values field:</p> <ul style="list-style-type: none"> The attribute description prints the description area of the subtotal row.

See *Pulling and Building From Descriptive Accounts* on page 252 for an example of a page subheading pulled from descriptive accounts. The same concept applies to a row or subtotal description pulled from descriptive accounts.

If the program doesn’t find a matching account, it will not print any description in the row.

BUILD FROM DESCRIPTIVE ACCOUNTS

Table 10.7 summarizes the use of the Build From Descriptive Accounts option.

Table 10.7—Results for Build From Descriptive Accounts Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	Not available	A combination of the decorations for each dimension in the Row Values field prints in the description area of the row.	The account description prints in the description area of the subtotal row.
Attributes only	Not available	A combination of the descriptions for each attribute in the Row Values field prints in the description area of the row.	A combination of the descriptions for each attribute in the Row Values field prints in the description area of the subtotal row.
Mix of dimensions and attributes	Not available	<p>If one or more dimensions are listed first the Row Values field:</p> <ul style="list-style-type: none"> • A combination of the decorations for each dimension in the Row Values field prints in the description area of the row. <p>If an attribute is listed first in the Row Values field:</p> <ul style="list-style-type: none"> • A combination of the descriptions for each attribute in the Row Values field prints in the description area of the row. 	<p>If one or more dimensions are listed first the Row Values field:</p> <ul style="list-style-type: none"> • A combination of the decorations for each dimension in the Row Values field prints in the description area of the subtotal row. <p>If an attribute is listed first in the Row Values field:</p> <ul style="list-style-type: none"> • A combination of the descriptions for each attribute in the Row Values field prints in the description area of the subtotal row.

See *Pulling and Building From Descriptive Accounts* on page 252 for an example of a page subheading built from descriptive accounts. The same concept applies to a row or subtotal description built from descriptive accounts.

If the program doesn't find a matching account, it will:

- Not print any description in the body row of the report, and
- Print “Subtotal” in the subtotal row of the report.



For example, we create a report that defines the Page Values as D1 D2 D3 and the Row Values as D1 D3. We then define the Description Printing setting as Build from Descriptive Accounts, the report body rows look like *Figure 10.16*.

01 01-00 General Fund-Administrative	General Fund is pulled from the matching (or "descriptive") account of A01 00-00 0000.
Description	
01 00 General Fund	

Figure 10.16—Example Row Description Built From Descriptive Accounts

In another example, we create a report that defines the Page Values as D1 D2 D3 and the Row Values as D1 D4. Then we define the Subtotal Descriptions setting as Build from Descriptive Accounts, the subtotal rows look like *Figure 10.17*.

00 4110 Property Taxes	Description pulled from matching (or "descriptive") account of A00 00-00 4100.
00 4120 Sales Taxes	
00 4130 License Fees	
00 4140 State Grant	
00 41XX Service Tax	
00 4210 Garbage Collection Fees	No matching account found, so the report inserts "Subtotal" on the row.
00 4220 Street Light Service Charge	
00 42XX Subtotal	

Figure 10.17—Example Sub-Total Description Pulled From Account

STANDARD ALIAS 1 AND STANDARD ALIAS 2

Table 10.8 summarizes the use of the Standard Alias 1 or Standard Alias 2 option.

Table 10.8—Results for Standard Alias 1 or Standard Alias 2 Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	Alias 1 or Alias 2 from the account number prints in the account number area of the row.	Alias 1 or Alias 2 from the account number prints in the description area of the row.	Not available
Attributes only	No information prints in the account number area of the row.	No information prints in the description area of the row.	Not available

Table 10.8—Results for Standard Alias 1 or Standard Alias 2 Option (Continued)

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Mix of dimensions and attributes	Alias 1 or Alias 2 from the account number prints in the account number area of the row.	Alias 1 or Alias 2 from the account number prints in the description area of the row.	Not available

If the program doesn't find a matching account, it will not print any description in the row.

DESCRIPTIVE ALIAS 1 AND DESCRIPTIVE ALIAS 2

Table 10.9 summarizes the use of the Descriptive Alias 1 or Descriptive Alias 2 option.

Table 10.9—Results for Descriptive Alias 1 or Descriptive Alias 2 Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	Alias 1 or Alias 2 from the descriptive account prints in the account number area of the row.	Alias 1 or Alias 2 from the descriptive account prints in the description area of the row.	Alias 1 or Alias 2 from the descriptive account prints in the description area of the subtotal row.
Attributes only	No information prints in the account number area of the row.	No information prints in the description area of the row.	No information prints in the description area of the subtotal row.
Mix of dimensions and attributes	Alias 1 or Alias 2 from the descriptive account prints in the account number area of the row.	Alias 1 or Alias 2 from the descriptive account prints in the description area of the row.	Alias 1 or Alias 2 from the descriptive account prints in the description area of the subtotal row.

If the program doesn't find a matching account, it will not print any description in the row.

USE ROW VALUES

Table 10.10 summarizes the use of the Use Row Values option.

Table 10.10—Results for Use Row Values Option

Entries in Row Values Field	Account Number Printing	Description Printing	Subtotal Descriptions
Dimensions only	Prints the actual dimension values in the account number area of the row.	Not available	Not available
Attributes only	Prints the actual attribute values in the account number area of the row.	Not available	Not available
Mix of dimensions and attributes	Prints the actual dimension and attribute values in the account number area of the row.	Not available	Not available

USING DIMENSION AND ATTRIBUTE ORDER

The order of the dimensions and attributes in the Page Values and Row Values fields will determine the order that the information is displayed in the subheadings (Page Values entries) and the rows (Row Values entries) of the report.

For example, *Figure 10.18* shows the results for same subheading when the order of the entries in the Page Values field is changed.

01 03-01 RRK General Fund Recreation Robert R. Kirk

Page Values defined as:
D1 D2-D3 A07

01 RRK 03-01 General Fund Robert R. Kirk Recreation

Page Values defined as:
D1 A07 D3-D2

Figure 10.18—Example Subheading Results Based on Entry Order

Figure 10.19 shows results for same row when the order of the entries in the Row Values field is changed.


00-00 4110 Property Taxes	4110 00 00 Property Taxes
00-00 4120 Sales Taxes	4120 00 00 Sales Taxes
00-00 4130 License Fees	4130 00 00 License Fees
00-00 4140 State Grant	4140 00 00 State Grant
00-00 4210 Garbage Collection Fees	4210 00 00 Garbage Collection Fees
00-00 4220 Street Light Service Charge	4220 00 00 Street Light Service Charge
00-00 4810 Discounts Earned	4810 00 00 Discounts Earned
00-00 4910 Miscellaneous Income	4910 00 00 Miscellaneous Income

Row Values defined as: D2-D3 D4 Row Values defined as: D4 D3 D2


Figure 10.19—Example Reports Using Row Dimension Order

USING REPORT LEVELS

Report levels, defined on the **Pages** and **Rows** tabs, allow you to take the information included in your report and present it in varying ways.

 You must produce three different revenue and expense reports for the same information. The first report, given to department heads, presents detailed information by department. The second report, given to the CFO, summarizes the information by department. The third report, given to the CEO, provides a complete summary of revenue and expenses. Define report levels for each level. Then you only have to produce the report once.

Each report type (e.g., N—Revenue and Expense Actual vs. Actual by Year) is predefined for 1–5 report levels. You are not required to use all report levels. However, you cannot define additional report levels.

 **Tip:** Don't forget to define page and row formats for each level. For example, if you define row formatting for level 2, but do not define page formatting for level 2, you will not have any page formatting in the second section of your report.

By default, the **Pages** and **Rows** tabs will display report level 1. To define additional levels, select from the Report Level drop-down list.

USING THE ADVANCED FIELD

The Advanced check box and field on the **Pages** and **Rows** tab allows you to view and edit the entries in the Page Values and Row Values fields, and add text or certain mathematical commands. Click the check box to display the text box (*Figure 10.20*).

The screenshot shows a software interface with tabs for 'General', 'Include/Exclude Attributes', 'Report Attributes', 'Pages', and 'Rows'. The 'Rows' tab is active. Below the tabs, there is a 'Report Level' dropdown set to 'Level 1' and a 'Page Values' field containing 'D1 | D2 | D3 | A07'. Below this is a section for the 'Advanced' field. The 'Advanced' checkbox is checked. The text box next to it contains '~1 ~2 ~3 |07'. Below the text box, the 'Sample Output' is displayed as '10 20 30 A07'. A 'Clear' button is located to the right of the sample output.

Figure 10.20—Example Rows Tab—Advanced Options

A tilde (~) and number indicates a dimension and a pipe sign (|) and number indicates an attribute. These entries are considered a unit and you cannot delete one element without changing the meaning of your selections (*Figure 10.21*).

This screenshot is similar to Figure 10.20 but shows a modification. The 'Advanced' checkbox is checked. The text box now contains '1 ~2 ~3 |07'. The 'Sample Output' is now '20 30 A07'. The 'Page Values' field in the background now shows 'D2 | D3 | A07', indicating that dimension 1 has been removed from the selection.

By removing the tilde (~) in front of the 1, we are indicating that the number 1 should precede dimensions 2 and 3 and attribute 7. Dimension 1 has been removed from the Page Values field and is not displayed in the Sample Output.

Figure 10.21—Example Modification to Advanced Field



Modifications to the Advanced field are synchronized with the applicable Values field (i.e., either Page Values or Row Values field). Changes to one are reflected in the other.

ADDING TEXT TO THE ADVANCED FIELD

You can add text to your subheadings (**Pages** tab) or rows (**Rows** tab) by entering the text in the Advanced field. For example, the Division 95 report Rev/Exp using Text in Report Field (RVEX8) has the row dimensions defined as:

- Fed. Fund ~2~3 ~4 (the Advanced text box for this report is shown in *Figure 10.22*)

Figure 10.22—Example Entry to Subtotal Dimensions

We have manually added the text “Fed. Fund” before the dimensions and inserted a hyphen between dimensions 2 and 3. In the report output, the text and hyphen will print with the account numbers. *Figure 10.23* shows the Rev/Exp using Text in Report Field report for Division 95.

Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used
Fed. Fund 00-00 4110 Property Taxes	.00	.00	75,000.00	.0%
Fed. Fund 00-00 4120 Sales Taxes	.00	2,000.00	22,500.00	8.9%
Fed. Fund 00-00 4130 License Fees	.00	.00	2,700.00	.0%
Fed. Fund 00-00 4140 State Grant	.00	.00	1,327.50	.0%
Fed. Fund 00-00 4210 Garbage Collection Fees	.00	.00	18,000.00	.0%
Fed. Fund 00-00 4220 Street Light Service Charge	.00	.00	7,200.00	.0%
Fed. Fund 00-00 4810 Discounts Earned	.00	27.35	.00	.0%
Fed. Fund 00-00 4910 Miscellaneous Income	.00	9,160.00	.00	.0%
Fed. Fund 03-01 4140 State Grant	.00	.00	4,800.00	.0%
Fed. Fund 03-01 4510 Charges for Services	.00	.00	12,500.00	.0%
Fed. Fund 03-01 4520 Monthly Dues - Baseball Park	.00	.00	300.00	.0%
Fed. Fund 03-01 4910 Miscellaneous Income	.00	15.00	500.00	3.0%
Fed. Fund 03-02 4140 State Grant	.00	.00	1,200.00	.0%
Fed. Fund 03-02 4510 Charges for Services	.00	.00	7,500.00	.0%
Fed. Fund 03-02 4910 Miscellaneous Income	.00	.00	300.00	.0%
Total Revenue	.00	11,202.35	153,827.50	7.3%

Figure 10.23—Example Rev/Exp Using Text in Report Field Report

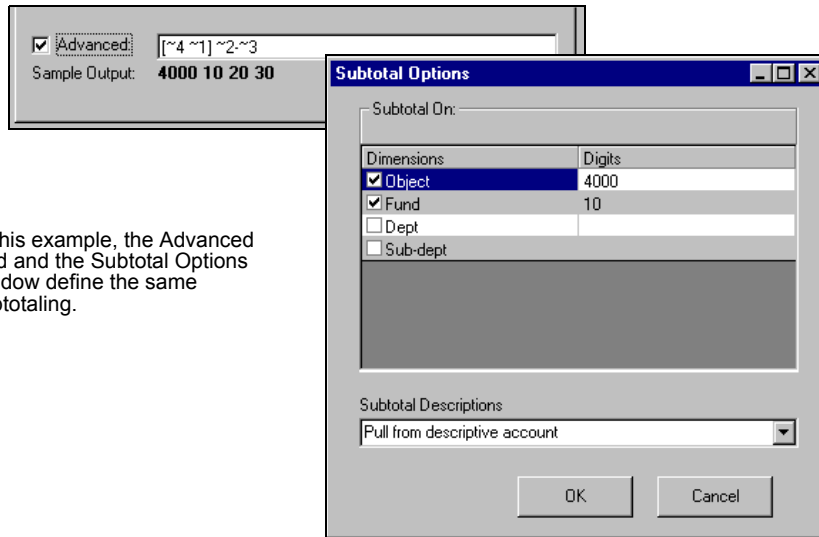
- *Subtotaling (Dimensions and Attributes)*
- *Subtotaling by Digits (Dimensions Only)*
- *Subtotaling With the Row Dimensions and Attributes*
- *Entering Page Values*
- *Entering Row Values*
- *Using Report Levels*
- *Using the Advanced Field*

SUBTOTALING (DIMENSIONS AND ATTRIBUTES)

Using the Subtotal Options (on the **Rows** tab), you can define subtotaling for attributes and dimensions. You can use the Advanced field to enter manually the same subtotaling commands for the entries in the Row Values field by placing brackets around the dimensions and/or attributes for which you want to obtain subtotals.

For example, the Division 95 report R/E Subtotaling by Object and Fund (RVEXD) has the row dimensions defined as D4 D1 D2 D3, with subtotaling on D4 (Object) and D1 (Fund), which looks like the following in the Advanced field (*Figure 10.22*):

- [~4 ~1] ~2~3



In this example, the Advanced field and the Subtotal Options window define the same subtotaling.

Figure 10.24—Example Advanced Field and Subtotal Options to Subtotal Dimensions



Modifications to the Advanced field are synchronized with the Subtotal Options window. Changes to one are reflected in the other.

SUBTOTALING BY DIGITS (DIMENSIONS ONLY)

Using the Subtotal Options (on the **Rows** tab), you can define subtotaling levels within a dimension. You can also use the Advanced field to enter manually the same subtotaling commands for the entries in the Row Values field by placing parentheses around a digit representing the position within the dimension for which you want to obtain a subtotal.

For example, the Division 95 report R/E Subtotaling Third Digit in Dimen. 4 (RVEXG) has the row dimensions defined as [~4(3)]. This matches the selection in the Subtotal Options window (Figure 10.25).

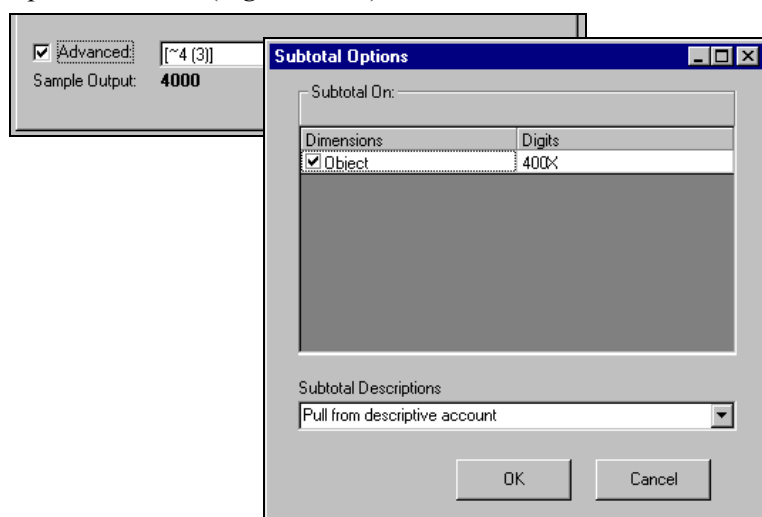


Figure 10.25—Example Advanced Field and Subtotal Options—Subtotal by Digit



See Figure 10.14—Example R/E Subtotaling Third Digit in Dimen. 4 Report on 262 for the report output for this command.

You can also subtotal on more than one digit within a dimension. (This option is only available by manually entering the commands into the Advanced field.) For example, the Division 95 report R/E Subtotaling Third Digit in Dimen. 4 (RVEXG) has the row dimensions defined as:

- [4(13)] (the Advanced text box for this report is shown in Figure 10.26).



Figure 10.26—Example Entry to Subtotal by Multiple Digits

Figure 10.27 shows the R/E Subtotaling on Digits 1&3 in Dimen. 4 report for Division 95.

Description	Period to date Actual	Year to date Actual	Year to date Budget	% Used
6120 Payroll Taxes	.00	2,333.51	7,105.00	32.8%
6130 Employee Benefits	.00	3,082.50	2,205.00	139.8%
6XXX Subtotal	.00	33,337.45	83,550.00	39.9%
7005 Advertising	.00	4,500.00	6,100.00	73.8%
7110 Insurance	.00	11,300.00	84,020.00	13.4%
7130 Telephone	.00	2,120.00	25,510.00	8.3%
7140 Operating Supplies	.00	920.00	36,600.00	2.5%
7142 Office Supplies	.00	2,095.00	7,800.00	26.9%
7143 Computer Supplies	.00	185.00	3,070.00	6.0%
7145 Rent	.00	7,200.00	21,500.00	33.5%
714X Operating Supplies	.00	10,400.00	68,970.00	15.1%
7150 Capital Acquisitions	.00	440.00	14,600.00	3.0%
7610 Depreciation	.00	1,625.00	15,900.03	10.2%
7910 Miscellaneous Expense	.00	.00	3,050.00	.0%
7XXX Subtotal	.00	30,385.00	218,150.03	13.9%

Figure 10.27—Example R/E Subtotaling on Digits 1&3 in Dimen. 4 Report

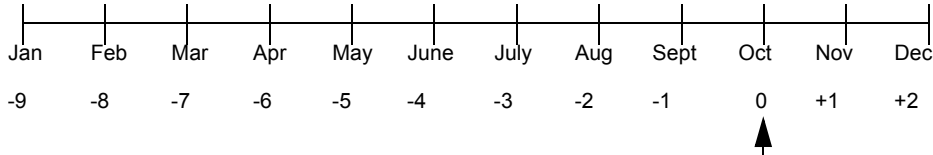
ENTERING RELATIVE DATES

When you modify or create a report definition for X and Y report types (i.e., X—User-Defined Rev. & Exp. and Y—User-Defined Balance Sheet), each column can report a different period. Therefore, you must indicate how the reporting period will be determined for the columns each time you run the report. You will do this by defining relative dates on the **Columns** tab.



For example, every time you run your report, do you want a column to include data for the two months before the report date?

The relative dates specified in the report definition tell the program to offset the information in a column relative to your reporting period (specified in the Produce Reports parameters window). Therefore, the information contained in the report is “relative” to the report date. *Figure 10.28* is a visual example of this concept.



This figure shows the relative offsets for a reporting period in October (relative period 0). If you wanted to report earlier than January of the reporting year, you would continue to count backwards (e.g., December of the previous year would be -10). If you wanted to report later than December of the reporting year, you would continue to count forwards (e.g., January of the next year would be +3).

Figure 10.28—Example Relative Period Offset

When you define your report, you will select columns to include on the **Columns** tab (*Figure 10.29*).

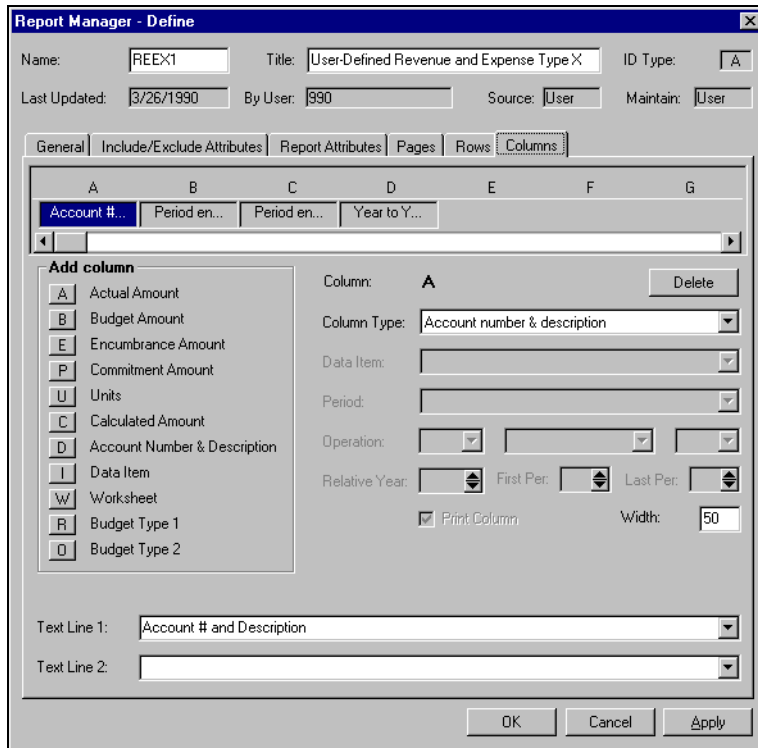
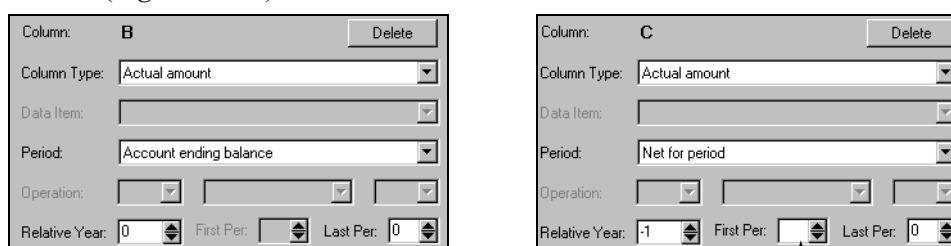


Figure 10.29—Example Report Definition With Relative Dates

When you select a column that contains financial data, the relative date fields are enabled (*Figure 10.30*).



The First Per option becomes enabled when you select Net for period from the Period drop-down list.

Figure 10.30—Relative Date Options

Using the example in *Figure 10.28*, we could design our report to provide data for the two months prior to the report date that you enter when you run the report. On the **Columns** tab, we would enter -2 in the First Per field and would leave the relative year field blank (*Figure 10.31*).

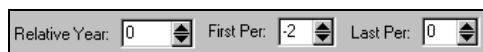


Figure 10.31—Example Relative Dates in Report Definition

FASB REPORTS

The Financial Accounting Standard Board (FASB) established standards for general-purpose external financial statements provided by not-for-profit organizations its Statement of Financial Accounting Standards No. #117. The Statement requires that all not-for-profit organizations provide a statement of financial position, a statement of activities, and a statement of cash flows. It requires reporting amounts for the organization’s total assets, liabilities, and net assets in a statement of financial position; reporting the change in an organization’s net assets in a statement of activities; and reporting the change in its cash and cash equivalents in a statement of cash flows.

The Statement requires classifications of the organization’s net assets as permanently restricted, temporarily restricted, or unrestricted be displayed in the statement of financial position, and that the changes in its revenues, expenses, gains, and losses be displayed in these three categories in the statement of activities.

General Ledger–Project/Grant provides three report types to assist you with your FASB reporting needs (*Table 10.11*).

Table 10.11—FASB Report Types

Report Type	Description
G—Statement of Financial Position	<p>Uses total liabilities and net assets to show the overall financial position of your organization.</p> <ul style="list-style-type: none"> You must assign attribute values to multiple financial categories (i.e., assets, liabilities, fund balance, revenue, and expense) on the Report Attributes tab of the report definition. User-defined reports of this type are saved to the Financial Statements category.
H—Statement of Activities	<p>Uses revenues, expenses, and change in net assets from the beginning of the year to the end of the year to display activities.</p> <ul style="list-style-type: none"> You must indicate which attribute value represents fund balance on the Report Attributes tab of the report definition. User-defined reports of this type are saved to the Revenue & Expense category.
I—Statement of Cash Flow	<p>Uses the net assets and operating activities, investing activities, financing activities, and cash and cash equivalents to report the cash flow for the period.</p> <ul style="list-style-type: none"> You must assign attribute values to multiple financial categories (i.e., assets, liabilities, fund balance, revenue, expense, and cash & equivalents) on the Report Attributes tab of the report definition. User-defined reports of this type are saved to the Financial Statements category.

Please see the *Blackbaud FundWare FASB Guide* for more information.

CHAPTER 11

CREATING AND PRODUCING REPORTS

The General Ledger–Project/Grant reporting feature provides you with more than 30 system-defined reports and more than 20 report “types,” or templates, from which you can create an unlimited number of user-defined reports (*Table 11.1*).

Table 11.1—System-Defined Reports and Report Types for Each Category

System-Defined Reports	Report Types
Financial Statements	
<p>The system-defined financial statement reports are:</p> <ul style="list-style-type: none"> • Balance Sheet (BALSH) • Combined Balance Sheet (COMB1) • Combined Statement of Changes (COMB4) • Statement of Cash Flows (SOCF) • Statement of Financial Position (SOFP) • Trial Balance (TRBAL) • Working Trial Balance (WTBAL) 	<p>Any user-defined reports using the following reporting types are saved to this category:</p> <ul style="list-style-type: none"> • Balance Sheet (C) • Trial Balance (D) • Working Trial Balance (E) • Statement of Financial Position (G) • Statement of Cash Flow (I) • Combined Balance Sheet (S) • Combined Statement of Change in Fin. Pos. (V) • User-Defined Balance Sheet (Y)

Table 11.1—System-Defined Reports and Report Types for Each Category (Continued)

System-Defined Reports	Report Types
Revenue & Expense Reports	
<p>The system-defined revenue and expense reports are:</p> <ul style="list-style-type: none"> • Combined Revenue and Expense (COMB2) • Combined R/E With Variance (COMB3) • R/E Act vs Act by Year (REAA1) • R/E Act vs Bud PTD & YTD (REAB1) • R/E Act vs Bud W/Var/Percent (REAB2) • R/E Act vs Bud W/Var/Annual (REAB3) • R/E Act vs Bud W/Encumbrance (REAB4) • Revenue and Expense (RVEX) • Stmt of Activities (SOA) 	<p>Any user-defined reports using the following reporting types are saved to this category:</p> <ul style="list-style-type: none"> • Statement of Activities (H) • Revenue and Expense w/Change in Fund Balance (L) • Revenue and Expense PTD & YTD (M) • Revenue and Expense Actual vs. Actual by Year (N) • Revenue and Expense w/% Variance (O) • Revenue and Expense Act vs. YTD w/Annual Budget (P) • Revenue and Expense w/Encumbrances (Q) • Combined Rev. & Exp. (T) • Combined Rev. & Exp. W/Var. (U) • User-Defined Rev. & Exp. (X)
System Lists	
<p>The system-defined system reports are:</p> <ul style="list-style-type: none"> • Chart of Accounts (CHART) • Attributes List (CSAREP) • ID Types List (CSBREP) • Journal Controls List (CSCREP) • Date Tables List (CSDREP) • Cost Allocations List (CAICDEF) • Account Verification List (CSACVER) • Reports List (GLAREP for General Ledger ID types, PGAREP for Project/Grant ID types) • Advanced Financial Report Definition (CWRDEFN) (provided only if your organization has purchased and installed the Advanced Financial Reporting add-on) • Data Item List (CWDREF) 	<p>Any user-defined reports using the following reporting types are saved to this category:</p> <ul style="list-style-type: none"> • Chart of Accounts (A)

Table 11.1—System-Defined Reports and Report Types for Each Category (Continued)

System-Defined Reports	Report Types
Transaction Reports	
The system-defined transaction reports are: <ul style="list-style-type: none"> • Account Detail (ACDTL) • Ledger Report (LEDGR) • Special Journal Entries List (CSENTRY) • Journals List (CSJNL) • Re-print Trace Reports (CSTRACE) • Multiple ID Reconciliation (CSRECON) • Transaction Log (CSTRANS) • Transactions Sorted by Reference (CSREFTR) 	Any user-defined reports using the following reporting types are saved to this category: <ul style="list-style-type: none"> • Ledger Report (B) • Enhanced Ledger Report (K) • Account Detail Report (F)

PRODUCING REPORTS

Use the following instructions to produce a report.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays (*Figure 11.1*).

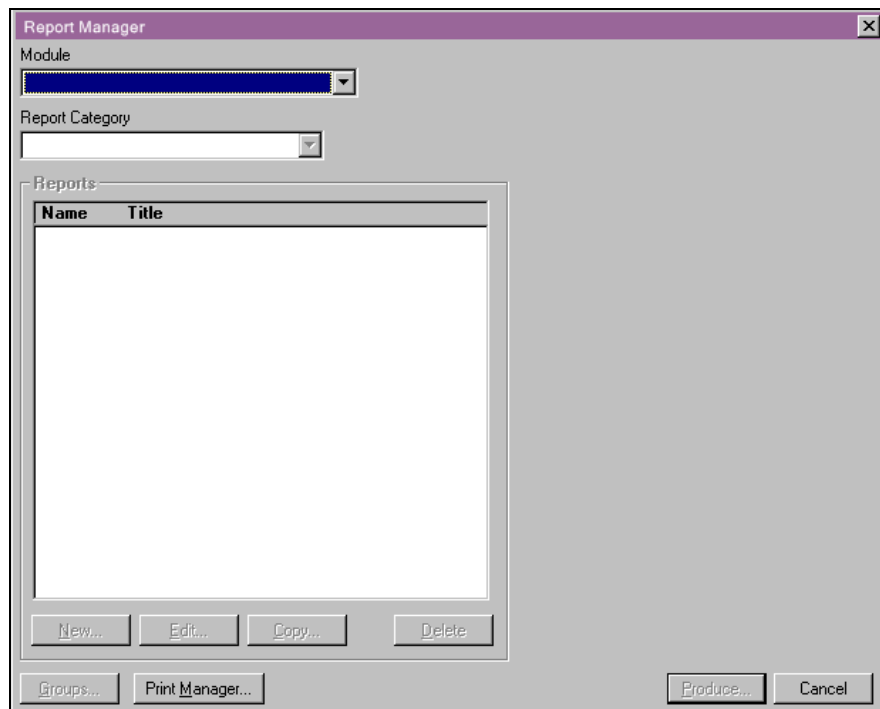


Figure 11.1—Report Manager



You can also access the report through the Reports area of the HomePage. Display the report category and select the report to produce. Move to step 4 on page 286.

2. Select the module, report category, and ID type from the drop-down lists. The reports in the report category display (*Figure 11.2*).

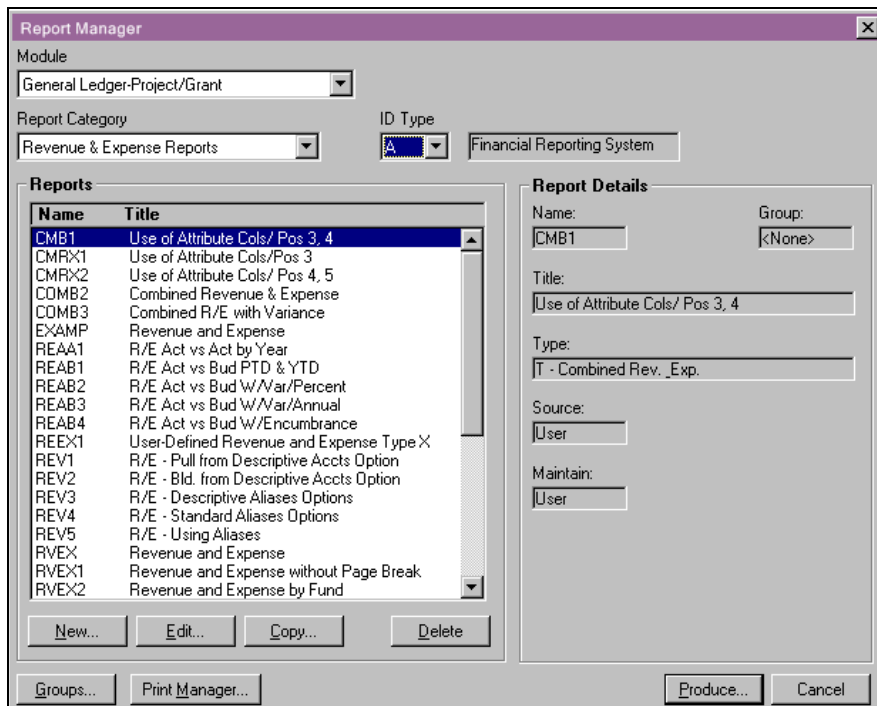


Figure 11.2—General Ledger Revenue and Expense Reports

3. Select the report that you want to produce and double-click or click **Produce**. The Produce Reports parameters window displays (Figure 11.3). The parameters will vary based on the report that you select.

Figure 11.3—Produce Reports: ACDTL Report

4. Enter an account mask to indicate what account information you want to include in your report. (For more information on masks, see *Using Masks* on page 68.)



You may get a message if you enter an ID type that does not match the ID type selected in the Report Manager drop-down list.

The remaining report settings are dependent on the type of report that you are producing.

5. Complete the report parameters according to *Table 11.2*, which lists all the possible settings that may display on the parameters window.

Table 11.2—Report Parameter Options

Option	Entry	Description
Report Type	Select from the drop-down list.	Select the type of data to be included on the report (i.e., actual, budget type 1, budget type 2, encumbrance, or commitment).
Dimension (The title of this option will depend on the names of your dimensions.)	Select the check box or enter a fund number.	If you select the check box, the report will include data from all dimensions. If you want to specify a single dimension, enter the dimension number in both range fields (the default entry for this option is specified in the report definition). If you want to specify a dimension range, enter the beginning dimension in the first field and the ending dimension in the second field (the default entry for this option is specified in the report definition).
Date Range	Select the check box or enter a date.	If you select the check box, the report will include data from all dates. If you want to specify a single date, enter the date in both date range fields (the date will default to the business date). If you want to specify a date range, enter the beginning date in the first date field and the ending date in the second date field.
Date	Enter a date; default is the business date.	The report date is used to determine the information included in your report, according to the report definition.
Year End	Enter a year-end date; default is based on the business date.	The report year is used to determine the year-end upon which your report is based, according to the report definition.
Period	Enter a period end-date; default is based on the business date.	The report date is used to determine the period upon which your report is based, according to the report definition.

Table 11.2—Report Parameter Options (Continued)

Option	Entry	Description
Amount Range	Select the check box or enter an amount.	If you select the check box, the report will include all financial data, regardless of amount. If you want to specify a single amount, enter the amount in both fields. If you want to specify a range of amounts, enter the beginning amount in the first field and the ending amount in the second field.
Select Journals	Use arrows to move journals.	Use the arrows to specify journals to be included in (right box) or excluded from (left box) the report. By default, all journals are included. (In this case, all the journal names will display in the left box, but *All* will display in the right box.)
Include Periods	Use arrows to move periods.	Use the arrows to specify periods to be included in (right box) or excluded from (left box) the report. By default, all periods are included. (In this case, all the periods will display in the left box, but *All* will display in the right box.)
Include/Exclude Attributes	Click the box and select from the drop-down list.	Select the attribute to include or exclude from your report (the default entry for this option is specified in the report definition). Click Clear All to remove include/exclude settings.
Options	Select one or more check boxes.	Options will vary, but can include: <ul style="list-style-type: none"> • Show report detail—Includes/excludes detail information from report. • Report reclass period—Includes/excludes any reclass period data. • Show pennies—Includes/excludes pennies from report. • Report zero balances—Includes/excludes zero balances from report. • Report fiscal totals—Includes/excludes fiscal totals from report.

Table 11.2—Report Parameter Options (Continued)

Option	Entry	Description
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.

6. Click **OK**. Click **Cancel** to exit the Produce Reports window without creating the report.

CREATING OR EDITING 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 report (system- or user-defined)—Select the report and click **Copy**.
- Create a new report using one of the report types (“templates”)—Select the report category to which the new report will belong (according to report type) and click **New**.
- Edit an existing user-defined report—Select the report and click **Edit**. (**Edit** will not be enabled if the report is system-defined.)

Once you begin working with the report definition, the tabs and fields will vary depending on the report type. The following sections provide instructions for all possible fields on each tab.

ENTERING REPORT NAME, TITLE, AND TYPE

Use the following instructions to enter or modify the report name, title, and type.

1. Enter the report name (up to 5 alphanumeric characters).
2. Enter the report title (up to 40 alphanumeric characters).

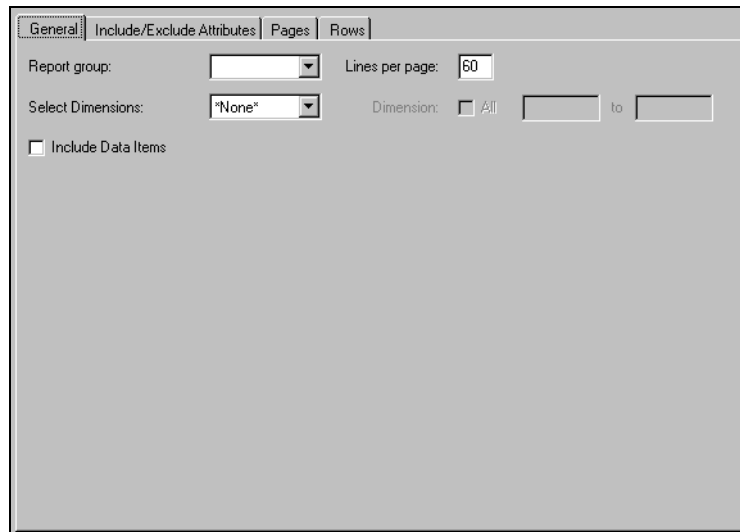
3. Select the ID type from the drop-down list.
 - If you are copying or editing a report definition, you cannot change this information.
4. Select the report type from the drop-down list. (Your options are restricted to the reporting types assigned to the report category you were in when you clicked **New**.)
 - If you are copying or editing a report definition, the report category does not display and you cannot change this information.

The tabs and fields displayed may change depending on the report type that you select. For example, some report types display the **Report Attributes** tab or the **Attribute Columns** tab, but X and Y reports are the only types to display a **Columns** tab.

Complete the report definition according to the instructions in the following sections.

DEFINING OR EDITING THE GENERAL TAB

The **General** tab will display for all reports (*Figure 11.4*).



The screenshot shows a software window with four tabs: "General", "Include/Exclude Attributes", "Pages", and "Rows". The "General" tab is selected and active. It contains the following fields and controls:

- "Report group:" followed by a drop-down menu.
- "Lines per page:" followed by a text input field containing the number "60".
- "Select Dimensions:" followed by a drop-down menu showing "*None*".
- "Dimension:" followed by a checkbox labeled "All" and two empty text input fields separated by "to".
- An unchecked checkbox labeled "Include Data Items".

Figure 11.4—Example General Tab

1. Enter a new Report Group or select an existing Report Group from the drop-down list. The Report Group is not required; however, this option allows you to organize your new reports and print groups of reports with one step.



As you create your own Report Groups, those groups will display in the drop-down list. If you have not entered any Report Groups yet, the drop-down list will be empty. See *Grouping Your Reports* on page 306 for more information.

2. Enter the number of lines per page. The default is 60.
3. The Select Dimensions option allows you to enter a dimension range when you produce the report, or to include all dimensions in the report. If you select a dimension from the drop-down list, you can then set a default for the report—all dimensions or a range of dimensions.
 - If you leave the default of **None**, you will not be asked to provide dimension information when you produce the report.
 - If you select a dimension from the drop-down list, the Dimension check box and range text boxes become active and allows you to set a default for the report (*Figure 11.5*).

Figure 11.5—Example—Fund Dimensions

4. Select the check box to indicate that all of the dimensions will be included in the report (*Figure 11.6*). (This field is not enabled unless you select a dimension from the Select Dimensions drop-down list.)

Figure 11.6—Example—All Fund Dimensions

Or enter a beginning and ending number to include only a range of the dimensions (*Figure 11.7*).

Figure 11.7—Example—Range of Fund Dimensions

e Using the example in *Figure 11.7*, *Figure 11.8* shows the Report Parameters window that displays when you produce the report. The default dimension settings are displayed; however, you could enter a different dimension range or include all Fund dimensions.

Figure 11.8—Example Report Parameters Window

- Some reports will allow you to print references or accounts (or a combination) in your report. If this option displays, select the print setting from the drop-down list (*Figure 11.9*).

Figure 11.9—Print References/Accounts

- One of the following two check boxes may be displayed (*Figure 11.10*), offering additional report options:
 - Print User—Adds a column to the report that indicates the user who posted the transaction.
 - Include Data Items—Adds a line to the report for each data item associated with each account number.

Select the check box to activate the option for your report.

Figure 11.10—Print Option Check Boxes

- The Currency Symbol field may be displayed (*Figure 11.11*), allowing you to define the symbol used to indicate currency.

Figure 11.11—Currency Symbol

8. The Include Comparative Column check box will display (*Figure 11.12*) for Statement of Financial Position reports, allowing you include a column for comparative purposes. This column will contain data from the previous year (i.e., the year prior to the report year).

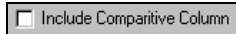


Figure 11.12—Include Comparative Column

9. Some reports will allow you to modify one or more phrases that will appear in your report (*Figure 11.13*). (The availability of this option is determined by the Report Type.) For example:
- Phrase 1—Displays with Revenue and Expense math lines.
 - Phrase 2—Displays with Balance Liability and Equity math lines.

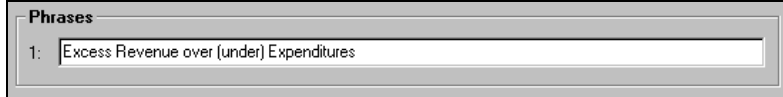


Figure 11.13—Example General Tab—Phrases

Phrases 3–6 are available for Statement of Activities and Statement of Cash Flow reports for net amounts.

10. 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 OR EDITING THE INCLUDE/EXCLUDE ATTRIBUTES TAB

The **Include/Exclude Attributes** tab (*Figure 11.14*) allows you to select default attributes to be included in or excluded from your report. You can override these defaults when you produce the report.

The available Include/Exclude boxes reflect the attribute positions for which you have defined attribute values.

In this example, we have only defined attribute values for positions 1–6. Therefore, we cannot select attribute to include or exclude at any other position.

Figure 11.14—Include/Exclude Attributes Tab

1. Click the Include or Exclude box. A drop-down list of attributes for the selected position displays (*Figure 11.15*).

Figure 11.15—Example—Position 1 Include/Exclude Attributes List

2. Select the attribute from the list.



You can remove your entries by clicking **Clear All**.

3. Continue defining include/exclude attributes, as necessary.



Tip: Do not define the same attribute as both included and excluded.



Tip: When you define multiple values, accounts included in the report must match all the settings to be included or excluded from the report. For example, if you define AS as included for position 1 and T1 as excluded for position 3, the accounts included in the report must have AS in position 1 *and* any attribute but T1 in position 3.

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.

DEFINING OR EDITING THE REPORT ATTRIBUTES TAB

This tab displays for most reports and allows you to indicate the attributes you use for certain financial categories (e.g., assets, liabilities, fund balance, revenue, expense). The categories displayed will depend on the report type. For example, in a revenue and expense report, you only need to identify the attribute that you use to identify your revenue and expense accounts (*Figure 11.16*).

Figure 11.16—Report Attributes Tab

1. Click the drop-down arrow for the Revenue and Expense fields to select the appropriate attribute.

2. 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 OR EDITING THE PAGES TAB

Use the **Pages** tab to control the page break and subheadings at the top of each page (Figure 11.17).

The screenshot shows the 'Pages' tab of a software window. At the top, there are tabs for 'General', 'Include/Exclude Attributes', 'Report Attributes', 'Pages', and 'Rows'. The 'Report Level' is set to 'Level 1'. Below this, the 'Page Values' field contains 'D1 A01'. A list of dimensions and attributes is displayed in two columns: D1 Fund, D2 Dept, D3 Sub-dept, D4 Object, A01 Position 1, A02 Position 2, A03 Position 3, A04 Position 4, A05 Position 5, A06 Position 6, A07 Project Manager, and A08 Location. To the right, the 'Page Break Description Printing' dropdown is set to 'Use descriptive alias 2'. At the bottom left, there is an 'Advanced' checkbox and a 'Sample Output' field showing '10 A01'. A 'Clear' button is located at the bottom right.

Figure 11.17—New Financial Report: Pages Tab

1. Select the applicable Report Level from the drop-down list. (For more on this feature, see *Using Report Levels* on page 271.)



The number of available report levels will depend on the report type. If the report type only allows one level, this field will be disabled.

2. “Drag and drop” any dimensions and/or attribute upon which you want the report to break to the Page Values field (i.e., click the dimension and use the mouse to move it to the field). (See *Entering Page Values* on page 250 for more information on using page break dimensions in your report definition.)



Remember: The order of the dimensions and/or attributes in the Page Values field will impact the way the report will break. (See *Using Dimension and Attribute Order* on page 270 for more information.)

3. Select the appropriate description option from the Page Break Description Printing drop-down list. (See *Page Break (Subheading) Descriptions* on page 251 for more information.)
4. Click the Advanced check box to enter any text that you want to print in the subheading in the Advanced field. Your dimension and attribute selections are reflected in the field (*Figure 11.18*). (For more information, see *Adding Text to the Advanced Field* on page 272.)

The screenshot shows a dialog box with the following elements:

- A checked checkbox labeled "Advanced".
- A text input field containing the string "~1 |01".
- A label "Sample Output:" followed by the text "10 A01".
- A "Clear" button on the right side.

Figure 11.18—Example Advanced Field



A tilde (~) and number indicates a dimension and a pipe sign (|) and number indicates an attribute. These entries are considered a unit and you cannot delete one element without changing the meaning of your selections.

5. 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 OR EDITING THE ROWS TAB

Use the **Rows** tab to define or modify how data is presented or subtotaled by rows (Figure 11.19).

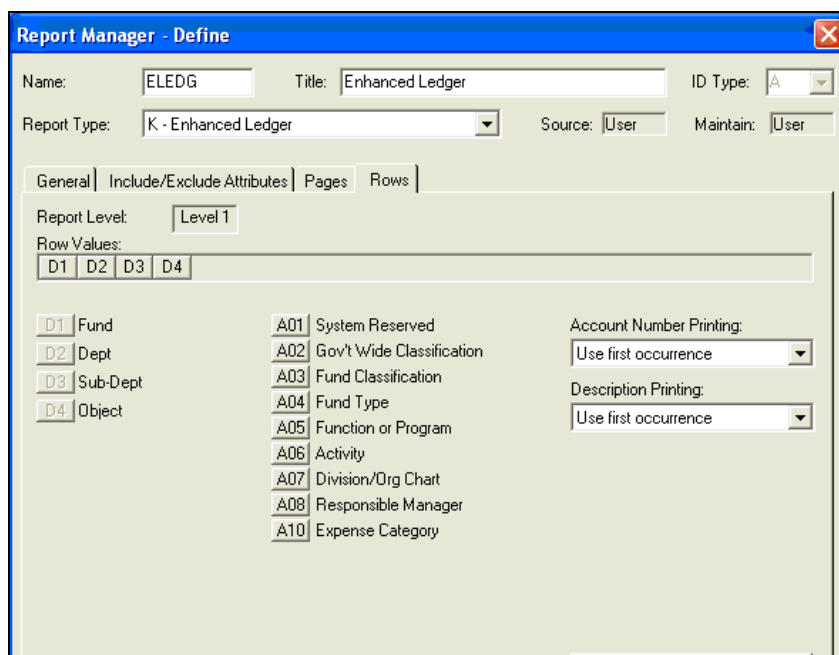


Figure 11.19—New Financial Report: Rows Tab

1. Select the applicable Report Level from the drop-down list. (For more on this feature, see *Using Report Levels* on page 271.)



The number of available report levels will depend on the report type. If the report type only allows one level, this field will be disabled.

2. “Drag and drop” any dimensions and/or attribute upon which you want the report to break to the Row Values field (i.e., click the dimension and use the mouse to move it to the field). (See *Entering Row Values* on page 254 for more information on using page break dimensions in your report definition.)



Remember: The order of the dimensions and/or attributes in the Row Values field will impact the way the report will break. (See *Using Dimension and Attribute Order* on page 270 for more information.)

3. Select the appropriate description options from the Account Number Printing and Descriptions drop-down lists. (See *Row Descriptions* on page 263 for more information.)
4. If you want to enter subtotaling commands, click **Subtotal Options** to define subtotaling for the rows (*Figure 11.20*). (See *Subtotaling With the Row Dimensions and Attributes* on page 257 for more information.)

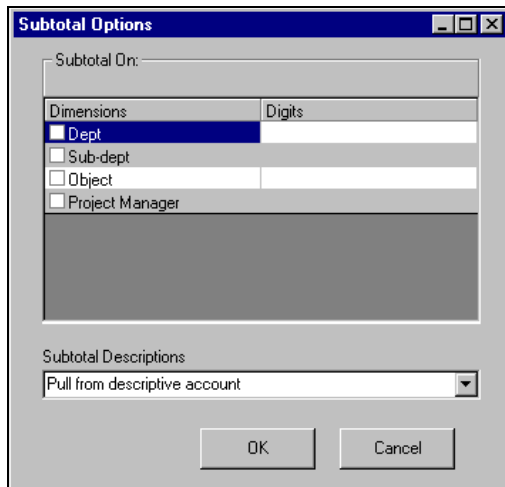
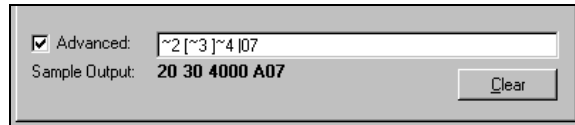


Figure 11.20—Subtotal Options

If you do not want to enter subtotal options, move to step 8 on page 300.

5. Click the check box and select a subtotal option from the drop-down list.
6. Select a description option from the Subtotal Descriptions drop-down list. (See *Row Descriptions* on page 263 for more information.)
7. Click **OK** to save your settings and return to the **Rows** tab.

- Click the Advanced check box to enter in the Advanced field any text that you want to print in the rows or additional subtotaling commands. Your dimension and attribute selections are reflected in the field (*Figure 11.18*). (For more information, see *Using the Advanced Field* on page 272.)



Advanced:
Sample Output: 20 30 4000 A07

Figure 11.21—Example Advanced Field



A tilde (~) and number indicates a dimension and a pipe sign (|) and number indicates an attribute. These entries are considered a unit and you cannot delete one element without changing the meaning of your selections.

- 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 OR EDITING THE ATTRIBUTE COLUMNS TAB

This tab displays for certain reports (e.g., “combined” reports) and allows you to indicate the content of the report columns based on attribute positions. For example:

- You define four attribute values for position 6 and assign these values to accounts.
- You assign attribute position 6 to Attribute Column 1 of the report definition.
- The report information is divided into four columns based on the attribute value in position 6.



“Attribute Column” doesn’t mean that your selection represents a single column. It is simply the first definition of an attribute position to determine the content of your columns. It will result in multiple columns.

Different report types will allow you to define multiple “levels” for your report. For example:

- You define two attribute values for position 5 and four attribute values for position 6 and assign these values to accounts.
- You assign attribute position 6 to Column 1 of the report definition and attribute position 5 to Column 2 of the report definition.

- The report information is divided into eight columns based on the combination of position 6 and position 5 attribute values (i.e., $4 \times 2 = 8$).

The number of available column/attribute position assignments that you can define will depend on the report type. For example, a combined balance sheet report (type S) allows you to make up to two assignments, while a statement of financial position (type G) allows you to define up to five assignments (*Figure 11.22*).

Figure 11.22—Example Attribute Columns Tabs—Two and Five Columns

For more information on defining reports with the **Attribute Columns** tab, see *Appendix B—Using Attributes to Define Report Columns* on page 339.

1. Click the drop-down arrow in each column to define how the report should filter your accounts, based on the values assigned to the attribute position.



Remember: The number of columns in your report will increase significantly with each entry in an Attributes Column field.

2. 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 OR EDITING THE COLUMNS TAB

Use the **Columns** tab to define the columns in type X (revenue and expense) and type Y (balance sheet) reports (*Figure 11.23*).

The screenshot shows the 'Columns' tab of a software interface. At the top, there are several tabs: 'General', 'Include/Exclude Attributes', 'Report Attributes', 'Pages', 'Rows', and 'Columns'. The 'Columns' tab is selected. Below the tabs is a grid with columns labeled A through G. Below the grid is an 'Add column' section. On the left of this section is a list of column types, each with a letter in a box: A (Actual Amount), B (Budget Amount), E (Encumbrance Amount), P (Commitment Amount), U (Units), C (Calculated Amount), D (Account Number & Description), I (Data Item), W (Worksheet), R (Budget Type 1), and O (Budget Type 2). To the right of this list are several input fields: 'Column:' with a 'Delete' button, 'Column Type:' with a dropdown arrow, 'Data Item:' with a dropdown arrow, 'Period:' with a dropdown arrow, 'Operation:' with three dropdown arrows, 'Relative Year:' with a spinner, 'First Per:' with a spinner, 'Last Per:' with a spinner, a checkbox for 'Print Column', and a 'Width:' field. At the bottom of the window are two text input fields labeled 'Text Line 1:' and 'Text Line 2:'.

Figure 11.23—Define a New Report: Columns Tab

1. Select the **Columns** tab.

2. Select a column type (i.e., the type of information to populate the column) by clicking the associated button. The column is added under the associated column letter, as shown in *Figure 11.24*.

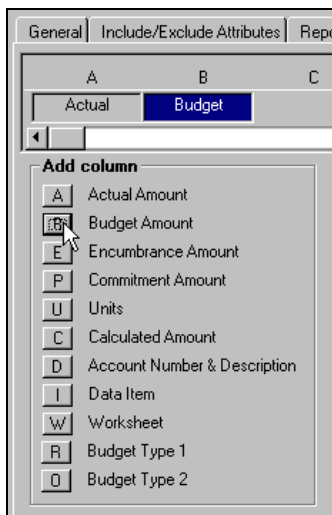




Figure 11.24—Adding Columns

 After you add columns, it is easy to reorder them by simply dragging them to a different position.

 For more information on the different budget options, see *Budget Types 1 and 2 and GASB 34* on page 56.

3. For the active column (i.e., highlighted), enter the text for the column heading in the Text Line 1 and Text Line 2 text boxes, or select one of the two options from the drop-down list:
 - Period Ending Date—Displays the period ending date, based on your selection when you produce the report.
 - Fiscal Period Number—Displays the number of the fiscal period, based on your selection when you produce the report.

These fields are optional; however, we recommend that you can use one or both to define the data in the column.

4. Each column type requires different data parameters (Column Type, Data Item, Period, Operation, Relative Year, First Period, Last Period, Print Column, and Width). Enter the required parameters for each column according to *Table 11.3* (if a parameter is not required, the field will not be enabled).

Table 11.3—Columns Tab Parameter Options

Option	Entry	Description
Column Type	Select from the drop-down list to change your selection.	<p>You can change the selection that you made in the Add Column step. This controls the type of data that the column will hold (e.g., actual, budget type 1, budget type 2, calculated, data item).</p> <ul style="list-style-type: none"> The entry in this field defaults to your selection using the column buttons. Note: If you select “Budget,” the FundWare will combine the applicable totals from Budget Type 1 and Budget Type 2. To separate your budget amounts (e.g., original and revised), select the appropriate individual budget type (i.e., Budget Type 1 or Budget Type 2).
Data Item	Select from the drop-down list.	Select a data item from the drop-down list. The data item value will display in the report column.
Period	Select from the drop-down list.	<p>The report period that you select determines the data that displays in this column of the report. (Note: In the following definitions, “reporting year” refers to the date entered when you produce the report.)</p> <ul style="list-style-type: none"> Year beginning balance—Balances rolled forward from the previous year (i.e., year prior to the reporting year). Account ending balance—Balance for the reporting year <i>without</i> adjustments or beginning balances. Annual ending balance—Balance for the reporting year <i>with</i> adjustments and beginning balances. Net to date—Balance from the beginning of the reporting year to the report date (i.e., date entered when you produce the report) <i>without</i> adjustments or beginning balances. Net for year—Balance for the reporting year <i>with</i> adjustments but <i>without</i> beginning balances. Net for period—Balance for the reporting period (i.e., based on the date entered when you produce the report) <i>without</i> adjustments or beginning balances.

Table 11.3—Columns Tab Parameter Options (Continued)

Option	Entry	Description
Operation	Select from the drop-down list.	For calculated columns, the Operation parameters allow you to define the calculation. <ul style="list-style-type: none"> • Select a column letter from the drop-down list. • Select a mathematical calculation option from the drop-down list. • Select a column letter from the drop-down list. See <i>Calculating Columns</i> on page 306 for more information.
<p>Relative Dates—The relative year, first period, and last period indicate the report year and periods (beginning and ending) in relation to the report date (defined on the Produce Reports parameter window).</p> <ul style="list-style-type: none"> • For more information, see <i>Entering Relative Dates</i> on page 276 for more information. 		
• Relative Year	Use up and down arrows to enter a number.	Enter which year to report in this column, relative to the report date (defined on the Produce Reports parameter window).
• First Per	Use up and down arrows to enter a number.	Only used in conjunction with the Net for Period option. When combined with the Last per, this field determines what time frame a period represents. <ul style="list-style-type: none"> • If the first and last periods span 3 months, this column will represent a quarterly figure.
• Last Per	Use up and down arrows to enter a number.	Only used in conjunction with the Account ending balance, Net to date, and Net for period options. <ul style="list-style-type: none"> • To extract a monthly figure in a column, choose Net for period, then enter a 0 in 1st period and Last period. • This column will always reflect the net transactions for the period determined in the reporting date.
Print Column	Select or deselect the check box.	If you deselect the check box, the column will not print in your report. <p>See <i>Hiding Columns</i> on page 306 for more information.</p>
Width	Enter the column width.	This allows you to specify the width of the column within your report.

5. Click **Apply** to save your changes and remain in the Define window, or click **OK** to save your changes and return to Report Manager.

HIDING COLUMNS

The Print Column options allows you to “hide” a column of your report. A good use of a “hidden” column is in a calculation—you can compile information to use in a calculation, but you do not need to display the information in your report.



You want to create a report with a column that reports the money you know you will spend, but haven’t actually spent yet—in other words, your committed and encumbered funds. You can create two hidden columns for Commitment and Encumbrance amounts. You can then create a calculated column that adds these amounts. This calculation column is the one that you would display in your report.

CALCULATING COLUMNS

You can use the Calculated column option to calculate the information in the column using other columns of the report (e.g., use Columns C and E to calculate a percentage to appear in Column G). When you define a calculated column, you will select a column letter, a mathematical operation that you want to apply, and a second column letter (e.g., Column A, Column B, Subtract will subtract Column B values from Column A values).



When you produce the report, FundWare will progress through the columns alphabetically. Therefore, the columns used in the calculation must be “before” the calculation column. For example, you can use Column G to add Columns C and E. But you’ll get an error if we use Column G to add Columns C and M.

Remember—A good use of a “hidden” column is in a calculation. This allows you to compile information to use in a calculation, but you do not need to display the information in your report.

GROUPING YOUR REPORTS

If you have a set of GL–P/G reports that you often run at the same time, you may find the Group feature in Report Manager very useful. The Group feature allows you to assign user-defined reports to a group. (A report can belong to only one group.) You can then produce the group of reports in one step.



You create a MTHND group and assign 12 reports that you run at the end of every month. Then, instead of running each report individually, you just run the MTHND group.

You can create new groups and add reports to existing groups in two ways, as described in the following sections:

- From the **General** tab of the report definition, or
- From the Groups window.

CREATING AND ADDING TO GROUPS FROM THE REPORT DEFINITION

When you are in the report definition, use the following instructions to create a new group, or add a report to an existing group.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays.
2. Select the applicable report definition and click **Edit**, or click **New** to create a new report definition.
3. Enter a new group name (up to five alphanumeric characters) in the Report Group text box, or select an existing group from the drop-down list.
4. Click **Apply** or **OK**.

Once you have created a group, it will display in the Report Group drop-down list when you edit or create a report definition for that module, and is displayed in the Groups window.

CREATING AND ADDING TO GROUPS FROM THE GROUPS WINDOW

From the Groups window, use the following instructions to create a new group and add reports to the group.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays.

2. Click **Groups**. The Report Manager—Groups window displays (*Figure 11.25*).

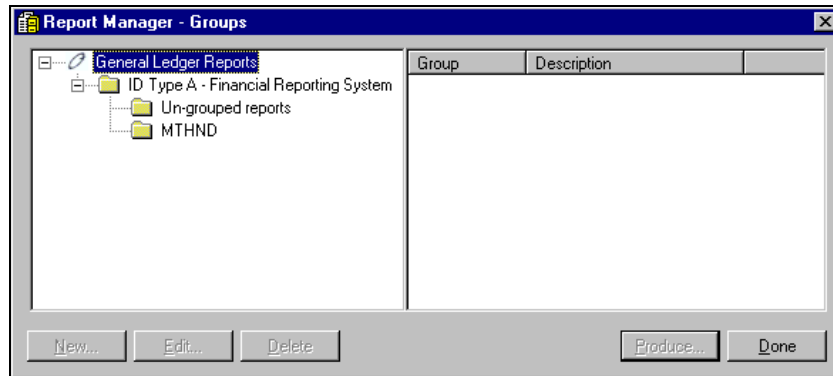


Figure 11.25—Report Manager—Groups Window

3. Select the ID type for which the reports are defined.
4. Click **New** to create a new group. The Edit Group Name window displays (*Figure 11.26*).

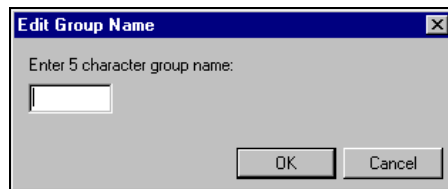


Figure 11.26—Edit Group Name

5. Enter a new group name (up to five alphanumeric characters).
6. Click **OK**. The new group displays in the Groups window.

7. Select the **Un-grouped** reports folder (*Figure 11.27*).

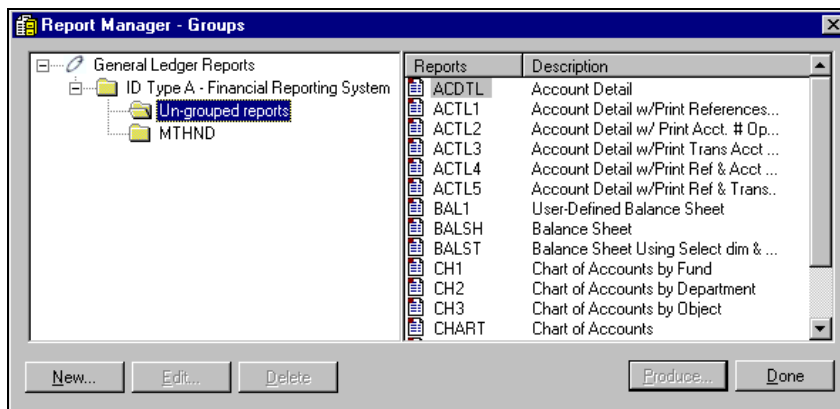


Figure 11.27—Un-Grouped Reports Folder

8. Select one or more reports. (To select a consecutive list of files, press **SHIFT** and click the first and the last file in the list. To select non-consecutive files, press **CTRL** as you click each file.)
9. Drag the reports to the applicable group. The reports are now listed on the right side of the window.
10. Click **Done** to close the Report Manager—Groups window.

You can also “drag and drop” reports between groups.

PRODUCING A GROUP OF REPORTS

Use the following instructions to produce a group of reports.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays.

2. Click **Groups**. The Report Manager—Groups window displays (*Figure 11.28*).

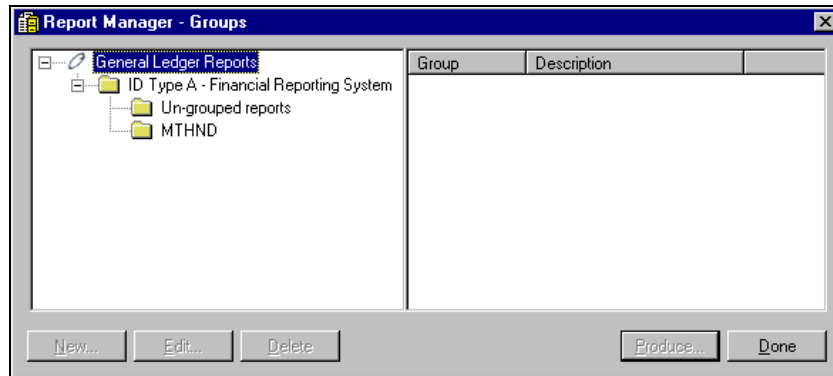


Figure 11.28—Report Manager—Groups Window

3. Select the group. The reports in the group are listed on the right side of the window.
4. Click **Produce**. The Produce Reports window displays (*Figure 11.29*).

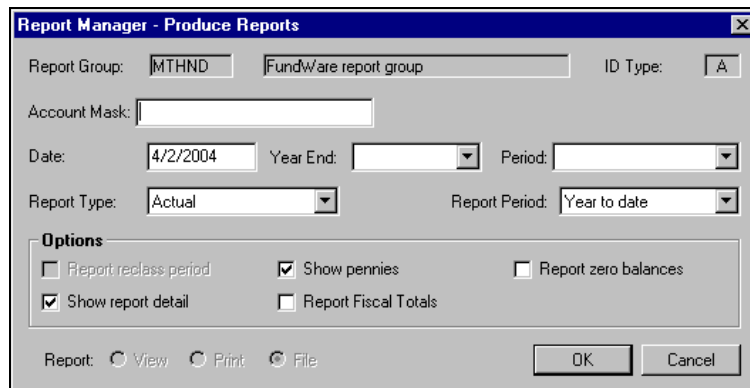


Figure 11.29—Producing a Group of Reports

5. Enter the applicable report parameters. (The report parameters will vary depending on the types of reports in the group. See *Producing Reports* on page 283 for detailed instructions on these options.)
6. Click **OK**. The reports are produced and saved to your Reports folder.
7. Click **Done** to close the Report Manager—Groups window.

EDITING A GROUP NAME

Use the following instructions to modify the name of a group.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays.
2. Click **Groups**. The Report Manager—Groups window displays.
3. Select the group. The reports in the group are listed on the right side of the window.
4. Click **Edit**. The Edit Group Name window displays.
5. Edit the group name, as necessary.
6. Click **OK**. The modified group displays in the Groups window.
7. Click **Done** to close the Report Manager—Groups window.

REMOVING A REPORT FROM A GROUP

You can remove a report from a group by deleting the group name from the Report Name text box of the report definition. You can also remove a report from a group through the Report Manager—Groups window.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays.
2. Click **Groups**. The Report Manager—Groups window displays.
3. Select the group. The reports in the group are listed on the right side of the window.
4. Select one or more reports to be removed from the group. (To select a consecutive list of files, press **SHIFT** and click the first and the last file in the list. To select non-consecutive files, press **CTRL** as you click each file.)
5. Drag the reports to the **Un-grouped reports** folder, or to another group folder. The reports are moved to the selected folder and display in the list on the right side of the window.
6. Click **Done** to close the Report Manager—Groups window.

DELETING A GROUP

Use the following instructions to remove a group from your system, returning the reports to the **Un-grouped reports** folder.

1. Click **Report Manager** on the module navigator or select **File > Report Manager** from the menu bar. The Report Manager Window displays.
2. Click **Groups**. The Report Manager—Groups window displays.
3. Select the group. The reports in the group are listed on the right side of the window.
4. Click **Delete**. A confirmation message displays.
5. Click **OK**. The group is deleted and the reports included in the group are moved to the **Un-grouped reports** folder.
6. Click **Done** to close the Report Manager—Groups window.

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 General Ledger, 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.

PRINTING REPORTS

The FundWare Print Manager allows you to view, delete, print, format reports, and search for text. It can be used by both versions of FundWare (i.e., character-based and Windows-based versions).

To access Print Manager, click **Print Manager** on the module navigator or select **File > Print Manager** from the menu bar. Print Manager launches, displaying the Open window (Figure 11.30).

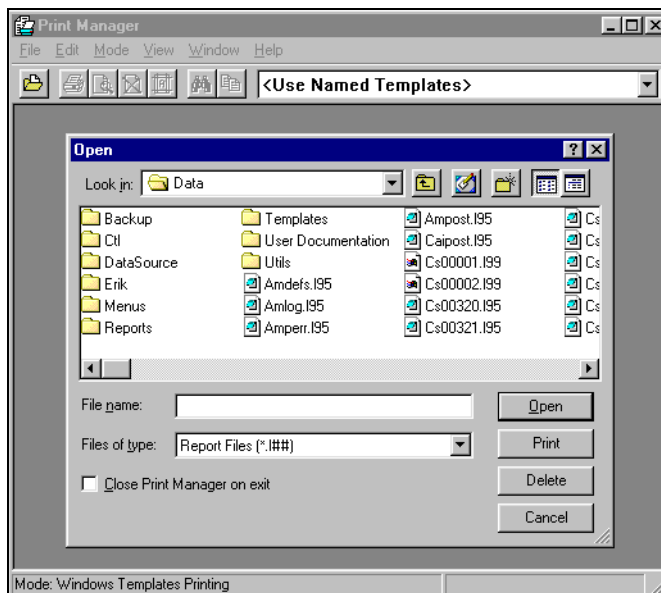


Figure 11.30—Opening Print Manager

You can also access Print Manager from Report Manager:

- Click **Print Manager** from the Report Manager window, or
- Select the View option on any report parameters window (i.e., when you produce a report) to view the produced report in Print Manager

Refer to the *Blackbaud FundWare Print Manager Guide* for detail information and instructions regarding Printing and the Print Manager Setup Wizard.

EXPORTING REPORT INFORMATION

All General Ledger–Project/Grant 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. Create the report through 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.L##, where ## represents your division number. 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 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.

A P P E N D I X A

SAMPLE STANDARD REPORTS

This appendix includes examples of the following standard reports:

- CSCHART—Chart of Accounts
- CSLEDGR—Ledger
- GLBALSH—Balance Sheet
- GLTRBAL—Trial Balance
- GLWTBAL—Working Trial Balance
- GLCOMB1—Combined Balance Sheet
- GLCOMB2—Combined Revenue & Expense
- GLCOMB3—Combined R/E With Variance Report
- GLCOMB4—Combined Statement of Changes Report
- CSACDTL—Account Detail Report
- CSRVEX—Revenue & Expense Report
- GLREAA1—R/E Act vs Act by Year Report
- GLREAB1—R/E Act vs Bud PTD & YTD Report
- GLREAB2—R/E Act vs Bud W/Var/Percent
- GLREAB3—R/E Act vs Bud W/Var/Annual
- GLREAB4—R/E Act vs Bud W/Encumbrance
- GLSOFP—Statement of Financial Position
- GLSOA—Statement of Activities
- GLSOCF—Statement of Cash Flows
- CSACVER—Account Verification List
- CSAREP—Attributes List
- CSBREP—ID Types List

- CSCREP—Journal Controls List
- CSDREP—Date Tables List
- CSENTRY—Special Journal Entries List
- CSREFTR—Transactions Sorted by Reference
- CSTRANS—Transaction Log
- CSJNL—Journals List
- CSRECON—Multiple ID Reconciliation
- CSTRACE—Re-print Trace Report
- GLBAL1—User-Defined Balance Sheet
- GLREEX—User-Defined Revenue & Expense Report
- CAICDEF—Cost Allocation List
- GLRREP—Report Definitions

Run date: 02/11/97 @10:19		Model Not-For-Profit Division										Select... A04 XX-XX XXXX				
Bus date: 03/31/1998		Chart of Accounts										CSCHART.X96 Page 1				
00		Attributes														
Account	\$	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
00 00-00 1990 Due To/From Other Funds	D	DS			1.	0000001990										
					2.	Revenue										
00 00-00 4100 Gifts	D	DS			1.	0000004100										
					2.	Revenue										
00 00-00 4110 Contributions	D	DS			1.	0000004110										
					2.	Revenue										
00 00-00 4120 Matching Contributions	D	DS			1.	0000004120										
					2.	Revenue										
00 00-00 4130 Investment income	D	DS			1.	0000004130										
					2.	Income from investments										

Figure A.1—CSCHART: Chart of Accounts

Run date: 01/22/97 @12:45		Model Division		Select...: XXX XX-XX XXXX				
Bus date: 02/28/1998		Ledger		CSLEDGR.X96 Page 1				
01 Operating Fund		Fiscal year to period ending February 28, 1998						
Date	Trans #	Jnl	Description	Ref 1	Ref 2	Ref 3	Amount	Balance
01 00-00 1112	Denver	Payroll	Bank Account					.00
02/10/1998	31	CDIS	Mountain Rental Management	1021 manual ent		800	600.00CR	
							600.00CR	600.00CR
01 00-00 1112	Denver	Payroll	Bank Account				600.00CR	600.00CR
01 00-00 1120		Certificate of Deposit						100,000.00
01 00-00 1120		Certificate of Deposit						100,000.00
01 00-00 1210		Accounts Receivable						.00
01/17/1998	164	SALES	A/R clearing				59	5,062.50
01/17/1998	165	SALES	A/R clearing				60	75.00CR
01/17/1998	166	SALES	A/R clearing				61	600.00
01/21/1998	162	SALES	A/R clearing				57	8,286.50
01/21/1998	163	SALES	A/R clearing				58	4,885.50
01/31/1998	167	SALES	A/R clearing				62	300.00
							19,059.50	19,059.50
02/03/1998	169	CREC	A/R clearing				64	4,882.50CR
02/03/1998	170	CREC	A/R clearing				65	5,280.00CR
02/03/1998	171	SALES	A/R clearing				66	10.00CR
02/07/1998	168	CREC	A/R clearing				63	5,358.50CR
02/21/1998	172	CREC	A/R clearing				67	428.00CR
02/21/1998	173	CREC	A/R clearing				68	2,103.00CR
02/21/1998	174	CREC	A/R clearing				69	300.00CR
02/21/1998	175	SALES	A/R clearing				70	17,950.00
02/28/1998	176	SALES	A/R clearing				71	600.00
02/28/1998	177	SALES	A/R clearing				72	2,152.50
02/28/1998	178	SALES	A/R clearing				73	50.00CR
02/28/1998	179	SALES	A/R clearing				74	18.77
02.28/1998	180	SALES	A/R clearing				75	300.00
							2,629.27 ¹	21,888.77
01 00-00 1210	Accounts Receivable							21,888.77

Figure A.2—CSLEDGER: Ledger

Run date: 01/22/97 @12:45		Model Division		Select...: XXX XX-XX XXXX	
Bus date: 02/28/1998		Balance Sheet		GLBALSH.X96 Page 2	
02 Federal Grants Fund		Period ending 02/28/1998			
Description	Balance				
02 00-00 1111 Cash in Bank - Citywide	5,000.00				
02 00-01 1990 Cash held by Operating Fund	4,234.66				

Total Assets	9,234.66				

02 00-00 2110 Accounts Payable	5,221.00				

Total Liabilities	5,221.00				

Excess Revenue over (under) Expenditures	4,013.66				

Total Net Assets	4,013.66				

Total Liabilities and Net Assets	9,234.66				

Figure A.3—GLBALSH: Balance Sheet

Run date: 01/22/97 @ 12:45 Select...: XX XX-XX XXXX		Model Division	
Bus date: 02/28/1998 GLTRBAL.X96 Page 2		Trial Balance	
02 Federal Grants Fund		Period ending 02/28/1998	
Description	Debit	Credit	
AS 1111 02 00-00 Cash in Bank - Citywide	5,000.00		
AS 1990 02 00-01 Cash held by Operating Fund	4,234.66		
LI 2110 02 00-00 Accounts Payable			5,221.00
RE 4140 02 04-00 Federal Grant Income			5,000.00
RE 5010 02 00-00 Grant Proceeds			15,000.00
EX 6110 02 00-00 Salaries & Wages	1,673.86		
EX 6112 02 00-00 Hourly Wages	1,584.00		
EX 6114 02 03-00 Seasonal Wages	1,083.31		
EX 6114 02 04-00 Seasonal Wages	110.00		
EX 6120 02 00-00 Payroll Taxes	275.38		
EX 6120 02 03-00 Payroll Taxes	93.64		
EX 6120 02 04-00 Payroll Taxes	7.00		
EX 6130 02 00-00 Employee Benefits	499.15		
EX 6130 02 04-00 Employee Benefits	15.00		
EX 7005 02 03-00 Advertising	500.00		
EX 7110 02 00-00 Insurance	2,260.00		
EX 7143 02 03-00 Computer Supplies	1.75		
EX 7143 02 04-00 Computer Supplies	1.75		
EX 7145 02 00-00 Rent	2,200.00		
EX 7145 02 03-00 Rent	1,000.00		
EX 7145 02 04-00 Rent	1,000.00		
Total Federal Grants Fund	25,221.00		25,221.00
Excess Revenue over (under) Expenditures			
Period to date	8,226.49		
Year to date	4,013.66		

Figure A.4—GLTRBAL: Trial Balance

Run date: 01/22/97 @12:45		Model Division		Select... : AX X XX-XX XXXX			
Bus date: 02/28/1998		Working Trial Balance		GLWTBAL.X96 Page 2			
02 Federal Grants Fund				Fiscal year thru period ending 02/28/1998			
Description	Last year Actual	Preliminary Y-T-D	+----- Adjustments -----+ Debit Credit	Final	W/P Ref	Comments	Y-T-D Budget
02 00-00 1111 Cash in Bank - Citywide	0	5,000.00	! . ! . ! . ! . ! . ! .	!	!	!	!
02 00-01 1990 Cash held by Operating Fund	0	4,234.66	! . ! . ! . ! . ! . ! .	!	!	!	!
Total Assets	0	9,234.66	! . ! . ! . ! . ! . ! .	!	!	!	!
02 00-00 2110 Accounts Payable	0	(5,221.00)	! . ! . ! . ! . ! . ! .	!	!	!	!
Total Liabilities	0	(5,221.00)	! . ! . ! . ! . ! . ! .	!	!	!	!
Excess Revenue over (under) Expenditures	0	(4,013.66)	! . ! . ! . ! . ! . ! .	!	!	!	!
Total Net Assets	0	(4,013.66)	! . ! . ! . ! . ! . ! .	!	!	!	!
Total Liabilities and Net Assets	0	(9,234.66)	! . ! . ! . ! . ! . ! .	!	!	!	!

Figure A.5—GLWTBAL: Working Trial Balance

Run date: 01/22/97 @12:45		Model Division		Select... : AX X XX-XX XXXX	
Bus date: 02/28/1998		Combined Balance Sheet		GLCOMB1.X96 Page 2	
		February 28, 1998			
	+ Unrestricted + Operating Fund	+-----+ Temporarily Restricted Federal Grants	+-----+ Restricted Donor Restricted	Permanently Rest Endowment	Total
1110 Cash in Bank - Banko Uno	89,405.90	.00	49,870.57	27,881.76	167,158.23
1111 Cash in Bank - Citywide	.00	5,000.00	.00	.00	5,000.00
1112 Denver Payroll Bank Account	(800.00)	.00	.00	.00	(800.00)
1120 Certificate of Deposit	100,000.00	.00	.00	.00	100,000.00
1690 Accumulated Depreciation	(105,141.67)	.00	.00	(1,000.00)	(106,141.67)
1990 Due To/From Other Funds	14,057.50	4,234.66	.00	.00	18,292.16
Total Assets	468,910.50	9,234.66	49,870.57	363,459.15	891,474.88
1990 Due To/From Other Funds	4,234.66	.00	6,756.50	7,301.00	18,292.16
2110 Accounts Payable	(1,351.00)	5,221.00	2,585.00	1,945.00	8,400.00
2210 Accrued Payroll	30.00	.00	.00	.00	30.00
2215 Accrued Vacation Payable	425.68	.00	.00	.00	425.68
2510 Notes Payable	346,000.00	.00	.00	300,000.00	646,000.00
Total Liabilities	359,150.33	5,221.00	9,341.50	309,246.00	682,959.33
3110 Net assets	74,162.80	.00	34,870.57	43,459.15	152,492.52
Excess Revenue over (under) Expenditures	35,596.87	4,013.66	5,658.50	10,754.00	56,023.03
Total Net Assets	109,759.67	4,013.66	40,529.07	54,213.15	208,515.55
Total Liabilities and Fund Balance	468,910.50	9,234.66	49,870.57	363,459.15	891,474.88

Figure A.6—GLCOMB1: Combined Balance Sheet

Run date: 01/22/97 @ 12:45		Model Division			Select... : AXX XX-XX XXX X	
Bus date: 02/28/1998		Combined Revenue & Expense			GLCOMB2.X96 Page 2	
February 28, 1998						
	+ Unrestricted + Operating Fund	+-----+ Temporarily Restricted Federal Grants	+-----+ Donor Restricted	Permanently Rest Endowment	Total	
4100 Gifts	.00	.00	.00	20,000.00	20,000.00	
4110 Contributions	4,510.00	.00	15,000.00	.00	19,510.00	
4140 Federal Grant Income	.00	5,000.00	.00	.00	5,000.00	
4910 Miscellaneous Income	35,510.77	.00	.00	.00	35,510.77	
5010 Grant Proceeds	.00	15,000.00	.00	.00	15,000.00	
Total Revenue	51,548.12	20,000.00	15,000.00	20,000.00	106,548.12	
6010 Gifts Allocated to Other Funds	.00	.00	.00	4,086.00	4,086.00	
6020 Expired Term Endowments	.00	.00	.00	5,160.00	5,160.00	
6100 Pooled Personnel Expense	1,000.00	.00	.00	.00	1,000.00	
7140 Operating Supplies	(1,542.00)	150.00	450.00	.00	(942.00)	
7142 Office Supplies	922.50	472.50	463.75	.00	1,858.75	
7143 Computer Supplies	160.50	1,872.50	8.75	.00	2,041.757	
7145 Rent	3,000.00	4,200.00	.00	.00	7,200.00	
Total Expenditure	15,951.25	15,986.34	9,341.50	9,246.00	50,525.09	
Excess Revenue over (under) Expenditures	35,596.87	4,013.66	5,658.50	10,754.00	56,023.03	
Beginning Net Assets	74,162.80	.00	34,870.57	43,459.15	152,492.52	
Ending Net Assets	109,759.67	4,013.66	40,529.07	54,213.15	208,515.55	

Figure A.7—GLCOMB2: Combined Revenue & Expense

Run date: 01/22/97 @ 12:45		Model Division			Select... : AXX XX-XX XXX X		
Bus date: 02/28/1998		Combined R/E with Variance			GLCOMB3.X96 Page 1		
February 28, 1998							
	+-----+ Operating Fund			+-----+ Federal Grants			
	Budget	Actual	Variance	Budget	Actual	Variation	
4100 Gifts	.00	.00	.00	.00	.00	.00	
4110 Contributions	75,000.00	4,510.00	(70,490.00)	.00	.00	.00	
4120 Matching Contributions	.00	.00	.00	.00	.00	.00	
4620 Yearly dues	.00	.00	.00	300.00	.00	(300.00)	
4910 Discounts Earned	.00	27.35	27.35	.00	.00	.00	
4910 Miscellaneous Income	.00	35,510.77	35,510.77	200.00	.00	(200.00)	
5010 Grant Proceeds	.00	.00	.00	13,000.00	15,000.00	2,000.00	
5200 Interest Income	.00	.00	.00	.00	.00	.00	
Total Revenue	81,927.50	51,548.12	(30,379.38)	26,100.00	20,000.00	(6,100.0)	
6010 Gifts Allocated to Other Funds	.00	.00	.00	.00	.00	.00	
6020 Expired Term Endowments	.00	.00	.00	.00	.00	.00	
6100 Pooled Personnel Expense	.00	1,000.00	(1,000.00)	.00	.00	.00	
6110 Salaries and Wages	7,400.00	2,510.78	4,889.22	900.00	1,673.86	(773.86)	
7143 Computer Supplies	450.00	150.50	299.50	90.00	1,372.50	(1782.50)	
7145 Rent	3,000.00	3,000.00	.00	2,000.00	4,200.00	(2,200.00)	
7150 Computer Equipment	.00	.00	.00	1,400.00	.00	1,400.00	
7910 Miscellaneous Expense	150.00	.00	150.00	200.00	.00	200.00	
Total Expenditure	26,020.00	15,951.25	10,068.75	14,640.00	15,986.34	(1,346.340)	
Excess Revenue over (under) Expenditures	55,907.50	35,596.87	(20,310.63)	11,460.00	4,013.66	(7,446.34)	
Beginning Net Assets	.00	74,162.80	74,162.80	.00	.00	.00	
Ending Net Assets	55,907.50	109,759.67	53,852.17	11,460.00	4,013.66	(7,446.340)	

Figure A.8—GLCOMB3: Combined R/E With Variance Report

Run date: 01/22/87 @12:45		Model Division			Select... : XXX XX-XX XXXX	
Bus date: 02/28/1998		Combined Statement of Changes			GLCOMB4.X96 Page 2	
Fiscal year to period ending February 28, 1998						
	+ Unrestricted + Operating Fund	+-----+ Federal Grants	Temporarily Restricted + Donor Restricted	Permanently Rest Endowment	Total	
Excess Revenue over (under) Expenditures	35,596.87	4,013.66	5,658.50	10,754.00	56,023.03	
Working capital provided by operations	35,596.87	4,013.66	5,658.50	10,754.00	56,023.03	
Decrease in Assets:						
1990 Due To/From Other Funds	10.00	10,765.34	.00	.00	10,775.34	
Increase in Liabilities:						
1990 Due To/From Other Funds	15,000.00	.00	6,766.50	7,301.00	29,067.50	
2210 Accrued Payroll	17,627.04	.00	.00	.00	17,627.04	
Total sources of working capital	68,263.91	14,779.00	12,425.00	18,055.00	113,522.91	
Increase in Assets:						
1990 Due To/From Other Funds	10,765.34	.00	10.00	.00	10,775.34	
Decrease in Liabilities:						
1990 Due To/From Other Funds	10,765.34	.00	10.00	.00	10,775.34	
2210 Accrued Payroll	17,627.04	.00	.00	.00	17,627.04	
Total uses of working capital	42,469.38	15,000.00	10.00	.00	57,469.38	
Net increase (decrease) in working capital	25,804.03	(221.00)	12,415.00	18,055.00	56,053.03	
Elements of working capital:						
1110 Cash in Bank - Banko Uno	13,601.43	.00	15,000.00	20,000.00	48,601.43	
1111 Cash in Bank - Citywide	.00	5,000.00	.00	.00	5,000.00	
1112 Denver Payroll Bank Account	(600.00)	.00	.00	.00	(600.00)	
2232 Life Insurance Payable	(430.00)	.00	.00	.00	(403.00)	

Figure A.9—GLCOMB4: Combined Statement of Changes Report

Run date: 01/22/97 @12:45		Model Division		Select... : AXI XX-XX XXXX			
Bus date: 02/28/1998		Account Detail		CSACDTL.X96 Page 5			
01 Operating Fund							
Date	Transaction	Jnl	Description	Ref 1	Ref 2	Ref 3	Posted Amount
00-00	2234 Pension Payable						
01/15/1998	119T-0000036	PAYRL	Payroll summary		E PENSION		197.50CR
01/31/1998	121T-0000036	PAYRL	Payroll summary		E PENSION		207.50CR
02/15/1998	123T-0000033	PAYRL	Payroll summary		E PENSION		197.50CR
02/28/1998	125T-0000033	PAYRL	Payroll summary		E PENSION		177.50CR
00-00	2234 Pension Payable						780.00CR
00-00	2236 Dental Insurance Payable						
01/31/1998	121T-0000036	PAYRL	Payroll summary		C DENTAL		40.00CR
02/28/1998	125T-0000027	PAYRL	Payroll summary		C DENTAL		55.00CR
00-00	2236 Dental Insurance Payable						95.00CR
00-00	2240 United Way Payable						
01/15/1998	119T-0000027	PAYRL	Payroll summary		UNITED WAY		15.00CR
02/15/1998	123T-0000024	PAYRL	Payroll summary		UNITED WAY		35.00CR
00-00	2240 United Way Payable						50.00CR
00-00	2242 Credit Union Payable						
01/31/1998	121T-0000027	PAYRL	Payroll summary		CRED UNION		95.00CR
02/28/1998	125T-0000024	PAYRL	Payroll summary		CRED UNION		95.00CR
00-00	2242 Credit Union Payable						190.00CR
00-00	4110 Contributions						
01/21/1998	163T-0000001	SALES	Steve A. Johnson	58	200	202	4,500.00CR
01/21/1998	163T-0000001	SALES	Hiltop Service Center	58	200	101	10.00CR
00-00	4110 Contributions						4,510.00CR

Figure A.10—CSACDTL: Account Detail Report

Run date: 01/22/97 @12:45		Model Division		Select... : AXI XX-XX XXXX		
Bus date: 02/28/1998		Revenue & Expense		CSRVEV.X96 Page 4		
02 00-00 Federal Grants Fund						
Fiscal year thru period ending 02/28/1998						
Description	Period to Date Actual	Year to date Actual	Year to date Budget	% Used	Budget Variance	
5010 Grant Proceeds	15,000.00	15,000.00	13,000.00	115.4%	2,000.00	
Total Revenue	15,000.00	15,000.00	13,000.00	115.4%	2,000.00	
6110 Salaries and Wages	836.93	1,673.86	900.00	186.0%	(773.86)	
6112 Hourly Wages	738.00	1,549.00	.00	.0%	(1,564.00)	
6120 Payroll Taxes	132.97	275.38	80.00	344.2%	(195.38)	
6130 Employee Benefits	250.25	499.15	.00	.0%	(499.15)	
7110 Insurance	1,260.00	2,260.00	2,000.00	113.0%	(260.00)	
7130 Telephone	40.00	40.00	200.00	20.0%	160.00	
7140 Operating Supplies	.00	.00	1,800.00	.0%	1,800.00	
7142 Office Supplies	145.00	315.00	200.00	157.5%	(115.00)	
7143 Computer Supplies	.00	1,869.00	20.00	345.0%	(1,490.00)	
7145 Rent	1,100.00	2,200.00	.00	.0%	(2,200.00)	
Total Expenditure	4,503.15	10,716.39	5,200.00	206.1%	(5,516.39)	
Excess Revenue over (under) Expenditures	10,496.85	4,283.61	7,800.00	54.9%	(3,516.39)	

Figure A.11—CSRVEV: Revenue & Expense Report

Run date: 01/22/97 @12:45		Model Division			Select... : AXI XX-XX XXXX		
Bus date: 02/28/1998		R/E Act vs Act by Year			GLREAA1.X96 Page 1		
02 00-00 Federal Grants Fund		Fiscal year thru period ending 02/28/1998					
Description	Period to date			Year to date			
	This year	Last year	Variance	This year	Last year	Variance	
5010 Grants Proceeds	15,000.00	.00	15,000.00	15,000.00	.00	15,000.00	
Total Revenue	15,000.00	.00	15,000.00	15,000.00	.00	15,000.00	
6110 Salaries and Wages	836.93	.00	836.93	1,673.86	.00	1,673.86	
6112 Hourly Wages	738.00	.00	738.00	1,584.00	.00	1,584.00	
6120 Payroll Taxes	132.97	.00	132.97	275.38	.00	275.38	
6130 Employee Benefits	250.25	.00	250.25	499.15	.00	499.15	
7110 Insurance	1,260.00	.00	1,260.00	2,260.00	.00	2,260.00	
7130 Telephone	40.00	.00	40.00	40.00	.00	40.00	
7142 Office Supplies	145.00	.00	145.00	315.00	.00	315.00	
7143 Computer Supplies	.00	.00	.00	1,869.00	.00	1,869.00	
7146 Rent	1,100.00	.00	1,100.00	2,200.00	.00	2,200.00	
Total Expenditure	4,503.15	.00	4,503.15	10,716.39	.00	10,716.39	
Excess Revenue over (under) Expenditures	10,496.85	.00	10,496.85	4,283.61	.00	4,283.61	

Figure A.12—GLREAA1: R/E Act vs Act by Year Report

Run date: 01/22/97 @12:45		Model Division			Select... : AXI XX-XX XXXX		
Bus date: 02/28/1998		R/E Act vs Bud PTD & YTD			GLREAB1.X96 Page 1		
01 Operating Fund		Fiscal year thru period ending 02/28/1998					
Description	Period to date			Year to date			
	Actual	Budget	Variance	Actual	Budget	Variance	
01 00-00 Operating Fund	22,978.62	2,800.00	20,178.62	42,048.12	81,927.50	(39,879.38)	
01 02-00 Operating Fund - Fund Raising	.00	.00	.00	9,500.00	.00	9,500.00	
Total Revenue	22,978.62	2,800.00	20,178.62	51,548.12	81,927.50	(30,379.38)	
01 00-00 Operating Fund	.00	.00	.00	1,540.00	.00	(1,540.00)	
01 01-00 Operating Fund - Administrative	4,969.17	9,160.00	4,190.83	11,658.75	18,320.00	6,661.25	
01 02-00 Operating Fund - Fund Raising	1,377.50	3,850.00	2,472.50	2,762.50	7,700.00	4,947.50	
Total Expenditure	6,346.67	13,010.00	6,663.33	15,951.25	26,020.00	10,068.75	
Excess Revenue over (under) Expenditures	16,631.95	(10,210.00)	26,841.95	35,596.87	55,907.50	(20,310.63)	

Figure A.13—GLREAB1: R/E Act vs Bud PTD & YTD Report

Run date: 01/22/97 @ 12:45		Model Division				Select... : AXX XX-XX XXXX			
Bus date: 02/28/1998		R/E Act vs Bud W/Var/Percent				GLREAB2.X96 Page 1			
04 00-00 Endowment Fund		Fiscal year thru period ending 02/28/1998							
Description	Period to date				Year to date				
	Actual	Budget	Variance	% Var	Actual	Budget	Variance	%Var	
Gifts	.00	4,900.00	(4,900.00)	.00	20,000.00	9,800.00	10,200.00	(204.08)	
Investment income	.00	2,500.00	(2,500.00)	.00	.00	5,000.00	(5,000.00)	.00	
Total Revenue	.00	7,400.00	(7,400.00)	.00	20,000.00	14,800.00	5,200.00	(135.14)	
Gifts Allocated to Other Funds	2,618.75	4,250.00	1,631.25	61.62	4,086.00	3,500.00	4,414.00	48.07	
Expired Term Endowments	2,400.00	700.00	(1,700.00)	342.86	5,160.00	1,400.00	(3,760.00)	368.57	
Total Expenditure	5,018.75	4,950.00	(68.75)	101.39	9,246.00	9,900.00	654.00	93.39	
Excess Revenue over (under) Expenditures	(5,018.75)	2,450.00	(7,468.75)	204.85	10,754.00	4,900.00	5,854.00	(219.47)	

Figure A.14—GLREAB2: R/E Act vs Bud W/Var/Percent

Run date: 01/22/97 @ 12:45		Model Division				Select... : AXX XX-XX XXXX			
Bus date: 02/28/1998		R/E Act vs Bud W/Var/Annual				GLREAB3.X96 Page 1			
01 Operating Fund		Fiscal year thru period ending 02/28/1998							
Annual Budget	Period to date				Description	Year to date			
	Actual	Budget	Variance			Actual	Budget	Variance	
109,927.50	22,978.62	2,800.00	20,178.62	Operating Fund	42,048.12	81,927.50	(39,879.38)		
.00	.00	.00	.00	Operating Fund-Fund Raising	9,500.00	.00	9,500.00		
109,927.50	22,978.62	2,800.00	20,178.62	Total Revenue	51,548.12	81,927.50	(30,379.38)		
.00	.00	.00	.00	Operating Fund	1,540.00	.00	(1,540.00)		
109,920.00	4,969.17	9,160.00	4,190.83	Operating Fund-Administrative	11,658.75	18,320.00	6,661.25		
46,200.00	1,377.50	3,850.00	2,472.50	Operating Fund-Fund Raising	2,752.50	7,700.00	4,947.50		
156,120.00	6,346.67	13,010.00	6,663.33	Total Expenditure	15,951.25	26,020.00	10,068.75		
(46,192.50)	16,631.95	(10,210.00)	26,841.95	Excess Revenue over (under) Expenditure	35,596.87	55,907.50	(20,310.63)		

Figure A.15—GLREAB3: R/E Act vs Bud W/Var/Annual

Run date: 01/22/97 @ 12:45		Model Division				Select... : AXX XX-XX XXXX			
Bus date: 02/28/1998		R/E Act vs Bud W/Encumbrance				GLREAB4.X96 Page 9			
01 Operating Fund		Fiscal year thru period ending 02/28/1998							
Description	Month to date	Year to date	Ytd encumbrance	Annual budget	Annual var	% used			
	01 00-00 Operating Fund	22,978.62	42,048.12	.00	109,927.50	(67,879.38)	38.3%		
01 02-00 Operating Fnd-Fund Raising	.00	9,500.00	.00	.00	9,500.00	-			
Total Revenue	22,978.62	51,548.12	.00	109,927.50	(58,379.38)	46.9%			
01 00-00 Operating Fund	.00	1,540.00	.00	.00	(1,540.00)	-			
01 01-00 Operating Fund-Administrative	4,969.17	11,658.75	17,125.00	109,920.00	81,136.25	26.2%			
01 02-00 Operating Fund-Fund Raising	1,377.50	2,752.50	825.00	46,200.00	42,622.50	7.7%			
Total Expenditure	6,346.67	15,951.25	17,950.00	156,120.00	122,218.75	21.7%			
Excess Revenue over (under) Expenditures	16,631.95	35,596.87	(17,950.00)	(46,192.50)	63,839.37	(38.2%)			

Figure A.16—GLREAB4: R/E Act vs Bud W/Encumbrance

Run date: 01/22/97 @12:45		Model Division		Select...: AXX XX-XX XXXX	
Bus date: 02/28/1998		Statement of Financial Position		GLSOFP.X96 Page 1	
		March 31, 1998 and 1999			
		1999		1998	
Assets:					
Cash and cash equivalents	\$	340,947.86	\$	118,556.80	
Investments		654,176.49		326,577.39	
Certificate of Deposit		215,000.00		100,000.00	
Accounts Receivable		12,774.48		11,300.50	
Due from Other Funds		20,312.82		340,300.00	
Buildings, Furniture and Fixtures		687,558.52		340,300.00	
Real Estate		9,250.00		10,000.00	
Total Assets	\$	1,939,020.17	\$	908,735.49	
Liabilities:					
Accounts Payable	\$	19,208.06	\$	5,179.99	
Due to Other Funds		20,312.82		4,111.17	
Accrued Payroll		176.92		510.00	
Accrued Payroll Taxes		16,188.92		2,500.14	
Pension Payable		1,177.50		1,000.00	
Total Liabilities		1,341,584.22		659,301.30	
Net Assets:					
Unrestricted		416,772.99		169,804.47	
Temporarily Restricted		88,066.77		35,170.57	
Permanently Restricted		92,616.19		44,459.15	
Total Net Assets		597,455.95		249,434.19	
Total Liabilities and Net Assets	\$	1,939,020.17	\$	908,735.49	

Figure A.17—GLSOFP: Statement of Financial Position

Run date: 01/22/97 @12:45		Model Division		Select...: AXX XX-XX XXXX		
Bus date: 12/31/1998		Statement of Activities		GLSOA.X96 Page 1		
		Year Ended December 31, 1998				
		Unrestricted	Temporarily Restricted	Permanently Restricted	Total	
Revenue, Gains and Other Support:						
Contributions	\$	80,030.34	\$	24,807.01	\$	129,876.61
State grants		1,327.50		.00		1,327.50
Federal grants		.00	35,866.00	.00		35,866.80
Income from investments		.00	.00	2,529.00		2,529.00
Sales and service		9,500.00	1,750.00	.00		11,250.00
Other income		9,187.35	158.48	.00		9,345.83
Gain (loss) on sale of assets		.00	.00	(5,250.00)		(5,250.00)
Net assets released from restrictions:						
Satisfaction of program restrictions		20,248.57	(20,248.57)	.00		.00
Satisfaction of equipment acquis restriction		15,106.20	(6,579.20)	(8,527.00)		.00
Expiration of time restrictions		18,028.89	(18,028.89)	.00		.00
Current year transfers		9,893.37	.00	(9,893.37)		.00
Total Revenues, Gains and Other Support		163,322.22	17,725.63	3,697.89		184,745.74
Expenses and Losses:						
Adult Programs		6,029.37				6,029.37
Youth Programs		6,579.20				6,579.20
Donor Programs		18,028.89				18,028.89
Management and General		49,183.11				49,183.11
Fund-raising		6,337.60				6,337.60
Total Expenses and Losses		86,158.17				86,158.17
Change in Net Assets		77,164.05	17,725.63	3,697.89		98,587.57
Net Assets at Beginning of Year		169,804.47	35,170.57	44,459.15		249,434.19
Prior period adjustments		169,804.47	35,170.57	44,459.15		249,434.19
Adjusted Net Assets at Beginning of Year		339,608.94	70,341.14	88,918.30		498,868.38
Net Assets at End of Year	\$	416,772.99	\$	88,066.77	\$	597,455.95

Figure A.18—GLSOA: Statement of Activities

Run date: 01/22/97 @12:45		Model Division		Select... : AXI XX-XX XXX X	
Bus date: 12/31/1998		Statement of Cash Flows		GLSO CF.X96 Page 1	
Year Ended December 31, 1998					
Cash flows from operating activities:					
Change in net assets		\$	98,587.57		
Adjustments to reconcile change in net assets to net cash used by operating activities:					
Depreciation			9,966.67		
Increase in accounts and interest receivable			(12,774.48)		
Increase in accounts payable			19,208.06		
Increase in payroll taxes payable			10,065.99		
Increase in employee benefits payable			7,477.35		
Contributions restricted for long-term investments			(123.42)		
Net unrealized and realized gains on 1-t investment			(141.84)		
Net cash provided by (used by) operating activities			132,265.90		
Cash flows from investing activities:					
Purchase of equipment			(17,225.19)		
Purchase of investments			(442,333.84)		
Net cash provided by (used by) investing activities			(459,559.03)		
Cash flows from financing activities:					
Proceeds from contributions restricted for:					
Investment in plant			(88,815.81)		
Other financing activities:					
Borrowings on notes payable			638,500.00		
Net cash provided by (used by) financing activities			549,684.19		
Net increase (decrease) in cash and cash equivalents			222,391.06		
Cash and cash equivalents at beginning of year			118,556.80		
Cash and cash equivalents at end of year		\$	340,947.86		

Figure A.19—GLSOCF: Statement of Cash Flows

Run date: 02/17/97 @08:43		Model Division		Select... : AXI XX-XX XXX X													
Bus date: 03/31/1998		Account Verification List		CSACVER.X96 Page 1													
Attributes																	
Attr	Account/Description	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AS	A01 00-00 1110 Cash in Bank - Banko Uno Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASA	/	/	/
	Alias 2:													Required:			
AS	A01 00-00 1111 Cash in Bank - Citywide Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASA	/	/	/
	Alias 2:													Required:			
AS	A01 00-00 1112 Denver Payroll Bank Account Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASA	/	/	/
	Alias 2:													Required:			
AS	A01 00-00 1114 Prepaid Insurance Alias 1: One of required:	A	AS	/	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASC	/	/	/A2E
	Alias 2:													Required:			
AS	A01 00-00 1115 Investments Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASC	/	/	/A3E
	Alias 2:													Required:			
AS	A01 00-00 1120 Certificate of Deposit Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASE	/	/	/B11
	Alias 2:													Required:			
AS	A01 00-00 1140 Deposit Clearing Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASC	/	/	/
	Alias 2:													Required:			
AS	A01 00-00 1210 Accounts Receivable Alias 1: One of required:	A	AS	NWC	/T1	/F1	/D1	/	/	/	/	/	/FT1	/AS1	/	/	/A2A
	Alias 2:													Required:			
AS	A01 00-00 1300 Inventory Alias 1: One of required:	A	AS	/	/T1	/F1	/D1	/	/	/	/	/	/FT1	/ASG	/	/	/A2E
	Alias 2:													Required:			

Figure A.20—CSACVER: Account Verification List

Run date: 02/17/97 @08:43		Model Division	Select...: XXX XX-XX XXX X
Bus date: 03/31/1998		Attributes List	CSAREP.X96 Page 1
ID type	A - Financial Reporting System	Changed ...:	03/24/96
Attribute	AIA	User.....:	00999
1) Description	Adjustments to reconcile change in net assets to net		
2) Use in position ..	15		
3) Status	A - Active		
ID type	A - Financial Reporting System	Changed ...:	03/24/96
Attribute	AIB	User.....:	00999
1) Description	Cash used by operating activities		
2) Use in position ..	15		
3) Status	A - Active		
ID type	A - Financial Reporting System	Changed ...:	03/24/96
Attribute	AIC	User.....:	00999
1) Description	Depreciation		
2) Use in position ..	15		
3) Status	A - Active		
ID type	A - Financial Reporting System	Changed ...:	03/24/96
Attribute	AIE	User.....:	00999
1) Description	Fire loss		
2) Use in position ..	15		
3) Status	A - Active		

Figure A.21—CSAREP: Attributes List

Run date: 02/17/97 @08:43	Model Division	Select... : XXX XX-XX XXX X
Bus date: 03/31/1998	ID Types List	CSBREP.X36 Page 1
ID type..... : A		Changed... : 03/24/96 User..... : 00999
1) Description..... : Financial Reporting System		
2) Short desc..... : Account		
3) Account type..... : F - Four Sided.		
4) Date table setup		
Year end day..... : 12/31		
Report period..... : M - Monthly		
Increment..... : 1		
Last period end..... : 1 - On last full period.		
5) Post to		
Budget..... : Y - Posting type is used.		
Encumbrance..... : Y - Posting type is used.		
Commitment..... : N - Posting type is not used.		
6) Default journals		
Actual..... : GJNLA		
Budget..... : BDGTA		
Encumbrance..... : ENCUM		
Commitment..... :		
7) Field use		
Alias 1 and 2..... : Y - Field is in use.		
Req. ID types..... : Y - Field is in use.		
Required attr..... : YNNNNNNNNNNNNNNNN		
Misc items..... :		
2..... :		
Addtn'l items..... : Y - Field is in use.		
8) Dimensions		
Fund..... : 1		
Xfer..... : 3		
	Length Char Description	
1 -	2 Fund	
2 -	2 Dept	
3 -	2 Sub-dept	
4 -	4 Object	
5 -		
6 -		
7 -		
8 -		
9 -		

Figure A.22—CSBREP: ID Types List

Run date: 02/17/97 @08:43	Model Division	Select... : AXX XX-XX XXXX
Bus date: 03/31/1998	Journal Controls List	CSCREP.X96 Page 1
Journal abbr. :	BDGTA	Changed ... : 03/24/96 User..... : 00999
1) Description. :	Budget Journal	
2) Desc title. :	Description	
Ref1 title. :	Ref 1	
Ref2 title. :	Ref 2	
Ref3 title. :	Ref 3	
3) Trace Report. :	B - Both detail and summary.	
4) Post to type. :	B - Budget entries.	
5) Allow entry. :	Y - Data entry is allowed.	
6) Additional data		
Item 1. :		
Item 2. :		
Item 3. :		
Journal abbr. :	BDGTF	Changed ... : 03/24/96 User..... : 00999
1) Description. :	Budget Journal	
2) Desc title. :	Description	
Ref1 title. :	Ref 1	
Ref2 title. :	Ref 2	
Ref3 title. :	Ref 3	
3) Trace Report. :	B - Both detail and summary.	
4) Post to type. :	B - Budget entries.	
5) Allow entry. :	Y - Data entry is allowed.	
6) Additional data		
Item 1. :		
Item 2. :		
Item 3. :		

Figure A.23—CSCREP: Journal Controls List

Run date: 02/17/97 @08:43		Model Division	Select... : AX X-XX XXXX
Bus date: 03/31/1998		Date Tables List	CSDREP.X96 Page 1
ID type	A - Financial Reporting System	Changed ...	03/24/96
Year end date	12/31/97	User	00999
1) Dates BG:	01/01/1997 12/31/1997		
	01/31/1997 a1: 12/31/1997		
	02/28/1997 a2: 12/31/1997		
	03/31/1997 a3: 12/31/1997		
	04/30/1997 a4: 12/31/1997		
	05/31/1997 FF: 12/31/1997		
	06/30/1997 CL: 12/31/1997		
	07/31/1997		
	08/31/1997		
	09/31/1997		
	10/31/1997		
	11/30/1997		
2) System information			
Status	A - Year is active		
Activity	Y - Activity posted to year		
Prior post	N - Prior year(s) not posted		
Purge/save	N - Purge/save has not been done		
ID type	A - Financial Reporting System	Changed ...	03/24/96
Year end date	12/31/98	User	00999
1) Dates BG:	01/01/1998 12/31/1998		
	01/31/1998 a1: 12/31/1998		
	02/28/1998 a2: 12/31/1998		
	03/31/1998 a3: 12/31/1998		
	04/30/1998 a4: 12/31/1998		
	05/31/1998 FF: 12/31/1998		
	06/30/1998 CL: 12/31/1998		
	07/31/1998		
	08/31/1998		
	09/31/1998		
	10/31/1998		
	11/30/1998		
2) System information			
Status	A - Year is active		
Activity	Y - Activity posted to year		
Prior post	N - Prior year(s) not posted		
Purge/save	N - Purge/save has not been done		

Figure A.24—CSDREP: Date Tables List

Journal Entry Header		Journal Entry Detail				Amount
Name	Description	Reference 1	Reference 2	Reference 3		
BUDGE	BUDGET ENTRY	BUDGET			-2,500.00	
SUMMER BUDGET ENTRY	A01 00-00 4150					
Import batch.						
BUDGTA	BUDGET ENTRY	BUDGET	1		-300.00	
05/31/1998	A01 00-00 4180					
No posting.						
	BUDGET ENTRY	BUDGET		1	-2,000.00	
	A02 04-00 4140					
	BUDGET ENTRY	BUDGET		1	-800.00	
	A02 04-00 4140					
	BUDGET ENTRY	BUDGET		1	1,900.00	
	A01 01-00 6110					
	BUDGET ENTRY	BUDGET		1	180.00	
	A01 01-00 6120					
	BUDGET ENTRY	BUDGET		1	155.00	
	A01 01-00 6130					
	BUDGET ENTRY	BUDGET		1	500.00	
	A01 01-00 7005					

Figure A.25—CSENTRY: Special Journal Entries List

Ref 1	Ref 2	Ref 3	Date	Batch-Item	Jnl	Description/Transaction acct	Amount
	SALARY		03/31/1998	128T-0000000	LABOR	Labor summary	600.00
	SALARY		03/31/1998	128T-0000001	LABOR	A01 01-00 6110 Labor summary	750.00
	SALARY		03/31/1998	128T-0000002	LABOR	A02 00-00 6110 Labor summary	400.00
HOURLY	27.00		03/31/1998	128T-0000003	LABOR	A04 00-00 6110 Labor summary	270.00
HOURLY	22.50		03/31/1998	128T-0000004	LABOR	A01 01-00 6112 Labor summary	225.00
HOURLY	49.50		03/31/1998	128T-0000005	LABOR	A01 02-00 6112 Labor summary	280.17
HOURLY	40.50		03/31/1998	128T-0000006	LABOR	A01 03-01 6114 Labor summary	229.23
HOURLY	90.00		03/31/1998	128T-0000007	LABOR	A02 00-00 6114 Labor summary	1,350.00
HOURLY	40.50		03/31/1998	128T-0000008	LABOR	A03 00-00 6112 Labor summary	405.00
OTHR EARN	10.00		03/31/1998	128T-0000009	LABOR	A03 00-00 6112 Labor summary	100.00
	280.00		03/31/1998	128T-0000010	LABOR	A01 03-02 6114 Labor summary	4,609.40CF
			03/31/1998	128T-0000011	LABOR	A01 00-00 2210 Labor summary	979.23
			03/31/1998	128T-0000012	LABOR	A01 00-02 1990 Labor summary	979.23CF
						A02 00-01 1990	

Figure A.26—CSREFTR: Transactions Sorted by Reference

Run date: 02/17/97 @08:43		Model Division		Reporting: 03/31/1998 to 03/31/1998						
Bus date: 03/31/1998		Transaction Log		CSTRANS.X96 Page 1						
Trans #	Business Date	Jnl	Amount	Count	Amount	Count	***	Src	Run Date	Posted by
42T	03/31/1998	BDGTA	34,046.87	65	27,410.80	16	***	GLS	01/24/89	101 Demo User
128T	03/31/1998	LABOR	7,743.63	13	7,743.63	4		PYL	10/09/90	101 Demo User
129T	03/31/1998	PAYRL	6,421.76	42	6,421.76	22		PYL	10/09/90	101 Demo User
155T	03/31/1998	BDGTA	.00		28,000.00	3	***	GLS	09/12/94	999 American FundWare
188T	03/31/1998	SALES	600.00	1	600.00	1		ABF	12/11/95	999 American FundWare
189T	03/31/1998	SALES	28.50	1	28.50	2		ABF	12/11/95	999 American FundWare
190T	03/31/1998	SALES	300.00	1	300.00	3		ABF	12/11/95	999 American FundWare
** Totals **				123		51				
			49,140.56		70,504.69					

Figure A.27—CSTRANS: Transaction Log

Run date: 02/17/97 @08:43		Model Division		Reporting: *first* to *last*		
Bus date: 03/31/1998		Journals List		CSJNL.X96 Page 4		
Account	Description	Ref 1	Ref 2	Ref 3	Debit	Credit
02/31/1998 Transaction:	41T, posted on 01/24/89 by 00000					
	BUDGET ENTRY	BUDGET	1		25.00	
	BUDGET ENTRY	BUDGET	1			700.00
	BUDGET ENTRY	BUDGET	1			2,500.00
	BUDGET ENTRY	BUDGET	1			3,000.00
	BUDGET ENTRY	BUDGET	1			1,200.00
	BUDGET ENTRY	BUDGET	1		600.00	
	BUDGET ENTRY	BUDGET	1		700.00	
	BUDGET ENTRY	BUDGET	1		125.00	
	BUDGET ENTRY	BUDGET	1		1,750.00	
	BUDGET ENTRY	BUDGET	1		200.00	
	BUDGET ENTRY	BUDGET	1		300.00	
	BUDGET ENTRY	BUDGET	1		100.00	
	BUDGET ENTRY	BUDGET	1		25.00	
	BUDGET ENTRY	BUDGET	1		1,000.00	
	BUDGET ENTRY	BUDGET	1		150.00	
	BUDGET ENTRY	BUDGET	1		450.00	
	BUDGET ENTRY	BUDGET	1		40.00	
	BUDGET ENTRY	BUDGET	1		1,000.00	
	BUDGET ENTRY	BUDGET	1		100.00	
	BUDGET ENTRY	BUDGET	1		100.00	
	BUDGET ENTRY	BUDGET	1		10.00	
	BUDGET ENTRY	BUDGET	1		900.00	
	** Transaction total **				34,046.67	27,410.80
03/31/1998 Transaction:	42T, posted on 01/24/89 by 0000					
	BUDGET ENTRY	BUDGET	1			2,500.00
	BUDGET ENTRY	BUDGET	1			300.00
	BUDGET ENTRY	BUDGET	1			2,000.00
	BUDGET ENTRY	BUDGET	1			800.00
	BUDGET ENTRY	BUDGET	1		1,900.00	
	BUDGET ENTRY	BUDGET	1		180.00	

Figure A.28—CSJNL: Journals List

Run date: 02/17/97 @08:43		Model Division		Reporting: * first * to *last *				
Bus date: 03/31/1998		Multiple ID Reconciliation				CSRECON.X96 Page 1		
Jnl	Date	Batch-Item	Description	Sys	Ref 1	Ref 2	Ref 3	Amount
A01 01-00 7110	ECUM 01/10/1998	1T-0000003	American Business Insurance	OTS	1001	entry		3,375.00
A01 01-00 7110	ECUM 01/11/1998	4T-0000002	American Business Insurance	OTS	1001	change		3,375.00CR
A01 01-00 7110	ECUM 01/11/1998	7T-0000001	American Business Insurance	OTS	1005	change		3,375.00
A01 01-00 7110	PURCH 01/11/1998	8T-0000001	American Business Insurance	OTS	1006	split	A-33901	1,250.00
A01 01-00 7110	GJNLA 01/31/1998	36T-0000025	JAN BAL	GLS	JAN BAL	1		600.00
A01 01-00 7110	BDGTA 01/31/1998	40T-0000010	BUDGET ENTRY	GLS	BUDGET	1		1,850.00
A01 01-00 7110	PURCH 02/11/1998	32T-0000005	American Business Insurance	OTS	1023	entry		1,575.00
A01 01-00 7110	BDGTA 02/28/1998	41T-0000008	BUDGET ENTRY	GLS	BUDGET	1		1,850.00
A01 01-00 7110	BDGTA 03/31/1998	42T-0000008	BUDGET ENTRY	GLS	BUDGET	1		1,850.00
A01 01-00 7110	BDGTA 04/30/1998	43T-0000008	BUDGET ENTRY	GLS	BUDGET	1		1,850.00
A01 01-00 7110	BDGTA 05/31/1998	51T-0000008	BUDGET ENTRY	GLS	BUDGET	1		1,850.00

Figure A.29—CSRECON: Multiple ID Reconciliation

Run date: 02/17/97 @08:43		Model Division			Reporting: 03/31/1998 to 03/31/1998			
Bus date: 03/31/1998		Re-print Trace Report				CSTRACE.X96 Page 1		
Jnl	Description	Ref 1	Ref 2	Ref 3	Rate / Resrce	Units	Amount/Rate	Posted Amount
BDGTA	BUDGET ENTRY A01 00-00 4150	BUDGET	1					2,500.00CR
BDGTA	BUDGET ENTRY A01 00-00 4160	BUDGET	1					300.00CR
BDGTA	BUDGET ENTRY A02 04-00 4140	BUDGET	1					2,000.00CR
BDGTA	BUDGET ENTRY A02 04-00 4140	BUDGET	1					800.00CR
BDGTA	BUDGET ENTRY A01 01-00 6110	BUDGET	1					1,900.00
BDGTA	BUDGET ENTRY A01 01-00 6120	BUDGET	1					180.00
BDGTA	BUDGET ENTRY A01 01-00 6130	BUDGET	1					155.00
BDGTA	BUDGET ENTRY A01 01-00 7005	BUDGET	1					500.00
BDGTA	BUDGET ENTRY A01 01-00 7110	BUDGET	1					1,850.00
BDGTA	BUDGET ENTRY A01 01-00 7130	BUDGET	1					1,900.00
BDGTA	BUDGET ENTRY A01 01-00 7140	BUDGET	1					1,000.00
BDGTA	BUDGET ENTRY A01 01-00 7142	BUDGET	1					400.00
BDGTA	BUDGET ENTRY A01 01-00 7143	BUDGET	1					200.00
BDGTA	BUDGET ENTRY A01 01-00 7145	BUDGET	1					1,00.00
BDGTA	BUDGET ENTRY A01 00-00 1520	BUDGET	1					1,00.00
BDGTA	BUDGET ENTRY A01 01-00 7910	BUDGET	1					75.00

Figure A.30—CSTRACE: Re-Print Trace Report

		Model Division		
Run date: 02/17/97 @08:43		User-Defined Balance Sheet		GLBAL1.X96 Page 1
Bus date: 03/31/1998				Fiscal year thru period ending 12/31/1998
01 General Fund				
Account and Description	12/31/1998 Balance	12/31/1997 Balance	Year to Year Variance	
01 00-00 1110 Cash in Bank - Banko Uno	183,905.47	75,804.47	108,101.00	
01 00-00 1111 Cash in Bank - Apenglow	.00	.00	.00	
01 00-00 1112 Denver Payroll Bank Account	20,463.00	.00	20,463.00	
01 00-00 1114 Prepaid Insurance	.00	.00	.00	
01 00-00 1120 Certificate of Deposit	215,000.00	100,000.00	115,000.00	
01 00-00 1210 Account Receivable	443.16	.00	443.16	
01 00-02 1990 Due from Water Fund	10,361.61	.00	10,361.61	
01 00-03 1990 Due from Sewer Fund	3,709.49	.00	3,709.49	
	-----	-----	-----	
Total Assets	434,024.57	157,804.47	258,220.10	
	=====	=====	=====	
01 00-00 2110 Accounts Payable	6,894.40	.00	6,894.40	
01 00-00 2210 Accrued Payroll	.00	.00	.00	
01 00-00 2215 Accrued Vacation Payable	176.92	.00	176.92	
01 00-002220 FICA Taxes Payable	5,947.65	.00	5,947.65	
01 00-00 2222 Federal W/H Taxes Payable	2,907.37	.00	2,907.37	
01 00-00 2223 State W/H Taxes Payable	923.42	.00	923.42	
01 00-00 2224 Fedl Unemploy Taxes Payable	207.32	.00	207.32	
01 00-00 2225 State Unemploy Taxes Payable	80.23	.00	80.23	
01 00-00 2230 Health Insurance Payable	4,827.93	.00	4,827.93	
01 00-00 2232 Life Insurance Payable	695.00	.00	695.00	
01 00-00 2234 Pension Payable	1,177.50	.00	1,177.50	
01 00-00 2236 Dental Insurance Payable	150.00	.00	150.00	
01 00-00 2237 Other Benefits Payable	.00	.00	.00	
01 00-00 2240 United Way Payable	155.00	155.00	.00	
01 00-00 2242 Credit Union Payable	295.00	.00	295.00	
01 00-00 2410 Reserve for Encumbrance	.00	.00	.00	
0100-00 2510 Notes Payable	132,500.00	70,000.00	62,500.00	
01 00-00 2610 Deposits Payable	.00	.00	.00	
01 00-02 0000 Due to From	.00	.00	.00	
01 00-03 0000 Due to From	.00	.00	.00	
01 00-04 1990 Escrow - Federal Grant Fund	17,077.80	.00	17,077.80	
	-----	-----	-----	
Total Liabilities	174,015.54	70,000.00	104,015.54	
	=====	=====	=====	
01 00-00 3110 Fund Balance	211,608.94	105,804.47	105,804.47	
Excess Revenue Over (Under) Expenditures	48,400.09	.00	48,400.09	
	-----	-----	-----	
Total Fund Balance	260,009.03	105,804.47	154,204.56	
	-----	-----	-----	
Total Liabilities and Fund Balance	434,024.57	175,804.47	258,220.10	
	=====	=====	=====	

Figure A.31—USBAL1: User-Defined Balance Sheet

Run date: 02/17/97 @08:43		Model Division		Select . . . : AXX XX-XX XXXX		
Bus date: 03/31/1998		User-Defined Revenue & Expense Report				GLREEX.X96 Page 1
Enterprise Fund 02 Water Plant Fund		First Quarter Income Statement			Fiscal year thru period ending 01/31/1988	
Account and description	First Month	Second Month	Third Month	Quarter		
4100 Service Tax	948.21	888.61	737.25	2,574.07		
4140 State Grant	4,167.00	4,200.00	3,500.00	11,867.00		
5120 Service Fees	4,891.80	5,000.00	2,750.00	12,641.80		
5200 Interest	4.42	6.05	2.35	12.82		
Total Revenue	9,811.43	10,094.66	6,989.60	26,895.69		
6110 Salaries and Wages	3,069.20	1,569.20	1,569.20	6,207.60		
6112 Hourly Wages	816.00	.00	.00	816.00		
6114 Seasonal Wages	473.75	412.62	458.47	1,344.84		
6120 Payroll Taxes	393.45	166.94	170.95	731.34		
6130 Employee Benefits	125.70	90.00	90.00	305.70		
7005 Advertising	.00	1,000.00	.00	1,000.00		
7110 Insurance	2,450.00	1,575.00	.00	4,025.00		
7130 Telephone	166.52	50.00	.00	216.52		
7140 Operating Supplies	1,955.92	.00	.00	1,955.92		
7142 Office Supplies	282.50	181.25	.00	463.75		
7143 Computer Supplies	8.75	.00	.00	8.75		
7610 Depreciation	766.67	.00	.00	766.67		
7910 Miscellaneous Expense	11.80	.00	.00	11.80		
Total Expenditure	10,520.26	5,045.01	2,288.62	17,853.89		
Net Income	(708.83)	5,049.56	4,700.98	9,041.80		
	=====	=====	=====	=====		

Figure A.32—GLREEX: User-Defined Revenue & Expense Report

Allocation Header		Allocation Detail			
Allocation name	Detail	Allocation Mask	% Allot	Max Allocation	
Run date: 02/17/97 @08:43	Model Division				
Bus date: 03/31/1998	Cost Allocation List				CAICDEF.X96 Page 1
Allocation name: PAYRL					
Changed: 1/20/93					
User: 993					
1) Description: Personnel Expenses	1	A0X XX-XX 6110	40.0000	.00	
2) Posting journal: GLICA	2	A0X XX-XX 6112	20.0000	.00	
3) Source mask: A0X XX-XX 6100	3	A0X XX-XX 6114	20.0000	.00	
4) Remainder mask: A0X XX-XX 6130	4	A0X XX-XX 6120	10.0000	.00	
5) System maintained					
Last posted: 0/00/0000					
Tot % allocated: 90.0000					

Allocation name: PYRL					
Changed: 1/19/93					
User: 993					
1) Description: Personnel Expenses	1	A01 01-00 6110	40.0000	.00	
2) Posting journal: GLICA	2	A01 01-00 6112	20.0000	.00	
3) Source mask: A0X XX-XX 6100	3	A01 01-00 6114	20.0000	.00	
4) Remainder mask: A0X XX-XX 6130	4	A01 01-00 6120	10.0000	.00	
5) System maintained					
Last posted: 0/00/0000					
Tot % allocated: 90.0000					

Allocation name: TELE2					
Changed: 1/19/93					
User: 993					
1) Description: Telephone Expense Allocation	1	A01 01-00 7130	10.0000	.00	
2) Posting journal: GLICA	2	A01 02-00 7130	20.0000	.00	
3) Source mask: A01 00-00 7130	3	A01 03-01 7130	30.0000	.00	
4) Remainder mask: A01 03-02 7130					
5) System maintained					
Last posted: 0/00/0000					
Tot % allocated: 60.0000					

Number of lines printed = 45	*** End of report ***				

Figure A.33—CAICDEF: Cost Allocation List

Run date: 02/17/97 @08:43		Model Division		GLRREP.X96 Page 1	
Bus date: 03/31/1998		Report Definitions			
ID type	Report name	Report type	Title	Source	Maintain
A	ACDTL	F	Account Detail	System	System
A	ACTL1	F	Account Detail w/Print References Option	User	User
A	ACTL2	F	Account Detail w/Print Acct. # Option	User	User
A	ACTL3	F	Account Detail w/Print Trans. Acct Option	User	User
A	ACTL4	F	Account Detail w/Print Ref. & Acct Option	User	User
A	ACTL5	F	Account Detail w/Print Ref. & Trans. Acct	User	User
A	BAL1	Y	User-defined Balance Sheet	User	User
A	BALSH	C	Balance Sheet	System	System
A	BALST	C	Balance Sheet using Select dim & 1 fund	User	User
A	CH1	A	Chart of Accounts by Fund	User	User
A	CH2	A	Chart of Accounts by Department	User	User
A	CHART	A	Chart of Accounts	System	System
A	CMB1	T	Use of Attribute Cols/ Pos 3, 4	User	User
A	CMRX1	T	Use of Attribute Cols/ Pos 3	User	User
A	CMRX2	T	Use of Attribute Cols/ Pos 4, 5	User	User
A	COMB1	S	Combined Balance Sheet	System	System
A	COMB2	T	Combined Revenue & Expense	System	System
A	COMB3	U	Combined R/E with Variance	System	System
A	COMB4	V	Combined Statement of Changes	System	System
A	LEDGR	B	Ledger Report	System	System
A	LEDR2	B	Ledger Report w/Print Acct. # Option	User	User
A	LEDR3	B	Ledger Report w/Print Trans. Acct Option	User	User
A	LEDR4	B	Ledger Report w/Print Ref. & Acct. Option	User	User
A	LEDR5	B	Ledger Report w/Print Ref. & Trans. Acct	User	User
A	LEGR1	B	Ledger Report w/Print References Ption	User	User
A	REAA1	N	R/E Act vs Act by Year	System	System
A	REAB1	M	R/E Act vs Bud PTD & YTD	System	System
A	REAB2	O	R/E Act vs Bud W/Var/Percent	System	System
A	REAB3	P	R/E Act vs Bud W/Var/Annual	System	System
A	REAB4	Q	R/E Act vs Bud W/Encumbrance	System	System

Figure A.34—GLRREP: Report Definitions

A P P E N D I X B

USING ATTRIBUTES TO DEFINE REPORT COLUMNS

Most report types (i.e., “templates”) provided by General Ledger–Project/Grant allow you to define only the rows of the report; the columns are predefined as part of the template (e.g., one row may contain actual data and another budget, but you define the time period). However, there are certain report types that allow you to use your attributes to define the column contents by attribute position to define one or more columns (often called “combined” reports in FundWare).

Table B.1 defines those report types and explains their use.

Table B.1—Report Types That Allow You to Define Attribute Columns

Report Type	Description
G—Statement of Financial Position	<p>Uses total liabilities and net assets to show the overall financial position of your organization. Allows you to use an attribute position to define one or more report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Financial Statements category.
H—Statement of Activities	<p>Uses revenues, expenses, and change in net assets from the beginning of the year to the end of the year to display activities. Allows you to use attributes to define the report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Revenue & Expense category.
I—Statement of Cash Flow	<p>Uses the net assets and operating activities, investing activities, financing activities, and cash and cash equivalents to report the cash flow for the period. Allows you to use attributes to define the report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Financial Statements category.
S—Combined Balance Sheet	<p>Presents the excess revenue over (or under) expenditures and the liabilities/fund balance. Allows you to use attributes to define the report columns.</p> <ul style="list-style-type: none"> • User-defined reports of this type are saved to the Financial Statements category.

Table B.1—Report Types That Allow You to Define Attribute Columns (Continued)

Report Type	Description
T—Combined Rev. & Exp.	Shows the excess revenue over (or under) expenditures to show combined revenue and expense. Allows you to use attributes to define the report columns. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Revenue & Expense category.
U—Combined Rev. & Exp. W/Var.	Presents the excess revenue over (or under) expenditures to show combined revenue and expense with variance. Allows you to use attributes to define the report columns. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Revenue & Expense category.
V—Combined Statement of Change in Fin. Pos.	Presents the excess revenue over (or under) expenditures to show combined change in financial position. Allows you to use attributes to define the report columns. <ul style="list-style-type: none"> User-defined reports of this type are saved to the Financial Statements category.

USING YOUR ATTRIBUTE POSITIONS FOR REPORT COLUMNS

The **Attribute Columns** tab of the report definition displays for those reports that allow you to define column contents using attribute positions. For example:

- You define four attribute values for position 6 and assign these values to accounts.
- You assign attribute position 6 to Attribute Column 1 of the report definition.
- The report information is divided into four columns based on the attribute value in position 6.



“Attribute Column” doesn’t mean that your selection represents a single column. It is simply the first definition of an attribute position to determine the content of your columns. It will result in multiple columns.

Different report types will allow you to define multiple “levels” for your report. For example:

- You define three attribute values for position 3 and five attribute values for position 4 and assign these values to accounts.

- You assign attribute position 3 to Column 1 of the report definition and attribute position 4 to Column 2 of the report definition.
- The report information is divided into 15 columns based on the combination of position 3 and position 4 attribute values (i.e., $3 \times 5 = 15$).

The number of available column/attribute position assignments that you can define will depend on the report type. For example, a combined balance sheet report (type S) allows you to make up to two assignments, while a statement of financial position (type G) allows you to define up to five assignments (*Figure B.1*).

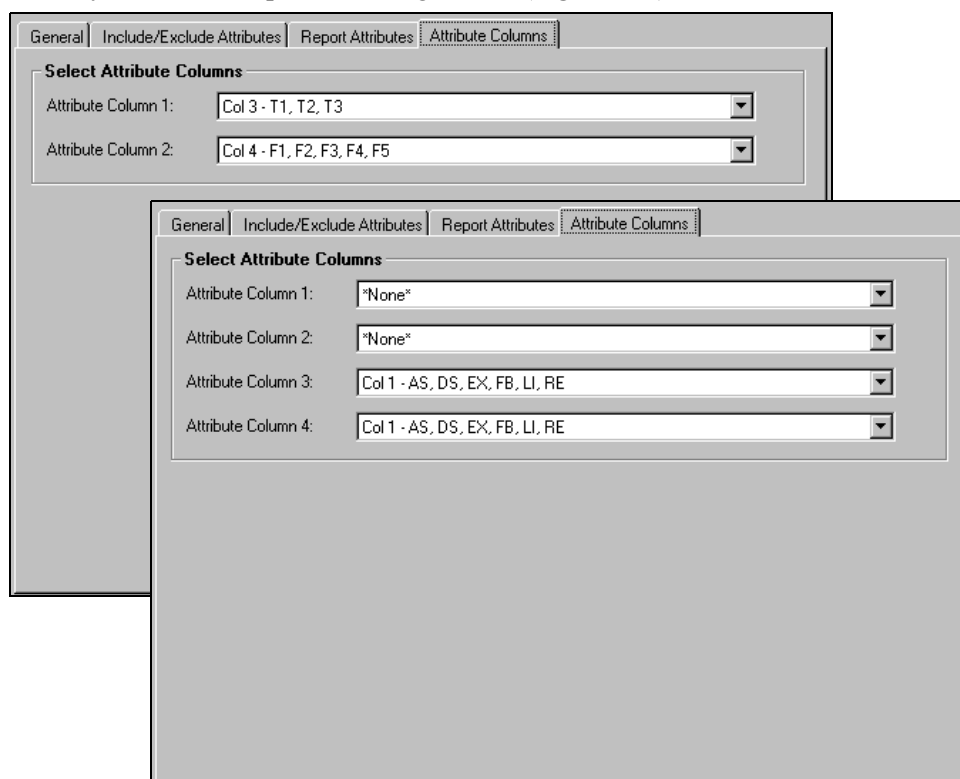


Figure B.1—Example Attribute Columns Tabs for Different Report Types

DEFINING YOUR SYSTEM

There are three main steps to defining your system to use attribute positions in report definitions:

- Define your attributes by position, keeping in mind how you might want to report on this information.
- Assign these attributes values to your accounts.
- Assign attribute positions on the **Attribute Columns** tab of the report definition.

EXAMPLE—DEFINING ATTRIBUTE POSITIONS AND VALUES

For reporting purposes, we want to see our restricted accounts by fund. Therefore, we define the following in Division 95:

- We define attribute position 3 as Restrictions.
- We define attribute position 4 as Funds.
- We define attribute values for each position (*Table B.2*).

Table B.2—Example Attribute Positions and Values

Value	Description
Attribute Position 3 (Restrictions)	
T1	General Government
T2	Enterprise
T3	Fixed Asset Group
Attribute Position 4 (Funds)	
F1	General Fund
F2	Water Fund
F3	Sanitation Fund
F4	Grant Fund
F5	Fixed Assets Accounts

EXAMPLE—ASSIGNING ATTRIBUTE VALUES TO ACCOUNTS

Once we have defined our attribute values, we can assign those values to accounts. (If an account does not have the attribute value that the report is looking for, it won't be included in the report.) If we look at the Salaries and Wages accounts, we can see how the attributes are assigned (*Figure B.2*).

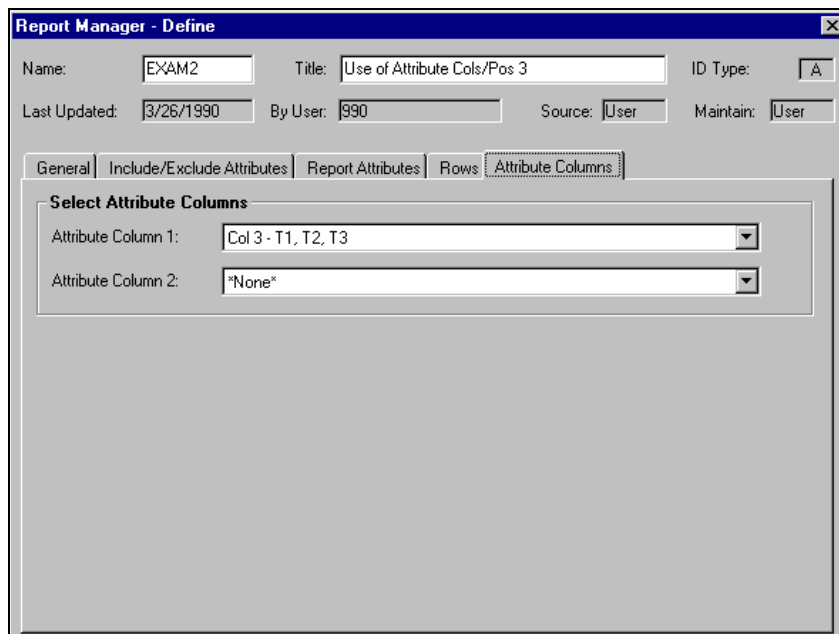
The screenshot shows a window titled "GLPG - Chart of Accounts". At the top, there is a dropdown menu for "ID Type" set to "A - Financial Reporting System" and a "Jump To:" field containing "AXXXXXXXXXX". There are two links: "Account Utilities" and "Account Builder". Below this is a table with the following columns: Fund, Dept, Sub-dept, Object, Position 1, Restrictions, Funds, Description, and Status.

Fund	Dept	Sub-dept	Object	Position 1	Restrictions	Funds	Description	Status
XX	XX	XX	6110					
00	00	00	6110	DS			Salaries and Wages	Descriptive
01	00	00	6110	EX	T1	F1	Salaries & Wages	Active
01	01	00	6110	EX	T1	F1	Salaries & Wages	Active
01	02	00	6110	EX	T1	F1	Salaries & Wages	Active
01	03	01	6110	EX	T1	F1	Salaries & Wages	Active
01	03	02	6110	EX	T1	F1	Salaries & Wages	Active
02	00	00	6110	EX	T2	F2	Salaries & Wages	Active
03	00	00	6110	EX	T2	F3	Salaries & Wages	Active
04	00	00	6110	EX	T1	F4	Salaries & Wages	Active

Figure B.2—Example Attribute Values Assigned to Accounts

EXAMPLE—DEFINING AND PRODUCING A REPORT USING ONE POSITION

We can define a revenue and expense report that creates columns for only the restricted accounts by entering only one attribute position (position 3, Restrictions, which has three values) (*Figure B.3*).



The screenshot shows a window titled "Report Manager - Define". At the top, there are several input fields: "Name:" with the value "EXAM2", "Title:" with "Use of Attribute Cols/Pos 3", "ID Type:" with a dropdown showing "A", "Last Updated:" with "3/26/1990", "By User:" with "990", "Source:" with "User", and "Maintain:" with "User". Below these fields are four tabs: "General", "Include/Exclude Attributes", "Report Attributes", and "Rows". The "Attribute Columns" tab is selected and active. Under this tab, there is a section titled "Select Attribute Columns" containing two dropdown menus. The first is labeled "Attribute Column 1:" and has the value "Col 3 - T1, T2, T3". The second is labeled "Attribute Column 2:" and has the value "*None*".

Figure B.3—Example “Combined” Attributes Column Tab—Using One Position

When we produce the report, the information is sorted into three columns by the restriction attribute value (*Figure B.4*).

Run date: 04/06/2004 @ 12:58		Division 95			
Bus date: 04/06/2004		Use of Attribute Cols/Pos 3			
		December 31, 1998			
	Gen. Government	+- Enterprise	-- Fixed Asset	Grp.	Total
	T1	T2	T3		
4120					
Sales Taxes	2,000.00	.00	.00		2,000.00
4810					
Discounts Earned	27.35	.00	.00		27.35
4910					
Miscellaneous Income	9,175.00	.00	.00		9,175.00
5010					
Grant Proceeds	15,000.00	.00	.00		15,000.00
5200					
Interest	.00	39.05	.00		39.05
5700					
Gain/Loss on Sale of Assets	.00	(5,250.00)	.00		(5,250.00)
Total Revenue	26,202.35	(5,210.95)	.00		20,991.40
6100					
Pooled Personnel Expense	1,000.00	.00	.00		1,000.00
6110					
Salaries and Wages	5,815.36	4,707.60	.00		10,522.96
6112					
Hourly Wages	5,340.00	7,830.00	.00		13,170.00
6114					
Seasonal Wages	1,883.64	1,344.84	.00		3,228.48
6120					
Payroll Taxes	1,144.84	1,188.67	.00		2,333.51

Figure B.4—Example Report—Using One Position

EXAMPLE—DEFINING AND PRODUCING A REPORT USING TWO POSITIONS

We can define a revenue and expense report that creates columns for the restricted accounts, which are then divided into columns by fund, by entering attribute position 3 (Restrictions, which has three values) and attribute position 4 (Funds, which has five values) (*Figure B.5*).

The screenshot shows a window titled "Report Manager - Define". At the top, there are several input fields: "Name:" with the value "EXAM3", "Title:" with "Use of Attribute Cols/ Pos 3, 4", "ID Type:" with a dropdown showing "A", "Last Updated:" with "3/23/1990", "By User:" with "990", "Source:" with "User", and "Maintain:" with "User". Below these fields is a tabbed interface with four tabs: "General", "Include/Exclude Attributes", "Report Attributes", and "Attribute Columns". The "Attribute Columns" tab is selected and active. Inside this tab, there is a section titled "Select Attribute Columns" containing two dropdown menus. The first dropdown, labeled "Attribute Column 1:", shows the selected value "Col 3 - T1, T2, T3". The second dropdown, labeled "Attribute Column 2:", shows the selected value "Col 4 - F1, F2, F3, F4, F5".

Figure B.5—Example “Combined” Attributes Column Tab—Using Two Positions

When we produce the report, the information is sorted into three groups of columns by the restriction attribute value and by the fund attribute value (*Figure B.6*). (Because of the number of columns, the report columns stretch across two pages. *Figure B.6* shows only the first page.)

Run date: 04/06/2004 @ 13:55		Division 95				Selec
Bus date: 04/06/2004		Use of Attribute Cols/ Pos 3, 4				GL
		December 31, 1998				
		T1		T2		
		+---- Gen. Government ----+		+----- Enterprise -----+		
		General Fund	Grant Fund	Water Fund	Sanitation Fund	Grant Fund
		F1	F4	F2	F3	F4
01 00-00 4120	Sales Taxes	2,000.00	.00	.00	.00	.00
01 00-00 4810	Discounts Earned	27.35	.00	.00	.00	.00
01 00-00 4910	Miscellaneous Income	9,160.00	.00	.00	.00	.00
01 03-01 4910	Miscellaneous Income	15.00	.00	.00	.00	.00
02 00-00 5200	Interest	.00	.00	39.05	.00	.00
03 00-00 5700	Gain/Loss on Sale of Assets	.00	.00	.00	(5,250.00)	.00
04 00-00 5010	Grant Proceeds	.00	15,000.00	.00	.00	.00
	Total Revenue	11,202.35	15,000.00	39.05	(5,250.00)	.00
01 00-00 6100	Pooled Personnel Expense	1,000.00	.00	.00	.00	.00
01 00-00 7130	Pooled Telephone Expense	100.00	.00	.00	.00	.00
01 01-00 6110	Salaries & Wages	3,489.21	.00	.00	.00	.00
01 01-00 6112	Hourly Wages	1,602.00	.00	.00	.00	.00
01 01-00 6120	Payroll Taxes	452.11	.00	.00	.00	.00

Figure B.6—Example Report—Using Two Positions

A P P E N D I X C

ADJUSTING YOUR SYSTEM FOR GASB 34

If you are an existing FundWare customer, you may need to re-classify and re-post historic data to allow for accurate GASB 34 reporting. The process includes the following tasks:

- Backing up your data.
- Performing a reorg on the data.



You must create a temporary “Results” directory before you begin this process. The Results directory is used as a temporary directory during the reorg process. To help us in our support of you and your use of FundWare, we suggest the following directory path: **FundWare > Maintenance > Results**. However, you are not required to use this suggested path.

- Creating the necessary journals that post to Budget Type 2 and identifying the transactions that must be moved to the new journal.
- Executing two programs to:
 - Convert the CSK/CSL transaction detail files, and
 - Repost the CSJ file from the CSK/CSL transaction detail files.

Use the steps in the following sections to complete this process for each applicable division.

BACKING UP YOUR DATA

Use the following steps to backup your data for the applicable division.

1. Select **Maintenance > System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure C.1*).

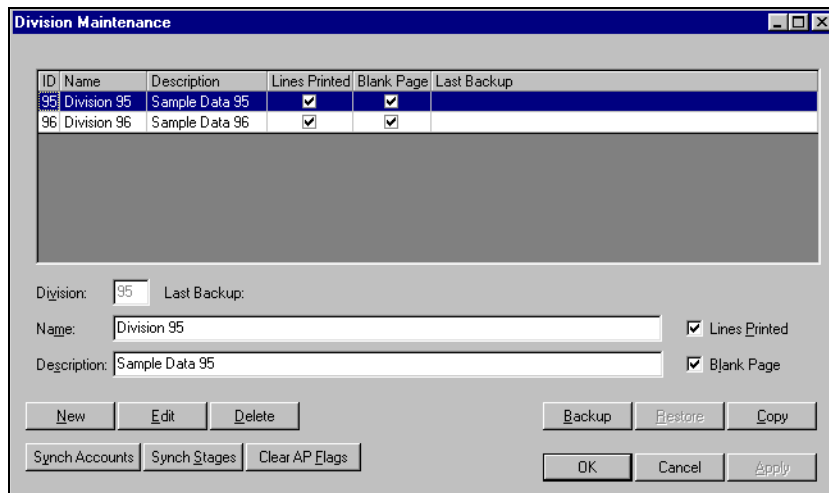


Figure C.1—Division Maintenance

2. Select the division to be backed up.
3. Click **Backup**. When the backup is complete, a confirmation message displays providing the name and location of the backup folder (*Figure C.2*).

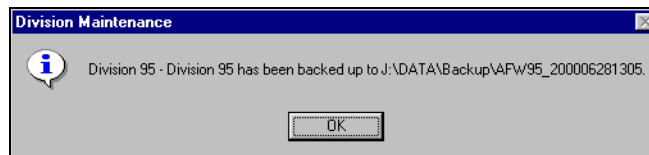


Figure C.2—Backup Confirmation Message

- Click **OK**. The date and time of the backup displays in the Last Backup column of the data window (*Figure C.3*).

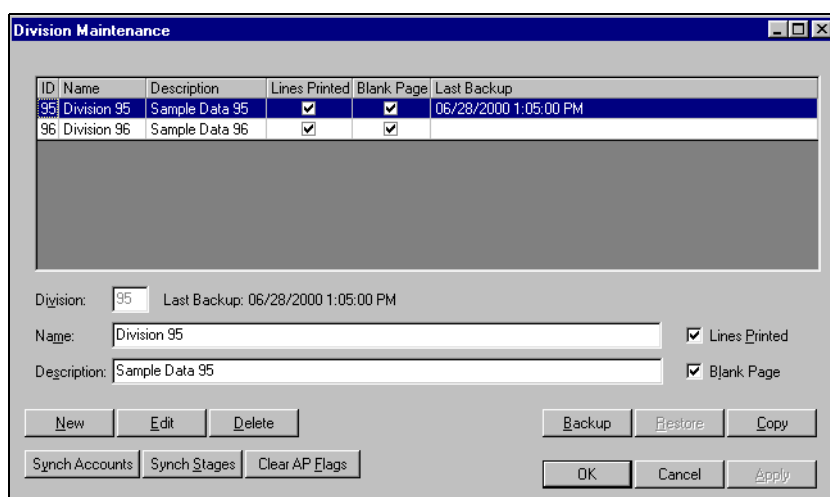


Figure C.3—Division Maintenance: Backup Date and Time Stamp

PERFORMING A REORG ON THE DATA

Use the following steps to reorg your data for the applicable division.

1. Using Microsoft Explorer, locate the **FundWare > 7.20 > Bin** directory and double-click the FILEMAINT.EXE file to open. The FundWare File Maintenance feature displays (*Figure C.4*).

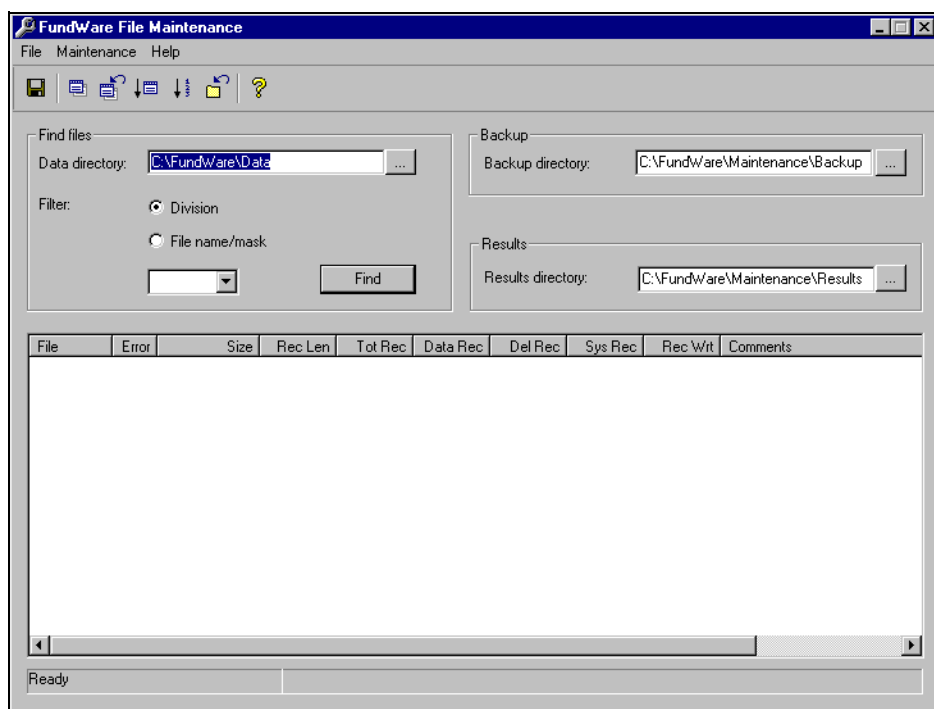
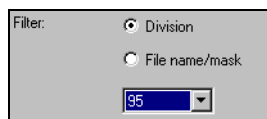


Figure C.4—FundWare File Maintenance

2. Type the Data directory path in the Data directory text box, or click the ellipsis to search for the directory. (File Maintenance will enter a default directory based on your FundWare system.)
3. Select the Division radio button and select the division from the drop-down list (*Figure C.5*).



Division filter

Figure C.5—Selecting the Division

File Maintenance displays the data files in the selected division in the detail pane below (Figure C.6).

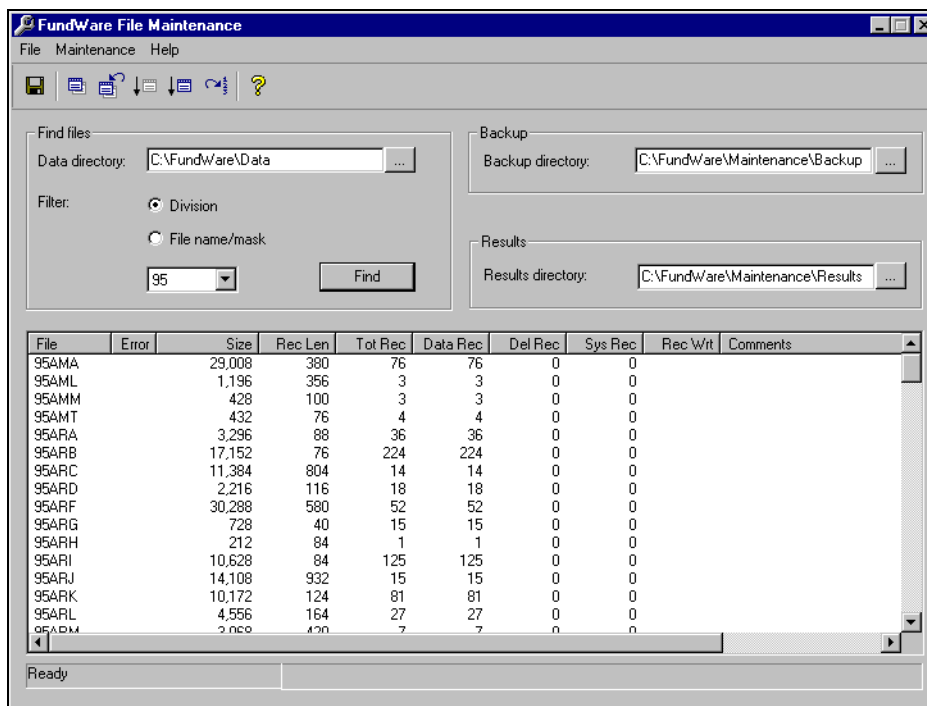





Figure C.6—Example Search Results

 Any files that cannot be addressed by the File Maintenance procedures will be highlighted with a pink row color. For example, files ending in .L95 are the report files for division 95, but these files are not data files. Therefore, they are highlighted with pink and you will not be reorganized.

4. Type the results directory path in the Results directory text box, or click the ellipsis to search for the directory.

 The Results directory is used as a temporary directory during the reorg process. To help us in our support of you and your use of FundWare, we suggest the following directory path: **FundWare > Maintenance > Results**. However, you are not required to use this suggested path.

5. Click  on the toolbar or select **Maintenance > Reorg to Results Directory** from the menu bar.

6. Review the results in the detail pane.
7. If the results of the reorg are correct, click  on the toolbar or select **Maintenance > Copy Files From Results to Data Directory** from the menu bar. You have completed the reorg process for your Data directory.

CREATING THE JOURNALS AND IDENTIFYING BATCHES

Use the following steps to create the necessary journals that post to Budget Type 2.

1. Complete the journal setup necessary to meet the needs of your organization (i.e., add at least one journal that posts to Budget Type 2).
2. Through Report Manager, select the division, General Ledger module, and Transaction Reports category.
3. Produce the transaction log report (CSTRANS) and carefully review the results to determine which budget transactions will be reposted to the new journal.



In other words, if you have designated Budget Type 2 as the area for your budget modifications, then any adjustment transactions must be reposted to the journal that posts to Budget Type 2.

EXECUTING THE PROGRAMS

Use the following steps to execute the two necessary programs.

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 3.7*).

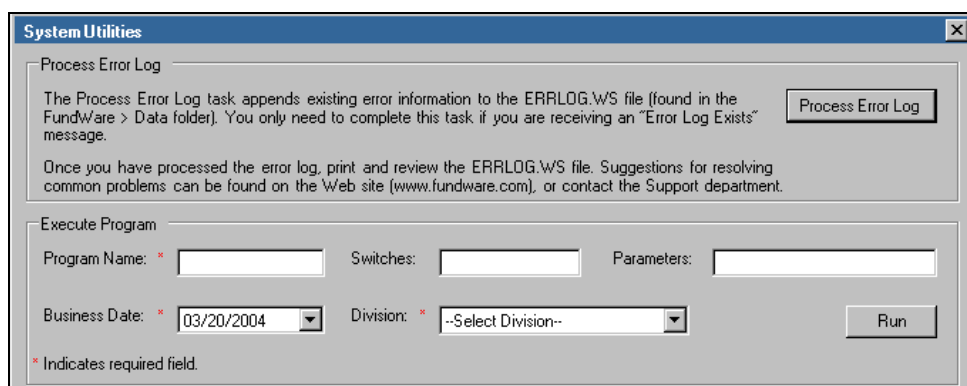


Figure 3.7—System Utilities Window

4. In the Execute Program area, enter the required information according to *Table C.1* to convert the CSK/CSL transaction detail files.

Table C.1—Encrypting Checks

Field	Entry
Program Name	CST934
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.

5. Click **Run**. A confirmation message displays (*Figure C.8*).

```
Demo User          Division 95          11/26/2002
Are your entries correct?  Y>es or N>o          <Y>
Execute Program
-----
Program name.....: CST934
Switches.....:
Parameters...:

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

Figure C.8—Running CST934

6. Enter Y (for yes) to proceed. The system prompts you for more information.
7. Enter the batch number, original journal, and new journal (i.e., Budget Type 2 journal) (*Figure C.9*).

```
Demo User          Division 95          11/26/2002
Are your entries correct?  Y>es or N>o          Execute Program
-----
Batch number.....:      41
From journal abbr...: BDGTA
To journal abbr....: BDGTB
CSK records.....:
CSL records.....:
Modified records...:

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

Figure C.9—Additional Information for CST934

8. Press ENTER. A confirmation message displays.

9. Enter Y (for yes) and press ENTER to proceed. FundWare processes the records and reports the CSK records, CSL records, and modified records and displays a completion message (*Figure C.10*).

```

Demo User          Division 95          11/26/2002
-----
Execute Program

Batch number.....:    41
From journal abbr.: BDGTA
To journal abbr.:   BDGTB
CSK records.....:   1589
CSL records.....:    81
Modified records...:   162

Process complete. Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.10—CST934 Results

10. Press ENTER. You return to the System Utilities window.
11. In the Execute Program area, enter the required information according to *Table C.1* to repost the CSJ file from the CSK/CSL transaction detail files.

Table C.2—Encrypting Checks

Field	Entry
Program Name	CST900
Switches	Leave blank
Parameters	CST901
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

12. Click **Run**. A confirmation message displays (*Figure C.11*).

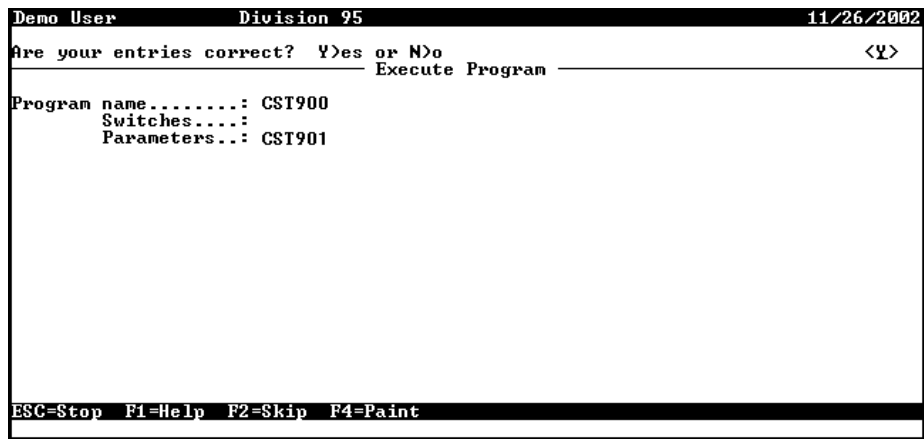


Figure C.11—Running CST900

13. Type **Y** (for yes) to proceed. When the program has processed the information, a completion message displays.
14. Press **ENTER** to return to the System Management menu.

A P P E N D I X D

USING THE ENHANCED LEDGER REPORT

OVERVIEW OF NEW ENHANCED LEDGER REPORT TYPE K

Type K includes all types of transactions: Budget, Encumbrance, and Actual

Previous standard GL transaction reports allowed for only one type of transaction per report. Actual, budget or encumbrance could be selected, but not all three on the same report.

The new report includes beginning balances for each account for encumbrance, actual and budget, followed by detailed transactions of all three types for the period specified. There are columns for budget, encumbrance and actual.

CREATING THE REPORT

Use the following instructions to add the Enhanced Ledger Report to your system.

1. Open Report Manager and Select General Ledger Reports> Transaction Reports.
2. Click New to create a report definition.
3. Complete the required fields on the following tabs:

GENERAL TAB

Give the Report a short name in the Name field and a title that will print on the report heading when produced. The New Report Type field is K which can be selected from the drop-down list. The remaining fields are identical to standard setup on the pre-existing LEDGR report.

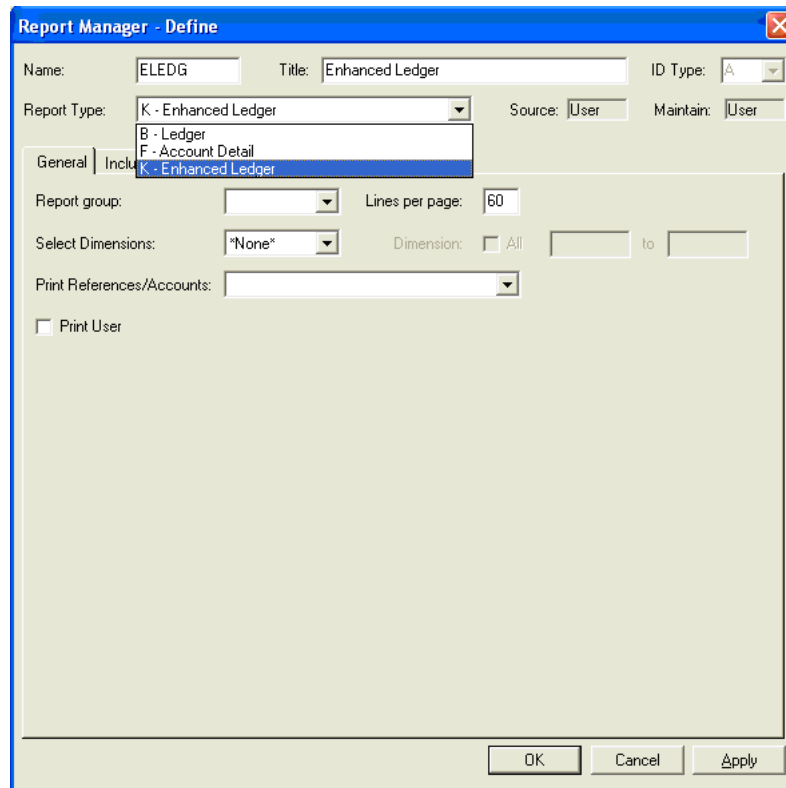


Figure D.1—General Tab

- Include/Exclude Attributes Tab

This may be left blank, or can be used for selected attributes.



You may wish to include only EX accounts on one report to mirror an Expenditure report and have a second report that shows all attributes that meet the mask you will use when producing the report.

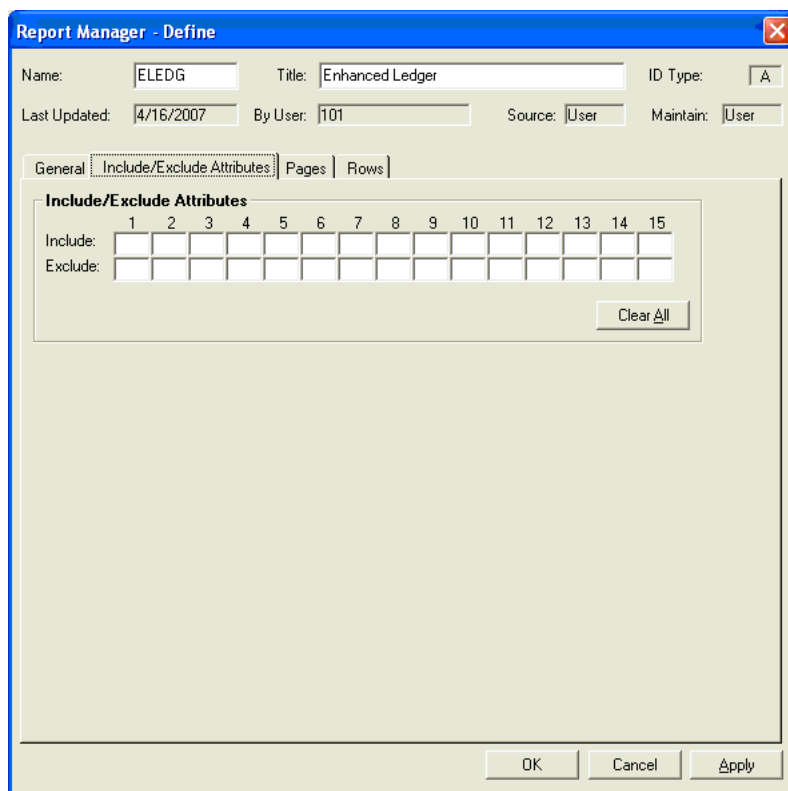


Figure D.2—Include/Exclude Attributes Tab

PAGES TAB

The pages tab determines on which dimensions or attributes your Report will break.

If you use the break dimension settings, at each change in the dimension that you define in your report, it will:

Total the information in the section

- Insert a page break

- Start a new section



In the example below, the report is set to break on the first dimension (i.e., the fund dimension), and each section of the report would be fund-specific. When the fund changes from 01 to 02, the report would detail and subtotal fund 01 and start reporting fund 02 on a new page.

Report Manager - Define

Name: Title: ID Type:

Report Type: Source: Maintain:

General | Include/Exclude Attributes | **Pages** | Rows

Report Level:

Page Values:

<input type="checkbox"/> D1 Fund	<input type="checkbox"/> A01 System Reserved	Page Break Description Printing: <input type="text" value="Pull from description"/>
<input type="checkbox"/> D2 Dept	<input type="checkbox"/> A02 Gov't Wide Classification	
<input type="checkbox"/> D3 Sub-Dept	<input type="checkbox"/> A03 Fund Classification	
<input type="checkbox"/> D4 Object	<input type="checkbox"/> A04 Fund Type	
	<input type="checkbox"/> A05 Function or Program	
	<input type="checkbox"/> A06 Activity	
	<input type="checkbox"/> A07 Division/Org Chart	
	<input type="checkbox"/> A08 Responsible Manager	
	<input type="checkbox"/> A10 Expense Category	

Advanced:
Sample Output: **10**

Figure D.3—Pages Tab

ROWS TAB

The Rows tab determines if the full account number should be printed or if they should be summarized. The figure below is set to print each account number individually.

Report Manager - Define

Name: Title: ID Type:

Report Type: Source: Maintain:

General | Include/Exclude Attributes | Pages | **Rows**

Report Level:

Row Values:

<input type="text" value="D1"/> Fund	<input type="text" value="A01"/> System Reserved	Account Number Printing:
<input type="text" value="D2"/> Dept	<input type="text" value="A02"/> Gov't Wide Classification	<input type="text" value="Use first occurrence"/>
<input type="text" value="D3"/> Sub-Dept	<input type="text" value="A03"/> Fund Classification	Description Printing:
<input type="text" value="D4"/> Object	<input type="text" value="A04"/> Fund Type	<input type="text" value="Use first occurrence"/>
	<input type="text" value="A05"/> Function or Program	
	<input type="text" value="A06"/> Activity	
	<input type="text" value="A07"/> Division/Org Chart	
	<input type="text" value="A08"/> Responsible Manager	
	<input type="text" value="A10"/> Expense Category	

Advanced:
Sample Output: **10 20 30 4000**

Figure D.4—Rows Tab

See your *Blackbaud FundWare General Ledger/Project Grant Guide* for further information on creating and producing reports.

After clicking Apply or OK to exit the form, the report is ready to be produced.

PRODUCING YOUR REPORT

Select the report from either the General Ledger Homepage or the Report Manager list of reports.

User-defined reports of this type are saved to the Transaction Reports category.

Double-click or click Produce. The Produce Report window displays.

Report Manager - Produce Reports

Report Name: ELEDG Enhanced Ledger ID Type: A

Account Mask: Axxxxxxx

Date: 4/16/2007 Year End: 12/31/2007 Period: 04/30 - Detail

Report Period: Year to date

Include/Exclude Attributes

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Include:															
Exclude:															

Clear All

Options

Report reclass period Report zero balances Show report detail

Report Fiscal Totals

Report: View Print File

OK Cancel

Figure D.5—Producing the Report



When printing the new enhanced ledger report, you need to use the "Wide letter.tpl" template in Print Manager to get it to print landscape and not wrap.

Appendix D—Using the Enhanced Ledger Report

in date: 02/16/2007 @ 10:27 Division 95 Select...: AXX XX-XX XXXX
 is date: 02/14/2007 Enhanced Ledger CSELE06.L95 Page 1

General Fund

Date	Trans #	Jnl	Description	Budget	Encumbrance	Fiscal year ending December 31, 2007 Actual	Balance
00 00 6100			Pooled Personnel Expense				
			Beginning balance	.00	.00	.00	.00
01/31/2007	146	GJMLA				1,000.00	
04/30/2007	223	GJMLA	Net change for month			1,000.00	
07/30/2007	226	GJMLA	Net change for month			1,000.00	
10/30/2007	229	GJMLA	Net change for month			1,000.00	
00 00 6100			Pooled Personnel Expense				
			Ending balance	.00	.00	4,000.00	4,000.00CR
00 00 7130			Pooled Telephone Expense				
			Beginning balance	.00	.00	.00	.00
01/31/2007	146	GJMLA				100.00	
04/30/2007	223	GJMLA	Net change for month			100.00	
07/30/2007	226	GJMLA	Net change for month			100.00	
10/30/2007	229	GJMLA	Net change for month			100.00	
00 00 7130			Pooled Telephone Expense				
			Ending balance	.00	.00	400.00	400.00CR
00 00 9999			Suspense				
			Beginning balance	.00	.00	.00	.00
01/10/2007	1	ENCUM Ms. Fredericka Loomis	1000 entry		25,000.00		
01/11/2007	2	ENCUM Ms. Fredericka Loomis	1000 change		25,000.00CR		
00 00 9999			Suspense				
			Ending balance	.00	.00	.00	.00

Figure D.6—General Ledger Report Type K

Example General Ledger Report Type K with Budget, Encumbrance Actual and Balance.

The Balance column on the right is showing by how much the Actual and Encumbrance are over the budget amount.

A P P E N D I X E

USING THE TWINNING FEATURE

FundWare allows you to have multiple ID types (remember—an ID type is a single-letter code that identifies a specific group of accounts for tracking and reporting purposes). Because your account structure is based on the ID type, using different ID types allows you to track account information in a variety of ways.



ID types A (primary) and Z (subsidiary project) are set up to use twinning. All entries must flow through A and then, optionally, post to Z. This represents a common use of twinning which is a project or grant that has its own ID type and still needs to be recorded in the required books.

To design your system to allow twinning, you must define the following:

- The account structure for each ID type must include a twinned dimension
- The journals to which you will post twinned transactions must be defined to allow entry from each ID type
- The accounts

DEFINING YOUR ACCOUNT STRUCTURE TO TWIN ACCOUNTS

To use the twinning feature, you must define the account structure for each ID type with identical dimensions. Each ID type must have a dimension that:

- Has the same number of digits, and

- Has the exact same dimension name (e.g., same spelling and capitalization) (Table E.1).

Table E.1—Designing Dimensions for Twinning

Dimension in ID Type G	Length Fund X	Dimension in ID Type L	Length Fund Y	Twining Allowed	Why?
OBJECT	4	Object	4	No	Capitalization does not match.
Object	4	Object	3	No	Dimension length does not match.
OBJECT	4	OBJECT	4	Yes	Both capitalization and dimension length match.
Object	3	Object	3	Yes	Both capitalization and dimension length match.

Remember, you define the account structure when you define your ID types (**General Ledger > Setup**). However, if you are planning to twin accounts, you should design the account structure for all your ID types before you begin the definition process.



You can rename a dimension after you have defined the ID type, but you cannot change the length of the dimension.

RENAMING A DIMENSION

Use the following instructions to rename an existing dimension (e.g., the capitalization doesn't match between ID types) from the ID Types window.

1. Click **Maintenance > ID Types** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > ID Types** from the menu bar. The ID Types window displays.
2. Select the applicable ID type from the drop-down list.
3. Select the **Account Structure** tab.
4. Enter a new dimension name in the Description field.
5. Click **Apply** to save your entries and remain in the ID Types window or click **OK** to save your entries and close the window.

DEFINING YOUR JOURNALS TO TWIN ACCOUNTS

You must now define the journal (or journals) to which you will post your twinned entries.

1. Click **Maintenance > Journals** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Journals** from the menu bar. The ID Types window displays.
2. Add a new journal or select an existing journal.
3. Select the **ID Types** tab.
4. Add the ID types and necessary Required, Balancing, Due To/From, and Suspense information for each ID type. For more information on these fields, see *Modifying Your System-Defined Journals* on page 102 or *Adding a Journal* on page 107.
5. Click **Apply** to save your entries and remain in the Journals window or click **OK** to save your entries and close the window.

Figure E.1 shows an example of a journal that allows entry from four ID types.

Journal Name: GLJNL Description: General Journal
 Last Updated: 8/15/1996 By User: 999

General ID Types

ID	Description	Required	Balancing	Due To/From	Suspense
A	Financial Reporting System	Optional	Automatic	A01 00-00 1990	A00 00-00 9999
F	Federal Grants	Optional	Manual	F000-00 0000	F100-00 0000
M	Meetings	Optional	Manual	M000-00 0000	M000-00 9999
S	State Grants	Optional	Manual	S000-00 0000	S000-00 9999

New Delete OK Cancel Apply

Figure E.1—Division 95 Journal Definition Allowing Posts From Multiple ID Types

TIPS FOR DEFINING YOUR MODULES TO TWIN ACCOUNTS

If you plan to allow twinning in a module, you must define all the journals for that module to allow posting to multiple ID types. This is true even if you only want to use twinning in one journal.

DEFINING YOUR ACCOUNTS TO TWIN

You must also define the specific accounts in each ID type to allow for twinned entries.

- The accounts must have the same number in the shared dimension:
 - A04 02-01 **6110**
 - F100-01 **6110**
- Define one or both accounts to:
 - Require each ID type, or
 - Allow addition ID types as option (i.e., One of).

Figure E.2 shows twinned accounts in ID type A and ID type F of Sample Division 95.

- A01 00-00 4145 requires that any posting to this account include a posting to ID type F (note that the account number isn't specified).

- F100-01 4145 allows the user to include a posting to ID type A, but does not require that posting.

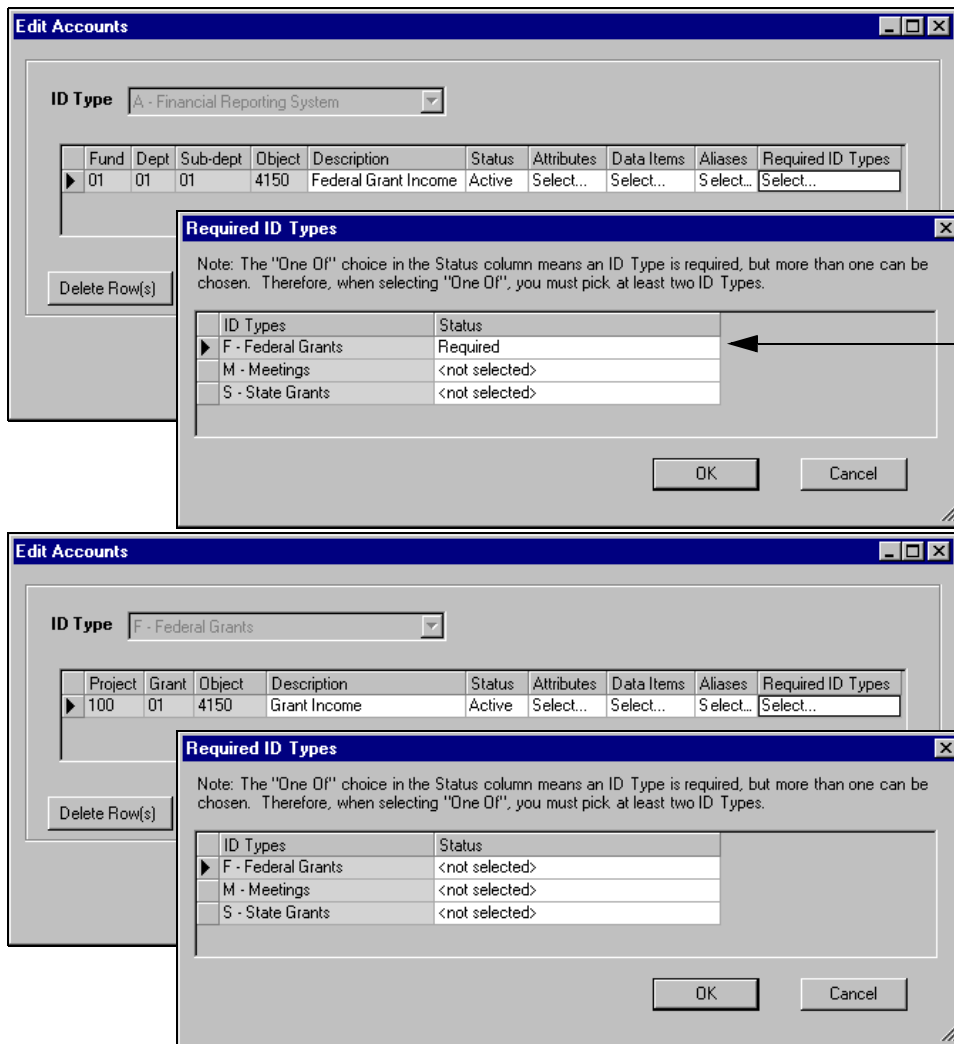


Figure E.2—Example Twinned Accounts

Use the following instructions to define an account to twin.

1. Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types (*Figure E.3*).

The screenshot shows the 'GLPG - Chart of Accounts' window. At the top, there is a dropdown menu for 'ID Type' set to 'A - Financial Reporting System' and a 'Jump To:' field containing 'AXXXXXXXXX'. Below this is a table with columns: Fund, Dept, Sub-dept, Object, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, Description, Status, Alias 1, and Alias 2. The table lists various revenue accounts such as 'Due To/From Other Funds', 'Service Tax', 'Property Taxes', etc. At the bottom of the window are buttons for 'New Account', 'Edit', 'Delete', 'Duplicate', 'View Transactions', 'View Balance', 'Refresh', 'Print Grid', and 'Close'.

Fund	Dept	Sub-dept	Object	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Description	Status	Alias 1	Alias 2
XX	XX	XX	XXXX																			
00	00	00	1990	DS															Due To/From Other Funds	Descriptive	0000001990	Revenue
00	00	00	4100	DS															Service Tax	Descriptive	0000004100	Revenue
00	00	00	4110	DS															Property Taxes	Descriptive	0000004110	Revenue
00	00	00	4120	DS															Sales Taxes	Descriptive	0000004120	Revenue
00	00	00	4130	DS															License Fees	Descriptive	0000004130	Revenue
00	00	00	4140	DS															State Grant	Descriptive	0000004140	Revenue
00	00	00	4210	DS															Garbage Collection Fees	Descriptive	0000004210	Revenue
00	00	00	4220	DS															Street Light Service Charge	Descriptive	0000004220	Revenue
00	00	00	4510	DS															Charges for Services	Descriptive	0000004510	Revenue
00	00	00	4520	DS															Yearly Dues	Descriptive	0000004520	Revenue
00	00	00	4810	DS															Discounts Earned	Descriptive	0000004810	Revenue
00	00	00	4910	DS															Miscellaneous Income	Descriptive	0000004910	Revenue
00	00	00	5010	DS															Grant Proceeds	Descriptive	0000005010	Revenue
00	00	00	5110	DS															Sanitation Fees	Descriptive	0000005110	Revenue
00	00	00	5120	DS															Service Fees	Descriptive	0000005120	Revenue

Figure E.3—Chart of Accounts—Division 95, ID Type A

2. Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.

3. Select the account and click **Edit**. The account displays in the Edit Accounts window (*Figure E.4*).

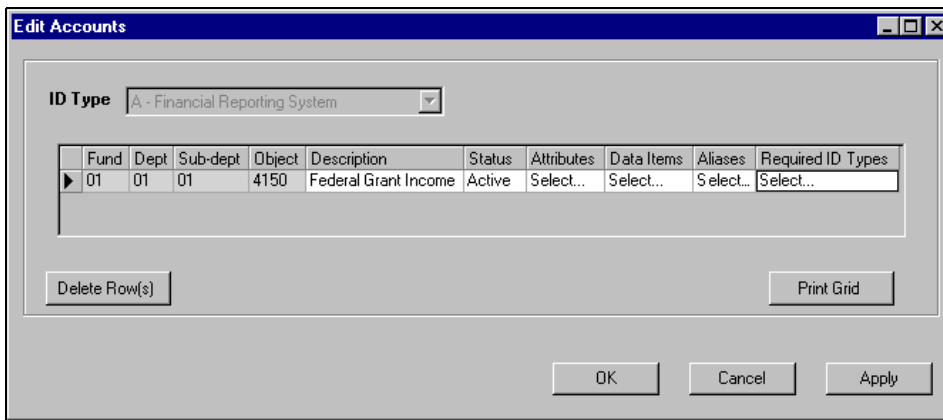


Figure E.4—Example Account

4. Double-click the Require ID Types cell for the account. The Require ID Types window displays the remaining ID types (i.e., all ID types but the one to which you are adding an account) in defined for your system with a status of <not selected> (*Figure E.5*).

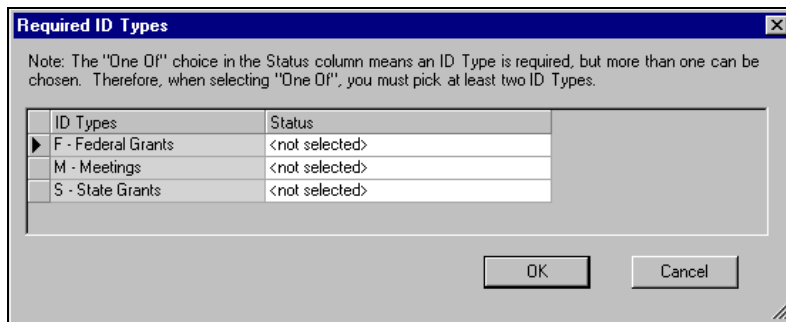


Figure E.5—Adding an Account—Required ID Types Window



Remember: You can only require ID types for the account if you enabled the Required Id Types option for the ID type. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

5. Select one of the following options from the Status drop-down list:

- Required—All transactions posted to this new account must also post to an account of this ID type.
 - One of (Pick at least 2 ID types)—All transactions posted to this new account must also post to “one of” the defined additional ID types.
6. Click **OK**. Your entries are saved and the Required ID Types window closes. You return to the New Account window.
 7. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and return to the Chart of Accounts display.

USING AN ACCOUNT THAT REQUIRES A TWIN

When you enter an account number that requires or allows a twin, twinning saves you the keystrokes of the second twinned dimension (it does not matter which ID type you start with). For example:

- You type A0402016110F10001
- The system posts to:
 - A04 02-01 6110
 - F100-01 6110

If you enter an account number that requires a twin (i.e., the **Other Options** tab of the account definition specifies that an additional ID type is Required), you try to leave the field without adding the information for the additional ID type, the system will display a message (*Figure E.6*).

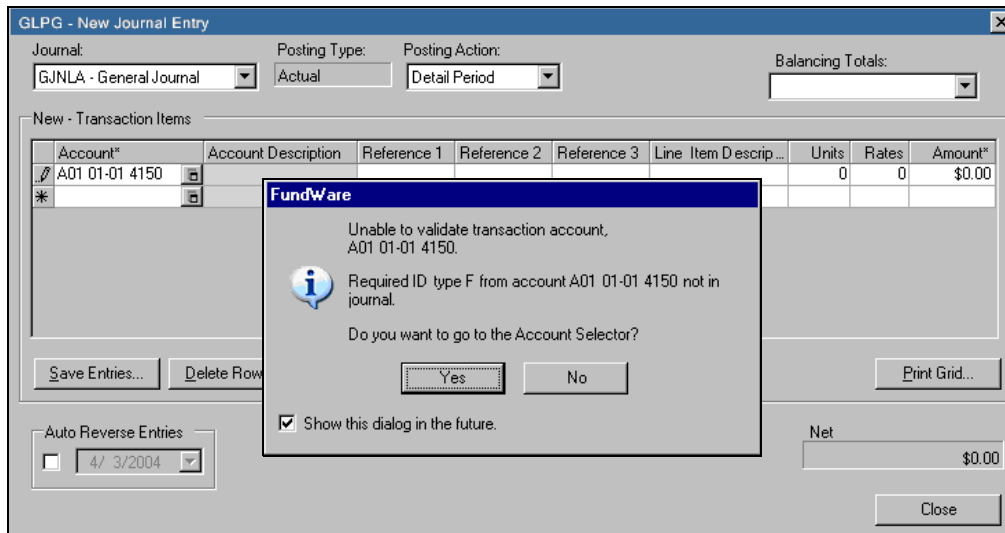


Figure E.6—Example Error Message for Missing Required Account



An account defined to allow (optionally) posting with an additional ID type (i.e., the **Other Options** tab of the account definition specifies that an additional ID type is One Of) will not display any message if you forget to include a twinned entry.

TIPS FOR DEFINING YOUR ACCOUNTS TO TWIN

Remember, if you defined your journal to require twinned entries, you must also define all applicable accounts to allow twinned entries from the same ID types.

- You can define an additional ID type as Optional at the journal level, and required or “one of” at the account level.
- You can define an additional ID type as Required at the journal level, but must then define the ID type as required at the account level. (You could define the ID type as One Of, but the journal entry form will not catch when you forget to include the twinned account information, but the journal will catch the error when you try to post.)

A P P E N D I X F

ENTERING BEGINNING BALANCES

Use the following instructions to enter your beginning balances.

1. Verify that a date table exists for the year in which you want to post beginning balances (**Maintenance > Date Tables**).



If necessary, use this task to define the year. See *Adding New Date Tables* on page 117 for instructions to add a date table.

2. Print a Working Trial Balance report (WTBAL in the Financial Reports category) from your old accounting system.



Select the report to print zero balance accounts so that all account numbers print on the report.

3. Use the report to help transfer the balances from your old system to FundWare. You can use the report columns to write in your new General Ledger account numbers next to your old account numbers. (Remember: If you want, you can enter your old account numbers into the alias fields of your new account numbers.)
4. The maximum number of entries that the General Ledger posts at once is 999. If you have more than 999 entries, separate them into smaller transactions.
5. Log on to FundWare with the business date to which you want to enter your beginning balances.



For example, you want beginning balances as of the end of 2003. Enter the date as December 31, 2003.

6. Backup your division data files. (This task is completed through the **System Administration > Division Maintenance** task. See the *Blackbaud FundWare System Administration Guide* for more information.)

7. Click **Journal Entries > New** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entries > New** from the menu bar. The Journal Entry form displays (*Figure F.1*).

Figure F.1—New Journal Entry Form

8. Select the journal to which you want to add beginning balances from the Journals drop-down list.
9. Enter the balances for each account. (For more detailed instructions on adding journal entries, see *Creating Journal Entries* on page 177.)
10. Post the transactions. The system creates a trace report for the transactions.
11. Print and review your trace reports.
12. Print a Trial Balance report (TRBAL in the Financial Reports category) for the period for which you entered the beginning balances.
13. Review the report. To make corrections, enter a new transaction for the net difference for any incorrect balances.
14. If you entered balances for revenue and expense accounts for a prior year, you must use the Post Revenue & Expense task to close the balances into the fund balance account (see *Posting Revenue and Expense Balances* on page 223). This must be done before you can produce financial reports in the current year.



If you entered only balances for balance sheet accounts (assets, liabilities, and fund balances), skip this step.

15. Produce a trial balance report for the closing period to make sure all accounts are posted correctly.
16. Roll beginning balances for balance sheet accounts forward to the current fiscal year (see *Rolling Beginning Balances* on page 225).
17. Backup your division data files. (This task is completed through the **System Administration > Division Maintenance** task. See the *Blackbaud FundWare System Administration Guide* for more information.)
18. Produce a Trial Balance report (TRBAL in the Financial Reports category) for the beginning balance period of the new fiscal year to verify that all amounts are correct.

You are now ready to begin entering information for the new year.

A P P E N D I X G

ENTERING YOUR BUDGET

You can enter your budget information on an annual or non-annual (e.g., monthly) basis.

- Annual—You enter a single amount that is the budgeted amount for the account number during the fiscal year.
- Non-annual—You enter a series of budget amounts for periods of your fiscal year.

If you are using the Budget Forecasting or Budget Preparation modules, you will not track your budget information through this feature.

ENTERING BUDGET INFORMATION

Use the following instructions to enter budget information. (If you are entering non-annual budget information, you will have one additional step in this process, as noted in *Additional Steps for Entering Non-Annual Budget Information* on page 383.)

1. Produce a Working Trial Balance report (WTBAL in the Financial Reports category). This worksheet lists all accounts defined.



Select the report to print zero balance accounts so that all account numbers print on the report (*Figure G.1*).

The screenshot shows the 'Report Manager - Produce Reports' window. The 'Options' section at the bottom contains a checkbox labeled 'Report zero balances' which is checked. An arrow points from the text above to this checkbox. Other fields include Report Name (W/TBAL), Account Mask, Fund (All), Date (4/3/2004), Year End, Period, and Report Period (Year to date).

Figure G.1—Producing the Working Trial Balance Report for Zero Balances

2. If your system is missing accounts for which you must enter budgets, create the needed accounts. (See *Chapter 4—Adding and Maintaining Accounts* on page 125 for instructions to add accounts.)
3. If necessary, re-run the Working Trial Balance report to ensure that all your accounts are defined.
4. Use the Working Trial Balance printout to define your annual budget amounts.
5. Log into FundWare using the first day of your fiscal year.



Since you are entering annual budget amounts, you must enter the budget in the first period of the fiscal year.

- Click **Journal Entries > New** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entries > New** from the menu bar. The Journal Entry form displays (*Figure G.2*).

The screenshot shows the 'GLPG - New Journal Entry' window. At the top, there are dropdown menus for 'Journal' (set to 'GJNLA - General Journal'), 'Posting Type' (set to 'Actual'), and 'Posting Action' (set to 'Detail Period'). To the right is a 'Balancing Totals' dropdown. Below this is a section titled 'New - Transaction Items' containing a table with the following columns: Account*, Account Description, Reference 1, Reference 2, Reference 3, Line, Item Descrip..., Units, Rates, and Amount*. The first row of the table has a right-pointing arrow in the 'Account*' column, an asterisk in the 'Line' column, and '\$0.00' in the 'Amount*' column. Below the table are buttons for 'Save Entries...', 'Delete Row(s)', 'Memorize', 'Post', and 'Print Grid...'. At the bottom left, there is an 'Auto Reverse Entries' section with a checkbox and a dropdown menu showing '4/ 3/2004'. At the bottom right, a 'Net' field displays '\$0.00'. A 'Close' button is partially visible at the bottom right corner.

Figure G.2—New Journal Entry Form

- Select the journal to which you want to add beginning balances from the Journals drop-down list. (This should be a budget journal.)
- Enter the balances for each account. (For more detailed instructions on adding journal entries, see *Creating Journal Entries* on page 177.)
- Post the transactions. The system creates a trace report for the transactions.
- Print and review your trace reports.
- After you have entered and posted the budget amount for each account, produce any of the reports that include annual budget information (e.g., GLREAB1 - R/E Act vs Bud PTD & YTD) to verify your entries.

ADDITIONAL STEPS FOR ENTERING NON-ANNUAL BUDGET INFORMATION

Use the following instructions if you need to enter budget information on any basis other than annual (e.g., monthly).

- Define a memorized journal entry for a portion of the amount, relative to your fiscal year.




For example, if you are creating a monthly budget, you would define a memorized transaction for one-twelfth of the annual amount.


2. Sign on to each applicable period in your fiscal year and post the recurring entry.
3. Sign on to FundWare using a business date that is within the applicable fiscal period and post the memorized transaction.
4. Produce a revenue and expense report with period-to-date, year-to-date, and annual budget columns to verify the posting.

A P P E N D I X H

USING THE .YEAR END DATA ITEM (PROJECT/GRANT)

The .YEAR END data item is a powerful feature that allows you to report information in user-defined balance sheet reports (type X) for Project/Grant ID types for a fiscal period different than the year ending date defined in your date table (i.e., cross-fiscal year reporting) by adding the .YEAR END data item to descriptive accounts. The data item is only on the account record and is not related to data items on transactions.

 Your year end is defined in your date table as 12/31. Your .YEAR END data item has been added to the applicable descriptive accounts and defined with a date of 6/30/0000. You produce an X-type report with a date of 6/30/2003 that compiles information gathered for the periods of 7/1/2002 through 6/30/2003.

 This feature is available only for X-type standard reports in Project/Grant.

ADDING .YEAR END

Use the following instructions to create the .YEAR END data item.

1. Click **Maintenance > Data Items** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Data Items** from the menu bar. The Data Items window displays (*Figure H.1*).

The screenshot shows a window titled 'Data Items' with the following fields and values:

- Data Item: ASSED VALU (dropdown)
- Item Number: 3 (text box)
- Last Updated: 02/05/1990 (text box)
- By User: 993 (text box)
- General tab selected
- Data Type: Signed(15), number. (dropdown)
- Description: Assessed Value (text box)
- Prompt: Assessed Value (text box)

Buttons at the bottom: New, Delete, OK, Cancel, Apply.

Figure H.1—Data Items Window

2. Click **New**. All entry fields clear and the cursor appears in the Data Item text box (*Figure H.2*).

The screenshot shows the 'Data Items' window with the following fields and values:

- Data Item: (empty text box)
- Item Number: (empty text box)
- Last Updated: 04/22/2003 (text box)
- By User: 101 (text box)
- General tab selected
- Data Type: Not used. (dropdown)
- Description: (empty text box)
- Prompt: (empty text box)

Buttons at the bottom: New, Delete, OK, Cancel, Apply.

Figure H.2—New Data Item—Empty Fields

3. Define the data item according to *Table H.1*.

Table H.1—.YEAR END Data Item Field Definitions

Field	Entry	Description
Data Item	.YEAR END	Enter the name of the data item.
Data Type	Date mm/dd/yyyy	From the drop-down list, select the option for a numeric date.

Table H.1—.YEAR END Data Item Field Definitions (Continued)

Field	Entry	Description
Description	30-alphanumeric characters	Enter a description of the data item. • We recommend “Grant Year End.”
Prompt	15-alphanumeric characters	Enter the description that will display when you use this data item (e.g., as a column heading on the journal entry form). • We recommend “Grant Year End.”

- Click **Apply** to save the data item definition and remain in the screen or click **OK** to save the definition and close the screen.

ADDING .YEAR END TO YOUR DESCRIPTIVE ACCOUNTS

Before you can add the .YEAR END data item to your descriptive accounts, you must determine which descriptive accounts are used for page breaks in each level of the report that you are creating (or modifying). (This information is on the **Page** tab of the report definition.)

For new reports:

- Look up the dimensions defined in the Page Values field of the **Pages** tab for each level of the report.
- From this, determine the necessary descriptive accounts.

For existing reports:

- In Report Manager, select the report for which you will be using the .YEAR END option.
- Click **Edit** to view the report definition.
- Select the **Pages** tab and determine the dimensions defined for each level of the report.
- From this, determine the necessary descriptive accounts.

e Level 1 breaks on dimensions 1-2 and Level 2 breaks on dimension 1 (*Figure H.3*).

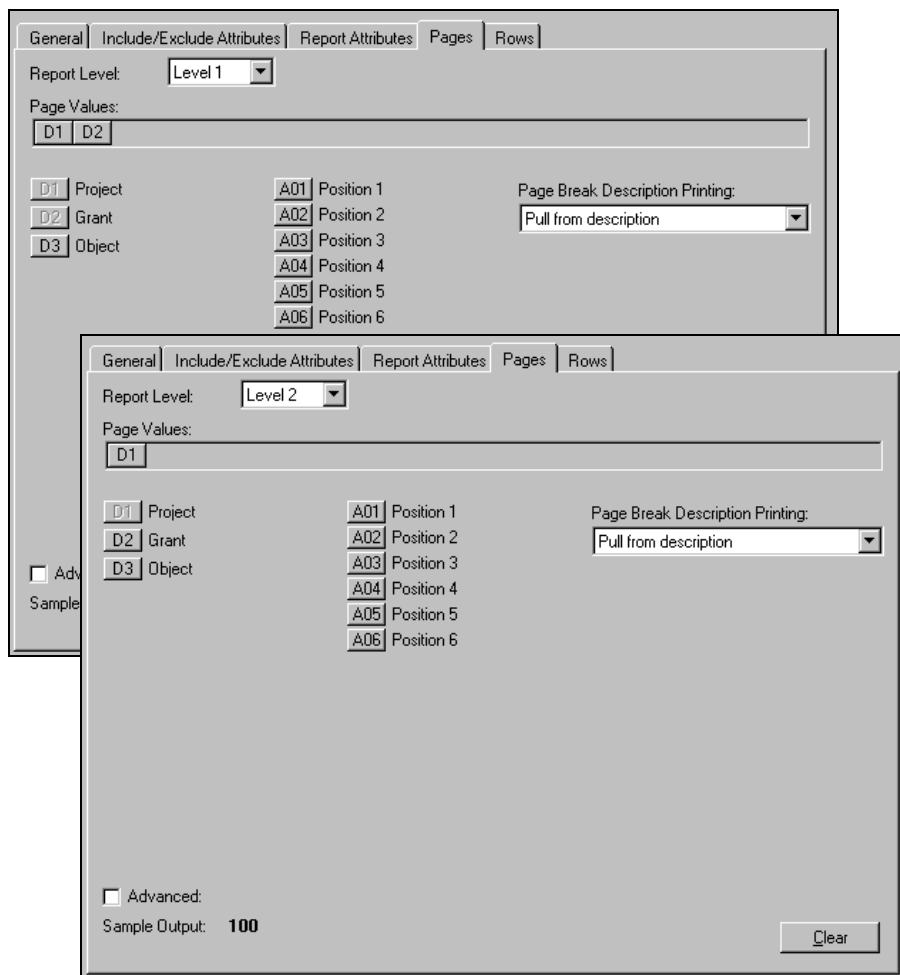


Figure H.3—Example Page Values Fields for a Two-Level Report

To report information for a different year-end date for project 100, grant 01, you add the .YEAR END data item to the following descriptive accounts:

- 100 01 0000 (Level 1)
- 100 00 0000 (Level 2)

If the accounts do not exist, you must create them.

Use the following instructions to add the .YEAR END data item to your descriptive accounts.

1. Click **Accounts > Chart of Accounts** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Accounts > Chart of Accounts** from the menu bar. The Chart of Accounts displays the first ID type in your list of ID types.
2. Select an ID type from the drop-down list. The display may change to reflect the ID type account structure.



This feature is only available for Project/Grant ID types. You must select a Project/Grant ID type.

3. Select an existing account or click **New** to add an account. (For specific instructions to add an account, see *Adding Accounts Through the COA* on page 144.



You can also add an account through the New Account task. See *Adding Individual Accounts* on page 125.

The New Accounts or Edit Accounts window displays (*Figure H.4*).

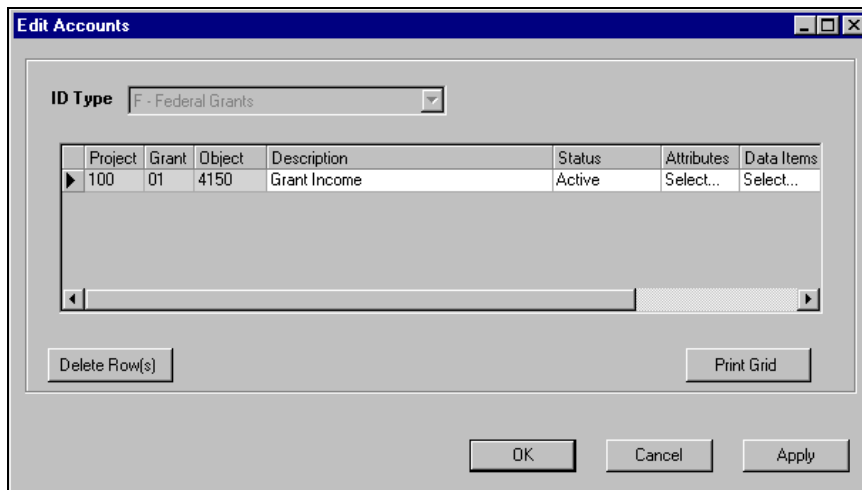


Figure H.4—Edit Accounts Window

4. Double-click the Data Items cell for the account. The Data Items window displays.



If you have defined any data items for this ID type, they will display in this window. For more information, see the instructions for the **Field Use** tab of the ID type definition (*Editing Your ID Types* on page 79).

5. Select .YEAR END from the Data Item Name drop-down list (*Figure H.5*). The prompt and value format defined for the data item display in read-only cells (Data Item Prompt and Value Format cells, respectively).

Data Item Name	Data Item Prompt	Value	Value Format
.YEAR END	Grant Year End		Date mm/dd/yyyy
*			

Figure H.5—Adding an Account—Data Items Window

6. In the Value field, enter the year-end date for the cross-fiscal year reporting, but enter zeros for the year.
7. Click **OK**. Your entries are saved and the Data Items window closes. You return to the New Accounts window.
8. Click **Apply** to save your settings and remain in the window, or click **OK** to save your settings and return to the Chart of Accounts display.

DEFINING AND PRODUCING YOUR REPORT

Before you produce your report, you must understand how the Period options that you select on the **Columns** tab of the X-type report definition will be interpreted (*Figure H.6*).

- Year beginning balance—Balances rolled forward from the previous year (i.e., year prior to the reporting year).
- Account ending balance—Balance for the reporting year *without* adjustments or beginning balances.

- Annual ending balance—Balance for the reporting year *with* adjustments and beginning balances.
- Net to date—Balance from the beginning of the reporting year to the report date (i.e., date entered when you produce the report) *without* adjustments or beginning balances.
- Net for year—Balance for the reporting year *with* adjustments but *without* beginning balances.
- Net for period—Balance for the reporting period (i.e., based on the date entered when you produce the report) *without* adjustments or beginning balances (Figure H.6).

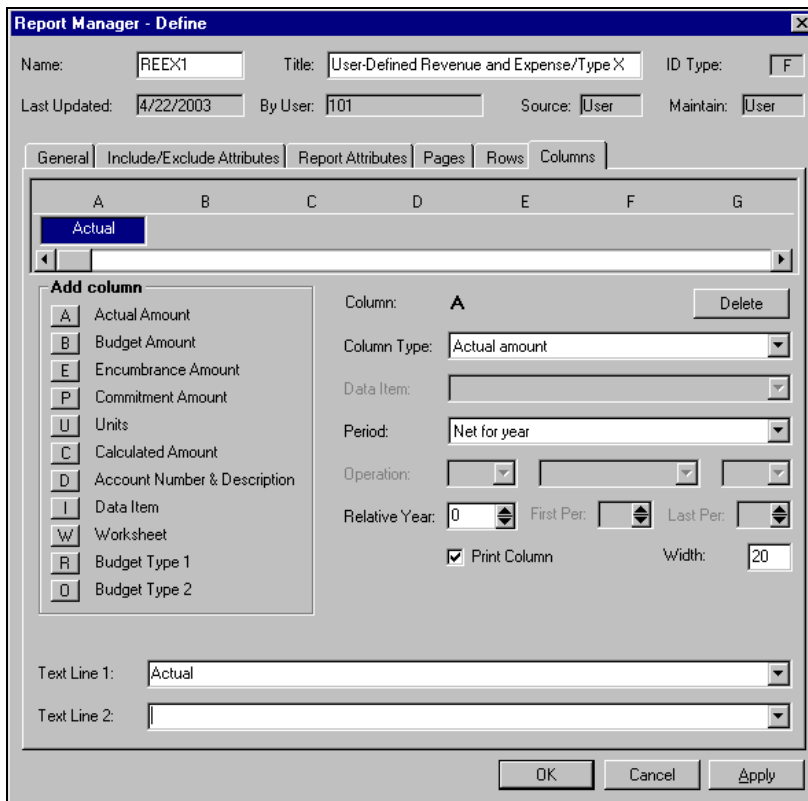


Figure H.6—Example Columns Tab for X-Type Report

Use the following instructions to produce your report.

1. Double-click the report or select the report and click **Produce**.

2. In the Date field, enter the date of the period for which you want the report (*Figure H.7*).

Report Manager - Produce Reports

Report Name: REEX1 User-Defined Revenue and Expense/Type ID Type: F

Account Mask: FXXXXXX

Date: 06/30/2003 Year End: 12/31/2003 Period: 04/30 - Detail

Include/Exclude Attributes

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exclude:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear All

Options

Report reclass period Show pennies Report zero balances

Report: View Print File

OK Cancel

Figure H.7—Example Produce Report Screen

3. Click **OK**.

A

Account Builder—Table-driven tool to define groups of accounts.

Account Number—The number that stores information about transactions to an account.

Account Number Structure—The foundation of accounts based on dimensions and separator characters. The structure represents account groups such as funds, departments, sub-departments, line items, and locations. For example, the Model Not-for-Profit Division has an account number 0101006110 structured in the following way to include the fund, department, sub-department, and line item.

Table 1.2—General Ledger Account Number Structure

Fund	Department	Sub-Department	Object (Line Item)
01	01-	00	6110

Table 1.3—Project/Grant Account Number Structure

Project	Grant	Object (Line Item)
100	01	6110

Additional Data Items—Data items are pieces of information that can be included in account definition or in a transaction. Typically they are used to store non-financial information. Transactional data items are defined in Journal Maintenance.

Adjustment Periods—Periods added to the end of each year in the date table. These periods are designed specifically for audit and year-end adjustments.

Attribute Positions—Each account string allows up to 15 attribute values. The first position is required by the system.

Attribute Values—An attribute value is a code that is one to three characters in length assigned to a position in the account string. Attribute values allow accounts to be grouped on reports according to their type. You can have up to 15 attribute values per account. The standard attributes are as follows:

- AS—Asset
- LI—Liability
- NA—Net Assets (FASB)
- FB—Fund Balance (GASB)
- OE—Owner Equity
- RE—Revenue
- EX—Expenditure
- DS—Descriptive



Project/Grant uses only RE, EX, and DS. In Project/Grant, you also have up to 15 attributes available. Every account must have one of these attributes. Additional attributes can be defined and used for reports.

Automatic Suspense Account—A temporary storage account for journal entries for which there is either no existing account or the appropriate account is unknown. If you plan to use a suspense account, one needs to be created for each journal. To use a suspense account, right-click in the Accounts field in the Journal Entry window and select Suspense Account. A trace report will be produced with a warning that the suspense account was used.

B

Page Break Dimensions—A page break dimension organizes information in reports. It allows you to break information in a report on to separate pages and to subtotal the information. Page Break dimensions are defined in Report Manager.

Business Date—The date used to post an entry to a ledger. It must be a valid calendar date that exists in the date table. The business date determines the period in which a transaction is reported. If the date is in a closed period, a transaction task may not be selected. The business date is also called the **posting date**.

C

Chart of Accounts—List of your accounts. From this window, you can add, edit, and delete accounts or view account information.

Clearing Account—An account defined in each fund to maintain the balance due to or from an individual fund or from the clearing fund. Also called a “due to/from account”.

Clearing Fund—This is a fund designated as the “Fund Manager” or clearing fund for all other funds. It is usually a general, operating, or unrestricted fund that contains the primary checking account, asset, and liability accounts. A clearing fund balances transactions that cross funds. See **due to/from account**.

Closed Period—The last closed period is always the last day of a date table period. That day, along with all dates prior, is closed to data entry. The first day of the next period, and all dates thereafter, are open to data entry. By closing a period, all information is still available for reporting, but additional transactions may not be posted. It is possible to open a closed period if additional transactions are required.

Cost Allocation—Cost allocation lets you easily distribute indirect expenses and revenues from pooled accounts to specific cost centers or designated accounts.

Created by Posting Account—Created by posting accounts occur if a control account was incorrectly defined in a parameter, or an auto due to/from account or other account required by a setup mask has not been defined. Instead of halting the posting and generating an error, the system makes a “created by posting” account. Created by posting accounts need to be corrected immediately.

Current Balance—The net current total of debits and credits for the first ID type. It is the number used to verify that entries are made correctly.

D

Date Table—The date table contains the fiscal-period ending dates for each year.

Default—A value supplied by the General Ledger if you do not enter your own value.

Dimension—A piece of your account structure representing categories in your accounting system (e.g., funds, projects, object codes, funding sources) or information that you must report. You can use account number dimensions to sort, sum, and select information to include on your reports.

Dimension Values—Numeric values assigned to each dimension. These values usually have a specific meaning (e.g., Fund 02 is the Water Plant Fund—02 is the dimension value).

Due To/From Account—An account defined in each individual fund to maintain the balance due to/from an individual fund or from the clearing fund. The clearing fund has a due to/from account to maintain the balance due to/from each individual fund. A due to/from account is updated by the General Ledger automatically each time an interfund transaction is posted, if the journal is defined as automatic balancing. It is also called a clearing account. See **clearing fund**.

E

Entry—A single item within a transaction. Also called an **item**.

F

FASB—Financial Accounting Standards Board.

Fiscal Period—The period and year in which transactions are grouped for reports. For monthly reporting systems, it is the month and year. For weekly reporting systems, it is the week and year. The date table determines the beginning and ending dates of fiscal years and periods. Fiscal periods can be created in intervals of one, two, three, or four weeks, or by month.

Fiscal Year—A period of any pre-defined amount of consecutive months, but not greater than 12 months. The General Ledger allows each organization to define its own fiscal year. Provisions are included for non-standard years if a fiscal year changes.

G

GASB—Government Accounting Standards Board.

GLA—The GLA, or general ledger account, is the object or line item account number.

I

ID Type—An ID type is a single-letter code that identifies a specific group of accounts for reporting purposes. The ID type controls the end of the fiscal year, the type of accounting, fiscal period, names for the default journals, and account number structure. For example, the Model Not-For-Profit Division has four ID types. “A” represents all accounts; “F” accounts are associated with federal grant, “M” are meetings; and “S” are accounts associated with state grants.

Identifier—A number that stores information for a transaction in a reporting system such as the General Ledger. Also called the **account number**.

Item—A single entry within a transaction. Also called **entry**.

J

Journal—A book of original entry that records transactions to be posted to a ledger. Journals may be defined by using the Journal Maintenance task prior to using a transaction task. Journals are also known as **Books of Original Entry**.

Journal Control—The journal control contains information about each journal and controls the way transactions are processed.

L

Ledger—A book or file of all of an organization's accounts. The General Ledger contains ledgers: the actual, budget type 1, budget type 2, encumbrance, and commitment.

Locking Periods/Years—A feature of FundWare that allows you to prevent transactions from being posted to a specific ID type during a period or year for which you have completed and confirmed all your entries.

M

Mask—A “wild card” code used to represent a group of accounts for reports, maintenance, or for account duplication. Use a mask to represent a group of accounts using only one entry. A mask uses an X in the place of an actual number in the account number. The General Ledger extracts all accounts that match the digits with no regard to the numbers in the position indicated by the X.

Master Records—Master records contain the information needed to process transactions. The system refers to the master records every time you use a task. The master records are the ID type, attributes, date table, and journal controls.

N

Name—The name given to a journal entry during data entry and in tasks that maintain and post memorized, imported, and saved journal entries.

Net Transaction—Sum of debit and credits posted to an account in a fiscal period, or range of fiscal periods.

P

Parameter—The parameter controls data entry, whether you can save the transaction, fiscal years, and related information.

Posting Date—The date used to post a transaction to a ledger. Also called the **business date**.

Posting Window—The number of days after the last closed period during which posting is allowed. The system will use your system date (i.e., not the business date used during login) and the number of days in the posting window to determine the period of time, after the last day of a closed period, during which you can still post entries to that period.

R

Reclass Period—A memo period at the end of the year designed for financial statement reclassification entries. Entries made in the reclass period do not affect the closing balances for any accounts and are not rolled forward.

Reference Fields—These are fields you can use to store information about a transaction. The contents of reference fields vary depending on the journal used. These fields contain information you need about a particular transaction.

Remainder Mask—Defines the account that holds the left-over amount of an allocation that results from rounding.

Report Definition—The way a report is defined using the Report Manager. Once a report is defined, use the same report definition to reproduce it at any time. Specifically, the definition identifies the field entries to be included in the report. Entry fields are the report name, report type, report title, and dimensions that are to be summed for the report.

Row Dimensions—Allow reports to be produced with different degrees of detail or summary information. With row dimensions, accounts can be reported individually, or individual accounts can be summed to an account group using a dimension number.

Report Group—A group of reports produced at the same time. A five character alpha numeric code can be assigned to each report when it is defined allowing the report to be produced with other reports.

Report Level—Allows different amounts of information to be included in a report using a single definition. Most General Ledger reports have from one to five report levels allowing you to report varying degrees of detail or summary.

Report Name—Names a standard report that you define. Use this name to select the report for production.

Report Type—Indicates the type of information included in a General Ledger standard report. Each report is assigned a report type letter.

Revenue and Expense Report—A report that shows the total revenue and expense by period or year.

S

Select—The field on display and report windows that prompts you to enter the mask to select the accounts to include in the report.

Session—One cycle of using a transaction task from beginning to end.

Shortcut Menu—Menu displayed when you click the right mouse button (i.e., right-click).

Standard Attribute—A code of up to three characters that allows accounts to be grouped on reports according to their accounting type. These attributes are defined automatically by the system.

Standard Report—In the General Ledger, Standard Report allows you to format rows for each report. Type X and Y reports allow columns to be defined. All other reports are pre-defined.

T

Trace Report—Automatically created and saved to a file each time a transaction is posted through a journal to a ledger. Trace Reports can be printed for a ‘paper trail’.

Transaction—An item or group of items (account entries) entered at the same time. General Ledger posts a single transaction that is made up of individual entries.

Transaction Account—Accounts entered for a single item in a transaction. If using only one ID type, the transaction account is the same as the account. For multiple ID types, all ID types comprise the transaction account.

Transaction Number—Number assigned by the system to a group of entries that make up a transaction. General Ledger automatically generates these numbers beginning with “1T” and continues consecutively. The transaction number is the same as the trace report number. The number is not reset at the beginning of the fiscal year. Transaction numbers cannot be changed.

Transaction Reports—Reports that retrieve information from the detail records of the reporting system. The reports are: Journal List, Re-Print Trace Report, Transaction Log, Multiple ID Reconciliation, and Transactions Sorted by Reference.

Transfer (Xfer) Dimension—The dimension in the clearing account or due to/from account that represents the fund to be cleared when an interfund transaction occurs. In the Model Not-For-Profit Division, dimension 3 is the Xfer dimension.

Twin Dimensions—Twin dimensions are identical dimensions between ID types that allow easy data entry when information is duplicated between ID types.

U

User-Defined Attribute—Allows accounts in certain categories to be grouped on reports, identified for security purposes, or grouped together for allocations.

Y

Year-End Processing—Revenue and expense accounts are closed at the end of every fiscal year. An entry is made to an appropriate equity account (net assets or fund balance accounts) that reflects the sum of revenues and expenses.

W

Wizard—An interactive help program that guides you through a task. For example, the System Parameter Wizard which helps you set up FundWard 7.X to your organization's specifications.

Symbols

.YEAR END 385

A

Access

From keyboard 21
 Shortcut menus 21

Account

Description 58
 Status 58

Account Builder 131, 393

Adding accounts 132
 Deleting saved selections 141
 Generating accounts 138
 Opening saved selections 140
 Saving selections 139
 Validating accounts 137

Account dashboard 6

Account number 393

Structure 3, 34, 73

Account number dimensions 37

Account number structure 393

Guidelines 36
 System-defined 36
 User-defined 36

Account Selector

Prompt 182

Account selector 211

Account structure 34

Manually defined 76

Account Utilities 61

Account utilities 157

Accounting

Four-sided 39

Single-sided 40

Two-sided 39

Accounts

Active 58

Adding data items 164

Adding groups 132

Adding individual 125

Alias tips 66

Aliases 82

Aliases 1 and 2 59, 63

Attribute positions 46

Attribute values 46

Attributes 95

Auto complete list 182

Budget 58

Clearing data item values 169

Copying information 162

Correcting number 175

Created by posting 68, 174

Data items 59

Default data items 74

Definition 58

Descriptive 58, 67, 88, 170

Due to/from 43, 111

Due/to from 106

Duplicating through utilities 158

ID entry 58

Inactive 58

Integrating 175

Masks 68

Modifying 160

Modifying data item values 166

Not in system	225	Advanced Financial Reporting	5
Removing data items	167	Attributes	50
Removing from dashboard	11	Advanced option	
Removing unused	173	Pages tab	297
Selecting	211	Report Pages Tab	272
Suspense	57, 106, 111	Report Rows tab	272
System	58	Rows tab	300
Twin	107, 112	Advanced Security	215
Twinning	213	Attributes	50
Utilities	157	Alias	66
Viewing balances	155	Aliases	82
Viewing transactions	152	Aliases 1 and 2	59, 63
Acronyms		Allocation Management	
Menu	22	Data items	59
Activating		ALT key	21
Year	241	Append accounts	107, 112
Active accounts	58	ASCII	314
Activity reminders	11	Asterisk	159, 161, 163, 165, 166, 168,
Actual	55	169,	171, 174
Adding		Asterisks	14
Accounts through COA	144	Attribute positions	95, 393
Accounts with Account		Associating with dimensions	88
Builder	132	Defining	96
Attribute values	98	Attribute values	97, 393
Budget Control parameters	233	Defining	98
Columns to detail pane	25	Attributes	
Data items	113	Account	95
Date tables	117	Creating values	98
Descriptive accounts	88, 170	Default	75
Dimension values	86	Default standard	51
Individual accounts	125	Deleting values	100
Journals	107	Editing	100
Reports to groups	307	Editing values	100
Additional data items	393	Positions	46, 51
Adjustment periods	73, 393	Printing values	101
Adjustments	4	Reporting	48, 339
Year-end	4	Reports	249
Advanced field	272	Subtotaling	257, 274

-
- Values 46, 51
 - Audit report 213
 - Auto complete accounts 182
 - Auto reverse 183
 - Automatic auspanse account 394
 - Automatic balancing 45
- B**
- Backup
 - Year-end processing 221
 - Balances
 - Entering beginning 377
 - Viewing 155, 182
 - Balancing entries 45
 - Balancing funds
 - Dimensions 38
 - BCRPT 244
 - Beginning balances
 - Entering 377
 - Bold 28
 - Budget 75, 304
 - Entering 381
 - Journal 55
 - Starting year 241
 - Types 1 and 2 55, 56
 - Budget accounts 58
 - Budget Control 233
 - Control level 236
 - Dimensions 235
 - Error 233, 237
 - Message 233, 236
 - Parameters 233
 - Producing report 243
 - Purge control year 243
 - Removing parameters 238
 - Restart control year 243
 - Start new control year 243
 - Starting year 241
 - Warning 233, 237
 - Budget detail 235
 - Budget Type 1 75, 304
 - Budget Type 2 75, 304
 - Business date 394
 - Defaults 13
 - Opening multiple 17
 - Business Office 28
- C**
- CAICDEF report 337
 - Calculated columns 306
 - Capital letters 28
 - Caution 28
 - Changing
 - Account information 160
 - Accounts through COA 150
 - Attribute values 100
 - Attributes 100
 - Budget Control parameters 237
 - Data items 115
 - Date tables 119
 - Dimension values 93
 - Dimensions 84
 - ID types 79
 - Imported journal entries 198
 - Journals 112
 - Memorized journal entries 191
 - Reports 289
 - Saved journal entries 185
 - System-defined journals 102
 - Characters
 - ? 172
 - X 68
 - Chart of Accounts 141, 394
 - Adding accounts 144
 - Deleting accounts 151
 - Duplicating accounts 151

Editing accounts	150	Correcting	
Clearing		Account number	175
Accounts from dashboard	11	Cost Allocation	229
Data item values from accounts	169	Process	229
Clearing account	394	Setup and procedures	230
Clearing fund	395	Tips	232
Clearing funds	40	Cost allocation	395
Closed period	395	Created by posting account	395
Closing		Created by posting accounts . . .	68, 174
Period to data entry	223	Correcting number	175
Period/year to data entry . .	216, 218	Integrating	175
Closing ID		Creating	
Determining	222	Attribute values	98
Columns		Data items	113
Adding to detail pane	25	Date tables	117
Calculated	306	Descriptive accounts	88, 170
Hidden	306	Groups	307
Print column	306	Journal entries	107, 177
Removing from detail pane	25	Journals	107
Re-ordering in detail pane	25	CSACDTL report	322
Resizing in detail pane	26	CSACVER report	326
Sorting in detail pane	26	CSAREP report	327
Columns tab		CSBREP report	328
Report definition	302	CSCHART report	316
Combined reports	339	CSCREP report	329
Commitment	55	CSDREP report	330
Journal	55	CSEENTRY report	331
Consulting services	27	CSJNL report	332
Conversion		CSLEDGER report	317
Data for GASB 34	56	CSPURGE	174
Copying		CSRECON report	333
Account information	162	CSREFTR report	331
Accounts through COA	151	CSRVEX report	322
Accounts through utilities	158	CST900	357
Imported journal entries	202	CST901	357
Memorized journal entries	195	CST934	355
Reports	312	CSTRACE report	334
Saved journal entries	187	CSTRANS report	332

Current balance	395	Creating	117
Customizing		Deleting	121
Display	24	Editing	119
D		Example	116
Dashboard	6	Maintaining	116
Printing	11	Dates	
Removing accounts	11	Relative	276
Updating	10	Year-end	73, 80
Data entry		Default	395
Closing a period	223	Attributes	51, 75
Closing a period/year	216, 218	Data items	74
Locked	215	Journals	74, 80
Opening a period/year	218	Defaults	
Data Items		Business date	13
Account Utilities	61	Division	14
Data items	59	HomePage	14
.YEAR END	385	Password	13
Accounts	59	System Administration	14
Adding to accounts	164	User name	13
Allocation Management	59	Define	
Clearing values from accounts	169	Report pages tab	296
Creating	113	Report rows tab	298
Default	74	Reporting tabs option	302
Deleting	116	Defining	
Editing	115	Accounts through COA	144
Example	59, 62	Attribute positions	96
Include in reports	292	Attribute values	98
Journal entry	105, 110	Budget Control parameters	233
Journals	59	Data items	113
Maintaining	113	Date tables	117
Modifying values on accounts	166	Dimension values	86
Static	59	ID types	69
Transactional	59	Individual accounts	125
Types	59	Journals	107
Data types		Deleting	
Table	114	Accounts through COA	151
Date tables	395	Attribute values	100
		Budget Control parameters	238

Data items	116	Example	37
Data items from accounts	167	Length of transfer	42
Date tables	121	Maintaining	84
Dimension values	94	Printing values	94
Groups	312	Range in reports	291
ID types	83	Reporting	38
Imported journal entries	203	Reports	249
Journals	113	Select for reports	291
Memorized journal entries	196	Subtotaling	257, 274
Report from group	311	Subtotaling within	274
Reports	312	Transfer	41
Saved journal entries	189	Twinned	33
Unused accounts	173	Twinning	45
Description		Disabled menu items	22
Account	58	Display	
Descriptive		Customizing	24
Accounts	67	Displaying	
Descriptive accounts	58, 88, 170	Budget Control parameters	239
? character	172	Division	
Detail pane		Defaults	14
Adding columns	25	Divisions	31
Removing columns	25	Opening multiple	17
Re-ordering columns	25	Double-sided accounting	39
Resizing columns	26	Drop-down lists	21
Sorting data	26	Due to/from	
Detail reports	255	accounts	40, 106, 111, 395
Dimension		Pattern	43
Shared	33	Duplicating	
Dimension values	395	Accounts through COA	151
Adding	86	Duplicating through utilities	
Dimensions	235, 395	Accounts	158
Associating with attribute		E	
positions	88	Editing	
Balancing funds	38	Account information	160
Definition	34	Accounts through COA	150
Deleting values	94	Attribute values	100
Editing	84	Attributes	100
Editing values	93		

-
- Budget Control parameters 237
 - Data items 115
 - Date tables 119
 - Dimension values 93
 - Dimensions 84
 - Group name 311
 - ID types 79
 - Imported journal entries 198
 - Journals 112
 - Memorized journal entries 191
 - Menu bar 22
 - Reports 289
 - Saved journal entries 185
 - System-defined journals 102
 - Encumbrance 55
 - Journal 55
 - Entering
 - Beginning balances 377
 - Budget 381
 - Transactions 177
 - Entries
 - Balancing 45
 - Entry 396
 - Error message 159, 161, 163, 165, 166, 168, 169, 171, 174
 - Errors
 - Budget Control 233, 237
 - Example 28
 - Data Items 59, 62
 - Data table 116
 - Subtotaling on a dimension 260
 - Subtotaling within a dimension 261
 - Excel 314
 - Existing customers
 - GASB 34 56
 - Expense
 - Post 223
 - Posting for an ID type 223
 - Exporting
 - See System Administration Guide 123
 - To other programs 314
 - Exporting files 123
 - F**
 - F1 26
 - F10 21
 - FASB 5, 72
 - FASB reports 278
 - File maintenance
 - Copy Reorg 354
 - Files
 - Exporting 123
 - Importing 123
 - Final budget 304
 - Journals 56
 - Fiscal period number 303
 - Fiscal periods 3, 396
 - Fiscal year 396
 - Purge/save 226
 - Forms
 - Customizing 24
 - Four-sided accounting 39, 40
 - Fund range 224
 - G**
 - GASB 5, 72, 396
 - GASB 34 75, 304
 - Converting data 56
 - Journals 56
 - Moving data 56
 - General
 - Journal 55
 - General Ledger
 - Compared to P/G 5
 - General ledger account 396

General tab		Guidelines	
Report definition	290	Account number structure	36
Generating accounts	138	Guides	26
Getting	28		
GL		H	
Activity reminders	11	Help	26
Dashboard	6	Hidden columns	306
Reports	12	HomePage	6
GLA	396	Activity reminders	11
GLBALSH report	317	Dashboard	6
GLCOMB1 report	319	Defaults	14
GLCOMB2 report	320	Reports	12
GLCOMB3 report	320	Hyphen	36
GLCOMB4 report	321		
Global settings	122	I	
GLREAA1 report	323	ID entry	58
GLREAB1	383	ID type	396
GLREAB1 report	323	ID types	32
GLREAB2 report	324	Adjustment periods	73
GLREAB3 report	324	Alias 1 and 2	82
GLREAB4 report	324	Default attributes	75
GLREEX report	336	Default journals	74, 80
GLRREP report	338	Defining	69
GLSOA report	325	Deleting	83
GLSOCF report	326	Editing	79
GLSOFP report	325	Multiple	367
GLTRBAL report	318	One of	58, 367
GLWTBAL report	319	Optional	57
Government Accounting Standards		Posting to multiple	45, 57
Board	396	Reporting period	73, 80
Groups	306	Required	57, 82, 106, 111, 367
Adding to	307	Year-end date	73, 80
Creating	307	Identifier	396
Deleting	312	Imported journal entries	197
Editing	311	Deleting	203
Producing reports	309	Editing	198
Removing reports	311	Memorizing	200
Report	291	Posting	199

-
- Printing 203
 Importing
 See System Administration Guide . . . 123
 Importing files 123
 Inactive accounts 58
 Include data items 292
 Include/Exclude tab
 Report definition 294
 Instances 17
 From the desktop 18
 From the program 18
 From the Start menu 18
 Integrating
 Created by posting accounts . . . 175
 Italics 28
 Item 396
- J**
- Journal 397
 Budget 55
 Commitment 55
 Encumbrance 55
 General 55
 Journal control 397
 Journal entries
 Account auto complete list . . . 182
 Account balances 182
 Account Selector 182
 Copying imported 202
 Copying memorized 195
 Copying saved 187
 Creating 107, 177
 Data items 59, 105, 110
 Deleting imported 203
 Deleting memorized 196
 Deleting saved 189
 Editing imported 198
 Editing memorized 191
 Editing saved 185
 Imported 197
 Memorized 189
 Memorizing imported 200
 Memorizing saved 186
 Non-traditional 55, 102
 Posting imported 199
 Posting in reverse 192
 Posting memorized 191
 Posting saved 185
 Printing 139, 183, 208
 Printing imported 203
 Printing memorized 197
 Printing saved 189, 208
 Reference fields 104, 109
 Reverse 178, 183
 Reversing 206
 Saved 184
- Journals 4, 54, 101
 Adding 107
 Data items 59
 Default 74, 80
 Deleting 113
 Editing 112
 GASB 34 56
 Maintaining 101
 Modifying system-defined . . . 102
 One of ID types 58
 Optional ID types 57
 Required ID types 57
 System-defined 55
 Twinning 57
- K**
- Keyboard
 Right-click menus 21
 Keyboard access 21

L		
Ledger	397	
Ledgers	3, 54	
Levels (reports)	271	
Locking Periods/Years	397	
Locking periods/years	215	
Logged in users		
Viewing	222	
M		
Maintaining		
Data item	116	
Data items	113	
Dimensions	84	
Journals	101	
Maintenance		
Account utilities	157	
Copy Reorg	354	
Year-end processing	221	
Manual balancing	45	
Manuals	26	
Mask	397	
Masks	68	
Mass account maintenance	157	
Master records	397	
Memorized		
From Imported	200	
Journal entries	189, 191	
Posting journal entries	191	
Printing	197	
Memorizing		
Saved journal entries	186	
Menu acronyms	22	
Menu bar	21	
Editing	22	
Menu key	21	
Menus		
Keyboard access	21	
		Security
		22
		Messages
		Budget Control
		233, 236
		Modifying
		Account information
		160
		Accounts through COA
		150
		Attribute values
		100
		Attributes
		100
		Budget Control parameters
		237
		Data item values
		166
		Data items
		115
		Date tables
		119
		Dimension values
		93
		Dimensions
		84
		Group names
		311
		ID types
		79
		Imported journal entries
		198
		Journals
		112
		Memorized journal entries
		191
		Reports
		289
		Saved journal entries
		185
		System-defined journals
		102
		Module Navigator
		22
		Module navigator
		Security
		24
		Moving
		Data for GASB 34
		56
		Multiple
		Business dates
		17
		Divisions
		17
		Multiple ID types
		367
		Multiple reporting systems
		2
		N
		Name
		397
		Navigator bar
		22
		Net transaction
		397
		New Journal entries

-
- Printing 139, 183
 - Non-traditional journal entries . 55, 102
- O**
- One of ID types 367
 - Online help 26
 - Open Windows Navigator 24
 - Open windows navigator
 - Security 24
 - Opening
 - From the desktop 18
 - From the program 18
 - From the Start menu 18
 - Period/year to data entry 218
 - Organizing
 - Groups 291
 - Original budget 304
 - Journals 56
- P**
- Page break dimensions 394
 - Advanced 272
 - Page breaks 250
 - Page values 250
 - Page Values field 297
 - Pages tab 296
 - Advanced 272
 - Advanced field 297
 - Report definition 296
 - Parameter 398
 - Parameters
 - Changing Budget Control 237
 - Defining Budget Control 233
 - Displaying Budget Control 239
 - Removing Budget Control 238
 - Scrolling Budget Control 240
 - Password
 - Asterisks 14
 - Defaults 13
 - Period
 - Closing to data entry . 216, 218, 223
 - Locking to data entry 215
 - Opening to data entry 218
 - Period ending date 303
 - Periods
 - Adjustment 73
 - Reopening 220
 - Phrases
 - Reports 293
 - Positions
 - Attributes 51, 95
 - Post
 - Revenue and expense 223
 - Posted transactions
 - Viewing 204
 - Posting
 - Closing a period/year 216, 218
 - Creating accounts 68, 174
 - Imported journal entries 199
 - Memorized entries in reverse . . 192
 - Memorized journal entries 191
 - Opening a period/year 218
 - Revenue and Expense 223
 - Saved journal entries 185
 - To two ID types 45, 57
 - Types 55
 - Posting date 398
 - Posting type 103, 108
 - Posting window 398
 - Print column 306
 - Print Manager 313
 - Print user 292
 - Printing
 - Attribute values 101
 - Dashboard 11
 - Dimension values 94

Imported journal entries	203	Data items from accounts	167
Journal entries	139, 183, 208	Date tables	121
Memorized journal entries	197	Dimension values	94
Saved journal entries	189, 208	Groups	312
Printing reports	313	ID types	83
Process options	228	Imported journal entries	203
Processing a Group of Reports	306	Journals	113
Producing		Memorized journal entries	196
Reports	283	Report from group	311
Producing group reports	309	Saved journal entries	189
Program		Unused accounts	173
CST900	357	Reopening	
CST934	355	Closed periods	220
Project/Grant		Re-ordering	
.YEAR END	385	Columns in detail pane	25
Compared to GL	5	Reorg	
Prompt		Copy results	354
Account Selector	182	Report Attributes tab	
Purge/save		Report definition	295, 300
Fiscal year	226	Report definition	398
R		Columns tab	302
Reclass period	398	General tab	290
Red asterisk	159, 161, 163, 165, 166,	Include/Exclude tab	294
168,	169, 171, 174	Pages tab	296
Reference fields	104, 109, 398	Report Attributes tab	295, 300
References		Rows tab	298
Reports	292	Report group	398
Refreshing		Report level	398
Dashboard	10	Report name	399
Relative dates	276	Report type	399
Reminders	11	Reporting	
Removing		Dimensions	38
Accounts through COA	151	Row values	254
Attribute values	100	Reporting period	73, 80
Columns from detail pane	25	Reporting tabs	
Data item values from accounts	169	Define	302
Data items	116	Reports	12
		Account detail	322

Account verification list	326	Journal controls list	329
Advanced field	272	Journals list	332
Advanced option	272	Ledger	317
ASCII	314	Multiple ID reconciliation	333
Attributes	48, 249	Page breaks	250
Attributes list	327	Pages tab	296
Audit	213	Period ending date	303
Balance sheet	317	Phrases	293
Budget Control	243	Print columns	306
Calculated columns	306	Print user	292
Chart of accounts	316	Printing	313
Columns tab	302	Producing	283
Combined	339	Producing groups	309
Combined balance sheet	319	R/E act vs act bud w/var/percent	324
Combined R/E with variance	320	R/E act vs act by year	323
Combined revenue and expense	320	R/E act vs bud PTD & YTD	323
Combined statement of changes	321	R/E act vs bud w/encumbrance	324
Copying	312	R/E act vs bud w/var/annual	324
Cost allocation list	337	References	292
CSPURGE	174	Relative dates	276
Date tables list	330	Removing from groups	311
Deleting	312	Report Attributes tab	295, 300
Detail	255	Report definitions	338
Dimension range	291	Report levels	271
Dimension/attribute order	270	Re-print trace report	334
Dimensions	249	Revenue & expense	282
Editing	289	Revenue and expense	322
Editing group names	311	Row descriptions	263
Exporting	314	Rows tab	298
FASB	278	Select dimensions	291
Financial statements	281	Special journal entries list	331
Fiscal period number	303	Standard	283
General tab	290	State of financial position	325
Groups	291, 306	Statement of activities	325
Hide columns	306	Statement of cash flows	326
ID types list	328	Subheadings	251
Include data items	292	Subtotaling	257, 274
Include/Exclude tab	294	Subtotaling within dimensions	274

Summary	255	Row Values field	300
System Lists	282	Rows tab	298
Trace	4, 68, 104, 109, 213	Advanced	272
Transaction log	332	Advanced field	300
Transactions	283	Report definition	298
Transactions sorted by referent	331	S	
Trial balance	318	Saving	
Types	245	Account Builder selections	139
User-defined balance sheet	335	Journal entries	184
User-defined revenue & expense	336	Scrolling	
Working trial balance	319	Budget Control parameters	240
X and Y	302	Security	
Reprots		Menus	22
BCRPT	244	Navigator bar	24
Required		Select	399
ID types	106, 111	Selector	211
Required ID types	82, 367	Session	399
Resizing		Settings	
Columns in detail pane	26	Global	122
Restarting		Setup	
Year	241	Budget	75
Revenue		Cost Allocation	230
Post	223	Shared dimension	33
Posting for ID type	223	Shortcut keys	21
Revenue and expense report	398	Shortcut menu	399
Reversing		Shortcut menus	21
Memorized posts	192	Single-sided accounting	40
Transactions manually	206	Slash	36
Reversing journal entries	178, 183	Sorting	
Revised budget	304	Data in detail pane	26
Journals	56	Special entries	4
Right-click menus	21	Standard attribute	399
Roll beginning balances	225	Standard attributes	51
Rolling up dimensions	38	Standard report	399
Row descriptions	263	Standard reports	283
Row dimensions	398	Static data items	59
Advanced	272	Status	
Row values	254		

Account	58	Transactions	399
Active	58	Entering	177
Budget	58	Posted	204
Descriptive	58	Printing	139, 183
Inactive	58	Viewing	152
System	58	Transfer dimension	400
Subheadings	251	Transfer dimensions	41
Subtotaling		Length	42
Reports	257	Twin	
Within dimensions	274	Accounts	112
Summary report	255	Twin dimensions	400
Summing dimensions	38	Twinned dimensions	33
Suspense accounts	40, 57, 106, 111	Twinning	367
System accounts	58	Accounts	107
System Administration		Dimensions	45
Defaults	14	Journals	57
System parameter wizard	69	Twinning accounts	213
System-defined		Two-sided accounting	39
Account number structure	36	Types	
Journals	55	Report	245
System-defined journals		U	
Modifying	102	USBAL1 report	335
T		User guides	26
Technical support	28	User name	
Tips		Defaults	13
Alias	66	User-defined	
Cost Allocation	232	Account number structure	36
Page values	254	Account structure	76
Title accounts	67	User-defined attribute	400
Trace reports	4, 68, 104, 109, 213, 399	Users	
Viewing	214	Viewing	222
Training	27, 29	Using this document	27
Transaction account	399	Utilities	
Transaction data items	59	Account	157
Transaction number	399	V	
Transaction reports	400	Validating accounts	137
Transactional data items	59		

Values		X	
Attributes	51, 97	X	68
Dimension	86	X reports	302
Page	250	Xfer dimension	400
Viewing		Y	
Account balance information	155	Y reports	302
Budget Control parameters	239, 240	Year	
Logged in users	222	Activating	241
Posted transactions	204	Closing to data entry	216, 218
Trace reports	214	Locking to data entry	215
Transaction information	152	Opening to data entry	218
Viewing accounts		Restarting	241
Chart of Accounts	142	Starting Budget Control	241
W		Year-end date	73, 80
Warning	28	Year-end processing	221, 400
Warnings		Backup	221
Budget Control	233, 237	Purge/save fiscal years	226
Wizard	400	Roll beginning balances	225