MICRO EDGE®

GIFTS® 6 VERSION 6.6

A/P Module

User's Guide

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Welcome to the A/P Module

This chapter describes your options for setting up and using the GIFTS Accounts Payable (A/P) Module to exchange payment information between GIFTS and your accounting department or to generate checks for grant payments. It also describes how to get the most out of your product documentation.

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About the A/P Module

The GIFTS A/P Module provides a variety of options that you can use to share your GIFTS Payment information with your accounting department or to print checks for your grant payments.

A/P Links

You can use the A/P links to generate export files that contain your Payment data. These files can be imported into your accounting software, which is used to generate invoices and checks. After your checks have been cut, you can import your check data back to GIFTS.

Specific links are available for many popular accounting packages, including Blackbaud Accounts Payable, Quicken, and QuickBooks.

GIFTS Check Writer

You can use the GIFTS Check Writer to print checks directly from GIFTS. This feature allows you to print GIFTS data—such as the grantee Organization Name, the Project Title, and Payment Amount—on your checks.

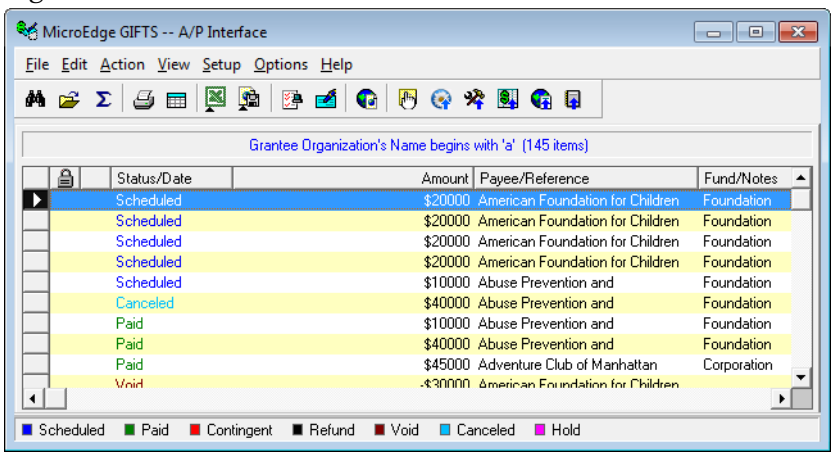
For information about setting up and using the Check Writer, please refer to "Setting Up the GIFTS Check Writer" on page 81 and "Using the GIFTS Check Writer" on page 95.

Check Requisitions

GIFTS can generate and print check requisition forms for manual processing. You can provide these printed forms to your accounting department to request that they generate a check. For information about setting up and using the option, please refer to "Setting Up Check Requisitions" on page 107 and "Processing Check Requisitions" on page 121.

Working with Payments in the A/P Module

The GIFTS A/P Module is very similar to the Payments folder of the GIFTS Organizer.



The A/P Module shares the Organizer settings—including column headings, column widths, sorts, saved searches, and printing options—that you use for the Payments folder of the GIFTS Organizer, and vice versa.

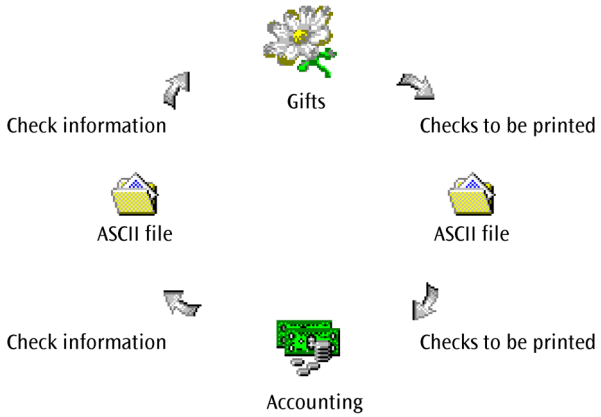
In order to export payment data or print checks for the appropriate payments, you should be familiar with the GIFTS procedures for searching for and selecting records in the Payments folder. For information regarding these functions, please refer to the *GIFTS User's Guide*.

How the A/P Links Transfer Data

The GIFTS A/P links export Payment information from GIFTS to your accounting system by means of an ASCII text file. Once this information has been processed by your accounting department, the relevant check data (check number and check date) can then be imported into GIFTS.

You can mark the GIFTS Payments as 'Paid' during either the export or the import phase, according to your preference.

The following graphic illustrates the *general* flow of information from one system to another, starting with GIFTS. Note that this flow is different for some A/P links, such as the link to Blackbaud's Accounts Payable.



Available A/P Link Formats

The following table describes the available A/P links, and details where you can find the documentation for each link.

Format	Description
QuickBooks Pro	Using the link with QuickBooks Pro, you can export Payment data from GIFTS and set up a memorized report in QuickBooks that generates an ASCII file that you can import back to GIFTS. For more information about using this link, please refer to "Using the QuickBooks Pro A/P Link" on page 65.
Quicken	Using the link with Quicken, you can exchange Payment information with Quicken by generating Quicken Import Files (QIF) in each system. For more information about using this link, please refer to "Using the Quicken A/P Link" on page 49.
Blackbaud A/P	The A/P link with Blackbaud Accounts Payable links your GIFTS Organization records with your vendors in Accounts Payable so that you can generate invoices for your GIFTS Payments and import Payment data from Accounts Payable into GIFTS after a check has been cut. For more information about using this link, please refer to "Using the Blackbaud A/P Link" on page 29.
Solomon IV, AccPAC Plus, MIP Accounting, Oracle Financials, Acuity, and Great Plains (Dynamics)	You can set up GIFTS to export Payment data to files that can be imported to these accounting packages. Then, you can import data back into GIFTS by setting up your accounting software to generate a file that conforms to the Standard GIFTS A/P Import Layout. To receive the documentation specific to these accounting packages, please contact MicroEdge Technical Support.
Standard ASCII Exports and Imports	The A/P Module can produce a standard ASCII file that you can export to many accounting packages. To import check data into GIFTS, most accounting packages can produce a file that conforms to the Standard GIFTS A/P Import Layout. For more information about using the standard export and import layouts, please refer to "Using the Standard A/P Link" on page 13.

For the latest list of compatible A/P software, choose Help ➤ MicroEdge on the Web ➤ GIFTS Compatibility Fact Sheet from the menu of any GIFTS program.

Starting the A/P Module

If you have access rights to the A/P Module, you can start it from the Windows desktop. If you do not have access rights, check with your Administrator.

Logging In

To log in to the A/P Module from within GIFTS:

1. Choose Options ➤ Accounts Payable from the Main menu. The A/P Module starts.

To start the A/P Module from Windows:

1. Select MicroEdge GIFTS from the Programs folder of the Windows Start menu, and then choose A/P Module from the submenu. You are prompted to log in.
2. Enter your login and, if necessary, password.
3. Click OK. The A/P Module starts.

Logging in as a Different User

In some cases, it is convenient to log in to another user's workstation while he or she is using GIFTS. You can log in without having to exit out of the system or log in on another machine:

1. From the A/P menu, choose File ➤ Change User. You are prompted to log in.
2. Enter your login and, if necessary, password.
3. Click OK.

Conventions Used in This Manual

Before you read this manual, it is helpful to familiarize yourself with the conventions used throughout this manual. Doing so will enhance the usefulness of the documentation.

Procedural and Typographic Conventions

Procedural conventions help identify procedures and tasks you'll perform.

- Important procedures are always given as a numbered set of tasks.
- Check marks indicate a checklist of general items or tasks.
- Characters given in this font are examples of data that you should enter, such as the directory path to a file.
- Data elements within the GIFTS system are presented with an Initial Capital Letter. For example, the word "request" is capitalized when it is used to refer to a Request record within GIFTS.

Different Types of Notes

When appropriate, notes provide additional information or warnings that may apply to you. This manual uses four types of notes. Each type of note serves a unique purpose as defined below.

Note: A note with this format and the heading "Note" provides information that applies to some users. Notes apply to special situations. For example, a Note might explain minor differences in setup procedures among network and standalone systems.

Important: A note with this format and the heading "Important" provides information that applies to all users. This type of note provides information that is essential to the completion of a task. Unlike a Note, Important notes should not be disregarded.

Caution: A note with this format and the heading "Caution" provides important information that applies to all users. Pay special attention to these notes.

Tip: A note with this format and the heading "Tip" provides useful information that applies to most users. Although Tips are not essential to the completion of a task, they provide alternative methods, shortcuts, or special applications relating to the procedures in the text.

Using Online Help

While you work with GIFTS, you can find answers to your questions by reading the printed documentation or by using GIFTS online Help. Use online Help when you need immediate assistance. Most of the material that is in the printed documentation is also in online Help.

From the Help menu of any GIFTS module, you can:

Choose	To
Contents	Display the contents of the GIFTS online help.
Index	Display the index of the GIFTS online help.
MicroEdge on the Web	Go to the MicroEdge Home Page. (*http://www.microedge.com*) and then log into the PowerME portal.
	Go to the latest GIFTS Compatibility Fact Sheet. Log into PowerME as above and search in Contents.
Technical Support	Display information about contacting MicroEdge Technical Support.
About GIFTS	Display copyright and release information for GIFTS.

Maintenance and Support Program

Members of MicroEdge's Maintenance and Support Program receive unlimited telephone consultation on the use of the software, assistance in error isolation and correction, prompt furnishing of any available problem solutions relating to the currently supported versions of GIFTS, and software updates.

Our toll free Technical Support hotline is available Monday through Friday, 9:00 A.M. to 8:00 P.M. Eastern time. You may contact MicroEdge's Technical Support Specialists as follows:

Phone	1-877-704-3343
Fax	(212) 757-1784
E-mail	*helpdesk@microedge.com*
Web	From the GIFTS menu, choose Help ➤ Technical Support

Note: To access the Web, you must have an Internet connection and a frames-enabled browser (Microsoft Internet Explorer 4.0 or later).

For details about our support policies, please refer to the MicroEdge *Client Resource Guide*. If you have any questions regarding the Maintenance and Support Program, please contact our Client Administration Representative at 1-800-899-0890, option 6, then 2, who will be happy to assist you.

Using the GIFTS Documentation

MicroEdge provides you with the GIFTS documentation in Portable Document Format (PDF). To view these files, you will need to install Adobe®'s Acrobat® Reader, which is available for free from Adobe Systems, Inc. at *http://www.adobe.com*.

You can print out selected pages, sections, chapters, or the entire book. You can also install the files on your computer or network so you can access them online, and take advantage of features such as a "hot" table of contents, index, and cross-references within books.

Acrobat Reader's other features are described in the Reader's online Help. Note that MicroEdge does not provide technical support for the Acrobat Reader. We cannot assist you with the installation, configuration, or use of this product.

1 Setting Up Your A/P Link

This chapter describes how to set up the A/P links with Blackbaud Accounts Payable, Quicken, and QuickBooks—as well as the Standard ASCII import and export formats. These setup procedures should be performed by the GIFTS Administrator.

For information about setting up the GIFTS Check Writer, please refer to "Setting Up the GIFTS Check Writer" on page 81. For information about setting up the check requisitions option, please refer to "Setting Up Check Requisitions" on page 107.

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Setting the Security Permissions

In GIFTS, security permissions can restrict users from exporting or importing Payments. Each *user group* is associated with a *permission set* that defines the permissions available to that group.

In order for a user to export and import Payment information between GIFTS and Blackbaud Accounts Payable, Quicken, or QuickBooks, his or her user group must have the permissions necessary to export Payments, import Payments, and to log in to the A/P Module.

Note: If you have Essential GIFTS, this procedure is not applicable to your system. Please proceed to the section that describes how to set up your A/P link.

To assign the A/P Module permissions to a permission set:

1. Log in to the Administrator Module.

2. From the Administrator menu, choose Access ➤ Permissions.
3. From the list of permission sets, choose the permission set you wish to work with and click Edit. The permissions are displayed.
4. In the 'GIFTS' permissions, enable the Execute option for the 'Export Payments' and 'Import Payments' functions.

Module / Function	Execute	View	Add	Update	Delete
Export Payments	☑	☐	☐	☐	☐
Import Payments	☑	☐	☐	☐	☐

5. In the 'A/P Interface' permissions, enable the Execute option for the 'Login' function. (You should also enable the 'Preferences' for users who need to set up the A/P link.

Module / Function	Execute	View	Add	Update	Delete
A/P Interface	☐	☐	☐	☐	☐
Login	☑	☐	☐	☐	☐
Preferences	☑	☐	☐	☐	☐
Setup Check Writer	☐	☐	☐	☐	☐
Print Checks	☐	☐	☐	☐	☐

6. Click Save and Close to update the permission set.

Setting Up the Link with Blackbaud A/P

The following sections describe how to set your A/P preferences and General Ledger Accounts for use with the Blackbaud Accounts Payable link.

Setting up the Blackbaud A/P Link

In order to use the Accounts Payable link, you must specify it in the preferences for the GIFTS A/P Module.

After you choose the Blackbaud A/P link, GIFTS uses the 'Vendor No' field displayed on the Background tab of the GIFTS Organization records to identify the Vendor in your Accounts Payable system.

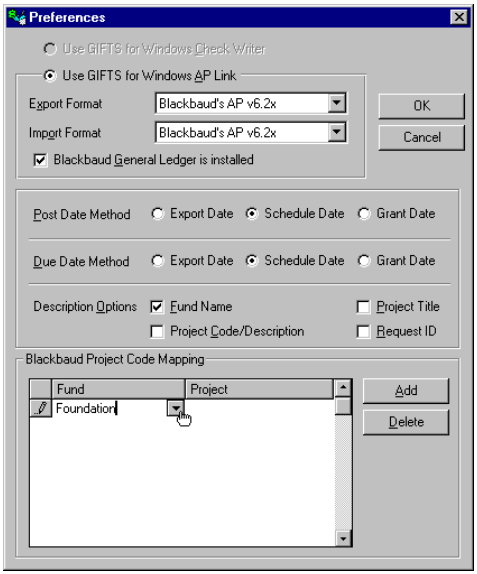
Important: The number displayed in the GIFTS 'Vendor No' field is not the 'Vendor ID' displayed in Accounts Payable; it is the 'Vendor Key' used by Accounts Payable to uniquely identify the Vendor. This key is not displayed in Accounts Payable.

Once you have chosen Blackbaud as your accounting system, the 'Vendor No' field is reserved for use by the A/P link. You cannot enter or import data into the 'Vendor No' field of GIFTS Organizations once it has been reserved for use with the A/P link.

To choose Blackbaud's Accounts Payable as your accounting system:

1. Log into the GIFTS A/P Module.

2 From the A/P menu, choose Setup ➤ A/P Preferences.



3 Choose "Blackbaud's AP" as the Export Format and Import Format.

4 Set the 'Blackbaud General Ledger is installed' option, as appropriate. See the following section, "Setting Up General Ledger Accounts" for more information.

5 Set the Post Date Method and Due Date Method. These options specify which of the following dates from GIFTS are supplied as the Post Date and Due Date in Blackbaud A/P: Export Date, Payment Schedule Date, or Grant Date.

6 Use the Description Options check boxes to determine what data is exported to the Description field of the A/P invoice. If you choose more than one option, the data is delimited by semicolons.

Note: Note that the maximum length of the Description field in Blackbaud A/P is 43 characters; your data may be truncated if you choose more than one option.

7 If you use Blackbaud's optional Project Module, Blackbaud A/P requires that each Payment have a Project code to generate an invoice. Use the

Blackbaud Project Code Mapping table to "map" the Fund codes used for GIFTS Payments to your Project Codes.

To map a Fund code to a Project code:

- Click Add.
- Click the downward arrow displayed in the Fund column to choose a Fund code.
- Click the Project column and choose the Project code to which you wish to map the Fund code.

8 Click OK to save the preferences.

Setting Up General Ledger Accounts

The setup of your G/L Accounts depends on whether you use Blackbaud's General Ledger.

If you use General Ledger: No setup is required for your G/L Accounts. GIFTS links to General Ledger so that users can assign G/L Accounts from Blackbaud to their GIFTS Payments. The G/L Accounts used for Payments are copied into the G/L Accounts Code Table in GIFTS.

For information about changing G/L Accounts in General Ledger after they have been used in GIFTS, please refer to "Editing General Ledger Accounts" on page 6.

If you do not use General Ledger: Your G/L Accounts are stored in the 'G/L Account' Code Table of GIFTS; there is no link to Accounts Payable. You should enter each G/L Account that you wish to use into the G/L Account Code Table.

Each code in GIFTS consists of a Code value and a Description value; when users export Payments, the Code value of the G/L Account is exported to Accounts Payable as text. For information about editing GIFTS Code Tables, please refer to the *Administrator's Guide*.

Editing General Ledger Accounts

This section applies only to clients who use Blackbaud's General Ledger. When users enter Payments in GIFTS, they choose the appropriate G/L Account from Blackbaud's General Ledger. The G/L Accounts are copied into the G/L Accounts Code Table of GIFTS so that you can run queries and reports for your G/L Accounts as you would any other field in GIFTS.

GIFTS also copies the *key* used by General Ledger to uniquely identify the G/L Account. Note that this key is not displayed in either system, and it cannot be changed (to ensure that the account is always identified correctly).

If you make changes to a G/L Account Number or Description in General Ledger after it has been used for a GIFTS Payment:

- The name of the G/L Account displayed in GIFTS is not automatically updated.
- The *key* is not altered by these changes, so the link between GIFTS and General Ledger for the account is not broken; payment information will still be exported and imported correctly.

Important: We highly recommend that you edit the G/L Accounts Code Table in GIFTS to update the G/L Accounts in GIFTS to match the information displayed in General Ledger. This prevents confusion among your data entry personnel.

For information about editing the G/L Accounts Code Table, please refer to the *Administrator's Guide*.

Setting Up the Link with QuickBooks Pro 2004 or 2005

The following sections describe how to set the A/P Module preferences needed to use the A/P link with QuickBooks Pro 2004 or 2005 and how to set up a memorized report in QuickBooks so that you can import check data back into GIFTS.

Setting the A/P Module Preferences

In order to use the QuickBooks Pro link, you must specify this link in the preferences for the GIFTS A/P Module. To do so:

1. Log in to the A/P Module.

2. From the A/P menu, choose Setup ➤ A/P Preferences.
3. Choose QuickBooks as both the Export Format and Import Format.
4. In the Balance Sheet Acct and Expense/Income Acct fields, enter the QuickBooks accounts to which all Payments from GIFTS will be assigned. Be sure to enter the account information exactly as it has been entered in QuickBooks.
5. Click OK to save the preferences.

Setting Up a Memorized Report

To create a memorized report that you can use to export your QuickBooks check numbers and check dates, please use the following procedure. Note that the interface for QuickBooks varies according to the version of QuickBooks that you have installed.

After exporting your QuickBooks data to an ASCII file using this report, users can import it into GIFTS. Note that you only need to perform this setup procedure *once*.

1. In QuickBooks, choose Reports ➤ Accountant and Taxes ➤ Transaction List by Date or Reports ➤ Transaction Reports ➤ By Date to run the standard transaction report.

2. Click the Modify Report button. The customizing options are displayed.
3. In the Columns list, click 'P.O.#' so that a check mark is displayed beside it.
4. In the Columns list, click 'Class' so that a check mark *is not* displayed beside it.
5. Click the Filter tab. The filtering options are displayed.
6. In the Filters list, choose 'FOB' and type 'GFW' into the field displayed to the right of the list.
7. Click OK to exit the customizing options. The 'P.O.#' column is now displayed in the report, and the 'Class' column is not.
8. Click the Memorize button. You are prompted to name the memorized report.
9. Enter 'GIFTS Export' as the name of the report and click OK to save it.

You are finished creating the memorized report needed to prepare your check data for GIFTS.

Setting Up the Link with QuickBooks Pro 2006 or Later Versions

The following sections describe how to set the A/P Module preferences needed to use the A/P link with QuickBooks Pro 2006 or later versions and how to set up a memorized report in QuickBooks so that you can import check data back into GIFTS.

Setting the A/P Module Preferences

In order to use the QuickBooks Pro link, you must specify this link in the preferences for the GIFTS A/P Module. To do so:

1. Log in to the A/P Module.

2. From the A/P menu, choose Setup ➤ A/P Preferences.
3. Choose QuickBooks as both the Export Format and Import Format.
4. In the Balance Sheet Acct and Expense/Income Acct fields, enter the QuickBooks accounts to which all Payments from GIFTS will be assigned. Be sure to enter the account information exactly as it has been entered in QuickBooks.
5. Click OK to save the preferences.

Setting Up a Memorized Report

To create a memorized report that you can use to export your QuickBooks check numbers and check dates, please use the following procedure. Note that the interface for QuickBooks varies according to the version of QuickBooks that you have installed.

After exporting your QuickBooks data to an ASCII file using this report, users can import it into GIFTS. Note that you only need to perform this setup procedure *once*.

1. In QuickBooks, choose Reports ➤ Accountant and Taxes ➤ Transaction List by Date or Reports ➤ Transaction Reports ➤ By Date to run the standard transaction report.

2. Click the Modify Report button. The customizing options are displayed.
3. In the Columns list, click 'Class' so that a check mark *is not* displayed beside it.
4. Click the Filter tab. The filtering options are displayed.
5. In the Filters list, choose 'Memo' and type '(*GFW' into the field displayed to the right of the list.
6. Click OK to exit the customizing options.
7. Click the Memorize button. You are prompted to name the memorized report.
8. Enter 'GIFTS Export' as the name of the report and click OK to save it.

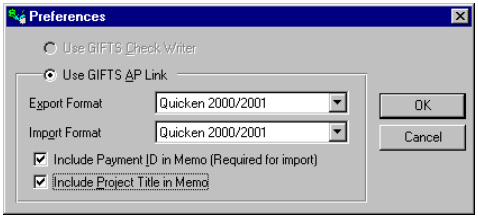
You are finished creating the memorized report needed to prepare your check data for GIFTS.

Setting Up the Link with Quicken

In order to use the Quicken link for GIFTS, you must specify it in the preferences for the GIFTS A/P Module.

1 Log into the GIFTS A/P Module.

2 From the menu, choose Setup ➤ A/P Preferences.



3 Set the preferences, as follows.

Preference	Description
Export Format	Specifies the format in which data will be exported. Choose Quicken.
Import Format	Specifies the format from which data will be imported. Choose Quicken.
Include Payment ID in Memo (Required for Import)	Check this option to export the GIFTS Payment ID (a system-defined number) into the Memo field for Quicken. If you wish to import check information back in from Quicken, it is necessary to check this option.
Include Project Title in Memo	Check this option to export the Request's Project Title into the Memo field in Quicken, where it can be included on checks and check stubs. Please note that the Memo field in Quicken has a 50-character limit, while the Project Title field in GIFTS has a 255-character limit; Project Title information may be truncated during the export process. If you check both of the above options, GIFTS exports the first 40 characters of the Project Title followed by a dash and the Payment ID.

4 Click OK to save your changes and exit the preferences.

Setting Up the Standard A/P Link

In order to use the Standard Payment Export and the Standard Payment Import to transfer your A/P data, you must specify them in the preferences for the GIFTS A/P Module.

You must also set up your accounting software to read and generate files in the appropriate formats. For more information, please refer to "Using the Standard A/P Link" on page 13.

To set the A/P preferences:

1. Log in to the GIFTS A/P Module.
2. From the menu, choose Setup ➤ A/P Preferences. The preferences are displayed.
3. From the Export Format list, choose 'Standard ASCII.'
4. From the Import Format list, choose 'Standard ASCII.'
5. Click OK to save your changes and exit the preferences.

2 Using the Standard A/P Link

This chapter describes how to use the Standard ASCII Export and the Standard ASCII Import to transfer data between GIFTS and your accounts payable software.

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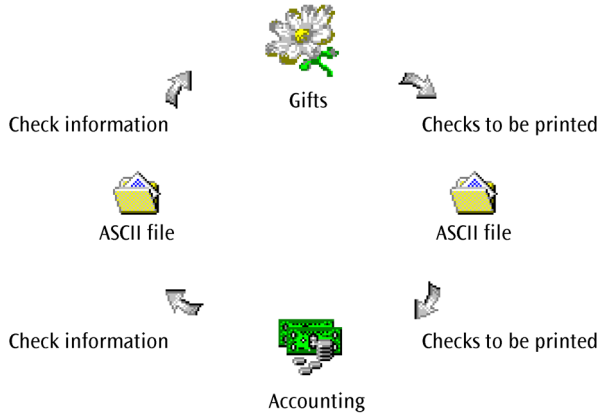
How Payment Information is Exchanged

The standard A/P link allows you to export Payment information from GIFTS to your accounting system by means of an electronic file.

Once this information has been processed by your accounting department, the relevant check data (check number and check date) can then be imported into GIFTS. In addition, GIFTS Payments can be marked as Paid during either the export or the import phase, according to your preference.

The following graphic illustrates the flow of information from one system to another, starting with GIFTS:



Note: It is not necessary to *export* GIFTS Payment information in order to *import* check information from your accounting system. However, the GIFTS Payment ID is a required field in the import file. If you do not export data from GIFTS, it will be necessary to track GIFTS Payment IDs in your accounting system.

Exporting Payment Information

You can use the standard ASCII file generated by the GIFTS Export Payments feature to export your Payment information to external accounting software or check-writing software. Refer to "Standard Payment Export File Layout" on page 23 for a description of the ASCII file format.

The major steps of the export process are:

1. Select the Payments you wish to export.
2. Make a report of the exported Payments for your records.
3. Export the Payments.

Step 1: Selecting Payments

The GIFTS A/P Module is very similar to the Payments folder of the GIFTS Organizer. In order to export Payments, you should be familiar with the GIFTS procedures for searching for and selecting records in the Payments folder.

You can also use Organizer *Views* to modify the content, format, and sort order of Payments in the A/P Module. For more information regarding these functions, please refer to the *GIFTS User's Guide*. Follow the instructions below to select the Payments to be included in the export:

1. Log in to the GIFTS A/P Module.
2. From the A/P menu, choose Edit ➤ Find to open Quick Find. Note that the A/P Quick Find uses the same properties as the Organizer's Payments Quick Find.
3. Supply the necessary search criteria and click Find Now. The A/P grid is populated with the Payments that match your search criteria.
4. Highlight the Payments that you wish to export:
   - ❖ To select all of the listed Payments for export, press CTRL+A.
   - ❖ To select multiple Payments, hold down CTRL and click on the Payments you wish to export.

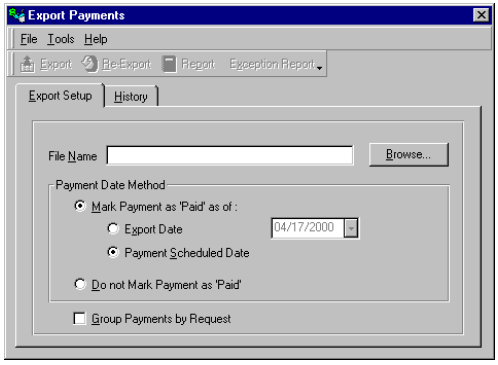
Step 2: Make a Report of the Payments

To print a report of the selected Payments for your records, choose File ➤ Print from the A/P menu. You can also choose File ➤ Export from the A/P menu to export a list of the Payments to your spreadsheet or to an HTML file.

Step 3: Exporting Payments

After you have selected a set of Payments to export, follow the instructions below to begin the export:

1 From the A/P menu, choose File ➤ Export Payments. The Payment export options are displayed.



2 In the File Name field, enter the name of the file that will store the exported payment information. To choose an existing file, click Browse.

3 Choose a Payment Date Method:

- ❖ To change the Status of the exported Payments to Paid, click 'Mark Payment as Paid as of' and choose which date to use as the paid date for each Payment—either the Export Date (the current date according to the system clock of the current workstation) or the Payment Scheduled Date.

  When you export these payments, an Activity record ("Grant Payment") is logged for your Audit Trail.

- If you do not wish to mark Payments as Paid, click 'Do not Mark Payment as Paid.' The Payments retain their Status after the export is complete.

4 Click 'Group Payments by Request' if you want GIFTS to combine multiple Payments for a Request into a single check record. If you leave this option off, a separate record will be created for each Payment.

5 Click Export to begin the export; a status bar at the bottom of the screen displays the progress of the export. The system performs the following verification process.

If any of the following are true, the export is cancelled:

- Are there any Payments that need to be resolved against the budget and have not yet been resolved?
- Have any of the Payments already been exported?
- Do any of the Payments have a status other than Scheduled or Paid?

If the following is true, you are notified and asked if you wish to proceed with the export.

- Are any of the Payments already marked as Paid?

If the following is false, you are notified and given the option of skipping the Payment(s) and proceeding with the import.

- If the option to group Payments by Request has been activated, do all of the Payments in the group have the same Contact ID, Organization ID, Fund ID, and G/L Account ID?

If the following is false, you are notified and given the option of proceeding using the earliest Schedule Date in each group.

- If the option to group Payments by Request has been activated, do all of the Payments in the group have the same schedule date?

If you are presented with one of the prompts allowing you to proceed, choose the appropriate option. If GIFTS cancels the export, or if you choose to cancel the export, make any necessary corrections and try the export again.

6 When the export is complete, a message is displayed to indicate that the export was completed and to report the number of Payments exported. Click OK to continue. The process log remains on screen.

7 Click Print or Save As to keep the log for your records, or click Close to finish.

Re-exporting Payments

You can re-export a batch of previously-exported Payments, allowing you to:

- Reflect changes made to the Payments since the original export
- Use different Payment export options

To re-export a batch of Payments:

1 From the A/P menu, choose File ➤ Export Payments. The Export Payments window is displayed.

2 As described in "Step 3: Exporting Payments", set the export options.

3 Click the History tab. A list of Payment exports that have been performed on your system is displayed.

4 Highlight the batch you would like to re-export and click Re-Export. You are prompted to confirm that you wish to re-export the Payments.

5 Click Yes to continue. The Payments are exported as described in "Step 3: Exporting Payments".

Generating Export Reports

You can generate the following export reports:

- The normal export report details any Payment export previously performed on your system.
- The exception reports detail Payments that have been exported, but for which the corresponding accounting system data has not yet been imported or properly posted.

To run the reports:

1. From the A/P menu, choose File ➤ Export Payments. The Export Payments window is displayed.
2. Click the History tab. A list of Payment exports that have been performed on your system is displayed.
3. Click Report or Exception Report. The report is displayed in the report viewer. You can print the report or export it to a word processor, spreadsheet, Internet browser, or other data format.

Importing Payment Information

After a check has been cut, you can use the Payment Import feature to import check number and check date information from your accounting system into GIFTS. The Payment Import updates *existing* Payment records with the imported check number and check date information; it does not create Payment records.

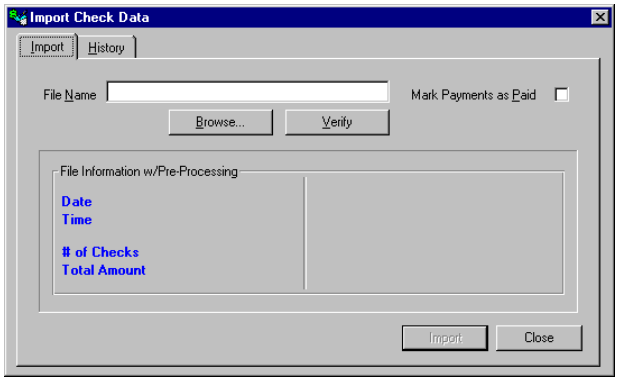
In order to use this feature, your accounting system must be able to generate a standard GIFTS ASCII file; this format is defined in "Standard Payment Import File Layout" on page 26.

Importing Payment Information

Caution: Before performing any import, make sure that you have a backup of your GIFTS database. In case of problems, it may become necessary to restore the backup in order to continue working.

To import payment information from an ASCII file:

1 From the A/P menu, choose File ➤ Import Payments. The check data import options are displayed.



2 Click Browse to choose your ASCII import file.

3 Click Verify to assure that the layout of the import file is valid. If the import file is invalid or contains errors, you are notified. If a process log is available, you can click Print or Save As to keep the log for your records.

If your import file is not valid, please refer to "Standard Payment Import File Layout" on page 26 for information about the correct file layout.

4 To change the Status of Payments for which check data is imported to Paid, click 'Mark Payments as Paid.'

5 Click Import to begin; GIFTS checks the import file for the following circumstances:

- Does each imported Payment ID match a Payment ID in the GIFTS database? If not, the information for that record is not imported.
- If the Payment Amount in the GIFTS Payment record and the Payment Amount in the import file do not match, the information for that record is not imported.
- If the GIFTS Payment record is not marked as Paid, the check number is not imported.
- If the GIFTS Payment record already has a check number and that number is different, you are notified.
- If you chose to change the Payment Status to Paid when exporting a Payment, and that Payment already contains a Payment Date different than the date in the import file, you are notified.

6 When the import is complete, the Check Import Process Log is displayed. You can click Print or Save As to keep the log for your records.

Re-importing Payments

You can re-import a batch of previously-imported Payments, allowing you to reflect corrections made to the original import. To re-import a batch of Payments:

1 From the A/P menu, choose File ➤ Import Payments. The check data import options are displayed.

2 As described in "Importing Payment Information", locate and verify the import file.

3 Click the History tab. A list of Payment imports that have been performed on your system is displayed.

4 Highlight the batch you would like to re-import and click Import. You are prompted to confirm that you wish to re-import the Payments.

5 Click Yes to continue. The Payments are imported as described in "Importing Payment Information".

Printing Historical Import Reports

You can print a report of any Payment import previously performed on your system.

1 From the A/P menu, choose File ➤ Import Payments. The check data import options are displayed.

2 Click the History tab. A list of Payment imports that have been performed on your system is displayed.

3 Click Report. A report detailing the import is displayed in the report viewer. You can print the report or export it to a word processor, spreadsheet, Internet browser, or other data format.

Standard Payment Export File Layout

The standard Export file consists of a single-line *header* section, a *detail* section that lists each payment separately, and a single-line *footer* section that summarizes the file contents. Each payment appears on a single line in the detail section. Each line within the file is separated by a CR (carriage return) and LF (line feed). The fields within each line are separated by tabs.

Note: The standard ASCII Export file layout now includes the following fields: G/L Code, G/L Description, and Organization Vendor Number.

Header

The header section includes the following fields:

Field	Description
Title	The following text: CHECK EXPORT FILE
Current Date	mm/dd/yyyy.
Current Time	hh:mm:ss format (military time).

Detail

For each Payment, the detail section includes the following fields:

Field	Description
Transaction_ID and Payment_ID	If the user chose to group payments by Request, this is the key of the export activity row followed by a comma and the first Payment ID included in this group. If the user did not choose to group payments by Request, this is the Payment ID only.
Request ID	ID of the associated Request.
Project Title	Description of associated Request.
Fund ID	Fund_Donor_ID from the Payment record.
G/L Account ID	GL_Account_ID from the Payment record.

Field	Description
Schedule Date	Schedule_Date of the Payment in mm/dd/yyyy format. Earliest schedule date, if the Payments are grouped.
Payment Amount	Amount of the Payment. If the Payments are grouped, this is the sum of all the grouped Payments.
Payment Note	Notes of the all the Payments in the group concatenated together.
Payee Organization	The Legal Name of the Organization associated with this Payment.
Payee Contact Name	Name of the Contact associated with this Payment.
Address 1	First line of Organization address.
Address 2	Second line of Organization address.
Address 3	Third line of Organization address.
City	City of Organization.
State	Two-character state code of Organization.
Postal Code	The postal code of Organization (as many as nine characters).
Country	Country of Organization.
G/L Account Code	The code, as defined in the Code Table, of the GL Account ID associated with the Payment.
G/L Account Description	The description, as defined in the Code Table, of the GL Account ID associated with the Payment.
Organization Vendor #	The vendor number of the Organization associated with the Payment.

Footer

The Footer section includes the following fields:

Field	Description
Label	The following text: END OF FILE

Field	Description
Number of Payments	Total number of payments exported.
Number of Groups	Total number of groups exported. If payments are not grouped, this is the same as the number of payments exported.
Total Payment Amount	Sum of all payment amounts exported.

Standard Payment Import File Layout

The standard ASCII import file consists of a single-line *header* section, a *detail* section that lists each payment, and a single-line *footer* section that summarizes the file contents. Each payment appears on a single line in the detail section.

Each line within the file is separated by a CR (carriage return) and LF (line feed). The fields within each line are separated by tabs. When editing an import file, be sure that your text editor does not alter this format. For example, some text editors that do not recognize tabs replace them with spaces.

Note: The standard ASCII Import file layout now includes an Organization Vendor Number field that can be used to import the Vendor Numbers assigned by your accounting system.

Header

The header section includes the following fields:

Field	Description
Title	The following text: CHECKS IMPORT FILE
File Creation Date	mm/dd/yyyy format.
File Creation Time	hh:mm:ss format (military time).

Detail

For each Payment, the detail section includes the following fields:

Field	Description
Payment ID	The ID of the payment that was exported from the GIFTS system.
Payment Amount	Amount, including currency sign and decimal point.
Check #	The check number.

Field	Description
Payment Date	mm/dd/yyyy format.
Organization Vendor #	If the Organization associated with a Payment does not have a Vendor Number in GIFTS, this optional field is used to update the Organization's Vendor Number with the number assigned by your accounting department.

Caution: If the Organization associated with the Payment has changed since the Payment was exported *and* the new Organization does not have a Vendor Number, the Vendor Number from the import file—which belongs to the previous Organization—will be associated with the Payment. In this case, the Organization would be updated with the incorrect Vendor Number.

Footer

The footer section includes the following fields:

Field	Description
Label	The following text: END OF FILE
Number of Payments	The total number of payments included in the file.
Total Payment Amount	The sum total of the amount of the payments included in the file.

3 Using the Blackbaud A/P Link

This chapter describes how to use the GIFTS link with Blackbaud's Accounts Payable.

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Linking GIFTS Organizations to A/P Vendors **33**

Changing and Clearing Links to Vendors **35**

Entering Payment Information **36**

Generating Invoices for GIFTS Payments **37**

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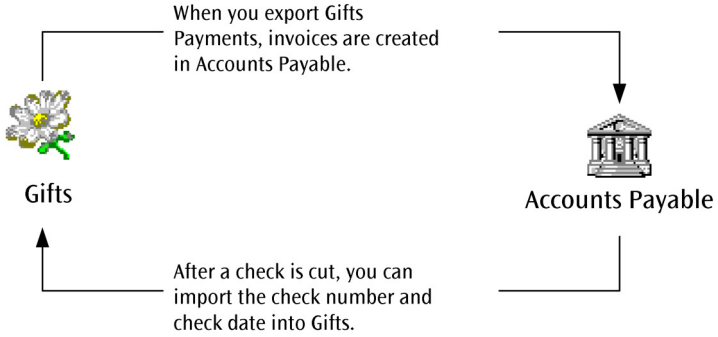
About the Blackbaud A/P Link

The Blackbaud A/P link for GIFTS allows you to exchange financial information between GIFTS and your Blackbaud Accounts Payable system.

You can generate invoices in Accounts Payable by *exporting* payments from GIFTS. The export process creates invoices in Accounts Payable for your grant payments. Then, after checks have been cut for these invoices, you can *import* the check data (check number and date) into GIFTS.



You can mark the GIFTS Payments as 'Paid' during either the export or the import phase, according to your preference. The following sections describe how the A/P link works in more detail.

Links between Organizations and Vendors

In order to transfer information between GIFTS and Blackbaud's Accounts Payable, you need to link your payee Organizations in GIFTS and your Vendors in your Blackbaud A/P system to ensure that the transfer of data between the two systems is accurate.

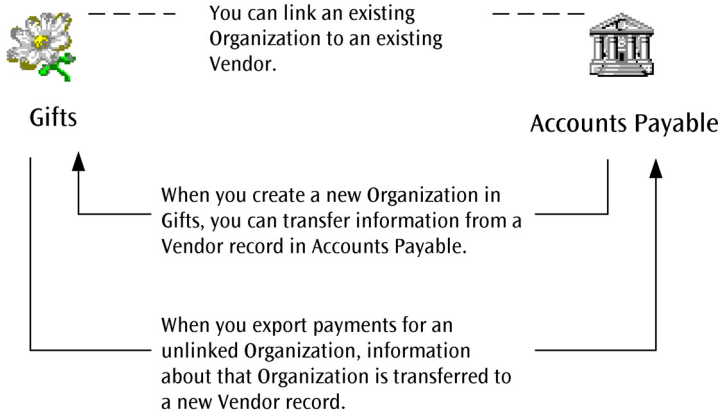
Note that in this document, the term *Organization* refers to a record in GIFTS, and *Vendor* refers to a record in Accounts Payable.

There are several ways to link your Organizations to your Vendors:

- If the Vendor has already been entered into Accounts Payable, you can copy it into GIFTS as you create a new Organization.
- You can link an existing GIFTS Organization to an existing Vendor.

- If you export payments to an Organization that is not linked to an Accounts Payable Vendor, it is exported when you export the payments for that Organization.

The following diagram illustrates how you can create links between the two systems.



For information about creating these links, you can refer to "Links between Organizations and Vendors" on page 30 or "Generating Invoices for GIFTS Payments" on page 37. Note that if you make changes to Organization records or Vendor records after the link is made, the data in the other system *is not* automatically updated.

Note: When an Organization is linked to a Vendor, the 'Vendor No' displayed in the Background tab of its Organization record is the internal 'Vendor Key' used by Accounts Payable to uniquely identify the Vendor. This key is not displayed in Accounts Payable, and *it is not the 'Vendor ID' displayed in Accounts Payable.*

General Ledger Accounts

If you use Blackbaud's General Ledger, GIFTS links to General Ledger so that you can assign G/L Accounts from Blackbaud to your GIFTS Payments. If you do not use Blackbaud's General Ledger, your Administrator must set up your G/L Accounts as described in "Setting Up General Ledger Accounts" on page 5.

Note that regardless of whether you use General Ledger, you must enter a G/L Account for each GIFTS Payment so that Blackbaud's Accounts Payable can generate your invoices.

Project Codes

If you use Blackbaud's optional Project Module, Blackbaud A/P requires that each Payment have a Project code to generate an invoice. Your Administrator can "map" the Fund codes used for GIFTS Payments to your Project codes, as described in "Setting up the Blackbaud A/P Link" on page 3.

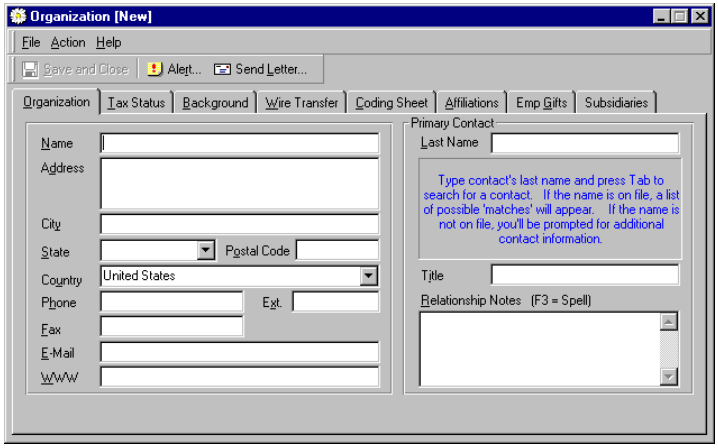
Linking GIFTS Organizations to A/P Vendors

You can use the following procedure to link a grantee Organization in GIFTS to a Vendor in Accounts Payable (for general information about using GIFTS to add or modify an Organization record, please refer to the *GIFTS User's Guide*).

Note that you can also create a new Vendor in Accounts Payable by exporting Organization data from GIFTS; for more information, please refer to "Generating Invoices for GIFTS Payments" on page 37.

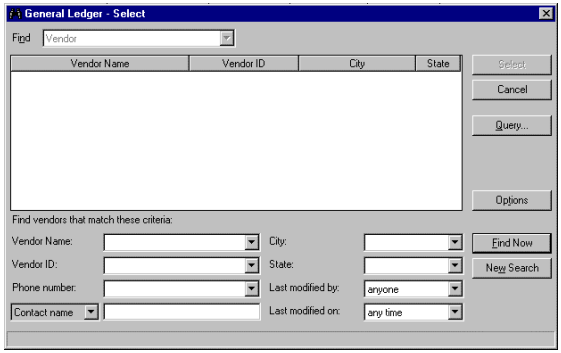
To link an Organization to a Vendor:

1. Go to the Organizations folder of the GIFTS Organizer.
2. Search for and open an Organization, or click the New button to create a new Organization. The Organization data entry form is displayed.



Note: If you are creating a new Organization, you can transfer Vendor information from Accounts Payable into GIFTS; continue to the next step before entering data into the Organization record.

3 From the Main menu, choose Action ➤ Link to Blackbaud Vendor. GIFTS starts Accounts Payable (you may be prompted to log in) and displays the Vendors search screen.



4 Identify the Vendor to which you wish to link the Organization, and click Select. The Organization is linked to the Vendor, and you are returned to GIFTS.

If you are creating a new Organization, you are given the option to transfer the Vendor's information from Accounts Payable to GIFTS. You can click Yes to transfer the Vendor information into the Organization record, as detailed in "Organization Data Transferred from A/P" on page 47.

Changing and Clearing Links to Vendors

At any time, you can change or clear the link between an Organization and a Vendor.

Tip: To see if an Organization is linked to an A/P Vendor, go to the Background tab of the Organization. If there is a number in the 'Vendor No' field at the bottom right, the Organization is linked.

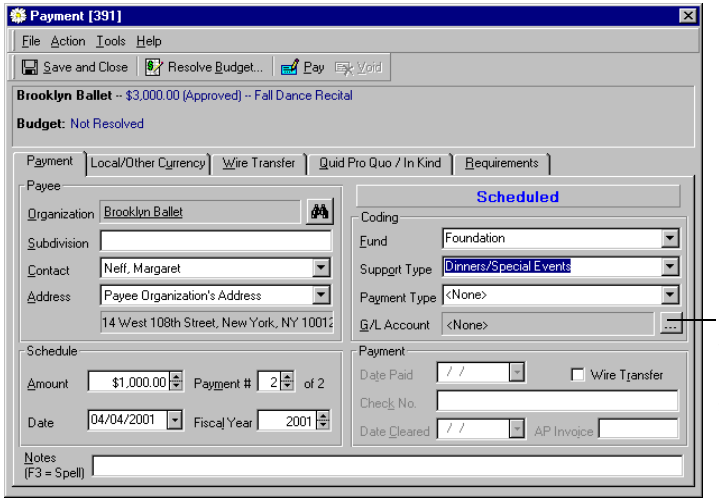
To change or clear a link, please use the following procedure:

1. Go to the Organizations folder of the GIFTS Organizer.
2. Search for and open the Organization.
3. From the Main menu:
   - Choose Action ➤ Change Link to Blackbaud Vendor to link the Organization to another Vendor. GIFTS starts Accounts Payable (you may be prompted to log in) and displays the Vendors search screen. Identify the Vendor to which you wish to link the Organization, and click Select. The Organization is linked to the Vendor, and you are returned to GIFTS.
   - Choose Action ➤ Clear Link to Blackbaud Vendor to delete the link between the Organization and the Vendor. The link is removed.

Entering Payment Information

The "Working with Payments" chapter of the *GIFTS User's Guide* describes how to work with Payments in GIFTS. If you use Blackbaud's General Ledger, you enter G/L Accounts for your Payments using a direct link to the Blackbaud software.

Note: If you do not use General Ledger, you must still specify a G/L Account for each Payment so that Blackbaud Accounts Payable can generate an invoice.



Click here to choose a G/L Account from Blackbaud's General Ledger system.

When you locate the G/L Account you wish to use for the Payment, highlight it and click Select. You are returned to GIFTS. Note that the G/L Accounts you use are copied into GIFTS so that you can use them for searches and reports.

Generating Invoices for GIFTS Payments

When you *export* payments from GIFTS to Accounts Payable, the export process creates invoices for your grant payments. Note that invoices are generated "on demand" by the export process—they are not generated automatically. You can export payments from the GIFTS A/P Module, which is very similar to the Payments folder of the GIFTS Organizer.

To export the Payments, you should know how to search for and select records in the Payments folder. You can also use Organizer *Views* to modify the content, format, and sort order of Payments in the A/P Module. For more information regarding these functions, please refer to the *GIFTS User's Guide*.

Note: During the export, you must enter the Bank Account for the payments, which is assigned to each payment in the export batch; therefore, you have to run a separate export for each of your Bank Accounts.

To export payments to Accounts Payable:

1. Log into the GIFTS A/P Module.
2. Using the search feature, display the payments that you wish to export in the grid.

3. Highlight the Payments you wish to include in the Export.

4 From the A/P menu, choose File ➤ Export Payments. (You may be prompted to log in to Accounts Payable.) The following options are displayed:

Option	Description
Bank Account #	The Bank Account from Accounts Payable that you wish to use to pay these payments.
Payment Date Method	If you choose to mark each payment as 'Paid' as it is exported, you must also choose how Payment Dates are assigned to each payment. Each payment's date can be the same as its Schedule Date, or you can use the Export Date as the Payment Date for all payments included in the export.
Group Payments by Request	If this option is selected, any payments included in the export that are for the same grant are combined into a single invoice. If this option is not selected, individual invoices are generated for each payment, even if some payments are attached to the same grant.

5 Specify the above options as desired and click Export to begin the export. GIFTS scans the payments to ensure that they are eligible for exporting. You are informed of any potential problems:

- If any Payments need to be resolved against the Budget, the export is cancelled.
- If any Payments have already been exported, the export is cancelled.
- If any Payments already have a status of 'Paid,' you are given the option to either cancel the export or to exclude those Payments from the export.
- If the Payments have been grouped by Request and not all of the Payments in a group have the same payee, you are prompted to either cancel the export or to continue without grouping Payments.

If any of the above problems result in cancellation of the export process, you can return to the A/P Module to exclude the Payments that should not be exported. You may then proceed with the export process.

6 A process log displays the status of each Payments included in the export, including reasons why any individual Payments may not be exported. In addition, it lists the Organizations that were exported (if payees are not

linked to Vendors, they are exported with their Payments). When the export is complete, click Print or Save As to keep this log for your records.

When the process is complete, invoices have been created in Accounts Payable for each Payments or group of Payments. If any payees were not linked to existing Vendors, the necessary Vendors were created as well.

Caution: The invoice numbers generated in Accounts Payable begin with 'GFW' and are used by GIFTS and Accounts Payable to manage the transfer of information between the two systems. Users of Accounts Payable *must not* change the invoice numbers.

Re-Exporting Payments

The History tab of the Payment Export form displays a list of exports that were previously performed. This grid indicates the date of the original export, the number of Payments included in the export, the number of invoices that were created during the export, and the name of the user that performed the export.

If for any reason the export needs to be re-run, you can click the Re-Export button. You may need to re-export Payments, for example, if a correction was made to a payment after it was exported to Accounts Payable.

Caution: The Re-Export feature *does not* delete the invoices created by the original export; if you do not ensure that all invoices created by the initial export have been deleted, *duplicate invoices may be created*.

To re-export a batch of payments:

1. Log into the GIFTS A/P Module.
2. Choose File ➤ Export Payments from the menu. The export options are displayed.
3. In the Export Setup tab, choose the parameters you would like to use for the Payment export, just as you would if you were exporting Payments

for the first time. This includes the Bank Account, Payment Date Method, and whether you wish to group payments by Request.

4 Click on the History tab, and highlight the history entry for the payments you wish to re-export.

Note: Only the payments associated with the History export are re-exported. No payments selected in the underlying A/P grid are exported.

5 Click Re-Export.

When the re-export is complete, the Redo Date column of the history grid shows the date that this entry was re-exported, and the Redone By column shows the name of the user that last re-exported the entry.

Generating Export Reports

You can generate the following export reports:

- The normal export report details any Payment export previously performed on your system.
- The exception reports detail Payments that have been exported, but for which the corresponding data from Accounts Payable has not yet been imported or properly posted.

To run the reports:

1. From the A/P menu, choose File ➤ Export Payments. The Export Payments window is displayed.
2. Click the History tab. A list of Payment exports that have been performed on your system is displayed.
3. Click Report or Exception Report. The report is displayed in the report viewer. You can print the report or export it to a word processor, spreadsheet, Internet browser, or other data format.

Processing GIFTS Invoices in Accounts Payable

GIFTS generates invoices in Accounts Payable for each payment or group of payments that you export. The invoice number for such invoices always begins with 'GFW,' and is followed by a numeric identifier and 'GFWAP.'

- If the invoice is for a single payment, the number is the payment's ID in GIFTS.
- If the invoice is for a group of payments, the number is the grant's Request ID followed by a comma and the ID of the first payment in the group.

You can work with invoices generated by GIFTS as you would any invoice, except that you must not change the invoice number.

Caution: The invoice numbers generated in Accounts Payable begin with 'GFW' and are used by GIFTS and Accounts Payable to manage the transfer of information between the two systems. Users of Accounts Payable *must not* change the invoice numbers.

Voided checks are handled as follows:

- If you void a check in Accounts Payable and do not re-issue it, no check data is imported back to GIFTS. Note that if you delete an invoice in Accounts Payable, the corresponding Payment in GIFTS is not automatically updated or deleted.
- If you void a check in Accounts Payable and then re-issue it, the data from the re-issued check is imported to GIFTS.

Importing Payment Information from A/P

After you have cut your checks in Accounts Payable, you can import the check number and check date of each payment into GIFTS. You can also mark each payment as 'Paid' during the import (if you did not do so during the export from GIFTS).

To import check information from Accounts Payable into GIFTS:

1. Log into the GIFTS A/P Module.
2. Choose File ➤ Import Payments from the menu.
3. The import options are displayed. Check the 'Mark as Paid' option if you wish to mark payments that are still unpaid in GIFTS as Paid.
4. Click Import. GIFTS imports the check date and check number from invoices that have been paid. A Process Log displays the progress of the import and the status of each payment.
5. When the import is complete, click Print or Save As to keep the log for your records.

When the import is complete:

- The Check Number field of each Payment record has been updated with the Check Number from Accounts Payable.
- If you chose to mark the Payments as Paid, GIFTS has also changed the Status of each Payment to Paid and updated the Payment Date with the date from Accounts Payable.
- GIFTS removes 'GFWAP' from the payment's invoice number in Accounts Payable to indicate that the transfer of data between Accounts Payable and GIFTS is complete.

Import History

A history entry is created for every check import performed. From the History tab of the Import facility, you can view these history entries. Each entry displays the import date, the number of invoices that were successfully processed, the number of transactions that were not successfully processed,

the number of payments updated, and the name of the user that performed the import.

Data Transfer Reference

This reference section details the data passed between GIFTS and Blackbaud's Accounts Payable.

Payment Data Sent to Accounts Payable

The following information is exported to Accounts Payable for each payment or group of payments. Data that appear in quotes (") are *literal* values that always reside in the field.

A/P Invoice Field	GIFTS Data
Vendor	The ID used by GIFTS and Accounts Payable to identify the GIFTS Organization and the A/P Vendor as the same entity.
Bank Account ID	The ID of the Bank Account specified for the export.
G/L Account	*If Blackbaud's General Ledger is installed:* the ID of the Payment's G/L Account. This unique ID is used by General Ledger to identify the appropriate account. *If Blackbaud's General Ledger is not installed:* the Code value of the Payment's G/L Account. This value is exported as text.
Invoice Date	The Payment's Schedule Date.
Description	One or more of the following, as defined by the A/P Preferences: Payment's Fund Name, the Payment's Project Code/Description, the Request's Project Title, or the Request ID.
Invoice Number	"GFW" followed by a numeric identifier and "GFWAP." ❖ For a single payment, the invoice number is the Payment's ID in GIFTS ❖ For a group of payments, the number is the grant's Request ID followed by a comma and the ID of the first payment in the group. **Example:** GFW202 GFWAP "GFWAP" is automatically removed when the check information is imported into GIFTS.

A/P Invoice Field	GIFTS Data
Date Due	One of the following, as defined by the A/P Preferences: export date, Payment Schedule Date, or Grant Date.
Post Status	"Not Posted"
Post Date	One of the following, as defined by the A/P Preferences: export date, Payment Schedule Date, or Grant Date.
Payment Method	"Check"
Hold Payment	"False"
Project Code	The Fund code from the GIFTS Payment is mapped (as defined in the A/P Preferences) to a Project code in Blackbaud A/P.

Vendor Data Sent to Accounts Payable

If the payee for a payment or group of payments is not a Vendor in Accounts Payable, the following Vendor information is exported. Data that appear in quotes (") are *literal* values that always reside in the field.

A/P Invoice Field	GIFTS Data
Vendor ID	"GFW" followed by the Organization ID used to identify the grantee within GIFTS. **Example:**GFW113
Name	The Legal Name of the payee (displayed on the Tax Status tab of its Organization record).
Address	The street address of the payee.
City	The payee's city.
State	The payee's state.
ZIP	The payee's postal code.
Tax ID	The payee's tax identification number (displayed on the Tax Status tab of its Organization record).
Alias	The Organization Name displayed on the Organization tab of the payee's Organization record.

Note that the Name and Alias fields are handled differently when you transfer data from a Vendor to a GIFTS Organization. See the following section for more information.

Organization Data Transferred from A/P

When you choose to transfer data from an Accounts Payable into a new GIFTS Organization (as described in "Linking GIFTS Organizations to A/P Vendors" on page 33), the following data is transferred.

Accounts Payable Field	GIFTS Field
Name	Name
Address (including city, state, and postal code fields)	Address (including city, state, and postal code fields)
Tax ID	Tax ID
Alias	A.K.A. Name

Note that the Name and Alias fields are handled differently when you export Organization data to Accounts Payable. See the previous section for more information.

4 Using the Quicken A/P Link

This chapter describes how to use the GIFTS A/P link to Quicken.

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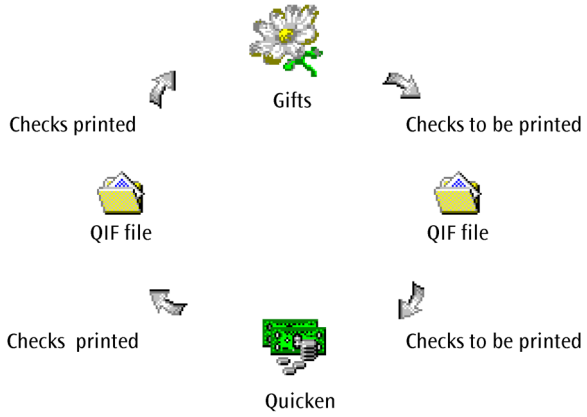
About the Quicken Link

The Quicken A/P link for GIFTS is designed to allow you to export payment information from GIFTS to Quicken. After you import this information into Quicken, you can use Quicken to generate checks for your grant payments.

After printing checks from Quicken, you can import the relevant check data (check number) into GIFTS. In addition, you can mark the GIFTS Payments as 'Paid' during either the export or the import phase, according to your preference.

To accomplish this transfer of information, GIFTS and Quicken use their export and import features to generate and load QIF (Quicken Import Format) files, which are text files containing the data the two systems wish to share. The following illustration demonstrates the flow of information from one system to another, starting with GIFTS.



Note: MicroEdge is not a supplier of Quicken, and does not offer support services for this software. If you are not familiar with Quicken's Import/Export feature, please consult the Quicken documentation, a consultant, or a training provider.

Exporting Payment Information to a QIF File

Payment information is exported from the GIFTS A/P Module, which is very similar to the Payments folder of the GIFTS Organizer. In order to export the appropriate payments, you should be familiar with the GIFTS procedures for searching for and selecting records in the Payments folder.

You can also use Organizer *Views* to modify the content, format, and sort order of Payments in the A/P Module. For more information regarding these functions, please refer to the *GIFTS User's Guide*.

To export Payments:

1. Log into the GIFTS A/P Module.

2. From the A/P menu, choose Edit ➤ Find to open Quick Find and search for the Payments that you want to export.

3. Highlight the Payments you wish to include in the Export.

4. From the menu, choose File ➤ Export Payments. The following options are displayed.

Option	Description
File Name	The name of the file that contains the data to be imported by Quicken. This file must have the Quicken file extension (QIF), or no extension. If a no extension or a different extension is provided, GIFTS assigns the QIF extension.

Option	Description
Category	The Quicken Category to which the payments should be assigned in Quicken. Make sure to type the Category name exactly as it appears in Quicken. Note that all of the exported payments in the batch are assigned to the same category. Payments to be assigned to different categories must be processed in separate batches.
Mark Payments as Paid	Mark each Payment as 'Paid' as it is exported; if you do not choose this option now, you can mark the Payments as 'Paid' when you import the check data from Quicken.
Payment Date Method	If you choose this option, you must then choose the method for calculating the Payment Date that is assigned to each Payment. You can choose to have the Payment Date equal the Payment Schedule Date for each Payment, or to have the Payment Date equal to a specific date for all of the Payments included in this export.
Group Payments by Request	If this option is selected, any grants for which more than one Payment has been included in the export will be combined into a single check in Quicken. If this option is not selected, individual checks are generated for each specific Payment, even if those Payments are attached to the same grant.

5 Specify the above options as desired and click Export to begin the export. GIFTS scans the Payments to ensure that they are eligible for exporting, and informs you of any potential problems:

- If any Payments need to be resolved against the Budget, the export is cancelled.
- If any Payments have already been exported, the export is cancelled.
- If any Payments already have a Status of Paid, you are given the option to either cancel the export or exclude those Payments from the export.
- If the Payments have been grouped by Request and not all of the Payments in a group have the same Organization ID, you are prompted to either cancel the export or to continue without grouping payments.

- If the legal name of the Organization associated with a Payment is longer than 40 characters, GIFTS attempts to abbreviate the Organization legal name.

  If the legal name can be abbreviated, you are notified and the export continues. If the legal name cannot be abbreviated, you are notified that the legal name is too long and you are given the option to either cancel the export or continue with the Organization legal name truncated to 40 characters.

  GIFTS uses a table containing some of the most common abbreviations to determine appropriate abbreviated legal names. You can edit this table to expand or modify the list of abbreviations. For more information, please refer to "Organization Legal Name Abbreviations" on page 53.

Note: If an Organization legal name is truncated, you can always manually change its Name in Quicken before printing checks. This will not affect your ability to import the check number for this Payment back into GIFTS.

If any of the above problems result in cancellation of the export process, you can return to the A/P Module to exclude the Payments that should not be exported. You may then proceed with the export process.

6 A process log displays the status of each Payment included in the export, including reasons why any individual Payment may not be exported. When the export is complete, click Print or Save As to keep this log for your records.

When the process is complete, a QIF file with the name you selected (and in the path you selected) has been created. This file contains your GIFTS payment data.

Organization Legal Name Abbreviations

The abbreviations used by GIFTS to abbreviate Organization legal names during the Payment export may be found in the file GIFTS.ABR. This file should reside in the same directory as the GIFTS.EXE file. Each abbreviation entry in this file is on a separate line of the file and has the format:

<Full Entry>=<Abbreviation>

Example:
New York City=NYC
Foundation=Fdn.

For most needs the abbreviations found in this file should be sufficient, but you can modify this file to change, remove, or add abbreviations.

Re-Exporting Payments

The Payment Export form contains a History tab displaying a list of exports that were previously performed. This grid indicates the date of the original export, the number of Payments included in the export, the number of Quicken transactions that were created during the export, and the name of the user that performed the export.

If for any reason the export needs to be re-run, you can re-export Payments that have been exported during a previous payment export. You may need to re-export Payments, for example, if the original export files were lost in transit.

Caution: The Re-Export feature *does not* delete the transactions recorded in Quicken for the initial export; *duplicate Quicken transactions may be created*. If you have already imported the Payment data into Quicken, verify that all of the appropriate transactions have been deleted before you re-run the export.

1. Log into the GIFTS A/P Module.

2. Choose File ➤ Export Payments from the menu.
3. In the Export Setup tab, choose the parameters you would like to use for the Payment export, just as you would if you were exporting Payments for the first time. This includes the File Name, Category, Payment Date Method, and whether you wish to group Payments by Request.
4. Click on the History tab, and click on the history entry corresponding to those Payments you wish to re-export.

Note: Only the payments associated with the History export are re-exported. No payments selected in the underlying A/P grid are exported.

5 Click Re-Export.

When the re-export is complete, the Redo Date column of the history grid shows the date that this entry was re-exported, and the Redone By column shows the name of the user that last re-exported the entry.

Generating Export Reports

You can generate the following export reports:

- The normal export report details any Payment export previously performed on your system.
- The exception reports detail Payments that have been exported, but for which the corresponding data from your accounting department has not yet been imported or properly posted.

To run the reports:

1. From the A/P menu, choose File ➤ Export Payments. The Export Payments window is displayed.
2. Click the History tab. A list of Payment exports that have been performed on your system is displayed.
3. Click Report or Exception Report. The report is displayed in the report viewer. You can print the report or export it to a word processor, spreadsheet, Internet browser, or other data format.

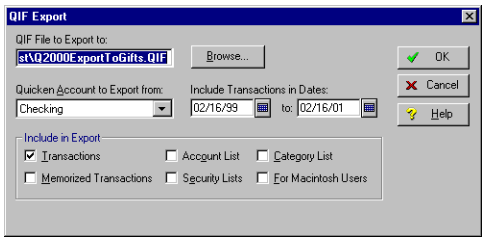
Importing a QIF File to Quicken

Use Quicken's import feature to import the GIFTS Payment data that you exported to the QIF file. Your QIF import should include Transactions and the Category List.

For more information, please refer to your Quicken documentation or online help.

Exporting Quicken Data to a QIF File

Use Quicken's export feature to export check data to a QIF file that can be imported into GIFTS. Your QIF export should include Transactions.



For more information, please refer to your Quicken documentation or online help.

Importing Payment Information into GIFTS

After you have printed checks from Quicken, you may use the Quicken Export tool to generate an ASCII file that can be imported into GIFTS.

Important: To use this feature, you must export the GIFTS payment information from Quicken in the file format detailed in "Import File Layout: Quicken to GIFTS" on page 63. You must also check the "Include Payment ID in Memo" option in the A/P Export preferences.

This process populates GIFTS Payment records with their check number generated by Quicken. You can also mark each payment as 'Paid' during the import (if you did not do so during the export from GIFTS).

To import check information from Quicken into GIFTS:

1. Log into the GIFTS A/P Module.
2. Choose File ➤ Import Payments from the menu. The import options are displayed.
3. Enter the filename of the file exported from Quicken. You can click the Browse button to search for it. The file must have an extension of .QIF, such as GIFTSIMP.QIF
4. Click Verify to ensure that the file is a properly-formatted Quicken file. (The Import button is not available until you verify the file.)
5. Check the Mark as Paid option if you wish to mark payments that are still unpaid in GIFTS as 'Paid.'
6. Click Import. The import begins. A Process Log displays the progress of the import, listing the status of each payment and explaining why any individual payments were not imported. When the import is complete, click Print or Save As to keep this log for your records.

When the import is complete, the Check Number field of each Payment record has been updated with the Check Number from the Quicken transaction record. If you chose to mark the payments as 'Paid,' GIFTS has also changed the Status of each payment to 'Paid' and updated the Payment Date with the date of the Quicken transaction.

Import History

A history entry is created for every check import performed. From the History tab of the Import facility, you can view these history entries. Each entry displays the import date, the number of successful and unsuccessful transactions, the number of Payments updated, and the name of the user that performed the import.

Export File Layout: GIFTS to Quicken

This section details the ASCII file that is created by GIFTS when payments are exported. Quicken uses the .QIF file extension to recognize the ASCII file as a Quicken data file.

Each payment or payment group is exported as a single Quicken transaction. Each transaction consists of multiple pieces of data from the payment or payment group. Each piece of data appears on a separate line, preceded by a single character indicating to Quicken the nature of the data.

The ASCII file begins with the following single line header: !Type:Bank

Each transaction consists of the following data fields:

Prefix	Data
D	If you have chosen to mark the payments as 'Paid' based on a specified Export Date, this date appears here; otherwise, the current date is used (mm/dd/yyyy format).
T	The Payment Amount or sum of all the Payment Amounts in the group, if grouping by organization. The amount is formatted to two decimal places with commas and preceded by a hyphen.
N	"Print"
P	The first 40 characters of the Organization Legal Name. If the Organization legal name is greater than 40 characters, GIFTS attempts to abbreviate the legal name. If it cannot be abbreviated, it is truncated to 40 characters. Any abbreviated or truncated legal names are noted in the Process Log.
M	If you have chosen to group payments by Request, this field contains the key of the export activity row followed by a comma and the first Payment ID included in this group. If you have not chosen to group payments by Request, it is the Payment ID.
A	Address of the associated Organization. The address consists of as many as five lines, each preceded by the indicated prefix. The first line of the address is the Organization Legal Name. This allows as many as three lines for the street address, while the last line should consist of the City, State, and Postal Code.
L	The entry from the Category text box from the export form.

Transactions in the ASCII file end with the character '^' on a separate line.

Example of Export File:

```
!Type:Bank
D02/16/1999
T-87500.00
NPrint
PRyan School of Medicine
M203
ARyan School of Medicine
A142 Pennington Ave.
AOlin Hall
ALos Angeles, CA 34253
LCategory
^
D02/16/2000
T-87500.00
NPrint
PRyan School of Medicine
M204
ARyan School of Medicine
A142 Pennington Ave.
AOlin Hall
ALos Angeles, CA 34253
LCategory
^
```

Import File Layout: Quicken to GIFTS

This section details the QIF file used to import payment information from Quicken into GIFTS. The first line of the file is: !Type:Bank

The file consists of multiple Quicken transactions, and each transaction consists of multiple data elements. Each data element appears on a separate line, preceded by a single character that indicates the nature of the data.

Each transaction must consist of at least the following data elements:

Prefix	Data
D	Payment Date. The date of the transaction, in mm/dd/yy format for years prior to 2000, and in mm/dd'yy format for year 2000 or later.
T	Payment Amount. The amount of the transaction, preceded by a hyphen.
N	Check Number (the check number of the transaction).
M	Payment ID. A unique ID that was exported from GIFTS. Used to match this transaction to the GIFTS Payment or Payments that were originally used to create the transaction.

Quicken transactions end with the "^" character on a separate line.

If any transaction has less than the above data, or if the transaction's Payment Amount is not preceded by a hyphen, the transaction is ignored by the GIFTS import. Note that your QIF file may include additional data for each transaction that is not used by GIFTS, as seen in the following example. This extraneous data does not affect the import.

Example of Import File (from Quicken 99):

```
!Type:Bank
D2/16/99
U-87,500.00
T-87,500.00
N1003
PRyan School of Medicine
M203
LCategory
^
D2/16' 0
U-87,500.00
```

```
T-87,500.00
N1004
PRyan School of Medicine
M204
LCategory
^
```

5 Using the QuickBooks Pro A/P Link

This chapter describes how to use the GIFTS A/P link to QuickBooks Pro.

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Import File Layout: QuickBooks to GIFTS **78**

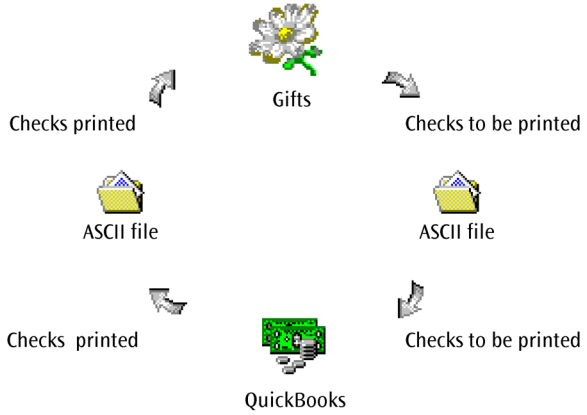
Organization Legal Name Abbreviations **80**

About the QuickBooks Pro Link

The GIFTS link to QuickBooks enables you to export Payment information from GIFTS to QuickBooks. Once this information has been imported into QuickBooks, you can use QuickBooks to generate checks for your grant payments.

After checks have been printed from QuickBooks, the relevant check data (check number and, if applicable, check date) can then be imported into GIFTS and placed in the appropriate Payment records. In addition, the GIFTS grant payments can be marked as 'Paid' during either the export or the import phase, according to your preference.

To accomplish this, GIFTS and QuickBooks use their export and import features to generate and load ASCII files, which are text files containing the data the two systems wish to share. The graphic below demonstrates the flow of information from one system to another, starting with GIFTS.



Note: MicroEdge is not a supplier of QuickBooks, and does not offer support for this software. If you are not familiar with the QuickBooks Import/Export feature, please consult the QuickBooks documentation, a consultant, or a training provider.

Exporting Payment Information to QuickBooks

Payment information is exported from the GIFTS A/P Module, which is very similar to the Payments folder of the GIFTS Organizer. In order to export the appropriate Payments, you should be familiar with how to search for and select records in the Payments folder.

You can also use Organizer *Views* to modify the content, format, and sort order of Payments in the A/P Module. For more information regarding these functions, please refer to the *GIFTS User's Guide*.

The transfer of GIFTS Payment data into QuickBooks is a two-step process: first use the A/P Module to export a file containing the Payment data, and then import the check data from the file into QuickBooks.

Step 1: Exporting Payments to an ASCII File

To export Payments from GIFTS to an ASCII file that can be read by QuickBooks Pro:

1. Log into the GIFTS A/P Module.

2. Using the search feature, display the payments that you wish to export in the grid.

3. Highlight the Payments you wish to include in the Export.

4 From the menu, choose File ➤ Export Payments. You are presented with the following options.

Option	Description
File Name	The name of the file that will contain the data to be imported by QuickBooks.
Mark Payments as Paid	You can choose to have the system mark each Payment as Paid as it is exported; if you do not choose this option now, you will have the opportunity to mark the Payments as Paid when you import the check data from QuickBooks.
Payment Date Method	If you choose to mark the Payments as Paid, you must choose the method for calculating the Payment Date assigned to each Payment. You can choose to have the Payment Date equal the Payment Schedule Date for each Payment, or you can choose to have the Payment Date equal to a specific date for all of the Payments included in this export.
Group Payments by Request	If this option is selected, all of the Payments for a given grant are combined into a single check in QuickBooks. If this option is not selected, individual checks are generated for each exported Payment, even if Payments are attached to the same grant.

5 Specify the options, as desired, and click Export to begin the export. GIFTS scans the Payments to ensure that they are eligible for exporting, and you are informed of any potential problems:

- If any Payments must be resolved against the Budget, the export is canceled.
- If any Payments were previously exported, the export is canceled.
- If any Payments are already marked as 'Paid,' you are prompted as to whether you wish to cancel the export or to exclude those Payments from the export.
- If the Payments have been grouped by Request and not all of the Payments in a group have the same Organization ID, you are prompted to cancel the export or to continue without grouping the Payments.

- If the Payments have been grouped by Request and not all of the Payments in a group have the same Schedule Date, you are prompted to cancel the export or to continue using the *earliest* Schedule Date in the group.
- If the legal name of an Organization associated with a Payment is longer than 40 characters, GIFTS abbreviates or truncates the Organization legal name, as described in the log. For more information, please refer to "Organization Legal Name Abbreviations" on page 80.

If any of the above problems result in the export process being cancelled, you can return to the A/P Module and exclude the problematic Payments from the export. Then, you can re-run the export process.

6. A Process Log displays the progress of the export, listing the status of each Payment included in the export, including the reason why any individual Payment was not exported.
7. When the export is complete, click Print or Save As to keep the log for your records.

When the process is complete, an ASCII file with the name you selected (and in the path you selected) is created. This file contains the exported Payment data, which can be imported into QuickBooks.

Step 2: Importing Payments into QuickBooks

After exporting the Payment data to an ASCII file, use the QuickBooks import feature to import the GIFTS data from this file into QuickBooks. Instructions for importing into QuickBooks can be found in the "Importing transactions to QuickBooks" topic of the QuickBooks online help system.

Viewing the Export History

The Payment Export form includes a History tab that displays a list of exports that were previously performed. The list indicates the date of the original exports, the number of Payments included in the exports, the number of QuickBooks transactions that were created during the exports, and the names of the users that performed the exports.

To view a detailed report of an export, highlight its summary entry and click the Report button.

Re-exporting Payments

If for any reason the export needs to be re-run, the History tab includes a Re-Export button that allows you to re-export Payments that have been exported during a previous payment export. You may need to re-export Payments, for example, if the original export files were lost in transit.

Caution: The Re-Export feature *does not* delete the transactions recorded in QuickBooks for the initial export; *duplicate QuickBooks transactions may be created*. If you have already imported the Payment data into QuickBooks, verify that all of the appropriate transactions have been deleted before you re-run the export.

To re-export Payments:

1. Log into the GIFTS A/P Module.
2. Choose File ➤ Export Payments from the A/P menu.
3. On the Export Setup tab, choose the options you would like to use for the export, just as you would if you were exporting the Payments for the first time.
4. Click on the History tab, and highlight the history entry corresponding to the Payments you wish to re-export.
5. Click Re-Export. (Note that the Re-Export button is not enabled unless the options on the Export Setup tab have been set.)

   Note: Only the Payments associated with the History export are re-exported. No Payments from the A/P grid are exported by this process.

When the re-export is complete, the 'Redo Date' column of the history grid indicates the date that the entry was re-exported, and the 'Redone By' column displays the name of the user that last re-exported the entry.

Generating Export Reports

You can generate the following export reports:

- The normal export report details any Payment export previously performed on your system.
- The exception reports detail Payments that have been exported, but for which the corresponding data from your accounting department has not yet been imported or properly posted.

To run the reports:

1. From the A/P menu, choose File ➤ Export Payments. The Export Payments window is displayed.
2. Click the History tab. A list of Payment exports that have been performed on your system is displayed.
3. Click Report or Exception Report. The report is displayed in the report viewer. You can print the report or export it to a word processor, spreadsheet, Internet browser, or other data format.

Importing Payment Information from QuickBooks

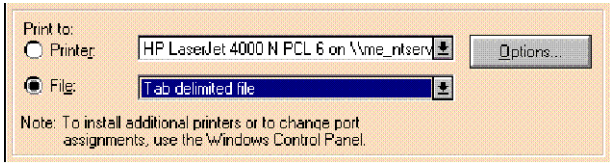
After your checks have been printed by QuickBooks, you can import the check information from QuickBooks into GIFTS. This is a two-step process: you first use a QuickBooks transaction report to generate a file containing the check data, and then you import the check data from the file into GIFTS.

Step 1: Creating the Check Data File

Once your Administrator has set up a 'GIFTS Export' transaction report, as described in "Setting Up a Memorized Report" on page 7, you can use it to generate check data files that can be read by GIFTS.

To create the data file:

1. In QuickBooks, choose Reports ➤ Memorized Reports. A list of your memorized reports is displayed.
2. From the list, choose the 'GIFTS Export' report and then click Generate Report. The check data is displayed.
3. Use the Dates filter at the top of the report to specify a date range that includes the checks that should be imported back into GIFTS.
4. Click the Print button. The Print options are displayed.
5. Click the File button and then specify 'Tab delimited file' as the format of the report.



6. Click Print. You are prompted to enter the filename.
7. Enter the filename and click OK. The file is saved.

You are finished creating the check data file; please continue to the following section for information about importing this data into GIFTS.

Step 2: Importing the Check Data into GIFTS

This process populates the GIFTS Payment records with the Check Numbers generated by QuickBooks. If you did not mark the Payments as 'Paid' when you exported them to QuickBooks, you must mark them as such during this process. The Check Date from QuickBooks is used as the Paid Date of Payments that are marked as Paid during the import.

To import the check data:

1. Log into the GIFTS A/P Module.

2. From the A/P menu, choose File ➤ Import Payments.
3. Choose the filename of the check data file exported from QuickBooks, or click Browse button to search for the file. The file must have an extension of .TXT, such as GIFTSIMP.TXT.
4. Click Verify to scan the file; the verification process ensures that QuickBooks generated the file, and that the format is correct. Note that the Import button is not available until the file has been verified.
5. Click the Mark as Paid option if you wish to mark Payments as 'Paid' as you import their check data.
6. Click Import to import the Payments. A Process Log is displayed, listing the status of each Payment that is updated by check data in the import—if data cannot be imported, the reason is indicated in the log.
7. When the import is complete, you can click Print or Save As to keep the log for your records.

The Check Number fields in the affected Payments have now been updated with the Check Numbers from the Quicken transaction report. If you chose to mark Payments as 'Paid,' their Payment Date is the date of the Quicken transaction (unless they were marked as Paid previously).

Congratulations! You are finished sharing your Payment information between GIFTS and QuickBooks.

Import History

A history entry is created for each check import performed. The History tab of the Import Payments form displays a listing of these history entries. Each entry displays the import date, the number of transactions that were processed, the number of transactions that were not successfully processed, the number of Payments updated, and the name of the user that performed the import.

You can access this information at any time, and click Report to generate a detailed report of any import.

Export File Layout: GIFTS to QuickBooks

This reference section details the ASCII file format layout that is created by GIFTS when Payments are exported. This export format is compatible with the QuickBooks import facilities.

The ASCII file consists of rows delimited by a carriage return/line feed characters; the fields within these rows are delimited by tab characters. Each Payment or Payment group is exported into a QuickBooks transaction. Each transaction consists of three records: a Transaction record, a Distribution record, and an End Transaction record.

The first three rows of the file are a header that includes the names of the fields in the Transaction, Distribution, and End Transaction records. The following tables detail the structure of these records.

Transaction Record

The following fields comprise the Transaction record that precedes each Payment or Payment group contained within the ASCII file. Data that appear in quotes (“) are *literal* values that always reside in the field.

Field Name	Description	Sample Data
!TRNS	Indicates that a transaction is beginning.	“TRNS”
TRNSTYPE	Indicates the transaction type.	“CHECK”
ACCNT	The Balance Sheet Account entered into the A/P Module preferences.	Checking
AMOUNT	The Payment Amount, prefixed by a minus sign (-). For Payments grouped by Request, this is the total amount of the Payments in the group.	-30000.00
DATE	The Schedule Date of the Payment, in mm/dd/yy format. For Payment groups, this is taken from the earliest scheduled Payment in the group.	10/15/00

Field Name	Description	Sample Data
MEMO	The Project Title of the Request with which the Payment or Payments are associated. Note: If you are using QuickBooks Pro 2006 or 2007, this field also contains '(*GFW=[Payment ID])'.	General Operating Support
TOPRINT	Y	"Y"
NAME	The legal name of the payee Organization. If the legal name is longer than 40 characters, GIFTS attempts to abbreviate it; if the legal name cannot be abbreviated, it is truncated. Changes are noted in the process log.	Jeter College of Dentistry
ADDR1	The Organization's legal name.	Jeter College of Dentistry
ADDR2	The first line of the Organization's address block.	133 South Fork Rd.
ADDR3	The second line of the Organization's address block.	Hillsborough Hall
ADDR4	The third line of the Organization's address block.	Raleigh, NC 27607
ADDR5	The fourth line of the Organization's address block. If the address block is longer than four lines, GIFTS ensures that the line containing the city, state, and Postal code are inserted here.	
FOB	GFW Note: This field does not display if you are using QuickBooks Pro 2006 or 2007.	"GFW"
PONUM	The Payment ID. For groups of Payments, this is the identification of the export row followed by the ID of the first Payment in the group. Note: This field does not display if you are using QuickBooks Pro 2006 or 2007.	345

Distribution Record

The following fields comprise the Distribution record for each Payment or Payment group contained within the ASCII file. Data that appear in quotes (“) are *literal* values that always reside in the field.

Field Name	Description	Sample Data
!SPL	SPL	“SPL”
SPLID	1	1
TRNSTYPE	Indicates the transaction type.	“CHECK”
ACCNT	The Expense/Income Account entered into the A/P Module preferences.	Contributions
AMOUNT	The Payment Amount. For Payments grouped by Request, this is the total amount of the Payments in the group. (The amount is not prefixed by a minus sign.)	30000.00
DATE	The Schedule Date of the Payment, in mm/dd/yy format. For Payment groups, this is taken from the earliest scheduled Payment in the group.	10/15/00
MEMO	The Project Title of the Request with which the Payment or Payments are associated. Note: If you are using QuickBooks Pro 2006 or 2007, this field also contains ‘(*GFW=[Payment ID])’.	General Operating Support

End Transaction Record

The following field comprises the End Transaction record for each Payment or Payment group contained within the ASCII file. Data that appear in quotes (“) are *literal* values that always reside in the field.

Field Name	Description	Sample Data
!ENDTRNS	Indicates that the transaction is ending.	“ENDTRNS”

Import File Layout: QuickBooks to GIFTS

This reference section details the layout of the ASCII file generated by the 'GIFTS Export' report that you create in QuickBooks. This file can be imported into GIFTS in order to populate your Payment records with data from QuickBooks.

The import file consists of a header, the date range, and the QuickBooks transactions. Each row in the file is separated by a carriage return/line feed character, and each field in the file is delineated by a tab character.

- The first row is a header that consists of an empty field followed by fields containing the name of each field in the transaction records.
- The second row consists of the date range selected in the QuickBooks report, followed by ten blank fields.
- The next rows are the transaction records; there is one row per transaction. The table following this list details the contents of each transaction record.
- The last row is identical to the second row.

The transaction records consist of the following fields. Note that the field names in this table are included in the header record of the ASCII file.

Field Name	Description	Sample Data
[left margin]	Blank.	
TYPE	Indicates the transaction type.	CHECK
DATE	Check date, in mm/dd/yyyy format. If the Payment is marked as Paid during the import, this is imported to GIFTS as the Payment Date.	10/13/2000
NUM	The Check Number, which is imported into the appropriate Payment record or records.	0006454

Field Name	Description	Sample Data
P.O.#	The Payment ID. For groups of Payments, this is the ID of the first Payment in the group, prefixed by the export identification that was assigned when the Payment was exported from GIFTS. Note: If you are using QuickBooks Pro 2006 or 2007, this field does not display.	345
NAME	The legal name of the payee Organization. If the name in GIFTS was longer than 40 characters, it was abbreviated or truncated when it was exported to QuickBooks. (This data is not used by GIFTS; the legal name in your GIFTS database is not changed.)	Jeter College of Dentistry
MEMO	The Project Title of the Request with which the Payment or Payments are associated. Note: If you are using QuickBooks Pro 2006 or 2007, this field also contains '(*GFW=[Payment ID])'.	General Operating Support
ACCOUNT	The QuickBooks Account Number entered into the A/P Module preferences.	1234-567-8
CLR	Can indicate whether the check has cleared. (This data is not used by GIFTS.)	
SPLIT	Identical to the ACCOUNT.	1234-567-8
AMOUNT	The Payment Amount, prefixed by a minus sign (-). For Payments grouped by Request, this is the total amount of the Payments in the group.	-30000.00

Organization Legal Name Abbreviations

The QuickBooks link exports the Organization Legal Names associated with your Requests into the Name field in QuickBooks, where they can be included on checks and check stubs. The Name field in QuickBooks has a 40-character limit, while the Organization Legal Name field in GIFTS has a 255-character limit.

If the legal name of an Organization associated with a Payment is longer than 40 characters, GIFTS attempts to abbreviate the Organization legal name:

- If the legal name can be abbreviated, you are notified and the export continues.
- If the legal name cannot be abbreviated, you are notified and prompted to either cancel the export or continue with the Organization Legal Name truncated to 40 characters.

Note that if an Organization Legal Name is truncated, you can manually change the Name in QuickBooks before printing checks without interfering with your ability to import check data back into GIFTS.

The abbreviations used by GIFTS during the Payment export are located in the file GIFTS.ABR. This file should reside in the same directory as the GIFTS.EXE file. Each abbreviation entry in this file is on a separate line of the file and has the format:

<Full Entry>=<Abbreviation>

Example:
New York City=NYC
Foundation=Fdn.

The abbreviations found in this file should meet the needs of most clients, but you can add, remove, or modify the abbreviations to suit your needs.

6 Setting Up the GIFTS Check Writer

This chapter describes how to set up the GIFTS Check Writer so that users can print checks for grant payments directly from GIFTS. These steps should be performed by the GIFTS Administrator.

In This Chapter

About Check Writer Setup **82**

Setting the Security Permissions **83**

Setting the A/P Preferences **85**

Working with Check Templates **86**

Working with Bank Accounts **94**

About Check Writer Setup

The GIFTS Check Writer prints checks for grant payments onto check stock that you load into your printer. In order to use the Check Writer, you must:

1. Set the GIFTS security permissions.
2. In the A/P preferences, choose the Check Writer as your A/P option.
3. Create or select a check template that matches your check stock. The template prints your check data, such as the check amount and grantee name, on the proper position on your stock.
4. Create a record for the bank account from which check funds will be drawn. GIFTS maintains a *check register* that details the checks that have been cut from each account.

Setting the Security Permissions

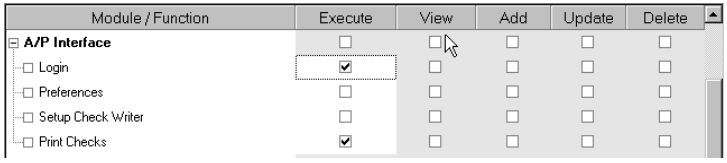
In GIFTS, security permissions can restrict users from printing checks or setting up the Check Writer. Each *user group* is associated with a *permission set* that defines the permissions available to that group.

In order for a user to print checks, his or her user group must have the permissions necessary to log in to the A/P Module and print checks. For more information about GIFTS users, user groups, and permission sets, please refer to the *Administrator's Guide*.

Note: If you have Essential GIFTS, this procedure is not applicable to your system. Please proceed to "Setting the A/P Preferences" on page 85.

To assign the A/P Module permissions to a permission set:

1. Log in to the GIFTS Administrator Module.
2. From the Administrator menu, choose Access ➤ Permissions.
3. From the list of permission sets, choose the permission set you wish to work with and click Edit. The permissions are displayed.
4. In the A/P Interface category, enable the Execute option for the following functions, as appropriate for the user group.



Function	Description
Login	Allows users to log in to the A/P Module.
Preferences	Allows users to set the A/P Preferences. This function is needed only by staff responsible for setting up the Check Writer and should not be granted to other users.
Setup Check Writer	Allows users to set up the check templates and bank accounts used by the Check Writer. This function is needed only by staff responsible for setting up the Check Writer and should not be granted to other users.

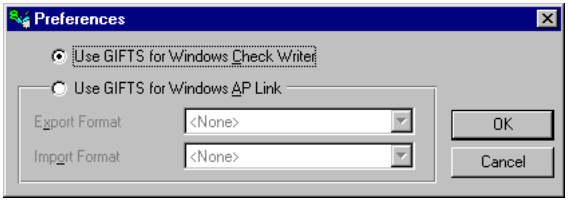
Function	Description
Print Checks	Allows users to print checks and review the check register. This function should be granted only to users with the authority to print checks.

5 Click Save and Close to update the permission set.

Setting the A/P Preferences

To use the Check Writer, you must first use the A/P Preferences to enable it:

1 From the A/P Menu, choose Setup ➤ A/P Preferences.



2 Click the "Use GIFTS Check Writer" option.

3 Click OK.

Working with Check Templates

Your check templates determine what information will be printed on your checks, and specifies where on the check this information is to be printed.

Before You Begin: Make several photocopies of your check stock. As you create your template, you'll print test runs of your templates onto copies of your check stock to make sure that your template prints your check data in the right places.

Step 1: Plan Your Template

To plan the creation of your template, you need to collect the following information about your check stock. Keep a copy of your check stock on hand while planning and entering your templates.

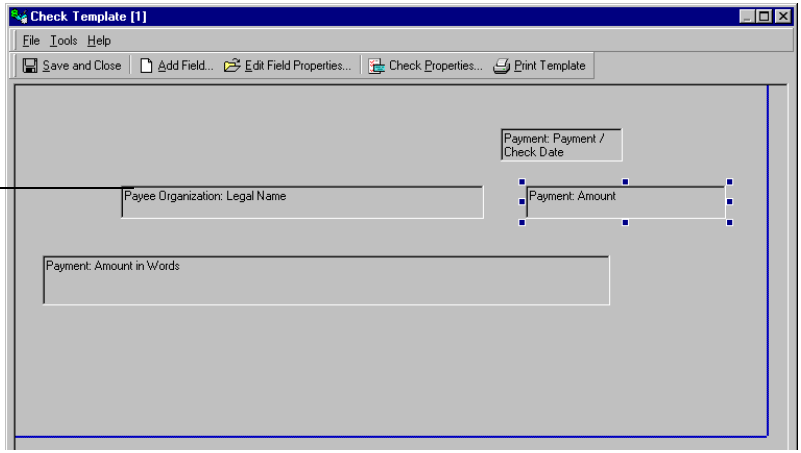
- The dimensions (width and height) of the check.

  Important: Keep in mind that if your check stock includes one or more stubs attached to your checks, they should be considered as part of the check for layout purposes. When you designate the height and width of your checks, any stub(s) should be included in these measurements.

- The size of the left and top margins (between the check and the edge of the paper on which your checks are printed).
- The data fields, such as the Payment Amount and payee Organization Name, that you want to include.
- The contents of any customized text fields that you would like to include.
- If you wish to include an image field, such as a scanned signature, you'll need the location of the file on your computer or network.

❖ The position of each field on the check. For each field, you'll need to specify where the top left corner belongs, and the height and width of the field.

Measure from the top and left edges of your check stock to determine where each field should be. Then, measure the height and width of each field.



Step 2: Edit the Template Properties

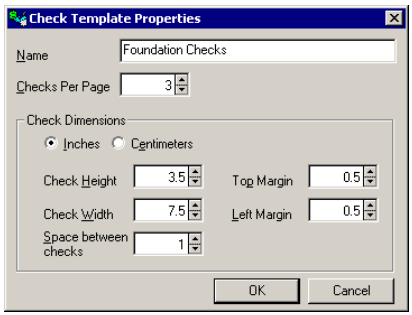
To create or revise a check template:

1 From the A/P Menu, choose Setup ➤ Check Templates. A list of your check templates is displayed.

2 Click New to create a new template, or choose a template from the list and click Edit.

❖ If you click New, the template properties are displayed.

❖ If you click Edit, the check template is displayed. Click Check Properties to display the properties.



3 Enter the template's name into the Name field.

4 In the Checks Per Page field, enter the number of checks that are on each page of your check stock.

5 Enter the following check dimensions into GIFTS.

Dimension	Description
Height and Width	The height and width of each check. If any stubs are attached to the check, they should be included in these dimensions.
Left Margin	The distance between the left margins of the checks and the left edge of the paper on which they are printed.
Top Margin	The distance between the top margin of the check at the top of each check stock page and top edge of the paper on which the stock is printed.
Space between checks	On the check stock paper, the distance (from top to bottom) between each check on the page.

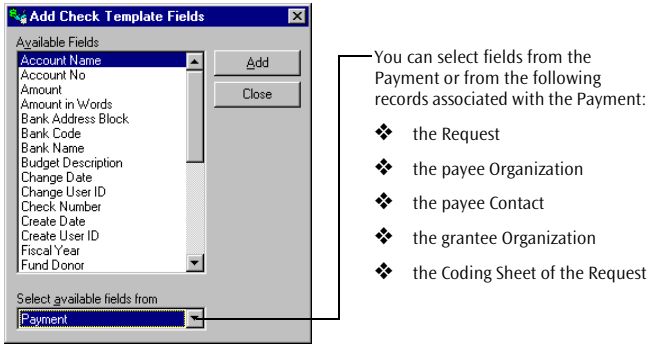
6 Click OK to save the properties.

You can proceed to the next step to add merge fields to your template.

Step 3: Add the Check Merge Fields

To add merge fields to a check template:

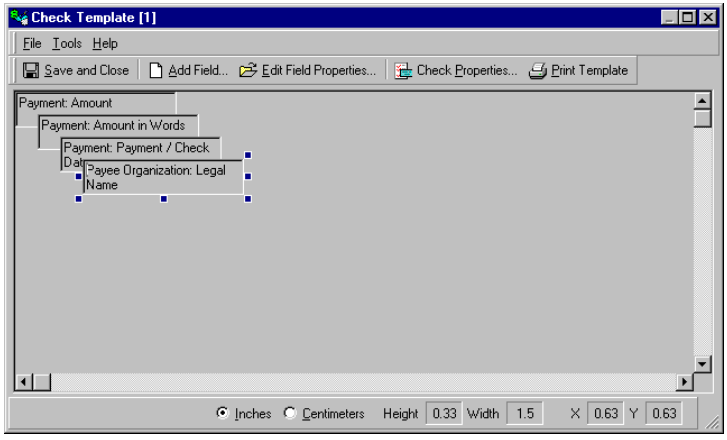
1 Click Add Database Field. A list of available fields is displayed.



2 From the list, choose the field that you want to merge onto your checks and click Add. The field is added to your template.

3 Repeat the previous step for each field you want to add to your template.

4 Click Close. The fields you added are displayed on the template.



Please proceed to the next step to place the merge fields in their appropriate locations.

Step 4: Add Customized Text Fields

If you need to print information on your checks that is not accessible through the merge fields list, you can create customized text fields. These are especially useful for inserting tracking codes, or for labeling check stubs. To add customized text fields to a check template:

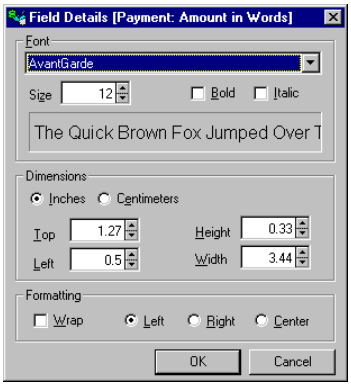
1. Click Add Text Field. A new blank text field is displayed on the template.
2. Click inside the text field to insert your customized text.

Tip: Unlike a merge field, a customized text field will print *exactly the same text* on every check. So remember to only add customized text to a template if it is applicable to *all* checks you print using that template.

Step 5: Place the Merge and Text Fields

This procedure describes how to place the merge and text fields you've added so that your data is printed in the proper position on your checks. You can also choose the fonts used on your checks. To place a field:

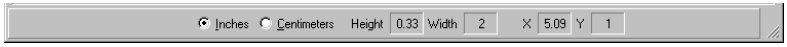
1. Click once on the field and click Edit Field Properties. The field properties are displayed.



2. Enter the font and size of the text to be displayed on the check. You can also specify bold or italic type.

3 Using the measurements you collected in "Step 1: Plan Your Template" on page 86, enter the dimensions of the field.

Note: You can also adjust the dimensions of a field by dragging its borders. The dimensions of the currently-selected field are displayed at the bottom of the template.



4 Specify the formatting of the field.

- Check the Wrap option to allow the merged data to continue on the next line when it reaches the end of the field. Otherwise, the data will be truncated.
- Choose left, right, or center justification.

5 For numbers, Coding Sheet data, and dates, there are additional formatting options.

Data Type	Options
Amounts	You can choose to display the amount in words—like "Five hundred and Forty and 25/100ths"—or to display the amount without the currency sign or decimal places.
Dates	You can choose a short date (like 10/13/00), long date (like Monday, April 17, 2000), or other formats.
Coding Sheets	For multi-level Code Tables, you can choose the number of levels of coding to display and the delimiter used between each level. **Example:** You choose to display two Program Area levels delimited by commas: "Education, Secondary".

6 Repeat the steps in this procedure to place and format each of your check fields. Click Save and Close when you are finished.

Step 6: Add an Image Field

To add an image field, like a scanned signature, to a check template:

1 Click Add Image Field. A search window opens, allowing you to find the image file you wish to add.

2 Choose your image file and click Open. The image file is linked to your template.

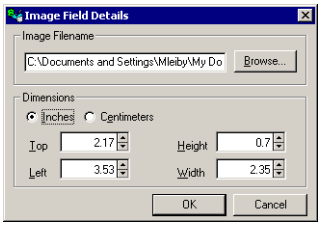
3 Repeat the previous step for each image field you want to add to your template.

Important: When you add an image field to a check template, the image file associated with the field is linked to the template, not imported into it. If other users will be generating checks from this template, the image file must be stored on a drive that those users can access. When printing checks, if GIFTS cannot locate an image file linked to the template you have selected, you will receive an error message and your checks will not print.

Step 7: Place the Image Fields

This procedure describes how to place the image fields that you've added so that your image is printed in the proper position on your checks. To place an image field:

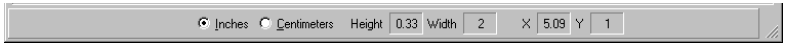
1 Click once on the field and click Edit Field Properties. The field properties are displayed.



2 Using the measurements you collected in "Step 1: Plan Your Template" on page 70, enter the dimensions of the field.

3 Click OK, and the image will be resized and positioned according to your dimensions.

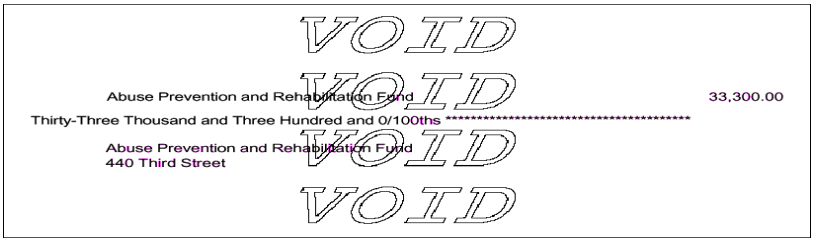
Note: You can also adjust the dimensions of a field by dragging its borders. The dimensions of the currently-selected field are displayed at the bottom of the template.



Step 8: Print a Test Check

To ensure that your template has been set up properly, you should print a test check on a photocopy of your check stock. To print a test check:

1. Load a copy of your check stock into your printer.
2. From the A/P Menu, choose Setup ➤ Check Templates. A list of your check templates is displayed.
3. Click Edit to open the check template.
4. Click Print Template. A test of the template is printed using the records you have selected in the grid. Note that if you have not selected any records, the test printout includes shaded boxes around each field so that you can double-check the dimensions that you specified. *The shaded boxes will not be printed on your checks*.



5. Verify that the template is appropriate for your checks. If you need to modify the placement or formatting of the check fields, please refer to "Step 5: Place the Merge and Text Fields" on page 90.

Copying or Renaming Templates

To copy or rename a template:

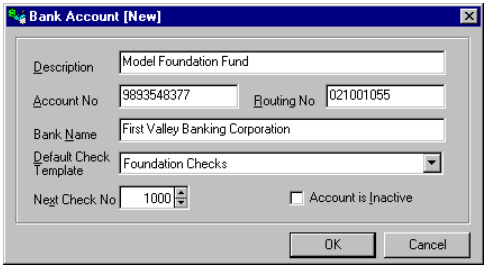
1. Highlight the template name in the Check Templates grid. Click Save As.
2. Enter a new template name and click OK. The new template will appear in the Check Templates grid.

Working with Bank Accounts

To print checks, you need to create the bank account from which your checks will be drawn. GIFTS maintains a *check register* that details the checks that have been cut from the account. The register also indicates which checks are void, providing a complete record of the activity on the account.

To create or edit a bank account:

1. From the A/P Menu, choose Setup ➤ Bank Accounts. A list of your bank accounts is displayed.
2. Click New to create a new account, or choose an account from the list and click Edit.



3. Enter the Description, Account Number, Routing Number, and Bank Name for the account. Note that the Account Number and Routing Number are for information only; they are not used by GIFTS.
4. From the Default Check Template list, choose the default template you want to use to print checks from this account. The template you choose should be the template for this account's check stock. Note that users can choose a different template when they print their checks.
5. Enter the Next Check Number. This number should be the number of the next check that will be cut from this account. Note that users can set this number as needed when they print checks.
6. If this account is no longer active, click Account is Inactive. Users cannot print checks from inactive accounts.
7. Click OK to save the bank account.

7 Using the GIFTS Check Writer

This chapter describes how to use the GIFTS Check Writer to print checks for grant payments and how to review the check register for each of your bank accounts.

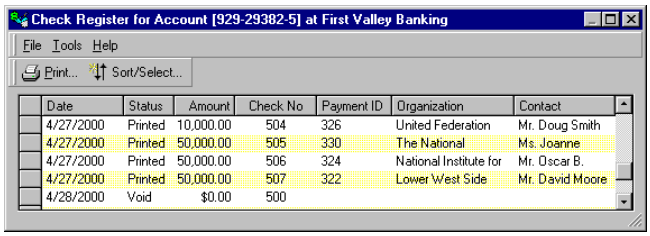
In This Chapter

Keeping Track of Your Checks.....**96**
Printing Checks **98**
Reviewing the Check Register **105**

Keeping Track of Your Checks

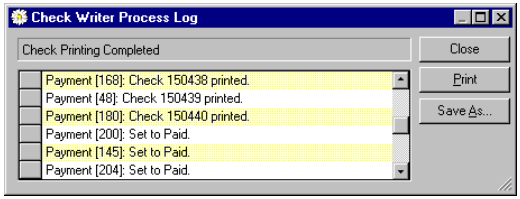
One of the most important aspects of cutting checks is to keep an accurate record of the funds that have been drawn from your bank account. This section summarizes the ways in which you can retain records of the checks you have printed.

- **The Check Register:** for each of your bank accounts, GIFTS maintains a register of all checks that have been printed from that account. The register also indicates which checks are void, providing a complete record of the activity on the account. This register is automatically maintained by GIFTS.



Date	Status	Amount	Check No	Payment ID	Organization	Contact
4/27/2000	Printed	10,000.00	504	326	United Federation	Mr. Doug Smith
4/27/2000	Printed	50,000.00	505	330	The National	Ms. Joanne
4/27/2000	Printed	50,000.00	506	324	National Institute for	Mr. Oscar B.
4/27/2000	Printed	50,000.00	507	322	Lower West Side	Mr. David Moore
4/28/2000	Void	$0.00	500			

- **The Printing Log:** when you print checks, GIFTS generates a log of the checks that were printed. This log also indicates that the Payments for which the checks were cut were marked as Paid in GIFTS. You can save or print this log if you wish to supplement information provided by the check register.



- **Ad Hoc Reports:** Before or after you process GIFTS Payments, you can print an ad hoc report of the Payments that you've selected in the A/P Module grid.

Payments for the Week of May 15, 2000
(Checks to be Printed by Sarah Sullivan)
Monday, May 15, 2000

Schedule Date	Amount	Payee Legal Name	Payee Primary Contact	Fund Donor	Budget Description
5/18/2000	$100,000.00	University of America	Lawrence M. Stewart Tel: (818) 555-7878 Fax: (818) 555-7889 stewartl@universityofamerica.org	Foundation	Payments scheduled for 2000 \ University of America -- Graduate Sudies Program
5/17/2000	$5,250.00	Brooklyn Ballet	Margaret Neff Tel: (212) 555-3874 Fax: (212) 555-3457 neffm@bklynballet.org	Foundation	New York Office \ Brooklyn Ballet -- The sponsorship of a table for the "Taste of the Orient" Gala Dinner Event

Printing Checks

You print checks from the GIFTS A/P Module, which is very similar to the Payments folder of the GIFTS Organizer. In order to print checks for the appropriate payments, you should be familiar with the GIFTS procedures for searching for and selecting records in the Payments folder.

You can also use Organizer *Views* to modify the content, format, and sort order of Payments in the A/P Module. For more information regarding these functions, please refer to the *GIFTS User's Guide*.

Step 1: Select the Payments

1 Log into the GIFTS A/P Module.

2 Using Quick Find, display the Payments that you wish to export in the grid.

3 Highlight the Payments for which you wish to print checks.

Step 2: Make a Report of the Payments

To generate a report that lists the Payments you have selected, you can choose File ➤ Print or File ➤ Export from the A/P menu. Note that this step is optional; GIFTS automatically maintains records of your check printing as described in "Keeping Track of Your Checks" on page 96.

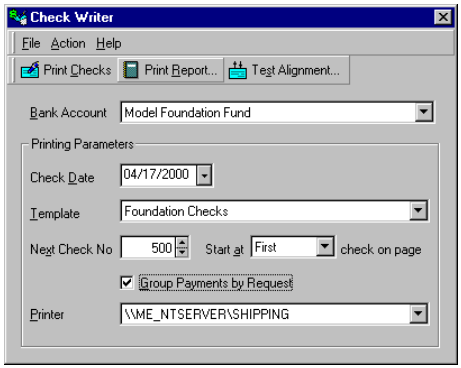
Step 3: Test the Alignment of Your Check Stock

Before you print your checks, it is a good idea to make sure that your checks will print properly. You can print your test checks on a photocopy of your check stock or, if you choose to print tests on your actual stock, GIFTS marks the test checks as void in your bank account's check register.

To test the alignment of your checks:

1 Load your check stock or a copy of your check stock into your printer.

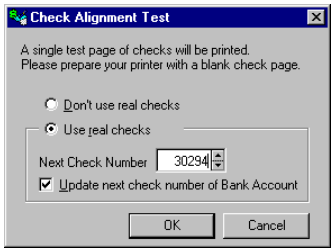
2 From the menu, choose File ➤ Print Checks. The check printing options are displayed.



3 Select a bank account and a check template.

4 Choose the printer into which you have loaded your check stock or check stock copy.

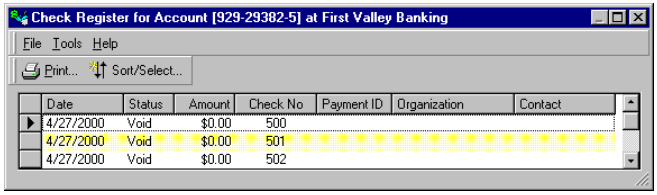
5 Click Test Alignment.



6 Specify whether you are printing on real check stock.

- If you are printing on a copy of your check stock, select 'Don't use real checks.' The test printing will not be recorded in your check register.
- If you are printing on your check stock, choose 'Use real checks' and verify that the number in the Next Check Number field is the number

of the first check on which you are printing. For each check you use for the test printing, GIFTS will enter a void in the register.

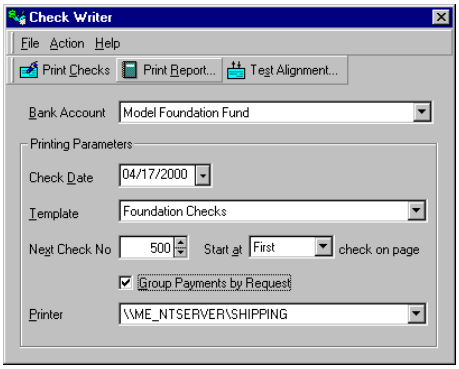


Check the 'Update next check number of Bank Account' option to increment the Next Check Number field by one for each check that you print. Otherwise, you can update the Next Check Number manually the next time you print checks.

Step 4: Print Your Checks

You are now ready to print your checks. To print them:

1 From the menu, choose File ➤ Print Checks. The check printing options are displayed.



2 Set the check writing options, as follows.

Option	Description
Bank Account	The Bank Account from which the checks are to be drawn. Be sure that the account you choose coincides with the account information on the check stock you are using.

Option	Description
Check Date	The check date. This date is printed on the check (assuming that your template included the check date field) and stored in the check register for the bank account.
Template	The check template for the check stock on which you are printing the checks. This field defaults to the template your Administrator chose as the default for the bank account you are using.
Next Check No	If your checks have pre-printed numbers, set this number to match the next check that you are printing so that your check register in GIFTS is accurate. If your checks do not have pre-printed numbers, ensure that this is the number you wish to print on the first check.
Start at _ Check on Page	If your check stock has more than one check per page, specify which check to print first. **Example:** If each page has three checks, enter two in this field to start printing with the middle check.
Group Payments by Request	Select this option to combine all of the Payments for each grant into a single check for their total amount. Otherwise, individual checks are generated for each Payment, even if Payments are associated with the same grant.
Printer	Select the printer into which you have loaded your check stock.

3 Click Print Checks. GIFTS scans each of the Payments that you highlighted to ensure that they are eligible. You cannot cut a check for a Payment if:

- You use the optional Budget Module and the Payment needs to be resolved against your Budget
- A check has already been cut for the Payment, it has been exported to an external A/P system, or its Payment record already has a check number
- The Status of the Payment is not Scheduled or Paid

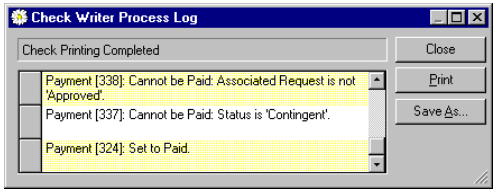
If any Payments already have a Status of Paid, you are given the option to either cancel the printing or to print checks for the Paid Payments.

If Payments have been grouped by Request and not all of the Payments in a group have the same check information (such as the payee name),

you are given the option to continue without grouping Payments that have inconsistent data or to cancel the printing.

If you choose to cancel the check printing, you can return to the A/P Module to edit or exclude the Payments that cannot be processed.

4 If all Payments are eligible for printing or after you confirm that you wish to proceed, GIFTS displays a log of the print process.

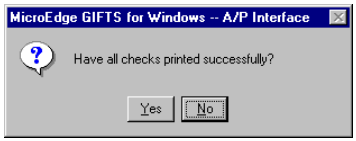


When the checks have been sent to the printer, GIFTS prompts you to confirm that the checks were printed properly.

5 If your checks did not print properly, click No and refer to "Reprinting Checks" for more information. Otherwise click Yes. The log remains on screen. You can click Print or Save As to keep the log for your records.

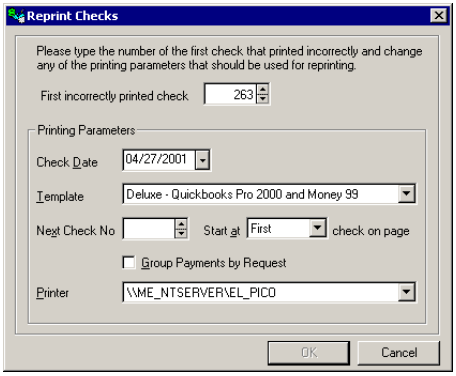
Reprinting Checks

When you send your checks to your printer, as described in the preceding procedure, GIFTS prompts you to confirm that they printed properly.



If some or all of your checks did not print properly:

1 Click No. Your options for reprinting the checks are displayed.



2 Enter the number of the first check that did not print properly.

3 In the Printing Parameters section, you can change the check date, the template, or the printer in order to correct the initial printing error.

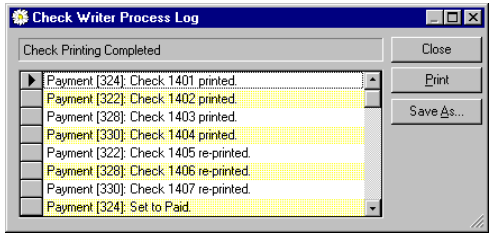
Important: If you are using check stock with pre-printed numbers, be sure that you specify the next available check number so that the GIFTS check register properly reflects the number of the printed check.

4 If your check stock has more than one check per page, specify the position of the next available check.

Example: If each page has three checks, enter Second in this field to start printing with the middle check.

5 Click OK. GIFTS reprints your checks. Note that both the initial printing and the reprint for each reprinted Payment's check are reflected in the process log.

Example: The check stock for checks 1402–1404 is defective, so the checks are reprinted as checks 1405–1407.



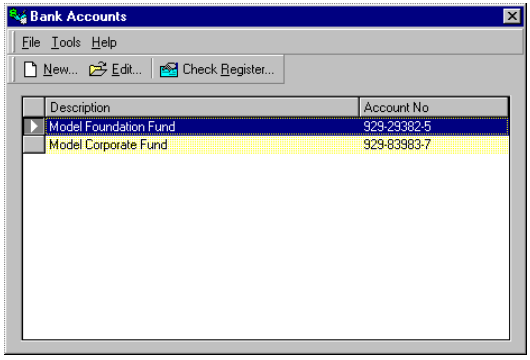
Important: Be sure to destroy any improperly printed checks.

Reviewing the Check Register

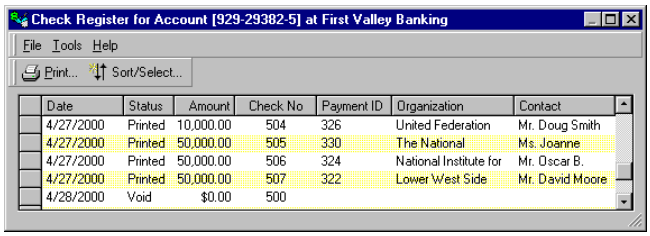
For each of your bank accounts, GIFTS maintains a register of all checks that have been printed from that account. The register also indicates which checks are void, providing a complete record of the activity on the account.

To view the check register for a bank account:

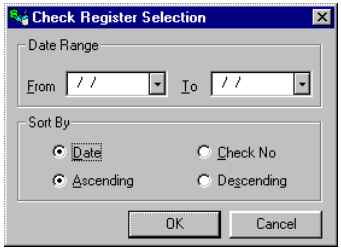
1 From the A/P Menu, choose Setup ➤ Bank Accounts.



2 Highlight an account and click Check Register.



3 To specify a date range and/or specify whether to list checks by their date or Check Number, click Sort/Select.



- Use the Date Range fields to specify a date range.
- Use the Sort By buttons to specify whether checks are sorted by their date or Check Number, and click Ascending or Descending to specify the order in which they are sorted.

When you have set the Select/Sort options, click OK to return to the register.

8 Setting Up Check Requisitions

This chapter describes how to set up GIFTS to generate Check Requisition Forms that can be sent to your accounting department to request that they cut a check for payments.

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Setting Up G/L Account Codes **109**

Choosing Requisitions as Your A/P Link **112**

Setting Up Check Requisition Security **113**

Setting Up Check Requisition Form Templates **115**

About Check Requisitions

Check Requisitions are forms produced for GIFTS Payments that are sent to your accounting department to request that they cut a check for the Payment. For this purpose, the GIFTS A/P Module includes a pre-formatted Check Requisition template, complete with options that allow you to customize it to your specific needs.

To minimize the chance of error and to allow users to accurately track the activity of a Payment, a high level of security must be maintained. GIFTS has been designed to record an Activity record each time a Check Requisition Form is generated for a specific Payment, and to provide an indicator on the form itself when the Requisition is a duplicate.

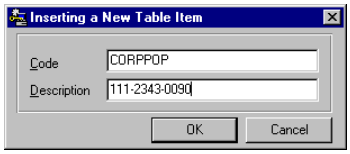
Before you use the Check Requisition feature, be sure to follow the setup procedures in this chapter.

Setting Up G/L Account Codes

On the Check Requisition Form, the G/L account number information is printed in a section labeled "For Accounting Use Only." The account number is broken down into its different components, and each component has a *header* that describes it.

In order for your G/L Account Codes to print correctly on Check Requisition Forms, enter them according to the following guidelines:

- Make sure the Description contains the G/L account number. An abbreviation for the account number, such as "CORPOP" can be entered in the Code field; please note that the Code field has a limit of 20 characters.



- Make sure that the G/L Account number is divided into the appropriate sections, and that one delimiter is used for all numbers. For instance, if a typical number is entered as "111-2343-0090", the "-" is the delimiter. If an account number were entered as "222/2343-0090" or "222/2343/0090", GIFTS would not recognize the "/" as a delimiter and would not break down the account number appropriately.

Important: G/L account numbers can have no more than five sections.

If your system uses GIFTS branch security and you wish users to have access to only the G/L account numbers specific to their branch, follow the instructions in the following section.

Branch-Specific G/L Account Codes

For grantmakers with multiple branch offices, each branch typically has a set of account numbers that are valid for that branch only. To streamline data entry, you can assign your G/L account numbers to their respective branches; during data entry, users will see the numbers designated for their branch only.

Step 1: Setting the Branch-Specific G/L Account Preference In order to activate this feature, you must specify the appropriate option in the General Preferences.

1. Log in to the GIFTS Administrator Module.
2. From the Administrator menu, choose Setup ➤ Preferences.
3. On the General Preferences tab, enable the option to 'Make G/L Account Codes Branch Sensitive.'
4. Click OK to save your changes to the preferences.

Step 2: Entering G/L Account Numbers into GIFTS If the 'Make G/L Account Codes Branch Sensitive' option is active, each G/L account number should be assigned to a specific branch.

New account numbers are automatically stamped with the primary branch of the user that creates them. However, users belonging to the Admin group can enter G/L account numbers for all branches.

Important: G/L account numbers entered before you enabled the 'Make G/L Account Codes Branch Sensitive' option are not assigned to a branch. If an existing number needs to have a branch assignment, you will have to delete it and re-enter it for the appropriate branch. Deleting a code deletes all references to that code in the system. If you have used the existing G/L account numbers extensively, contact MicroEdge Technical Support to discuss additional options.

To enter G/L account numbers:

1. Log in to the GIFTS Administrator Module.
2. From the Administrator menu, choose Setup ➤ Code Tables.
3. Click the System tab.
4. Highlight G/L Accounts and click Edit Codes.
   - ❖ If you are a member of the Admin group, you are asked to specify the branch for which you wish to edit, view, or add codes. Choose the appropriate branch from the list. The codes you enter will be associated with that branch.

- If you are not logged as a member of the Admin group, GIFTS displays the G/L account number codes for your branch only. The codes you enter will be associated with your Primary Branch.

5. Add, modify, and delete codes as necessary. For import guidelines for entering the Code and Description values for your G/L account numbers, refer to "Setting Up G/L Account Codes" on page 109.

6. When your changes are complete, click OK to save your changes.

About the Code Table Reports and Branch Security

If you *are not* a member of the Admin group, the Code Table report lists only the G/L account number codes associated with your branch. A sub-heading in the report indicates the branch associated with the codes.

If you are a member of the Admin group, the Code Table report lists the G/L account number codes for all branches, grouped by the branch with which they are associated.

Choosing Requisitions as Your A/P Link

To use check requisitions, you need to specify them as your A/P link in the A/P preferences.

1 Log into the GIFTS A/P Module.

2 From the Administrator menu, choose Setup ➤ A/P Preferences.

3 Click 'Use GIFTS A/P Link.'

4 In the Export Format field, choose 'Check Requisitions.'

5 Click OK.

Setting Up Check Requisition Security

Each of your GIFTS permission sets can grant or restrict access to the GIFTS A/P Module and to specific functions related to the Check Requisition process.

Note: If branch security is active, users can print Check Requisition Forms *for their primary branch only*. No additional security parameters are required to prevent users from printing requisitions for Payments assigned to branches other than their own. Please note, however, that *users in the Admin group can print Check Requisition Forms for any branch*.

Note: If you have Essential GIFTS, this procedure is not applicable to your system. Please proceed to the following section.

To set up the security for Check Requisition Forms:

1. Log in to the GIFTS Administrator Module.

2. From the Administrator menu, choose Access ➤ Permissions.
3. From the list of permission sets, choose the permission set you wish to work with and click Edit. The permissions are displayed.
4. In the 'A/P Interface' permissions, you can enable the Execute function for the following permissions.

Module / Function	Execute	View	Add	Update	Delete
A/P Interface	☐	☐	☐	☐	☐
Login	☑	☐	☐	☐	☐
Preferences	☑	☐	☐	☐	☐
Print Original Check Requisition Forms	☑	☐	☐	☐	☐
Print Duplicate Check Requisition Forms	☑	☐	☐	☐	☐

Permission	Description
Login	Allows users to log in to the A/P Module.
Preferences	Allows users to set the A/P Preferences, and to modify the Check Requisition Form template.
Print Original Check Requisition Forms	Allows users to print Check Requisition Forms for Payments.
Print Duplicate Check Requisition Forms	Allows users to print duplicate Check Requisition Forms for Payments that have already had forms printed.

Note: The permissions for working with requisition forms are not available until 'Check Requisitions' has been chosen in the A/P Module Preferences as described in "Choosing Requisitions as Your A/P Link" on page 112.

5 Click Save and Close.

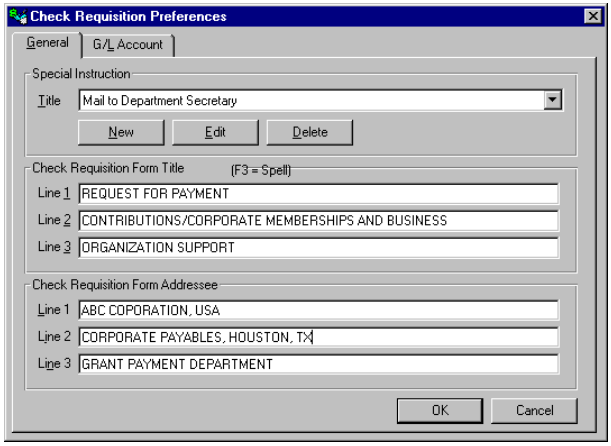
Setting Up Check Requisition Form Templates

On the templates for your Check Requisition Forms, you can set up options like the Special Instructions, Form Title, General Ledger Account Creation Method, and General Ledger Account Headers.

To set up your templates:

1 Log in to the GIFTS A/P Module.

2 From the A/P menu, choose Setup ➤ Check Requisition Preferences.



3 Specify each option as described in the following sections. When the options are complete, click OK to save your changes and exit. If you are a member of the Admin user group, you can define these options for more than one branch.

Setting Branch-Specific Preferences

If branch security is active, these options must be set for each branch. Choose the branch for which you wish to set these options. (If branch security is not active, the branch field is not displayed.)

Note: If your Check Requisition Forms are processed centrally, and you wish to use the same template for every branch, you can use the "(All)" Branch to set up these options globally. Note that every branch's forms will have the same Special Instructions, Title, Addressee, and G/L Account information.

If you use "(All)" to set up the preferences, only users from the Admin group should process requisitions. This is because only users from the Admin group can select the "(All)" branch when printing requisitions.

About the "Confirm Successful Printing" Option

If you enable the Confirm successful printing of Check Requisition Forms prior to marking them as 'Printed' option, GIFTS prompts the user who prints the forms to confirm that the forms were printed successfully before marking them as 'Printed.'

Important: Using this option can result in security breaches if a user indicates that a requisition failed to print when in fact a form was printed. Requisitions reprinted after failed printings are *not* marked as duplicates, so an extra requisition would exist if the user incorrectly indicated that the initial printing failed.

If this is of concern to your organization, leave this option off. You may also wish to block access to the Check Requisition Preferences to prevent users from enabling this option.

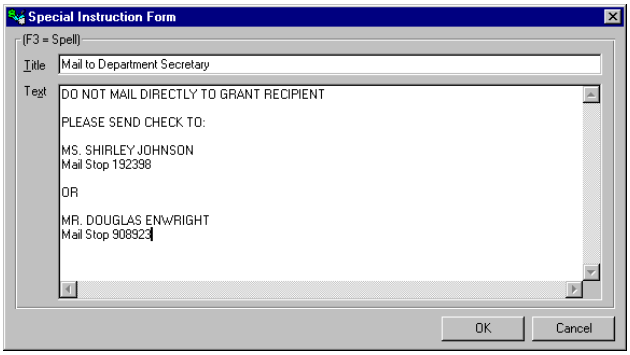
Special Instruction Messages

"Special Instructions" is an area on the Check Requisition Form. When Check Requisitions are printed, the user has can choose from a list of pre-defined messages. (If Branch Security is active, users can choose only from the messages defined for their branch.)

To create a new "Special Instruction" message:

1 From the A/P menu, choose Setup ➤ Check Requisition Preferences.

2 Click the New button in the Special Instruction area. The message editing form is displayed.



3 Enter a Title specific enough for users to identify the contents of the message.

4 In the Text field, enter the text as you wish it to print on the Check Requisition Form (including carriage returns).

Note: Since the font used in the report and the font displayed on the screen are not the same, attempts to line up text items beneath each other (columnar-style) may result in an unsuccessful alignment when the report is printed. Whenever possible, this type of formatting should be avoided.

5 Click OK to save the message.

To edit an existing message:

1 From the A/P menu, choose Setup ➤ Check Requisition Preferences.

2 Select the message from the list of message titles, then click Edit.

3 Modify the text, and click OK to save your changes.

To delete an existing message:

1 From the A/P menu, choose Setup ➤ Check Requisition Preferences.

2 Select the message from the list of message titles, and click Delete.

Check Requisition Form Title

Three lines at the top of the Check Requisition Form have been designated for the title. The text you provided here is displayed on these lines. (If branch security is active, the title you enter applies only to the current branch).

The title text is automatically centered; however, you should enter the title in upper and/or lower case type, exactly as you wish it to appear on your requisitions.

Check Requisition Form Addressee

The Addressee is printed at the top of the Check Requisition Form, and indicates the specific individual or department that should receive the check request. Enter the addressee information in upper and/or lower case type, exactly as you wish it to appear on your requisitions.

G/L Account Number Options

The General Ledger account numbers used by corporations generally consist of multiple sections separated by a delimiter (such as a hyphen or slash). These sections describe the different categories that make up the account.

The G/L account numbers print in a section on the Check Requisition Form labeled "For Accounting Use Only." The account number is broken down into its different components, and a header describes each component.

For instance, if a typical number is 111-2343-0090. You would specify a hyphen ("-") as the delimiter. Then, if you specified CORP, UNIT, and DEPT as the headers for each component, the Check Requisition Form would display G/L account numbers as follows:

CORP	UNIT	DEPT
111	2343	0090

Important: G/L account numbers can have up to five sections only.

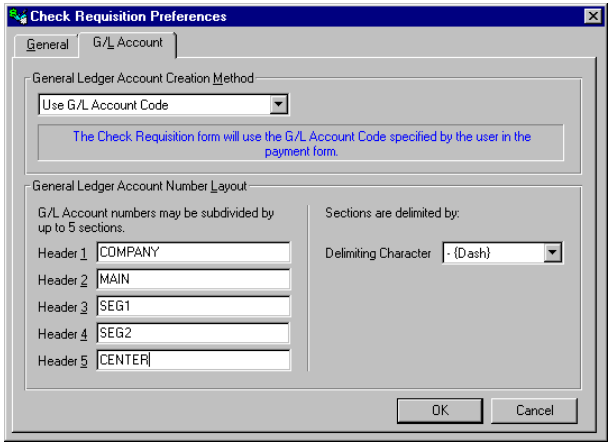
There are two methods available for calculating the G/L account number:

Method	Description
Payment G/L Account	The Description of the G/L account number entered in your GIFTS Payment records is used.
Fund and Program Area	The Fund/Donor code for the Request, then the Program Area assigned to the Request, are used. If your Program Area table has several levels, the code used is the one specified for the most specific level chosen. (If you have chosen to provide both primary and secondary classifications, only the codes flagged as *primary* are used.) In this case, the Fund/Donor code and Program Area code combined cannot have more than five sections.

In order to correctly print this information on your Check Requisition Form, you must: determine which of the available options accurately reflects your G/L account number setup, indicate the delimiter, and provide heading descriptions for each component of your G/L account numbers.

To set the G/L account number options:

1 Click the G/L Account tab of the Check Requisition Preferences screen to access the G/L Account options.



2 Choose the appropriate General Ledger Account Creation Method.

Important: Please refer to "Setting Up G/L Account Codes" on page 109 for information about setting up your G/L account numbers for use with Check Requisition Forms.

3 In the fields for Headers 1 through 5, enter the appropriate headers for each section of the account number.

4 Choose the Delimiting Character used to separate the sections of the account number.

Important: The delimiter must be consistent throughout the entire account number. In other words, you cannot use a "/"after the first three characters and then a "-" after the second three characters. If your account numbers combine different delimiters, you must change them before proceeding.

5 If you are a member of the Admin group, you can also define these options for another branch.

6 When the information is complete, click OK to save your changes and exit.

9 Processing Check Requisitions

This chapter describes how to print Check Requisition Forms that can be sent to your accounting department to request that they cut a check for payments.

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About Branch Security Restrictions **123**

Printing Check Requisition Forms **124**

Duplicate Requisitions **128**

About Check Requisitions

Check Requisitions are forms produced for GIFTS Payments that are sent to your accounting department to request that they cut a check for the Payment. You can use the GIFTS A/P Module to generate these requisitions, which are printed on a pre-formatted template.

About Branch Security Restrictions

If branch security is active, restrictions are placed on users so that they cannot generate requisitions for Payments for which they are not authorized to order payments. These restrictions are detailed in the following two sections.

Admin Group Users

Users in the Admin can choose the branch for which they wish to print Check Requisition Forms. The branch defaults to the primary branch for the Admin group.

If you choose a specific branch, you can print requisitions for that branch's Payments *only*; you cannot print requisitions for other branches. When you print requisitions for a branch, GIFTS uses the Title and Addressee assigned to that branch's requisition template. You can choose the "Special Instructions" messages assigned to that branch.

If you choose the "(All)" Branch, you can print requisitions for Payments that belong to any branch. However, remember that the templates used for the requisitions, and the available Special Instructions, are those set up for the "(All)" branch, and not the template set up for each specific Branch.

In other words, your organization can use the "(All)" template as a generic template for all branches, or use specific templates for each branch instead.

All Other Users

If you are not assigned to the Admin user group, you can print requisitions for your branch's Payments *only*. However, note that you can search for and view Payments for other branches if you have view-only rights to their data.

The system uses the Title and Addressee assigned to the requisition template for your branch. You can choose any of the "Special Instructions" messages assigned to your branch.

Printing Check Requisition Forms

Follow the steps in the following sections to print your Check Requisition Forms.

Step 1: Selecting Payments

You can print requisitions from the GIFTS A/P Module, which is very similar to the Payments folder of the GIFTS Organizer. In order to print requisitions for the appropriate Payments, you should be familiar with the GIFTS procedures for searching for and selecting items in the Payments folder.

Note that the A/P Module's grid settings are controlled through the Payments tab of the Organizer. You cannot change the display or the sort order of records from the A/P Module. For more information regarding these functions, please refer to the *GIFTS User's Guide*.

1. Log into the GIFTS A/P Module.

2. From the A/P menu, choose Edit ➤ Find to search for the Payments for which you wish to print requisitions. Note that since you will be choosing *specific payments* from this list, it is not necessary to restrict your search to only those Payments for which you wish to print Requisition forms—you can omit Payments in the next step.

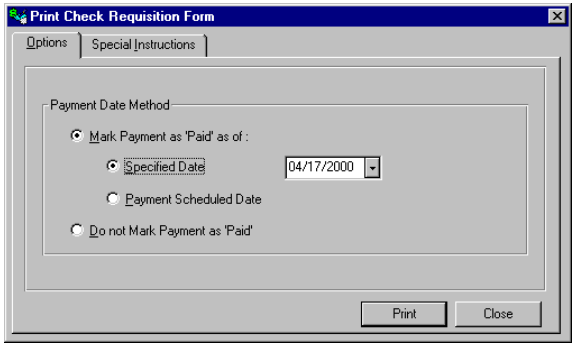
3. Highlight the Payments for which you wish to print requisitions. (You can press CTRL+A to select all of the Payments, or hold down CTRL or SHIFT to highlight multiple Payments.)

Make sure that *only* the Payments for which you wish to print requisitions are highlighted. Then, proceed to the following step.

Step 2: Setting the Form Options

In this step, you specify the options for this batch of requisitions.

1 From the A/P menu, choose File ➤ Print Check Requisition Forms. The form options are displayed.



2 On the Options tab, you can choose to have GIFTS mark each Payment as 'Paid' when the requisitions are printed. If you choose this option, you must then choose the method for calculating the Payment Date that is assigned to each Payment.

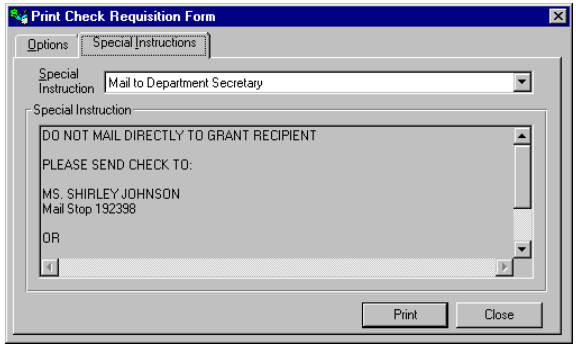
You can choose to have the Payment Date equal to a specific date for all of the Payments in the batch, or you can choose to have each Payment Date equal the Schedule Date for its Payment.

3 If you *do not* wish to mark the Payments as 'Paid,' check the Do not mark payment as paid option. GIFTS will leave the Status of the Payments as 'Scheduled' and leave their Paid Date fields blank.

4 When the information on the Options tab is complete, click the Special Instructions tab to choose a Special Instruction message, if necessary.

Note: Important: the Special Message applies to *every requisition in the batch*. If different forms should contain different messages, you should print a different batch for each message.

Although the text for the Special Instruction message is displayed, you cannot edit it from this screen. For information about editing the text, please refer to "Special Instruction Messages" on page 116.



5 If branch security is active and you are a member of the Admin group, you can choose the branch of the forms to be printed.

When the options are complete, proceed to the next step.

Step 3: Printing Forms

When all of the options have been specified, you can print the requisitions:

1 Click Print. A process log indicates the progress of the batch as the requisitions are printed.

2 If you have chosen the option to confirm that the requisitions have printed successfully, you are prompted to confirm that the printing was successful.

3 A message indicates that the process is complete. Click OK to continue (the process log remains open in the background).

4 Click Print or Save As to keep the log for your records. If errors were encountered, you can use the information provided in the log to correct them.

The following section describes how to resolve issues that often arise when printing requisitions.

Resolving Requisition Errors

When a problem is encountered with a requisition, the Payment is skipped, no Check Requisition Form is printed, and the process log indicates the type of error that occurred. Steps for resolving these errors are detailed in the sections that follow.

Missing Organization Address The Payment's payee Organization does not have a complete address (Address, City, State, and Postal Code). Edit the Organization record for the payee so that it includes this information.

Missing General Ledger Account Code Values Depending on the G/L Account Method chosen, either the G/L Account Number, Fund, or Program Area for the Payment has not been defined. If the data is missing from the Payment, you can edit the Payment record.

Another possibility is that the classification used does not contain a Code value. If the Code value is missing (each classification should consist of both a Code value and a Description value), your Administrator should correctly set up your classification codes.

Payment is Not "Payable" GIFTS tracks which Payments in the system may be marked as Paid according to the following guidelines:

- If the Payment falls within an Open Budget Year and the Request Type of the Payment's Request is set up to "hit" the Budget, the Payment must be resolved against the Budget.
- The Request associated with the Payment must have a Disposition of Approved (not Pending or Declined).

If a Payment is not payable, make sure that these conditions are met.

Payment Does Not Have a Status of Paid or Scheduled You cannot generate requisitions for Payments that are Void, Contingent, or on Hold. In addition, you cannot generate requisitions for Refunds.

Check Number Exists If a Payment has a status of Paid and a check number already exists for this Payment, a no Check Requisition Form is printed since a check was apparently already issued for the Payment.

Duplicate Requisitions

If you have the permissions needed to print duplicate Check Requisition Forms, you can generate forms as many times as necessary for each Payment using the instructions in "Printing Check Requisition Forms" on page 124. Each time you print a duplicate form, the text "DUPLICATE REQUEST" appears at the end of the form.

GIFTS generates a separate History Activity for *each instance* in which the Check Requisition Form was generated, using the following Activity Type codes:

Activity Class	Activity Type
History	Original Check Requisition
History	Duplicate Check Requisition

To view the Audit Trail for a particular Payment or group of Payments, you can either:

- Zoom in on the Payment or Payments in the Payments folder of the GIFTS Organizer and then switch to the Activities folder.

- In the Activities folder, choose Edit ➤ Find to open Quick Find. Choose the 'Class and Type' property in Quick Find, and choose the 'Original Check Requisition' and/or 'Duplicate Check Requisition' Types.

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