

# General Ledger Setup Guide Guide

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General Ledger Setup Guide-2016

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# General Ledger Setup: The Big Picture

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Your financial structure is the backbone to your organization's revenue efforts. Careful planning and implementation of your financial structure ensures consistent and accurate data entry.

Preparation for your financial structure exists in two key areas: *Administration* and *Treasury*.

After you set up both areas, your financial structure allows those in your organization to successfully enter transactions, such as pledge and recurring gift payments. You can then post these transactions to your external general ledger. External (sometimes referred to as third party) signifies that your general ledger exists outside of the program. When you post, a post file is created that includes information about each transaction. You can then import that post file into your external general ledger.

If your organization already uses **Financial Edge NXT**, you can integrate it with **Blackbaud CRM**. This integration allows the two systems to be synchronized for fiscal years, accounts, and projects. It also increases efficiency by allowing users to post gifts directly from **Blackbaud CRM** into an open journal entry batch in **Financial Edge NXT**. When you synchronize funds from **Financial Edge NXT** to designations in **Blackbaud CRM**, you are also able to see financial data from **Financial Edge NXT** from that designation record.

## Full Circle View

Use the following sections to understand the workflow associated with General Ledger Setup.

### > Configuration Tasks

From the General Ledger Setup page in *Administration*, you create account systems and associate account systems with sites. From the General ledger setup page of an account system, you configure settings, such as the unmapped transaction setting and payment posting options.

### > Administration Tasks

From the General ledger setup page of an account system, you specify information such as GL (general ledger) accounts, segments, and transaction mappings. Using these tools, you can create general ledger distributions for transactions that will later be entered in the program.

## ➤ Treasury Tasks

After you work with configuration and setup tasks, you will round out your financial structure within *Treasury*. From here, you work with bank and bank account information, create adjustment categories and adjustments, create deposits, and link payments to deposits.

## Configuration Tasks

Your first order of business is to work with general ledger setup configuration tasks in *Administration*. To access the General ledger setup page, from *Administration*, click **General ledger setup**. The General Ledger Setup page appears.

### ➤ Unmapped Transaction Setting

With the **Unmapped transaction setting** configuration task, you can specify how to handle transactions that are missing valid GL transaction mappings. You can require that all transactions must be mapped or you can associate unmapped transactions with an account that builds the GL distribution for you. For more information, see [Unmapped Transaction Setting on page 16](#).

### ➤ Enable/Disable General Ledger

General ledger is, by default, enabled and creates transactions with a post status of "Not posted." You do not need to "turn on" general ledger unless you previously disabled it and now wish to enable it again. Note that when you enable general ledger after you previously disabled it, transactions you previously entered in the program will retain a post status of "Do not post." For more information, see [Enable or Disable General Ledger on page 29](#).

### ➤ Payment Posting Options

You can specify whether or not payments must be linked to deposits in order to successfully post to your general ledger. The **Payment posting options** configuration task is only available when you enable general ledger. For more information, see [Payment Posting Options on page 31](#).

### ➤ Financial Edge NXT integration - Financial Edge NXT setup

To enable the integration with **Blackbaud CRM**, you must set up the connection on **Financial Edge NXT**.

1. Go to Blackbaud Marketplace Manage page. You must be logged in to view the page.
2. Select **Connect app**. If you don't see the ability to connect an app manually, you might not be an environment Admin. To become an environment Admin, review these instructions.
3. Paste in the **Application ID**: 95d879e9-b9d1-48f2-b4ba-ce49ce40914d
4. Select **Connect**.

## > Financial Edge NXT integration - Blackbaud CRM setup

Before you begin, contact Blackbaud Customer Support and request that they provide you with the correct configuration file.

- To enable the integration with **The Financial Edge NXT**, select **Financial Edge NXT integration**. The Financial Edge NXT integration configuration screen appears.

- Under **Environment ID**, enter your **Financial Edge NXT** environment ID. The environment ID is the alphanumeric code that appears when you access **Financial Edge NXT** after "envid=" on the URL.
- To generate a refresh token, select **Authenticate and lookup in Financial Edge NXT**. The Blackbaud NXT Integration screen appears.
- Select **Get auth credentials**. The authorization screen appears.
- Under **From**, select the database you want to authorize. If you only have one database, it will be preselected. Then, select **Authorize**. You return to the Blackbaud NXT Integration screen.

- Select **Show refresh token**. When the token appears, select it and copy it to your clipboard, then paste it into the **Refresh token** field in the Financial Edge NXT integration configuration

screen.

8. If you have multiple integrated account systems with **Financial Edge NXT**, check **Financial Edge NXT source for designations** if you want your designation financials to be calculated using that environment by default.

**Note:** You can only have one default **Financial Edge NXT** environment as the source for designations. If you select this option, any **Financial Edge NXT** environments that were previously integrated will no longer be the default.

9. Select **Save**. You return to the General Ledger Setup screen.
10. On the Financial Edge NXT synchronization processes tab, you see all processes associated with an accounting system. Select the appropriate process and then select **Start process**. This default process will gather data from **Financial Edge NXT** so you can finish setting up the general ledger.

**Note:** While this process can be configured, we recommend that during setup you run it without any edits. You will be able to make edits later in the integration process.

### ➤ Unlink Financial Edge NXT Integration

You can unlink the integration with **Financial Edge NXT** at any point. When you do, the synchronization processes will stop running and you will not be able to synchronize accounts, fiscal years, and projects synchronized from **Financial Edge NXT** and the integration will no longer be used to calculate financial information for designations.

**Note:** If you unlink the default source for designations, we recommend that you select a new default. To unlink the integration, select **Unlink Financial Edge NXT integration** under **Tasks**.

## Administration Tasks

After you consider configuration settings for an account, you are now ready to work with general ledger setup tasks in *Administration*.

The General ledger setup page for an account system is divided into five main tasks to help you create your financial structure. In the program, tasks are listed in the recommended order of completion. A red "X" appears next to tasks that are not yet complete. After a task is complete, a green checkmark appears.

### ➤ Define Fiscal Years

The Fiscal Years page displays the fiscal years you define in the program. You can add, edit, copy, and delete fiscal years and financial periods for your organization. You can add as many fiscal years as you need as long as you add the older fiscal years first. For more information about fiscal years, see [Define Fiscal Years on page 32](#).

## ➤ Define Account Structure

The account structure comprises of segments that represent specific information about the account. From the Account Structure page, you specify the segments for your account. We recommend you plan your account structure and chart of accounts before you define them in the program. For more information about the account structure, see [Define Account Structure on page 32](#).

**Tip:** The **Define Account Structure** link already has a green checkmark because the program provides a predefined default account code for you.

## ➤ Define Constituent Hierarchy

When you add an account segment to the account structure, you define how you want to calculate the segment. For example, you might create an account segment called "Donor," and choose to have that segment calculated by "Constituency" when generating GL distributions.

**Note:** If your organization uses multiple general ledger account systems, the hierarchy is shared across the systems that use a constituency segment.

The **Define Constituency Hierarchy** link appears on the General ledger setup page of an account system once you map an account segment to "Constituency."

For more information about constituent hierarchy, see [Define Constituency Hierarchy on page 72](#).

## ➤ Define GL Accounts

You use accounts to classify the financial impact of adding, editing, and deleting transactions in the program. Accounts ensure that transaction activity taking place the program shows the correct increases or decreases in the balances of the accounts that exist in your external general ledger. When you post, you can view the program's transaction activity in the financial statements generated by your external general ledger. For more information about GL accounts, see [Define GL Accounts on page 35](#).

## ➤ Define Transaction Mappings

When you define a transaction mapping, you specify the default GL account (or account code) that you want to use for a particular transaction. For example, you want all cash donations to debit a specific account, so you create a "mapping" that essentially links all cash donations to that particular account. How you choose to map transactions to accounts and account codes depends on your organization's account structure and financial reporting needs. For more information about transaction mappings, see [Define Transaction Mappings on page 40](#).

## ➤ Define Segment Mappings

Segment mappings display the records, table entries, or transaction characteristics in the program that you define as segments in your account structure. For more information about segment mappings, see [Define Segment Mappings on page 66](#).

## Treasury Tasks

After you work with General Ledger setup tasks, you will round out your financial structure within *Treasury*.

### > Banks

When you add a bank to your database, you essentially designate an existing organization with the "Bank" constituency. A constituency specifies the relationship an organization has with your organization. After you add a bank, you can add a bank account.

For more information about banks, see the *Treasury Guide*.

### > Bank Accounts

Quality bank account information includes an accurate account name, account number, routing number, account type, GL cash account number, and balance information. After you create bank accounts, you can move to deposits.

For more information about bank accounts, see the *Treasury Guide*.

### > Deposits

You must link all depositable payments to deposits in order to post them. If you plan to work with a large number of payments, consider creating multiple deposits. We encourage you to add deposits in the program that represent actual batches of checks and cash (for example) that you bring to your bank.

For more information about deposit, see the *Treasury Guide*.

### > Link Multiple Payments

Because payments are part of the deposit record, you must link all depositable payments to a deposit before you can post them to your external general ledger. You can link payments one at a time or in bulk.

For more information about linking multiple payments, see the *Treasury Guide*.

### > Transactions

After you finish working in both Administration and Treasury to establish your financial structure, you are now ready to enter transactions in the program.

For more information about different types of revenue transactions, see the *Revenue Guide*.

## Integration with Financial Edge NXT

When you set up your general ledger in **Blackbaud CRM**, you can choose to integrate with your instance of **Financial Edge NXT**. **Blackbaud CRM** will then match the account structure of your **Financial Edge NXT** instance, and serve as a subledger of **Financial Edge NXT**.

If you have not yet set up your general ledger in **Blackbaud CRM**, we recommend that you follow the setup instructions in this document. The following is an outline of the tasks required to complete the integration.

**Warning:** If you have already set up your general ledger in **Blackbaud CRM** and you know the account structure does not match your account structure in **Financial Edge NXT**, we recommend that you work with Blackbaud Professional Services to configure the integration.

1. Connect your **Blackbaud CRM** instance to your **Financial Edge NXT** instance.

First, you must make sure that your databases know which instance they should use to connect to each other.

- **Financial Edge NXT** integration - **Financial Edge NXT** setup: See [Configuration Tasks on page 7](#)
- **Financial Edge NXT** integration - **Blackbaud CRM** setup: See [Configuration Tasks on page 7](#)
- Contact Blackbaud Professional Services to update the configuration file in your installation.

2. Import fiscal years

You can manually enter fiscal years, but we recommend that you import them from **Financial Edge NXT** so they can be synchronized in the future.

- Import fiscal years from **Financial Edge NXT**: See [Import Account Structure from Financial Edge NXT on page 33](#)

3. Import account structure

You can manually enter account segments, but we recommend that you import the account structure from **Financial Edge NXT**.

- Import account structure from **Financial Edge NXT**: See [Import Account Structure from Financial Edge NXT on page 33](#)

4. Define accounts

When you integrate with **Financial Edge NXT** as your accounting system, you can import your GL accounts directly into **Blackbaud CRM** if you use the same account structure in both programs.

- Define accounts when using **Financial Edge NXT**: See [Import Account Structure from Financial Edge NXT on page 33](#)

5. **Financial Edge NXT** synchronization process

This process by default will gather fiscal year, accounts, and projects from **Financial Edge NXT**. You can add or edit the process to also synchronize changes in fiscal years, accounts, and projects coming from **Financial Edge NXT**.

- Synchronize fiscal years: See [Synchronize Fiscal Years, Accounts, and Projects with Financial Edge NXT on page 37](#)
- Synchronize accounts: See [Synchronize Fiscal Years, Accounts, and Projects with Financial Edge NXT on page 37](#)
- Synchronize projects: See [Synchronize Fiscal Years, Accounts, and Projects with Financial Edge NXT on page 37](#)

## Preparation Checklist

We recommend you consider the following questions as you plan your financial structure. Careful planning helps ensure a consistent financial workflow when you enter transactions, create reports, post transactions, and import data into your general ledger.

**Tip:** If your accounting system is integrated with Financial Edge NXT then you may want to import the accounting structure and accounts from Financial Edge NXT and use these in your financial structure.

- What does your financial structure look like?
- Do you currently have an external general ledger? If so, what is it?
- Do you plan to change anything in your external general ledger setup?
- What is the post date of the earliest transaction you plan to enter in the program? This determines the earliest fiscal year you need to set up.
- What is your account structure? What are your account segments? Your goal is to make your account structure in the program identical to your external general ledger. An account structure example is:  
**Fund — Account Code — Department — Location — Designation**
- Think about how general ledger distributions should be assigned to transactions. For example, when you add a donation, how do you know what general ledger distribution should be assigned to that transaction? Are there specific fields, such as designation, that help determine this? As you set up your account segments, think about the characteristics on a transaction that correspond with a particular segment.
- From your chart of accounts, which accounts should the program use? You only need to add accounts that will be used in transactions.
- List the transaction types that your organization will use, such as donation. You only need to consider transaction types that will be used to create general ledger distributions on your transactions.
- List account segments and their values. List each value for the characteristic. You must map the specific characteristics on a transaction to specific account segment values. This will also be used to create distributions on your transactions.
- When you post your transactions, which post format will you use?

# General Ledger Setup

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Your financial structure is the backbone to your organization's revenue efforts. Careful planning and implementation of your financial structure ensures consistent and accurate data entry.

Preparation for your financial structure exists in two key areas: *Administration* and *Treasury*.

The General ledger setup area in *Administration* is where you define your account structure, general ledger accounts, account and account code mappings, and segment mappings. When you define the structure of the account, you can specify the number of segments, their order, and the length of each. You can then create accounts and map segment values to various data elements throughout the system.

After you work with general ledger setup tasks, you will round out your financial structure within *Treasury*. Here, you will work with banks, bank accounts, deposits, and linking payments to deposits.

We recommend you plan out your account structure before defining it in the system. You must ensure that all account and account code values are mapped to the appropriate general ledger distributions for all the offices within your organization. The structure you define should match your actual general ledger structure. For example, your account structure may be:

#### **Fund - Account Code - Department - Location - Designation**

Setting up an account structure and mapping it to your general ledger allows you to integrate Blackbaud software with your general ledger solution.

This chapter focuses on general ledger setup tasks within *Administration*. For more information about *Treasury* tasks, see the *Treasury Guide*. For information about posting to your general ledger, see the *Revenue Guide*.

To access the General Ledger Setup page, from *Administration*, click **General ledger setup**.

#### **Financial Edge NXT Integration**

If you are using the **Financial Edge NXT** integration, once you link **Blackbaud CRM** with **Financial Edge NXT**, the **Financial Edge NXT** synchronization processes tab appears on the General Ledger

Setup page. You can see any processes that you have set up to synchronize data with your **Financial Edge NXT** instance. You are automatically taken to this tab once you successfully link **Blackbaud CRM** with **Financial Edge NXT** so that you can get fiscal years, accounts, and designations from **Financial Edge NXT** into **Blackbaud CRM**. For more information, see [Synchronize Fiscal Years, Accounts, and Projects with Financial Edge NXT on page 37](#).

### ➤ Add general ledger account system

1. From the General Ledger Setup page, click **Add** on the action bar. The Add an account system screen appears.
2. Enter a unique name and description for the GL account structure. This information displays in the **Account systems** grid.
3. In the **Sites** field, select the sites you want to associate with this account structure. Click the drop-down arrow to view all the sites defined for your organization. Sites are created in *Administration*.  
For more information about sites, see the *Security Guide*.
4. Select **Use this account system for users without site permissions** to accommodate any users who can create transactions or enter data, but were not added to a system role. You can select this for only one account system.
5. Click **Save**.

### ➤ Assign default account systems

1. From the General Ledger Setup page, click **Assign default account systems**. The Assign Default Account Systems page appears.
2. In the **Default Account systems** grid, select an application user and click **Edit application user**. The Edit default account system screen appears.
3. In the **Account system** field, select the account system you want to set as the default for the selected application user.

**Warning:** If you create an account system default for a user that does not have rights to post to that account system, when the user adds revenue, the account system default is set to the first account system created to which the user has rights.

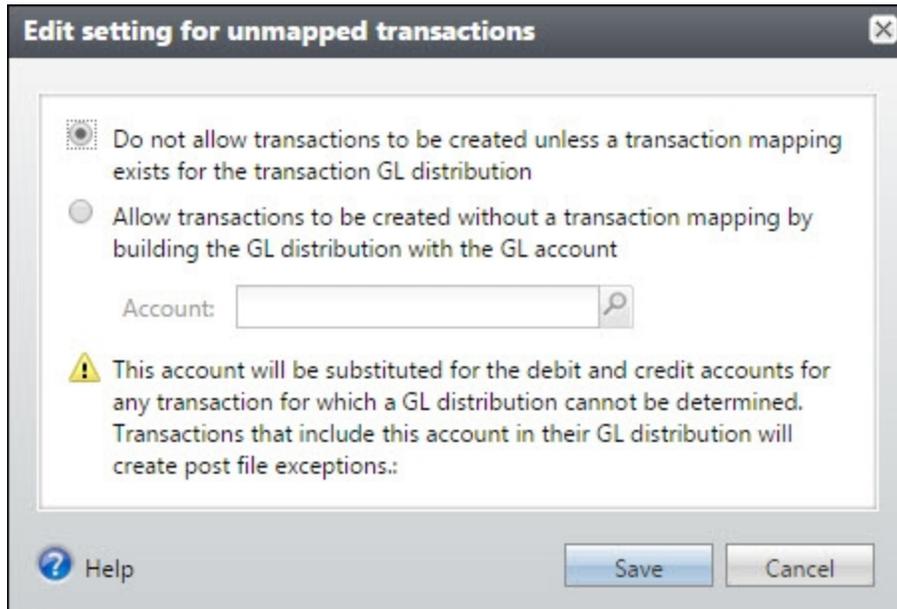
4. Click **Save**.

## Unmapped Transaction Setting

With the **Unmapped transaction setting** configuration task, you can specify how to handle transactions that are missing valid GL transaction mappings. You can require that all transactions must be mapped or you can associate unmapped transactions with an account that builds the GL distribution for you.

### ► Edit setting for unmapped transactions

1. From the General ledger setup page of an account system in *Administration*, click **Unmapped transaction setting** under **Configuration**. The Edit setting for unmapped transactions screen appears.



2. When you select **Do not allow transactions to be created unless a transaction mapping exists for the transaction GL distribution**, transactions cannot be saved and posted unless a valid transaction mapping exists. To map transactions, click **Define Transaction Mappings** on the General ledger setup page.
3. When you select **Allow transactions to be created without a transaction mapping by building the GL distribution with the GL account**, the **Account** field is enabled. Click the search button at the end of the field to access the Account Search screen. Select an account to use temporarily for transactions with incorrect transaction mappings.

The account you select here is only temporary. To successfully save and post transactions, valid transaction mappings must exist within all applicable offices. If these do not exist, an error is generated in the exception report for the post process. You may also receive an error during the post process due to unmapped segments or missing GL accounts.

**Note:** Unmapped transaction messages play an important part in ensuring your general ledger setup is configured properly. The program tracks unmapped transaction messages only when you use the **Unmapped transaction setting** to associate an account with transactions that are missing a valid GL transaction mapping.

4. Click **Save**. You return to the General ledger setup page.

## Unmapped Transaction Messages

Unmapped transaction messages play an important part in helping you ensure your general ledger setup is configured properly. The program tracks unmapped transaction messages only when you use the **Unmapped transaction setting** to associate an account with transactions that are missing a valid GL transaction mapping.

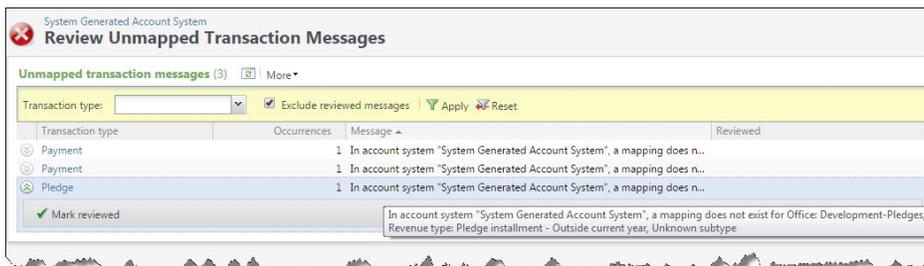
**Note:** If you do not use the **Unmapped transaction setting** to associate an account with transactions that are missing a valid GL transaction mapping, the program does not track unmapped transaction messages. You must communicate any errors regarding unmapped transactions to your accounting manager to ensure your general ledger setup is maintained.

Unmapped transaction messages are generated due to unmapped segments, missing transaction mappings, and missing GL accounts. A message is unique and is generated for one or more transactions with incomplete or missing mappings. You can click on a message to view a list of all transactions that pertain to that specific message. If necessary, you can click a transaction to access the specific record associated with the transaction, such as a payment, pledge, or planned gift.

Use the information in the messages to correct any unmapped transactions. Once you make corrections, you can run a process to update the GL distributions for those transactions.

## Review Unmapped Transaction Messages

To access unmapped transaction messages, from the General ledger setup page of an account system, click **Review unmapped transaction messages** under **Tasks**.



From the Review Unmapped Transaction Messages page, you can view unique messages generated for transactions with incomplete or missing mappings. For each message, the transaction type, number of affected transactions, and the message appear.

**Tip:** We recommend you set up a RSS feed to monitor messages as they are generated by the program.

Use the **Transaction type** field to filter messages based on the transaction type you want to view. To mark a message as reviewed, click the double arrows next to a message to expand its row. From the action bar that appears, click **Mark reviewed**. When you mark a message as reviewed and use the **Exclude reviewed messages** filter, the message no longer appears on the page, but it is not deleted from the program. The message still exists and represents transaction mappings that need your attention. It is important to remember that using these filter options does not update your transactions in any way. They are simply options to help control what you see on the page.

**Note:** When you mark a message as reviewed and filter the page using **Exclude reviewed messages**, if you later add transactions that would generate the same message, the program generates a new instance of the message. This message displays on the Review Unmapped Transaction Messages page to alert you that the incomplete mapping issue still exists. In addition, the program will list all associated transactions for each instance of the message.

**Warning:** Once you mark a message as reviewed, the setting cannot be edited.

Each message represents one or more transactions that are affected by the incomplete mappings. To view a list of all transactions associated with a message, click the name of the transaction type .

Once you review messages and correct any mappings, you can run the **Update unmapped transactions** process to update GL distributions for those transactions.

### ➤ Review unmapped transaction messages

1. From the General ledger setup page of an account system in *Administration*, click **Review unmapped transaction messages** under **Tasks**. The Review Unmapped Transaction Messages page appears.
2. From this page, filter and review the messages as necessary.
3. To view specific transactions associated with the message, click the name of the transaction type.

## Review Unmapped Transaction Message List

From the Review Unmapped Transaction Messages page, you can select a specific message and click the name of the transaction type to view all transactions related to that particular message. If necessary, you can click a transaction to access the specific record associated with it, such as a payment, pledge, or planned gift.

### ➤ Review unmapped transaction message list

1. From the Review Unmapped Transaction Messages page, select a message and click **Go to transaction list** in the action bar. The Unmapped Transaction Message List page appears.
2. From this page, you can view message details, such as the transaction type and number of occurrences.
3. To access the record for a transaction, click the transaction.
4. Once you review a message and its details, we recommend you correct any incomplete mappings. Remember, incomplete mappings are caused by unmapped segments, missing transaction mappings, and missing GL accounts.

Once you correct incomplete mappings, you can return to the Review Unmapped Transaction Messages page and run the **Update unmapped transactions** process to update the GL distributions for transactions.

For more information, see [Update Unmapped Transactions on page 20](#).

**Note:** Remember, transactions may have multiple messages associated with them. When you run the **Update unmapped transactions** process, the Recent Status tab displays the total number of records processed, not the number of messages processed.

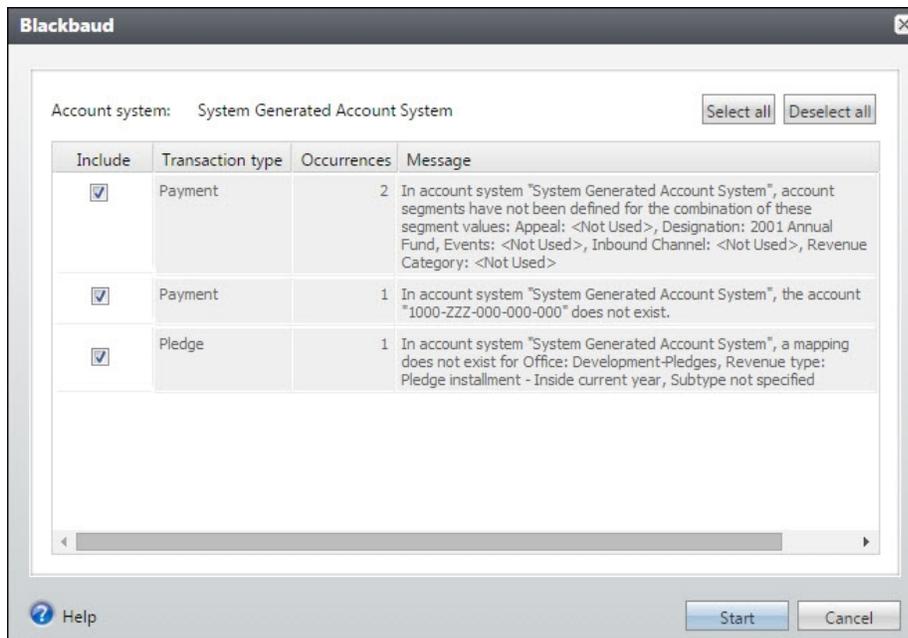
## Update Unmapped Transactions

After you make corrections for any incomplete mappings, you can run the **Update unmapped transactions** process to update GL distributions for those transactions. You can select all or specific transactions you want to include in the update process. The process updates GL distributions and, if the mappings have been corrected, deletes related unmapped transaction messages from the Review Unmapped Transaction Messages page.

During the update process, for any transactions that still have incorrect mappings, GL distributions are not updated. For those transactions, the program generates a new instance of the transaction mapping message to appear on the Review Unmapped Transaction Messages page.

### ► Update unmapped transactions

1. From the Review Unmapped Transaction Messages page, click **Update unmapped transactions** under **Related tasks**. A status page appears.
2. Click **Start process** under **Tasks**. A screen appears, asking you to confirm which transaction messages to include.



3. Select the transaction messages you want to include in the update process.
4. Click **Start** to start the process.

During the process, the program updates GL distributions associated with the unmapped transaction messages you selected.

You can view the status of this process from the Recent status tab of the process page. You can also click **Updated transactions report** to view a list of the updated transactions.

For information about the tabs of a process, see [Tabs of a Process Status Page on page 21](#).

## Tabs of a Process Status Page

Each business process in the database has a status page. The process status page contains information specific to the process. You enter this information when you add the process to the database. Each process status page also includes information about the most recent instance of the process and historical data about the process. On some process status pages, you can manage the job schedules of the process. To help manage this information, each process status page contains multiple tabs.

### Recent Status Tab

On the Recent status tab, you view the details of the most recent instance of the process. These details include the status of the process; the start time, end time, and duration of the process; the person who last started the process; the name of the server most recently used to run the process; the total number of records processed; and how many of those records processed successfully and how many were exceptions.

### History Tab

Each time you run a business process, the program generates a status record of the instance. On the History tab, you view historical status record information about each instance of the process. The information in the grid include the status and date of the instance.

On the History tab, you can limit the status records that appear in the grid. You can filter by the process status. If you filter the records that appear in the grid, it can reduce the amount of time it takes to find a process instance. For example, if you search for a instance that did not finish its operation, you can select to view only status records with a **Status** of Did not finish. To filter the records that appear in the grid, click the funnel in the action bar. The **Status** field and **Apply** button appear so you can select the status of the instances to appear in the grid. To update the information that appears, click **Refresh List** on the action bar.

Depending on your security rights and system role, you can delete a status record from the grid on the History tab.

## Delete a Status Record from the History Tab of a Process Status Page

On the History tab of a process status page, you can delete a specific status record of the process. When you delete a status record, you delete the process and all of its history. Before you delete a process, we strongly recommend you back up your data.

### > Delete a status record from the History tab

1. On the process status page, select the History tab.

**Note:** You can filter the status records that appear in the grid by the process status. If you filter the records in the grid, it can reduce the amount of time it takes to find an process instance. For example, if you search for a instance that completed its operation, you can select to view only status records with a **Status** of Completed. To filter the records that appear in the grid, click the funnel in the action bar. The **Status** field and **Apply** button appear so you can select the status of the instances to appear in the grid.

2. In the grid, select the status record to delete.
3. On the action bar, select **Delete**. A message appears to confirm the deletion of the status record.
4. Click **Yes**. You return to the History tab. The selected status record no longer appears.

## Job Schedules Tab

On the Job schedules tab, you view the job schedules of the process in the database. The details in this grid include the name of the job, whether a job schedule is enabled, the frequency of the job schedule, the start date and time and end date and time of the scheduled jobs, and the dates the job schedule is added and last changed in the database. You enter this information when you set the job schedule of the process.

Depending on your security rights and system role, you can add, edit, and delete job schedules that appear on the Job schedules tab. To update the information that appears, click **Refresh List** on the action bar.

## Schedule a Process Job

You can create a job schedule to automatically run a business process. When you create a schedule for a process, the program exports and runs the process at the scheduled instance or interval. For example, you can schedule to run a process at a time convenient for your organization, such as overnight. You can create a job schedule from the Job schedules tab of the process status page. On the action bar, click **Add**. The Create job screen appears.

**Note:** To create a job schedule from any tab of the process status page, click **Create job schedule** under **Tasks**.

### > Create a job schedule

1. Select the process to schedule.
2. From the Job schedules tab, click **Add** or from **Tasks**, click **Create job schedule**. The Create job screen appears.
3. In the **Job name** field, enter a descriptive name for the scheduled process.

4. To suspend the scheduled process, do not select **Enabled**. To make the process active, select **Enabled**. By default, this checkbox is selected.
5. In the **Schedule Type** field, select the desired frequency on which to run the process.
6. Make any necessary changes to the job's frequency and duration.
7. To save the changes, click **Save**.

## Create Job Screen

The table below explains the items on the Create job screen. For information about how to access this screen, see [Schedule a Process Job on page 22](#).

Screen Item	Description
-------------	-------------

<b>Job name</b>	Enter the name of the job schedule.
-----------------	-------------------------------------

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## Screen Description Item

<b>Schedule type</b>	<p>Selections for job frequency include:</p> <ul style="list-style-type: none"> <li>-<b>One time</b>: The scheduled process runs once, on the date and time specified in the <b>One-time occurrence</b> field.</li> <li>-<b>Daily</b>: The scheduled process runs on a daily basis. In the <b>Frequency</b> section, specify the number of days to lapse between each run of the job. In the <b>Daily frequency</b> section, specify a time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Weekly</b>: The scheduled process runs on a weekly basis. In the <b>Frequency</b> section specify the number of weeks to lapse before the process runs, in addition to the day of the week for it to run. In the <b>Daily frequency</b> section, set a specific time for the process to run, or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Monthly</b>: The scheduled process runs on a monthly basis. In the <b>Frequency</b> section, specify the number of months to lapse before the process runs, in addition to the day of the month for it to run. In the <b>Daily frequency</b> section, specify a specific time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Start when SQL Server Agent service starts</b>: The scheduled job process runs when the <i>SQL Server Agent service</i> starts. This is useful if you use the <i>SQL Server Agent service</i> for other tasks.</li> <li>-<b>Start when the computer becomes idle</b>: The job runs when enough resources are available on the server. This is determined by the idle condition defined in the <i>SQL Server Agent</i> properties on the server.</li> </ul>
<b>Enabled</b>	To suspend the scheduled process, unmark this checkbox. To make the process active, mark <b>Enabled</b> . By default, this checkbox is marked.
<b>Date</b>	Appears when you select One time in the <b>Schedule type</b> field. Use the date format mm/dd/yyyy, or click the drop down arrow to select from a calendar.
<b>Time</b>	Appears when you select One time in the <b>Schedule type</b> field. Enter the date of the one-time occurrence.

## Screen Item Description

<b>Occurs every [ ] month (s)</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Days of the week</b>	Appears when you select Weekly in the <b>Schedule type</b> field. Mark the checkbox beside the day of the week to run the job. You can select one or multiple days.
<b>Day [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field.
<b>The [ ] [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field. In the first field select First, Second, Third, Fourth, or Last. In the second field select a day of the week or Day, Weekday, or Weekend day. For example, to run a process the last Friday of every month, select Last in the first field and Friday in the second field.
<b>Occurs once at [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Occurs every [ ] [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field. To move the number by one, click the up and down arrow in the first field. In the second field, select Minutes or Hour. For example, to run this process in the morning and afternoon every day at work, enter 4 in the first field and select Hours in the second field.
<b>Starting at and Ending at</b>	Enabled when you select <b>Occurs every [ ] [ ]</b> . Using the example in the previous row, enter 8:00:00AM in the <b>Start at</b> field and 5:00:00PM in the <b>Ending at</b> field.
<b>Start date</b>	Enter the date for the job schedule to begin to process. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar.
<b>End date</b>	Enter the date for the job schedule to end. For example, enter an end-of-year date. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar. This option is disabled when <b>No end date</b> is selected.
<b>No end date</b>	If your job schedule does not have an end date, mark this option.
Screen Item	Description
<b>Job name</b>	Enter the name of the job schedule.

## Screen Description Item

<b>Schedule type</b>	<p>Selections for job frequency include:</p> <ul style="list-style-type: none"> <li>-<b>One time</b>: The scheduled process runs once, on the date and time specified in the <b>One-time occurrence</b> field.</li> <li>-<b>Daily</b>: The scheduled process runs on a daily basis. In the <b>Frequency</b> section, specify the number of days to lapse between each run of the job. In the <b>Daily frequency</b> section, specify a time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Weekly</b>: The scheduled process runs on a weekly basis. In the <b>Frequency</b> section specify the number of weeks to lapse before the process runs, in addition to the day of the week for it to run. In the <b>Daily frequency</b> section, set a specific time for the process to run, or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Monthly</b>: The scheduled process runs on a monthly basis. In the <b>Frequency</b> section, specify the number of months to lapse before the process runs, in addition to the day of the month for it to run. In the <b>Daily frequency</b> section, specify a specific time for the process to run or specify that the process run repeatedly during a specific period of time. In the <b>Duration</b> section, specify the date that your process begins. If you want the process to run over a specific period of time, specify an optional <b>End date</b> or keep the default of <b>No end date</b>.</li> <li>-<b>Start when SQL Server Agent service starts</b>: The scheduled job process runs when the <i>SQL Server Agent service</i> starts. This is useful if you use the <i>SQL Server Agent service</i> for other tasks.</li> <li>-<b>Start when the computer becomes idle</b>: The job runs when enough resources are available on the server. This is determined by the idle condition defined in the <i>SQL Server Agent</i> properties on the server.</li> </ul>
<b>Enabled</b>	To suspend the scheduled process, do not select this checkbox. To make the process active, select <b>Enabled</b> . By default, this checkbox is selected.
<b>Date</b>	Appears when you select One time in the <b>Schedule type</b> field. Use the date format mm/dd/yyyy, or click the drop down arrow to select from a calendar.
<b>Time</b>	Appears when you select One time in the <b>Schedule type</b> field. Enter the date of the one-time occurrence.

## Screen Item Description

<b>Occurs every [ ] month (s)</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Days of the week</b>	Appears when you select Weekly in the <b>Schedule type</b> field. Mark the checkbox beside the day of the week to run the job. You can select one or multiple days.
<b>Day [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field.
<b>The [ ] [ ] of the month</b>	Appears when you select Monthly in the <b>Schedule type</b> field. In the first field select First, Second, Third, Fourth, or Last. In the second field select a day of the week or Day, Weekday, or Weekend day. For example, to run a process the last Friday of every month, select Last in the first field and Friday in the second field.
<b>Occurs once at [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field.
<b>Occurs every [ ] [ ]</b>	Enabled when you select Daily, Weekly, or Monthly in the <b>Schedule type</b> field. To move the number by one, click the up and down arrow in the first field. In the second field, select Minutes or Hour. For example, to run this process in the morning and afternoon every day at work, enter 4 in the first field and select Hours in the second field.
<b>Starting at and Ending at</b>	Enabled when you select <b>Occurs every [ ] [ ]</b> . Using the example in the previous row, enter 8:00:00AM in the <b>Start at</b> field and 5:00:00PM in the <b>Ending at</b> field.
<b>Start date</b>	Enter the date for the job schedule to begin to process. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar.
<b>End date</b>	Enter the date for the job schedule to end. For example, enter an end-of-year date. Use the date format mm/dd/yyyy, or click the arrow to select from a calendar. This option is disabled when <b>No end date</b> is selected.
<b>No end date</b>	If your job schedule does not have an end date, select this option.

## Edit a Job Schedule

Once you create a job schedule for a process, you can update it as necessary, such as to adjust its frequency. You cannot edit the package selected to create the job schedule.

### ➤ Edit a job schedule

1. On the Job schedules tab, select the job to edit.
2. On the action bar, click **Edit**. The Edit schedule screen appears.
3. Edit the information on the screen. For example, you could change the **Schedule Type** and specify a different frequency on which the process should run. The items on this screen are the same as those on the Create job screen. For more information about these items, see [Schedule a Process Job on page 22](#) and the [Create Job Screen on page 23](#).
4. Click **Save** to save the changes. You return to the Job schedules tab.

## Delete a Job Schedule

On the Job schedules tab of a status page, you can delete a job schedule of the process. When you delete a job schedule, you delete the scheduled job and any changes made to it outside the program.

### ➤ Delete a job schedule

1. On the Job schedules tab, select the job to delete.
2. On the action bar, click **Delete**. A confirmation screen appears.
3. Click **Yes** to delete the job. You return to the Job schedules tab.

## Generate Windows Scripting File

A Windows Scripting File (\*.wsf) is an executable script file format for Windows that can incorporate VBScript (\*.vbs) routines and include XML elements.

### ➤ Generate a Windows Scripting File

1. Go to the process that requires a Windows Scripting File.
2. Under **Tasks**, click **Generate WSF**. The Generate business process WSF file screen appears.
3. In the **Save As** field, enter the path and file name for the WSF file. To browse for a location to save the file, click the ellipsis. The Save As screen appears.
4. Click **OK**. The program saves the WSF file.

## Types of Transaction Messages

The program generates unmapped transaction messages due to three types of issues: Unmapped segments, missing transaction mappings, and missing GL accounts.

**Note:** The program tracks unmapped transaction messages only when you use the **Unmapped transaction setting** to associate an account with transactions that are missing a valid GL transaction mapping. If you do not associate an account using this setting, the program does not track unmapped

transaction messages. You must communicate any errors regarding unmapped transactions to your accounting manager to ensure your general ledger setup is maintained.

To correct the unmapped transaction, use the details of the message to identify exactly what is missing. Once you correct the mapping, you can run the **Update unmapped transactions** process to update GL distributions for those transactions. For more information about this process, see [Update Unmapped Transactions on page 20](#).

## Unmapped Segments

A message is generated for unmapped segments. The message includes the account system name and any segment values that are missing.

To correct unmapped segments, click **Define Segment Mappings** on the General ledger setup page.

## Missing Transaction Mappings

A message is generated for missing transaction mappings. The message includes the account system name, office associated with the transaction, and the transaction type.

To correct missing transaction mappings, click **Define Transaction Mappings** on the General ledger setup page. From this page, click the name of the office you want to work with.

## Missing GL Accounts

A message is generated for missing GL accounts. The message includes the account system name and the missing GL account.

To add valid GL accounts, click **Define GL Accounts** on the General ledger setup page.

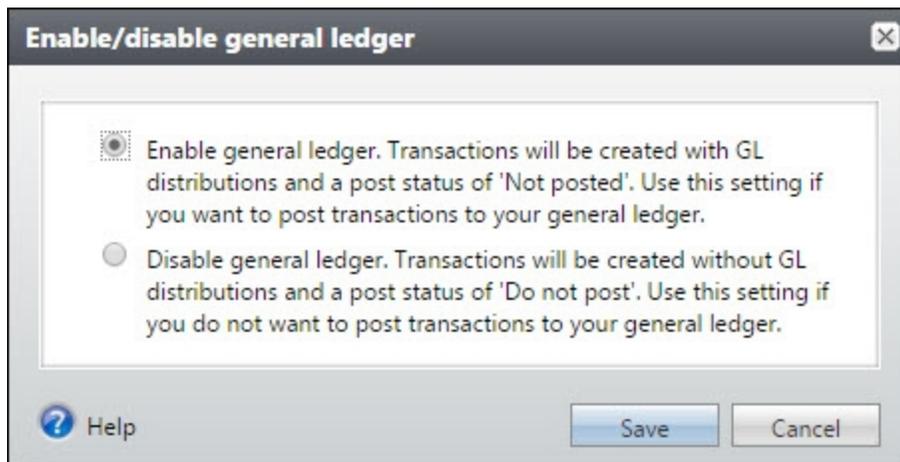
**Note:** Depending on your organization's needs, you may want to edit the mapping for the account, account code, or account segment mapping instead of creating a new GL account.

## Enable or Disable General Ledger

From the General ledger setup page, under **Configuration** in the explorer bar, click **Enable/disable general ledger** to enable general ledger or disable general ledger at any time.

### ➤ Enable or disable general ledger

1. From the General ledger setup page of an account system in *Administration*, click **Enable/disable general ledger** under **Configuration**. The Enable/disable general ledger screen appears.



2. To enable general ledger, select **Enable general ledger**.

General ledger is, by default, enabled and creates transactions with a post status of "Not posted."

You do not need to "turn on" general ledger unless you previously disabled it and now wish to enable it again. Note that when you enable general ledger after you previously disabled it, transactions you previously entered in the program will retain a post status of "Do not post."

3. To disable general ledger, select **Disable general ledger**.

You may find that your organization needs to track constituents and other activity within the system, but has no need to post transaction activity from within the program for use with an external general ledger. To meet this need, you can disable general ledger.

When you disable general ledger, tasks in the General ledger setup area of *Administration* are no longer required. Valid transaction and segment mappings, GL accounts, and an account structure are no longer necessary to save and post transactions in your system. Going forward, the program will create transactions without GL distributions. Since no distributions exist, a GL distribution tab may continue to appear on a transaction record, but will not display distribution account rows for the transaction. Transactions you enter in the program will have a post status of "Do not post."

**Note:** When general ledger is disabled, the tasks in the General ledger setup area of *Administration* are still available to you. You can choose to create transaction and segment mappings, GL accounts, and an account structure. You may find it easier to set up your general ledger while general ledger is disabled. Remember, you must enable general ledger in order for all parts of your general ledger setup to work properly and for transactions to post.

If general ledger is enabled and you now wish to disable it, and your system includes transactions with a post status of "Not posted," a warning message appears. Before you can disable general ledger, you must either manually post those transactions or change their post status to "Do not post."

**Warning:** If you work with ticketing transactions, such as group sales or daily sales, and you select to disable general ledger, you must first create a bank account so that your sales can reconcile using a sales deposit. You create bank accounts in *Treasury*.

4. Click **Save**. You return to the General ledger setup page.

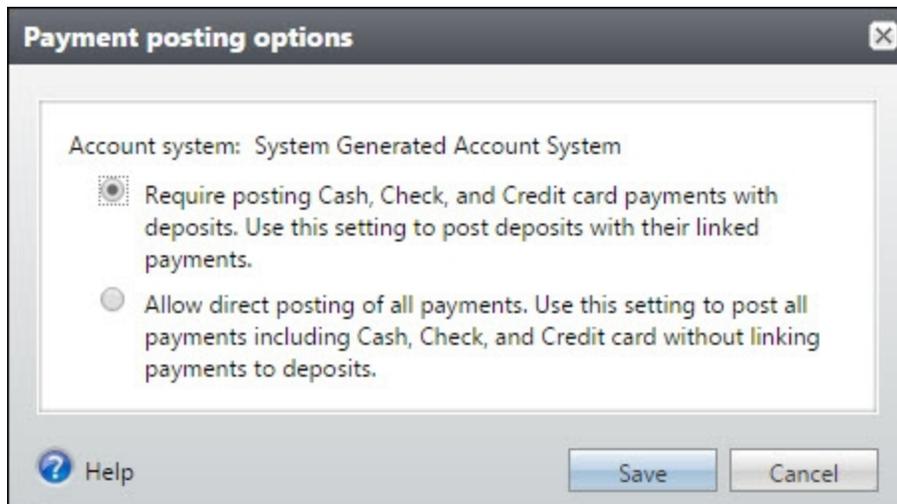
## Payment Posting Options

You can specify whether or not payments must be linked to deposits in order to successfully post to your general ledger.

The **Payment posting options** configuration task is only available when you enable general ledger. To work with the **Enable/disable general ledger** task, from the General ledger setup page of an account system in *Administration*, click **Enable/disable general ledger**.

### ➤ Specify payment posting options

1. From the General ledger setup page of an account system in *Administration*, click **Payment posting options** under **Configuration**. The Payment posting options screen appears.



2. To require that payments must be linked to deposits in order to post to the general ledger, select **Require posting Cash, Check, Credit card payments with deposits. Use this setting to post deposits with their linked payments.**

**Warning:** The **Payment posting options** configuration task is only available when you enable general ledger. To work with the Enable/disable general ledger task, from the General ledger setup page of an account system in *Administration*, click Enable/disable general ledger.

3. To allow unlinked payments to post directly to the general ledger, select **Allow direct posting of all payments. Use this setting to post all payments including Cash, Check, and Credit card without linking payments to deposits.**

When you select this option, the program uses the default transaction mappings for the cash account to post payments. The post date uses the transaction date similar to non-depositable payment methods, such as stock.

4. Click Save. You return to the General ledger setup page.

## Define Fiscal Years

Before you add transactions, you must first establish fiscal years.

The Fiscal Years page displays the fiscal years you have defined in the system. To access the Fiscal Years page, select **Define Fiscal years** on the General ledger setup page of an account system. You can add, edit, and delete fiscal years and financial periods for your organization from this page.

**Note:** If you are using the Financial Edge NXT integration, see [Synchronize Fiscal Years, Accounts, and Projects with Financial Edge NXT on page 37](#).

## Define Account Structure

Before creating transactions and generating general ledger distributions for these transactions, you must define the general ledger account structure. The account structure includes segments that represent specific information about the account. From the Account Structure page, you specify which segments will exist in your account.

An account structure requires only one segment, an account code, which can be one to 100 characters long using alpha-numeric characters. Typically, account codes define cash, accounts receivable, and various revenue accounts. You can add additional segments, depending upon your organization's needs, which are calculated from an area that you can select, such as event, program, or department. These segments can be up to 100 characters as well, but keep in mind, your total account number cannot exceed 100 characters.

You can also include composite segments in your account structure. Composite segments are segments calculated from two to four areas. You can define these as well. For example, you can define an account segment, called "Location," based on site and program that is six characters long and separated by a hyphen. For more information about composite segments, see [Composite Segments on page 34](#).

The following illustration is an example of an account structure with four segments.



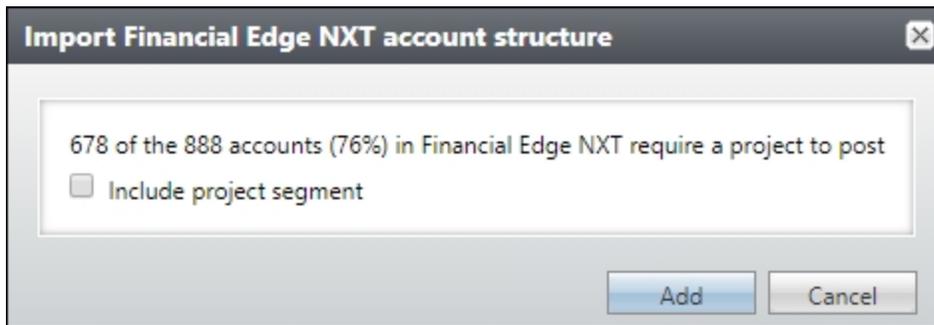
We recommend you plan out your account structure and chart of accounts before defining them in the system. On the Account Structure page you can add, edit, and delete account segments that make up

the account. To access the Account Structure page, click **Define Account Structure** on the General ledger setup page of an account system.

## Import Account Structure from Financial Edge NXT

If you prefer not to manually add account segments, we recommend that you import the account structure from **Financial Edge NXT** if you have integrated **Blackbaud CRM** with **Financial Edge NXT**.

1. Under **Financial Edge NXT Integration**, select **Import from Financial Edge NXT**. The Import Financial Edge NXT Account Structure screen appears.



2. If you require projects in order to post and want your account structure to include the project segment, select **Include Project Segment**.
3. Select **Add**.

## Add Account Segment

The account structure is comprised of account segments. Segments consist of a name, where the data comes from, location in sequence, length, and a separator. The sequence is assumed when you add an account segment. You can edit the sequence later.

If your organization uses **The Financial Edge 7**, you can select which account segment represents the project within **The Financial Edge 7**.

### > Add account segment

1. From the General ledger setup page of an account system, click **Define Account Structure**. The Account Structure page appears.
2. Click **Add**. The Add account segment screen appears.

3. Enter a name for the account segment. Segments represent specific information about the account. For example, you could create a segment for events or appeals.
4. In the **Calculated using** field, select the table to use to calculate the segment. Table entries are drawn from other records in the system, such as events.
5. In the **Length** field, enter a length. Account segments can be up to 100 characters, but keep in mind, your total account number cannot exceed 100 characters.
6. In the **Separator** field, select the character to use as a separator. The choices include "- Hyphen," ", Comma," "/" Slash," "\ Backslash," "; Semicolon," ". Period," and "<No separator.>"
7. If your organization uses **The Financial Edge 7** or **Financial Edge NXT**, you can select **Associate this segment with Project** to designate this account segment as the project in **The Financial Edge 7** or **Financial Edge NXT**. You can designate only one account segment as the project.

**Warning:** You cannot designate your account code segment as the project.

8. Click **Save**.

**Note:** If you prefer, you can manually enter a matching account structure into **Blackbaud CRM** instead of importing it from **Financial Edge NXT**.

## Composite Segments

Composite segments are segments you define specifically for your organization's needs. When you define composite segments, you can include multiple areas to use when generating GL distributions. These composite segments give you the flexibility to create account segments specific to your organization so that you can include these items in journal entries and reporting.

A regular segment's value is based on a single field from the payment record. Composite segments are calculated by multiple fields from a transaction record, such as a payment. For example, you might create a composite segment named "Misc," and then select the records from the fundraising and ticketing systems that are represented by Misc's segment values, like an event registration, a ticketed program and a donation.

We recommend you use composite segments if the account structure within your current general ledger account system does not map to the regular segments listed in **General ledger setup**.

You can add, edit, and delete composite segments from the Composite Segments page. To access the Composite Segments page, click **Define Composite Segments** from the Account Structure page.

## Add Composite Segment

You can add composite segments to use in your account structure. If you have a segment that is calculated by a combination of multiple characteristics, you may need to use composite segments. When you define composite segments, you can include multiple areas to use when generating GL distributions.

To access the Composite Segments page, click **Define Composite Segments** from the Account Structure page.

### > Add composite segment

1. From the Account Structure page, click **Define Composite Segments**. The Composite Segments page appears.
2. Click **Add**. The Add a composite segment screen appears.

3. Enter a name for the composite segment.
4. Select the areas to use to calculate the segment. You can select from two to four areas.
5. Click **Save**.

## Define GL Accounts

General ledger accounts are used to group financial transactions. Accounts show increases, decreases, and an ending balance that provide a means for creating financial statements.

**Note:** You generate financial statements from your accounting solution.

Each transaction must have an account assigned to it. Each account has a unique number structure consisting of at least an account code. Accounts can also have other account segments to help categorize transactions for creating statements.

The program only generates GL distributions for accounts that follow your structure. This ensures that any distribution that the software creates can be posted to your general ledger.

When you add an account alias, you associate the account number in the system with the account number in your external general ledger. If you choose to use an account alias, the system uses the account alias in place of the account number in the following areas: pre-post reports, post reports, exception reports, post files for download. The account alias is used in these areas to ensure accuracy when you import data into your external general ledger.

You can create general ledger accounts from the GL Accounts page. You only need to add accounts that will be used in general ledger mapping. To access the GL Accounts page, click **Define GL Accounts** on the General ledger setup page of an account system.

## Define Accounts When Using Financial Edge NXT

When you integrate with **Financial Edge NXT** as your accounting system, you can import your GL accounts directly into **Blackbaud CRM** if you use the same account structure in both programs. From the GL Accounts page, select **Import from Financial Edge NXT**.

**Warning:** If **Blackbaud CRM** only uses a fraction of your account structure and you add a separate project segment in **Financial Edge NXT**, then you must add the accounts manually rather than using the import tool from **Financial Edge NXT**. To do this, you can export the accounts from **Financial Edge NXT** and manually import them into **Blackbaud CRM** using batch.

## Add an Account

The GL Accounts page displays the accounts you have defined in the system. From this page, you can add, edit, and delete accounts.

**Warning:** If you integrate with **Financial Edge NXT**, you must first run the default synchronization before you can add accounts.

When you add an account alias, you associate the account number in the system with the account number in your external general ledger. If you choose to use an account alias, the system uses the account alias in place of the account number in the following areas: pre-post reports, post reports, exception reports, post files for download. The account alias is used in these areas to ensure accuracy when you import data into your external general ledger.

**Note:** If you are integrated with **Financial Edge NXT** and you add an account or account alias, they will be validated against accounts in **Financial Edge NXT**. If there is not a match, you will receive an error. In addition, if using an alias, you must use a valid **Financial Edge NXT** account.

When you add an account, you enter basic information about the account such as account number and description. To add accounts from the GL Accounts page, click **Add** on the action bar.

**Tip:** You can also import your account information to quickly add it to the system.

### > Add an account

1. From the GL Accounts page, click **Add** from the action bar. The Add an account screen appears.

2. Enter the account number. The **Account format** field displays the structure you defined for the account.
3. In the **Description** field, enter a description for the new account.
4. In the **Account alias** field, enter an alias to associate the account number in the system with the account number in your external general ledger.

If you choose to use an account alias, the system uses the account alias in place of the account number in the following areas: pre-post reports, post reports, exception reports, post files for download. The account alias is used in these areas to ensure accuracy when you import data into your external general ledger.

5. Click **Save** to save the account. The new account appears in the **Manage accounts** grid.

## Synchronize Fiscal Years, Accounts, and Projects with Financial Edge NXT

### ➤ Synchronize Fiscal Years

When you initially set up the integration with **Financial Edge NXT**, you import the fiscal years into **Blackbaud CRM**. Once you have done that, you can set up a recurring synchronization process to ensure the information stays up to date.

Under **Financial Edge NXT integration**, select **Import from Financial Edge NXT**. **Blackbaud CRM** will import all fiscal years and periods from your **Financial Edge NXT** environment.

**Note:** If any fiscal years or periods are invalid for **Blackbaud CRM**, no fiscal years will be added you will receive an error. Once you resolve the invalid data, you can re-run the import.

To make sure that fiscal years continue to be synchronized, on the General Ledger Setup screen, add a new synchronization process or edit the default synchronization process on the Financial Edge NXT synchronization tab.

If your fiscal years were not imported from **Financial Edge NXT** when you first integrated, the **Sync fiscal years** option will be grayed out. If they are already synchronized, select **Sync fiscal years** to ensure the synchronization continues.

**Note:** The ongoing synchronization will update whether a fiscal year is opened or closed and will add any new, valid fiscal years. However, it will not remove fiscal year information in **Blackbaud CRM**.

**Warning:** We recommend that you do not manually edit fiscal years in **Blackbaud CRM** to avoid conflicts with **Financial Edge NXT**.

Once you run the synchronization process, you can see any exception on the Recent Status tab of the process screen. To review exceptions, select **View exceptions**.

## ➤ Synchronize Accounts

Before you set up this recurring synchronization for your accounts, the account must already exist in **Blackbaud CRM**.

**Warning:** When you synchronize your accounts with **Financial Edge NXT**, only matched accounts will be synchronized.

To synchronize your accounts, under **Financial Edge NXT integration**, select **Import from Financial Edge NXT**.

To make sure that accounts continue to be synchronized, on the General Ledger Setup screen, add a new synchronization process or edit the default synchronization process on the Financial Edge NXT synchronization tab.

Select **Sync accounts** to ensure the synchronization continues and the accounts reflect any changes such as inactivated accounts and add and synchronize projects as designation in **Blackbaud CRM**.

**Note:** This process does not add accounts to **Blackbaud CRM** but you can manually add them on the GL Accounts page.

Once you run the synchronization process, you can see any exception on the Recent Status tab of the process screen. To review exceptions, select **View exceptions**.

### ➤ Synchronize Projects

To add projects and make sure they continue to be synchronized, on the General Ledger Setup screen, add a new synchronization process or edit the default synchronization process on the Financial Edge NXT synchronization tab. This process will initially create designations and continue to add or edit projects and designations every time it is run.

**Add a Financial Edge NXT synchronization process**

Name:

Description:

Account system:

Sync fiscal years

Sync accounts

Sync project -> designation

Create designations with purpose type:

Create purpose types to match project type from Financial Edge NXT

Select **Sync project** to ensure the synchronization continues and projects reflect the state (active or inactive) for designations from **Financial Edge NXT** into **Blackbaud CRM**. Once you run the synchronization process, you can see any exception on the Recent Status tab of the process screen. To review exceptions, select **View exceptions**.

## Define Transaction Mappings

General ledger transaction mappings are used to default GL distributions on transactions. This prevents data entry users from having to enter GL information.

How you choose to map transactions to accounts and account codes depends upon your organization's needs. You may broadly define accounts or account codes for revenue or cash. In other cases, your organization may be more specific and want to define an account for contributions revenue or benefits revenue. You may further define your account codes for specific payment methods, benefits, or other criteria. Each category in the Transaction Mappings area is tailored for that category's unique situation. For example, when you map account codes for Development Office payments, you have the option to define payment methods like cash or credit card. If you choose credit card, you can also define which credit card subtypes.

We recommend that you evaluate your accounts and account codes before you map them. Keep track of which criteria you need for each combination. This will not only help you to determine the appropriate mapping, but also help you to avoid situations where you are unable to save a transaction. Account codes are always present in account numbers. Since GL distributions are created before a transaction is saved, you must define the mapping in order to save a transaction.

To define transaction mappings, click **Define Transaction Mappings** on the General ledger setup page. In the **Category** column of the **Transaction mappings** grid, select the office you want to work with. When you select an office, the Transaction mappings page for that office appears.

- [Map Transactions for Development Office on page 41](#)
- [Map Transactions for Fixed Assets Office on page 57](#)
- [Map Transactions for Treasury Office on page 59](#)

## Map Transactions for Development Office

Before you enter transactions, you must specify the mappings for GL distribution. This includes each application for payments, pledges, benefits, grant awards, and planned gifts. Payments must be associated with an account or an account code. For example, if you receive a cash donation, you could use a credit account of 02-4000-01 or a credit account code of 4000. If you select "Account," the program will always use the account selected for the credit. If you select "Account Code," the program will use the selected account code and derive the other segment values from selected characteristics of the transaction. The same is true for the debit of this transaction.

You can select specific generation criteria, such as payment methods and various subtypes to narrow your mappings. You must properly define mappings to ensure accurate posting.

Before you enter transactions, you must specify the mappings for GL distribution. This includes each situation for payments, pledges, benefits, grant awards, planned gifts, and Gift Aid. Payments must be associated with an account or an account code. For example, if you receive a cash donation, you could use a credit account of 02-4000-01 or a credit account code of 4000. If you select "Account," the program will always use the account selected for the credit. If you select "Account Code," the program will use the selected account code and derive the other segment values from selected characteristics of the transaction. The same is true for the debit of this transaction. You can select specific generation criteria, such as payment methods and various subtypes to narrow your mappings. You must properly define mappings to ensure accurate posting.

To begin mapping GL distributions for the Development office, see the [Development Office Page on page 41](#).

## Development Office Page

From the Development Office page, you can create GL mappings for multiple types of transactions.

- On the Payments tab, you can add debit and credit account and account code mappings to use when generating GL distributions. You can also specify other criteria, such as payment methods, and subtypes for credit cards and property. Once you define the mapping, you can edit or delete it as necessary. For more information about mapping a payment, see [Add Mapping for Payments on page 42](#).
- On the Pledges tab, you can add debit and credit account and account code mappings to use when generating GL distributions. You can also specify generation criteria, such as pledge type and subtypes. Once you define the mapping, you can edit or delete it as necessary. For more information about mapping a pledge, see [Add Mapping for Pledges on page 45](#).
- On the Benefits tab, you can add debit and credit account and account code mappings to use when generating GL distributions. You can also specify generation criteria, such as benefit subtypes. Once

you define the mapping, you can edit or delete it as necessary. For more information about mapping a benefit, see [Add Mapping for Benefits on page 48](#).

- On the Planned Gifts tab, you can add debit and credit account and account code mappings to use when generating GL distributions. You can also specify generation criteria, such as planned gift vehicles. Once you define the mapping, you can edit or delete it as necessary. For more information about mapping a planned gift, see [Add Mapping for Planned Gifts on page 50](#).
- On the Grant Awards tab, you can add debit and credit account and account code mappings to use when generating GL distributions. You can also specify generation criteria, such as grant award or grant write-off. Once you define the mapping, you can edit or delete it as necessary. For more information about mapping a grant award, see [Add Mapping for Grant Awards on page 53](#).
- On the Gift Fees tab, you can add debit and credit account and account code mappings to use when generating GL distributions. You can also specify generation criteria, such as payment methods. Once you define the mapping, you can edit or delete it as necessary. For more information about mapping gift fees, see [Add Mapping for Gift Fees on page 54](#).
- On the Auctions tab, you can add debit and credit account and account code mappings to use to generate GL distributions for auction donations and auction purchase gain/loss. After you define the mapping, you can edit or delete it as necessary. For information about how to map an auction donation and auction purchase gain/loss, see [Add Mapping for Auction Donations on page 1](#) and [Add Mapping for Auction Purchase Gain/Loss on page 1](#).

## Add Mapping for Payments

In order to generate GL distributions for payments made to the development office, you can map the transactions to GL accounts or account codes.

In general, payments debit your asset accounts and credit revenue. Here are a few examples of possible account and account code mappings for payments:

Application Type	Debit #	Credit #
Payment by cash, check, or debit card for anything	01-1000-00	01-4000-00
Payment by stock for anything	1010	4010
Payment by property for anything	1020	4020
Gift in kind payments for equipment	1030	4030

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a payment

1. From the Development Office page, select the Payments tab. The Payments tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the **Debit** and **Credit** columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

To create account codes, add an account with the desired code.

**Tip:** For payments not yet linked to a deposit, with payment methods of cash, check, credit card, and other, the value you select in the **Debit** field is overwritten as soon as the payment is added to a deposit. To prevent confusion and allow for easy identification of unlinked payments in the system, we suggest you use a temporary placeholder such as "1000" or "01-1000-00" in the **Debit** field.

4. Under **Generation criteria**, click the arrow next to the criteria you want to set up. For example, to select payment method criteria, click the arrow next to **With payment method**. The Payment methods screen appears.

**Warning:** We recommend you map GL distributions for all application types and payment methods. The program does not allow unmapped transactions. For example, if you do not map payments applied to donations, your organization will not be able to add payments applied to donations.

**Note:** If you receive payment for an event registration, you can map the registration to a deferred revenue account. However, when the event occurs, you must create a manual journal entry to move the money from deferred revenue to revenue.

For a description of available generation criteria, see [Define Mapping Screen For Payments on page 44](#).

5. Click **Save** to save the new mappings and return to the Payments tab.

## Define Mapping Screen For Payments

The table below describes the items on the Define mapping screen for payments. For information about how to access this screen, see [Add Mapping for Payments on page 42](#).

### Screen Item Description

<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>When creating</b>	This is always "Payment" for the mapping of payments to the development office.
<b>Applied to</b>	Select the application types to include when the program generates distributions.
<b>With payment method</b>	Select the payment methods to include when the program generates distributions.
<b>Gift-in-kind subtype</b>	If you select "Gift-in-kind" as a payment method, select the gift-in-kind subtypes to include when the program generates distributions. You can define these subtypes from a revenue code table in <i>Administration</i> .
<b>Credit card subtype</b>	If you select "Credit card" as a payment method, select the credit card subtypes to include when the program generates distributions. You can define these subtypes from a revenue code table in <i>Administration</i> . For example, you can create different mappings for "Visa" and "Diner's Club."
<b>Property subtype</b>	If you select "Property" as a payment method, select the property subtypes to include when the program generates distributions. You can define these subtypes from a revenue code table in <i>Administration</i> .
<b>Other subtype</b>	If you select "Other" as a payment method, select the other subtypes to include when the program generates distributions. You can define these subtypes from a revenue code table in <i>Administration</i> .

## Account Search Screen

You can access the Account Search screen when defining transaction mapping for Offices, such as the Development Office. To access the Account Search screen, from any Define mapping screen, click search in the **Account** field.

The table below explains items on the Account Search screen.

Screen Item	Description
<b>Account number</b>	Enter the account number to base your search on . You can enter a partial number.
<b>Description</b>	Enter the account description to base your search on. You can enter a partial description in.
<b>Search</b>	After you enter criteria, click this button to activate the search.
<b>Clear</b>	Click this button to remove your criteria and begin a new search.
<b>Results</b>	The search results appear in this bottom grid.
<b>Select</b>	In the <b>Results</b> grid, select an account and click the button.

## Add Mapping for Pledges

In order to generate GL distributions for pledges made to the development office, you can map the transactions to GL accounts or account codes.

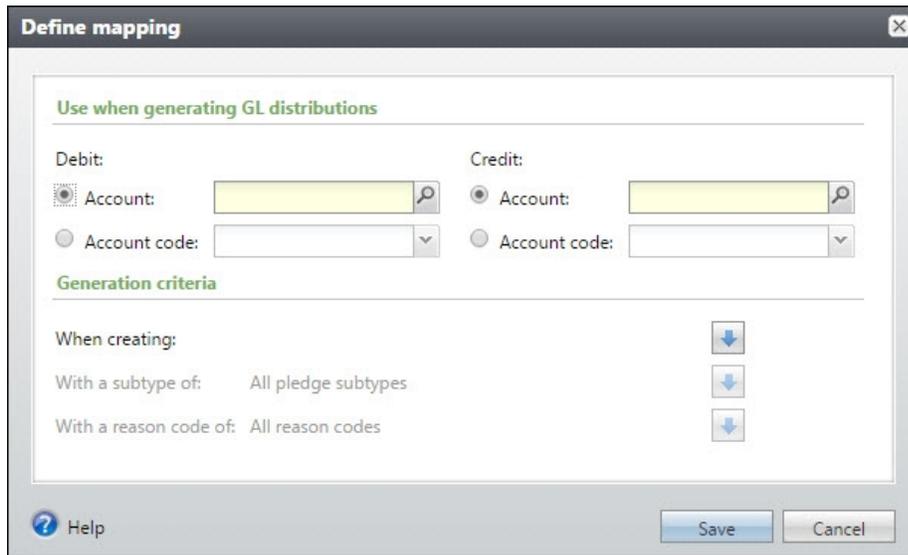
Here are a few examples of possible account and account code mappings for pledges:

Transaction Type	Debit #	Credit #
Write off pledges to development office	01-4000-01	01-1200-00
Pledges inside this year that have been received in written format	1250	4050
Pledges outside this year that have been received in written format	01-1300-00	4100
Pledges inside this year that have been received verbally	1350	4150
Pledges outside this year that have been received verbally	2020	4200

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a pledge

1. From the Development Office page, select the Pledges tab. The Pledges tab appears.
2. Click **Add**. The Define mapping screen appears.



The **Define mapping** dialog box is used to configure GL distributions. It features two main sections: **Use when generating GL distributions** and **Generation criteria**.

**Use when generating GL distributions:** This section has two columns, **Debit** and **Credit**. Each column contains two options: **Account** (with a search icon) and **Account code** (with a dropdown arrow). The **Account** options are currently selected.

**Generation criteria:** This section includes three dropdown menus: **When creating**, **With a subtype of** (set to "All pledge subtypes"), and **With a reason code of** (set to "All reason codes").

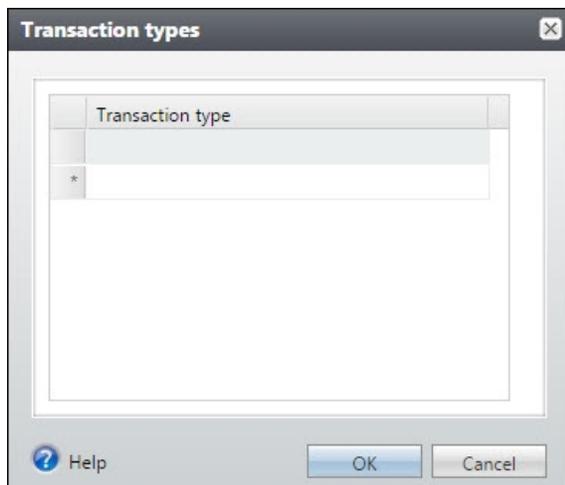
At the bottom, there is a **Help** icon, **Save**, and **Cancel** buttons.

3. In the **Debit** and **Credit** columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Warning:** We recommend you define mappings for all criteria. The program does not allow unmapped transactions. For example, if you do not map pledge write-offs, your organization will not be able to create a pledge write-off.

4. Under **Generation criteria**, click the **When creating** arrow to access the Transaction types screen.



The **Transaction types** dialog box displays a list of transaction types. The list is currently empty, with a single asterisk (\*) visible in the first column. The dialog includes a **Help** icon, **OK**, and **Cancel** buttons at the bottom.

5. Under **Transaction type**, select the type of transaction you want to include when the program generates GL distributions. As examples, for "Pledge installment - Inside current year" you may

want to book the receivable; for "Pledge installment - Outside current year" you may treat this as a liability; and you may use "Pledge write-off" for unfulfilled pledges.

**Note:** If you have a pledge that lasts longer than one year, you can map the pledge installment for this year to the current year GL mapping. For pledge installments that will not take place this year, you can map them to "Outside current year," a deferred revenue account. However, you must create a manual journal entry to move the money from deferred revenue to revenue.

**Note:** The program uses the Benefits liability transaction type to generate an additional GL distribution when necessary. For example, on the Add benefit screen in *Fundraising*, you select "Fully Paid" in the **Send benefit when pledge is on** field. The program uses the Benefits liability transaction type to generate an additional GL distribution. Once the pledge is fully paid, the generated distribution is reversed and another GL distribution is generated.

Click **OK**. You return to the Define mapping screen.

6. Under **Generation criteria**, click the **With a subtype of** arrow to access the Pledge subtypes screen. This arrow is enabled only when you select "Pledge installment - Inside current year," "Pledge installment - Outside current year," or "Benefits Liability," as the transaction type for the "When creating" filter. This field is disabled if you are mapping pledge write-offs.
7. Under **Subtype values**, select the pledge subtypes you want to include when the program generates GL distributions.

Click **OK**. You return to the Define mapping screen.

8. Under **Generation criteria**, click the **With a reason code of** arrow to access the Reason codes screen.

To define mappings for pledge write-offs, you must enter a reason code. The **With a reason code of** field appears only when you select "Pledge write-off" as the transaction type in the **When creating** field. You can add and edit reason codes in *Configuration*.

Click **OK**. You return to the Define mapping screen.

9. Click **Save** to save the new mapping and return to the Pledges tab.

## Define Mapping Screen For Pledges

The table below describes the items on the Define mapping screen for pledges. For information about how to access this screen, see [Add Mapping for Pledges on page 45](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.

Screen Item	Description
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>When creating</b>	Select the type of transaction you want to include when the program generates GL distributions. As examples, for "Pledge installment - Inside current year" you may want to book the receivable; for "Pledge installment - Outside current year" you may treat this as a liability; and you may use "Pledge write-off" for unfulfilled pledges.
<b>With a subtype of</b>	Select the pledge subtypes you want to include when the program generates GL distributions.
<b>With a reason code of</b>	Select the reason code you want to include when the program generates GL distributions. Your choices include "All reason codes" and any user-defined reason codes in the system. You can add and edit reason codes in <i>Configuration</i> .

## Add Mapping for Benefits

In order to generate GL distributions for benefits paid from the development office, you can map the transactions to GL accounts or account codes.

Here are a few examples of possible account and account code mappings for benefits:

Transaction Type	Debit #	Credit #
Payment	01-1001-00	01-4001-00
Pledge - committed	5000	01-1200-00
Pledge - fully paid	1002	4002

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a benefit

1. From the Development Office page, select the Benefits tab. The Benefits tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the **Debit** and **Credit** fields, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Warning:** We recommend you define mappings for all criteria. The program does not allow unmapped transactions. For example, if you do not map payments for benefits, your organization will not be able to create payments applied to benefits.

4. Under **Generation criteria**, click the **When creating** arrow to access the Revenue types screen.

5. Under **Revenue type**, select the type of revenue you want to include when the program generates GL distributions.

**Note:** When you split revenue, the **Benefits expense** revenue type is generated for the benefit. In *Fundraising*, when you select "Committed" in the **Send benefit when pledge is on** field on the Add benefit screen, the **Benefits expense** distribution is generated when the pledge is saved. When you select "Fully Paid," the distribution is generated once the pledge is paid in full.

Click **OK**. You return to the Define mapping screen.

6. Under **Generation criteria**, click the **With benefits of** arrow to access the Benefit screen.
7. Under **Subtype values**, select the type of benefit subtypes you want to include when the program generates GL distributions.  
Click **OK**. You return to the Define mapping screen.
8. Click **Save**. You return to the Benefits tab.

## Define Mapping Screen For Benefits

The table below describes the items on the Define mapping screen for benefits. For information about how to access this screen, see [Add Mapping for Benefits on page 48](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>When creating</b>	Select the type of revenue you want to include when the program generates GL distributions. Types of revenue are "Payments" and "Pledges."
<b>With a subtype of</b>	Select the type of benefit subtypes you want to include when the program generates GL distributions.

## Add Mapping for Planned Gifts

In order to generate GL distributions for planned gifts to the development office, you can map the transactions to GL accounts or account codes.

Here are a few examples of possible account and account code mappings for planned gifts:

Transaction Type	Debit #	Credit #
Contributions that will be received for charitable gift annuity	01-1050-00	01-4000-00
Payouts to charitable gift annuity	5000	01-1020-00
Contributions received for charitable remainder unitrust	1500	4500

Some planned gifts only book contributions revenue, such as charitable remainder trusts. Other planned gifts book both the contributions revenue and the payout they make. These may include charitable gift annuities.

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a planned gift

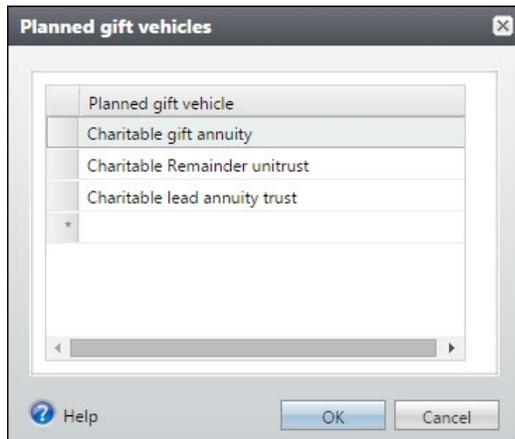
1. From the Development Office page, select the Planned Gifts tab. The Planned Gifts tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the **Debit** and Credit columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Warning:** We recommend you define mappings for all gift vehicles your organization accepts. The program does not add unmapped planned gifts transactions. For example, if you map “Charitable gift annuity (Pay-out),” you must also map “Charitable gift annuity” or an error occurs when you add a transaction with this type of gift vehicle.

4. Under **Generation criteria**, click the **With a gift vehicle of** arrow to access the Planned gift vehicles screen.



5. Under **Planned gift vehicle**, select the types of planned gift vehicles you want to include when the program generates GL distributions.

We recommend you define mappings for all applicable planned gift vehicles. For example, if you map "Pooled Income Fund (Pay-out)," you must also map "Pooled Income Fund" or an error occurs when you add a transaction with this type of gift vehicle.

Click **OK**. You return to the Define mapping screen.

6. In the **With revocable status of** field, select whether to include revocable statuses, non-revocable statuses, or both with the mapping.
7. Click **Save**. You return to the Planned Gifts tab.

## Define Mapping Screen For Planned Gifts

The table below describes the items on the Define mapping screen for planned gifts. For information about how to access this screen, see [Add Mapping for Planned Gifts on page 50](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>When creating</b>	This is always "Planned Gift" for the mapping of planned gifts to the development office.
<b>With a gift vehicle of</b>	Select the types of planned gift vehicles you want to include when the program generates GL distributions.
<b>With a revocable status of</b>	Select whether to include revocable statuses, non-revocable statuses, or both with the mapping.

## Add Mapping for Grant Awards

In order to generate GL distributions for grant awards to the development office, you can map the transactions to GL accounts or account codes.

Here are two examples of possible mappings for grant awards:

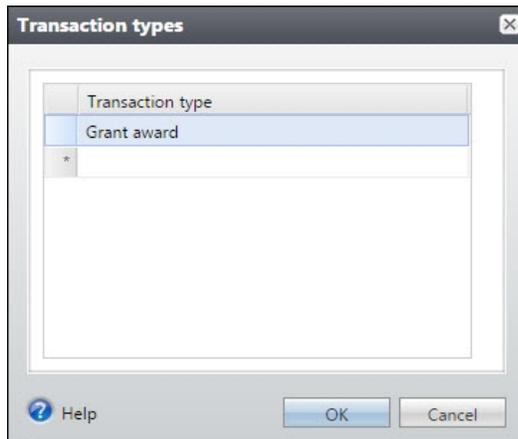
Transaction Type	Debit #	Credit #
Grant award	01-1000-00	01-4000-00
Grant write-off	4100	1100

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a grant award

1. From the Development Office page, select the Grant Awards tab.
2. Click **Add**. The Define mapping screen appears.

3. In the **Debit** and **Credit** columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).  
You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.
4. Under **Generation criteria**, click the **When creating** arrow to access the Transaction types screen.



5. Under **Transaction type**, select the types of transactions you want to include when the program generates GL distributions.  
Click **OK**. You return to the Define mapping screen.
6. Click **Save**. You return to the Grant Awards tab.

## Define Mapping Screen For Grant Awards

The table below describes the items on the Define mapping screen for grant awards. For information about how to access this screen, see [Add Mapping for Grant Awards on page 53](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>When creating</b>	Select the types of transactions you want to include when the program generates GL distributions. You can select "Grant award," "Grant write-off," or both.

## Add Mapping for Gift Fees

In order to generate GL distributions for gift fees to the development office, you can map the transactions to GL accounts or account codes.

Here are three examples of possible mappings for gift fees:

Application Type	Debit #	Credit #
Gift fee paid by cash, check, or debit card for anything	01-1000-00	01-4000-00
Gift fee paid by stock for anything	1010	4010
Gift fee paid by property for anything	1020	4020

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

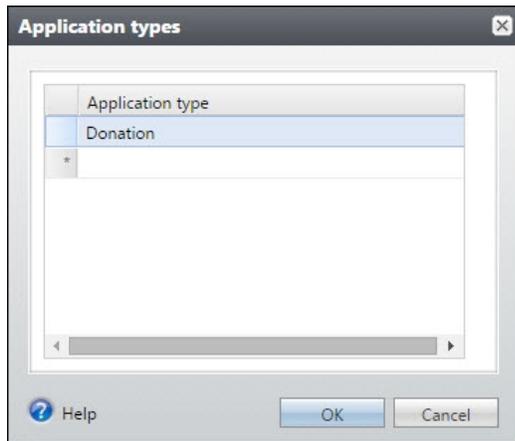
### ➤ Add mapping for a gift fee

1. From the Development Office page, select the Gift Fees tab. The Gift Fees tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the **Debit** and **Credit** columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

4. Under **Generation criteria**, click the **Applied to** arrow to access the Application types screen.



5. Under **Application type**, select the types of applications you want to include when the program generates GL distributions.
6. Click **OK**. You return to the Define mapping screen.
7. Under **Generation criteria**, click the **With payment method** arrow to access the Payment methods screen.
8. Under **Payment method**, select payment method criteria.
9. Click **OK**. You return to the Define mapping screen.

**Warning:** We recommend you map GL distributions for all application types and payment methods. The program does not allow unmapped transactions. For example, if you do not map gift fees applied to donations, your organization will not be able to add gift fees applied to donations.

10. Click **Save**. You return to the Gift Fees tab.

## Define Mapping Screen For Gift Fees

The table below describes the items on the Define mapping screen for gift fees. For information about how to access this screen, see [Add Mapping for Gift Fees on page 54](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>When creating</b>	This is always "Gift fee" for the mapping of gift fees to the development office.

Screen Item	Description
Applied to	Select the application types to include when the program generates distributions.
With payment method	Select the payment methods to include when the program generates distributions.

## Map Transactions for Fixed Assets Office

Before you enter transactions, you must specify the mappings for GL distribution. This includes each situation for stock, gift-in-kind, and property. Payments must be associated with an account or an account code. For example, if you receive a payment, you could use a credit account of 02-4000-01 or a credit account code of 4000. If you select "Account," the program will always use the account selected for the credit. If you select "Account Code," the program will use the selected account code and derive the other segment values from selected characteristics of the transaction. The same is true for the debit of this transaction.

You can select specific generation criteria, such as payment methods to narrow your mappings. You must properly define mappings to ensure accurate posting.

To begin mapping GL distributions for the Fixed Assets office, see the [Fixed Assets Office Page on page 57](#).

### Fixed Assets Office Page

From the Fixed Assets Office page, you can create GL mappings for sold stock, gift-in-kind, and property.

In the **Stock, Gift-in-Kind, and Property** grid, you can add debit and credit mappings to be used when generating GL distributions. You can also select specific payment methods, such as Sold Property, Sold Stock, or Sold Gift-in-Kind to associate with the accounts or account codes. Once you add a GL mapping, you can edit or delete it as necessary. For more information about defining the GL mapping for stock and property, see [Add Mapping for Stock, Gift-in-Kind, and Property on page 57](#).

### Add Mapping for Stock, Gift-in-Kind, and Property

In order to generate GL distributions for stock, gift-in-kind, and property at your organization, you can map the transactions to GL accounts or account codes.

Here are a few examples of possible account and account code mappings for stock, gift-in-kind, and property:

Transaction Type	Debit #	Credit #
Sold stock gain	01-1000-00	01-4330-01

Transaction Type	Debit #	Credit #
Sold stock loss	5000	1050
Fee to pay for selling stocks	5200	01-1060-00
Sold property gain	1200	4500
Sold property loss	5300	1070
Sold gift-in-kind revenue addition	1400	4700
Sold gift-in-kind revenue reduction	5400	1090

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for stock, gift-in-kind, and property

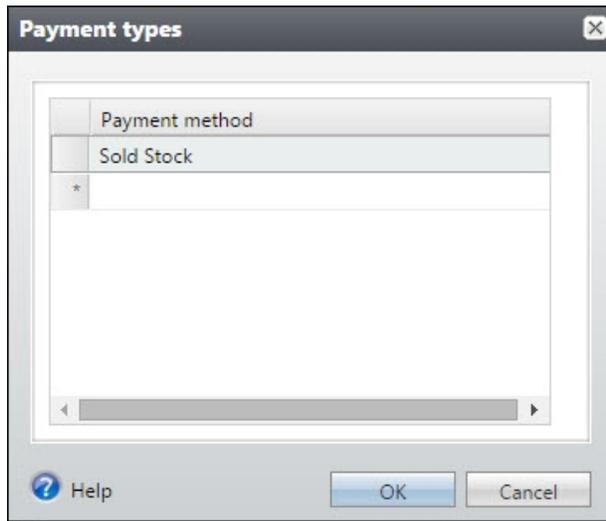
1. From the Fixed Assets Office page, in the **Stock, Gift-in-Kind, and Property** grid, click **Add**. The Define mapping screen appears.

2. In the **Debit** and **Credit** columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Warning:** We recommend you define mappings for all criteria.

3. Under **Generation criteria**, click the arrow to access the Payment method screen.



4. Under **Payment types**, select the types of payment method you want to include when the program generates GL distributions.  
Click **OK**. You return to the Define mapping screen.
5. Click **Save**. You return to the **Stock, Gift-in-Kind, and Property** grid.

## Define Mapping Screen For Stock, Gift-in-Kind, and Property

The table below describes the items on the Define mapping screen for stock, gift-in-kind, and property. For information about how to access this screen, see [Add Mapping for Stock, Gift-in-Kind, and Property on page 57](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Payment method</b>	Select the types of payment method you want to include when the program generates GL distributions.

## Map Transactions for Treasury Office

Before you enter transactions, you must specify debit and credit GL distributions to be used when generating. This includes each situation for miscellaneous payments, adjustments, and deposit

corrections. Payments must be associated with an account or an account code. For example, if you receive a payment, you could use a credit account of 02-4000-01 or a credit account code of 4000. If you select "Account," the program will always use the account selected for the credit. If you select "Account Code," the program will use the selected account code and derive the other segment values from selected characteristics of the transaction. The same is true for the debit of this transaction.

**Note:** If your organization uses multiple general ledger account systems, you must map treasury office transactions for each system.

You can select specific generation criteria, such as payment methods and various subtypes to narrow your mappings. You must properly define mappings to ensure accurate posting.

To begin mapping GL distributions for the Treasury office, see the [Treasury Office Page on page 60](#).

## Treasury Office Page

From the Treasury Office page, you can create GL mappings for miscellaneous payments, adjustments, deposit corrections, and foreign currency.

- On the Miscellaneous payments tab, you can add debit and credit mappings to be used when generating GL distributions. You can also select specific payment methods, such as Cash or Check, to associate with the account codes. Once you define the mapping, you can edit or delete it as necessary. For more information about defining the mapping for a miscellaneous payment, see [Add Mapping for Miscellaneous Payments on page 60](#).
- On the Adjustments tab, you define the mapping to be used when generating GL distributions. You can also select specific adjustment types, such as Deposit or Payment, to associate with the account codes. Once you define the mapping, you can edit or delete it as necessary. For more information about defining the mapping for an adjustment, see [Add Mapping for Adjustments on page 63](#).
- On the Deposit corrections tab, you define the mapping to be used when generating GL distributions. You can also select specific correction types, such as Refund or Sales - Short, to associate with the accounts or account codes. Once you define the mapping, you can edit or delete it as necessary. For more information about defining the mapping for a deposit correction, see [Add Mapping for Deposit Corrections on page 64](#).

## Add Mapping for Miscellaneous Payments

In order to generate GL distributions for miscellaneous payments at your organization, you can map the transactions to GL accounts or account codes.

In general, miscellaneous payments debit your asset accounts and credit revenue. Here are a few examples of possible account and account code mappings for miscellaneous payments:

Transaction Type	Debit #	Credit #
Cash payment	01-1000-00	01-4000-01
Check payment	01-1050-00	4010
Other payment	1060	4020

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a miscellaneous payment

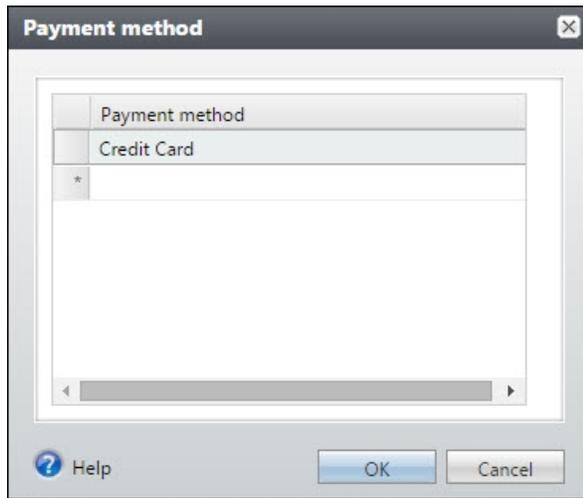
1. From the Treasury Office page, select the Miscellaneous payments tab. The Miscellaneous payments tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the **Debit** and **Credit** columns, select the accounts or account codes to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Tip:** For miscellaneous payments, the value you select in the **Debit** field is overwritten as soon as the miscellaneous payment is added to a deposit. To prevent confusion and allow for easy identification of unlinked payments in the system, we suggest you use a temporary placeholder such as "1000" or "01-1000-00" in the **Debit** field.

4. Under **Generation criteria**, click the arrow to access the Payment method screen.



5. Under **Payment method**, select the type of payment methods you want to include when the program generates GL distributions. For example, you can select "Cash," "Check," or "Credit Card."

Click **OK**. You return to the Define mapping screen.

6. Click **Save**. You return to the Miscellaneous payments tab.

## Define Mapping Screen For Miscellaneous Payments

The table below describes the items on the Define mapping screen for miscellaneous payments. For information about how to access this screen, see [Add Mapping for Miscellaneous Payments on page 60](#).

Screen Item	Description
<b>Debit Account and Account code</b>	Select the account or account code to use for the debit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>With payment method</b>	Select the type of payment methods you want to include when the program generates GL distributions. For example, you can select "Cash," "Check," or "Credit Card."
<b>Credit card subtype</b>	If you select "Credit card" as a payment method, select the credit card subtypes to include when the program generates distributions. You can define these subtypes from a revenue code table in <i>Administration</i> . For example, you can create different mappings for "Visa" and "Diner's Club."
<b>Other subtype</b>	If you select "Other" as a payment method, select the other subtypes to include when the program generates distributions. You can define these subtypes from a revenue code table in <i>Administration</i> .

## Add Mapping for Adjustments

In order to generate GL distributions for adjustments at your organization, you can map the transactions to GL accounts or account codes. For adjustments, the debit comes from the bank account. Here are examples of an account and account code mapping for adjustments:

Transaction Type	Credit #
Deposit adjustment	01-4000-00 (revenue)
Payment adjustment	5000 (expense)

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for an adjustment

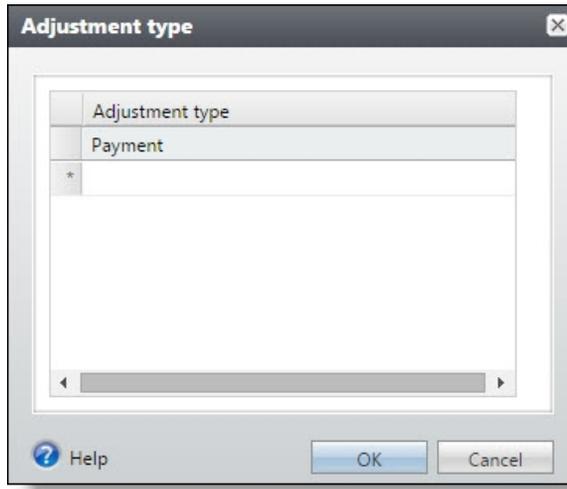
1. From the Treasury Office page, select the Adjustments tab. The Adjustments tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the **Credit** column, select the accounts or account code to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Note:** The GL distribution is based on the type of adjustment you select. You do not need to select a cash account because the adjustment is linked to a bank account which is already associated with a GL cash account. For example, a deposit adjustment of \$5.00 is mapped to **Account code** 4003. The adjustment is linked to a bank account that is associated with GL cash account 1001. Once processed, the GL distribution will show that \$5.00 has been debited to cash account 1001 and credited to account 4003.

- Under **Generation criteria**, click the arrow to access the Adjustment types screen.



- Under **Adjustment type**, select the type of adjustments you want to include when the program generates GL distributions. For example, you can select "Deposit" or "Payment." Click **OK**. You return to the Define mapping screen.
- Click **Save**. You return to the Adjustments tab.

## Define Mapping Screen For Adjustments

The table below describes the items on the Define mapping screen for adjustments. For information about how to access this screen, see [Add Mapping for Adjustments on page 63](#).

Screen Item	Description
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>With adjustment type</b>	Select the type of adjustments you want to include when the program generates GL distributions. For example, you can select "Deposit" or "Payment."

## Add Mapping for Deposit Corrections

In order to generate GL distributions for deposit corrections at your organization, you can map the transactions to GL accounts or account codes. For deposit corrections, the debit comes from the bank account.

Here are a few examples of possible account and account code mappings for deposit corrections:

Transaction Type	Credit #
Sales - Short	01-5000-00
Sales - Over	4000
Treasury - Short	5100
Treasury - Over	4100

When you specify account code, other segments are derived from selected characteristics of the transaction. For more information about how to define segment mappings, see [Define Segment Mappings on page 66](#).

### ➤ Add mapping for a deposit correction

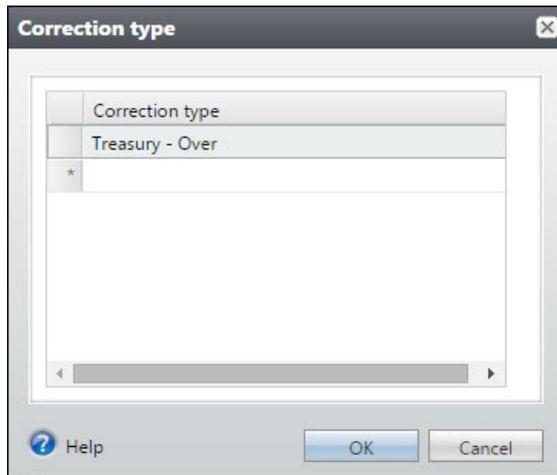
1. From the Treasury Office page, select the Deposit corrections tab. The Deposit corrections tab appears.
2. Click **Add**. The Define mapping screen appears.

3. In the Credit column, select the accounts or account code to use when generating GL distributions. To locate an account, you can use the Account Search. For information about the Account Search screen, see [Account Search Screen on page 44](#).

You create accounts on the GL Accounts page of the **General ledger setup** section in *Administration*.

**Note:** The GL distribution is based on the type of correction you select. You do not need to select a cash account because the correction is linked to a bank account which is already associated with a GL cash account. For example, a deposit correction of \$5.00 is mapped to **Account code** 4005. The correction is linked to a bank account that is associated with GL cash account 1001. Once processed, the GL distribution will show that \$5.00 has been debited to cash account 1001 and credited to account 4005.

4. Under **Generation criteria**, click the arrow to access the Correction type screen.



5. Under **Correction type**, select the type of corrections you want to include when the program generates GL distributions. For example, you can select "Sales - Short," "Sales - Over," "Treasury - Short," or "Treasury - Over."  
Click **OK**. You return to the Define mapping screen.
6. Click **Save**. You return to the Deposit corrections tab.

## Define Mapping Screen For Deposit Corrections

The table below describes the items on the Define mapping screen for deposit corrections. For information about how to access this screen, see [Add Mapping for Deposit Corrections on page 64](#).

Screen Item	Description
<b>Credit Account and Account code</b>	Select the account or account code to use for the credit side of the GL distribution. You can select only one. To locate an account, use the Account search. To select an account code, access the drop-down menu.
<b>With correction type</b>	Select the type of corrections you want to include when the program generates GL distributions. For example, you can select "Refund" or "Sales - Over."
<b>With method</b>	Select methods, such as "Cash" or "Credit card," to use to correct deposits.

## Define Segment Mappings

You can specify the segment values to use when generating GL distributions on transactions from the Segment Mappings page in *Administration*. This page displays the general ledger segment mappings you have defined in the system, including where the segment appears in the account structure, segment length, how it is calculated, and the separator.

To access the Segment Mappings page, click **Define Segment Mappings** on the General ledger setup page of an account system.

If a designation is linked to an instance of **Financial Edge NXT**, you can only map to one designation for each segment if the designation was imported from **Financial Edge NXT**.

Segment name	Sequence	Length	Calculated using	Separator
Designation	2	3	Designation	- Hyphen
Purpose Category	3	3	Purpose Category	- Hyphen
Revenue Category	4	4	Revenue Category	- Hyphen

For more information about mapping and editing segment values, see [Map Segment Values on page 67](#).

## Map Segment Values

Each segment you define in the system appears on the Segment Mappings page. A segment value is the value used in the account structure for a particular segment. By mapping segment values, you specify how the segment value is used when generating GL distributions on transactions.

When you click a segment on the Segment Mappings page, the Map Segment page appears. On this page, a grid displays all the segment values for that particular record type. For example, if you select the Designation segment, each designation you have defined in the system appears in the grid. You can then specify which designation values to use with your accounts.

Segment name	Segment value	Report code 1	Report code 2
<Not Used>			
1999 Annual Fund			
1999 Membership Fund			
2000 Annual Fund			
2000 Membership Fund			
2001 Annual Fund			
2001 Membership Fund			
2002 Annual Fund			
2002 Membership Fund			
2003 Annual Fund			
2003 Membership Fund			
2004 Annual Fund			
2004 Membership Fund			

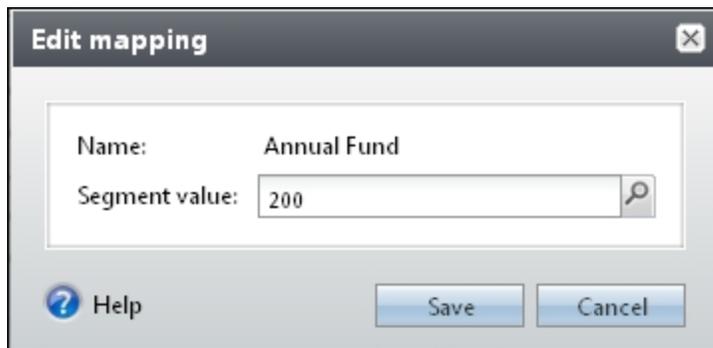
**Tip:** To save time locating segments, we recommend you use the search and filter fields above the grid. For example, use the **Search for** field to filter the grid by segment name or segment value.

**Note:** When a field does not appear on the transaction you are mapping, "<Not Used>" becomes the default segment value. For example, if you add a miscellaneous payment and base your GL mapping

on account code, and one of your segments is designation, the "<Not Used>" value would be the default because designation does not appear on a miscellaneous payment record.

### > Edit segment values

1. From the Segment Mappings page, click a segment in the grid. The Map Segment page appears and displays a grid with every segment you have defined in the system for the chosen segment record.
2. To edit an individual segment, click the double arrows next to a segment to expand its row. From the action bar that appears, click **Edit**. The Edit mapping screen appears where you can select a new segment value.



The screenshot shows a dialog box titled "Edit mapping". It contains two input fields: "Name:" with the value "Annual Fund" and "Segment value:" with the value "200". There is a search icon next to the "Segment value:" field. At the bottom left, there is a "Help" button with a question mark icon. At the bottom right, there are "Save" and "Cancel" buttons.

3. To edit all available segments for the chosen segment record, from the segment grid, click **Edit all** on the action bar. The Edit Account Segment Mapping screen appears where you can select new segment values for all available segments at once.

Name	Segment value
Designation 111	
Designation 112	
Designation 113	
Designation 114	
Designation 115	
Designation 116	
Designation 117	
Designation 118	
Designation 119	
Designation 12	
Designation 120	
Designation 121	
Designation 122	
Designation 123	
Designation 124	
Designation 125	
Designation 126	
Designation 127	
Designation 128	
Designation 129	
Designation 13	
Designation 130	
Designation 131	
Designation 132	
Designation 133	

Page 5 of 28 | Displaying records 101 - 125 of 676

Save Cancel

4. Click **Save**. You return to the segment grid.

## Segment Mapping Search

You can use this search form to quickly locate segment values in your system.

Segment value:

Search  
Clear

Results

Segment value
---------------

To use the search form, enter the **Segment value** field and select **Search**. You can then select the segment value from the results grid.

You can access the Segment Mapping Value Search screen throughout the system when you enter segment values by selecting the magnifying glass icon. For example, when you edit a regular or composite segment mapping from the Define Segment Mappings page of **General Ledger Setup**, you can access this search.

## Map Composite Segments

Each composite segment you define in the system appears on the Segment Mappings page. A segment value is the value used in the account structure for a particular segment. By mapping segment values, you specify how the segment value is used when generating GL distributions on transactions.

When you select a composite segment on the Segment Mappings page, the Map Composite Segment Values page appears. On this page, a grid displays all the composite segment values for that particular record type and you can specify which values to use with your accounts.

Segment Mappings  
Map Composite Segment Values

Specify the segment value to use for this segment when generating GL distributions for transactions associated with the specified record.

Composite segment (1) Edit all Add Filters

Search for: Name, Segment value Apply Reset

Name	Table one	Table two	Table three	Table four	Segment value
test	Alta Tennis Tournament	1999 Annual Fund	<Default> DESIGNATIONLE...	Half Moon Bay Regional Site	

Edit Delete

**Tip:** To save time locating segments, we recommend you use the search and filter fields above the grid. For example, use the **Search for** field to filter the grid by name or segment value.

### > Map composite segments

1. From the Segment Mappings page, select a composite segment in the grid. The Map Composite Segment Values page appears and displays a grid with every composite segment you have defined in the system for the chosen segment record.
2. Select the composite segment you want to map and click **Add**. The Add composite segment mapping screen appears.

**Add composite segment mapping**

Name:

Segment value:

Constituency:  ▼

Events:  ▼

Help

3. Enter the name and segment value. If you do not know the segment value, you can click search in the field to access the Segment Mapping Value Search screen.
4. Click **Save**.

### ➤ Edit composite segment values

1. From the Segment Mappings page, select a composite segment in the grid. The Map Composite Segment Values page appears and displays a grid with every composite segment you have defined in the system.
2. To edit an individual composite segment, click the double arrows next to a composite segment to expand its row. From the action bar that appears, click **Edit**. The Edit composite segment mapping screen appears where you can select a new segment values.

**Edit composite segment mapping**

Name:

Segment value:

Appeal:  ▼

Designation:  ▼

Help

3. To edit all available segments for the chosen segment record, from the segment grid, click **Edit all**. From this page you can select new segment values for all available segments at once.



4. Click **Save**. You return to the segment grid.

## Define Constituency Hierarchy

When you add an account segment to the account structure, you define how you want to calculate the segment. For example, you might create an account segment called "Donor," and choose to have that segment calculated by "Constituency" when generating GL distributions.

**Note:** If your organization uses multiple general ledger account systems, the hierarchy is shared across the systems that use a constituency segment.

The **Define Constituency Hierarchy** link appears on the General ledger setup page of an account system once you map an account segment to "Constituency." To define the constituency code order, see [Manage Constituency Order on page 72](#).

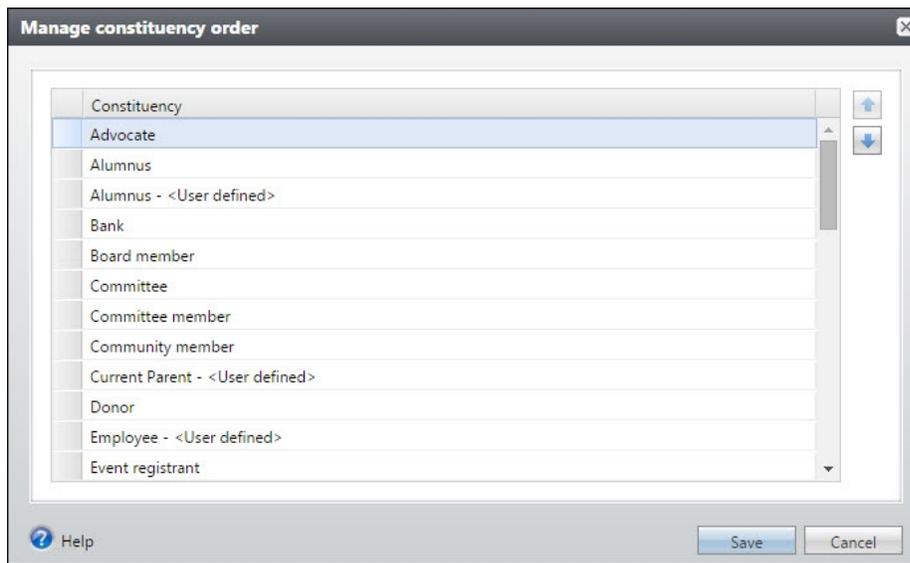
## Manage Constituency Order

The Constituency Hierarchy page displays all the constituency codes you have defined in the system. The first row in the grid represents the segment value used when generating GL distributions for the constituency. You can change the order of these values from the Manage constituency sequence screen.

If you add a constituent code, it is added to the bottom of the constituencies list.

### ➤ Manage constituency order

1. From the General ledger setup page of an account system, click **Define Constituency Hierarchy**. The Constituency Hierarchy page appears.
2. To edit the constituency code order, select **Manage constituency order**. The Manage constituency order screen appears.



3. Use the **Up** and **Down** arrows to define the constituency code order.
4. Click **Save** to save your changes and return to the Constituency Hierarchy page.