

The **Financial** EdgeTM

Configuration Guide for Accounts Payable

102312

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Accounts Payable Configuration



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Configuration is an important area in which you make decisions and define settings that affect the overall success of **The Financial Edge** programs. *Configuration* contains utilities your organization should address when setting up **Accounts Payable**, as well as useful features enabling you to customize the program.

In **Accounts Payable**, *Configuration* contains features and settings to customize your payment processes. These settings affect functions and details that can increase the efficiency of your record keeping, speed data entry, provide for security checks-and-balances, and generally optimize the performance of **The Financial Edge** programs. For example, you can define business rules in *Configuration* to control a wide variety of functions, including whether to allow Do Not Post as a post status, to check for duplicates automatically, and whether **Accounts Payable** should alert you when invoices are due. Using another business rule, you can require a Supervisor's approval before paying invoices.

With other *Configuration* features, you can create tables and distribution templates to speed data entry. You can rename fields to reflect your organization's terminology, hide them, or make them required on certain types of records. Using Aging Information, you can track invoice due dates and any discounts you receive for early payment. You can also customize the program by creating special categories of information called attributes and attaching them to your records to aid in tracking and reporting.

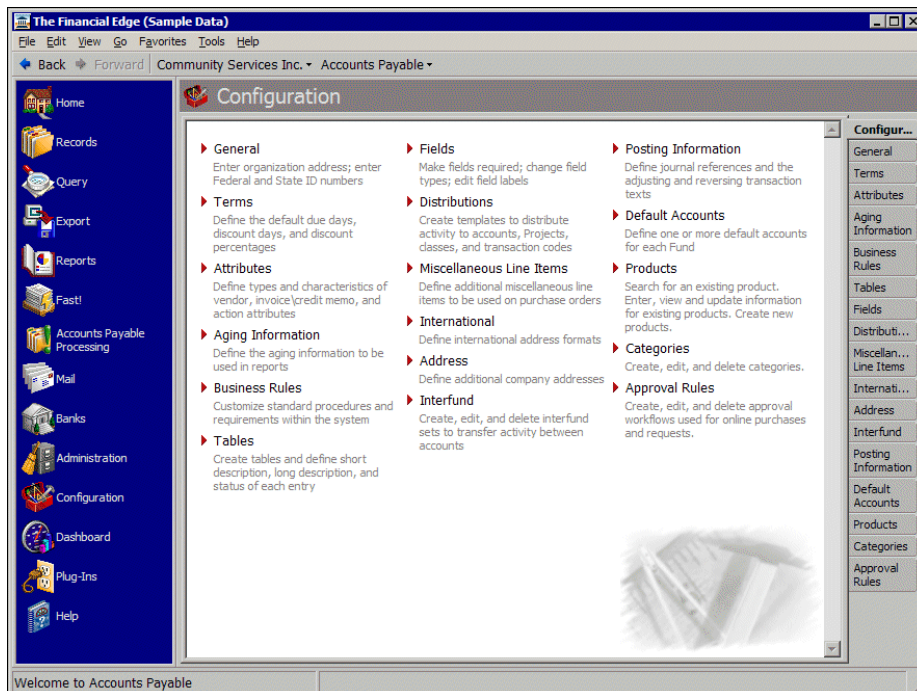
Warning: Only those users with supervisor rights should have access to *Configuration*. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database.

Because *Configuration* impacts the entire program, it is closely linked to *Security*. Only users with supervisor rights should have access to *Configuration*. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database. The **Business Rules** link is accessible only to users with Supervisor rights.

Configuration Links

The Configuration page contains links to help you define settings for **Accounts Payable**. *Configuration* options are grouped into categories which appear as links. Simply click a link to view options for that particular category.

To access *Configuration*, from the navigation bar, select *Configuration*. The Configuration page appears.



Note: To change your organization's name, contact Customer Support at www.blackbaud.com.

General. Click this link to make changes to your organization's basic information such as country, address, and phone number. Although your organization name is displayed on this page, it is not editable.

Terms. Click this link to track invoice due dates and discounts you receive for early payment. **Accounts Payable** can remind you to pay invoices early, ensuring that you receive the discounts your vendors offer.

Attributes. Click this link to define types and characteristics of vendor, invoice/credit memo, action, and purchase order attributes. Attributes are bits of useful information you can attach to a record for tracking or reporting purposes.

Aging Information. Click this link to track whether your accounts payable invoices are current or overdue. On the Aging Information page, you can designate up to five aging periods and a short and long description.

Business Rules. Click this link to set business rules that customize standard procedures and requirements in **Accounts Payable**. With security settings, the Supervisor can hide this link from certain users. Business rules are ways for you to control functions and displays throughout **Accounts Payable**. Business rules affect all users of the program. Using predefined rules, you can decide issues such as whether to automatically allocate money to over-budget projects and whether to require approval before an invoice is paid or posted.

Tables. Click this link to access the Tables page, which provides a centralized location for adding, creating, and editing all **Accounts Payable** and shared tables. Using tables throughout **The Financial Edge** increases data entry speed and accuracy by supplying lists of options users can access quickly. Various pre-existing tables appear on the Tables page for your convenience. If a table entry becomes obsolete, you can make it inactive.

Fields. Click this link to view or change fields. Fields are used throughout **The Financial Edge** as a faster means of data entry. With this link, you can hide fields you do not use often, make an entry required, change field types, edit field names, and view a field's lookup status. A lookup field displays entries from which you can select. Different fields appear in each program.

Distributions. Click this link to create account and transaction distribution templates. Creating and using distributions in **Accounts Payable** is an efficient way to distribute activity to accounts, projects, classes, and transaction codes in journal entry. Projects are available only with the optional module *Projects and Grants*.

Miscellaneous Line Items. Click this link to add line items (other than regular line items) to purchase order records. This feature gives the advantage of tracking line items such as freight charges and sales tax that are not regular line items. From the Miscellaneous Line Items page, you can add, edit, and delete miscellaneous line items and their distributions. The Miscellaneous Line Items option is available only with the optional module *Purchase Orders*.

International. Click this link to define, edit, and delete international address formats for use in **Accounts Payable**.

Address. Click this link to add additional addresses and contact information for your organization.

Interfund. Click this link to create, edit, and delete interfund sets to transfer activity between accounts in different funds.

Posting Information. Click this link to build journal references for posting to **General Ledger**, and to define journal values for accounts payable transactions, purchase order transactions, and bank account adjustments. You must define journal values before you can save records such as invoices and purchase orders.

Default Accounts. Click this link to establish default accounts for purchase order encumbrance, accounts payable summary, discount, and reclassification accounts. Reclassification accounts are similar to interfund entries and are used to balance debit and credit accounts by fund, class, or project.

Products. If you have the optional module *Purchase Orders*, you can click this link to create products in **Accounts Payable**. Using products saves time when adding line items on purchase orders because you can quickly select a product you previously created, instead of entering the information every time you create a purchase order for identical items.

Categories. If you have the optional module *WebPurchasing*, you can click this link to create categories in **Accounts Payable**.

Approval Rules. If you have the optional module *WebPurchasing*, you can click this link to create approval rules in *Accounts Payable*.

Expense Categories. If you have the optional module *WebInvoicing*, you can click this link to create expense categories in *Accounts Payable*.

General Configuration

Note: To change your organization's name, contact Customer Support at www.blackbaud.com.

On the General page, you define specific default information for your organization, such as country, address, city, state, ZIP code, phone number, and federal tax identification number. This information appears on printed documents and correspondence. Also, if you want to distribute 1099 information by states, you must first define the states and state IDs on this page. You cannot designate state 1099 distributions on records such as invoices and credit memos until you have defined them on the General page.

► Adding information to the General page

Note: The information and settings you enter on the General page are saved automatically when you exit the General page.

1. On the Configuration page, click **General**. The General page appears.

The screenshot shows the 'Configuration - General' window. The main area contains the following fields:

- Organization: Community Services Inc.
- Country: United States
- Address: 3 Broad Street
- City: Charleston
- State: SC (South Carolina)
- ZIP: 29403
- Phone: (800) 488-2424
- Federal ID #: 8783749-1

To the right of these fields is a table for 'State ID Numbers':

State	State ID Number
SC	SC380098-01

The left sidebar has a 'Shortcuts' section with icons for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, and Plug-Ins. The right sidebar has a 'Configurat...' section with buttons for General, Terms, Attributes, Aging Information, Business Rules, Tables, Fields, Distributions, Miscellaneous Line Items, International, Address, Interfund, Posting Information, Default Accounts, and Products.

2. In the **Country** field, enter the home country of your organization.

Warning: You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.

3. In the **Address**, **City**, **State**, **Zip**, and **Phone** fields, enter your organization's address and phone information.
4. In the **Federal ID #** field, enter your federal tax identification number.
5. To add states for 1099 distributions, in the **State** column of the grid on the right, enter state names.
6. In the **State ID Numbers** field, enter state ID numbers.

Note: Information on the General page can be edited or deleted at any time. Just remember that deleted information cannot be recovered!

- When you exit the General page, your settings are saved automatically.

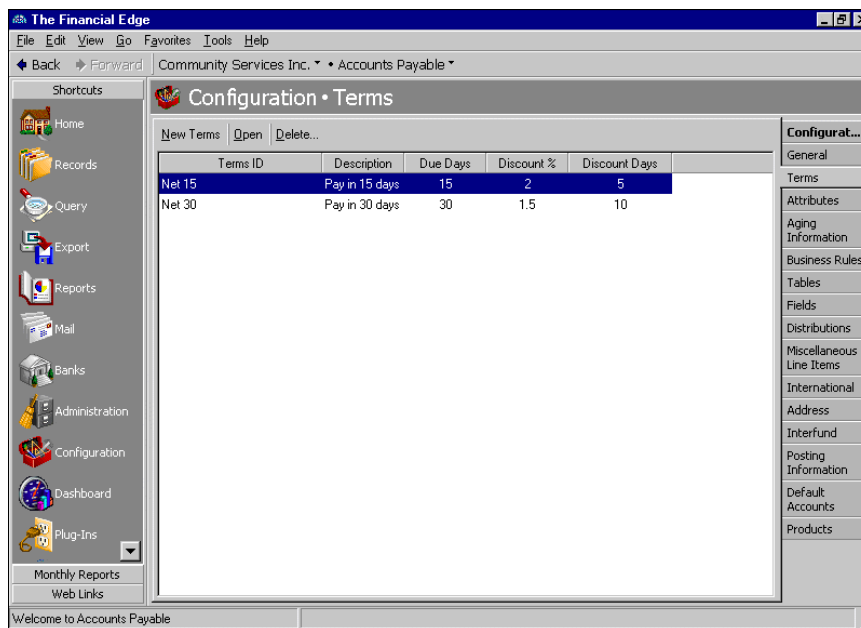
Payment Terms Configuration

Glossary: Terms are payment rules you establish for payments to your vendors or payments from your customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may also include discount provisions for early payment of an invoice.

On the Terms page you can define payment terms for invoices, so you can pay them early and receive discounts. For example, if your cellular phone service provider gives a 2% discount if you pay your bill within 10 days, you can easily track your payments to ensure you receive the discount. With Terms, you can designate a number of days until a payment is due and record the percentage of discount you receive if the payment is made within a certain number of days. The Terms page displays each term's identification code, description, due days, discount percentages, and discount days. From this page you can add, edit, and delete terms.

► Adding new payment terms

- On the Configuration page, click **Terms**. The Terms page appears.



- Click **New Terms**. The New Terms screen appears.

Terms ID:

Description:

Receive a discount of percent, if paid within days.

Payments are always due in days.

OK Cancel

3. In the **Terms ID** field, enter a terms code.
4. In the **Description** field, enter a description of the terms, for example, "Cellular phone service pre-payments".
5. In the **Receive a discount of [] percent, if paid within [] days** field, enter the percent discount you receive for early payment and the number of days until the discount expires.

Note: You can edit or delete payment terms at any time. Just remember that deleted information cannot be recovered!

6. In the **Payments are always due in [] days** field, enter the number of days between the billing date and the due date.
7. To save the terms and return to the Terms page, click **OK**.

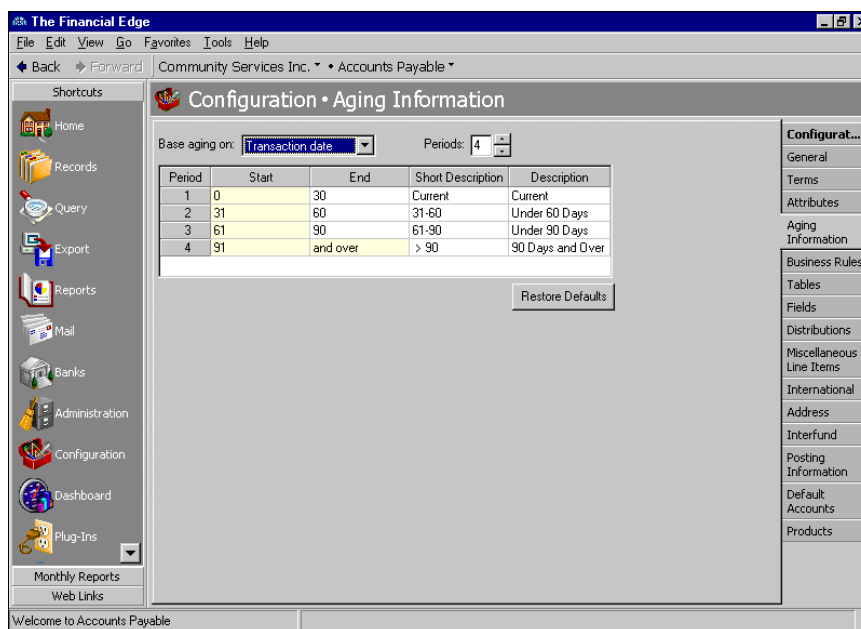
Aging Information Configuration

Glossary: Aging is the process vendors use to track whether invoices are current or overdue.

With aging information you can track accounts payable invoices to determine if they are current or, if overdue, how many days they are overdue. You can define a minimum of one and a maximum of five sequential periods for aging transactions from either the due date or the transaction date. When outlining your periods, they must be consecutive with no gaps between dates. **Accounts Payable** has default periods set up, but you can change these to suit your organization's needs. To change the start date of one period, you must first change the end date of the prior period. **Accounts Payable** automatically starts the next period on the following day. You can disable aging information if your organization prefers to treat all invoices as current. From the Aging Information page you can add and change aging information.

► Adding aging information

1. On the Configuration page, click **Aging Information**. The Aging Information page appears.



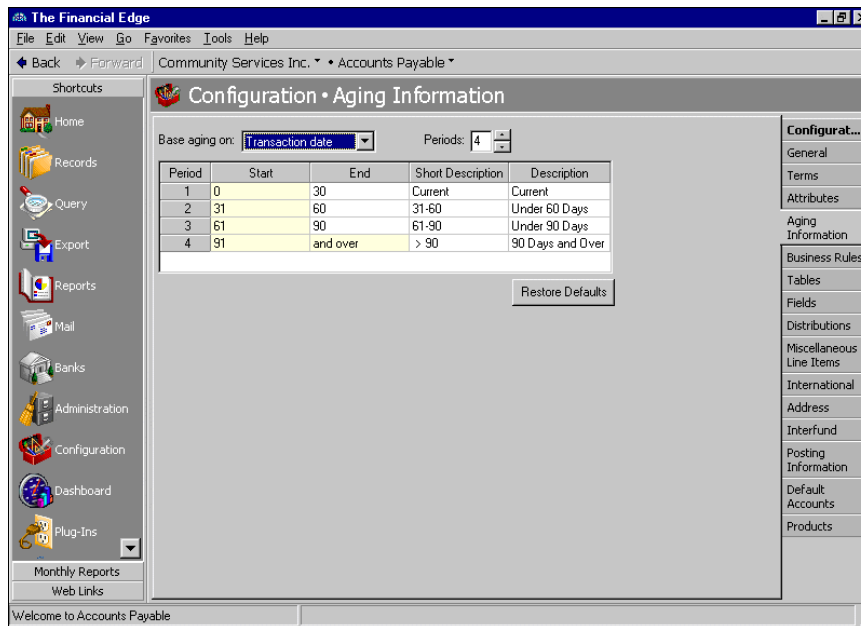
2. In the **Base aging on** field, select "Transaction date" or "Due date".

Note: Aging Information can be changed at any time as long as the aging periods do not overlap or contain gaps in their sequence. If your first period runs from 0 to 30 days, your second period must start with day 31.

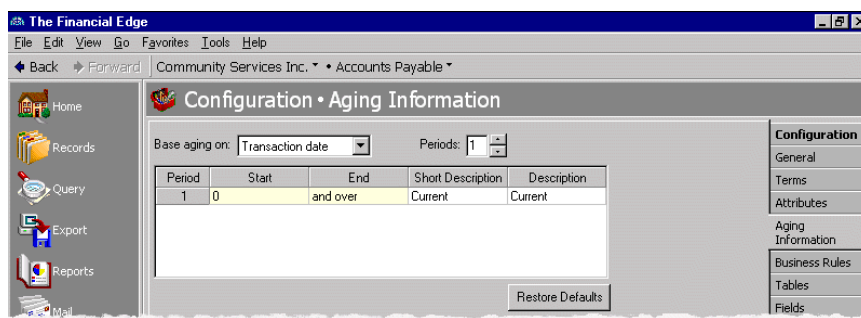
3. The **Start** column is for informational purposes and displays the day after the end day listed in the **End** column of the previous row.
4. In the **End** column, enter the last date of your aging periods.
5. In the **Short Description** column, enter a brief description of your aging periods.
6. In the **Description** column, enter a long description of your aging periods.
7. To restore the program default aging settings, click **Restore Defaults**.
8. When you exit the Aging Information page, your settings are saved automatically.

► Disabling invoice aging

1. On the Configuration page, click **Aging Information**. The Aging Information page appears.



2. From the Aging Information page, in the **Base aging on** field, select “Transaction date” or “Due date”.
3. In the **Periods** field, select “1”.



4. The default value “0” remains in the **Start** column, and the default value “and over” appears in the **End** column.
5. When you exit the Aging Information page, your settings are saved automatically.

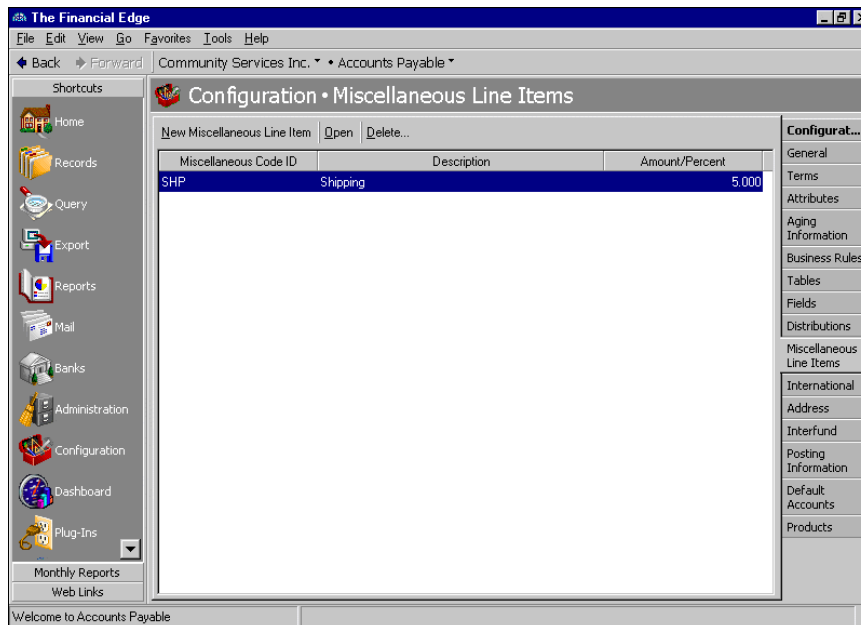
Miscellaneous Line Item Configuration

Glossary: A line item is a good or service ordered from a vendor using a purchase order. In the optional module *Purchase Orders*, you can enter regular, comment, or miscellaneous line items.

The **Miscellaneous Line Items** link appears only with the optional module *Purchase Orders*. You use miscellaneous line items to add line items such as freight charges and local sales taxes to purchase order records. These line items differ from products because they appear on purchase orders under the miscellaneous item code instead of a regular line item code. From the Miscellaneous Line Items page you can add, edit, and delete miscellaneous line items and miscellaneous line item distributions. When you enter miscellaneous line item distributions and apply them to purchase orders, the PO Encumbrance credit account automatically becomes the default credit account.

► Adding a miscellaneous line item

1. On the Configuration page, click **Miscellaneous Line Items**. The Miscellaneous Line Items page appears.



2. Click **New Miscellaneous Line Item**. The New Miscellaneous Line Item screen appears.

New Miscellaneous Line Item

Miscellaneous Line Item | Distribution

Misc. code ID:

Description:

Format

☒ Amount:

☐ Percent:

Apply to: All line items

OK Cancel

3. On the Miscellaneous Line Item tab, in the **Misc. code ID** field, enter a miscellaneous line item code.
4. In the **Description** field, enter a description, for example, “Shipping and handling charges”.
5. To designate an amount to the line item, in the **Format** frame, mark **Amount**. In the **Amount** field, enter the amount.
6. To designate a percentage value to the line item, in the **Format** frame, mark **Percent**. In the **Percent** field, enter the percentage. In the **Apply to** field, select “All line items” or “Regular line items”.
7. Select the Distribution tab. The distribution grid appears.

New Miscellaneous Line Item

Miscellaneous Line Item | Distribution

\$ %

Account Number	Account Description...	Amount	Project ID	Project Description

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All... Re... \$0.00

OK Cancel

8. To enter distributions by amount, click **\$**. To enter distributions by percent, click **%**.
9. In the **Account Number** column, enter the debit accounts for the distribution. When you click in the column, you can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a debit account number, the description appears automatically in the **Account Description** column. When you apply the miscellaneous line item to a purchase order, the credit account information defaults from the PO Encumbrance account settings on the Default Account page of *Configuration*.

10. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can enter more than one distribution row, but the total amount or percentage must equal 100 percent of the miscellaneous line item amount unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.
11. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Note: You can use the default classes “Unrestricted Net Assets”, “Permanently Restricted Net Assets”, and “Temporarily Restricted Net Assets”, or you can define your own classes on the Tables page of *Configuration* in **General Ledger**.

12. In the **Class** column, select a class for the distribution.
13. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.
14. To display debit transaction distributions, select a row by clicking the gray button to the left of the line, then click **Distribution**. The Debit Transaction Distribution screen appears, displaying the projects, classes, and transaction codes of the distribution. To load a default transaction distribution into the Debit Transaction Distribution screen, click **Load Distribution**. To divide the debit transaction distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**. To delete all rows of the grid, click **Delete All**. To save the Debit Transaction Distribution and return to the Miscellaneous Line Items page, click **OK**. For more information about transaction distribution templates, see “Creating a transaction distribution using a template” on page 50.
15. On the Distribution tab of the new miscellaneous line item, to display a list of all existing account distributions defined as templates on the Distributions page of **Accounts Payable Configuration**, click **Load Distribution**. The Select a Default Distribution screen appears, displaying default account distribution templates. To load the default account distribution into the miscellaneous line item, click **Select**. For more information about account distribution templates, see “Creating an account distribution using a template” on page 41.
16. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

Note: Attributes are added and defined on the Attributes page of *Configuration*.

17. To apply attributes to the miscellaneous line item, click **Attributes**. The Attributes tab appears. In the **Attribute type** field, select a specific attribute type or “All Categories”. In the **Attribute type** column, select an attribute. In the **Description** column, select a description of the attribute. In the **Date** column, enter a date. In the **Comments** field, enter comments. To save the attribute and return to the Miscellaneous Line Item Distribution tab, click **OK**.

Note: Miscellaneous line items can be edited or deleted at any time. Just remember that deleted line items cannot be recovered!

18. To delete all rows of the grid, click **Delete All**.
19. To save your new miscellaneous line items and return to the Miscellaneous Line Items page, click **OK**.

Table Configuration

Tables increase data entry speed and accuracy throughout *The Financial Edge*. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

Glossary: A table is a field in which you can predefine entries to save time and promote consistency for your data entry.

Some tables, such as the **State** table, contain predefined values. For others, you define the entries. For example, the **Currency Type** table does not include Peso as a default entry. If you want a Peso as a table entry, you must add it. Some table entries require you to enter only a description, while other table entries request more detail. For example, the **Phone Type** table requires a type and a phone number format, and the **Journal** table provides fields for short and long descriptions. When adding table entries, you must enter a long description, but the short description defaults to the first two characters of the long description unless you specify otherwise.

Note: Before you can delete a table defining attribute types, you must first delete all related table entries. Then, delete the attribute from the Attributes page of *Configuration* before deleting the table.

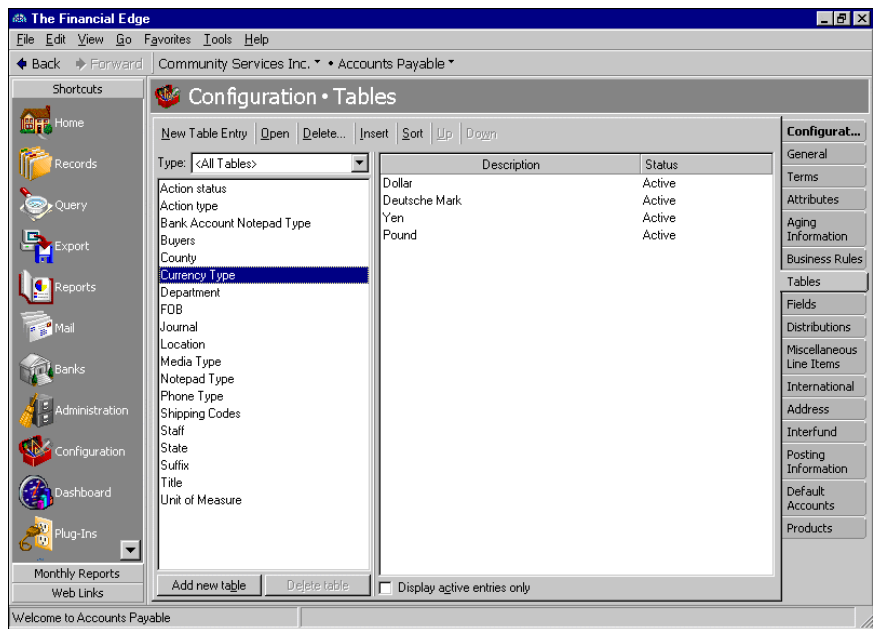
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports.

Warning: You can delete only table entries that are not currently in use. You can, however, make entries inactive to remove them from the list of available entries.

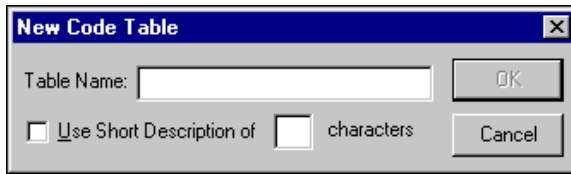
► **Adding a table**

1. On the Configuration page, click **Tables**. The Tables page appears.



2. On the Tables page, in the **Type** field, select "<All Tables>", "Accounts Payable", or "Shared Tables". Tables appear in the box on the left.

- At the bottom of the screen, click **Add new table**. The New Code Table screen appears.



The 'New Code Table' dialog box has a title bar with a close button. It contains a 'Table Name:' label followed by a text input field. To the right of the input field is an 'OK' button. Below the input field is a checkbox labeled 'Use Short Description of' followed by a text input field for the number of characters. To the right of this is a 'Cancel' button.

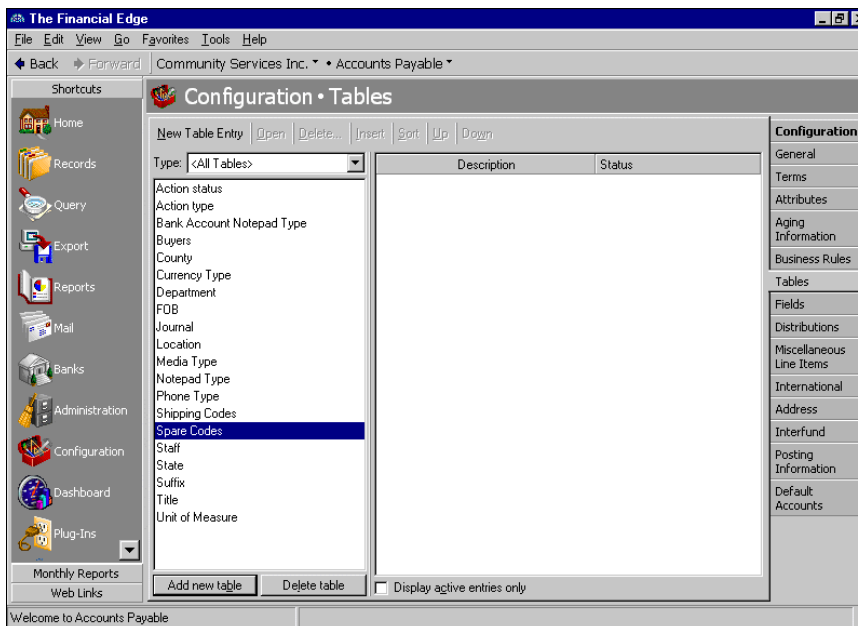
- In the **Table Name** field, enter a name, such as “Departments”, “Budgets”, “Managers”, or “Programs”.
- To give the table a short description of up to six characters, mark **Use Short Description of**. In the [] **characters** field, enter a number of one to six. If you use this table as a segment in your account numbers, you must give it a short description.
- To save the table and return to the Tables page, click **OK**.

► Deleting a table

Note: Tables can be edited or deleted at any time. Just remember that deleted information cannot be recovered!

Before you can delete a table defining attribute types, you must first delete all related table entries. Then, delete the attribute from the Attributes page of *Configuration* before deleting the table.

- To delete a table, from the Tables page select the table you want to delete.



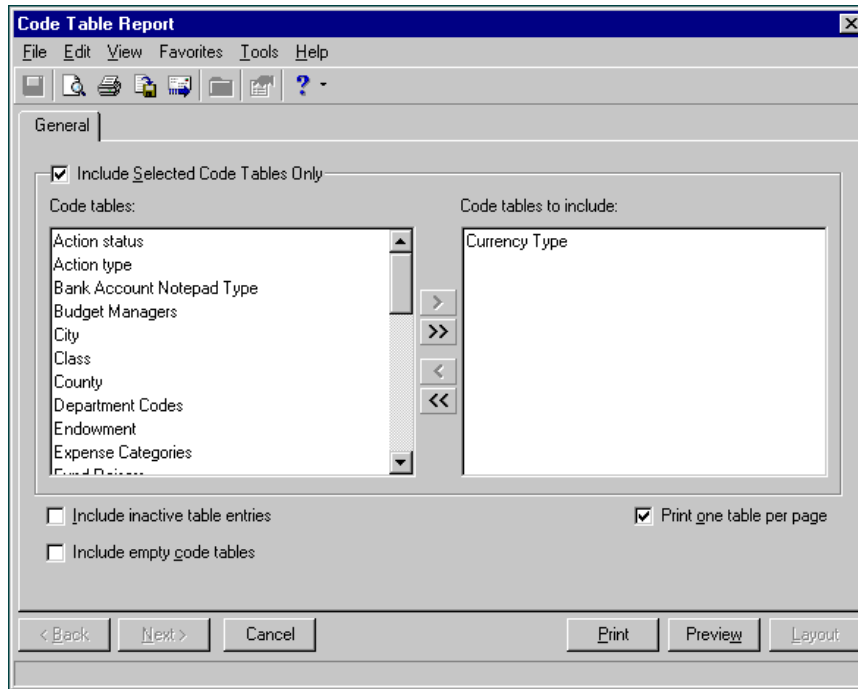
The screenshot shows the 'The Financial Edge' application window. The title bar says 'The Financial Edge'. The menu bar includes File, Edit, View, Go, Favorites, Tools, and Help. The breadcrumb trail shows 'Community Services Inc.' > 'Accounts Payable'. The main area is titled 'Configuration • Tables'. On the left is a 'Shortcuts' sidebar with icons for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, and Plug-Ins. Below the shortcuts are 'Monthly Reports' and 'Web Links'. The main content area has a 'New Table Entry' button and a list of table types: <All Tables>, Action status, Action type, Bank Account Notepad Type, Buyers, County, Currency Type, Department, FOB, Journal, Location, Media Type, Notepad Type, Phone Type, Shipping Codes, Spare Codes (highlighted), Staff, State, Suffix, Title, and Unit of Measure. To the right of the list is a table with columns 'Description' and 'Status'. At the bottom are buttons for 'Add new table' and 'Delete table', and a checkbox for 'Display active entries only'. On the far right is a 'Configuration' sidebar with buttons for General, Terms, Attributes, Aging Information, Business Rules, Tables (selected), Fields, Distributions, Miscellaneous Line Items, International, Address, Interfund, Posting Information, and Default Accounts.

- At the bottom of the screen, click **Delete Table**. A message appears, asking if you are sure you want to delete the table.
- To delete the table and return to the Tables page, click **Yes**.

► Printing a table

- From the menu bar on the Tables page, select **File, Print**.

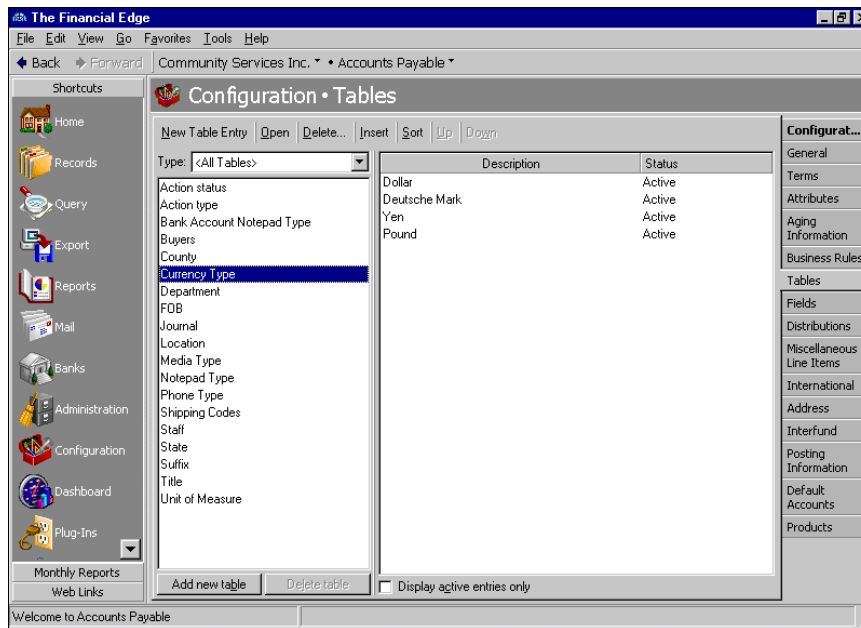
2. Select **Code Tables Report**. The Code Table Report screen appears.



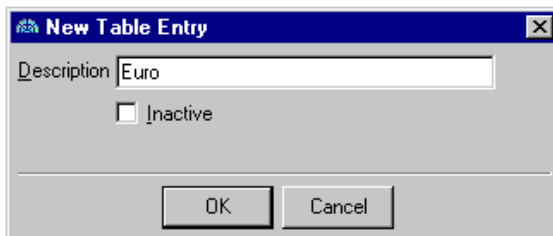
3. To print specific tables, leave the **Include Selected Code Tables Only** checkbox marked. To print all tables, remove the check mark.
4. If you left the **Include Selected Code Tables Only** checkbox marked, in the **Code tables** box, highlight the tables you want to print. Click the right arrow to move your selections to the **Code tables to include** box.
5. To include inactive table entries on the report, mark **Include inactive table entries**.
6. To include empty code tables on the report, mark **Include empty code tables**.
7. To print each table on a separate page, mark **Print one table per page**.
8. To view the print layout, click **Preview**.
9. To print the report and return to the Tables page, click **Print**.

► **Adding a table entry**

1. On the Configuration page, click **Tables**. The Tables page appears.



2. In the box on the left, select the table in which to add the new table entry. Table entries appear in a grid on the right.
3. Select **New Table Entry**. The New Table Entry screen appears.



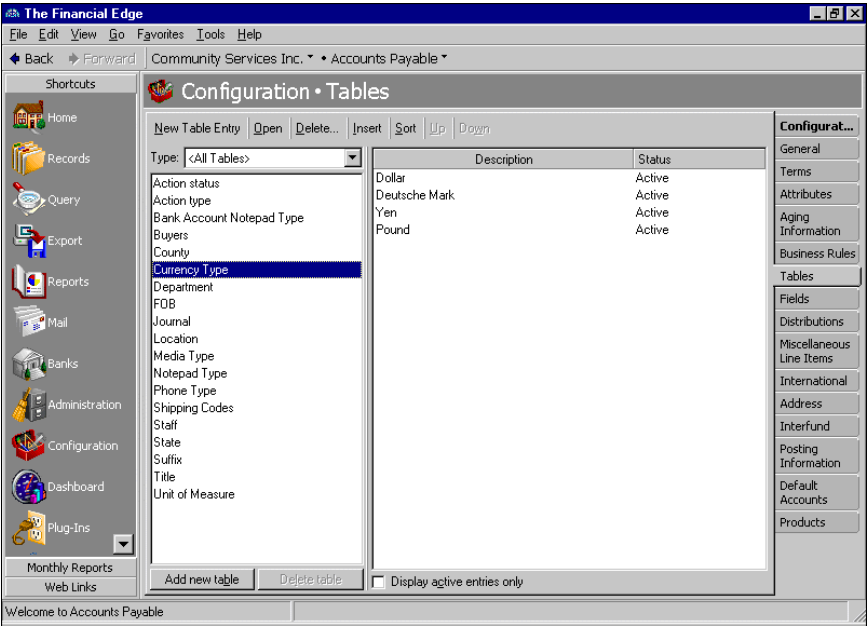
4. In the **Description** field, enter a description for the new table entry. Depending on the field you add, you may be asked to enter other fields, such as **Short Description** or **Phone Number Type**.

Note: Table entries can be edited at any time or deleted if they are not used on any records.

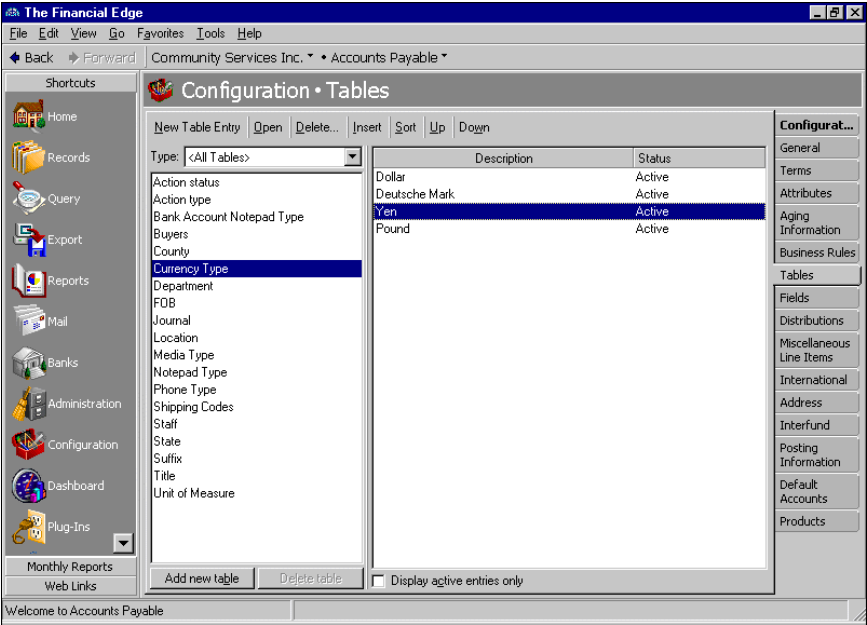
5. To make the new table entry inactive, mark **Inactive**.
6. To save the new table entry and return to the Tables page, click **OK**.

► Inserting a table entry

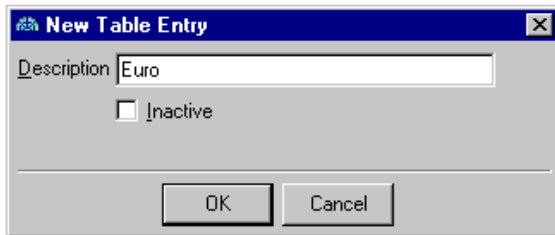
1. On the Tables page, select the table in which to insert a new entry. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where you want to insert the new entry.

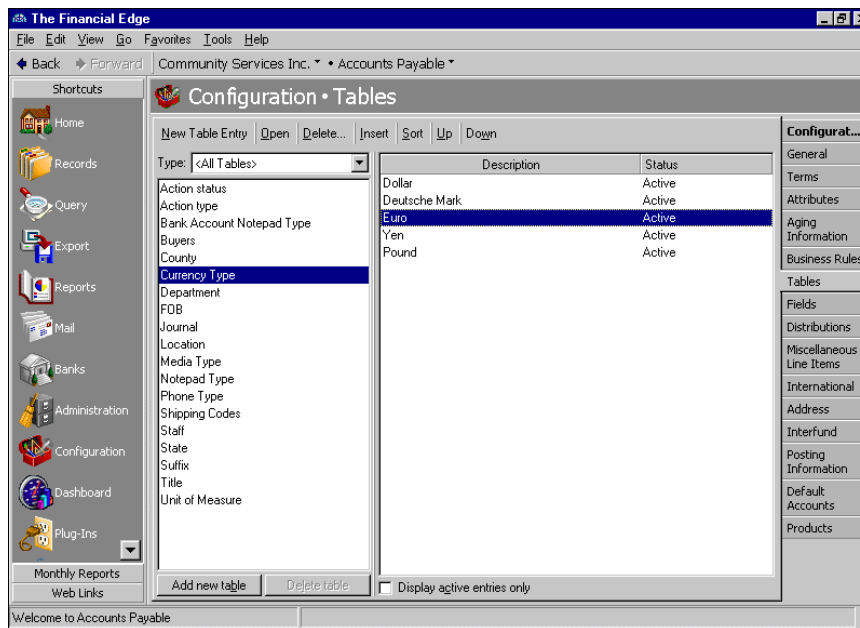


3. Click **Insert**. The New Table Entry screen appears.



The 'New Table Entry' dialog box has a title bar with a close button. It contains a 'Description' text field with 'Euro' entered. Below it is an 'Inactive' checkbox, which is currently unchecked. At the bottom are 'OK' and 'Cancel' buttons.

4. In the **Description** field, enter a description for the new entry.
5. To make the new table entry inactive, mark **Inactive**.
6. To save the new table entry and return to the Tables page, click **OK**. The new entry appears above the selected entry.



The screenshot shows the 'Configuration - Tables' window in 'The Financial Edge' application. The window has a menu bar (File, Edit, View, Go, Favorites, Tools, Help) and a toolbar (Back, Forward, New Table Entry, Open, Delete..., Insert, Sort, Up, Down). On the left is a 'Shortcuts' sidebar with icons for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, and Plug-Ins. The main area is divided into two panes. The left pane shows a list of table types, with 'Currency Type' selected. The right pane shows a table of existing entries:

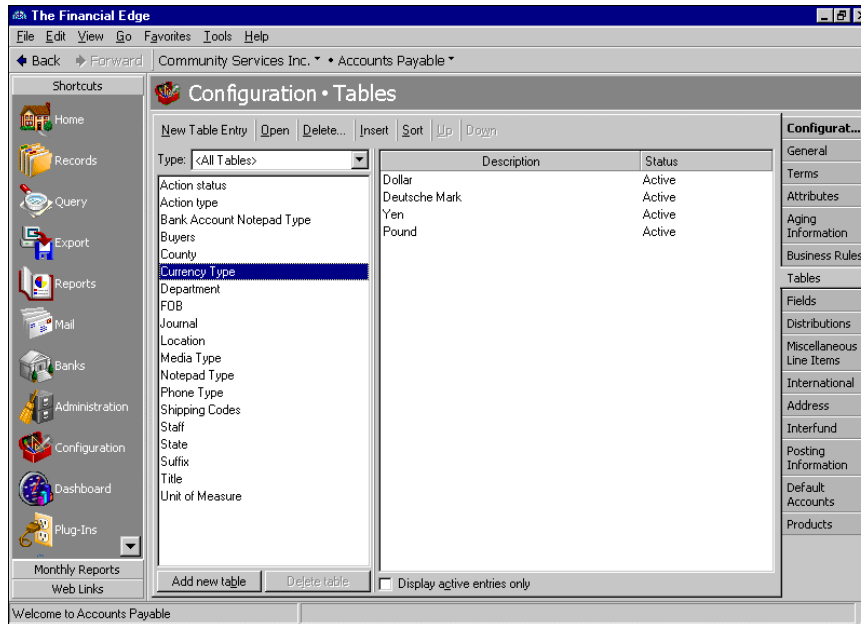
Description	Status
Dollar	Active
Deutsche Mark	Active
Euro	Active
Yen	Active
Pound	Active

At the bottom of the main area are buttons for 'Add new table' and 'Delete table', and a checkbox for 'Display active entries only'. On the far right is a 'Configurat...' sidebar with buttons for General, Terms, Attributes, Aging Information, Business Rules, Tables, Fields, Distributions, Miscellaneous Line Items, International, Address, Interfund, Posting Information, Default Accounts, and Products.

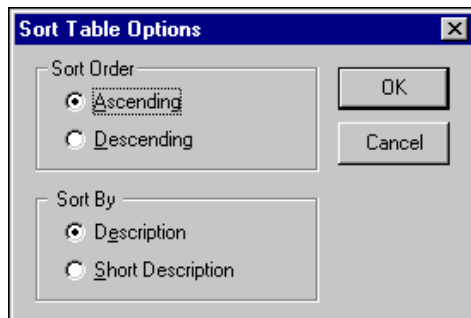
► Sorting table entries

Note: Tables with numbers are sorted by the first digit of the entry. For example, 2,000 would come before 40.00 (in ascending order). Therefore, you should avoid sorting currency tables or tables that contain dollar amounts.

1. On the Tables page, select the table you want to sort. Table entries appear in a box on the right.



2. In the box on the left, select a table and click **Sort**. The Sort Table Options screen appears.



3. To sort the table in ascending order alphabetically or numerically, in the **Sort Order** frame, mark **Ascending**. To sort the table in descending order, mark **Descending**.
4. To sort table entries by descriptions, in the **Sort By** frame, mark **Description**. To sort table entries by short descriptions, mark **Short Description**.
5. To sort your table entries and return to the Tables page, click **OK**.

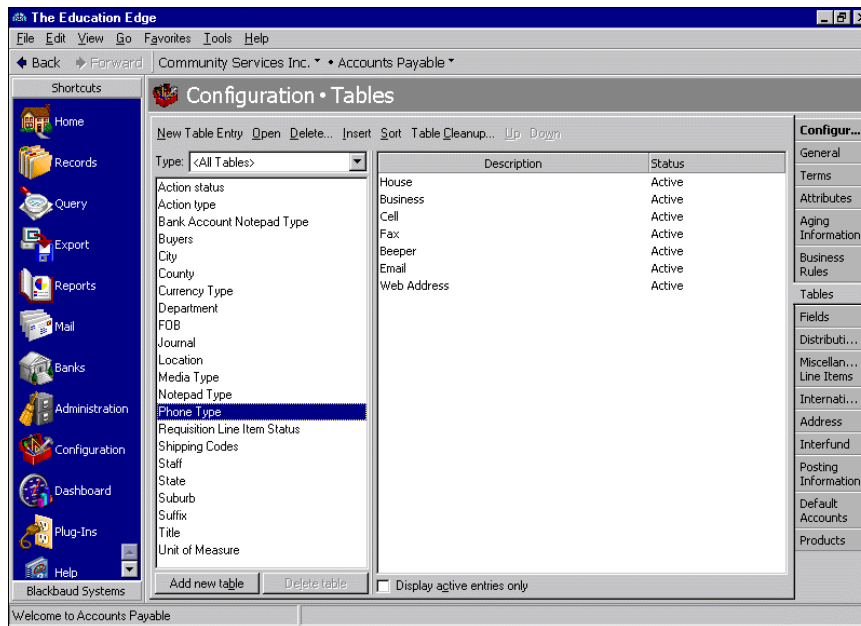
► Cleaning up table entries

Warning: Before editing table entries, make sure no other users are in the program.

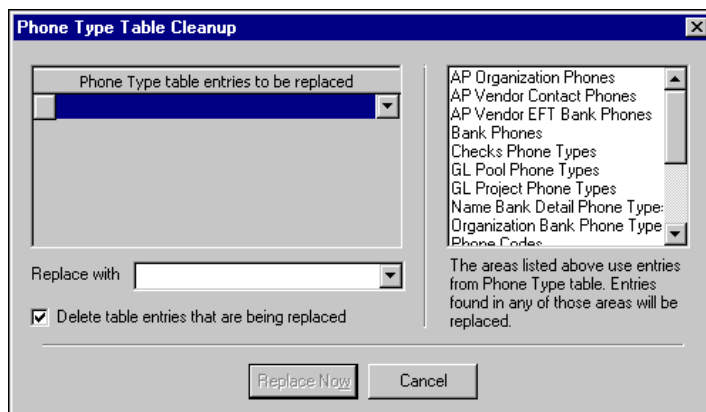
To ensure consistent data entry and accurate queries and reports, we recommend limiting rights to tables to key users. Otherwise, you may have duplicate table entries within a table, for example, “Call”, “Phone Call”, and “Telephone Call” in the **Action Type** table. However, if you find duplicate table entries, you can use **Table Cleanup** to replace duplicate entries with one entry. Before editing table entries, make sure no other users are in the program.

1. On the Configuration page, click **Tables**. The Tables page appears.

2. In the box on the left, select the table to clean up. Existing table entries appear in a grid on the right.



3. On the action bar, click **Table Cleanup**. The <Table Name> Table Cleanup screen for the selected table appears. A list of areas in the program that can use the selected table appear in the box on the right.

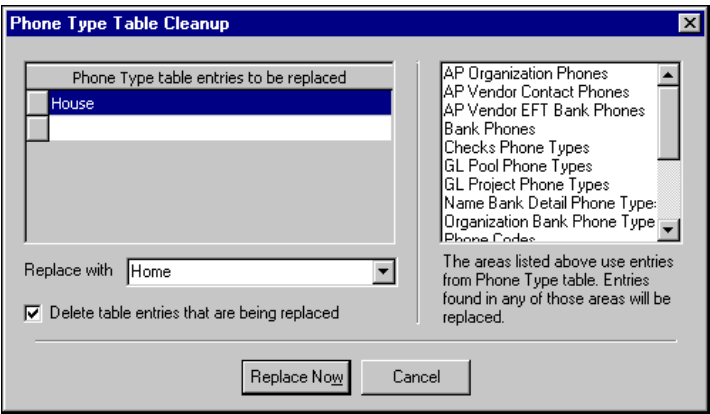


4. In the <Table name> table entries to be replaced grid, select a table entry to replace. The program will replace these entries on all records on which they appear.

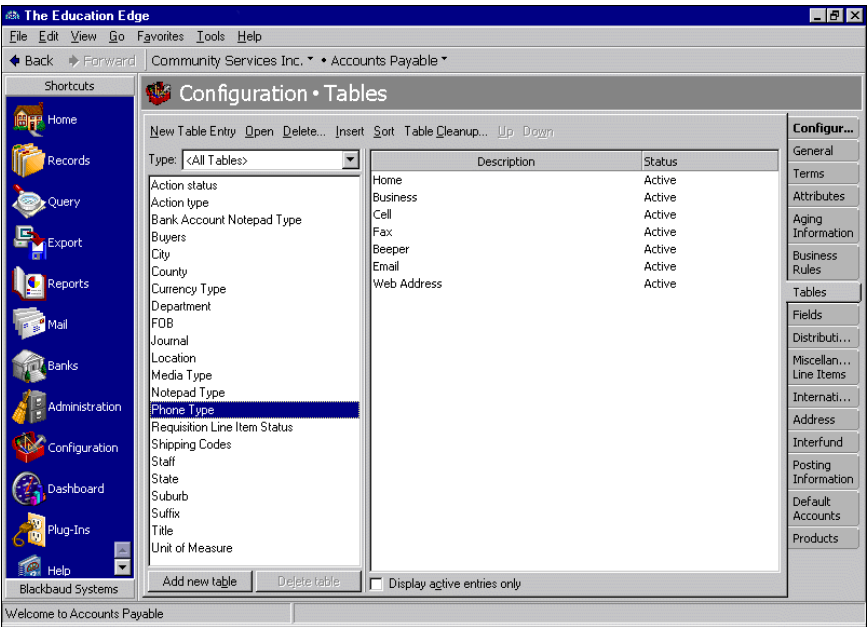
Note: If you add a new table entry in the **Replace with** field, a message appears asking if you want to add the new entry to the table. Click **Yes** to add the entry; click **No** not to add the entry.

5. To replace the selected entry, in the **Replace with** field, select a table entry.

6. To delete the entries you are replacing so they cannot be used again on records, mark **Delete table entries that are being replaced**.

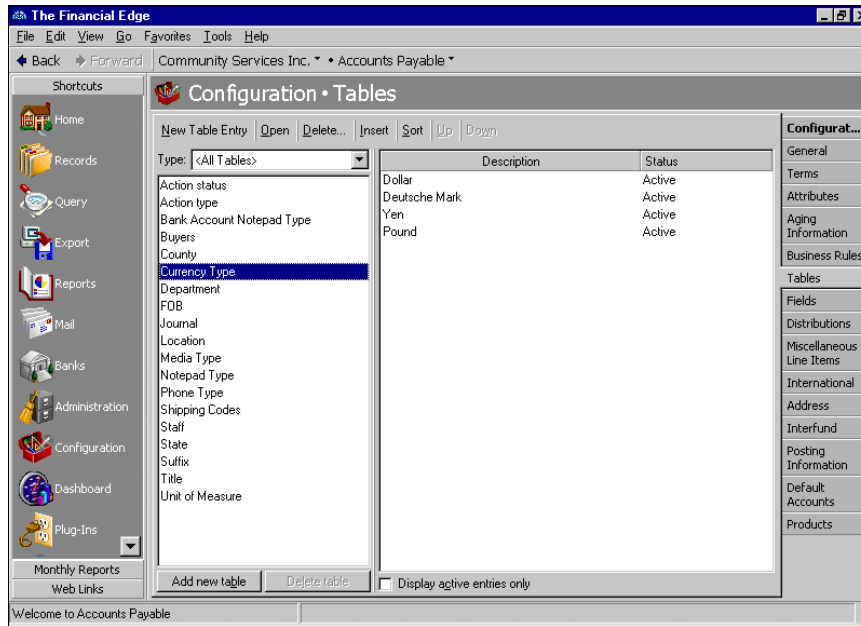


7. Continue making selections in the grid and **Replace with** field. Once you finish making selections, click **Replace Now** to replace the entries used in the program.
8. The program replaces the table entries you selected. A message appears telling you that the table cleanup finished successfully. Click **OK**. You return to the <Table Name> Table Cleanup screen.
9. To return the Tables page, click close the screen. If you marked **Delete table entries that are being replaced**, the entries you replaced no longer appear on the Tables page.

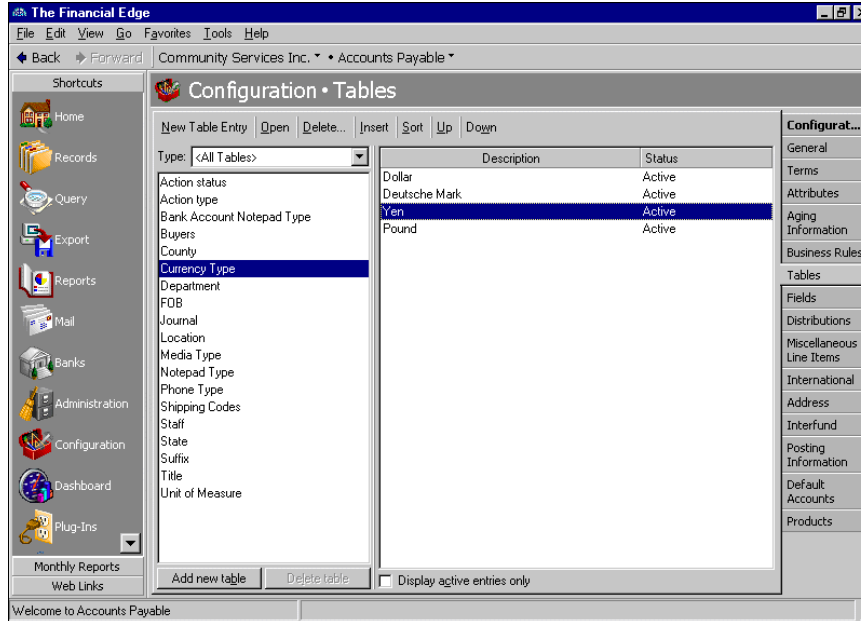


► Moving a table entry

1. On the Tables page, select the table containing the entry to move. Table entries appear in a box on the right.



2. In the table entry box, select the entry you want to move.



3. To move the entry, click **Up** or **Down**.
4. When you select another table or exit the Tables page, your changes are saved automatically.

Attribute Configuration

Glossary: An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Attributes add flexibility to your record keeping by defining and storing special information about a wide variety of record types for reporting purposes. You can identify a category for the attribute, make the attribute required or unique, and store entries specific to that category.

Use attributes to define specialized information for your records, such as information that you want to track, but for which no field exists. You can define new attributes using a variety of data types, including text, date, yes/no, number, currency, or table. When you create attribute tables, you can enter table entries from the Tables page of *Configuration* or directly on the Attributes tab of records such as invoices and purchase orders. By enabling *Security* settings, the Supervisor can lock table entries to prevent users from adding, changing, or deleting table entries. For more information about tables and table entries, see “Table Configuration” on page 12.

Note: You can enter attribute table entries on the Tables page of *Configuration* or on the Attributes tab of a record.

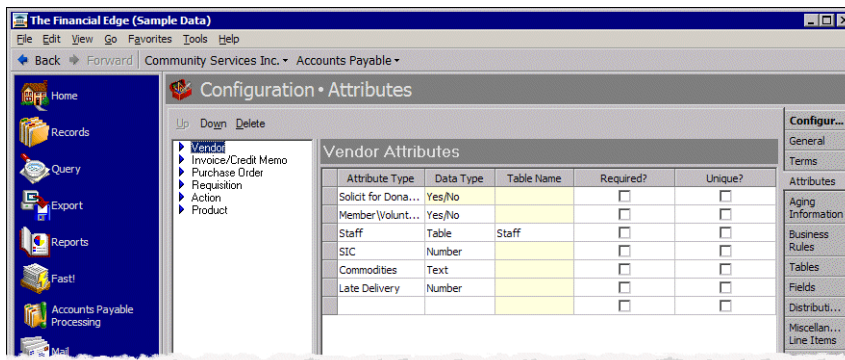
Managing Attributes

Warning: Before you can delete an attribute from *Configuration*, you must first delete it from all records.

You establish attributes by entering attribute types, data types, and table names. On the Attributes page, you can add, edit, move, and delete the four types of **Accounts Payable** attributes: vendor, invoice/credit memo, purchase order, and action, and you can print attribute reports. Purchase order attributes are available only with the optional module *Purchase Orders*.

► Adding an attribute

1. On the Configuration page, click **Attributes**. The Attributes page appears.



2. In the box on the left, select the type of attribute to add. The attributes grid appears on the right.
3. In the **Attribute Type** column, enter a description of the attribute.

Note: If you define the data type as a table, you can select an existing table or create a new one.

4. In the **Data Type** column, select the field's format type. Data types include text, date, yes/no, number, currency, and table.
5. If you select Table as the data type, enter a table name in the **Table Name** column.

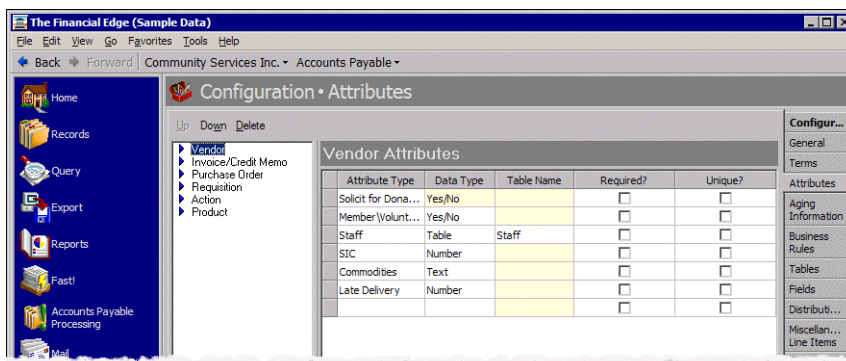
Note: Attributes can be edited at any time or deleted if they are not used on any records.

6. To make the attribute required on each record, mark **Required**.
7. To require a unique attribute for each record, mark **Unique**.
8. When you exit the attributes grid, your attributes are saved automatically.

► Moving an attribute

Tip: The order you set here determines the order the attributes appear when you click the down arrow in an **Attributes type** field on a record. You can place your most popular entries at the top to save time scrolling through less used entries during data entry.

1. From the Attributes page, select an attribute type from the box on the left. The attribute grid appears on the right.



2. In the attribute grid, select the row you want to move.
3. On the action bar, click **Up** or **Down** to move the selected attribute.
4. When you exit the Attributes screen, your changes are saved automatically.

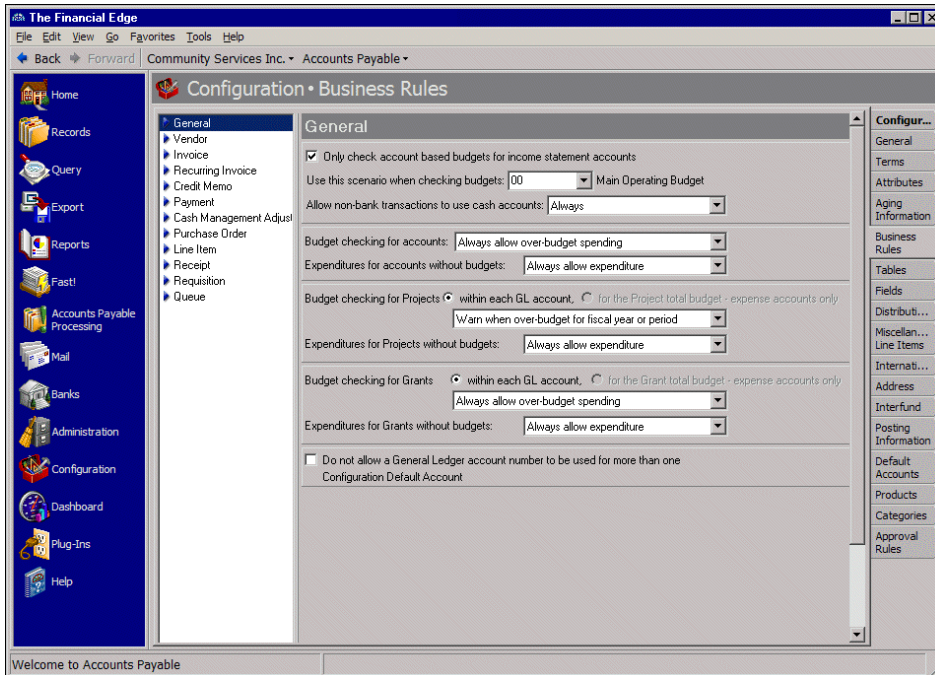
Business Rule Configuration

Glossary: A business rule is a system-wide preference you set in *Configuration* to customize standard procedures and requirements. With business rules, you can control functions and displays affecting all users in the program.

Business rules help you customize standard procedures and requirements to suit your organization. With security settings, the Supervisor can hide the **Business Rules** link from certain users. Business rules affect all users and are usually defined by the system administrator.

General Business Rules

By setting General business rules, you can control how **Accounts Payable** handles your budgets and distributions. You can designate how to treat over-budget projects and whether to allow expenditures for accounts without budgets. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



Only check budgets for income statement accounts. If marked, this business rule limits the budget-checking process to revenue and expense accounts.

Use this scenario when checking budgets. With this business rule, you can select a budget scenario to determine whether you are within your budget. You create budget scenarios on the Budgets page of **General Ledger Records**.

Allow non-bank transactions to use cash accounts. We recommend that you never allow non-bank transactions to use cash accounts. However, we do offer the option to allow non-bank transactions with this business rule. You can select Never (Strongly Recommended), Ask each time, or Always.

Budget checking for accounts. With this business rule, you set budgeting requirements for accounts. You can automatically allow or disallow over-budget expenditures, or you can have **Accounts Payable** warn if you exceed the account budget for the period or fiscal year.

Expenditures for accounts without budgets. With this business rule, you designate action for processing payments against accounts that have no budget. You can select to always allow or disallow the expenditure, or you can have **Accounts Payable** warn when you make an expenditure to such an account.

Budget checking for Projects. With this business rule, you set budgeting requirements for projects. You can automatically allow or disallow over-budget expenditures, or you can have **Accounts Payable** warn if you exceed the project budget for the period or fiscal year.

Expenditures for Projects without budgets. With this business rule, you designate action for processing payments against projects that have no budget. You can select to always allow or disallow the expenditure, or you can have **Accounts Payable** warn when you make an expenditure to such a project.

Budget checking for Grants. With this business rule, you set budgeting requirements for grants. You can automatically allow or disallow over-budget grant expenditures, or you can have **Accounts Payable** warn if you exceed the budget for the period or fiscal year.

Expenditures for Grants without budgets. With this business rule, you designate action for processing payments against grants that have no budget. You can select to always allow or disallow the expenditure, or you can have **Accounts Payable** warn when you make an expenditure to such a grant.

Do not allow a General Ledger account number to be used for more than one Configuration Default Account. With this business rule, you can prevent users from mixing transactions in General Ledger accounts, for example, using the same default account for unpaid invoices and purchase orders.

When this rule is marked, you cannot change a default account number to one that is already in use as another default account.

Vendor Business Rules

With Vendor business rules, **Accounts Payable** can generate new vendor IDs automatically and prevent data entry to the **Vendor ID** field. You can also set duplicate vendor criteria to determine if duplicate vendors exist. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.

The screenshot shows the 'The Financial Edge' application window. The title bar includes 'File Edit View Go Favorites Tools Help'. Below the title bar is a navigation bar with 'Back' and 'Forward' buttons, and a breadcrumb trail 'Community Services Inc. > Accounts Payable >'. The main window is titled 'Configuration - Business Rules'. On the left is a sidebar with 'Shortcuts' and a list of icons for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, and Plug-Ins. The main content area is divided into two panes. The left pane shows a tree view with 'General' selected, and 'Vendor' expanded. The right pane is titled 'Vendor' and contains several settings: 'Automatically generate vendor IDs starting with:' followed by a text box containing '6'; 'Vendor IDs are' followed by a text box containing '4' and the text 'characters long'; a checkbox 'Prevent data entry to the vendor ID field' which is unchecked; a section titled 'Duplicate vendor criteria:' containing a table with columns 'Field Name' and 'Length'; and a checkbox 'Automatically check for duplicate vendors' which is unchecked, followed by a dropdown menu showing 'Warn user'. On the far right is a vertical sidebar with a 'Configurat...' button and a list of tabs: General, Terms, Attributes, Aging Information, Business Rules (selected), Tables, Fields, Distributions, Miscellaneous Line Items, International, Address, Interfund, Posting Information, Default Accounts, and Products.

Field Name	Length
Vendor Name	30
Address	15
City	5

Automatically generate vendor IDs starting with []. With this business rule marked, **Accounts Payable** automatically generates new vendor ID numbers when you add vendors to the database. You also designate the first number to use when creating vendor ID numbers.

Vendor IDs are [] characters long. With this business rule, you designate how many characters to use when creating new vendor ID numbers.

Prevent data entry to the vendor ID field. With this business rule, you can lock vendor ID numbers so they cannot be edited. This feature prevents missing or duplicate vendor IDs.

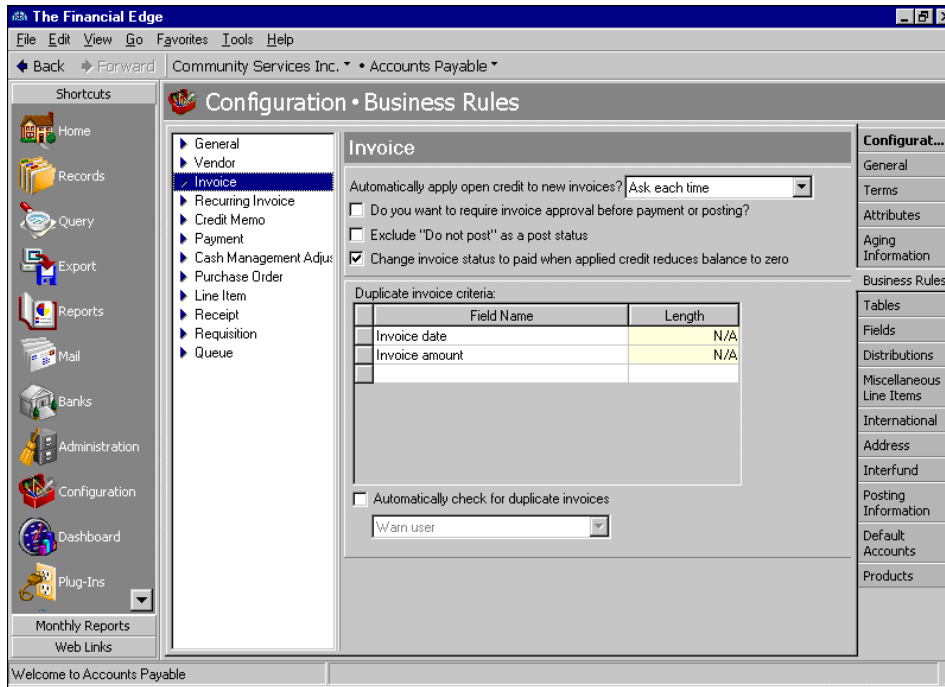
Duplicate vendor criteria. In this grid, you select field names for finding duplicate records in queries and duplicate vendor searches.

Automatically check for duplicate vendors. With this business rule marked, **Accounts Payable** automatically searches for duplicates when you save a new vendor.

Invoice Business Rules

Note: For added security in *Accounts Payable 7*, you can require approval of all invoices before paying.

By setting Invoice business rules, you can designate the functions you use for invoicing. You can select whether to automatically apply open credit to new invoices, to require invoice approval before paying, to exclude Do Not Post as a post status, and whether to change an invoice status to paid when the applied credit reduces the balance to zero. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



Automatically apply open credit to new invoices? With this business rule, you designate whether *Accounts Payable* always applies open credit memos to new invoices from the same vendor, never applies them, or asks you before applying them.

Do you want to require invoice approval before payment or posting? With this business rule marked, you can require approval from someone with security rights before invoices are paid or posted. This important security tool prevents unauthorized invoices or payments.

Exclude "Do Not Post" as a post status. With this business rule marked, the post status defaults to Not yet posted. This feature ensures that all invoice debit and credit distributions post to the general ledger.

Warning: Invoices paid with a credit memo will not appear on some reports if you mark the business rule changing the invoice status to "Paid" when an applied credit memo reduces the invoice balance to zero. To include these invoices on reports, unmark this business rule.

Change invoice status to paid when applied credit reduces balance to zero. With this business rule marked, *Accounts Payable* does not print zero amount checks when a credit memo completely pays an invoice. To print checks with a zero amount, unmark this checkbox.

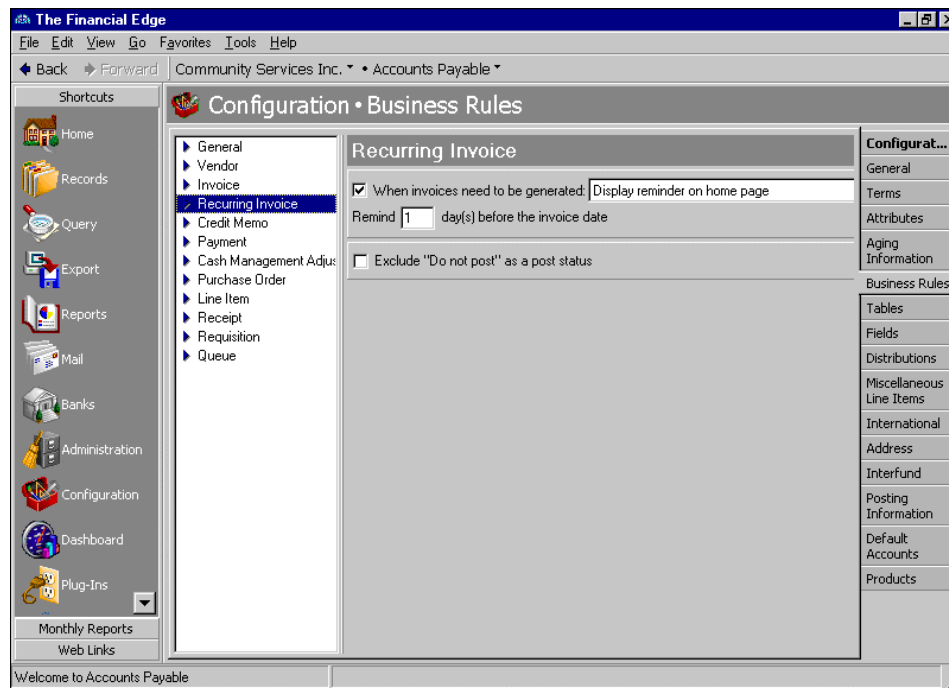
Duplicate invoice criteria. In this grid, you select field names for finding duplicate records in queries and duplicate invoice searches.

Automatically check for duplicate invoices. With this business rule marked, *Accounts Payable* automatically searches for duplicates when you save a new invoice.

If you do not mark the **Automatically check for duplicate records** business rule, there is no other method for checking for duplicates directly from *Fast!*. Because it is so easy to mistakenly enter duplicate records in a datasheet, we recommend that you always mark the duplicates business rule. This prevents creating any duplicate records in *Fast!*, even if you set the business rule to “Warn user”.

Recurring Invoice Business Rules

In Recurring Invoice business rules, you can activate reminders for generating invoices, and you can designate how many days in advance to display the reminders. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



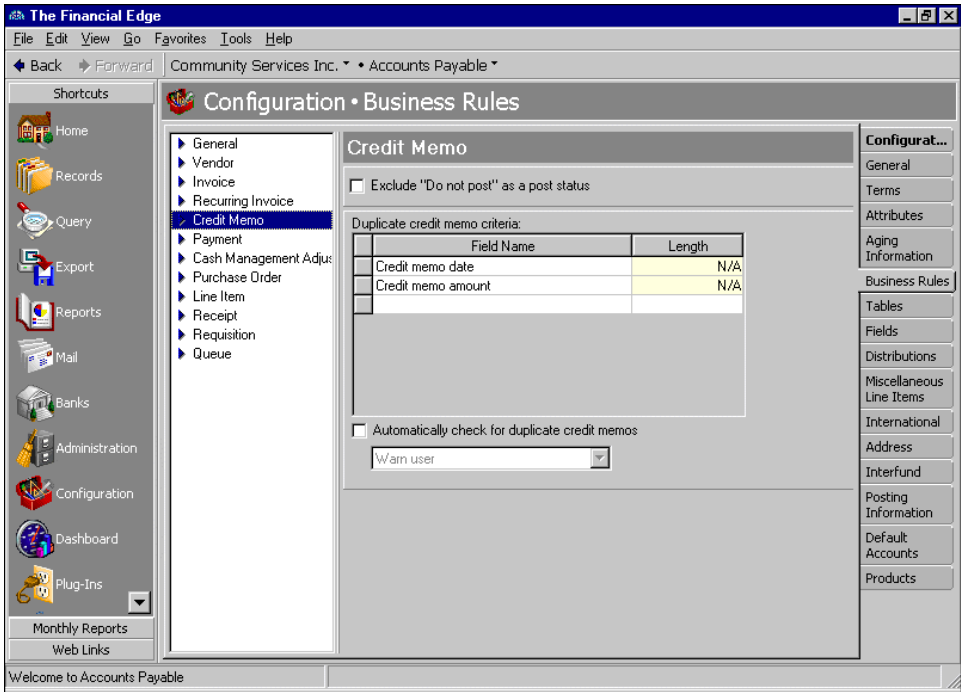
When invoices need to be generated. With this business rule marked, **Accounts Payable** reminds you when it is time to generate invoices. You can specify either a reminder message on the Home page or a pop-up dialog that appears when you open the program.

Remind [] days before the invoice date. With this business rule, you define how many days before the invoice date the reminder should appear.

Exclude “Do Not Post” as a post status. With this business rule marked, the post status defaults to Not yet posted. This feature ensures that all invoice debit and credit distributions post to the general ledger.

Credit Memo Business Rules

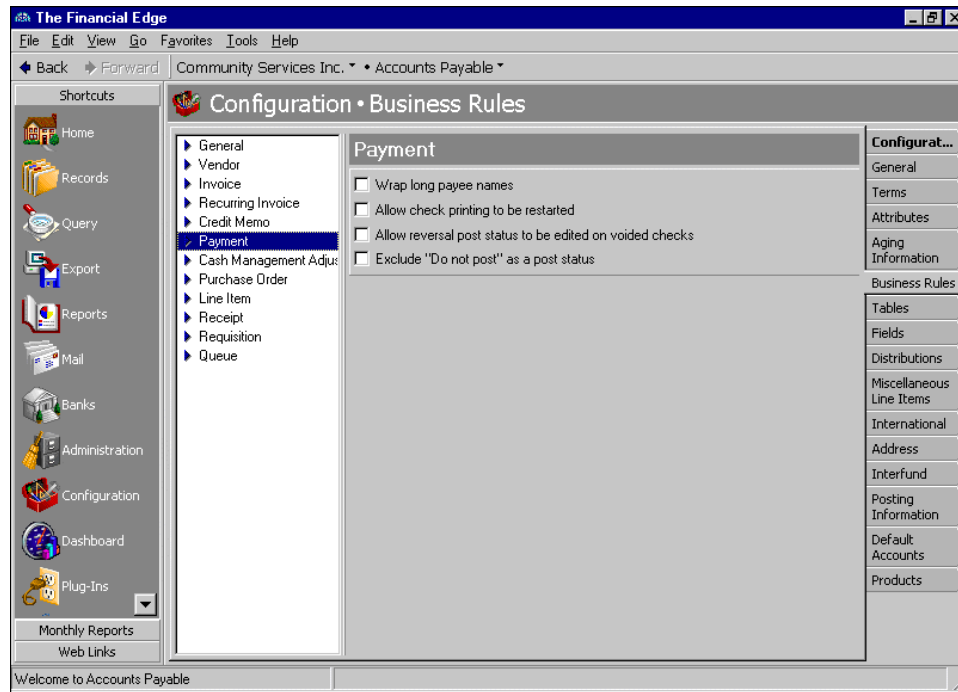
With Credit Memo business rules, you can designate whether “Do Not Post” is a valid post option, and you can outline rules for applying credit memos. You can also set Duplicate credit memo criteria to determine if duplicate credit memos exist. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



- Exclude “Do Not Post” as a post status.** With this business rule marked, the post status defaults to Not yet posted. This feature ensures that all credit memo debit and credit distributions post to the general ledger.
- Duplicate credit memo criteria.** In this grid, you select field names for finding duplicate records in queries and duplicate credit memo reports.
- Automatically check for duplicate credit memos.** With this business rule marked, *Accounts Payable* automatically searches for duplicates when you save a new credit memo.

Payment Business Rules

With Payment business rules, you can set functions for your payments such as whether to wrap long payee names, allow check printing to be restarted when it is interrupted, or allow “Do Not Post” as a post status. You can also decide if you want to allow the reversal post status to be changed on voided checks. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



Wrap long payee names. With this business rule marked, long payee names that do not fit on one line wrap to the next line. If you mark this option and a payee name wraps to the next line, you can enter only three address lines for that payee — two for the street address and one for the city, state, and ZIP Code.

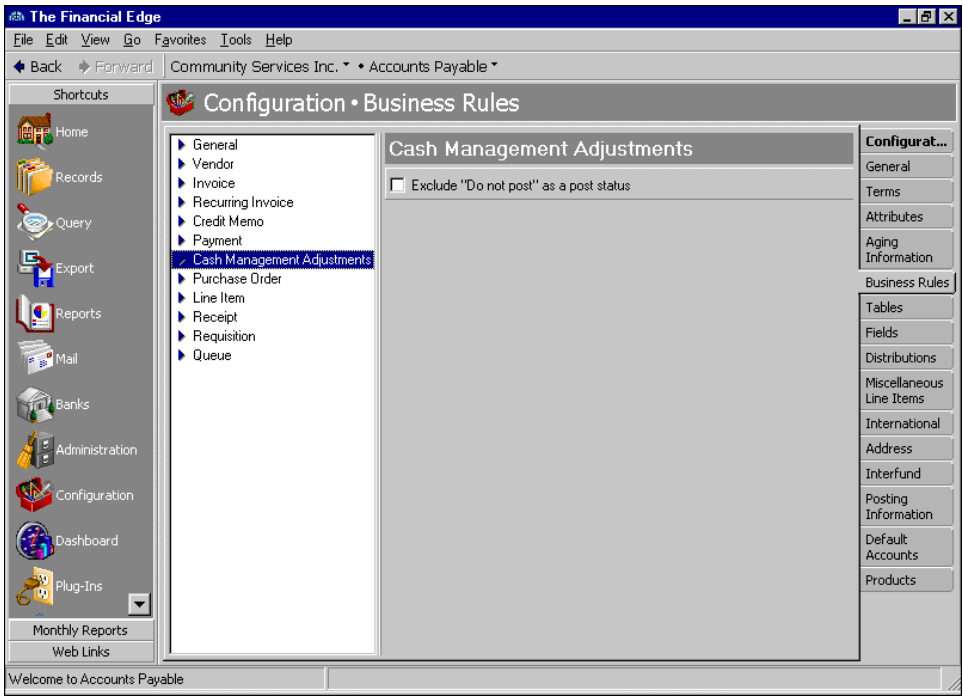
Allow check printing to be restarted. With this business rule marked, you can reprint checks that did not print correctly, or you can restart a check run from the print check, One-Time check, or Pay Now from invoices processes.

Allow reversal post status to be changed on voided checks. With this business rule marked, you can change the reversal post status of voided checks.

Exclude “Do Not Post” as a post status. With this business rule marked, the post status defaults to Not yet posted. This feature ensures that all receipt debit and credit distributions post to the general ledger.

Cash Management Adjustments Business Rules

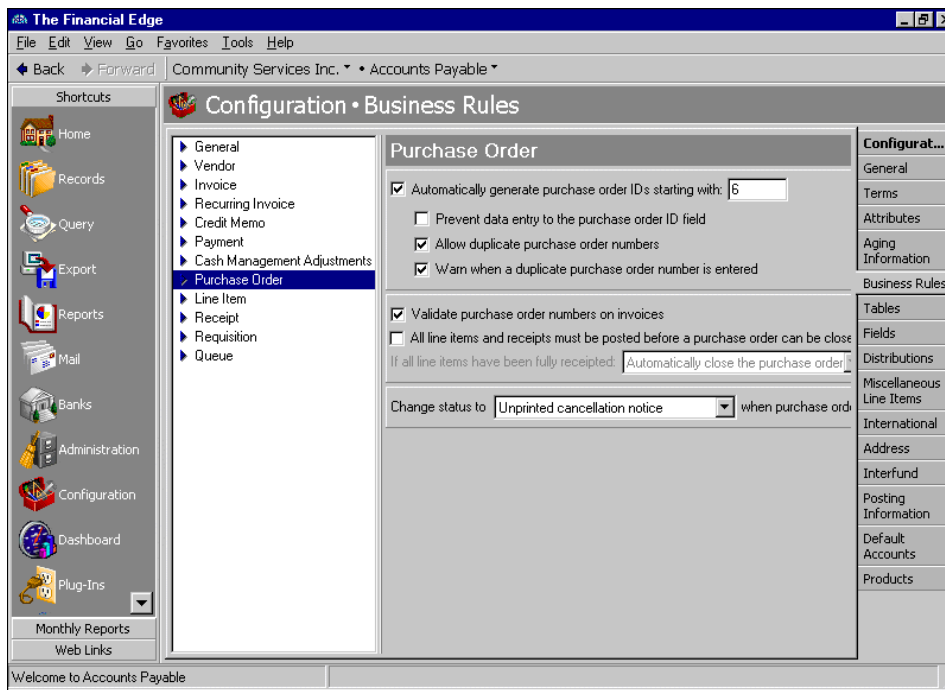
Using Cash Management Adjustments business rules, you can allow “Do Not Post” as a post status. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. Cash Management Adjustment business rules are available only with the optional module *Cash Management*.



Exclude “Do Not Post” as a post status. With this business rule marked, the post status defaults to Not yet posted. This feature ensures that all adjustment debit and credit distributions post to the general ledger.

Purchase Order Business Rules

Using Purchase Order business rules, you can establish guidelines such as whether to automatically generate purchase order IDs, if duplicate IDs should be allowed, and whether all line items and receipts must be posted before you can close a purchase order. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. Purchase orders are available only with the optional module *Purchase Orders*.



Automatically generate purchase order IDs starting with []. With this business rule marked, **Accounts Payable** automatically generates new purchase order ID numbers when you add purchase orders to the database. You also designate the first number to use when creating purchase order ID numbers.

Prevent data entry to purchase order ID field. With this business rule, you can lock purchase order ID numbers so they cannot be edited. This feature prevents missing or duplicate purchase order IDs.

Allow duplicate purchase order numbers. With this business rule marked, you can allow duplicate purchase order numbers on separate purchase order records.

Warn when a duplicate purchase order number is entered. With this business rule marked, **Accounts Payable** warns you if two or more purchase orders have the same purchase order ID number. This feature prevents unintentional duplicate purchase order ID numbers.

Validate purchase order numbers on invoices. With this business rule marked, **Accounts Payable** ensures that purchase order numbers entered on invoices match valid existing purchase order numbers.

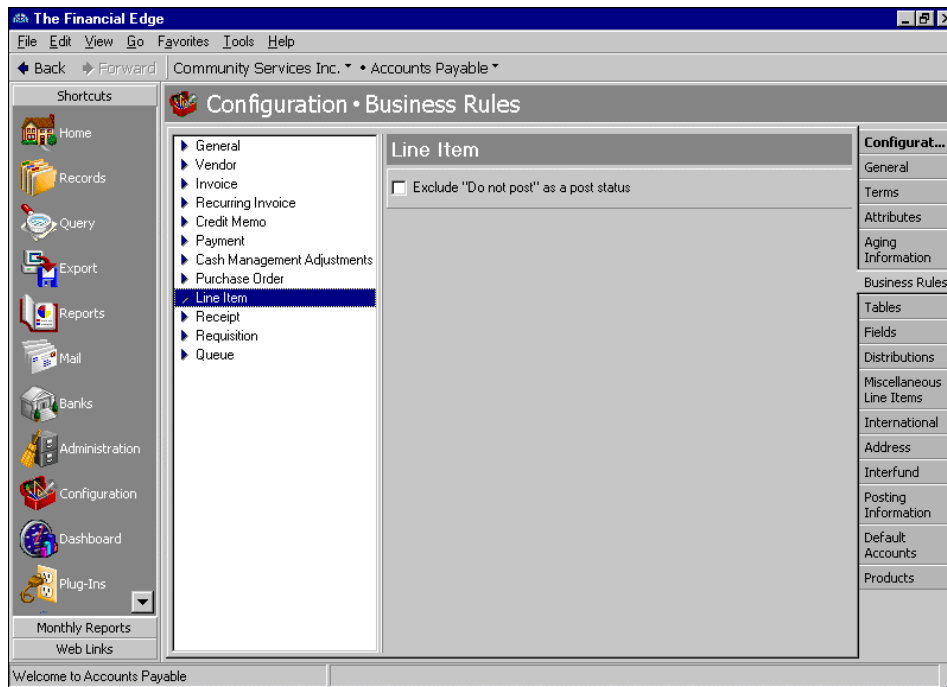
All line items and receipts must be posted before a purchase order can be closed. With this business rule marked, all line items and receipts from a purchase order must be posted to the general ledger before the purchase order is closed.

If all line items have been fully receipted. With this business rule, you designate if **Accounts Payable** should automatically close purchase orders, leave them open, or ask you to close them.

Change status to [] when purchase order is cancelled. With this business rule, you designate the labels for cancelled purchase orders. You can use Cancelled Order or Unprinted cancellation notice.

Line Item Business Rules

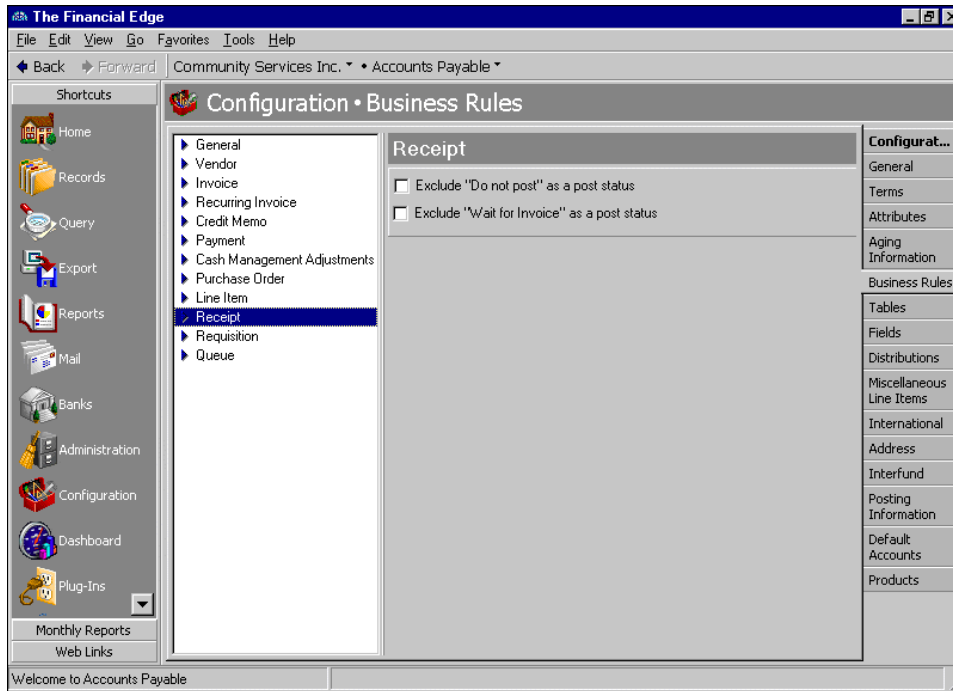
Using Line Item business rules, you have the option to allow “Do Not Post” as a post status. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. Line items are available only with the optional module *Purchase Orders*.



Exclude “Do Not Post” as a post status. With this business rule marked, the post status defaults to Not yet posted. This feature ensures that all line item debit and credit distributions post to the general ledger.

Receipt Business Rules

With Receipt business rules, you can exclude “Do Not Post” and “Wait for Invoice” as valid post statuses. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears. Receipts are available only with the optional module *Purchase Orders*.

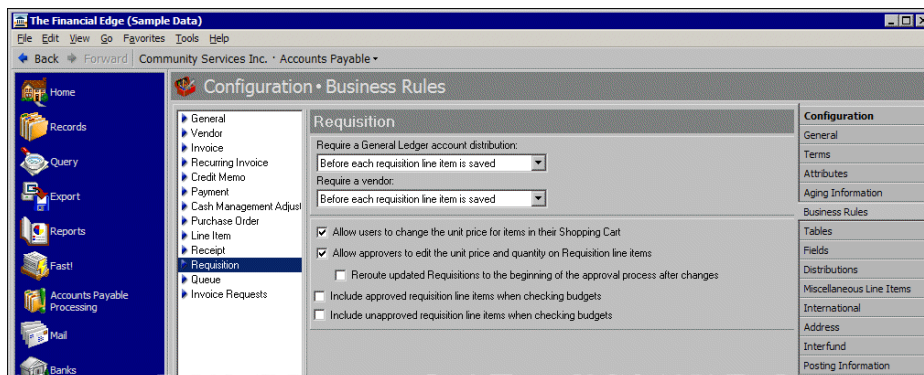


Exclude “Do Not Post” as a post status. With this business rule marked, you avoid having unposted receipts by eliminating the Do Not Post option.

Exclude “Wait for Invoice” as a post status. With this business rule marked, you avoid having unposted receipts by eliminating the Wait for Invoice option.

Requisition Business Rules

With Requisition business rules, you can specify requirements and settings for Requisition and *WebPurchasing* functionality. To change business rules, from the Configuration page, click **Business Rules**. Requisitions are available only with the optional module *Purchase Orders*.



Require a General Ledger account distribution. With this business rule marked, you can choose if or when a General Ledger account distribution is required when creating a requisition.

Require a vendor. With this business rule marked, you can choose if or when a vendor is required when creating a requisition.

Allow users to change the unit price for items in their Shopping Cart. Mark this business rule if you want to grant users the ability to change the unit price of items in their Shopping Cart.

Allow approvers to edit the unit price and quantity on Requisition line items. Mark this business rule if you want to allow approvers to edit the unit price and quantity on requisitions. This rule also applies to the user running the purchase order process.

Reroute updated Requisitions to the beginning of the approval process after changes. If you marked **Allow approvers to edit the unit price and quantity on Requisition line items**, then mark this business rule if you want to reroute updated requisitions to beginning of the approval process after changes.

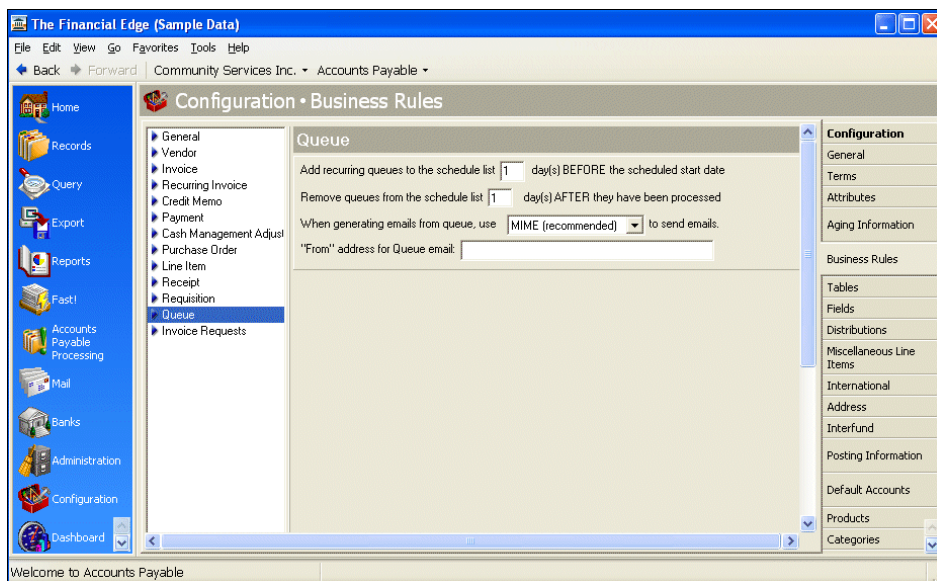
Include approved requisition line items when checking budgets. Mark this business rule if you want to include fully approved requisition line items when checking account spending against the budget of specific account or project attached to a requisition.

Include unapproved requisition line items when checking budgets. Mark this business rule if you want to include unapproved requisition line items when checking account spending against the budget of specific account or project attached to a requisition.

Queue Business Rules

Note: With the optional module *Accounting Queue*, you can schedule a sequence of tasks to run automatically and unattended. For more information about *Accounting Queue*, see the *Accounting Queue Guide*.

By setting *Accounting Queue* business rules, **Accounts Payable** can add and remove queues from a schedule of tasks. To define business rules for *Accounting Queue*, select **Queue** on the left of the Configure Business Rules page and make selections on the right.



Add recurring queues to the schedule list [] days BEFORE the scheduled start date. With this business rule, you can select the number of days before the scheduled start date to add recurring queues.

Remove queues from the schedule list [] days AFTER they have been processed. With this business rule, you can remove queues from the schedule after they have been processed.

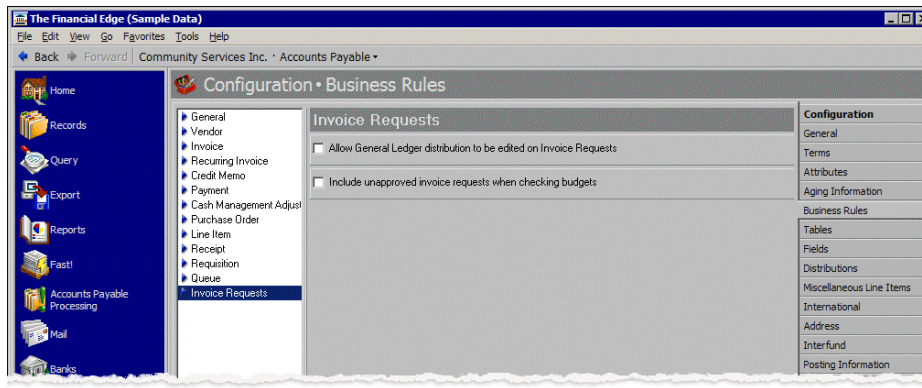
When generating emails from queue, use [] to send emails. With this business rule, you can select the email format. Your choices include “MIME” and “UUEncode.” We recommend you use the MIME format because most email client programs support this format. Select “UUEncode” if you are having trouble with attachments, or if you communicate with a domain that continues to use UUEncode.

“From” address for Queue emails. With this business rule, you enter a correctly formatted email address from which the Queue emails will be sent. Please note, if you enter the “Mail from” address on the Miscellaneous tab of a Queue, the address you enter here will be overridden.

If you are on the *Windows Server 2008* operating system and want to send scheduled Queue emails, this field is required.

Invoice Requests Business Rules

With Invoice Requests business rules, you can allow the GL distribution to be edited on invoice requests and select whether or not to include unapproved invoice requests when checking budgets.



Allow General Ledger distribution to be edited on Invoice Requests. With this business rule marked, users can edit the GL distribution on the invoice request. If you do not mark this checkbox, the GL Distribution on the invoice request will not be editable to those making the request.

Note: When an invoice request is rejected, the user will be prompted to supply a rejection reason. We recommend you add entries to the Rejection Reason table to ensure consistency during data entry.

Include unapproved invoice requests when checking budgets. With this business rule marked, all invoice requests, except those with an approved or rejected status, are included in budget totals when budget checking is performed.

Field Configuration

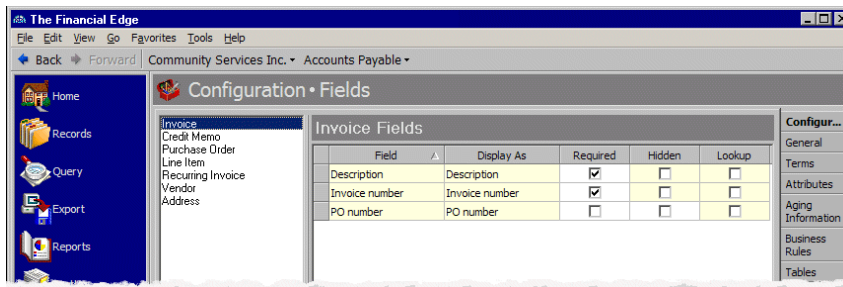
Fields are areas in which you place information. In *Accounts Payable*, you can define field characteristics for invoices, credit memos, purchase orders, line items, recurring invoices, and vendors. From the Fields page of *Configuration* you can rename some fields and change a field’s status from optional to required, ensuring the field must contain an entry before the record is saved. You can hide fields you do not use to prevent data entry, and you can edit field characteristics at any time. Purchase orders, receipts, and line items are available only with the optional module *Purchase Orders*.

Note: You can edit field characteristics at any time.

You can also add lookup fields, which are similar to tables, in which you define entries. Using lookup fields helps standardize entries and increases the consistency and speed of data entry. You add, edit, and delete lookup field table entries from the lookup field screen. To access a lookup field from a record, place the cursor in a lookup field and press **F7**. The lookup field screen appears, displaying a list of entries from which you can select. For more information about lookups, see the *Program Basics Guide*.

► Setting field characteristics

1. On the Configuration page, click **Fields**. The Fields page appears.
2. In the box on the left, select “Invoice”, “Credit Memo”, “Purchase Order”, “Line Item”, “Recurring Invoice”, “Vendor”, or “Address” as the field type. Options for the field type appear in a grid on the right.



Note: When you rename a field, the change affects all areas of the program. To ensure consistency and accuracy of reports and summaries, be sure not to duplicate field names.

3. In the fields grid, field names appear in the **Field** column. To change the display name of a field, enter a new name in the **Display As** column on the same row. Most field names are locked and cannot be changed.
4. To make a field required, in the field row, mark **Required**. A required field must contain information before the record is saved.
5. To hide a field, mark **Hidden**. A hidden field may contain information but does not appear on a record. You can use this checkbox to hide fields your organization no longer uses.

Note: Lookup fields function like a table. You can define entries for a lookup field to make data entry quick and consistent.

6. The **Lookup** checkboxes are for informational purposes only, displaying the default lookup status of each field.
7. When you exit the fields screen, your changes are saved automatically.

Distribution Configuration

Glossary: A distribution is a means of splitting transaction debits and credits among accounts, classes, projects, and transaction codes. You can make distributions manually or with a distribution template.

In *Configuration*, distributions are templates you reuse to speed the process of entering transactions. You can enter distributions manually by entering the account, project, class, and transaction code information, or you can use an existing distribution as a template for your new distribution by clicking **Load Distribution**. Distributions are especially helpful if you commonly distribute transactions to the same set of projects, classes, or transaction codes. The distributions you create in *Configuration* must be assigned to at least one project, class, or transaction code value. You can edit or delete distributions at any time.

Account Distributions

Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

Creating and using account distributions in **Accounts Payable** is an efficient way to distribute activity to accounts, projects, classes, and transaction codes when entering invoices, purchase orders, checks, and credit memos. The distribution templates you create in *Configuration* can be used in any **Accounts Payable** account distribution grid.

Distribution name. In this field, enter a unique name for the distribution template.

Account Number. In this field, enter an account number for the distribution. This number appears in the DR Account Number column of transaction distributions.

Account Description. When you enter a valid account number, the description appears automatically in the **Account Description** column. The Account Description column is for informational purposes only, and cannot be changed.

Percent. In the **Percent** column, enter the percentage of the distribution for each row.

Project ID. If you have the optional module *Projects and Grants*, you can enter a project ID number in the **Project ID** column.

Project Description. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Note: You can use the default classes “Unrestricted Net Assets”, “Permanently Restricted Net Assets”, and “Temporarily Restricted Net Assets”, or you can define your own classes on the Tables page of *Configuration* in **General Ledger**.

Class. In the **Class** column, you can select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In each transaction code column, you can select a transaction code.

Distribution. To display previously created debit or credit transaction distributions, select a row in the grid and click **Distribution**.

Load Distribution. To display a list of all existing account distribution templates defined in *Configuration*, click **Load Distribution**.

Note: When you enter distributions by percent and use **Distribute Evenly**, *Accounts Payable* rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

Distribute Evenly. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

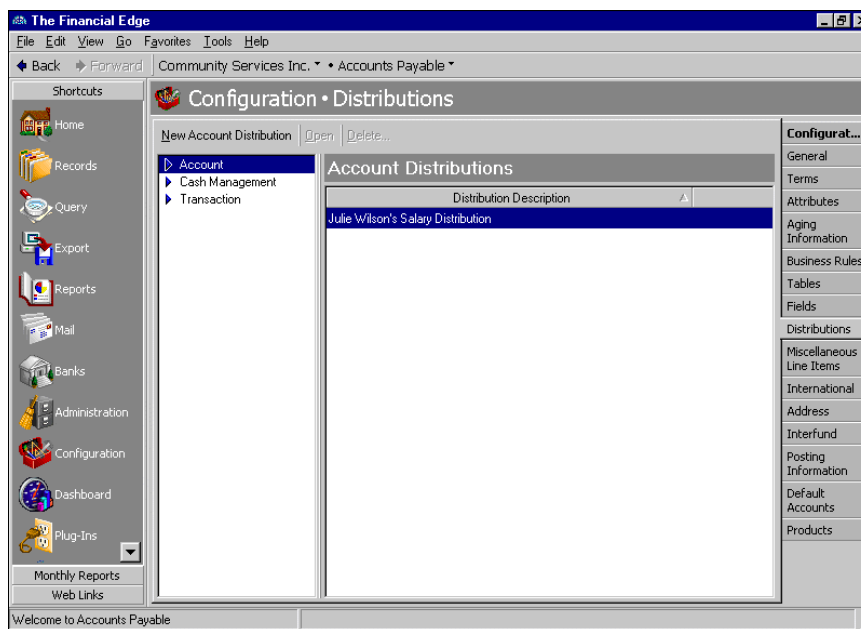
Attributes. To add an attribute to the distribution, click **Attributes**.

Delete All. To delete all the rows in the grid, click **Delete All**.

Remaining. The Remaining display shows you how much of the payment has not been distributed.

► **Creating an account distribution manually**

1. On the Configuration page, click **Distributions**. The Distributions page appears.



Note: The account numbers you add here are used as debit accounts, except when loaded into credit memos. On credit memos, they are credit accounts.

- In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.

- In the **Distribution name** field, enter a name for the distribution.

Note: Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

- In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.
- In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.

Note: You can use the default classes “Unrestricted Net Assets”, “Permanently Restricted Net Assets”, and “Temporarily Restricted Net Assets”, or you can define your own classes on the Tables page of *Configuration* in **General Ledger**.

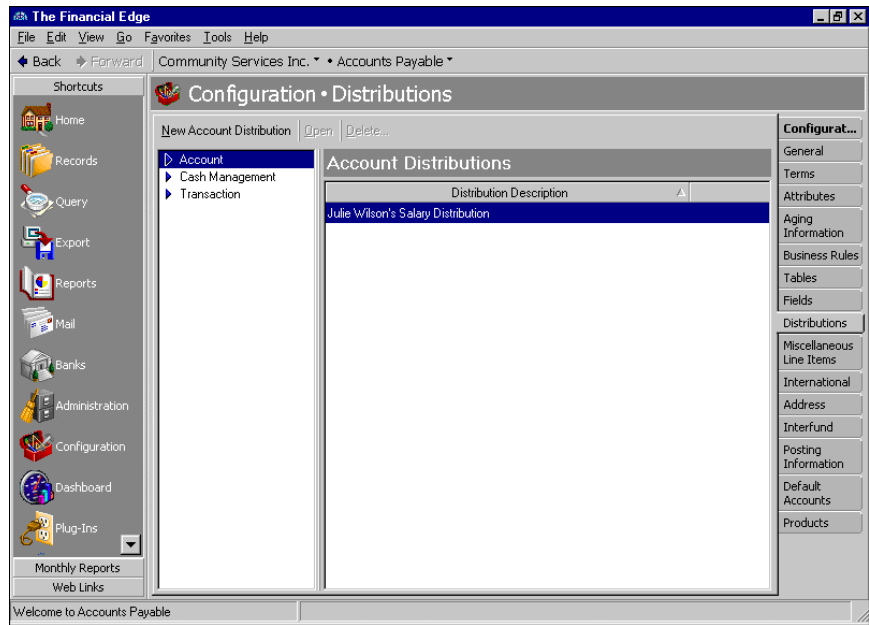
- If you have the optional module *Projects and Grants*, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
- In the **Class** column, select a class for the distribution.
- If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.
- To load an existing account distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating an account distribution using a template” on page 41.

Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

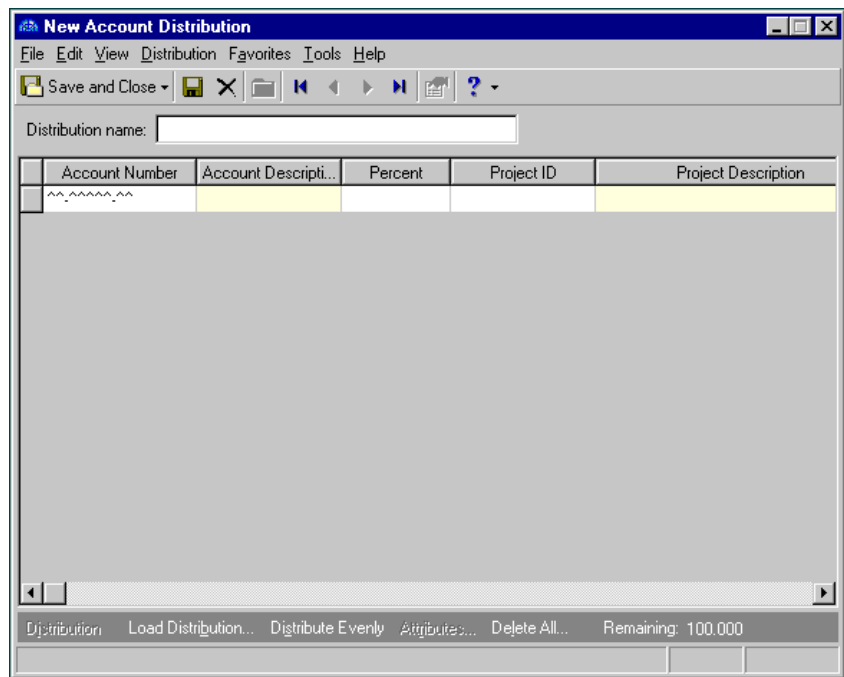
10. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
11. To delete all rows of the grid, click **Delete All**.
12. To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating an account distribution using a template**

1. On the Configuration page, click **Distributions**. The Distributions page appears.



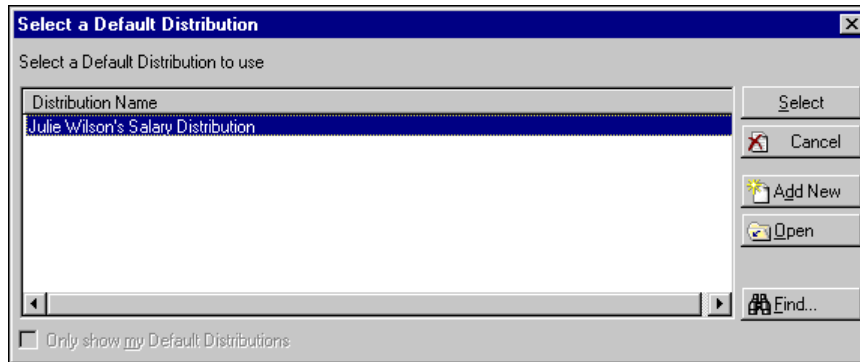
2. In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.



3. In the **Distribution name** field, enter a name for your distribution.

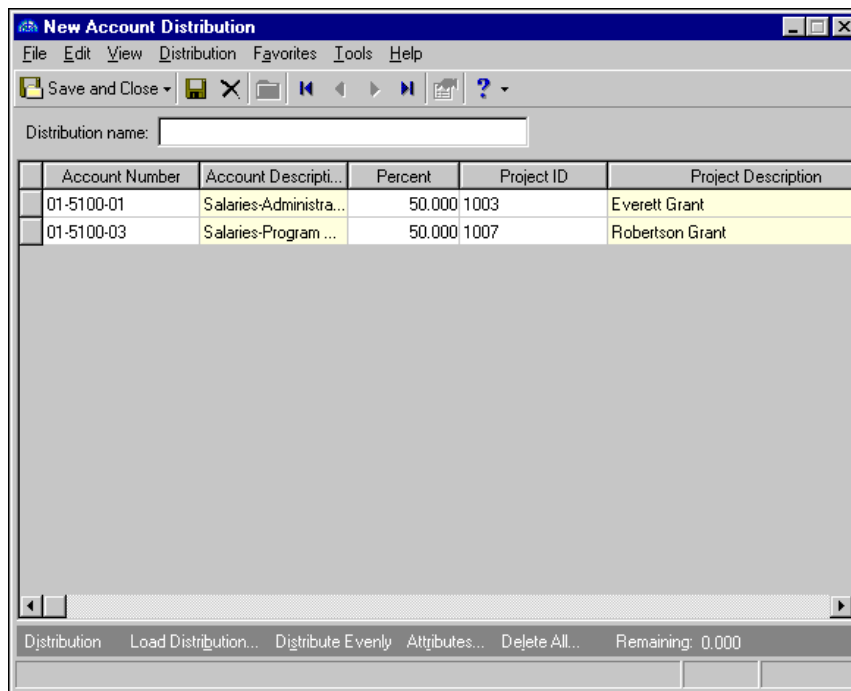
Note: Default distributions are created on the Distributions page of *Configuration*.

- Click **Load Distribution**. The Select a Default Distribution screen appears.



Note: You can click Add New to create a new default distribution. For more information about default distributions see “Distribution Configuration” on page 37.

- Select the distribution you want to load and click **Select**. The distribution appears in the distribution grid.

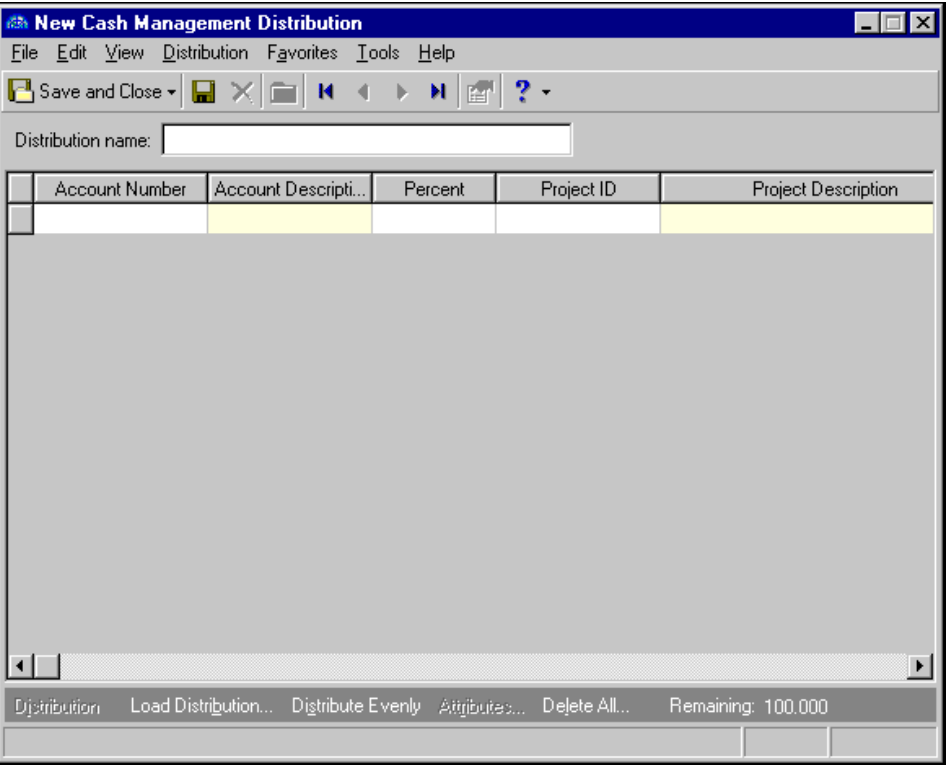


Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

- To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
- To delete all rows of the grid, click **Delete All**.
- To save the distribution and return to the Distributions page, click **Save and Close**.

Cash Management Distributions

If you have the optional module *Cash Management*, you can create Cash Management distribution templates in **Accounts Payable** to distribute adjustment activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any **Accounts Payable** adjustment distribution grid.



Distribution name. In this field, enter a unique name for the distribution template.

Account Number. In this field, enter an account number for the distribution. Depending on the nature of the transaction (whether the adjustment is a deposit or payment/transfer), this number appears in the **DR** or **CR** **Account Number** column when a distribution is loaded on a transaction record. We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

Account Description. When you enter a valid account number, the description appears automatically in the **Account Description** column. The **Account Description** column is for informational purposes only, and cannot be changed.

Note: When you enter distributions by percent and use **Distribute Evenly**, **Payroll** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

Percent. In the **Percent** column, enter the percentage of the distribution for each row. The total percent for all rows must equal 100 percent.

Project ID. If you have the optional module *Projects and Grants*, you can enter or search for a project ID number in the **Project ID** column.

Project Description. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Class. In the **Class** column, you can select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In each transaction code column, you can select a transaction code.

Distribution. To display saved debit or credit transaction distributions, select a row in the grid and click **Distribution**.

Load Distribution. To display a list of all existing Cash Management distribution templates defined in *Configuration*, click **Load Distribution**. You can load the templates and edit the account, percentage, or transaction information.

Distribute Evenly. To divide the distribution evenly among all account rows entered in the distribution grid, click **Distribute Evenly**.

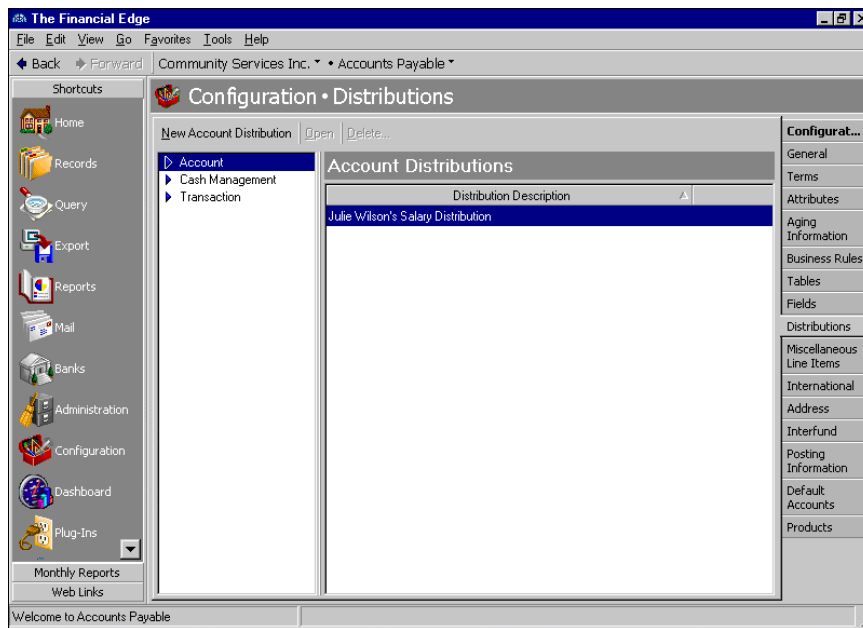
Attributes. To add an attribute to the distribution, click **Attributes**.

Delete All. To delete all the rows in the grid, click **Delete All**.

Remaining. The Remaining display at the bottom of the screen shows you how much of the adjustment has not been distributed.

► Creating a Cash Management distribution manually

1. From the Configuration page, click **Distributions**. The Distributions page appears.



2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.

The screenshot shows the 'New Cash Management Distribution' window. It features a menu bar with 'File', 'Edit', 'View', 'Distribution', 'Favorites', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Save and Close', 'Print', and navigation. A text box labeled 'Distribution name:' is positioned above a table. The table has five columns: 'Account Number', 'Account Description', 'Percent', 'Project ID', and 'Project Description'. The bottom status bar contains buttons for 'Distribution', 'Load Distribution...', 'Distribute Evenly', 'Attributes...', 'Delete All...', and a 'Remaining: 100.000' label.

3. In the **Distribution name** field, enter a name for the distribution.

Note: We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

4. In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.
5. In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.
6. If you have the optional module *Projects and Grants*, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
7. In the **Class** column, select a class for the distribution.

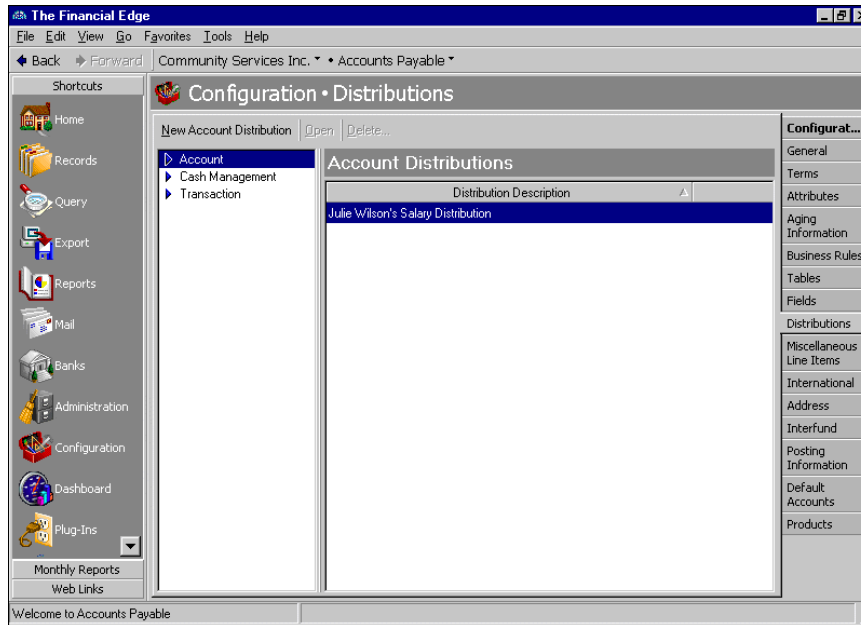
Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

8. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.
9. To load an existing Cash Management distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a Cash Management distribution using a template” on page 46.
10. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

11. To delete all rows of the grid, click **Delete All**.
12. To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating a Cash Management distribution using a template**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



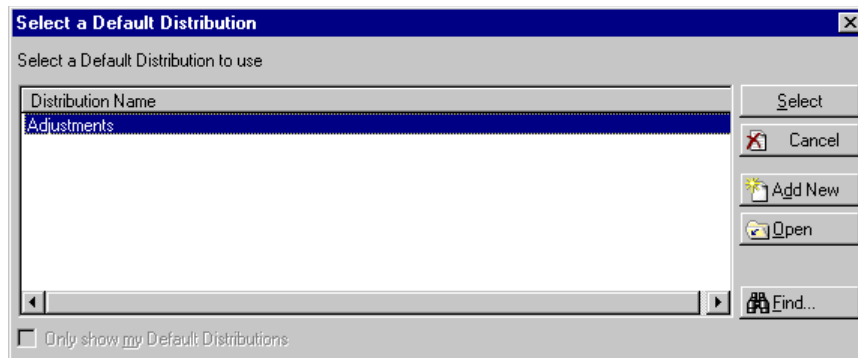
2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.

Account Number	Account Descripti...	Percent	Project ID	Project Description

3. In the **Distribution name** field, enter a name for your distribution.

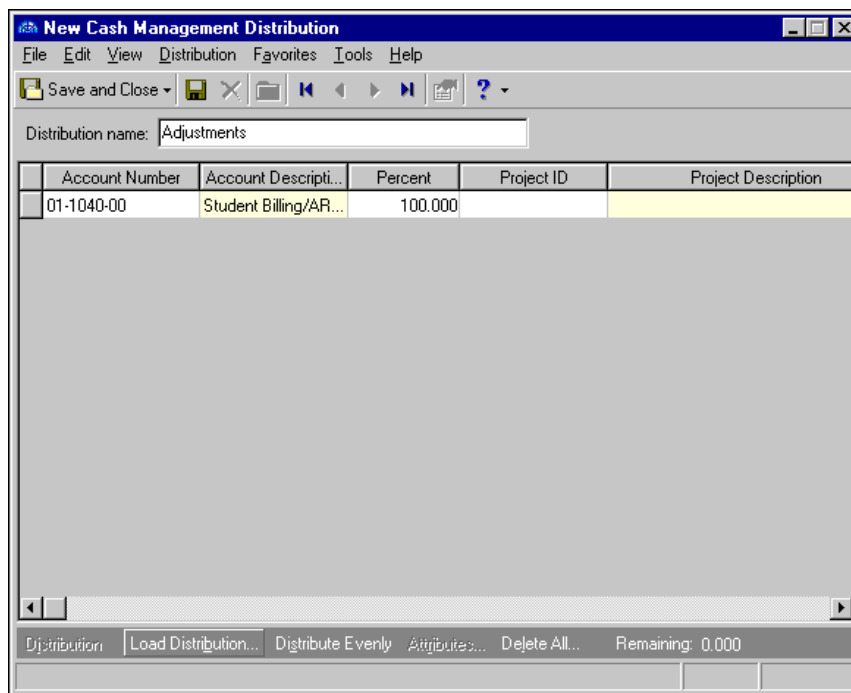
Note: Default distributions are created on the Distributions page of *Configuration*.

- Click **Load Distribution**. The Select a Default Distribution screen appears.



Note: You can click Add New to create a new default distribution. For more information about default distributions see “Distribution Configuration” on page 37.

- Select the distribution to load and click **Select**. The distribution appears in the distribution grid.



Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

- To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
- To delete all rows of the grid, click **Delete All**.
- To save the distribution and return to the Distributions page, click **Save and Close**.

Transaction Distributions

Creating and using transaction distribution templates in **Accounts Payable** is an efficient way to distribute activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any **Accounts Payable** transaction distribution grid.

Distribution name. In this field, enter a unique name for the distribution template.

Project ID. If you have the optional module *Projects and Grants*, you can enter a project ID number in the **Project ID** column.

Project Description. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

Note: You can use the default classes “Unrestricted Net Assets”, “Permanently Restricted Net Assets”, and “Temporarily Restricted Net Assets”, or you can define your own classes on the Tables page of *Configuration* in **General Ledger**.

Class. In the **Class** column, you can select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In each transaction code column, you can select a transaction code.

Percent. In the **Percent** column, enter the percentage of the distribution for each row.

Load Distribution. To display a list of all existing account distribution templates defined in *Configuration*, click **Load Distribution**.

Note: When you enter distributions by percent and use **Distribute Evenly**, **Accounts Payable** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

Distribute Evenly. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

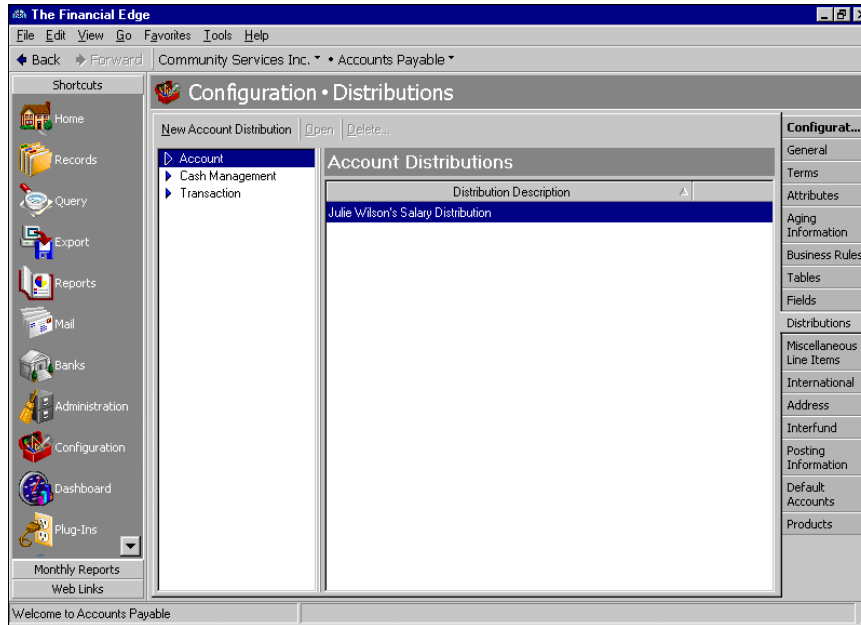
Attributes. To add an attribute to the distribution, click **Attributes**.

Delete All. To delete all the rows in the grid, click **Delete All**.

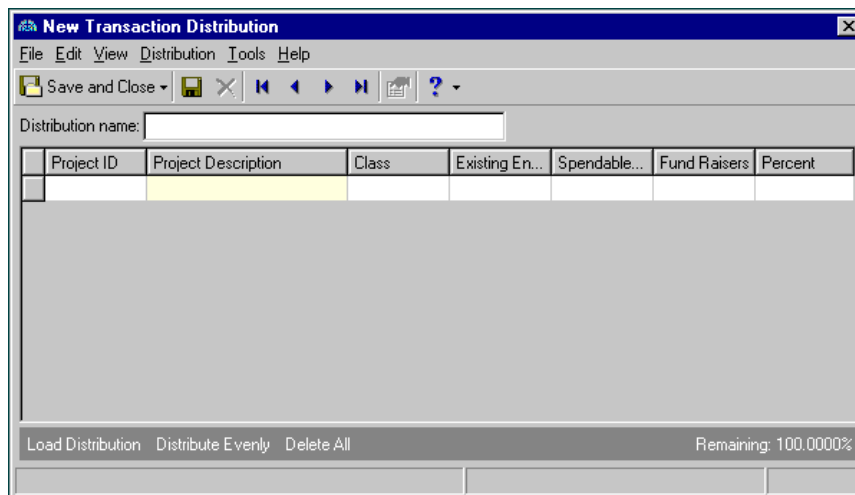
Remaining. The Remaining display shows you how much of the payment has not been distributed.

► **Creating a transaction distribution manually**

1. On the Configuration page, click **Distributions**. The Distributions page appears.



2. In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.



3. In the **Distribution name** field, enter a name for the distribution.

Note: You can use the default classes “Unrestricted Net Assets”, “Permanently Restricted Net Assets”, and “Temporarily Restricted Net Assets”, or you can define your own classes on the Tables page of *Configuration in General Ledger*.

4. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
5. In the **Class** column, select a class for the distribution.

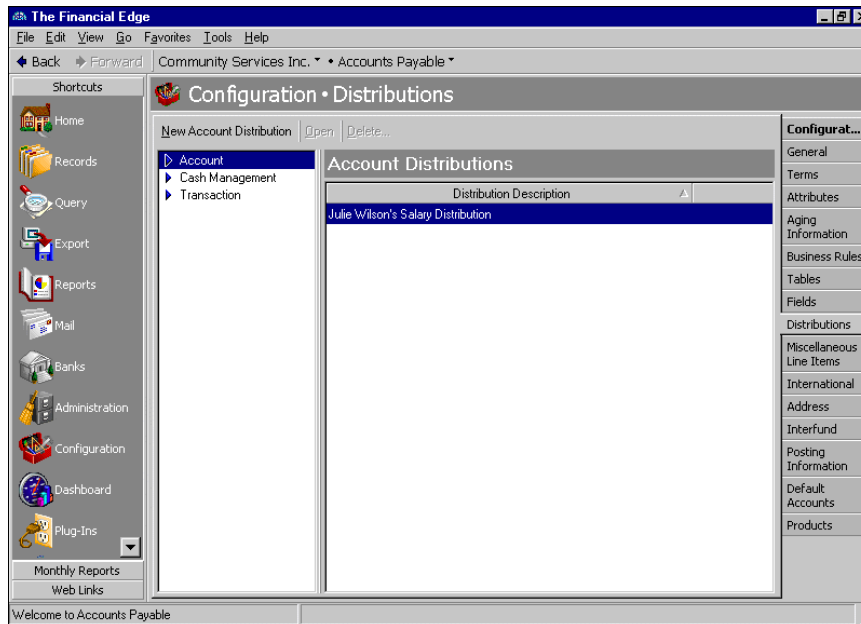
6. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.

Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

7. To load an existing account distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a transaction distribution using a template” on page 50.
8. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
9. To delete all rows of the grid, click **Delete All**.
10. To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating a transaction distribution using a template**

1. On the Configuration page, click **Distributions**. The Distributions page appears.



- In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.

- In the **Distribution name** field, enter a name for your distribution.

Note: Default distributions are created on the Distributions page of *Configuration*.

- Click **Load Distribution**. The Select a Default Transaction Distribution screen appears.

- Select the distribution you want to load and click **Select**. The distribution appears in the distribution grid.

Project ID	Project Description	Class	Existing En...	Spendable...	Fund Raisers	Percent
Baseball	Baseball	Unrestricted...				16.6667%
Soccer	Soccer	Unrestricted...				16.6667%
Football	Football	Unrestricted...				16.6667%
Basketball	Basketball	Unrestricted...				16.6667%
Tennis	Tennis	Unrestricted...				16.6667%
Golf	Golf	Unrestricted...				16.6665%

6. To divide the distribution evenly among all rows of the distribution grid, click **Distribute Evenly**.

Note: Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

7. To delete all rows of the grid, click **Delete All**.
8. To save the distribution and return to the Distributions page, click **Save and Close**.

Interfund Configuration

Glossary: An interfund set is a pre-defined set of default accounts for interfund entries. Accounts within the interfund set ensure funds remain in balance when activity is transferred between funds.

In Interfund, you can use interfund sets to enter and access transfers between funds. They also ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. You can create reversing entries and copy other distributions using the **Reverse Entry** and **Copy From** buttons. Interfund entries cannot be changed after the transaction is posted.

Account Masking

Glossary: Masking accounts is the process of inserting asterisks to quickly select a range of accounts without having to enter specific numbers.

When you create an interfund set, you define source account numbers for the interfund entry. When selecting source account numbers, you can use account masks to quickly select ranges of accounts without having to enter specific numbers. By masking accounts, you use asterisks in place of numbers in a segment or segments of a **General Ledger** account to designate source account ranges.

You can use asterisks as wildcard characters to represent any digit from zero to nine and simplify selecting source accounts. To indicate accounts in a single fund, you can enter the fund segment and mask the rest of the account number. For example, if you enter 01-*****_**, all accounts in Fund 01 will be used in the interfund set. To indicate all accounts within all funds, you can mask the entire account number. For example, you can enter **_*****_**.

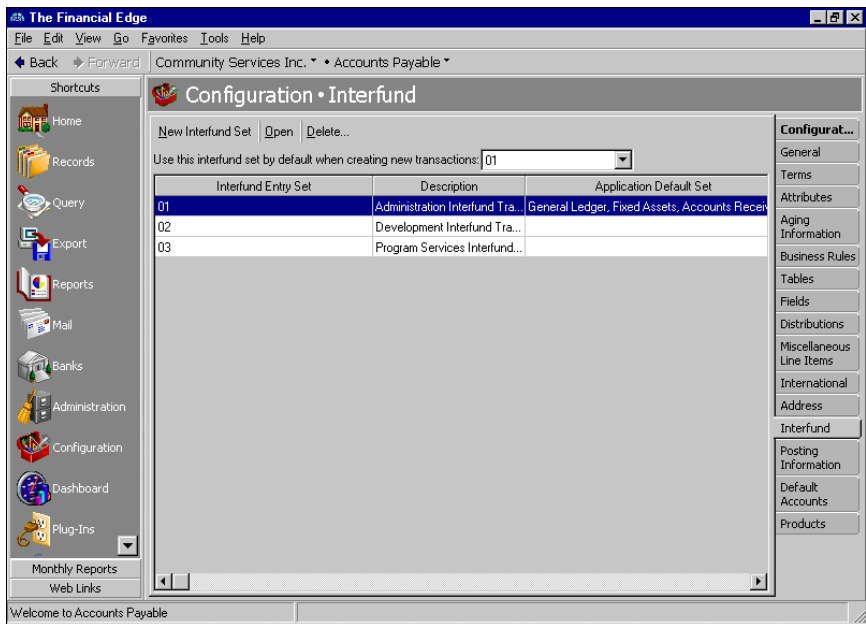
Managing Interfund Entries and Sets

Glossary: An interfund entry is a balancing entry you make between funds. In **The Financial Edge**, you can automate the procedure to create general ledger transactions to transfer activity between funds and ensure each fund is kept in balance.

You use interfund entry sets to transfer activity between accounts. On the Interfund page, you can add, edit, and delete interfund entries and interfund sets.

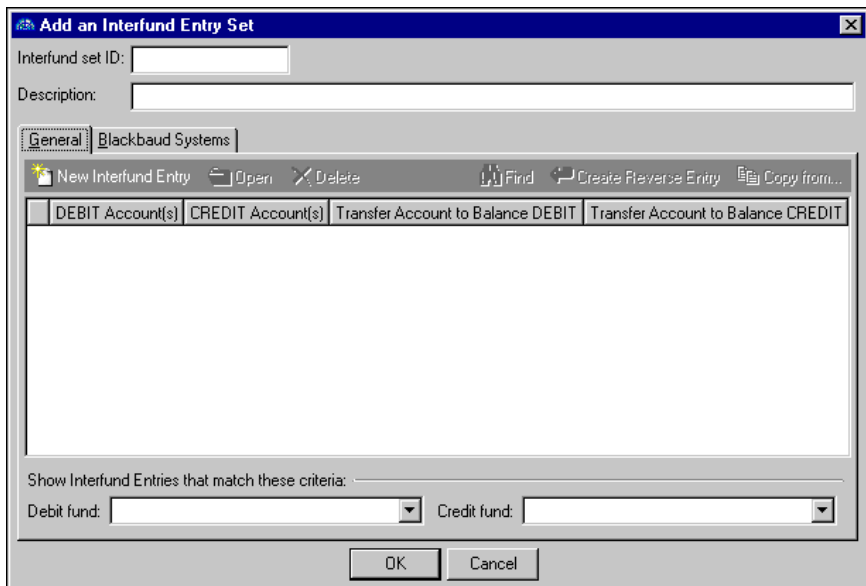
► **Adding an interfund set**

1. On the Configuration page, click **Interfund**. The Interfund page appears.



Note: To use an interfund entry set as the default when creating transactions, you must select an interfund entry set in the **Use this interfund set by default when creating new transactions** field on the Interfund page of *Configuration*.

2. Click **New Interfund Set**. The Add an Interfund Entry Set screen appears.



3. In the **Interfund set ID** field, enter an ID number for the interfund set.
4. In the **Description** field, enter a description.

5. On the General tab, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

Note: Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

6. In the **When creating a transaction that will post a DEBIT to... this fund or account []** and **that will post a CREDIT to... this fund or account []** fields, enter non-balancing debit and credit funds or accounts from a distribution.
7. In the **Automatically create these balancing interfund entries: create a CREDIT to [] to balance within and a DEBIT to [] to balance within** fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.
8. To save the interfund entries and return to the Add an Interfund Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Accounts Payable** asks you to enter valid accounts.
9. On the Blackbaud Systems tab of the Interfund Entry Set screen, mark the Blackbaud programs in which to use the interfund entry.

Note: Interfund sets can be edited or deleted at any time. Just remember that deleted interfund sets cannot be recovered!

10. When you are finished adding the interfund entry set, click **OK** to save the interfund set and return to the Interfund page.
11. In the **Use this interfund set by default when creating new transactions** field, you can select an interfund entry set to use as a default when creating transactions.

► Adding an interfund entry

1. From an open interfund entry set, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

Add an Interfund Entry

File Edit View Entry Help

Save and Close Show Reverse Entry ?

When creating a transaction that will post a DEBIT to ...

this fund or account: []

and that will post a CREDIT to ...

this fund or account: []

Automatically create these balancing interfund entries:

Create a CREDIT to [] to balance within

and a DEBIT to [] to balance within

You can:
 Select a single account number OR
 Select all accounts in a fund by entering the fund ID and masking the rest of the account number with asterisks OR
 Select all accounts in all funds by masking the entire account number with asterisks.

Note: Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

2. In the **When creating a transaction that will post a DEBIT to... this fund or account []** and **that will post a CREDIT to... this fund or account []** fields, enter non-balancing debit and credit funds or accounts from a distribution.
3. In the **Automatically create these balancing interfund entries: create a CREDIT to [] to balance within** and **a DEBIT to [] to balance within** fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.

Note: Interfund entries can be edited or deleted at any time. Just remember that deleted interfund entries cannot be recovered!

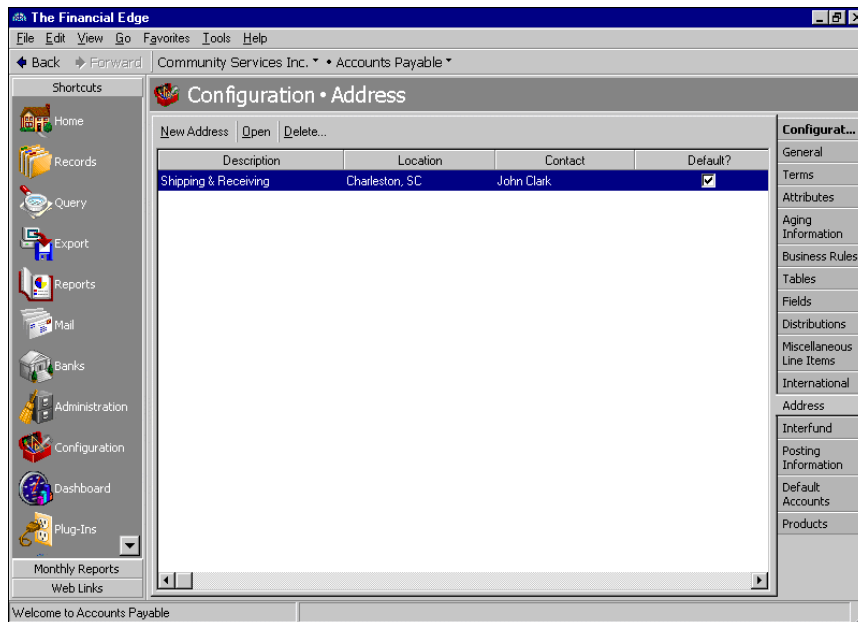
4. To save the interfund entry and return to the Interfund Entry Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Accounts Payable** asks you to enter valid accounts.

Address Configuration

The Address page offers a one-stop location for adding, editing, or deleting addresses, including contact names and phone numbers. You can also designate how the address looks when printed. You use these addresses as defaults for completing your organization's addresses as you want them to appear on correspondence.

► **Adding an address**

1. On the Configuration page, click **Address**. The Address page appears.



2. On the action bar, click **New Address**. The New Address screen appears.

3. Select the General tab. In the **Description** field, enter a description.

Note: You can add states and provinces on the Tables page of *Configuration*. Countries are added on the International page.

4. In the **Country**, **Address**, **City**, **State**, and **ZIP** fields, enter the contact's address information.
5. In the **Contact Type** field, you can select alternate methods of contact such as beeper or cellular phone. If you select a contact type, enter the number in the **Contact Number** field.

6. In the **Address as it will be printed** field, enter the address as you want it printed on correspondence you create in *The Financial Edge*. If you mark **Synchronize with individual address fields**, the data from the **Country**, **Address**, **City**, **State**, and **ZIP** fields appear automatically in the correspondence.
7. Select the Options tab.

The screenshot shows the 'New Address' dialog box with the 'Options' tab selected. The 'Accounts Payable Options' section contains a checkbox labeled 'Default shipping address' which is currently unchecked. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

8. To set this address as the default shipping address, mark **Default shipping address**.
9. Select the Contact tab.

The screenshot shows the 'New Address' dialog box with the 'Contact' tab selected. The 'Contact' section contains several fields: 'Title 1' and 'Title 2' (both dropdown menus), 'First name', 'Middle name', and 'Last name' (text boxes), 'Suffix 1' and 'Suffix 2' (dropdown menus), 'Position' (text box), and a 'Print?' checkbox. Below these is a 'Full name' dropdown menu and a checked checkbox labeled 'Synchronize full name and individual name fields'. At the bottom are 'OK' and 'Cancel' buttons, and a status bar at the very bottom says 'Press F7 to zoom'.

10. In the **Title 1** and **Title 2** fields, enter a title of the contact, for example, "Mr." or "Dr.".
11. In the **First name**, **Middle Name**, and **Last name** fields, enter the contact's name.
12. In the **Suffix 1** and **Suffix 2** fields, enter a suffix, for example, "Jr." or "III".
13. In the **Position** field, enter the contact's job title or position within the organization. To include the position on printed reports or correspondence, mark **Print?**.

Note: Addresses can be edited or deleted at any time. Just remember that deleted addresses cannot be recovered!

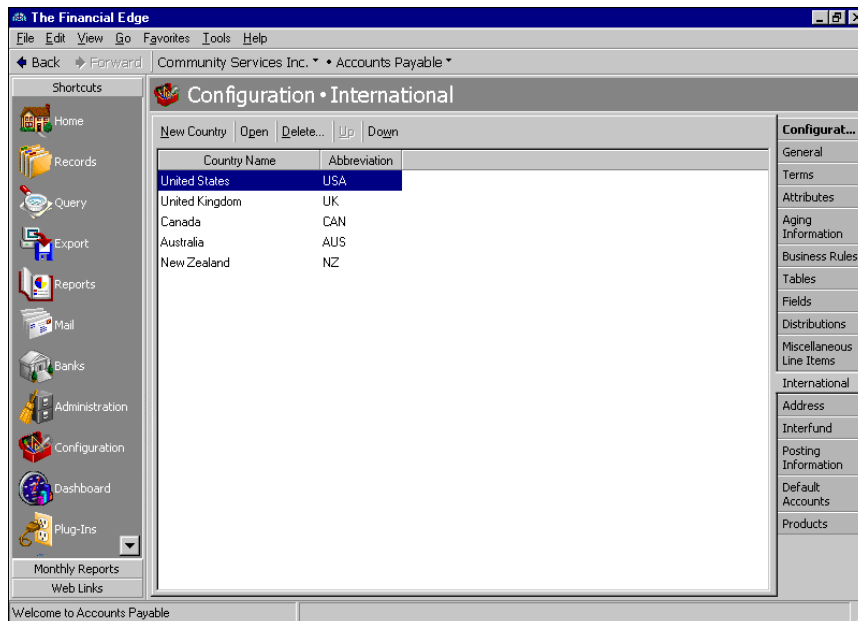
14. In the **Full name** field, enter the contact's full name as you want it printed. If you mark **Synchronize full name and individual name fields**, the data from the **Title**, **Name**, and **Suffix** fields appear automatically.
15. To save the address and return to the Address page, click **OK**.

International Configuration

By selecting the **International** link, you can format information for contacts in other countries and you can include specific address block formatting information. You can also edit information for countries already entered in the program, delete countries from your records, and print international information for your files.

► Adding a country

1. On the Configuration page, click **International**. The International page appears.



2. On the action bar, click **New Country**. The New Country screen appears.

3. In the **Name** field, enter the name of the new country.

4. In the **Abbreviation** field, enter an abbreviation for the country. This entry can be used in the address block.
5. In the **Format address for this country like [] addresses**, select a format for the address. For example, if you select “United States”, the address format for the new country defaults to the U.S. Postal Standard.
6. If you do not want to synchronize address fields with the printing address, unmark the **By default, Synchronize individual address fields with <Address as it will be printed>** checkbox. Unmarking this box means you must manually enter the address as you want it printed.

Note: You can edit or delete countries at any time.

7. To include the country name in the printed address, mark **Include country in <Address as it will be printed> using**. Then, select “Country name” to include the entire name of the country or “Abbreviation” to include only the abbreviation. The program automatically places the abbreviation or name of the country in the **Address as it will be printed** box on the address record. You must also mark **Synchronize with individual address fields** on the address record for this feature to take effect.
8. To save the new country and return to the International page, click **Save and Close**.

Posting Information Configuration

Glossary: A journal reference is a user-defined alphanumeric code added to each journal entry transaction when you create a batch. You can use journal references to reference journal transactions to source documents or as criteria in a transaction query.

On the Posting Information page, you can add and define custom journal references to use when posting in detail to **General Ledger**. You can specify the fields to export and their lengths, and designate text to label adjustments and reversing transactions. You can also define journal values for bank account adjustments and accounts payable and purchase order transactions. You cannot save bank account adjustments or records such as invoices and purchase orders until you specify journal values for posting. Purchase orders, receipts, and line items are available only with the optional module *Purchase Orders*. Cash management adjustments are available only with the optional module *Cash Management*.

► Setting journal reference fields

1. On the Configuration page click **Posting Information**. The Posting Information page appears.

2. In the box on the left, select a journal reference. The journal reference fields appear in a grid on the right.

The screenshot shows the 'Configuration • Posting Information' window in 'The Financial Edge' software. The window has a menu bar (File, Edit, View, Go, Favorites, Tools, Help) and a toolbar (Back, Forward). The main area is divided into three sections:

- Left Panel (Shortcuts):** A list of shortcuts including Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, Plug-Ins, Monthly Reports, and Web Links.
- Center Panel:**
 - Invoice:** A list of journal references: Credit memo, Credit memo application, Payment, Discount, One-time check, Receipt, Line item, Interfund entry, and Cash management adjustment.
 - Invoice Grid:** A table with columns 'Field Name' and 'Length'. It contains three rows: 'Vendor Name' (Length 20), '<Hyphen>' (Length 1), and 'Invoice Number' (Length 20).
 - Buttons:** 'Fields' and 'Restore Defaults'.
 - Options:**
 - ☒ Preface the journal reference for each adjustment with this text:
 - ☒ Preface the journal reference for each reversal with this text:
 - Post Accounts Payable transactions with this Journal value:
 - Post Purchase Order transactions with this Journal value:
 - Post Bank Account adjustments with this Journal value:
- Right Panel (Configuration):** A list of configuration options: General, Terms, Attributes, Aging Information, Business Rules, Tables, Fields, Distributions, Miscellaneous Line Items, International, Address, Interfund, Posting Information, Default Accounts, and Products.

At the bottom of the window, it says 'Welcome to Accounts Payable'.

Note: To add a new field to the drop-down list, click **Fields**.

- To change journal references for debit accounts, mark **Debit**. To change journal references for credit accounts, mark **Credit**.
- To change journal reference fields, in the **Field Name** column, click in an existing field and select a new field.
- To insert more reference fields, click in the empty row at the bottom of the grid and select the fields you want to add.
- To add extra custom journal references, click **Fields** and enter new fields.
- To restore the original default field settings, click **Restore Defaults**.

Warning: You cannot save bank account adjustments or records such as invoices and purchase orders until you specify journal values for posting.

- To define custom text for adjustments, mark **Preface the journal reference for each adjustment with this text** and select a field entry.
- To define custom text for reversals, mark **Preface the journal reference for each reversal with this text** and select a field entry.
- In the **Post Accounts Payable transactions with this Journal value** field, select the source application for **Accounts Payable** transactions you post to **General Ledger**.
- In the **Post Purchase Order transactions with this Journal value** field, select the source application for purchase orders.

Note: Purchase orders are available only with the optional module *Purchase Orders*.

- In the **Post Bank Account adjustments with this Journal value** field, select the source application for bank account adjustments you post to **General Ledger**.

Note: Posting information can be edited or deleted at any time. Just remember that deleted information cannot be recovered!

13. When you exit the Posting Information page, your settings are saved automatically.

Default Accounts Configuration

Warning: Enter default accounts carefully. **Accounts Payable** does not verify account numbers exist until you use them in a distribution. Then, based on your business rules, the program creates the account automatically, prevents creating the account, or asks if you want to add the account.

In Default Accounts, you can designate specific accounts to use in distributions. You can set default accounts that automatically balance by fund and segment when you enter debit accounts, or you can specify an account hierarchy with a primary default account and several secondary default accounts to use in certain circumstances. Used in conjunction with the security option to hide credit columns, the Default Accounts page gives administrators control of their bookkeeping system by specifying which accounts to use for specific transactions.

When you mark **Build the default Account by combining the Fund with these segment values** and enter an account number, **Accounts Payable** uses that account as the default for transactions in the same fund. For example, you designate account **** -2000-00** as the default accounts payable summary account, with ****** representing any fund used in data entry and **00** representing an additional segment. The fund segment of the field automatically defaults to ****** and cannot be edited. You enter an invoice that debits account **01-5200-00**. **Accounts Payable** inserts default credit account **01-2000-00** automatically.

Default account: **** -2000-00**

No.	Acct. Number	Description	Date	Debit Amount	Credit Amount
1	01-5200-00	Office Supplies	05/14/03	\$500.00	
2	01-2000-00	Accounts Payable	05/14/03		\$500.00
3					
4					

Note: You set fund and segment balancing requirements in **General Ledger Configuration**.

If you enter debit account **05-5200-30**, then **Accounts Payable** inserts **05-2000-30** as the default credit account to ensure the transaction balances by fund and segment (if required to balance by segment).

Default account: **** -2000-00**

No.	Acct. Number	Description	Date	Debit Amount	Credit Amount
1	05-5200-30	Office Supplies-Admin.	05/14/03	\$500.00	
2	05-2000-30	Accounts Payable	05/14/03		\$500.00
3					
4					

Warning: You should add interfund entries before entering records to ensure that debits and credits in different funds remain in balance. If no appropriate interfund entry exists for non-balancing accounts, you cannot save the distribution.

When you mark **Unless a Fund has its own Account defined in the table below, use this account as the default AP Summary Account, creating interfund entries as needed** and enter an account, that account becomes the default for all transactions unless you specify other default accounts to use in certain situations. For example, you designate account **01-2000-00** as the default accounts payable summary account, with **01** representing the fund and **00** representing an additional segment. In the grid, you enter secondary account **05-2100-50** to use with fund **05** transactions. If you enter an invoice that debits account **01-5200-00**, the program inserts the primary default credit account **01-2000-00** automatically.

Primary default account: **01-2000-00**

Secondary default account: 05-2100-50

No.	Acct. Number	Description	Date	Debit Amount	Credit Amount
1	01-5200-00	Office Supplies	05/14/03	\$500.00	
2	01-2000-00	Accounts Payable	05/14/03		\$500.00
3					
4					

If you enter an invoice that debits account 03-5200-00, then **Accounts Payable** again enters default account 01-2000-00 and uses an interfund entry you have created to balance the funds.

Primary default account: 01-2100-00

Secondary default account: 05-2100-50

No.	Acct. Number	Description	Date	Debit Amount	Credit Amount
1	03-5200-00	Office Supplies-Admin.	05/14/03	\$500.00	
2	03-7000-00	Transfer (Interfund entry)	05/14/03		\$500.00
3	01-7000-00	Transfer (Interfund entry)	05/14/03	\$500.00	
4	01-2000-00	Accounts Payable	05/14/03		\$500.00
5					
6					

However, if your invoice debits an account in fund 05, such as 05-5820-30, the program inserts the secondary account code, and the segment changes to balance the transaction (if required to balance by segment). As a result, **Accounts Payable** inserts the secondary default credit account 05-2000-30.

Primary default account: 01-2000-00

Secondary default account: 05-2100-50

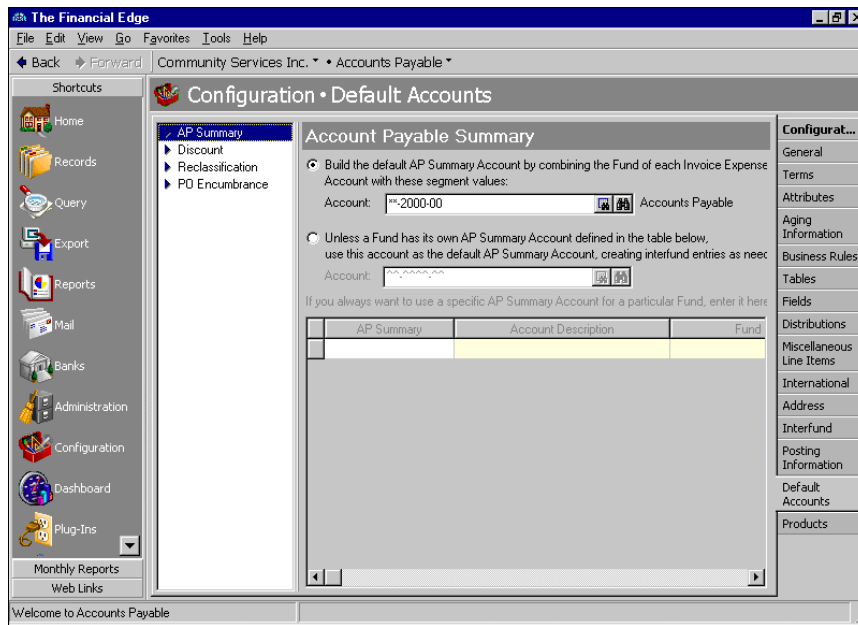
No.	Acct. Number	Description	Date	Debit Amount	Credit Amount
1	05-5820-30	Office Supplies-Admin.	05/14/03	\$500.00	
2	05-2000-30	Accounts Payable	05/14/03		\$500.00
3					
4					

With Reclassification accounts, you enter a single default account the program uses to ensure that projects, classes, and transaction codes attached to credit memos stay in balance.

► Setting a default accounts payable summary account

1. On the Configuration page, click **Default Accounts**. The Default Accounts page appears.

- In the box on the left, select **AP Summary**. The Accounts Payable Summary default account options appear.



Note: When using **Build the default Account by combining the Fund of each Invoice Expense Account with these segment values**, you cannot enter a fund. The fund segment defaults to "***" and cannot be edited.

- To set a single default account that automatically balances by fund and segment (if required), mark **Build the default AP Summary Account by combining the Fund of each Invoice Expense Account with these segment values**.
- In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
- To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own AP Summary Account defined in the table below, use this account as the default AP Summary Account, creating interfund entries as needed**.
- In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

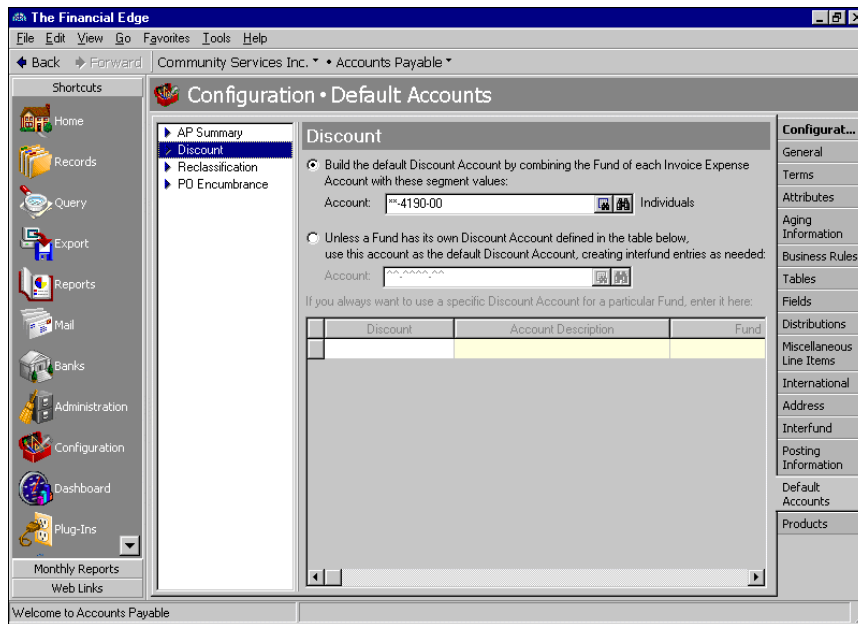
Note: Default account information can be edited or deleted at any time.

- In the grid, in the **AP Summary** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.
- When you exit the Default Account page or select another type of account, your changes are saved automatically.

► Setting a default discount account

- On the Configuration page, click **Default Accounts**. The Default Accounts page appears.

2. In the box on the left, select **Discount**. The Discount default account options appear.



Note: When using **Build the default Account by combining the Fund of each Invoice Expense Account with these segment values**, you cannot enter a fund. The fund segment defaults to "***" and cannot be edited.

3. To set a single default account that automatically balances by fund and segment (if required), mark **Build the default Discount Summary Account by combining the Fund of each Invoice Expense Account with these segment values**.
4. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
5. To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own Discount Account defined in the table below, use this account as the default Discount Account, creating interfund entries as needed**.
6. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

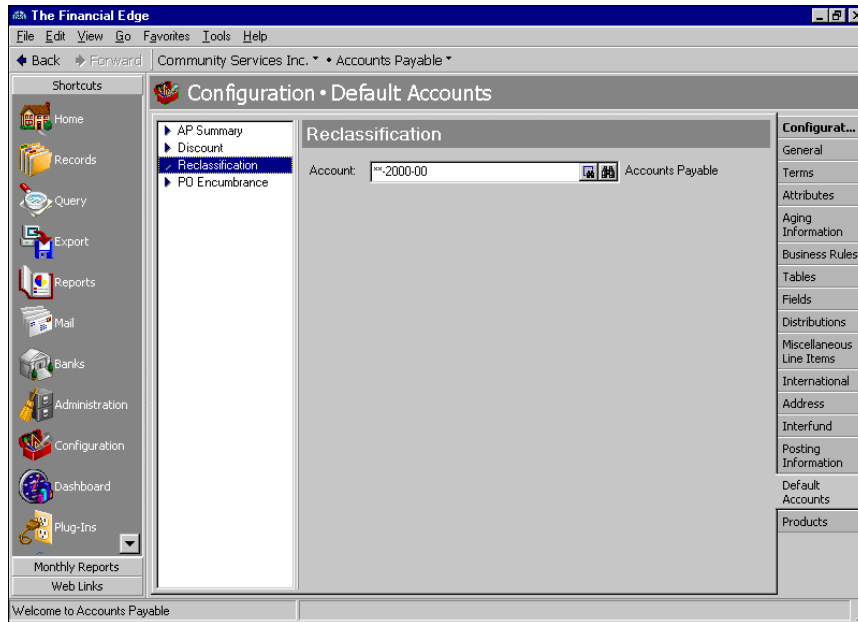
Note: Default account information on can be edited or deleted at any time.

7. In the grid, in the **Discount** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.
8. When you exit the Default Account page or select another type of account, your changes are saved automatically.

► Setting a default accounts payable reclassification account

1. On the Configuration page, click **Default Accounts**. The Default Accounts page appears.

2. In the box on the left, select **Reclassification**. The Reclassification default account option appears.



Note: Default account information can be edited or deleted at any time.

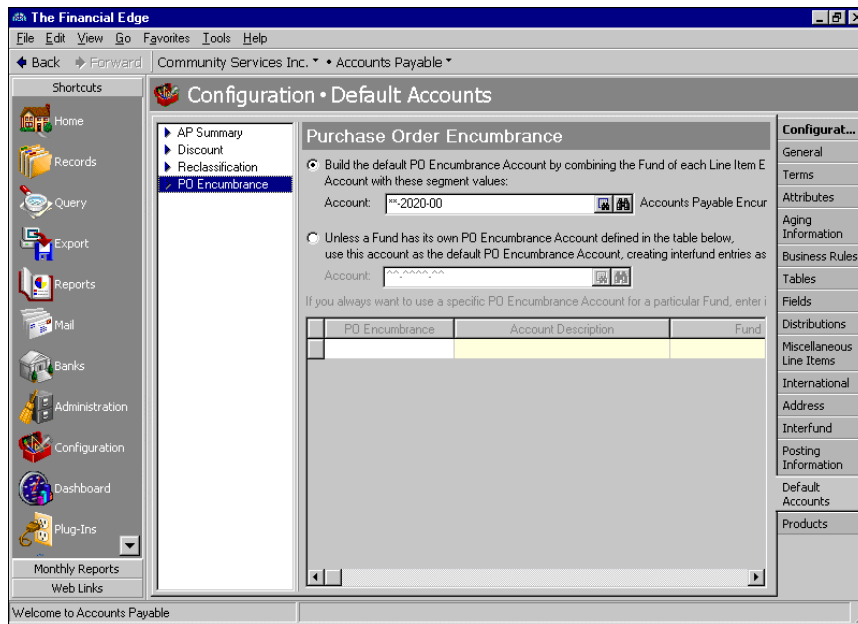
3. In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
4. When you exit the Default Account page or select another type of account, your changes are saved automatically.

► Setting a default purchase order encumbrance account

Note: Purchase orders are available only with the optional module *Purchase Orders*.

1. On the Configuration page, click **Default Accounts**. The Default Accounts page appears.

2. In the box on the left, select **PO Encumbrance**. The PO Encumbrance default account options appear.



Note: When using **Build the default Account by combining the Fund of each Line Item Expense Account with these segment values**, you cannot enter a fund. The fund segment defaults to "***" and cannot be edited.

- To set a single default account that automatically balances by fund and segment (if required), mark **Build the default PO Encumbrance Account by combining the Fund of each Line Item Expense Account with these segment values**.
- In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
- To define a primary default account and one or more secondary accounts, mark **Unless a Fund has its own PO Encumbrance Account defined in the table below, use this account as the default PO Encumbrance Account, creating interfund entries as needed**.
- In the **Account** field, enter an account number. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.

Note: Default account information can be edited or deleted at any time.

- In the grid, in the **PO Encumbrance** column, enter secondary default account numbers. The account descriptions and fund descriptions appear automatically, based on the accounts you enter.
- When you exit the Default Account page or select another type of account, your changes are saved automatically.

Managing Product Records

Glossary: A purchase order is an order placed with a vendor for goods or services.

If you have the optional module *Purchase Orders*, you can create products in **Accounts Payable**. Using products saves time when adding line items on purchase orders because you can quickly select a product you previously created, instead of entering the information every time you create a purchase order for identical items.

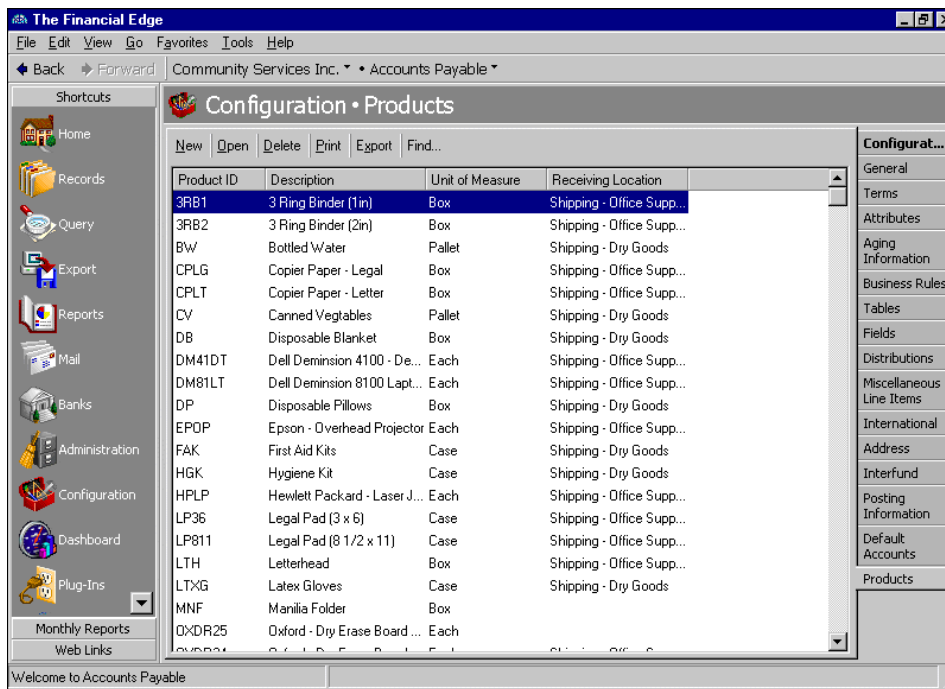
Note: For the latest documentation and information, visit our website at www.blackbaud.com.

Using products not only saves time, but also improves consistency and decreases errors in your organization's purchase orders. Employees no longer need to re-enter product characteristics, including item description, ID number, and quantity, when creating a purchase order for routinely purchased items. They can simply select the products to order from previously created products that have been reviewed for accuracy. If necessary, employees can create a product on-the-fly and use it the next time they create a similar purchase order.

Accessing Product Records

Warning: The **Products** link appears only if you have installed the optional module *Purchase Orders*.

In **Accounts Payable**, you can manage product records from either *Configuration* or *Records*. The **Products** link in *Records* opens the same Products page that appears in *Configuration*. From the Products page, you can add new product records and open, delete, print, export, or find existing product records.



In **Accounts Payable**, you can manage product records from either *Records* or *Configuration*. The **Products** link in *Records* opens the Products page from *Configuration*. From the Products page, you can add new product records and open, delete, print, export, or find existing product records.

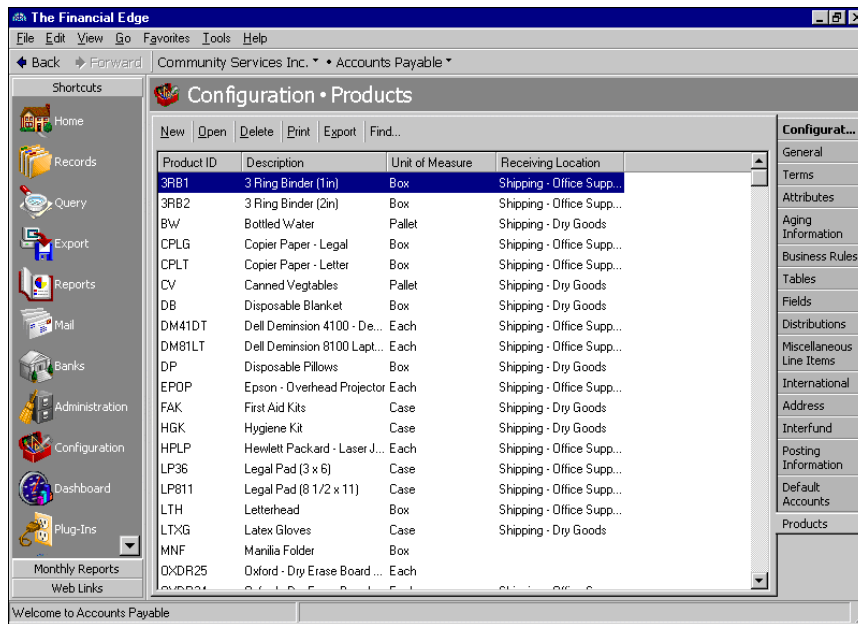
Finding and Opening Product Records

To find a product in the list on the Products page, click **Find** on the action bar. To open a product, select the product and click **Open** on the action bar.

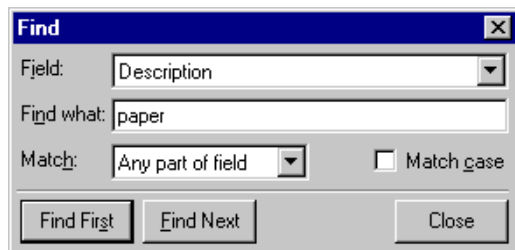
► Opening a product record from Configuration

1. On the navigation bar, click **Configuration**. The Configuration page appears.

2. Click **Products**. The Products page appears.



3. To search for a product in the list, click **Find** on the action bar. The Find screen appears.



4. In the **Field** field, select to find records by product ID, description, unit of measure, or receiving location.
5. In the **Find what** field, enter the criteria to find in the selected field.
6. In the **Match** field, select for the criteria you enter to match the whole field, any part of the field, or the start of the field.
7. For the criteria you enter to be case-sensitive, mark **Match case**.
8. To find the first product in the list on the Products page matching the criteria, click **Find First**.
9. To find the next product in the list on the Products page matching the criteria, click **Find Next**.
10. When you have found the product, click **Cancel** to close the Find screen.

- To open the record selected on the Products page, click **Open** on the action bar. The product record appears.

- After you view or edit the record, click **Save and Close** on the toolbar to return to the Products page.

Adding Product Records

You create products for items or services you routinely purchase from vendors. The benefit of using a product is that it is more efficient than entering the same product information again and again in a purchase order. Using products also provides consistency in product information you enter in each purchase order. Once a product is entered into the system, you can edit information or delete the product, as long as the product is not in use by one or more line items.

If you enter common values repeatedly for multiple products, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a product. From the menu bar of the product, select **Product, Load Defaults from** to select an existing default set or create a new default set. For more information about default sets, see the Program Basics chapter in the *Program Basics Guide*.

You can add products from either *Configuration* or *Records*. The **Products** link in *Records* opens the Products page from *Configuration*. You can also add products from line items while creating purchase orders.

► Adding a product record from Configuration

- On the navigation bar, click **Configuration**. The Configuration page appears.
- Click **Products**. The Products page appears.

Tip: You can use default sets to define common information for products. For a new product, you can select **Product, Load Defaults from** to select a default set of information to copy. For more information about using default sets, see the *Program Basics Guide*.

- On the action bar, click **New**. The New Product screen appears.

- In the **Product ID** field, enter a unique ID for the product.
- In the **Description** field, enter a description to help identify the product.

Tip: In fields containing table entries defined in *Configuration*, you can add a new entry by simply typing it in. The system prompts you to add the entry to the table.

- In the **Unit of measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Configuration*. You can quickly access the table and add new units of measure by clicking **Unit of measure**, which is a link as well as the name of the field.
- In the **Standard unit cost** field, enter the price of a single unit.
- In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of a product.
- In the **Receiving location** field, select a location. Receiving locations are pulled from a code table defined in *Configuration*. You can quickly access the table and add new locations by clicking **Receiving location**, which is a link as well as the name of the field.

Note: Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

- In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor.
- In the **Vendor Part #** field, enter the number assigned to this product by the vendor.
- In the **Notes** box, enter any comments you want associated with this product.
- If you do not want this product to be used on new line items, mark **Do not allow this product to appear on new line items**. If you mark this checkbox, the product does not appear as an available option when defining line items.

Warning: Products in use by one or more line items on a purchase order cannot be deleted.

- To save the product and return to the Products page, click **Save and Close**.

► Adding a product from a line item

Tip: Adding a product from a line item is useful for quickly adding products while entering line items in a purchase order.

1. From an open purchase order, select the Line Items tab.

Purchase Order 13 for ADS Security Systems

File Edit View Purchase Order Favorites Tools Help

Save and Close

Purchase Order Line Items Receipts Attributes Notes

New Line Item Open Delete Type: <All Types> Statuses: <All Statuses>

Line #	Type	Product ID	Description	Quantity Ordered	Unit Cost	Extended Cost	Post Status
1	Regular	SECURITY	Monthly Security...	0	\$75.760	\$0.00	Posted

PO total: \$0.00 Total amount received: \$0.00 07/14/2008

2. On the action bar, click **New Line Item**. The New Line Item for PO screen appears.

New Line Item for PO 13 for ADS Security Systems

File Edit View Item Help

Save and Close

Line Item Distribution Requisition Line Items

Type: Regular Line item number: 000002

Product ID: <No product ID> Amounts include tax

Description:

Unit of Measure	Quantity Ordered	Unit Cost	Extended Cost
	0.000		\$0.00

Date required: Department: Date promised: Requested by: Vendor part #: Deliver to: Post status/Date: Not yet posted 07/14/2008

Notes: Comments:

Received: \$0.00 Cancelled: \$0.00

3. In the **Product ID** field, click the binoculars. The Open screen for products appears.

The 'Open' dialog box is shown with a search bar containing 'Product' and a search query of '<Default>'. Below the search bar is a large empty list area. At the bottom, there are filter criteria fields for 'Product ID', 'Description', 'Last modified by', and 'Last modified on'. The 'Last modified on' field is set to 'any time'. There are buttons for 'Hide Filters', 'Clear Filters', 'Previous Filters', 'Filters are not applied', 'Find Now', 'Open', and 'Cancel'. A status bar at the bottom says 'Press F7 to zoom'.

4. On the action bar, click **Add a New Product**. The New Product screen appears.

The 'New Product' screen is shown with a menu bar (File, Edit, View, Product, Favorites, Tools, Help) and a toolbar. The 'Product Information' tab is active. Fields include 'Product ID' (highlighted in red), 'Description' (highlighted in red), 'Unit of measure' (dropdown), 'Standard unit cost', 'Quantity decimals' (set to 3), 'Receiving location' (dropdown), 'Vendor name' (with a binocular icon), 'Vendor Part #', and 'Notes'. There is an 'ID' field next to the 'Vendor name' field. A checkbox at the bottom is labeled 'Do not allow this product to be used on new line items'. The status bar at the bottom right shows the date '07/14/2008'.

Note: When adding a new product from a line item, the **Do not allow this product to appear on new line items** checkbox is inactive.

5. In the **Product ID** field, enter a unique ID for the product.
6. In the **Description** field, enter a description to help identify the product.
7. In the **Unit of measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Configuration*. You can quickly access the table and add new units of measure by clicking **Unit of measure**, which is a link as well as the name of the field.
8. In the **Standard unit cost** field, enter the price of a single unit.

9. In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of a product.
10. In the **Receiving location** field, select a location. Receiving location is pulled from a code table defined in *Configuration*. You can quickly access the table and add new locations by clicking **Receiving location**, which is a link as well as the name of the field.

Note: Whether you enter the name or ID depends on your selection for General Options of the Options screen.

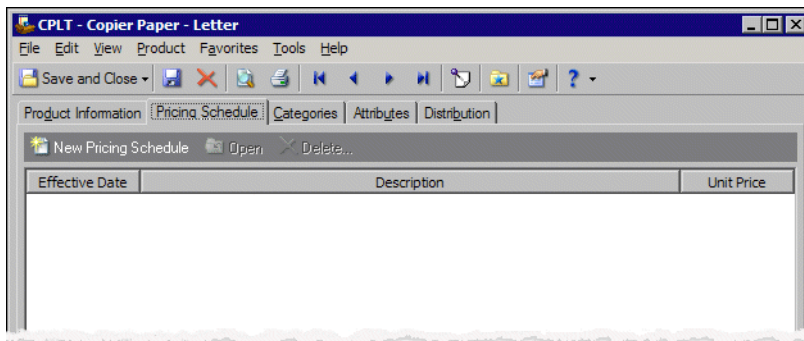
11. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor.
12. In the **Vendor Part #** field, enter the number assigned to this product by the vendor.
13. In the **Notes** box, enter any comments you want associated with this product.
14. To save the product and return to the New Line Item screen for the purchase order, click **Save and Close**.

Adding Product Pricing Schedules

On the Pricing Schedule tab, you can specify price changes to take effect on certain dates or with a certain quantity. For example, if you have a price increase that starts January 1, you can create a pricing schedule that automatically increases the price for that product after the specified effective date. When a product is used on a purchase order, the price defined in the pricing schedule that is effective as of the purchase order's transaction date defaults into the purchase order.

► Adding a pricing schedule to a product record

1. From an open product, select the Pricing Schedule tab.



2. To add a new pricing schedule, click **New Pricing Schedule** on the action bar. The Add a Pricing Schedule screen appears.

Add a Pricing Schedule

Prices are effective as of: 07/14/2008

Description:

Pricing: Use a single unit price for all quantities

Unit Price

OK Cancel

Press F3 for today's date, F7 for calendar

3. In the **Prices are effective as of** field, enter the beginning date for this price change.
4. In the **Description** field, enter a description for this pricing schedule.
5. In the **Pricing** field, select “Use a single unit price for all quantities” or “Base unit price on quantity”.

If you select “Use a single unit price for all quantities”, in the grid, enter the new unit price. If you select “Base unit price on quantity”, the **Minimum Quantity**, **Maximum Quantity**, and **Unit Price** columns appear in the grid. Enter the maximum quantity eligible for the first price range. The minimum quantity defaults to 0.00. In the **Unit Price** column, enter the per unit price for those quantities. Repeat for additional quantity ranges.

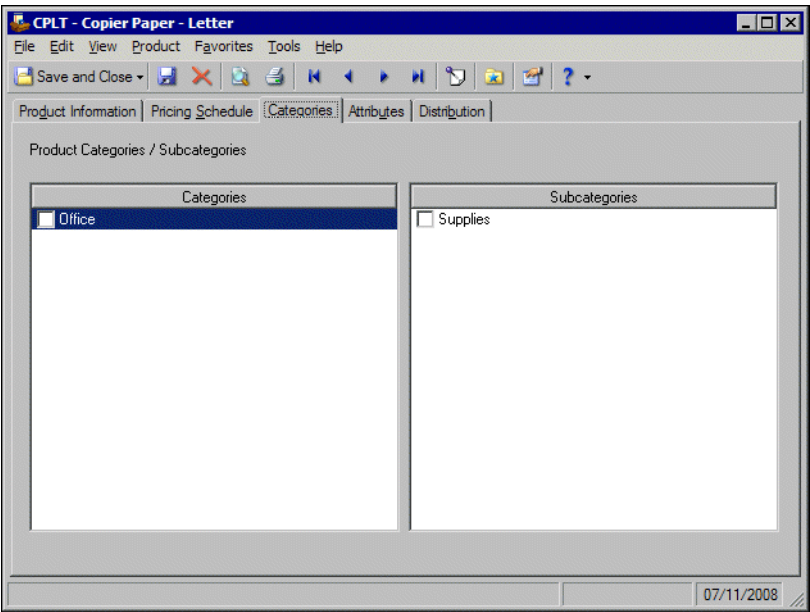
6. To save the pricing schedule, click **OK**.

Adding Product Categories

Use the Categories tab to assign categories and subcategories to a product. Categories are created in *Configuration*. Product categories make it easier for users to locate the products they need on the Product List page in *WebPurchasing*. For more information about creating categories, see “Categories Configuration” on page 77.

► **Adding categories to a product record**

1. From an open product record, select the Categories tab.



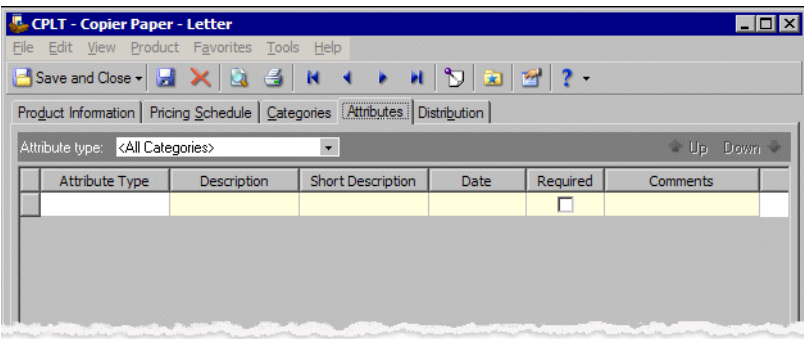
2. In the **Categories** box, mark the checkbox for the categories you want to attach to this product record.
3. If the selected category has subcategories, they appear in the **Subcategories** column. Mark the subcategory you want to assign to the product.
4. To save the product record with the selected category and return to the Products page, click **Save and Close**.
- 5.

Adding Product Attributes

Use the Attributes tab to record additional information about a product. You can report on products with specific attributes. You can also use product attributes as filters in other areas of **Accounts Payable**, such as *Query* and *Reports*.

► **Adding an attribute to a product record**

1. From an open product, select the Attributes tab.



2. In the **Attribute type** field, you can filter the attribute types appearing in the grid.

Note: The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the product. You must enter a description for the attribute.

3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. Whether you enter text, numbers, dates, or currency, select “Yes” or “No”, or select a table entry depends on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.
6. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
7. To return to the Products page, click **Save and Close**.

Adding Product Default Distributions

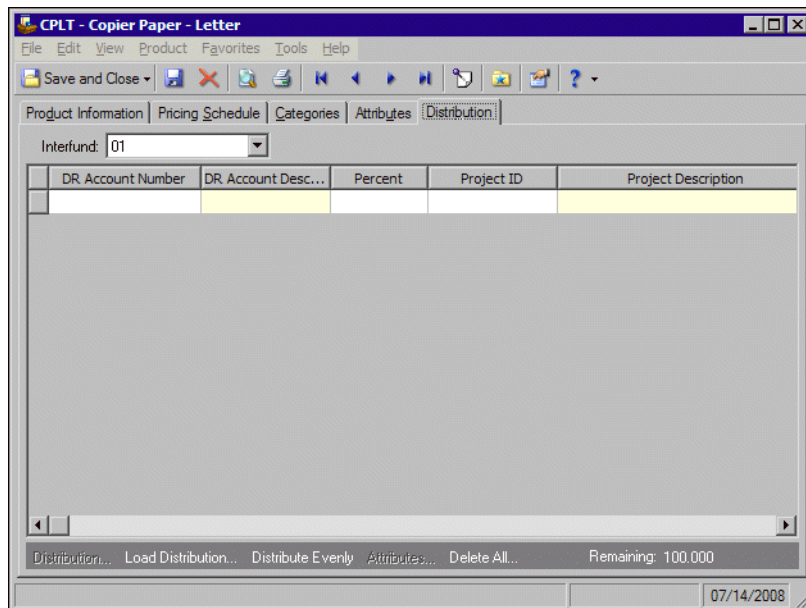
When adding new products, you should also establish default account distribution information for the product. You can designate the credit and debit accounts, the percent to distribute to each account, and whether to further classify the distributions using projects, classes, and transaction codes. If you define default distributions on the product, you will not have to enter those details every time you use the product.

When you save the product, **Accounts Payable** automatically verifies that all distributions balance, so you are assured the distributions will post.

► Adding a default distribution to a product record

Tip: To move between rows in a grid column, press **Ctrl +** the up or down arrow key.

1. From an open product, select the Distribution tab.



2. Enter the percentage of the distribution in the **Percent** column. You can manually enter percents for each account or you can click **Distribute Evenly** to distribute percents equally among the selected accounts.

3. In the **DR Account Number** column, enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

You can also use a default account distribution defined in *Configuration*. Click **Load Distribution** and select **From Table**.

4. If you enter credit and debit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
5. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
6. In the **Class** column, select a class for the distribution.
7. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

Note: On the Debit Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in **Accounts Payable**.

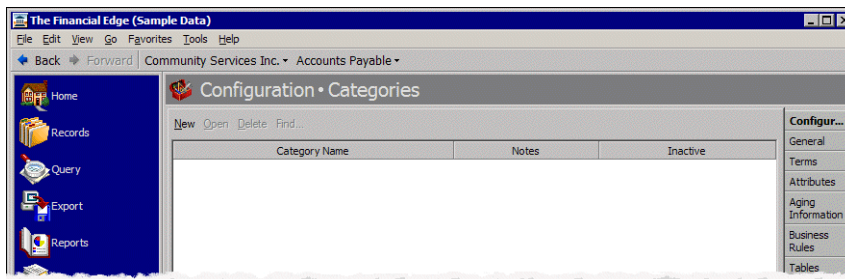
8. To enter a debit transaction distributions for the debit accounts in a distribution row, select the distribution row and click **Distribution**.
9. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the product record Distribution tab.
10. To save the product and return to the Products page, click **Save and Close**.

Categories Configuration

If you have the optional modules *Purchase Orders* and *WebPurchasing*, you can create categories in **Accounts Payable**. The Categories page is where you define categories and subcategories and attach them to products. This makes it easier for users to locate the products they need on the Product List page in *WebPurchasing*. A product does not need to be assigned to a category.

► Adding a new category

1. On the Configuration page, click **Categories**. The Categories page appears.



2. Click **New**. The New Category screen appears.

3. In the **Category Name** field, enter a name for the category, for example, "Computer Hardware".
4. Mark **Active**, to display the category throughout the system.
5. In the **Notes** field, enter a description of the category, for example, "Computer equipment used throughout the organization".
6. In the **Subcategory Name** column, enter the name of a subcategory, for example, "Cables".
7. In the **Notes** column, enter a description of the subcategory, for example, "Network and device cables".
8. Mark **Active**, to display the subcategory throughout the system.
9. To save the category and return to the Categories page, click **Save and Close**.

Approval Rules Configuration

If you have the optional modules *Purchase Orders* and *WebPurchasing* or *WebInvoicing*, you can create approval rules in **Accounts Payable**. Using approval rules, you can route invoice requests and requisitions to selected reviewers. For example, an organization may require one set of reviewers for normal supply orders, a different set of reviewers for capital expenditures, and yet another set of reviewers for travel reimbursement.

You can attach an approval rule to any requisition or invoice request and have it forwarded to the right reviewers in the correct order. Approval histories on all requisition and invoice requests are maintained and available to users.

► Create approval rules

1. On the Configuration page, click **Approval Rules**. The Approval Rules page appears.

2. Click **New**. The New Approval Rule screen appears.

Approve above	Approvers
\$0.00	MarilynAg
\$1,000.00	JennLk, LisaBn

3. In the **Approval Rule Name** field, enter the name of the approval rule, for example “IT Purchases”.
4. Mark **Active**, to display the category throughout the system.
5. In the **Description** field, enter the a description of the approval rule, for example, “All IT requests needing approval”.
6. In the **Approval Rule Type** field, select the module(s) with which you want this approval rule associated. This field appears only if you have both *WebInvoicing* and *WebPurchasing* installed.
7. In the **Approve above** column, enter the requisition amount selected users can approve, for example a selected approver can approve purchases over \$100.00. The default amount in the first row is \$0.00. Enter other amount thresholds in each following row. For example, if you enter \$500 in the second row, reviewers on the first row can approve purchases up to \$499.
8. To select individual users for each row, in the **Approvers** column, click the binoculars. The Select Approvers screen appears.

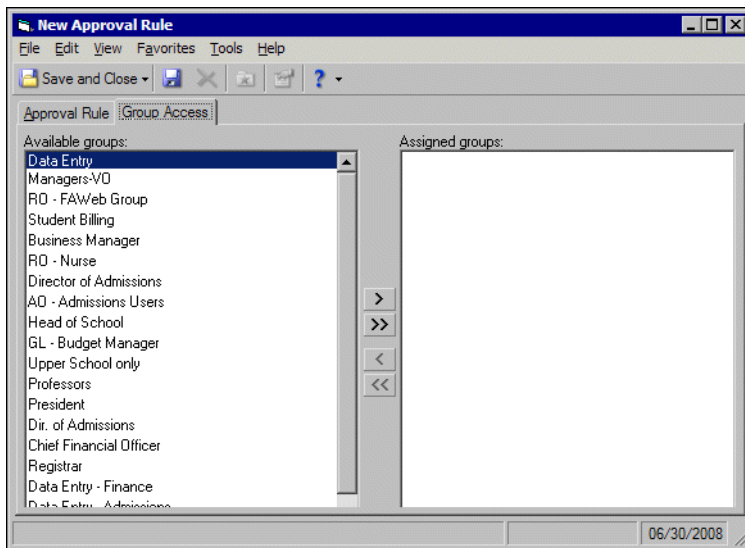
Available approvers	Selected approvers
Budget Mgr	
Business Mgr	
College	
ErinUh	
JennLk	
K12	
KingaVa	
LisaBn	
MarilynAg	
Queue	
Supervisor	

The approvers listed on this screen are users defined in **Accounts Payable Security**. For more information, about user accounts, see the *Administration Guide* for **The Financial Edge**.

9. In the **Available approvers** box, select the approvers for each row and move them to the **Selected approvers** box.

Note: If a reviewer leaves your organization, make sure to remove that user from each approval rule of which he was a member.

10. To return to the New Approval Rule screen, click **OK**.
11. To select a group of users for this approval rule, select the Group Access tab. The Group Access screen appears.



The groups listed on this screen are defined in **Accounts Payable Security**. For more information, about group accounts, see the *Administration Guide* for **The Financial Edge**.

12. In the **Available groups** box, select the groups for this approval rule and move them to the **Assigned groups** box. Selected groups will have access to use this approval rule.

Note: Make sure to select the group(s) that can use the approval rule. Users in the group only have access to these approval rules.

13. To return to the New Approval Rule screen, click **OK**.
14. To save the approval rule, click **Save and Close**.

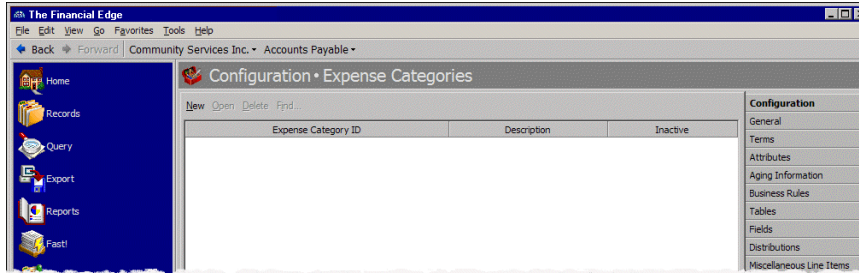
Expense Categories

If you have the optional module *WebInvoicing*, you can create, edit, and delete expense categories for online invoice requests.

Typically, when your employees request reimbursement or advances for expenses incurred on behalf of your organization, the expenses fall into certain categories such as travel, phone and internet usage, or mileage. Using expense categories creates data entry consistency by simplifying the process of selecting these categories and the corresponding default GL distribution.

► **Create new expense category**

1. On the Configuration page, click **Expense Categories**. The Expense Categories page appears. This page displays the expense category ID, description, and whether or not the expense category is currently active.



2. Click **New**. The New Expense Category screen appears.

3. In the **Expense Category ID** field, enter how you want the expense category to be identified.
4. Mark **Active** to display the expense category ID throughout the system.
5. In the **Description** field, enter a description for the expense category, for example, "Travel Expenses - Mileage."

Note: Keep in mind, what you enter in the **Description** field is what your *WebInvoicing* users will see.

6. To set the **Calculate by rate**, mark the checkbox and enter an amount. When you mark this checkbox, the rate field in *WebInvoicing* will be locked and set to this amount.

When the checkbox is not marked, the request item's quantity is set to 1 and read-only in *WebInvoicing*. The **Rate** field on the invoice request will be editable and required.

7. Select the GL Distribution tab.

The screenshot shows the 'New Expense Category' window with the 'GL Distribution' tab selected. The 'Distribution' dropdown is set to 'Debit (DR) distribution' and the 'Interfund' dropdown is set to '01'. There are two radio button options: 'Combine user distribution with this account code:' (selected) and 'Always debit this account:'. Below these is a checkbox for 'Always use this transaction distribution'. A table with columns 'Project ID', 'Project Description', 'Percent', and 'Class' is shown. The bottom status bar indicates 'Remaining: 100.000' and the date '10/21/2008'.

8. The **Distribution** field displays “Debit (DR) distribution”.
9. The **Interfund** field lists all interfund sets available for use. An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when the debit account you enter is from a different fund than the credit account from the user’s AP Summary account.

Warning: If the user has an account restriction in *Security*, he cannot save invoice requests for a category that contains that restricted number. Be sure to review the user’s account security restrictions after establishing the account numbers in their Expense Categories.

10. You have two options for defining the account number:
- Select **Combine user distribution with this account code** to enter the account code. The account code you enter is combined with the user’s masked account number on the *WebInvoicing* My account page to create the distribution.
 - Select **Always debit this account** to enter a debit account number.
11. You can mark **Always use this transaction distribution** to enter the projects, classes, and transaction codes to use for the default transaction distribution. This will overwrite any project distribution defined on the user’s “My Account” profile.
12. Click **Save and Close** to return to the Expense Category page.

Warning: If you select **Combine user distribution with this account code** and mark **Always use this transaction distribution**, but do not define all of the characteristics for journal entries that will use this distribution, you may encounter errors that are difficult to locate.

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