The Financial Edge™

End of Year Guide

120616

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Welcome to the *The Financial Edge End of Year Guide*. This guide was written to help you with your end of year processes. The information in this guide is organized by program. The following list contains the title of each chapter and a summary of the information you can find in each.

Warning: Information in this guide is subject to change. Please visit our website at www.blackbaud.com to view the most current information.

Chapter 1: Welcome. This chapter is an introduction to the *The Financial Edge End of Year Guide* and includes a section detailing the various Blackbaud services and solutions we offer.

Chapter 2: General Ledger End of Year. This chapter provides detailed information on ***General Ledger*** end of year processes such as running end of year reports, closing fiscal years, summarizing fiscal years, and purging fiscal years.

Chapter 3: Accounts Payable End of Year. This chapter provides detailed information on ***Accounts Payable*** end of year processes such as setting up 1099 vendors, editing distribution information, adding 1099 amounts to 1099 vendors, and reporting on 1099 vendors.

Chapter 4: Student Billing End of Year. This chapter provides detailed information of ***Student Billing*** end of year processes such as copying and editing billing items and bill codes from one school year to the next, adding new billing items and bill codes, promoting students to the next grade, verifying and editing student information, and posting to ***General Ledger***.

Blackbaud Solutions and Services

This section provides an overview of the services and training solutions we offer to help you successfully install, implement, and use ***The Financial Edge***.

Blackbaud Forms

Blackbaud Forms provides custom checks, student bills, statements, invoices, purchase orders, tax forms, envelopes, and other computer forms that are specifically designed for use with ***The Financial Edge***. Blackbaud forms are guaranteed to align correctly and can be customized to your organization's specifications, using your logo, special inks, and print styles. Pre-printed forms from other suppliers are not guaranteed to align properly.

For more information, you can visit the forms section of our website at http://forms.blackbaud.com or send an e-mail with questions to forms@blackbaud.com. You can also call 866-4-BB-FORMS (866-422-3676).

Data Services

We offer a wide range of data services. From database conversion to database consolidation, our staff of programmers and analysts have the experience, technology, and expertise to meet your organization's needs.

To request a quote for data services or database conversion, please contact our Conversion Coordinator by e-mail at conversionestimate@blackbaud.com or by phone at 1-800-468-8996 x4200. You can also submit your request from the Data Services page on our website at www.blackbaud.com/services/dataservices/asp.

Accounting System Consulting

Accounting System Consulting services help you get the most out of your ***Financial Edge*** software by aligning your organization's systems with its processes and objectives. We partner with you to learn about your organization, identify issues and plan a solution that is tailored to your needs.

Our consultants offer a unique combination of accounting experience and in-depth knowledge of our software. Many of our consultants have gained experience by serving as controllers and technical specialists and have worked for Big Five firms, nonprofit organizations, and the Financial Accounting Standards Board (FASB). They can share insight garnered from their work with hundreds of nonprofit organizations. Our accounting consulting team knows the software inside and out and are available to help you make the most of your system.

To learn how your organization can benefit from our Accounting System Consulting services, call 800-443-9441 or e-mail solutions@blackbaud.com.

Technical Consulting

Let our knowledgeable consultants bring their technical expertise to your site and manage the implementation of your ***Financial Edge*** products. By entrusting the nuts and bolts of implementation to one of our consultants, you ensure optimal setup of your system while keeping your time and energy focused on fostering your organization's mission.

Whether it is software installation or a detailed assessment of your current IT capabilities and needs, our team of *Microsoft*, *Cisco*, and *Oracle* certified engineers can help you meet your technical challenges head on.

If you would like to arrange for consulting services, please call our Sales Department at 1-800-443-9441. Or send an e-mail outlining your specific needs to sales@blackbaud.com.

To learn more about our technical consulting offerings, such as technology assessments, diagnostic services and software installations, you can download the printer-friendly document "Technical Consulting Services" from our website.

Training Solutions

Because we understand how important training is, we offer a variety of options to meet your different needs. Training is a vital part of realizing the full potential of your software. It not only increases efficiency, accuracy, and saves time, but you'll also see a boost in your staff's job satisfaction as they become more confident and valuable in their roles.

For information about the best training option for your organization, check out our Training page on Blackbaud.com at https://www.blackbaud.com/nonprofit-training/, or call your account representative at 1-800-443-9441. You can also send an e-mail to solutions@blackbaud.com.

This section provides a brief description of the training solutions we offer.

Start Learning. As a Blackbaud customer, you have access to Start Learning -- a collection of free online training videos. Use these short product lessons to help you develop and maintain the essential skills you need to make the most out of your Blackbaud solutions. You can access Start Learning from the Training page of Blackbaud.com.

Blackbaud Learn. Blackbaud Learn is an annual subscription that provides the ongoing skill development and job knowledge training your staff wants and needs, including strategy and best practices, role-based curriculum, exclusive "Q&A" sessions, and new classes every month. There is a distinct Blackbaud Learn for each of the following Blackbaud solutions: ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge***, and both Internet solutions ***Blackbaud Net Community*** and ***Blackbaud Sphere***. For more information about Blackbaud Learn, go to the Training page of Blackbaud.com.

Instructor-led Training. With Instructor-led training, you can interact with our instructors via interactive online classes or regional classes at any of our more than 50 locations across the United States and Canada, including our training facility in Charleston, SC. We offer sessions on strategy and best practices, as well as personalized custom trainings. For more information about Instructor-led Training, go to the Training page of Blackbaud.com.

Self-paced Training. Self-paced training gives you access to the eLearning Library -- a collection of online lessons that take you step-by-step through key concepts and tasks in your Blackbaud products. You can choose from hundreds of pre-recorded lessons 24 hours a day, 7 days a week and take them at your own pace. Plus, the eLearning Library is included with any Blackbaud Learn subscription. For more information about Self-paced Training, go to the Training page of Blackbaud.com.

Role-based Training. Whatever your role, we've designed a curriculum pathway to best meet your needs. With Role-based training, you can take advantage of classes grouped specifically to help you in your day-to-day job. For more information about Role-based Training, go to the Training page of Blackbaud.com.

Software Maintenance Services

Our maintenance programs supplement your software purchase by providing you with tools, resources, and support so you can use the software at its fullest potential. To meet your organization's needs, we have several plans from which to choose. For information about the maintenance plans, go to http://maintenance.blackbaud.com.

Blackbaud Developer Network

The Blackbaud Developer Network (BDN) is an alliance of development partners, including system integrators, consultants, CPA firms and nonprofit organizations, that work with us to create solutions that expand the capabilities of ***The Financial Edge***. These solutions are additional applications, created specifically for our clients, that work with our software to expand functionality. For example, BDN solutions can include customized tools and plug-ins that integrate or interact with ***The Financial Edge*** to help your organization accomplish more in less time.

Our BDN development partners have been carefully selected. They each possess a distinct understanding of our software products and how nonprofit organizations use them to further their mission. This insight, coupled with technical expertise, provides the basis for creating quality solutions you can use to do more.

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Closing the fiscal year with Blackbaud's ***General Ledger*** is a two-step process. First, you should run the pre-close report. After the report has successfully validated your data, you can close the fiscal year to complete the process.

Please read this chapter completely before you begin the end of year process.

The end of year process is typically run a few months after the end of the current fiscal year. This allows you time to complete your annual audit and make any adjustments your accountant may suggest.

Running the ***General Ledger*** end of year process:

- Automatically calculates the net/surplus deficit for each fund and transfers this amount into the appropriate fund balance account.
- Calculates the fiscal year-end closing balances for all balance sheet accounts and creates an opening balance for these accounts for the next fiscal.
- Sets the income statement account balances to zero.
- Calculates the increase/decrease in net assets and calculates the ending net asset balances for the year.
- Permanently restricts journal entries to the closed fiscal year.

End of Year Considerations

Becoming familiar with the following issues will help you decide when to close your fiscal year.

- Unlimited fiscal years can be left open in the program.
- Unlimited fiscal years can be defined in the program.
- Closing a fiscal year permanently restricts journal entries to any of the fiscal periods contained in the fiscal year you are closing.
- Closing a fiscal year does not delete any transaction detail. Other options are available for summarizing and deleting transaction detail for the fiscal year.

Note: Because transaction detail is not deleted during the end of year process, printing hard copies of your general ledger detail for the fiscal year is not a necessity.

- You can "soft close" a fiscal period, which restricts journal entries to a fiscal period, but allows the period to be re-opened later for journal entries. Running the end of year process "hard closes" all periods for the year being closed and prevents any further posting to these periods.
- You can run the end of year process at any future date.

Prep Work

To ensure a smooth end of year process, we recommend the following:

- Post to ***General Ledger*** from all of your Blackbaud systems.
- In *Configuration*, verify a fund balance account has been defined correctly on the Funds page. Review the closing method for each fund to ensure the fiscal year-end close will produce the desired results.
- In *Configuration*, verify your next fiscal year has been defined.
- Make sure all users have exited and signed out of ***The Financial Edge***. If the database integrates with ***The Raiser's Edge***, have all ***The Raiser's Edge*** users exit and sign out also.
- Make backups of your data.

Running an End of Year Report

Warning: Backups are essential elements in completing the end of year process. They protect your data in case of power failures, surges, or other interruptions in processing.

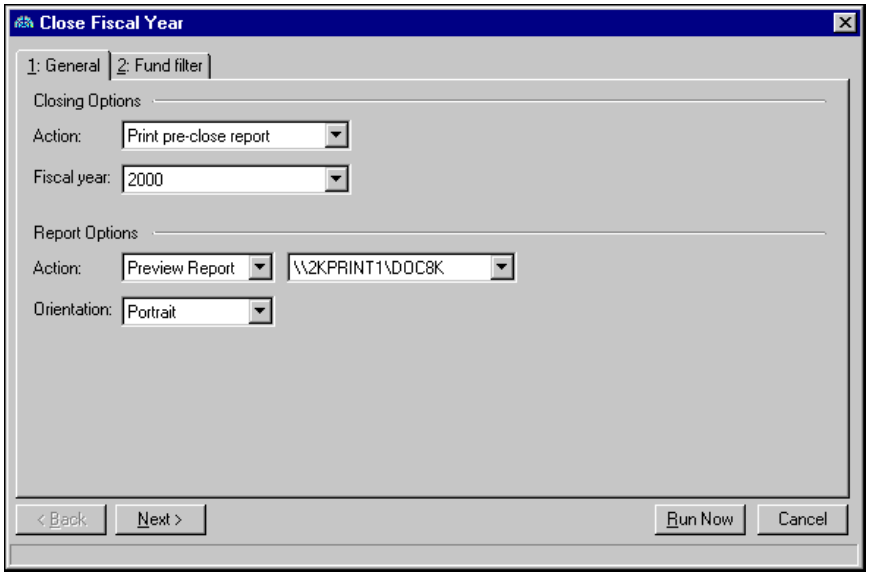
Running the pre-close report automatically starts a series of checks and balances to determine the process prerequisites have been met. If they have not, an error report is generated. You can re-run the pre-close report until a successful report is produced. Before you can close the fiscal year, you must produce a successful report.

The pre-close report will contain the following information:

- A list of each fund and project (if applicable) and the net surplus/deficit amount to be posted to the fund balance accounts defined on the fund records.
- The net asset code summary, which lists the net decrease/increase for the three net asset classifications.
- A list of any open current year batches.

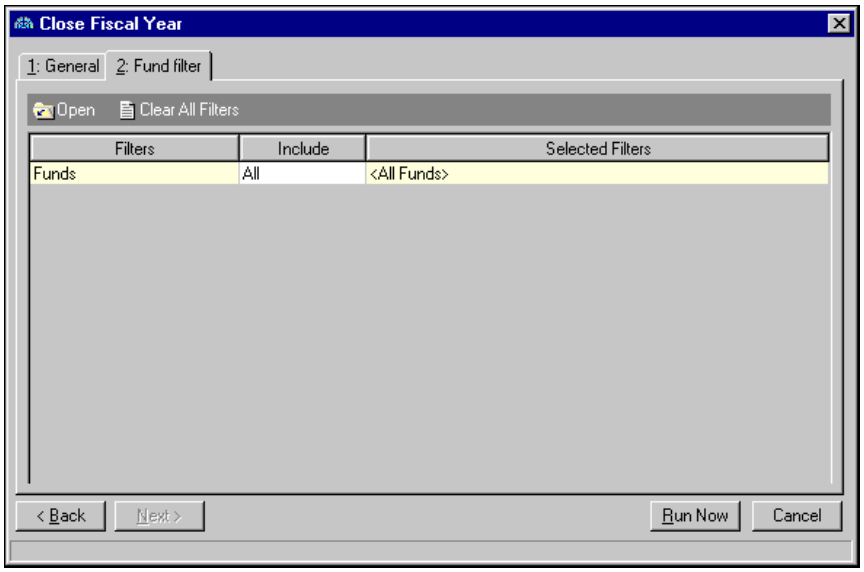
Running a pre-close report

1. From the Administration page in ***General Ledger***, click **Close fiscal years**. The Close Fiscal Year screen appears.



2. In the **Action** field of the **Closing Options** frame, select “Print pre-close report”.
3. In the **Fiscal year** field, select the fiscal year to pre-close or close.
4. In the **Action** field of the **Report Options** frame, select “Preview Report” or “Print Report”. If you select “Print Report”, also select a printer.
5. In the **Orientation** field, select “Portrait” or “Landscape” depending on how you want the report to appear for printing or previewing.

6. Click **Next** or select the Fund filter tab. The Fund filter tab appears.



7. In the **Include** column, select “All” or “Selected”.

   If you choose “Selected”, the Selected Funds screen appears for you to select the funds to close. Make your selections and click **OK**. You return to the Filters tab, and the filters appear in the **Selected Filters** column.

8. Click **Run Now** to generate the end of year report.
9. The report will show on the screen. Make sure you print a copy for your records by clicking **Print** located on the Preview screen.

Pre-closing and Closing Fiscal Years

The purpose of closing a fiscal year is to update the net asset accounts in the balance sheet with income statement activity. At the end of the year, ***General Ledger*** adds all income statement transactions together to calculate the net surplus/deficit for the year. It then “zeros” income statement account balances by transferring the net surplus or deficit to the appropriate net asset accounts. In balance sheet accounts, ending balances roll forward to the next fiscal year.

You can also pre-close a fiscal year. A pre-closing is a mock closing used to temporarily close a year speed reporting. Because closing a fiscal year is permanent, we encourage you to pre-close each fiscal year as soon as you finish entering and posting all transactions for the year before running the actual closing process.

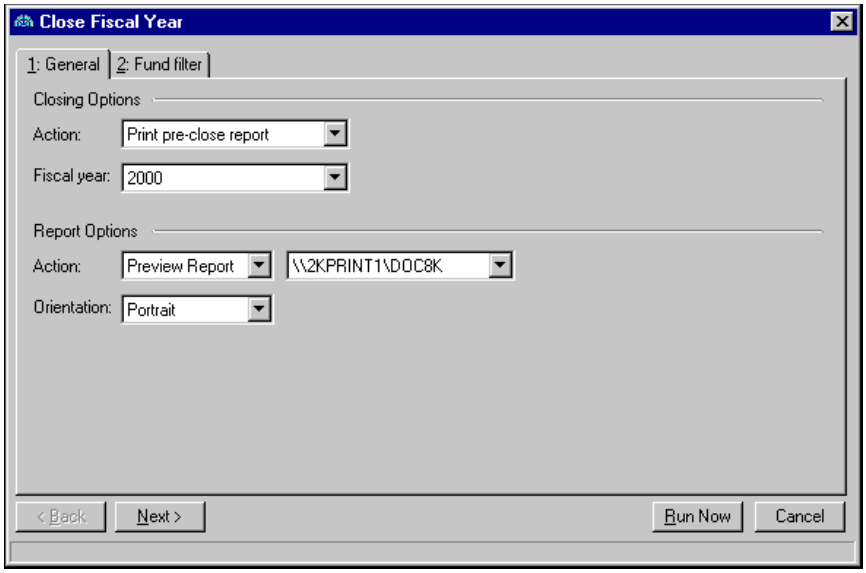
Once you close a fiscal year, information remains available for reporting until it is purged. However, you cannot post new activity to a closed year. This section contains procedures for managing the fiscal years you define in *Configuration* in ***General Ledger***.

- **Pre-closing or closing a fiscal year**

Warning: Before you can close a fiscal year, you must define at least one subsequent fiscal year in the program

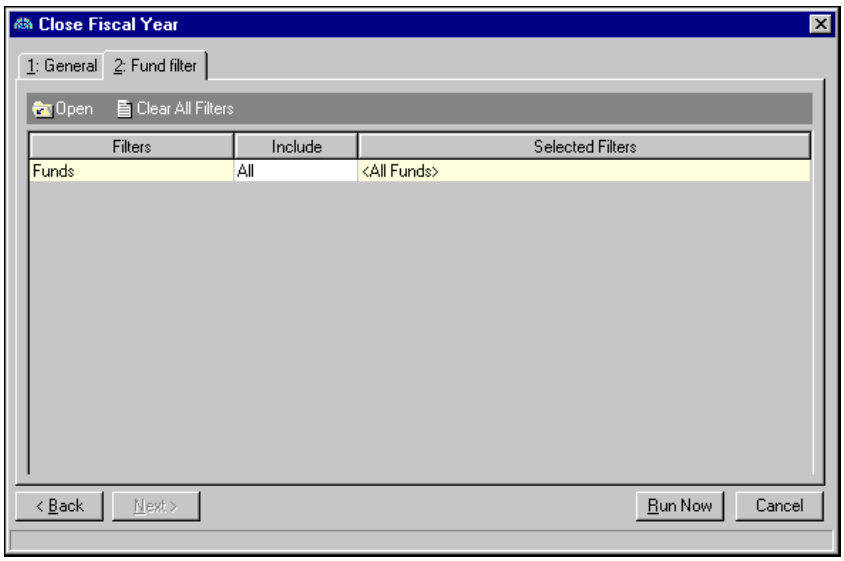
1. From the Administration page in ***General Ledger***, click **Close fiscal years**. The Close Fiscal Year screen appears.

If users are currently logged into the program, a list of those users is displayed. Before you can run the pre-closing or closing process, all users must exit the program. Once all users exit the program, the Close Fiscal Year screen appears.



Warning: Because closing a fiscal year is permanent, we encourage you to pre-close before running the actual closing process.

2. In the **Action** field of the **Closing Options** frame, select “Print pre-close report”, “Pre-close fiscal year”, or “Close fiscal year”.
3. In the **Fiscal year** field, select the fiscal year to pre-close or close.
4. In the **Action** field of the **Report Options** frame, select “Preview Report” or “Print Report”. If you select “Print Report”, also select a printer.
5. In the **Orientation** field, select “Portrait” or “Landscape” depending on how you want the report to appear for printing or previewing.
6. Click **Next** or select the Fund filter tab. The Fund filter tab appears.



7. In the **Include** column, select “All” or “Selected”.

If you choose “Selected”, the Selected Funds screen appears. Select the funds to close and click **OK**. You return to the Filters tab, and the filters appear in the **Selected Filters** column.

8. Click **Run Now**. If you selected “Pre-close fiscal year” or “Close fiscal year”, a screen appears confirming you want to pre-close or close the fiscal year.
9. To continue pre-closing or closing the fiscal year, click **Yes**.

   If the program detects errors during the pre-closing or closing process, you can view the End of Year Error Report to see where problems exist. To return to the Close Fiscal Year screen, close the report. This report prints automatically without previewing it, if you choose that report option.

Note: Once a fiscal year is successfully pre-closed or closed, the status for that year will be “Pre-Closed” or “Closed” on the Fiscal Years page in *Configuration*.

   If the pre-close or close process is successful, a confirmation message appears.

10. To process the end of year report, click **OK.** The report appears for you to preview or prints depending on the report options you select. If you preview the report, you can return to the Close Fiscal Year screen by closing the report. If you print the report, the program automatically returns to the Close Fiscal Year screen.

Summarizing Fiscal Years

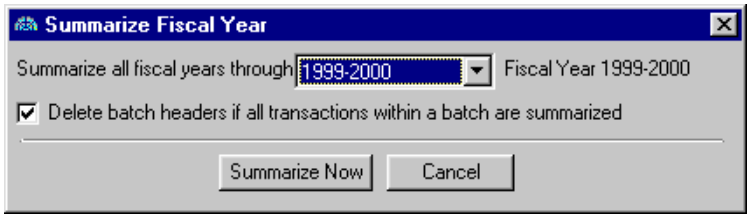
To save space in your database, you can use the Summarize Fiscal Years utility to summarize all transactions for closed fiscal years. During the summarizing process, the program removes all transaction detail, including associated distributions. The program does, however, save the beginning and ending balances, as well as the total net change for the project, class, and transaction code distribution for each fiscal period.

Warning: Before you can summarize the fiscal year, you must close it.

Once you summarize a fiscal year, you can produce reports on the beginning and ending balances and the net change and net asset class for each account. If you have the optional module *Projects and Grants*, you can also produce reports on transaction codes and projects.

- **Summarizing a closed fiscal year**

1. From the Administration page in ***General Ledger***, click **Summarize fiscal years**. The Summarize Fiscal Year screen appears.

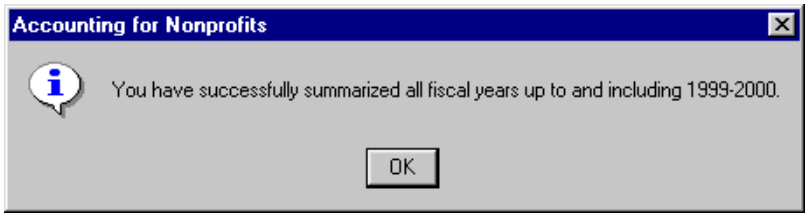


2. In the **Summarize all fiscal years through** field, select the closed fiscal year you want to summarize.

Warning: If you mark this option and all transactions associated with a batch fall in the fiscal years being deleted, the program also deletes the batch header record. We recommend you run a Batch Summary Report before deleting batch headers.

3. To delete batch headers if all transactions within a batch are summarized, mark the checkbox.
4. Click **Summarize Now**. A confirmation message appears.

5. To continue, click **Yes**. A processing screen appears. Once the process is complete, a confirmation message appears.



6. To return to the Administration page, click **OK**.

Purging Fiscal Years

Warning: We strongly recommend running financial statements and creating a backup of fiscal year information prior to purging.

By purging a fiscal year, you remove all detail about the fiscal year from your database. However, the program does not delete any account numbers and tables used in a fiscal year. Before a fiscal year can be purged, you must close it. Before purging a fiscal year, you should run all financial statements and save or print copies to keep for your records. We also strongly recommend you create a backup of fiscal year information prior to purging. You cannot recover a purged fiscal year without restoring to a backup.

Note: If you do not have security rights to purge fiscal years, you cannot see the **Purge Fiscal Years** link on the Administration page.

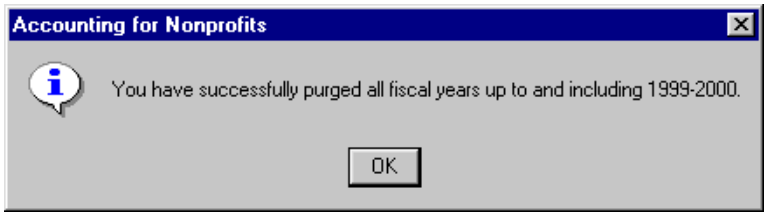
- **Purging a fiscal year**

1. From the Administration page in ***General Ledger***, click **Purge fiscal years**. The Purge Fiscal Year screen appears.

2. In the **Purge all fiscal years through** field, select the closed or summarized fiscal years to purge.
3. Click **Purge Now**. A confirmation message appears.

Note: To stop purging the selected fiscal year while the processing screen is displayed, click **Cancel**.

4. To continue the purging process, click **Yes**. A processing screen appears. Once purging is complete, a confirmation message appears.



5. To return to the Administration page, click **OK**.

Wrap Up

After the end of year process has finished, check the system to ensure the changes have been made to your data.

- View the Fiscal Year page in *Configuration*. Note the status for the fiscal year has changed to “closed.”
- Print financial reports and compare them with statements printed before running the end of year process.

Questions and Answers

Question:

I have closed the fiscal year, and now I want to clear out some of the transaction detail from the year. Does closing the year do this?

Answer:

Closing a fiscal year removes no transaction detail from the database. Two options are available to remove excess data from the database. The Summarize Fiscal Year option nets all transactions from a fiscal period into one figure and deletes the transaction detail. You can still run comparative financial reports for a summarized fiscal year.

Purging a fiscal year deletes all summary transactions for the fiscal year and prevents comparative reporting for the year purged. We recommend you back up your database before you run these processes.

Question:

When should I run the end of year process?

Answer:

Run the process at any time after period 12 of your fiscal year. Keep in mind you can leave unlimited fiscal years open in ***General Ledger***.

Question:

When do most people close their fiscal year?

Answer:

Most organizations run the process only after they have received their yearly audit. This allows audit adjustments in period 12 of the past fiscal year.

Question:

How do I know whether I should lock my FAS 117 balances or not?

Answer:

Your accountant should be able to tell you if you will need to produce the FAS 117 compliant statements for the fiscal year you are closing.

Question:

I ran the end of year report and there were a few problems, which I corrected. Is it all right to re-run the report?

Answer:

The end of year report should be run again until there is a successful report produced.

Question:

I am not ready to close the fiscal year, but I want to restrict users from posting to past periods in the ***General Ledger***. Is this possible?

Answer:

You can “soft close” a period by accessing the Fiscal Years page in *Configuration*. This prevents users from posting to a specific period. If you need to change the period, the system administrator can remove the “soft close” at any time.

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As the calendar year quickly comes to an end, it's time to start preparing 1099s for your vendors. Before you generate your 1099s, save time and money by verifying 1099 amounts and vendor information. You can start the verification process in December for a smoother January.

Note: Blackbaud offers quality forms, pre-printed in color with your organization's logo and information. For details, call 866-4-BB-Forms, visit http://forms.blackbaud.com, or send an e-mail with questions to forms@blackbaud.com.

When it comes time to create your 1099s, you must first install the end-of-year update. This update, available in late December, ensures compatibility with IRS regulations and forms.

Instead of processing your 1099s directly through *Mail* in ***Accounts Payable***, you can now connect to *Aatrix*. The *Aatrix* integration combines your data with their content to populate the integrated reports in compliance with state and federal tax agency regulations. The 1099-MISC and W-2 eFiling solutions provide a range of choices from a complete full service eFiling option to a partial eFiling of just the federal forms, state forms or both.

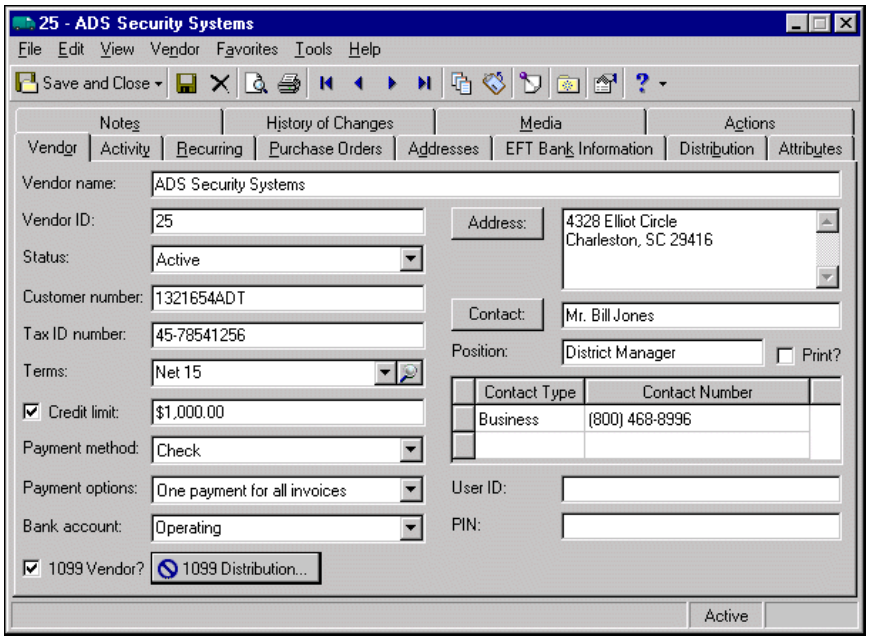
While we recommend using the complete eFiling option as a best practice, you could skip the eFiling option altogether and print to paper tax forms. Please be aware, there are costs associated with eFiling. Also the new option to eFile 1099-MISC forms impacts your decision whether to purchase paper tax forms. To purchase compatible preprinted paper tax forms for paper or the partial eFiling options, please contact the Blackbaud Forms team at 866.422.3676 to speak to one of our trained tax forms specialists.

Creating 1099 Vendors

Tracking a 1099 vendor involves defining information in two key areas: vendors and invoices. On the vendor record, be sure to enter the 1099 vendor's tax identification number (TIN) in the **Tax ID number** field. This information prints on the 1099 form.

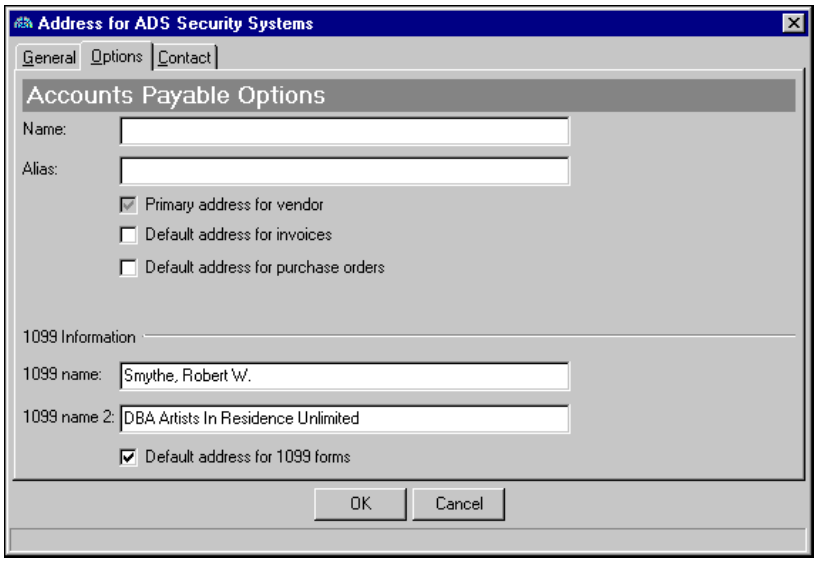
- **Setting up a 1099 vendor**

1. Open the vendor you want to make a 1099 vendor.



2. Enter a **Tax ID number**. This number can be a Social Security Number (###-##-####) or Employer Identification Number (##-#######).

3. Click **Address** and select the Options tab.



4. In the **Name** field, you can enter the vendor name you want to print on invoices, checks, and purchase orders that use the same address. If you leave this field blank, the name on the Vendor tab prints.
5. In the **Alias** field, you can enter a vendor alias. You can use alias as a filter when trying to locate vendors from the search screen. The alias you provide does not print on any documents.
6. Mark **Primary address for vendor** to indicate the address is the primary address for the vendor. The primary address appears on all invoices and purchase orders unless you specify another address as the default.

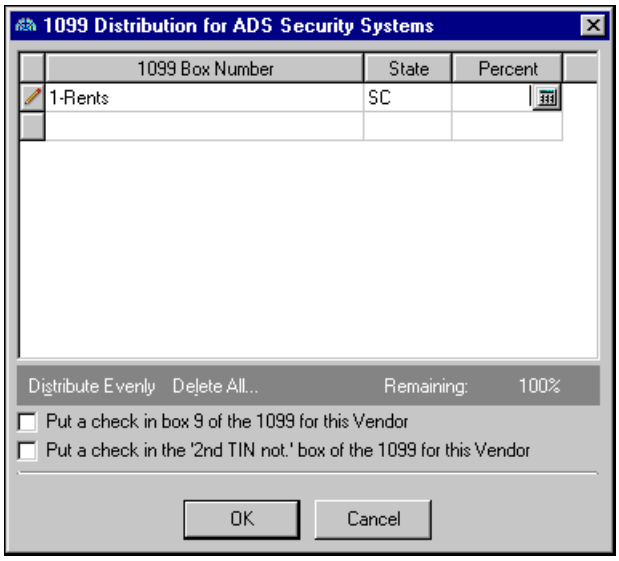
Warning: It is important that the combination of name control and taxpayer identification number (TIN) provided on an electronically filed return match IRS's record of name controls and TINs.

7. Mark **Default address for invoices** to indicate the address as the default address for all invoices.
8. Mark **Default address for purchase orders** to indicate the address as the default address for all purchase orders.
9. In the **1099 name** field, enter the name you want to appear as the Recipient on the 1099 form. This is an optional field.

   Please be aware that what you enter in this field is pulled into the magnetic media file to serve as the name control value, and therefore, must be formatted correctly. You must enter a person's last name first. For organization names, the first four characters you enter will be used.

   We recommend you review the rules in the Business Name Control matrix provided by the IRS to verify your name control prior to e-filing.
10. The **1099 name 2** field is optional. If you enter a name, it appears on the 1099 form under the **1099 Name** field.
11. Mark **Default address for 1099 forms** to indicate the address as the default address for all 1099 forms.
12. To return to the Vendor tab, click **OK**.
13. Mark the **1099 Vendor? checkbox.**

14. Click **1099 Distribution**. The 1099 Distribution screen appears.



15. In the **1099 Box Number** column, select a default box number.

    When selecting a default box number, please be aware that two new box codes have been added for 2005 reporting: 15a and 15b.

16. In the **State** column, select a state from the table. You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.

Warning: You can define states and state ID numbers on the General page of *Configuration*.

17. In the **Percent** column, enter a 1099 percent. You can use the calculator or click **Distribute Evenly**.
18. To delete the information you have entered in the 1099 grid, click **Delete All**.
19. To have Box 9 checked on printed 1099 forms, mark the **Put a check in Box 9 of the 1099 for this Vendor** checkbox.
20. To have the '2nd TIN not.' box checked on printed 1099 forms, mark the **Put a check in the '2nd TIN not.' box of the 1099 for this Vendor** checkbox.

Note: Once you set up a 1099 vendor, you can edit the information by selecting **Edit 1099 Default Distribution** from the **Vendor** menu.

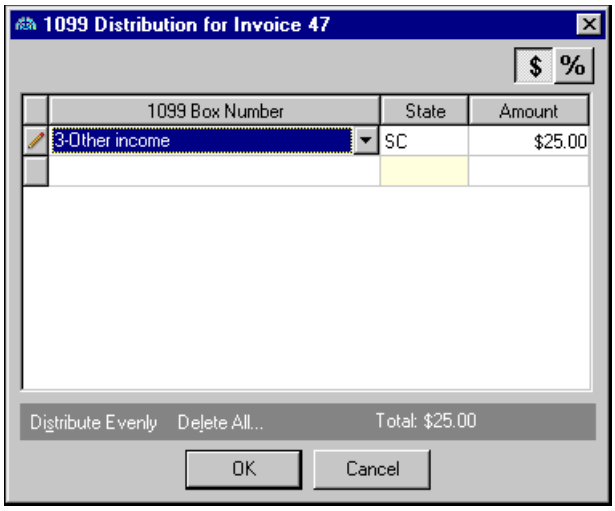
21. To return to the Vendor tab, click **OK**.

Adding Invoices to 1099 Vendors

When you add an invoice or credit memo to a 1099 vendor, the total amount of the invoice or credit memo is distributed to the default 1099 box. You can edit the 1099 distribution:

- If you do not want the entire invoice amount to apply to a 1099 box, you can reduce the distribution.
- If you want the amount to apply to another box, or to more than one box, you can change the distribution.
- If you do not want the invoice amount to apply to a 1099, you can delete the 1099 distribution.

To access the 1099 Distribution screen, click **1099 Distribution** from the invoice record.

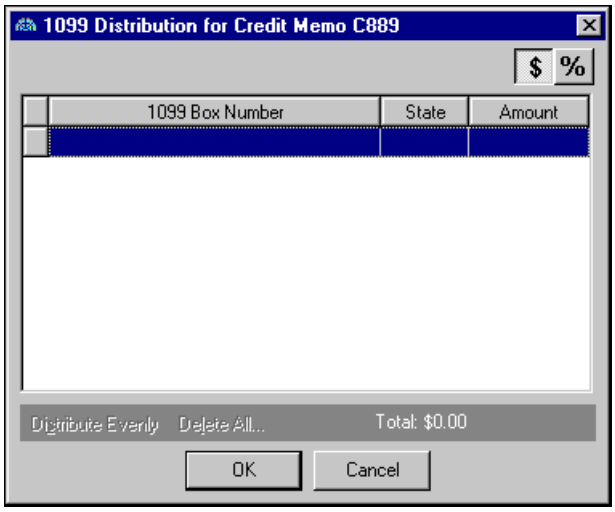


Upon payment of this invoice, the amount allocated to the 1099 box automatically updates on the vendor record. The payment date determines the calendar year in which the amount is reported. For example, any invoices entered in December 2004 but paid in January 2005 are reported on the 1099 forms printed for 2005.

Credit Memos

You should use a credit memo to withhold Federal or State tax from a 1099 payment. The 1099 distribution of the amount on the credit memo would be Box 4 for Federal and Box 16 for State.

To access the 1099 Distribution screen, click **1099 Distribution** from the credit memo record.



You should use separate credit memos for each entity, and then apply the credit memos to the 1099 invoice before creating a payment.

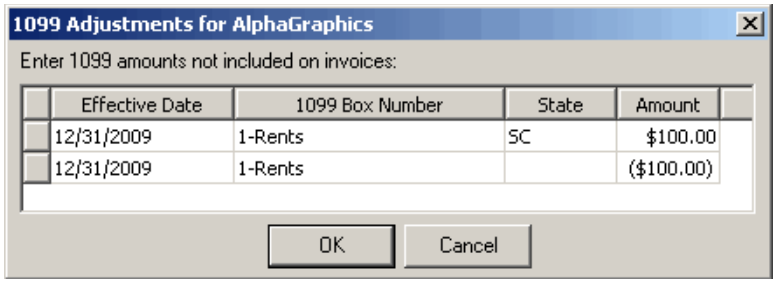
If the business rule for invoices, “Change invoice status to paid when applied to credit reduces the balance to zero” is selected, the 1099 amounts will not be recorded to the vendor when this condition is met.

Adjusting 1099 Amounts

When verifying 1099 amounts in ***Accounts Payable***, you may find some invoices that should or should not have been marked to be included in the 1099 information. To correct this information for 1099 printing, you can adjust a 1099 amount at any time by selecting **Vendor**, **Enter 1099 Adjustments**.

1099 amounts can be changed by creating a 1099 adjustment for the difference between the actual amount and the correct amount. To change the 1099 amount or state, use the following steps or our interactive 1099 Wizard, which takes you step-by-step through the process of making adjustments and correcting information.

If you discover a vendor whose 1099 activity has not been tracked throughout the year, ensure you mark the vendor as 1099 and define a default 1099 distribution.



Note: If you have incorrectly recorded invoices for the 1099 box, you can enter negative amounts to decrease the vendor balance.

Effective Date. Enter a date that specifies the calendar year for which the amounts should be recorded.

1099 Box Number. Select the 1099 box into which the amount should subtotal.

State. Select a state from the table. You cannot produce 1099 distributions for states until you define states and state ID numbers on the General page of *Configuration*.

Amount. Enter the 1099 adjustment amount. Enter a positive number to increase the 1099 amount. Enter a negative number to decrease the 1099 amount.

OK. To save, click **OK**. You should now be able to print the 1099 for this vendor with the correct total.

Reporting on 1099 Vendors

Warning: The IRS requires you to provide payees with their copy of the 1099-MISC by January 31. The reporting to the IRS must be done by February 28/29 (March 31, if filing electronically).

To preview 1099 vendors and 1099 amounts, you can run the 1099 Activity Report. This activity-based report provides summary information of payments made against invoices with assigned 1099 boxes. The information is summarized by individual box and by vendor over a specified duration of time.

You should run this report prior to creating the 1099-MISC at the end of the year. If necessary, you can open the vendor record and enter 1099 Adjustments.

For your vendors, print pre-printed laser 1099-MISC forms to mail by January 31.

For the IRS and/or state tax departments, print pre-printed laser 1099-MISC forms to report the information by February 28. You can also create an electronic file to report the information.

1099 Forms

You can create 1099s to report miscellaneous income you paid to vendors in a calendar year. Amounts reported on 1099 forms are taken from the check date for checks printed during that calendar year. The address marked as the primary address on the vendor record prints on the 1099.

Before you create 1099s for your organization, verify your organization's Federal Identification Number is correct.

Print the amounts that have been entered on invoices or adjustments to 15a and 15b to the new box numbers on the form.

You may need to report amounts in box 7 that you have reported in box 15b. We recommend you speak with your tax accountant to determine if your organization should report amounts in both boxes.

1099 Forms Tabs

A 1099 has tabs on which you select parameters: General, Filters, and Attributes. To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab. On these tabs you specify the records to include in the mailing and how the forms should look.

Warning: Before you can print 1099 forms, you must enter your organization's Federal and State Identification Numbers in *Configuration*.

1099 General Tab

On the General tab for 1099 forms, you select parameter settings specific to 1099s.

Generate 1099s for. In the **Generate 1099s for** field, you can select the year for which you want to print 1099 forms.

Corrected return. If you mark the **Corrected return** checkbox, forms print as corrected returns and are marked accordingly on the 1099s.

Include activity below minimum. If you mark the **Include activity below minimum** checkbox, 1099s print for vendors who do not meet the minimum amount required by the IRS for 1099 reporting. Marking this checkbox activates the **Include vendor with no activity** checkbox.

Include vendors with no activity. If you mark the **Include vendors with no activity** checkbox, the program creates 1099s for vendors with no 1099 activity for the year.

Use an alternate payer/file name. If you mark the **Use an alternate payer/file name** checkbox, to enter an alternate name for the vendor.

Name. In the **Name** field, enter a contact name or number, up to 40 characters. Enter the **phone number** and **Email address** fields.

Note: From the General tab, you can also print totals to use on a Form 1096. This summary prints on a separate sheet of paper after the 1099 forms.

Print 1099 Forms. Mark **Print 1099 Forms**, and additional selections for printing 1099s are enabled. Mark **Print payee account #** to select to print the vendor ID, attributes, customer number, or system ID. To print summary information for a Form 1096 after the 1099s, mark the **Print 1096 summary** checkbox.

Note: Click **Preview** to view the form as it will print using your selections and filters. Click **Layout** to view a sample layout of the form without data.

Create an output query of vendors. To create a query of vendors you run 1099s for, mark **Create an output query of vendors**. You can save and use an output query later for other mailings or reports.

Report Orientation. 1099s automatically print in portrait orientation (vertically).

1099 Filters Tab

You can use the Filters tab to include records based on selected criteria such as vendors or vendor attributes. For example, you may not be preparing 1099s for all vendors at one time. You can include only those vendors whose names begin with A through H.

Open. To open a selection screen to designate specific filters for the form, select a filter in the grid and click **Open** on the action bar.

Clear All Filters. To reset each filter to include all, you can click **Clear All Filters**.

Filters. The **Filters** column lists all the filters for the form. You cannot edit this column.

Include. By default, in the **Include** column, each filter is set to All. To open a selection screen to designate specific filters for the form, choose Selected.

Selected Filters. Filters you specify on the selection screen appear in the **Selected Filters** column.

1099 Attributes Tab

You can use the Attributes tab to add, delete, or update attributes for the vendors whose 1099 forms you generate. For example, when printing 1099s for vendors with an attribute type of 1099 Printed and a description of Yes, you can update the date to record the date for 1099 printing the next year.

Action. In the Action column, you can select to add, delete, or update attributes on the vendor record when you generate 1099s.

Attribute Type. In the **Attribute Type** column, you can select an attribute type.

Description. In the **Description** column you can enter or select a description for the attribute type.

Short Description. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.

Date. In the **Date** column, select the date you add, delete, or update the attribute.

Required. If the attribute type you select is required, the program automatically marks the checkbox in the **Required?** column.

Comments. In the **Comments** column, you can enter free-form text for additional information about the attribute type.

Additional End-of-Year Resources

Have additional questions about the end-of-year process? Check out these resources:

- Knowledgebase to find answers to how-to questions and troubleshoot software issues.
- Forums to discuss best practices with your peers and review shared Client Documents.
- Blackbaud Forms to order W-2 and other tax forms.

Student Billing End of Year

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Promoting Students 41
Editing and Verifying Student Information 45

Closing the school year with ***Student Billing*** is a multiple step process to reconcile the ending school year and prepare for the upcoming school year.

Note: For electronically filed 1099-MISC and 1098-T forms, please see IRS Publication 1220 to review the magnetic media changes.

We strongly recommend you read this chapter completely before you begin the end of year process.

With the ***Student Billing*** end of year process, you can complete the following tasks:

- Copy and edit billing items and bill codes that are used from one school year to the next and add new billing items and bill codes as necessary.
- Promote students to the next grade.
- Verify and edit student information.
- Post to ***General Ledger***.

Student Billing End of Year Checklist

Warning: The end of year process creates vast changes to the database and can be reversed only by restoring to a backup. Backups essential in completing your end of year process. Without a valid backup, you cannot correct inappropriate changes made in the database during the process.

To reconcile an ending school year and prepare ***Student Billing*** for an upcoming school year, we recommend you follow each step of the checklist in order.

- ❑ Post to ***General Ledger***.
- ❑ Reconcile ***Student Billing*** to ***General Ledger***.
- ❑ Print end of year reports for the current school year.
- ❑ Copy and edit billing fees that are used from one school year to the next and add new billing fees as necessary.
- ❑ If you use bill codes on your student records, define them for the next school year. Copy and edit bill codes that are used from one school year to the next and add new bill codes as necessary.
- ❑ Promote students to the next grade.
- ❑ Verify and edit student information, such as addresses and relationships.

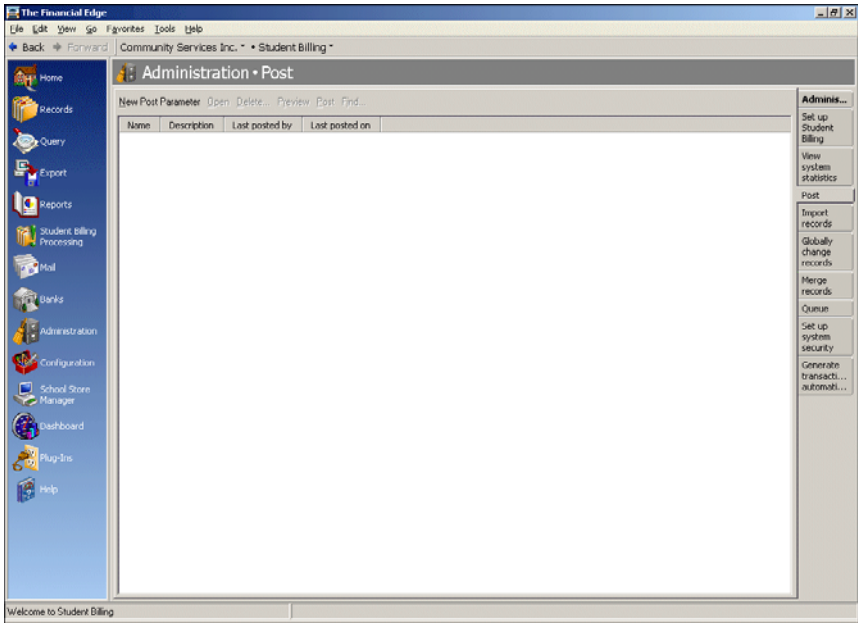
Posting to General Ledger

If the school year coincides with the fiscal year in ***General Ledger***, make sure you post all current transactions before you close the fiscal year. If the school year and fiscal year do not coincide, you have more flexibility. However, to maintain consistency, we recommend you post all items before the end of the school year.

If you are planning to purge transactions, you must post all transactions or mark them as Do Not Post.

Posting to General Ledger

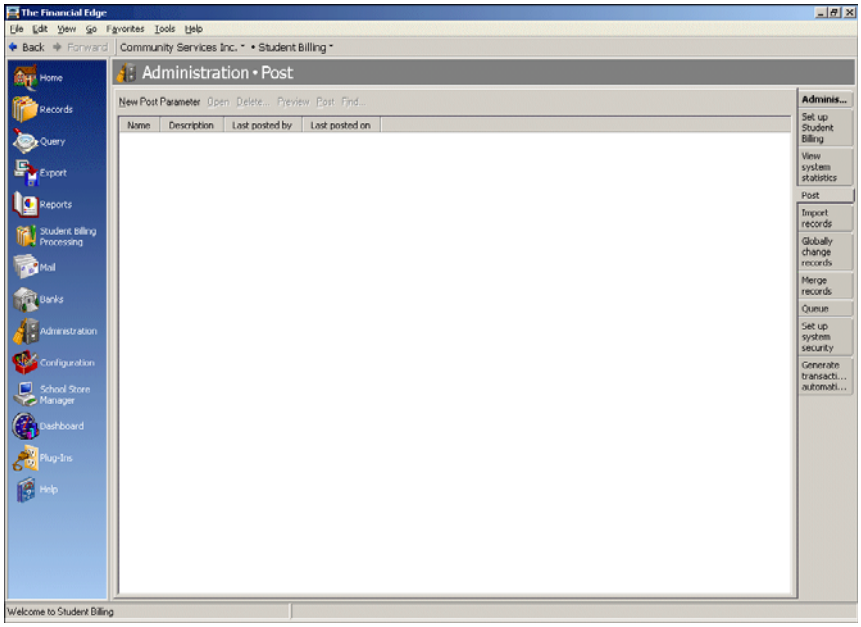
1. From the Administration page in ***Student Billing***, click **Post**. The Post page appears.



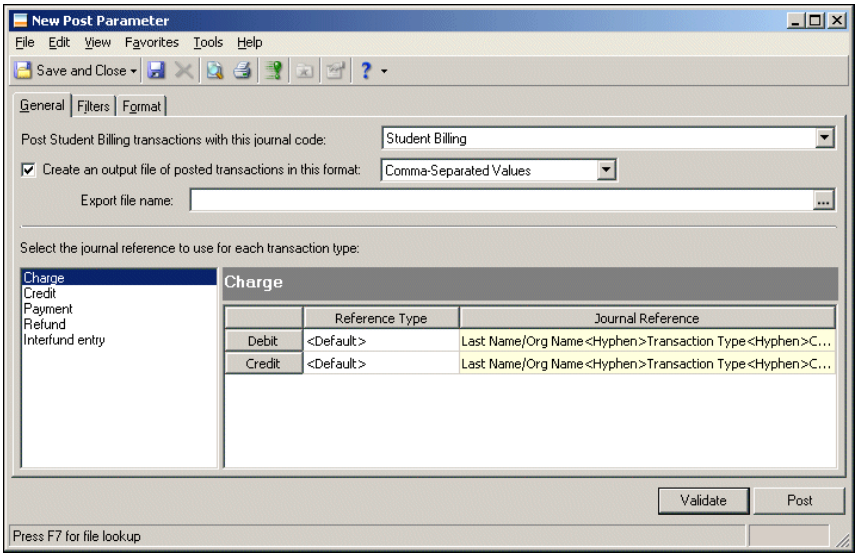
2. If any post parameter files have been saved, they appear in the grid. To open an existing post, select it from the grid. To create and post a new parameter, see “Creating and posting a new post parameter file” on page 28.
3. To print a Batch Validation Report to review before posting, select the parameter file and click **Preview** on the action bar. When the processing finishes, a validation successful message appears.
4. Click **OK**. A Batch Validation Report appears.
5. To post, select the parameter file and click **Post** on the action bar. When the processing finishes, the Post Successful screen appears.
6. Click **OK**. A Post Report appears and you return to the Post page.

Creating and posting a new post parameter file

1. From the Administration page in ***Student Billing***, click **Post**. The Post page appears.



2. Click **New Post Parameter** on the action bar. The New Post Parameter screen appears.



3. In the **Post Student Billing transactions with this journal code** field, select a journal code.
4. To create an output file, mark **Create an output file of posted transactions in this format**, and select a file format. In the **Export file name** field, enter a file name or click the ellipsis to browse.

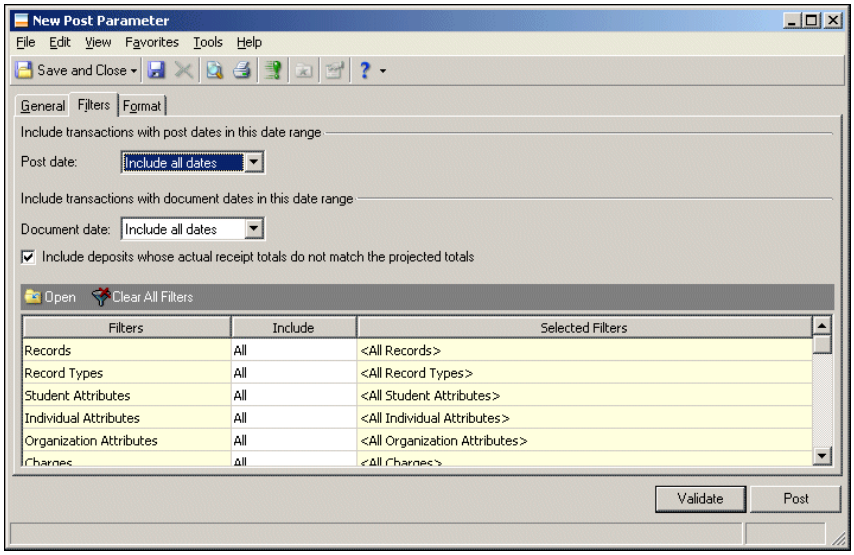
Note: To return a journal reference to its original format, in the **Reference Type** column, select "<Default>".

5. To customize the journal reference format for debits and credits for each transaction type, in the **Select the journal reference to use for each transaction type** frame, select a transaction type from the list on the left. A grid appears on the right.

   In the **Reference Type** column, select "Custom".

   In the **Journal Reference** column, enter the format.

6. Select the Filters tab.



7. In the **Include transactions with post date in this date range** frame, in the **Post date** field, select a specific date or date range of posted transactions to include.

   If you select "<Specific range>", specify start and end dates.

   - If you leave the **Start date** field blank, all activity up to the end date is included.
   - If you leave the **End date** field blank, all activity from the start date to the present is included.
   - If you leave both the **Start date** and **End date** fields blank, all activity is included.

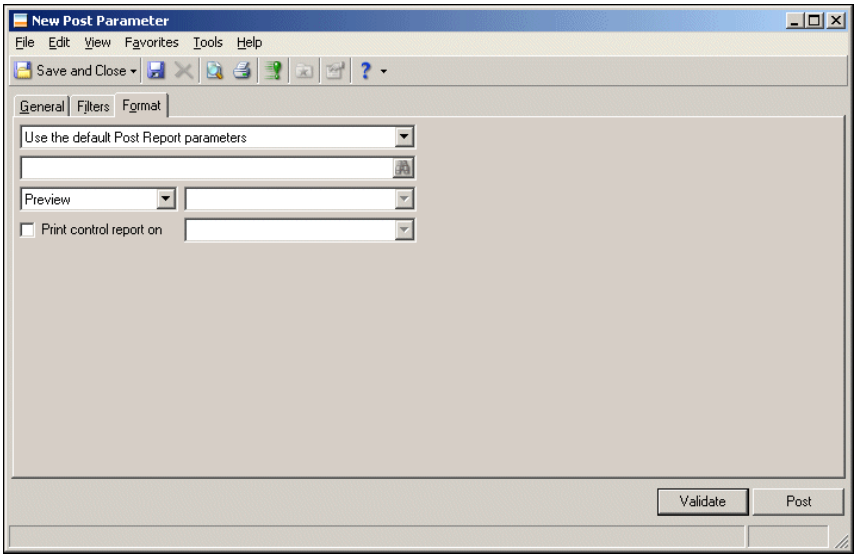
8. In the **Include transactions with document dates in this date range** frame, in the **Document date** field, select a specific date or date range of posted transactions to include.

   If you select "<Specific range>", specify start and end dates.

9. To filter transactions, in the **Include** column for each filter type, select "All" or "Selected".

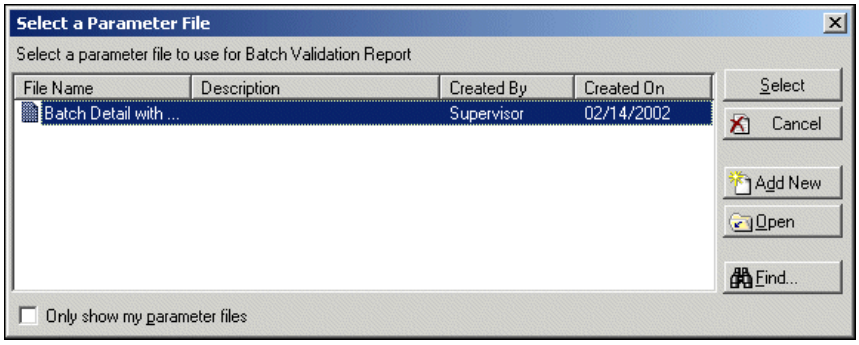
   If you choose "Selected", the Selected screen appears so you can select the filters to create the new post parameter. Make your selections and click **OK**. You return to the Filters tab, and the filters appear in the **Selected Filters** column.

10. Select the Format tab.

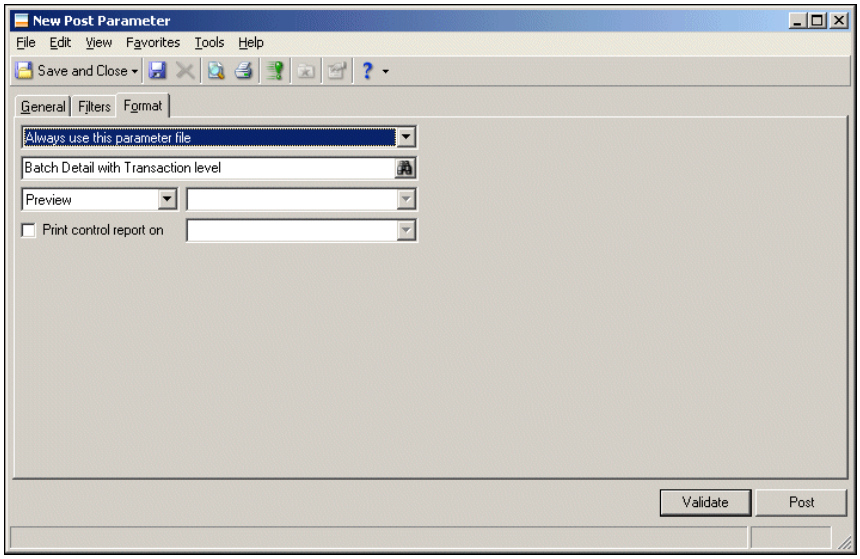


11. In the first field, select:
    - "Use the default Post Report parameters" to use the Post Report parameter files established on the **Post Options** link of the Records Options tab for ***General Ledger***.
    - "Always ask for a parameter file" to use a parameter file you select or create each time you post.
    - "Always use this parameter file" to use a parameter file you select the first time you select this option for every time you post.

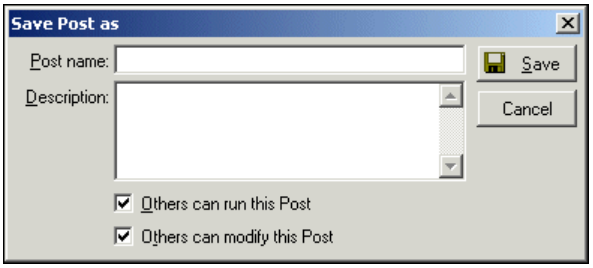
    If you select "Always use this parameter file", click the binoculars at the second field. The Select a Parameter File screen appears.



    Select or add a parameter file and click **Select**. The New Post Parameter screen appears.



12. In the next field, select "Print" or "Preview". If you select "Print", select a printer.
13. To print a control report, mark **Print control report on** and select a printer in the field to the right.
14. Click **Save and Close** on the action bar. The Save Post as screen appears.



15. In the **Post name** and **Description** fields, enter the file name and description.

16. Mark whether others can run or modify the post.
17. Click **Save**. You return to the Post page.
18. To print a Batch Validation Report to review before posting, select the parameter file and click **Preview** on the action bar. When the processing finishes, a validation successful message appears.
19. Click **OK**. A Batch Validation Report appears.
20. To post, select the parameter file and click **Post** on the action bar. When the processing finishes, the Post Successful screen appears.
21. Click **OK**. A Post Report appears and you return to the Post page.

Reconciling Student Billing to General Ledger

To ensure student billing activity is correctly reflected in ***General Ledger***, reconcile ***Student Billing*** to the accounts receivable account in ***General Ledger***. For more information on reconciling ***Student Billing*** to ***General Ledger***, see the *Subsidiary Ledger Reconciliation Guide*.

Printing End of Year Reports

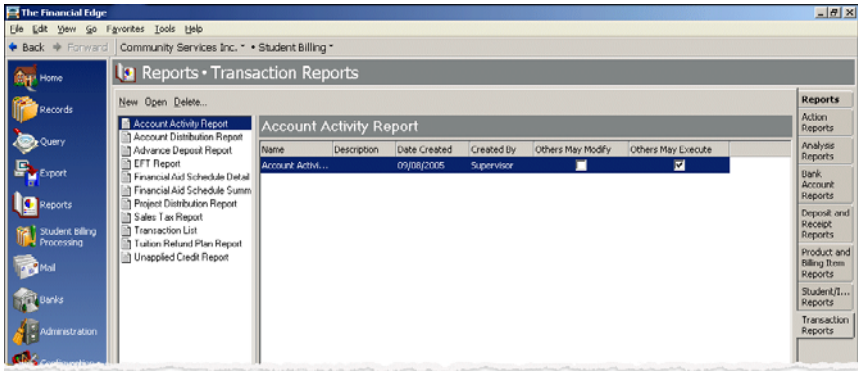
Before you proceed, print important ***Student Billing*** reports. You can use these reports for audit documentation and as a reference point to compare data from before and after the end of year process is complete. At a minimum, we recommend you print these reports:

- Account Activity Report – Lists all activity for students and payers, such as charges, credits, and payments.
- Account Balance Report – Lists students with their grade, payers, and account balance.
- Account Distribution Report – Lists debit and credit amounts for ***General Ledger*** accounts created from charges, credits, payments, and any adjustments.
- Aged Accounts Receivable Report – Lists the past due status of each student and payer.
- Open Item Report – Lists the accounts received by paid and unpaid amounts.

Printing a report

Note: An action bar containing links for creating a new report, opening a report, and deleting a report appears above the list of reports. These links are common to all reports pages.

1. From the Reports page in ***Student Billing***, click the report to print. The selected reports page appears.



2. In the list on the left, select the type of report to print. Saved reports of that type appear on the right.
3. In the grid on the right, select the specific report to print.

4. From the menu bar, click **File**, **Print**. A message appears telling you the report is printing. When the report finishes printing, you return to the reports page.

Copying and Adding Billing Items and Bill Codes

You can copy and edit billing items and bill codes that are used from one school year to the next and add any new billing items not previously defined for any school year. Usually, only slight changes, such as new tuition and other fee amounts, are needed as billing items for a new school year. If your organization needs only an increase or decrease by amount or percentage on the items, we recommend copying the billing item information. Copying reduces the amount of data entry and helps prevent data entry mistakes.

Billing Items

On the Products and Billing Items page, you can copy billing items that are used from one school year to the next and increase or decrease the amount by a specific dollar amount or a percentage. You can select specific records to copy, or you can copy all billing items. If you copy a billing item with pricing schedules, the last schedule is copied and changed to reflect the new prices.

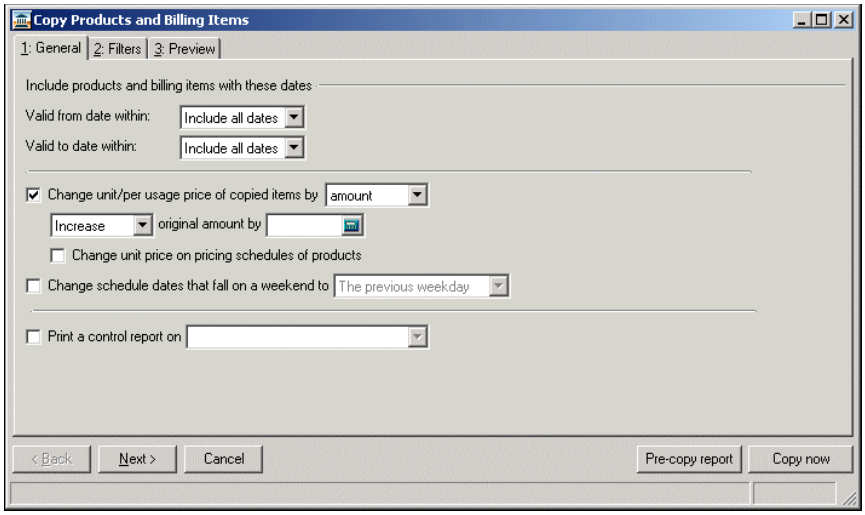
You can create new billing items for services you will offer in the new school year. After you add a billing item in ***Student Billing***, you can edit or delete the record as needed.

When you create a default product distribution on the GL Distribution tab, it automatically appears on the related charges and credits.You can add the products and billing items:

- Flat Rate Items – Charges a specific amount regardless of the quantity or other factors; for example, a $250.00 lab fee.
- Per Usage Items – Charges the student based on the number of times the item is used, such as an hourly rate for counseling services.
- Products – Defines product records and pricing schedules for items or services you will offer in the new school year.
- Refund Items – Disburses credit by printing a check payable to the student or by applying the refund to another active charge.
- Finance Charge Items – Charges students for the costs of financing a debt.
- Sales Tax Items – Charges students for purchasing certain items designated taxable by state or local law.
- Advance Deposit Items – Charges a refundable amount to reserve a student's place in a future school term. When the full payment is received, advance deposits generate credits to refund monies or reduce the student's existing charges.
- Financial Aid Items – Used as a default for creating financial aid records, which are applied to student records to reduce the amount owed.
- TRP Items – Defines the tuition refund plan (TRP) percentage charge and ***General Ledger*** account to use to post this type of transaction. You can enter the particular TRP percentage established by your school.
- New Automatic Item: Vary Amount by Grade – Charges the amount defined for a given year according to the specified grade level.
- New Automatic Item: Vary Amount and Schedule by Grade – Charges payer specific amounts based upon the grade level and a unique schedule defined for that grade level.
- New Automatic Item: Single Amount and Schedule – Charges based on a common amount, assigned to individuals and organizations.

Copying billing items

1. On the Configuration page in ***Student Billing***, from the menu bar, select **Tools**, **Copy Products/Billing Items**. The Copy Products and Billing Items screen appears.



2. In the **Include products and billing items with these dates** frame, select a date or date range in the **Valid from date within** and **Valid to date within** fields.

   If you select "<Specific range>", specify a start and end date. If you leave the **Start date** field blank, all activity before the end date is included. If you leave the **End date** field blank, all activity after the start date is included.

3. To change the unit or per usage price of the copied fees, mark **Change unit/per usage price of copied items by** and select "amount" to change the dollar value of the fee or "percent" to change the fee value by a percentage.

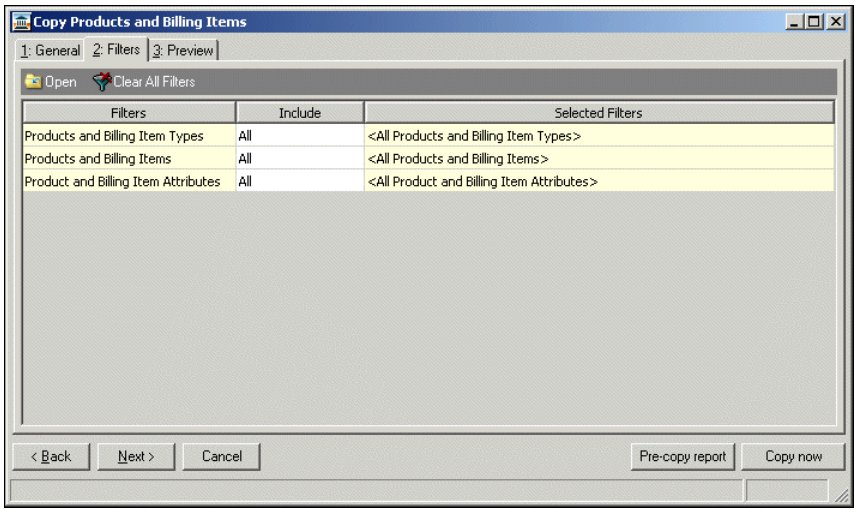
   Select to increase or decrease the amount or percentage, and then enter the change value in the **original amount by** field.

   To change the price on the copied item pricing schedules, mark **Change unit price on pricing schedules of products**.

4. To change the schedule dates from weekends, mark **Change schedule dates that fall on a weekend to** and select "The previous weekday" or "The next weekday".

5. To print a control report, mark **Print a control report on** and select a printer.

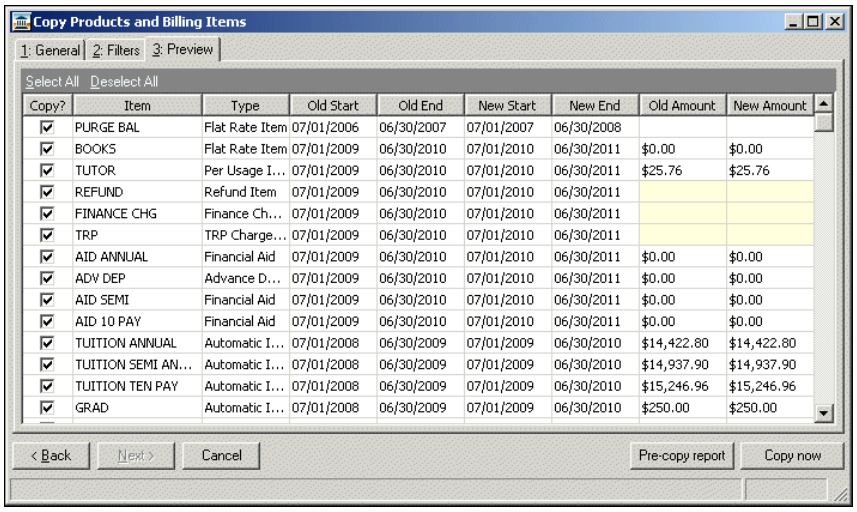
6. Click **Next** or select the Filters tab.



7. You can filter by products and billing item types, products and billing items, and product and billing item attributes. In the **Include** column for each filter type, select “All” or “Selected”. To copy only billing items with specific information, choose “Selected”.

   If you choose “Selected”, the Selected screen appears so you can select the billing items to copy. Click **OK** and you return to the Filters tab. The filters appear in the **Selected Filters** column.

8. Click **Next** or select the Preview tab. Products and billing items that meet your specifications appear in the grid.



9. To copy all records, click **Select All**.

   To unmark all checkboxes, click **Deselect All**.

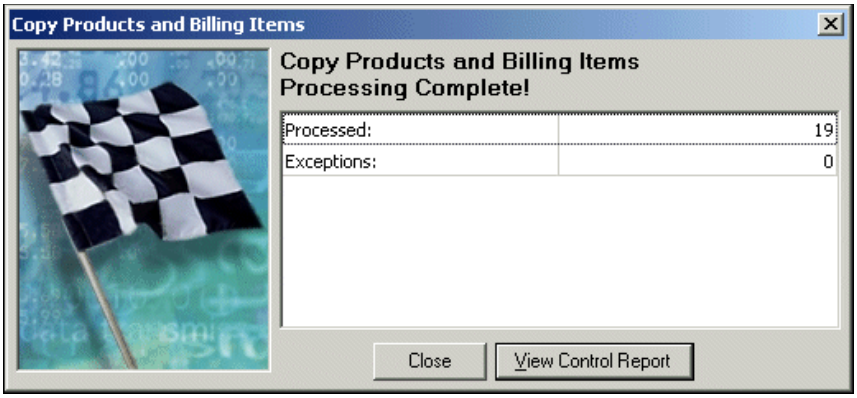
   To select specific records to copy, mark the checkbox in the **Copy?** column.

10. To view a report of the records to be copied, click **Pre-copy report**.

11. To copy the products and billing items selected, click **Copy now**. A processing screen appears. When the process is complete, a screen of the products and billing items copied appears.

Note: The number of records that did not copy successfully appears in the **Exceptions** row of the grid.

12. When you close the screen, a screen appears displaying the number of records processed and the number of exceptions.

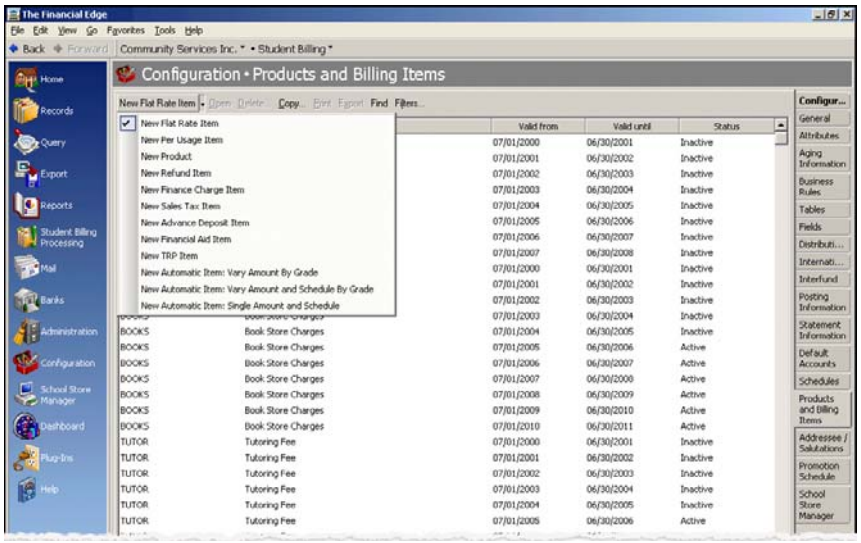


13. To view the control report of the copied records, click **View Control Report**.

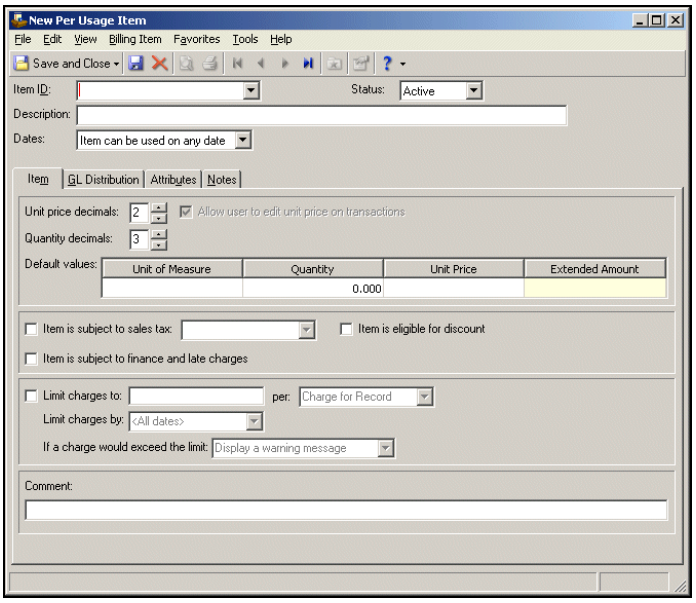
14. To return to the Products and Billing Items page, click **Close**.

Adding a billing item

1. From the Configuration page in ***Student Billing***, click **Products and Billing Items**. The Products and Billing Items page appears.



2. Click the down arrow next to **New Flat Rate Item** and select a billing item. For example, to add a new per usage item, select **New Per Usage Item**. The <Item Type> Item screen appears.



3. In the **Item ID** field, enter an identification number for the billing item.
4. In the **Status** field, select “Active” or “Inactive”.
5. In the **Description** field, enter a description to help identify the billing item.

Tip: To enter today’s date, press the **F3** key. To open the calendar, click the calendar or press the **F7** key.

6. In the **Dates** field, select the dates the billing item: “Item can be used on any date” or “Item can only be used from”. If you select “Item can only be used from”, enter the dates during which the billing item can be used.
7. Complete the Item, GL Distribution, Attributes, and Notes tabs for the new billing item.

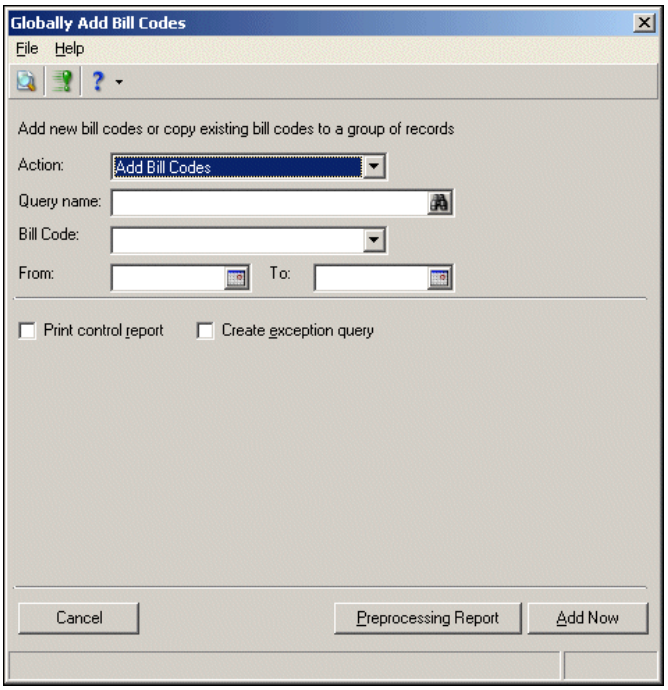
8. Click **Save and Close**. You return to the Products and Billing Items screen, and the new billing item appears in the grid.

Bill Codes

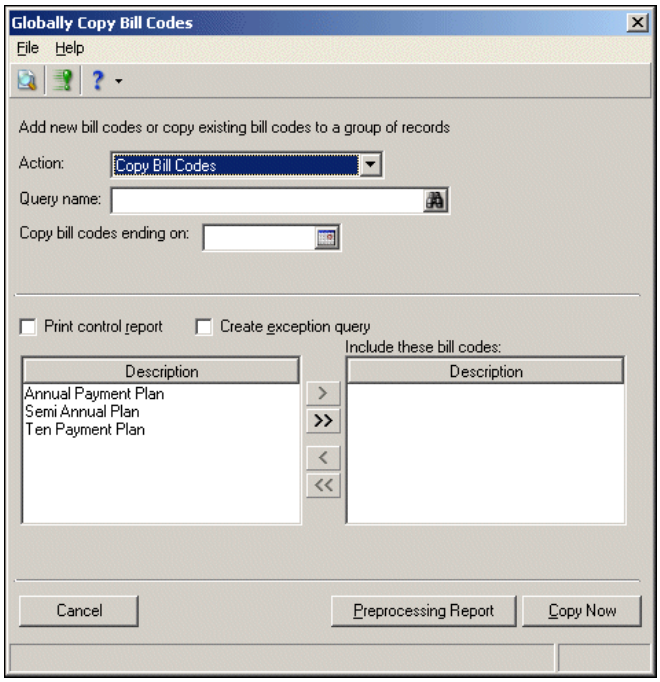
Bill codes link billing items and student, individual, or organization records. When you generate transactions automatically, ***Student Billing*** matches the bill codes on the records to the bill codes on the billing items to create billing schedules and generate charges.

- **Copying bill codes**

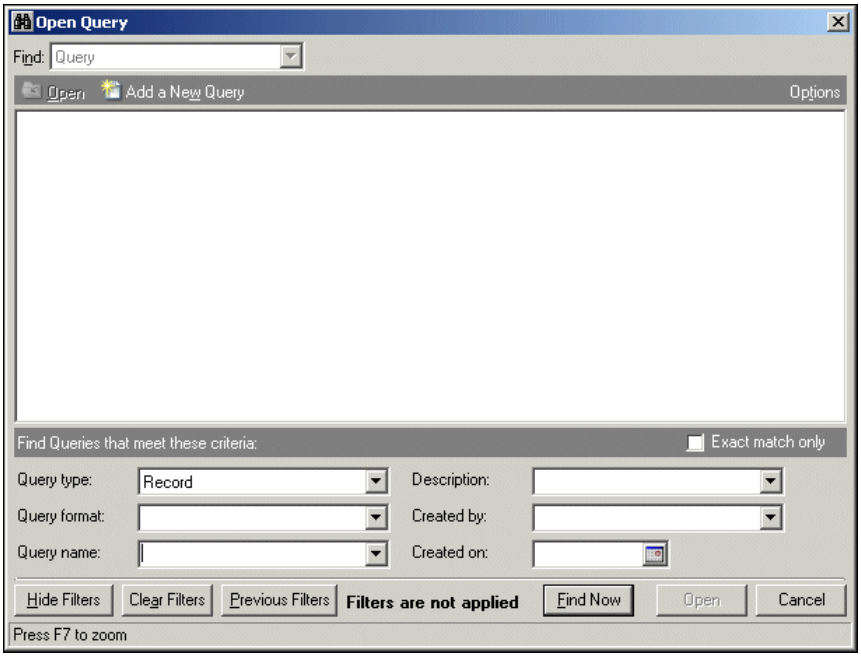
1. From the Administration page in ***Student Billing***, click **Copy bill codes**. The Globally Add Bill Codes screen appears.



2. In the **Action** field, select “Copy Bill Codes”. The Globally Copy Bill Codes screen appears.

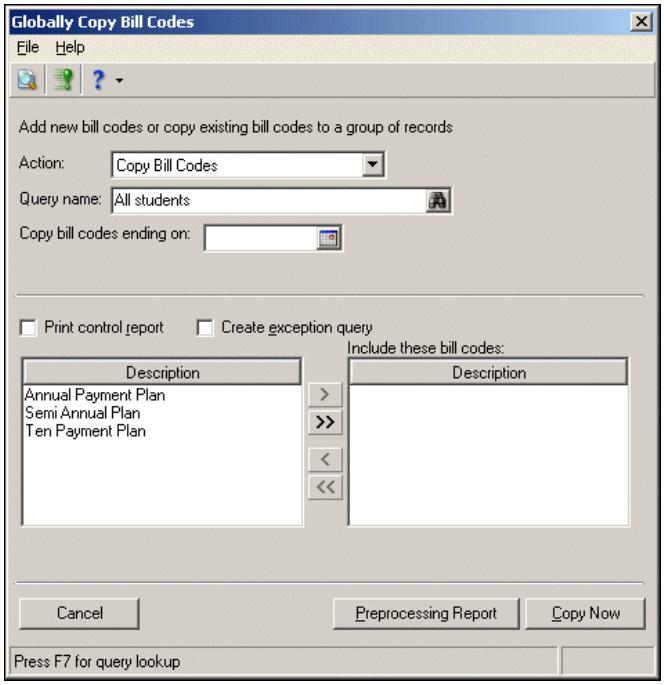


3. In the **Query name** field, click the binoculars. The Open Query screen appears.



4. In the **Find Queries that meet these criteria** frame, enter the criteria to find the group of records.
5. After you enter the search criteria, click **Find Now**. The program searches the database, and all groups of records that meet your criteria appear.

6. Select a group of records and click **Open**. The Globally Copy Bill Codes screen appears.

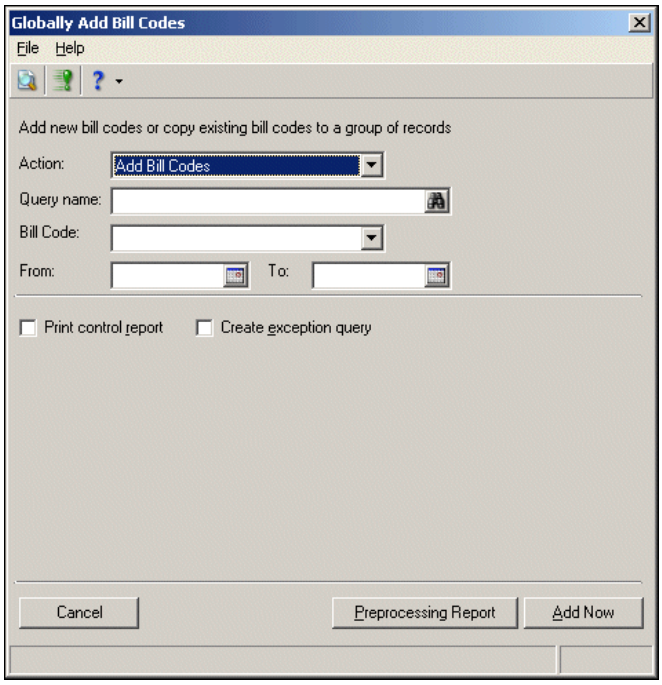


Tip: To enter today's date, press the **F3** key. To open the calendar, click the calendar or press the **F7** key.

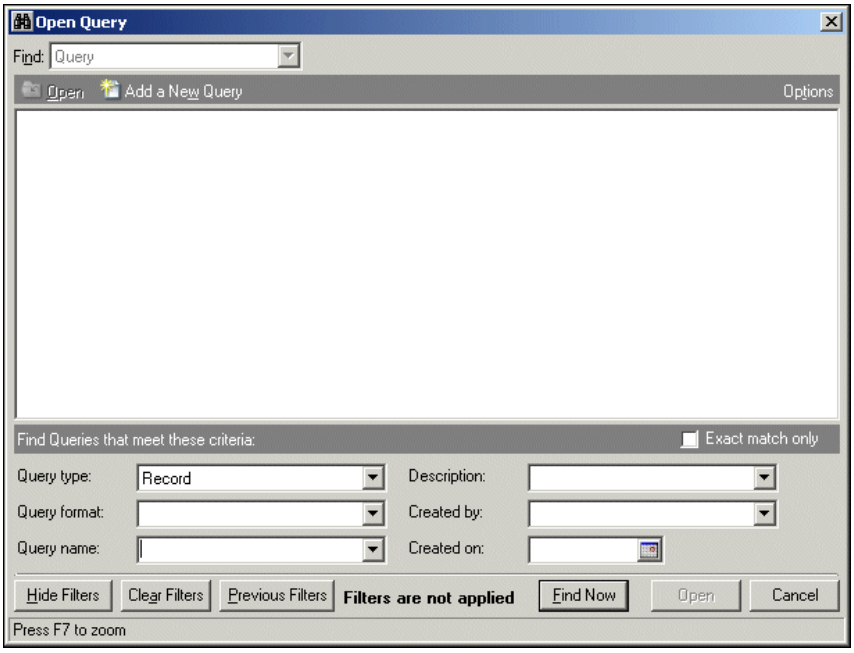
7. In the **Copy bill codes ending on** field, enter the date on which the bill codes to be copied end.
8. To print a control report on your default printer, mark **Print control report**.
9. To create a query of records not included in the process, mark **Create exception query**.
10. In the **Include these bill codes** field, select the bill code descriptions from the list on the left to include in the process.
11. To view a preprocessing report, click **Preprocessing Report**.
12. To copy the bill codes to the selected group of records, click **Copy Now**. A confirmation message appears.
13. To continue the copying process, click **Yes**.
    - If you did not mark **Create exception query**, a processing screen appears.
    - If you mark **Create exception query**, the Save Static Query screen appears. Click **Save**. A processing screen appears.
14. Once the copying is complete, a screen appears displaying the number of bill codes copied and the number of exceptions.
15. To view a control report, click **View Control Report**.
16. To return to the Administration page, click **Close**.

Globally adding bill codes

1. From the Administration page in ***Student Billing***, click **Copy bill codes**. The Globally Add Bill Codes screen appears.

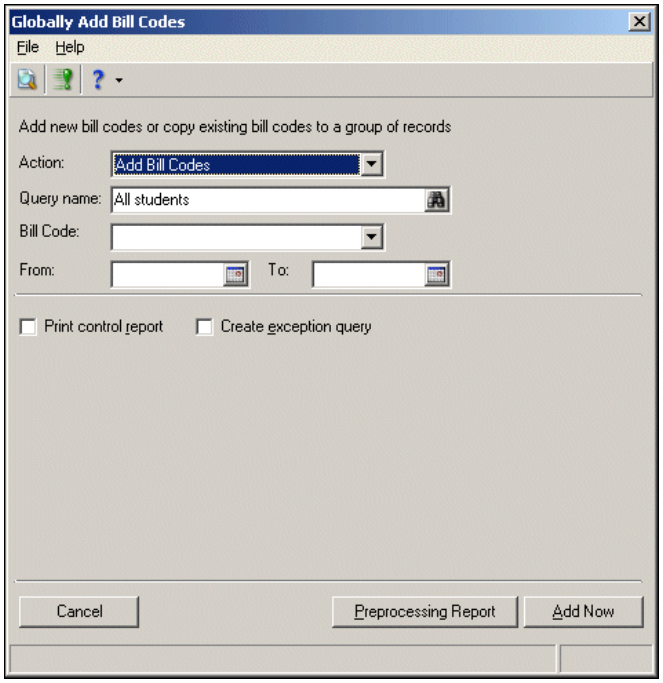


2. In the **Query name** field, click the binoculars. The Open Query screen appears.



3. In the **Find Queries that meet these criteria** frame, enter the criteria to find the group of records.
4. After you enter the search criteria, click **Find Now**. The program searches the database, and all records that meet your criteria appear.

5. Select a group of records and click **Open**. The Globally Add Bill Codes screen appears.

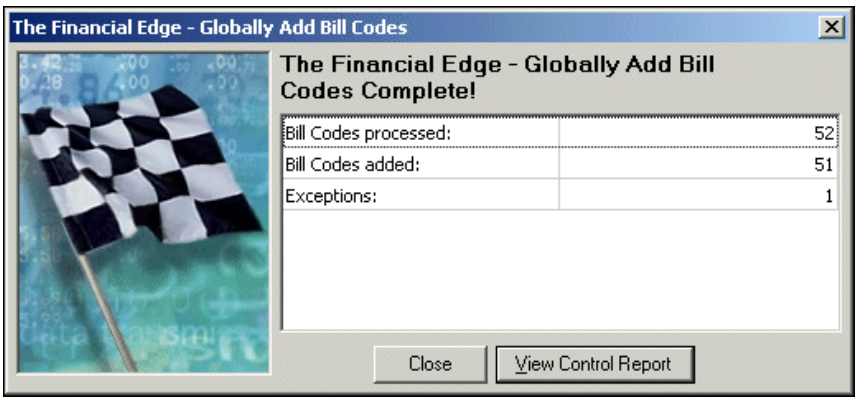


6. In the **Bill Code** field, select the bill code description to add to the selected group of records.

Tip: To enter today's date, press the **F3** key. To open the calendar, click the calendar or press the **F7** key.

7. In the **From** and **To** fields, enter the date range for the added bill codes.
8. To print a control report on your default printer, mark **Print control report**.
9. To create a query of records not included in the process, mark **Create exception query**.
10. To view a preprocessing report, click **Preprocessing Report**.
11. To add the bill codes to the selected group of records, click **Add Now**. A confirmation message appears.
12. To continue the adding process, click **Yes**.
    - If you did not mark **Create exception query**, a processing screen appears.
    - If you mark **Create exception query**, the Save Static Query screen appears. Click **Save**. A processing screen appears.

    Once the copying is complete, a screen appears displaying the number of bill codes added and the number of exceptions.

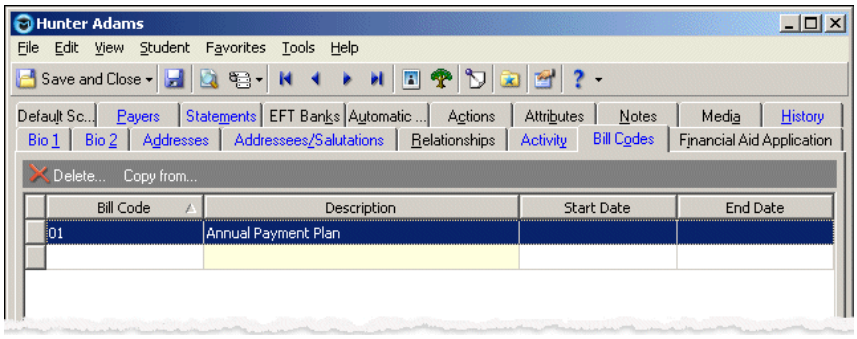


13. To view a control report, click **View Control Report**.
14. To return to the Administration page, click **Close**.

- **Adding bill codes to a specific record**

  You can add bill codes to a specific student, individual, or organization record.

1. From an open record, select the Bill Codes tab.



2. In the **Bill Code** column, select the bill code to add. The bill code description appears in the **Description** column.

Tip: To enter today's date, press the **F3** key. To open the calendar, click the calendar or press the **F7** key.

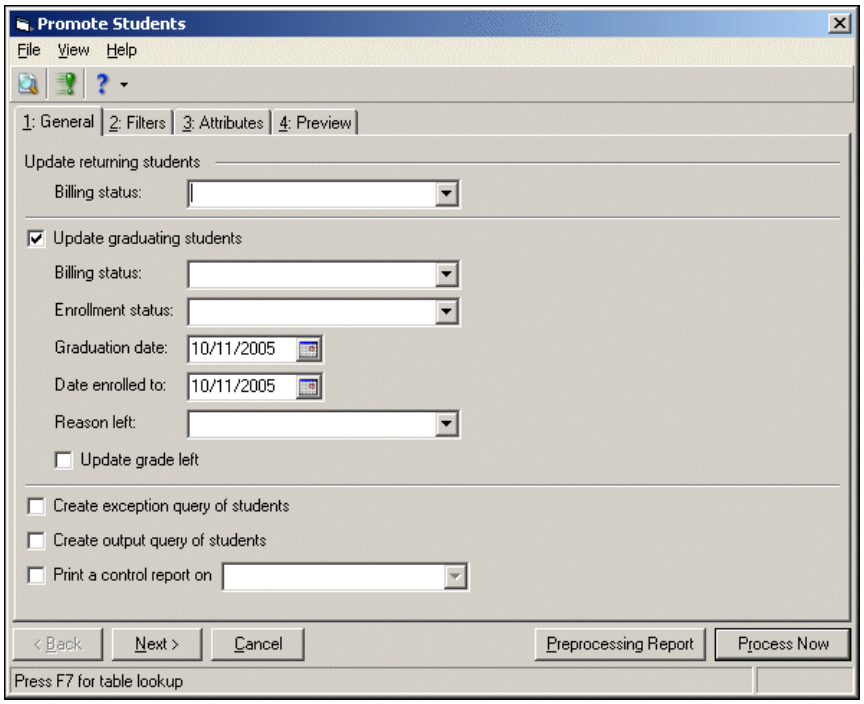
3. In the **Start Date** and **End Date** columns, enter the date range the bill code begins and ends.
4. To save your changes and close the record, click **Save and Close**.

Promoting Students

When the school year is complete, we recommend you promote your students. The students are promoted according to the Promotion Schedule you defined in *Configuration*.

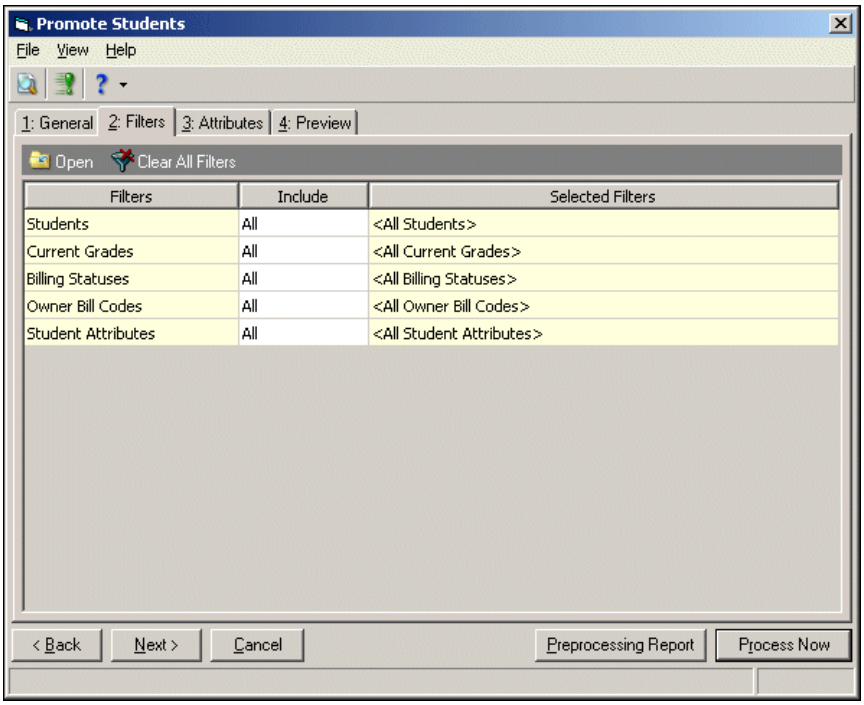
Promoting students

1. From the Administration page in ***Student Billing***, click **Promote students**. The Promote Students screen appears.



2. In the **Billing status** field, select the billing status to use for returning students.
3. To update the status of graduating students, mark **Update graduating students**.
   - In the **Billing status**, **Enrollment status**, **Graduation date**, and **Date enrolled to** fields, select the statuses and dates to which the student is enrolled.
   - To indicate a special reason the student left, in the **Reason left** field, select “Relocation”, “Transfer”, or “Medical”. Otherwise, leave the field blank.
   - To update the **Grade left** field on the student records to the grade of the students before graduating, mark **Update grade left**.
4. To create a query of students not included in the promotion, mark **Create exception query of students**.
5. To create a query of students included in the promotion, mark **Create output query**.
6. To print a control report, mark **Print a control report on** and select a printer.

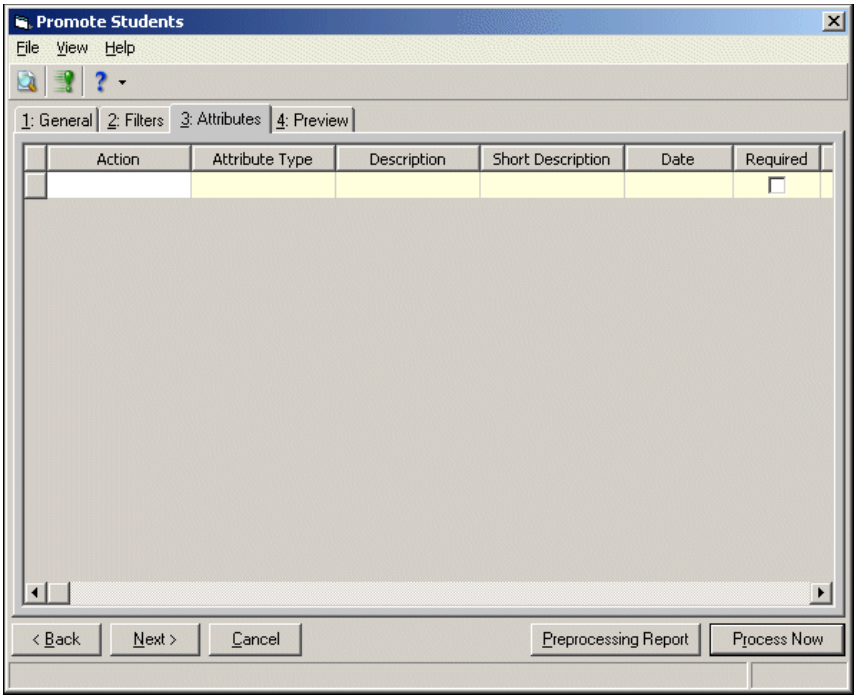
7. Click **Next** or select the Filters tab.



Note: To be included, the Owner Bill Codes selected must apply to the current date.

8. To filter the records included in the promotion, in the **Include** column, select “All”, “Selected”, or, for the Owner Bill Codes filter only, “None”.
9. If you choose “Selected”, the Selected screen appears so you can select filters to promote students. Make your selections and click **OK**. You return to the Filters tab, and the filters appear in the **Selected Filters** column.

10. Click **Next** or select the Attributes tab.



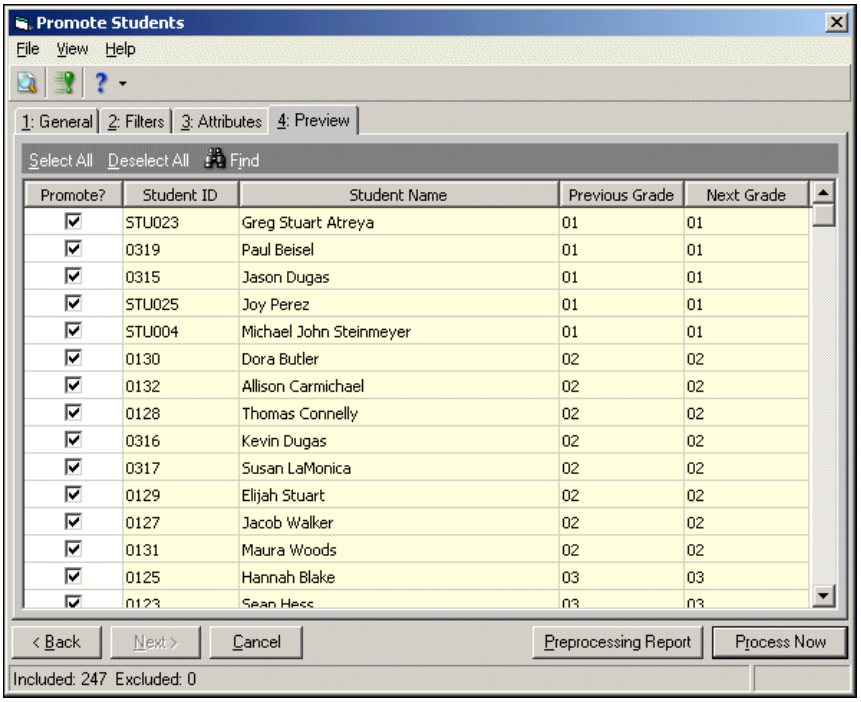
11. In the **Action** column, you can update, add, or delete student attributes during the promotion.
12. In the **Attribute Type** column, select an attribute type.
13. In the **Description** column, enter or select a description for the selected attribute type.

    If you select an attribute type that uses a short description, select its description in the **Short Description** column. The **Description** column updates automatically.
14. In the **Date** column, enter the date you add the attribute or another date relevant to the attribute.

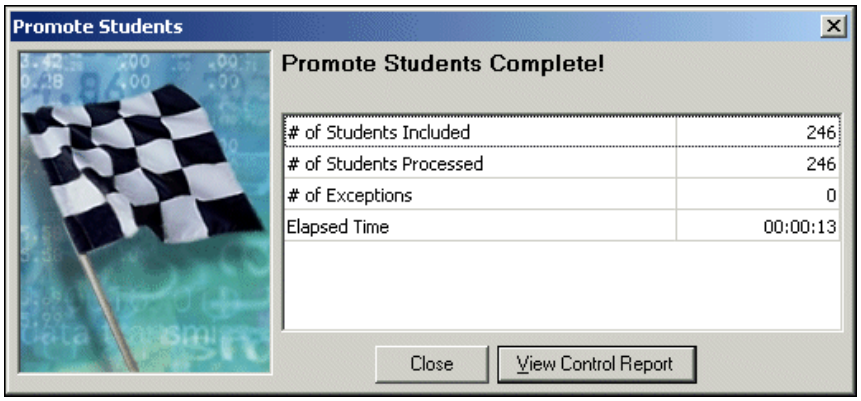
Note: If the attribute is required, **Required** is marked.

15. In the **Comments** column, enter any additional information about the attribute.

16. Click **Next** or select the Preview tab.



17. To deselect a student for promotion, unmark the checkbox in the **Promote** column.
18. To review the changes before processing, click **Preprocessing Report**.
19. To promote the students, click **Process Now**. A confirmation message appears.
20. To continue the promotion process, click **Yes**. A processing screen appears.
21. Once the promotion is complete, a screen appears displaying the number of students processed and the number of exceptions.



22. To view a control report, click **View Control Report**. Otherwise, to return to the Administration page, click **Close**.

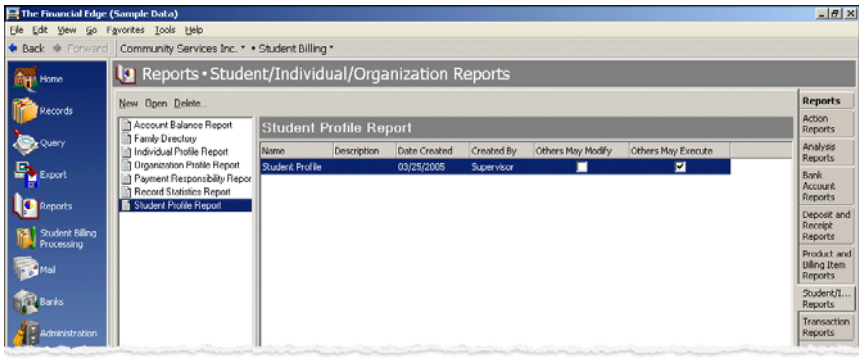
Editing and Verifying Student Information

Warning: Before you begin processing the next school year, make sure the student profile information is correct.

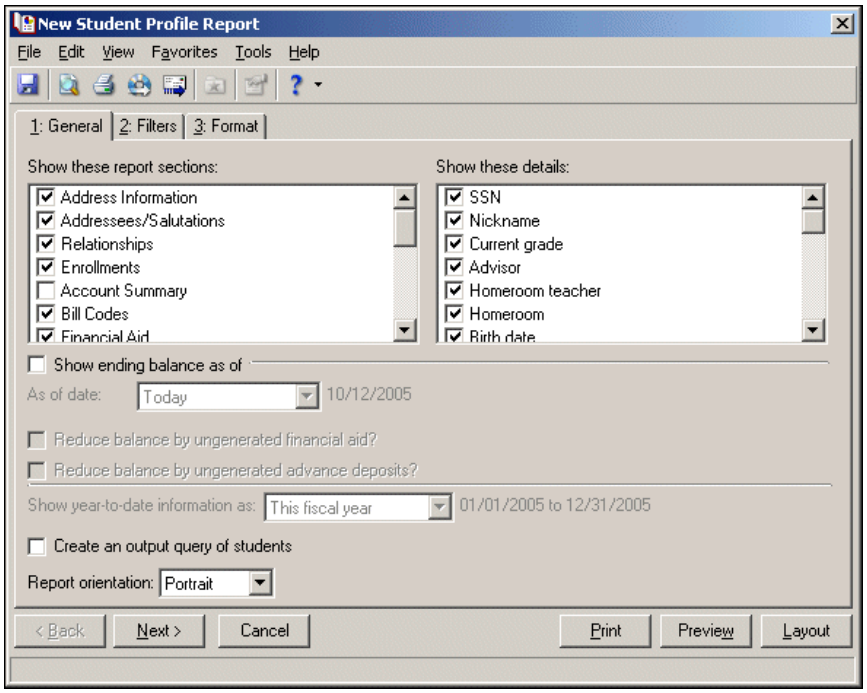
After the students have been promoted, we recommend you review and manually update any student records. Sometimes, biographical, parent/guardian, or billing information is incorrect, and changes are needed. The Student Profile Report shows the student record and summary transaction information for a specified period of time.

Creating a new student profile report

1. From the Reports page in ***Student Billing***, click **Student/Individual/ Organization Reports**. The Student/Individual/Organization page appears.
2. In the list on the left, select **Student Profile Report**.



3. Click **New** on the action bar. The New Student Profile Report screen appears.



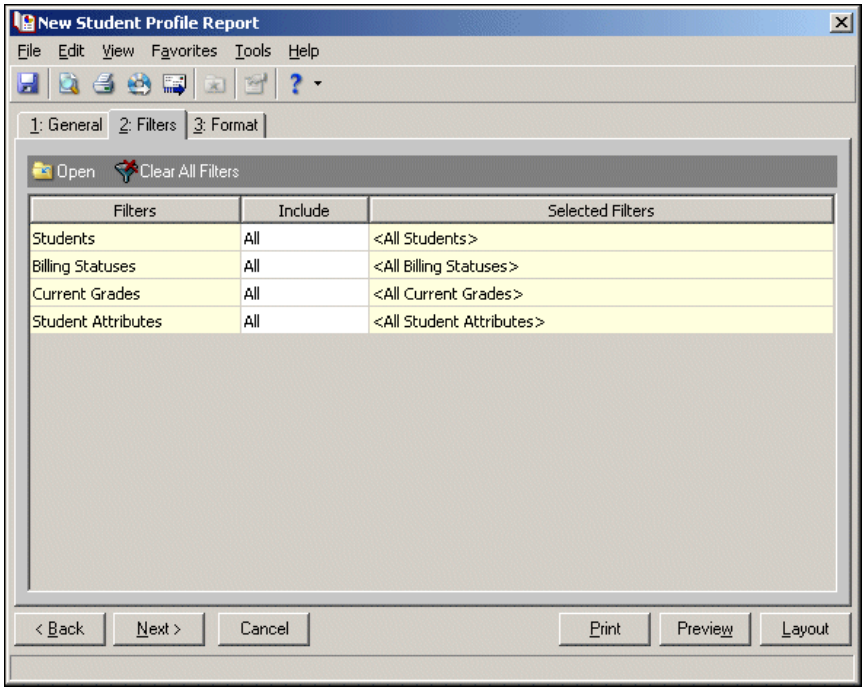
4. In the **Show these report sections** box, mark the student information to include in the report.
5. In the **Show these details** box, mark the more detailed student information to include in the report.
6. To show the ending balance for the students, mark **Show ending balance as of**. In the **As of date** field, select “Today” or enter a specific date for reporting ending balances.

   To reduce the ending balance calculations and account summary balances for ungenerated financial aid or advance deposits, mark **Reduce balance by ungenerated financial aid** and **Reduce balance by ungenerated advance deposits** as necessary.

7. If you mark **Account Summary** in the **Show these report sections** field, select “This fiscal year”, “This calendar year”, or “The year beginning on” in the **Show year-to-date information as** field.

   If you select “The year beginning on”, enter the date on which the year begins in the **Date** field.

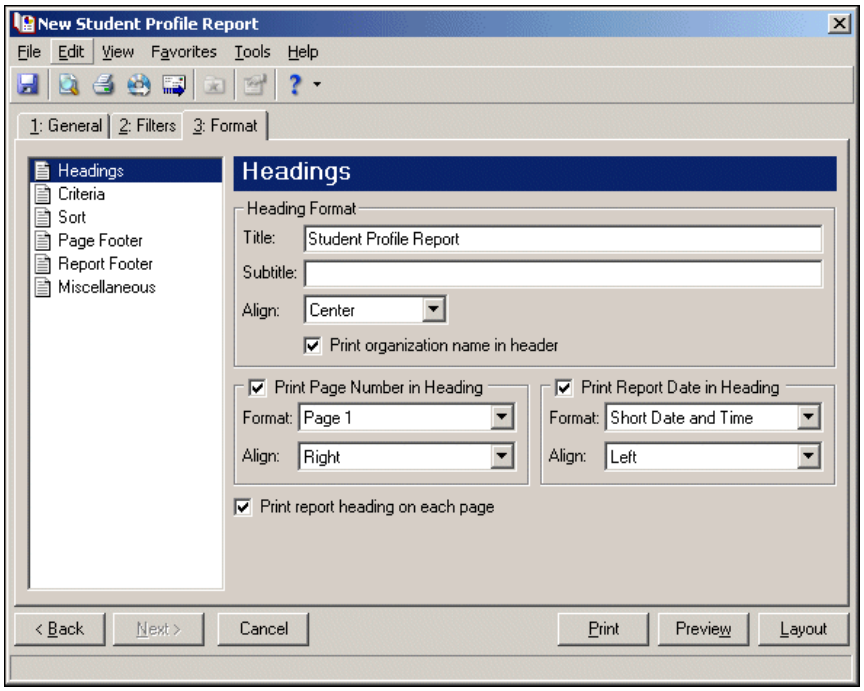
8. To create a query of the student records created for the report, mark **Create an output query of students**.
9. In the **Report orientation** field, select “Portrait” or “Landscape” to indicate how you want the report printed.
10. Click **Next** or select the Filters tab. You can filter by Students, Current Grades, Billing Statuses, and Student Attributes.



11. In the **Include** column, select “All” or “Selected”.

    If you choose “Selected”, the Selected screen appears. You can select the filters to create the student profile report. Make your selections and click **OK**. You return to the Filters tab, and the filters appear in the **Selected Filters** column.

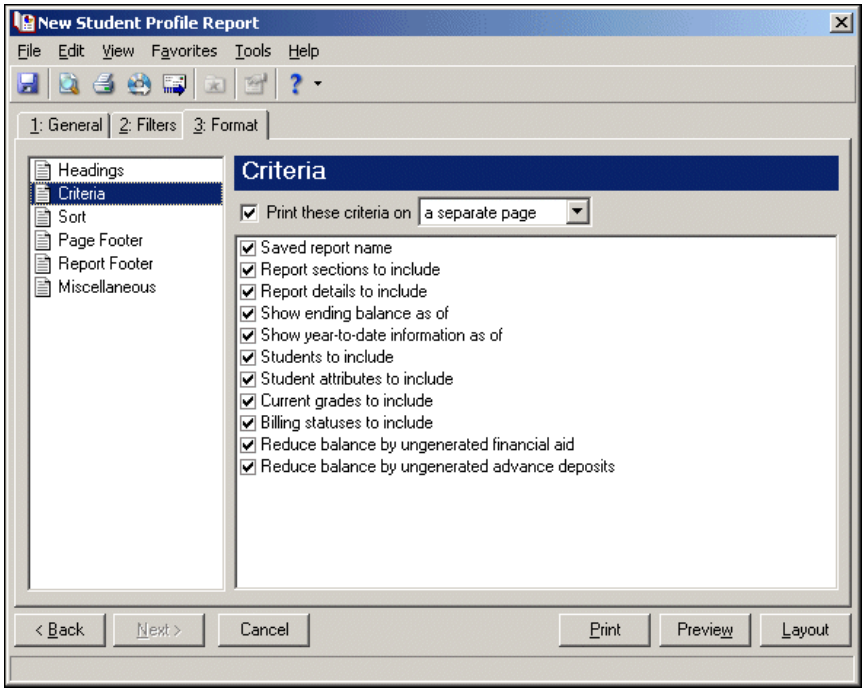
12. Click **Next** or select the Format tab.



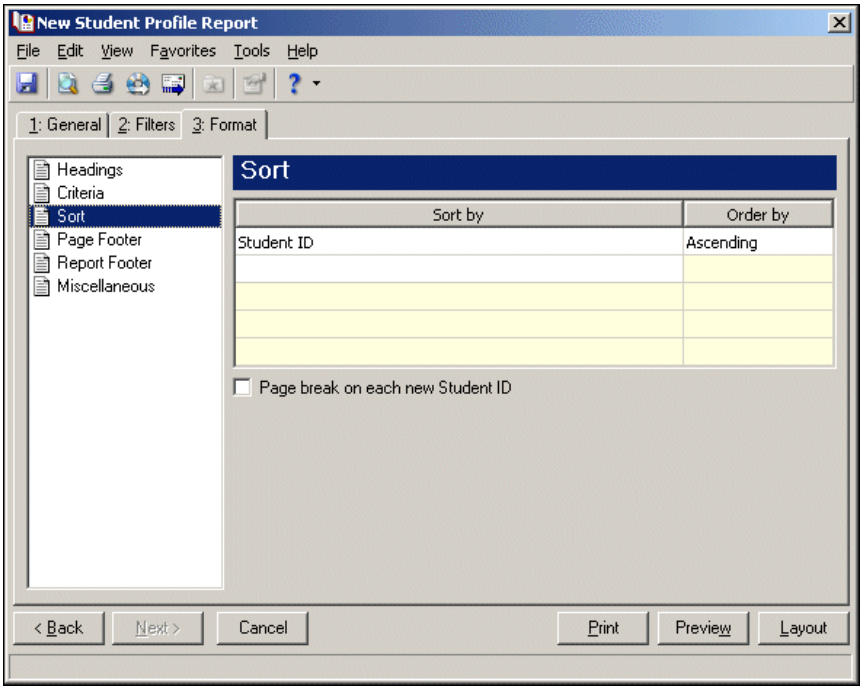
Note: In the **Title** and **Subtitle** fields, you can enter up to 60 characters.

13. In the **Title** and **Subtitle** fields, specify the heading to appear at the top of the report.
14. In the **Align** field, select “Left”, “Center”, or “Right” to select the heading alignment.
15. To print your organization’s name in the heading, mark **Print organization name in header**.
16. In the **Print Page Number in Heading** and **Print Report Date in Heading** frames, select whether and how to show the page number and report date in the heading.
17. To print the heading on each page, mark **Print report heading on each page**.

18. In the list on the left, select **Criteria**.

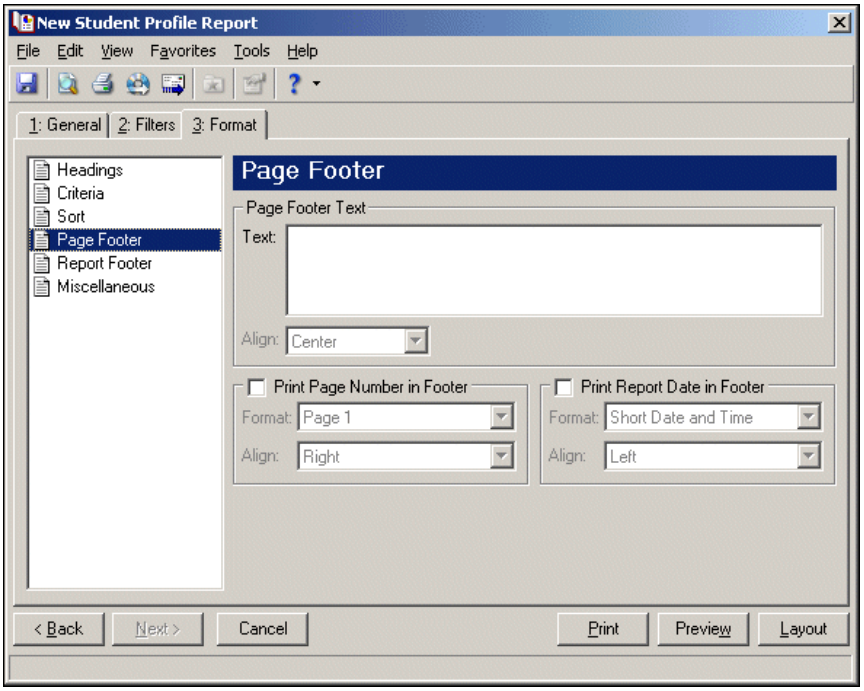


19. To print a list of the criteria you used to create the report, mark **Print these criteria on** and select "a separate page" or "the first page". The program automatically selects all criteria to be printed.
20. To deselect any criteria from the list, unmark its checkbox.
21. In the list on the left, select **Sort**.



Note: If you do not select a sorting category in the **Sort by** column, the program automatically sorts by the student name in ascending order.

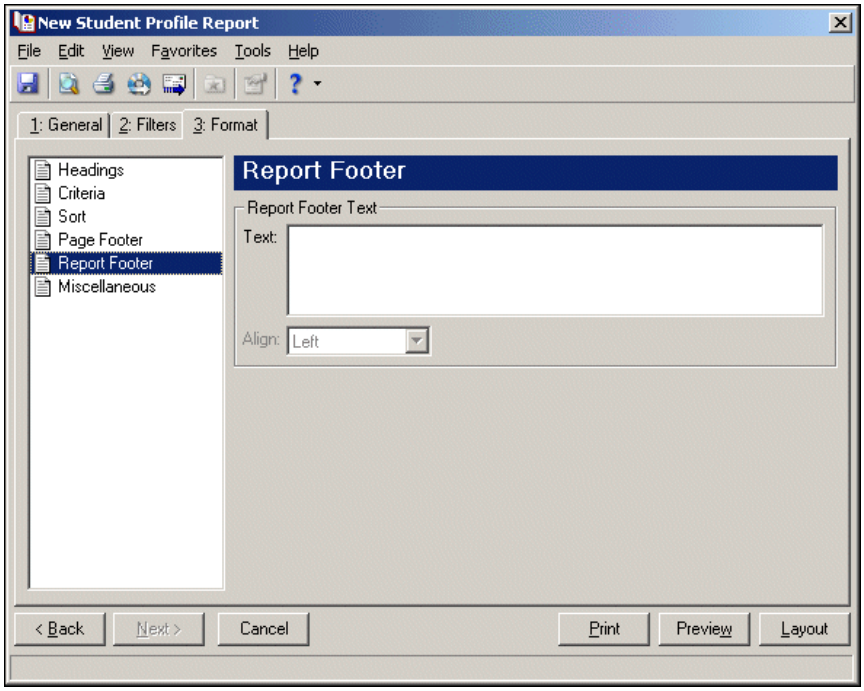
22. To select the order in which information appears on the report, select a sorting category in the **Sort by** column and then select “Ascending” or “Descending” in the **Order by** column.
23. To print each sorting category selected in the **Sort by** column on its own page, mark **Page break on each new**.
24. In the list on the left, select **Page Footer**.



Note: In the **Text** field on the **Page Footer Text** frame, you can enter up to 254 characters.

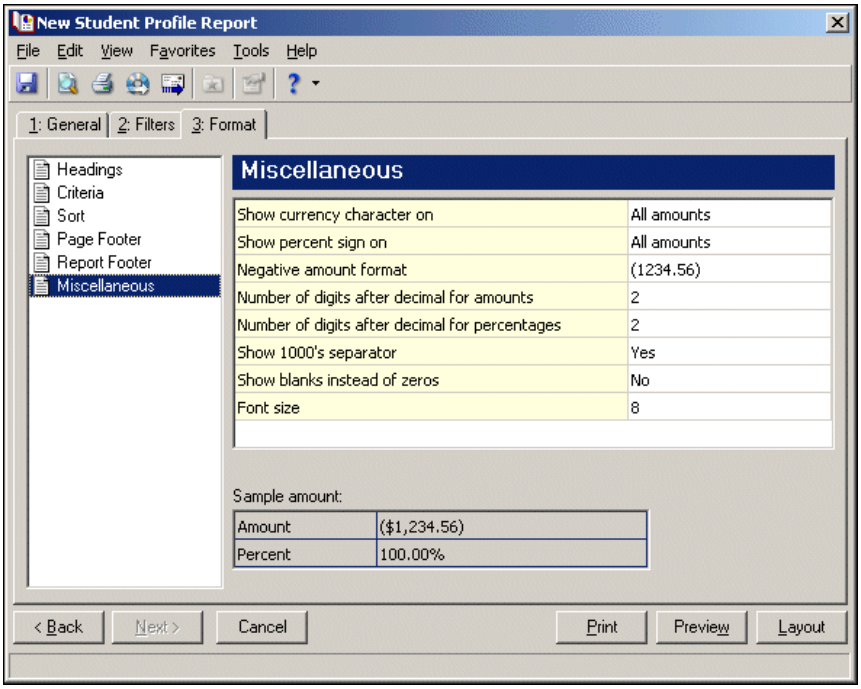
25. In the **Text** field on the **Page Footer Text** frame, specify the footer to appear at the bottom of each page.
26. In the **Align** field, select “Left”, “Center”, or “Right” to select the footer alignment.
27. In the **Print Page Number in Footer** and **Print Report Date in Footer** frames, select whether and how to show the page number and report date in the heading.

28. In the list on the left, select **Report Footer**.



Note: In the **Text** field on the **Report Footer Text** frame, you can enter up to 254 characters.

29. In the **Text** field on the **Report Footer Text** frame, specify the footer to appear at the end of the report.
30. In the **Align** field, select “Left”, “Center”, or “Right” to select the footer alignment.
31. In the list on the left, select **Miscellaneous**.



32. Specify how numbers will appear on the report and select the font size.
33. To view the layout of the report, click **Layout**. A Student Profile Report layout appears.