The**Financial**Edge™

Configuration Guide for General Ledger

Contents

General Ledger Configuration

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

In *Configuration*, you define settings affecting the overall success of **The Financial Edge** programs. *Configuration* contains utilities your organization should address when setting up **General Ledger**, as well as useful features enabling you to customize the program.

In **General Ledger**, *Configuration* contains features and settings that define your entire accounting structure, including account and transaction codes, funds, and fiscal years. *Configuration* also contains features and settings 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 to control functions such as whether to allow posting zero dollar amount transactions, whether **General Ledger** should create accounts or interfund entries automatically, and whether to allow distributions that total less than 100 percent of the distribution amount.

With other *Configuration* features, you can create distribution templates for projects and transactions, rename fields and change their characteristics (make them hidden, required, or lookups), and set up tables to streamline data entry. From *Configuration*, you enter currency information, define currency formats, and enter international address formats.

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 that 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 **General Ledger**. *Configuration* options are grouped into categories which appear as links. Simply click a link to view options for that particular category.

> **Note:** You can also access *Configuration* by selecting **Go**, **Configuration** from the shell menu bar.

To access *Configuration*, from the navigation bar, select *Configuration*. The Configuration page appears.
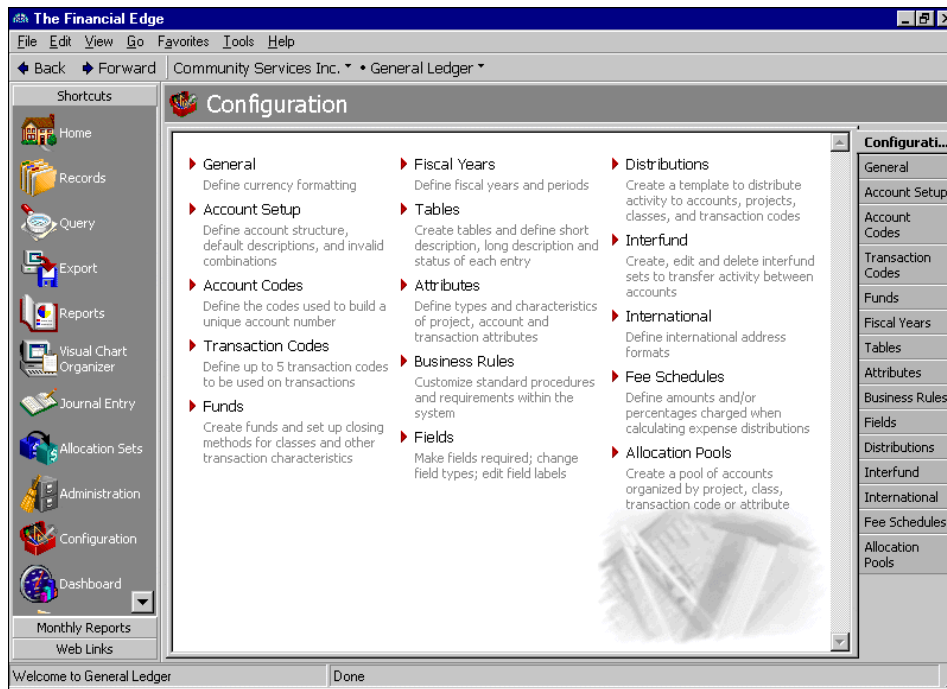
The **General Ledger** Configuration page contains several links.

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

General. Click this link to change your organization's currency settings, such as default currency symbol, digit grouping symbol, number of digits after the decimal, and negative currency format. Although your organization name is displayed on this page, it is not editable.

Account Setup. Click this link to define your organization's account structure or create accounts "on the fly" using category definitions, default descriptions, and invalid segment combinations. You can also perform account structure maintenance, such as adding segments, increasing segment lengths, and editing account settings.

Account Codes. Click this link to define codes for building unique account numbers. Account codes are the account number segments of the account number structure and are required before you can create accounts.

Transaction Codes. If you have the optional module *Projects and Grants*, click this link to define a maximum of five transaction codes. Transaction codes are similar to segments in that they can have multiple values you define on the Tables page. They can retain equity, ensuring that balances carry forward across fiscal years, and making them useful for tracking the finances of an activity over a long period. You can also distribute transactions by transaction codes in *Journal Entry*.

Glossary: A fund is a self-balancing set of accounts in **The Financial Edge**. Funds separate accounts into groups that are specific to certain activities, donor-imposed restrictions, or objectives.

Funds. Click this link to create funds and set up closing methods by class and other transaction characteristics. A fund is a self-balancing set of accounts that represents a separate entity. Examples of funds include unrestricted, restricted, and endowment. You must add funds to **General Ledger** before you can enter accounts.

Fiscal Years. Click this link to define, close, and delete fiscal years and periods. You can add unlimited fiscal years to the database, but each fiscal year must have a unique name or identification. When you define fiscal years, you can divide each fiscal year into a maximum of 13 periods.

Tables. Click this link to access the Tables page, which provides a centralized location for adding, creating, and editing all *General Ledger* 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.

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. Click this link to define types and characteristics of project, account, and transaction attributes. Attributes are bits of useful information you can attach to a record for tracking or reporting purposes.

Business Rules. Click this link to set business rules that customize standard procedures and requirements in *General Ledger*. With security settings, the Supervisor can hide this link from certain users. Business rules are ways for you to control functions and displays throughout *General Ledger*. Business rules affect all users of the program. Using predefined rules, you can decide whether to automatically create fund IDs, allow or disallow distributions less than 100 percent, or whether batches of transactions must be approved before posting.

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.

Note: You must have the optional module *Budget Management* to use budget transactions, the optional module *Projects and Grants* to use project distributions.

Distributions. Click this link to create distribution templates. Creating and using distributions in *General Ledger* is an efficient way to distribute activity to projects, classes, and transaction codes in journal entry.

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

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

Fee Schedules. Click this link to define amounts and percentages charged when calculating expense distributions. This link is available only with the optional module *Allocation Management*.

Glossary: An allocation pool is a group of accounts, organized by account, project, class, transaction code, or attribute, used to track investment account monies received from different funds or endowments.

Allocation Pools. Click this link to create a pool of accounts organized by project, class, transaction code, or attribute. Transaction codes are available only with the optional module *Projects and Grants*. The Allocation Pools link is available only with the optional module *Allocation Management*.

General Configuration

On the General page, you can enter your monetary preferences. For example, you can choose a currency symbol, a grouping symbol, and the number of digits to display after a decimal. You can also select a format for displaying negative currency amounts. This section provides procedures for adding information to the General page.

▶ **Adding information to the General page**

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

1. From the Configuration page, click **General**. The General page appears, with your organization's name listed at the top of the page.
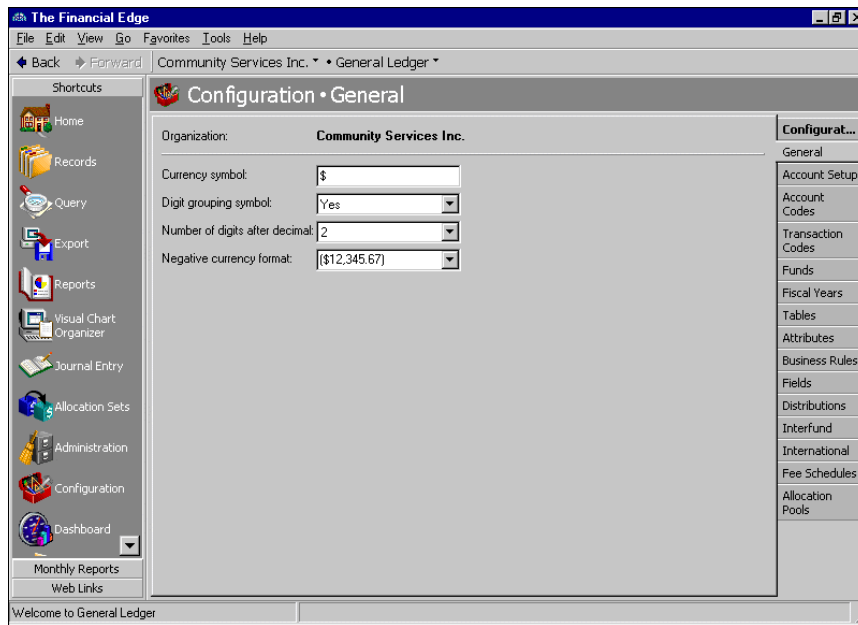
Note: The information and settings you enter on the General page are saved automatically and can be edited at any time.

2. In the **Currency symbol** field, enter the currency symbol you want to use.

3. To use a comma to separate thousands, in the **Digit grouping symbol** field, select "Yes".

4. In the **Number of digits after decimal** field, enter the number of digits to display after the decimal.

5. In the **Negative currency format** field, select whether to display negative numbers using parentheses (12,345.67) or a minus sign -12,345.67.

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

Account Setup

Note: If you have not yet added any account records, **Add a segment** and **Increase segment length** are disabled, but you can make changes directly in the **Define Account Structure** grid. After you add account records, the grid values are locked and you must use the buttons.

During the account setup process, you define your organization's account structure, category definitions, default descriptions, and invalid segment combinations.

This section covers all account setup tasks required during the initial setup of *General Ledger*, and account maintenance procedures such as increasing the length of a segment, adding a segment to the account number structure, and changing account related settings.

Defining Account Structure

The account structure is based on segments. Your organization may require a simple structure of two to four segments or a complex structure of five to ten segments. By default, the first segment in a *General Ledger* account is always the fund code, but you can move it to any position. The second segment, also by default, is the account code. Before you can enter accounts in *Records,* you must establish an account number structure.

Follow these guidelines when defining your account number structure:

• The account structure must have at least two segments—fund and account code. Segments can be in any order.

• Account numbers can consist of up to 10 segments of varying length. Each segment can represent numbers, text, or a table, except for account codes. Account codes must be numeric. The short description you define when you create the table determines the length of table-type segments.

• Only the account code segment can exceed more than six characters in length. Additional segments can be between 1 and 6 characters in length.

• The maximum length of an account number is 30 characters, including separators. Separators identify a break between segments. For example, in the account number 01-111100, the separator is the hyphen (-). Separators cannot follow the last segment of an account number.

▶ **Defining your account structure**

> **Warning:** Your account structure can be a maximum length of 30 characters. The number of characters you have available is displayed below the Define Account Structure grid.

1. From the Configuration page, click **Account Setup**. The Account Setup page appears.
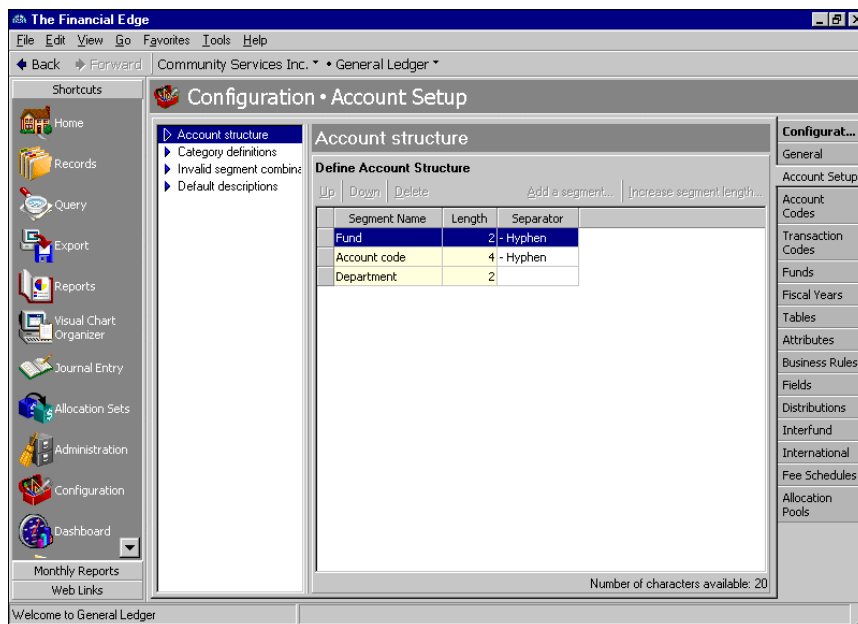
2. In the box on the left, select **Account Structure**. The **Define Account Structure** grid appears on the right.

3. In the **Segment Name** column, enter a name for the new segment.

4. To move a segment name up or down within the grid, select the segment row and click **Up** or **Down**.

5. In the **Length** column, enter the number of characters for the segment.

> **Warning:** Separators identify a break between segments. For example, in the account number 01-111100, the separator is the hyphen (-). A separator cannot follow the last segment of an account number.

6. In the **Separator** column, select a separator between segments.

7. When you exit the Account Setup page, your changes are saved automatically.

Changing Account Number Structure

Note: You can delete segments only if you have not yet defined account codes.

After you create accounts, you can add new segments to your account number structure, increase the length of a segment, or if you have not yet defined account codes, you can delete an account segment. The following procedures walk you through the steps necessary to add a segment and increase the length of an account segment.

▶ **Adding a segment**

1. From the Account Setup page, in the box on the left, select **Account Structure**. The **Define Account Structure** grid appears on the right.
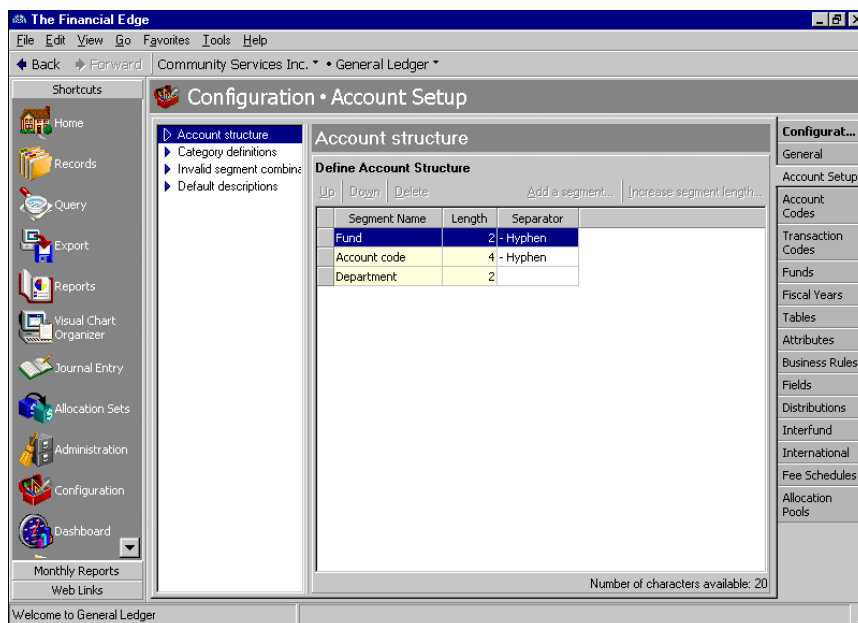
2. Click **Add a segment**. The Add New Segment screen appears.

3. In the **Segment Name** field, select a name for the segment or "<New Table>" to add a table. If you select "<New Table>", the Add New Table screen appears. In the **Table Name** field, enter a name. In the **Use short description of [ ] characters** field, enter a number of characters for the short description. To save the new table and return to the Add a New Segment screen, click **OK**.

4. On the Add New Segment screen, the **Length of segment** field displays default values for the new segment.

5. In the **Separator** field, select a separator.

6. In the **Value to enter for existing accounts** field, enter a default value for accounts already existing in the database.

7. In the **Description for existing accounts** field, enter a description or "No Value".

8. To save the new segment and return to the Account Setup page, click **OK**. A warning message appears, asking if you are sure you want to add the segment.
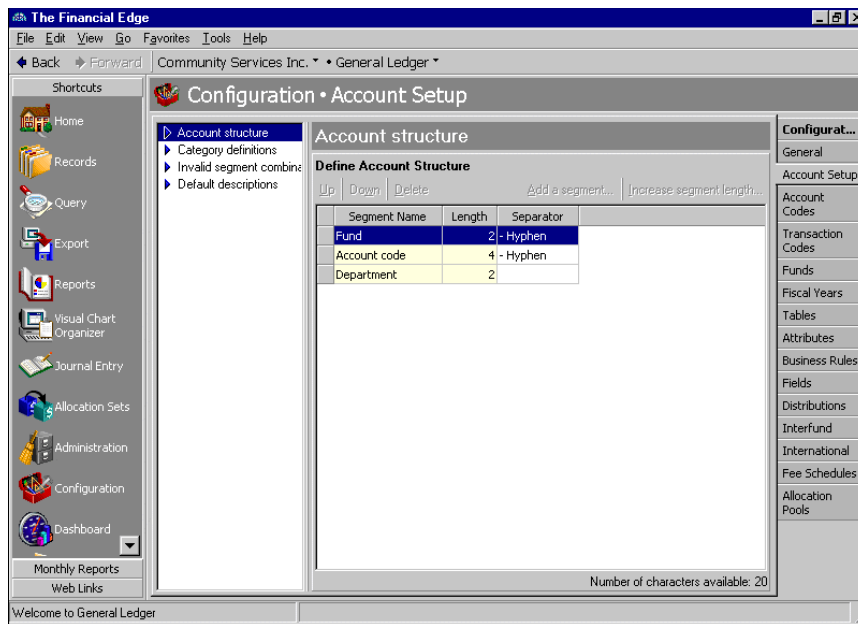
Note: You can delete segments only if you have not yet defined account codes.

9. To add the segment and return to the Account Setup page, click **Add Segment Now**.

10. When you exit the Account Setup page, your new account segments are saved automatically.

▸ **Increasing the length of a segment**

Note: You can increase the length of all segments to no more than 30 characters, including the separator characters. When you increase the length of an account number segment, *General Ledger* adds the extra digits to the beginning of all segments except account code, where the digits are added to the end.

1. From the Account Setup page, in the box on the left, select **Account Structure**. The **Define Account Structure** grid appears on the right.

2. Click **Increase segment length**. The Increase Account Segment Length screen appears.
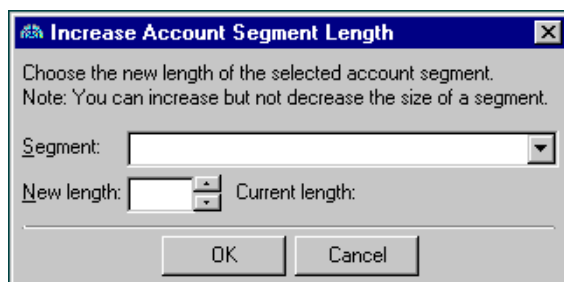
3. In the **Segment** field, select the segment you want to increase.

4. In the **New Length** field, select a new segment length. The new length must be longer than the current length.

5. The **Current Length** field is for informational purposes only, and displays the length of the segment before any changes.

Note: You can delete segments if you have not yet defined account codes.

6. To add the new account segment length and return to the Account Setup page, click **OK**.

7. When you exit the Account Setup page, your changes are saved automatically.

Category Definitions

Note: Category account code ranges can be edited at any time, as long as the ranges do not overlap.

You define category definitions during account setup. Category definitions you enter define the ranges of account codes you can use for different account code categories. You must define code ranges for the following required categories: asset, liability, net asset, revenue, expense, transfer, gain, and loss. You can also define code ranges for gift—although it is not required.

▶ **Entering category definitions**

1. From the Configuration page, click **Account Setup**. The Account Setup page appears.
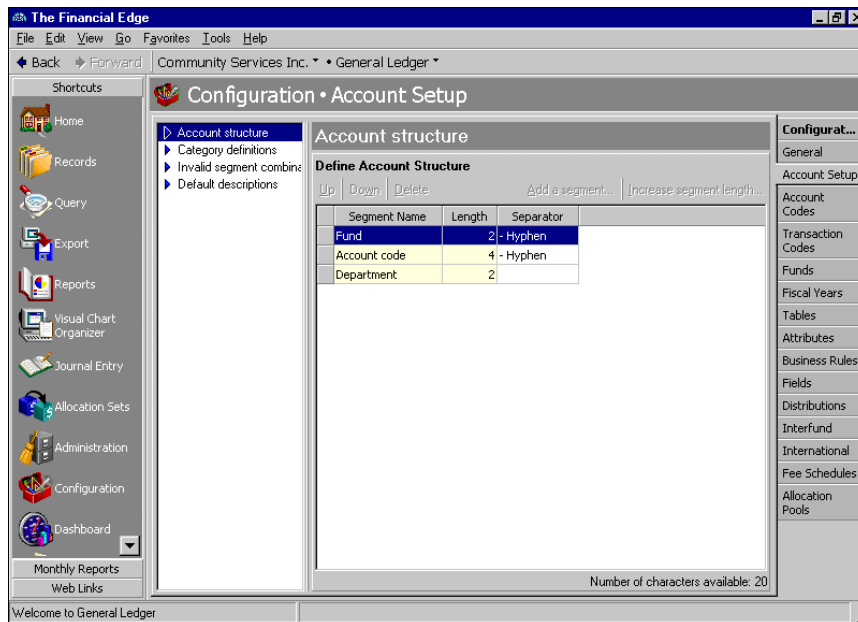
2. In the box on the left, select **Category definitions**. The **Category definitions** grid appears on the right.
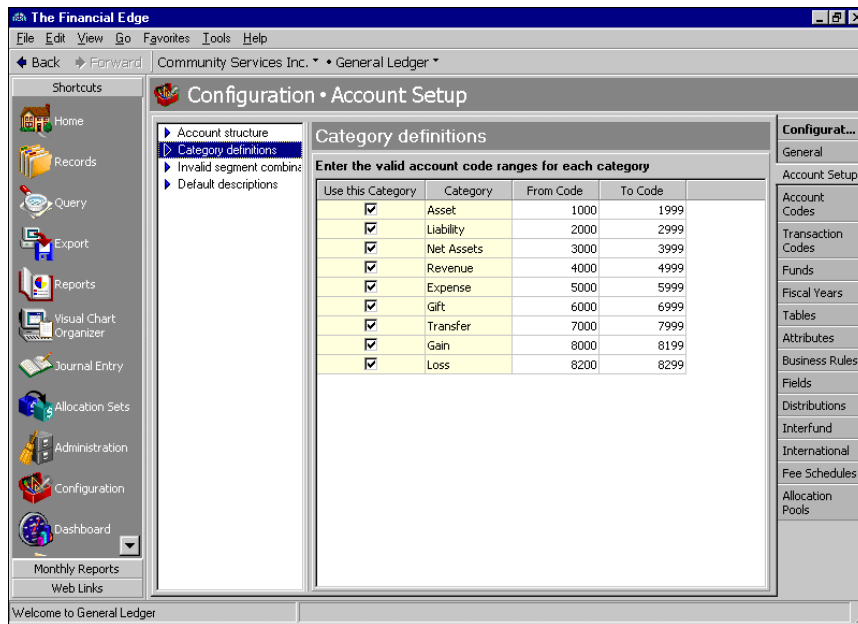
3. To make the gift account category active, in the **Gift** row, mark **Use this Category**. All other categories are marked by default and cannot be changed.

4. The **Category** column is for informational purposes only and displays default category types.

Warning: The numbers you enter in the **From Code** and **To Code** fields must be the correct account code segment length. For example, if your account code segment length is six digits, the code range you enter must be six digits.

5. In the **From Code** and **To Code** columns, enter a beginning and ending number in the account code range for each row.

6. When you exit the Account Setup page, your category definitions are saved automatically. After entering category definitions, you should enter invalid segment combinations to prevent specific undesired combinations of account segments from being used.
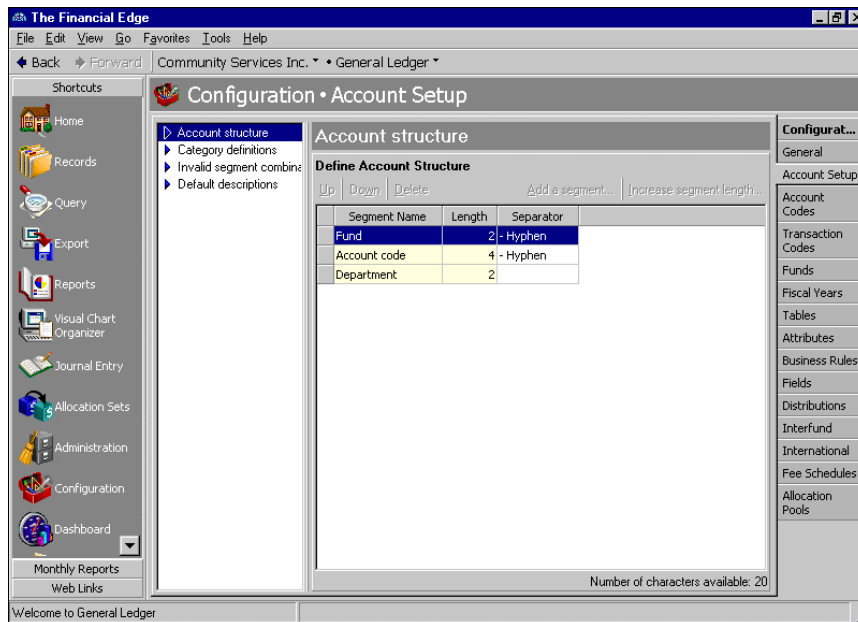
Invalid Segment Combinations

**Note:** When you install *General Ledger*, all segment combinations are valid.

By entering invalid segment combinations, you can prevent specific combinations of segments from becoming accounts. For example, if you never want Department 02 used in Fund 01 on an account record, you can designate that combination as invalid. You can delete invalid segment combinations if you want to make the account number valid.

▸ **Entering invalid segment combinations**

1. From the Configuration page, click **Account Setup**. The Account Setup page appears.

2. In the box on the left, select **Invalid segment combinations**. The **Invalid segment combinations** grid appears on the right.
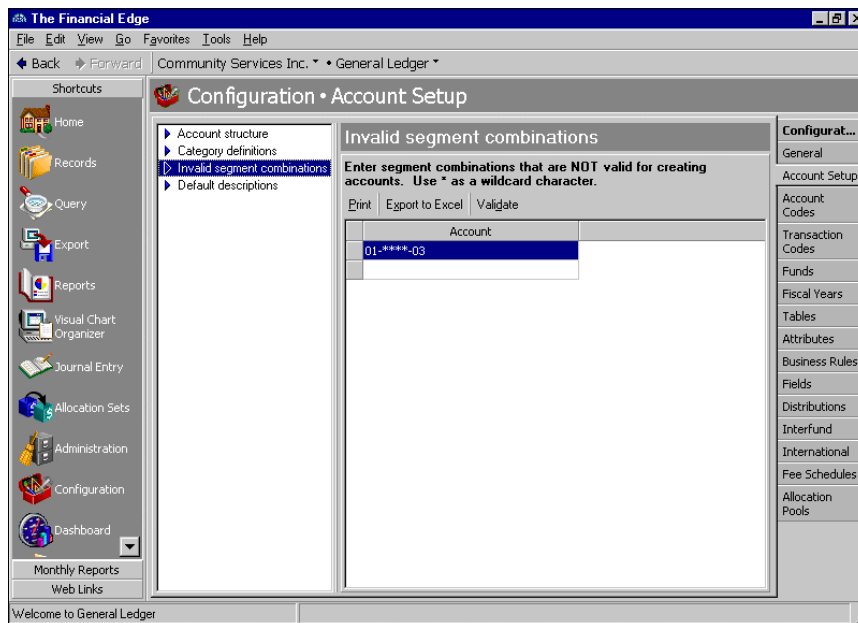
Note: You can use the small binoculars to find existing segments or use the large binoculars to look up entire accounts. You can use asterisks as wildcard characters to represent any digit from zero to nine.

3. In the Invalid Segment Combinations grid, enter the segment combinations you do not want created.

4. To print a list of invalid combinations, click **Print**.

5. To export a list of invalid combinations to *Excel*, click **Export to Excel**. *Excel* opens and the segment combinations appear in an *Excel* worksheet. For more information about exporting to *Excel*, see "Exporting invalid segment combinations" on page 12.

6. To see if any current accounts contain the invalid segment combinations, click **Validate**. If any current accounts contain the invalid segment combination, an Invalid Accounts Control Report appears.

Note: If you want to make the combination valid again, delete the invalid segment combination from the Invalid Segment Combinations grid.

7. When you exit the Invalid Segment Combinations page, your invalid segment combinations are saved automatically. After entering your invalid combinations, you should enter default descriptions. For more information about default descriptions, see "Entering default descriptions" on page 13.

▸ **Exporting invalid segment combinations**

1. From the Configuration page, click **Account Setup**. The Account Setup page appears.

2. In the left column, select **Invalid segment combinations**. The **Invalid segment combinations** grid appears on the right side of the screen.
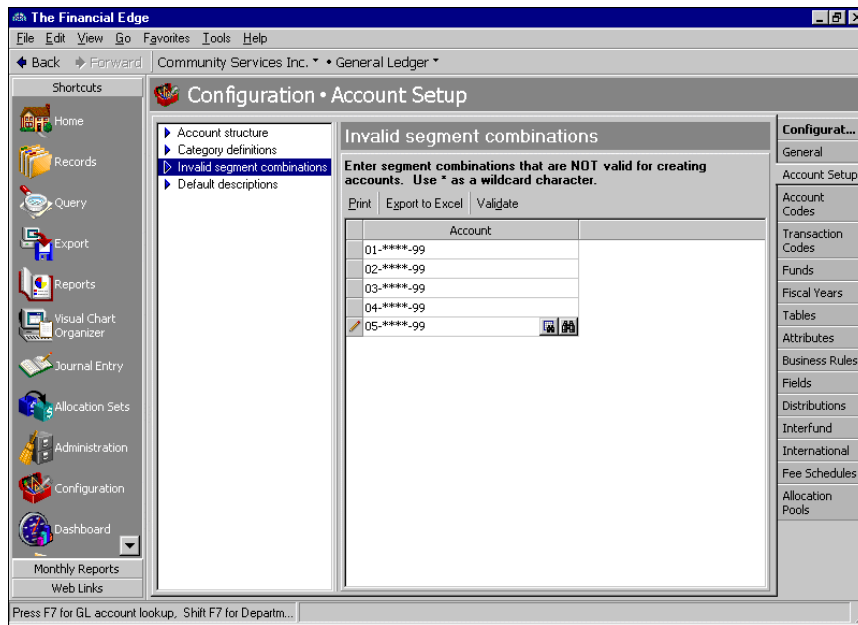
3. Click **Export to Excel**. *Excel* opens and the segment combinations appear in an *Excel* worksheet.

4. From the *Excel* menu bar, select **File**, **Save** to save the segment combinations in the *Excel* worksheet. Close *Excel* and return to the Account Setup page.
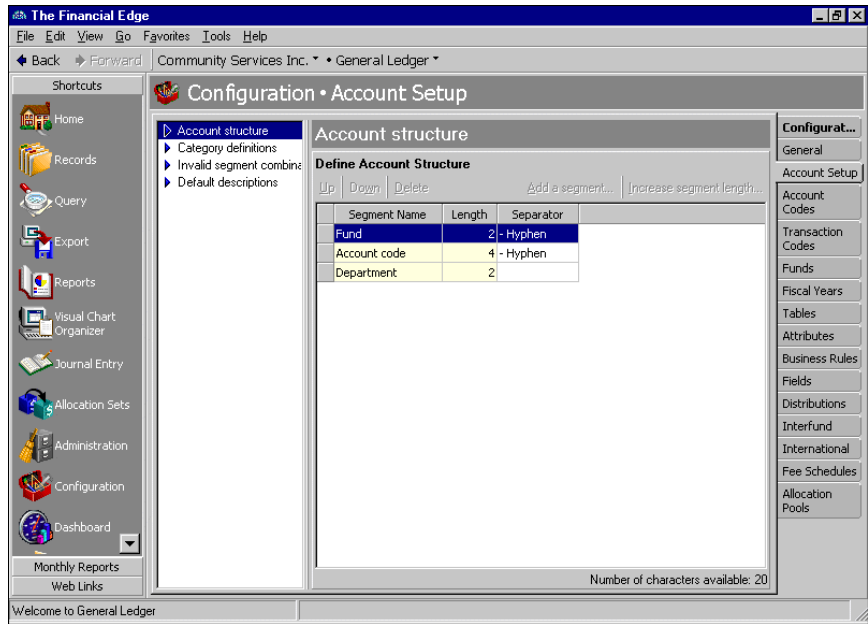
Default Account Descriptions

Note: You can change default account descriptions at any time, as long as they do not exceed 60 characters.

By defining default account descriptions, you determine what text appears by default in an account's **Description** field when creating accounts. For example, if you designate **Account Code Segment**, **<Space>**, **<Hyphen>**, **<Space>**, **Department Code Long Description** as default field names, the default description on a new account record may look like this: Salaries - Executive Office. Salaries is the account code segment, followed by a space, hyphen, and a space, then the long description Executive Office. You can designate the number of characters available for each field, but the maximum number of characters for the entire default description is 60.
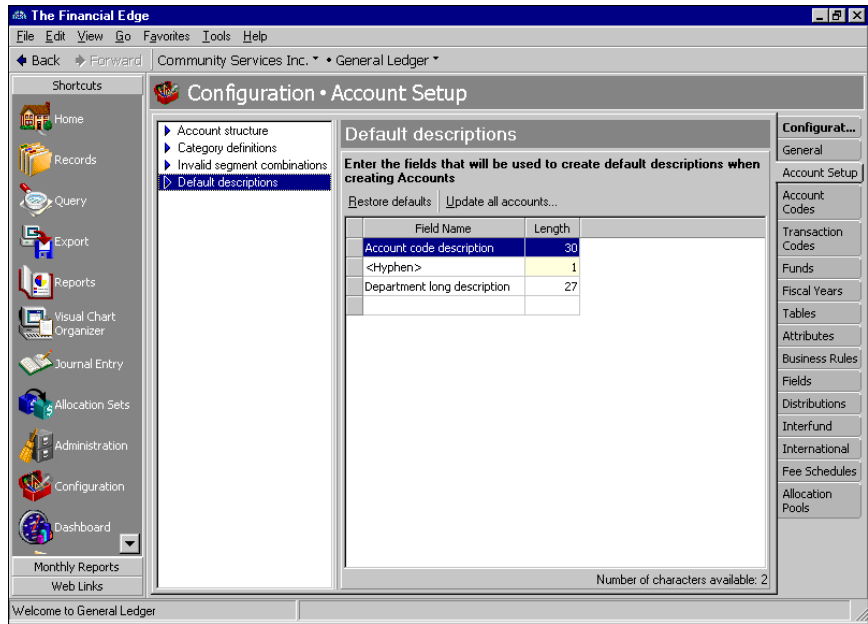
▶ **Entering default descriptions**

Note: To restore the program's original default descriptions click **Restore defaults**.

1. From the Configuration page, click **Account Setup**. The Account Setup page appears.

2. In the box on the left, select **Default descriptions**. The **Default descriptions** grid appears on the right.

3. In the grid, in the **Field Name** column, select field names to use as default descriptions for new accounts.

Note: Default account descriptions can be changed at any time, as long as the total length does not exceed 60 characters.

4. In the **Length** column, enter a length for each field name.

5. When you exit the Account Setup page, your default descriptions are saved automatically.

‣ **Updating all default account descriptions**

1. From the Configuration page, click **Account Setup**. The Account Setup page appears.

2. In the box on the left, select **Default descriptions**. The **Default descriptions** grid appears on the right.
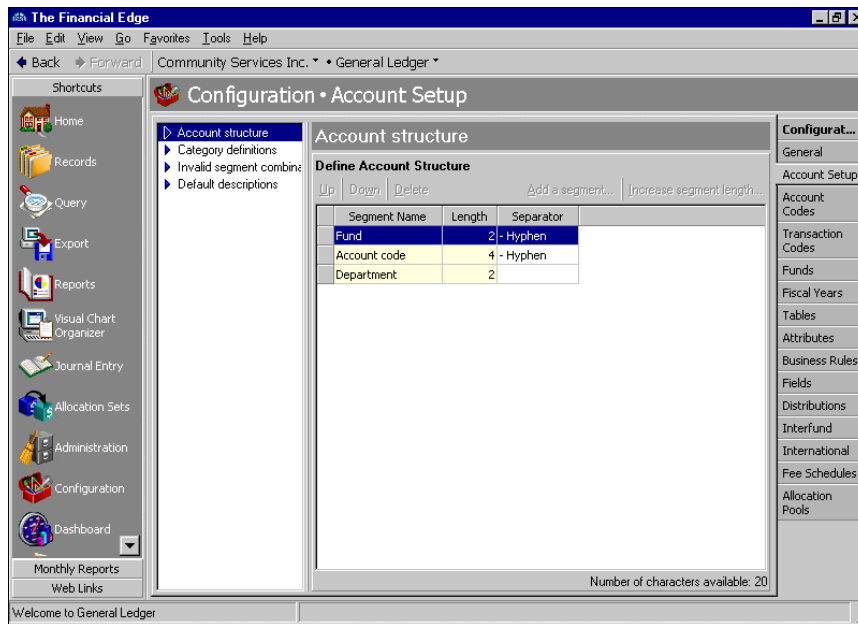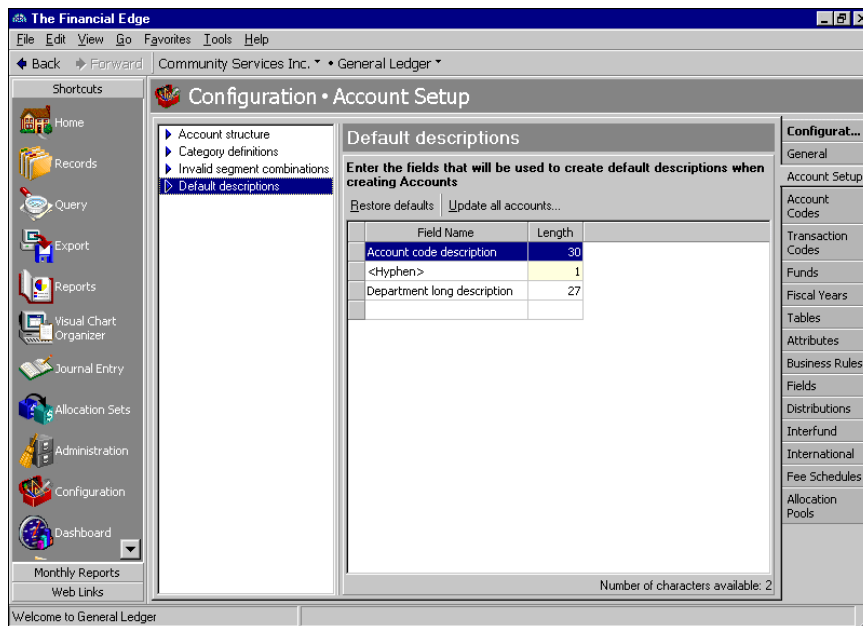

3. To update all account descriptions, click **Update all accounts**. A message appears, asking if you are sure you want to update the accounts.

4. To update the accounts, click **Yes**.

5. When you exit the Account Setup page, your changes are saved automatically.
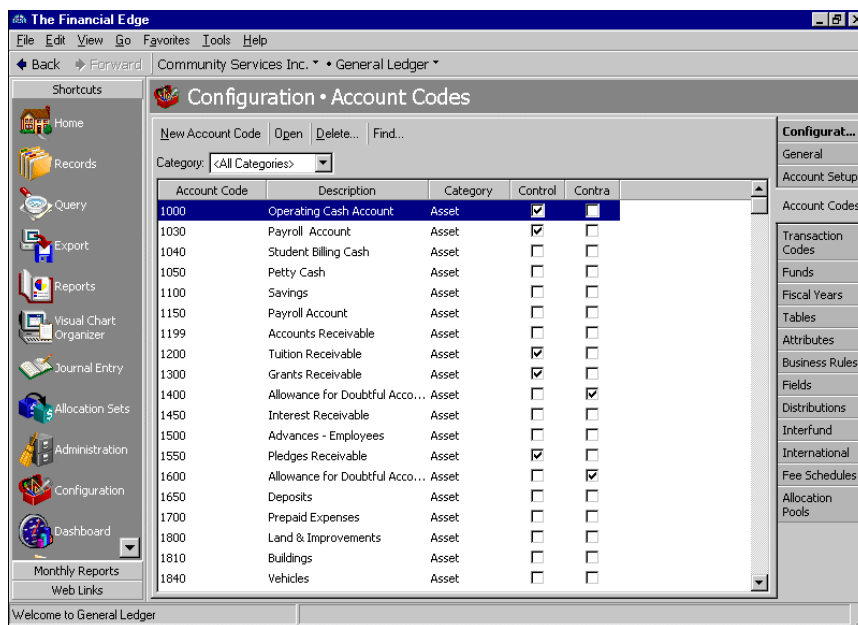
Account Codes

Note: You can change account codes at any time, as long as the new code remains in the same category. You can delete account codes if no accounts currently use that code.

Account codes are account number segments within the account number structure that are required before you can create accounts. During the account setup process, you defined the code length. Now, on the Account Codes page, you define the actual account codes.

You can define any account as a control or contra account. Control accounts display information summaries either when you display account activity and balances on reports or on the Account and Project Activity tabs. Using control accounts benefits your organization by enabling you to post transactions and entries in detail. Examples of control accounts are accounts payable and accounts receivable summary accounts, as well as cash accounts. Contra accounts have the opposite normal balance of the accounts they represent. For example, a contra asset account, such as accumulated depreciation, has a normal credit balance whereas an asset account has a normal debit balance.

▶ **Entering account codes**

1. From the Configuration page, click **Account Codes**. The Account Codes page appears.

Tip: You can navigate easily through account codes by selecting the **First**, **Previous**, **Next**, and **Last** commands from the **Code** menu. These commands are also available on the toolbar.

2. Click **New Account Code**. The New Account Code screen appears.

> **Warning:** Make sure the new account code falls within the correct account code category.

3. In the **Account code** field, enter a new account code. The first digit of the account code determines the account code category.

4. In the **Description** field, enter a description for the new account code.

> **Warning:** The numbers you enter in the **Account Code** field should be the correct account code segment length. For example, if your account code segment length is six digits, the code range you enter must be six digits.

5. To present summarized transaction information on reports and on the account record Activity tab, mark **Control Account**. To make the account a contra account, mark **Contra Account**.

6. In the **Cash flow** field, select a cash flow type to categorize asset, liability, and net asset accounts on cash flow reports.

7. In the **Working capital** field, select a working capital to categorize asset, liability, and net asset accounts on the working capital report.

8. In the **Class** field, select a class.

9. In the **Account attribute defaults** grid, in the **Attribute type** field, select a specific attribute type or "All Categories".

10. In the **Attribute type** column, select an attribute.

11. In the **Description** column, select a description of the attribute.

12. The **Short Description** column is for informational purposes only and displays the default short description.

13. In the **Date** column, enter a date.

14. The checkbox in the **Required** column is for informational purposes only and displays the required status marked on the Attributes page of *Configuration*.

15. In the **Comments** field, enter comments.

16.   To save the new account code and return to the Account Codes page, click **Save and Close**.

Fiscal Years

Warning: You must define fiscal years in ascending order. Once you define a fiscal year, you cannot add previous fiscal years.

You define fiscal years during the initial *General Ledger* setup process, but you can add unlimited fiscal years to the database provided you add the older years first. For example, you cannot add fiscal year 2006 and later add 2005. Your organization should consider this before adding the first fiscal year.
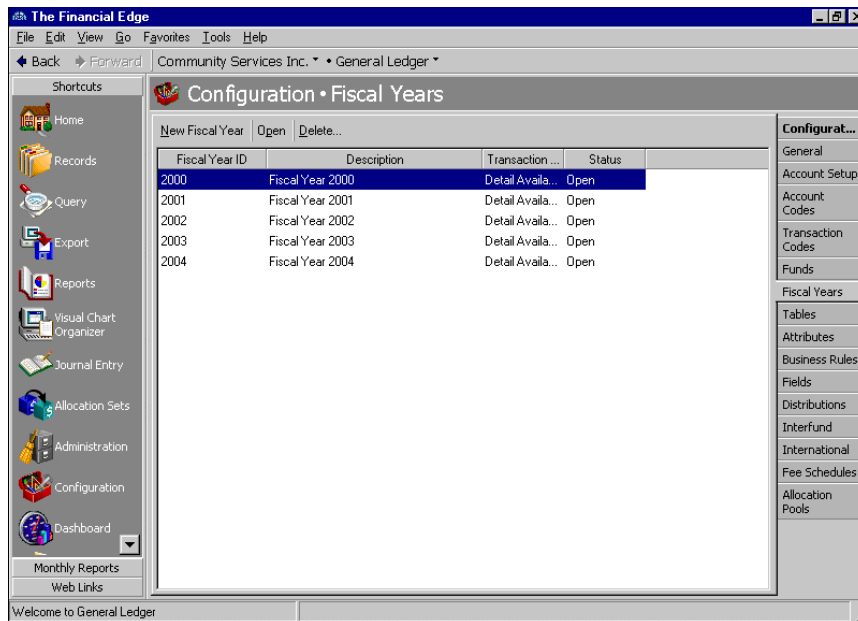
You can divide each fiscal year into a maximum of 13 periods. Each period acts as a container, which you use to track transactions. When you make a journal entry, the transaction appears in the period and fiscal year determined by the post date. Journal entries must balance by fiscal period. You can close, soft-close, optimize, summarize, and purge fiscal years. Soft-closing prohibits new journal entries to a period, but allows you to reopen the period at a later date.

After defining future fiscal years, you can plan budgets, create projected financial reports, and enter historic information to compare one year against another.

You can edit only open or soft-closed fiscal years that do not contain any activity for that period, and you can delete fiscal years only if they are closed and are purged of activity using the **Purge Fiscal Years** utility in *Administration*. For more information about purging fiscal years, see the Basic Administration chapter of the *Administration Guide*.

▶   **Adding a new fiscal year**

1.   From the Configuration page, click **Fiscal Years**. The Fiscal Years page appears.

2. Click **New Fiscal Year**. The New Fiscal Year screen appears.

3. In the **Fiscal Year ID** field, enter a unique ID for the year.

4. In the **Description** field, enter a description.

5. In the **There are [ ] periods in this fiscal year** field, select a number of periods for the fiscal year.

Warning: You can edit only open or soft-closed fiscal years that do not contain any activity for that period. With soft-closed fiscal years, you must clear the **Closed** checkbox before you can modify start and end dates.

6. To copy periods from an existing fiscal year, click **Copy From**, then select a fiscal year to copy and click **Select**. To automatically complete the periods based on the previous fiscal year, click **Auto-Complete**.

7. In the **Start Date** and **End Date** columns, enter the beginning and ending dates of your fiscal periods.

8. To close a fiscal period, mark the checkbox in the **Closed** column.

9. To save the fiscal year and return to the Fiscal Years page, click **Save and Close**.

▶ **Deleting a fiscal year**

Note: You can delete fiscal years only if they are closed and are purged of activity using the **Purge Fiscal Years** utility in *Administration*.

1. From the Fiscal Years page, select the fiscal year you want to delete.

2. Click **Delete**. If the fiscal year is closed and does not contain activity, a message appears asking if you are sure you want to delete the fiscal year. If the fiscal year is closed but contains activity, you must use the **Purge Fiscal Year** utility in *Administration.* For more information about purging fiscal years, see the *Administration Guide*.

3. To delete the year and return to the Fiscal Years page, click **Yes**.

▶ **Soft-closing an accounting period**

Note: You can soft-close to prevent any posting to a period. You can reopen the period later.

1. From the Fiscal Years page, select the fiscal year containing the period you want to close.
2. Click **Open**. The fiscal year screen appears.

3. In the **Closed** column, mark the checkbox next to each period you want to close.
4. To save your changes and return to the Fiscal Years page, click **Save and Close**.

Optimizing Fiscal Years

Optimizing a fiscal year summarizes transaction data for fiscal years in order to improve report processing speed. We recommend you run this process on fiscal years that will not have additional transactions added to them, and that are more than two years old.

Before you optimize a fiscal year, we recommend you post everything to that year. Unposted transactions in years that are optimized will not be reported. The system will only report the data that has been summarized through the optimization process, which will be posted transactions only.

▶ **Optimizing a fiscal year**

Note: Optimizing a fiscal year improves report processing speed.
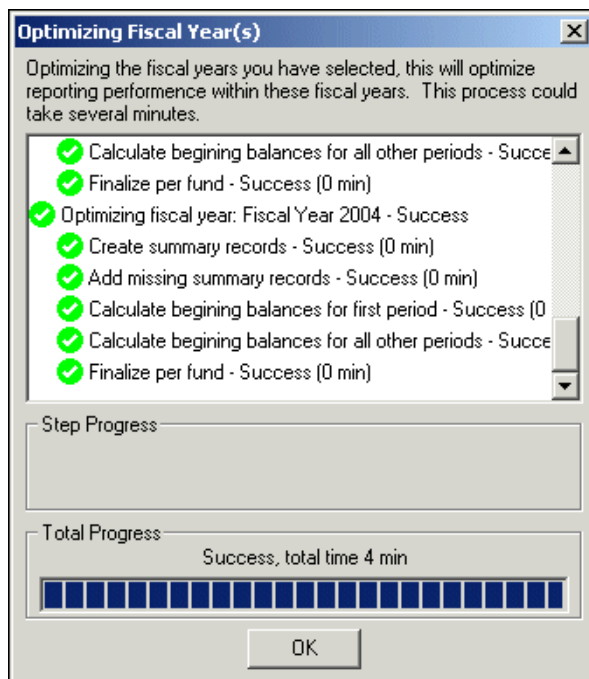
1. From the Fiscal Years page, select the fiscal year you want to optimize. If a fiscal year has a status of "Open - Optimized", it has already been through the optimization process.

2. Click **Optimize Fiscal Years**. This button is enabled only if you have open fiscal years greater than two years old. The Optimize Fiscal Years screen appears.
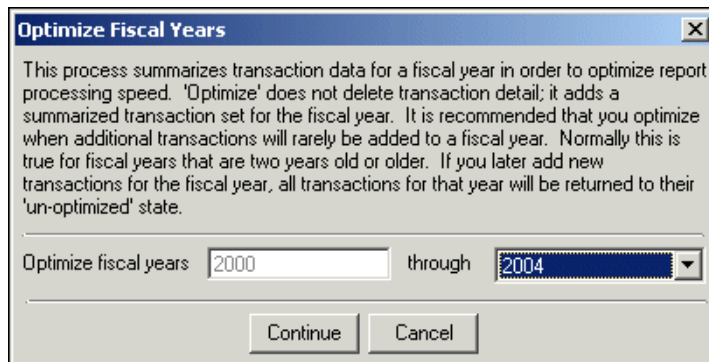
3. In the **Optimize fiscal years [ ] through [ ]** fields, select the year or years you want to optimize. The first field displays the earliest year that can be optimized and is read-only. In the **through** field, select any open fiscal year, except for the current or last fiscal year.

4. Once you have selected the fiscal year or years you want to optimize, click **Continue** to begin the optimization process. This process could take several minutes, depending on how many fiscal years you select.

   When you optimization process is complete, you will receive a confirmation message.

5. Click **OK** to return to the Fiscal Years page.

Funds

A fund is a self-balancing set of accounts. Funds separate accounts into groups specific to certain activities, donor-imposed restrictions, or objectives. When you define your account structure, the fund code is by default the first segment of an account number, but you can move it into any position. You must add funds to *General Ledger* before you can enter accounts.

On the Funds page of *Configuration*, you can add, edit, and delete funds, view a history of changes, and enter balancing interfund entries. On the Transaction Requirements tab, you can mark fund characteristics so they are preserved during closing. With this feature, when you close a year, the fund characteristics are assigned to a designated net asset account where they retain equity for the next year. You can also require the fund to balance by class, project, transaction codes, or segments. If you do not require funds to balance by segment, you can have only one designated net asset closing account. If you mark the business rule to prohibit editing of class restrictions on funds, only users with the proper security rights can edit class restrictions. The Class characteristic on the Transaction Requirements tab contains default check marks. If you change these defaults, you receive a warning message stating the change may prevent compliance with FASB 117 requirements, possibly causing audit problems.

> **Note:** Funds can be edited at any time or deleted if no accounts are attached to that fund.

On the Interfund Accounts tab, you mark whether to include debit and credit accounts in interfund entries, or only include a single account. On the History of Changes tab, you can view changes to the fund, including who made the change and the date the change was made. On the Notes tab, you can enter free-form text such as details of phone conversations, future events, and explanations of fund characteristics.

In *General Ledger*, you can enter transactions into *Journal Entry* batches before locking balances, but you cannot post batches unless all funds are locked for all accounts used in those transactions. You can, however, lock only one fund to start entering transactions, but you can post those batches only if all transactions use accounts only from that locked fund. If you use accounts from other funds you will receive an error message.

For all *Financial Edge* subsidiaries, if at least one fund is locked, you can enter transactions using accounts in that fund only. You cannot enter activity for funds that are not locked. You will receive an error message and will not be able to save the transaction.

▶ **Adding a new fund**

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

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

> **Note:** If you marked the **Automatically generate new Fund IDs** business rule, *General Ledger* generates the fund code automatically.

3. In the **Fund ID** field, enter a fund code.

4. In the **Description** field, enter a description of the fund.

5. On the Transaction Requirements tab, the **Characteristic** column is for information only and displays characteristics you can use to define funds.

6. The **Type** column is for informational purposes only and displays descriptions of fund characteristics.

Note: The Supervisor can set a business rule to prevent editing of class restrictions.

7. To close the fund to a net asset account and distribute information by fund characteristics when closing the fiscal year, in the characteristic row, mark **Preserve Details during Closing**. If this checkbox is not marked, information for the characteristic is not carried forward when you close the fiscal year.

Note: **Require to Balance** does not mean the characteristic is required on each transaction. Use attributes to require the characteristic on each transaction.

8. To require the transaction's debits and credits to balance by a fund characteristic, in the characteristic row, mark **Require to Balance**.

9. To require the characteristic on all accounts or income statement accounts, in the characteristic row, mark **Require on Accounts Specified**.

10. To set a default entry for the characteristic, in the characteristic row, in the **Default** column, select a default. Defaults are required on all characteristics marked **Require to Balance** (except Segment), but you can change the default entry at any time.

Warning: You cannot enter an account in the **Net Assets Account** field or enter data on the Interfund Accounts tab until the fund is saved the first time.

11. To save the fund, on the menu bar, click **File**, **Save**. You cannot enter a net asset account or interfund accounts until you save the fund.

12. On the Transaction Requirements tab, in the **Net Assets Account** field, enter an account to receive the fund's net surplus/deficit when you close the fiscal year.

13. On a new fund entry, the History of Changes tab is blank.

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

14. Select the Interfund Accounts tab.

Warning: If you are balancing by segment, the segment cannot be edited.

15. In the **When creating balancing interfund entries in Journal Entry** frame, to create both debit and credit interfund entries in journal entry, mark **Use a debit and credit account**. In the **Debit** and **Credit** fields, enter the interfund debit and credit account numbers.

> **Note:** To search for accounts using account masking, you can enter the fund ID then use asterisks in place of digits in the account number.

> To use only a single interfund account in journal entry, mark **Use a single account**. In the **Single** field, enter the interfund account number.

16. To add notes to this fund, select the Notes tab.
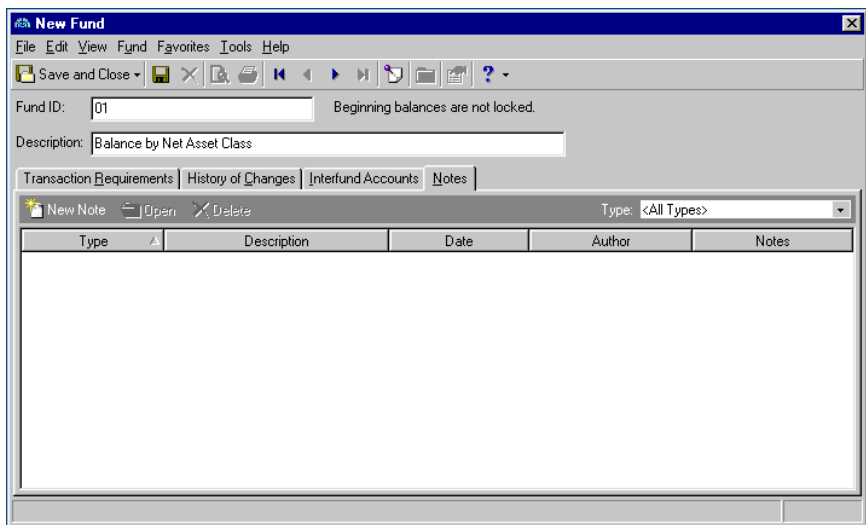
17. On the action bar, click **New Note**. The New Note screen appears.
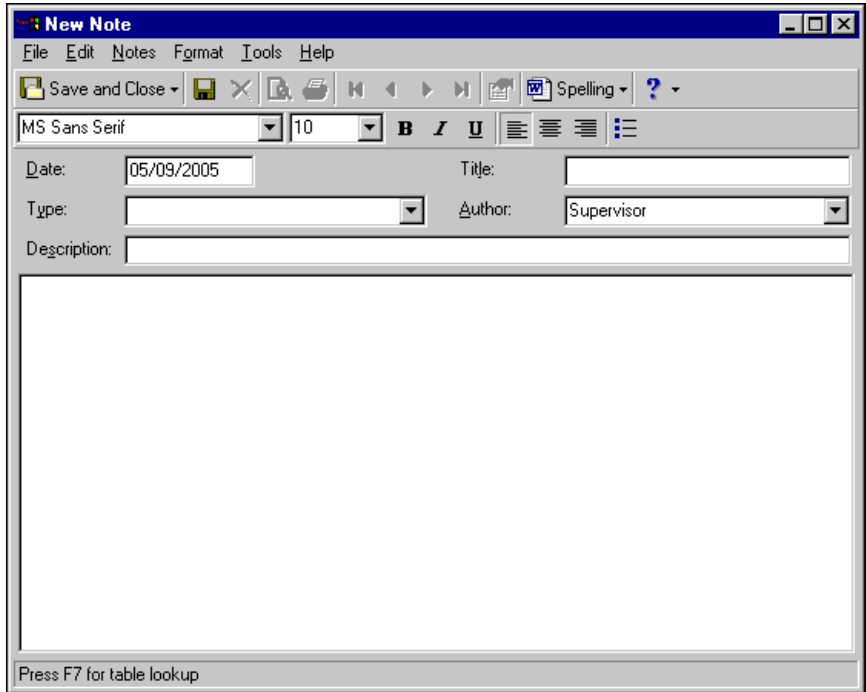
18. In the **Date** field, enter the date.

19. In the **Type** field, enter a new note type or select an existing note type.

20. In the **Description** field, enter a description.

21. In the **Title** field, enter a note title.

22. In the **Author** field, select your user name.

> **Note:** Funds can be edited at any time or deleted if no accounts are attached to that fund.

23. In the text box, enter notes for the fund.
24. To save your notes and return to the New Funds screen, click **Save and Close**.
25. To save the new fund and return to the Funds page, click **Save and Close**.

Transaction Codes

> **Glossary:** A transaction code is an additional field on each transaction that helps you further categorize information in reporting and closing fiscal years. Transaction codes are available only with the optional module *Projects and Grants*.

Transaction codes are available only with the optional module *Projects and Grants*. Within **General Ledger**, you can have a maximum of five transaction codes (which are similar to attributes), and you can configure individual funds within an organization for each transaction code. Within the funds, you can mark transactions as optional, required on income statement accounts, required on all accounts, preserve details during closing, or required to balance.

With transaction codes, you can track transactions and maintain fund balances by and across fiscal years. You can use a transaction code to track the finances of an account over a long period, and you can distribute transactions by transaction codes in *Journal Entry*. For example, an organization has multiple purposes that need to be tracked and each purpose is funded by multiple federal and state grants. This organization could set up separate projects for each purpose. They could define a transaction code called "Grants", and assign each grant a transaction code value. Because each project uses funds from various grants, the project transactions are attached to multiple grants. As transactions are entered, they can be distributed by purpose (project) and grant (transaction code).

Although you establish transaction codes on the Transaction Codes page, you enter transaction code values as table entries on the Tables page. On the Funds page, you can define transaction code characteristics.

> **Note:** Transaction codes can be changed or deleted at any time.

▶ **Defining transaction codes**

1. From the Configuration page, click **Transaction Codes**. The Transaction Codes page appears.
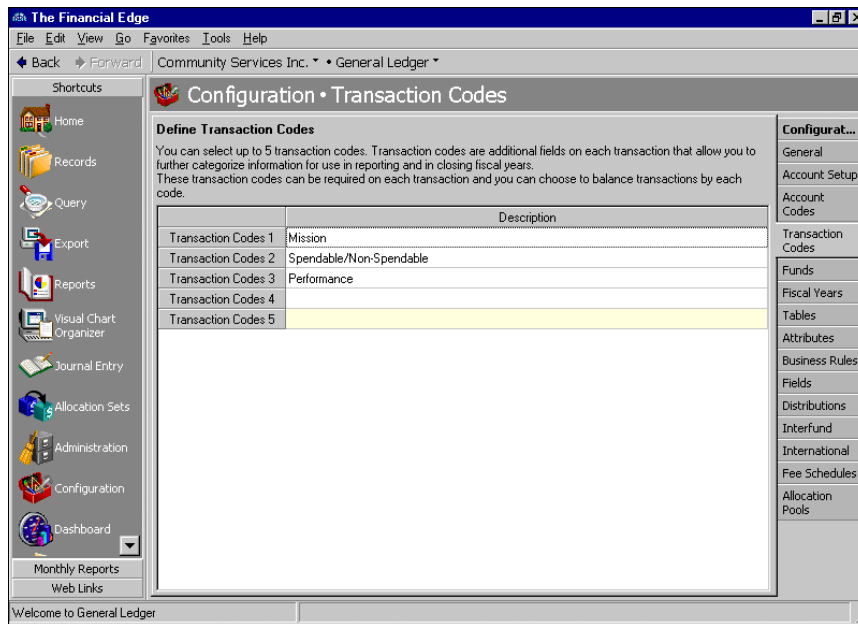
2. In the **Define Transaction Codes** grid, in the **Description** column, enter descriptions for the transaction codes you want to use.

3. When you exit the Transaction Codes page, your transaction codes are saved automatically. After you save your transaction codes, you should create values for the transaction codes by adding table entries to the transaction code tables on the Tables page.

Tables

Note: Although the Tables page provides a central location for table functions, you can add and edit table entries directly on tables throughout the program.

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 typing it in manually.

Some tables, such as **State**, contain predefined values. For others, you define the entries. For example, **Currency Type** does not include "Euro" as a default entry. If you want a "Euro" 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, **Phone Type** requires a type and a phone number format, and **Journal** 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 though 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.

This section contains procedures for adding, deleting, printing, and organizing tables and table entries.

▶ **Adding a table**

1. From the Configuration page, click **Tables**. The Tables page appears.
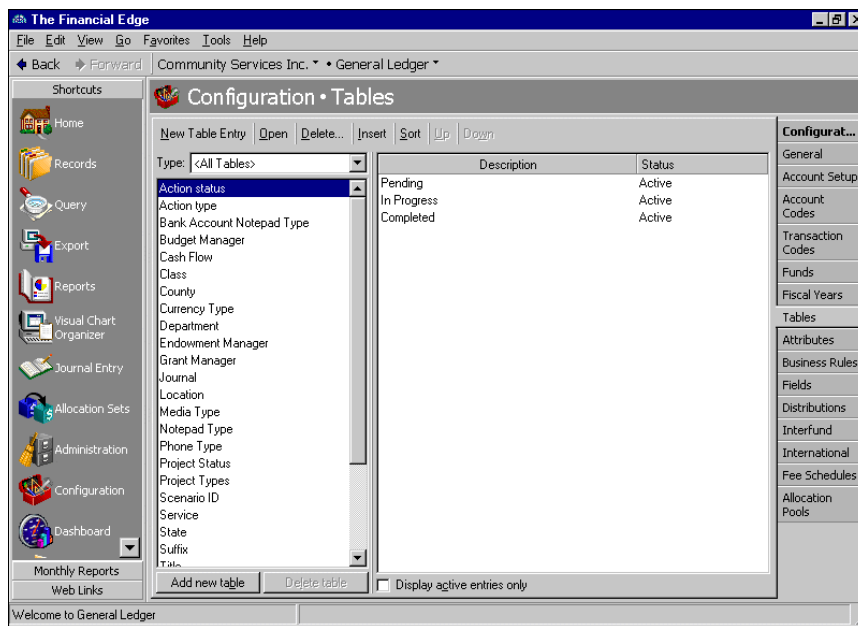
2. On the Tables page, in the **Type** field, select "<All Tables>", "General Ledger", or "Shared Tables". Tables appear in the box on the left.

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


4. In the **Table Name** field, enter a name, such as "Departments", "Budgets", "Managers", or "Programs".

5. 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.

6. 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.

1. To delete a table, from the Tables page, select the table you want to delete.
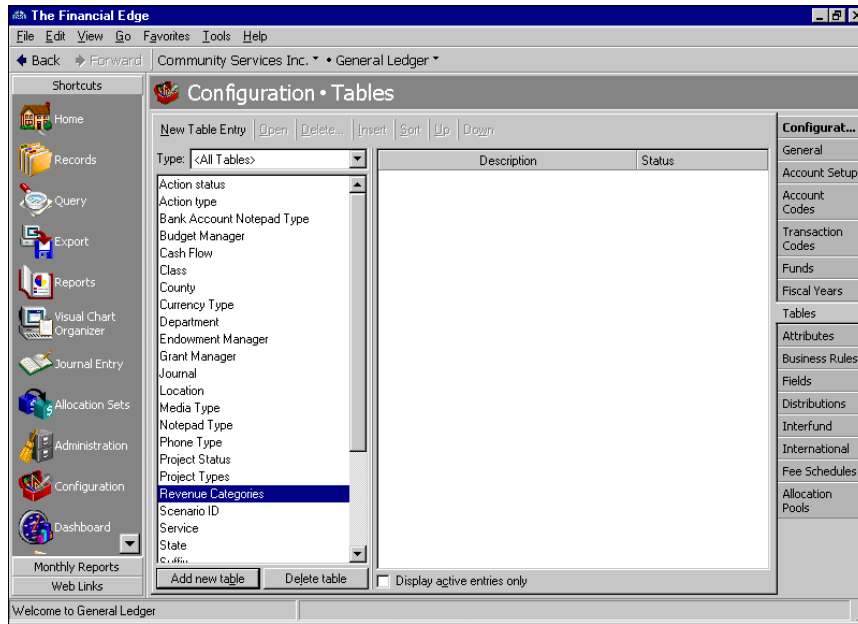
2. At the bottom of the screen, click **Delete Table**. A message appears asking if you are sure you want to delete the table.

3. To delete the table and return to the Tables page, click **Yes**.

▶ **Printing a table**

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

2. Select **Code Tables Report**. The Code Table Report screen appears.
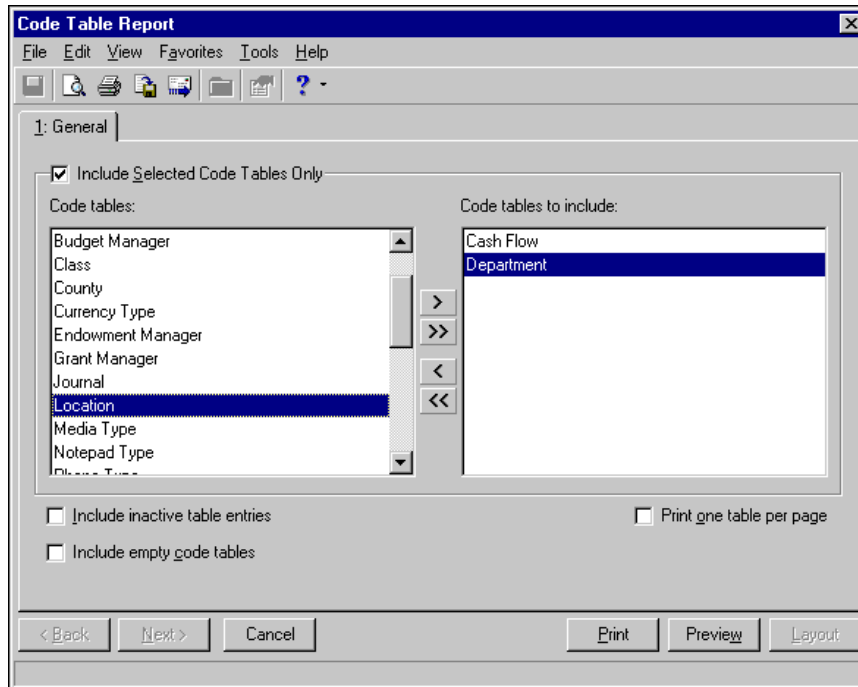
3. To print specific tables, leave the **Include Selected Code Tables Only** checkbox marked. To print all tables, remove the checkmark.

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. From the Configuration page, click **Tables**. The Tables page appears.
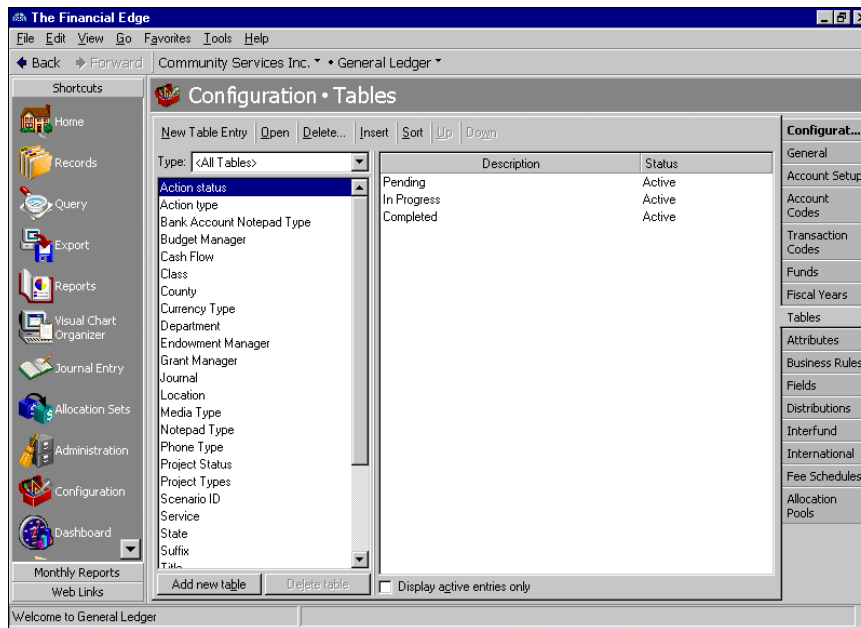
2. In the box on the left, select the table in which to add the new table entry. Table entries appear in a grid on the right.

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**.

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**.

Warning: You can delete a table entry only if it is not currently in use. You can, however, make the entry inactive to remove it from the list of available entries.
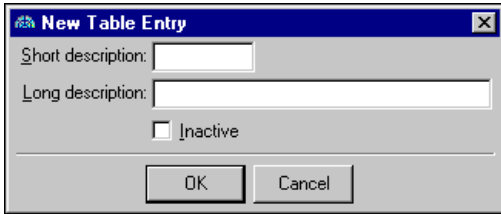
▶ **Inserting a table entry**

1. On the Tables page, select the table in which to insert a new entry. Table entries appear in a box on the right.
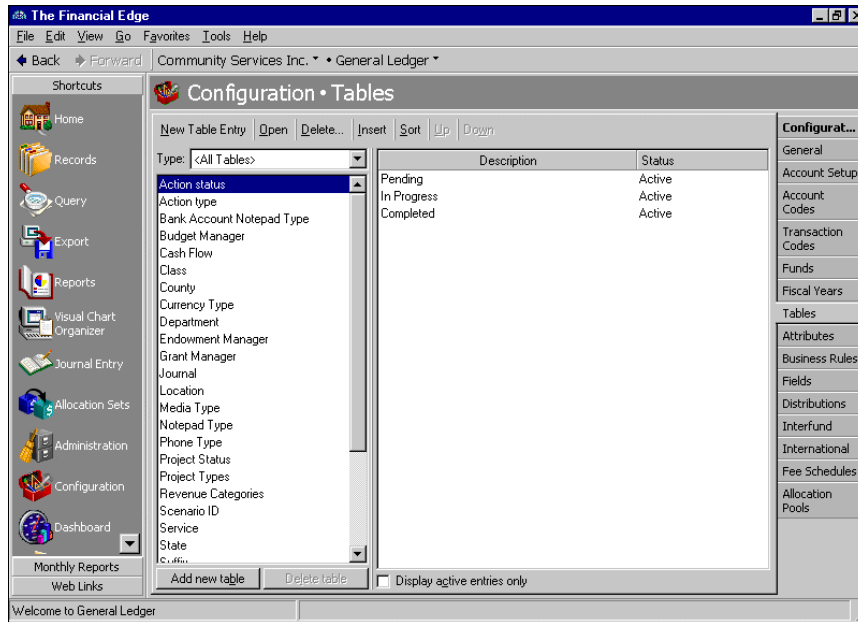
2. In the table entry box, select the entry below the point where you want to insert the new entry.
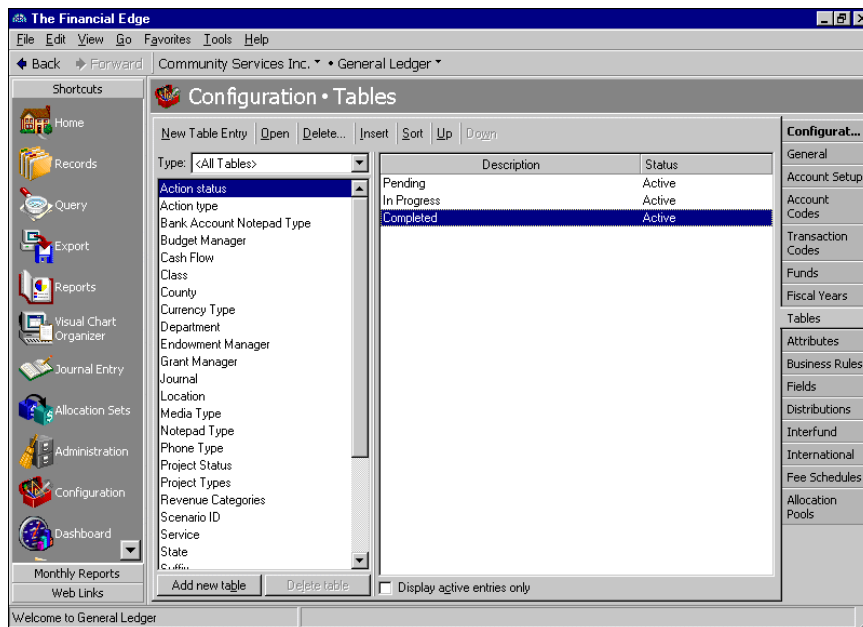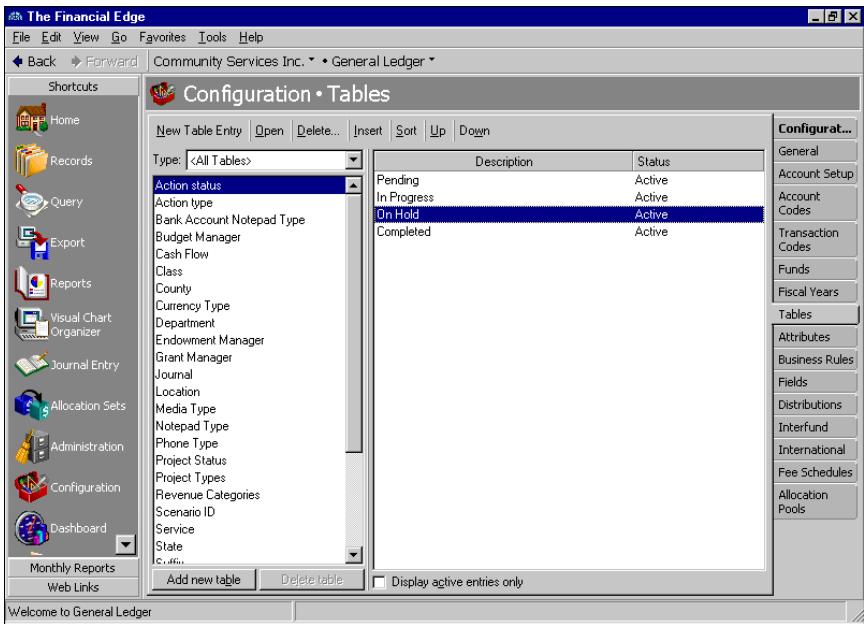
3. Click **Insert**. The New Table Entry screen appears.

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.
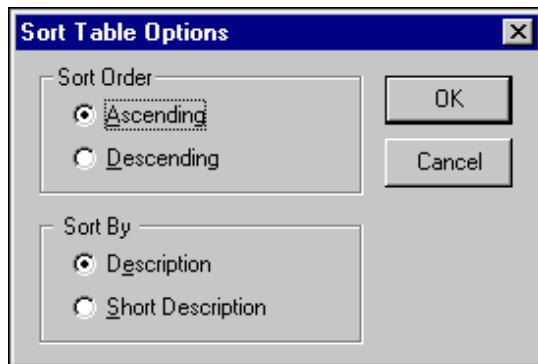

▸   **Sorting table entries**

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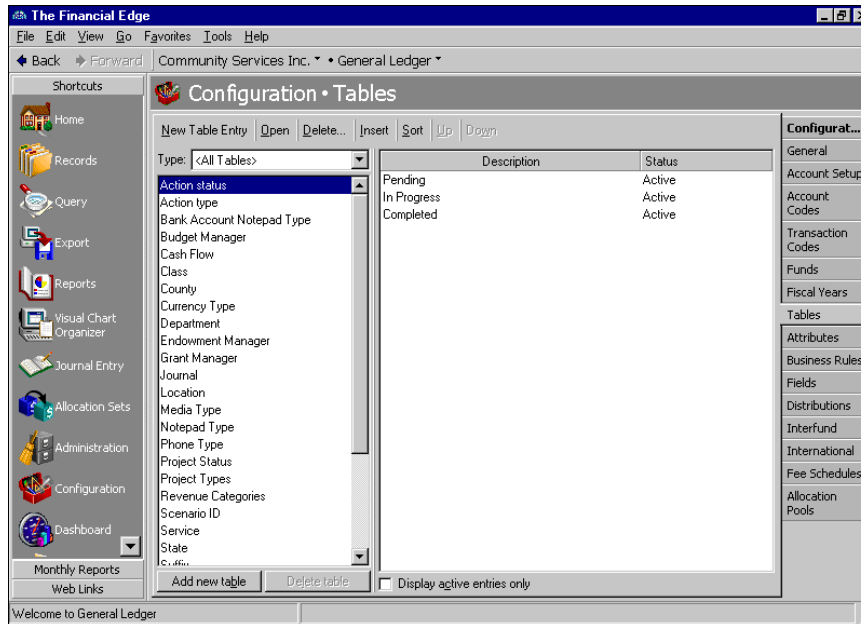
2. In the box on the left, select a table and click **Sort**. The Sort Table Options screen appears.

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**.

▸ **Moving table entries up or down**

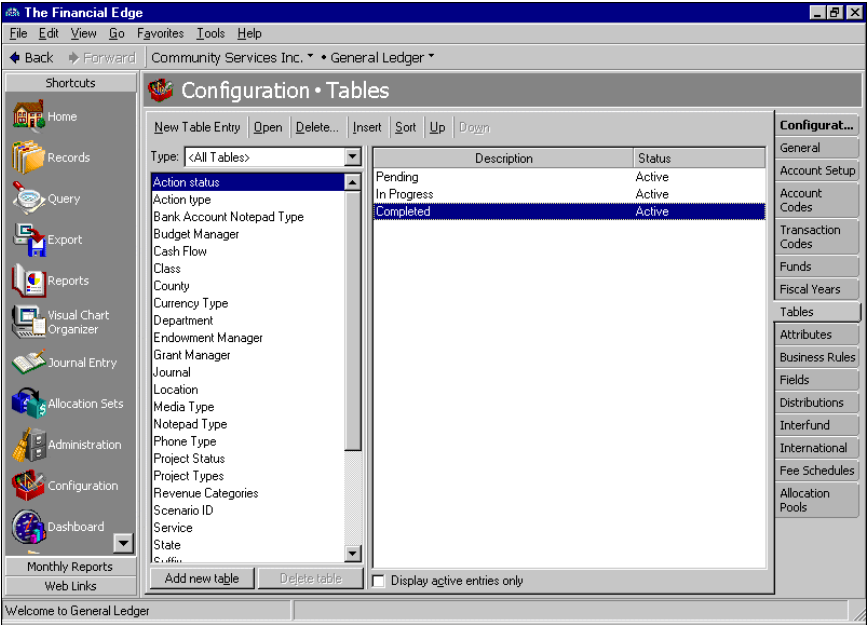1. On the Tables page, select the table containing the entry to move. Table entries appear in a box on the right.
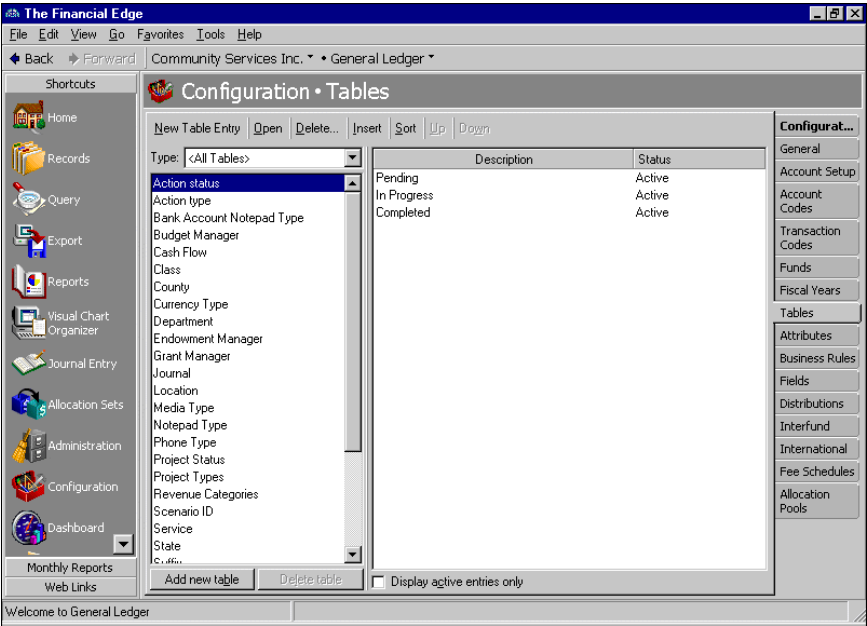
2. In the table entry box, select the entry you want to move.

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.

Attributes

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 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 account and project records. 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 "Tables" on page 26.

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

This section contains procedures for adding and moving attributes.

Managing Attributes

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 **General Ledger** attributes: account, transaction, project, and action, and you can print attribute reports. Project attributes are available only with the optional module *Projects and Grants*.

When you make an attribute required, you are prompted to add it when creating new records. When creating multiple account records, however, you are not reminded to add required attributes to the new accounts. You must perform a global change to add the required attribute to the group of accounts you created. If your business rules are set to create accounts automatically, and you create an account "on the fly" that should have a required attribute, you must save the account and add the required attribute later.

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

‣ **Adding an attribute**

1. From the Configuration page, click **Attributes**. The Attributes page appears.
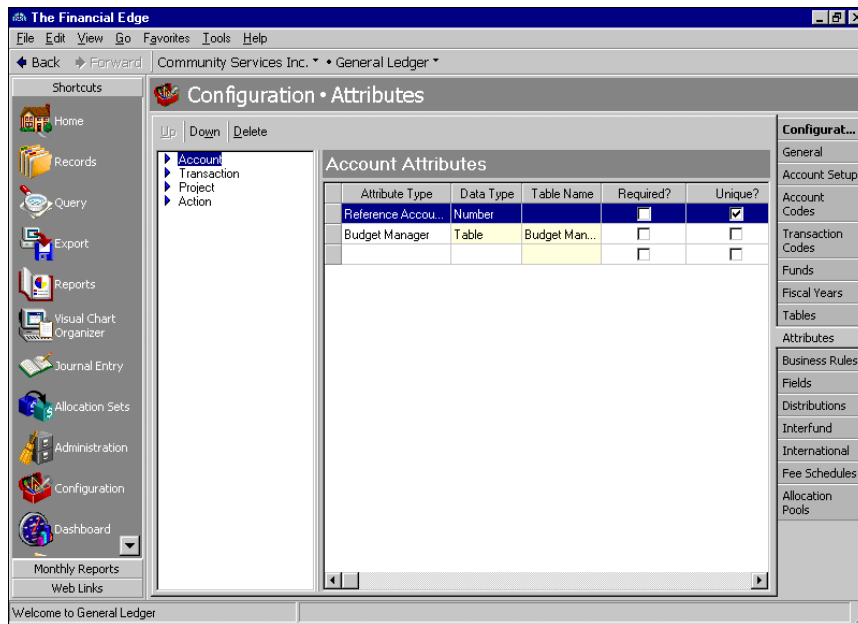
Note: Project attributes are available only with the optional module *Projects and Grants*.

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 make the attribute unique 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.
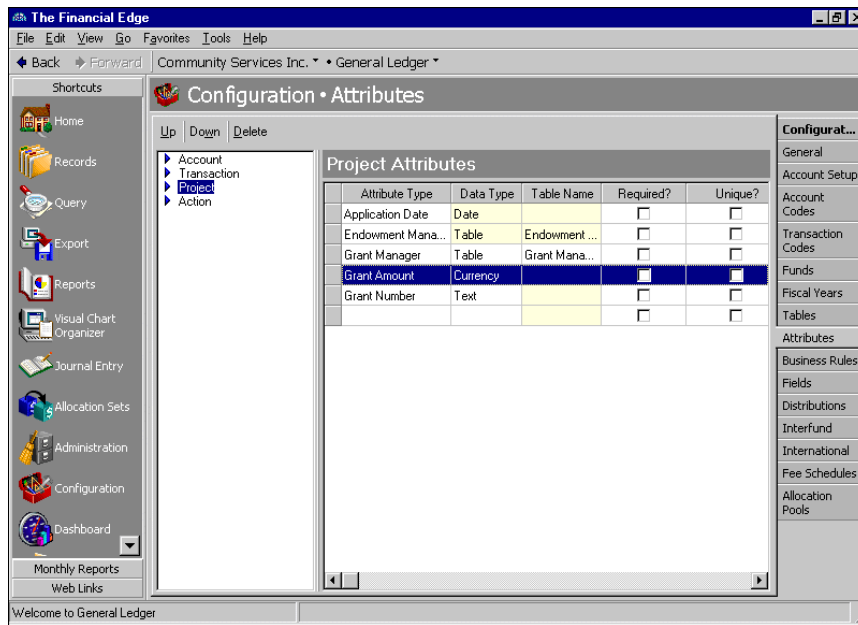
2. In the attribute grid, select the row you want to move.

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 Rules

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. You can establish business rules for *Budget Management*, *Projects and Grants*, and *Allocation Management* only if you have those optional modules.

General Business Rules

By setting general business rules, you can exclude inactive accounts from searches and/or queries and you can specify whether to allow distributions that equal less than 100 percent of the distribution amount or percent. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
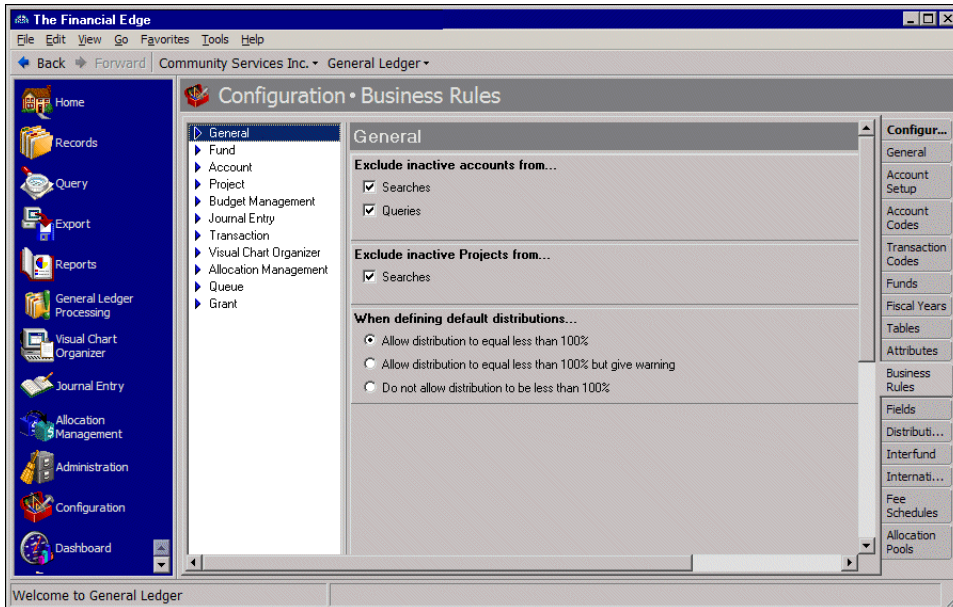

Exclude inactive accounts from. Use this business rule to exclude inactive accounts from searches and queries.

Exclude inactive projects from. Use this business rule to exclude inactive projects from queries.

When defining default distributions. Use this business rule to select requirements for default distributions. You can automatically allow or disallow distributions that total less than 100 percent of the distribution amount, or you can have *General Ledger* warn when you make distributions totalling less than 100 percent.

Fund Business Rules

By setting Fund business rules you can enable *General Ledger* to automatically generate new fund IDs and prevent data entry to the **Fund ID** field. You can also prevent editing of class restrictions on funds, and designate custom names for funds and fund balance accounts. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
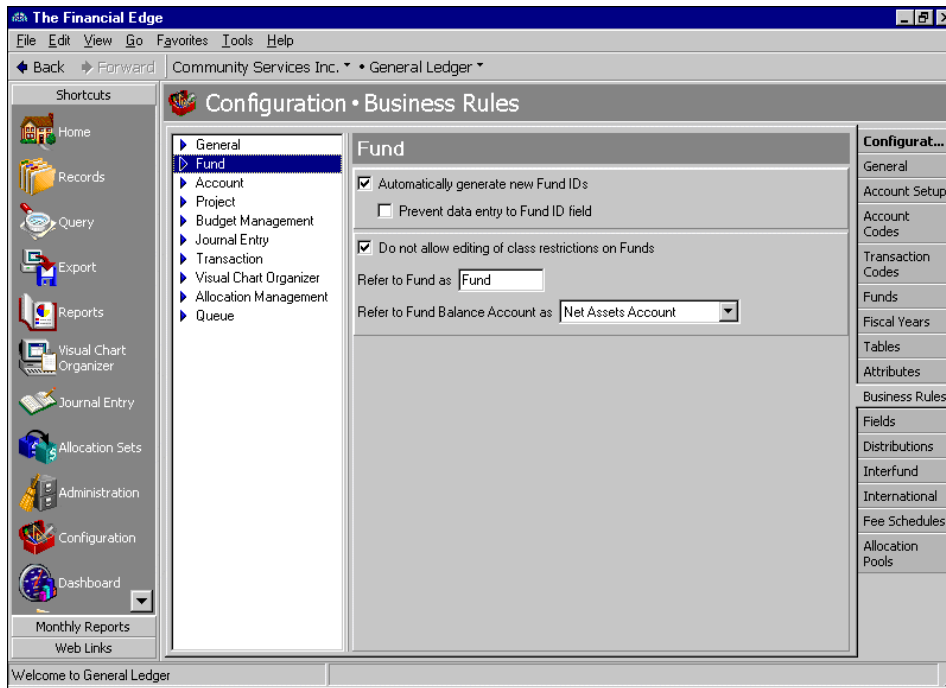
Automatically generate new Fund IDs. With this business rule marked, *General Ledger* automatically generates new fund ID numbers when you add new funds.

Prevent data entry to Fund ID field. With this business rule, you can lock fund ID numbers so they cannot be edited. This feature protects your account structure.

Do not allow editing of class restrictions on Funds. With this business rule, you can prevent tampering with any restrictions you may have on your classes, such as whether a class is required to balance the fund, the accounts on which it is required, and if details are saved on closing.
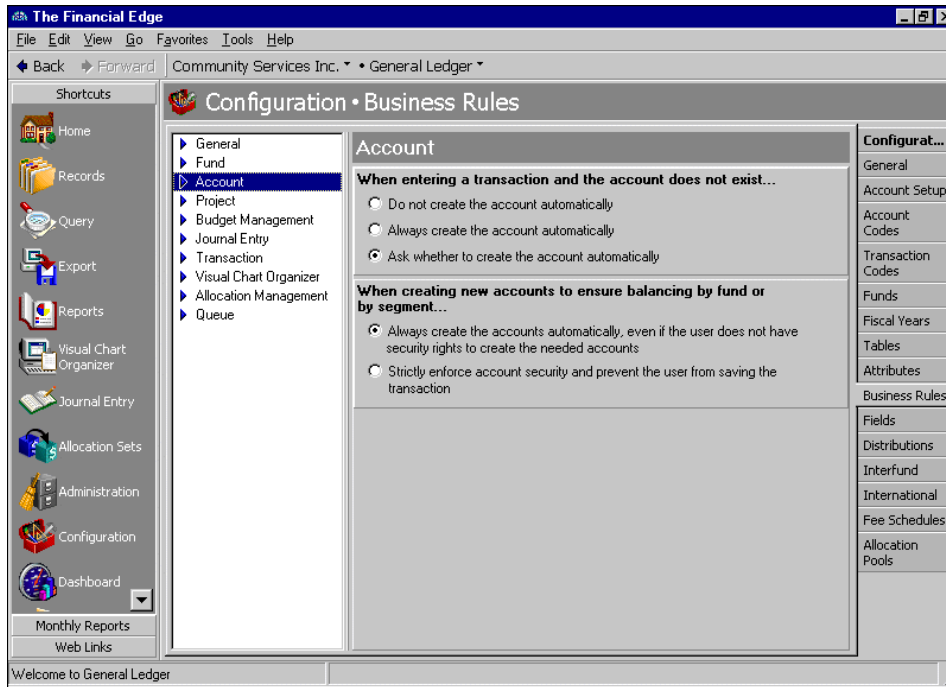
Refer to Fund as. With this business rule, you can enter a custom term your organization uses to identify funds.

Refer to Fund Balance Account as. With this business rule, you can select a term to identify balance accounts. You can select "Net Assets Account", "Fund Balance Account", or "Retained Earnings Account".

Account Business Rules

By setting Account business rules, you can designate what happens when entering transactions for accounts that do not exist. You can choose to always create accounts automatically, to have the program ask whether to create accounts automatically, or to not create accounts automatically. When you create accounts "on the fly" (either automatically or after the program asks if you want to create an account) you must save them and add any required attributes later.

With Account business rules, you can also designate what happens when the program needs to create new accounts to ensure balancing by fund or by segment. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.


When entering a transaction and the account does not exist. With this business rule, you can mark an option for creating accounts when a user enters an account that does not exist. You can select to always or never create the account automatically, or you can require *General Ledger* to ask the user before creating the account.

When creating new accounts to ensure balancing by fund or by segment. With this business rule, you designate whether *General Ledger* always or never automatically creates accounts to enable balancing by fund or segment. If you select **Strictly enforce account security and prevent the user from saving the transaction**, you can save only transactions containing valid balancing accounts.

Project Business Rules

By setting Project business rules, you can enable *General Ledger* to automatically generate new project IDs starting with a number you specify. You can also designate the length of the project IDs and mark a business rule to prevent data entry to the **Project ID** field. Projects are available only with the optional module *Projects and Grants*. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
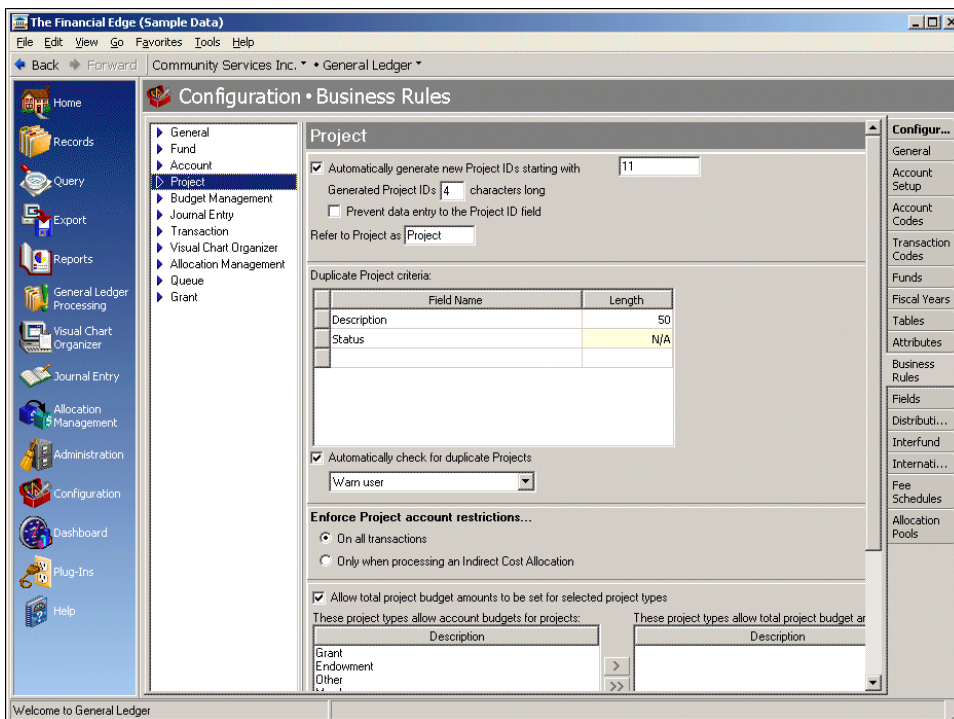
Automatically generate new project IDs starting with [ ]. With this business rule marked, *General Ledger* automatically generates new project ID numbers when you add projects to the database. You also designate the first number to use when creating project ID numbers.

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

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

Refer to Project as [ ]. With this business rule, you can enter a custom term your organization uses to identify projects. For example, you can rename the project as grant, sub-fund, or endowment, depending on your business needs. The name you enter appears anywhere in the program that the term Project currently displays.

Duplicate project criteria. In this grid, you select specific project record fields to use as criteria when searching for duplicate projects. The duplicate search is useful for preventing users from entering duplicate projects.

Automatically check for duplicate projects. With this business rule marked, *General Ledger* automatically searches for duplicates when you save a new project. With this option, you also determine how to handle found duplicates — you set the program to give a warning when a duplicate exists, or disallow duplicate projects.

If you do not mark this option you can still check for duplicate projects using the duplicate project criteria selected in the grid. To do this, on the menu bar of an open project record, select **Project**, **Duplicate Search**.

Enforce Project account restrictions. With this business rule, you can select to enforce project account restrictions on all transactions, or only when processing an indirect cost allocation.

Allow total project budget amounts to be set for selected project types. With this business rule, you can select the project types for which you want to use project total budgeting, instead of account based budgeting. This business rule affects how the Budget tab displays on project record.

Budget Management Business Rules

In **General Ledger**, an increase or decrease in a project budget directly affects the corresponding account budget. If the project budget increases, so does the account budget. If the project budget decreases, the account budget also decreases. With the optional module *Budget Management*, you can designate how to handle increases or decreases in account budgets. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.

If you have set up a grant tracking transaction code on the Grants Business Rules page of *Configuration*, the options for Budget Managment Business Rules will change to include grants.
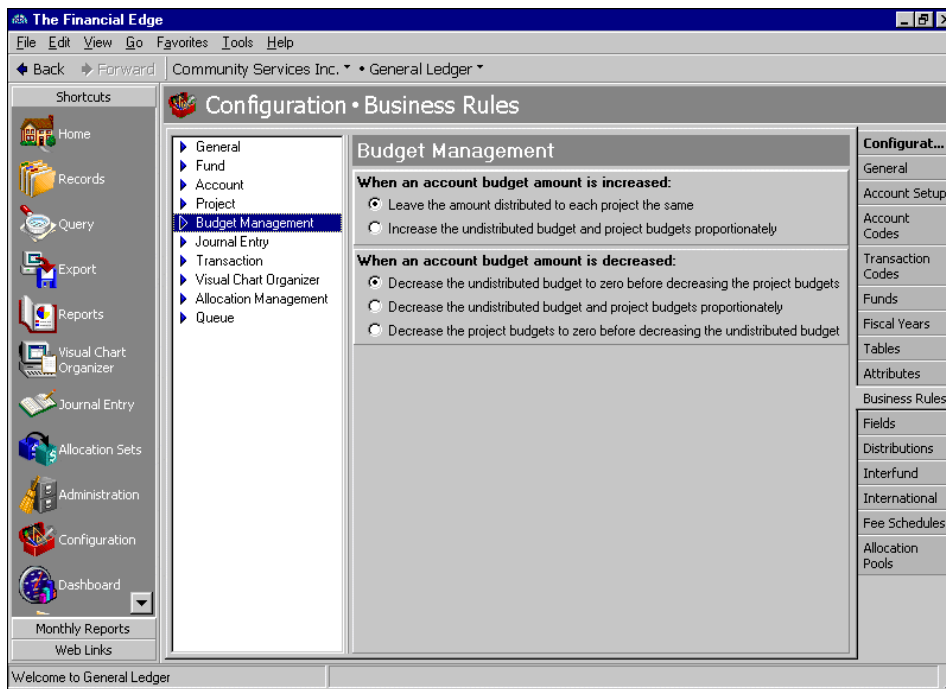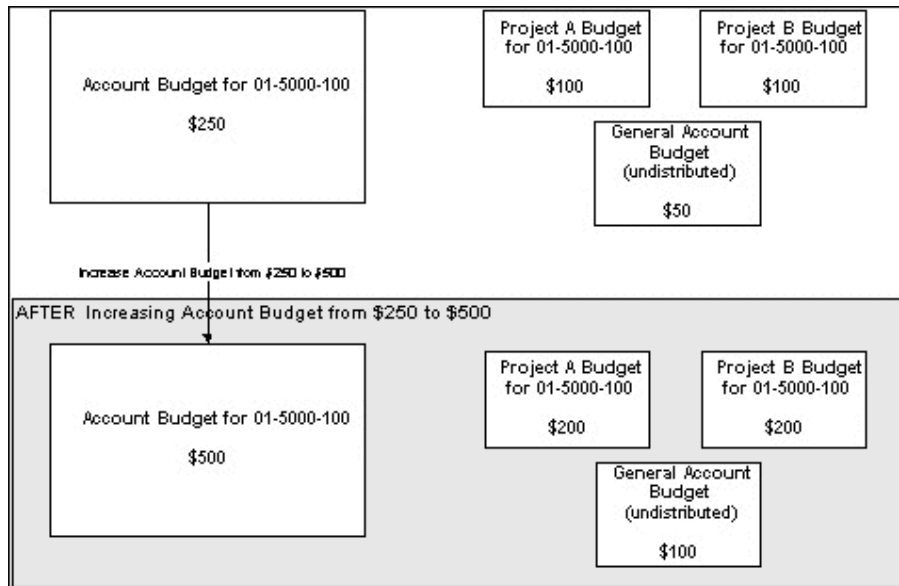

When an account budget amount is increased. With this business rule, you designate the action **General Ledger** takes when you increase an account budget. You can leave the amount distributed to each project and grant the same, or increase the general account budget and project budgets proportionately.

In the **When an account budget amount is increased** frame, if you mark **Leave the amount distributed to each Project and Grant the same**, when an account budget is increased, the amount distributed to each project and grant budget remains unchanged.
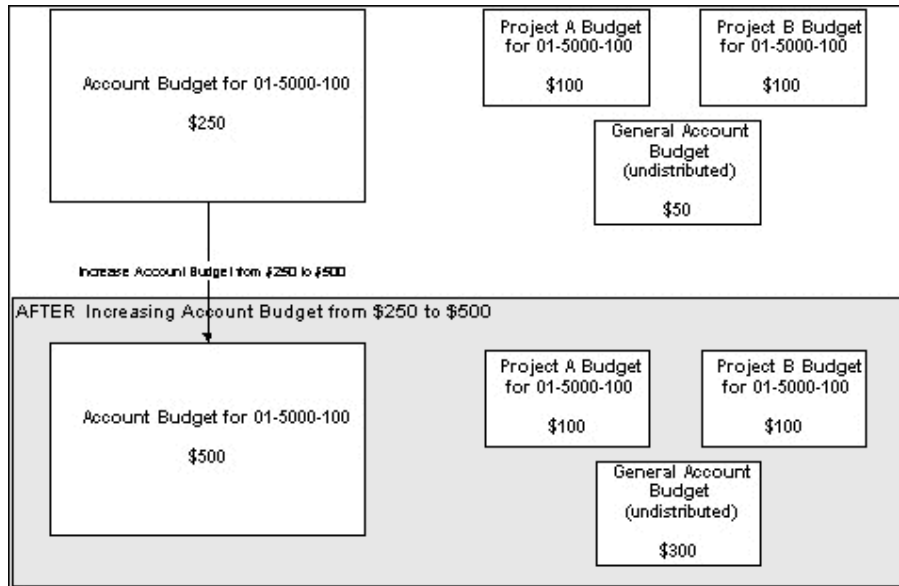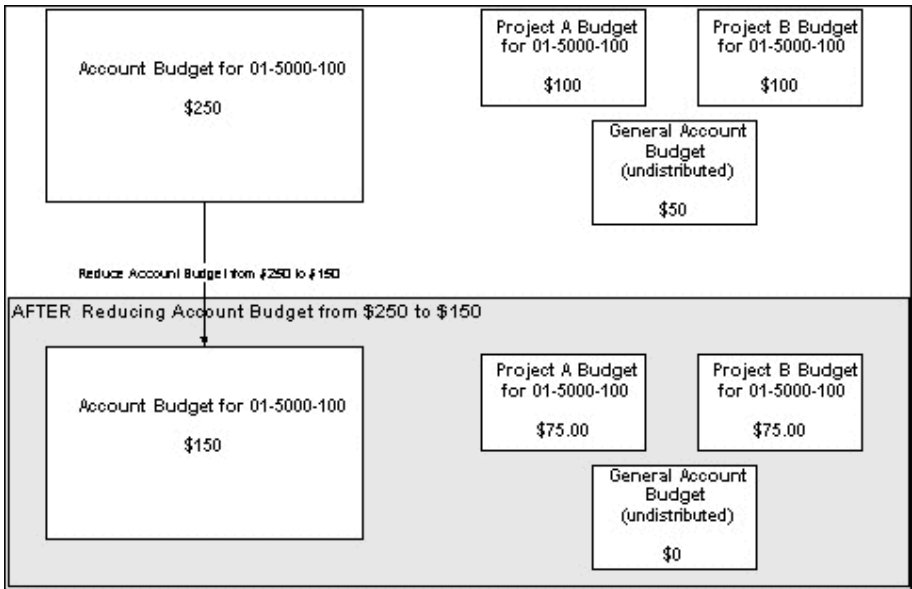

If you mark **Increase the undistributed budget and Project and Grant budgets proportionately**, when an account budget is increased, the undistributed budget and the project and grant budgets are increased proportionately.


When an account budget amount is decreased. With this business rule, you designate the action *General Ledger* takes when you decrease an account budget. You can decrease the undistributed budget to zero before decreasing the project and grant budgets, decrease the undistributed budget and the project budgets proportionately, or decrease the project budgets to zero before decreasing the undistributed budget.

In the **When an account budget amount is decreased** frame, if you mark **Decrease the undistributed budget to zero before decreasing the Project and Grant budgets**, the general account budget is reduced until it reaches zero, then project and grant budgets are reduced proportionately.

If you mark **Decrease the undistributed budget and the Project and Grant budgets proportionately**, the general account budget and project and grant budgets are reduced proportionately.
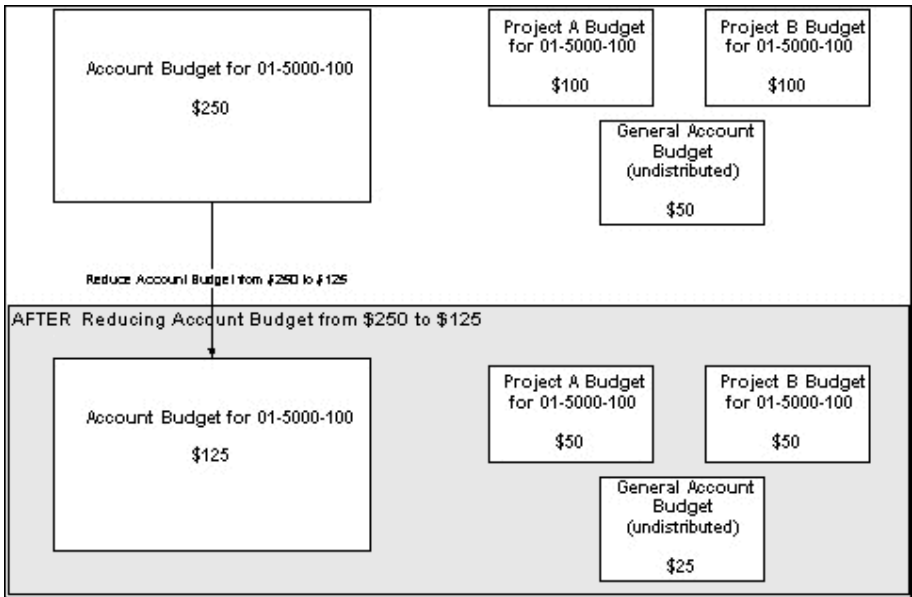
If you mark **Decrease the Project and Grant budgets to zero before decreasing the undistributed budget**, decreases in the account budget cause the project and grant budgets to be reduced (until they reach zero), before the general account budget is reduced.
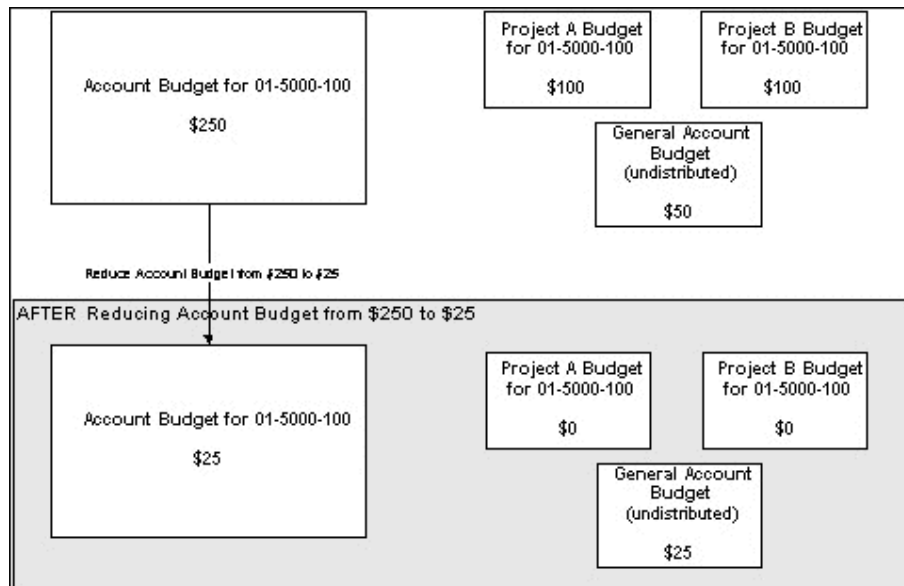
Journal Entry Business Rules

By setting *Journal Entry* business rules, you can require approval before batches of transactions are approved. You can also allow automatic creation of interfund entries in *Journal Entry* and designate specific journals to be used. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
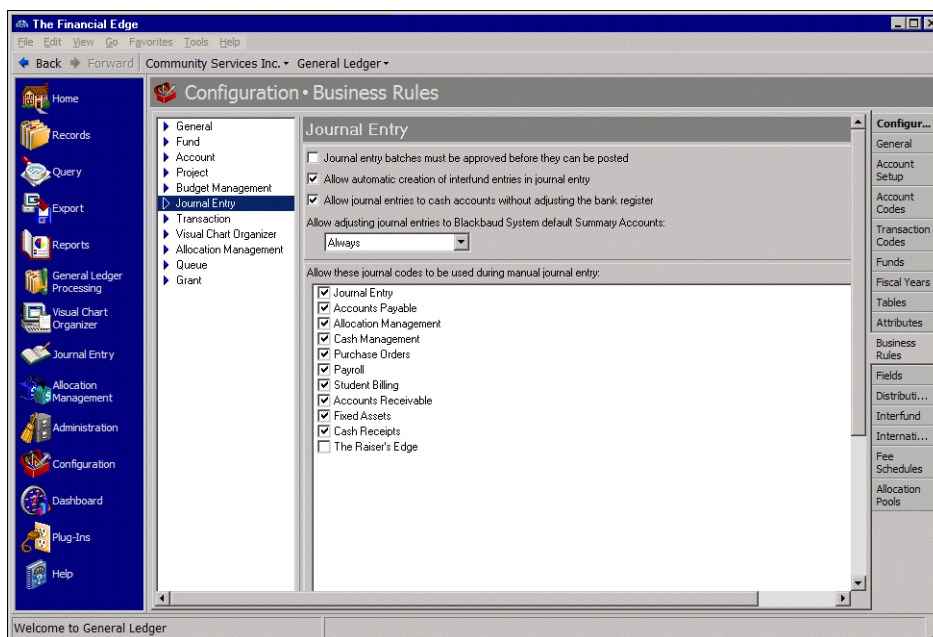
Journal entry batches must be approved before they can be posted. With this business rule marked, you can require approval from someone with security rights before journal entry batches are posted.

Allow automatic creation of interfund entries in journal entry. With this business rule marked, *General Ledger* automatically creates interfund entries to balance distributions that would not otherwise balance. You cannot save non-balancing distributions.

Allow journal entries to cash accounts without adjusting the bank register. With this business rule marked, a checkbox appears on batch records that you can mark to automatically create bank adjustments when posting to a bank's cash account. If you do not mark this business rule, the option on batch records to automatically create bank adjustments when posting to a bank's cash account is disabled.

Allow adjusting journal entries to Blackbaud System default Summary Accounts. With this business rule, you can allow or prevent your users from selecting default Summary Accounts for adjusting journal entries. Summary Accounts are defined in the Default Accounts section of *Configuration* in each subsidiary ledger.

From the drop-down menu, select "Always", "Ask each time", or "Never (Strongly Recommended)". This rule applies only to default accounts for *Accounts Payable* (Account Summary and Encumbrance), *Accounts Receivable* (Account Summary), and *Student Billing* (Account Summary). Summary accounts are defined in the subsidiary ledgers.

- **Never (Strongly Recommended)** - With this selection, the system displays a notification message when you select a default Account Summary account for adjusting journal entries. When this occurs, you must select a different account.

- **Ask each time** - With this selection, the system displays a notification message informing you that you have selected a default Account Summary account for adjusting journal entries. When this occurs, you will be asked if you want to continue.

- **Always** - With this selection, the system does not display a notification message when you select a default Account Summary account for adjusting journal entries.

Allow these journal codes to be used during manual journal entry. With this business rule, you mark the journals you want to use in journal entry. To exclude a journal, unmark the checkbox. This rule prevents misusing journal codes on manual journal entries. Example of journals include Accounts Payable, Journal Entry, Cash Receipts, and Accounts Receivable.

Transaction Business Rules

By setting transaction business rules, you can ensure transaction information remains consistent when posting from other Blackbaud programs. For example, you can prevent zero amount transactions from being posted. You can also enter text to represent reversing transactions. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
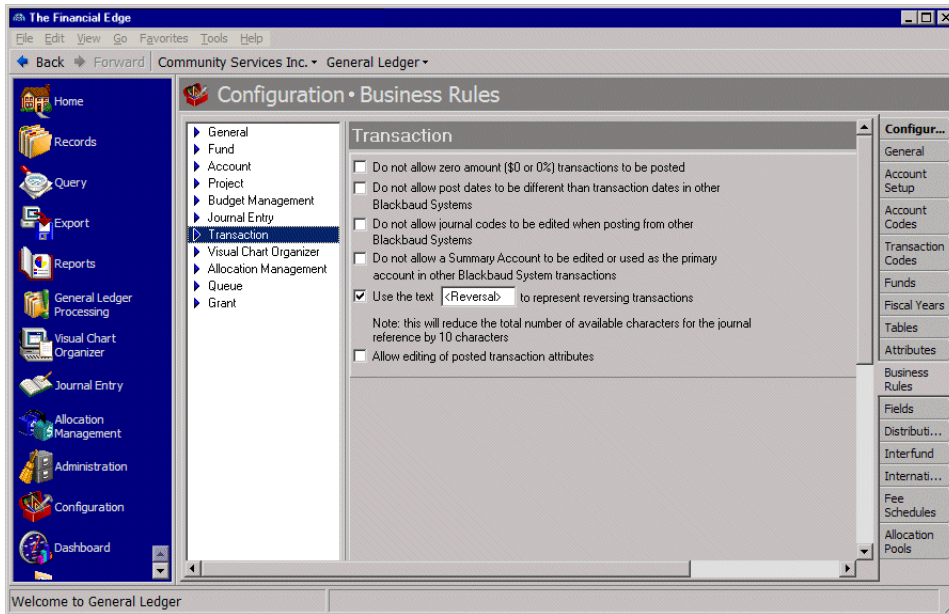
Do not allow zero amount ($0 or 0%) transactions to be posted. With this business rule, you can prohibit posting zero amount transactions. To allow posting transactions with a zero amount, unmark the checkbox.

Do not allow post dates to be different than transaction dates in other Blackbaud Systems. With this business rule, you can prohibit using different post dates and transaction dates in other Blackbaud Systems. This will eliminate timing differences. If you have items, such as invoices or credit memos, that you want to accrue, use an attribute to mark the item, then run the report.

Do not allow journal codes to be edited when posting from other Blackbaud Systems. With this business rule, you can prohibit journal codes from being edited when posting from other Blackbaud Systems. This ensures that the journal code you designate for a subsidiary ledger is used consistently, helping you identify the source of the transactions. All post parameter files will automatically use the journal code assigned in *Configuration* of the subsidiary ledger being posted. You must create and assign journal codes before entries can be posted to *General Ledger*.

Warning: When you select the journal code business rule, existing post parameter file journal codes are updated when you save or post with a previously saved parameter file.

Do not allow a Summary Account to be edited or used as the primary account in other Blackbaud System transactions. With this business rule, you can prohibit a Summary Account from being edited or used as the primary account in other Blackbaud System transactions. Summary Accounts are defined in the Default Accounts section of *Configuration* in each subsidiary ledger. This rule helps prevent accidentally recording transactions in the wrong account.

Use the text [ ] to represent reversing transactions. With this business rule, you can designate custom text to identify reversing transactions. If you use a text identifier, the total number of characters you can use for the journal reference is reduced an equal amount. For example, if you use the identifier <Reversal>, the number of characters available for your journal reference is reduced by 10 characters.

Allow editing of posted transaction attributes. With this business rule, you can allow posted transaction attributes to be edited.

Visual Chart Organizer Business Rules

You can set Visual Chart Organizer business rules to automatically generate new template IDs starting with a number you specify, to prevent data entry to the **Template ID** field, and you can designate the length of the template IDs. With another business, you can allow using advanced filters when searching for accounts to include on the Account Detail Definition tab. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
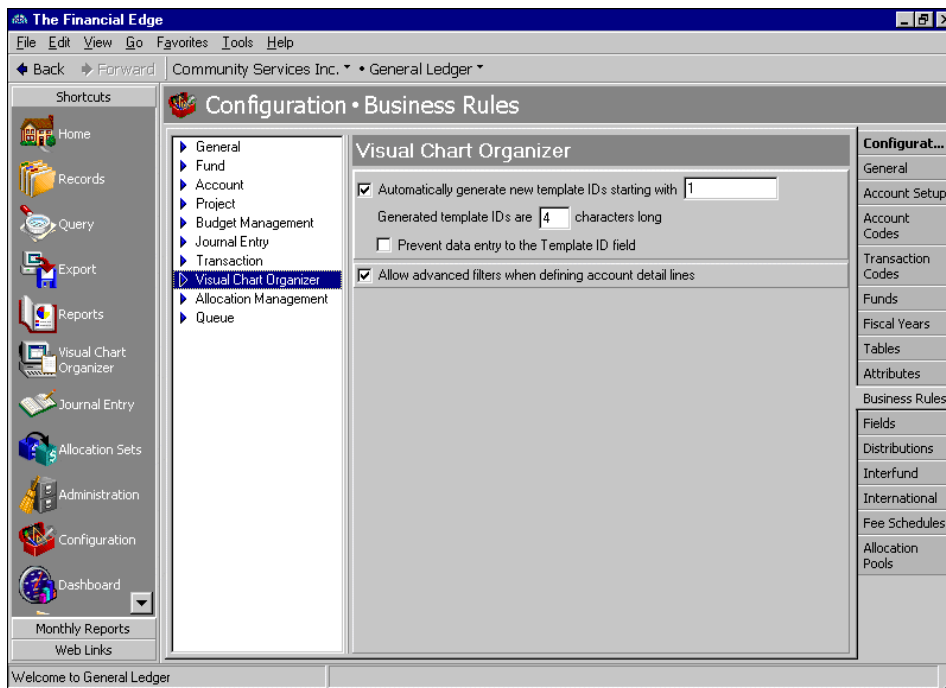
Automatically generate new template IDs starting with [ ]. With this business rule marked, *General Ledger* automatically generates new template ID numbers when you add templates to the database. You also designate the first number to use when creating template ID numbers.

Generated template IDs are [ ] characters long. With this business rule, you define how many characters to use when creating new template ID numbers.

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

Allow advanced filters when defining account detail lines. With this business rule marked, you can use advanced filters when selecting accounts to include on the Account Detail Definition tab.

Allocation Management Business Rules

If you have the optional *Allocation Management* module you can designate custom identifiers for Management Fees and/or Money Manager Fees. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.
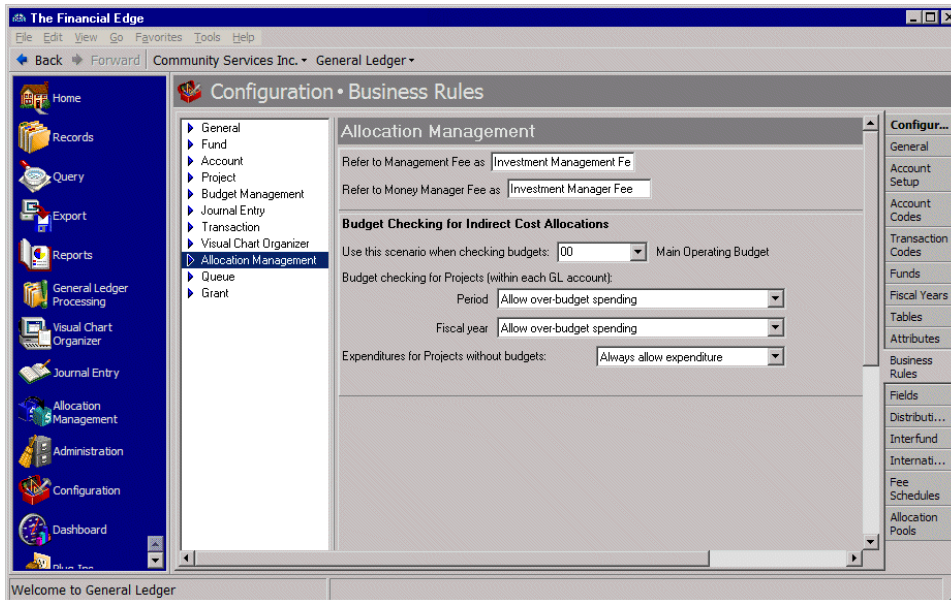
Refer to Management Fee as [ ]. With this business rule, you can designate custom text to identify management fees.

Refer to Money Manager Fee as [ ]. With this business rule, you can designate custom text to identify money manager fees.

Use this scenario when checking budgets. With this business rule, you can designate the scenario to use when checking budgets.

Expenditures for Projects without budgets. With this business rule, you can specify how the system handles expenditures for projects without budgets. Your choices are "Always allow expenditure", "Warn if an expenditure is created", and "Do not allow expenditures".

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, see the *Accounting Queue Guide*.

By setting *Accounting Queue* business rules, **General Ledger** 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.
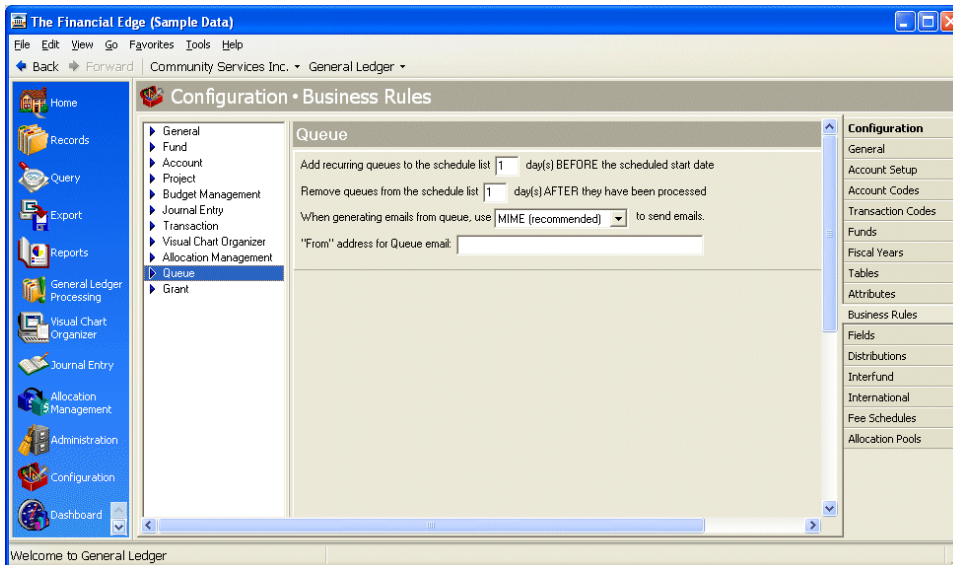
Add recurring queues to the schedule list [ ] days BEFORE the scheduled start date. With this business rule, you can select the number of days before the scheduled start date to add recurring queues.

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.

Grant Business Rules

Using business rules for grants, you can enable *General Ledger* to automatically generate new grant IDs starting with a number you specify. You can also designate the length of the grant IDs and mark a business rule to prevent data entry to the **Grant ID** field. Grants are available only with the optional module *Projects and Grants*. To define business rules for grants, select **Grant** on the left of the Configure Business Rules page and make selections on the right.
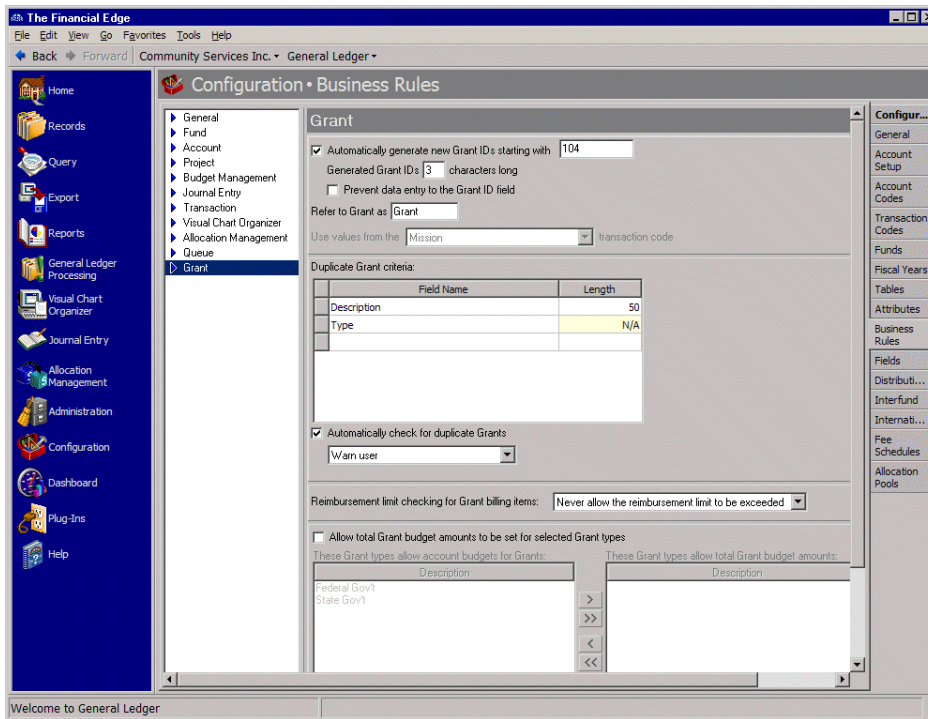
Automatically generate new grant IDs starting with [ ]. With this business rule marked, *General Ledger* automatically generates new grant ID numbers when you add grants to the database. You also designate the first number to use when creating grant ID numbers.

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

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

Refer to Grant as [ ]. With this business rule, you can enter a custom term your organization uses to identify grants. For example, you can rename the grant as fund, campaign, appeal, or foundation, depending on your business needs. The name you enter appears anywhere in the program that the term Grant currently displays.

Use values from the [Transaction Code] transaction code. You can use this business rule to assign a transaction code to the grant. When you select a transaction code, only those transaction code values are available for use on grant records. You cannot change the transaction code after a transaction code value has been defined on any grant record distribution, any budget record distribution, or any project and grant distribution.

Duplicate grant criteria. In this grid, you select specific grant record fields to use as criteria when searching for duplicate grants. The duplicate search is useful for preventing users from entering duplicate grants.

Automatically check for duplicate grants. With this business rule marked, *General Ledger* automatically searches for duplicates when you save a new grant. With this option, you also determine how to handle found duplicates — you set the program to give a warning when a duplicate exists, or disallow duplicate grants.

If you do not mark this option you can still check for duplicate grants using the duplicate grant criteria selected in the grid. To do this, on the menu bar of an open grant record, select **Grant**, **Duplicate Search**.

Reimbursement limit checking for Grant billing items. With this business rule, you can select the project types for which you want to use project total budgeting, instead of account based budgeting.

Allow total grant budget amounts to be set for selected grant types. With this business rule, you can select the grant types for which you want to use grant total budgeting, instead of account based budgeting. This business rule affects how the Budget tab displays on grant record.

Fields

> **Glossary:** A field is a data entry box in which you add and store information on records in your database. For example, **Class** and **Cash flow** are fields available on an account record.

Fields are areas in which you place information. In *General Ledger*, user-defined fields are available only with the optional module *Projects and Grants*. From the Fields page of *Configuration* you can rename some fields and change a field 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.

The Fields page also displays 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 project field characteristics**

> **Note:** You can edit field characteristics at any time.

1. From the Configuration page, click **Fields**. The Fields page appears.
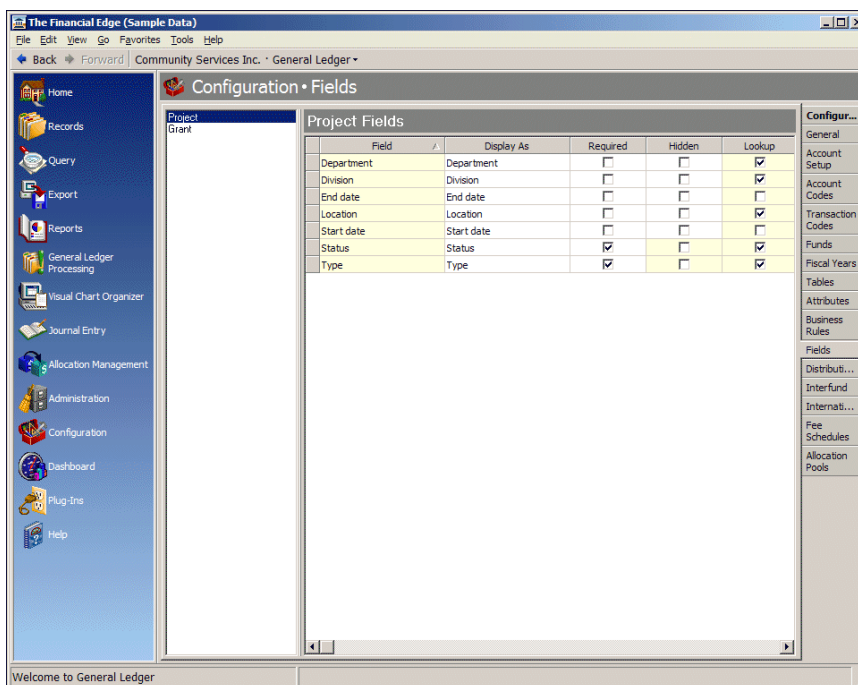
2. In the box on the left, select "Project". Project fields appear on the right.

3. In the **Project 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.

4. To make a field required, in the field row, mark **Required**. A required field must contain information before the project 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 for projects are for informational purposes only, displaying the default lookup status of each field.

7. When you exit the Project Fields screen, your changes are saved automatically.

Distributions

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.

Creating and using distributions in **General Ledger** is an efficient way to distribute activity to transactions in *Journal Entry*. If you have the optional modules *Budget Management* and *Projects and Grants*, you can also create distributions for applying budgets to projects and grants.

In *Configuration*, distributions are templates you reuse to speed the process of entering transactions. You can enter distributions into *Configuration* 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**. The distributions you create in *Configuration* must be assigned to at least one project, class, or transaction code value. A business rule enables you to either permit or prohibit distributions that equal less than 100 percent.

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

This section provides information and procedures for creating transaction, budget, and project distributions.

Transaction Distributions

Note: For more information about transactions for projects, grants, or budgets, refer to the Budget Management or the Projects and Grants chapters of the *Records Guide for General Ledger*.

Transaction distributions make distributing activity to projects, classes, and transaction codes quick and easy. Transaction distributions are especially useful if you commonly distribute money to the same sets of projects, classes, and transaction code values.

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

Distribution type. In this field, you define the type of distribution. Your choices include "Project", "Project and Grant", and "Grants". If you select "Grant" or "Project and Grant", additional columns appear in the grid.

> To distribute by grants, you must set up a grant tracking transaction code on the Grants Business Rules page of *Configuration*.

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.

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 each transaction code column, select a transaction code.

> **Note:** When you enter distributions by percent and use **Distribute Evenly**, *Fixed Assets* 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.

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

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.

‣ **Manually creating a transaction distribution**

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

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

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

4. In the **Distribution type** field, select the type of distribution.

5. 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.

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. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration*. 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!

8. 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 55.

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

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

11. To save the distribution and return to the Distributions page, click **Save and Close**.

‣ **Creating a transaction distribution using a template**

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

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

3. In the **Distribution name** field, enter a name for your distribution.
4. In the **Distribution type** field, select the type of distribution.
5. Click **Load Distribution**. The Select a Default Transaction Distribution screen appears.

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

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

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

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

9. To save the distribution and return to the Distributions page, click **Save and Close**.

Project and Grant Distributions

Project and grant distributions are available only with the optional module *Projects and Grants*. Project and grant distributions are helpful if you commonly distribute a budget to the same sets of projects or grants. You can create distributions that are project-only distributions, grant-only distributions, or project and grant distributions.

To create grant distributions, you must set up a grant tracking transaction code on the Grants Business Rules page of *Configuration*.

Once you create a project distribution in *Configuration*, you can load it into the budget grid on the Budgets tab or Budget Manager screen of a project record.

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

Distribution type. In this field, you define the type of distribution. Your choices include "Project", "Project and Grant", and "Grants". If you select "Grant" or "Project and Grant", additional columns appear in the grid.

To distribute by grants, you must set up a grant tracking transaction code on the Grants Business Rules page of *Configuration*.

Note: When you enter distributions by percent and use **Distribute Evenly**, *Fixed Assets* 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).

Project ID. In the **Project ID** column, enter a project ID number.

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

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

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

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

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

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

▶ **Manually creating a project and grant distribution**

Note: Project and grant distributions are available only with the optional module *Projects and Grants*.

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

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

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

4. In the **Distribution type** field, select the type of distribution.

5. 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.

6. In the **Percent** column, enter the percentage of the distribution. If you enter less than 100 percent on the first line, you must add additional distribution lines until the total is 100 percent unless you marked the general business rule allowing distributions less than 100 percent.

7. To load an existing project distribution from a template, click **Load Distribution**.

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

8. To divide the distribution evenly among all projects 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 project and grant distribution using a template**

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

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

> **Note:** Project and Grant distributions are available only with the optional module *Projects and Grants*.

3. In the **Distribution name** field, enter a name for your distribution.
4. In the **Distribution type** field, select the type of distribution.
5. Click **Load Distribution**. The Select a Default Project Distribution screen appears.

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

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

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

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

9. To save the distribution and return to the Distributions page, click **Save and Close**.

Budget Distributions

Budget distributions provide a template in which you can enter budget percentages for each period. You can then apply the distribution template to accounts, grants, or projects. Budget distributions are especially helpful if you use similar budget distributions for various accounts, grants, or projects.

When creating a budget distribution, you define the number of periods included in the distribution. With the optional module *Budget Management*, you can set the distribution across a range of periods and create an unlimited number of custom budget distributions. Without *Budget Management*, you can create only one custom budget distribution, with a maximum of 13 periods.

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

Number of periods. In this field, select the number of periods for the budget.

Period. The Period column is for information only, and displays the number of periods from the Number of periods field.

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

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

▶   **Creating a budget distribution**

Note: With the optional module *Budget Management*, you can create an unlimited number of custom budget distributions. Otherwise, you can create only one.

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

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

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

4. In the **Number of periods** field, select a number of periods for this distribution. Use the arrow buttons to increase or decrease the number of periods.

5. In the **Distribution** grid, the number of periods you enter in the **Number of periods** field appear in the **Period** column.

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

6. In the **Percent** column, enter the percent of the distribution to apply to each period. To distribute the budget evenly among all periods, click **Distribute Evenly**.

7. To save the budget distribution and return to the Distributions page, click **OK**.

Interfunds

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.

You can access account numbers directly from the *General Ledger* database by clicking the binoculars or pressing **F7**.

Account Masking

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 in different funds. On the Interfund page, you can add, edit, and delete interfund entries and interfund sets. In *General Ledger*, the Interfund page is available only if you have the optional module *Allocation Management*.

▶ **Adding an interfund set**

1. From the Configuration page, click **Interfund**. The Interfund page appears.
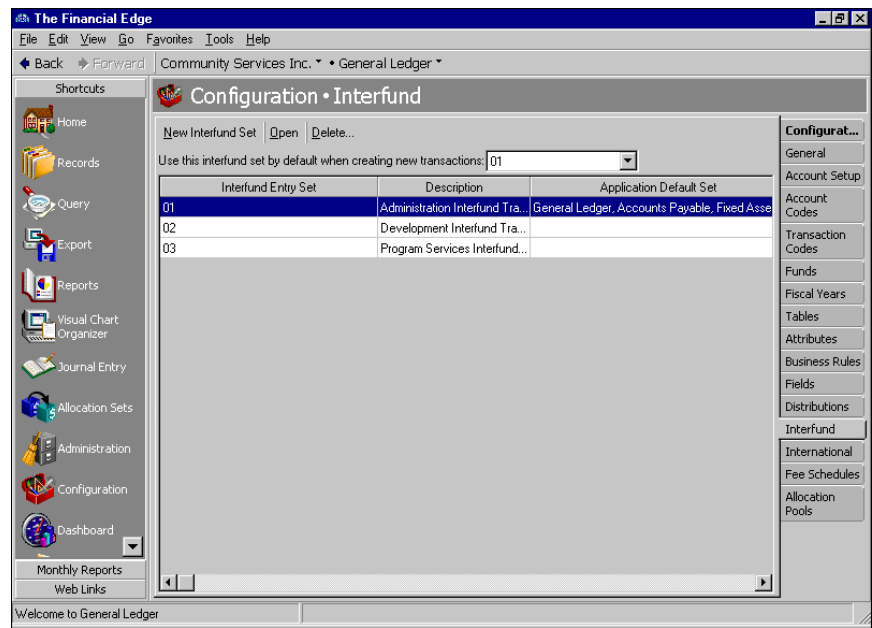
Note: In the **Use this interfund set by default when creating new transactions field**, you can select an interfund entry set to use as a default when you create transactions.

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 page, 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, *General Ledger* asks you to enter valid accounts.

9. On the Blackbaud Systems tab of the Interfund Entry Set page, 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 set, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

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.

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

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.

4. To save the interfund entry and return to the Interfund Entry Set page, 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, *General Ledger* asks you to enter valid accounts.

International Addresses

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. From the Configuration page, click **International**. The International page appears.
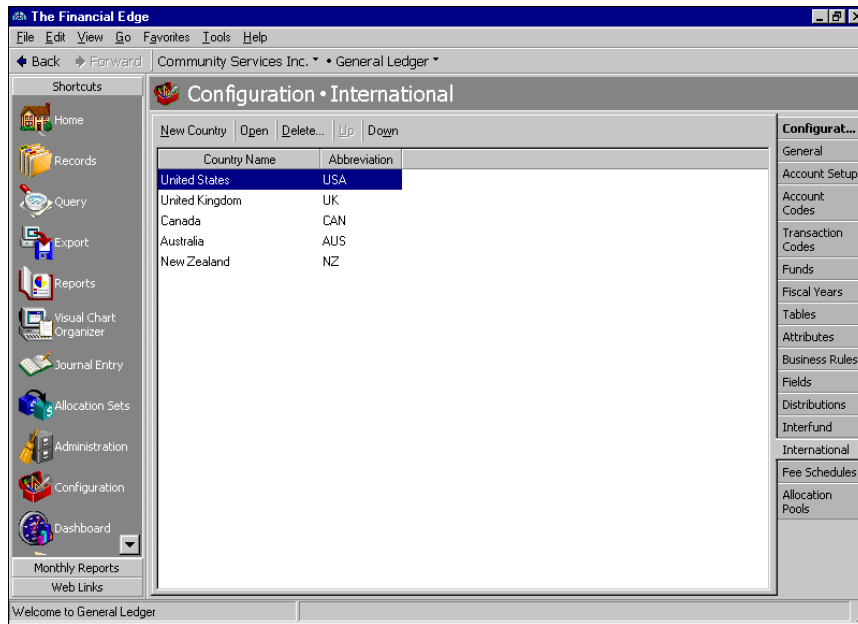
2. Click **New Country**. The New Country screen appears.

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 to use this feature.

8. To save the new country and return to the International page, click **Save and Close**.

Fee Schedules

The **Fee Schedules** link is available only with the optional module *Allocation Management*. By selecting **Fee Schedules,** you can define amounts and/or percentages charged when calculating expense distributions. You can edit or delete fee schedules at any time.

▸ **Creating a fee schedule**

1. From the Configuration page, click **Fee Schedules**. The Fee Schedules page appears.
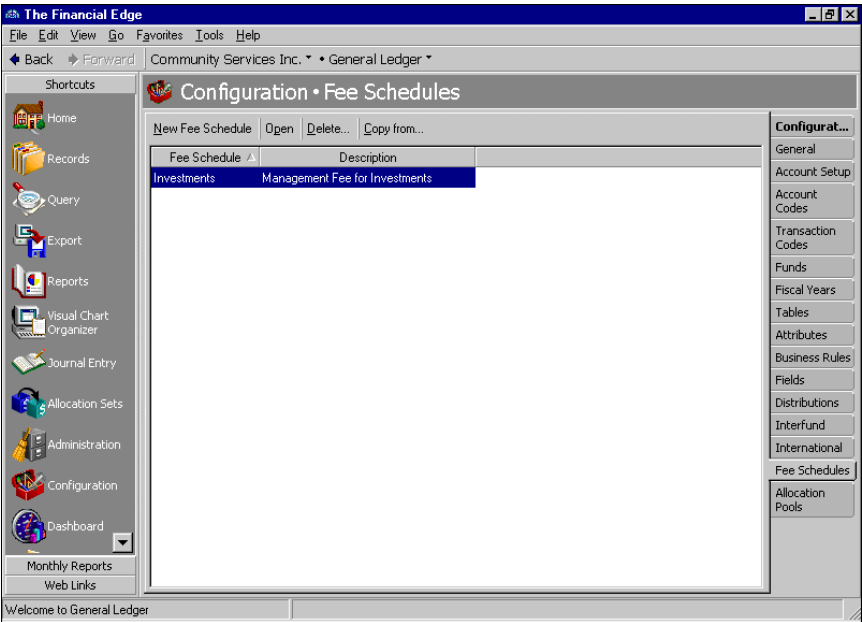
2. Click **New Fee Schedule**. The New Fee Schedule screen appears.

3. In the **Fee schedule** field, enter a unique name or ID for this schedule.

4. In the **Description** field, enter a description.

5. In the **Fee amount** field, you can select whether to calculate the amount using the fee table, or you can have *General Ledger* ask you for an amount at runtime.

   If you select "Calculate the amount using the fee table", in the **Fee Table** grid, in the **From** column, enter the starting fee amount for each range. The default amount for the first row is "0.00", and it cannot be changed.

6. In the **To** column, enter the ending fee amount for each range.

7. To apply a fixed fee amount to account balances in a range, in the **Fixed Amount** column, enter the fee amounts.

8. To apply a percentage money manager fee to account balances in a range, in the **Money Manager Fee (%)** column, enter the fee percentages.

9. To apply a second management percentage fee to account balances in a range, in the **Manager Fee (%**) column, enter the fee percentages.

Note: You can edit or delete fee schedules at any time.

10. To designate minimum and/or maximum fees, enter an amount in the **Minimum Fee** or **Maximum Fee** columns.

11. To calculate a total fee based on fee amounts from each row of the fee table, mark **Divide the balance based on these ranges and apply all relevant fees to each portion of the balance**.

12. To post minimum fees to specific accounts, in the **Post minimum fee to accounts associated with [ ]** field, select "Fixed Amount", "Management Fee", or "Money Manager Fee" as the account type.

13. To enter a maximum fee amount for a specific time period, in the **Maximum Total Fee** frame, mark **Maximum total fee is [ ]** and enter an amount. In the **per** field, select a fee period.

14. To save the fee schedule and return to the Fee Schedules page, click **Save and Close**.

Allocation Pools

The Allocation Pools link appears only if you are using the optional module *Allocation Management*. Using allocation pools, you can create a pool of accounts organized by account, project, class, transaction code, or attribute. Transaction codes, transaction attributes, and projects are available only with the optional module *Projects and Grants*.

Let's say your organization often invests money from many different funds and endowments in an investment account, but the money received from each of these funds or endowments must be tracked separately in your general ledger. When you receive a statement for the investment account, you have to calculate the amount of earnings or losses for each fund in the investment pool using a time-consuming formula that involves computing the asset balance for each fund, totalling the asset balance of the entire account, and then determining each fund's percentage of the total. With allocation pools, you can create pooled accounts and easily track their individual balances as projects without complex calculations. Each pool is made of one or more entities. You can edit or delete allocation pools at any time.

▶ **Creating an allocation pool**

1. From the Configuration page, click **Allocation Pools**. The Allocation Pools page appears.
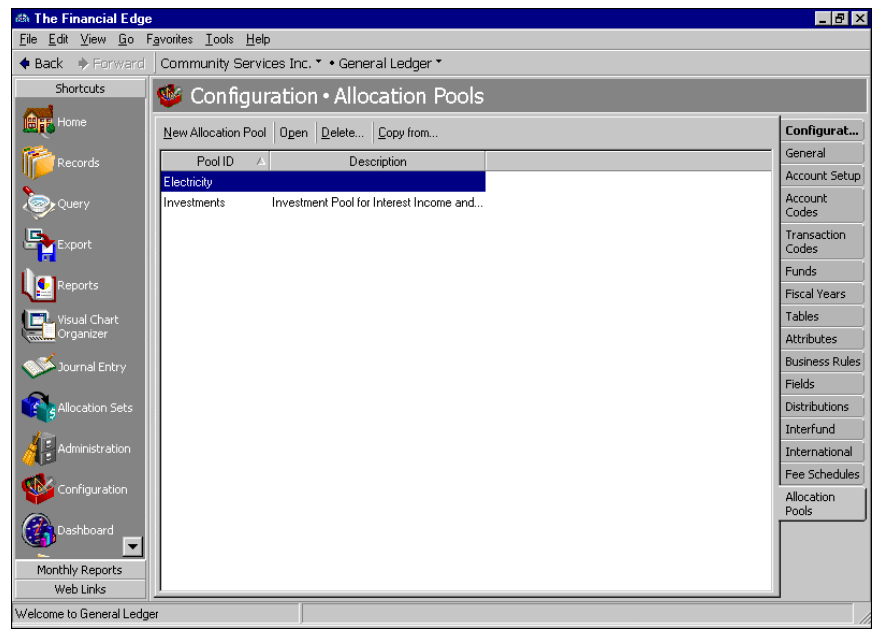
2. Click **New Allocation Pool**. The New Allocation Pool screen appears.

3. In the **Pool ID** field, enter an identifier for the allocation pool.

4. In the **Description** field, enter a description for the allocation pool.

5. In the **Basis** field, select an allocation basis. The basis determines how the allocation pool will be structured.

    Depending on the description you select in the **Basis** field, a **Segment**, **Code**, or **Category** field may appear. In the **Segment** field, select a segment for your allocation. In the **Code** field, select a transaction code for your allocation. In the **Category** field, select an attribute category for your allocation.

6. In the **Details** field, select **Define details separately for all line items**, or **Define detail once for all line items**.

7. In the **Interfund** field, select an interfund entry.

8. In the grid, in the first column, select a value. The grid column headings vary depending on your selections in the **Basis** and/or **Segment**, **Code**, and **Category** fields.

9. In the second column, the description is for informational purposes only and defaults automatically based on your selection in the first column.

10. If you selected "Account" in the **Basis** field, proceed to step 13. Otherwise, on the Accounts tab at the bottom of the screen, in the **Include** frame, select to include only selected accounts, a range of accounts, or to perform a query to find specific accounts.

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

11. In the grid, in the **Account Number** column, enter an account number.

12. The **Account Description** column is for informational purposes and displays the default account description.

13. To select specific filters or run a query, on the Filters tab, select a row in the grid and click **Open**. The selected filters screen opens.

14. In the **Include** frame, mark whether to include only selected filters, a range of filters, or to query for specific filters. If you mark **Selected** filters, in the box on the left, select the filters to include. To move the selected filters to the **Include these filters** box, click the right arrow.

15. To view the previous filter, click **Previous Filter**. To view the next filter, click **Next Filter**.

16. After you select filters, click **OK** to return to the filters tab.

17. To restore filter defaults, click **Clear All**.

18. On the Defaults tab, in the **Default Fee Schedule** field, select a fee schedule.

19. In the grid, the **Allocation Type** column is for informational purposes only and displays allocation types.

20. In the **Source Account** column, enter a source account for each distribution type. Source accounts must be expense accounts for expense distributions and asset accounts for income distributions. Allocation distributions do not require a source account, and miscellaneous distributions may use any account.

21. In the **Destination Account** column, enter a destination account for each distribution type. Destination accounts must be asset accounts for expense distributions and revenue accounts for income distributions. Allocation distributions and miscellaneous distributions may use any account.

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

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

24. 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 the grid, select a value for each transaction code.

Note: For more information about transaction distributions, see "Manually creating a transaction distribution" on page 55.

25. To edit the transaction distribution, click **Transaction Distribution**. The Edit Transaction Distribution screen appears.

26. To apply attributes to the allocation pool, click **Attributes**. The Attributes screen 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. In the **Date** column, enter a date. The **Required** column is for informational purposes only and displays the setting you marked on the Attributes page. In the **Comments** field, enter comments. To save the attribute and return to the New Allocation Pool Screen, click **OK**.

Note: You can edit or delete allocation pools at any time.

27. To delete all rows of the defaults grid, click **Delete All**.

28. To save the new allocation pool and return to the Allocation Pools page, click **Save and Close**. If the accounts you entered are not valid, *General Ledger* asks you to enter valid entries.

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