

The **Financial** EdgeTM

Records Guide for General Ledger

061015

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Contents

ACCOUNTS.	1
Accessing Account Records	3
Managing Account Records	5
Managing Account Budgets	11
Managing Account Activity	17
Managing Attributes, Default Transaction Attributes, and Notes	26
GRANTS.	31
Accessing Grant Records	32
Adding Grant Records	35
Managing Grant Budgets	40
Assigning Projects to a Grant	44
Setting up Reimbursement Information	45
Generating AR Transactions for Grant Expenses	48
Managing Grant Activity	52
Managing Attributes, Media, Actions, and Notes	57
PROJECTS.	65
Accessing Project Records	66
Managing Project Records	69
Managing Project Budgets	75
Adding Account Restrictions	80
Defining Indirect Cost Information	81
Defining Portfolio Allocation Information	83
Managing Project Activity	85
Managing Attributes, Media, Actions, and Notes	99
BUDGET MANAGEMENT	105
Accessing Budget Records	106
Managing Budget Records	108
Managing Budget Scenarios	115
Distributing Account Budgets	140
Distributing Project Budgets	150
Distributing Grant Budgets	154

Adjusting Budgets	156
Managing Budget Notes and Reports	165
INDEX	169

Accounts



Accessing Account Records	3
Finding and Opening Account Records	3
Managing Account Records	5
Adding Account Records	6
Adding Default Transaction Codes	7
Adding Multiple Accounts	8
Deleting Multiple Accounts	10
Managing Account Budgets	11
Adding Account Budgets	12
Distributing Account Budgets Evenly	13
Loading Account Budget Distributions	14
Adjusting Account Budget Totals	16
Managing Account Activity	17
Viewing Account Activity	17
Exporting Account Information	18
Defining Filters for the Activity Grid	19
Viewing Account Details	21
Viewing the History of Changes	23
Graphing Account Activity	24
Managing Attributes, Default Transaction Attributes, and Notes	26
Adding Attributes	27
Adding Default Transaction Attributes	28
Adding Notes	29

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. You must set up funds in *General Ledger* before you can enter accounts.

An account is a tool you use to group financial transactions posted from *Journal Entry* or programs such as *Accounts Payable* or *Accounts Receivable*, or *Payroll*. Accounts show increases, decreases, and an ending balance that provide a means for creating financial statements. Accounts are like containers for the information, or transactions, entered in *General Ledger*. Each transaction must have an account assigned to it. Each account has a unique number structure consisting of at least two segments — a fund and an account code. These account segments help categorize transactions for creating financial statements.

To establish account user options, click **Edit options for Accounts** from the Accounts page. On the Options screen, select the Records tab. In the tree view on the left, select **Account** or **Account Activity**. For more information about options, see the *Program Basics Guide*.

Note: Visit our website at www.blackbaud.com for the latest documentation and information.

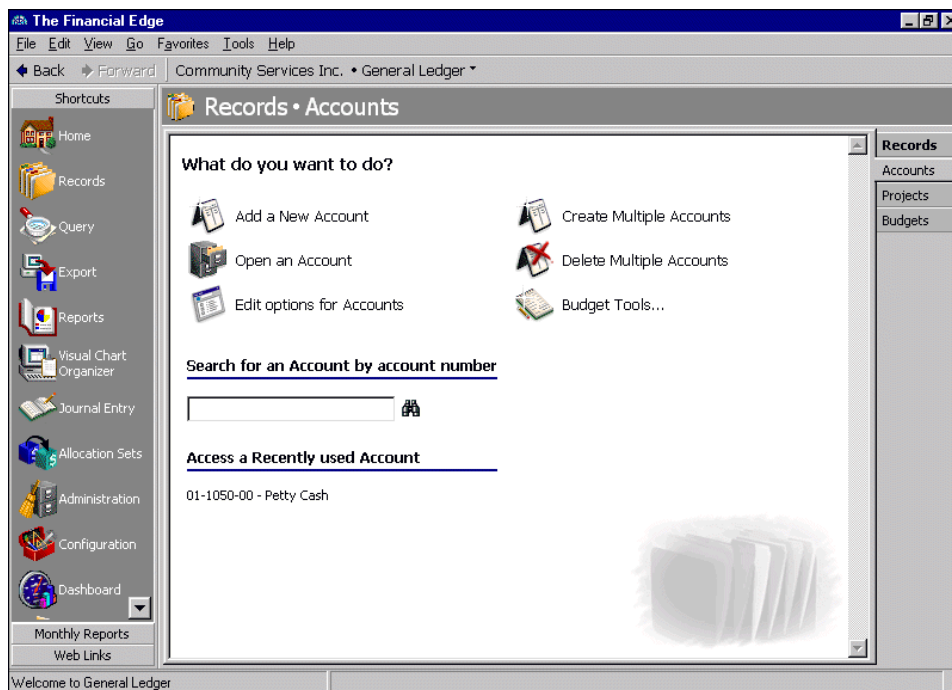
Documentation for *The Financial Edge* shows you how to select, locate, and use the right resources for a particular task. This chapter explains how to add, access, and work with account records. We recommend you read this chapter thoroughly and try the procedures in this chapter with the sample database before working with your account records.

Note: *The Financial Edge* uses *Records* to help you maintain information about all aspects of your accounting, such as accounts, projects, and budgets. Account records hold all kinds of account information, including your chart of accounts and budget information. You can either click the **Accounts** link or use the navigation tabs on the Records page to access account records.

This chapter provides an explanation of the tabs on an account record. On the Account, Attributes, Budget, Notes, and Default Transaction Attributes tabs, you can enter and edit information about an account. The Activity and History of Changes tabs contain data entered through another source in the program and are only for informational purposes on the account record. You do not add or edit data on these tabs.

Accessing Account Records

Because records are such an important part of *The Financial Edge*, we have placed all record types for **General Ledger** in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record or file. When you open *Records*, you can directly access several record types, including account records. On the navigation bar in **General Ledger**, click **Records** and then click **Accounts** on the Records page. The Accounts page appears.



The Accounts page is the starting point for account records. From this page, you can add a new account record or open an existing record. From the Accounts page, you can create multiple accounts and edit budgets with Budget Tools. To edit account options, click **Edit options for Accounts**. This link opens the Options screen for records.

Glossary: An account is a tool you use to group financial transactions posted from *Journal Entry* or programs such as **Accounts Payable**, **Accounts Receivable**, or **Payroll**. Accounts show increases, decreases, and an ending balance that provides a means for creating financial statements.

To help you quickly access account information, the Accounts page displays recently accessed account records. To save time when searching for a specific account record, you can use the **Search for an Account by account number** field. This is especially useful if your organization has a large number of accounts. For more information about searching for records, see the Program Basics chapter of the *Program Basics Guide*.

Finding and Opening Account Records

Tip: On the Accounts page you can quickly find an account by number using the search feature in *The Financial Edge*. For information about this feature, see the *Program Basics Guide*.

To find and open an account record, you need to be familiar with the Open screen. The Open screen has several filters you can use to narrow a search and quickly locate the account you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click **Open an Account** from the Accounts page.

► Opening an account record

If you have the optional module *Projects and Grants* or *Budget Management*, links for **Projects** and **Budgets** appear on the Records page.

1. On the Records page, click **Accounts**. The Accounts page appears.
2. Click **Open an Account**. The Open screen for accounts appears. For more information about using the Open screen, see the *Program Basics Guide*.

The screenshot shows the 'Open' dialog box. At the top, there's a search bar with 'Find: Account' and 'Search using query: <Default>'. Below that is a toolbar with 'Open' and 'Add a New Account' buttons. The main area is empty. At the bottom, there's a section 'Find Accounts that meet these criteria:' with a checkbox 'Exact match only'. Below this are two columns of filters: 'Account:', 'Description:', 'Status:', 'Category:', 'Contra:', 'Control:', 'Working Capital:', 'Cash Flow:', 'Class:', 'Last modified by:', and 'Last modified on:'. At the very bottom are buttons 'Hide Filters', 'Clear Filters', 'Filters are not applied', 'Find Now', 'Open', and 'Cancel'.

Note: If you create an account “on the fly” and the attribute should be required, save and close the account and reopen it to add the required attribute.

3. In the **Find Accounts that meet these criteria** frame, enter the criteria you are using to search for the account. Criteria can include the account number, description, status, and category.
4. Click **Find Now**. The program searches the database and displays all accounts meeting the search criteria.

Note: The account record opens to the Account tab by default. In Options, you can select a different tab as the default. For more information about setting the default tab, see the *Program Basics Guide*.

5. In the grid, select an account and click **Open**. The account record opens to the Account tab.

01-1000-00 - Operating Cash Account

File Edit View Account Favorites Tools Help

Save and Close

Account Attributes Activity Budget Notes Default Transaction Attributes History of Changes

Account: 01-1000-00

Description: Operating Cash Account

Active/Inactive: Active

Cash flow: Cash and Cash Equivalents

Working capital: Current Assets

Class: Unrestricted Net Assets

Default transaction codes:

Code Name	Value
Mission	None
Spendable/Non-Spendable	Spendable
Performance	
The Raiser's Edge	
Grant Tracking	

Press F7 for GL account lookup, Shift F7 for Fund segment search

Asset Control 10/15/2007

6. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Accounts page.

Managing Account Records

You can add account information from the Accounts page of *Records*, from the **File** menu on the Accounts page, and from the **File** menu of an existing account record. We recommend adding and opening records from *Records* because it provides the easiest and most complete access to all record types.

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

From the Accounts page, you can create and delete multiple accounts at one time and use Budget Tools. Click **Create Multiple Accounts** to begin setting up multiple accounts based on existing account segments. Click **Delete Multiple Accounts** to begin deleting multiple accounts based on existing account segments. Click **Budget Tools** to create, copy and forecast, merge, finalize, and delete budget scenarios.

Note: You can make an account inactive only if you have rights established from the **Set up system security** link of *Administration*. For step-by-step procedures on making records inactive, see the *Program Basics Guide*.

Once you create, save, and close an account record, you can make changes or add new information by editing the record. If you have accounts you no longer use or are not valid, we recommend you make the account inactive instead of deleting the record. You cannot delete an account record if activity or budgets exist in the account.

Importing records is an efficient process in which you move data from other programs into **The Financial Edge**. Importing is particularly useful if your organization maintains two databases or if you need to combine two or more databases into one. With account imports, you can add account information to existing accounts in the database or create new accounts. For information about importing, see the Import Basics chapter of the *Import Guide*.

Adding Account Records

When you add an account record in **General Ledger**, we recommend enter as much as you can about the account. Such information is more than just numbers; with account attributes and other textual details, you can manage accounts accurately and efficiently. You can enter budget information, copy a range of accounts from one fund to another, and create default attributes for transactions.

► Adding an account record

Note: The heart of the account record is the Account tab. This tab stores general account information, such as account number and description, account status, and cash flow and working capital category descriptions. If you have the optional module *Projects and Grants*, you can edit information in the **Default transaction codes** grid. For more information about transaction codes, see the *Configuration Guide for General Ledger*.

1. On the Accounts page, click **Add a New Account**. The New Account record opens to the Account tab.

Code Name	Value
Mission	
Spendable/Non-Spendable	
Performance	
The Raiser's Edge	
Grant Tracking	

Note: When you create a new account number, you are piecing together account segments already defined in *Configuration*.

2. In the **Account** and **Description** fields, enter a new account number and account description.
3. In the **Active/Inactive** field, the program automatically enters “Active”. You can edit information in this field by selecting an inactive status.

Select “Inactive - prevent data entry” to prevent data entry for transactions on this account but allow existing transactions on this account to post.

Select “Inactive - prevent data entry and posting” to prevent data entry for transactions on this account and prevent posting of existing transactions on this account. If you select “Inactive - prevent data entry and posting”, the **after** field appears so you can enter an end date.

Note: The **Cash Flow** and **Working Capital** fields are activated only if you set up a balance sheet category account, such as assets, liabilities, or net assets.

4. In the **Cash Flow** field, the program automatically enters default cash flow information from the account code. If there is no default cash flow defined, the cash flow from the fund is used.
5. In the **Working Capital** field, the program automatically enters default working capital information from the account code.

Glossary: Class is a characteristic defined on each transaction in *The Financial Edge* to allow for the creation of year-end financial statements.

6. In the **Class** field, the program automatically enters “Unrestricted Net Assets” from the defaults defined in *Configuration* for the account code. You can edit information in this field by selecting “Temporarily Restricted Net Assets” or “Permanently Restricted Net Assets”.

A class is a subcategory that defines how funds are designated for use. You can define class as unrestricted, restricted, or temporarily restricted for FAS 117 reporting.

7. Click **Save and Close** on the toolbar. You return to the Accounts page.

Adding Default Transaction Codes

A transaction code is another category of information for each transaction in a project record. You can make transaction code fields required fields and use them to monitor the finances of an account over a long period of time. If you have the optional module *Projects and Grants*, you can create default transaction codes when you add the account record. Codes you select apply to all journal entries made to this account, and you can use them to record financial transactions. For more information about defining transaction codes, see the *Configuration Guide for General Ledger*.

► Adding default transaction codes to an account record

1. From an open account record, select the Account tab.

Note: Default transaction codes appear on the Account tab only if you have the optional module *Projects and Grants*. For more information about defining transaction codes, see the *Configuration Guide for General Ledger*.

2. In the **Value** column of the **Default transaction codes** grid, select the transaction code to be added to all associated journal entries by default. For example, if “Mission” is a transaction code, you can select the name of your organization’s mission to be automatically associated with the open account record.

Code Name	Value
Mission	Youth Services
Spendable/Non-Spendable	Spendable
Performance	
The Raiser's Edge	
Grant Tracking	

Note: The entries in the **Code Name** column are defined in *Configuration*. You cannot change entries in this column.

3. When you finish defining default transaction codes, click **Save and Close**. You get a message telling you the account has been saved.

- Click **OK**. You return to the Accounts page.

Adding Multiple Accounts

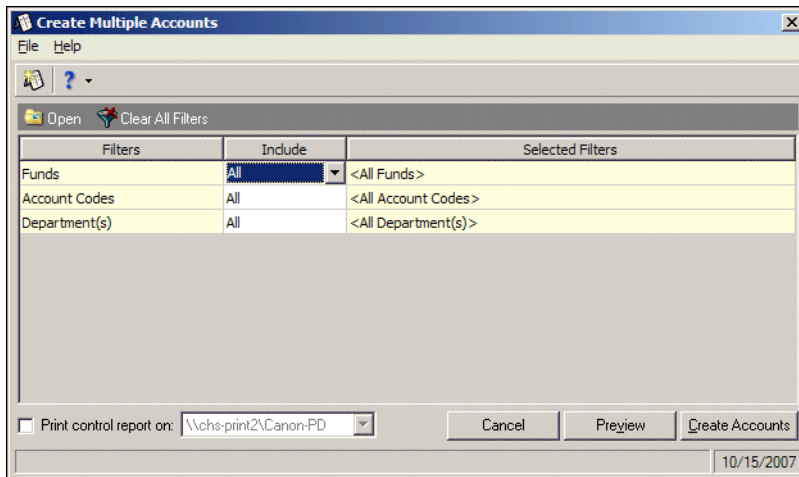
To quickly create a group of accounts, you can use **Create Multiple Accounts** from the Accounts page. When creating multiple accounts, you are not reminded to add attributes if you made them required in *Configuration*. You will need to perform a global change to add the required attribute to the group of accounts you create.

► Adding multiple accounts

Note: You define your organization's account structure in *Configuration*. If you create an account "on the fly" that should have a required attribute, save the account and reopen it to add the required attribute.

In this example, we create a range of accounts for the Administration department at an organization.

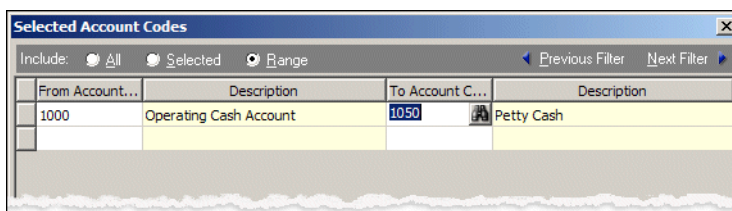
- On the Accounts page, click **Create Multiple Accounts**. The Create Multiple Accounts screen appears.



- In the **Filters** column, click **Account Codes** and then click **Open** on the action bar. The Selected Account Codes screen appears. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.
- At the top of the screen, mark **Range**.

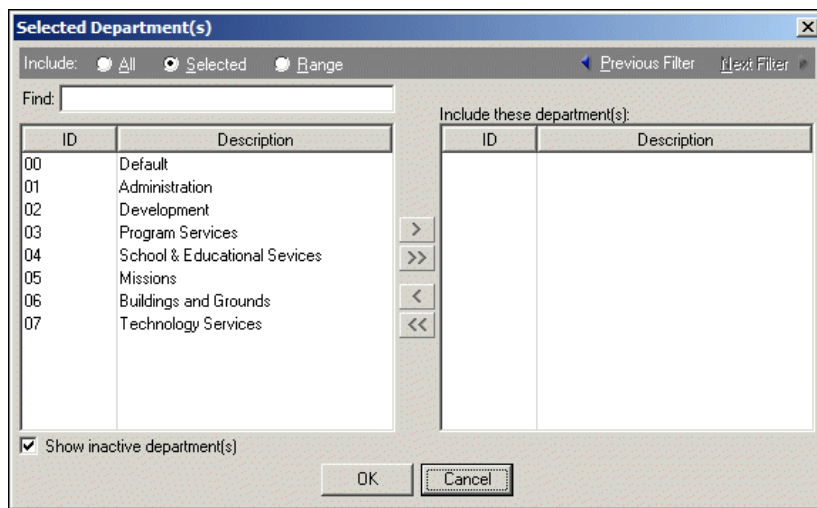
Glossary: An account code is a required account number segment used to assign an account number to one of nine account categories: asset, liability, net asset, revenue, expense, gift, transfer, gain, or loss.

- In the **From Account Code** and **To Account Code** columns, enter the numbers "1000" and "1050". The program automatically completes the **Description** columns.

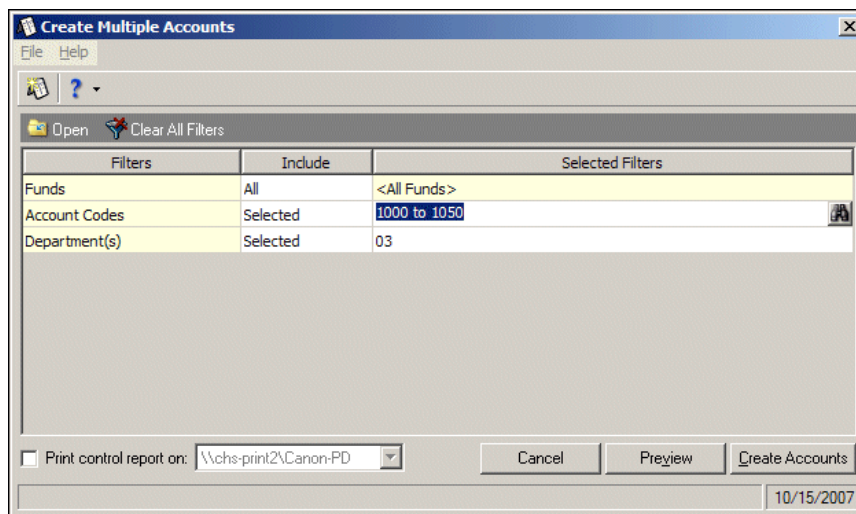


- Click **OK**. You return to the Create Multiple Accounts screen, and "1000 to 1050" appears in the **Selected Filters** column.
- To select a department, click **Department(s)** in the **Filters** column, and then click **Open** on the action bar.
- The Selected Department(s) screen appears. At the top of the screen, mark **Selected**.

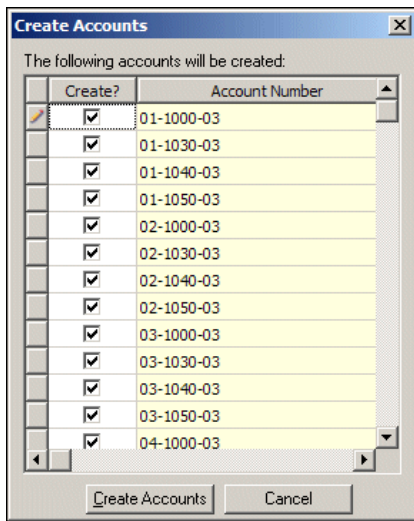
8. In the box on the left, select **Administration** and click the right arrow to move **Administration** into the **Include these department(s)** box.



9. Click **OK**. You return to the Create Multiple Accounts screen; “01”, the department code for Administration, appears in the **Selected Filters** column.



- To view a list of the accounts to be created, click **Preview**. The Create Accounts screen appears with a grid listing the new account numbers.



Note: When creating multiple accounts, you are not reminded to add attributes if you made them required in *Configuration*. You will need to perform a global change to add the required attribute to the group of accounts you create. If you create an account “on the fly” that should have a required attribute, save the account and reopen it to add the required attribute.

- To create the accounts, click **Create Accounts**. You get a message asking if you want to create these accounts.
- Click **Yes**. The Create Accounts screen appears, displaying the progress of the process.
- When the program finishes processing the accounts, the Accounts Created screen appears, listing the number of accounts processed, the number successful, and the number of exceptions.
- Click **View Control Report** to see details of the exceptions. Close the preview screen and return to the Create Multiple Accounts screen.
- Close the Create Multiple Accounts screen and return to the Accounts page.

Deleting Multiple Accounts

Glossary: An account is a tool you use to group financial transactions posted from *Journal Entry* or programs such as **Accounts Payable**, **Accounts Receivable**, or **Payroll**. Accounts show increases, decreases, and an ending balance that provides a means for creating financial statements.

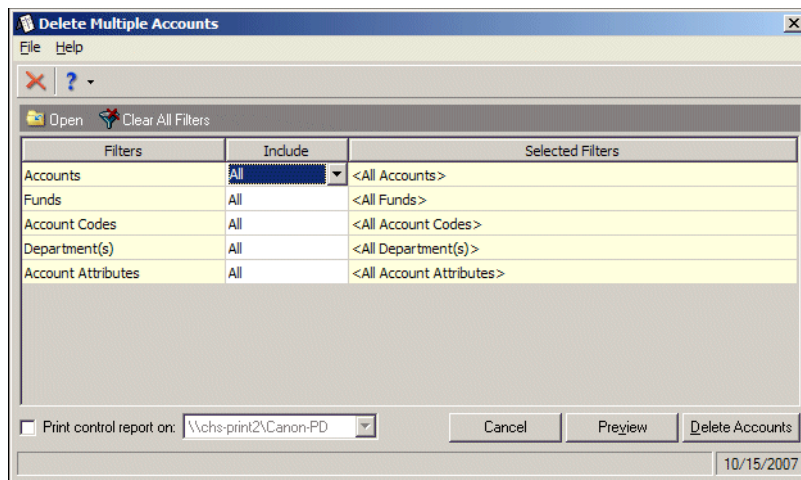
To quickly delete a group of accounts, click **Delete Multiple Accounts** from the Accounts page. When deleting multiple accounts, you can delete all or selected accounts, a range of accounts, or accounts in a query.

► Deleting multiple accounts

Warning: We strongly recommend you back up your database before deleting accounts. You cannot undo a deletion; however, you can revert to a backup database.

In this example, we delete accounts with selected funds and account codes.

1. On the Accounts page, click **Delete Multiple Accounts**. The Delete Multiple Accounts screen appears.



Glossary: An account code is a required account number segment used to assign an account number to one of nine account categories: asset, liability, net asset, revenue, expense, gift, transfer, gain, or loss.

2. Set filters to select Funds "02" and "03". Select Account Code "1100". For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.
3. To view a list of the accounts to be deleted, click **Preview**. The Delete Accounts screen appears with a grid listing the accounts you selected.
4. To delete the accounts, click **Delete Accounts**. You get a message asking if you want to delete these accounts.
5. Click **Yes**. The Delete Multiple Accounts screen appears displaying the progress of the process.
6. When the program finishes deleting the accounts, the Accounts Deleted screen appears with the number of accounts processed, the number successful, and the number of exceptions.
7. Click **View Control Report** to see a detail of the exceptions. Close the preview screen and return to the Delete Multiple Accounts screen.
8. Close the Delete Multiple Accounts screen and return to the Accounts page.

Managing Account Budgets

From an open account record, you can select a budget scenario, distribute account budgets, load account budget distributions, or adjust account budget totals.

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

If you have the optional modules *Projects and Grants* and *Budget Management*, you can create project, grant, and account budgets at the same time. We recommend you initially define budgets from the project or grant perspective. When you create a project or grant budget, the program automatically creates the related account budget. The only time you need to create the budget from the account occurs when you have a figure to be budgeted to the account but not distributed to any project or grant.

Note: On the Budget tab, you can enter and modify the budget for any account for budgets not yet finalized for any of the fiscal years defined in *Configuration*.

On the Budget tab, you can define a budget for an account. On this tab, you can enter projected account budgets for several years. If you have the optional module *Budget Management*, you can use the Budget Manager, make adjustments to account budgets, and finalize an account budget. For more information about using the Budget Manager, see the Budget Management chapter. If you have the optional module *Projects and Grants*, you can use project/grant distributions. For more information about projects, see the Projects and Grants chapter.

You can add and distribute account budget amounts using three methods:

- Manually entering an amount into each applicable period
- Distributing an amount evenly
- Distributing an amount or set of defined percentage distributions

Adding Account Budgets

You can expand account information on the Budget tab of the account record. On this tab, you can enter projected account budgets for several years. If you have the optional module *Budget Management*, you can develop, copy, forecast, and monitor multiple budget scenarios for the current, past, and future fiscal years.

► Adding an account budget

1. From an open account record, select the Budget tab.

Period	End Date	Amount	Percent	Notes
2007 - 1	01/31/2007	\$0.00		
2007 - 2	02/28/2007	\$0.00		
2007 - 3	03/31/2007	\$0.00		
2007 - 4	04/30/2007	\$0.00		
2007 - 5	05/31/2007	\$0.00		
2007 - 6	06/30/2007	\$0.00		
2007 - 7	07/31/2007	\$0.00		
2007 - 8	08/31/2007	\$0.00		
2007 - 9	09/30/2007	\$0.00		
2007 - 10	10/31/2007	\$0.00		
2007 - 11	11/30/2007	\$0.00		
2007 - 12	12/31/2007	\$0.00		
Totals:		\$0.00		

Tip: If you have the optional module *Budget Management*, you can add a budget by clicking **Budget** from the Records page. This can speed up data entry by using batch entry. For more information about using *Budget Management*, see the Budget Management chapter.

2. In the **Scenario ID** field, select a budget scenario.
3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

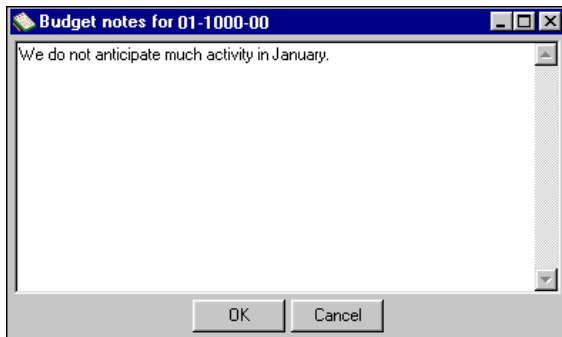
The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the **Total Budget** field, enter the total amount you want to include in the budget for the year.
5. In the **Edit** field, select "Amount" or "Percent".

If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.

If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.

6. To add notes about this budget, click **Budget Notes**. The Budget notes screen for the selected account appears.
7. In the text box, enter notes about this budget



8. Click **OK**. You return to the Budget tab.

Note: If you have the optional module *Projects and Grants*, you can click the **Project/Grant Distribution** button to distribute the budget to projects and/or grants. The **Project/Grant Distribution** button appears only if you defined a grant-tracking transaction code in *Configuration*.

9. Click **Save and Close**. You return to the Accounts page.

Distributing Account Budgets Evenly

On the Budget tab of an open account record, you can enter and evenly distribute account budgets. Entering and distributing account budgets gives you the flexibility of entering budget figures that you can adjust to reflect irregular or seasonal fluctuations. You can use a distribution defined in *Configuration* by clicking **Load Budget Distribution**. If you distribute a budget evenly, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

Note: A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, a period range budget can span fiscal years and contain from one to 99 periods.

► Distributing an account budget evenly

In this example, we evenly distribute the account budget for the Smith Trust account for the last fiscal year. The budget is for \$15,000, and we want to edit the budget by amount.

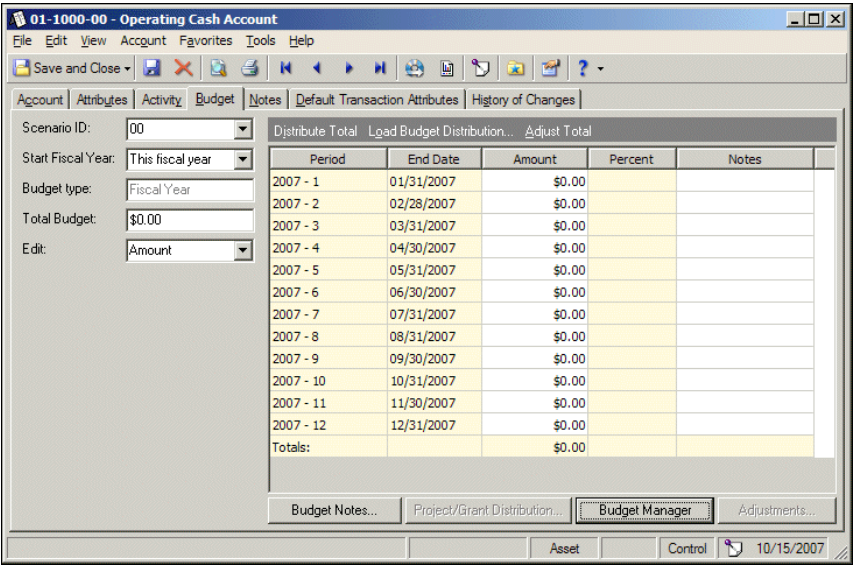
1. From an open account record, select the Budget tab.
2. In the **Scenario ID** field, select “01”.
3. In the **Start Fiscal Year** field, select “Last fiscal year”.

The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the **Total Budget** field, enter the amount \$15,000.

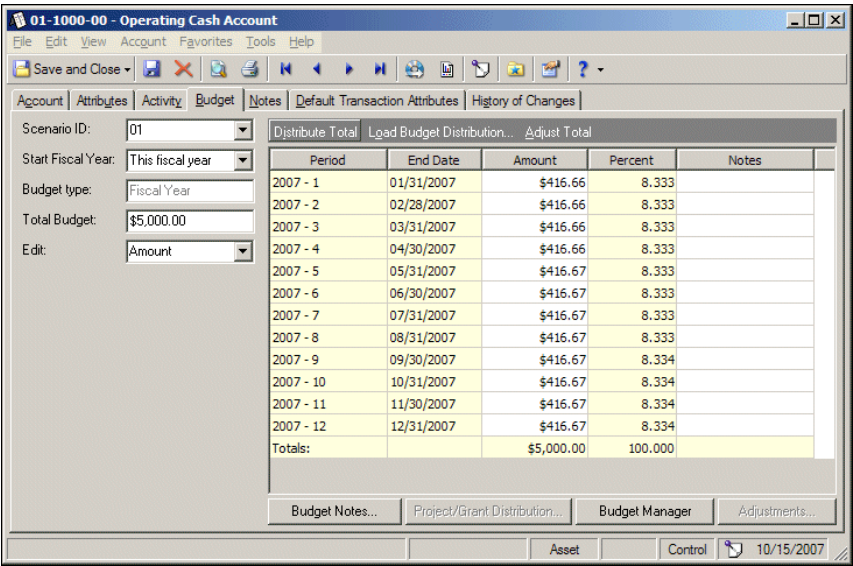
Note: On the Budget tab, you can enter and modify the budget for any account for budgets not yet finalized for any of the fiscal years defined in *Configuration*.

5. In the **Edit** field, select “Amount”.



Note: A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, a period range budget can span fiscal years and contain from one to 99 periods.

6. On the action bar, click **Distribute Total**. The total is divided and distributed equally for each period of the fiscal year.



7. Click **Save and Close**. You return to the Accounts page.

Loading Account Budget Distributions

You can save time and reduce errors by using a budget already defined in *Configuration*. Budget distributions provide a method for you to distribute budget activity manually or evenly.

Glossary: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. If you have the optional module *Projects and Grants*, you can apply budget activity manually, evenly, or with a table to projects and grants.

► **Loading an account budget distribution**

1. From an open account record, select the Budget tab.
2. In the **Scenario ID** field, select a scenario identifier.
3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the **Total Budget** field, enter the total amount you want to include in the budget.
5. In the **Edit** field, select “Amount” or “Percent”.

Period	End Date	Amount	Percent	Notes
2007 - 1	01/31/2007	\$0.00		
2007 - 2	02/28/2007	\$0.00		
2007 - 3	03/31/2007	\$0.00		
2007 - 4	04/30/2007	\$0.00		
2007 - 5	05/31/2007	\$0.00		
2007 - 6	06/30/2007	\$0.00		
2007 - 7	07/31/2007	\$0.00		
2007 - 8	08/31/2007	\$0.00		
2007 - 9	09/30/2007	\$0.00		
2007 - 10	10/31/2007	\$0.00		
2007 - 11	11/30/2007	\$0.00		
2007 - 12	12/31/2007	\$0.00		
Totals:		\$0.00		

6. Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.

7. From the list, select a budget distribution. You define distributions in *Configuration*.

Note: A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, a period range budget can span fiscal years and contain from one to 99 periods.

- Click **Select**. You return to the Budget tab, and the program distributes the budget according to your budget distribution selection. For example, if you selected **Quarterly**, the budget is distributed evenly among four months of the fiscal year.

Period	End Date	Amount	Percent	Notes
2006 - 1	01/31/2006	\$0.00	25.000	
2006 - 2	02/28/2006	\$0.00		
2006 - 3	03/31/2006	\$0.00		
2006 - 4	04/30/2006	\$0.00	25.000	
2006 - 5	05/31/2006	\$0.00		
2006 - 6	06/30/2006	\$0.00		
2006 - 7	07/31/2006	\$0.00	25.000	
2006 - 8	08/31/2006	\$0.00		
2006 - 9	09/30/2006	\$0.00		
2006 - 10	10/31/2006	\$0.00	25.000	
2006 - 11	11/30/2006	\$0.00		
2006 - 12	12/31/2006	\$0.00		
Totals:		\$0.00	100.000	

- Click **Save and Close**. You return to the Accounts page.

Adjusting Account Budget Totals

After you have finalized a budget, you can use budget adjustments to make changes. For example, you can adjust a finalized budget if unforeseen changes arise in the budget assumptions. You can create reports displaying the original budget, any adjustments, and the new budget for each account. Adjusting the total budget is useful when you need to enter and distribute only a few budget amounts in specific periods.

► Adjusting the total budget on an account record

Note: On the Budget tab, you can enter and modify the budget for any account for budgets not yet finalized for any of the fiscal years defined in *Configuration*.

- From an open account record, select the Budget tab.
- In the **Scenario ID** field, select a scenario identifier.
- In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

- In the **Total Budget** field, enter the total amount you want to include in the budget.
- In the **Edit** field, select “Amount” or “Percent”.
- Click **Distribute Total** or **Load Budget Distribution** to load a budget distribution.
- Make changes in the budget grid.
- Click **Adjust Total** on the action bar. The program updates the total budgeted amount in the **Total Budget** field.
- Click **Save and Close**. The program saves your changes to the budget, and you return to the Accounts page.

Managing Account Activity

The Activity tab displays a summary of account activity and budget information. This tab is for informational purposes only; you cannot add or edit information on the Activity tab. You can view posted journal transactions and budgets associated with an account. You can view the activity in summary or detail and define filters in which to display activity. You can export activity information to another software program to work with the information in that format or to create a report of the activity. You can view account activity in a variety of graph formats and styles to use in presentations and reports.

Viewing Account Activity

Depending on the view you select, you can display account activity in various ways. With the Actual/Budget view, you can compare account activity to budgeted amounts. If you have the optional module *Budget Management*, you can compare the actual amount with each budget scenario defined for the account. With the Comparative view, you can compare periods from two fiscal years. With the Debit/Credit view, the tab displays a summary of debits and credits for a period of time you define. The Debit/Credit view includes the beginning and ending balance for each period.

► Viewing account activity

Note: On the Activity tab, you can view a summary of account activity and budget information. You can view details about account activity and create a summary graph of activity from this tab.

1. From an open account record, select the Activity tab. A grid showing all activity on the account appears.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2007	1	01/01/2007	(\$35,137.27)				01/31/2007
2007	2	02/01/2007	(\$43,261.31)				02/28/2007
2007	3	03/01/2007	(\$12,720.36)				03/31/2007
2007	4	04/01/2007	(\$15,263.54)				04/30/2007
2007	5	05/01/2007	(\$22,883.97)				05/31/2007
2007	6	06/01/2007	\$0.00				06/30/2007
2007	7	07/01/2007	\$0.00				07/31/2007
2007	8	08/01/2007	\$0.00				08/31/2007
2007	9	09/01/2007	\$0.00				09/30/2007
2007	10	10/01/2007	\$0.00				10/31/2007
2007	11	11/01/2007	\$0.00				11/30/2007
2007	12	12/01/2007	\$0.00				12/31/2007
Net Change			(\$129,266.45)				

Glossary: The Comparative view provides a comparison of the same period in two fiscal years.

2. Select “Comparative”, and the program changes the view to display a comparison in periods of two fiscal years.

Period	2007	2006	Difference	%Difference
1	(\$35,137.27)	(\$18,666.78)	(\$16,470.49)	46.875%
2	(\$43,261.31)	(\$48,750.67)	\$5,489.36	(12.689)%
3	(\$12,720.36)	(\$19,286.75)	\$6,566.39	(51.621)%
4	(\$15,263.54)	(\$14,812.40)	(\$451.14)	2.956%
5	(\$22,883.97)	(\$22,476.47)	(\$407.50)	1.781%
6	\$0.00	(\$228,446.12)	\$228,446.12	0.000%
7	\$0.00	(\$23,336.55)	\$23,336.55	0.000%
8	\$0.00	(\$25,716.25)	\$25,716.25	0.000%
9	\$0.00	(\$13,292.26)	\$13,292.26	0.000%
10	\$0.00	(\$16,727.93)	\$16,727.93	0.000%
11	\$0.00	(\$43,443.78)	\$43,443.78	0.000%
12	\$0.00	(\$15,582.72)	\$15,582.72	0.000%
Total Net Change	(\$129,266.45)	(\$490,538.68)	\$361,272.23	(279.479)%

Glossary: The Debit/Credit view summarizes debits and credits for a selected period.

3. Select “Debit/Credit”, and the program changes the view to display a summary of debits and credits for the selected periods. This view provides a beginning and ending balance for each period.

Fiscal Year	Period	Start Date	Beginning Balance	Debits	Credits	Ending Balance	End Date
2007	1	01/01/2007	\$2,974,424.97	\$191,429.88	\$226,567.15	\$2,939,287.70	01/31/2007
2007	2	02/01/2007	\$2,939,287.70	\$0.00	\$43,261.31	\$2,896,026.39	02/28/2007
2007	3	03/01/2007	\$2,896,026.39	\$0.00	\$12,720.36	\$2,883,306.03	03/31/2007
2007	4	04/01/2007	\$2,883,306.03	\$0.00	\$15,263.54	\$2,868,042.49	04/30/2007
2007	5	05/01/2007	\$2,868,042.49	\$0.00	\$22,883.97	\$2,845,158.52	05/31/2007
2007	6	06/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	06/30/2007
2007	7	07/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	07/31/2007
2007	8	08/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	08/31/2007
2007	9	09/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	09/30/2007
2007	10	10/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	10/31/2007
2007	11	11/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	11/30/2007
2007	12	12/01/2007	\$2,845,158.52	\$0.00	\$0.00	\$2,845,158.52	12/31/2007

4. When you finish viewing, close the account record. You return to the Accounts page.

Exporting Account Information

You can export account activity information into a worksheet or other database application. Exporting is useful if you routinely create custom reports using **Financial Edge** data. You can filter to view the information you want, extract the data to use, and create a customized report.

► Exporting account activity to a worksheet

In this example, we export account activity information for January 2006 to an *Excel* worksheet to save on a floppy disk.

1. From an open account record, select the Activity tab.
2. Select a period in the activity grid.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2006	1	01/01/2006	(\$18,666.78)				01/31/2006
2006	2	02/01/2006	(\$48,750.67)				02/28/2006
2006	3	03/01/2006	(\$19,286.75)				03/31/2006
2006	4	04/01/2006	(\$14,812.40)				04/30/2006
2006	5	05/01/2006	(\$22,476.47)				05/31/2006
2006	6	06/01/2006	(\$228,446.12)				06/30/2006
2006	7	07/01/2006	(\$23,336.55)				07/31/2006
2006	8	08/01/2006	(\$25,716.25)				08/31/2006
2006	9	09/01/2006	(\$13,292.26)				09/30/2006
2006	10	10/01/2006	(\$16,727.93)				10/31/2006
2006	11	11/01/2006	(\$43,443.78)				11/30/2006
2006	12	12/01/2006	(\$15,582.72)				12/31/2006
Net Change			(\$490,538.68)				

3. From the menu bar, select **Edit, Export Grid to Excel**. The program sends the data to *Excel*, and account activity appears in an *Excel* worksheet.
4. Save the account activity in the *Excel* worksheet. Close *Excel* and return to the account record.
5. Close the account record. You return to the Accounts page.

Defining Filters for the Activity Grid

To expedite locating information about account activity, you can define custom filters for viewing. You can expand or reduce the activity appearing in the grid by filtering by date, fiscal years, class, and journal. If you have the optional module *Projects and Grants*, you can filter by project and transaction code. For more information about filtering in **The Financial Edge**, see the *Program Basics Guide*.

► Defining a filter for the activity grid on an account record

Note: On the Activity tab, you can view a summary of account activity and budget information. You can view details about account activity and create a summary graph of activity from this tab.

1. From an open account record, select the Activity tab.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2007	1	01/01/2007	(\$35,137.27)				01/31/2007
2007	2	02/01/2007	(\$43,261.31)				02/28/2007
2007	3	03/01/2007	(\$12,720.36)				03/31/2007
2007	4	04/01/2007	(\$15,263.54)				04/30/2007
2007	5	05/01/2007	(\$22,883.97)				05/31/2007
2007	6	06/01/2007	\$0.00				06/30/2007
2007	7	07/01/2007	\$0.00				07/31/2007
2007	8	08/01/2007	\$0.00				08/31/2007
2007	9	09/01/2007	\$0.00				09/30/2007
2007	10	10/01/2007	\$0.00				10/31/2007
2007	11	11/01/2007	\$0.00				11/30/2007
2007	12	12/01/2007	\$0.00				12/31/2007
Net Change			(\$129,266.45)				

2. From the action bar, click **Filters**. The Account Filters screen appears.

Glossary: A transaction code is an additional field on each transaction that helps you further categorize information in reporting and closing fiscal years. You can define up to five transaction code tables. Because it can retain equity, a transaction code acts like a project. Unlike a project, though, a transaction code does not offer budgets, media, or notes. Transaction codes appear only with the optional module *Projects and Grants*.

3. To filter account activity, select a query, date range, or other elements about the account.

To filter activity using a query, click the binoculars in the **Query** field to search for a query. For more information about using queries, see the *Query Guide*.

To filter activity using the **Date** field, select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific dates>”.

You can use the **Class**, **Project**, **Journal**, and **Transaction code** fields to filter activity.

Account Filters

Query: []

Include activity in this date range

Date: <Specific fiscal year>

Fiscal year: 2006

Class: []

Project: []

Journal: []

Transaction code: []

Clear All OK Cancel

Note: **Project** and **Transaction code** appear as filters only if you have the optional module *Projects and Grants*. For information about defining transaction codes, see the *Configuration Guide for General Ledger*. For more information about projects, see the *Projects and Grants* chapter.

4. When you finish making filtering selections, click **OK**. You return to the Activity tab. Only the activity meeting the filtering criteria appears in the grid.
5. Close the record. You return to the Accounts page.

Viewing Account Details

When viewing account activity, you can display transaction details. Select a transaction in the grid and click **Show details**. You can display all details of the transaction, such as the post date, journal reference, and amount. If you view a summary by date, the view changes to display the post date and amounts without distribution details.

► Viewing details for a specified period of activity on an account record

1. From an open account record, select the Activity tab and select a period in the grid.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2006	1	01/01/2006	(\$18,666.78)				01/31/2006
2006	2	02/01/2006	(\$48,750.67)				02/28/2006
2006	3	03/01/2006	(\$19,286.75)				03/31/2006
2006	4	04/01/2006	(\$14,812.40)				04/30/2006
2006	5	05/01/2006	(\$22,476.47)				05/31/2006
2006	6	06/01/2006	(\$228,446.12)				06/30/2006
2006	7	07/01/2006	(\$23,336.55)				07/31/2006
2006	8	08/01/2006	(\$25,716.25)				08/31/2006
2006	9	09/01/2006	(\$13,292.26)				09/30/2006
2006	10	10/01/2006	(\$16,727.93)				10/31/2006
2006	11	11/01/2006	(\$43,443.78)				11/30/2006
2006	12	12/01/2006	(\$15,582.72)				12/31/2006
Net Change			(\$490,538.68)				

Tip: Instead of selecting a period and clicking **Show details**, you can double-click the period in the grid. For more information about transactions in *General Ledger*, see the *Journal Entry Guide*.

2. Click **Show details**. Transactions for the selected period appear. For more information about transactions in **General Ledger**, see the *Journal Entry Guide*.

Post Date	Debit Amount	Credit Amount
07/31/2006	\$0.00	\$23,336.55
Total debits: \$0.00		Total credits: \$23,336.55

Glossary: A transaction is a general ledger entry that indicates to the program the amount and account to debit or credit. Transactions contain additional information that helps to trace and report on them. Transactions include source codes and journal references.

3. To view details of a transaction, select a transaction and click **View Details** on the action bar. The Transaction screen for the selected period appears.

Post Date	Transaction Nu...	Journal	Journal Reference	Debit Amount	Credit Amount
07/31/2006	81-088	Accounts Pa...	ADS Security Systems-Computer Chec...		\$75.76
07/31/2006	81-091	Accounts Pa...	AlphaGraphics-Computer Check-1216		\$6,950.99
07/31/2006	81-094	Accounts Pa...	Auto Express-Computer Check-1217		\$375.98
07/31/2006	81-096	Accounts Pa...	Bakker & Associates-Computer Check-...		\$3,498.02
07/31/2006	81-098	Accounts Pa...	Bell Telephones-Computer Check-1219		\$1,240.00
07/31/2006	81-112	Accounts Pa...	Bill Johnson Automob-Computer Check...		\$299.00
07/31/2006	81-114	Accounts Pa...	Blanche Darby Floris-Computer Check...		\$90.00
07/31/2006	81-118	Accounts Pa...	DL Landscaping and D-Computer Chec...		\$280.00
07/31/2006	81-121	Accounts Pa...	Karl Johns-Computer Check-1225		\$3,038.00
07/31/2006	81-125	Accounts Pa...	Russellson Janitoria-Computer Check...		\$220.50
07/31/2006	81-128	Accounts Pa...	Southern Utilities-Computer Check-1227		\$245.00
07/31/2006	81-131	Accounts Pa...	Stevenson Travel-Computer Check-1228		\$490.00

Project ID	Project D...	Class	Mission	Spendabl...	Performa...	The Rais...	Grant Tra...	Amount	Percent
		Unrestric...	None	Spendable				\$75.76	100.000

Post Date	Debit Amount	Credit Amount
Total debits: \$0.00		Total credits: \$23,336.55

- To view details of a transaction, select a transaction in the grid and click **View Transaction** on the action bar. The Transaction record appears.

The screenshot shows a window titled "Transaction 81-088" with a menu bar (File, Edit, View, Transaction, Tools, Help) and a toolbar. The main area contains the following fields:

- Account: 01-1000-00 (Operating Cash Account)
- Reference: ADS Security Systems-Computer Check-1215
- Transaction type: Credit
- Encumbrance status: Regular
- Amount: \$75.76
- Journal: Accounts Payable
- Post date: 07/31/2006
- Posted: [checked]
- Reverse on: [empty]

Below these fields are tabs for Distribution, Attributes, and Notes. The Distribution tab is active, showing a table with columns: Project ID, Class, Mission, Spendable/..., Performance, The Raiser's..., Grant Tracking, and Amount. The table contains one row: Unrestricted Net Ass... None Spendable [empty] [empty] [empty] \$7.

At the bottom, it shows "Transaction 88 01-1000-00" and "Remaining: \$0.00 (0.0000%)". The date 10/15/2007 is in the bottom right corner.

Tip: You can open the source document of a transaction generated in another area of *The Financial Edge*. For example, if you are viewing transactions in an **Accounts Payable** account, click **View Source** on the toolbar, and the check or invoice record opens.

- Close the record and return to the Transactions screen. To view the source of the transaction, click **View Source**.
For example, if the transaction was a payment made by computer check, the computer check records opens on the General tab.
- Close the record and return to the Transactions screen.
- Close the Transaction screen and return to the Activity tab.

Viewing the History of Changes

The History of Changes tab displays an historic record of changes to the account record. If an account has had a change in account structure, account code, fund, account segment, or active/inactive status, the change appears on the History of Changes tab. The information is for informational purposes only; you cannot add, edit, or delete data on this tab. You can print information from the History of Changes tab on the Account Profile Report.

▶ Viewing the history of changes on an account record

- From an open account record, select the History of Changes tab. A grid displays the changes made to the account with the most recent change appearing at the top.

The screenshot shows a window titled "01-1000-00 - Operating Cash Account" with a menu bar (File, Edit, View, Account, Favorites, Tools, Help) and a toolbar. The main area has tabs for Account, Attributes, Activity, Budget, Notes, Default Transaction Attributes, and History of Changes. The History of Changes tab is active, displaying a table with the following columns: Item Changed, Previous Setting, New Setting, Changed on, and Changed by.

Item Changed	Previous Setting	New Setting	Changed on	Changed by
Account Structure	01-1000-0	01-1000-00	01/09/2002	Supervisor

The **Item Changed** column displays the kind of change made on the account record.

The **Previous Setting** column displays the information that had been recorded for the account before new information was entered.

The **New Setting** column displays the new information recorded for the account.

The **Changed by** column displays the name of the user who made the change.

- Click the **Changed on** column heading. The display now lists the changes with the oldest date on top. Click the heading again, and the newest change appears on top.
- Close the account record to return to the Accounts page.

Graphing Account Activity

Account graphs use standard graphing features, such as two- or three-dimensional bar graphs and line graphs. To access these features, in the grid on the Activity tab, select an account period and click the Summary Graph button on the toolbar.

► Graphing account activity

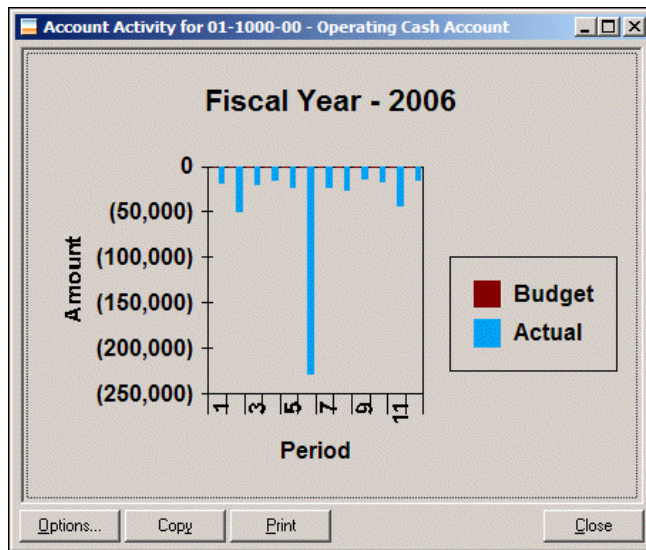
Note: On the Activity tab, you can view a summary of account activity and budget information. You can view details about account activity and create a summary graph of activity from this tab.

- From an open account record, select the Activity tab.
- Select a view and fiscal year.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2006	1	01/01/2006	(\$18,666.78)				01/31/2006
2006	2	02/01/2006	(\$48,750.67)				02/28/2006
2006	3	03/01/2006	(\$19,286.75)				03/31/2006
2006	4	04/01/2006	(\$14,812.40)				04/30/2006
2006	5	05/01/2006	(\$22,476.47)				05/31/2006
2006	6	06/01/2006	(\$228,446.12)				06/30/2006
2006	7	07/01/2006	(\$23,336.55)				07/31/2006
2006	8	08/01/2006	(\$25,716.25)				08/31/2006
2006	9	09/01/2006	(\$13,292.26)				09/30/2006
2006	10	10/01/2006	(\$16,727.93)				10/31/2006
2006	11	11/01/2006	(\$43,443.78)				11/30/2006
2006	12	12/01/2006	(\$15,582.72)				12/31/2006
Net Change			(\$490,538.68)				

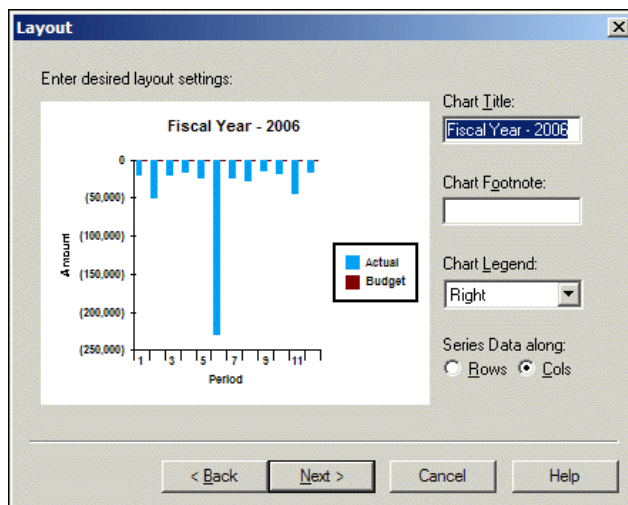
Note: A fiscal year can contain from one to 13 periods.

3. On the toolbar, click the Summary Graph button. The Account Activity screen appears.

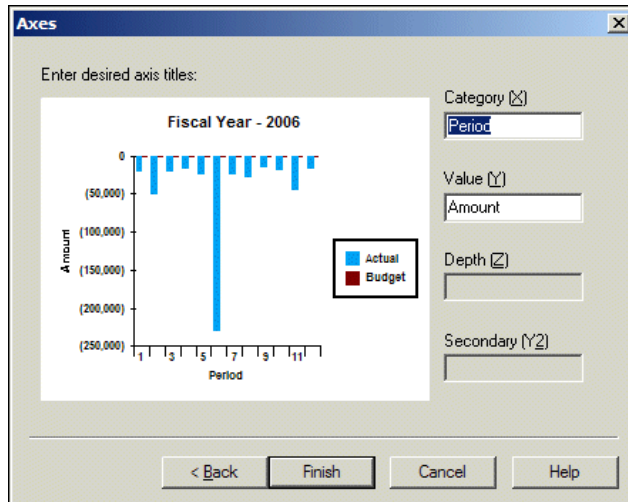


Note: To view two-dimensional graphs, mark **2D** at the top of the screen. To view three-dimensional graphs, mark **3D**.

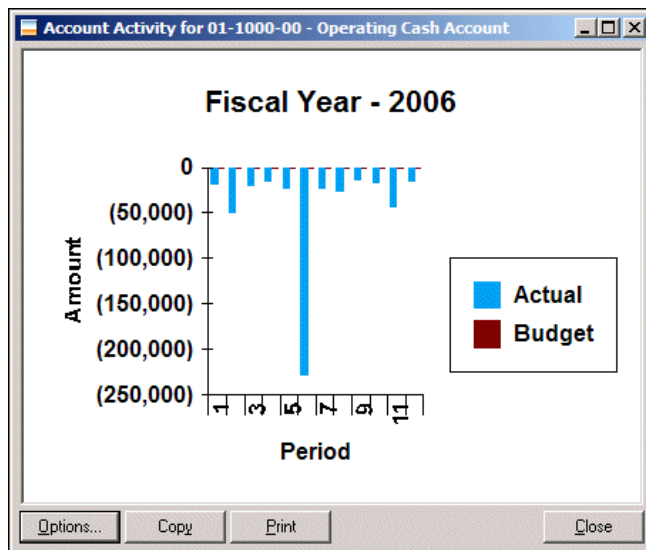
4. To change the graph type, style, or text, click **Options**. The Gallery screen appears with an array of graph types.
5. Click a type, for example, "Bar".
6. Click **Next**. The Style screen appears. Click a style, for example, "1".
7. Click **Next**. The Layout screen appears so you can create a title, footnote, and legend for the graph.



8. Click **Next**. The Axes screen appears so you can define the category and value for the axes on the graph.



9. Click **Finish**. The graph for the account activity appears in the format you selected.



10. To copy the graph to the clipboard for pasting into documents, click **Copy**. A message appears, telling you the graph has been copied to the clipboard.
11. To print the graph, click **Print**. The graph prints on your default printer.
12. When you finish making selections for the graph, click **Close**. You return to the Activity tab of the account record.

Managing Attributes, Default Transaction Attributes, and Notes

You can further define an account record by adding information to its Attributes, Default Transaction Attributes, and Notes tabs.

Note: On the Attributes tab, you can define a quality or characteristic (set up in *Configuration*) and report on accounts according to these attributes. Attributes may include information relating an account to a particular cost center, expense category, department, or program.

On the Attributes tab you can provide an additional level of detail to account records. You can filter and sort using project attributes.

On the Default Transaction Attributes tab, you can maintain information about attributes that automatically associate with transactions. Default transaction attributes can distinguish funds for different accounts.

The Notes tab makes it easy to maintain helpful pieces of information you received, read, or need to remember about an account. You can create notepads to record information about a bank account, special instructions for the account, or contact information you may need later. Each notepad has a date, type, description, title, and author.

Adding 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. Records in *The Financial Edge* that can have attributes include accounts and projects.

Use the Attributes tab to record additional information about an account. You can report on accounts with attributes based on a common theme. You can use account attributes as filters in other areas of *General Ledger*, such as *Query* and *Reports*.

If you delete attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the account record instead of the attribute.

► Adding an account attribute

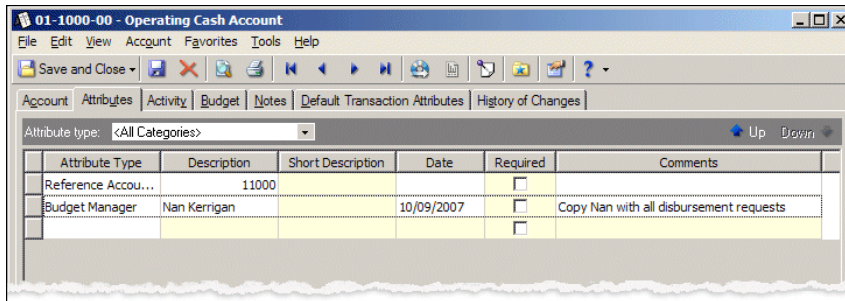
In this example, we add Nan Kerrigan as an attribute to the 01-1000-00 Operating Cash Account.

Note: Remember, account attribute types must be defined in *Configuration* before you can add them to an account record. For more information about defining account attributes, see the *Configuration Guide for General Ledger*.

1. From the Operating Cash Account record, select the Attributes tab.
2. On the blank row in the **Attribute Type** column, select "Budget Manager".
3. In the **Description** column, select "Nan Kerrigan". The program automatically fills in the **Short Description** column.
4. In the **Date** field, enter the date 10/09/2007, the date Ms. Kerrigan begins managing this budget.

Note: If the attribute was defined as required in *Configuration*, the program automatically marks the checkbox in the **Required** column.

5. In the **Comments** column, enter “Copy Nan with all disbursement requests”.



6. Click **Save and Close**. You return to the Accounts page.

Adding Default Transaction Attributes

A transaction attribute is a characteristic you use to categorize a group of transactions. Unlike projects and transaction codes, transaction attributes cannot retain an equity balance from year to year. Default transaction attributes can help speed data entry and add an additional level of detail to an account record. On the Default Transaction Attributes tab, you enter attributes just as you do on the Attributes tab. However, attributes you define on this tab are applied to each transaction associated with the account when the transaction is created.

Warning: If you are deleting default transaction attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the account record instead of the default transaction attribute.

You can filter and sort using default transaction attributes. On the Default Transaction Attributes tab, additional information you record about an account can be helpful when filtering information for reports or mailings. On this tab, you can maintain information about attributes that automatically associate with transactions. For more information about attributes in *Accounts*, see “Adding Attributes” on page 27.

► Adding a default transaction attribute to an account record

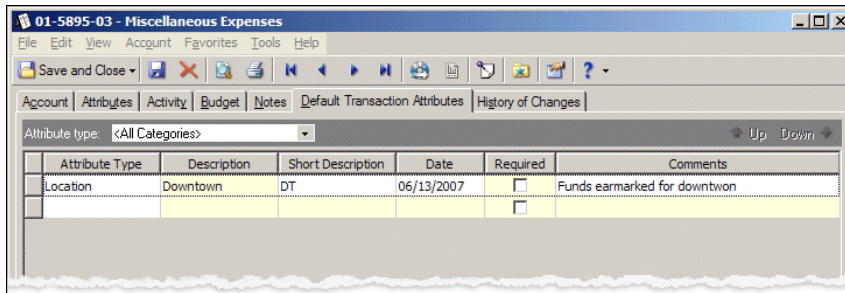
Note: On the Default Transaction Attributes tab, you can create attributes assigned to account transactions. You can filter attribute types in the grid. You can enter a description and additional comments about the transaction attribute.

In this example, we add a default transaction attribute to indicate funds in an account are associated with the downtown office.

1. From an open account record, select the Default Transaction Attributes tab.
2. In the blank row in the **Attribute Type** column, select “Location”.
3. In the **Short Description** column, select “DT-Downtown”. The program automatically fills in the **Description** column.
4. In the **Date** column, enter the date 06/13/2007, the date you add the attribute.

Note: If the transaction attribute was defined as required in *Configuration*, the program automatically marks the checkbox in the **Required** column.

5. In the **Comments** column, enter “Funds earmarked for downtown”.



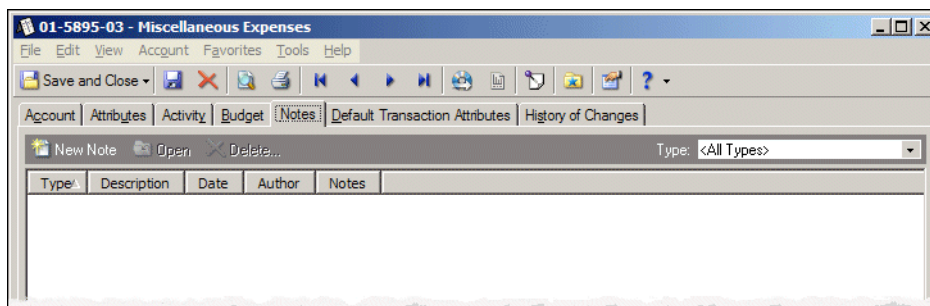
6. Click **Save and Close**. You return to the Accounts page.

Adding Notes

In *The Financial Edge*, the Notes tab makes it easy to maintain helpful pieces of information you receive, read, or need to remember about an account. You can create notepads to record special information about the account not entered elsewhere in the record. Each notepad has a date, type, description, title, and author. When deleting a note from a record, be careful not to use the Delete button on the toolbar. You could inadvertently delete the account record instead of the note.

Glossary: A note is useful information you can add to a record using free-form text. Notes can include details of phone conversations with vendors, ordering information, and explanations of the invoice distributions. On the Notes tab, you can enter and organize notes about an account that summarize important information you need to remember.

Notes are different from attributes because they can be secured by type. You can set up securities so only certain users can view particular notepad types. This is especially useful when the information is of a sensitive nature and you want to ensure that only you can access the information. For more information about setting up security access, see the Security chapter of the *Administration Guide*. You can print account notes on the Account Profile Report from *Reports*.



► Adding a note to an account record

Note: As an alternative to notes, you can annotate an account record by selecting **Edit, Annotate** from the menu bar. To set the annotation to appear automatically when you open the account, mark **Display annotation automatically**.

In this example, we add information from your bank about a new representative working with the Funds Held in Escrow account.

1. From the Funds Held in Escrow account record, select the Notes tab.
2. Click **New Note** on the action bar. The New Note screen appears.

3. In the **Date** field, enter the date 09/29/2007, the date you receive the information.
4. In the **Type** field, select “General”.
5. In the **Description** field, enter “Bank rep”.
6. In the **Title** field, enter “Contact Information”.
7. In the **Author** field, select “Larry”, your user name.

Tip: To enter the time, press **F5** on the keyboard.

8. In the text box, enter the information as shown. The **Author** field defaults to the user creating the note, but you can edit the information in this field.
9. Click **Save and Close** on the toolbar. You return to the Notes tab. The note appears in the grid.
10. Click **Save and Close**. You return to the Accounts page.

Grants



Accessing Grant Records	32
Finding and Opening Grant Records	33
Adding Grant Records	35
Adding Contact Information	36
Managing Grant Budgets	40
Adding Grant Budgets	41
Distributing Grant Budgets	42
Loading Grant Budget Distributions	43
Assigning Projects to a Grant	44
Setting up Reimbursement Information	45
Generating AR Transactions for Grant Expenses	48
Managing Grant Activity	52
Viewing Grant Activity	52
Exporting Grant Information	53
Defining Filters for the Activity Grid	53
Viewing Grant Details	54
Viewing the History of Changes	56
Graphing Grant Activity	57
Managing Attributes, Media, Actions, and Notes	57
Adding Grant Attributes	58
Adding Media	59
Adding Actions	61
Adding Notes	62

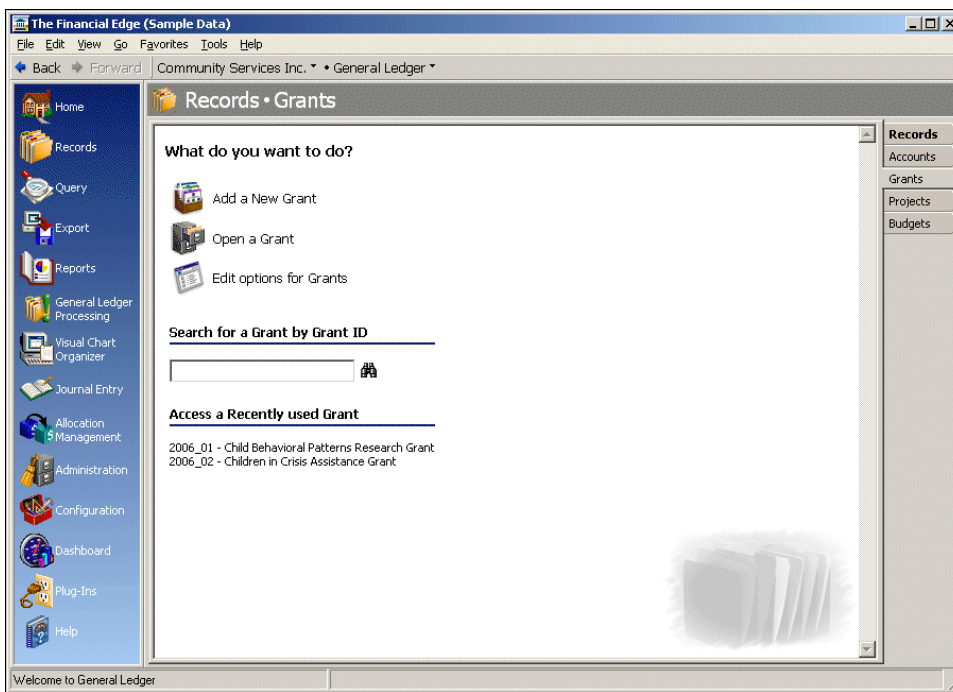
Note: Visit our website at www.blackbaud.com for the latest documentation and information.

With the optional module *Projects and Grants*, you can create grant records to record and track money awarded to your organization by a government agency or private institution for a specific purpose. You can specify which projects are funded by the grant and assign a single transaction code to the grant to provide an additional level of detail for tracking how the grant is used. This enables you to run detailed reports and ensure that you are meeting grant restrictions.

If your organization receives reimbursable grant funding, you can report and keep track of the expenses that are reimbursable. On the Reimbursement tab of the grant record, you can set up and define the billing items and rates to use when creating charges in **Accounts Receivable** for grant expenses.

Accessing Grant Records

Because records are such an important part of *The Financial Edge*, we have placed all record types for **General Ledger** in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record or file. When you open *Records*, you can directly access several record types, including grant records. On the navigation bar in **General Ledger**, click **Records** and then click **Grants** on the Records page.



The Grants page is the starting point for grant records. From this page, you can add a new record or open an existing grant, and edit grant options. If you have Accounts Receivable installed, you can also run the Generate AR Transactions for Grant Expenses wizard.

To help you quickly access grant information, the Grants page displays recently accessed grant records. To save time when searching for a specific grant record, you can use the **Search for a Grant by grant ID** field. This is especially useful if your organization has a large number of grants. For more information about searching for records, see the Program Basics chapter of the *Program Basics Guide*.

Finding and Opening Grant Records

Tip: On the Grants page you can quickly find a grant by ID by using the search feature in *The Financial Edge*. For information about this feature, see the *Program Basics Guide*.

To find and open a grant record, you need to be familiar with the Open screen. The Open screen has several filters you can use to narrow your search and quickly locate the grant you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click **Open a Grant** from the Grants page.

► Opening a grant record

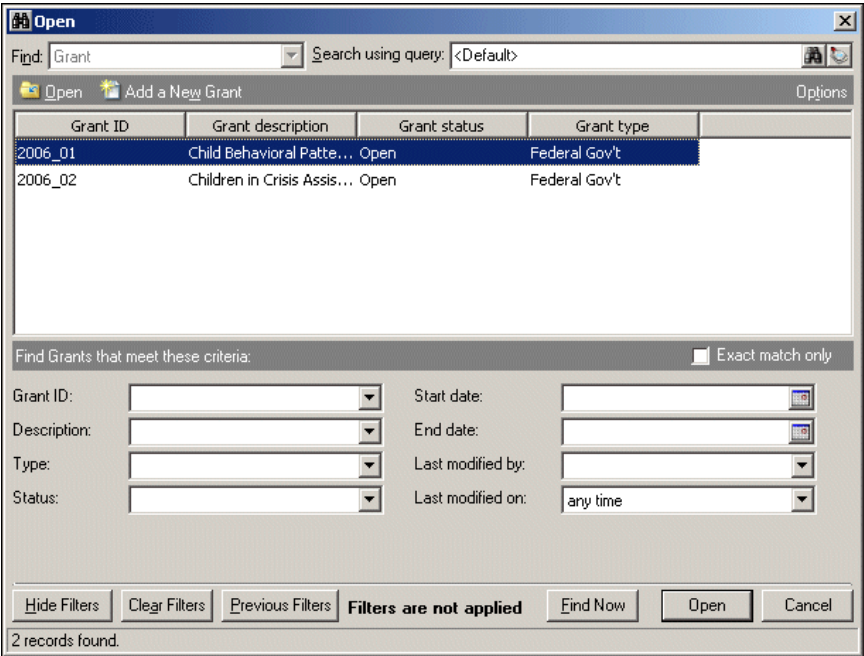
1. On the Records page, click **Grants**. The Grants page appears.

Tip: You can either click **Grants** or use the navigation tabs on the Records page to access grant records.

2. Click **Open a Grant**. The Open screen for grants appears. For more information about using the Open screen, see the *Program Basics Guide*.

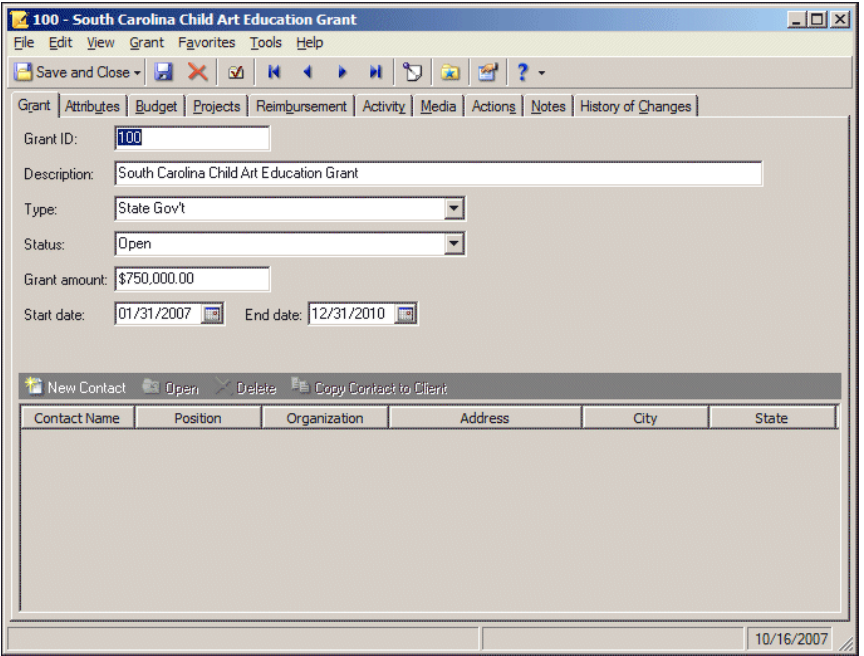
3. In the **Find Grants that meet these criteria** frame, enter the criteria for the program to use to search for the grant. Criteria can include the grant ID, description, type, and status.

4. Click **Find Now**. The program searches the database and displays all grants meeting the search criteria.



Note: The grant record opens to the Grant tab by default. In Options, you can select a different tab as the default. For more information, see the Options chapter of the *Program Basics Guide*.

5. In the grid, select a grant and click **Open**. The grant record opens to the Grant tab.



6. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Grants page.

Adding Grant Records

Glossary: A grant is money awarded to your organization by a government agency or private institution for a specific purpose.

On the Grant tab, you enter basic information about the grant, such as the grant type, status, amount, and start and end dates. You can also enter grant contact information. You can add grants from the Grants page of *Records*, the Open screen for grants, or by selecting **File, New** from a grant record.

If you enter common values repeatedly for multiple grant records, you can create a default set with these values to save time during data entry. The values are defaults only and you can still change any field on a record. From the menu bar of the record, select **Grant, Load Defaults from** to select an existing default set or create a new default set for the record type. To manage default sets for all record types in the program, select **Tools, Organize/Create Defaults**.

We recommend that, in *Configuration*, you specify duplicate search criteria and set the business rule to check for duplicate grants automatically. To search for a duplicate record from an existing record, from the menu bar, select **Grant, Duplicate Search**.

► Adding a grant record

1. On the Grants page, click **Add a New Grant**. The New Grant record opens to the Grant tab.

2. In the **Grant ID** and **Description** fields, enter the identification number and a description of the grant. We recommend you enter the name of the grant in the **Description** field.

If you marked **Automatically generate new Grant IDs** on the Business Rules tab of *Configuration*, the program automatically assigns a grant ID.

Note: You define grant types and statuses in *Configuration*. For more information, see the *Configuration Guide for General Ledger*.

3. In the **Type** and **Status** fields, select the type and status of the grant.

4. In the **Start date** and **End date** fields, enter the beginning date and ending dates of the grant or click the calendar to select dates. Dates are for informational purposes only.

Contact Name	Position	Organization	Address	City	State
--------------	----------	--------------	---------	------	-------

5. Click **New Contact** to add contact information. For more information, see “Adding Contact Information” on page 36.
6. If you want to copy the contact information to a client record in **Accounts Receivable**, click **Copy Contact to Client**.

Select the client address options for the contact you selected to copy

Address Type: [dropdown]

☐ Primary address for client

☐ Default Bill to address

☐ Default Ship to address

OK Cancel

7. In the **Address Type** field, select the type of address you want to link to the AR client record.
8. Using the corresponding checkboxes, indicate whether or not the address you are linking is the primary address, default billing address, and/or default shipping address.
9. Click **OK** to return to the Grants tab.
10. Click **Save and Close** on the toolbar. You return to the Grants page.

Adding Contact Information

When you create a grant record, to make grant information more thorough and complete, we recommend you add contact information to the record. You can store all this information in the contact grid on the Grant tab. You can add, update, or delete contact information at any time.

You can copy contact information from the grant record directly to the client record, if you have **Accounts Receivable** installed. To copy contact information you must also link the grant record to a client from the Reimbursement tab.

If you have **The Raiser's Edge** installed and integrated with **The Financial Edge**, you can load a **Raiser's Edge** constituent as a grant contact.

► **Adding a contact to a grant record**

1. From an open grant record, select the Grant tab.
2. Click **New Contact**. The New Contact screen appears.

The 'New Contact' dialog box is shown. It has a title bar with 'New Contact' and a close button. Inside, there are several input fields: 'Name' (with a button to its left), 'Organization:', 'Position:', 'Address' (with a button to its left), and 'Phone(s):'. The 'Phone(s):' field is a table with two columns: 'Contact Type' and 'Contact Number'. At the bottom, there are 'OK' and 'Cancel' buttons.

3. Click **Name**. The Name screen appears.
4. In the **Title 1** and **Title 2** fields, select titles for the contact, for example, "Ms." or "Dr.".
5. In the **First name**, **Middle name**, and **Last name** fields, enter the contact's name.
6. In the **Full name** field, select a format for the contact's full name on correspondence.
7. To synchronize name information so changes to individual name fields on the Name screen always affect the **Full name** field and vice versa, leave the **Synchronize full name and individual name fields** marked.

The 'Name' dialog box is shown. It has a title bar with 'Name' and a close button. Inside, there are several input fields: 'Title 1:' (with a dropdown menu), 'Title 2:' (with a dropdown menu), 'First name:' (with the text 'Thomas'), 'Middle name:', 'Last name:' (with the text 'Reed'), 'Suffix 1:' (with a dropdown menu), 'Suffix 2:' (with a dropdown menu), and 'Full name:' (with a dropdown menu showing 'Mr. Thomas Reed'). There is a checkbox labeled 'Synchronize full name and individual name fields' which is checked. At the bottom, there are 'OK' and 'Cancel' buttons.

8. Click **OK** to save the name information and return to the New Contact screen.
9. In the **Organization** field, enter the name of the organization with which the contact is associated.

10. In the **Position** field, enter the contact's position, for example, "Membership Chair".

New Contact	
Name	Mr. Thomas Reed
Organization:	Helping Hands
Position:	Development Director
Address	
Phone(s):	
<div>OK Cancel</div>	

Note: "United States" automatically appears in the **Country** field; however, you can select a different country.

11. Click **Address**. The New Address screen opens to the General tab.
12. In the **Address**, **City**, **State**, and **ZIP** fields, enter the contact's address.
13. In the contact grid, select a contact type in the **Contact Type** column and enter the number in the **Contact Number** column.

Note: The ZIP Code can be either a five-digit ZIP Code or ZIP + 4 code.

14. In the **Address as it will be printed** box, verify the address is formatted the way you want it to appear on reports and mailings.
15. To synchronize address information so changes to individual name fields on the Address screen always affect the **Address as it will be printed** box and vice versa, leave the **Synchronize with individual address fields** marked.

Address	
General	
Country:	United States
Address:	1234 Main Road
City:	Charleston
State:	SC South Carolina
ZIP:	29864
Address as it will be printed: 1234 Main Road Charleston, SC 29864	
<input checked="" type="checkbox"/> Synchronize with individual address fields	
<div>OK Cancel</div>	
Press F7 to zoom	

16. Click **OK** to save the information and return to the New Contact screen.



The 'New Contact' dialog box contains the following fields and data:

- Name:** Mr. Thomas Reed
- Organization:** Helping Hands
- Position:** Development Director
- Address:** 1234 Main Road, Charleston, SC 29864
- Phone(s):** A table with two columns: Contact Type and Contact Number.

Contact Type	Contact Number
Business	(843) 555-1234
Fax	(843) 555-1233

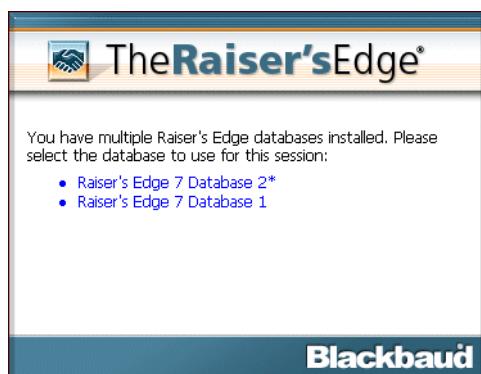
At the bottom are **OK** and **Cancel** buttons.

17. Click **OK** to return to the Grant tab. Contact information appears in the grid.

► **Loading a Raiser's Edge constituent as a grant contact**

Note: If you have *The Raiser's Edge* installed and integrated with *The Financial Edge*, you can load a *Raiser's Edge* constituent as a grant contact.

1. From an open grant record, select the Grant tab.
2. Click the down arrow next to **New Contact** and select **Load Raiser's Edge Constituent**.
3. If you have multiple databases installed, the Raiser's Edge Database screen appears.

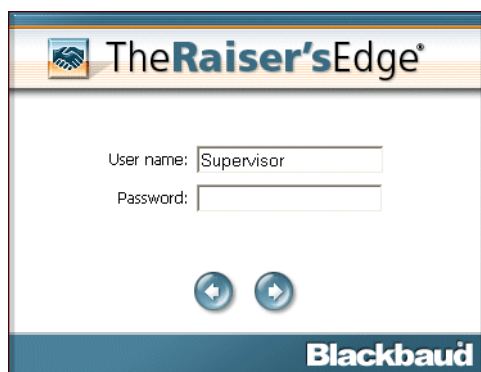


The screen displays the 'The Raiser's Edge' logo and the following text: 'You have multiple Raiser's Edge databases installed. Please select the database to use for this session:'

- Raiser's Edge 7 Database 2*
- Raiser's Edge 7 Database 1

The Blackbaud logo is at the bottom.

4. Click the database to log into. The Raiser's Edge login screen appears.



The login screen displays the 'The Raiser's Edge' logo and the following fields:

- User name:** Supervisor
- Password:** (empty field)

Below the fields are two circular buttons with left and right arrows. The Blackbaud logo is at the bottom.

5. Enter your user name and password and click the right arrow. The Open screen appears.

Note: Once you upload the constituent as a contact, there is no link to the *Raiser's Edge* constituent record. Any updates made to the constituent record in *The Raiser's Edge* are not reflected in *The Financial Edge*.

6. Enter information in the search fields to find the constituent and click **Find Now**. The constituent appears in the list.

Constituent Name	Address Block	City, State	Constituent ID
Harris F. Sadler	84 St. James Place	Richmond, VA	75
Saint Joseph's Catholi...	1525 Tradition Street	Charleston, SC	193
Heidi E. Schapiro	49 North 67th	Tekoa, WA	298
Martin A. Schultz	98 Coconut Grove Road	Pahoa, HI	173
Monica L. Sharp	325 Kentwood Lane	Chicago, IL	74
Mary E. Simpson	443 Lake Forest Drive...	Kiawah Island, SC	297
Anne C. Sinclair	115 Ashley River Road	Charleston, SC	76

7. Select the constituent to load and click **Open**. You return to the Grant tab and the constituent's contact information appears in the grid.

Managing Grant Budgets

From an open grant record, you can set up a grant budget that synchronizes the budgets of the accounts that use the grant. You can then add, edit, and delete budget information. Any changes you make to the grant budget affect the accounts with which it is linked. Keep in mind, to use budgets with grants, you must set up a grant-tracking transaction code on Grant Business Rules page of *Configuration*.

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

On the Budget tab, you can define the portion of your overall budget that is allocated to and generated from a grant. You can enter and modify the budget on any grant for budgets not yet finalized for any of the fiscal years defined in *Configuration*.

You can add and distribute grant budget amounts using three methods:

- Manually entering an amount into each applicable period
- Distributing an amount evenly
- Distributing an amount or set of defined percentage distributions

Adding Grant Budgets

Tip: If you are setting up both account and grant budgets, we recommend you set up the budgets from the grant record and create the budget automatically. The only time you want to enter budgets from the account record is to allocate a dollar amount only to the account and not to the grant.

A budget is an estimate of the level of economic activity for a fiscal period. You can expand grant information on the Budget tab of the grant record. On this tab, you can enter grant budgets. If you have the optional module *Budget Management*, you can develop, copy, forecast, and monitor budget scenarios.

► Adding a grant budget

1. From an open grant record, select the Budget tab.

Account Number	Description	Total	Distributed	
				1

2. In the **Scenario ID** field, select a budget scenario.
3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
4. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
5. In the **Total** column, enter the total budget amount available for project.
6. Select “Amount” or “Percent”.

If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.

If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.

7. Click **Save and Close**. You return to the Grants page.

► Adding a grant budget in grant total view

If the grant you have open allows grant total budgeting, you will have the following view on your Budget tab. You can enable the **Allow total Grant budget amounts to be set for selected Grant types** option in *Business Rules*.

1. From an open grant record, select the Budget tab.

The screenshot shows a software window titled "100 - South Carolina Child Art Education Grant". The window has a menu bar with "File", "Edit", "View", "Grant", "Favorites", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Save and Close", "Print", "Delete", "Undo", "Redo", "Find", "Home", "Previous", "Next", "Help", and a dropdown arrow. The main area has tabs for "Grant", "Attributes", "Budget", "Projects", "Reimbursement", "Activity", "Media", "Actions", "Notes", and "History of Changes". The "Budget" tab is selected. On the left side of the Budget tab, there are several input fields: "Scenario ID:" (a dropdown menu), "Start Fiscal Year:" (a dropdown menu), "Budget type:" (a read-only field), "Expense budget:" (a text box containing "\$0.00"), "Actual expense:" (a text box), "Fav/(unFav):" (a text box), and "Percent used:" (a text box). Below these fields is a checkbox labeled "Include funded Project expense" which is checked. The bottom right corner of the window shows the date "10/17/2007".

2. In the **Scenario ID** field, select a budget scenario.
3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.
4. In the **Expense budget** field, enter the total budget amount available for the grant.
The **Actual expense** field displays the amount for posted General Ledger transactions for expense category accounts in the selected fiscal year.

Note: You can enable the **Allow total Grant budget amounts to be set for selected Grant types** option in *Business Rules*.

The **Fav/(unFav)** field displays the budget minus actual expense.

The **Percent used** field displays the actual expense divided by the total budget.

5. Mark the **Include funded Project expense** checkbox to include activity for projects listed on the grant's Projects tab in the Actual expense figure.
6. Click **Save and Close**. You return to the Grants page.

Distributing Grant Budgets

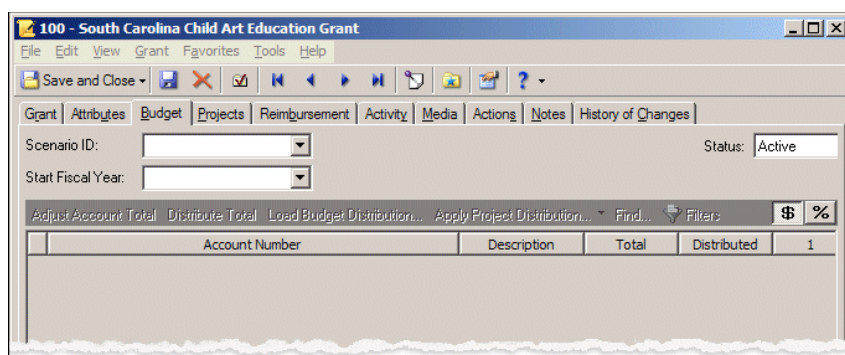
On the Budget tab of an open grant record, you can enter and distribute a grant budget. Entering and distributing grant budgets gives you the flexibility of entering budget figures that you can adjust to reflect irregular or seasonal fluctuations.

If you define distributions in *Configuration*, you can use the distribution by clicking **Load Budget Distribution**. If you distribute a budget evenly, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

► Distributing a grant budget

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects. A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts.

1. From an open grant record, select the Budget tab.



2. In the **Scenario ID** field, select a scenario identifier.
3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
4. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
5. In the **Total** field, enter the total amount to include in the budget.
6. Select “Amount” or “Percent” from the toolbar.
If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.
7. On the action bar, click **Distribute Total**. The total is divided and distributed equally for each period of the fiscal year.
8. Click **Save and Close**. You return to the Grants page.

Loading Grant Budget Distributions

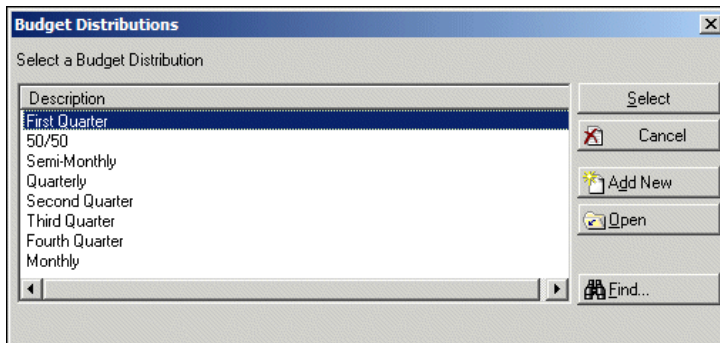
You can save time and reduce errors by using a budget already defined in *Configuration*. Budget distributions provide a method for you to distribute budget activity manually or evenly.

► Loading a grant budget distribution

Glossary: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. You can apply budget activity manually, evenly, or with a table to projects.

1. From an open grant record, select the Budget tab.

2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
3. In the **Scenario ID** field, select a scenario identifier.
4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
5. In the **Total** field, enter the total amount you want to include in the budget.
6. Select “Amount” or “Percent”.
7. Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.



8. From the list, select a budget distribution. You define distributions in *Configuration*.

Note: A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, a period range budget can span fiscal years and contain from one to 99 periods.

9. Click **Select**. You return to the Budget tab, and the program distributes the budget according to the budget distribution selection. For example, if you select **Quarterly**, the budget is distributed evenly among four months of the fiscal year.
10. Click **Save and Close**. You return to the Grants page.

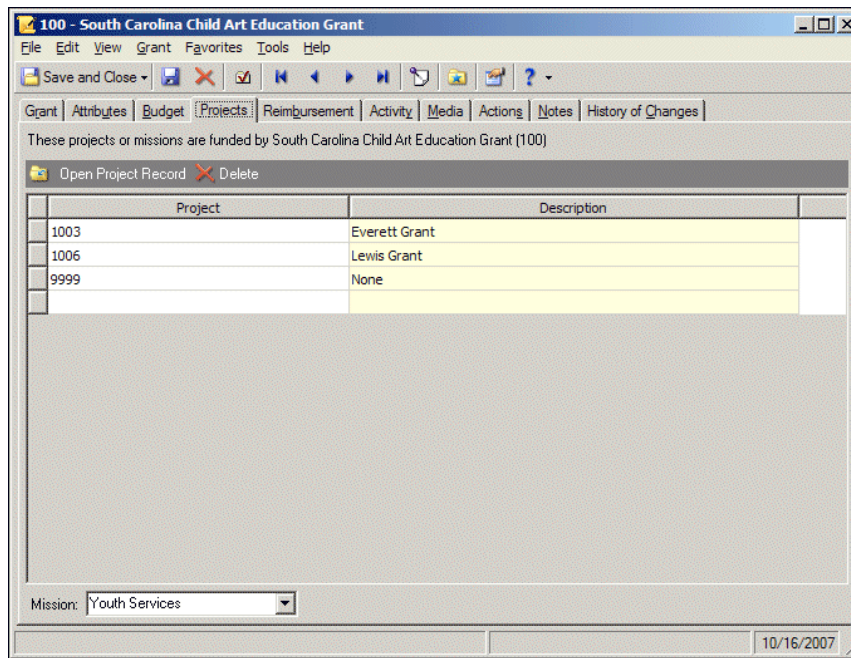
Assigning Projects to a Grant

On the Projects tab, you specify the projects funded by the grant. If you defined a transaction code set in *Configuration*, you can also assign a single transaction code to the grant to provide an additional level of detail for tracking how the grant is used.

► Assigning projects to the grant

1. From an open grant record, select the Projects tab.
2. In the first row, select or enter a project ID in the **Project** column. The project description appears in the **Description** column.

If you defined a transaction code set in business rules, a field appears in which you can select a transaction code value for the grant record. For more information about this business rule, see the *Configuration Guide for General Ledger* “Grant Business Rules” on page 19.



3. Click **Save and Close** on the toolbar. You return to the Grants page.

Setting up Reimbursement Information

If your organization receives reimbursable grant funding, you can report and keep track of the expenses that are reimbursable. On the Reimbursement tab of the grant record, you can set up and define the billing items and rates to use when creating charges in **Accounts Receivable** for grant expenses.

Note: The Reimbursement tab on the grant record is visible only if you have **Accounts Receivable** installed.

In order to bill the grantor through **Accounts Receivable** for expenses, you must associate product and billing items with **General Ledger** accounts.

► **Setting up reimbursement information**

1. From an open grant record, select the Reimbursement tab. The Reimbursement tab is available only if you have **Accounts Receivable**.

2006_01 - Child Behavioral Patterns Research Grant

File Edit View Grant Favorites Tools Help

Save and Close

Grant Attributes Projects **Reimbursement** Activity Media Actions Notes History of Changes

Request reimbursement from: [binoculars icon]

Reimbursable expense types and rates:

Expense Type	Reimbursement Percentage Rate

Request reimbursement using these product and billing items: [GL Distribution icon]

Category	Item	Description	Expense Type	Eff

Activity for these accounts will be used to create AR transactions for the selected billing item row

Include: [Selected accounts by range] Category: [Expense]

Account codes from: [\$\$\$\$] to account code: [\$\$\$\$]

Account Selection Notes:

Last account code for the previous item:	There are no items before this line.
First account code for the next item:	There are no items after this line.
Valid account code range for Expense:	5000 to 5999

09/06/2006

2. In the **Request reimbursement from** field, click the binoculars to access the Open screen and select the client funding the grant.
3. In the **Expense Type** column, select the type of expense you want to show for this grant. Expense types are created in **Configuration**.
4. In the **Reimbursable Percentage Rate** column, enter the percentage of expense that can be reimbursed with the grant.
5. In the **Request reimbursement using these product and billing items** frame, you can add the products and billing items used to bill the grantor for incurred grant expenses, plus any billing restrictions. These billing items are not required on the grant record, however, you must create billing items in **Accounts Receivable** to create AR charges for GL transactions.

6. Click **GL Distribution** to access the revenue distribution for the billing item.

GL Distribution

Interfund: 01

< Previous Row's GL Distribution Next Row's GL Distribution >

CR Account Number	CR Account Desc...	Percent	DR Account Number	DR Account Desc...
		100.000	**--199-00	

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All... Remaining: 0.000

OK Cancel

03/08/2007

7. In the **Interfund** field, select a valid interfund entry to balance the accounts. Interfund entries are defined in *Configuration*.
8. In the **CR Account Number** and **DR Account Number** fields, enter the debit and credit accounts for the distribution.
9. In the **Percent** column, enter a percentage for the distribution.
10. To edit the project, class, and transaction codes for the distribution, click **Distribution**, and select “DR Distribution” or “CR Distribution”.

Debit Transaction Distribution

Use the transaction distribution from the expense to be reimbursed

Project ID	Project Description	Percent	Class	Mission	Spendable/
		100.000	Unrestricted Net Assets	None	Spendable

Load Distribution... Distribute Evenly Delete All... Remaining: 0.000

OK Cancel

- If you want the billing item distribution to use the same set of projects, classes, and transaction codes as the expenses that will be reimbursed with this billing item, select “Use the transaction distribution from the expense to be reimbursed”.
- If you want to set a different transaction distribution for the billing item revenue distribution, select “Always use this transaction distribution,” to enable the transaction distribution grid.

11. Click **OK** to return to the GL Distribution screen, and click **OK** to return to the Reimbursement tab of the grant record.

12. In the **Include** field, you can choose “Selected accounts by range” or “Selected accounts using advanced filters”. If you choose “Selected accounts by range”, you can select a range of accounts using the **Account codes from [] to account code []** fields.
If you select “Selected accounts using advanced filters”, a set of filters appears at the bottom of the screen that you can use to select accounts.
13. In the **Category** field, select a category for the account codes. The **Category** field is disabled if you choose “Selected accounts using advanced filters”.
14. Click **Save and Close** on the toolbar to return to the Grants page.

Generating AR Transactions for Grant Expenses

If your organization receives funding from reimbursable grants and needs to track expenses associated with the grant in order to request reimbursement, you can use the Generate AR Transactions for Grant Expenses wizard. Using this wizard, you can create transactions in **Accounts Receivable** for grant expenses, and generate AR charge (or invoice line item) transactions for grant expenses that have been journalized to the general ledger from sub-ledger transactions.

Warning: To use the Generate AR Transactions for Grant Expenses wizard, you must have **Accounts Receivable** installed.

Before using the wizard, you must set up the grant record in **General Ledger** by defining the AR client who will be billed for grant expenses. You must also create the **Accounts Receivable** products and billing items that will be the basis of the transactions you create, and the GL accounts for which activity will be accumulated for the amount of the transaction.

Note: Grant expenses are created through AP invoices and payments, which are distributed to the assigned project and/or grant. These **Accounts Payable** payments must be posted before you can generate an AR charge transaction.

You can access the Generate AR Transactions for Grant Expenses wizard from the Grants Records page, or the General Ledger processing page. To use this wizard, you must have **Accounts Receivable** installed.

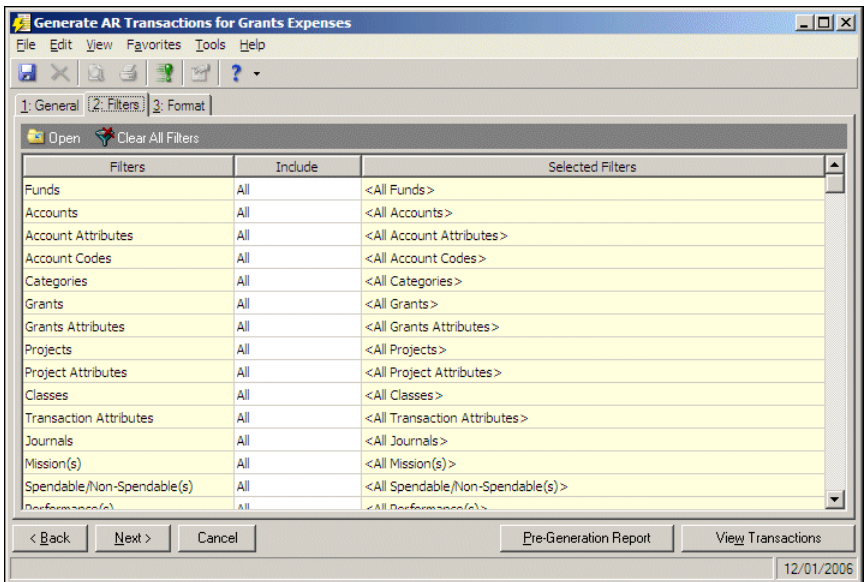
► Generating AR transactions for grant expenses

You can access the Generate AR Transactions for Grant Expenses wizard from the Grants Records page, or the General Ledger processing page.

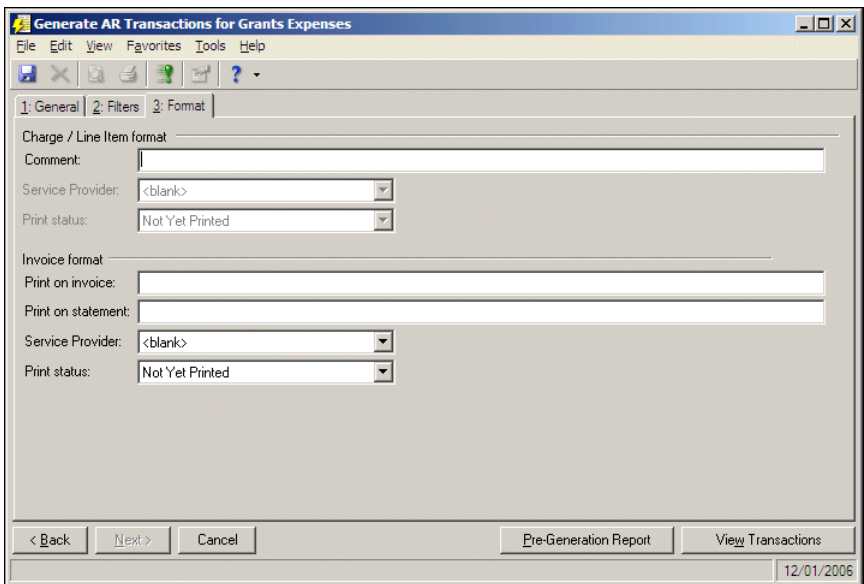
1. From Generate AR Transactions for Grant Expenses page, click **New**. The Generate AR Transactions for Grant Expenses screen appears.

2. In the **Generate** field, select “Accounts Receivable Charges” or “Accounts Receivable Invoice Line Items”. If you choose to generate invoice line items, enter the **Starting Invoice ID**.
3. In the **Transaction date** field, enter the current date.
4. The **Ordered on** field appears only if you are generating invoice line items. In this field, enter the current date or invoice date.
5. In the **Due date** field, enter a specific date, or select a due date based on the client’s terms, or the terms you created in *Configuration*.
6. In the **Post status/date** fields, select “Not yet posted”, or “Do not post”.
7. In the **Include account activity as of this date** frame, select the date or date range for which you want to include the account activity in reports and financial statements.
8. Mark **Include encumbrance transactions** to include encumbrance transactions. This option is disabled if you do not use encumbrance accounting.
9. Mark **Include activity for funded projects** to include all activity for the projects listed on the Projects tab of the grant record. Please be aware that projects with an assigned transaction code will not be included.
10. To print a control report, mark **Print a control report on** and select a printer.

11. Mark **Create an output query of transactions created** to create a static query of the transactions created.
12. Select the Filters tab.



13. On the Filters tab, you can filter the transactions to include information based on selected criteria such as funds, accounts, grants, and classes. For example, you can include only the grants within a certain range.
14. Once you have selected your filters, click next to access the Format tab. You can use the fields on this screen to default comments, service provider, and print status information directly to the charge/line items or invoices you generate. The fields on this screen will vary depending on the transactions you are generating.



15. In the **Comment** field, enter any comments you want included on the charge/line item.
16. In the **Service Provider** field, enter the service provider associated with the charges.
17. In the **Print status** field, select a status.
18. If you are generating Accounts Receivable invoice line items, additional fields appear on the Format tab. In the **Print on invoice** field, enter any comments you want included on the invoice.

19. In the **Print on statement** field, enter any comments you want included on the statement.
20. In the **Service Provider** field, enter the service provider associated with the invoices.
21. In the **Print status** field, select a status.
22. If you click **Pre-Generation Report**, the system calculates the billing amounts for grants based on the GL activity dates and filters you selected, and displays the report for you to review before actually generating the transactions.
23. Click **View Transactions** to view and edit the transactions that meet your criteria.

AR Transactions for Grant Expenses

These transactions match the criteria you specified:

Select All Deselect All Show Summary Find...

Rows marked include transactions listed for more than one Grant

Generate?	Grant ID	Client Name	Item ID	Item Description	Transaction Date	Due Date	Unit of Measure	Quantity	Unit Price	Extended Amount
<input checked="" type="checkbox"/>	105	Bonino ...	PPP	Paper	10/16/2007					\$10,268.30

Grant Description	Austin Grant	Extended Amount	\$10,268.30
Item ID	PPP	Amounts Previously Billed	\$0.00
Item Description	Paper	Total	\$10,268.30
Transaction Date	10/16/2007	Reimbursement Limit	\$250.00
Due Date		Amount, Under Limit/(Over Limit)	(\$10,018.30)

Cancel Pre-Generation Report Generate Now

Total extended amount: \$10,268.30 10/16/2007

24. In the **Generate?** column, select the specific rows you want to generate.
25. Click **Show Summary** to view the account summary and detail for each row.

Account Summary for 105 - Austin Grant, PPP - Paper

Account Summary from 01/01/2006 - 12/31/2006

Select All Deselect All Account Detail Find...

Rows marked include transactions listed for more than one Grant

Include?	Account Number	Account Description	Actual	Reimbursement Percentage Rate	Extended Amount
<input checked="" type="checkbox"/>	01-5460-02	Printing	\$4,737.86	75.000	\$3,553.40
<input checked="" type="checkbox"/>	01-5460-01	Printing	\$5,211.69	75.000	\$3,908.77
<input checked="" type="checkbox"/>	01-5460-03	Printing	\$3,316.52	75.000	\$2,487.39
<input checked="" type="checkbox"/>	02-5895-02	Miscellaneous Expenses	\$425.00	75.000	\$318.75

Extended Amount	\$10,268.30
Amounts Previously Billed	\$0.00
Total	\$10,268.30
Reimbursement Limit	\$250.00
Amount, Under Limit/(Over Limit)	(\$10,018.30)

Close

26. In the **Include** column, you can select specific accounts to include or exclude from the generation process.

27. Click **Close** to return to the View Transactions screen.
28. Click **Generate Now** to generate the transactions.

Managing Grant Activity

The Activity tab displays a summary of grant activity for associated projects and transactions (if you defined a transaction code for the grant). Information on the Activity tab is for viewing only; you cannot add or edit activity. If the grant has an assigned transaction code, you can view transactions grouped by transaction code or by project. You can also filter the information that appears in the grid. You can export activity information to another software program to work with the information in that format or to create a report of activity. With graphs, you can view grant activity in a variety of graph formats and styles to use in presentations and reports.

Viewing Grant Activity

Glossary: A transaction is a general ledger entry that indicates to the program the amount and account to debit or credit. Transactions contain additional information that helps to trace and report on them. Transactions include source codes and journal references.

Depending on the selection in the **Type** field on the Activity tab, you can view actual transactions, encumbrance transactions, or both. If the grant has an assigned transaction code, you can view transactions grouped by transaction code or by project. You can also filter the information that appears in the grid.

► Viewing grant activity

1. From an open grant record, select the Activity tab. A grid appears displaying all activity on the grant.

	Revenue	Expenses	Gains	Losses	Gifts	Transfers	Net Surplus/Deficit
1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1006	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Youth Services	\$0.00	\$30,733.37	\$0.00	\$0.00	\$0.00	\$0.00	(\$30,733.37)
Total	\$0.00	\$30,733.37	\$0.00	\$0.00	\$0.00	\$0.00	(\$30,733.37)

2. In the **Type** field, select one of these options:
 - **Actual** — displays the **Actual** column with actual project transactions.
 - **Encumbrance** — displays the **Encumbrance** column with encumbrance transactions.
 - **Both** — displays the **Actual and Encumbrance** column with actual plus encumbrance transaction amounts.

3. In the **Dates** field, select a fiscal year.
4. For the **Show** field, mark one of these options:
 - Group activity by Transaction Code — this option displays all transactions with transaction code distributions in the transaction code row, regardless of the project distribution.
 - Group activity by Project — this option displays all transactions with project distributions in the Project rows, regardless of the transaction code distribution.
5. You can filter the information included in the grid. Click **Filter** to specify filters for grant activity. For more information, see “Defining Filters for the Activity Grid” on page 53.
6. To open a project record and view project activity, select a project in the grid and click **Open Project**.
7. When you finish viewing grant activity, close the grant record. You return to the Grants page.

Exporting Grant Information

You can export grant activity information into a worksheet or other database application. Exporting is useful if you routinely create custom reports using **The Financial Edge** data. You can filter to view the information you want, extract the data to use, and create a customized report.

► Exporting grant activity to a worksheet

1. From an open grant record, select the Activity tab.
2. Select a row in the activity grid.
3. From the menu bar, select **Edit, Export Grid to Excel**. The program sends the data to *Excel*, and grant activity appears in an *Excel* worksheet.
4. Save the grant activity in the *Excel* worksheet. Close *Excel* and return to the grant record.
5. Close the grant record. You return to the Grants page.

Defining Filters for the Activity Grid

You can define custom filters for viewing grant activity. You can expand or reduce the activity appearing in the grid by filtering by query, date, account number, journal, class, account attribute, and transaction code. For more information about filtering in **The Financial Edge**, see the *Program Basics Guide*.

► Defining a filter for the activity grid on a grant record

1. From an open grant record, select the Activity tab.

2. On the action bar, click **Filters**. The Grant Filters screen appears.

3. To filter grant activity, select a query, date range, or other elements about the grant.
 - To filter activity using a query, click the binoculars in the **Query** field to search for a query. For more information about using queries, see the *Query Guide*.
 - To filter activity by date, in the **Date** field, select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific dates>”.
 - You can use the **Account number**, **Journal**, **Account Attribute**, and **Transaction code** fields to filter activity. For information about defining transaction codes, see the *Configuration Guide for General Ledger*. You can also filter activity by fund. Select funds using the arrow buttons in the box at the bottom of the screen.
4. When you finish making filtering selections, click **OK**. You return to the Activity tab. Click **Calculate** to recalculate the grant activity appearing the grid using the new filtering criteria.

Viewing Grant Details

You can display transaction details for projects and transaction codes on the Activity tab. You can open projects and view all the details of the account, such as the post date, journal reference, and amount.

► **Viewing details for a specified period of activity on a grant record**

1. From an open grant record, select the Activity tab. Double-click a project in the grid. The Activity tab for the project appears.

9001 - Abnormal Psychology Program

File Edit View Project Favorites Tools Help

Save and Close

Project Attributes Budget Account Restrictions Indirect Costs Activity Media Actions Notes History of Changes

Report View: ☒ Activity ☐ Direct and Indirect Costs

Type: Actual Dates: 2006 Budget Scenario: Filters

Income Statement from 01/01/2006 - 12/31/2006

Category	Actual	Budget	Fav/(unFav)	%Used
Beginning Balance	\$0.00			
Revenues	\$0.00			
Expenses	\$0.00			
Gains	\$0.00			
Losses	\$0.00			
Gifts	\$0.00			
Transfers	\$0.00			
Adjustments to Net Assets	\$0.00			
Net Surplus/Deficit	\$0.00			
Ending Balance	\$0.00			

Balance Sheet through 12/31/2006

Category	Actual
Assets	\$0.00
Liabilities	\$0.00

Clear all filters Calculate

09/06/2006

2. Double-click an account and the Account Summary screen appears.

Account Summary

Revenue Account Summary from 01/01/2007 to 12/31/2007

Account Detail

Account #	Description	Actual	Budget	Fav/(unFav)	%Used
01-4050-04	Tuition Revenue	\$11,832.00			
01-4190-00	Individuals	\$1,197.90			
01-4900-04	Miscellaneous Income	\$2,150.00			
02-4190-00	Individuals	\$3.94			

Total Amount : \$15,183.84 Total Budget : \$0.00

Close

3. To view details of an account, select the account in the grid and click **Account Detail**. Transactions for the selected account appear. For more information about transactions in **General Ledger**, see the *Journal Entry Guide*.

4. To view details of a transaction, click **View Transaction** on the action bar. The Transaction screen for the selected transaction appears.

5. Close the Transaction screen to return to the Account Summary screen.
6. Click **Close** to close the Account Summary screen and return to the Activity tab of the project record. Close the project to return to the grant Activity tab.

Viewing the History of Changes

The History of Changes tab displays an historic record of changes to the grant record. If a grant has had a change in description, ID, or status, the change appears on the History of Changes tab. The information is for viewing only; you cannot add, edit, or delete data on this tab.

► Viewing the history of changes on a grant record

1. From an open grant record, select the History of Changes tab. A grid displays the changes made to the grant with the most recent change appearing at the top.

- The **Item Changed** column displays the kind of change made on the grant record, such as status or grant ID.
 - The **Previous Setting** column displays the information that had been recorded for the grant before new information was entered.
 - The **New Setting** column displays the new information recorded for the grant.
 - The **Changed On** column displays the date the change was made.
 - The **Changed By** column displays the name of the user who made the change.
2. Click the **Changed On** column heading. The display now lists the changes with the oldest date on top. Click the heading again, and the new change appears on top.

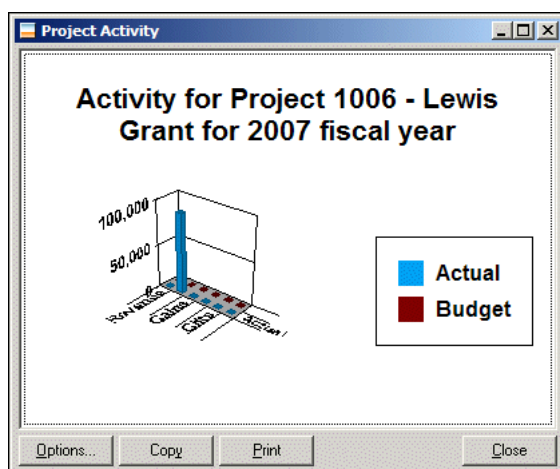
3. Close the grant record to return to the Grants page.

Graphing Grant Activity

You can create graphs of associated project activity. These use standard graphing features, such as two- or three-dimensional bar graphs and line graphs. To access these features, in the grid on the Activity tab, select a category and click the **Summary Graph** button on the toolbar.

► Graphing grant activity

1. From an open grant record, select the Activity tab.
2. Select the activity type and fiscal year.
3. Double-click a project. The project record opens to the Activity tab.
4. On the toolbar, click the **Summary Graph** button. The Project Activity screen appears.



Note: To view two-dimensional graphs, mark **2D** at the top of the screen. To view three-dimensional graphs, mark **3D**.

5. To change the graph type, style, or text, click **Options**. The Gallery screen appears with an array of graph types. Click a type, for example, "Pie".
6. Click **Next**. The Style screen appears. Click a style, for example, "1".
7. Click **Next**. The Layout screen appears so you can create a title, footnote, and legend for the graph.
8. Click **Next**. The Axes screen appears so you can define the category and value for the axes on the graph.
9. Click **Finish**. The graph for the grant activity appears in the format you selected.
10. To copy the graph to the clipboard for pasting into documents, click **Copy**. A message appears, telling you the graph has been copied to the clipboard.
11. To print the graph, click **Print**. The graph prints on your default printer.
12. When you finish making selections for the graph, click **Close**. You return to the Activity tab of the grant record.

Managing Attributes, Media, Actions, and Notes

You can further define a grant record by adding information to its tabs.

On the Attributes tab you can add attributes that give an additional level of detail to grant records. You can filter and sort using grant attributes.

On the Media tab, you can store media objects for a grant.

On the Actions tab, you can enter communications about the grant.

On the Notes tab, you can record information about a grant that you may need later.

Adding Attributes

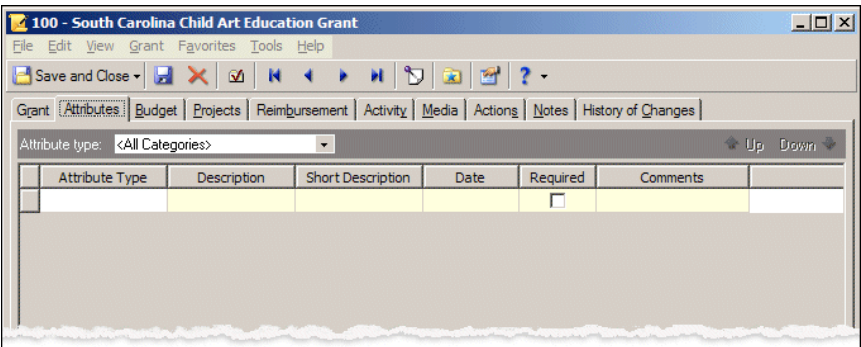
Use the Attributes tab to record additional information relating a grant to a particular project, user, department, or program. You can report on grants with attributes based on a common theme. You can use grant attributes as filters in other areas of *General Ledger*, such as *Query*.

If you delete attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the grant record instead of the attribute.

▶ Adding a grant attribute

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.

1. From an open grant record, select the Attributes tab.



2. In the **Attribute Type** column, select an attribute type.
3. In the **Description** column, select or enter a description of the attribute.
4. If you selected a table type attribute that uses short descriptions, in the **Short Description** column, select the attribute description. The **Description** column completes automatically.
5. In the **Date** field, enter the date the attribute becomes effective.
6. If this attribute type is required on a grant record, the program automatically marks the checkbox in the **Required** column. You cannot edit this from the Attributes tab.

Note: You must define attributes in *Configuration* before you can add them to a grant record. For more information about defining grant attributes, see the *Configuration Guide for General Ledger*.

7. In the **Comments** column, enter any additional comments or more detailed information about the attribute. You can enter free-form text in this column.
8. Click **Save and Close** on the toolbar. You return to the Grants page.

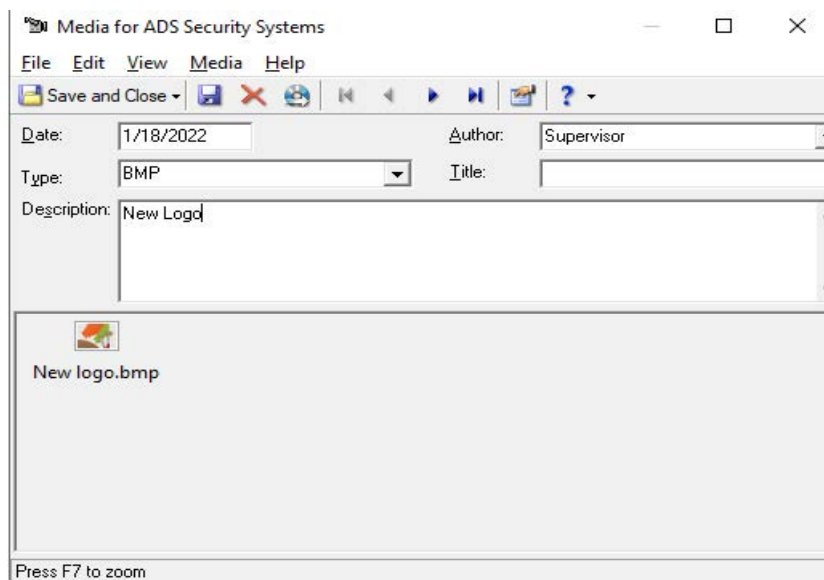
Add and Export Media

Media can include newspaper clippings, letters, contracts, pictures, and graphs.

To reduce the size of your database, you can create a link to the media file. Be aware that if the original file is moved or deleted, the link will not work. The linked file must be in a location on your network where other users can access it.

► Export media

1. From the Media tab of a grant record, open the media record.



2. Select **Export** on the toolbar, or the **File** menu. The **Save As** screen appears.
3. Select the **File name** and **Directory**.
4. Select **Save**. The media is exported.

► **Adding existing media to a grant record**

1. From the Media tab of a grant record, click **New Media**. The Open screen appears.
2. Select the media object and click **Open**. The New Media screen appears.

3. In the **Date** field, enter the date to track when the media is added.
4. In the **Type** field, select a media type. You define media types in *Configuration*.
5. In the **Description** field, enter a description of the media object.
6. In the **Author** field, select your user name.
7. In the **Title** field, enter a title for the media object.
8. Click **Save and Close** to save the media object and return to the Media tab.

Adding Actions

Glossary: An action is any task or activity that needs to be completed for a grant.

The Actions tab maintains any task or activity that needs to be completed for a grant. Actions, for example, can include meetings, mailings, phone calls, and email messages. If you have security rights established from the **Set up system security** link in *Administration*, you can add, edit, and delete actions from this tab.

Warning: Be careful not to use the **Delete** button on the toolbar to delete an action. You could inadvertently delete the grant record instead of the action.

You can assign an action to another person or yourself, and the program reminds you or the other user when the action is due by adding an action reminder to the Home page for the person assigned the action.

► Adding an action to a grant record

1. From an open grant record, select the Actions tab.
2. On the action bar, click **New Action**. The New Action screen opens on the Action tab. The name of the grant appears in the **Description** field.

3. In the **Action type** field, select an action type.
4. In the **Action date** and **Time** fields, enter the date and time the action should occur.

5. In the **Status** field, select the status of the action, for example, “Pending”. Action statuses are defined on the Tables tab of *Configuration*.

Note: When the action is complete, open the record and mark **Action completed on**. The program automatically enters the current date.

6. In the **Priority** field, select “Low”, “Normal”, or “High” as the level of importance for the action.
7. In the **Assigned to** field, select the person assigned to complete the action. The action appears on the record of the person selected in the field.
8. To send the person assigned to the action a reminder, mark **Auto-Remind**. When you mark **Auto-Remind**, other options in the frame become active.
9. In the **Send reminder to** field, select the person to be reminded.
10. In the **Set reminder for [] beforehand** field, specify how many days, weeks, or months before the action date you want to send the reminder.
11. When the action is complete, you can mark **Completed on**. The program automatically enters the current date.
12. In the **Description** field, add notes to describe the action.
13. To add attributes to the action, select the Attributes tab. For more information about adding attributes, see “Adding Attributes” on page 58.
14. To save the action and return to the Actions tab, click **Save and Close**. The new action appears in the grid.

Adding Notes

In *The Financial Edge*, the Notes tab makes it easy to maintain helpful pieces of information you receive, read, or need to remember about a grant. You can create notepads to record information about the grant not entered elsewhere in the record. Each notepad has a date, type, description, title, and author.

Glossary: A note is useful information you can add to a record using free-form text.

Notes are different from attributes because they can be secured by type. You can set up securities so only certain users can view particular notepad types. This is especially useful when the information is of a sensitive nature and you want to ensure that only you can access the information. For more information about setting up security access, see the Security chapter of the *Administration Guide*. When deleting a note, be careful not to use the Delete button on the toolbar. You could inadvertently delete the grant record instead of the note.

► Adding a note to a grant record

1. From an open grant record, select the Notes tab.
2. Click **New Note** on the action bar. The New Note screen appears.
3. Today’s date automatically appears in the **Date** field, but you can enter a different date.
4. In the **Type**, **Description**, and **Title** fields, enter information about this notepad.
5. In the **Author** field, select your user name.

Note: You can use buttons on the word processing toolbar to format the appearance of the text, check spelling, and use a thesaurus.

6. In the text box, enter the information you need to remember.

New Note

File Edit Notes Format Tools Help

Save and Close Undo Redo Spelling ?

MS Sans Serif 10 B I U

Date: 10/16/2007 Title: Grant02

Type: Internal Author: Supervisor

Description: Note to Tom

We are still waiting on the first installment of this grant

Press F5 to insert time stamp

7. Click **Save and Close** on the toolbar. You return to the Notes tab, and the note appears in the grid.

Projects

Accessing Project Records	66
Finding and Opening Project Records	67
Managing Project Records	69
Adding Project Records	69
Adding Contact Information	71
Managing Project Budgets	75
Adding Project Budgets	75
Distributing Project Budgets Evenly	77
Loading Project Budget Distributions	78
Adjusting Project Budget Totals	79
Adding Account Restrictions	80
Defining Indirect Cost Information	81
Defining Portfolio Allocation Information	83
Managing Project Activity	85
Viewing Project Activity	85
Viewing Direct and Indirect Cost Activity	89
Exporting Project Information	90
Defining Filters for the Activity Grid	91
Editing Filters for the Direct and Indirect Cost Grid	92
Viewing Project Details	93
Viewing the History of Changes	95
Graphing Project Activity	96
Managing Attributes, Media, Actions, and Notes	99
Adding Attributes	99
Adding Media	100
Adding Actions	102
Adding Notes	103

Note: Documentation for *The Financial Edge* shows you how to select, locate, and use the right resources for a particular task. This chapter explains how to add, access, and work with project records. It introduces you to the basic concepts of project records and defines words and phrases you need to know. If you have the optional module *Budget Management*, see the Budget Management chapter for information about that area of the program.

Projects and Grants is an abbreviation for the optional module *Project, Grant and Endowment Management*, which is used in conjunction with **General Ledger** to track projects and demonstrate fiscal responsibility and stewardship to your organization's grantors and donors.

With *Projects and Grants*, you add project records to the system that are used to record transactions and report on activity for grants, endowments, scholarships, programs, special events, investments, or other similar entities. Using project records provides an extra level of tracking that enables you to run detailed reports while making sure you meet donor restrictions.

If you have the optional module *Allocation Management* along with *Projects and Grants*, you can use projects to help track indirect costs using the Indirect Costs tab. On this tab, you define specific indirect cost information, including destination accounts, rates, and pools, to be associated with projects when they are included in indirect cost allocations. For more information about indirect cost allocations, see the *Allocation Management Guide*.

Another benefit of using *Projects and Grants* is the availability of transaction codes, which you can use to track transactions and maintain fund balances by and across fiscal years. 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. For more information about transaction codes, see the *Configuration Guide for General Ledger*.

Note: Visit our website at www.blackbaud.com for the latest documentation and information.

If you have the optional module *Budget Management*, options set for budgets in the Budget Manager apply to project budgets. In *Budget Management* you can use Budget Tools, budget scenarios, and budget management options. With these, you can increase the input of budget information and finalize budgets.

Note: You can select **Tools, Options** from the menu bar anywhere in *The Financial Edge* to access the Options screen.

To establish project user options, click **Edit options for Projects** from the Projects page. On the Options screen, select the Records tab. In the treeview on the left, select **Project** or **Project Activity**. For more information about options, see the *Program Basics Guide*.

Accessing Project Records

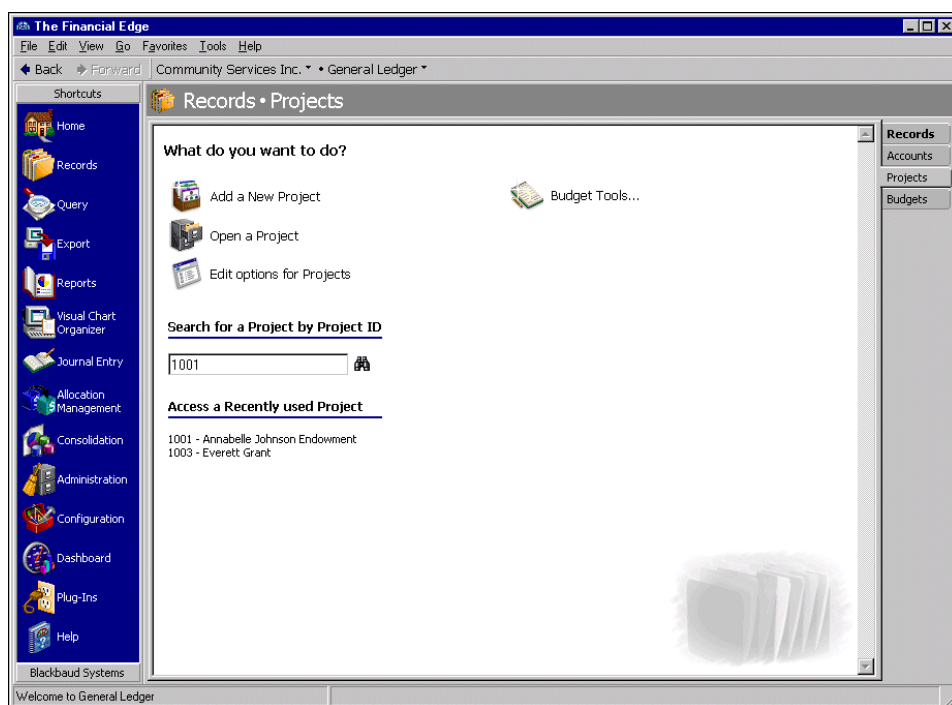
Because records are such an important part of *The Financial Edge*, we have placed all record types for **General Ledger** in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record or file. When you open *Records*, you can directly access several record types, including project records. On the navigation bar in **General Ledger**, click **Records** and then click **Projects** on the Records page. The Projects page appears.

Note: If you have the optional module *Budget Management*, the **Budgets** link appears on the Records page.

The Projects page is the starting point for project records. From this page, you can add a new record or open an existing project. You can edit budgets with Budget Tools and edit project options.

To help you quickly access project information, the Projects page displays recently accessed project records. To save time when searching for a specific project record, you can use the **Search for a Project by project ID** field. This is especially useful if your organization has a large number of projects. For more information about searching for records, see the Program Basics chapter of the *Program Basics Guide*.

If you have the optional module *Advanced Security*, you can give or deny user rights to the projects you specify. You can use a query, a date range, or selected projects on which to set up security. For more information about security, see the *Administration Guide*.



Finding and Opening Project Records

Tip: On the Projects page you can quickly find a project by ID by using the search feature in *The Financial Edge*. For information about this feature, see the *Program Basics Guide*.

To find and open a project record, you need to be familiar with the Open screen. The Open screen has several filters you can use to narrow your search and quickly locate the project you want to open. The search process is not case-sensitive, so you can enter Smith, smith, or SMITH and get the same results. You can use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click **Open a Project** from the Projects page.

► Opening a project record

1. On the Records page, click **Projects**. The Projects page appears.

Tip: You can either click **Projects** or use the navigation tabs on the Records page to access project records.

2. Click **Open a Project**. The Open screen for projects appears. For more information about using the Open screen, see the *Program Basics Guide*.

The 'Open' dialog box is shown with a search criteria section. The 'Find' field contains 'Project' and the 'Search using query' dropdown is set to '<Default>'. Below this is a large empty grid for search results. The 'Find Projects that meet these criteria' section contains various filters: Project ID, Description, Type, Status, Start date, End date, Division, Department, Location, Active/Inactive (set to 'Active'), Prevent posting date, Last modified by, and Last modified on (set to 'any time'). At the bottom are buttons for 'Hide Filters', 'Clear Filters', 'Previous Filters', 'Filters are not applied', 'Find Now', 'Open', and 'Cancel'.

3. In the **Find Projects that meet these criteria** frame, enter the criteria for the program to use to search for the project. Criteria can include the project ID, description, type, and status.
4. Click **Find Now**. The program searches the database and displays all projects meeting the search criteria.

Note: The project record opens to the Project tab by default. In Options, you can select a different tab as the default. For more information about setting the default tab, see the *Program Basics Guide*.

5. In the grid, select a project and click **Open**. The project record opens to the Project tab.

The screenshot shows the '1001 - Annabelle Johnson Endowment' project record. The 'Project ID' is '1001' and the 'Description' is 'Annabelle Johnson Endowment'. The 'Type' is 'Endowment', 'Status' is 'In Progress', and 'Start date' is '01/15/2002'. Below the form is a table with contact information.

Contact Name	Position	Organization	Address	City	State
Ms. Sue Johnson		Self-Employed	200 Bayview Drive	Mt. Pleasant	SC

The bottom of the window shows the status 'Active' and the date '08/29/2007'.

6. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Projects page.

Managing Project Records

Glossary: A project is a transaction-level identifier that categorizes transactions and budget entries. You can use projects to monitor equity balances or prepare financial statements for a given purpose. If a project is associated with an account or budget, you cannot delete it.

You can add project information from the Projects page of *Records*, from the **File** menu on the Projects page, and from the **File** menu of an existing project record. We recommend adding and opening records from *Records* because it provides the easiest and most complete access to all record types.

From the Projects page, you can use Budget Tools. Click **Budget Tools** to create, copy and forecast, merge, finalize, and delete budget scenarios. For more information about using budget tools, see the Budget Management chapter.

Once you create, save, and close a record, you can make changes or add new information by editing the project record. If you have a project you no longer use, you can delete the project record. However, we recommend you make the project inactive to indicate the project record is no longer current or valid. You can make a project active or inactive only if you have rights established from the **Set up system security** link of *Administration*. Remember, you cannot delete a project that is used on posted or unposted transactions.

Warning: If you have the optional module *Advanced Security*, you cannot delete a project listed on the Project Security tab. For more information about *Advanced Security*, see the *Administration Guide*.

Importing records is an efficient process in which you move data from other programs into **The Financial Edge**. Importing is particularly useful if your organization maintains two databases or if you need to combine two or more databases into one. With project imports, you can add project information to existing projects in the database or create new projects. For information about importing, see the Import Basics chapter of the *Import Guide*.

Adding Project Records

When you add a project record in **General Ledger**, we recommend you enter as much as you can about the project. Such information is more than just numbers; with project attributes and other textual details, you can manage projects accurately and efficiently. You can enter budget and contact information, save media items, and create notepads of information about the project. Because *Projects and Grants* acts as a subsidiary ledger on a separate level from the chart of accounts, your organization can add projects without having to add accounts with new segment values to the chart. This allows for a streamlined chart of accounts.

► Adding a project record

Note: The heart of the project record is the Project tab. This tab stores general project information such as project number and description, status, starting and ending dates, active/inactive status, and contact information.

1. On the Projects page, click **Add a New Project**. The New Project record opens to the Project tab.

2. In the **Project ID** and **Description** fields, enter the identification number and a description of the project. We recommend you enter the name of the project in the **Description** field.
If you marked **Automatically generate new Project IDs** in Business Rules, the program automatically assigns a project ID when you leave this field blank and save the record. **Project ID** and **Description** are required fields.
3. In the **Type** and **Status** fields, select the type and status of the project.
4. In the **Start date** and **End date** fields, enter the beginning date and ending dates of the project or click the calendar to select dates.

Note: You can rename fields to something more appropriate for your organization on the Project Fields page of *Configuration*.

5. In the **Division** field, select the division you want associated with this project. You can set up options for this field on the Project Fields page of *Configuration*.
6. In the **Department** field, select the department you want associated with this project. You can set up options for this field on the Project Fields page of *Configuration*.
7. In the **Location** field, select the location you want associated with this project. You can set up options for this field on the Project Fields page of *Configuration*.
8. In the **Active/Inactive** field, the program automatically enters “Active”, but you can select an inactive status.

Note: You define types and statuses in *Configuration*. For more information about defining these fields, see the *Configuration Guide for General Ledger*.

Select “Inactive - prevent data entry” to prevent you from entering project information but keep the project record in the database.

Select “Inactive - prevent data entry and posting after a certain date” to prevent data entry and posting of transactions on this project. If you select “Inactive - prevent data entry and posting after a certain date”, the **after** field appears so you can enter an end date.

9. Click **Save and Close** on the toolbar. You return to the Projects page.

Adding Contact Information

When you create a project record, to make project information more thorough and complete, we recommend you add contact information to the record. You can store all this information in the contact grid on the Project tab. You can add, update, or delete contact information at any time.

If you have *The Raiser's Edge* installed and integrated with *The Financial Edge*, you can load a *Raiser's Edge* constituent as a project contact.

► Adding a contact to a project record

1. From an open project record, select the Project tab.

Contact Name	Position	Organization	Address	City	State
Ms. Sue Johnson		Self-Employed	200 Bayview Drive	Mt. Pleasant	SC

2. Click **New Contact**. The New Contact screen appears.
3. Click **Name**. The Name screen appears.
4. In the **Title 1** and **Title 2** fields, select titles for the contact, for example, “Ms.” or “Dr.”.
5. In the **First name**, **Middle name**, and **Last name** fields, enter the contact’s name.

Note: To link the contact name you just entered with the **Name** field on the New Contact screen, leave **Synchronize full name and individual name fields** marked.

6. In the **Full name** field, select the contact's full name as it should appear on correspondence. For example, you can select "Ms. Mary Armstrong" or "Armstrong, Mary Elizabeth".

Name

Title 1: Ms. Title 2:

First name: Mary

Middle name: Elizabeth

Last name: Armstrong

Suffix 1: Suffix 2:

Full name: Ms. Mary Elizabeth Armstrong

☒ Synchronize full name and individual name fields

OK Cancel

7. Click **OK** to save the name information and return to the New Contact screen.

New Contact

Name: Ms. Mary Elizabeth Armstrong

Organization:

Position:

Address:

Phone(s):

Contact Type	Contact Number

OK Cancel

8. In the **Organization** field, enter the name of the organization with which the contact is associated.
9. In the **Position** field, enter the contact's position, for example, "Membership Chair".

New Contact

Name: Ms. Mary Elizabeth Armstrong

Organization: Peaceful Green

Position: Membership Chair

Address:

Phone(s):

Contact Type	Contact Number

OK Cancel

Note: "United States" automatically appears in the **Country** field; however, you can select a different country.

10. Click **Address**. The New Address screen opens to the General tab.
11. In the **Address, City, State**, and **ZIP** fields, enter the contact's address.

12. In the contact grid, select a contact type in the **Contact Type** column and enter the number in the **Contact Number** column.

Note: The ZIP Code can be either a five-digit ZIP Code or ZIP + 4 code.

13. In the **Address as it will be printed** box, verify the address is formatted the way you want it to appear on reports and mailings.

Address

General

Country: United States

Address: 420 Serenity Circle

City: Isle of Palms

State: SC South Carolina

ZIP: 29451

Contact Type	Contact Number
Work Phone	843-555-1212

Address as it will be printed: 420 Serenity Circle
Isle of Palms, SC 29451

☒ Synchronize with individual address fields

OK Cancel

Note: If you make edits to the address in the **Address as it will be printed** box and leave **Synchronize with individual address fields** marked, changes default back to the individual address fields. To edit the address in the box without affecting the individual address field, unmark **Synchronize with individual address fields**.

14. Click **OK** to save the information and return to the New Contact screen.

New Contact

Name: Ms. Mary Elizabeth Armstrong

Organization: Peaceful Green

Position: Membership Chair

Address: 420 Serenity Circle
Isle of Palms, SC 29451

Phone(s):

Contact Type	Contact Number
Work Phone	843-555-1212

OK Cancel

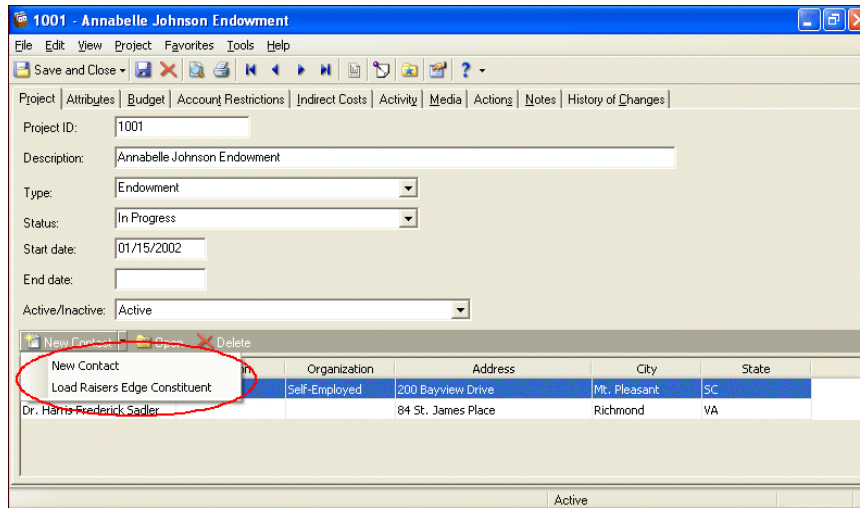
15. Click **OK** to return to the Project tab. Contact information appears in the grid.

► Loading a Raiser's Edge constituent as a project contact

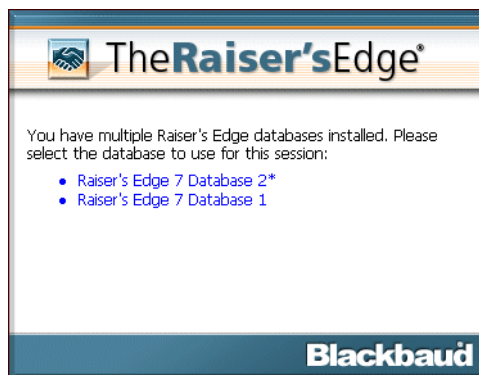
Note: If you have *The Raiser's Edge* installed and integrated with *The Financial Edge*, you can load a *Raiser's Edge* constituent as a project contact.

1. From an open project record, select the Project tab.

- Click the down arrow next to **New Contact** and select **Load Raiser's Edge Constituent**.



- If you have multiple databases installed, the Raiser's Edge Database screen appears.



- Click the database to log into. The Raiser's Edge login screen appears.



- Enter your user name and password and click the right arrow. The Open screen appears.

Note: Once you upload the constituent as a contact, there is no link to the **Raiser's Edge** constituent record. Any updates made to the constituent record in **The Raiser's Edge** are not reflected in **The Financial Edge**.

6. Enter information in the search fields to find the constituent and click **Find Now**. The constituent appears in the list.

Constituent Name	Address Block	City, State	Constituent ID
Harris F. Sadler	84 St. James Place	Richmond, VA	75
Saint Joseph's Catholi...	1525 Tradition Street	Charleston, SC	193
Heidi E. Schapiro	49 North 67th	Tekoa, WA	298
Martin A. Schultz	98 Coconut Grove Road	Pahoa, HI	173
Monica L. Sharp	325 Kentwood Lane	Chicago, IL	74
Mary E. Simpson	443 Lake Forest Drive...	Kiawah Island, SC	297
Anne C. Sinclair	115 Ashley River Road	Charleston, SC	76

7. Select the constituent to load and click **Open**. You return to the Project tab and the constituent's contact information appears in the grid.

Managing Project Budgets

From an open project record, you can set up a project budget that synchronizes the budgets of the accounts that use the project. You can then add, edit, and delete budget information. Any changes you make to the project budget affect the accounts with which it is linked.

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects.

You can view the budget for one project at a time. On the Budget tab, you can define the portion of your overall budget that is allocated to and generated from a project. You can enter and modify the budget on any project for budgets not yet finalized for any of the fiscal years defined in *Configuration*.

You can add and distribute project budget amounts using three methods:

- Manually entering an amount into each applicable period
- Distributing an amount evenly

Note: If you have the optional module *Budget Management*, you can use the Budget Manager to enhance project information. For more information about budgets, see the Budget Management chapter.

- Distributing an amount or set of defined percentage distributions

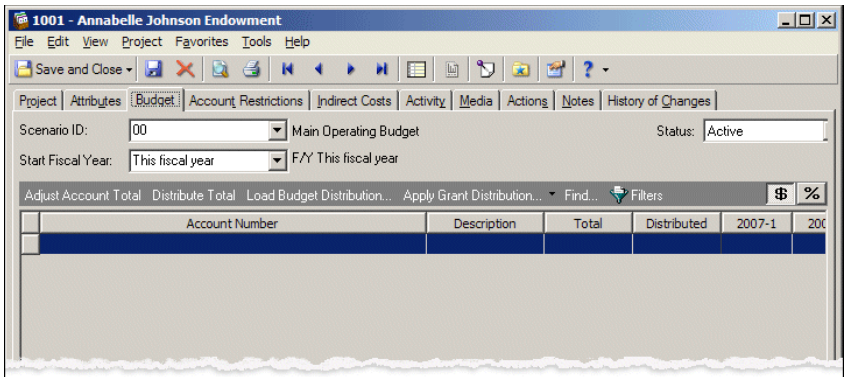
Adding Project Budgets

A budget is an estimate of the level of economic activity for a fiscal period. You can expand project information on the Budget tab of the project record. On this tab, you can enter project budgets. If you have the optional module *Budget Management*, you can develop, copy, forecast, and monitor budget scenarios.

► Adding a project budget

Tip: If you are setting up both account and project budgets, we recommend you set up the budgets from the project record and create the budget automatically. The only time you want to enter budgets from the account record is to allocate a dollar amount only to the account and not to the project.

1. From an open project record, select the Budget tab.



2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
3. In the **Scenario ID** field, select a budget scenario.
4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
5. In the **Total** column, enter the total budget amount available for project.
6. In the **Edit** field, select "Amount" or "Percent".
If you select "Amount", you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
If you select "Percent", you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.
7. Click **Save and Close**. You return to the Projects page.

► Adding a project budget in project total view

If the project you have open allows project total budgeting, you will have the following view on your Budget tab. You can enable the **Allow total Project budget amounts to be set for selected Project types** option in *Business Rules*.

1. From an open project record, select the Budget tab.

The screenshot shows a web application window titled '1001 - Annabelle Johnson Endowment'. The 'Budget' tab is selected, showing a form with the following fields: Scenario ID (dropdown), Start Fiscal Year (dropdown), Budget type (read-only), Expense budget (text box with '\$0.00'), Actual expense (text box), Fav/(unFav) (text box), and Percent used (text box). The window has a menu bar with 'File', 'Edit', 'View', 'Project', 'Favorites', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Save and Close', 'Print', 'Delete', 'New', 'Find', 'Find Next', 'Find Previous', 'Find All', 'Print All', 'Help', and a question mark.

2. In the **Scenario ID** field, select a budget scenario.
3. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.

The **Budget type** field is read-only and displays the budget type for the fiscal year and scenario you selected.

4. In the **Expense budget** field, enter the total budget amount available for project.

The **Actual expense** field displays the amount for posted General Ledger transactions for expense category accounts in the selected fiscal year.

Note: You can enable the **Allow total Project budget amounts to be set for selected Project types** option in *Business Rules*.

The **Fav/(unFav)** field displays the budget minus actual expense.

The **Percent used** field displays the actual expense divided by the total budget.

5. Click **Save and Close**. You return to the Projects page.

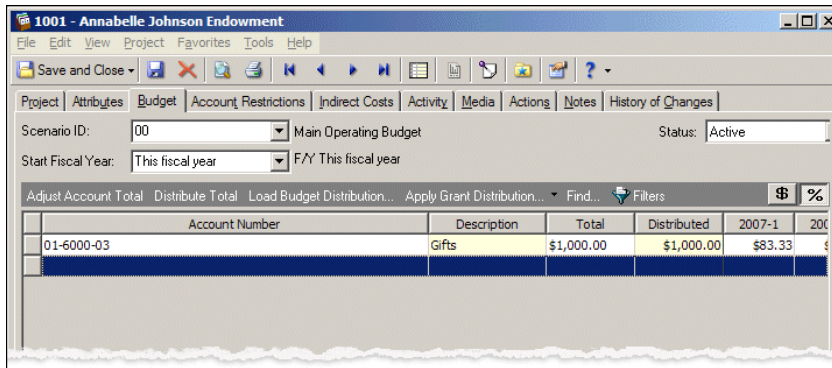
Distributing Project Budgets Evenly

On the Budget tab of an open project record, you can enter and evenly distribute a project budget. Entering and distributing project budgets gives you the flexibility of entering budget figures that you can adjust to reflect irregular or seasonal fluctuations. If you define distributions in *Configuration*, you can use the distribution by clicking **Load Budget Distribution**. If you distribute a budget evenly, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

► Distributing a project budget evenly

Glossary: A budget is an estimate of the level of economic activity for a fiscal period. You can add budgets for accounts and projects. A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts.

1. From an open project record, select the Budget tab.



2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
3. In the **Scenario ID** field, select a scenario identifier.
4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
5. In the **Total** field, enter the total amount to include in the budget.
6. Select “Amount” or “Percent” from the toolbar.
If you select “Amount”, you can edit data in the **Amount** column, and the **Percent** column is for informational purposes only.
If you select “Percent”, you can edit data in the **Percent** column, and the **Amount** column is for informational purposes only.
7. On the action bar, click **Distribute Total**. The total is divided and distributed equally for each period of the fiscal year.
8. Click **Save and Close**. You return to the Projects page.

Loading Project Budget Distributions

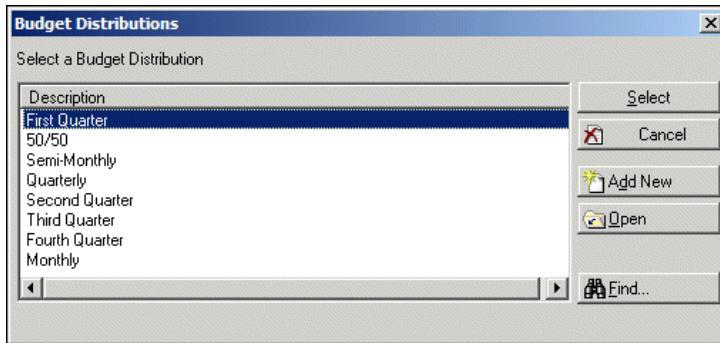
You can save time and reduce errors by using a budget already defined in *Configuration*. Budget distributions provide a method for you to distribute budget activity manually or evenly.

► Loading a project budget distribution

Glossary: A budget distribution is a template that provides a method for you to distribute budget activity manually, evenly, or with a table among accounts. You can apply budget activity manually, evenly, or with a table to projects.

1. From an open project record, select the Budget tab.
2. In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
3. In the **Scenario ID** field, select a scenario identifier.
4. In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
5. In the **Total** field, enter the total amount you want to include in the budget.
6. Select “Amount” or “Percent”.

- Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.



- From the list, select a budget distribution. You define distributions in *Configuration*.

Note: A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, a period range budget can span fiscal years and contain from one to 99 periods.

- Click **Select**. You return to the Budget tab, and the program distributes the budget according to the budget distribution selection. For example, if you select **Quarterly**, the budget is distributed evenly among four months of the fiscal year.
- Click **Save and Close**. You return to the Projects page.

Adjusting Project Budget Totals

Once you have finalized a budget, you can use budget adjustments to make changes. For example, you can adjust a finalized budget if unforeseen changes arise in budget assumptions. You can create reports displaying the original project budget, any adjustments, and the new budget for the project. Adjusting the total budget is useful when you need to enter and distribute only a few budget amounts in specific periods.

► Adjusting the total budget on a project record

- From an open project record, select the Budget tab.

Note: If you create an account “on the fly” that should have a required attribute, you must save and close the account and reopen it to add the required attribute.

- In the **Account Number** field, enter the account number of the budget or click the binoculars to select an account.
- In the **Scenario ID** field, select a scenario identifier.
- In the **Start Fiscal Year** field, select the fiscal year the budget starts. A fiscal year budget can contain from one to 13 periods. If you have the optional module *Budget Management*, you can use period range budgets which can span fiscal years and contain from one to 99 periods.
- Select “Amount” or “Percent”.
- Click **Distribute Total** or **Load Budget Distribution** to load a budget distribution.
- Make changes in the budget grid.
- Click **Adjust Account Total** on the action bar. The program updates the total.
- Click **Save and Close**. The program saves your changes to the budget, and you return to the Budget tab.

Adding Account Restrictions

From an open project record, you can set up account restrictions related to the project. By adding restrictions, you have more control over what accounts can or cannot be used.

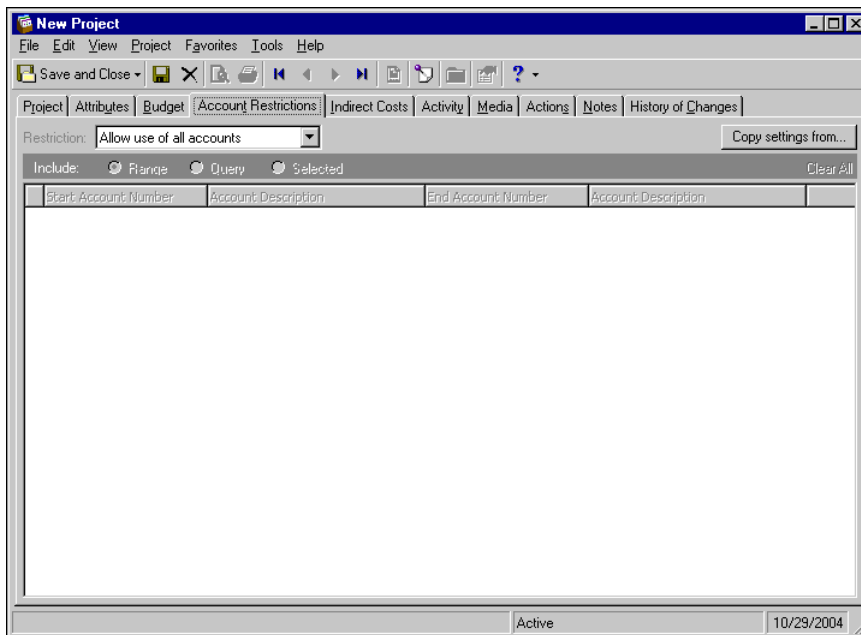
On the Account Restrictions tab, you can restrict or allow use of all or a select group of accounts for the project. If you have previously set up account restrictions that you would like to use again, you can save time by copying those restrictions.

You can also control how the restricted accounts are used throughout the program by setting a project business rule in *Configuration*. With this business rule, you can enforce project account restrictions on all project transactions or only when processing indirect cost allocations.

If you select only when processing indirect cost allocations, any restricted accounts are excluded from the allocation pool for the associated project and are not used in the calculation when processing an indirect cost allocation. Indirect cost allocations are available only if you have the optional module *Allocation Management*. For more information about allocations, see the *Allocation Management Guide*.

► Adding account restrictions for projects

1. From an open project record, select the Account Restrictions tab.



2. In the **Restriction** field, select an option designating the type of account restrictions to add. You can allow use of all accounts, allow use of selected accounts, restrict use of all accounts, or restrict use of selected accounts.

If you allow or restrict selected accounts, the grid becomes active and you can enter the specific accounts. You can designate accounts by entering a range, using a query, or by entering individual accounts in the grid.

3. Once you enter account restrictions, click **Save and Close**. You return to the Projects page.

Defining Indirect Cost Information

If you have the optional module *Allocation Management*, the Indirect Costs tab is available on project records. On this tab, you define specific indirect cost information, including destination accounts, rates, and pools, to be associated with projects when they are included in indirect cost allocations.

Note: From the Indirect Costs tab, you can also create new rates and pools. For more information about adding new rates and pools, see the *Allocation Management Guide*.

On the Indirect Costs tab, you assign previously created allocation rates and allocation pools to projects, or create new rates and pools to associate with the project. You can also copy rates and pools from other project records. Additionally, you can define default revenue and/or asset accounts to be used as destination accounts when calculating indirect costs related to the project.

Once you add allocation rates, pools, and/or default destination accounts to a project record, those items are associated with the project. When an indirect cost allocation is created using that project, the rates and pools are eligible to be used and are selectable on the allocation record. For example, if you assign three allocation rates to a project on the Indirect Costs tab, when that project is included in an indirect cost allocation, you can select one of those rates to be used. If you add a new rate for a project from an allocation record, that rate is automatically associated with the corresponding project and viewable on the Indirect Costs tab.

If you no longer want a project to be associated with specific rates or pools, you can remove those items from the Indirect Costs tab, which disassociates the project from the removed rates and pools. Rates and pools that are associated with a project used in an indirect cost allocation cannot be deleted.

This section provides step-by-step procedures for defining indirect cost information on project records.

► Defining destination accounts, allocation rates, and pools for projects

1. From an open project record, select the Indirect Costs tab.

1003 - Everett Grant

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | **Indirect Costs** | Activity | Media | Actions | Notes | History of Changes

Default destination accounts for indirect cost allocations:

DR Account	DR Account Description	Percent	CR Account	CR Account Description

Rates used with 1003:

New Rate Open Remove Copy Rates from...

Rate ID	Current Value	Type	Status
F&A	20%	Federal	Active
OC	20%	Federal	Active

Pools used with 1003:

New Pool Open Remove Copy Pools from...

Pool ID	Description	Last Updated
Supplies		11/28/2004 1:05:34 PM

☒ Associate this project with new Rates ☒ Associate this project with new Pools





Active 12/01/2004

2. To assign default destination accounts, access the account grid and enter the debit and credit accounts to be used for the indirect costs related to this project. The default debit account type is asset and the default credit account type is revenue.

The accounts you enter here are defaults only and can be changed on the allocation record. When running an allocation, you must have at least one distribution for each project that allocates the calculated indirect costs to specific debit and credit accounts.

3. To define allocation rates to be used with this project, access the rate grid.

Rates used with 1003:

 New Rate
  Open
  Remove
  Copy Rates from...

Rate ID	Current Value	Type	Status
F&A	20%	Federal	Active
OC	20%	Federal	Active

☒ Associate this project with new Rates





Note: For more information about adding new allocation rates, see the “Using Allocation Rates” section of the *Allocation Management Guide*.

- In the Rate ID column, select a previously created rate or click **New Rate** on the action bar to add a new rate. You can also copy rates from other projects by clicking **Copy Rates from**. All rates entered in the grid are eligible to be used with the project when an indirect cost allocation using the project is created. If you need to remove a rate from a project, highlight the rate in the grid and click **Remove** on the action bar.
- If you want the project to be associated with all new allocation rates added to the system, mark **Associate this project with new Rates**.

Note: For more information about adding new allocation pools, see the “Using Allocation Pools” section of the *Allocation Management Guide*.

6. To define allocation pools to be used with this project, access the pool grid.

Pools used with 1003:

 New Pool
  Open
  Remove
  Copy Pools from...

Pool ID	Description	Last Updated
Supplies		11/28/2004 1:05:34 PM

☒ Associate this project with new Pools

- In the Pool ID column, select a previously created pool or click **New Pool** on the action bar to add a new allocation pool. You can also copy pools from other projects by clicking **Copy Pools from**. All pools entered in the grid are eligible to be used with the project when an indirect cost allocation using the project is created. If you need to remove a pool from a project, highlight the pool in the grid and click **Remove** on the action bar.
- If you want the project to be associated with all new allocation pools added to the system, mark **Associate this project with new Pools**.

9. After entering indirect cost information for the project, click **Save and Close**. You return to the Projects page.

Defining Portfolio Allocation Information

The Investments tab replaces the Indirect Costs tab on project records when you specify the project type as “Endowment.” In order to specify the project type as “Endowment” on project records, you must first create an endowment table entry on the Project Type table in *Configuration*. You cannot define portfolio allocations on a project record if you select “Project” as the type.

On the Investments tab, you assign previously created portfolio allocation rates to projects, or create new rates to associate with the project. You can also copy rates from other project records.

If you no longer want a project to be associated with a specific portfolio allocation rate, you can remove it from the Investments tab, which disassociates the project from the removed rate.

► Defining portfolio allocations for projects

1. From an open project record, select the Investments tab.

0011 - Endowment

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | **Investments** | Activity | Media | Actions | Notes | History of Changes

Portfolio Allocations used with 0011:

New Portfolio Allocation Open Remove Copy Portfolio Allocation from...

Rate ID	Description	Rate Type	Status	Current Value	Start Date	End Date

☐ Associate this Project with new Portfolio Allocations

Active 12/04/2006

2. To add a new portfolio allocation, click **New Portfolio Allocation**.

The 'New Rate' dialog box contains the following elements:

- Menu bar: File, Edit, View, Rate, Favorites, Tools, Help
- Buttons: Save and Close, and a toolbar with various icons.
- Tabs: Rate (selected), Notes
- Fields: Rate ID (text box), Description (text box), Rate Type (dropdown menu showing 'Federal'), Status (dropdown menu showing 'Active')
- Button: Endowments...
- Table:

Rate Value	Start Date	End Date
- Footer: 12/04/2006

3. In the **Rate ID** field, enter a unique name or ID for this rate. In the **Description** field, enter a description to help further identify the rate.
4. In the **Rate Type** field, select a type. These are user-defined table entries. For example, “Endowment”. If you have the required table entry security rights, you can add or edit rate types by clicking the Rate Type.
5. The **Status** field defaults to “Active,” which is the normal setting if you want to actively use this rate. To deactivate a rate and suspend use in the program, you can access the rate record and select “Inactive”. This is useful if your organization no longer wants to use a rate that has already been used for allocations.
6. In the grid, enter at least one rate value and the dates that it is valid.

If you enter only a single rate value, you are not required to enter an end date. However, if multiple values are entered, an end date is required for all values except for the last entry in the grid. The dates for multiple values cannot overlap.

7. Click **Endowments** to designate the specific **General Ledger** endowments to associate with this rate. The Endowment Selection screen appears.

The 'Endowment Selection' dialog box contains the following elements:

- Title bar: Endowment Selection
- Message: Only these endowments can be used with this rate.
- Buttons: Add Endowments..., Remove, Remove All
- Table:

Project ID	Project Description
- Footer: ☐ Associate this rate with new Endowments, OK, Cancel

On this screen, you add or remove specific endowments that should use this rate when included in allocations. If you want all future endowments to use this rate, mark **Associate this rate with new Endowments**. Once endowments are assigned to a rate, the corresponding endowment records are updated and you can view the rates on the Investments tab of the project records.

8. After selecting the endowments to be associated with this rate, click **OK** to return to the Investments tab.
9. You can also copy portfolio allocation from other projects by clicking **Copy Portfolio Allocation from**. If you need to remove a portfolio allocation from a project, click **Remove** on the action bar.
10. After entering portfolio allocation information for the project, click **Save and Close**. You return to the Projects page.

Managing Project Activity

The Activity tab displays a summary of project activity and budget information. If you have the optional module *Allocation Management*, you can also view specific direct and indirect cost information. This tab is for informational purposes only; you cannot add or edit information on the Activity tab. You can view activity transaction in summary or detail and define filters in which to display activity. You can export activity information to another software program to work with the information in that format or to create a report of activity. With graphs, you can view project activity in a variety of graph formats and styles to use in presentations and reports.

Viewing Project Activity

Depending on the selection in the **Type** field on the Activity tab, you can view actual transactions, encumbrance transactions, or both. You can view income statement activity along with summarized balance sheet information or only the income statement for accounts associated with a project. You can view individual transactions in an activity category.

► Viewing project activity

1. From an open project record, select the Activity tab. A grid showing all activity on the project appears.

Note: On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

2. In the **Type** field select “Actual”, and actual project transactions appear in the grid.

3. In the **Dates** and **Budget Scenario** fields, select a fiscal year and budget scenario.

1001 - Annabelle Johnson Endowment

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | Indirect Costs | **Activity** | Media | Actions | Notes | History of Changes

Report View: ☒ Activity ☐ Direct and Indirect Costs

Type: Actual Dates: 2002 Budget Scenario: 00 Filters

Income Statement from 01/01/2002 - 12/31/2002

Category	Actual	Budget	Fav/(unFav)	%Used
Beginning Balance	\$670,302.77			
Revenues	\$0.34	\$0.00	\$0.34	0.000%
Expenses	\$1,420.68	\$0.00	(\$1,420.68)	0.000%
Gains	\$0.00	\$0.00	\$0.00	0.000%
Losses	\$0.00	\$0.00	\$0.00	0.000%
Gifts	\$0.00	\$0.00	\$0.00	0.000%
Transfers	\$0.00	\$0.00	\$0.00	0.000%
Adjustments to Net Assets	\$0.00	\$0.00	\$0.00	0.000%
Net Surplus/Deficit	(\$1,420.34)			
Ending Balance	\$668,882.43			

Balance Sheet through 12/31/2002

Category	Actual	Budget
Assets	\$2,799,536.64	\$0.00
Liabilities	\$77,290.12	\$0.00

Clear all filters Calculate

Active 12/02/2004

Note: You can view project activity in a graph. For more information about graphs, see “Graphing project activity” on page 96.

4. In the **Type** field, select “Encumbrance”. The **Encumbrance** column appears in the grid with encumbrance transactions.

1001 - Annabelle Johnson Endowment

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | Indirect Costs | **Activity** | Media | Actions | Notes | History of Changes

Report View: ☒ Activity ☐ Direct and Indirect Costs

Type: Encumbrance Dates: 2002 Budget Scenario: 00 Filters

Income Statement from 01/01/2002 - 12/31/2002

Category	Encumbrance	Budget	Fav/(unFav)	%Used
Beginning Balance	(\$14.78)			
Revenues	\$0.00	\$0.00	\$0.00	0.000%
Expenses	(\$14.78)	\$0.00	\$14.78	0.000%
Gains	\$0.00	\$0.00	\$0.00	0.000%
Losses	\$0.00	\$0.00	\$0.00	0.000%
Gifts	\$0.00	\$0.00	\$0.00	0.000%
Transfers	\$0.00	\$0.00	\$0.00	0.000%
Adjustments to Net Assets	\$0.00	\$0.00	\$0.00	0.000%
Net Surplus/Deficit	\$14.78			
Ending Balance	\$0.00			

Balance Sheet through 12/31/2002

Category	Encumbrance	Budget
Assets	\$0.00	\$0.00
Liabilities	\$0.00	\$0.00

Clear all filters Calculate

Active 12/02/2004

Note: You define fiscal years and budget scenarios in *Configuration*.

5. In the **Type** field, select “Both”, and the **Actual and Encumbrance** column displays actual plus encumbrance transaction amounts.

1001 - Annabelle Johnson Endowment

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | Indirect Costs | **Activity** | Media | Actions | Notes | History of Changes

Report View: ☒ Activity ☐ Direct and Indirect Costs

Type: Both Dates: 2002 Budget Scenario: 00 Filters

Income Statement from 01/01/2002 - 12/31/2002

Category	Actual and Encumbrance	Budget	Fav/(unFav)	%Used
Beginning Balance	\$670,302.77			
Revenues	\$0.34	\$0.00	\$0.34	0.000%
Expenses	\$1,405.90	\$0.00	(\$1,405.90)	0.000%
Gains	\$0.00	\$0.00	\$0.00	0.000%
Losses	\$0.00	\$0.00	\$0.00	0.000%
Gifts	\$0.00	\$0.00	\$0.00	0.000%
Transfers	\$0.00	\$0.00	\$0.00	0.000%
Adjustments to Net Assets	\$0.00	\$0.00	\$0.00	0.000%
Net Surplus/Deficit	(\$1,405.56)			
Ending Balance	\$668,897.21			

Balance Sheet through 12/31/2002

Category	Actual and Encumbrance	Budget
Assets	\$2,799,536.64	\$0.00
Liabilities	\$77,290.12	\$0.00

Clear all filters Calculate

Active 12/02/2004

6. You can filter the information included in the grid. Click **Filter** to specify filters for project activity.
7. When you finish viewing project activity, close the project record. You return to the Projects page.

► Viewing project activity in project total view

If the project you have open allows project total budgeting, you will have the following view on your Activity tab. You can enable **Allow total project budget amounts to be set for selected project types** option in *Business Rules*.

1. From an open project record, select the Activity tab. A grid showing all activity on the project appears.

1007 - Robertson Grant

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | Indirect Costs | **Activity** | Media | Actions | Notes | History of Changes

Report View: ☒ Activity ☐ Direct and Indirect Costs

Type: Actual Dates: 2006 Budget Scenario: Filters

Income Statement from 01/01/2006 - 12/31/2006

Category	Actual	Budget	Fav/(unFav)	%Used
Beginning Balance	(\$5,356.84)			
Revenues	\$0.00			
Expenses	\$0.00			
Gains	\$0.00			
Losses	\$0.00			
Gifts	\$0.00			
Transfers	\$0.00			
Adjustments to Net Assets	\$0.00			
Net Surplus/Deficit	\$0.00			
Ending Balance	(\$5,356.84)			

Balance Sheet through 12/31/2006

Category	Actual
Assets	\$79,955.40
Liabilities	\$44,056.86
Net Assets	(\$5,356.84)

Clear all filters Calculate

Active 01/26/2006

Note: On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

2. In the **Type** field, select “Encumbrance”. The **Encumbrance** column appears in the grid with encumbrance transactions.
3. In the **Dates** and **Budget Scenario** fields, select a fiscal year and budget scenario.

The screenshot shows the '1007 - Robertson Grant' window with the 'Activity' tab selected. The 'Report View' is set to 'Activity'. The 'Type' dropdown is set to 'Encumbrance', 'Dates' is set to '2006', and 'Budget Scenario' is set to '00'. The 'Income Statement from 01/01/2006 - 12/31/2006' table is displayed with the following data:

Category	Encumbrance	Budget	Fav/(unFav)	%Used
Beginning Balance	\$0.00			
Revenues	\$0.00			
Expenses	\$0.00	\$66.00	\$66.00	0.000%
Gains	\$0.00			
Losses	\$0.00			
Gifts	\$0.00			
Transfers	\$0.00			
Adjustments to Net Assets	\$0.00			
Net Surplus/Deficit	\$0.00			
Ending Balance	\$0.00			

Below the income statement is the 'Balance Sheet through 12/31/2006' table:

Category	Encumbrance
Assets	\$0.00
Liabilities	\$0.00
Net Assets	\$0.00

Buttons for 'Clear all filters' and 'Calculate' are visible at the bottom of the grid area. The status bar at the bottom shows 'Active' and '01/26/2006'.

Note: You define fiscal years and budget scenarios in *Configuration*.

4. In the **Type** field, select “Both”, and the **Actual and Encumbrance** column displays actual plus encumbrance transaction amounts.

The screenshot shows the '1007 - Robertson Grant' window with the 'Activity' tab selected. The 'Report View' is set to 'Activity'. The 'Type' dropdown is set to 'Both', 'Dates' is set to '2006', and 'Budget Scenario' is set to '00'. The 'Income Statement from 01/01/2006 - 12/31/2006' table is displayed with the following data:

Category	Actual and Encumbrance	Budget	Fav/(unFav)	%Used
Beginning Balance	(\$5,356.84)			
Revenues	\$0.00			
Expenses	\$0.00	\$66.00	\$66.00	0.000%
Gains	\$0.00			
Losses	\$0.00			
Gifts	\$0.00			
Transfers	\$0.00			
Adjustments to Net Assets	\$0.00			
Net Surplus/Deficit	\$0.00			
Ending Balance	(\$5,356.84)			

Below the income statement is the 'Balance Sheet through 12/31/2006' table:

Category	Actual and Encumbrance
Assets	\$79,955.40
Liabilities	\$44,056.86
Net Assets	(\$5,356.84)

Buttons for 'Clear all filters' and 'Calculate' are visible at the bottom of the grid area. The status bar at the bottom shows 'Active' and '01/26/2006'.

5. You can filter the information included in the grid. Click **Filter** to specify filters for project activity.
6. When you finish viewing project activity, close the project record. You return to the Projects page.

Viewing Direct and Indirect Cost Activity

On the Activity tab of a project record, you can view direct and indirect cost activity if you have the optional module *Allocation Management*. Viewing direct and indirect costs for a project is similar to viewing standard activity. Depending on the selection in the **Type** field on the Activity tab, you can view actual transactions, encumbrance transactions, or both. You can also designate filters to specify the information included and also select a date range for the costs to view.

You can view direct and indirect cost activity for both open and closed periods and fiscal years. However, there are limitations for purged and summarized fiscal years. With purged fiscal years, you cannot view direct costs or indirect costs. For summarized fiscal years, you cannot view indirect costs. If you select a date range within a purged fiscal year, the direct and indirect activity for those periods in that purged fiscal year will be \$0.00. If you select a date range within a summarized fiscal years, the direct activity will be calculated, but the indirect cost activity for those summarized periods will be \$0.00.

► Viewing direct and indirect cost activity

1. From an open project record, select the Activity tab.
2. Mark **Direct and Indirect Costs**. Direct and indirect cost transactions and information are displayed.
3. In the **Type** field, select how you want to view the transactions. Select “Actual” to show actual project transactions appear in the grid, “Encumbrance” to show encumbrance transactions in the **Encumbrance** column of the grid, or “Both” to display both actual and encumbrance.

Note: You define fiscal years and budget scenarios in *Configuration*.

4. In the **Dates** and **Budget Scenario** fields, select a fiscal year and budget scenario. If you select a date range within a purged fiscal year, the direct and indirect activity for those periods in that purged fiscal year will be \$0.00. If you select a date range within a summarized fiscal year, the direct activity will be calculated, but the indirect cost activity for those summarized periods will be \$0.

The screenshot shows a software window titled "1001 - Annabelle Johnson Endowment". The "Activity" tab is selected. Under "Report View", the radio button for "Direct and Indirect Costs" is chosen. The "Type" dropdown is set to "Actual", "Dates" is set to "2002", and "Budget Scenario" is set to "00". A table displays costs from FY1999 to FY2000.

Category	Actual	Budget	Fav/(unFav)	%Used
Direct Costs	\$6,125.00	\$0.00	(\$6,125.00)	0.000%
Indirect Costs	\$0.00	\$0.00	\$0.00	0.000%
Total Costs	\$6,125.00	\$0.00	(\$6,125.00)	0.000%

Buttons at the bottom include "Clear all filters" and "Calculate". The status bar shows "Active" and the date "12/02/2004".

Note: You can view project activity in a graph. For more information about graphs, see “Graphing project activity” on page 96.

5. You can filter the information included in the grid. Click **Filter** to specify filters for direct and indirect costs. For more information about filtering activity, see “Defining Filters for the Activity Grid” on page 91.

If your organization is using account restrictions on projects for indirect cost allocations only, the Direct Costs category is displayed with Allowable and Non-allowable rows. The Allowable row provides the sum of all expense accounts for the project minus restricted accounts. The Non-allowable row provides the sum of all activity in the restricted expense accounts. And the Direct Costs row provides the sum of both the Allowable and Non-allowable rows. For more information about account restrictions, see “Adding Account Restrictions” on page 80.

6. When you finish viewing direct and indirect cost activity, close the project record. You return to the Projects page.

Exporting Project Information

You can export project activity information into a worksheet or other database application. If you have the optional module *Allocation Management*, you can also export direct and indirect cost information. Exporting is useful if you routinely create custom reports using *The Financial Edge* data. You can filter to view the information you want, extract the data to use, and create a customized report.

► Exporting project activity to a worksheet

Note: On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

1. From an open project record, select the Activity tab.
2. Select the type of activity to view and export. Mark either **Activity** or **Direct and Indirect Costs**. You can view direct and indirect costs only if you have the optional module *Allocation Management*.
3. In the **Dates** and **Budget Scenario** fields, select a date and scenario identifier.
4. Select a category in the activity grid.

The screenshot shows the '1004 - Hugo Endowment' software window. The 'Activity' tab is selected, displaying an 'Income Statement from 01/01/2004 - 12/31/2004' and a 'Balance Sheet through 12/31/2004'. The Income Statement table shows a Beginning Balance of \$550,447.98, with Revenues, Expenses, Gains, Losses, Gifts, Transfers, and Adjustments to Net Assets all at \$0.00, resulting in a Net Surplus/Deficit of \$0.00. The Balance Sheet table shows Assets at \$3,132,359.90, Liabilities at \$20,026.00, and Net Assets at \$550,447.98. The interface includes a menu bar (File, Edit, View, Project, Favorites, Tools, Help), a toolbar with icons for Save, Close, Print, and navigation, and a tabbed interface with tabs for Project, Attributes, Budget, Account Restrictions, Indirect Costs, Activity, Media, Actions, Notes, and History of Changes. The 'Activity' tab is active, showing a 'Report View' of 'Activity' and 'Direct and Indirect Costs' options, with 'Type' set to 'Actual', 'Dates' set to '2004', and a 'Budget Scenario' dropdown. A 'Filters' button is also visible.

Category	Actual	Budget	Fav/(unFav)	%Used
Beginning Balance	\$550,447.98			
Revenues	\$0.00			
Expenses	\$0.00			
Gains	\$0.00			
Losses	\$0.00			
Gifts	\$0.00			
Transfers	\$0.00			
Adjustments to Net Assets	\$0.00			
Net Surplus/Deficit	\$0.00			

Category	Actual	Budget
Assets	\$3,132,359.90	
Liabilities	\$20,026.00	
Net Assets	\$550,447.98	

Glossary: A budget scenario is a single version of an organization's budget for a given fiscal year. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and create scenarios for revisions of that budget.

5. From the menu bar, select **Edit, Export Grid to Excel**. The program sends the data to *Excel*, and project activity appears in an *Excel* worksheet.
6. Save the project activity in the *Excel* worksheet. Close *Excel* and return to the project record.
7. Close the project record. You return to the Projects page.

Defining Filters for the Activity Grid

To expedite locating information about project activity and direct and indirect costs, you can define custom filters for viewing. You can expand or reduce the activity appearing in the grid by filtering by query, date, account number, journal, class, account attribute, and transaction code. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

► Defining a filter for the activity grid on a project record

1. From an open project record, select the Activity tab.

Glossary: A transaction code is an additional field on each transaction that helps you further categorize information in reporting and closing fiscal years. You can define up to five transaction code tables. Because it can retain equity, a transaction code acts like a project. Unlike a project, though, a transaction code does not offer budgets, media, or notes.

2. On the action bar, click **Filters**. The Project Filters screen appears.
3. To filter project activity, select a query, date range, or other elements about the project.

To filter activity using a query, click the binoculars in the **Query** field to search for a query. For more information about using queries, see the *Query Guide*.

To filter activity in the **Include Income Statement Activity for this Date Range** frame, select "Include all dates", "<Specific fiscal year>", "<Specific fiscal periods>", or "<Specific dates>" in the **Date** field.

To filter activity in the **Include Balance Sheet Activity as of** frame, enter a date in the **Date** field.

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. Examples of *Financial Edge* attributes include account attributes, project attributes, transaction attributes, action attributes, vendor attributes, purchase order attributes, invoice/credit memo, and asset attributes.

4. You can use the **Account number**, **Journal**, **Subsidiary**, **Class**, **Account Attribute**, and **Transaction code** fields to filter activity. For information about defining transaction codes, see the *Configuration Guide for General Ledger*. You can also filter activity by fund. Select funds using the arrow buttons in the box at the bottom of the screen.

5. When you finish making filtering selections, click **OK**. You return to the Activity tab. Click **Calculate** to recalculate the project activity appearing the grid using the new filtering criteria.

Editing Filters for the Direct and Indirect Cost Grid

To filter the direct and indirect cost activity displayed on the Activity tab of a project record, you can edit the filters for balance and activity calculations. You can specify a date range and fiscal year, as well as designate accounts, account codes, account attributes, classes, funds, and transaction codes. You can also designate specific batches, journals, and transactions for filtering activity calculations. These filters can expand or reduce the activity appearing in the grid. Direct costs are always limited to expense accounts.

Because direct costs are always limited to expense accounts, changing the category filter does not affect the direct costs displayed. However, indirect costs, which originate from processed indirect cost allocations, can be filtered by category.

For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

► Editing filters for the direct and indirect cost grid on a project record

1. From an open project record, select the Activity tab.
2. For the **Report View**, mark **Direct and Indirect Costs**.

3. On the action bar, click **Filters**. The Edit Filters screen appears.

Edit Filters

Include Income Statement Activity for this Date Range

Date: <Specific fiscal year> 01/01/2007 to 12/31/2007

Fiscal year: 2007

These filters apply to activity calculations and balance calculations:

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Account Codes	All	<All Account Codes>
Account Attributes	All	<All Account Attributes>
Categories	All	<All Categories>
Classes	All	<All Classes>
Funds	All	<All Funds>
Department(s)	All	<All Department(s)>
Not Yet Posted Transa...	None	<None>

These filters only apply to activity calculations:

Filters	Include	Selected Filters
Batches	All	<All Batches>
Journals	All	<All Journals>
Transactions	All	<All Transactions>

Clear all filters OK Cancel

4. In the **Date** field, you can select a new date option, which changes the current income statement activity included in the grid. You can select “Include all dates”, “<Specific fiscal year>”, “<Specific fiscal periods>”, or “<Specific range>”. Additional fields appear if your selection requires specific dates, periods, or years.
5. In the first grid, you can edit the filters that apply to both activity and balance calculations. The possible filter options include accounts, account codes, account attributes, categories, classes, funds, and transaction codes. Edit these filters as needed.
6. In the second grid, you can edit the filters that apply only to activity calculations. The possible filter options include batches, journals, and transactions. Edit these filters as needed.
7. When you finish making filtering selections, click **OK**. You return to the Activity tab. Click **Calculate** to recalculate the direct and indirect cost activity appearing the grid using the new filtering criteria.

Viewing Project Details

When viewing account activity on a project record, you can display transaction details. Select and double-click a row in the grid. The Account Summary screen appears with a summary of accounts. You can display all details of the account, such as the post date, journal reference, and amount.

► **Viewing details for a specified period of activity on a project record**

1. From an open project record, select the Activity tab. Select and double-click a row in the grid. The Account Summary screen appears.

Account # /	Description	Actual	Budget	Fav/(unFav)	%Used
01-4100-01	Grant Revenue	\$200.00			
01-4100-02	Grant Revenue	\$2,500.00			
01-4100-03	Grant Revenue	\$400.00			
01-4150-00	Contributions	\$1,000.00			
01-4150-01	Contributions	\$2,000.00			
01-4150-02	Contributions	\$250.00			
01-4150-03	Contributions	\$500.00			
01-4200-01	Satisfaction of Program Restricti...	\$500.00			
01-4200-02	Satisfaction of Program Restricti...	\$350.00			
01-4200-03	Satisfaction of Program Restricti...	\$350.00			
01-4900-01	Miscellaneous Income	\$400.00			
01-4900-02	Miscellaneous Income	\$450.00			
01-4900-03	Miscellaneous Income	\$400.00			
02-4100-01	Grant Revenue	\$250.00			
02-4100-02	Grant Revenue	\$2,000.00			
02-4100-03	Grant Revenue	\$450.00			
02-4150-01	Contributions	\$1,500.00			
02-4150-02	Contributions	\$300.00			
02-4150-03	Contributions	\$450.00			
02-4200-01	Satisfaction of Program Restricti...	\$450.00			
Total Amount : \$22,150.00		Total Budget : \$0.00			

2. To view details of an account, select the account in the grid and click **Account Detail**. Transactions for the selected account appear. For more information about transactions in *General Ledger*, see the *Journal Entry Guide*.

Post Date	Transaction Nu...	Account Nu...	Account Des...	Account Cat...	Journal	Journal Reference
01/31/2007	63-002	01-4100-01	Grant Reve...	Revenue	Journal Entry	Reference
01/31/2007	63-193	01-4100-01	Grant Reve...	Revenue	Journal Entry	Reference
01/31/2007	63-384	01-4100-01	Grant Reve...	Revenue	Journal Entry	Reference
01/31/2007	63-575	01-4100-01	Grant Reve...	Revenue	Journal Entry	Reference
01/31/2007	63-766	01-4100-01	Grant Reve...	Revenue	Journal Entry	Reference

Project ID	Project D...	Class	Mission	Spendabl...	Performa...	The Rais...	Grant Tra...	Amount	Percent
1001	Annabell...	Unrestric...	Homeless	Spendable				\$40.00	100.000

Total debits: \$0.00	Total credits: \$200.00
----------------------	-------------------------

3. To view details of a transaction, click **View Transaction** on the action bar. The Transaction screen for the selected transaction appears.

4. Close the Transaction screen to return to the Account Summary screen.
5. Click **Close** to close the Account Summary screen and return to the Activity tab of the project record.

Viewing the History of Changes

The History of Changes tab displays an historic record of changes to the project record. If a project has had a change in description, ID, or status, the change appears on the History of Changes tab. The information is for informational purposes only; you cannot add, edit, or delete data on this tab. You can print information from the History of Changes tab on the Project Profile Report.

► Viewing the history of changes on a project record

Note: The History of Changes tab displays changes made to the project, including who made the change and the date the change was made. You can include this information in a Project Profile Report. This tab is for informational purposes only; you cannot add or edit data on this tab.

1. From an open project record, select the History of Changes tab. A grid displays the changes made to the project with the most recent change appearing at the top.

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Project ID	Annabelle	0001	01/22/2002	Supervisor
Project ID	0001	1001	02/11/2002	Data Entry

- The **Item Changed** column displays the kind of change made on the project record, such as status or project ID.
- The **Previous Setting** column displays the information that had been recorded for the project before new information was entered.
- The **New Setting** column displays the new information recorded for the project.

- The **Changed On** column displays the date the change was made.
 - The **Changed By** column displays the name of the user who made the change.
2. Click the **Changed On** column heading. The display now lists the changes with the oldest date on top. Click the heading again, and the new change appears on top.
 3. Close the project record to return to the Projects page.

Graphing Project Activity

Project graphs use standard graphing features, such as two- or three-dimensional bar graphs and line graphs. If you have the optional module *Allocation Management*, you can graph direct and indirect cost information. To access these features, in the grid on the Activity tab, select a category and click the Summary Graph button on the toolbar.

► Graphing project activity

Note: On the Activity tab, you can view income statement and balance sheet information for accounts associated with a project. You can view details and create a summary graph of project activity from this tab.

1. From an open project record, select the Activity tab.
2. Select the type of activity to view and graph. Mark either **Activity** or **Direct and Indirect Costs**. You can view direct and indirect costs only if you have the optional module *Allocation Management*.
3. Select a type, date, and budget scenario.

1004 - Hugo Endowment

File Edit View Project Favorites Tools Help

Save and Close

Project | Attributes | Budget | Account Restrictions | Indirect Costs | **Activity** | Media | Actions | Notes | History of Changes

Report View: ☒ Activity ☐ Direct and Indirect Costs

Type: **Actual** Dates: **2001** Budget Scenario: Filters

Income Statement from 01/01/2001 - 12/31/2001

Category	Actual	Budget	Fav/(unFav)	%Used
Beginning Balance	\$0.00			
Revenues	\$2,003,574.13			
Expenses	\$25,575.52			
Gains	\$0.00			
Losses	\$0.00			
Gifts	\$0.00			
Transfers	(\$5,042.55)			
Adjustments to Net Assets	\$0.00			
Net Surplus/Deficit	\$1,983,041.16			

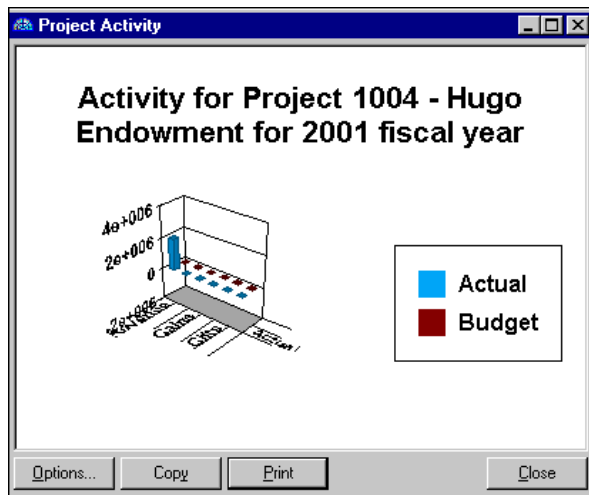
Balance Sheet through 12/31/2001

Category	Actual	Budget
Assets	\$2,003,067.16	
Liabilities	\$20,026.00	
Net Assets	\$551,153.51	

Clear all filters Calculate

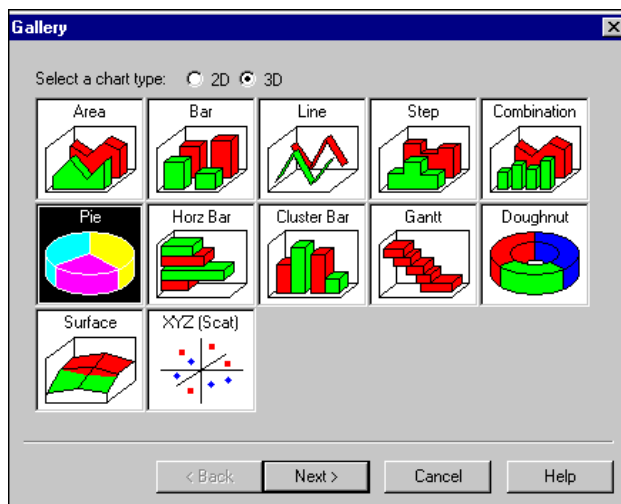
Active 12/03/2004

4. On the toolbar, click the Summary Graph button. The Project Activity screen appears.

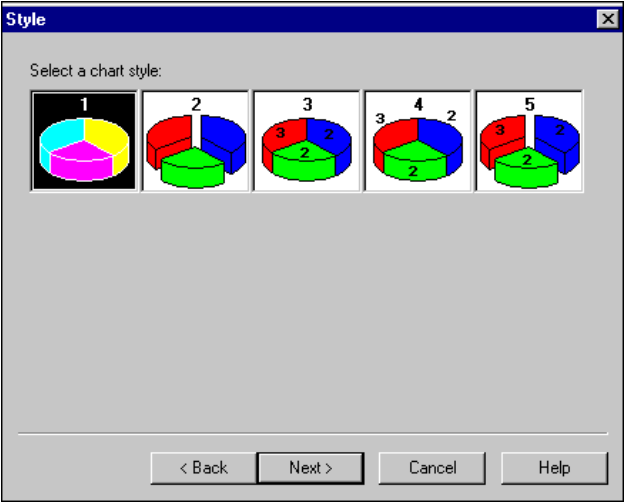


Note: To view two-dimensional graphs, mark **2D** at the top of the screen. To view three-dimensional graphs, mark **3D**.

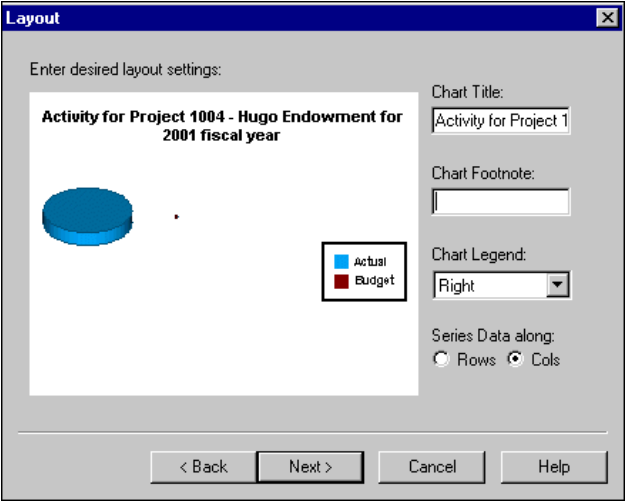
5. To change the graph type, style, or text, click **Options**. The Gallery screen appears with an array of graph types. Click a type, for example, "Pie".



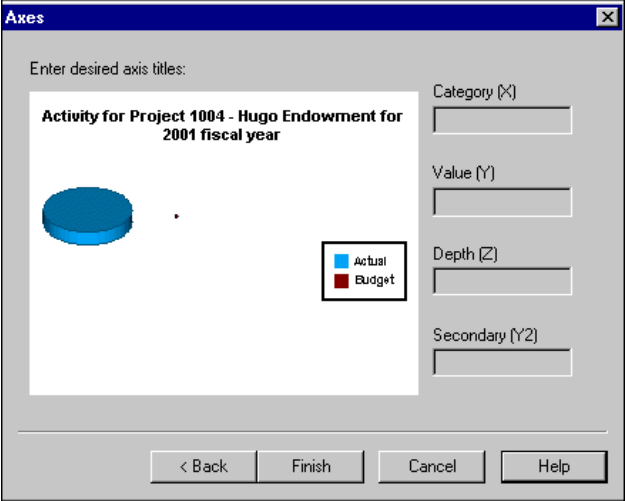
6. Click **Next**. The Style screen appears. Click a style, for example, “1”.



7. Click **Next**. The Layout screen appears so you can create a title, footnote, and legend for the graph.



8. Click **Next**. The Axes screen appears so you can define the category and value for the axes on the graph.



9. Click **Finish**. The graph for the project activity appears in the format you selected.



10. To copy the graph to the clipboard for pasting into documents, click **Copy**. A message appears, telling you the graph has been copied to the clipboard.
11. To print the graph, click **Print**. The graph prints on your default printer.
12. When you finish making selections for the graph, click **Close**. You return to the Activity tab of the project record.

Managing Attributes, Media, Actions, and Notes

You can further define a project record by adding information to its tabs.

On the Attributes tab you can add attributes that give an additional level of detail to project records. You can filter and sort using project attributes.

Glossary: Media is scanned information about a project, such as a contract or photograph. You can create new media objects or retrieve existing media objects to save in the project record.

On the Media tab, you can store media objects for a project.

On the Actions tab, you can enter communications about the project.

On the Notes tab you can record information about a project that you may need later.

Adding Attributes

Use the Attributes tab to record additional information relating a project to a particular budget manager, user, department, or program. You can report on projects with attributes based on a common theme. You can use project attributes as filters in other areas of **General Ledger**, such as *Query* and *Reports*.

If you delete attributes, be careful not to use the Delete button on the toolbar. You could inadvertently delete the project record instead of the attribute.

► Adding a project attribute

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. Examples of **Financial Edge** attributes include account attributes, project attributes, and action attributes.

1. From an open project record, select the Attributes tab.
2. In the **Attribute Type** column, select an attribute type.
3. In the **Description** column, select a description for the attribute. The program automatically fills in the **Short Description** column.
4. In the **Date** field, enter the date the attribute becomes effective.
5. If the attribute is required on a project record, the program automatically marks the checkbox in the **Required** column. You cannot edit this from the Attribute tab.

Note: Remember, changes you make to attributes may affect other projects. You must define attributes in *Configuration* before you can add them to a project record. For more information about defining project attributes, see the *Configuration Guide for General Ledger*.

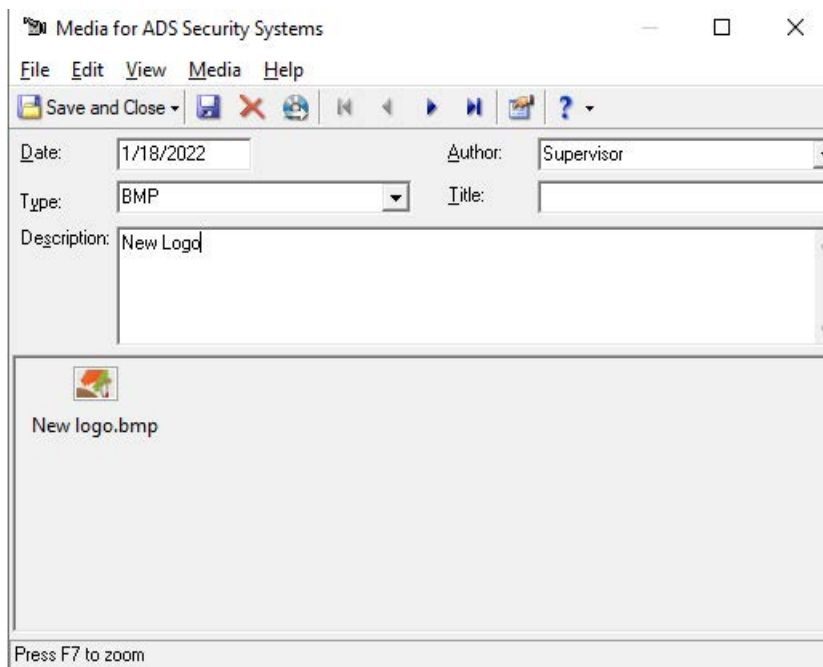
6. In the **Comments** column, enter any additional comments or more detailed information about the attribute. You can enter free-form text in this column.
7. Click **Save and Close** on the toolbar. You return to the Projects page.

Add and Export Media

On the Media tab you store media objects about a project. These objects can include newspaper clippings, letters, contracts, pictures, and graphs. By storing these objects in your database, *The Financial Edge* keeps the information at your fingertips. The Media tab is a great way to include visual and sound objects on a project record. You can also export media.

► Export media

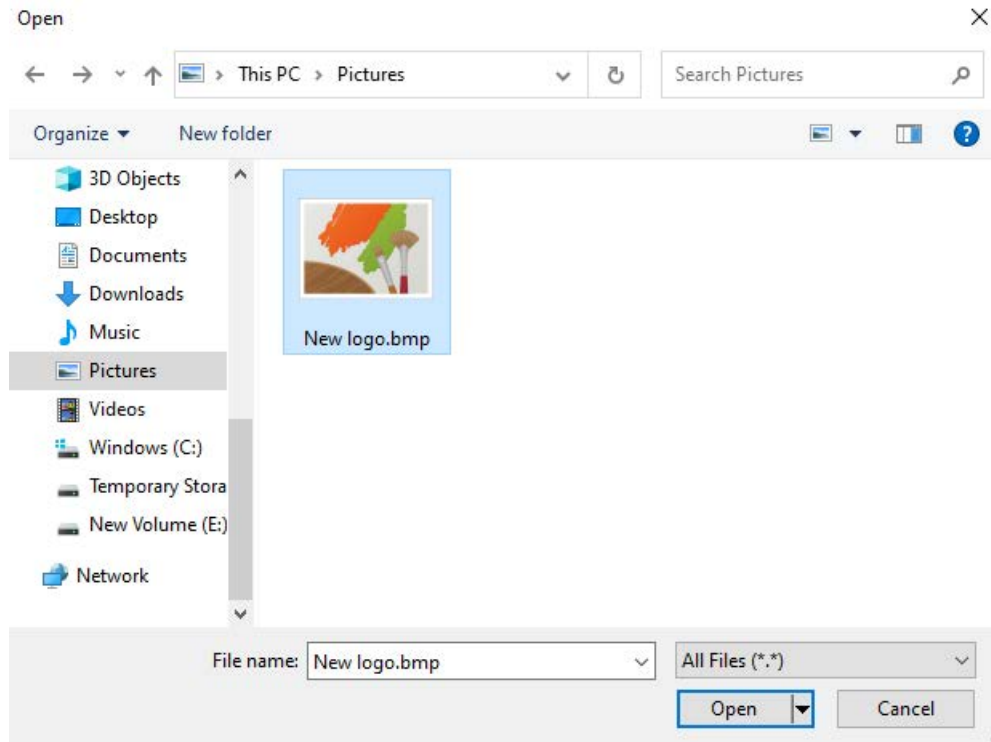
1. From the Media tab of a project, open the media record.



2. Select **Export** on the toolbar, or the **File** menu. The Save As screen appears.
3. Select the **File name** and **Directory**.
4. Select **Save**. The media is exported.

► Adding existing media to a project record

1. From the Media tab of a project record, click New Media. The Open screen appears.



2. Select the media object and click **Open**. The New Media screen appears.
3. In the **Date** field, enter the date the media is added.
4. In the **Type** field, select a media type. You define media types in *Configuration*.
5. In the **Description** field, enter a description of the media object.
6. In the **Title** field, enter a title for the media object.
7. In the **Author** field, select your user name.
8. To save the media file and return to the Media tab, click **Save and Close**.

Adding Actions

Glossary: An action is any task or activity that needs to be completed for a project.

The Actions tab maintains any task or activity that needs to be completed for a project. Actions, for example, can include meetings, mailings, phone calls, and email messages. If you have security rights established from the **Set up system security** link in *Administration*, you can add, edit, and delete actions from this tab.

Warning: Be careful not to use the **Delete** button on the toolbar to delete an action. You could inadvertently delete the project record instead of the action.

You can assign an action to another person, and the program reminds him when the action is due. You can assign actions to yourself. For example, if you have an important phone call to make, you can assign the phone call as an action. When the phone call is due, the program reminds you by adding an action reminder to the Home page of each program in *The Financial Edge*.

► **Adding an action to a project record**

1. On the action bar, click **New Action**. The New Action screen opens on the Action tab. The name of the project appears in the **Description** field.

2. In the **Action type** field, select an action type.
3. In the **Action date** and **Time** fields, enter the date and time the action should occur.
4. In the **Status** field, select a status for the action. For example, for a new action you can select “Pending”.

Note: When the action is complete, you can mark **Completed on**, and today’s date automatically appears in the field.

5. In the **Priority** field, select “Low”, “Normal”, or “High” as the level of importance for the action.
6. In the **Assigned to** field, select the **Financial Edge** user to whom you want to assign this action.
7. In the **Description** field, add notes to describe the action.
8. To send the user a reminder, mark **Auto-Remind**. When you mark **Auto-Remind**, the other options in the frame become active.
9. In the **Send reminder to** and **Set reminder for** fields, select the **Financial Edge** user to be reminded and the amount of time before the action to send the reminder.

Note: You can add more information about the action on the Attributes tab.

10. Click **Save and Close**. You return to the Actions tab.

Adding Notes

In *The Financial Edge*, the Notes tab makes it easy to maintain helpful pieces of information you receive, read, or need to remember about a project. You can create notepads to record information about the project not entered elsewhere in the record. Each notepad has a date, type, description, title, and author.

Glossary: A note is useful information you can add to a record using free-form text. Notes can include details of phone conversations with vendors, ordering information, and explanations of the invoice distributions.

Notes are different from attributes because they can be secured by type. You can set up securities so only certain users can view particular notepad types. This is especially useful when the information is of a sensitive nature and you want to ensure that only you can access the information. For more information about setting up security access, see the Security chapter of the *Administration Guide*. You can print project notes on the Project Profile Report from *Reports*. When deleting a note, be careful not to use the Delete button on the toolbar. You could inadvertently delete the project record instead of the note.

► Adding a note to a project record

Note: On the Notes tab, you can enter and organize notes about a project that summarize important information you need to remember.

1. From an open project record, select the Notes tab.
2. Click **New Note** on the action bar. The New Note screen appears.

3. Today's date automatically appears in the **Date** field, but you can enter a different date.
4. In the **Type**, **Description**, and **Title** fields, enter information about this notepad.
5. In the **Author** field, select your user name. The **Author** field defaults to the user creating the note, but you can select another user.

Note: You can use buttons on the word processing toolbar to format the appearance of the text, check spelling, and use a thesaurus.

6. In the text box, enter the information you need to remember.
7. Click **Save and Close** on the toolbar. You return to the Notes tab, and the note appears in the grid.
8. Click **Save and Close**. You return to the Projects page.

Budget Management

Accessing Budget Records	106
Managing Budget Records	108
Adding Budgets in the Budget View	110
Adding Budgets in the Account View	111
Adding Budgets in the Project View	112
Exporting Budget Information	114
Managing Budget Scenarios	115
Working with Budgets and Scenarios	115
Increasing and Decreasing Budgets	115
Increasing and Decreasing Project Budgets	123
Copying and Forecasting Budgets	126
Merging Scenarios	130
Clearing Budgets	133
Deleting Scenarios	136
Finalizing Scenarios	138
Distributing Account Budgets	140
Distributing Account Budgets Manually	141
Distributing Account Budgets Evenly	141
Distributing Account Budgets with Tables	142
Distributing Account Budgets to Projects	143
Distributing Project Budgets	150
Distributing Project Budgets Manually	150
Distributing Project Budgets Evenly	151
Distributing Project Budgets with Tables	153
Distributing Grant Budgets	154
Distributing Grant Budgets Manually	154
Distributing Grant Budgets Evenly	155
Distributing Grant Budgets with Tables	156
Adjusting Budgets	156
Managing Budget Notes and Reports	165
Working with Budget Notes	165
Working with Budget Distribution Reports	166

The optional module *Budget Management* enhances and expands budget functionality in **General Ledger**. With *Budget Management*, you have advanced budgeting capabilities you can use to develop, copy, forecast, and monitor multiple budgets over current, past, and future fiscal years or period ranges.

Note: A budget scenario is a single version of an organization's budget for a given fiscal year. You can have multiple budget scenarios if you have the optional module *Budget Management*. For example, you can create a scenario of your original budget and create scenarios for revisions of that budget.

Using *Budget Management*, you can create budget scenarios for each fiscal year, which have multiple budgets for each account. You can use budget scenarios to explore and analyze different budget situations, creating an unlimited number of budget scenarios. Once you create a budget scenario, you can lock it and make adjustments without affecting other scenarios. You can combine budget scenarios for reporting purposes, perform imports and global changes for account budget and project budget information, and perform batch entry of budget distributions.

In addition to budget scenarios, *Budget Management* provides flexibility for linking account, grant, and project budgets, so any change you make to one is reflected in the others. You can include unposted accounts payable activity when verifying account, grant, and project budgets.

With *Budget Management*, you can:

- Create and use budget scenarios to enhance the budget creation process. With budget scenarios, you can create an unlimited number of budgeting situations and efficiently create multiple budgets.
- Develop a fiscal year or period range budget from previous or current activity or budget data.
- Project remaining actual amounts based on year-to-date results and the annual budget.
- Add or subtract dollar amounts or percentages to budgeted amounts.
- Define custom budget distribution tables for quick data entry using the budget entry grid.
- Add notes illustrating how the budget for a specific account was determined.
- Finalize budgets and make budget adjustments.

Note: For more information about importing budgets, see the General Ledger Imports chapter of the *Import Guide*.

- Import budget data from spreadsheet applications. With *Budget Management* and the required security rights, you can import budget information from a spreadsheet to use in existing budgets or to create new budgets.
- Export budget data to other applications. For example, to transfer budget information into a spreadsheet or database application, you can extract the information directly from **General Ledger**.

Note: For more information about queries in **The Financial Edge**, see the *Query Guide*.

- Query a budget. With *Query*, you can search for account, budget, recurring batch transaction, and project information. You can query and export the budget for any year that has not been purged.

Accessing Budget Records

Note: If you have the optional module *Projects and Grants*, you can create budget records for projects and/or grants.

Because records are such an important part of **The Financial Edge**, we have placed record types in one area so you can quickly access them. Think of *Records* as a filing cabinet. You open a filing cabinet to pull out a record, or file. When you open *Records*, you can directly access several record types, including budgets.

On the navigation bar in **General Ledger**, click **Records** and then click **Budgets** on the Records page. The Budgets page appears.

Records • Budgets						
New Budget Open Delete... Print Export... Find... Budget Type: <All budget types> Start Fiscal Year: <All Fiscal Years> Scenario ID: <All Scenario IDs>						
Scenario ID	Description	Budget Type	Start Fiscal Year	Start Period	End Fiscal Year	End Period
01	Administration	Fiscal Year	2001	Period 1	2001	Period 12
02	Development	Fiscal Year	2001	Period 1	2001	Period 12
03	Program Ser...	Fiscal Year	2001	Period 1	2001	Period 12
00	Main Operati...	Fiscal Year	2001	Period 1	2001	Period 12
10	5% Below Op...	Fiscal Year	2001	Period 1	2001	Period 12
11	5% Above O...	Fiscal Year	2001	Period 1	2001	Period 12
01	Administration	Fiscal Year	2002	Period 1	2002	Period 12
02	Development	Fiscal Year	2002	Period 1	2002	Period 12
03	Program Ser...	Fiscal Year	2002	Period 1	2002	Period 12
00	Main Operati...	Fiscal Year	2002	Period 1	2002	Period 12
10	5% Below Op...	Fiscal Year	2002	Period 1	2002	Period 12
11	5% Above O...	Fiscal Year	2002	Period 1	2002	Period 12
00	Main Operati...	Fiscal Year	2005	Period 1	2005	Period 12
00	Main Operati...	Fiscal Year	2006	Period 1	2006	Period 12
11	5% Above O...	Fiscal Year	2006	Period 1	2006	Period 12
00	Main Operati...	Fiscal Year	2007	Period 1	2007	Period 12
01	Administration	Fiscal Year	2007	Period 1	2007	Period 12
11	5% Above O...	Fiscal Year	2007	Period 1	2007	Period 12
01	Administration	Fiscal Year	2006	Period 1	2006	Period 12
10	5% Below Op...	Fiscal Year	2007	Period 1	2007	Period 12

The Budgets page is the starting point for budget records. From this page, you can add a new budget record, open existing records, export budgets, and delete a budget record. You can edit budget options by clicking **Tools, Options** from the menu bar. For more information about options, see the Options chapter of the Program Basics Guide.

Finding and Opening Budget Records

Every budget you add to **General Ledger** has a unique record. Once a budget record is in the database, you can open it from the Budgets page of **Records**, from the **File** menu on the Budgets page, or from the **File** menu of an existing budget record.

► Opening a budget record from the Budgets page

Note: To sort the budgets appearing on the Budgets page by fiscal year, scenario ID, or description, click the corresponding column heading. The program sorts the budgets alphanumerically in ascending or descending order.

1. On the Records page, click **Budgets**. The Budgets page appears.

2. Select a budget in the grid and click **Open** on the action bar. The budget record appears.

Account Number	Total	Distributed	2007-1	2007-2	2007-3	2007-4	2007-5	2007-6	2007-7	2007-8
01-5000-01	\$139,455.00	\$139,455.00	\$11,620.75	\$11,620.79	\$11,620.79	\$11,620.79	\$11,620.79	\$11,620.79	\$11,620.79	\$11,620.79
01-5099-01	\$15,495.00	\$15,495.00	\$1,291.20	\$1,291.20	\$1,291.20	\$1,291.20	\$1,291.20	\$1,291.20	\$1,291.20	\$1,291.20
01-5200-01	\$9,813.50	\$9,813.50	\$1,634.93	\$0.00	\$1,634.93	\$0.00	\$1,635.91	\$0.00	\$1,635.91	\$0.00
01-5250-01	\$5,810.62	\$5,810.62	\$484.18	\$484.20	\$484.20	\$484.20	\$484.20	\$484.20	\$484.20	\$484.20
01-5280-01	\$12,447.65	\$12,447.65	\$3,111.91	\$0.00	\$0.00	\$3,111.91	\$0.00	\$0.00	\$3,111.91	\$0.00
01-5420-01	\$805.74	\$805.74	\$67.14	\$67.14	\$67.14	\$67.14	\$67.14	\$67.14	\$67.14	\$67.14
01-5460-01	\$2,272.60	\$2,272.60	\$189.34	\$189.38	\$189.38	\$189.38	\$189.38	\$189.38	\$189.38	\$189.38
01-5480-01	\$929.70	\$929.70	\$77.47	\$77.47	\$77.47	\$77.47	\$77.47	\$77.47	\$77.47	\$77.47
01-5490-01	\$1,084.65	\$1,084.65	\$1,084.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5550-01	\$7,902.45	\$7,902.45	\$658.51	\$658.51	\$658.51	\$658.51	\$658.51	\$658.51	\$658.51	\$658.51
01-5580-01	\$516.50	\$516.50	\$129.11	\$0.00	\$0.00	\$129.13	\$0.00	\$0.00	\$129.13	\$0.00
01-5590-01	\$3,228.12	\$3,228.12	\$269.00	\$269.00	\$269.00	\$269.00	\$269.00	\$269.00	\$269.00	\$269.00
01-5650-01	\$2,045.34	\$2,045.34	\$170.42	\$170.44	\$170.44	\$170.44	\$170.44	\$170.44	\$170.44	\$170.44
01-5670-01	\$2,169.30	\$2,169.30	\$180.75	\$180.77	\$180.77	\$180.77	\$180.77	\$180.77	\$180.77	\$180.77
01-5680-01	\$2,603.16	\$2,603.16	\$216.92	\$216.92	\$216.92	\$216.92	\$216.92	\$216.92	\$216.92	\$216.92
01-5700-01	\$495.84	\$495.84	\$41.32	\$41.32	\$41.32	\$41.32	\$41.32	\$41.32	\$41.32	\$41.32
01-5730-01	\$1,079.48	\$1,079.48	\$89.95	\$89.95	\$89.95	\$89.95	\$89.95	\$89.95	\$89.95	\$89.95
01-5810-01	\$18,077.50	\$18,077.50	\$1,506.38	\$1,506.40	\$1,506.40	\$1,506.40	\$1,506.40	\$1,506.40	\$1,506.40	\$1,506.40

3. After you view or edit the record, click **Save and Close** on the toolbar. You return to the Budgets page.

Managing Budget Records

You can add budget information from the Budgets page of *Records*, from the **File** menu on the Budgets page, and from the **File** menu of an existing budget record. We recommend adding and opening budgets from *Records* because it provides the easiest and most complete access to all record types.

If you have the optional modules *Budget Management* and *Projects and Grants*, you can use the Project, Budget, Grant, and Account Views in the Budget Manager to efficiently add budgets for accounts and projects at the same time.

You can see the impact of increasing account budgets or distributing a budget among several accounts. If you have the optional module *Projects and Grants*, you can use business rules in *Configuration* to define how the program distributes an account budget to related project and grant budgets.

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

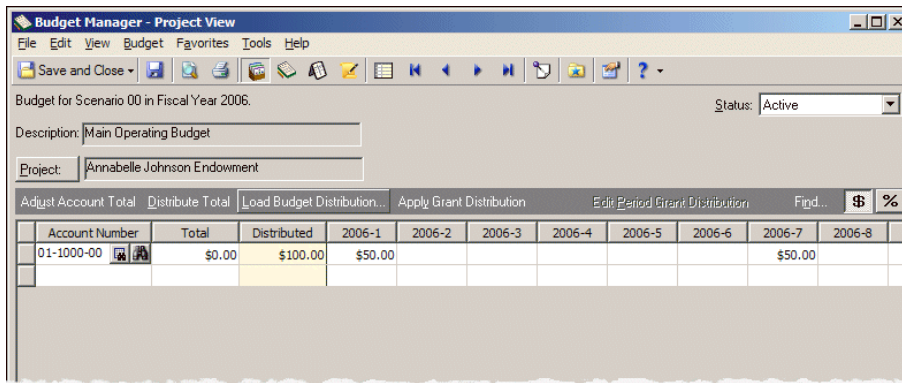
Each view displays grids with different budget information. In the Budget View and Project View you can add all account and project budgets rather than adding a budget individually for accounts or projects. Use the grid to add, distribute, and adjust budgets. From the Account View you can access information about a single account and the projects associated with that account.

Note: We recommend defining budgets from the project perspective.

We recommend you initially define budgets from the project perspective. When you create a project budget, the program automatically creates the related account budget. The only time you need to create the budget from the account occurs when you have a figure to be budgeted to the account but not distributed to a project.

Note: You can add budget information on the Budget tabs in account and project records. For more information about these budgets, see “Managing Account Budgets” on page 11 and “Managing Project Budgets” on page 75.

Project View. The Project View provides an expanded look at project budgets. For example, you can add project budgets and distribute them manually, evenly, or by a table defined in *Configuration*.



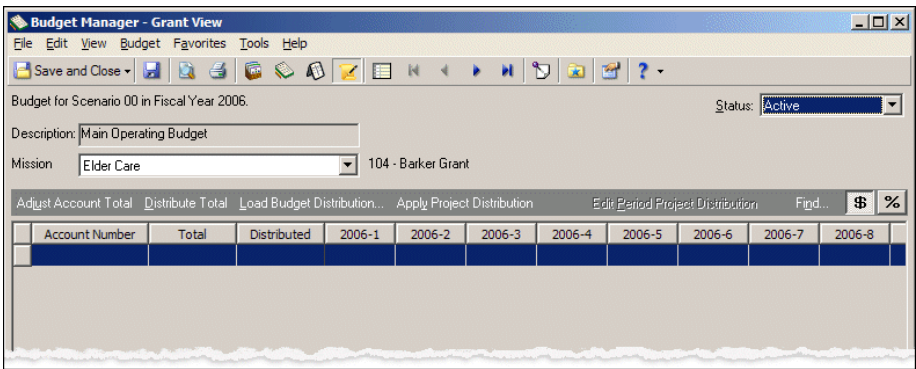
Budget View. The Budget View provides an expanded look at the entire budget selected for all accounts. For example, you can add account budgets and distribute them manually, evenly, or by a table defined in *Configuration*. You can adjust finalized budgets in the Budget View.

Account Number	Amount	Distributed	2006-1	2006-2	2006-3	2006-4	2006-5	2006-6	2006-7	2006-8
01-1000-00	\$100.00	\$100.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00
01-4050-00	\$126,800.00	\$126,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,800.00	\$5,600.00
01-4050-04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-4100-00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-4100-01	\$680.00	\$680.00	\$0.00	\$40.00	\$40.00	\$40.00	\$40.00	\$80.00	\$80.00	\$80.00
01-4100-02	\$8,500.00	\$8,500.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00
01-4100-03	\$1,360.00	\$1,360.00	\$0.00	\$80.00	\$80.00	\$80.00	\$80.00	\$160.00	\$160.00	\$160.00
01-4150-00	\$3,400.00	\$3,400.00	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$400.00	\$400.00	\$400.00
01-4150-01	\$6,800.00	\$6,800.00	\$0.00	\$400.00	\$400.00	\$400.00	\$400.00	\$800.00	\$800.00	\$800.00
01-4150-02	\$850.00	\$850.00	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$100.00	\$100.00	\$100.00
01-4150-03	\$1,700.00	\$1,700.00	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00	\$200.00	\$200.00
01-4190-00	\$380.00	\$380.00	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-4200-00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-4200-01	\$1,700.00	\$1,700.00	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00	\$200.00	\$200.00
01-4200-02	\$1,190.00	\$1,190.00	\$0.00	\$70.00	\$70.00	\$70.00	\$70.00	\$140.00	\$140.00	\$140.00
01-4200-03	\$1,190.00	\$1,190.00	\$0.00	\$70.00	\$70.00	\$70.00	\$70.00	\$140.00	\$140.00	\$140.00
01-4300-00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Account View. The Account View provides an expanded look at a single account and all the projects associated with that account. For example, to look at the details for one account, select the account and then click the **View** button on the toolbar.

Project	Description	Mission	Total Budget	Distributed	2006-1	2006-2	2006-3	2006-4	2006-5
1001	Annabelle Johnson E...		\$100.00	\$100.00	\$50.00				

Grant View. The Grant View provides an expanded look at grant budgets. For example, you can add grant budgets and distribute them manually, evenly, or by a table defined in *Configuration*.

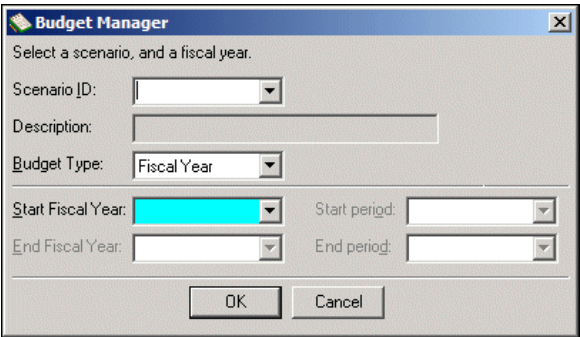


Adding Budgets in the Budget View

Use the Budget View to create, view, and adjust account budgets. If you have the optional module *Projects and Grants*, you can use business rules to define how the program distributes an account budget to related project budgets. For more information about business rules, see the *Configuration Guide for General Ledger*.

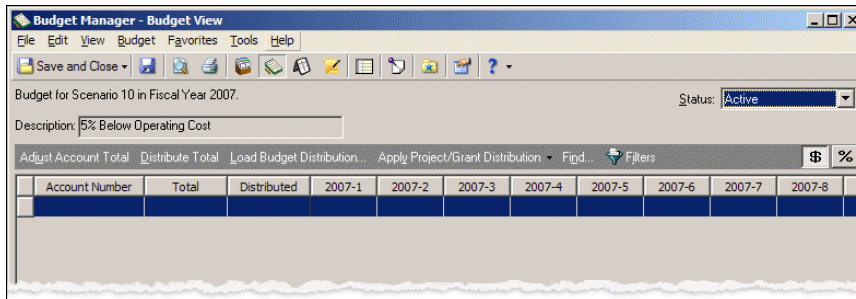
► **Adding a budget in the Budget View**

1. On the Budgets page, click **New Budget** on the action bar. The Budget Manager screen appears.



2. In the **Scenario ID** field, select a scenario to use for the budget. When you select a scenario, its description appears automatically in the **Description** field. This field is for informational purposes only; you cannot edit the **Description** field.
3. In the **Budget Type** field, select “Fiscal Year” to budget by fiscal year. Select “Period Range” to budget by a period range.
4. In the **Start Fiscal Year** field, select the year of the budget you want to open.
If you selected “Period Range” in the **Budget Type** field, enter the start and end periods.

5. To load and open the budget for viewing, click **OK**. The Budget Manager - Budget View screen appears.



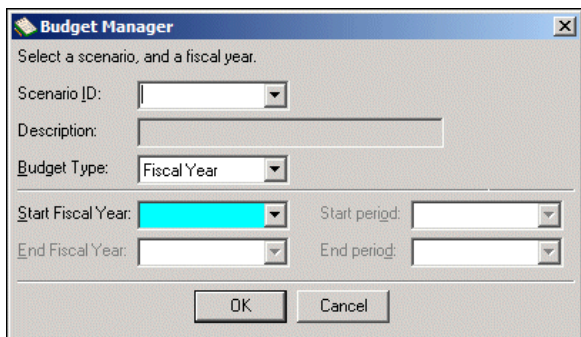
6. From this screen you can access budget tools to manipulate the budget information to create a new budget. For more information about budget tools, see “Managing Budget Scenarios” on page 115. To return to the Budgets page, click **Save and Close**.

Adding Budgets in the Account View

Use the Account View to see an expanded look at a single account and all the projects associated with that account. For example, to view the details for one account in the Budget View, select the account and then select **View, Account View** from the menu bar.

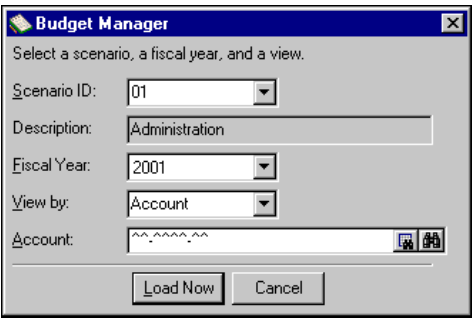
► Adding a budget in the Account View

1. On the Budgets page, click **New Budget**. The Budget Manager screen appears.

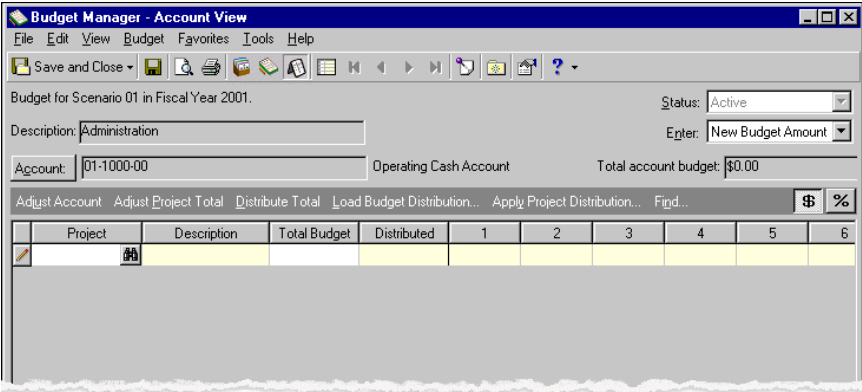


2. In the **Scenario ID** field, select a scenario containing the account you want to view. When you select a scenario, its description appears automatically in the **Description** field. This field is for informational purposes only; you cannot edit the **Description** field.
3. In the **Budget Type** field, select “Fiscal Year” to budget by fiscal year. Select “Period Range” to budget by a period range.
4. In the **Start Fiscal Year** field, select the year of the budget containing the account you want to open.

5. In the **View by** field, select “Account” and use the binoculars to select the account you want to view in the **Account** field.



6. To load and open the account for viewing, click **Load Now**. The Budget Manager - Account View screen appears.



Note: A budget tool is a feature used to manipulate budget scenarios. You can create, merge, copy, finalize, and clear scenarios in the development of budgets for forecasting and analysis. These tools appear only if you have the optional module *Budget Management*.

7. From this screen, you can access budget tools to manipulate the budget information to create a new budget. For more information about budget tools, see “Managing Budget Scenarios” on page 115. To return to the Budgets page, click **Save and Close**.

Adding Budgets in the Project View

Use the Project View to adjust a project budget total and then have the program automatically adjust the associated account budget.

► **Adding a budget in the Project View**

1. On the Budgets page, click **New Budget**. The Budget Manager screen appears.

Budget Manager

Select a scenario, and a fiscal year.

Scenario ID:

Description:

Budget Type:

Start Fiscal Year:

Start period:

End Fiscal Year:

End period:

OK Cancel

Note: You define budget scenarios in *Configuration*.

2. In the **Scenario ID** field, select a scenario to use for this budget. When you select a scenario, its description appears automatically in the **Description** field. This field is for informational purposes only; you cannot edit the **Description** field.
3. In the **Start Fiscal Year** field, select the year of the budget you want to open.
4. In the **View by** field, “Project”. In the **Project ID** field that appears, click the binoculars to select the project you want to view.

Budget Manager

Select a scenario, a fiscal year, and a view.

Scenario ID:

Description:

Fiscal Year:

View by:

Project ID:

Load Now Cancel

Note: You can view the previous or next budget by clicking the **Previous** and **Next** buttons on the toolbar.

5. To open and load the project budget, click **Load Now**. The Budget Manager - Project View screen appears.

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5100-01	\$733.32	\$733.32	\$183.33	\$0.00	\$0.00	\$183.33	\$0.00	\$0.00	\$183.33	\$0.00
01-5100-02	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5100-03	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5150-01	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5150-02	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5150-03	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5250-01	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5250-02	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5250-03	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5280-01	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00
01-5280-02	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00
01-5280-03	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00

Note: To save the project budget and continue reviewing other budgets with the Budget Manager, click **Save and New** on the toolbar.

6. To return to the Budgets page, click **Save and Close**.

Exporting Budget Information

You can export budget information into a worksheet or other database application. Exporting is useful if you routinely create custom reports using **General Ledger** budgets. You can filter to view the information you want, extract the data to use, and create a customized report.

Exporting budget information

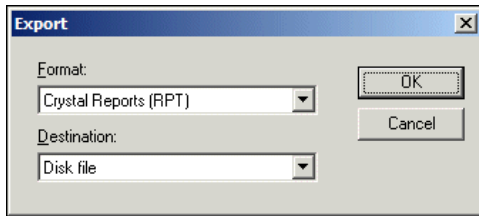
1. On the Budgets page, select a budget to export.

Note: You can export budget distribution reports from the Budget View of a budget scenario by selecting **File, Export** from the menu bar.

2. On the action bar, click **Export**. The Select a Parameter File screen appears.

File Name	Description	Created By	Created On
Budget Distribution Report		Supervisor	02/14/2001

3. Select a parameter file and click **Select**. The Export screen appears.



4. In the **Format** field, select a format for the export.
5. In the **Destination** field, select a destination for the exported file.
6. Click **OK**. The Choose Export File screen appears.
7. In the **File name** field, you can use the default file name or overwrite it with a new name.
8. Click **Save**. A message appears indicating the program is exporting the information. Once the data is exported to the file, you return to the Budgets page.

Managing Budget Scenarios

In *Budget Management*, you can develop budgets for any group of accounts. With budget scenarios, you have the flexibility to forecast multiple budgets for any situation. You can apply budget tools, which include forecasting, increasing or decreasing, and merging. By combining budget scenarios, you can create an unlimited number of budgets to reflect factors and influences that may affect the business cycle.

With *Budget Management*, you can create scenarios by increasing or decreasing a budget, by copying a budget or actual amounts from one year or period range and forecasting a budget for future years or a period range, or by merging previously saved budget scenarios. In addition, you can finalize, clear, and delete budget scenarios.

Working with Budgets and Scenarios

You can use budget tools to manipulate budget scenarios. You can increase or decrease, merge, copy, finalize, and clear scenarios in the development of budgets for forecasting and analysis. Budget tools appear only if you have the optional module *Budget Management*.

You can access budget tools from the **Tools** menu on the General Ledger Records pages, and from the **Budget** menu on the Budget Manager screen.

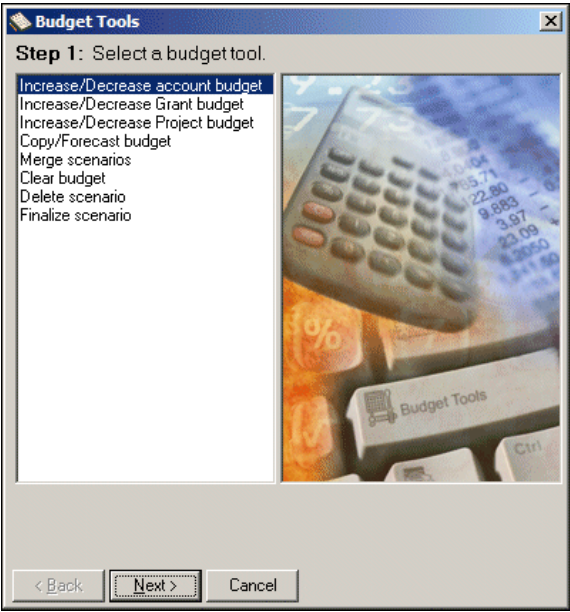
Increasing and Decreasing Account Budgets

From the Budget Tools screen, select **Increase/Decrease account budgets** to increase and decrease multiple account budgets by an amount or percent, making the budgeting process more efficient and flexible. For example, you can take a copied budget scenario for a given fiscal year or period range and increase the Administration account budget by five percent and then compare it to the original account budget.

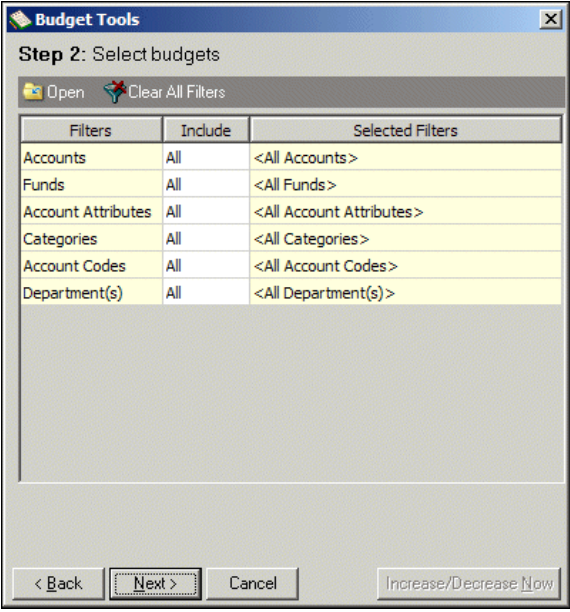
► Increasing or decreasing an account budget

Note: You cannot increase or decrease a finalized budget. To make changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.

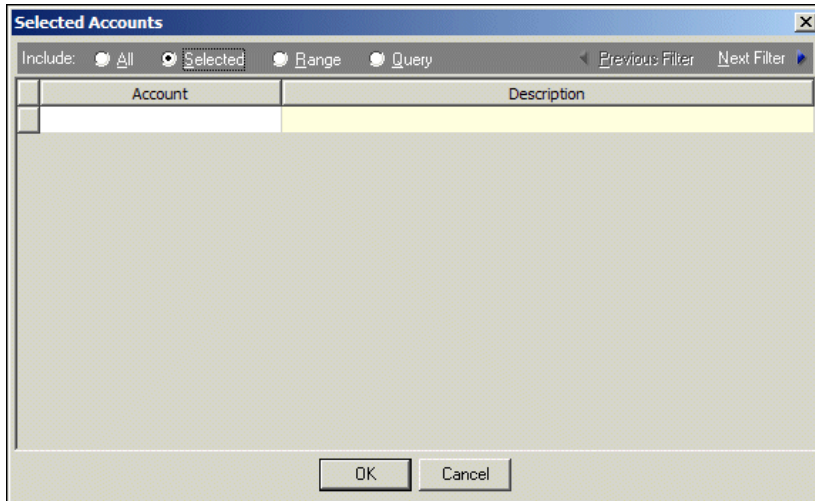
1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.



2. Select **Increase/Decrease account budget** and click **Next**. The Step 2: Select budgets screen appears.

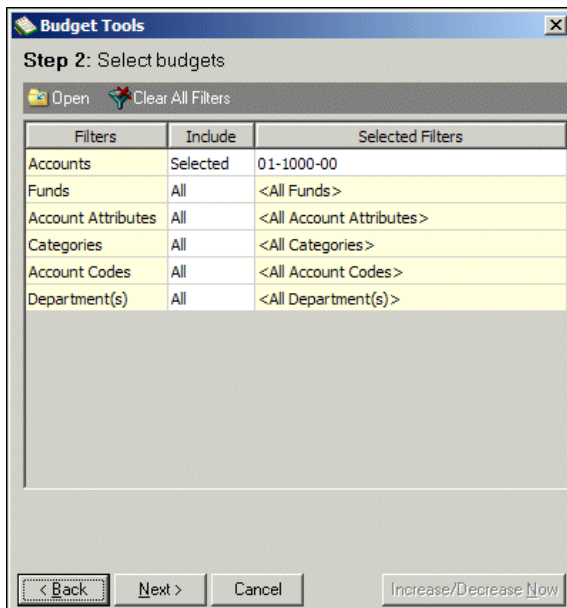


3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose "Selected". The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.

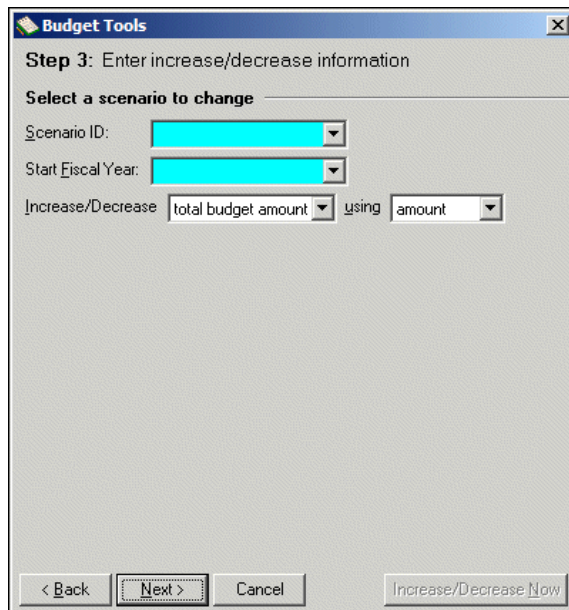


Tip: To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.



5. Click **Next**. The Step 3: Enter increase/decrease information screen appears.

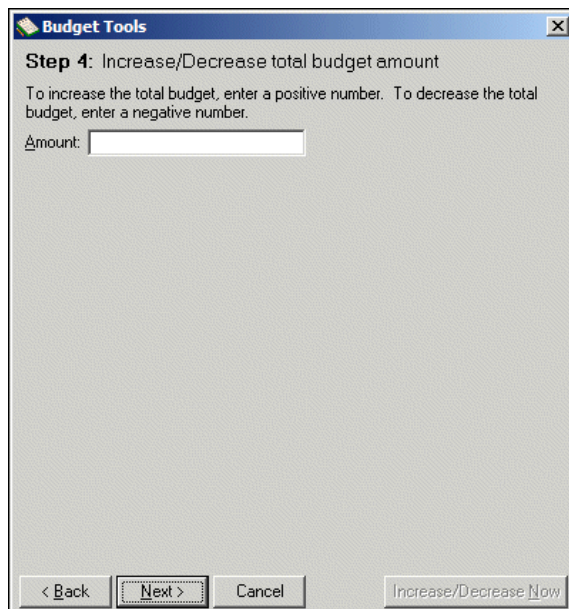


The screenshot shows a dialog box titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 3: Enter increase/decrease information". Below this is a section "Select a scenario to change" which contains three dropdown menus: "Scenario ID:", "Start Fiscal Year:", and "Increase/Decrease" (set to "total budget amount"). To the right of the "Increase/Decrease" dropdown is a "using" label followed by another dropdown menu set to "amount". At the bottom of the dialog are four buttons: "< Back", "Next >" (highlighted with a dashed border), "Cancel", and "Increase/Decrease Now".

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to increase or decrease.
7. In the **Increase/Decrease** fields, select "total budget amount" or "period budgets" and "amount" or "percent".

Note: If you increase or decrease by period, a screen appears with a grid so you can enter an amount or percent for each period. If you increase or decrease by total budget amount, the Step 4: Increase/Decrease budget amount screen appears.

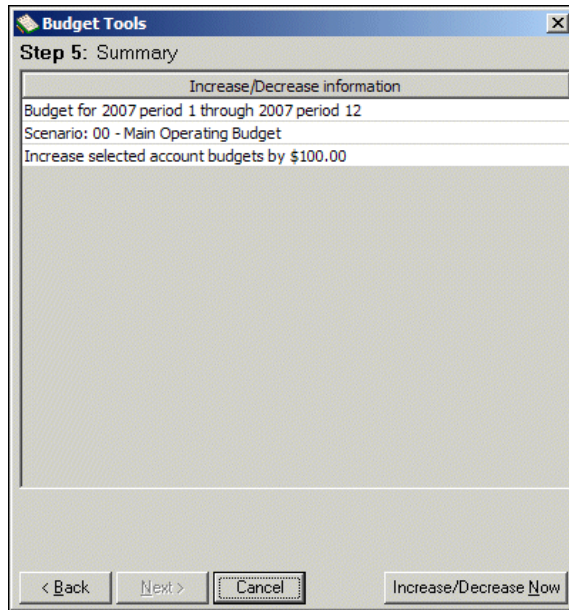
8. Click **Next**. The Step 4: Increase/Decrease budget percentage screen appears.



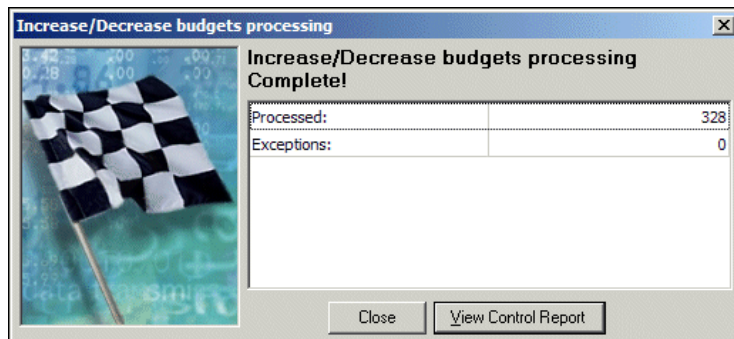
The screenshot shows a dialog box titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 4: Increase/Decrease total budget amount". Below this is a text instruction: "To increase the total budget, enter a positive number. To decrease the total budget, enter a negative number." followed by a text input field labeled "Amount:". At the bottom of the dialog are four buttons: "< Back", "Next >" (highlighted with a dashed border), "Cancel", and "Increase/Decrease Now".

9. In the **Percent** or **Amount** field, enter a positive number to increase the budget or a negative number to decrease the budget.

10. Click **Next**. The Step 5: Summary screen appears displaying your selections for the budget change.



11. Click **Increase/Decrease Now**. The Increase/Decrease budgets processing screen appears.



12. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

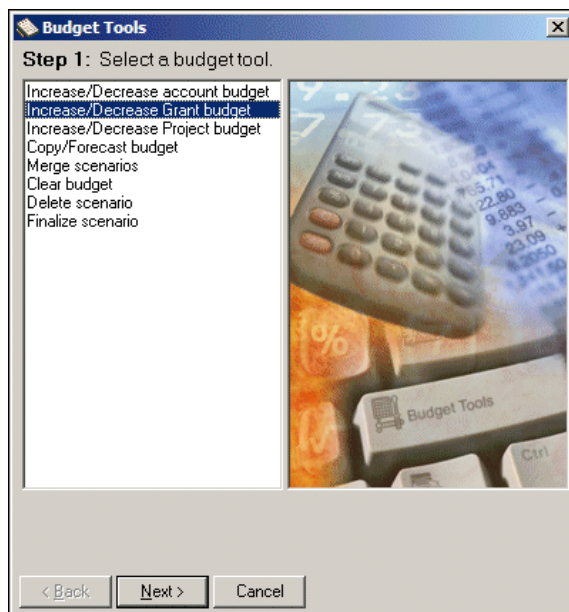
Increasing and Decreasing Grant Budgets

From the Budget Tools screen, select **Increase/Decrease Grant budget** to increase and decrease multiple grant budgets by an amount or percent, making the budgeting process more efficient and flexible. For example, you can take a copied budget scenario for a given fiscal year or period range and increase the Program Services grant budget by five percent and then compare it to the original grant budget.

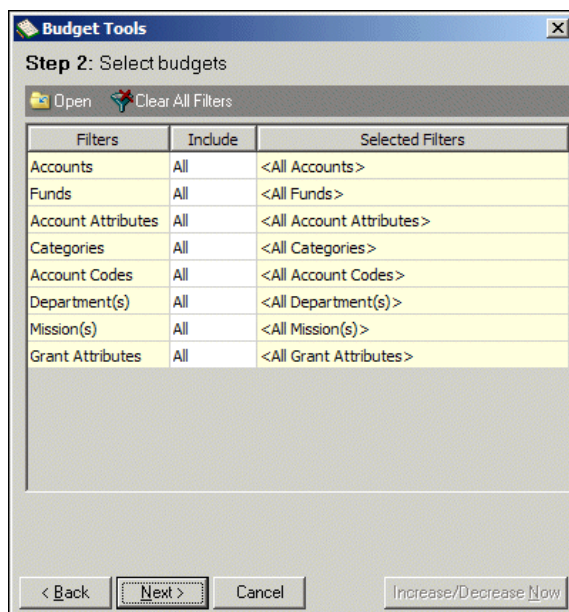
► Increasing or decreasing a grant budget

Note: You cannot increase or decrease a finalized budget. To make changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

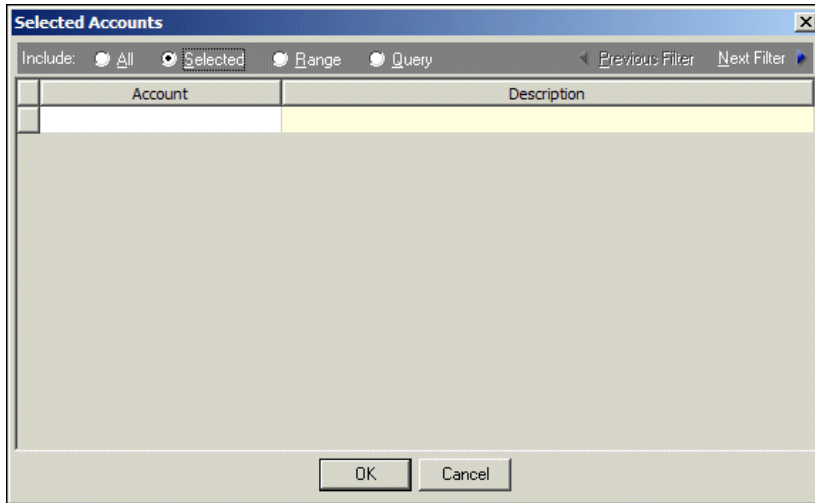


2. Select **Increase/Decrease Grant budget** and click **Next**. The Step 2: Select budgets screen appears.



Note: The transaction code you selected for grants in *Configuration* displays on the Step 2 Select budgets screen. You can use the transaction code value to filter by a specific grant.

3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose "Selected". The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.



Tip: To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.
5. Click **Next**. The Step 3: Enter increase/decrease information screen appears.

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to increase or decrease.
7. In the **Increase/Decrease** fields, select "total budget amount" or "period budgets" and "amount" or "percent".

Note: If you increase or decrease by period, a screen appears with a grid so you can enter an amount or percent for each period. If you increase or decrease by total budget amount, the Step 4: Increase/Decrease budget amount screen appears.

8. Click **Next**. The Step 4: Increase/Decrease budget percentage screen appears.

The screenshot shows a window titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 4: Increase/Decrease total budget amount". Below this, a text instruction reads: "To increase the total budget, enter a positive number. To decrease the total budget, enter a negative number." There is a text input field labeled "Amount:". At the bottom of the window, there are four buttons: "< Back", "Next >" (which is highlighted with a dashed border), "Cancel", and "Increase/Decrease Now".

9. In the **Percent** or **Amount** field, enter a positive number to increase the budget or a negative number to decrease the budget.
10. Click **Next**. The Step 5: Summary screen appears displaying your selections for the budget change.

The screenshot shows a window titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 5: Summary". Below this, there is a section titled "Increase/Decrease information" which contains the following text: "Budget for 2002 period 1 through 2002 period 12", "Scenario: 01 - Administration", and "Increase selected Project budgets by 25.000%". At the bottom of the window, there are four buttons: "< Back", "Next >" (which is highlighted with a dashed border), "Cancel", and "Increase/Decrease Now".

11. Click **Increase/Decrease Now**. The Increase/Decrease budgets processing screen appears.
12. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

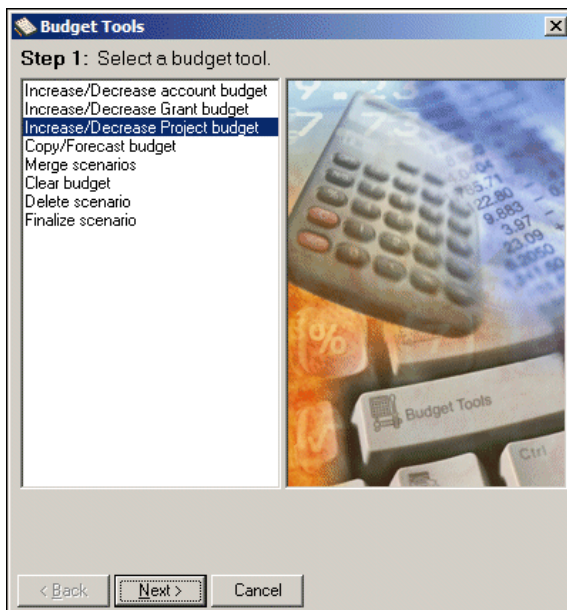
Increasing and Decreasing Project Budgets

From the Budget Tools screen, select **Increase/Decrease Project budget** to increase and decrease multiple project budgets by an amount or percent, making the budgeting process more efficient and flexible. For example, you can take a copied budget scenario for a given fiscal year or period range and increase a project budget by five percent and then compare it to the original grant budget.

► Increasing or decreasing a project budget

Note: You cannot increase or decrease a finalized budget. To make changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.



2. Select **Increase/Decrease Project budget** and click **Next**. The Step 2: Select budgets screen appears.

The screenshot shows a window titled "Budget Tools" with a sub-header "Step 2: Select budgets". Below the header are two buttons: "Open" and "Clear All Filters". The main area contains a table with three columns: "Filters", "Include", and "Selected Filters". The table lists various filter categories, all currently set to "All".

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Account Attributes	All	<All Account Attributes>
Categories	All	<All Categories>
Account Codes	All	<All Account Codes>
Department(s)	All	<All Department(s)>
Projects	All	<All Projects>
Project Attributes	All	<All Project Attributes>

At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Increase/Decrease Now".

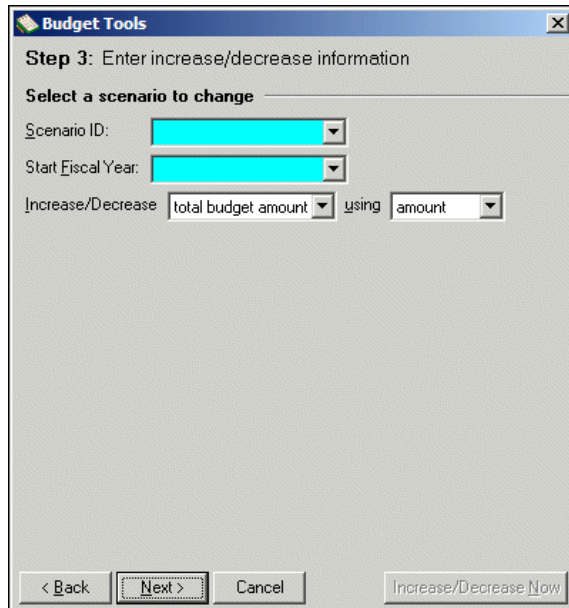
3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose "Selected". The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.

The screenshot shows a dialog box titled "Selected Accounts". At the top, there is a section labeled "Include:" with four radio buttons: "All", "Selected" (which is selected), "Range", and "Query". To the right of these buttons are two links: "Previous Filter" and "Next Filter". Below this is a table with two columns: "Account" and "Description". The table is currently empty. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Tip: To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.

5. Click **Next**. The Step 3: Enter increase/decrease information screen appears.

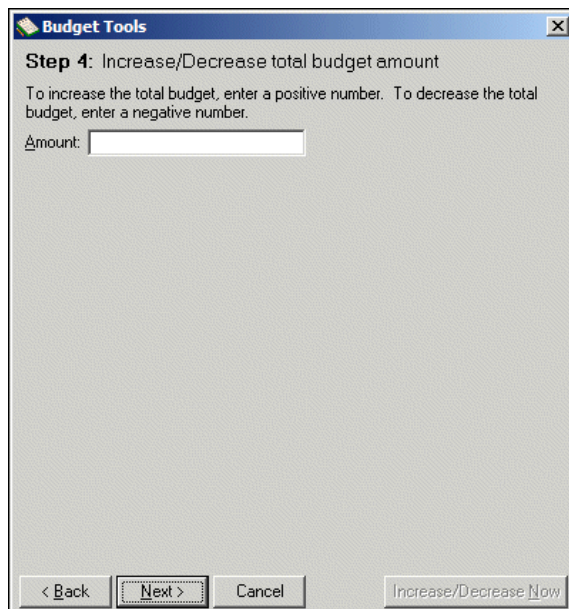


The screenshot shows a dialog box titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 3: Enter increase/decrease information". Below this, there is a section "Select a scenario to change" which contains two dropdown menus: "Scenario ID:" and "Start Fiscal Year:". Below these, there are two more dropdown menus: "Increase/Decrease" (with "total budget amount" selected) and "using" (with "amount" selected). At the bottom of the dialog, there are four buttons: "< Back", "Next >" (highlighted with a dashed border), "Cancel", and "Increase/Decrease Now".

6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to increase or decrease.
7. In the **Increase/Decrease** fields, select "total budget amount" or "period budgets" and "amount" or "percent".

Note: If you increase or decrease by period, a screen appears with a grid so you can enter an amount or percent for each period. If you increase or decrease by total budget amount, the Step 4: Increase/Decrease budget amount screen appears.

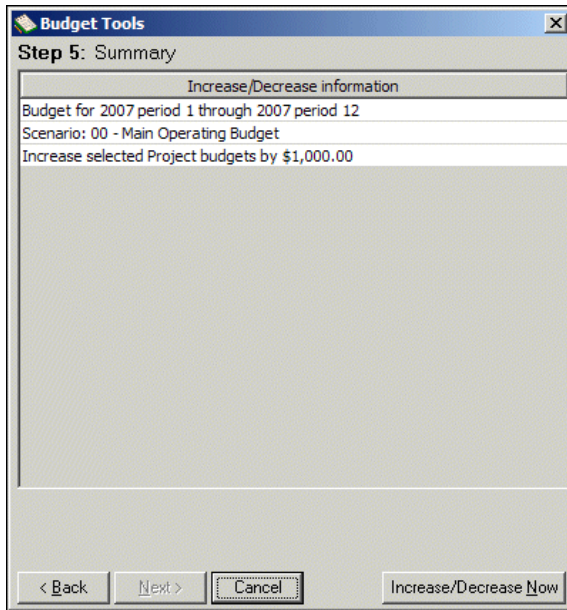
8. Click **Next**. The Step 4: Increase/Decrease total budget amount screen appears.



The screenshot shows a dialog box titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 4: Increase/Decrease total budget amount". Below this, there is a text instruction: "To increase the total budget, enter a positive number. To decrease the total budget, enter a negative number." Below the instruction, there is a text input field labeled "Amount:". At the bottom of the dialog, there are four buttons: "< Back", "Next >" (highlighted with a dashed border), "Cancel", and "Increase/Decrease Now".

9. In the **Amount** or **Percent** field, enter a positive number to increase the budget or a negative number to decrease the budget.

10. Click **Next**. The Step 5: Summary screen appears displaying your selections for the budget change.



11. Click **Increase/Decrease Now**. The Increase/Decrease budgets processing screen appears.
12. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

Copying and Forecasting Budgets

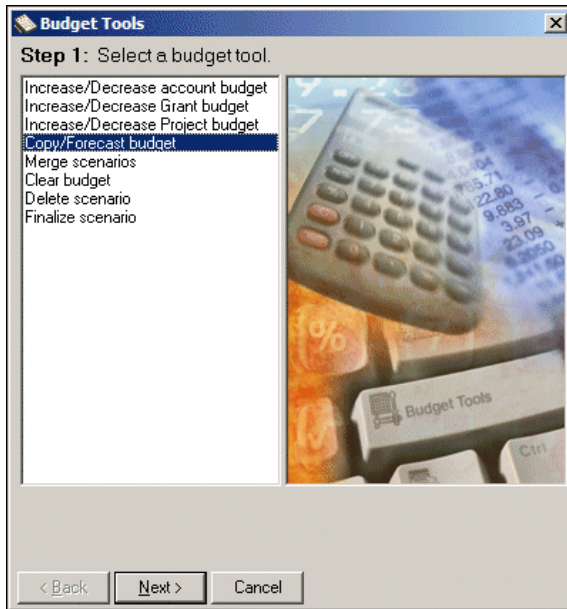
From the Budget Tools screen, select **Copy/Forecast budget** to copy budgeted or actual amounts from one fiscal year to another. If you are copying current year actual figures, you can project actual figures for the remainder of the year. This process is useful for creating the budget for the next fiscal year based on current year activity before the end of the current year. For example, in February 2006, you need to add the budgets for your organization's salary, FICA, and health benefits accounts for the July 2006-June 2007 fiscal year. You can use **Copy/Forecast budget** to copy the budget from July 2005-February 2006 and forecast March - June.

When copying and forecasting budgets, you copy a source budget into a new blank budget or overwrite an existing budget. You can include project and grant budgets not in the source budget as well.

Another flexible feature available when copying and forecasting budgets is the capability to add projects and grants that were not originally included in the budget, but have activity for corresponding accounts. This is only available if you have the optional module *Projects and Grants* and are forecasting using actuals or actual + encumbrance.

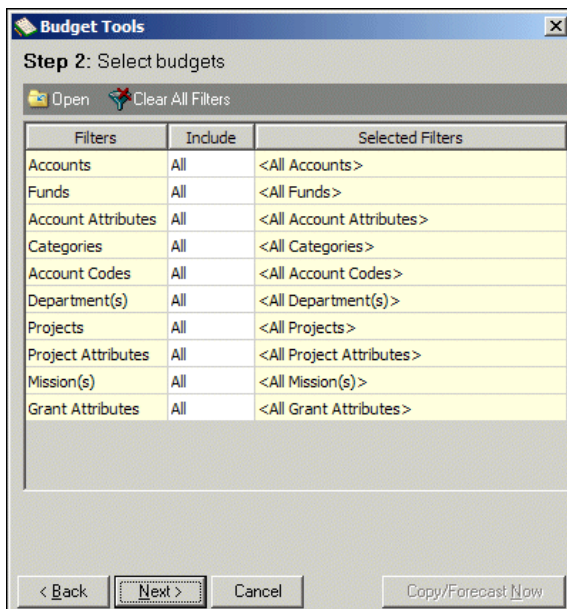
► **Copying and forecasting a budget**

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.

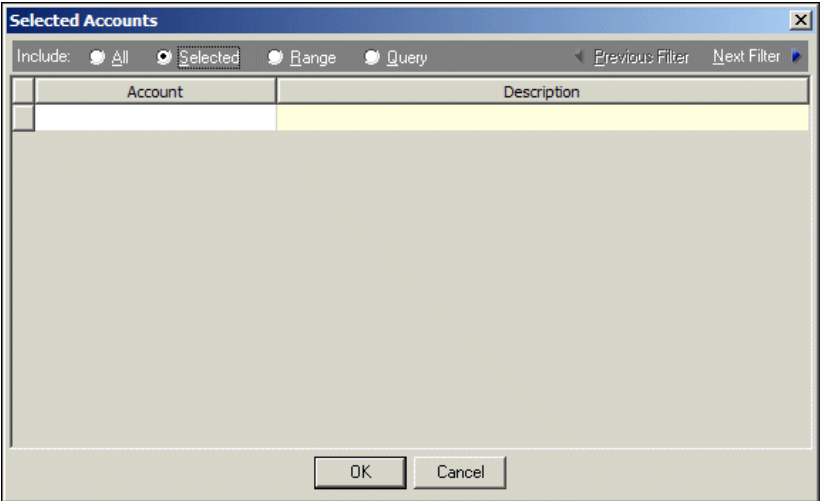


Note: If you have the optional module *Projects and Grants*, you can filter by transaction code, grant attributes, projects, and project attributes.

2. Select **Copy/Forecast budget** and click **Next**. The Step 2: Select budgets screen appears.

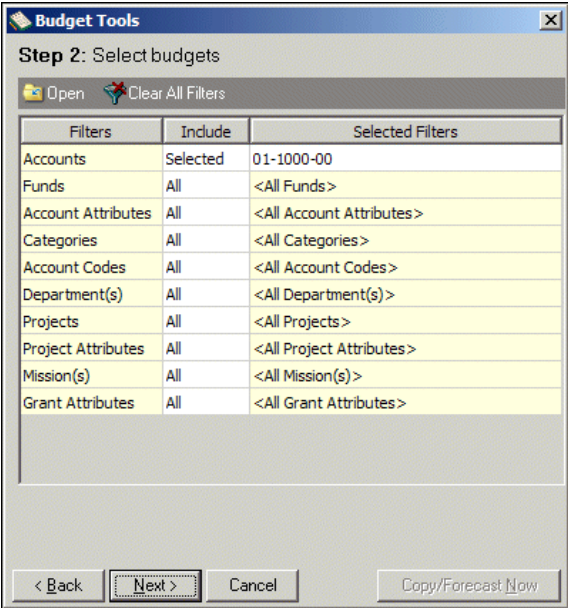


3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose "Selected". The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.



Tip: To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select Budgets screen appears. The records you selected appear in the **Selected Filters** column.



5. Click **Next**. The Step 3: Enter copy/forecast information screen appears.

Budget Tools

Step 3: Enter copy/forecast information

Select a source scenario

Scenario ID: [dropdown]
Start Fiscal Year: [dropdown]

Select a destination scenario

Scenario ID: [dropdown]
Start Fiscal Year: [dropdown]
☐ Overwrite existing scenario?

What do you want to copy?

Budget [dropdown] for Fiscal Year [dropdown] period [dropdown]
through Fiscal Year [dropdown] period [dropdown]

Copy [amount] from source scenario.

< Back Next > Cancel Copy/Forecast Now

6. In the **Select a source scenario** frame, in the **Scenario ID** and **Start Fiscal Year** fields, select a budget scenario and fiscal year as the basis of the forecasted budget.

Tip: If necessary, you can create a new budget scenario “on the fly” when entering your destination scenario information.

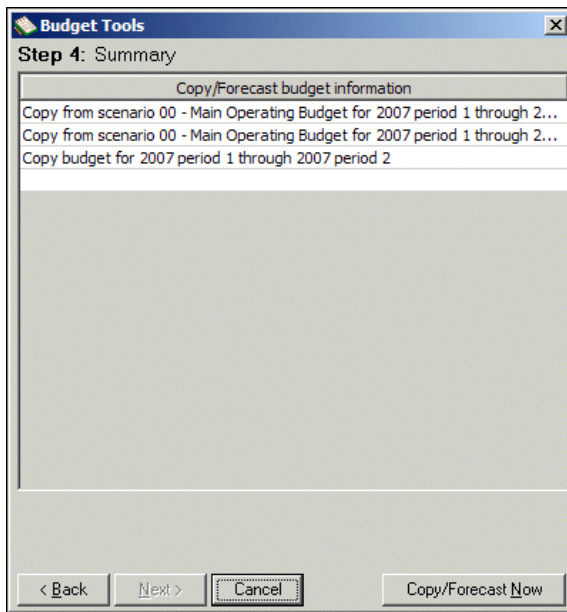
7. In the **Select a destination scenario** frame, in the **Scenario ID** and **Start Fiscal Year** fields, select a budget scenario and fiscal year as the budget you are forecasting. You define fiscal years in *Configuration*.
8. To overwrite the budget information in the destination budget, mark **Overwrite existing scenario?**, which overwrites all budget information when the source budget is copied in.
9. In the **What do you want to copy?** frame, select “Budget”, “Actuals”, or “Actual + Encumbrance”, and then select the fiscal years and periods you want to copy.

Note: Please be aware, when you select to copy “Actuals” or “Actuals + Encumbrance”, both posted and unposted transaction amounts are copied to the new budget.

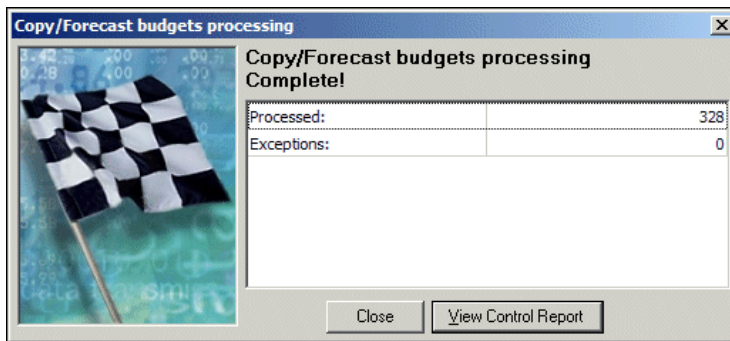
In the **Copy [] from source scenario** field, select “amount” or “percent”.

If you are copying using “Actuals” or “Actual + Encumbrance” and you have the optional module *Projects and Grants*, the **Add Project and Grant budgets not in source budget** option is available. Mark the checkbox to include projects and grants.

10. Click **Next**. The Step 4: Summary screen appears displaying your selections for budgets you are copying or forecasting.



11. Click **Copy/Forecast Now**. The Copy/Forecast budgets processing screen appears.



12. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

Merging Scenarios

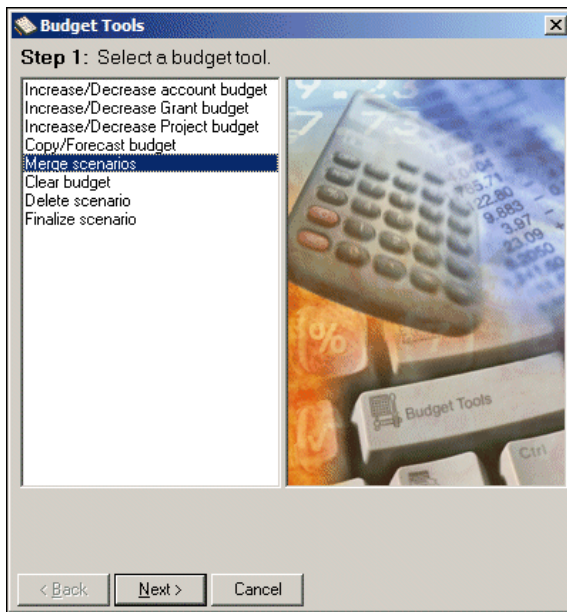
From the Budget Tools screen, select **Merge scenarios** to combine two budget scenarios to create a third, which you can save and use as needed. For example, you could merge your department budgets to create one organization budget.

By merging budget scenarios to develop new scenarios, you can quickly and efficiently create new scenarios using current budget information. You can then make business decisions based on the information derived from the merged scenarios.

► Merging budget scenarios

Note: A merge is a process used to combine two budget scenarios to produce a third budget scenario. The resulting scenario contains all or part of the results from the original.

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.



Note: You cannot merge to a finalized budget. To make any changes to a finalized budget, you must make adjustments. For more information about adjusting budgets, see “Adjusting Budgets” on page 156.

2. Select **Merge scenarios** and click **Next**. The Step 2: Enter merge information screen appears.

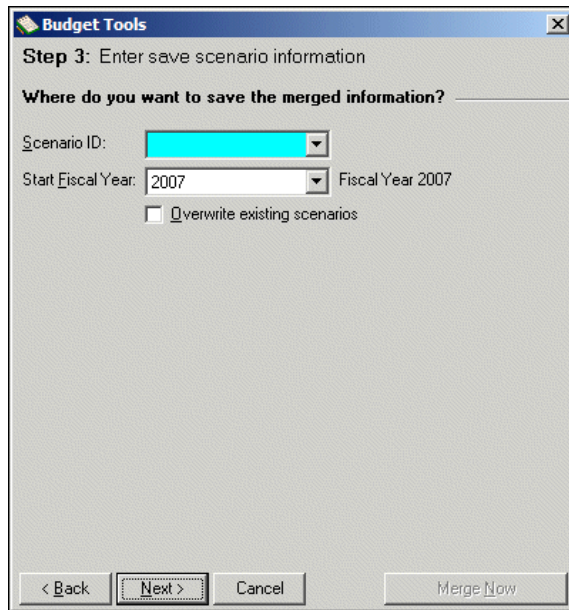
Scenario ID	Description

Scenario ID	Description	Start Fiscal Year	Start Period	End Fiscal Year	End Period

Note: To go from row to row in the grid, press the **TAB** key on your keyboard. When you select a scenario ID, the program displays the corresponding description.

3. Mark **Include these Fiscal Year budgets** if you want to include budgets that span a fiscal year in the merge.

4. In the **Start Fiscal Year** field, select the fiscal year of the budget scenarios to use to create a new budget scenario. In the grid, select a **Scenario ID** that is for a fiscal year budget type for the selected year.
5. Click **Merge All** to load all fiscal year budget type scenarios for the selected fiscal year into the grid.
6. Mark the **Include these period range budgets** if you want to include budgets that cross fiscal years. In the **Scenario ID** column, you can select any existing scenario ID. In the Start Fiscal Year column, select the fiscal year for one of the saved period range budget types for the selected scenarios.
7. Click **Next**. The Step 3: Enter save scenario information screen appears displaying your selections for the scenarios you are merging.



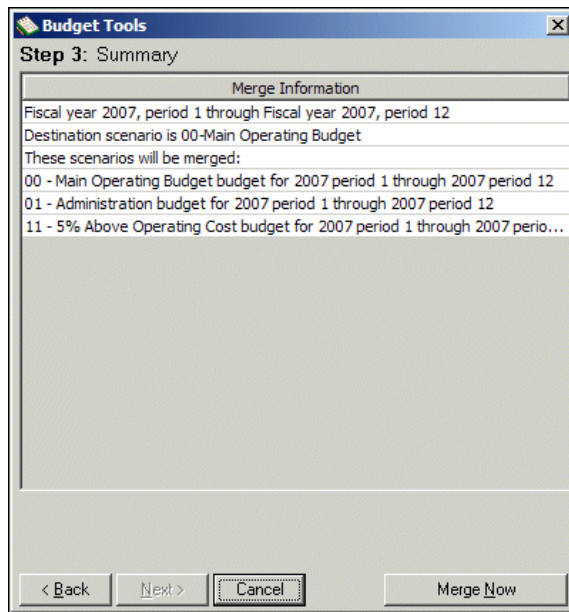
The screenshot shows a dialog box titled "Budget Tools" with a close button (X) in the top right corner. The main heading is "Step 3: Enter save scenario information". Below this is a section titled "Where do you want to save the merged information?". It contains a "Scenario ID:" label followed by a dropdown menu. Below that is a "Start Fiscal Year:" label followed by a dropdown menu showing "2007" and the text "Fiscal Year 2007". Underneath is a checkbox labeled "Overwrite existing scenarios" which is currently unchecked. At the bottom of the dialog are four buttons: "< Back", "Next >" (which is highlighted with a dotted border), "Cancel", and "Merge Now".

8. In the **Scenario ID** field, select the scenario to receive the merged budget information.

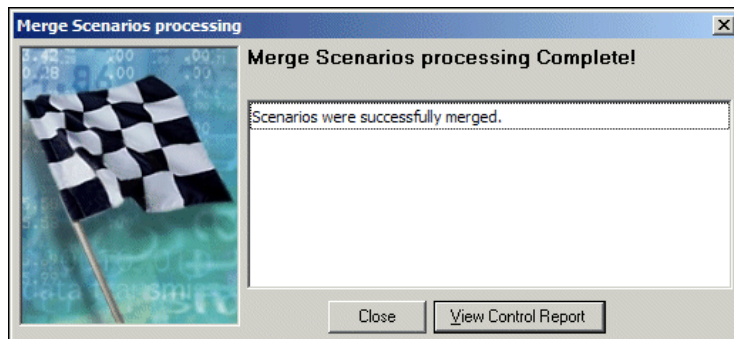
Tip: If necessary, you can create a new budget scenario “on the fly” when entering your destination scenario information.

9. In the **Start Fiscal Year** field, select the fiscal year to receive the merged budget information.
10. Mark **Overwrite existing scenarios** to overwrite the existing budget scenario.

11. Click **Next**. The Step 3: Summary screen appears displaying your selections for the scenarios you are merging.



12. Click **Merge Now**. The Merge Scenarios processing screen appears.



Note: If the merge fails, review the control report and make adjustments before trying the merge again.

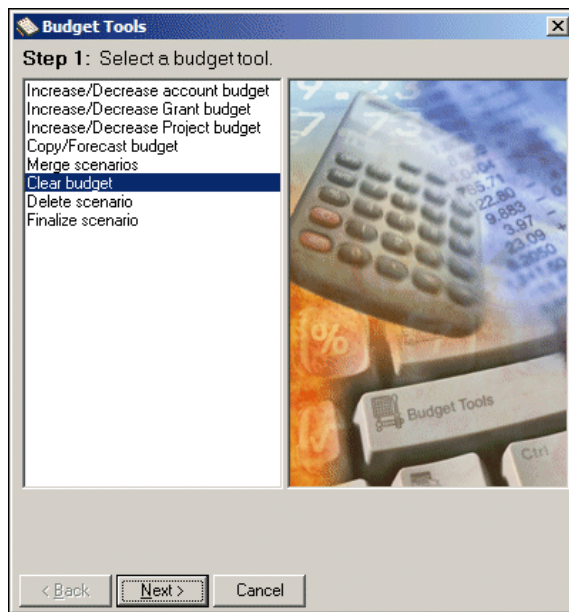
13. To return to the Budgets page, click **Close**. To see a report of detailed processing information, click **View Control Report**.

Clearing Budgets

From the Budget Tools screen, select **Clear budget** to delete budget values. You can use **Clear budget** to remove budget amounts for selected accounts, projects, or grants if the budget amounts are no longer needed. We recommend using **Clear budget** when you want to discard budget amounts and start the budget process over for a scenario and time period.

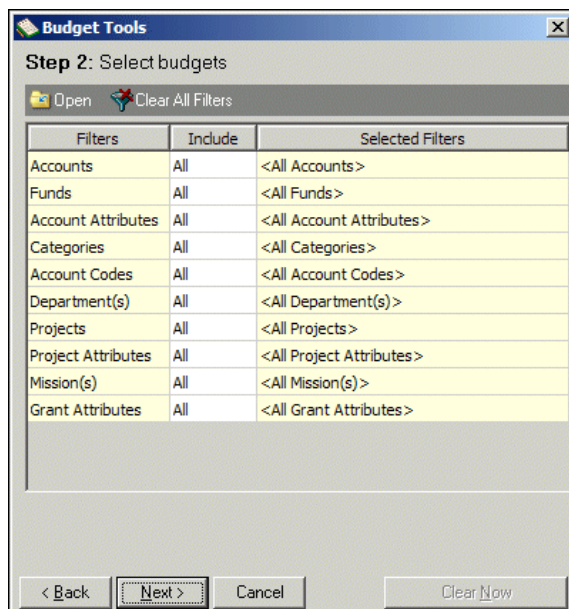
► Clearing a budget

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.



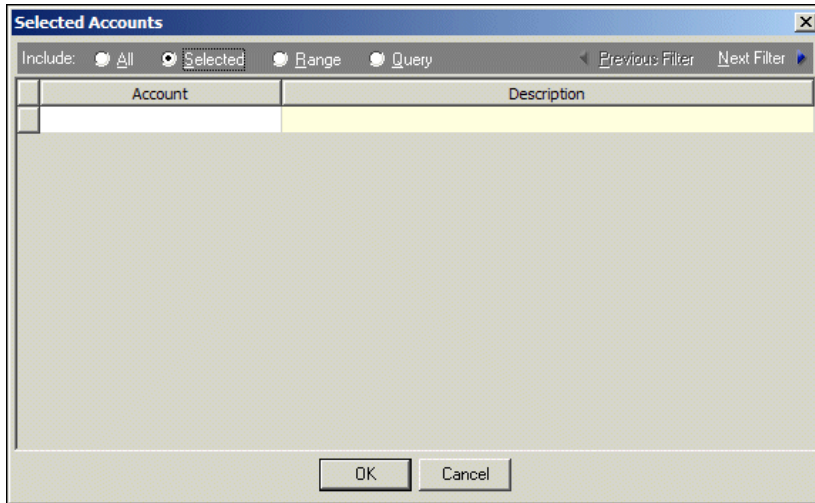
Note: From the Budget Tools screens, you can click **Back** to return to the previous screen and revise selections.

2. Select **Clear budget** and click **Next**. The Step 2: Select budgets screen appears.



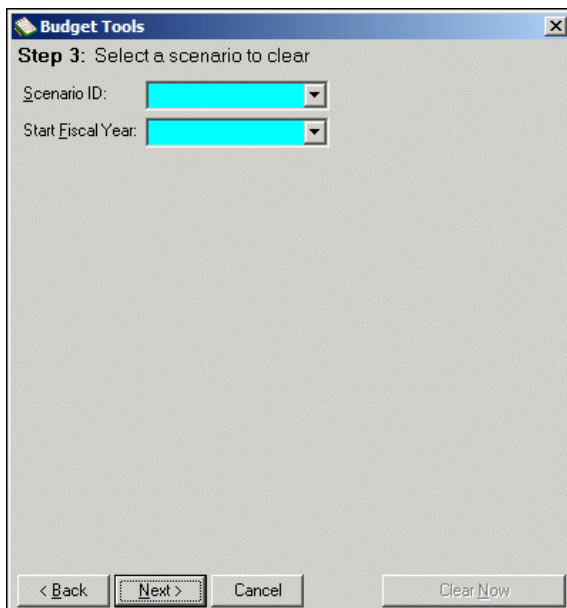
Note: If you have the optional module *Projects and Grants*, you can filter by projects, project attributes, transaction code, and grant attributes.

3. In the **Include** column, you can include filter records based on selected criteria, such as accounts, funds, or account codes. For example, to filter by accounts, in the **Include** column on the **Accounts** row, choose "Selected". The Open screen appears so you can select accounts. For more information about using the Open screen to filter records, see the Program Basics chapter of the *Program Basics Guide*.



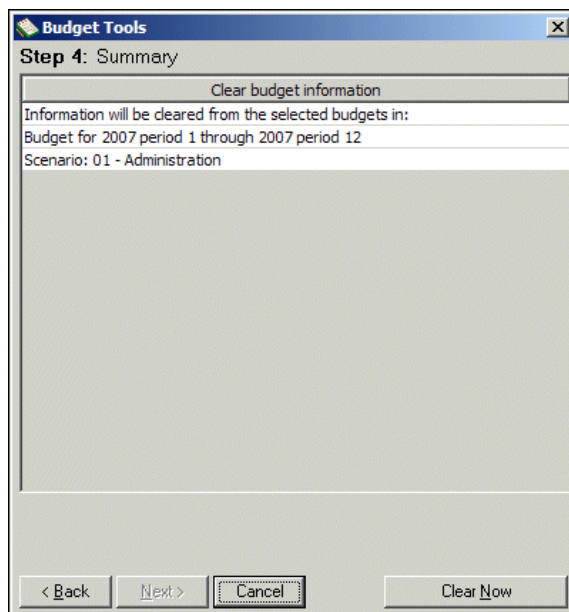
Tip: To save time when designating budget filters, you can click **Next Filter** and **Previous Filter** on the action bar to navigate among the filters.

4. When you finish selecting filters, click **OK**. The Step 2: Select budgets screen appears. The records you selected appear in the **Selected Filters** column.
5. Click **Next**. The Step 3: Select a scenario to clear screen appears.

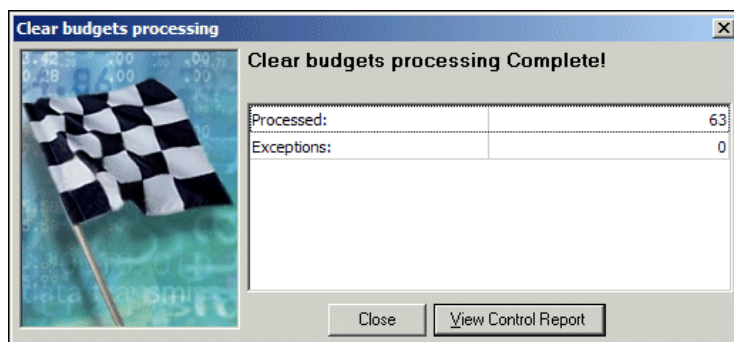


6. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year to clear.

- Click **Next**. The Step 4: Summary screen appears displaying your selections for the budgets you are clearing.



- Click **Clear Now**. The Clear budgets processing screen appears.



- To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

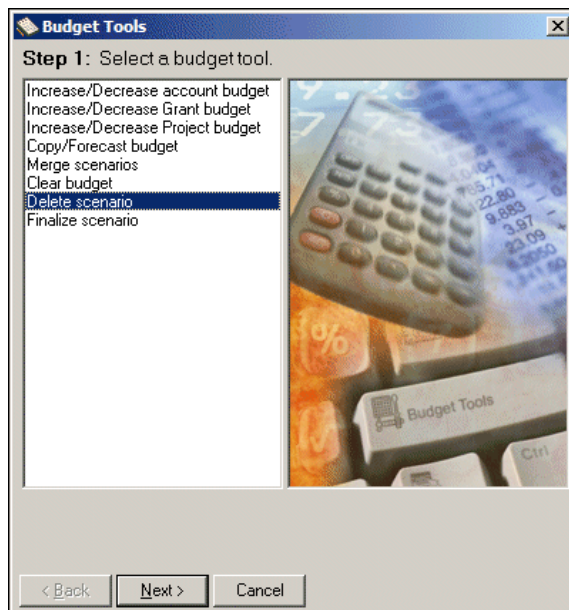
Deleting Scenarios

Note: We strongly recommend you clear a scenario rather than delete it. If you delete a scenario, you delete all occurrences of the selected scenario for any time period defined in the program. Be sure you have a backup of your database before you delete any record in *The Financial Edge*.

From the Budget Tools screen, select **Delete scenario** if you no longer use a budget scenario for any time period. We strongly recommend you clear a scenario rather than delete it. If you delete a scenario, you delete all occurrences of the selected scenario for any time period defined in the program.

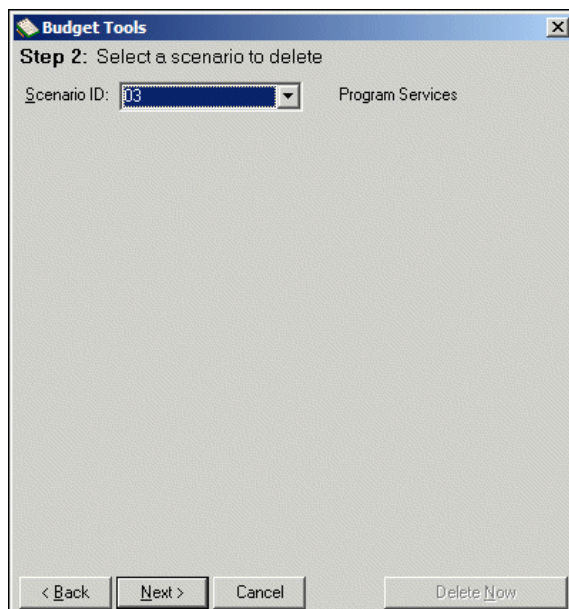
► **Deleting a scenario**

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.



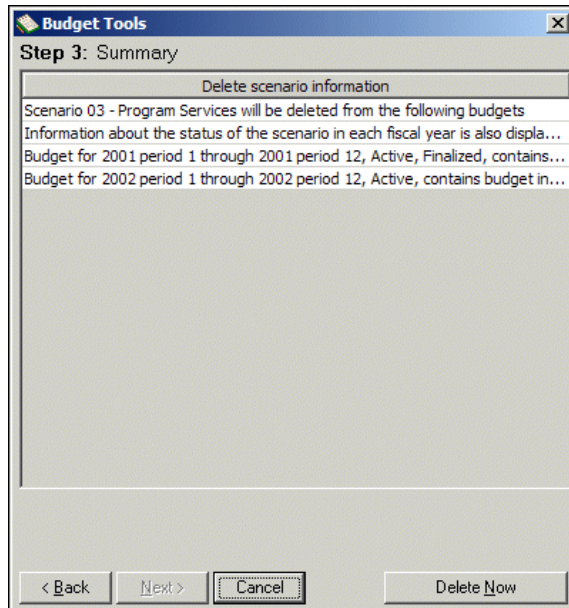
Note: From the Budget Tools screens, you can click **Back** to return to the previous screen and revise selections.

2. Select **Delete scenario** and click **Next**. The Step 2: Select a scenario to delete screen appears.



3. In the **Scenario ID** field, select the budget scenario to delete.

4. Click **Next**. The Step 3: Summary screen appears displaying your selections for the budgets to delete.



5. Click **Delete Now**. The Delete scenario processing screen appears.
6. To return to the Budgets page, click **Close**. To see a report of details about the processing, click **View Control Report**.

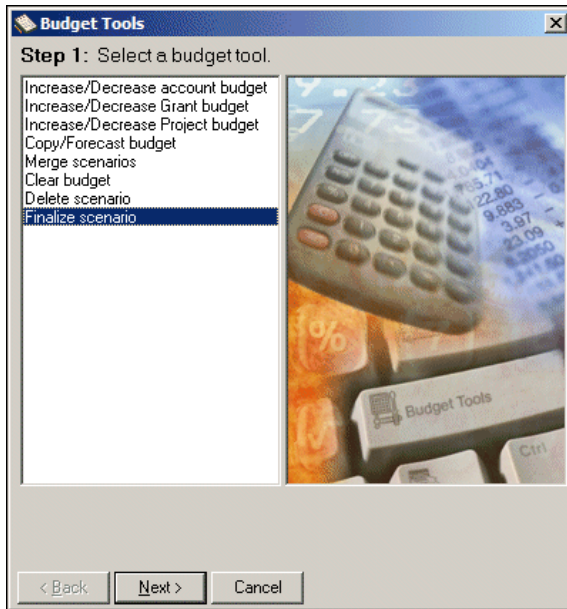
Finalizing Scenarios

Note: Although you finalize a budget scenario in *Budget Management*, you close a fiscal year in *Administration*. The program automatically finalizes a scenario when running the close process. For more information about closing fiscal years, see the *Administration Guide*.

From the Budget Tools screen, select **Finalize scenario** to lock the budget period amounts for a scenario. When you finalize a budget, you can make changes to that budget only with adjustments. For information about adjusting finalized budgets, see "Adjusting Budgets" on page 156.

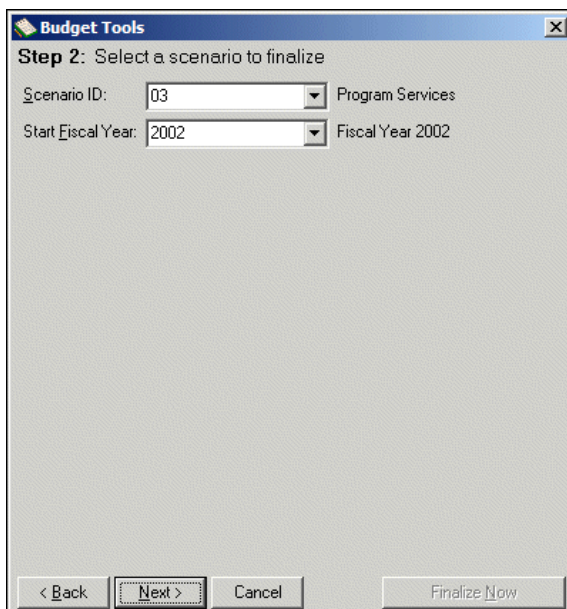
► **Finalizing a scenario**

1. From an open budget record, select **Budget, Budget Tools** from the menu bar. The Step 1: Select a budget tool screen appears.



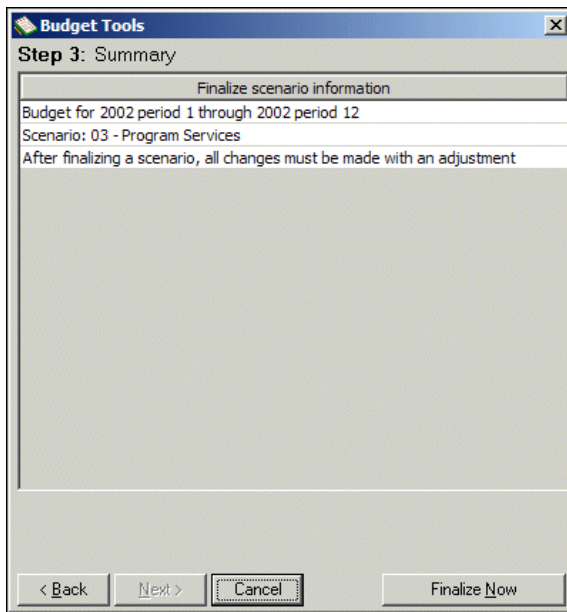
Note: From the Budget Tools screens, you can click **Back** to return to the previous screen and revise selections.

2. Select **Finalize scenario** and click **Next**. The Step 2: Select a scenario to finalize screen appears.

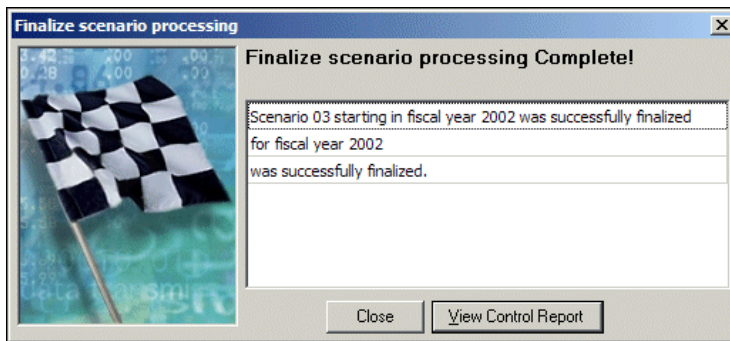


3. In the **Scenario ID** and **Start Fiscal Year** fields, select the budget scenario and fiscal year of the budget to finalize.

- Click **Next**. The Step 3: Summary screen appears displaying your selections for the scenario you are finalizing.



- Click **Finalize Now**. The Finalize scenario processing screen appears.



- To return to the Budgets page, click **Close**. To see a report details about the processing, click **View Control Report**.

Distributing Account Budgets

With the Budget Manager, you can add and distribute all account budgets in one location. You can distribute budgets across all periods among all accounts or selected accounts. If you have the optional module *Projects and Grants*, you can distribute each account budget for a range of periods among all or selected projects and/or grants. You can use manual, even, or table distribution:

Manual distribution. If you have a budget entry to make on only one or a few accounts in one period, you can use a manual distribution to the budget periods and adjust the account total at the end.

Even distribution. If you distribute a budget evenly among a number of periods, you can enter the amount of the account budget and click a button to save time and ensure accuracy.

Tip: Using a table distribution can save you time during the budget entry process because the distribution is already defined in *Configuration*.

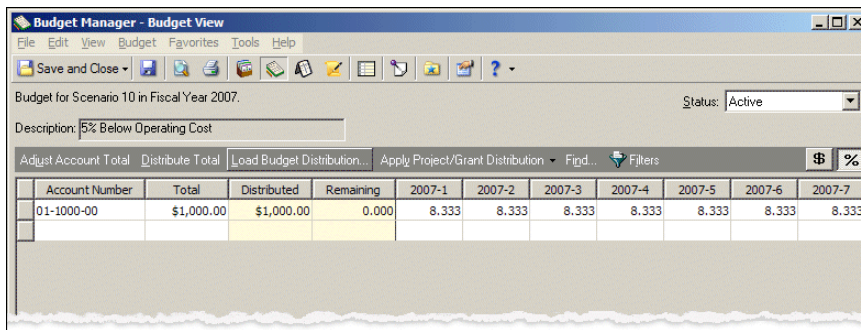
Table distribution. If you make budget distributions according to established percentages among a number of accounts, you can distribute a budget according to a table defined in *Configuration*.

Distributing Account Budgets Manually

Manually distributing account budgets gives you the flexibility of adding budget figures you can adjust to reflect irregular or seasonal fluctuations, such as increased staffing during peak volume or decreased utilities expenses during extended holiday periods when the facility is closed.

► Distributing an account budget manually

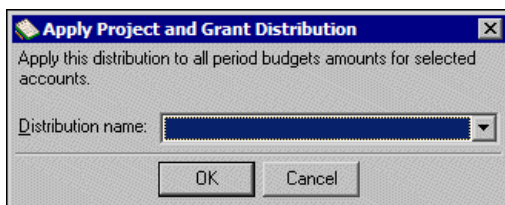
1. On the Budgets page, open the budget for which you want to make a manual distribution. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.



2. Enter an amount in each period cell.
To add by percentage, click the % button and enter a percentage in the cell.

Note: The **Distributed** column displays a cumulative total as you enter budget amounts in each period.

3. To calculate the budget total for the account, click **Adjust Account Total** on the action bar. The amount in the **Total** column displays the new budget total.
4. To apply a distribution to all period budget amounts, click **Apply Project/Grant Distribution**, and select the **Distribution name**.



5. Click **OK**.
6. To return to the Budgets page, click **Save and Close**.

Distributing Account Budgets Evenly

Evenly distributing budgets saves time and ensures accuracy during the budgeting process. You simply enter the amount of the budget distribution, select **Distribute evenly**, and the program distributes the budget evenly among each of the 12 periods. If you are using 13 account periods and you distribute evenly, the 13th period is not included in the distribution. Without *Budget Management*, you can manipulate only one budget with one budget distribution at any given time.

► Distributing an account budget evenly

1. On the Budgets page, open the budget for which you want to make an even distribution. For more information about opening a new budget, see “Finding and Opening Budget Records” on page 107.

The screenshot shows the 'Budget Manager - Budget View' window. The title bar includes 'File', 'Edit', 'View', 'Budget', 'Favorites', 'Tools', and 'Help'. Below the title bar is a menu bar with 'Save and Close' and several icons. The main area displays 'Budget for Scenario 10 in Fiscal Year 2007.' and 'Status: Active'. The description is '5% Below Operating Cost'. Below the description is a toolbar with buttons: 'Adjust Account Total', 'Distribute Total', 'Load Budget Distribution...', 'Apply Project/Grant Distribution', 'Find...', and 'Filters'. The main table has columns: 'Account Number', 'Total', 'Distributed', 'Remaining', and seven columns for fiscal years 2007-1 through 2007-7. The data row shows: Account Number 01-1000-00, Total \$1,000.00, Distributed \$1,000.00, Remaining 0.000, and each year column containing 8.333.

Account Number	Total	Distributed	Remaining	2007-1	2007-2	2007-3	2007-4	2007-5	2007-6	2007-7
01-1000-00	\$1,000.00	\$1,000.00	0.000	8.333	8.333	8.333	8.333	8.333	8.333	8.333

Tip: As a shortcut when you are selecting multiple account budgets for the same even distribution, you can hold the **SHIFT** key and click to select a range of accounts or the **CONTROL** key and click to select accounts that do not follow in sequence. Once you select the accounts, select **Distribute evenly** to proceed with the distribution.

2. In the **Total** column for an account, enter the total amount to distribute or click the **%** button and enter a percentage.
3. Click **Distribute Total** on the action bar and select **Distribute evenly** from the submenu that appears. The program distributes the total budget evenly to each period, and the total amount distributed appears in the **Distributed** column.
4. To return to the Budgets page, click **Save and Close**.

Distributing Account Budgets with Tables

If your organization makes similar budget distributions on a regular basis, you can use distribution tables to simplify and speed the budgeting process. Using a distribution table, which is like a template, can save you time and increase productivity by distributing budgets more efficiently. Your system administrator or someone with supervisor security rights defines distribution tables in *Configuration*. For more information about distributions, see the *Configuration Guide for General Ledger*.

► Distributing an account budget using a table

1. On the Budgets page, open the budget for which you want to make a table distribution. For more information about opening a new budget, see “Finding and Opening Budget Records” on page 107.

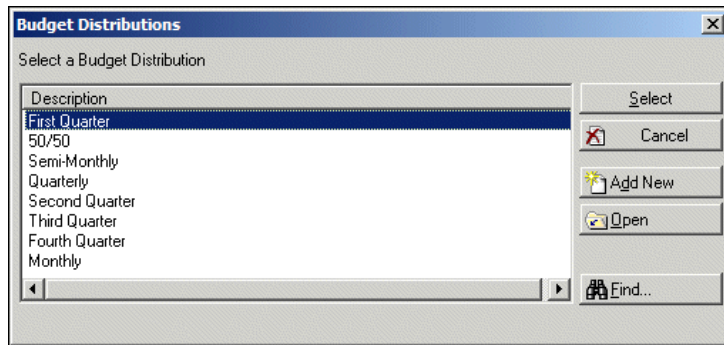
The screenshot shows the 'Budget Manager - Budget View' window. The title bar includes 'File', 'Edit', 'View', 'Budget', 'Favorites', 'Tools', and 'Help'. Below the title bar is a menu bar with 'Save and Close' and several icons. The main area displays 'Budget for Scenario 10 in Fiscal Year 2007.' and 'Status: Active'. The description is '5% Below Operating Cost'. Below the description is a toolbar with buttons: 'Adjust Account Total', 'Distribute Total', 'Load Budget Distribution...', 'Apply Project/Grant Distribution', 'Find...', and 'Filters'. The main table has columns: 'Account Number', 'Total', 'Distributed', 'Remaining', and seven columns for fiscal years 2007-1 through 2007-7. The data row shows: Account Number 01-1000-00, Total \$1,000.00, Distributed \$1,000.00, Remaining 0.000, and each year column containing 8.333.

Account Number	Total	Distributed	Remaining	2007-1	2007-2	2007-3	2007-4	2007-5	2007-6	2007-7
01-1000-00	\$1,000.00	\$1,000.00	0.000	8.333	8.333	8.333	8.333	8.333	8.333	8.333

2. In the **Total** column of an account, enter the amount to distribute or click the **%** button and enter a percentage.

Tip: As a shortcut when you are selecting multiple account budgets for the same table distribution, you can hold the **SHIFT** key and click to select a range of accounts or the **CONTROL** key and click to select accounts that do not follow in sequence. Once you select the accounts, click **Load Budget Distribution** to proceed with the distribution.

3. Click **Load Budget Distribution** on the action bar. The Budget Distributions screen appears.



4. Select a budget distribution table and click **Select**. The program distributes the amount to the periods defined by the table.

Note: To save the budget distribution and continue distributing other budgets, click **Save and New**.

5. To return to the Budgets page, click **Save and Close**.

Distributing Account Budgets to Projects

If you have both optional modules *Budget Management* and *Projects and Grants*, you have additional features for distributing budgets. You can use manual, even, or table distributions for applying an account budget to period ranges among selected or all projects. For more information about defining distributions, see the *Configuration Guide for General Ledger*.

Tip: You can define business rules in *Configuration* that greatly enhance budget distribution capabilities if you have the optional modules *Budget Management* and *Projects and Grants*. For more information about business rules, see “Business Rule Configuration” in the *Configuration Guide for General Ledger*.

With distributions of account budgets among projects, you can monitor expenses for each project and see the impact on the related account budgets. This feature proves especially helpful if you record the accounts of sub-groups, such as all the grade levels and classes in a school or several offices of the organization, and want to budget for each accordingly.

► Distributing an account budget manually among projects

1. On the Budgets page, open the budget containing the account budget to distribute evenly. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.
2. On each period cell, enter an amount to distribute.

Note: The Period Amount and Distributed and Undistributed amounts appear in the status bar. When you distribute the account budget among the selected projects, the program reflects the changes in the Distributed and Undistributed amounts.

3. On the action bar, click **Edit Period Project/Grant Distribution**. The Project Distribution screen for the selected budget scenario appears.

Project/Grant Distribution for Scenario 10 - 5% Below Operating Cost

Account number: 01-1000-00 (Operating Cash Account)

Fiscal year: 2007 (Fiscal Year 2007)

Fiscal period: 2 (02/01/2007 to 02/28/2007)

Adjust Period Total Load Project/Grant Distribution Distribute Evenly Edit: Amount

Project	Project Description	Mission	Amount	Percent

☐ Copy distribution percentages

Period Amount: \$83.33 Distributed: \$0.00 Undistributed: \$83.33

OK Cancel

4. In the **Edit** field on the action bar, select “Amount” or “Percent”.
5. Enter a project ID or click the binoculars in the **Project** column.

Note: To copy the project distributions you just added to other account periods, mark **Copy distribution percentages to period** and select the range of periods. This prevents having to manually add distributions multiple times.

6. In the **Amount** or **Percent** column, enter the amount or percentage to distribute.

Project/Grant Distribution for Scenario 10 - 5% Below Operating Cost

Account number: 01-1000-00 (Operating Cash Account)

Fiscal year: 2007 (Fiscal Year 2007)

Fiscal period: 2 (02/01/2007 to 02/28/2007)

Adjust Period Total | Load Project/Grant Distribution | Distribute Evenly | Edit: Amount

Project	Project Description	Mission	Amount	Percent
1003	Everett Grant		\$41.66	49.994
1007	Robertson Grant		\$0.00	

☐ Copy distribution percentages

Period Amount: \$83.33 | Distributed: \$41.66 | Undistributed: \$41.67

OK Cancel

7. If you do not want to distribute the entire account budget among projects, click **Adjust Period Total** on the action bar to set the account period amount as the distributed amount.
8. Click **OK** to return to the Budget Manager - Budget View screen. If you clicked **Adjust Period Total** on the Project Distribution screen, the program automatically updates the account budget for the period.

Note: To save the budget distribution and continue distributing other budgets, click **Save and New**.

9. To return to the Budgets page, click **Save and Close**.

► **Distributing an account budget evenly among projects**

1. On the Budgets page, open the budget containing the account budget to distribute evenly. For more information about opening a budget, see "Finding and Opening Budget Records" on page 107.

Note: The Period Amount and Distributed and Undistributed amounts appear in the status bar. When you distribute the account budget among the selected projects, the program reflects the changes in the Distributed and Undistributed amounts.

2. On the action bar, click **Edit Period Project/Grant Distribution**. The Project/Grant Distribution screen for the selected budget scenario appears.

Project/Grant Distribution for Scenario 10 - 5% Below Operating Cost

Account number: 01-1000-00 (Operating Cash Account)

Fiscal year: 2007 (Fiscal Year 2007)

Fiscal period: 2 (02/01/2007 to 02/28/2007)

Adjust Period Total Load Project/Grant Distribution Distribute Evenly Edit: Amount

Project	Project Description	Mission	Amount	Percent

☐ Copy distribution percentages

Period Amount: \$83.33 Distributed: \$0.00 Undistributed: \$83.33

OK Cancel

3. In the **Edit** field on the action bar, select “Amount” or “Percent”.

Note: To copy the project distributions you just added to other account periods, mark **Copy distribution percentages to period** and select the range of periods. This prevents having to add distributions manually multiple times.

4. In the **Project** column, enter a project ID or click the binoculars.
5. In the **Amount** or **Percent** column, enter the amount or percentage to distribute.
6. On the action bar, click **Distribute Evenly**. The program distributes the account budget for the period among the selected projects.
7. If you do not want to distribute the entire account budget among projects, click **Adjust Period Total** on the action bar to set the account period amount as the distributed amount.

Note: To save the budget distribution and continue distributing other budgets, click **Save and New**.

8. Click **OK** to return to the Budget Manager - Budget View screen. If you clicked **Adjust Period Total** on the Project Distribution screen, the program automatically updates the account budget for the period.
9. To return to the Budgets page, click **Save and Close**.

► **Distributing an account budget among projects with a table**

1. On the Budgets page, open the budget containing the account budget to distribute with a table. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

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

- On the action bar, click **Edit Period Project/Grant Distribution**. The Project/Grant Distribution screen for the selected budget scenario appears.

The dialog box is titled "Project/Grant Distribution for Scenario 10 - 5% Below Operating Cost". It contains the following fields and controls:

- Account number: 01-1000-00 (Operating Cash Account)
- Fiscal year: 2007 (Fiscal Year 2007)
- Fiscal period: 2 (02/01/2007 to 02/28/2007)
- Action bar: Adjust Period Total, Load Project/Grant Distribution, Distribute Evenly, Edit: Amount (dropdown)
- Table with 5 columns: Project, Project Description, Mission, Amount, Percent. The table is currently empty.
- Checkbox: ☐ Copy distribution percentages
- Summary fields: Period Amount: \$83.33, Distributed: \$0.00, Undistributed: \$83.33
- Buttons: OK, Cancel

- On the action bar, click **Load Project/Grant Distribution**. The Project and Grant Distributions screen appears.

The dialog box is titled "Project and Grant Distributions". It contains the following elements:

- Text: Select a Project and Grant Distribution
- List box: Distribution Name. The list contains "Evenly - Endowments" (selected) and "Evenly - Grants".
- Buttons: Select, Cancel, Add New, Open, Find...

Note: To copy the project distributions you just added to other account periods, mark **Copy distribution percentages to period** and select the range of periods. This prevents having to manually adding distributions multiple times.

4. Select a project distribution table and click **Select**. The program distributes the amount according to the table, and the Project Distribution screen appears.

Project Distribution for Scenario 01 - Administration

Account number: 01-5200-01 (Office Supplies-Administration)

Fiscal year: 2002 (Fiscal Year 2002)

Fiscal period: 1 (01/01/2002 to 01/31/2002)

Adjust Period Total Load Project Distribution Distribute Evenly Edit: Amount

Project	Project Description	Amount	Percent
1008	Rogers Endowment	\$527.77	33.333
1009	Smith Endowment	\$527.78	33.334
1010	Wilson Endowment	\$527.78	33.334

☒ Copy project distribution percentages to period 2 through period 12

Period Amount: \$1,583.33 Distributed: \$1,583.33 Undistributed: \$0.00

OK Cancel

5. If you do not want to distribute the entire account budget among projects, click **Adjust Period Total** on the action bar to set the account period amount as the distributed amount.
6. Click **OK** to return to the Budget Manager - Budget View screen. If you clicked **Adjust Period Total** on the Project Distribution screen, the program automatically updates the account budget for the period.

Note: To save the budget distribution and continue distributing other budgets, click **Save and New**.

7. To return to the Budgets page, click **Save and Close**.

► Applying a project distribution to multiple accounts

Note: If an account period has an amount of \$0.00, the project distribution percentages are retained for the period and can be used to distribute a periodic amount at a later time.

1. On the Budgets page, open the budget record containing the accounts for which you want to apply a project distribution. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

Budget Manager - Budget View

File Edit View Budget Favorites Tools Help

Save and Close

Budget for Scenario 03 in Fiscal Year 2002. Status: Active

Description: Program Services

Adjust Account Total Distribute Total Load Budget Distribution... Apply Project Distribution... Edit Period Project Distribution... Fgnd...

Account Number	Amount	Distributed	1	2	3	4	5	6	7	8
01-5200-03	\$2,091.00	\$2,091.00	\$174.22	\$174.22	\$174.22	\$174.22	\$174.26	\$174.26	\$174.26	\$174.26
01-5250-03	\$2,613.75	\$2,613.75	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80
01-5280-03	\$2,091.00	\$2,091.00	\$174.22	\$174.22	\$174.22	\$174.22	\$174.26	\$174.26	\$174.26	\$174.26
01-5420-03	\$418.20	\$418.20	\$34.84	\$34.84	\$34.84	\$34.84	\$34.85	\$34.85	\$34.85	\$34.85
01-5460-03	\$1,986.45	\$1,986.45	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53
01-5480-03	\$522.75	\$522.75	\$43.51	\$43.56	\$43.56	\$43.56	\$43.57	\$43.57	\$43.57	\$43.57
01-5490-03	\$5,227.50	\$5,227.50	\$435.59	\$435.61	\$435.61	\$435.61	\$435.61	\$435.61	\$435.61	\$435.61
01-5550-03	\$5,750.25	\$5,750.25	\$479.14	\$479.17	\$479.17	\$479.17	\$479.17	\$479.17	\$479.17	\$479.17
01-5580-03	\$522.75	\$522.75	\$130.68	\$0.00	\$0.00	\$130.69	\$0.00	\$0.00	\$130.69	\$0.00
01-5590-03	\$1,254.60	\$1,254.60	\$104.51	\$104.55	\$104.55	\$104.55	\$104.55	\$104.55	\$104.55	\$104.55
01-5650-03	\$836.40	\$836.40	\$69.65	\$69.69	\$69.69	\$69.69	\$69.71	\$69.71	\$69.71	\$69.71
01-5670-03	\$2,195.55	\$2,195.55	\$182.91	\$182.96	\$182.96	\$182.96	\$182.96	\$182.96	\$182.96	\$182.96
01-5680-03	\$1,129.14	\$1,129.14	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09
01-5700-03	\$250.92	\$250.92	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91
01-5730-03	\$940.95	\$940.95	\$78.40	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41
01-5810-03	\$1,829.62	\$1,829.62	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46
01-5870-03	\$418.20	\$418.20	\$104.55	\$0.00	\$0.00	\$104.55	\$0.00	\$0.00	\$104.55	\$0.00
01-5880-03	\$2,300.10	\$2,300.10	\$191.65	\$191.67	\$191.67	\$191.67	\$191.67	\$191.67	\$191.67	\$191.67
01-5895-03	\$2,613.75	\$2,613.75	\$435.45	\$0.00	\$435.45	\$0.00	\$435.71	\$0.00	\$435.71	\$0.00

2. In the grid, hold down the **SHIFT** key and click the gray square next to each account row for which to apply the project distribution.

Budget Manager - Budget View

File Edit View Budget Favorites Tools Help

Save and Close

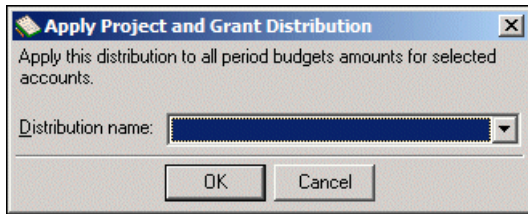
Budget for Scenario 03 in Fiscal Year 2002. Status: Active

Description: Program Services

Adjust Account Total Distribute Total Load Budget Distribution... Apply Project Distribution... Edit Period Project Distribution... Fgnd...

Account Number	Amount	Distributed	1	2	3	4	5	6	7	8
01-5200-03	\$2,091.00	\$2,091.00	\$174.22	\$174.22	\$174.22	\$174.22	\$174.26	\$174.26	\$174.26	\$174.26
01-5250-03	\$2,613.75	\$2,613.75	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80	\$217.80
01-5280-03	\$2,091.00	\$2,091.00	\$174.22	\$174.22	\$174.22	\$174.22	\$174.26	\$174.26	\$174.26	\$174.26
01-5420-03	\$418.20	\$418.20	\$34.84	\$34.84	\$34.84	\$34.84	\$34.85	\$34.85	\$34.85	\$34.85
01-5460-03	\$1,986.45	\$1,986.45	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53	\$165.53
01-5480-03	\$522.75	\$522.75	\$43.51	\$43.56	\$43.56	\$43.56	\$43.57	\$43.57	\$43.57	\$43.57
01-5490-03	\$5,227.50	\$5,227.50	\$435.59	\$435.61	\$435.61	\$435.61	\$435.61	\$435.61	\$435.61	\$435.61
01-5550-03	\$5,750.25	\$5,750.25	\$479.14	\$479.17	\$479.17	\$479.17	\$479.17	\$479.17	\$479.17	\$479.17
01-5580-03	\$522.75	\$522.75	\$130.68	\$0.00	\$0.00	\$130.69	\$0.00	\$0.00	\$130.69	\$0.00
01-5590-03	\$1,254.60	\$1,254.60	\$104.51	\$104.55	\$104.55	\$104.55	\$104.55	\$104.55	\$104.55	\$104.55
01-5650-03	\$836.40	\$836.40	\$69.65	\$69.69	\$69.69	\$69.69	\$69.71	\$69.71	\$69.71	\$69.71
01-5670-03	\$2,195.55	\$2,195.55	\$182.91	\$182.96	\$182.96	\$182.96	\$182.96	\$182.96	\$182.96	\$182.96
01-5680-03	\$1,129.14	\$1,129.14	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09	\$94.09
01-5700-03	\$250.92	\$250.92	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91
01-5730-03	\$940.95	\$940.95	\$78.40	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41
01-5810-03	\$1,829.62	\$1,829.62	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46	\$152.46
01-5870-03	\$418.20	\$418.20	\$104.55	\$0.00	\$0.00	\$104.55	\$0.00	\$0.00	\$104.55	\$0.00
01-5880-03	\$2,300.10	\$2,300.10	\$191.65	\$191.67	\$191.67	\$191.67	\$191.67	\$191.67	\$191.67	\$191.67
01-5895-03	\$2,613.75	\$2,613.75	\$435.45	\$0.00	\$435.45	\$0.00	\$435.71	\$0.00	\$435.71	\$0.00

3. On the action bar, click **Apply Project/Grant Distribution**. The Apply Project and Grant Distribution screen appears.



Note: You create project distributions in *Configuration*. The program overwrites any previously defined project distributions.

4. In the **Distribution name** field, select a project distribution to distribute to all 12 periods of the selected accounts.
5. Click **OK** to apply the project distribution to the selected accounts and return to the Budget manager screen.

Distributing Project Budgets

If you have both optional modules *Projects and Grants* and *Budget Management*, you can add and distribute all project budgets in the Project View. However, you can see only one project budget at a time.

Note: If you increase or decrease a project budget in the Project View, the program automatically increases or decreases the associated account budget by the same amount.

Budget Management automatically links account and project budgets. In other words, if you change an account budget with associated project budgets, the program automatically updates the associated project budgets according to business rules defined in *Configuration*. For more information about business rules, see the *Configuration Guide for General Ledger*.

Manual distribution. If you have a budget entry to make on only one or a few periods in one project, you can use a manual distribution and adjust the period total at the end.

Even distribution. If you distribute an account budget evenly among a number of accounts for one project, you can enter the amount of the budget distribution and click a button to save time and ensure accuracy.

Note: You can save time during budget entry using a table distribution defined in *Configuration*. For more information about defining tables, see “Table Configuration” in the *Configuration Guide for General Ledger*.

Table distribution. If you make budget distributions according to established percentages among a number of accounts, you can distribute a project budget according to a table defined in *Configuration*.

Distributing Project Budgets Manually

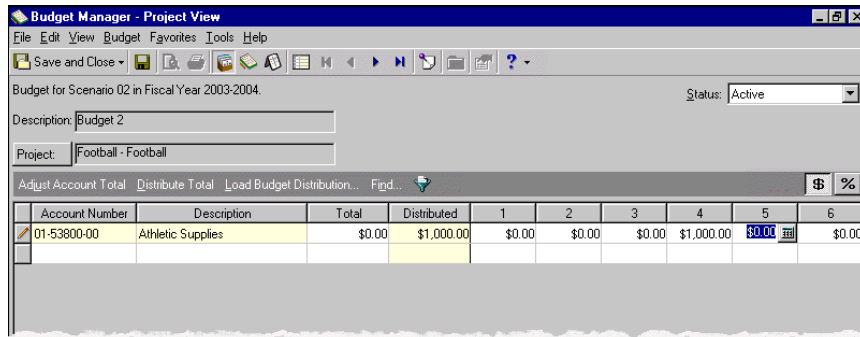
Manually distributing project budgets is useful if you are adding and distributing a few project budget amounts in specific periods. The program automatically updates the account budgets associated with the projects you change manually.

► Distributing a project budget manually

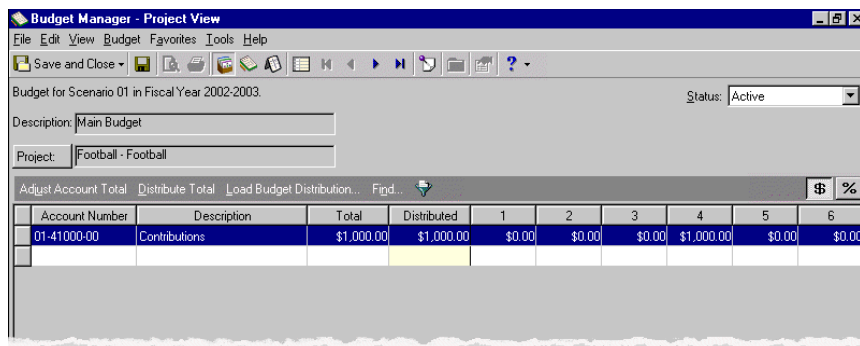
Note: The Budget Manager provides one location for adding, distributing, adjusting, and finalizing an unlimited number of budget scenarios. Budget Manager appears only if you have the optional module *Budget Management*.

1. On the Budgets page, open the budget for which you are making a manual distribution.
2. In a cell of the selected account, enter the new amount or click the % button to enter a percentage.

The program updates the Distributed amount when you click in any other cell in the grid.



3. To calculate the project budget total for the account, click **Adjust Account Total** on the action bar. The amount in the **Total** column displays the new project budget total.



4. To the Budgets page, click **Save and Close**.

Distributing Project Budgets Evenly

Evenly distributing project budgets saves time and ensures accuracy during the budgeting process. You can distribute project budgets across selected accounts or a range of accounts. You can distribute budgets evenly when updating or revising a budget scenario.

► Distributing a project budget evenly

1. On the Budgets page, open the budget for which you are making an even distribution.

- Click the **Project View** button on the toolbar.

Budget Manager - Project View

Budget for Scenario 00 in Fiscal Year 2001.

Description: Main Operating Budget

Project: Annabelle Johnson Endowment

Status: Active

Enter: New Budget Amount

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5100-01	\$733.32	\$733.32	\$183.33	\$0.00	\$0.00	\$183.33	\$0.00	\$0.00	\$183.33	\$0.00
01-5100-02	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5100-03	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5150-01	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5150-02	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5150-03	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5250-01	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5250-02	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5250-03	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5280-01	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00
01-5280-02	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00
01-5280-03	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00

- In the **Total** column, enter the amount to distribute.

Budget Manager - Project View

Budget for Scenario 00 in Fiscal Year 2001.

Description: Main Operating Budget

Project: Annabelle Johnson Endowment

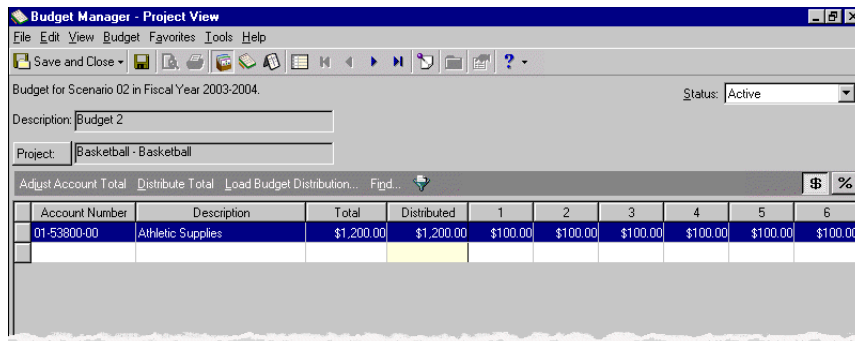
Status: Active

Enter: New Budget Amount

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5100-01	\$733.32	\$733.32	\$183.33	\$0.00	\$0.00	\$183.33	\$0.00	\$0.00	\$183.33	\$0.00
01-5100-02	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5100-03	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5150-01	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5150-02	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5150-03	\$225.00	\$225.00	\$37.48	\$0.00	\$37.48	\$0.00	\$37.51	\$0.00	\$37.51	\$0.00
01-5250-01	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5250-02	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5250-03	\$2,100.00	\$2,100.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00
01-5280-01	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00
01-5280-02	\$675.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00
01-5280-03	\$1,200.00	\$675.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00	\$0.00	\$168.75	\$0.00

Note: To save the budget distribution and continue distributing other project budgets, click **Save and New**. To confirm that the account budget has been updated, click the **Account View** button on the toolbar and locate the account.

- Click **Distribute Total** on the action bar and select **Distribute evenly** from the submenu that appears. The program distributes the total budget evenly to each period, and the total amount distributed appears in the **Distributed** column.



Note: If you marked **Show saved message when a record is saved** on the General tab of in Options, a message appears, telling you the program has saved the budget. Click **OK** to return to the Budgets page.

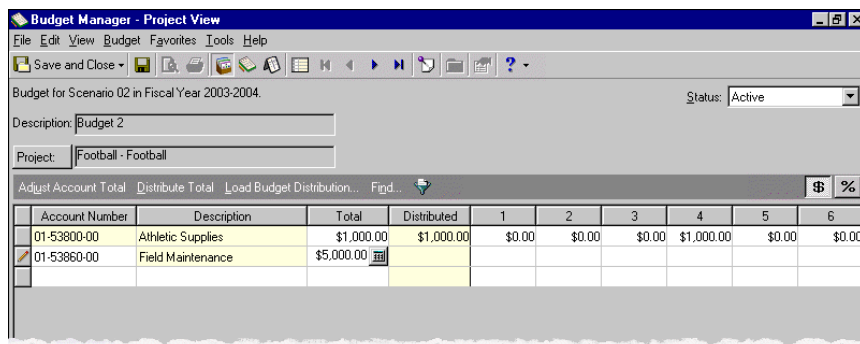
- To return to the Budgets page, click **Save and Close**.

Distributing Project Budgets with Tables

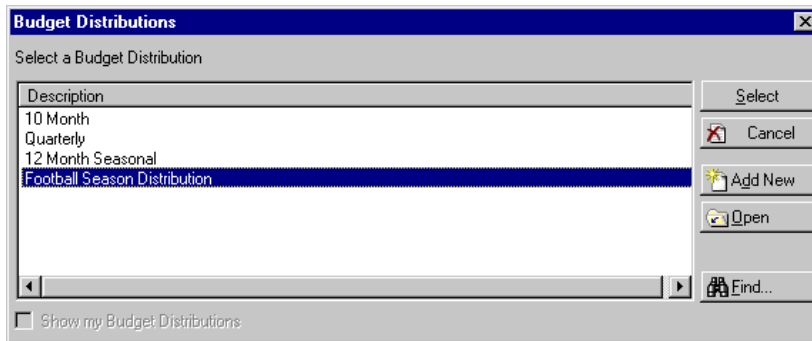
If your organization makes similar project budget distributions on a regular basis, you can use distribution tables to simplify and speed the budgeting process. Using a distribution table, which is like a template, can save you time and increase productivity by distributing project budgets more efficiently. Your system administrator or someone with supervisor security rights defines distribution tables in *Configuration*. For more information about distributions, see the *Configuration Guide for General Ledger*.

► Distributing a project budget with a table

- On the Budgets page, open the budget for which you are making a table distribution.
- Click the **Project View** button on the toolbar.
- In the **Total** column of an account, enter the amount to distribute or click the **%** button and enter a percentage.



4. Click **Load Budget Distribution**. The Budget Distributions screen appears.



5. Select a budget distribution table to use and click **Select**. The program distributes the amount to the periods defined by the table.

Note: To save the budget distribution and continue distributing other budgets, click **Save and New**.

6. To return to the Budgets page, click **Save and Close**.

Distributing Grant Budgets

If you have both optional modules *Projects and Grants* and *Budget Management*, you can add and distribute all grant budgets in the Grant View.

Budget Management automatically links account and grant budgets. In other words, if you change an account budget with associated grant budgets, the program automatically updates the associated grant budgets according to business rules defined in *Configuration*. For more information about business rules, see the *Configuration Guide for General Ledger*.

Distributing Grant Budgets Manually

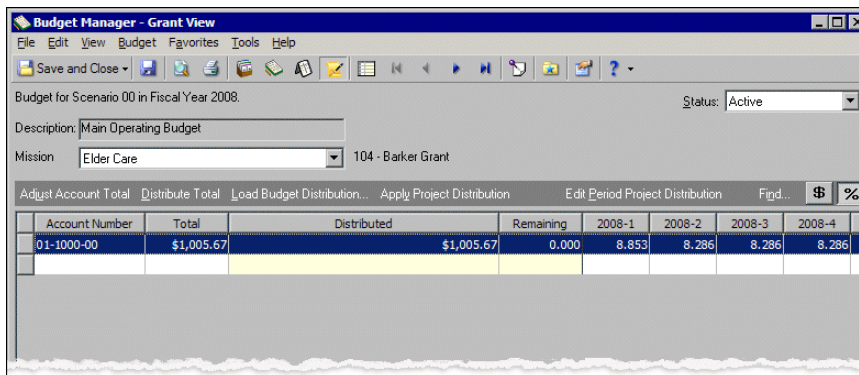
Manually distributing grant budgets is useful if you are adding and distributing a few grant budget amounts in specific periods. The program automatically updates the account budgets associated with the grants you change manually.

► Distributing a grant budget manually

1. On the Budgets page, open the budget for which you are making a manual distribution.
2. In a cell of the selected account, enter the new amount or click the % button to enter a percentage.

The program updates the Distributed amount when you click in any other cell in the grid.

3. To calculate the project budget total for the account, click **Adjust Account Total** on the action bar. The amount in the **Total** column displays the new project budget total.



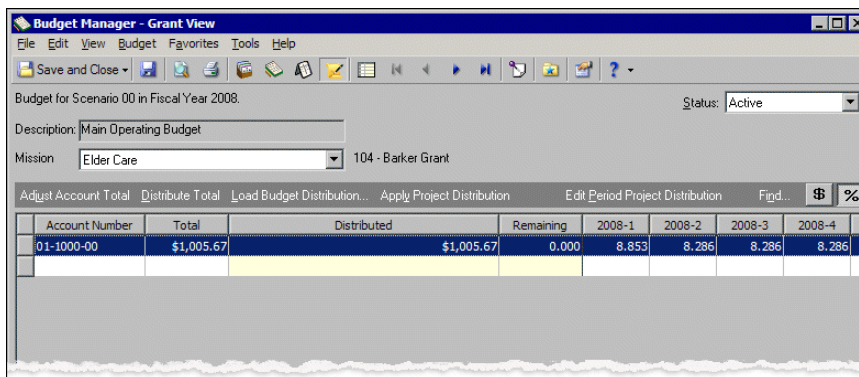
4. To the Budgets page, click **Save and Close**.

Distributing Grant Budgets Evenly

Evenly distributing grant budgets saves time and ensures accuracy during the budgeting process. You can distribute grant budgets across selected accounts or a range of accounts. You can distribute budgets evenly when updating or revising a budget scenario.

► Distributing a grant budget evenly

1. On the Budgets page, open the budget for which you are making an even distribution.
2. Click the **Grant View** button on the toolbar.



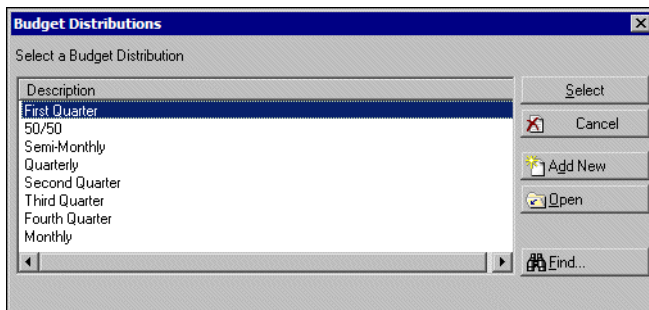
3. In the **Total** column, enter the amount to distribute.
4. Click **Distribute Total** on the action bar and select **Distribute evenly** from the submenu that appears. The program distributes the total budget evenly to each period, and the total amount distributed appears in the **Distributed** column.
5. To return to the Budgets page, click **Save and Close**.

Distributing Grant Budgets with Tables

If your organization makes similar grant budget distributions on a regular basis, you can use distribution tables to simplify and speed the budgeting process. Using a distribution table, which is like a template, can save you time and increase productivity by distributing grant budgets more efficiently. Your system administrator or someone with supervisor security rights defines distribution tables in *Configuration*. For more information about distributions, see the *Configuration Guide for General Ledger*.

► Distributing a grant budget with a table

1. On the Budgets page, open the budget for which you are making a table distribution.
2. Click the **Grant View** button on the toolbar.
3. In the **Total** column of an account, enter the amount to distribute or click the **%** button and enter a percentage.
4. Click **Load Budget Distribution**. The Budget Distributions screen appears.



5. Select a budget distribution table to use and click **Select**. The program distributes the amount to the periods defined by the table.

Note: To save the budget distribution and continue distributing other budgets, click **Save and New**.

6. To return to the Budgets page, click **Save and Close**.

Adjusting Budgets

To make changes to a finalized budget, you must use budget adjustments to make the changes. For example, you can adjust a finalized budget if unforeseen circumstances arise that impact budget assumptions. To adjust an account or project budget, you can use the Budgets tab of an account or project record to make each adjustment or you can use the grid in *Budget Management*, where you can adjust all account or project budgets in one location. You can create reports that list the original budget, any adjustments, and the newly amended budget for each account. You can select both the original and adjusted budgets when you create reports.

► **Adjusting an account budget by entering a new budget amount**

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

Budget Manager - Budget View

File Edit View Budget Favorites Tools Help

Save and Close

Budget for Scenario 01 in Fiscal Year 2001.

Status: Active

Description: Administration

Enter: New Budget Amount

Adjust Account Total Distribute Total Load Budget Distribution... Apply Project Distribution... Edit Period Project Distribution Find...

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5200-01	\$9,500.00	\$9,500.00	\$1,582.70	\$0.00	\$1,582.70	\$0.00	\$1,583.65	\$0.00	\$1,583.65	\$0.00
01-5250-01	\$5,625.00	\$5,625.00	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75
01-5280-01	\$12,050.00	\$12,050.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00
01-5420-01	\$780.00	\$780.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
01-5460-01	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5480-01	\$900.00	\$900.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
01-5490-01	\$1,050.00	\$1,050.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5550-01	\$7,650.00	\$7,650.00	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50
01-5580-01	\$500.00	\$500.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00
01-5590-01	\$3,125.00	\$3,125.00	\$260.41	\$260.41	\$260.41	\$260.41	\$260.42	\$260.42	\$260.42	\$260.42
01-5650-01	\$1,980.00	\$1,980.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
01-5670-01	\$2,100.00	\$2,100.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
01-5680-01	\$2,520.00	\$2,520.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
01-5700-01	\$480.00	\$480.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
01-5730-01	\$1,045.00	\$1,045.00	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08
01-5810-01	\$17,500.00	\$17,500.00	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33
01-5870-01	\$400.00	\$400.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
01-5880-01	\$1,500.00	\$1,500.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00
01-5895-01	\$2,500.00	\$2,500.00	\$416.50	\$0.00	\$416.50	\$0.00	\$416.75	\$0.00	\$416.75	\$0.00

Note: A padlock appears next to the **Description** field to indicate that a budget is finalized or locked.

2. In the **Enter** field on the action bar, select “New Budget Amount”.
3. In the **Total** column of the account to be adjusted, enter the new amount.

Budget Manager - Budget View

File Edit View Budget Favorites Tools Help

Save and Close

Budget for Scenario 01 in Fiscal Year 2001.

Status: Active

Description: Administration

Enter: New Budget Amount

Adjust Account Total Distribute Total Load Budget Distribution... Apply Project Distribution... Edit Period Project Distribution Find...

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5200-01	\$9,500.00	\$9,500.00	\$1,582.70	\$0.00	\$1,582.70	\$0.00	\$1,583.65	\$0.00	\$1,583.65	\$0.00
01-5250-01	\$5,625.00	\$5,625.00	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75
01-5280-01	\$12,050.00	\$12,050.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00
01-5420-01	\$780.00	\$780.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
01-5460-01	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5480-01	\$900.00	\$900.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
01-5490-01	\$1,050.00	\$1,050.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5550-01	\$7,650.00	\$7,650.00	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50
01-5580-01	\$500.00	\$500.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00
01-5590-01	\$3,125.00	\$3,125.00	\$260.41	\$260.41	\$260.41	\$260.41	\$260.42	\$260.42	\$260.42	\$260.42
01-5650-01	\$1,980.00	\$1,980.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
01-5670-01	\$2,100.00	\$2,100.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
01-5680-01	\$2,520.00	\$2,520.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
01-5700-01	\$480.00	\$480.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
01-5730-01	\$1,045.00	\$1,045.00	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08
01-5810-01	\$17,500.00	\$17,500.00	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33
01-5870-01	\$400.00	\$400.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
01-5880-01	\$1,500.00	\$1,500.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00
01-5895-01	\$2,500.00	\$2,500.00	\$416.50	\$0.00	\$416.50	\$0.00	\$416.75	\$0.00	\$416.75	\$0.00

4. On the action bar, click **Adjust Account Total**. The program makes the adjustment.

Note: You can enter a new amount in the **Total** column and click **Distribute Evenly** or **Load Budget Distribution**. For more information about account distributions, see “Distributing Account Budgets” on page 140.

5. Click the **Save and Close**.
6. To return to the Budgets page, click **OK**.

► **Adjusting an account budget by entering an adjustment amount**

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5200-01	\$9,500.00	\$9,500.00	\$1,582.70	\$0.00	\$1,582.70	\$0.00	\$1,583.65	\$0.00	\$1,583.65	\$0.00
01-5250-01	\$5,625.00	\$5,625.00	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75
01-5280-01	\$12,050.00	\$12,050.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00
01-5420-01	\$780.00	\$780.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
01-5460-01	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5480-01	\$900.00	\$900.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
01-5490-01	\$1,050.00	\$1,050.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5550-01	\$7,650.00	\$7,650.00	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50
01-5580-01	\$500.00	\$500.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00
01-5590-01	\$3,125.00	\$3,125.00	\$260.41	\$260.41	\$260.41	\$260.41	\$260.42	\$260.42	\$260.42	\$260.42
01-5650-01	\$1,980.00	\$1,980.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
01-5670-01	\$2,100.00	\$2,100.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
01-5680-01	\$2,520.00	\$2,520.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
01-5700-01	\$480.00	\$480.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
01-5730-01	\$1,045.00	\$1,045.00	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08
01-5810-01	\$17,500.00	\$17,500.00	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33
01-5870-01	\$400.00	\$400.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
01-5880-01	\$1,500.00	\$1,500.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00
01-5895-01	\$2,500.00	\$2,500.00	\$416.50	\$0.00	\$416.50	\$0.00	\$416.75	\$0.00	\$416.75	\$0.00

Note: A padlock appears next to the **Description** field to indicate that the budget is finalized or locked.

2. In the **Enter** field on the action bar, select “Adjustment Amount”.

3. In the grid, select the cell of the period in the account to be adjusted and enter the new amount.

Budget Manager - Budget View

File Edit View Budget Favorites Tools Help

Budget for Scenario 01 in Fiscal Year 2001.

Description: Administration

Status: Active

Entry: Adjustment Amount

Adjust Account Total Distribute Total Load Budget Distribution... Apply Project Distribution... Edit Period Project Distribution Fgnd...

Account Number	1	2	3	4	5	6	7	8	9	10	11
01-5200-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5250-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5280-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5420-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5460-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5480-01	\$425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5490-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5550-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5580-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5590-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5650-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5670-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5680-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5700-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5730-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5810-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5870-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5880-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5895-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4. On the action bar, click **Adjust Account Total**.
5. A message appears so you can record a reason for the adjustment.

General Ledger

You are about to save adjustments to a finalized budget. Enter a reason for the adjustments:

Entry error

OK Cancel

6. Click **OK**. The program makes the adjustment, and you return to the Budgets page.

► **Adjusting a project budget by adjusting the account total**

1. On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

Account Number	Total	Distributed	1	2	3	4	5	6	7	8
01-5200-01	\$9,500.00	\$9,500.00	\$1,582.70	\$0.00	\$1,582.70	\$0.00	\$1,583.65	\$0.00	\$1,583.65	\$0.00
01-5250-01	\$5,625.00	\$5,625.00	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75	\$468.75
01-5280-01	\$12,050.00	\$12,050.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00	\$0.00	\$3,012.50	\$0.00
01-5420-01	\$780.00	\$780.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
01-5460-01	\$2,200.00	\$2,200.00	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33	\$183.33
01-5480-01	\$900.00	\$900.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
01-5490-01	\$1,050.00	\$1,050.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-5550-01	\$7,650.00	\$7,650.00	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50	\$637.50
01-5580-01	\$500.00	\$500.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00
01-5590-01	\$3,125.00	\$3,125.00	\$260.41	\$260.41	\$260.41	\$260.41	\$260.42	\$260.42	\$260.42	\$260.42
01-5650-01	\$1,980.00	\$1,980.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
01-5670-01	\$2,100.00	\$2,100.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
01-5680-01	\$2,520.00	\$2,520.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00	\$210.00
01-5700-01	\$480.00	\$480.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
01-5730-01	\$1,045.00	\$1,045.00	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08	\$87.08
01-5810-01	\$17,500.00	\$17,500.00	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33	\$1,458.33
01-5870-01	\$400.00	\$400.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
01-5880-01	\$1,500.00	\$1,500.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00
01-5895-01	\$2,500.00	\$2,500.00	\$416.50	\$0.00	\$416.50	\$0.00	\$416.75	\$0.00	\$416.75	\$0.00

Note: A padlock appears next to the **Description** field to indicate that the budget is finalized or locked.

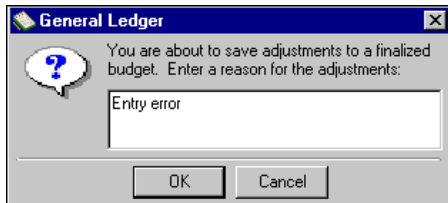
2. On the toolbar, click the **Project View** button. The Budget Manager - Project View screen appears.

Account Number	Total	Distributed	1	2	3	4	5	6	7	8

3. Click **Project**. The Open screen appears so you can locate and open the project to be adjusted. For more information about using the Open screen in *The Financial Edge*, see the Program Basics chapter of the *Program Basics Guide*.
4. In the **Account Number** column, enter an account.
5. In the **Enter** field on the action bar, select “New Budget Amount”.
6. In the **Total** column of the project budget to be adjusted, enter the new amount.

Note: To see the adjusted account figures, click the **Account View** button on the toolbar.

- Click **Adjust Account Total**. A message appears so you can record a reason for the adjustment.



- Click **OK**. The program makes the adjustment, and you return to the Budgets page.

► Adjusting a project budget by editing the project distribution

Note: A padlock appears next to the **Description** field to indicate that the budget is finalized or locked.

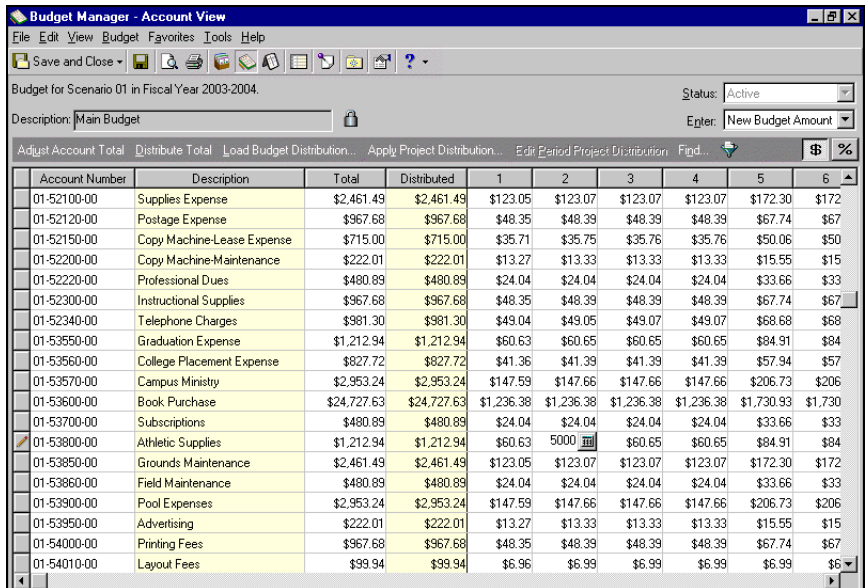
- On the Budgets page, open a finalized budget. For more information about opening a budget, see “Finding and Opening Budget Records” on page 107.

Account Number	Description	Total	Distributed	1	2	3	4	5	6
01-41000-00	Contributions	\$29,780.89	\$29,780.89	\$6,239.04	\$1,239.04	\$1,239.04	\$1,239.04	\$1,734.66	\$1,734.66
01-41500-00	Tuition Revenue	\$256,967.48	\$256,967.48	\$12,848.37	\$12,848.37	\$12,848.37	\$12,848.37	\$17,987.72	\$17,987.72
01-42000-00	Summer School Revenue	\$24,727.63	\$24,727.63	\$1,236.38	\$1,236.38	\$1,236.38	\$1,236.38	\$1,730.93	\$1,730.93
01-42100-00	Bookstore Revenue	\$103,897.75	\$103,897.75	\$5,194.89	\$5,194.89	\$5,194.89	\$5,194.89	\$7,272.84	\$7,272.84
01-42300-00	Athletic Event Revenue	\$59,354.34	\$59,354.34	\$2,967.71	\$2,967.72	\$2,967.72	\$2,967.72	\$4,154.80	\$4,154.80
01-42800-00	Dances	\$2,476.37	\$2,476.37	\$123.78	\$123.82	\$123.82	\$123.82	\$173.35	\$173.35
01-43100-00	Yearbook Sales	\$6,163.86	\$6,163.86	\$308.19	\$308.19	\$308.19	\$308.19	\$431.47	\$431.47
01-43200-00	Cafeteria Revenue	\$59,354.34	\$59,354.34	\$2,967.71	\$2,967.72	\$2,967.72	\$2,967.72	\$4,154.80	\$4,154.80
01-51000-00	Salaries	\$141,506.97	\$141,506.97	\$8,000.00	\$7,184.58	\$7,684.58	\$7,684.58	\$10,158.41	\$10,158.41
01-51500-00	FICA	\$24,727.63	\$24,727.63	\$1,236.38	\$1,236.38	\$1,236.38	\$1,236.38	\$1,730.93	\$1,730.93
01-51550-00	Health Insurance	\$2,461.49	\$2,461.49	\$123.05	\$123.07	\$123.07	\$123.07	\$172.30	\$172.30
01-51600-00	Life Insurance	\$4,945.01	\$4,945.01	\$247.25	\$247.25	\$247.25	\$247.25	\$346.15	\$346.15
01-51800-00	Long-Term Disability Insurance	\$1,212.94	\$1,212.94	\$60.63	\$60.65	\$60.65	\$60.65	\$84.91	\$84.91
01-51850-00	Board Liability Insurance	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67.74
01-52000-00	Office Expenses	\$4,945.01	\$4,945.01	\$247.25	\$247.25	\$247.25	\$247.25	\$346.15	\$346.15
01-52100-00	Supplies Expense	\$2,461.49	\$2,461.49	\$123.05	\$123.07	\$123.07	\$123.07	\$172.30	\$172.30
01-52120-00	Postage Expense	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67.74
01-52150-00	Copy Machine-Lease Expense	\$715.00	\$715.00	\$35.71	\$35.75	\$35.75	\$35.75	\$50.06	\$50.06
01-52200-00	Copy Machine-Maintenance	\$222.01	\$222.01	\$13.27	\$13.33	\$13.33	\$13.33	\$15.55	\$15.55

Note: To adjust the account budget with which the project budgets are associated, select “Adjustment Amount” in the **Enter** field and enter the amount to be adjusted. For more information about adjusting budgets, see “Adjusting an account budget by entering an adjustment amount” on page 158.

- In the **Enter** field on the action bar, select “New Budget Amount”.

3. In the **Total** column of the account budget to be adjusted, enter the new amount.

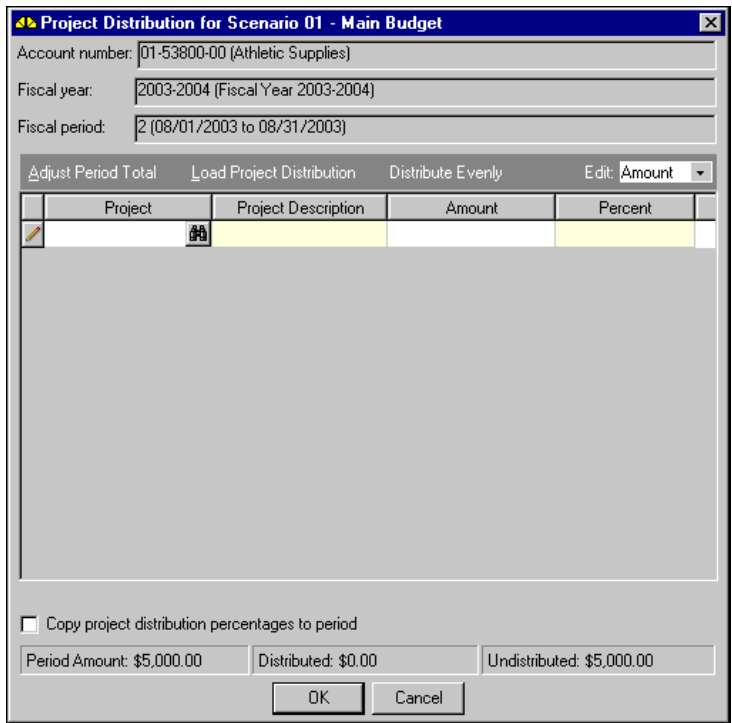


The screenshot shows the 'Budget Manager - Account View' window. It displays a table with columns for Account Number, Description, Total, Distributed, and six period columns (1-6). The 'Total' column for account 01-53800-00 (Athletic Supplies) is highlighted, indicating it is the target for adjustment.

Account Number	Description	Total	Distributed	1	2	3	4	5	6
01-52100-00	Supplies Expense	\$2,461.49	\$2,461.49	\$123.05	\$123.07	\$123.07	\$123.07	\$172.30	\$172
01-52120-00	Postage Expense	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67
01-52150-00	Copy Machine-Lease Expense	\$715.00	\$715.00	\$35.71	\$35.75	\$35.76	\$35.76	\$50.06	\$50
01-52200-00	Copy Machine-Maintenance	\$222.01	\$222.01	\$13.27	\$13.33	\$13.33	\$13.33	\$15.55	\$15
01-52220-00	Professional Dues	\$480.89	\$480.89	\$24.04	\$24.04	\$24.04	\$24.04	\$33.66	\$33
01-52300-00	Instructional Supplies	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67
01-52340-00	Telephone Charges	\$981.30	\$981.30	\$49.04	\$49.05	\$49.07	\$49.07	\$68.68	\$68
01-53550-00	Graduation Expense	\$1,212.94	\$1,212.94	\$60.63	\$60.65	\$60.65	\$60.65	\$84.91	\$84
01-53560-00	College Placement Expense	\$827.72	\$827.72	\$41.36	\$41.39	\$41.39	\$41.39	\$57.94	\$57
01-53570-00	Campus Ministry	\$2,953.24	\$2,953.24	\$147.59	\$147.66	\$147.66	\$147.66	\$206.73	\$206
01-53600-00	Book Purchase	\$24,727.63	\$24,727.63	\$1,236.38	\$1,236.38	\$1,236.38	\$1,236.38	\$1,730.93	\$1,730
01-53700-00	Subscriptions	\$480.89	\$480.89	\$24.04	\$24.04	\$24.04	\$24.04	\$33.66	\$33
01-53800-00	Athletic Supplies	\$1,212.94	\$1,212.94	\$60.63	5000	\$60.65	\$60.65	\$84.91	\$84
01-53850-00	Grounds Maintenance	\$2,461.49	\$2,461.49	\$123.05	\$123.07	\$123.07	\$123.07	\$172.30	\$172
01-53860-00	Field Maintenance	\$480.89	\$480.89	\$24.04	\$24.04	\$24.04	\$24.04	\$33.66	\$33
01-53900-00	Pool Expenses	\$2,953.24	\$2,953.24	\$147.59	\$147.66	\$147.66	\$147.66	\$206.73	\$206
01-53950-00	Advertising	\$222.01	\$222.01	\$13.27	\$13.33	\$13.33	\$13.33	\$15.55	\$15
01-54000-00	Printing Fees	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67
01-54010-00	Layout Fees	\$99.94	\$99.94	\$6.96	\$6.99	\$6.99	\$6.99	\$6.99	\$6

Note: The status bar at the bottom of the Project Distribution screen includes the period amount you just entered, the distributed total from the previous budget amount for the period, and the undistributed amount from the difference between the other two figures.

4. On the action bar, click **Edit Period Project Distribution**. The Project Distribution screen for the selected scenario and fiscal year appears.



The screenshot shows the 'Project Distribution for Scenario 01 - Main Budget' window. It displays fields for Account number (01-53800-00 (Athletic Supplies)), Fiscal year (2003-2004 (Fiscal Year 2003-2004)), and Fiscal period (2 (08/01/2003 to 08/31/2003)). The 'Edit' field is set to 'Amount'. The 'Period Amount' is \$5,000.00, 'Distributed' is \$0.00, and 'Undistributed' is \$5,000.00.

Project	Project Description	Amount	Percent

Tip: To move from cell to cell, use the **TAB** key.

5. In the **Edit** field on the action bar, select "Amount" or "Percent".

6. In the **Project** column, enter project IDs or click the binoculars.

Project Distribution for Scenario 01 - Main Budget

Account number: 01-53800-00 (Athletic Supplies)

Fiscal year: 2003-2004 (Fiscal Year 2003-2004)

Fiscal period: 2 (08/01/2003 to 08/31/2003)

Adjust Period Total Load Project Distribution Distribute Evenly Edit: Percent

Project	Project Description	Amount	Percent
Football	Football		
Basketball	Basketball		

☐ Copy project distribution percentages to period

Period Amount: \$5,000.00 Distributed: \$0.00 Undistributed: \$5,000.00

OK Cancel

Tip: To revert to the original budget figure and distribution for the period, click **Adjust Period Total** on the action bar.

7. To distribute the budget among all associated projects using the previous budget amount for the period, click **Adjust Period Total**. The amounts in the **Amount** and **Percent** columns reflect distribution of the previous total. The Undistributed amount on the status bar changes to a zero balance.

To distribute the undistributed budget amount among projects using a distribution table, click **Load Project Distribution**. For more information about using project distribution tables, see "Distributing Project Budgets with Tables" on page 153. The program adjusts the amounts in the **Amount** and **Percent** columns according to the selected distribution table. The new Distributed and Undistributed amounts appear in the status bar.

To distribute the undistributed budget amount equally among the associated projects, click **Distribute Evenly**. For more information about even distributions of project budgets, see “Distributing Project Budgets Evenly” on page 151. The program adjusts the amounts in the **Amount** and **Percent** columns according to the selected distribution table. The new Distributed and Undistributed amounts appear in the status bar.

Project Distribution for Scenario 01 - Main Budget

Account number: 01-53800-00 (Athletic Supplies)

Fiscal year: 2003-2004 (Fiscal Year 2003-2004)

Fiscal period: 2 (08/01/2003 to 08/31/2003)

Adjust Period Total Load Project Distribution **Distribute Evenly** Edit: Amount

Project	Project Description	Amount	Percent
Football	Football	\$2,500.00	50.000
Basketball	Basketball	\$2,500.00	50.000

☐ Copy project distribution percentages to period

Period Amount: \$5,000.00 Distributed: \$5,000.00 Undistributed: \$0.00

OK Cancel

- To adjust the project budgets and return to Budgets page, click **OK**.

Warning: If you do not click **Adjust Account Total** on the action bar before saving the budget adjustment, you get a message telling you to return to the Budget Manager and update the account budget total.

- Click **Adjust Account Total** on the action bar. The program updates the account total figure.

Budget Manager - Account View

File Edit View Budget Favorites Tools Help

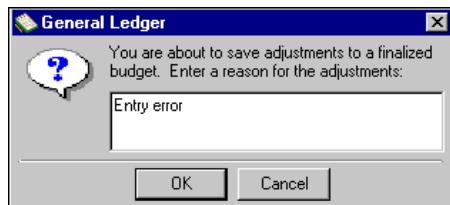
Budget for Scenario 01 in Fiscal Year 2003-2004. Status: Active

Description: Main Budget Export: New Budget Amount

Adjust Account Total Distribute Total Load Budget Distribution... Apply Project Distribution... Edit Period Project Distribution Find...

Account Number	Description	Total	Distributed	1	2	3	4	5	6
01-52100-00	Supplies Expense	\$2,461.49	\$2,461.49	\$123.05	\$123.07	\$123.07	\$123.07	\$172.30	\$172
01-52120-00	Postage Expense	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67
01-52150-00	Copy Machine-Lease Expense	\$715.00	\$715.00	\$35.71	\$35.75	\$35.76	\$35.76	\$50.06	\$50
01-52200-00	Copy Machine-Maintenance	\$222.01	\$222.01	\$13.27	\$13.33	\$13.33	\$13.33	\$15.55	\$15
01-52220-00	Professional Dues	\$480.89	\$480.89	\$24.04	\$24.04	\$24.04	\$24.04	\$33.66	\$33
01-52300-00	Instructional Supplies	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67
01-52340-00	Telephone Charges	\$981.30	\$981.30	\$49.04	\$49.05	\$49.07	\$49.07	\$68.68	\$68
01-53550-00	Graduation Expense	\$1,212.94	\$1,212.94	\$60.63	\$60.65	\$60.65	\$60.65	\$84.91	\$84
01-53560-00	College Placement Expense	\$827.72	\$827.72	\$41.36	\$41.39	\$41.39	\$41.39	\$57.94	\$57
01-53570-00	Campus Ministry	\$2,953.24	\$2,953.24	\$147.59	\$147.66	\$147.66	\$147.66	\$206.73	\$206
01-53600-00	Book Purchase	\$24,727.63	\$24,727.63	\$1,236.38	\$1,236.38	\$1,236.38	\$1,236.38	\$1,730.93	\$1,730
01-53700-00	Subscriptions	\$480.89	\$480.89	\$24.04	\$24.04	\$24.04	\$24.04	\$33.66	\$33
01-53800-00	Athletic Supplies	\$6,152.29	\$6,152.29	\$60.63	\$5,000.00	\$60.65	\$60.65	\$84.91	\$84
01-53850-00	Grounds Maintenance	\$2,461.49	\$2,461.49	\$123.05	\$123.07	\$123.07	\$123.07	\$172.30	\$172
01-53860-00	Field Maintenance	\$480.89	\$480.89	\$24.04	\$24.04	\$24.04	\$24.04	\$33.66	\$33
01-53900-00	Pool Expenses	\$2,953.24	\$2,953.24	\$147.59	\$147.66	\$147.66	\$147.66	\$206.73	\$206
01-53950-00	Advertising	\$222.01	\$222.01	\$13.27	\$13.33	\$13.33	\$13.33	\$15.55	\$15
01-54000-00	Printing Fees	\$967.68	\$967.68	\$48.35	\$48.39	\$48.39	\$48.39	\$67.74	\$67
01-54010-00	Layout Fees	\$99.94	\$99.94	\$6.96	\$6.99	\$6.99	\$6.99	\$6.99	\$6

10. Click the **Save** button. A message appears so you can record a reason for the adjustment.



11. Click **OK**. The program saves the adjustment, and you return to the Budgets page.

Managing Budget Notes and Reports

In **The Financial Edge**, budget notes make it easy to maintain helpful information you receive, read, or need to remember about a budget. The Budget notes screen accepts free-form text.

To print a budget distribution report, you can set parameters to define the output of the report. We recommend saving the parameters to make future reporting on budget distributions easier and more efficient.

Working with Budget Notes

For increased security, the system administrator can set rights so that only certain users can view budget notes. For more information about security, see the Security chapter of the *Administration Guide*. You can click **Budget Notes** on the Budget tab of an account record to check for related comments that may exist for that account.

► Adding a budget note












Note: You can add notes to account and project records. For more information about those notes, see “Adding Notes” on page 29 and “Adding Notes” on page 103.

1. In the Budget View of an open budget record, select an account budget.

Budget Manager - Budget View

File Edit View Budget Favorites Tools Help

Save and New



Budget for Scenario 00 in Fiscal Year 2001.

Description:Main Operating Budget

Status:Active

Enter:New Budget Amount

Adjust Account Total


Distribute Total

Load Budget Distribution...

Apply Project Distribution...

Edit Period Project Distribution

Find...

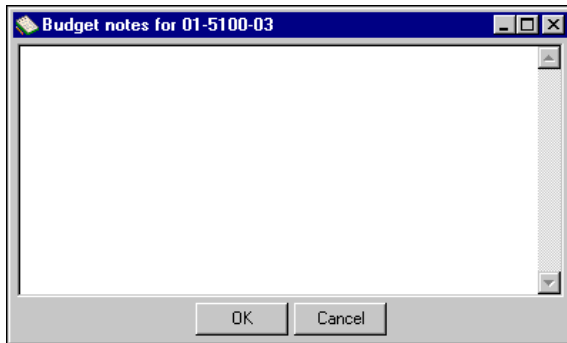


\$

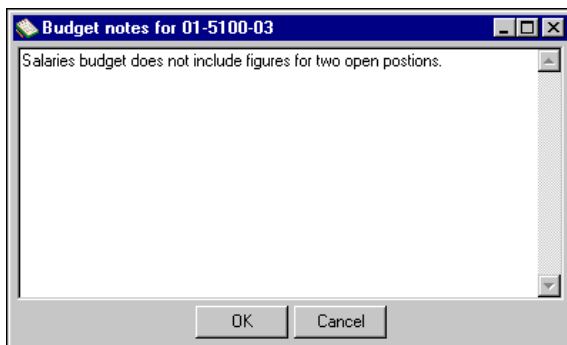
%

Account Number	Amount	Distributed	1	2	3	4	5	6	7	8	9	10
01-5100-01	\$160,000.00	\$160,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00
01-5100-02	\$336,775.00	\$336,775.00	\$25,356.13	\$25,356.13	\$25,356.13	\$25,356.13	\$25,356.20	\$25,356.20	\$25,356.20	\$25,356.20	\$25,356.20	\$25,356.20
01-5100-03	\$249,480.00	\$249,480.00	\$19,391.66	\$19,391.66	\$19,391.66	\$19,391.66	\$24,984.42	\$24,984.42	\$24,986.24	\$19,391.66	\$19,391.66	\$19,391.66
01-5150-01	\$15,225.00	\$15,225.00	\$1,287.48	\$1,250.00	\$1,287.48	\$1,250.00	\$1,287.51	\$1,250.00	\$1,287.51	\$1,250.00	\$1,287.51	\$1,250.00
01-5150-02	\$36,125.00	\$36,125.00	\$2,829.14	\$2,791.66	\$2,829.14	\$2,791.66	\$2,829.18	\$2,791.67	\$2,829.18	\$2,791.67	\$2,829.18	\$2,791.67
01-5150-03	\$24,725.00	\$24,725.00	\$2,079.14	\$2,041.66	\$2,079.14	\$2,041.66	\$2,079.18	\$2,041.67	\$2,079.18	\$2,041.67	\$2,079.18	\$2,041.67
01-5200-01	\$9,500.00	\$9,500.00	\$1,582.70	\$0.00	\$1,582.70	\$0.00	\$1,583.65	\$0.00	\$1,583.65	\$0.00	\$1,583.65	\$0.00
01-5200-02	\$19,875.00	\$19,875.00	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25	\$1,656.25
01-5200-03	\$2,000.00	\$2,000.00	\$166.66	\$166.66	\$166.66	\$166.66	\$166.66	\$166.67	\$166.67	\$166.67	\$166.67	\$166.67
01-5250-01	\$12,225.00	\$12,225.00	\$1,893.75	\$843.75	\$843.75	\$843.75	\$843.75	\$843.75	\$843.75	\$1,893.75	\$843.75	\$843.75
01-5250-02	\$17,350.00	\$17,350.00	\$2,562.23	\$845.83	\$1,512.23	\$845.83	\$1,512.63	\$845.83	\$2,562.63	\$845.83	\$2,562.63	\$845.83
01-5250-03	\$9,700.00	\$9,700.00	\$1,683.31	\$633.31	\$633.31	\$633.31	\$633.31	\$633.34	\$633.31	\$1,683.34	\$633.34	\$633.34
01-5280-01	\$12,725.00	\$12,725.00	\$3,181.25	\$0.00	\$0.00	\$3,181.25	\$0.00	\$0.00	\$3,181.25	\$0.00	\$0.00	\$3,181.25
01-5280-02	\$12,725.00	\$12,725.00	\$3,181.25	\$0.00	\$0.00	\$3,181.25	\$0.00	\$0.00	\$3,181.25	\$0.00	\$0.00	\$3,181.25
01-5280-03	\$2,675.00	\$2,675.00	\$335.41	\$166.66	\$166.66	\$335.41	\$166.67	\$166.67	\$335.42	\$166.67	\$335.42	\$166.67
01-5420-01	\$780.00	\$780.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
01-5420-02	\$4,210.00	\$4,210.00	\$350.83	\$350.83	\$350.83	\$350.83	\$350.83	\$350.83	\$350.83	\$350.83	\$350.83	\$350.83
01-5420-03	\$400.00	\$400.00	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33
01-5460-01	\$2,500.00	\$2,500.00	\$205.00	\$183.33	\$169.99	\$215.25	\$275.66	\$175.49	\$192.50	\$183.33	\$192.50	\$183.33
01-5460-02	\$6,150.00	\$6,150.00	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50	\$512.50
01-5460-03	\$1,910.00	\$1,910.00	\$159.22	\$159.22	\$159.22	\$159.22	\$159.22	\$159.22	\$159.22	\$159.22	\$159.22	\$159.22

- From the menu bar, select **Budget, Notes**. The Budget notes screen for the selected account appears.



- Enter budget information in the text box.



- Click **OK** to return to the Budget View.
- On the toolbar, click the **Save** button to save the note and continue working in the budget you have open.

Working with Budget Distribution Reports

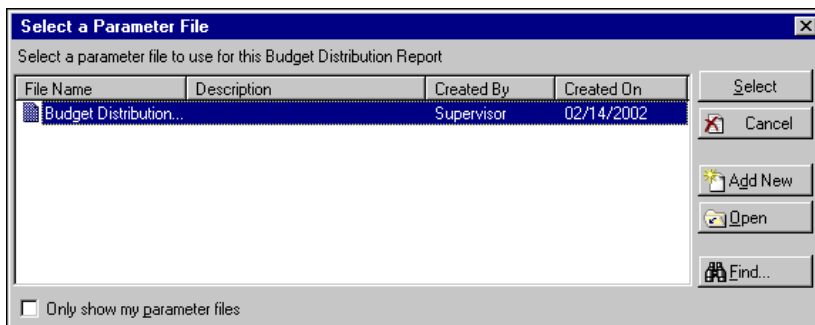
A budget distribution report lists budget distributions for a time period you select. You can include budget and account notes, percentages, and accounts with zero budgets. To run a budget distribution report, you can select a budget scenario and filter the records to include in the report.

► Printing a budget distribution report

- On the Budgets page, select a budget for which you want to print a distribution report.

Note: For steps in adding new report parameter files, see the Budget Reports chapter of the *Reports Guide for General Ledger*.

- On the action bar, click **Print**. The Select a Parameter File screen appears.



3. To use a previously defined parameter file for the report, select the parameter file and click **Select**. The report prints to your default printer using the format you selected. For more information about setting up default printers, see the Program Basics chapter of the *Program Basics Guide*.

Index

A

- accessing
 - account records 3
 - budget records 106
 - grant records 32
 - project records 66
- account activity
 - defining filters 19
 - exporting
 - overview 18
 - filters in activity grid 19
 - graphing 24
 - viewing 21
- account budget
 - adding 12
 - adjusting totals 16
 - decreasing 115
 - distribution 140
 - increasing 115
 - loading distribution 14
 - overview 11
- account budget distribution
 - among projects
 - even 145
 - manual 143
 - with tables 146
 - even 142
 - manual 141
 - with tables 142
- account details, viewing
 - account record 21
 - grant record 54
 - project record 93
- account record
 - accessing 3
 - account tab 6
 - activity
 - exporting 18
 - filtering 19
 - graphing 24
 - viewing 17, 21
 - activity tab 17
 - adding
 - budgets 12
 - default transaction attributes 28
 - notes 29
 - records 6
 - adjusting budget totals 16
 - attributes tab 27
 - budget tab 12
 - budgets, adding 12
 - default transaction attributes tab 28
 - default transaction codes 7
 - exporting activity 19
 - finding 3
 - graphing activity 24
 - history of changes tab 23
 - loading budget distributions 14
 - managing budgets 11
 - multiple accounts 8
 - notes tab 29
 - opening 3
 - overview 5
- account restrictions
 - project
 - overview 80
- account view, defined 109
- account, defined 2
- action, grant
 - overview 61
- action, project
 - overview 102
- activity, **General Ledger**
 - account records
 - activity grid 19
 - graphing activity 24
 - graphs 24
 - overview 17
 - viewing account activity 17
 - viewing account details 21
 - grant records
 - account activity 54
 - activity grid 53, 57
 - defining filters 53
 - exporting activity 53
 - grant activity 57
 - graphing activity 57
 - overview 52
 - viewing grant activity 52
 - viewing grant details 55
 - viewing history of changes 56
 - project records
 - account activity 93
 - activity grid 91, 96
 - defining filters 91
 - exporting activity 90
 - graphing activity 96

- overview 85
 - project activity 96
 - viewing history of changes 95
 - viewing project activity 85
 - viewing project details 94
- adding
 - account records 6
 - actions, grant records 61
 - actions, project records 103
 - attributes
 - account records 27
 - grant records 58
 - project records 99
 - budget scenarios 115
 - budgets 41, 76
 - contacts 37, 71
 - default transaction attributes 28
 - default transaction codes 7
 - grant records 35
 - media, grant records 59, 60
 - media, project records 100, 101
 - multiple accounts 8
 - notes
 - account records 29
 - budget 165
 - grant records 62
 - project records 104
 - project records 69
- adjusting
 - account budgets
 - adjustment amount 158
 - new budget amount 157
 - budget totals
 - account records 16
 - project records 79
 - project budgets
 - adjusting account total 160
 - editing distribution 161
- attribute
 - account 27
 - adding grant 58
 - adding project 99
 - adding to account records 27
 - default transaction 28
 - grant 58
 - project 99

B

- budget
 - accessing 106
 - account
 - adding 12
 - adjusting totals 16
 - distributing evenly 13
 - loading distributions 15
 - overview 11

- account view 111
- adjusting
 - account budgets with adjustment amount 158
 - account budgets with new budget amount 157
 - project budgets by adjusting account total 160
 - project budgets by editing distribution 161
- budget view 110
- decreasing account budgets 115
- decreasing grant budgets 119
- decreasing project budgets 123
- distribution reports 166
- distributions, account 141
- exporting information 114
- finding records 107
- forecasting budgets 126
- increasing account budgets 115
- increasing grant budgets 119
- increasing project budgets 123
- manual distributions, account 141
- notes 165
- opening records 107
- overview 106
- printing distribution reports 166
- project
 - adding 41, 75
 - adjusting totals 79
 - distributing evenly 42, 77
 - loading distributions 43, 78
 - overview 40, 75
- project view 112
- reports 166
- scenarios
 - adding 115
 - copying budgets 126
 - decreasing account budgets, overview 115
 - decreasing budgets, procedure 123
 - decreasing grant budgets, overview 119
 - decreasing project budgets, overview 123
 - deleting 136
 - finalizing 138
 - forecasting budgets 126
 - increasing account budgets 115
 - increasing account budgets, overview 115
 - increasing budgets, procedure 123
 - increasing grant budgets 119
 - increasing grant budgets, overview 119
 - increasing project budgets, overview 123
 - merging 130
- table distributions, account 142
- tools 115
- budget distribution report 166
- Budget Management*, overview 106
- budget manager
 - account view 109
 - budget view 109, 110

- grant view 110
- overview 108
- project view 109, 112
- budget scenario
 - adding 115
 - clearing 133
 - copying budgets 126
 - decreasing account budgets
 - overview 115
 - decreasing budgets
 - procedure 123
 - decreasing grant budgets
 - overview 119
 - decreasing project budgets
 - overview 123
 - deleting 136
 - finalizing 138
 - forecasting budgets 126
 - increasing account budgets
 - overview 115
 - increasing budgets
 - procedure 123
 - increasing grant budgets
 - overview 119
 - increasing project budgets
 - overview 123
 - merging 130
 - overview 115
- budget tools
 - account
 - decreasing budgets 115
 - increasing budgets 115
 - grant
 - increasing budgets 119
 - grants
 - decreasing budgets 119
 - overview 115
 - project
 - decreasing budgets 123
 - increasing budgets 123
- budget view
 - defined 109
- budget view, creating new budgets 110

C

- clearing budget scenarios 133
- contact information
 - adding 37, 71
 - overview 36, 71
- copying budgets 126
- creating, *see* adding

D

- decreasing budgets

- account 115
- grant 119
- project 123
- default transaction attribute 28
- default transaction code 7
- defining filters for account activity 19
- deleting multiple accounts 10
- direct and indirect costs
 - editing filters, **General Ledger**
 - project records
 - editing filters 92
- direct and indirect costs, **General Ledger**
 - project records
 - direct and indirect cost activity grid 92
 - viewing direct and indirect costs 89
- distributing
 - account budgets
 - among projects manually 143
 - among projects with tables 146
 - even distribution 13
 - even distribution among projects 145
 - manual distribution 141
 - manual distribution among projects 143
 - project budgets, even distribution 42, 77

E

- even budget distribution
 - defined 140, 150
- even budget distribution, among projects 145
- exporting
 - account activity 19
 - from account records 18
 - budget information 114
 - grant activity 53
 - project activity 90

F

- filter
 - account activity 19
 - direct and indirect cost activity 92
 - grant activity 53
 - project activity 91
- finalizing budget scenarios 138
- finding
 - account records 3
 - budget records 107
 - grant records 33
 - project records 67
- forecasting budgets 126

G

- generating AR transactions 48

- grant activity
 - defining filters 53
 - graphing 57
 - viewing 55, 56
- grant budget
 - increasing 119
- grant budget distribution
 - even 155
 - manual 154
 - with table 156
- grant budgets
 - decreasing 119
- grant expenses
 - generating AR transactions 48
- grant record
 - accessing 32
 - activity
 - filtering 53
 - graphing 57
 - viewing 52, 54
 - activity tab 52
 - adding 35
 - actions 61
 - attributes 58
 - contacts 37
 - media 59, 60
 - notes 62
 - records 35
 - attributes tab 58
 - contacts 36
 - exporting activity 53
 - finding 33
 - graphing activity 57
 - history of changes tab 56
 - media tab 59
 - notes tab 62
 - opening 33
 - overview 32
 - reimbursement tab 45
 - tabs
 - actions 61
- grant view, defined 110
- graphing
 - account activity 24
 - grant activity 57
 - project activity 96

I

- increasing budgets
 - accounts 115
 - grant 119
 - project 123
- indirect costs
 - project
 - overview 81
- Investments tab 83

L

- loading budget distributions
 - account records 14
 - project records 43, 78

M

- manager, budget 108
- manual budget distribution
 - account budgets 140
 - on projects 150
- media, **General Ledger**
 - grant records
 - overview 59
 - project records
 - overview 100
- merging budget scenarios 130
- multiple accounts
 - adding 8
 - deleting 10

N

- note
 - account records 29
 - budgets 165
 - grant records 62
 - project records 103

O

- opening records
 - account 3
 - budget 107
 - grant 33
 - project 67

P

- portfolio allocations
 - project
 - overview 83
- printing budget distribution reports 166
- project activity
 - defining filters 91
 - graphing 96
 - viewing 94, 95
- project budget
 - adding 41, 75
 - adjusting totals 79
 - decreasing 123
 - distribution 150
 - increasing 123

- loading distributions 43, 78
- overview 40, 75
- project budget distribution
 - even 151
 - manual 151
 - with table 153
- project record
 - accessing 66
 - account restrictions tab 80
 - activity
 - filtering 91
 - graphing 96
 - viewing 85, 93
 - activity tab 85
 - adding 69
 - actions 103
 - attributes 99
 - budgets 41, 75
 - contacts 71
 - media 100, 101
 - notes 104
 - records 69
 - adjusting budget totals 79
 - attributes tab 99
 - budget distributions
 - entering evenly 145
 - entering manually 143
 - entering with tables 146
 - budget tab 40, 75
 - budgets 41, 76
 - contacts 71
 - direct and indirect cost activity
 - filtering 92
 - direct and indirect costs
 - viewing 89
 - exporting activity 90
 - finding 67
 - graphing activity 96
 - history of changes tab 95
 - indirect costs tab 81
 - investments tab 83
 - media tab 100
 - notes tab 103
 - opening 67
 - overview 66
 - project tab 68
 - tabs
 - actions 102
- project view
 - defined 109
 - overview 112

R

- reimbursement information
 - setting up 45

S

- scenario, budget 115

T

- table budget distribution
 - among projects 146
 - on account budgets 141
 - on projects 150
- tools, budget 115
- transaction
 - default attributes 28
 - default codes 7

V

- view
 - account 109
 - budget 109
 - grant 110
 - project 109
- viewing
 - account activity 17
 - account details 21
 - grant activity 52
 - grant activity details 55
 - history of changes
 - accounts 23
 - grants 56
 - projects 95
 - project activity 85
 - project activity details 94
 - project direct and indirect costs 89
