TheRaiser'sEdge®
TheFinancialEdge™

An Integrated Solution for Nonprofits

Contents

An Integrated Solution for Nonprofits

We set many goals for our products. Our primary goal is to help nonprofit organizations make the world a better place by providing the best fundraising and accounting software in the world specifically designed for nonprofits. To meet this goal, we have developed *The Raiser's Edge* and *The Financial Edge*, two products with seamless integration that promote efficient communication between your development and business offices. This communication and integration provide unprecedented benefits that can help your organization improve productivity, accuracy, and accountability.

This guide provides an overview of the benefits of using *The Raiser's Edge* with *The Financial Edge* and a step-by-step approach to setting up and using the integrated system. Key members of both the development and business offices should review this guide to plan the level of integration and accountability needed, set up the integrated system, and establish data entry and posting procedures.

Benefits of Integration

Traditionally, the development and business offices of nonprofit organizations encounter communication difficulties or cumbersome work situations that often result in frustration, extra work, and inaccuracies. To remedy this situation we recommend using *The Raiser's Edge* for your fundraising needs and *The Financial Edge* for your accounting needs. By using both products together, your organization can achieve a new level of success, efficiency, and productivity.

Enhanced Efficiency. With integration, *The Raiser's Edge* can send financial information directly to an open journal entry batch in *The Financial Edge*, eliminating the need for imports and duplicate data entry. Using this efficient process, when you enter gifts in *The Raiser's Edge*, the program automatically creates journal entry transactions for the appropriate *General Ledger* accounts and projects, which can then be posted to *The Financial Edge* as open batches. Once the batch information appears, the business office retains control of amounts and distributions by approving the gift information before posting to *General Ledger*.

Superior Accountability. Accountability is the key. With integration, you can efficiently access *Financial Edge* expense allocation information in *The Raiser's Edge* using the Accountability Summary. This functionality puts detailed stewardship information at your fingertips so you can tell donors exactly how contributions are spent.

With the Accountability Summary, you can communicate to constituents how gifts they donate to your organization are used. You can tell constituents what their gifts are used for or what they are budgeted to be used for. In addition, you can tell constituents how money is being spent or budgeted for funds to which they donate.

You can group expenses by account attribute and view expense information as a graph or table. Using this enhanced accountability you can show donors and auditors what percentage of every dollar is spent on each area of your mission with easy-to-read charts and graphs.

Tight Audit Trail. When linking gifts in *The Raiser's Edge* to account balances in *The Financial Edge*, you can search the *Financial Edge* database to select account and project numbers, preventing any chance of typing in numbers incorrectly. These links also streamline reconciliation. Once the links are established, you can drill down from the Activity tab of an account or project record in *The Financial Edge* directly to a gift record in *The Raiser's Edge* to view the source transaction.

Improved Communication Between Offices. Blackbaud software can serve as the nonprofit desktop for your entire organization, allowing key players instant access to the information they need, even across products. A member of the business office can create a link on his desktop to access fundraising and development information in *The Raiser's Edge*. Along the same lines, a member of the development office can create a link to quickly access accounting information in *The Financial Edge*.

How Does Integration Work?

Note: This guide is specific to the integration between *The Raiser's Edge 7* and *The Financial Edge*.

Basic integration involves posting gift transaction information from *The Raiser's Edge* to an open batch in *The Financial Edge*. You can further set up the integration between the programs to use the Accountability Summary, which enables you to track how gifts donated to your organization are used.

This step-by-step process assumes that you have already set up fund records in *The Raiser's Edge* and account records in *General Ledger*. To use the Accountability Summary, you should also have the *Financial Edge* optional module *Projects and Grants* and have defined projects. To include budget scenarios, you should have the *Financial Edge* optional module *Budget Management* and have defined budget scenarios.

Step 1: Grouping Financial Edge Accounts for Accountability. If you plan to use the Accountability Summary, you must define an account attribute and define table values, and then assign the attribute and a value to each account to appear in the Accountability Summary.

Step 2: Setting Up the Raiser's Edge and Financial Edge Interface. In *Configuration* in *The Raiser's Edge*, establish the link to the *Financial Edge* database. Here you can also define a journal reference format for detailed posting and set options for the Accountability Summary.

Step 3: Linking Financial Edge Accounts and Projects to Raiser's Edge Funds. On fund records in *The Raiser's Edge*, associate *General Ledger* debit accounts, credit accounts, and projects with gift types.

If you plan to use the Accountability Summary, you must associate only one project with each fund record. The Accountability Summary uses the selected projects and the attribute values associated with the selected accounts to determine how gifts associated with the fund are used by your organization.

Step 4: Entering Gifts in The Raiser's Edge. When you enter gift records, the program automatically creates journal entry transactions for the associated *General Ledger* accounts and projects.

Step 5: Posting to The Financial Edge from The Raiser's Edge. In *Administration* in *The Raiser's Edge*, run the pre-post report and then post the gifts as an open batch.

Step 6: Posting Batches in The Financial Edge. In *Journal Entry* in *The Financial Edge*, you can review the transactions and distributions in the batch, and then validate and post the batch.

Accountability Summaries. You can run the Accountability Summary from a *Raiser's Edge* gift record.

Reconciliation Tools. From an account or project record in *The Financial Edge*, you can access the source gift record in the *The Raiser's Edge*. Also, there are several reports you can use to help in reconciliations.

Step 1: Grouping Financial Edge Accounts for Accountability

To use the Accountability Summary, you must first group *Financial Edge* accounts by an attribute. You do this by creating a table-type attribute in *The Financial Edge* and defining table values. Then you must assign the attribute and a value to each account to appear in the Accountability Summary. For example, you may create an attribute called "Accountability Grouping" with table values representing uses for money spent in those accounts, such as Shelter, Food, Education, Supplies, and Administrative Costs.

Defining an Account Attribute for Grouping Accounts

Before you can select an account attribute in *The Raiser's Edge* for the Accountability Summary, you must create the attribute in *The Financial Edge*.

▶ **Defining an account attribute for grouping accounts**

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

2. Click **Attributes**. The Attributes page appears.
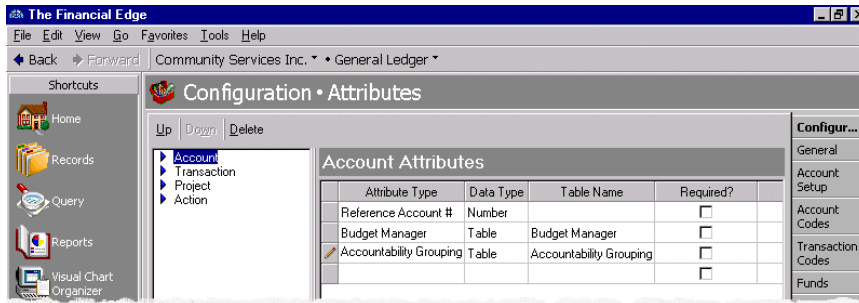
Note: This procedure is specific to requirements for the Accountability Summary. For general information about creating account attributes, see the *Configuration Guide for General Ledger*.

3. In the **Account Attributes** grid, define a new attribute to designate accounts to include in the Accountability Summary. For example, name the attribute "Accountability Grouping".

4. In the **Data Type** column, select "Table" for the attribute.

5. In the **Table Name** column, select "[Add New Table]" and define a new table for this grouping.

6. When you leave the Attributes page, the program saves the attributes automatically.

Defining Table Values for the Account Attribute

After you define a table-type account attribute to group the accounts, you must enter table values representing uses for money spent in those accounts, such as Shelter, Food, Education, Supplies, and Administrative Costs.

▶ **Defining table values for the account attribute**

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

Note: This procedure is specific to requirements for the Accountability Summary. For general information about defining table entries, see the *Configuration Guide for General Ledger*.

2. Click **Tables**. The Tables page appears.

3. From the list on the left, select the table you defined when you created an account attribute for the grouping. In this example, select **Accountability Grouping**.

4. To add an entry to the table, click **New Table Entry**.

5. When you leave the Tables page, the program saves the table entries automatically.

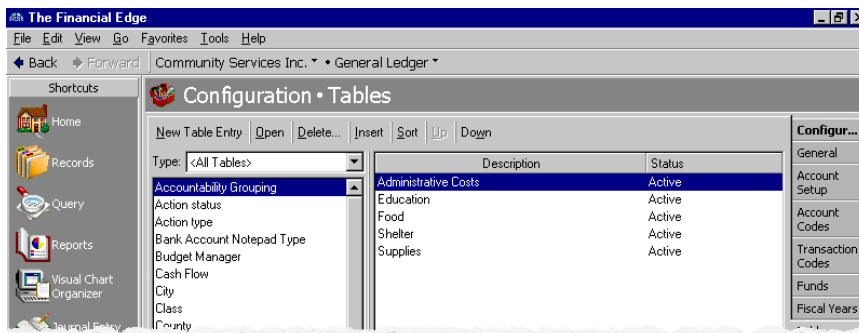## Associating Account Attributes and Table Values with Accounts

After you define a table-type account attribute to group the accounts and enter table values representing uses for money spent in those accounts, you must associate the attribute and a value with each account to include in the Accountability Summary.

▶ **Associating account attributes and table values with accounts**

1. On the navigation bar in *General Ledger*, click **Records**. The Records page appears.

2. Click **Accounts**. The Accounts page appears.

Note: This procedure is specific to adding requirements for the Accountability Summary to an existing account record. For general information about adding account records, see the *Records Guide for General Ledger*.

3. Open an existing account record to include in the Accountability Summary. Select the Attributes tab.
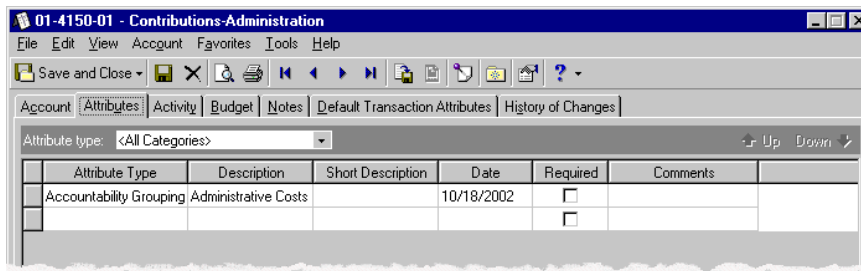
4. In the **Attribute Type** column, select the table you defined when you created an account attribute for the grouping. In this example, select "Accountability Grouping".

5. In the **Description** column, select a table value you defined for the reason money is spent in this account. For accountability purposes, each account must be associated with only one table value.

Tip: To save time adding attributes to account records, consider using the global change or import utilities in *Administration* in *The Financial Edge*.

6. Repeat this procedure for all accounts to include in the Accountability Summary.

Step 2: Setting Up the Raiser's Edge and Financial Edge Interface

On the General Ledger page of *Configuration* in *The Raiser's Edge*, you establish settings for the interface between *The Raiser's Edge* and *The Financial Edge*, including the database link, journal reference formats, and accountability options.

Connecting the Raiser's Edge and Financial Edge Databases

You must establish a link to the *Financial Edge* database. You can also specify that *General Ledger* automatically check the validity of account and project information entered into *The Raiser's Edge*.

▶ **Connecting the Raiser's Edge and Financial Edge databases**

1. On the navigation bar in *The Raiser's Edge*, click **Config**. The Configuration page appears.

2. Click **General Ledger**. The General Ledger page appears.

3. In the upper left frame, mark **Blackbaud General Ledger present**.

4. In the **Database type** field, select the type of database your version of *General Ledger* uses in the. If you are using a version of *The Financial Edge* prior to 7.2, select "Sybase ASA" and proceed to the next step of this procedure. If you are using *The Financial Edge* 7.2 or higher, select "SQL Server" and skip to step 11.

5. You must select whether your database is accessed by many computers through a network, or by only your computer. If you have a multi-user version of *General Ledger*, mark the **Network** option.

6. Enter the **Server name** for your *General Ledger* database engine. This name is required because it allows *The Raiser's Edge* to establish a link with the *General Ledger* Sybase ASA database.

Note: Your network administrator should be able to supply you with your **Server name** and **Alias** if you do not know it.

7. If you are using an alias for your *General Ledger* database, enter it in the **Alias** field. All computers on your network use this name to locate the database linking *The Raiser's Edge* and *General Ledger*.

8. If you have a single user version of *General Ledger*, mark the **Local** option.

9. The **Database path** to *General Ledger* is required. You need to enter the path to the Blackbaud database file folder in *General Ledger*. If necessary, you can click the **Browse** button to find the path to the folder.

10. To test the connection to *The Financial Edge* database, click the **Establish connection and enable options** link. If the connection is successful, a message appears informing you of this and the **Accountability Options** and **Expense Tracking Options** frames appear.

    After you specify your Sybase ASA database, skip to step 15 of this procedure.

11. When you select "SQL Server" as the **Database type** to establish a link with *The Financial Edge* 7.2 or higher, several fields appear.

Warning: If you previously linked to a Sybase ASA database with another version of *General Ledger*, and the database to which you linked is still available, you must log out of *The Raiser's Edge* and log back in before you will be connected to your SQL Server database.

12. In the **Server name** field, select the server on which your *Financial Edge* SQL Server database resides. Enter the name of the database to which you are connecting in the **Database name** field.

13. If you mark **Validate GL information**, *The Raiser's Edge* searches the *Financial Edge* database to determine whether the account and project numbers you enter in *The Raiser's Edge* exist. Marking this checkbox helps prevent errors caused by incorrectly entered numbers.

14. To test *The Financial Edge* database connection, click the **Establish connection and enable options** link. If the connection is successful, a message appears informing you of this and the **Accountability Options** and **Expense Tracking Options** frames appear.

The **Establish connection and enable options** link disappears after a confirmation message that the connection to *The Financial Edge* has been made.

Note: To run the Accountability Summary, *The Financial Edge* must be installed on the same workstation as *The Raiser's Edge*, and you must have logged into *The Financial Edge* at least once.

15. You need to enter information in the **Accountability Options** frame only if you want to run the Accountability Summary. If you intend to run the summary, you must specify information from *The Financial Edge* that will be used in the Accountability Summary.

In the **Account Attribute** field, select the attribute you established in *The Financial Edge* to group accounts together. This must be a "table" type attribute. The table entry values will appear in the Accountability Summary.

16. Mark the **Show Budgeted Distribution** checkbox if you want to view budget distribution information on the Accountability Summary. When you mark this checkbox, you must select an entry in the **Budget Scenario** field. Budget scenarios are established in *The Financial Edge* and used in the Accountability Summary to show how a gift will be spent based on how a given project is budgeted.

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

17. If you want *The Raiser's Edge* to look at transactions in *Financial Edge* transfer and loss accounts when it determines how money donated to a fund is spent, mark the **Include Loss Accounts** and **Include Transfer Accounts** checkboxes. You can mark one, both, or neither of these checkboxes.

18. The **Expense Tracking Options** frame is available only if you specified a SQL Server database in the **Database type** field. You need to enter information in the **Expense Tracking Options** frame only if you want to include *Financial Edge* transaction codes on new appeal and event records you add (when you have the optional module *Event Management*). By including transaction codes on these records, you can use the codes to track *Financial Edge* expenses for the records.

Note: In *The Financial Edge*, a transaction code helps categorize information for reporting and closing fiscal years. Transaction codes are available with *The Financial Edge* optional module *Projects and Grants*.

All transaction codes you established in *The Financial Edge* appear in the **Transaction Code** dropdown list. We recommend you create a transaction code in *The Financial Edge* especially for your *Raiser's Edge* appeal and event records.

Mark the **Apply Transaction Code associated with gift appeal when posting** checkbox to post gifts for a given appeal with the transaction code you select in the **Transaction Code** field.

When you select a transaction code and mark the **Appeals** and **Events** checkboxes, a **Financial Edge Transaction Code** field and **View GL Expenses** button become available on the appeal record Attributes/Expenses tab and event record Expenses tab. When you save a new appeal or event, a table entry is created in *The Financial Edge* for the selected transaction code. The table entry equals the name of the appeal or event. The table entry also appears on the appeal or event record in the **Financial Edge Transaction Code** field.

In *The Financial Edge*, you can associate *General Ledger* expenses with individual transaction code table entries. You can view any *Financial Edge* expenses you associate with a transaction code table entry for an event or appeal by clicking the **View GL Expenses** button on the Expenses tab of the appeal or event record (when you have the optional module *Event Management*).

19. From the treeview on the left, select **GL Distributions**. The **GL distributions** grid appears.

> **Note:** If your fund has more than one project distribution, we recommend you select one project for each fund on the GL Distributions tab on the fund record. If you do not select one project per fund, it is important to remember that the project assigned to the gift type of Cash is applied to the fund record when posting to *The Financial Edge*. If you do select one project per fund, mark the **Remove Project column from GL Distributions grid** to remove the **Project** column from the GL Distributions tab on the fund record.

20. The **Remove Project column from fund GL Distributions grid** checkbox appears if you have funds with more than one project distribution (for example, a separate project distribution for each gift type for one fund). To clean up your project distributions by designating one project per fund, mark this checkbox. This removes the **Project** column from the GL Distributions tab on the fund record. Then, on this same GL Distributions tab, you can select one project for the fund. For more information about selecting a project for a fund, see "Linking Financial Edge Accounts, Projects, and T-Codes to Raiser's Edge Funds" on page 12.

    If you do not have more than one project distribution for each fund, the **Remove Project column from fund GL Distributions grid** checkbox does not appear.

21. In the **GL distributions** grid, you can establish default settings for the GL Distributions tab on a new fund record. These defaults can be set up for each gift type in the columns of **Debit Account Number**, **Debit Account Desc**, **Credit Account Number**, **Credit Account Desc**, and **Interfund**. When you add a new fund record, any information you enter in the **GL distributions** grid displays automatically on the GL Distributions tab on a new fund record. When you are creating the new fund record, you can change the GL information on the GL Distributions tab. For more information, see "Linking Financial Edge Accounts, Projects, and T-Codes to Raiser's Edge Funds" on page 12.

22. When you leave the General Ledger page, the program saves the settings automatically.

Defining a Journal Reference Format for Posting

A journal reference is a free-form text field attached to each transaction in *Journal Entry* in **General Ledger** that provides a description of the transaction. You can optionally set a standard journal reference format to use when you post detailed gift transactions from *The Raiser's Edge* to a journal entry batch in *Journal Entry*.

When posting detailed gift transactions, you can select to use the default journal reference format (last name and gift type) or select the one you define on the General Ledger page in *Configuration*.

▸ **Defining a journal reference format for posting**

1. On the navigation bar in *The Raiser's Edge*, click **Config**. The Configuration page appears.

2. Click **General Ledger**. The General Ledger page appears.

Note: You can insert spaces and hyphens between fields. "<Space>" and "<Hyphen>" are selections in the list in the **Reference Field Name** column.

3. In the journal reference grid, define the fields to send to *General Ledger* as a journal reference for the transaction when you post in detail. In the **Reference Field Name** column, select the value. In the **Length** column, enter the maximum number of characters to allow for the field in the journal entry reference.

4. The Sample display below the grid shows how the fields you select for the journal will appear.

Note: You can create a field name of up to 20 characters. The total length of the journal reference can be up to 50 characters.

5. To define additional journal reference fields, click **Fields**. The Journal Reference Fields screen appears. When you finish defining fields, click **OK** to return to the General Ledger page.

Note: To reestablish program settings, you can click **Reset to System Defaults**.

6. When you leave the General Ledger page, the program saves the settings automatically.

Step 3: Linking Financial Edge Accounts, Projects, and T-Codes to Raiser's Edge Funds

On the GL Distributions tab of a fund record in **The Raiser's Edge**, you can associate debit accounts, credit accounts, projects, and transaction codes for each fund. If you enter debit and credit accounts in different **General Ledger** funds, you must select an interfund set to balance the accounts. You can define interfund sets in *Configuration* in **The Raiser's Edge**.

If you plan to use the Accountability Summary, you must associate only one project with each fund record. The Accountability Summary uses the selected projects and the attributes associated with the selected accounts to determine how gifts associated with the fund are used by your organization.

Before entering gifts in **The Raiser's Edge**, we recommend you run the Fund Profile Report to review the **General Ledger** distribution information on the **Raiser's Edge** fund records.

Linking Financial Edge Accounts, Projects, and T-Codes to Raiser's Edge Funds

On the GL Distributions tab of a fund record in **The Raiser's Edge**, you can link debit accounts, credit accounts, projects, and transaction codes for each fund. You can link debit and credit accounts for each gift type and also include additional gift subtypes. For a chart showing sample debit and credit accounts to use for each gift type, see "Sample Debit/Credit Accounts for Fund/Campaign Gift Types" on page 14.

To prepare for posting, you must associate a debit and credit account with each gift type on a fund record in **The Raiser's Edge**. If the debit and credit accounts are in different **General Ledger** funds, you must also designate an interfund set. You should link one project to your fund. In addition, you can set values for transaction codes for the fund.

To make data available for the Accountability Summary, you must associate one project with each fund record. Projects are available if you have the **Financial Edge** optional module *Projects and Grants*. The Accountability Summary is not intended to be used with project distributions (when a single gift type is distributed among multiple projects). If you intend to run the Accountability Summary, you should associate only one project with each fund. The project should be the same for all gift types in a fund.

▶ **Linking Financial Edge accounts, projects, and t-codes to Raiser's Edge funds**

   On a **Raiser's Edge** fund record, you can associate accounts, projects, and transaction does for the fund.

   1. On the navigation bar in **The Raiser's Edge**, click **Records**.

   2. Click **Funds**. The Funds page appears.

   3. Open the fund with which you want to associate projects. The fund screen appears.

Note: With rights to *Configuration* in **The Raiser's Edge**, you can define your own subtypes. Subtypes are maintained in the **Gift subtypes** table on the Tables page in *Configuration*. You can create an unlimited number of subtypes.

4. Select the GL Distributions tab. All gift types appear in the **Gift Type** column. To include additional gift types your organization defines, click **Insert Subtype**.

Note: To copy the GL Distribution tab from another fund record in *The Raiser's Edge*, click **Copy From** below the grid and locate and select the fund record to copy.

5. In the **Debit Account Number** and **Credit Account Number** columns, enter the *General Ledger* account numbers. To include columns for the account descriptions, mark **Show Descriptions** below the grid.

   You can click the down arrow to access a grid in which to select a fund, enter an account code, and select a department code to enter the account number. You can also click the binoculars or press **F7** to search the *Financial Edge* database for the account number.

Note: When you enter an account or project number, the program verifies it is valid if you marked **Validate GL information** on the General Ledger page in *Configuration*. Account and project information is defined in *The Financial Edge* and cannot be edited from *The Raiser's Edge*.

6. If you enter debit and credit accounts that are in different funds, you must specify an interfund set of accounts for balancing. In the **Interfund** column, select an interfund set defined on the Interfund Entries page in *Configuration* in *The Raiser's Edge*. For more information about defining interfund sets, see "Setting Up Interfund Sets" on page 16.

7. The **Project** column displays if you have multiple project distributions. To remove the Project column, mark the **Remove Project column from fund GL Distributions grid** checkbox on the General Ledger screen in *Config*. For more information about the General Ledger screen, see "Step 2: Setting Up the Raiser's Edge and Financial Edge Interface" on page 5.

8. To select a GL account for Cash gifts, click **Accounts**. The Account Distribution for Cash screen appears. On this screen, you can distribute gifts among multiple debit and credit account numbers.

Note: From the **Fund** menu, you can open a *General Ledger* project that you associated with the fund. Additionally, from the **Fund** menu you can select **Add this fund as a GL project** to add a saved fund record as a project in *General Ledger*.

9. To select a project for the fund record, click **Projects**. For accountability purposes, you must assign the same project to all gift types in a fund record.

If you use the Accountability Summary, it is not intended to be used with project distributions (when a single gift type is distributed among multiple projects). If you intend to run the Accountability Summary, you should associate only one project with each fund. The project should be the same for all gift types in a fund.

10. To establish values for transaction codes, click **T-Codes**. The General Ledger Transaction Codes screen appears. Any value you select on this screen is included in GL distributions when posting gifts and applying them to the fund.

If you selected a transaction code in the **Financial Edge Transaction Code** field on an appeal record for any gifts involved in the posting, the transaction code you select the on the General Ledger Transaction Codes screen for the fund record takes precedence over that transaction code.

If your organization does not post directly to *The Financial Edge*, you may need to manually modify your import file (used to import from *The Raiser's Edge* to *The Financial Edge*) to accept the transaction codes.

11. To save the entries and return to the fund record, click **OK**.

Sample Debit/Credit Accounts for Fund/Campaign Gift Types

This chart lists sample debit and credit accounts to use for each gift type. These accounts are examples only to assist you in considering your own accounting needs.

Gift Type	Debit Account	Credit Account
Cash	Asset - Cash	Revenue - Gifts
Pledge - Current	Asset - A/R (Pledges Receivable)	Revenue - Pledges
Pledge - Future	Asset - A/R (Pledges Receivable)	Revenue - Pledges
Gift in Kind	Asset	Revenue - Gifts
Other Gift	Asset	Revenue - Gifts
Pledge Payment - Cash	Asset - Cash	Asset - A/R (Pledges Receivable)
Pledge Payment - Stock	Asset - Stock	Asset - A/R (Pledges Receivable)
Pledge Payment - Kind	Asset	Asset - A/R (Pledges Receivable)
Pledge Payment - Other	Asset	Asset - A/R (Pledges Receivable)
Pledge Write Off	Expense - Pledge Write Off	Asset - A/R (Pledges Receivable)
Matching Gift Pledge - Current	Asset - A/R (MG Pledges Receivable)	Revenue - MG Pledges
Matching Gift Pledge - Future	Asset - A/R (MG Pledges Receivable)	Revenue - MG Pledges

| Gift Type	Debit Account	Credit Account
MG Plg Payment - Cash	Asset - Cash	Asset - A/R (MG Pledges Receivable)
MG Plg Payment - Stock	Asset - Stock	Asset - A/R (MG Pledges Receivable)
MG Plg Payment - Kind	Asset	Asset - A/R (MG Pledges Receivable)
MG Plg Payment - Other	Asset	Asset - A/R (MG Pledges Receivable)
MG Write Off	Expense - Pledge Write Off	Asset - A/R (MG Pledges Receivable)
Unsold Stock	Asset - Stock	Revenue - Gifts
Sale of Stock	Asset - Cash	Asset - Stock
Stock Gain	Asset - Stock	Revenue - Gain/Loss
Stock Loss	Revenue - Gain/Loss	Asset - Stock
Broker Fee	Expense - Broker's Fees	Revenue - Gain/Loss
Membership Dues - Cash	Asset - Cash	Revenue - Dues
Membership Dues - Stock	Asset - Stock	Revenue - Dues
Membership Dues - Pledge	Asset - A/R (Pledges Receivable)	Revenue - Dues Pledges
Membership Dues - Kind	Asset	Revenue - Dues
Membership Dues - Other	Asset	Revenue - Dues
Membership Pledge Pay - Cash	Asset - Cash	Asset - A/R (Pledges Receivable)
Membership Pledge Pay - Stock	Asset - Stock	Asset - A/R (Pledges Receivable)
Membership Pledge Pay - Kind	Asset	Asset - A/R (Pledges Receivable)
Membership Pledge Pay - Other	Asset	Asset - A/R (Pledges Receivable)
Membership Pledge Write Off	Expense - Pledge Write Off	Asset - A/R (Pledges Receivable)

Setting Up Interfund Sets

If any gift type uses debit and credit accounts from different funds, you must also select an interfund set for that gift type. The interfund set ensures that posted debits and credits associated with a gift are balanced by *General Ledger* fund when the debit is to one *General Ledger* fund and the credit to another.

In *Configuration* in *The Raiser's Edge*, the **Interfund Entries** link is visible only if you established a link to the *Financial Edge* database and you have supervisory rights. On the Interfund Entries page, you can define *General Ledger* interfund sets to balance debit and credit accounts from different *General Ledger* funds.

▶ **Adding an interfund entry**

You can define interfund sets to balance debit and credit accounts from different *General Ledger* funds.

1. On the navigation bar in *The Raiser's Edge*, click **Config**. The Configuration page appears.
2. Click **Interfund Entries**. The Interfund Entries page appears.
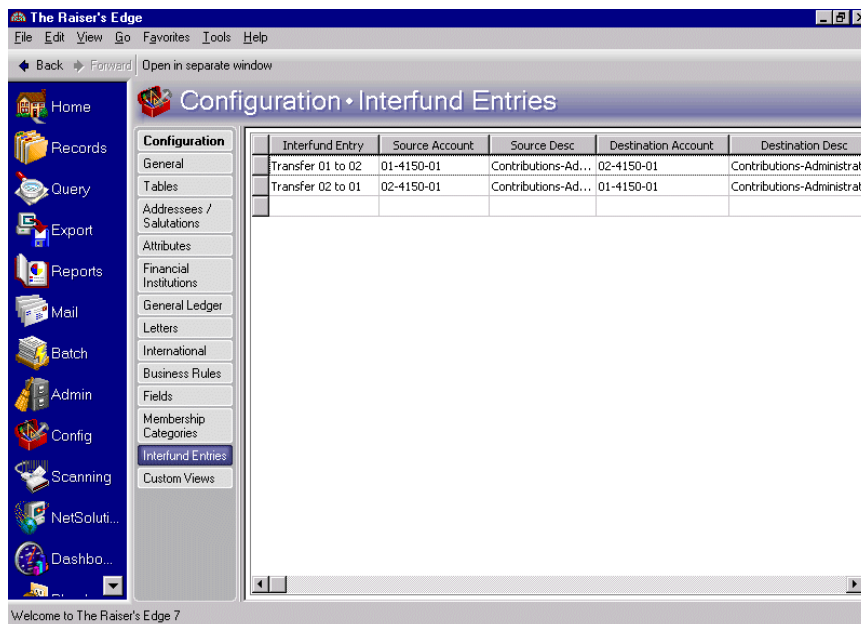
3. In the **Interfund Entry** column, enter a name of up to 30 characters.
4. In the **Source Account** and **Destination Account** columns, enter the *General Ledger* account numbers. Source and destination account numbers must be in different *General Ledger* funds.

Note: Account numbers and descriptions are defined in *General Ledger* and cannot be edited in *The Raiser's Edge*.

You can click the down arrow to access a grid in which to select a fund, enter an account code, and select a department code to enter the account number, or click the binoculars to search the *Financial Edge* database for the account number. The description appears when you enter an account number.

5. When you leave the Interfund Entries page, the program saves the interfund sets automatically.

Running the Fund Profile Report

To verify that the information is entered correctly for each fund record, you can run the Fund Profile report. The Fund Profile is located with **Profiles, Lists, and Directories** in *Reports* in *The Raiser's Edge*. For more information about reports, see the *Reports Guide* in the *Raiser's Edge* documentation.

▶ **Running a Fund Profile report**

1. On the navigation bar in *The Raiser's Edge*, click **Reports**.

2. Click **Profiles, Lists, and Directories**.

3. From the list on the left, select **Fund Profile**. Click **New** to create a new Fund Profile report.

4. On the General tab, select to include the fund records for which you associated accounts and projects with gift types.

5. On the Profile Contents tab, mark **GL Distribution** in the **Include these groups** box.

6. In the **General Ledger Distribution Information Format** frame, mark **Detailed listing**.

7. To run the report, click **Preview** or **Print**.

8. Review the report to confirm that you have correctly linked the accounts and projects to fund records before proceeding with entering gift records in *The Raiser's Edge* and posting to *The Financial Edge*.

Step 4: Entering Gifts in The Raiser's Edge

> **Note:** In *The Raiser's Edge*, you can enter a gift record by adding a new gift record in *Records*, adding a gift record through the Gifts tab of a constituent record in *Records*, or creating and committing a gift batch in *Batch*.

When you enter gift records in *The Raiser's Edge*, the program uses the information you enter in the **Gift type** (and **Gift subtype** if applicable) and **Fund** fields on each gift record to create applicable journal entry transactions for the *General Ledger* accounts and projects you associated with the gift types on the fund record in Step 3. You can view the associated accounts and projects from the gift record by selecting **View**, **GL Distribution** from the menu bar.

For more information about entering gift records in *The Raiser's Edge*, see the *Gift Records Guide*. For information about using *Batch* to enter gift records in *The Raiser's Edge*, see the *Batch Guide*.

Step 5: Posting to The Financial Edge from The Raiser's Edge

Note: We recommend running and reviewing a pre-posting report before posting. You cannot reverse a posting.

The Raiser's Edge makes it easy for you to post gifts to *The Financial Edge*. After you have set up the programs for integration, you can post gifts as journal entry transactions in an open batch from *The Raiser's Edge* to *The Financial Edge*. This process changes the post status of the gifts to Posted in *The Raiser's Edge*. *Financial Edge* users are then in control of approving the transactions in the batch and posting to *General Ledger*.

You can select to post transactions in Detail, Summary, or Summary(Cash/AR Only). For more information about what is posted with each option, see "Selecting a Post Transaction File" on page 31.

▶ **Defining a journal code for The Raiser's Edge**

For easier reconciliation after posting, we recommend creating a new journal code in *The Financial Edge*.

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

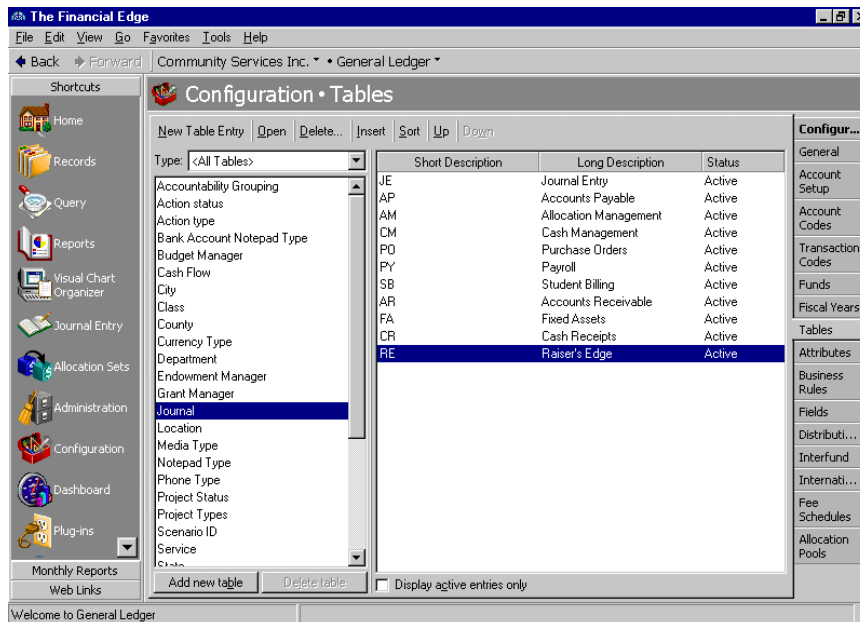2. Click **Tables**. The Tables page appears.
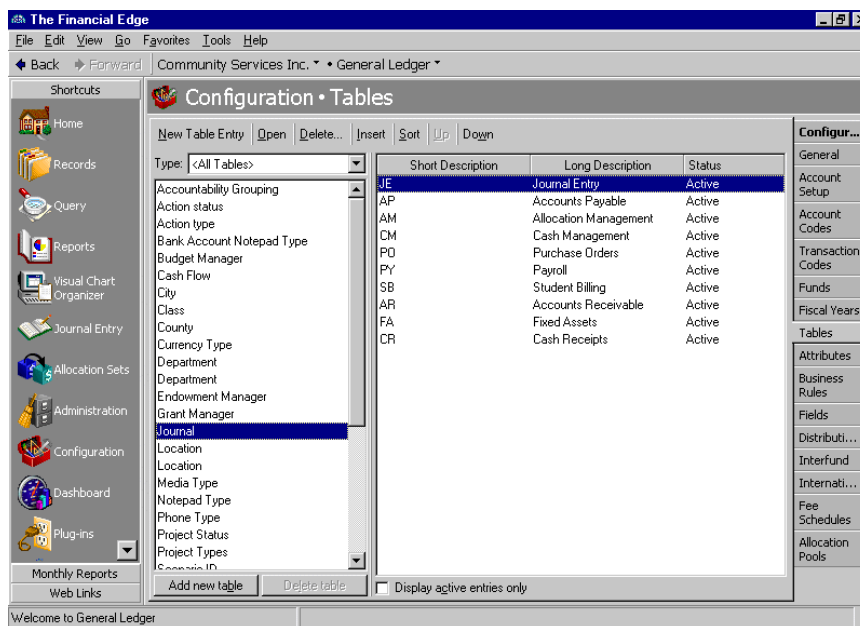
3. From the list on the left, select **Journal** and click **New Table Entry**.

4. In the **Short description** field, enter an abbreviation for the new table entry.

5. In the **Long description** field, enter the full new table entry.

6. To save the new table entry, click **OK**. The new entry appears on the Tables page.
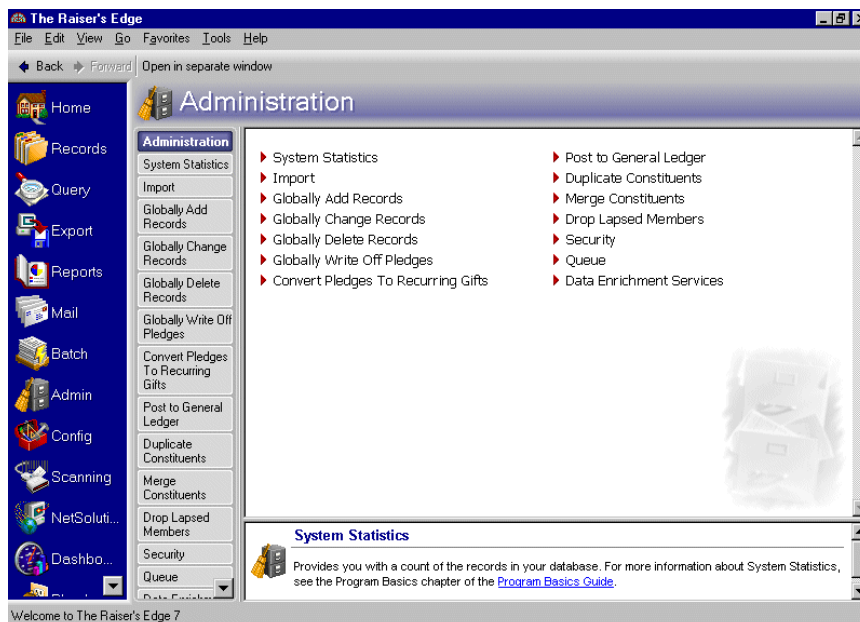

▶ **Running the pre-posting report**

We recommend you print a pre-posting report and perform a backup of your database before posting gifts. The **Post gifts to the Financial Edge** option automatically marks gifts as "Posted". You cannot edit posted gifts. To changed a posted gift, you must run an adjustment. For more information about adjustments, see *The Raiser's Edge* Gift Records Guide.

Note: If you have a network version of *The Financial Edge*, the *Financial Edge* database must be running before you can run the pre-posting report.

1. On the navigation bar in *The Raiser's Edge*, click **Admin**. The Administration page appears.

2. Click **Post to General Ledger**. The Post to General Ledger screen appears.

3. In the **What do you want to do?** frame, you can mark **Run the General Ledger pre-posting report** to review a report of all gifts eligible for posting. Running the report does not change the post status of the gifts.

4. In the **What do you want to do with the transactions?** frame, make posting and exporting selections for the transactions:

    • **Post to the Financial Edge** — If you mark this checkbox, the program validates all gifts that will be posted to *The Financial Edge* in the batch.

    In the **Source code** field, click the down arrow to access a list of source codes available in *General Ledger*. For easier reconciliation, we recommend you select a unique source code for *The Raiser's Edge*. For information about defining a source code, see "Defining a journal code for The Raiser's Edge" on page 18.

    • **Create an export file** — If you mark this checkbox, click the binoculars to enter the file name and path for the export.

    The export file is not used by *The Raiser's Edge* in the pre-posting process. You can use the export file for other reasons your organization may need or you can delete it.

    • **Post the transactions in** — Select the format for the transaction posting. For information about the debit and credit rows that are created for each format, see "Selecting a Post Transaction File" on page 31.

    Detail. If you select "Detail", the program creates a separate *General Ledger* transaction record for each gift posted. You must then select a journal reference: mark **Use default journal reference** to use last name and gift type; mark **Use journal reference from Configuration** to use the journal reference defined on the General Ledger page in *Configuration* in *The Raiser's Edge*.

    Summary. If you select "Summary", select how the summarize the gifts in the **Summarize by** field:

    Gift Post Date — This creates a summary group based on the date specified in the **Post Date** field on the gift record.

    GL Fiscal Period — This creates a summary group based on the GL fiscal period the gift post date is in.

    Month — This summarizes gifts for each month.

Note: Quarters are assumed based on the end of the fiscal year. You define fiscal years in *Configuration* in *General Ledger*.

Quarter — This summarizes gifts for each quarter.

Summary(Cash/AR Only). If you select "Summary(Cash/AR Only)", credits are posted in detail with a separate transaction record for each gift, but debits are summarized by post date, batch number, and account number. This makes the reconciliation between the deposits on your bank statement and the *General Ledger* cash account much easier. You must then select a journal reference: mark **Use default journal reference** to use last name and gift type; mark **Use journal reference from Configuration** to use the journal reference you defined in the **General Ledger** link in *Configuration*.

For more information about selecting a Detail or Summary post transaction file, see "Selecting a Post Transaction File" on page 31.

5. In the **Miscellaneous Information** frame, make grouping and reporting selections for the transactions:

- **Group the transactions by** — Select to group the transactions by batch or gift post date.

- **Create exception query of gifts to be posted to closed accounting periods** — The program creates a query of the gifts posted to closed accounting periods in *General Ledger*. This checkbox is enabled only if you marked **Validate GL information** in *Configuration*.

- **Create exception report** — This generates a pre-posting report of all transactions posted to closed accounting periods in *General Ledger*. The report displays Post Date, Account Number, Account Description, Project Description, and Reference. You can select to first preview the report on screen or print a hard copy.

- **Create control report** — This generates a pre-posting report displaying Post Date, Description, Created By, No. of Trans., Total Debits, Total Credits, and Status for all gift records posted to *General Ledger*. You can select to first preview the report on screen or print a hard copy.

6. To filter the gift records you want to include in your report, click **Next** or select the Gifts tab.

7. Click **Include** to select the gift records for the report.

All Gifts — select this option to include all eligible gifts.

Selected Gifts (excludes adjustments and reversals) — select this option to include all gift records meeting the criteria you select in *Query* (with the exception of adjustments and reversals). For more information about query, see *The Raiser's Edge Query & Export Guide.*

Adjustments and Reversals Only — select this option to include adjustments and reversals only.

8. In the **Date to use** field, select "Gift Date" or "GL Post Date".

9. In the **Date** field, select the date range for the gifts you want to include for the report.

    If you select "<Specific range>", **Start** and **End** fields appear. This way, you can enter exact dates you want.

10. In the **Filter Option** column of the funds filter grid, choose "Include All" or "Include Selected".

If you choose "Include Selected", enter the funds to include in the **Selected Filters** column.

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

12. In the **How do you want your pre-post to be reported?** frame, select to preview the pre-posting first on the screen or print it.

13. If you are only running the pre-posting report, you can make report display selections. In the **Display report in** field, select "Portrait" or "Landscape". In the **Sort report by** grid, select the fields to use to sort the report in the **Sort Report By** column:

   • Post date

   • Account number

   • Account description

   • Project description

   • Reference

   • Amount

   For each field, select "Ascending or "Descending" in the **Order** column.

14. If you selected "Detail" in the **Post the transactions in** field on the General tab, in the **Anonymous gift format** field, select how anonymous gifts should appear on the report. Select "Leave name intact", "Use 'Anonymous'", or "Asterisk at end of line".

15. To run the pre-posting report, click **Pre-Post Report**.

16. If you marked **Create exception query of gifts to be posted to closed accounting periods** on the General tab, the Save Static Query screen appears for you to enter a name for the query.

17. When the report processing is complete, the pre-posting report appears or prints, displaying post dates, account numbers, account descriptions, project descriptions, references, and debit and credit amounts.

18. Review the report to verify the gifts that will be posted to *General Ledger* as a batch. Close the *General Ledger* pre-posting report.

19. If there are any exceptions during the posting process, and you marked **Create exception report** on the General tab, the *General Ledger* pre-posting exception report appears or prints, listing all gifts that will not post. Review and close the exception report.

20. If you marked **Create control report** on the General tab, the *General Ledger* pre-posting control report appears or prints, listing post dates, account numbers, who created the accounts, number of transactions, total debits, total credits, and status of the account. Review and close the pre-posting control report.

▶ **Posting gifts from The Raiser's Edge to The Financial Edge**

Warning: To post directly from *The Raiser's Edge* to the *The Financial Edge*, *The Financial Edge* must be installed on the same workstation as *The Raiser's Edge*, and you must have logged into *The Financial Edge* at least once.

1. On the navigation bar in *The Raiser's Edge*, click **Admin**. The Administration screen appears.

Note: If you have a network version of *The Financial Edge*, the *Financial Edge* database must be up and running before you can post gifts.

2. Select **Post to General Ledger**. The Post to General Ledger screen appears.

Note: We recommend you print a pre-posting report and perform a backup of the database before posting gifts. You cannot edit posted gifts. To change a posted gift, you must add an adjustment.

3. In the **What do you want to do?** frame, mark **Post gifts to the Financial Edge**. Only gifts with a current status of "Not Posted" in *The Raiser's Edge* are included. The posting process automatically changes the post status of the included gifts to "Posted".

4. In the **What do you want to do with the transactions?** frame, make posting and exporting selections for the transactions:

- **Post to the Financial Edge** — Mark this checkbox for the program to post a batch to *The Financial Edge*.

   In the **Journal Code** field, click the down arrow to access a list of journal codes available in *General Ledger*. For easier reconciliation, we recommend you select a unique journal code for *The Raiser's Edge*. For information about defining a journal code, see "Defining a journal code for The Raiser's Edge" on page 18.

Note: The export file is not needed to import the gift transactions into *The Financial Edge*. The program automatically creates a journal batch in *The Financial Edge*. You can use the export file as a backup for the journal batch. You can also use the export file for other reasons your organization may need or you can delete it.

- **Create an export file** — This checkbox is marked automatically in case you need a backup for the journal batch in *The Financial Edge*. Click the binoculars to enter the file name and path for the export.

- **Post the transactions in** — Select the format for the transaction posting. For information about the debit and credit rows that are created for each format, see "Selecting a Post Transaction File" on page 31.

   Detail. If you select "Detail", the program creates a separate *General Ledger* transaction record for each gift posted. You must then select a journal reference: mark **Use default journal reference** to use last name and gift type; mark **Use journal reference from Configuration** to use the journal reference defined on the General Ledger page in *Configuration* in *The Raiser's Edge*.

   Summary. If you select "Summary", select how to summarize the gifts in the **Summarize by** field:

   Gift Post Date — This creates a summary transaction based on the date specified in the **Post Date** field on the gift record.

   GL Fiscal Period — This creates a summary transaction based on the GL fiscal period the gift post date is in.

   Month — This summarizes gifts for each month.

Note: Quarters are assumed based on the end of the fiscal year. You define fiscal years in *Configuration* in *General Ledger*.

   Quarter — This summarizes gifts for each quarter.

   Specific date — This summarizes gifts for the date you enter in the **Date** field.

   Summary(Cash/AR Only). If you select "Summary(Cash/AR Only)", credits are posted in detail with a separate transaction record for each gift, but debits are summarized by gift date. This makes the reconciliation between the deposits on your bank statement and the *General Ledger* cash account much easier. You must then select a journal reference: mark **Use default journal reference** to use last name and gift type; mark **Use journal reference from Configuration** to use the journal reference you defined in the **General Ledger** link in *Configuration*.

   For more information about selecting a Detail or Summary post transaction file, see "Selecting a Post Transaction File" on page 31.

5. In the **Miscellaneous Information** frame, make grouping and reporting selections for the transactions:

- **Group the transactions by** — Select to group the transactions by batch or gift post date.

- **Create exception query of gifts to be posted to closed accounting periods** — The program creates a query of the gifts posted to closed accounting periods in *General Ledger*. This checkbox is enabled only if you marked **Validate GL information** in *Configuration*.

- **Create exception report** — This generates a report of all transactions posted to closed accounting periods in *General Ledger*. The report displays Post Date, Account Number, Account Description, Project Description, and Reference. You can select to first preview the report on screen or print a hard copy.
- **Create control report** — This generates a report displaying Post Date, Description, Created By, No. of Trans., Total Debits, Total Credits, and Status for all gift records posted to *General Ledger*. You can select to first preview the report on screen or print a hard copy.

6. To filter the gift records you want to include in your posting, click **Next** or select the Gifts tab.

7. Click **Include** to select the gift records for posting.

All Gifts — select this option to include all eligible gifts.

Selected Gifts (excludes adjustments and reversals) — select this option to include all gift records meeting the criteria you select in *Query* (with the exception of adjustments and reversals). For more information about query, see **The Raiser's Edge** *Query & Export Guide.*

Adjustments and Reversals Only — select this option to include adjustments and reversals only.

8. In the **Date to use** field, select "Gift Date" or "GL Post Date". In the **Date** field, select the date range for the gifts you want to include for posting.

    If you select "<Specific range>", **Start** and **End** fields appear. This way, you can enter exact dates for your posting.

    When posting, there are a number of important date details to remember.

    • If a write-off is within the date range you select, the Pledge posts regardless of the Pledge date. This is the same for an adjustment for a gift.

    • If a Pledge date is within the date range you select, but a write-off for the Pledge is not, the write-off still posts. This is the same for an adjustment for a gift.

    • If a gift is marked "Do Not Post" on the Miscellaneous tab on the gift record, any write-offs or adjustments for the gift do not post.

    • If either the unsold or sold portion of a Stock gift are within the date range you select, both unsold and sold portions post.

    • If you select to post by "Gift Date", the sold portion of a Stock gift posts based on the **Date of sale** field date on the Sold Stock/Property Information screen on the gift record (not the date of the unsold portion).

9. In the **Filter Option** column of the funds filter grid, choose "Include All" or "Include Selected".

    If you choose "Include Selected", enter the funds to include in the **Selected Filters** column.

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

11. In the **How do you want your posting to be reported?** frame, select to preview the posting first on the screen or print it.

12. If you selected "Detail" in the **Post the transactions in** field on the General tab, in the **Anonymous gift format** field, select how anonymous gifts should appear on the report. Select "Leave name intact", "Use 'Anonymous'", or "Asterisk at end of line".

Warning: Before you post gifts to *The Financial Edge*, you should have a complete backup of your database in case you make a mistake. To successfully back up your data, you must first shut down the database.

13. To post the gifts, click **Post Now**.

14. If you marked **Create exception query of gifts to be posted to closed accounting periods** on the General tab, the Save Static Query screen appears for you to enter a name for the query.

15. When the posting process is complete, the *General Ledger* post report appears or prints, listing post dates, account numbers, account descriptions, project descriptions, references, and debit and credit amounts. Review and close the *General Ledger* post report.

16. If there are any exceptions during the posting process, and you marked **Create exception report** on the General tab, the *General Ledger* exception report appears or prints, listing all accounts that did not post. Review and close the exception report.

17. If you marked the **Create control report** checkbox on the General tab, the *General Ledger* control report appears or prints, listing post dates, account numbers, who created the accounts, number of transactions, total debits, total credits, and status of the account. Review and close the control report.
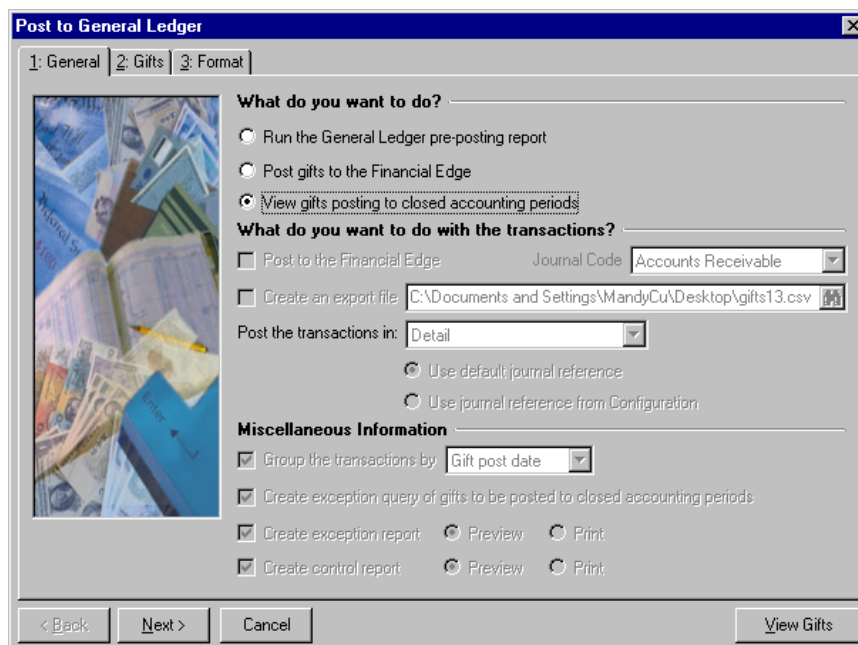
▶ **Viewing gifts posting to closed accounting periods**

Before you post gifts to *The Financial Edge*, you can view a list of gifts marked Not Posted with post dates in closed accounting periods. To post gifts successfully, you can change the post dates for open accounting periods on the Gifts to be Posted to Closed Accounting Periods screen.

1. On the navigation bar in *The Raiser's Edge*, click **Admin**. The Administration screen appears.

2. Select **Post to General Ledger**. The Post to General Ledger screen appears.


> **Note:** If **Validate GL Information** is not marked on the General Ledger page in *Configuration*, the **View gifts posting to closed accounting periods** option is disabled. For more information, see "Step 2: Setting Up the Raiser's Edge and Financial Edge Interface" on page 5.

3. In the **What do you want to do?** frame, mark **View gifts posting to closed accounting periods**.

The **What do you want to do with these transactions?** frame and the **Miscellaneous Information** frame become disabled. The **Post Now** button automatically changes to **View Gifts**.

The options on the Gifts and Format tab do not apply to the **View gifts posting to closed accounting periods** option.

4. To generate a list of gifts marked Not Posted with posted dates in closed accounting periods, click **View Gifts**. The Gifts to be Posted to Close Accounting Periods screen appears.
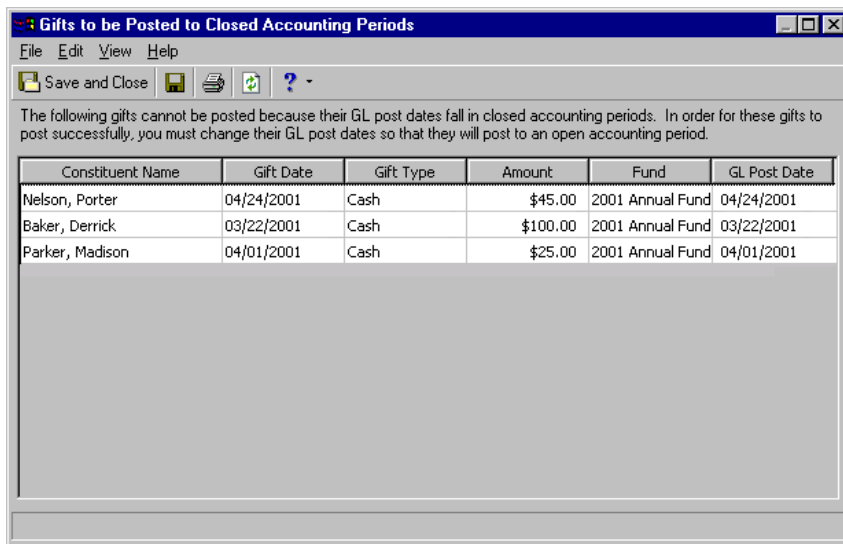
5. To post gifts successfully to open accounting periods in *The Financial Edge*, edit the post date in the **GL post date** column.

Note: When you click **Refresh**, a prompt appears for you to save your information.

6. Click **Refresh** on the toolbar. Any gift with a post date for an open accounting period no longer appears in the grid.

7. After you complete your changes, click **Save and Close** on the toolbar. You return to the General tab.

To complete the posting process, see "Posting gifts from The Raiser's Edge to The Financial Edge" on page 24.

Selecting a Post Transaction File

In the **Post the transactions in** field on the Post to General Ledger screen, you can select to post the transaction file in Detail, Summary, or Summary (Cash/AR Only).

Detail

If you select to post a Detail transaction file, a credit row and a debit row are created in the file. *General Ledger* uses data contained in the file to post the information. These tables contain the information within the Detail posting transaction file.

Note: Even if you select "Detail" in the **Post the transactions in** field, the control account displays in summary form. By definition, a control account is a general ledger account that summarizes details from a subsidiary ledger.

Credit Row

Field Name	Description
Account number	Credit account number as specified on the Fund.
Date	GL Post Date from the gift.
Transaction Type	'R' for 'Regular'
Debit/Credit	'C' for Credit
Amount	Amount of the gift credited to the GL account number. If the amount is an even dollar amount, decimals do not display. For example, $450.00 displays as '450'. However, $450.56 displays as '450.56' in the file.
Journal	Displays the GL journal code you select in the **Journal Code** field on the Post to General Ledger General tab.
Reference	Either the GL Reference defined in *Configuration* or the default reference "Last Name/Org Name—Gift type" based on the selection on the Post to General Ledger screen. If the gift is a deleted posted gift, the reference will be "Last Name/Org Name—Gift type—DEL".
Blank field	Project as specified on the Fund. If blank, no Project is specified.

Debit Row

Field Name	Description
Account number	Debit account number as specified on the Fund.
Date	GL Post Date from the gift.
Transaction Type	'R' for 'Regular'
Debit/Credit	'D' for Debit
Amount	Amount of the gift debited to the GL account number. If the amount is an even dollar amount, decimals do not display. For example, $450.00 displays as '450'. However, $450.56 displays as '450.56' in the file.
Journal	Displays the GL journal code you select in the **Journal Code** field on the Post to General Ledger General tab.

Field Name	Description
Reference	Either the GL Reference defined in *Configuration* or the default reference "Last Name/Org Name—Gift type" based on the selection on the Post to General Ledger screen. If the gift is a deleted posted gift, the reference will be "Last Name/Org Name—Gift type—DEL".
Blank field	Project as specified on the Fund. If blank, no Project is specified.

Summary

If you select to post a Summary transaction file, a credit row and a debit row is created for each period based on your breakdown selection in the **Summarized by** field on the Post to General Ledger screen. For example, if you select Month, a credit and debit row adds to the file for each month.

The breakdown options are Gift Post Date, GL Fiscal Period, Month, Quarter, or Specific date. **General Ledger** uses data contained in the file to post the information. These tables contain the information within the Summary posting transaction file.

Credit Row

Field Name	Description
Account number	Credit account number as specified on the Fund.
Date	Based on the option you select in the **Summarized by** field: Gift Post Date - Gift Post Date GL Fiscal Period - Last day of the year Month - Last day of the month Quarter - Last day of the quarter (For example, 03/31/YYYY or 09/30/YYYY) Specific date - Gift Post Date
Transaction Type	'R' for 'Regular'
Debit/Credit	'C' for Credit
Amount	Summarizes the amount of the gift credited to the GL account number. If the amount is an even dollar amount, decimals do not display. For example, $450.00 displays as '450'. However, $450.56 displays as '450.56' in the file.
Journal	Displays the GL journal code you select in the **Journal Code** field on the Post to General Ledger General tab.
Reference	"Fund Description—Gift Type" or "Fund Description—GL Reversal" (for deleted posted gifts)
Blank field	Project as specified on the Fund. If blank, no Project is specified.

Debit Row

Field Name	Description
Account number	Credit account number as specified on the Fund.
Date	Based on the option you select in the **Summarized by** field: Gift Post Date - Gift Post Date GL Fiscal Period - Last day of the year Month - Last day of the month Quarter - Last day of the quarter (For example, 03/31/YYYY or 09/30/YYYY) Specific date - Gift Post Date
Transaction Type	'R' for 'Regular'
Debit/Credit	'D' for Debit

Field Name	Description
Amount	Summarizes the amount of the gift debited to the GL account number. If the amount is an even dollar amount, decimals do not display. For example, $450.00 displays as '450'. However, $450.56 displays as '450.56' in the file.
Journal	Displays the GL journal code you select in the **Journal Code** field on the Post to General Ledger General tab.
Reference	"Fund Description—Gift Type" or "Fund Description—GL Reversal" (for deleted posted gifts)
Blank field	Project as specified on the Fund. If blank, no Project is specified.

Summary(Cash/AR Only)

Note: If you are posting a reversal gift, debits process in detail and credits are summarized. If you are posting an adjusted gift, the **Adjusted amount** is summarized for debits and the credits process in detail. For more information about reversal and adjusted gifts, see *The Raiser's Edge Gift Records Guide*.

If you select "Summary(Cash/AR Only)", the program creates a *General Ledger* batch that, for new gift records, summarizes the debit side by *Raiser's Edge* batch ID (Cash or Accounts/Pledges Receivable). This selection also processes credit details (Revenues). This makes the reconciliation between the deposits on your bank statement and the *General Ledger* cash account much easier. You must then select a journal reference: select **Use default journal reference** to use key name and gift type; select **Use journal reference from Configuration** to use the journal reference you defined in the **General Ledger** link in *Configuration*.

Credit Row

Field Name	Description
Account number	Credit account number as specified on the Fund.
Date	GL Post Date from the gift.
Transaction Type	'R' for 'Regular'
Debit/Credit	'C' for Credit
Amount	Amount of the gift credited to the GL account number. If the amount is an even dollar amount, decimals do not display. For example, $450.00 displays as '450'. However, $450.56 displays as '450.56' in the file.
Journal	Displays the GL journal code you select in the **Journal Code** field on the Post to General Ledger General tab.
Reference	Either the GL Reference defined in *Configuration* or the default reference "Last Name/Org Name—Gift type" based on the selection on the Post to General Ledger screen. If the gift is a deleted posted gift, the reference will be "Last Name/Org Name—Gift type—DEL".
Blank field	Project as specified on the Fund. If blank, no Project is specified.

Debit Row

Field Name	Description
Account number	Credit account number as specified on the Fund.
Date	Based on the option you select in the **Summarized by** field: Gift Post Date - Gift Post Date GL Fiscal Period - Last day of the year Month - Last day of the month Quarter - Last day of the quarter (For example, 03/31/YYYY or 09/30/YYYY) Specific date - Gift Post Date
Transaction Type	'R' for 'Regular'
Debit/Credit	'D' for Debit

Field Name	Description
Amount	Summarizes the amount of the gift debited to the GL account number. If the amount is an even dollar amount, decimals do not display. For example, $450.00 displays as '450'. However, $450.56 displays as '450.56' in the file.
Journal	Displays the GL journal code you select in the **Journal Code** field on the Post to General Ledger General tab.
Reference	"Fund Description—Gift Type" or "Fund Description—GL Reversal" (for deleted posted gifts)
Blank field	Project as specified on the Fund. If blank, no Project is specified.

Step 6: Posting Batches in The Financial Edge

Note: This step is specific to approving, validating, and posting batches from *The Raiser's Edge* in *The Financial Edge*. For general information about batches and journal entry, see the *Journal Entry Guide*.

Once you post gifts from *The Raiser's Edge* to *The Financial Edge*, you can open the batch in *The Financial Edge*, verify the transactions and distributions, and then validate and post the batch.

This process requires that you have security rights to validate and/or post batches. You can post individual batches from *Journal Entry* or you can post multiple batches at the same time from the General Ledger Post screen in *Administration* in *The Financial Edge*.

Once a batch is posted you cannot edit the transactions in that batch. You can, however, reverse a posted batch, which creates a mirror image of the original batch with the debits and credits reversed. You cannot reverse a batch posted in a year that is closed and summarized.

Approving Batches

You can change the status of batches on the Journal Entry page in *The Financial Edge*. To change the status of a batch, you must have security rights to approve batches.

You can activate the business rule requiring batch approval prior to posting and assign approval rights to specific persons in your organization as a quality assurance check.

Any user with rights to view batches can open a saved batch, but you must have security rights to the accounts and projects it contains to view and edit that information.

▶ **Approving batches for posting**
   1. On the navigation bar in *General Ledger*, click **Journal Entry**. The Journal Entry page appears.

2.   Select a batch record and click **Open**.

Note: Changes you make to the batch record do not affect the transactions in *The Raiser's Edge*.

3.   Review the batch record to verify all transactions and distributions are accurate.

4.   If the information is accurate, select "Approved" in the **Status** field.

5.   To save the batch record and return to the Journal Entry page, click **Save and Close**.

Validating Batches

Note: The program automatically validates each batch when it is saved and when the posting process is initiated.

The primary function of the batch validation process is to make sure batches are in balance. If you have security rights to view, edit, and validate batches, you can use this process to confirm that batches are in balance by each required factor. Also, if the batch approval business rule is in effect, each batch must be approved before validation commences.

When you validate a batch, *General Ledger* makes sure it is in balance by fund, amount, period, period within a fund, source, and type. The batch must also be in balance by any project, class, and transaction code required on the fund record. You can also select to create interfund entries automatically to keep the batches in balance.

In addition, validation ensures that the person attempting to post has the security rights to do so. The person attempting to post must have rights to the posting process as well as the accounts and projects included in each transaction. For information about assigning security rights, see the Security chapter of the *Administration Guide* for *The Financial Edge*.

Validation also checks the status of accounts and projects. Only transactions that include active accounts and projects can be posted. If you need to change the account status, you can open account records from the batch screen. Simply select an account and access the **Batch** menu. From the **Batch** menu, select **Go To**, **Account** and the account record opens.

When saving a batch, validation also includes a check of the batch header and each transaction to ensure that all required fields are entered and that each entry meets certain requirements. Each transaction must include entries in certain fields:

• Account Number

• Amount

• Post Date

• Transaction Type

• Journal

• Journal Reference

• Class (if required)

• Projects (if installed and required)

• Transaction Codes (if required)

• Transaction Attributes (if required)

• Encumbrance Status (if installed)

After the program verifies that each of the required fields has an entry, it verifies that those entries meet certain rules.

Account Number. Each account number must be for an active account.

Amount. The amount must be a positive number greater than $0.00 unless $0.00 transactions are allowed in business rules.

Post Date. The post date must be in an open fiscal year, in an unlocked period, and be after the fund's beginning balance date.

Reverse on. The reverse on date must be in an open fiscal year and in an unlocked period.

Project ID. The project ID must be for a project with an active status.

Class. When classes are required, the program verifies the transaction distribution meets standard distribution rules.

Transaction Codes. When transaction codes are required, the program verifies the transaction distribution meets standard distribution rules.

Transaction Attributes. When transaction attributes are required, the program verifies the entry is valid.

▸ **Validating a batch**

Batch validation confirms that batches are in balance by each required factor prior to posting. If the batch approval business rule is in effect, each batch must be approved before validation commences. The batch must also be in balance by any project, class, and transaction code required on the fund record.

> **Note:** To validate a batch, you must have security rights to view, edit, and validate batches. You must also have security rights to the accounts and projects in the batch.

1. On the navigation bar in *General Ledger*, click **Journal Entry**. The Journal Entry page appears.

2. Open the batch to validate. The batch record appears.

3. To automatically create interfund entries at the end of the validation process to keep the batches in balance, mark **Automatically create balancing interfund entries**. This checkbox appears only if you marked the **Allow automatic creation on interfund entries in Journal Entry** business rule in *Configuration*.

4. Select **Batch**, **Validate Batch** and the validation process begins. The status bar displays a process meter as the transactions are validated and saved.

Note: If the validation process fails, you can view the balancing errors on the Batch Validation Report.

5. A message appears stating whether the validation succeeds or fails. Click **OK**.
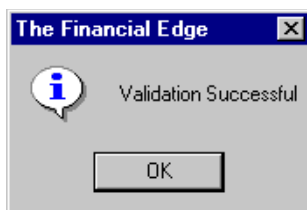
6. The Batch Validation Report preview screen appears or the report prints, depending on the *Journal Entry* report options marked in Options. If the preview screen opens, you can view and print the validation report.

7. To return to the batch record, close the Batch Validation Report.

Posting Batches

Note: On the Records tab of the Options screen, you can set user options for posting transactions. You can set an option to display a confirmation message before posting and a successful/unsuccessful message after post validation.

Posting a batch adds transaction entries to the *General Ledger* accounts, which updates the account balances. To post a batch, you must have security rights to view, edit, validate, and post batches. You must also have security rights to all the accounts and projects in the batch. You can post individual batches of transactions from the batch record in *Journal Entry* or multiple batches of transactions from the General Ledger Post screen in *Administration*. For more information about posting batches in *Administration*, see the Administration Basics chapter of the *Administration Guide for The Financial Edge*.

When you begin the post process, the program automatically validates the batch to make sure it is in balance. Validation ensures that you do not post out of balance and verifies security access rights. For more information about batch validation, see "Validating Batches" on page 38.

If the program does not validate the batch successfully, view the validation report to determine the corrections you need to make. After you correct the transactions in the batch, you can try posting it again.

▶ **Posting a batch from Journal Entry**

All batches must be approved before posting if the business rule requiring approval is marked. For more information about batch approval, see "Approving Batches" on page 37.

1. On the navigation bar in *General Ledger*, click **Journal Entry**. The Journal Entry page appears.

2. Open the batch to post. The batch record appears.

3. Select **Batch**, **Post Batch**. A message appears, confirming you want to continue. To begin posting the transactions, click **Yes**.

4. A message appears stating whether the post succeeds or fails. Click **OK**.

5. The post report preview screen appears or the report prints, depending on the *Journal Entry* report options marked in Options. If the preview screen opens, you can view and print the report. Once you are done, close the report to return to the batch record.

6. To return to the Journal Entry page, close the batch record.

7. The batch record appears with the status of "Posted" and the batch details, transactions, and distributions are locked.

Step 7: Using Accountability Summaries

You can run the Accountability Summary from a *Raiser's Edge* gift record. With the Accountability Summary, you can communicate to constituents how gifts they donate to your organization are used. You can tell constituents what their gifts are used for or what they are budgeted to be used for. Also, you can tell constituents how money is being spent or budgeted for funds to which they donate.

Note: Loss and transfer accounts and budget scenarios can also be included.

The summary determines how a gift was spent by first determining the fund associated with the gift. Based on the gift type, the summary determines the project associated with the fund. Finally, the summary determines the account transactions associated with the project, and adds the transaction amounts using the unique attribute table values used to group the accounts.

Accessing Accountability Summaries

Warning: To run the Accountability Summary, *The Financial Edge* must be installed on the same workstation as *The Raiser's Edge*, and you must have logged into *The Financial Edge* at least once.

You can access the Accountability Summary from a gift record in *The Raiser's Edge*. The Accountability Summary displays information for all gifts contributed to a project.

▶ **Accessing an Accountability Summary**

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

2. Click **Gifts**. The Gifts page appears.

3. Open a gift record.

4. From the gift record menu bar, select **View, Summaries**. Select **Accountability Summary**. The program calculates information and the Accountability Summary appears. For more information about the tabs and fields on the Accountability Summary, see "Using the Accountability Summary Tabs" on page 44.
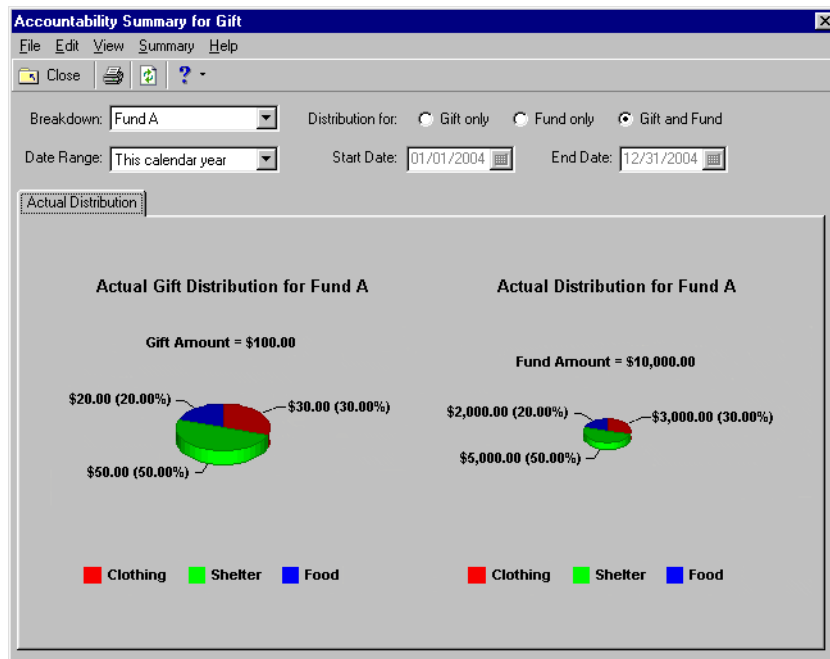
Using the Accountability Summary Tabs

The Accountability Summary can have one or two tabs, depending on selections on the General Ledger page of *Configuration* in *The Raiser's Edge*. The Budgeted Distribution tab appears only if you marked **Show Budgeted Distribution** and selected an entry in the **Budget Scenario** field. Each tab has several features you can use to determine the output of the summary.

Actual Distribution Tab

When you select **Summaries**, **Accountability Summary** from the **View** menu of a gift record, the summary appears as a pie graph. One graph appears if you mark either **Gift only** or **Fund only**. Two graphs appear if you mark **Gift and Fund**.
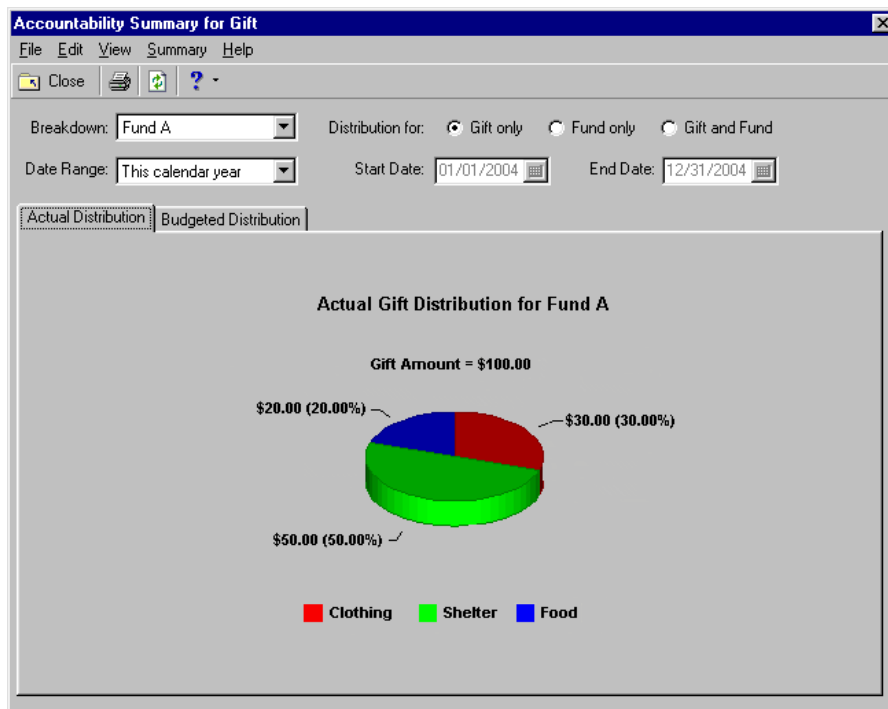
> **Note:** If you use attribute table values consisting of only numbers in *The Financial Edge*, they appear with the tilde symbol (~) before them on the summary graph. *The Raiser's Edge* adds this symbol to help differentiate the numbers to display in the graph from the numbers in the attribute's description.

The attribute table values you assigned to accounts in *The Financial Edge* appear as labels on the graph. The actual amount and percentage of each attribute table value appear in the graph results. For a specific gift, some account attribute table values may yield an actual value of zero and do not appear.

From the menu bar, you can select **Summary**, **Graph View** to see the summary as a pie or bar graph. Also, you can select **Summary**, **Table View** to view the summary in a grid. If the summary includes numerous attribute values, you may find that viewing it in a grid makes it easier to read.

Accountability Summary for Gift

File Edit View Summary Help

Close

Breakdown: Fund A   Distribution for: ○ Gift only   ○ Fund only   ● Gift and Fund

Date Range: This calendar year   Start Date: 01/01/2004   End Date: 12/31/2004

Actual Distribution

Amount given to Fund A: $100.00

	Category	Gift Amount	Fund Amount	Percentage
	Clothing	$35.00	$21,000.00	35.00%
	Shelter	$40.00	$24,000.00	40.00%
	Food	$25.00	$15,000.00	25.00%

> **Note:** From all tables, you can right-click and select to export. For example, you may export this accountability summary information to share with your constituents how their contributions are used.

In the grid, the visible columns depend on the **Distribution for** option marked. The columns can include **Category** (the attribute table value assigned to accounts in *The Financial Edge*), **Gift Amount** per category, **Fund Amount** per category, and **Percentage** of gift per category.

The fields and options available for the Accountability Summary are:

Breakdown. In the **Breakdown** field, select how to break down the results of the summary. If the gift is associated with more than one fund, you can select to view breakdowns by each fund.

Distribution for. To view information for only the open gift record and not the funds with which it is associated, mark **Gift only**.

To view information for only a fund with which the gift is associated, mark **Fund only**.

To view information for both an associated fund and the gift at the same time, mark **Gift and Fund**. The information appears in separate graphs or in separate columns in the table view.

Date Range. In the **Date Range** field, select the dates to include in the summary. If you select <Specific range>, the **Start Date** and **End Date** fields are enabled so you can establish the range.

In the Accountability Summary, date ranges are based on the fiscal year. Accountability Summary results do not span multiple fiscal years. For example, when you select <Specific range> in the **Date Range** field and enter start and end dates, *The Raiser's Edge* first determines the fiscal year which the selected start date falls. The Accountability Summary then includes only those transactions that are both in the selected date range and part of the same fiscal year as the start date.

As another example, the fiscal year may be from June 1 to May 31. If on July 12, 2002, you run an Accountability Summary and select the calendar year as the date range, *The Raiser's Edge* uses January 1, 2002 as the start date and includes only transactions occurring between then and May 31, 2002. The summary would not include transactions from June 1 to July 12 because those days are not part of the same fiscal year as January 1, 2002.

Start Date. The **Start Date** field is enabled only if you select <Specific range> in the **Date Range** field. Enter the start date for the range you want to establish.

End Date. The **End Date** field is enabled only if you select <Specific range> in the **Date Range** field. Enter the end date for the range you want to establish.

Budgeted Distribution Tab

This tab appears only if you select a valid budget scenario on the General Ledger page of *Configuration* in *The Raiser's Edge*. The initial default view is of the pie graph. One graph appears if you mark either **Gift only** or **Fund only**. Two graphs appear if you mark **Gift and Fund**.

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* in *The Financial Edge*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget.

The information displayed in the graph is based on projected spending established in the selected budget scenario. A budget scenario is a single version of an organization's budget for a given fiscal year. You can create multiple budget scenarios if you have the optional module *Budget Management* in *The Financial Edge*. For example, you can create a scenario of your original budget and also create scenarios for various revisions of that budget. For more information about budget scenarios, see the *Records Guide for General Ledger*.
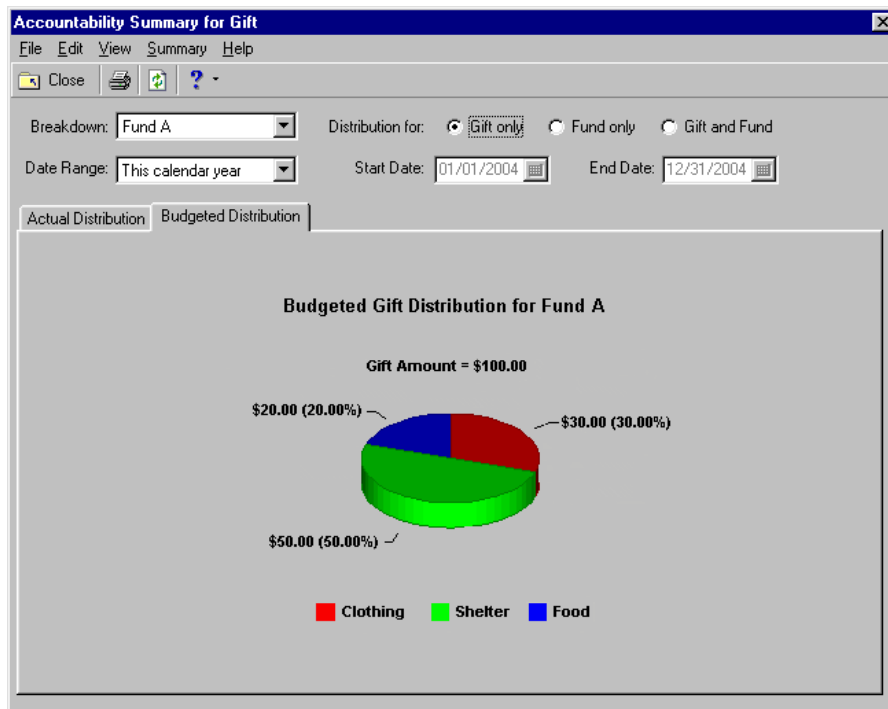
From the menu bar, you can select **Summary**, **Graph View** to see the summary as a pie or bar graph. Also, you can select **Summary**, **Table View** to view the summary in a grid. If the summary includes numerous attribute values, you may find that viewing it in a grid makes it easier to read.

The attribute table values you assigned to accounts in *The Financial Edge* appear as categories in the grid. The actual amount and percentage of each attribute table value appear in the grid results. For a specific gift, some account attribute table values may yield an actual value of zero and do not appear.

In the grid, the visible columns depend on the **Distribution for** option marked. The columns can include **Category** (the attribute table value assigned to accounts in *The Financial Edge*), **Gift Amount** per category, **Fund Amount** per category, and **Percentage** of gift per category.

The fields and options available for the Accountability Summary are:

Breakdown. In the **Breakdown** field, select how to break down the results of the summary. If the gift is associated with more than one fund, you can select to view breakdowns by each fund.

Distribution for. To view information for only the open gift record and not the funds with which it is associated, mark **Gift only**.

To view information for only a fund with which the gift is associated, mark **Fund only**.

To view information for both an associated fund and the gift at the same time, mark **Gift and Fund**. The information appears in separate graphs or in separate columns in the table view.

Date Range. In the **Date Range** field, select the dates to include in the summary. If you select <Specific range>, the **Start Date** and **End Date** fields are enabled so you can establish the range.

In the Accountability Summary, date ranges are based on the fiscal year. Accountability Summary results do not span multiple fiscal years. For example, when you select <Specific range> in the **Date Range** field and enter start and end dates, *The Raiser's Edge* first determines the fiscal year which the selected start date falls. The Accountability Summary then includes only those transactions that are both in the selected date range and part of the same fiscal year as the start date.

As another example, the fiscal year may be from June 1 to May 31. If on July 12, 2002, you run an Accountability Summary and select the calendar year as the date range, *The Raiser's Edge* uses January 1, 2002 as the start date and includes only transactions occurring between then and May 31, 2002. The summary would not include transactions from June 1 to July 12 because those days are not part of the same fiscal year as January 1, 2002.

Start Date. The **Start Date** field is enabled only if you select <Specific range> in the **Date Range** field. Enter the start date for the range you want to establish.

End Date. The **End Date** field is enabled only if you select <Specific range> in the **Date Range** field. Enter the end date for the range you want to establish.

Step 8: Using Transaction Codes on Appeals and Events

> **Note:** To use transaction codes on appeal and event records, *The Financial Edge* must be installed on the same workstation as *The Raiser's Edge*, and you must have logged into *The Financial Edge* at least once.

When you configure an interface between *The Financial Edge* and *The Raiser's Edge*, to avoid having to track expenses in both programs, you can record event (when you have the optional module *Event Management*) and appeal expenses in the *Financial Edge* and view these expenses in *The Raiser's Edge*. A **Financial Edge Transaction Code** field and a **View GL Expenses** button appears on both types of records in *The Raiser's Edge*. You can use the field and button to view applicable expenses from *The Financial Edge General Ledger*. For more information about the **Expense Tracking Options** box, see "Connecting the Raiser's Edge and Financial Edge databases" on page 5.

> **Note:** Transaction codes are available with *The Financial Edge* optional module *Projects and Grants*.

When you choose to record your event and appeal expenses in *The Financial Edge*, you can still use the top grid on the Expenses tab of the event record and the grid on the Attributes/Expenses tab of the appeal record. However, you should enter only the event expense information you do not want to track in *The Financial Edge*.

‣ **Viewing Financial Edge expenses for an appeal**

Note: When you interface the two programs, we strongly recommend you create a separate transaction code in *The Financial Edge* to track your *Raiser's Edge* appeal expenses.

When you configure an interface between *The Financial Edge* and *The Raiser's Edge*, you can assign *Financial Edge* expenses to an appeal and view the expenses from the appeal record. For more information about configuring the interface between the two programs, see "Step 2: Setting Up the Raiser's Edge and Financial Edge Interface" on page 5.

When you choose to record your appeal expenses in *The Financial Edge*, you can still use the grid on the Attributes/Expenses tab, but you should enter only the appeal expense information you do not want to track in *The Financial Edge*. The expenses you enter here do not integrate with Blackbaud's *Financial Edge General Ledger*.

This procedure shows you how to view *Financial Edge* expenses from an appeal record. Use these same steps to view *Financial Edge* expenses from an event record (when you have the optional module *Event Management*).

1. On the Raiser's Edge bar, click **Records**.

2. Click the **Appeals** link.

3. Click **Open an Appeal**. The Open screen appears.

4. Select the appeal for which you want to view *Financial Edge* expenses and click **Open**.

5. The Appeal record appears. Select the Attributes/Expenses tab.

Note: You can apply the transaction code value you select in the **Finanical Edge Transaction Code** field to all gifts for the appeal when posting to *The Financial Edge*. Mark the **Apply Transaction code associated with gift appeal when posting** checkbox on the General Ledger screen in *Config*. If a transaction code has been selected on the fund record, that transaction code is used when posting rather than the one on the Appeal/Expenses tab. For more information about selecting a transaction code on the fund record, see "Step 3: Linking Financial Edge Accounts, Projects, and T-Codes to Raiser's Edge Funds" on page 12.

After you configure the interface between *The Raiser's Edge* and *The Financial Edge*, when you add and save an appeal, that appeal name is added as a *Financial Edge* code table value for the transaction code you selected in *The Raiser's Edge Configuration*. This new code table value automatically defaults in the drop-down list in the **Financial Edge Transaction Code** field on the Attributes/Expenses tab of the appeal record.

Any other transaction code values you previously set up are also present in the drop-down list.

6. Click the **View GL Expenses** button. The Expenses from Financial Edge General Ledger screen appears.

The grid on the Expenses from Financial Edge General Ledger screen displays all expenses (transactions) tracked in *The Financial Edge General Ledger* that are associated with the entry appearing in the **Financial Edge Transaction Code** field. For more information about associating transactions with code tables in *The Financial Edge*, see your *Financial Edge* user guides.

The grid displays a description for each transaction type of credit memo, invoice, and one-time check. The display under the grid shows the total amount of the expenses (transactions) appearing in the grid.

If the source of a transaction cannot be traced to a credit memo, invoice, or one-time check, <Unknown> appears in the **Vendor Name** column, and Journal Entry appears in the **Transaction Type** column. The **Amount** appears as the sum of all transaction amounts that cannot be traced to a credit memo, invoice, or one-time check. No date, number, or status appear.

7. On the Expenses from Financial Edge General Ledger screen, when you select a row in the grid with a known transaction type and click **Open**. The selected invoice, credit memo, or one-time check opens.

When you select the <Unknown> row and click **Open** on the action bar, the Expense Transactions from Financial Edge General Ledger screen appears displaying information for all the *General Ledger* transactions that cannot be traced back to an invoice, credit memo, or one-time check.

8. On the Expense Transactions from Financial Edge General Ledger screen, an **Open** button is available on the action bar. When you make a selection in the grid and click **Open**, that *General Ledger* transaction record opens.

9. Click **Close** to exit the transaction record and return to the Expense Transactions from Financial Edge General Ledger screen.

10. When you finish viewing transaction information, click **Close** to exit the Expense Transactions from Financial Edge General Ledger screen and return to the Expenses from Financial Edge General Ledger screen.

11. Click **Close** to exit the Expenses from Financial Edge General Ledger screen and return to the appeal record.

12. Click **Save and Close** to exit the appeal.

Reconciliation Tools

This section provides an overview of the capabilities in the integrated *Raiser's Edge* and *Financial Edge* programs you can use to help you in reconciliations.

Viewing Source Gift Transactions

After posting, you can drill down from the Activity tab of an account or project record in *The Financial Edge* directly to a gift record in *The Raiser's Edge* to view the source transaction.

▶ **Viewing Raiser's Edge source transactions from account records in The Financial Edge**

You can access source transactions from the Activity tab of account or project records. For this procedure, we use an account record.

1. On the navigation bar in *General Ledger*, click **Records**. The Records page appears.

2. Click **Accounts**. The Accounts page appears.

3. Open an account record for a project you have set up to integrate with a *Raiser's Edge* fund and for which you have posted associated gifts.

4. Select the Activity tab.

5. In the filters above the grid, make selections to determine what appears in the grid.

6. In the grid, double-click the row for the time period containing the account transactions. The Transactions screen for the selected time period appears.

On the Transactions screen, you can access information for individual transactions. If you posted from *The Raiser's Edge* with a journal code of Raiser's Edge, you can easily view the *Raiser's Edge* transactions with "Raiser's Edge" appearing in the **Journal** column.

7. To view the transaction details, select a row in the grid and click **View Transaction** on the action bar. The Transaction screen for the selected transaction appears.

Note: View Source is enabled only if you posted the transactions in Detail or Summary(Cash/AR Only). You must have a user license and be logged into *The Raiser's Edge* to open the gift record.

8. To view the original gift record in *The Raiser's Edge*, select a row and click **View Source** on the action bar. The gift record appears.

▶ **Viewing Raiser's Edge source transactions from project records in The Financial Edge**

You can access source transactions from the Activity tab of account or project records. For this procedure, we use a project record.

1. On the navigation bar in *General Ledger*, click **Records**. The Records page appears.

2. Click **Projects**. The Projects page appears.

3. Open a project record for a project you have set up to integrate with a *Raiser's Edge* fund and for which you have posted associated gifts.

4. Select the Activity tab.

5. In the filters above the grid, make selections to determine what appears in the grid.

6. In the grid, double-click the row for the category containing the account transactions. The Account Summary screen for the category appears.

7. On the Account Summary screen, select the row for the account containing the transactions and click **Account Detail** on the action bar. The Account Detail screen appears.

8. On the Account Detail screen, you can access information for individual transactions. If you posted from *The Raiser's Edge* with a journal code of Raiser's Edge, you can easily view the *Raiser's Edge* transactions with "Raiser's Edge" appearing in the **Journal** column.

9. To view the transaction details, select a row and click **View Transaction** on the action bar. The Transaction screen for the selected transaction appears.

Note: View Source is enabled only if you posted the transactions in Detail. You must have a user license and be logged into *The Raiser's Edge* to open the gift record.

10. To view the original gift record in *The Raiser's Edge*, select a row in the grid and click **View Source** on the action bar. The gift record appears.

Running Reports

> **Note:** You can save a report to ensure you run a consistent report each time you need it.

Reports in *The Raiser's Edge* and *The Financial Edge* that may be particularly useful in reconciling gift information in *The Raiser's Edge* to *General Ledger* include:

Account Distribution Report. The Account Distribution Report provides a breakdown of gifts by *General Ledger* accounts. The report provides the posting status of gifts and shows debit and credit amounts. The report shows posted and/or unposted gifts, constituent names, gift dates, the fund associated with each gift, debit and credit amounts, *General Ledger* account number, and a total for debits and credits.

> **Note:** For more information about these reports, see the *Reports Guide* and the *Sample Reports Guide* for *The Raiser's Edge*.

The Account Distribution Report is located in **Financial Reports** in *Reports* in *The Raiser's Edge*.

General Ledger Audit Report. The General Ledger Audit Report tracks any posted activity deleted from *The Raiser's Edge*. The report includes the name of the constituent, gift type and date, name of the fund associated with the gift, and any information specific to pledges and stocks.

The General Ledger Audit Report is located in **Financial Reports** in *Reports* in *The Raiser's Edge*.

General Ledger Report. The General Ledger Report has many capabilities for providing transaction activity for accounts. On the Filters tab, you can include only transactions with a Journal code of Raiser's Edge or any unique journal code you define. For more information about journal codes, see "Defining a journal code for The Raiser's Edge" on page 18.

The General Ledger Report is located in **Account Reports** in *Reports* in *General Ledger*. For more information about reconciliation and procedures for running these reports, see the *Subsidiary Reconciliation Guide* in the *Financial Edge* documentation.

Converting Pledges to Recurring Gifts

If you post pledges, please be aware that converting current pledges to recurring gifts can cause duplicate entries to *General Ledger* when the associated recurring gift payments are posted. To ensure that duplicate transactions are not entered to *General Ledger*, do not post pledges that you intend to convert to recurring gifts.

If you currently post pledges and would like to convert them to recurring gifts, we recommend that you decide on a starting date at which point you will begin converting pledges to recurring gifts. On that date, stop posting pledges. If outstanding pledges exist, do not convert them. Instead, post them as you would before the starting date. For efficiency, you can create a query to determine which pledges should be converted.

Once you are no longer posting pledges, you should determine the best way to handle the debits and credits made to *General Ledger*, which result from pledge payments and recurring gift payments.

For more information about converting pledges to recurring gifts, see the *Gift Records Guide* in *The Raiser's Edge* documentation.

Creating New Accounts Payable Vendor Records from The Raiser's Edge

> **Note:** To add new *Accounts Payable* vendor records from *The Raiser's Edge*, *The Financial Edge* must be installed on the same workstation as *The Raiser's Edge*. For more information about installing *The Financial Edge*, see the *Installation Guide*. For more information about integrating *The Financial Edge* with *The Raiser's Edge* see "How Does Integration Work?" on page 2.

The Raiser's Edge makes it easy to create new *Accounts Payable* vendors in *The Financial Edge*. After you have integrated *The Financial Edge* with *The Raiser's Edge,* you can create a new *Accounts Payable* vendor for individuals or organizations from *The Raiser's Edge* constituent record. For example, you track the distributions of the Smith-Brown Scholarship Fund in *The Financial Edge*. The newest scholarship recipient is Frederic Gaskins; however he does not have a record in *The Financial Edge*. You open Frederic Gaskins constituent record in *The Raiser's Edge* and add his record to *The Financial Edge* as an *Accounts Payable* vendor. Now you can pay his scholarship and create an invoice. Instead of manually entering his information in *The Financial Edge,* you send his constituent information from *The Raiser's Edge* to a new vendor record in *The Financial Edge*.

▸ **Creating a new Accounts Payable vendor from a constituent record in The Raiser's Edge**

   1. On The Raiser's Edge bar, click **Records**.

2. Click the **Constituents** button. The Constituents page appears.
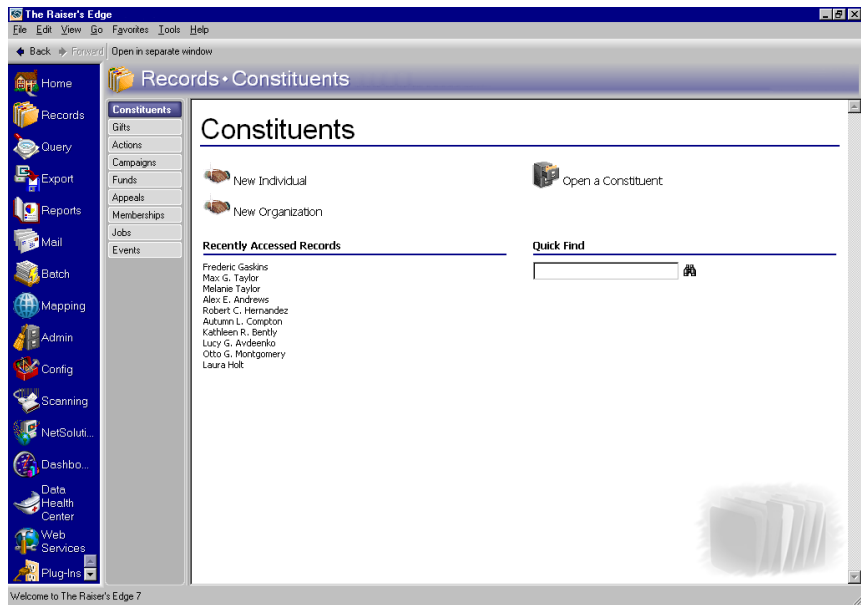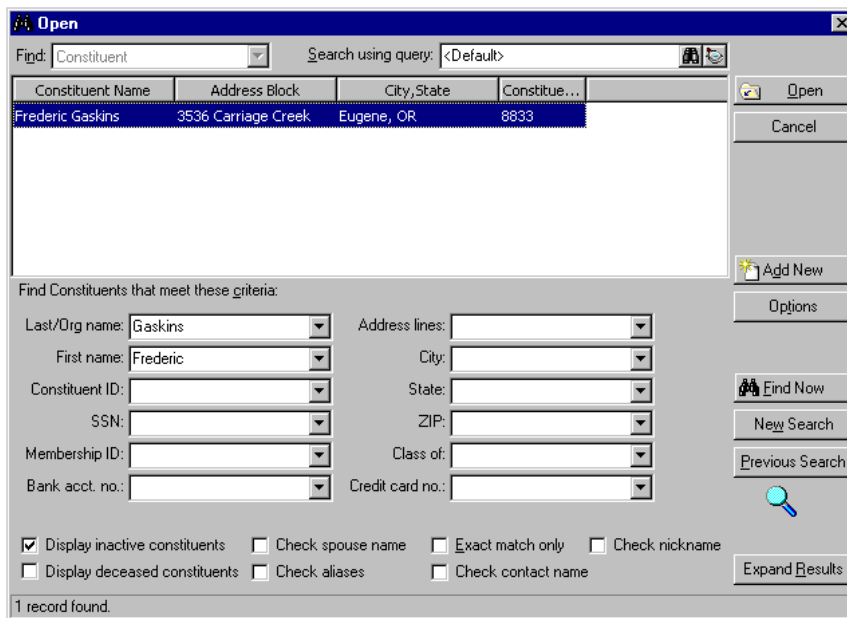
Note: You can also open a constituent from **Recently Accessed Records**, open a constituent from **Quick Find**, or create a new constituent record by clicking **New Individual** or **New Organization**. For more information about opening constituent records, see *The Raiser's Edge Constituent Data Entry Guide*.

3. Click **Open a Constituent**. The Open screen for constituents appears.

4. In the **Find Constituents that meet these criteria** frame, enter the criteria you are using to search for the constituent. The criteria you can use includes the constituent's first or last name, ID, Social Security Number, membership ID, bank account number, address lines, city, state, ZIP, graduating class, and credit card number.

5. After you enter your search criteria, click **Find Now**. The program searches your database and displays all constituents who meet your search criteria.
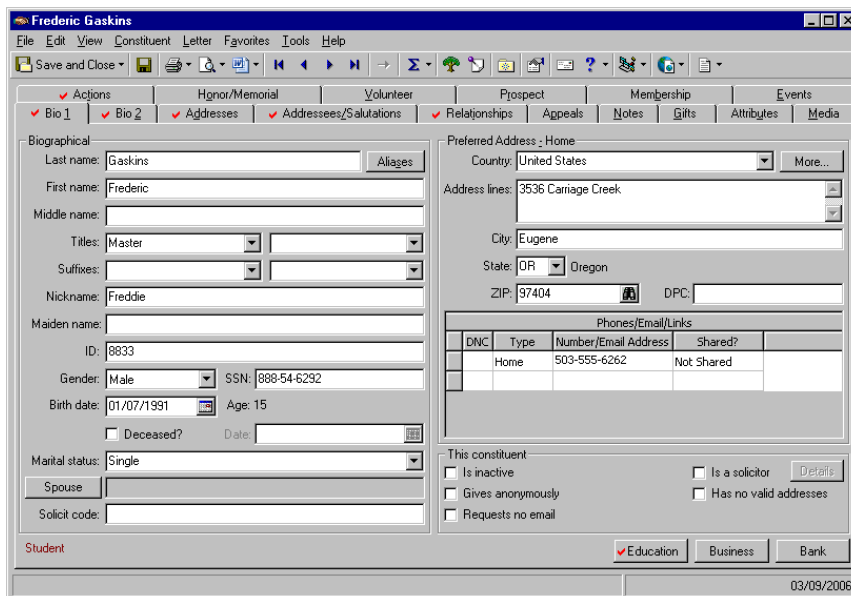
6. In the grid, select the constituent record you want to open.

Note: If the constituent record is new, or if you have made changes to the record, click **Save** on the toolbar.

7. Click **Open**. The constituent record appears.

Note: If you are adding an organization as a vendor, you will select **Constituent**, **Add this Organization as an AP Vendor** from the menu bar.

8. Confirm this constituent record is the one you want to add as a vendor. From the menu bar, select **Constituent**, **Add this Individual as an AP Vendor.**
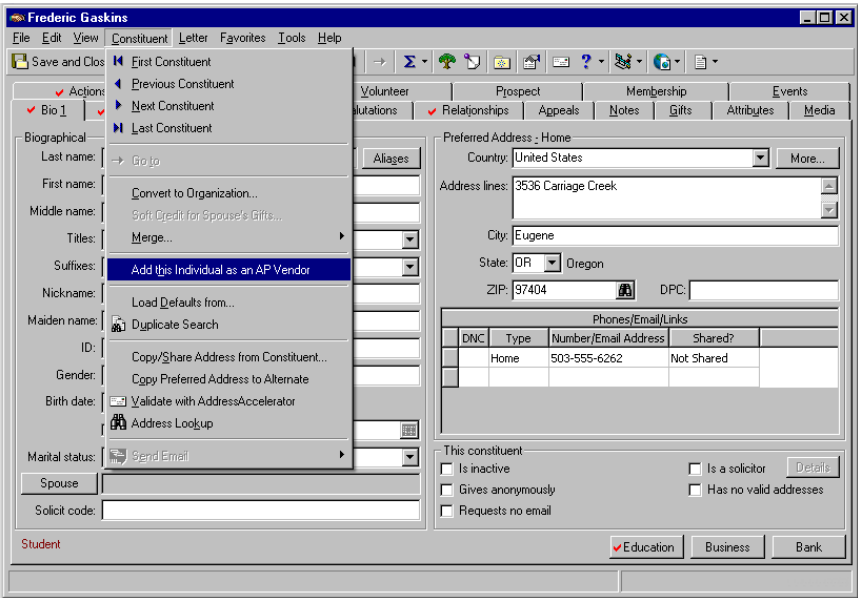
The Financial Edge New Vendor screen appeaEnter any additional information about this vendor. For more information about entering vendor information, see *The Financial Edge* *Records Guide for Accounts Payable*.
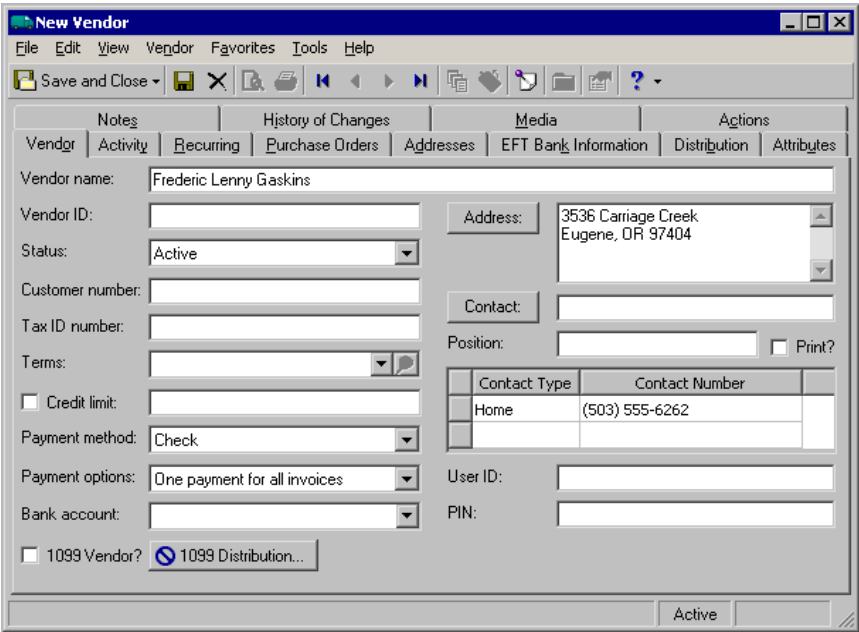
9. On the New Vendor toolbar, click **Save and Close**. You return to *The Raiser's Edge*.

Resolving Duplicate Errors When Adding Constituent Records as Accounts Payable Vendors

When you add a constituent record in *The Raiser's Edge* as an *Accounts Payable* vendor, *The Raiser's Edge* examines your *General Ledger* to see if a duplicate record exists based on the vendor name. If a duplicate record(s) exists, you have several options.

Note: To add new *Accounts Payable* vendor records from *The Raiser's Edge*, *The Financial Edge* must be installed on the same workstation as *The Raiser's Edge*.

- Associate a constituent record in *The Raiser's Edge* with an existing vendor in *Accounts Payable* when a potential duplicate is found.
- Add a new vendor in *Accounts Payable* when a potential duplicate is found.
- Add a new vendor in *Accounts Payable* when multiple duplicate records are found.
- Cancel and return to *The Raiser's Edge* to research further.

▶ **Associating a constituent record in The Raiser's Edge with an existing vendor in Accounts Payable when a potential duplicate is found**

If you are not logged into *The Financial Edge*, a login screen appears asking you to log in.

1. From *The Raiser's Edge* constituent record record menu bar, select **Constituent**, **Add this Individual as an AP Vendor**. If there is a potential duplicate, a message appears.

2. On the toolbar, click **Save and Close**.

▶ **Adding a new vendor record in Accounts Payable from The Raiser's Edge when a potential duplicate is found**

If you are adding an organization as a vendor, you will select **Constituent**, **Add this Organization as an AP Vendor** from the constituent record menu bar.

1. From *The Raiser's Edge* constituent record menu bar, select **Constituent**, **Add this Individual as an AP Vendor.** If there is a potential duplicate, a message appears.
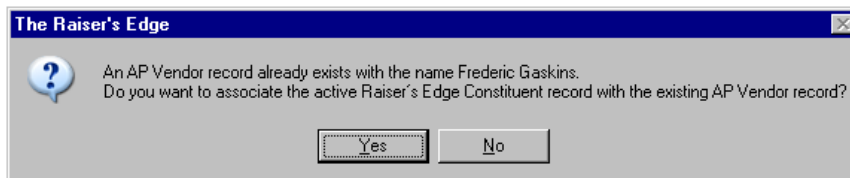
2. Click **No**. A new message appears.
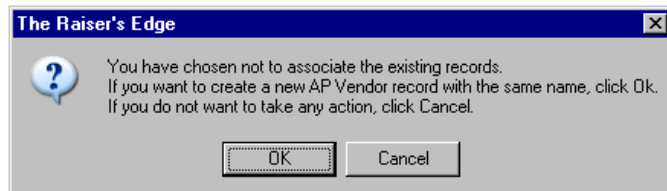
3. To create a new vendor record in *Accounts Payable,* click **OK**. *The Financial Edge* New Vendor screen appears.

4. Enter any additional information about this vendor. For more information about entering vendor information, see *The Financial Edge Records Guide for Accounts Payable.*

Note: If *The Financial Edge* finds potential duplicates when you click **Save and Close**, follow the business rules you set up for *Accounts Payable*. For more information about Accounts Payable business rules, see *The Financial Edge Configuration Guide for Accounts Payable*.

5. On the toolbar, click **Save and Close**. You return to *The Raiser's Edge*.

If a duplicate record is found, but you are not sure if it is the same constituent, cancel adding the new *Accounts Payable* vendor and return to *The Raiser's Edge* to research further. After clicking **No** to associating the active constituent record with the existing vendor record, click **Cancel** on the create a new AP Vendor record with the same name message. You return to the constituent record.

If *The Financial Edge* finds more than one potential duplicate record in your database, you can select from two options: create a new vendor record in *Accounts Payable* or cancel to return to *The Raiser's Edge*. To avoid creating duplicate vendor records, verify that the constituent record you are adding as a vendor is new.

▶ **Creating a new vendor record in Accounts Payable from The Raiser's Edge when multiple duplicate records are found**

If you are adding an organization as a vendor, you will select **Constituent**, **Add this Organization as an AP Vendor** from the constituent record menu bar.

1. From *The Raiser's Edge* constituent record menu bar, select **Constituent**, **Add this Individual as an AP Vendor.** If there are potential duplicates, a message appears.
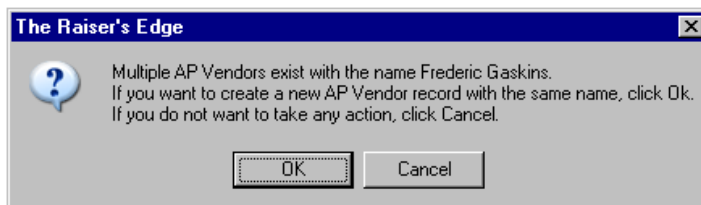
2. Click **OK** to create a new vendor record in *Accounts Payable*. *The Financial Edge* New Vendor screen appears.

3. Enter any additional information about this vendor. For more information about entering vendor information, see *The Financial Edge Records Guide for Accounts Payable.*

Note: If *The Financial Edge* finds potential duplicates when you click **Save and Close**, follow the business rules you set up for *Accounts Payable*. For more information about Accounts Payable business rules, see *The Financial Edge Configuration Guide for Accounts Payable*.

4. On the New Vendor toolbar, click **Save and Close**. You return to *The Raiser's Edge*.

Merging Records when The Raiser's Edge Constituent Record is Linked to an Accounts Payable Vendor

When you merge constituent records in *The Raiser's Edge* or merge vendor records in *The Financial Edge*, you may delete the existing link between *The Raiser's Edge* and *Accounts Payable*. In *The Raiser's Edge* when you merge two constituent records, the record you enter in the **Merge From** field is the one deleted. If the record you enter in the **Merge From** field is the one with the link to the *Accounts Payable* vendor, the link will be broken.

In *Accounts Payable* when you merge two duplicate vendors, the vendor record you enter in the **Duplicate Vendor** field is the one deleted. If the vendor you put in the **Duplicate Vendor** field is the one linked to *The Raiser's Edge* constituent record, the link will be broken.

For more information about merging constituent records in *The Raiser's Edge*, see the *Constituent Data Entry Guide*. For more information about merging vendor records in *Accounts Payable*, see *The Financial Edge Administration Guide*.

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