



Fund Accounting Version 12 – Frequently Asked Questions

How to enter budgets

From the Main View ribbon, select Chart of Accounts, click on the Budget tab. Then select the type (Exp or Rev), select the year you need to enter. If you would like to filter for a specific funds and/or dept to enter – use the Account Filter located on the top center of this screen.

Once the accounts show, you can begin entering you budget figures.

If you are on a calendar year – enter the budget in the Budget January (year) column.

If you are Fiscal year – enter the budget in your first month column.

- If yearly budget – keep the total budget in the first available month
- If monthly budget – enter the full budget in the first month, then left click on the account code and select ‘Split Budget’. This will evenly divide the full budget in each month.

How to add new account codes

From the Main View ribbon, select Chart of Accounts. Click on ‘options’ (located on the top of screen). Select Add Accounts, then click on the type needed (GL, Rev, Exp).

Fill in the Fund and any other needed level (ex: dept, program, function). Once entered, the available codes will appear. Click on all items to add. Once all needed are selected – click Add Account on the bottom of screen. If more codes for different fund and/or dept – change on the top and repeat. When completely done building the codes – ‘X’ out of the screen.

**If the new codes do not appear when you try to use them. Go to the Tools Ribbon, select Rebuild Accounts (you must be the only one in the Fund Accounting program). Once completed, the codes will be available for use.

**Note – If fund, department, source of revenue or object of expense dimension is not showing in the drop down to select then you will need to add. Click on View Descriptions under the Options, select the appropriate dimension area to add. Enter the Code, Description and Abbrev. Once this is added, go back to Add Account to continue to build the account code.

How to Void a Check

Recommended to create a new backup before the process.

From the Main View ribbon, select Check History. Under Check Filter, enter the check number you need to void. Once the check appears in the right screen, left click on the number and select option to Void.

**Note – if you are currently in a different period then the original check was created – the system will have two entries, the original check stays in created month and the reverse (void) creates in the current month.

How to Reissue a Check

Recommended to create a new backup before this process.

From the Main View ribbon, select Check History. Under Check Filter, enter the check number you need to reissue. Once the check appears in the right screen, left click on the number and select option to Reissue. You will be prompted to print the new check. Once printed successfully you will post the new check number.

This process will ‘zero out’ the original check and move all transactions to the new check number.

**Do not attempt to Void the original check number.



How to print a single check

Once the Vendor entry is completed in the Payment Batch. Enter the check number and check date and at the bottom of the screen click on Print Check. Once this batch is posted the check is also posted to the Check History. If there are other entries in this batch without printing the check – the ones without check numbers will be available in the Check Writer for the printing of the checks.

How to record an electronic payment

Once the Vendor entry is completed in the Payment Batch. Hover over Check #, this will change to 'E check', when you click on it, you will be prompted with the next available EFT #. This payment/check will be posted once the batch is posted in the Check History. If there are other entries in this batch without check numbers assigned, they will be available in the Check Writer.

What are external batches

All batches from all other Banyon programs sent over to Fund Accounting will be placed in the External Batch area.

These batches can be found from Main View ribbon when selecting Import.

**While in this section in Fund Accounting the batches are not attached to any accounting period.*

Make sure you are in the correct accounting period you want your batch to be posted to, then select the batch from the Transferred Batches area and click on Import on the bottom right of screen. Name the batch and it will be loaded into the appropriate batch format (receipts, payments or journal entries). Next go to the batch and post it.

- **Retransfer batches:** if for some reason the batch is accidentally deleted before it is loaded, it can be resent from the program that sent it listed below:
 - Payroll - Tools ribbon, select Labor Distribution – find the payroll needed and send distribution to Fund Accounting
 - Utility Billing – Select Transfer, FA transfer, Re-transfer. Find the batch and select to transfer

How to get transactions for a customer or vendor

On Main View ribbon – select Customer Vendor. Enter the name in the Search. Select Transactions tab. The list of transactions will appear in the Simple format, you can select Extended for more detail or Extended if you need to see further history.

Transactions for Customer or Vendor can also be found while entering a batch. Once the Customer/Vendor is entered in the batch, click on Locate and this will bring you to the Customer/Vendor and view the transactions on the Transaction tab.

****You can print a history report by selecting Print from the Transaction screen.**

How to align checks better using check design

Main View ribbon – select Setup. Click on the Checks tab. Select the bank and on the right side there is options for the check type, what you want to print on the check stub and printing location.

If you select Check Alignment you are able to alter the location of the white boxes (address location, date and check amount). You can also custom the format of date and how the amount prints.

How to correct a payment that got posted without a check number

If you needed a transaction to be electronic or a manual check, and you posted the Payment Batch without selecting the E-check or entering a manual check #:



- Restore (if you can) to before you posted the batch and edit the batch entering the check # info
- Go to the Check Writer on the Main View ribbon. Enter the check date and create checks. You are able to enter a check number and post. However, you not able to enter an 'E' number in the Post Checks – suggested to enter a number not close to your existing check number sequence.

How to correct a transaction posted to the wrong account code

On the Main View ribbon select Batch History and type of batch. Next, the screen will show you the batches in your current period, you can change on the left filtering if the batch is in another month. Find the account code you need to change and left click on it. Take the option to Change Account. On the next screen you will be able to enter your correcting account code(s). In Version 12 you are now able to split the amount to more than one account code, as long as it equals the same amount as the original. Once filled out click on Confirm bottom right.

**This will create a reversing entry for the original transaction and apply to the correcting account code.

How to track activity/money spent on projects

On the Main View ribbon, click on Project. You are able to enter a new project or track existing ones from this screen.

First, a project code need to be created (alpha or numeric) by selecting Add Project in the lower left corner. You can fill in estimated receipts and payments – which will allow you to view reports to track against your estimations.

Once the Project code is created, it is now ready to be attached while entering any transaction batches. You will see on the batch entry there is a section to enter Project #s – use the drop down arrow to select the correct one. Once posted this will be applied to the project.

To view the activities of a project – select Projects from the Main View ribbon, click on the project name. You will now be able to view the transactions and print reports.

How to Add a New Year

On the Main View ribbon click on Period Closing. Select the oldest year and click on 'close all months'.

*All periods must be closed prior to you final the oldest year.

If this process finds any unposted batches or checks, it will not allow you to close that month – follow the steps below to correct these unposted items.

- Open Batches: Click on the Batch name in the list. This will direct you to this batch. Edit/review post bath if required or delete the batch. (**BE AWARE**... this could alter your GL Balances moving forward-so please research prior to posting them).
- Unposted Checks: These listed are checks that do not have check #s assigned to them. If they have been entered in the Year you are attempting to close. You will need to go back to that period and Check Writer. From the Check Writer screen you will enter the periods check date and create checks. Post them. If the check was supposed to be posted with an 'E' check #, suggested to post a number not close to your existing check number sequence. You are unable to give it an 'E' check # in the Check Writer.

Once all months are closed, click on the Final XXXX (year) at the bottom left. You will receive a message that year is final.

**DO A BACKUP! Label this backup 'Final (year you are to final). This will be the backup if ever needed to review this finalized year for reports.



Now, select Add XXXX (year). You will receive a message that New Year is complete, and you will be placed in the first month of your new year.

How to move a batch in wrong month

If batch is unposted:

Leave the batch unposted – change your desktop period to the month/year that you need this batch to be posted to. Once you are in the correct month, select the batch. You will then get an option to post to the original month or the month you are now in, select the month needed to post to.

If the batch is posted: you have two options

- 1) Restore your backup. This option is good if you just caught the error. Restoring the backup unposts the batch and then you can do the steps to move batch to post in correct month.
**Remember – restoring a backup to make a correction, you will lose everything you did since that backup. So, communicate with others before restoring and know what was done since that backup.
- 2) Batch History than click on the Batch/Source. Click on Replicate to Copy the batch. This batch will be replicated under the area of the batch (receipts/payments). Now you can post the copied batch to the correct month. **you must now go back to the original batch and take the ‘Reverse’ batch option.

How to set recurring entries for customers or vendors

For those customers or vendors who have the same transactions each time you select them, set them up as recur entries to save time.

On Main View ribbon, select Customer Vendor. Once you select the name you would like to setup recurs for. Click the Recur tab, select the Recur Group (payments or receipts). Then enter the account code(s) that are used, a description (if wanted to have it placed in the comment area of the batch entry), and if the dollar amount(s) are the same put those in also. If the dollar amount(s) are always different, it’s best to leave at zero and change them when the recur entry is brought into the batch.

You will notice there are check boxes for Receipt or Payment Batch. If you want the recur entries to automatically fill in when you select in the batch then check the appropriate box. If this is not selected here, you can still copy the recur in, through the batch by clicking on “copy Recur” at the bottom of the entry screen.

The other check boxes above the entry amount are loaded as “Fixed Amount” or “Percent of Allocation”

The Percent of Allocation is used if you want to allocate percentages to the account codes. So I 50 is entered in the amount column and this box is checked then it means 50% of the invoice total would be allocated to that account code. You would then have another account code selected for the remaining 50%. Total must equal 100%. When this option is selected you will get a pop-up box at batch entry asking you for the invoice total. Once entered the amount will break based on the allocation you entered.

Reporting area to help with audit process

From the Main View ribbon select Audit. This area can be run for multiple accounting periods.

Choose the period(s), choose the account type, report format and transaction type (if you want only a specific type).

The Data Selection area allows you to be able to reduce your filter (ex: specific Fund or Dept).