



Fund Accounting - Frequently Asked Questions

How to enter budgets

From the Main View ribbon, select Budgets. Then select the type (Exp or Rev), select the year you need to enter. If you would like to filter for a specific fund 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 your budget figures.

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

If you are on a fiscal year - enter the budget in the Budget (month your year starts) (year) column.

* You are able to keep in the above month for yearly budget, or split into 12 months (option on the left side of the screen) depending on your preference.

How to add new account codes

From the Main View ribbon, select Chart of Accounts. Then select Add Account (located on the left side) In the Add Account box select type (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 needed to add, when done - click Add Account on the bottom. If more codes different fund or dept/ change on the top and repeat. When completely done building the codes needed - Select Done. Codes should be available.

**If the new codes do not appear for use. Go to the Tool Ribbon, select Build Account Desc Table, and then select Rebuild Account Description Table (you must be the only one in the Fund Accounting program to do this). Once completed, the codes will be available for use.

**Note - If fund, department, source of rev or object of exp dimension is not showing in the drop down to select then you need to click on 'see descriptions' and select the appropriate dimension area to add the dimension. Once the dimension is added here you can go back and it will now show in the drop down - to build the account code.

How to Void a Check

From the main fund accounting desktop click on checks, then See Checks.

Find or filter for the check #. Click on the check and select See Check Detail located on the left side.

This will give you the option to void this check.

**Note-if you are in a different period that the check was originally written - the system will have two entries. Check in original period and void in the period you are in now.

How to Reissue a Check

From the main fund accounting desktop click on checks, then See Checks.

Find or filter for the check #. Click on the check and select See Check Detail located on the left side.

This will give you the option to reissue this check. This will prompt you to print the new check and give you the message that original check is set to 'zero' and the 'new check #' is re-issued.

How to print a single check

Once the vendor entry is completed in the payment batch. Select the check icon (in the top area of vendor entry), this will prompt a Print Check screen. Verify or enter the check #/and date you will be printing on. Select print check.

If there are more entries in this batch - this entry will not go to the Check Writer, as it is locked from printing checks.

How to record an electronic payment

Once the vendor entry is completed in the payment batch. Select the 'red lightning bolt'. This will give the entry an 'E' behind the next available #. The check date will default today's date - change if needed.

If there are more entries in this batch - this entry will not go to the Check Writer, as it is locked from printing checks.

What are external batches

All batches from Utility Billing and possibly Payroll are sent over to Fund Accounting and put into the external batches area before they are loaded into receipts and journal entries. Click on external batches and before you highlight and click on Create Batch from External, make sure you are in the correct period of Fund Accounting that you want this batch to load to. If you are, then highlight the batch and click to Create, name the batch when prompted, message will tell you where the batch was loaded. (Journal Entries or Receipts).

Next go to that area, - balance batch, print and post the batch.

**Re transferring Batches - if for some reason the batch is accidentally deleted before it is loaded, it can be resent from Payroll or Utility Billing.

In Payroll - Tools ribbon, select Labor Distribution - find the payroll needed and send distribution to Fund Accounting

In Utility Billing - Go to Transfer, FA transfer, Re-transfer. Find the batch and select transfer.

How to get transactions for a customer or vendor

Transactions for customer or vendor can be found while entering a batch. Once the customer/vendor is entered in the batch - click below 'transactions'.

On Main View ribbon - select Customer Vendor. Enter the name and on left side select Transactions

If you need a report - best to select History 1 or History 2. This will allow you to print by specific year(s) or all history.

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 select 'E' or entering the manual check #.

1)Restore (if you can) to before you posted the batch and edit the batch and enter the check # info.

2)Go to checks, click on the check writer on the bottom, put in the date and click on create checks.

You can go directly to post checks and give it a check #. *Note: you can not give it an "E" check #

3) Or in the check writer you can cancel the check transactions. This will reverse the entries in the payment batch. You would then have to re-enter the transactions in a payment batch - including the check # this time.

How to correct a transaction entered/posted to the wrong account code (In Ver10)

Select the posted batch. Click on Edit Posted batch. Scroll through the batch until you find the entry that needs to be changed. Click on 'ChgAct', this will show a line to fill in the correct account code and click on Change Account. This will create in the batch a reversing entry for the incorrect code and apply the transaction to the correct code.

How to track activity/money spent on projects

On the Fund Accounting main screen. Select Projects. You are able to enter a new project or track existing ones from this screen.

First, a project code needs to be created (numeric or alpha). Once the code is created, it is now ready to be attached while entering any transactions. You will see on the batch entry there is an area to enter Project #s - use the drop down arrow to select the correct project. Once posted this will be applied to the project. (In Version 10 of Fund Accounting you can add a project number to an existing posted batch - by finding batch and selecting edit posted batch)

To view the activities of a project - select Projects on main screen, click on the project you want and fill in the information that appears on the right. When you select print you will have a variety of report you may run.

How to add New Year

From the Main View ribbon select Periodic Processing.

End of Month tab - select oldest year. You may also use the closing all months Tab.

*All periods must be closed. If any of them indicate open - select them and on bottom of screen select 'close (period name). You must continue this process until all periods for the oldest year say closed

*If any unposted batches or checks with no check #s listed in the boxes - you will need to review and post or delete them in the period/year you are trying to close before you will be able to close that period.

***Unposted Batches - go to period/year, select the type of batch - edit/review batch delete or post.
BE AWARE - that by posting a batch in this period/year could affect an Audited year and could affect your Cash Balances in current year/period

***Checks with no ck # - this means the checks were not posted. By posting these - it will not affect your cash balance forward, they just were not assigned a check #.

Go to period they are listed in, select checks, select cash account, click on Check Writer. Put a check date in for the month and then select create checks. The checks should show up. Go to the Post Checks step and put in the check #s - and post them.

Final a Year tab - Select box to final

*Oldest year that needs to be final should be in the box that says Final (year)

*Message 'year finalized'

Add A New Year tab -

*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.

*Then select Add New Year.

*Message - New Year completed - you will now be in the first month of the new year.

How to move batch in wrong month

If batch is unposted - select batch on the unposted tab, select move batch on bottom of window. This will allow you to select the month you would like to move it to and click on Move Batch.

If 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 above option to move batch.

**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 the backup.

2) Copy the batch, name it and select the period you would like it to be moved to. The copied batch will be in the unposted area of the selected period.

**If you are copying a Payment batch which check #s have already been assigned to.

You **MUST CHECK THE BOX "COPY CHECK # AND DATE TO NEW BATCH"**.

After the batch has been moved and posted - you must go back to the original batch and reverse it.

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. Enter the name you would like to setup recurs for.

On the left side select Recur Pay/Rec. Select the Recur Group. (Payments or Receipts)

Enter the account code(s) that are used, a description (if wanted), and if the dollar amount(s) are the same put those in also. If the dollar amount(s) are always different - 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 Receipts or Payments. You must select which one if you want the entries to automatically fill in when you enter the customer or vendor in the batch. If this is not selected here, you can still copy the recur in through the batch by clicking on Copy Recur under the name in the batch.

The other check boxes to the right 'As Is'. The 'Ask for Amount to Allocate' is used if you want to allocate percentages to the account codes. So if 50 is entered in the amount column and this box is checked then it means 50% of the invoice total would be allocated to the account code. You would then have other account codes selected and the % would equal 100.

If the allocate option is selected - when customer/vendor is added to a batch a pop-up box will appear requesting the total of that invoice, when entered it will then allocate per your entered percentages.