

September 2006

Hi Everyone!

This month learn about the little known Transaction by reference report!

You'll also see how to setup to produce separate checks for your vendors.

Finally, learn how to pay your employees different hourly rates based on which departments they work in during a pay period.

If you have any questions, give me a call!

Patti

Did You Know?

Cash Receipts. While you are entering cash receipts on the receipt form, you may make changes to a customer. These changes can involve the AR account to be used for that customer, the address to be printed on the receipt, and most other information on the customer record. This on-the-fly editing of customer data allows you to ensure that your receipts will be current.

Budget Preparation. Budget Prep can use distribution tables to allocate percentages of annual budget amounts to one or more months of your budget year, or years. You may create as many distribution tables as you need to allocate different percentages for different types of revenues or expenses, for example. By applying your distribution tables to groups of accounts, you can properly distribute your budget.

Fixed Assets. If you add on a depreciable part to an already depreciated asset (such as adding a garage to a museum building), you may add the garage to the existing asset and depreciate the additional portion. It is also possible to add a depreciable portion to a non-depreciable asset. Then just the additional portion can be depreciated.

Transactions Sorted by Reference Report

One transaction report with which you may not be familiar is the Transactions Sorted by Reference report. When you cause posting to occur to General Ledger or Project Grant, whether manually or by posting AP invoices, etc., you may well be posting up to three references as well. You can sort your transactions based on any of the three references involved in the transactions.

When you run the report (found under GL/PG transaction reports) you may select a date range, a reference (in the image at right, Reference 1 is selected with a range of values of 1573 to 1573). Because the Journal PJ is used, this reference range represents vendors. The report will show vendor 1573's activity posted by the Purchasing Journal. Try this report with your references/journals!

Report Manager - Produce Reports

Report Name: CSREFTR Transactions Sorted By Reference ID Type: All

Date Range: All 9/1/2007 to 9/30/2007

Reference: Reference 1 Ref range: All 1573 to 1573

Report type: *All*

Select Journals

DJ	▲	▶	PJ
EJ			
GJ			
LB	▼	◀	

Include Periods

All	▲	>	Detail
Adj. period 1			
Adj. period 2			
Adj. period 3	▼	<	

Report: View Print File

OK Cancel

Ask Patti...

This section of the Newsletter answers user questions.

Q I have been looking for a security guide to help me tailor my employees' access to different modules and tasks. Where do I find help? Mason

A You want the Kintera Fundware System Administration Guide. It is found in the User Documentation directory which is installed under the DATA directory. Somewhere you should also have a printed version that is provided by Fundware.

Q Is there a way to report the Allocation Management allocations that have been run? Ryanne

A There is an Allocation Log Report that can be run to show, in several degrees of detail, what allocations have been run, when, and by whom. One version of the report also shows the results of all of the calculations in each of the registers. For this report to run, you must edit the "Define System Parameter" (found under "Setup" in the Allocation Management menu navigator). Change "Log Allocations" to "Y" under field 1. Then you can run the Allocation Log Report.

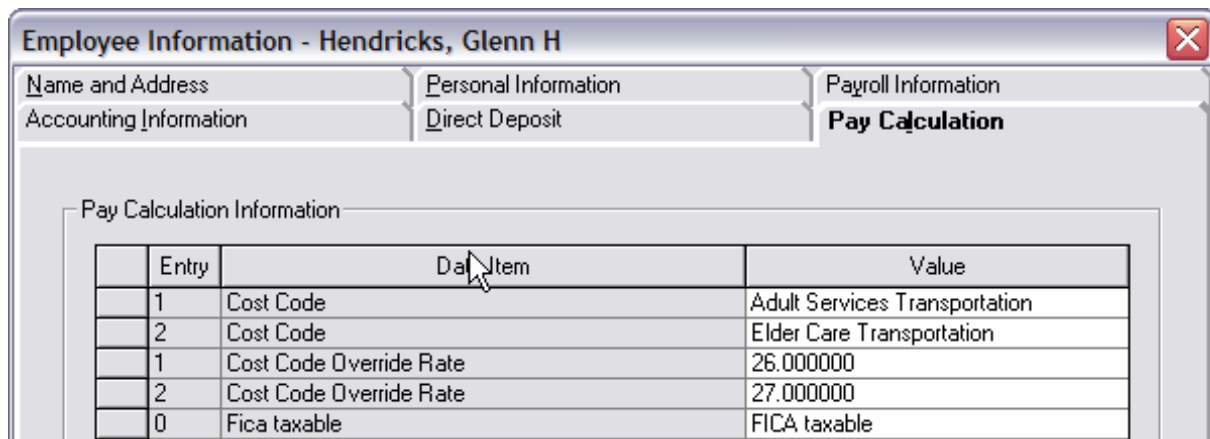
Costcodes with Variable Rates

If you have hourly employees that work in different departments, and are paid different hourly rates in those departments, then you may want to use costcodes to pay them. This article outlines how this can work, but you may want to consult your value added reseller for the proper modifications to your setup.

You must pay this type of employee with an earnings item setup to use costcodes (such as ALTH in Division 96). Modify .COSTCODE to include the department choices you will need. On the parameter, specify costcode with rate override used.

Finally, you must add the various potential costcodes (departments) to the employee record. You will add the costcodes, and their associated hourly amounts to the record as shown in the image below:

Each costcode has an entry number, which is associated with a associated override rate as shown. When you add timesheets, you may select the costcode you wish, and enter the hours worked. The employee will automatically be paid at the corresponding rate!



Entry	Item	Value
1	Cost Code	Adult Services Transportation
2	Cost Code	Elder Care Transportation
1	Cost Code Override Rate	26.000000
2	Cost Code Override Rate	27.000000
0	Fica taxable	FICA taxable

Links to Other FundWare® Sources:

There are several sources of information on the internet that can make your FundWare® experience more productive. Check out the following sites:

www.fundware.com. This is FundWare's home page. On it you will find the latest in file fixes and program updates. In addition, you may search the knowledge base for answers to your support questions.

www.20pines.com. This site offers a number of products that add an extra measure of functionality to FundWare. One of these products may make your life a lot easier.

www.afmss.com. This site has a large number of newsletters in archive that all relate to FundWare.

www.muhnconsulting.com. This site offers a number of free downloads that will help you get more out of Fundware.

Separate Vendor Checks

Sometimes you may wish to produce separate checks for a vendor for certain items. This article shows you how to attach a vendor data item to a vendor so that when you add a new invoice for that vendor, it will be paid separately by default (you can change it easily, though).

To add the data item, double click on the vendor in the vendor list. Click on the Vendor's data item tab. Click on the "New" button. As shown in the image at right, select the .VPAYMENT data item from the drop down list. For the "Value", select "Separate" from the drop down list. Click on the "OK" button and then "OK" on the Vendor form. That's all there is to adding the data item to the vendor.

Now, go to your Invoice folder and click on the "New" button to add a new invoice for that vendor. When you look at the Header tab, as shown at right, you will note that the "Separate check for this obligation" box is checked (because of the data item you attached). This invoice will now be paid by a separate check. If you wish to have it combined with other invoices, for this vendor, on one check, just uncheck the check box.

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