Perspectives

Non-Profit Partners JV

December 2006

Hi Everyone!

Not everyone should be able to see all accounts on certain reports. Learn how Advanced Security can help you apply the appropriate controls.

Edit values in Payroll can get out of hand, especially with .COSTCODE, where requirements change. We cover the steps to get rid of unneeded edit values.

Finally, do you need to "clean up" some of your accounts with consistent names, attributes, etc. It's easy with Account Utilities.

If you have any questions, give me a call!

Patti

Did You Know?

General Ledger. Those of you using GLS018 to import transactions (and posting directly, without saving) may have noticed that the user number is not included on the resulting trace report. Since 7.4 SP2, transaction import program GLS017 has been available and will record the user number whether the import is saved, or not.

Payroll. When running Direct Deposit in Payroll, you will be generating a PYN or PY2 file for your financial institution as well as a PYSTUB file to print and give to your employees . If you forget to delete them from the Print Manger, you will get a message next time you produce checks that will warn you that those files are still present. In case you have not printed them, this gives you time to do so before the next check run overwrites them.

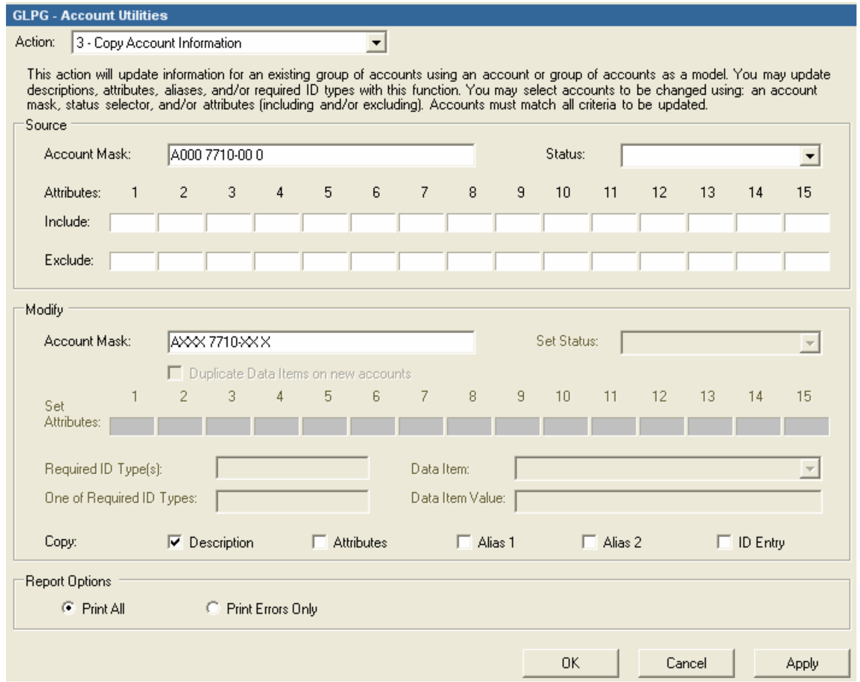
Advanced Financial Reporter. One of the reports in the list of AFR reports in Division 96 is called "Model". This report has only header commands and is intended as a starting point for a new report (header information shows at the top of every page and includes run date, page numbers, etc). In addition to helping you learn about header commands, create a copy of it for use as the basis of new reports in your live division.

Copying Account Information

The Account Utilities feature gives us a number of ways to copy or modify more than one account at a time—a real time saver. Here we see how to use the "Copy Account Information" to update the descriptions from a source account (A000 7710-00 0), to all 7710 accounts in the chart of accounts. If account A000 7710-00 0 has the correct descriptions (names and capitalization, mainly), then all others in the chart of account will end up with them also!

You may select the source account for your updating by mask (as we show), but also by status and including and excluding by attribute. At the bottom of the form you may also update attached attributes, aliases and ID entry requirements.

Be careful with your selections, as you can accidentally rename, or modify, unintended accounts! It may be prudent to practice in a test division first.



Ask Patti...

This section of the Newsletter answers user questions.

Q I would like a report like the Account Detail report, but I need to select a range of numbers in one of my dimensions. Suggestions? David

A Look under General Ledger/Accounts/Transactions. This feature allows you to report transactions by Account/Date/Transaction. If you enter a mask (even if all Xs), you may select a dimension and specify a range for the results. Data such as that on an Account Detail report is provided, and you may print it by using the "Print Grid" button.

Q We have about ten years of paid invoices in Accounts Payable. How can we get rid of about seven years of them? Moe

A Go to Accounts Payable/Maintenance/Purge Paid Invoices. You will be able to purge paid invoices (they must be reconciled) up through a date you specify. Run this with the Preliminary switch to "Yes" the first time to see what will be purged, then do it for real. If you have never reconciled paid invoices, they will still be at stage 60. Contact us to help you change stage 60 to the reconciled stage so you can perform this task.

Removing and Importing Payroll Edit Values

You may have hundreds of edit values for some of your Payroll employee data items (a good example is .costcode, where you may have lots of departmental/grant/location choices). Not all of those edit values may be current. Many old ones get in the way on the drop down list when you are entering time sheets. How would you like to scrub the list of out of date edit values and easily add all of the new ones you need? This article shows you how.

To remove old edit values, you must first remove them from all employees. Create a Payroll columnar report with two columns: an employee number column and a column that shows the data item's edit values. This will help you remove the edit values from the proper employees. You still won't be able to go to the Employee Data Items task in Setup and delete the edit values (the system will still show them as "in use"). Call us for how. Once you have deleted all of the edit values you don't need, you're ready to add new ones.

There is an import file that can import new edit values. The beauty of it is that you can create it in a spreadsheet much faster than you can add them manually (although, if you only have a few to add, it would be faster to do them manually). At right is a sample import file that imports two new edit values for .COSTCODE:

```
Div=02
00|.COSTCODE
01|Grant1
02|Grant One
03|A001 XXXX-00 0
00|Grant2
01|Grant Two
03|A002 XXXX-00 0
```

Grant1 is the edit value, Grant One is the name of the edit value (Lookup 1). Record type 03 is the second of a possible 10 lookup values. .COSTCODE uses only one additional lookup for the account mask. Below is the report you get after a successful import. Call us for details, it's easy!

```
Bus date: 00/00/0000                              Edit Value Maintenance                                      PYX0542.L00   P

Data Item                     Record Fld LKP Edit Value                    Message                                      Action
============================= ====== === === ============================= ======================================= ========

.COSTCODE                                1 Grant1                        Grant One                                       added.
.COSTCODE                                2 Grant1                        A001 XXXX-00 0                                  added.
.COSTCODE                                  Grant1                                                                        added.
.COSTCODE                                1 Grant2                        Grant Two                                       added.
.COSTCODE                                2 Grant2                        A002 XXXX-00 0                                  added.
.COSTCODE                                  Grant2                                                                        added.
```

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:

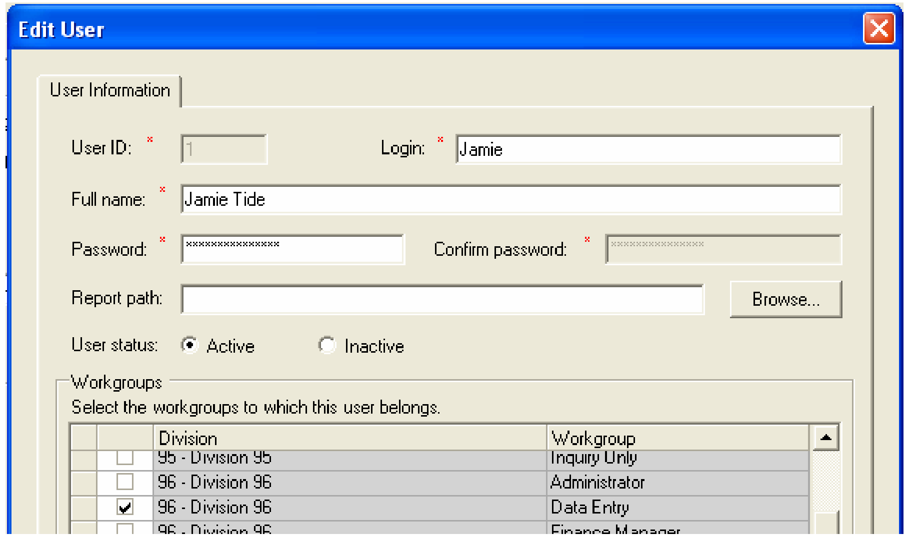
www.fundware.com. This is FundWare's home page. On it you will find the latest in file fixes and program updates. In addition, you may search the knowledge base for answers to your support questions.

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.

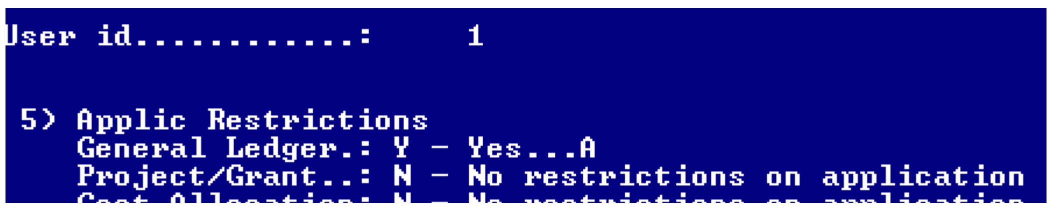
Advanced Reporting Security



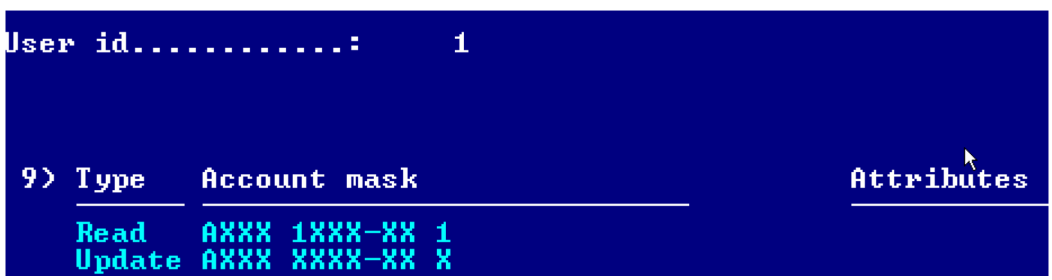
Service Pack 4 offers increased reporting in Advanced Security for a number of transaction related reports, including the popular Account Detail and Ledger reports. In this article we will limit a user to view only Fund I asset accounts, and no other.

The user shown at right belongs to the Date Entry group, which has access to run any report.

To activate the account mask restrictions for our user, proceed to Division 00, Security, Users. Highlight the appropriate user. At the bottom of the screen, select the appropriate Division and click on the Define User Security button. This will take you to a blue screen. Change the user's field 5 to indicate there are General Ledger restrictions on ID Type A (for example)., as shown at right:



Then, proceed to field 9, where you specify the mask to be used for those restrictions, as shown below:



Attributes may be used by themselves or in conjunction with masking to limit a user to the proper accounts.

When the user runs financial, revenue and expense reports, and transactions reports such as the Account Detail and Ledger reports, the mask will limit the accounts he, or she, sees on the reports.

Use this expanded capability to limit your users to the accounts they should see on reports.

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