

Advanced Fund Management Solutions

January 2005

Hi Everyone!

One of the features most appreciated by those who use accounting software is the ability to “drill down” into General Ledger transactions. You’ll see how easy this is to do when using a financial report.

The Court Fine component is a new offering that integrates the court’s financial activities with the accounting system. Inside, you’ll see a how easy it is to record violations.

If you have any questions, give me a call!

Judy Garver

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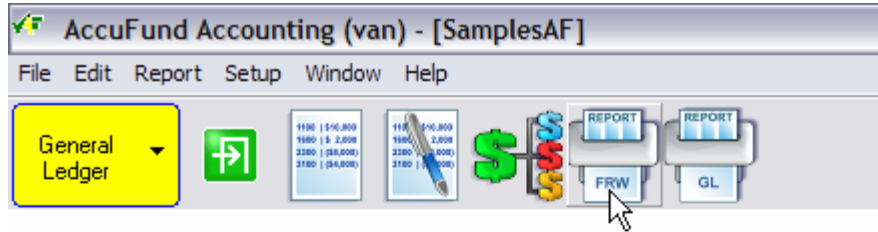
Did You Know?

Requisitions. Requisitions may be approved at a number of organizational levels that can be defined to fit operating requirements. Requisitions move up the “approval tree”, until they reach the individual that can approve the requisition. If desired, the final approval can automatically promote the requisition to a purchase order. This multiple level approval process can be used as a security measure to ensure that someone who enters a requisition cannot also approve it.

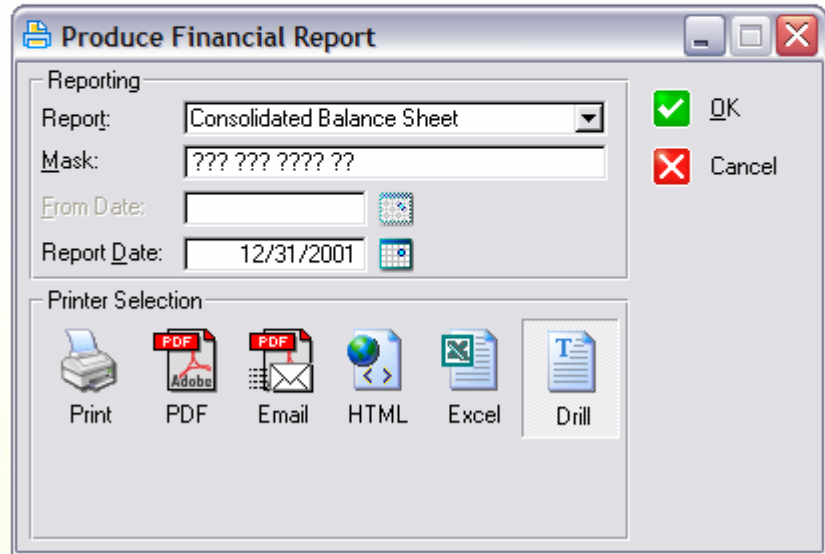
Imports. Many clients like to create their budgets in Excel. An easy way to start is to go to Browse Accounts and click on Reports. Run the report with Accounts only and select the Excel output format. You will now have all of your accounts in Excel. You may edit the Excel worksheet to remove unneeded accounts and then enter your budgets. The Excel worksheet may then be imported back into AccuFund.

Report Drill Down

The Financial Report Writer offers you several printer selection options when you run a report. One of them is the drill down option, which is the topic of this article. Drill down means to expose (see) the transactions that are “behind” a balance. To demonstrate this we’ll run a typical Financial Report (the Consolidated Balance Sheet). Select the General Ledger menu option, and then the FRW report item, as indicated at right with the arrow cursor:



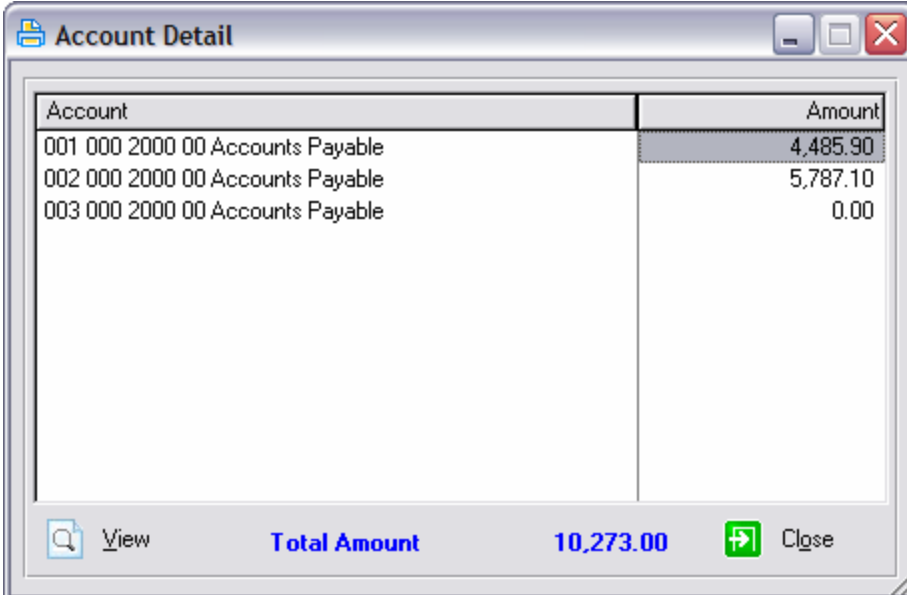
The “Produce Financial Report” form opens, as shown at right. Select the report from the drop down list. In the Sample Database, a date of 12/31/2001 will report activity. The key to drilling down on transactions is to select the “Drill” option in the “Printer Selection” box. The Drill option is selected at right. When you click on the “OK” button, the report will appear on screen, as shown below:



December 31, 2001 - Consolidated Balance Sheet

	Balance	Last Year	Change
Assets			
Assets	0.00	0.00	0.00
Cash	34,724.56	15,300.00	19,724.56
Checking Accounts	0.00	0.00	0.00
Savings Accounts	0.00	0.00	0.00
Mutual Market Accounts	0.00	0.00	0.00
Accounts Receivable	31,152.12	8,956.10	22,206.02
Other Assets	11,374.96	7,150.15	4,224.81
Total Assets	77,231.64	31,106.25	46,155.39
Liabilities and Net Assets			
Liabilities	0.00	0.00	0.00
Accounts Payable	10,273.00	2,300.00	7,973.00
Accrued Labor	11,440.15	0.00	11,440.15
Tax Liabilities	10,659.13	5,500.00	5,359.13
Other Liabilities	2,043.68	0.00	2,043.68
Total Liabilities	34,415.96	7,800.00	26,515.96
Net Assets	18,436.25	18,406.25	0.00

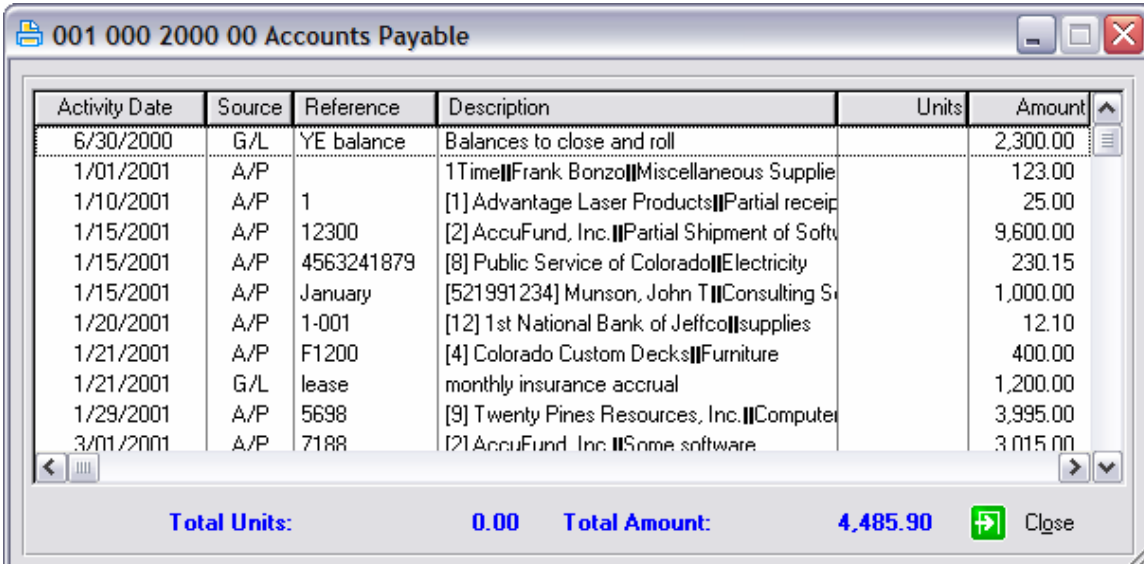
To drill down into a balance, such as the \$10,273 in the Accounts Payable balance, double click on the balance, or highlight it and then click on the “View” button. A window will pop open, showing the amounts that create the balance. The three transactions that create the \$10,273 are shown below:



Account	Amount
001 000 2000 00 Accounts Payable	4,485.90
002 000 2000 00 Accounts Payable	5,787.10
003 000 2000 00 Accounts Payable	0.00

View **Total Amount** **10,273.00** Close

The total amount is shown in blue text. The amounts shown above are also balances. If you double click on one of the amounts, such as the \$4,485.90 shown above, the detailed transactions that create that balance will be shown, as seen below:



Activity Date	Source	Reference	Description	Units	Amount
6/30/2000	G/L	YE balance	Balances to close and roll		2,300.00
1/01/2001	A/P		1Time Frank Bonzo Miscellaneous Supplie		123.00
1/10/2001	A/P	1	[1] Advantage Laser Products Partial receipt		25.00
1/15/2001	A/P	12300	[2] AccuFund, Inc. Partial Shipment of Softw		9,600.00
1/15/2001	A/P	4563241879	[8] Public Service of Colorado Electricity		230.15
1/15/2001	A/P	January	[521991234] Munson, John T Consulting S		1,000.00
1/20/2001	A/P	1-001	[12] 1st National Bank of Jeffco supplies		12.10
1/21/2001	A/P	F1200	[4] Colorado Custom Decks Furniture		400.00
1/21/2001	G/L	lease	monthly insurance accrual		1,200.00
1/29/2001	A/P	5698	[9] Twenty Pines Resources, Inc. Computer		3,995.00
3/01/2001	A/P	7188	[2] AccuFund, Inc. Some software		3,015.00

Total Units: **0.00** **Total Amount:** **4,485.90** Close

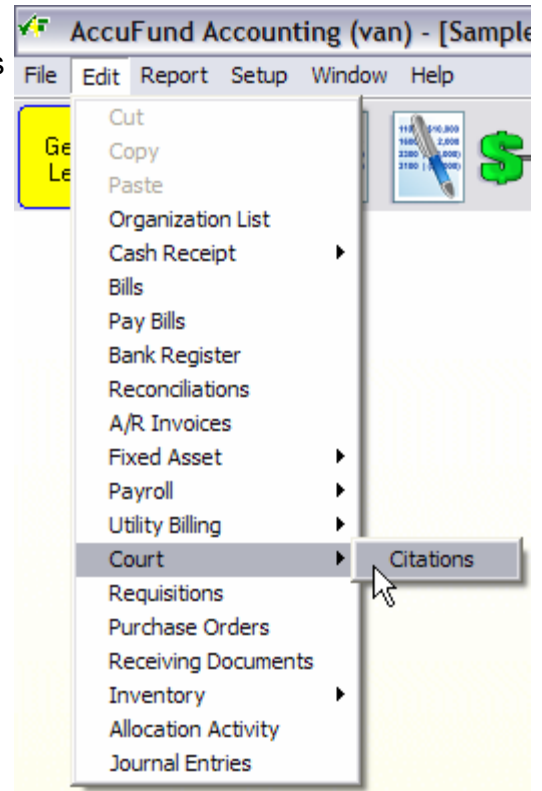
This is as far as we can drill down. The numbers you see above are the individual debits and credits that make up the account's balance. This drill down feature makes it easy to determine how an account balance came about!

The Court Fine Component

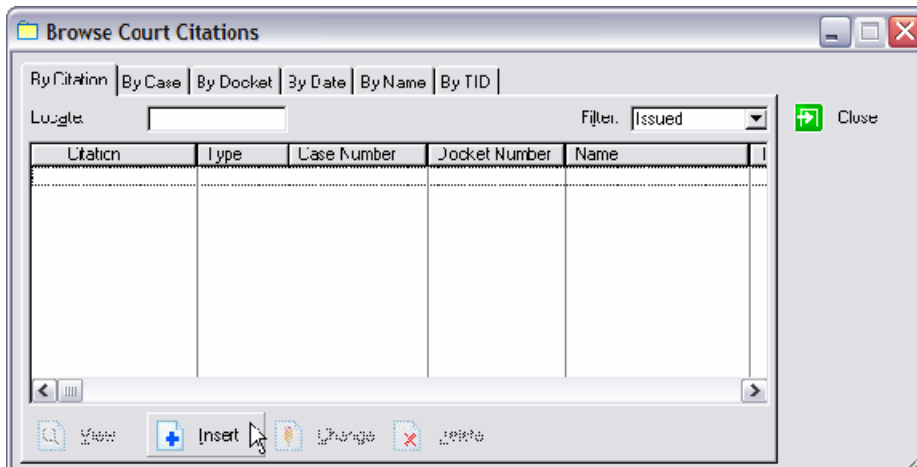
The Court Component is a recent addition to the AccuFund Accounting Suite. It is used to record, post, track and report citations issued by law enforcement. In this article we will demonstrate how to use the component to record some violations.

Here's the situation. Mr. Lamar Leggett parks his car in the middle of the block in a no parking zone. In addition he jay walks across the street to a bingo parlor. He's nailed by an officer who issues him two violations (parking and jaywalking). The next step is to enter the citation into the Court Component.

Open Court Citations by selecting the Court/Citations on the Edit menu, as shown at right:



The Browse Court Citations form opens:



Click on the Insert button to add the citation. The Citation form opens:

Citation will be Added (Leggett, Lamar D)

Citation: 8234 Status: Issued (selected) Date: 1/11/2005

Type: <none> Bound Over Adjudicated Dismissed

Case Number: 01-237

Docket Number: 48711

Buttons: OK Cancel

General | Violations | Distributions | History

Citation Information

First: Lamar Middle: D Last: Leggett

Violation Date: 1/11/2005 Time: 12:45 PM Accident

Vehicle Tag: CAR 54 State: CO Hazardous Material

Vehicle VIN: VIN93485739393495 Minor

Drivers License: S59309934 State: CO TID: 123-22-4444

Mailing Address

Name: Lamar D Leggett

Street 1: 685 Lorton Drive

Street 2:

City: Southerly State: CO Zip Code: 81090

Country: USA

Information related to the violator and the court system tracking numbers are added, as shown above. Click on the Violations tab next. The Violations form opens:

Citation will be Added (Leggett, Lamar D)

Citation: 8234 Status: Issued (selected) Date: 1/11/2005

Type: <none> Bound Over Adjudicated Dismissed

Case Number: 01-237

Docket Number: 48711

Buttons: OK Cancel

General | **Violations** | Distributions | History

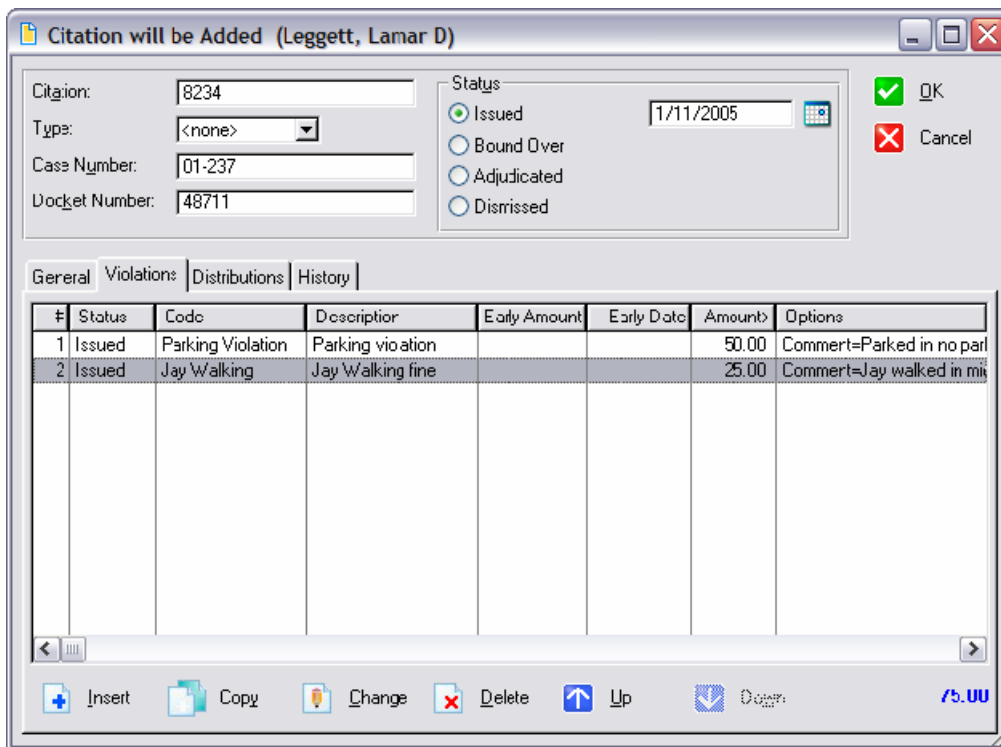
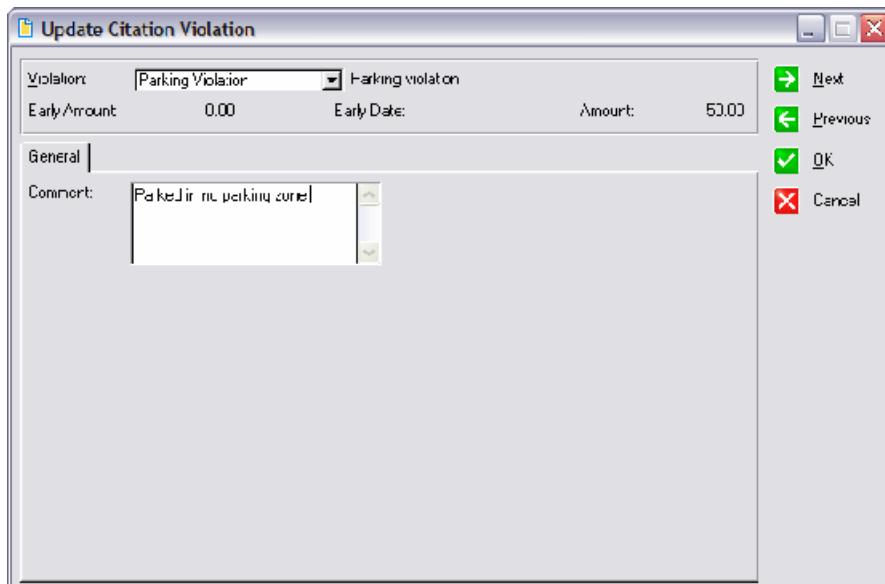
#	Status	Code	Description	Early Amount	Early Date	Amount	Option

Toolbar: 0.00

Click on the Insert button to add the violations.

At right, the violation has been selected and a comment entered. This violation has a fixed fine of \$50 associated with it. Calculations can be written that take into consideration such things as how many miles above the speed limit a violator was driving, and calculate the total fine. Below is the Citation form after both violations have been added.

Clicking on the OK button will post it in accordance with predetermined distributions that are associated with the violations.



If desired, a portion of a violation may be posted to a vendor (for such purposes as victim compensation, etc.). In addition, images may be activated so that one may attach photocopies of citations, accident photos and other documents.

The Court Component is a simple but powerful tool to manage Citations flowing through a court system.