

Advanced Fund Management Solutions

February 2005

Hi Everyone!

Most organizations are funded, at least in part, by funding agencies that are on a different fiscal year. They want reports on their fiscal year, too. That means you frequently have to report across your fiscal year end. One of the articles this month explains how to set up a report to do just that.

Version 3.01 introduces many new features. One of the handiest ones is the new Query option on most of the Browse forms. The Browse Bills form is shown in detail.

If you have any questions, give me a call!

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Did You Know?

Security. By using new security features in the Professional version (3.01), you may limit who can post imported journal entries. For example, you may allow a person to import journal entries, but not post them. In this example, the person's supervisor may then perform the posting.

Allocations. You may have several allocations setup in your system. If you and other staff members have been authorization to run the allocation, it is possible that the same one could be run more than once, or on the wrong date. To easily verify when and which allocations have been run, open General Ledger and go to Browse Allocation Activity. You will then see each allocation that has been run and when it was run. If one was run by mistake, you may delete it by highlighting it and clicking on the "Delete" button.

The New Browse Feature

In version 3.01, you will find a new browse feature that uses a number of selection criteria that vary depending upon the module. Over half of the modules, including Accounts Payable, Accounts Receivable, Cash Management, Cash Receipts, Court Fines, General Ledger, and Payroll, include the new feature. Eventually, most of the modules will acquire this capability. The AP bills form is a good example of the new functionality:

The Browse Bills form now has two tabs on it, one to limit the bills you see by running a Query, and a result tab that shows the results of the query. You do not have to use the Query option. If you just click on the Find button (seen at lower right in the above image), you will be taken to the Result tab and will see all of the bills. If you wish to limit which bills you see, you may fill in some of the Query options, as was done above. We will discuss several of the options, you'll want to try the others.

The screenshot shows the 'Browse Bills' window with the following settings:

- Pay From: <any>
- Status: Open / Partial
- Type: <none>
- Select Matching Vendor Names
 - Select: Containing
 - Vendor: _deck
- Select by Invoice Date Range
 - Select: Last 30 Days
- Select by Due Date Range
 - Select: Last 30 Days
- Add Additional Filter

| Table | Column | Opr | Selection Value |
|-------|--------|-----|-----------------|
| APINV | ONHOLD | = | 1 |

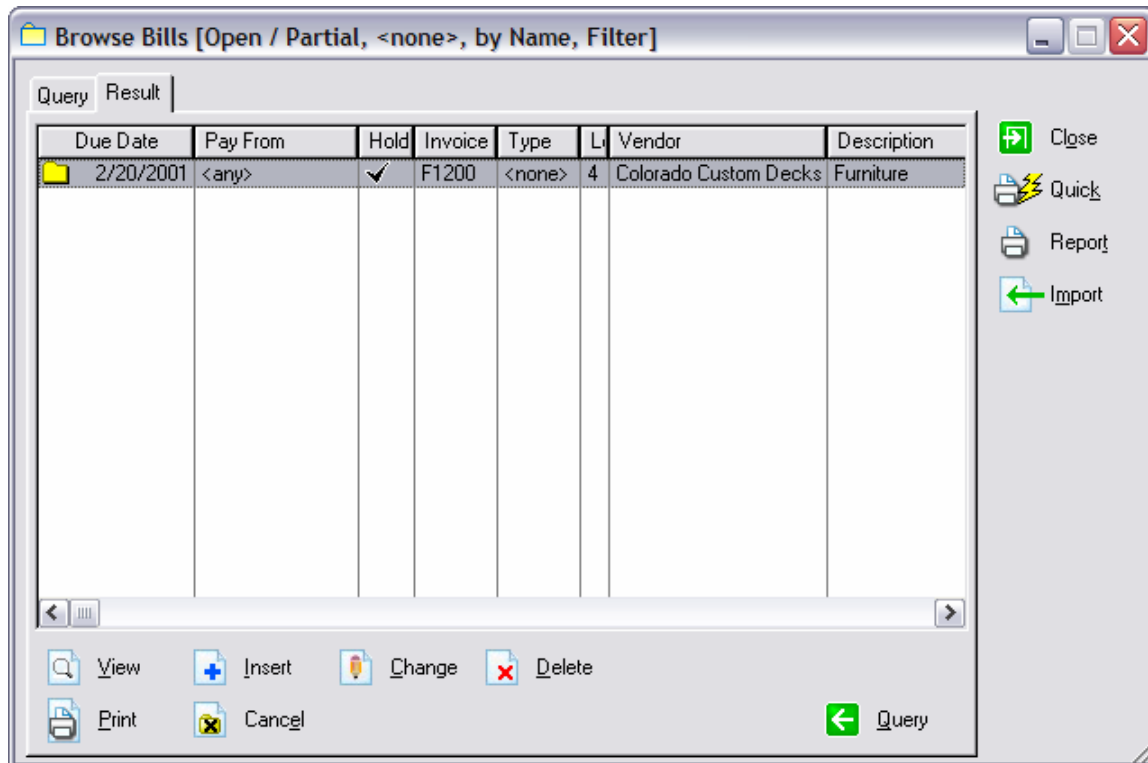
Buttons at the bottom: Clear, Insert, Change, Delete, Find.

You may select bills by the bank upon which they will be paid (Pay From), the Status of the bill (Open/Partial Paid has been selected), or Type (not implemented here). The check box options are quite useful, too. The first is a selection by matching a vendor name. There are several ways to match, the “Containing” option is chosen in our example. Vendors with a name containing “deck” (as in Colorado Custom Decks) will be selected (the _ is a special character that means that there may be previous text in the name). There are other ways to match, including “starting with”, “ending with” and “like”. The other two selection options use the invoice or due date, where you may select a date range, or “this month”, for example. We’re not using either of the date ranges in this example.

The final filtering (or Query) technique involves direct use of the contents of the SQL tables. We have added one filter (you could add others). This filter looks in the APINV (AP invoice) table, and then the ONHOLD column within it. If the contents of the column is equal to 1, the invoice will appear on our Results tab. (An invoice is on hold, and can’t be paid, as long as its On Hold box is

checked. If the box is checked, a 1 is placed in the table's ONHOLD column.) The casual user will not be familiar with the tables and their columns; contact us if you need any custom filtering.

When you have made all of your Query selections, click on the "Find" button. The Results tab will open and you will see something like this:



Only one invoice fits all of the Query selections we entered. If you add too many criteria, you may not see any bills! To return to the Query tab, click on "Query" button at the bottom right of the form. Notice that our Query options are shown at the top of the form (Open/Partial, <none>, by Name, Filter). The <none> refers to the fact that we aren't selecting by "Type".

The Query results may be sorted by the contents of a column by clicking on the title of a column.

If you click on the "Quick" button on the right of the form, you will be given the option to print the Query results in one of several options (Print, PDF, email, HTML, and Excel).

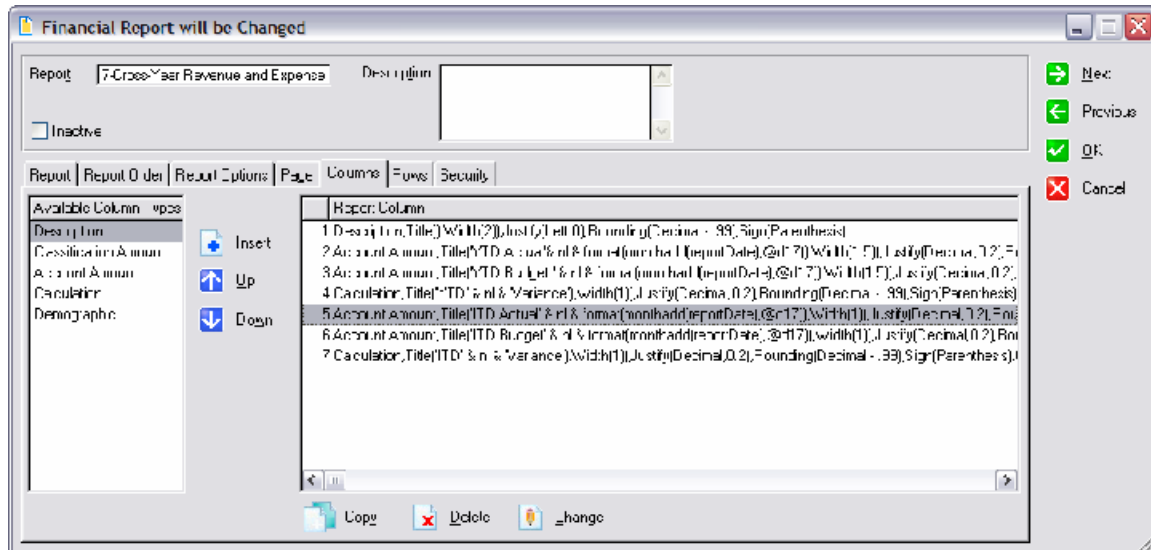
If you have many bills in the system at the same time, all having a different status and from different vendors, you will find yourself using this new Query feature frequently. The same basic filtering options are available in the other modules listed above; you'll want to try the new Query feature there, as well.

Reporting Across Fiscal Years

Many organizations have projects or grants that are funded (and must be reported) over a span of time that crosses their fiscal year end. The Financial Report Writer is very easily capable of reporting across any period of time. This allows you to report, for example, from October 1st of one year to September 30th of the next. If your fiscal year ends on Dec 31st, this represents cross fiscal year reporting.

The Sample database, which ships with AccuFund, contains a report that can report across one or more fiscal years, it's called *z7-Cross-Year Revenue and Expense* (AccuFund's sample reports start with the letter "z" so that they show up at the end of the list of reports – that way they don't mix in with reports you add). This article will discuss how that report pulls across fiscal years, and how to run it correctly.

The z7-Cross-Year Revenue and Expense report is shown opened below:



The cross year reporting feature is controlled within the report columns. Two of the columns on the above report, columns 5 and 6 (number 5 is highlighted), report across any period of time you wish. They are called "Inception to Date", which means from program start to now, but they can report any range of time. Let's look at column 5's instructions:

The key to reporting across a period of time is the entry in the “Balance” field at the bottom right of the form. This “Range Total” tells the system to report the net activity across a range of time. You will notice that no range of time is specified on this column’s form. Specifying that range of time is done when you produce the report.

The screenshot shows the 'Update Column Properties' dialog box for column 5, 'Account Amount'. The 'Column' section includes a 'Hidden' checkbox, a 'Title' field with the text 'YTD Actual & nl & format(monthadd(reportDate),@d17)', a 'Width' of 1.0000, a 'Justification' of 'Decimal', and an 'Offset' of 0.2000. The 'Rounding' is set to 'Decimal (.99)' and the 'Sign' is 'Use Parenthesis ()'. There are buttons for 'Font...' and 'Negative...'. The 'Account Selection' section contains a list box with '???' entries and navigation buttons: '+ Insert', 'Change', 'Delete', 'Up', and 'Down'. The 'Amount' section has 'Post Type' set to 'Actual', 'Balance' set to 'Range Total', 'Extract Year' set to 'Current Year', and 'Period' set to 'Current Period'. There is also a 'Get Units' checkbox.

When you run the report, the following form will open:

If we want the report to pull a twelve month period of October 1, 2004 to September 30, 2005, we enter the start date in the “From Date:” field, as shown at right. The ending date is then entered in the “Report Date:” field, also seen at right. We have now done two things: we have specified a time frame that crosses our Dec 31 year end, and we have told the two columns what the “range” of time is for the Range Total (contained in the “Balance” field we looked at above. Note that you are in total control of the time frame you enter each time you run the report. If you use a mask to enter different program each time you run the report, you may enter that program’s start and stop dates as well. One report could then be used to report more than one program!

The screenshot shows the 'Produce Financial Report' dialog box. The 'Reporting' section includes a 'Report:' dropdown menu with 'z7-Cross-Year Revenue and Expense' selected, a 'Mask:' field with '???' entries, 'From Date:' set to '10/01/2004', and 'Report Date:' set to '9/30/2005'. There are 'OK' and 'Cancel' buttons. The 'Printer Selection' section shows icons for 'Print', 'PDF', 'Email', 'HTML', 'Excel', and 'Drill'. A checkbox for 'Preview Report Before Sending to Printer' is checked.

When you create your own cross fiscal year report you may copy the *z7-Cross-Year Revenue and Expense* report, or refer to it when adding your own cross year reporting columns to your new report!