

Advanced Fund Management Solutions

May 2005

Hi Everyone!

Table Driven Accounts have found their way to version 3.02 scheduled to be released in early next month! This is one of the most commonly requested features requested of an accounting system. If you turn on this optional feature, it will automatically create new accounts during journal entries if certain pre-established criteria are met.

Budgets have always been easy to import into AccuFund. You may now obtain an Excel workbook that contains macros that automatically convert your worksheet into a form that the Import Wizard can directly use. Details inside!

If you have any questions, give me a call!

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Did You Know?

Images. You may now attach images to bills, invoices, journal entries, fixed assets, cash receipts, organizations, H/R items, inventory, UB locations, and Court Fines (citations). You may attach the images by clicking on a button when you enter an invoice, for example. The button click will automatically activate your scanner and attach the resulting image to the item on which you are working. (In this case the image is embedded in the item.) You may also link the image file to the item, in which case the image remains somewhere on your network.

Cash Receipts. In the professional version, you may control which type of cash receipts a user may enter and view. For example, you can assign security to a person that allows them to enter AR receipts, but not enter utility billing receipts. In addition, you may allow a person to enter bank deposits but not be able to view cash balances, checks, NSF's, adjustments or voided checks.

Table Driven Accounts

A new feature available in version 3.02, scheduled for release next month, provides for the addition of new accounts during journal entries while selecting account elements (account segments) from a drop down list. This is the popular table driven technique for creating new accounts. A table would exist that contains approved fund numbers that may be used—the same is true for the other elements of the account structure, such as departments, object and subobject codes. This is a feature that must be turned on, along with the creation of elements that may be selected, and approved combinations of elements. This article shows how to setup the new feature.

The Journal Entry shown below shows the object portion of an account number being entered in a grid. There are drop down lists (from tables) that allow you to select only certain account

Journal Entry will be Added

Activity Date: 5/11/2005 Posting Type: Actual OK
 Reference: Type: <none> Cancel
 Description: Journal Entry Using Table Driven Accounts. JE: Has Units

Fund	Department	Object	Sub Object	Description	Amount
999	999	9999	00	not found.	1,000.00

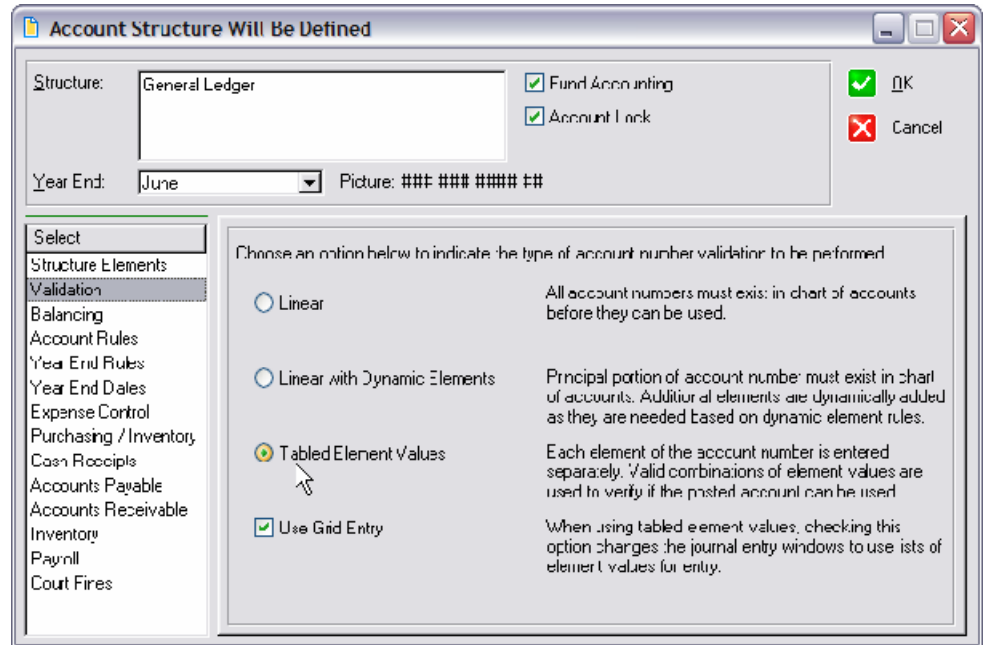
0000 <none>
 9999 Test Expense

Insert Change Delete Up Down 1,000.00

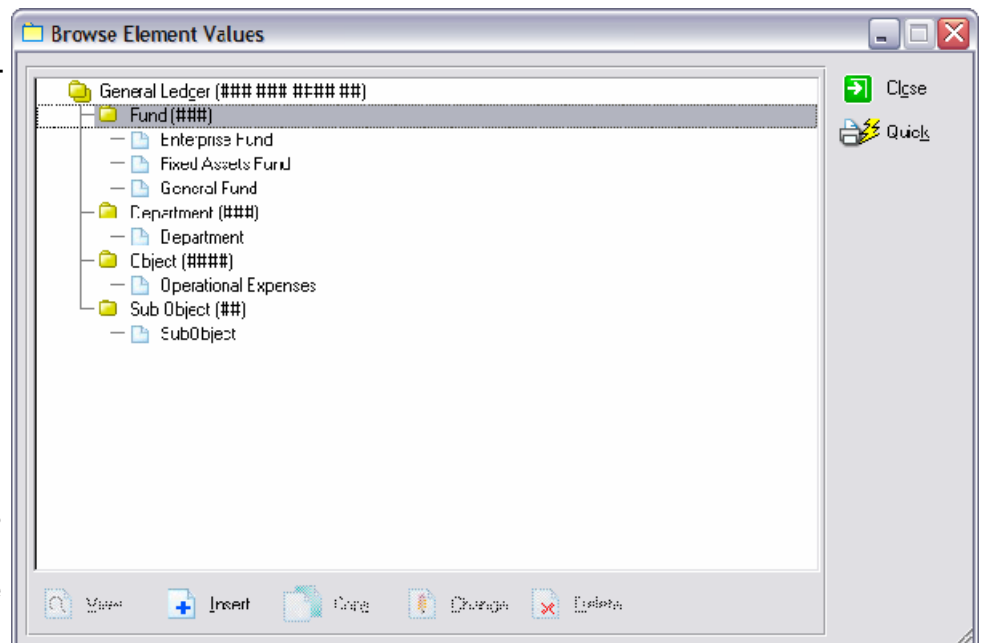
elements when entering the account. The account being entered here, which will consist of all “9’s”, is not on the chart of accounts. When the journal entry is posted, the account, or accounts, will be added to the chart of accounts. If the account already is on the chart of accounts, the account is still “assembled” the same way from the drop down lists, and its description will appear in the Description column.

To turn on this feature, proceed to Setup/General Ledger/Account Setup/Validation, as shown below:

“Tabled Element Values” has been selected, as well as “Use Grid Entry”. This will allow us to see and use the drop down lists for the elements.

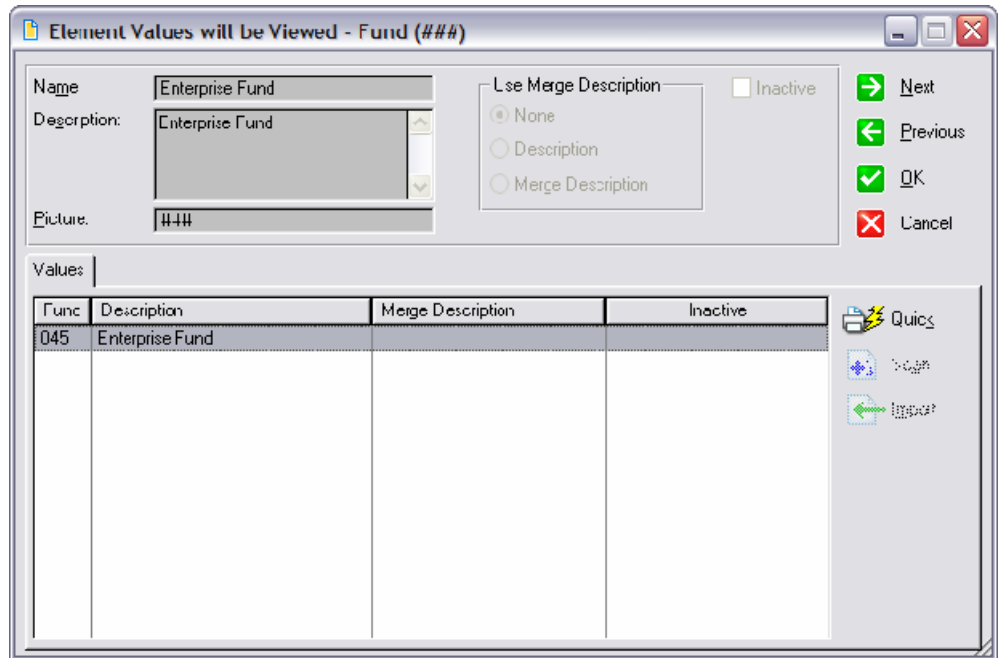


Next, go to Setup/General Ledger/Element Values (this is a new menu item that was turned on by our previous step). The form at right will open. It shows a at least one group of values that may be used with each element (the fund element has three sets of values available for it). These values are just names for the values they may contain. If the Enterprise Fund folder is highlighted and viewed, the following values are available when an Enterprise Fund is added:



In the example at right, only one fund number is available for enterprise funds (045) although many others could have been entered.

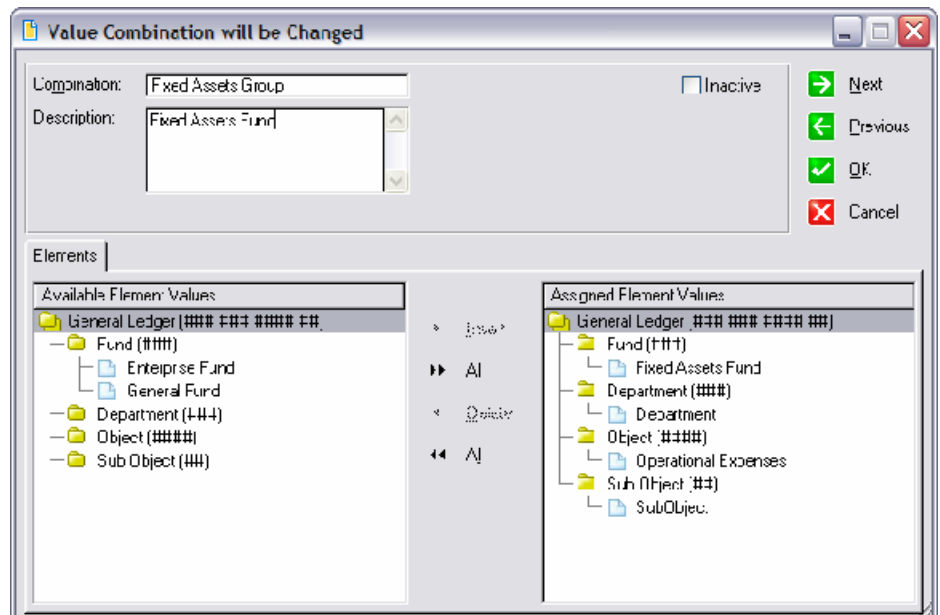
Add groups for each element of the account structure. This will limit the numbers that may be used in each element and will create the "Tables" used in the Table Driven account setup.



You may want to limit the possible combination of numbers in each of the elements. To do so, go to Setup/General Ledger/Value Combinations (another menu item we caused to be turned on). One of the Value Combinations has been opened, and is shown at right:

The "approved" element values (for the Fixed Assets Group) have been moved to the right window. We now have combinations of elements that may be used for the Fixed Assets Group. Other groups could have other approved element combinations.

The Table Driven account feature can be very useful in limiting which account numbers are used in transactions. If the accounts are not on the chart of account, and they contain "approved" element values, the accounts will be automatically added.



New Excel Budgeting Worksheet

Many of you prepare your budgets in an Excel worksheet. That's partly because you feel at home in the product and because it is so easy to import your final work into AccuFund. To make the task of getting your final worksheet numbers into the proper format for importing into AccuFund, AccuFund has made available a simple Excel worksheet that includes macros for the final formatting of the budget data. There are two worksheets in the file, the first of which is shown below:

	A	B	C	D	E	F	G	H	I	J	K
1											
2			Sample Budget Import Worksheet for AccuFund								
3											
4			Account Prefix:	001-001		(i.e. the part of the account: number that precedes the object/natural account)					
5											
6			Account Suffix:			(i.e. the part of the account: number that follows the object/natural account)					
7											
8			Enter the month end date for the first month	7/31/2005		Create Posting Sheet					
9						Save Budget					
10						Zero Previous Budget					
11											
12											
13											
14				Month dates							
15	Account	Description	07/31/05	08/31/05	09/30/05	10/31/05	11/30/05	12/31/05	01/31/06	02/28/06	
16											
17	7000 00	Salary Wages	10,000	10,000	10,000	10,000	10,000	10,000	10,500	10,500	
18	7010 00	Hourly Wages	5,000	5,500	5,000	5,000	5,500	5,000	5,500	6,100	
19	7020 00	Overtime	200	200	500	600	500	600	500	600	
20	7030 00	Holiday Pay	-	200		227	450	540		230	
21	7100 00	Insurance	1,800	1,860	1,800	1,800	1,860	1,800	1,920	1,992	
22	7110 00	Retirement	3,300	3,410	3,300	3,300	3,410	3,300	3,520	3,652	
23	7120 00	FICA Expense	11,950	11,625	11,950	11,950	11,625	11,950	12,000	12,450	

You may organize your accounts on this worksheet in a number of ways. In the above example, the account prefix is shown as 001-001. This means that all of the accounts budgeted below will belong to fund 001, department 001. This worksheet will create twelve monthly columns based on the month end date for the first month of the annual budget (this example starts with July 2005, so 7/31/2005 has been entered in cell D8). Once you enter the month end date, the monthly columns are automatically created.

On the lower portion of the worksheet are the object codes that you have brought in from a report, or type in. You may enter each of the monthly budget amounts for the accounts (not all of the monthly columns are shown above). Once you have accomplished that, press the "Create Posting Sheet" button in cell F8.

The Posting Sheet worksheet is created, as shown below:

The budget amounts (shown in the Posted Amount column) are now organized in rows by month, as shown in column A. This format is easily used by the Import Wizard.

If you look at the first page of the workbook, you will see that there are twelve monthly columns, into which you enter the monthly budget amounts for each account. There is no reason why you could not distribute amounts into these cells by using formulas you create in other cells. This worksheet, with its macros, does not care how the budget amounts get into the cells. The only limitation is that you must leave the monthly columns where they are, and there must be twelve of them. You may have as many rows of accounts as needed.

	A	B	C	D	E
1	Date	Account	Current Amount	Saved Amount	Posted Amount
2	7/31/2005	001-001 7000 00	10000.00		10000.00
3	7/31/2005	001-001 7010 00	5000.00		5000.00
4	7/31/2005	001-001 7020 00	200.00		200.00
5	7/31/2005	001-001 7030 00	0.00		0.00
6	7/31/2005	001-001 7100 00	1800.00		1800.00
7	7/31/2005	001-001 7110 00	3300.00		3300.00
8	7/31/2005	001-001 7120 00	11250.00		11250.00
9	7/31/2005	001-001 7130 00	225.00		225.00
10	7/31/2005	001-001 7200 00	1200.00		1200.00
11	7/31/2005	001-001 7210 00	4500.00		4500.00
12	7/31/2005	001-001 7210 01	3500.00		3500.00
13	7/31/2005	001-001 7210 02	1500.00		1500.00
14	7/31/2005	001-001 7210 03	2300.00		2300.00
15	7/31/2005	001-001 7300 00	3200.00		3200.00
16	7/31/2005	001-001 7400 00	25.00		25.00
17	7/31/2005	001-001 7500 00	1500.00		1500.00
18	7/31/2005	001-001 7510 00	0.00		0.00
19	7/31/2005	001-001 7800 00	2500.00		2500.00
20	7/31/2005	001-001 7810 00	0.00		0.00
21	7/31/2005	001-001 7980 00	45.00		45.00
22	7/31/2005	001-001 7990 00	750.00		750.00
23	8/31/2005	001-001 7000 00	10000.00		10000.00
24	8/31/2005	001-001 7010 00	5500.00		5500.00
25	8/31/2005	001-001 7020 00	200.00		200.00
26	8/31/2005	001-001 7030 00	0.00		0.00

To obtain a copy of this Workbook, please contact me and I will e-mail you a copy.