

Advanced Fund Management Solutions

July 2005

Hi Everyone!

Have you ever had a need to quickly view the check, or checks, that have paid for all, or part, of an invoice? Learn how to drill down to the info you need.

You can see a summary of an account's transactions on a ledger report, instead of every single debit and credit. Perhaps on your accrued liability accounts you only need to see a summary amount. It's a simple change on the accounts you wish to summarize. Read on!

If you have any questions, give me a call!

Judy Garver

Voice (318) 359-8020 jgarv@afmss.com www.afmss.com

Did You Know?

General Ledger. Whenever you run a financial report, a GL detail report, an allocation, or process your year end, your classification and balance sheet rules are run automatically. This ensures that your accounts have the proper classifications and balance sheet flag on them. That way the proper accounts will be involved in the report or other activity. Newly added accounts will also be included in this process.

Accounts Payable. When you are modifying an invoice (you'll be on the "Bill will be changed" form), you may print the invoice while still on the modify form and before you have saved the changes. You do not have to back up to the "Browse Bills" form. Combined with the "Next" and "Previous" buttons to move backwards and forwards in the list of invoices, you can make changes much faster and print the results!

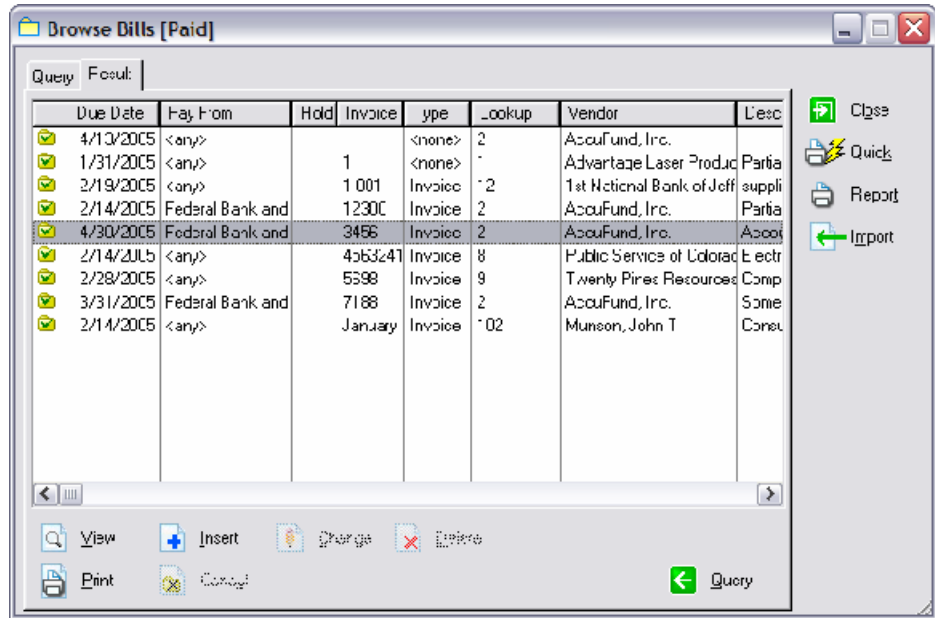
Financial Reports. Financial reports that break on element or classification may now have a total page. This page may be at the beginning or end of the report.

Drilling Down to AP Checks

If you receive a call from a vendor who has a question about payment of an invoice, it would be nice if you could easily view the invoice of interest and a drill down to view the details of any checks associated with it. Well, it's now possible to do just that! This article shows you how to drill down within a bill to see its associated check or checks.

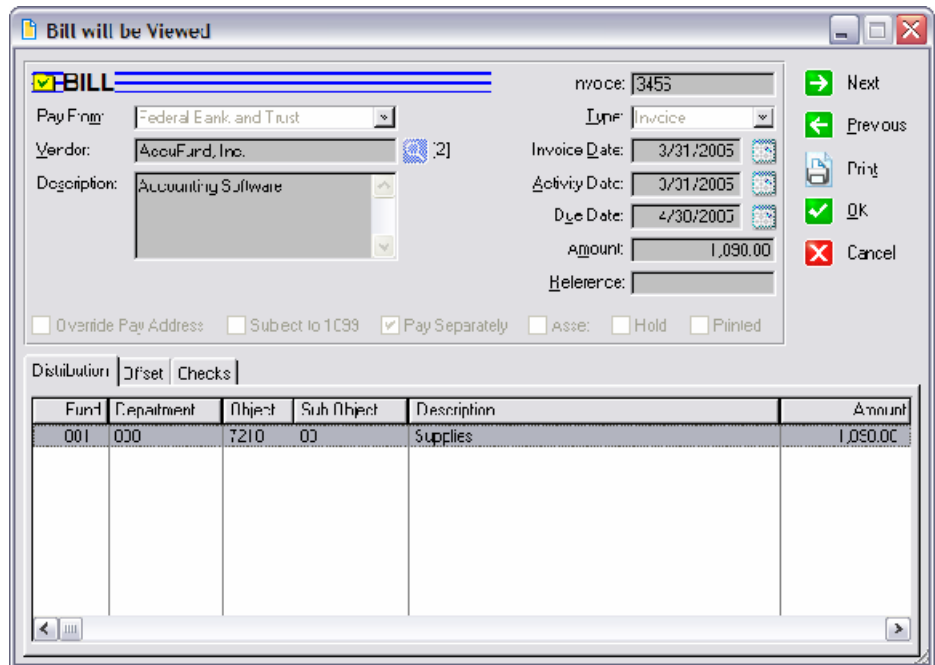
We'll select an invoice from one of those shown on the Browse Bills form, as shown below:

You may double click on the invoice, or highlight it and click on the view button to open up the invoice.



Once the invoice is opened, it will appear as shown at right:

Note that there is a Check tab. Click on it to see any checks that have been written in payment of the bill:



In our case there has been one check written that paid for the entire invoice. That portion of the form is shown below:

Distribution Offset Checks					
Activity Date	Bank	Reference	Type	Description	Paid
11/04/2005	Federal Bank and	0000112	Check	Accounting Software	1,090.00
					Paid: 1,090.00

Notice that the cursor has turned into a magnifying glass. This indicates that you can drill down into the check. To do so, just double click on the check. The following form will open:

Check will be Viewed [Federal Bank and Trust]

CHECK

Name: [2]

Description:

Activity Date:

Reference:

Payment Dr Debit:

Printed

Next

Previous

OK

Cancel

Paid Bills | Check Distribution | Offset

Invoice	Due Date	Invoice Date	Description	Owed	Paid
3456	4/30/2005	3/31/2005	Accounting Software	1,090.00	1,090.00
					Check Total: 1,090.00

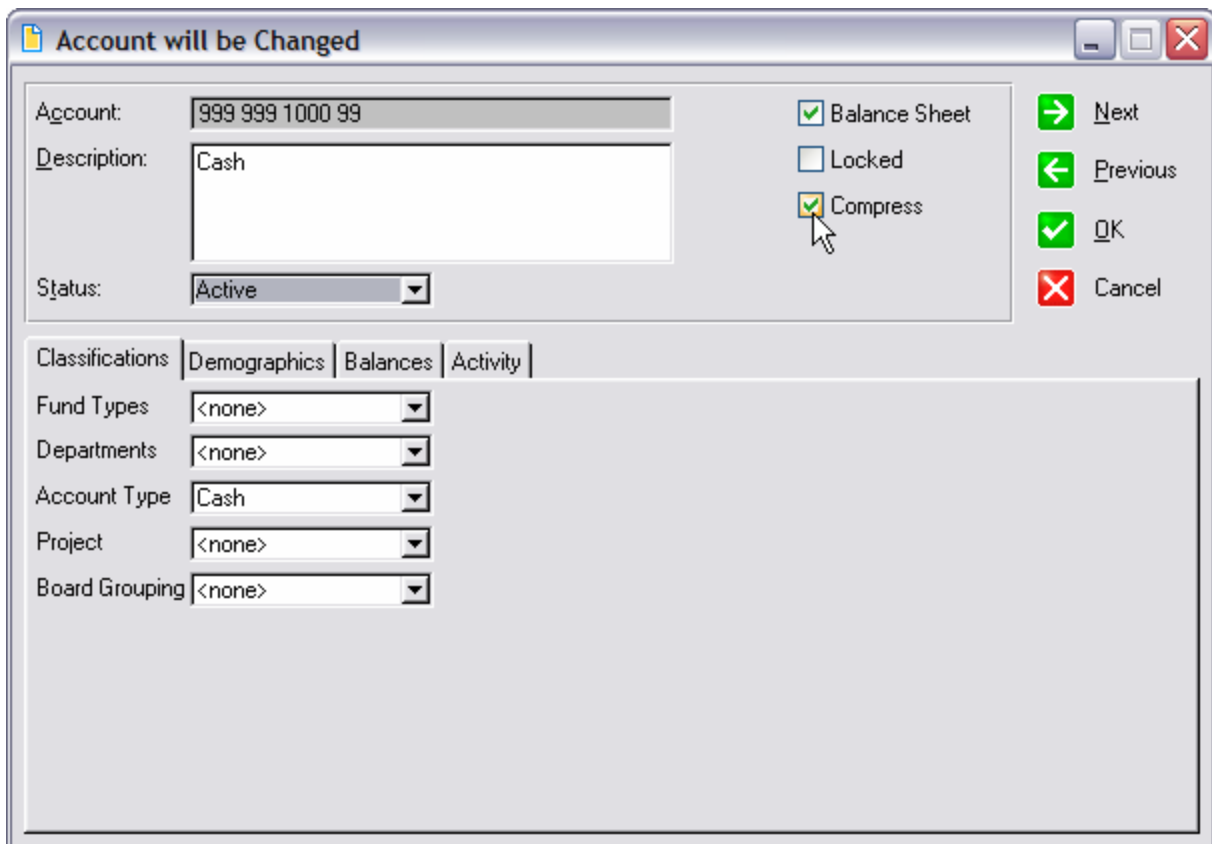
You can see details on the check and the invoice it paid, to include how much was owed, how much paid, the amount, the check number, dates, the check distribution accounts and offsets, etc. Use this capability to easily view check detail associated with the payment of your bills. It can also help you answer your vendors questions about what payments have been made.

Compressing Ledger Detail

The Ledger report can show you all of the detail associated with your journal entries. In some cases, though, you may not really need to see all of that detail, especially on certain accounts. For example, you may not care to see all of the detailed (individual debits and credits) made into the Accounts Payable liability account. In that case, the liability is cleared when the invoice is paid. If detail is needed, it would be available on the expense or cash accounts, which are never cleared out. You may choose which accounts will be reported in summary (compressed) form on the Ledger report. This means that you would see one entry per month, and by source (such as the AP module). This article shows you how modify an account to compress its transactions on the Ledger report.

Note: if you elect to compress entries on a specific account, the detail transactions are still stored by the system and are reportable by other reports such as the Journal or Detail report. The compressed (or summary) amounts are only shown on the Ledger report.

To change an account to compress its activity on a Ledger report, go to Browse Accounts, and select the account, as shown below:



The screenshot shows a dialog box titled "Account will be Changed". It contains the following fields and options:

- Account: 999 999 1000 99
- Description: Cash
- Status: Active
- Balance Sheet:
- Locked:
- Compress: (highlighted by a mouse cursor)
- Next:
- Previous:
- OK:
- Cancel:




Below these fields are several tabs: "Classifications", "Demographics", "Balances", and "Activity". The "Balances" tab is selected. Underneath, there are several dropdown menus:



- Fund Types: <none>
- Departments: <none>
- Account Type: Cash
- Project: <none>
- Board Grouping: <none>



Click on the "Compress" box, as shown above. Transactions made to this account will now be reported in summary on the Ledger report.


To demonstrate how the compressed transactions are displayed, a sample transaction is created and posted, as shown below:

Journal Entry will be Changed

Activity Date: 7/07/2005  Posting Type: Actual   Next




Reference: Type: <none>   Previous







Description: Demonstration of compression  JE: 2  OK

Has Units  Cancel

Distribution | Offset

Fund	Department	Object	Sub Object	Description	Amount
999	999	1000	99	Cash	(100.00)
999	999	1000	99	Cash	(100.00)
999	999	9999	99	Sample Expense Account	100.00
999	999	9999	99	Sample Expense Account	100.00

 Insert  Change  Delete  Up  Down  0.00

The transaction shown above was entered manually, but automated entries, such as those created by Accounts Payable would be handled in the same way. In this case, two credits have been made to the cash account in fund 999. This is the account that we just changed to implement compression. Offsetting debits have also been made, but they don't interest us here. Once this journal entry has been posted, we can run the Ledger report to see the effect of the compression setting.

The Ledger report may be run with the settings shown below. The report is masked so that only the account of interest will be shown.

Below you see the Ledger report. The two credits for \$100 each have been “compressed” into one \$200 entry. If there were entries in other months or from other modules, they would be shown in summary form as well.

AccuFund Sample									
Period To Date General Ledger for Period Ending 7/31/2005									
Run: 7/08/2005 @ 11:06 AM								Page: 1	
Account	Date	Source	JE Reference	Description	Debit	Credit	Balance		
999 999 1000 99		Cash		Beginning Balance			0.00		
	07/2005	G/L		Summary	0.00	200.00	(200.00)		
999 999 1000 99		Cash		Ending Balance	0.00	200.00	(200.00)		

Should you need to see the detail posted against our account, it is still available if you run a report such as the Journal report, as seen below:

AccuFund Sample										
Journal Activity										
Run: 7/08/2005 @ 11:16 AM								Page: 1		
Date	Source	Activity Type	Post	JE Reference	Units	Debit	Credit			
7/07/2005	G/L	JE	Actual	2	Demonstration of compression					
		999 999 1000 99	Cash				100.00			
		999 999 1000 99	Cash				100.00			
		999 999 9999 99	Sample Expense Account			100.00				
		999 999 9999 99	Sample Expense Account			100.00				
		This journal entry was last changed 7/08/2005 by Administrator					200.00	200.00		
Summary of all activity posted for G/L JE										
		999 999 1000 99	Cash				200.00			
		999 999 9999 99	Sample Expense Account			200.00				
Summary of all activity reported.										
		999 999 1000 99	Cash				200.00			
		999 999 9999 99	Sample Expense Account			200.00				