

## Advanced Fund Management Solutions

December 2005

### Hi Everyone!

We know you have been told to make frequent backups, but did you also know that some AccuFund users still fail to do it on a regular schedule? Read about how and when to make your AccuFund backups.

The update account function can help attach the proper classifications to your accounts. The benefit? Your reports that rely on classifications will then work properly. That's good!

If you have any questions, give me a call! Happy Holidays!

Judy Garver

Voice (318) 359-8020 [jgarv@afmss.com](mailto:jgarv@afmss.com) [www.afmss.com](http://www.afmss.com)

### Did You Know?

---

**Accounts Receivable.** Invoices may be written off if payment is not expected. When you press the button to write off the invoice, an account you have specified will be used to record the write off amount.

**Information Types.** Although optional, information types allow you to add most any information to transactions such as purchase of inventory, recording the sale of goods and services, journal entries, purchase orders, utility bills, etc. Once used in a transaction anywhere in the AccuFund suite, the contents of an information type used in a transaction may be reported with the Report designer. This brings almost any type of information to your reports.

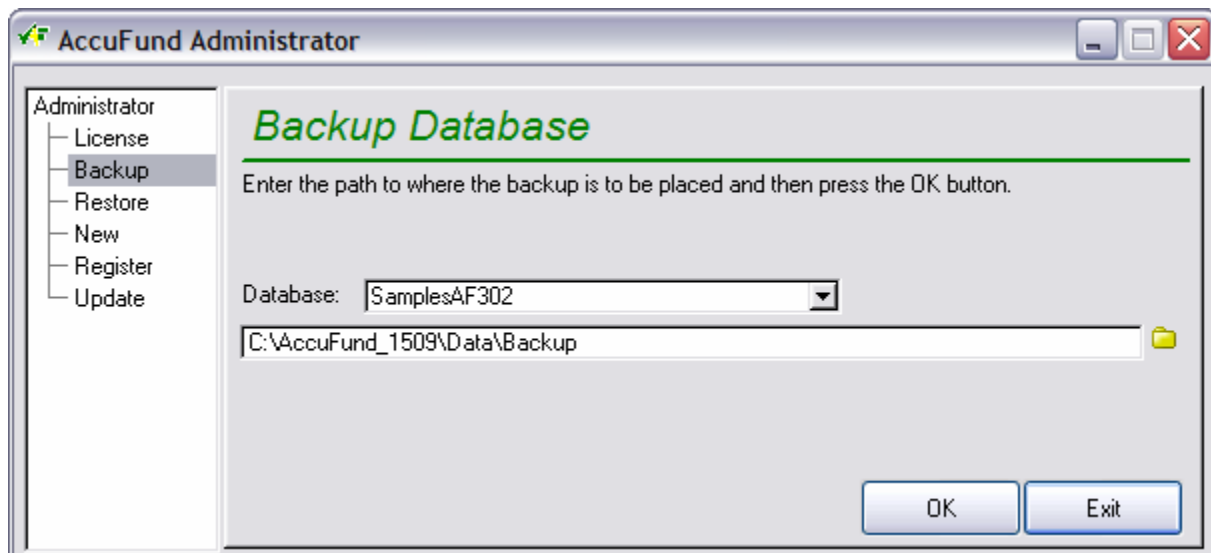
**Work Orders.** The work order feature is installed as a part of the Utility Billing module. It is designed to track the issuance, and fulfillment of utility billing work, such as the repair and replacement of meters or repair of water lines. The feature can track the design, issuance, assignment, repair progress, completion or cancellation of the work. This includes the dates and times of every task. Of course, the work orders may be printed out using the Forms designer to assist in your management of your work order system.

## Doing an AccuFund Backup

One of the most important things you can do for yourself is backup your AccuFund accounting system on a regular basis. I know that your IT department is backing up the Server (and other locations where your data resides) every night, but you should be doing an AccuFund backup, too. Why? If you and your staff are entering a lot of data into AccuFund, you may want to backup at mid-day, or before you do anything that generates a lot of transactions (such as calculating and posting payroll, or importing information).

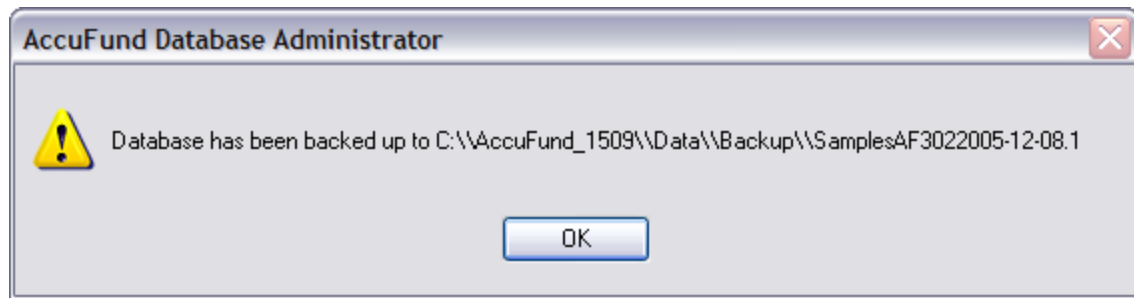
As an aside, you may want to verify with your network people how often they backup the accounting data, and if they frequently test the ability to restore the backup data. Both backup and restore must work reliably. If their backup is not working, and you lose accounting data, guess who will have to reenter the data as best they can? That's right, you!

To make your backup, make sure no one is working in AccuFund, then open your AccuFund directory in explorer. Open the Utility directory next. In it you will see a file called afAdmin. Double click on this file. The following form will open. Click on the Backup item, as shown below:



Choose your database in the Database field, as shown above (the Samples database has been selected). Choose a location for the resulting backup, it can be anywhere. Above, the Backup directory has been chosen.

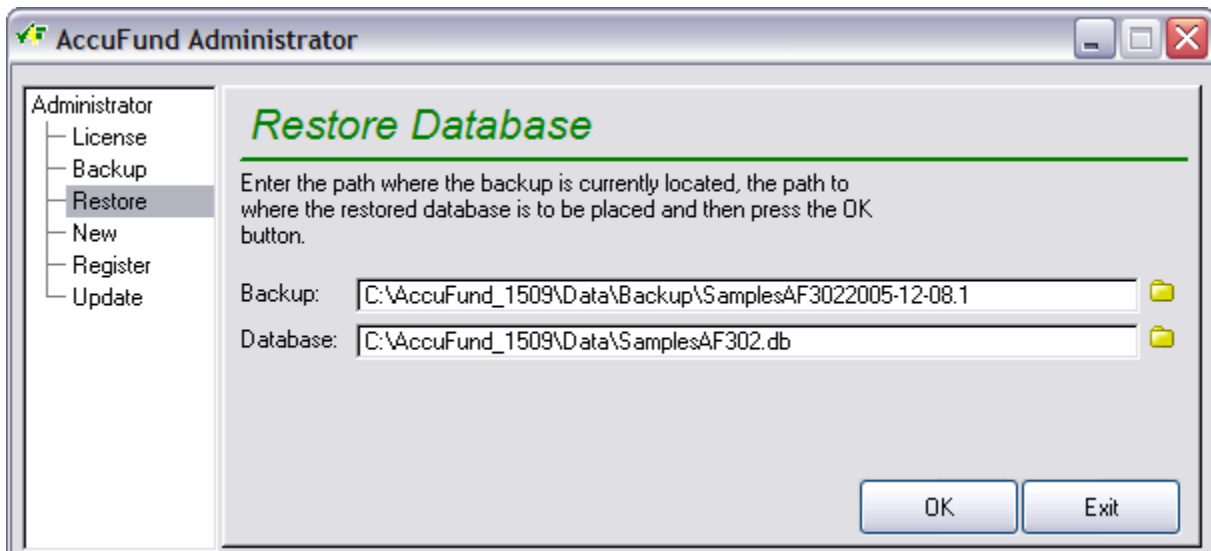
Click on the OK button. The backup will be made, as indicated by the following form:



The backup file name is shown as SamplesAF3022005-12-08.1. The name of the database we're using is SamplesAF302—it has now become part of the backup file name. The remainder of the file name includes the date.

That's how you do a backup. The backups reside in the directory you chose, and will continue to collect in that directory. Eventually, you will have more backups there than you want to keep around. You may delete any you don't want to keep by just deleting them using explorer.

When you need to restore a backup, go back to the afAdmin program, as before. You will find a Restore item, as shown below:



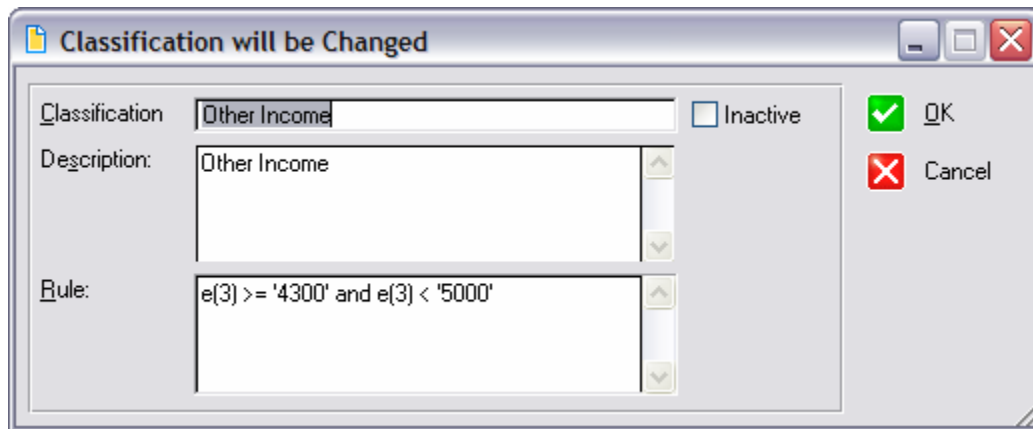
Select the source for the Backup, as shown above. The database is restored with the database name as shown in the second field, as also shown above. Clicking on the OK button will restore the database.

You won't be restoring very often, but, if you need to, you can have a backup available that could have been made at lunch that day. You will lose minimal data if you have to restore.

## Updating Accounts

Every once in a while the AccuFund support department receives calls from users indicating that certain reports are not pulling in the proper accounts. If some of your reports are based, at least in part, on account classifications, it is possible to add new accounts and forget to assign the proper classifications to them. This article will show you how to update the classifications on your accounts so that you won't have reporting problems.

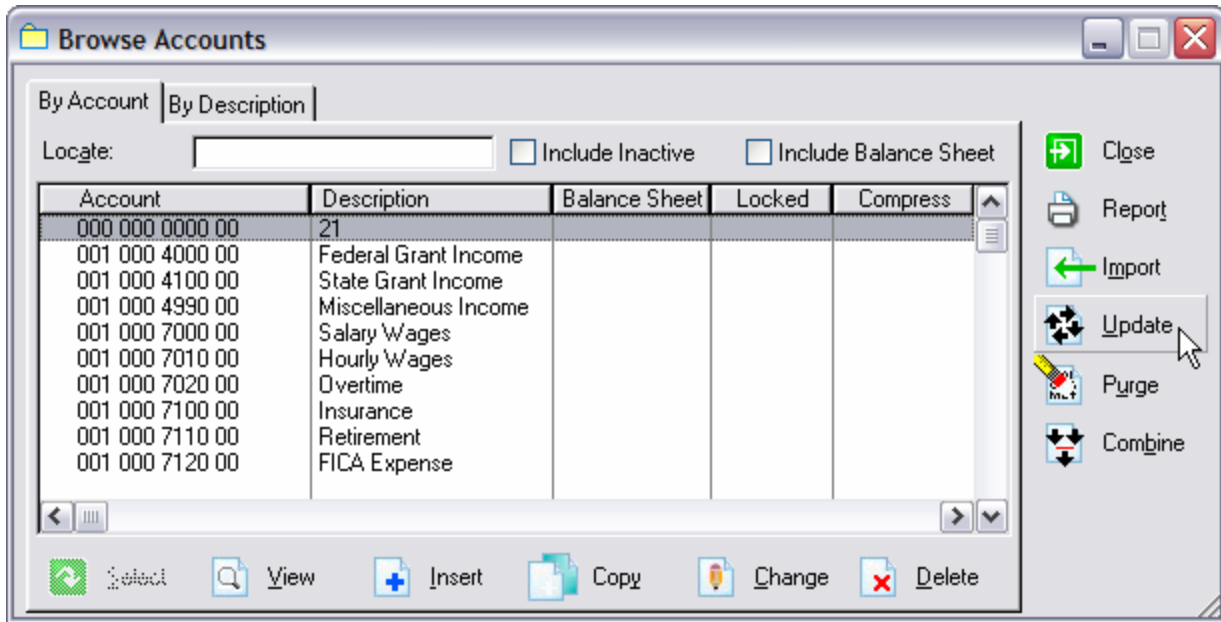
Classifications may be created and attached to accounts, usually for reporting purposes. When the classification is created, rules explaining to which account numbers they should be attached are normally included. Below is the definition of a classification called "Other Income". This classification should obviously be attached to accounts considered Other Income type accounts. The rule that can be seen in the lower portion of the form describes to which accounts the classification should be attached. The rule is used to automatically update accounts to make sure they have the proper classifications assigned (more about that in a moment).



The rule is written in a programming type language. Here's how it can be translated:

"The Other Income classification will be attached to accounts that have, as their third element, the numbers equal to or greater than 4300 and less than 5000."

This means accounts like 001 000 **4300** 00, 010 100 **4500** 00, and 050 299 **4999** 00, could automatically be given this classification if the update process is initiated. The question then becomes, how can I update my account classifications to make sure my reports that use them work correctly? Assuming your classifications have the proper rules in them, here is how you do it. Open the Browse Accounts form, as shown below:

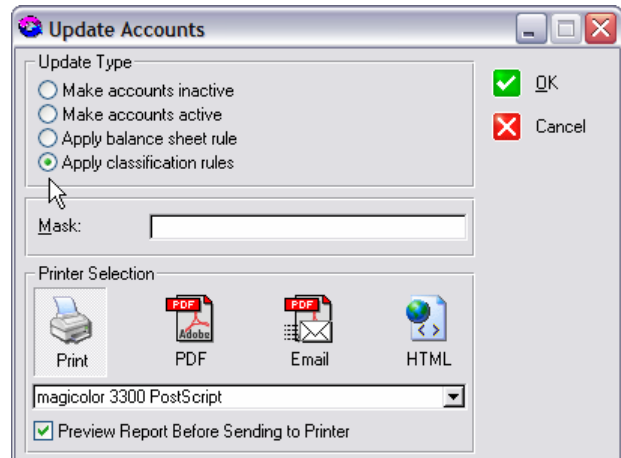


Click on the Update button. The form at right opens:

Select the "Apply classification rules" radio button, as shown. This will apply the classification rules to all accounts.

If classifications are added to any accounts, you will receive a report similar to the one shown below.

Keep your classification rules up to date, and apply them with the update function prior to running any reports that are important to you!



AccuFund Sample Update Accounts			
Run: 12/09/2005 @ 6:09 PM			Page: 1
<u>Account and Description</u>	<u>Status</u>	<u>Balance Sheet</u>	<u>Classifications</u>
000 000 0000 00 21	Active		Matches rule, added: Administration
007 023 2005 00 1	Active		Matches rule, added: Accounts Payable
007 031 2005 00 3	Active		Matches rule, added: Accounts Payable
011 004 2005 00 8	Active		Matches rule, added: Accounts Payable
011 007 2005 00 1	Active		Matches rule, added: Accounts Payable
011 014 2005 00 2	Active		Matches rule, added: Accounts Payable
011 016 2005 00 2	Active		Matches rule, added: Accounts Payable
011 021 2005 00 1	Active		Matches rule, added: Accounts Payable
011 030 2005 00 2	Active		Matches rule, added: Accounts Payable
012 012 2005 00 1	Active		Matches rule, added: Accounts Payable