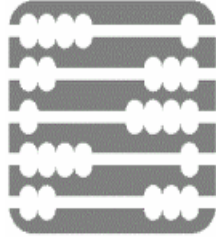


AccuFund and Insights

Special Edition



Advanced Fund Management Solutions

Special Edition One 2005

Hi Everyone!

This is a special edition of the free newsletter that is e-mailed to our clients every month. Its purpose is to make you aware of some of the outstanding features offered by the AccuFund Accounting Suite. This newsletter goes beyond just telling you about the features; it shows in graphic detail how they work.

Of course, we can't show you all of the features in one newsletter; that's the on-going job of our regular monthly newsletters. However, we hope that you will see enough in this special issue to help you understand how AccuFund can be your simple, accurate and powerful accounting solution!

Please contact us with your questions and to schedule a demonstration.

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Did You Know?

General Ledger. When setting up AccuFund, you may design an account structure that is up to 255 characters long. You may also include alpha characters within the account structure, if you wish. Of course, because you'll be dealing with that account structure many times each day, you'll want to keep it as short as possible while providing for your reporting requirements. For example, you may want to have room in your account structure for a department number, location, grant, fund and object. That way you would be able to report by any cost center required.

Demographics. Demographics hold information of just about any type. You may create as many demographics as you wish and attach them to vendors, accounts, assets, and just about anything that your modules manage. Why attach additional information? If you create a demographic called maintenance, for example, you could attach it to fixed assets and record the assets' maintenance activity in it. Then, you could write a report that lists all of your assets and their maintenance activity. This is in addition to the extensive information that is already reportable using the provided reports.

Attaching Images to AP Bills

For reference purposes it can be very convenient to have the image of an invoice attached directly to the bill you enter in Accounts Payable. In addition to AP Bills, images may now be attached to journal entries, A/R Invoices and Court Citations. An example of attaching an image of an invoice to an AP Bill is demonstrated in this article. In the process, you'll get a glimpse of how easy it is to enter an AP Bill!

Below is an invoice that is being entered for some office supplies. The vendor is Wild Office Supplies. Since the image feature has been turned on for AP Bills, there is an image tab as indicated by the cursor arrow.

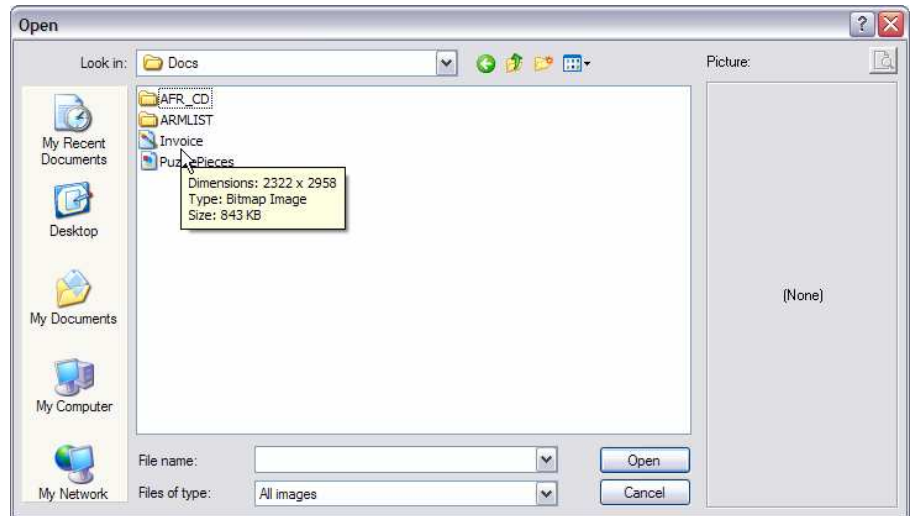
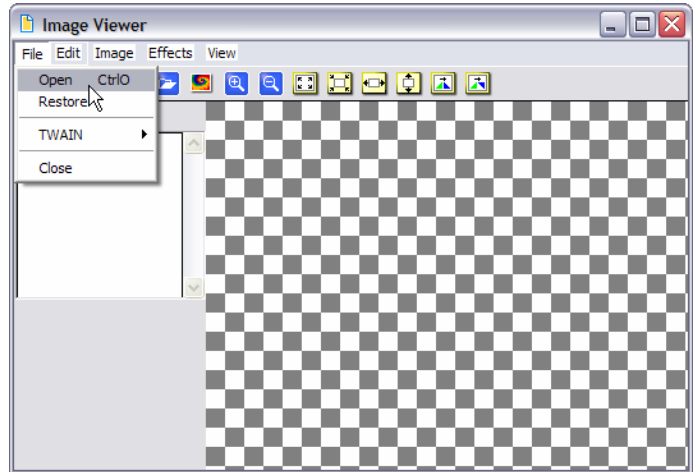
Clicking on the Image tab opens the form at right:

If you have a Twain compliant scanning device hooked to your computer, clicking on the Acquire button will automatically activate the scanner and bring the resulting image directly into the Image Viewer screen. This can help

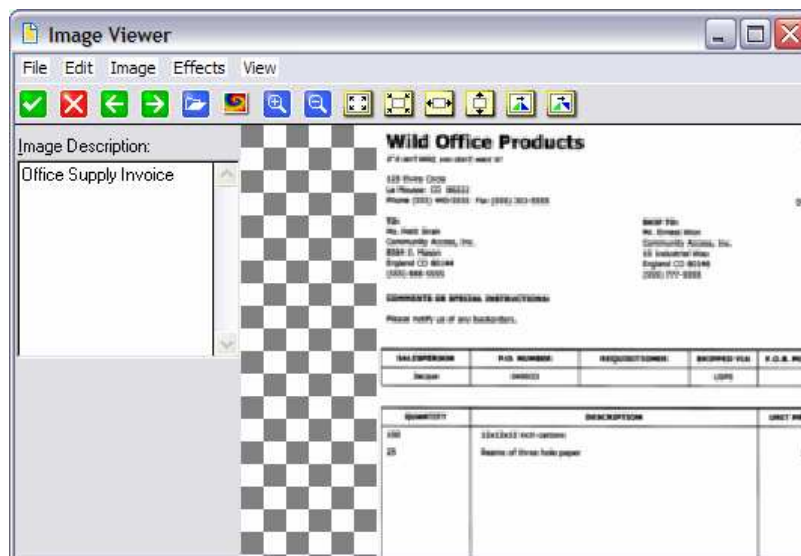
make the attachment of images an assembly line type operation where you can attach many images in one session (along with the AP Bills). We don't have a scanner directly hooked up in this example, so we will use a technique whereby we identify an image that has already been scanned and stored on the computer's hard drive.

Clicking on the Insert button will allow us to attach an image. The Image Viewer form opens:

Previously, the invoice from Wild Office Supplies was scanned and the file saved. The File/Open menu item is being selected, as shown at right. This opens a directory window that allows us to go to the directory where the image has been stored and select it, as shown below:



Once the image has been selected, you will see it in the Image Viewer, as shown below:



Notice that there are a number of image editing options as reflected by the number of menu items and buttons. These options include contrast enhancement, image sizing, etc. You may attach more than one image, too, and move between them by using the arrows on the green buttons. Finally, under the File menu option you will see a choice called “Twain”. That allows you to directly connect to a scanner, as mentioned before.

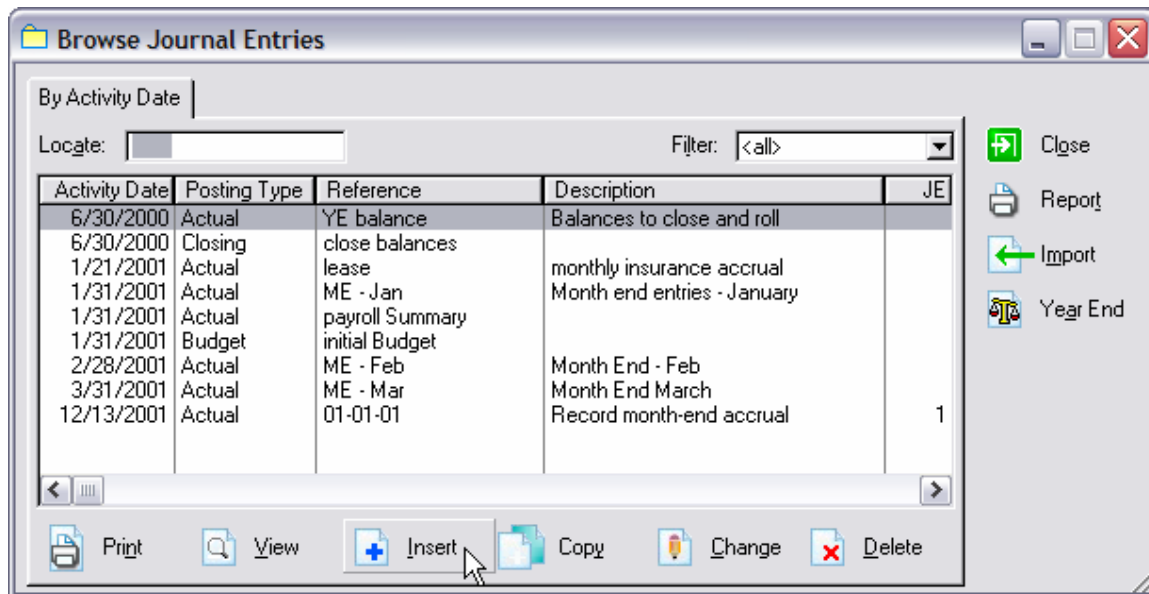
The image of the invoice is now attached to the Bill, and is available for easy reference.

This image attachment feature allows you to directly attach images to bills, invoices, citations and journal entries. It will then be easy to reference backup material without searching through filing cabinets or cardboard boxes!

Journal Entries

Most of the time any necessary journal entries will be made by the module in which you are working. There will be occasions in which you must make manual journal entries because there is no module to do them for you, or you need to make adjusting entries. As an example, you may wish to record monthly fixed assets depreciation (and you do not have the Fixed Assets module, which can calculate and post them for you).

From the main menu, we have opened the Browse Journal Entries form, as shown below:



This “Browse” form is consistently used throughout the AccuFund modules to easily access information or transactions that have been posted. In this case, we can see some other manual entries, such as budget imports, month end accruals, payroll entries and adjusting entries. To make a journal entry, we need only click on the Insert button, as indicated above by the arrow cursor. The following form will then open:

The screenshot shows a dialog box titled "Journal Entry will be Added". It contains the following fields and controls:

- Activity Date:** 12/31/2004 (with a calendar icon)
- Posting Type:** Actual (dropdown menu)
- Reference:** (empty text box)
- JE:** (empty text box)
- Description:** Monthly depreciation entry (text area)
- Has Units:**
- Buttons:** OK (green checkmark), Cancel (red X)
- Tabs:** Distribution | Offset | Images
- Table:**

Account / Description	Amount
- Footer:** Insert, Change, Delete, Up, Down, and a total amount of 0.00.

The above form is used to record our journal entry. It allows you to assign an activity date (which, for reporting purposes, is when the entry “really” happens). You may choose any date from the calendar button. The Posting Type allows us to select what type of money we are posting. We will be posting “Actual” amounts, but you may also choose from other posting types, as shown in the drop down list at right:

This image shows a close-up of the "Posting Type" dropdown menu. The current selection is "Actual". Below it, a list of other posting types is visible, including "JE: Closing", "Memo", "Budget", "Budget Revision", "Gr Budget", "Gr Budget Revision", "Pr Budget", "Pr Budget Revision", "Encumbrance", and "Requested".

Closing entries are posted into the closing period at year end. Memo entries are for reporting only, and do not affect accounts’ balances. Budget and Budget Revision are for original and revised budgets, respectively. The Gr Budget (Grant Budget) and Gr Budget Revision are for original and revised budgets, respectively. The Pr Budget (Program Budget) and Pr Budget Revision work the same way. (These Grant and Program budgets may be used for other than Grants or Programs: they are just additional ways to categorize budgets by purpose). The Encumbrance type is for encumbering entries such as normally made by purchase orders. Finally, Requested entries are normally associated with requisitions. Each of these posting types are shown in the provided reports, or reports you write yourself.

The JE (journal entry number) is typically setup to be assigned automatically, although you may elect to enter it manually.

The Distribution tab is where the account numbers and amounts are entered. Below, you can see the depreciation entries after they have been entered (they were selected from a drop down list):

Distribution		Offset	Images
Account / Description			Amount
001 000 1600 00 Accumulated Depreciation			2,400.00
002 000 7500 00 Depreciation Expense			(2,400.00)

Insert
 Change
 Delete
 Up
 Down
 Print
 Search
 0.00

Our transaction crossed funds (accumulated depreciation in fund 001 and depreciation expense in fund 002), so an offsetting due/to from entry was made automatically. If you wish to see it, just click on the Offset tab, and you see the entry below:

Distribution		Offset	Images
Account / Description			Amount
002 001 1990 00 Due to/from General Fund			2,400.00
001 002 1990 00 Due to/from Temporarily Restricted Fund			(2,400.00)

After clicking on the “OK” button, our journal entry is now seen at the bottom of the journal entry browse screen, as seen below:

That’s all there is to making a journal entry! This ease of use, and the same “look and feel” are used throughout other modules to add assets, create purchase orders, etc.

Browse Journal Entries

By Activity Date

Locate: Filter: <all>

Activity Date	Posting Type	Reference	Description	JE
6/30/2000	Actual	YE balance	Balances to close and roll	
6/30/2000	Closing	close balances		
1/21/2001	Actual	lease	monthly insurance accrual	
1/31/2001	Actual	ME - Jan	Month end entries - January	
1/31/2001	Actual	payroll Summary		
1/31/2001	Budget	initial Budget		
2/28/2001	Actual	ME - Feb	Month End - Feb	
3/31/2001	Actual	ME - Mar	Month End March	
12/13/2001	Actual	01-01-01	Record month-end accrual	1
12/31/2004	Actual		Monthly depreciation entry	2

Print
 View
 Insert
 Copy
 Change
 Delete

 Close
 Report
 Import
 Year End