

Advanced Fund Management Solutions

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Hi Everyone!

In this issue you will learn how Demographics work. They are everywhere in AccuFund—you'll ALSO create your own useful example!

AccuFund can use eleven different posting types, and has nineteen ways to report them on financial reports! This month you'll learn what they are and which you may want to report.

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How Demographics Work

Some are involved in calculations. Some are purely for reporting purposes. Some are added automatically. Some are added by the user. They are everywhere! What we're describing here are demographics. In simple terms, demographics contain information. They can be used in almost all modules. This article will introduce you to one of the most useful and interesting features in AccuFund.

We'll take a look at several demographics to see how they work. In doing so, you will learn how to create your own and how to use them in reports. We'll even create a new one all by ourselves! (Use the Samples database provided by AccuFund.) Go to Setup/Demographics. The Browse Demographics form will open, as shown below:

Name	Location	Prompt	Linked Name	Description	Type	Window	Values
IncomeRate	Account			Income Rate for Fund	Rate	Entry	
BasisAccountMask	Allocation Item	Basis Mask	Direct Pool Alloc	Enter an account mask to be use	Value	Mask	
PoolAccountMask	Allocation Item	Pool Mask	Direct Pool Alloc	Enter an account mask to be use	Value	Mask	
Longevity	Asset Item	Longevity	SL	How long asset is to depreciated.	Number	Entry	
LongevityLife	Asset Item	Months/Years	SL	Indicates if lenevity is in years or	Value	Drop List	Years Months
SalvageValue	Asset Item	Salvage Value	SL	Estimated amount of value remain	Amount	Entry	

The list shown above is sorted by Location. That's one of the key features of a demographic: they are assigned to a "location". Think of a location as one of the AccuFund modules—each module can have its own set of demographics.

Highlight the “Longevity” demographic and click on the View button. You will see the following:

The screenshot shows a dialog box titled "Demographic will be Viewed". It contains the following fields and controls:

- Name:** Longevity
- Prompt:** Longevity
- Description:** How long asset is to depreciated. Can be specified in years or months
- Location:** Asset Item
- Type:** Number
- Window:** Entry
- Values:** (Empty list)
- Inactive:**
- Buttons:** Next (green arrow), Previous (green arrow), OK (green checkmark), Cancel (red X)

This demographic is setup to work within the Fixed Assets module (that’s why its location is Asset Item). It is designed to contain a number that specifies how long an asset is to be depreciated. It will be attached to any asset that is subject to depreciation. (This number will be one of several pieces of information used in Fixed Asset’s depreciation calculations.) Note that the “Type” is “Number” and that the “Window” (how it will be seen and used) is “Entry”. This means that the user may enter a number in the demographic. Other options for Type and Window will be discussed below.

Like all demographics, the Longevity demographic may be displayed on reports using the Reports/Forms designer. However, the demographic may only be used on a Fixed Assets report. If you were to open an asset report and view its design form, you would see the Longevity demographic on the Field Shortcut list (highlighted at right). Any of the items on the list may be placed on the report.

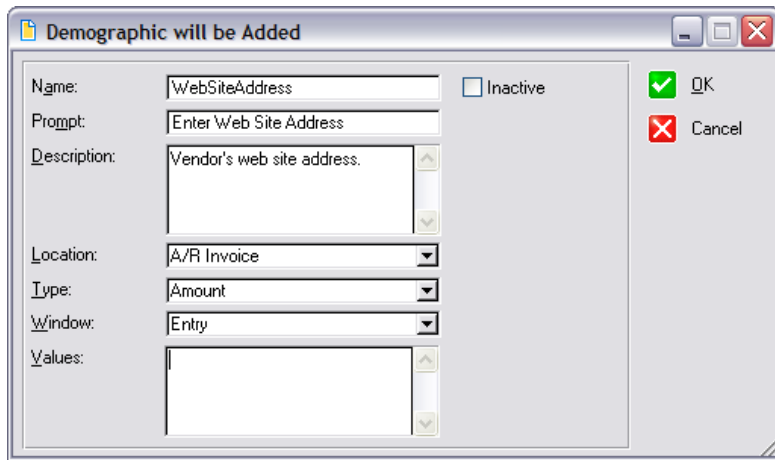
The screenshot shows a dialog box titled "Field Shortcuts" with a list of field shortcuts. The list includes:

- Organization Vendor Account
- Organization uses Address Override
- Organization Is Business
- Report Description
- Report Name
- fix:SL:Calc Method
- fix:SL:Longevity** (highlighted)
- fix:SL:Months/Years
- fix:SL:Salvage Value
- var:varAsset

So that we can learn a little bit more about demographics, we’ll create a new one. Let’s assume that we would like to attach, to each vendor, that vendor’s web site address.

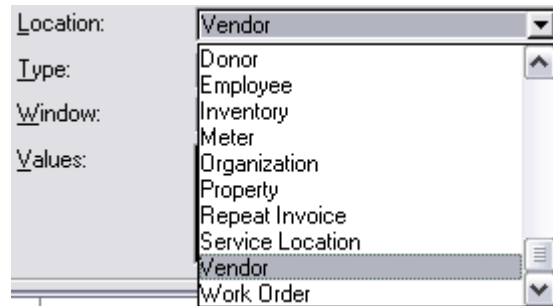
In creating this demographic we'll see how flexible they can be. Go to Setup/Demographics. Click on the "Insert" button. The following form will open:

The demographics' name cannot start with a number or contain spaces (that's why its name is all run together). The Prompt will be seen when attaching the demographic to a vendor. The description shows up on the browse list of demographics.

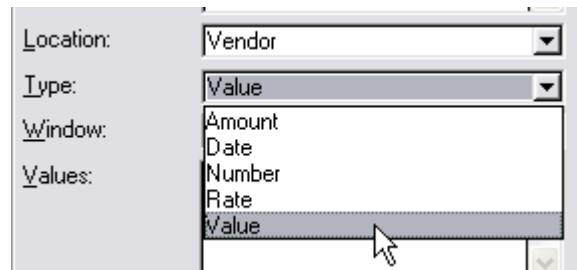


Click on the drop down arrow to the right of Location. You will see to which modules this demographic may be attached. You will see the list at right:

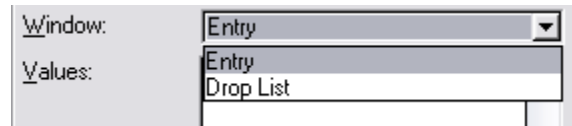
These choices reveal the modules with which this demographic may be associated. Select Vendor.



The "Type" refers to what type of information the demographic will contain. Amount = dollar amount. Date = 12/31/2005 (for example). Number = a whole number. Rate = a number with four decimal places. Value = text. Select "Value", as seen at right.

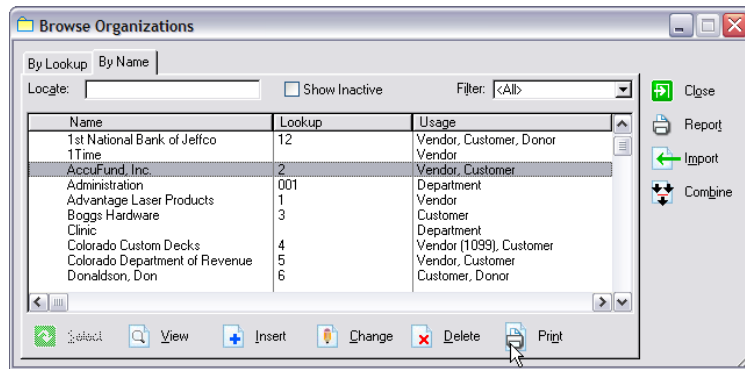


The Window controls how the user will enter the information (a value, in this case). The "Entry" choice means that the user will key in the information. The Drop List allows one to enter the choices which the user will then select off of a drop down list (this limits the user's choices to predefined values and helps prevent entry errors). You have just created a demographic! Next, we'll add it to a vendor.

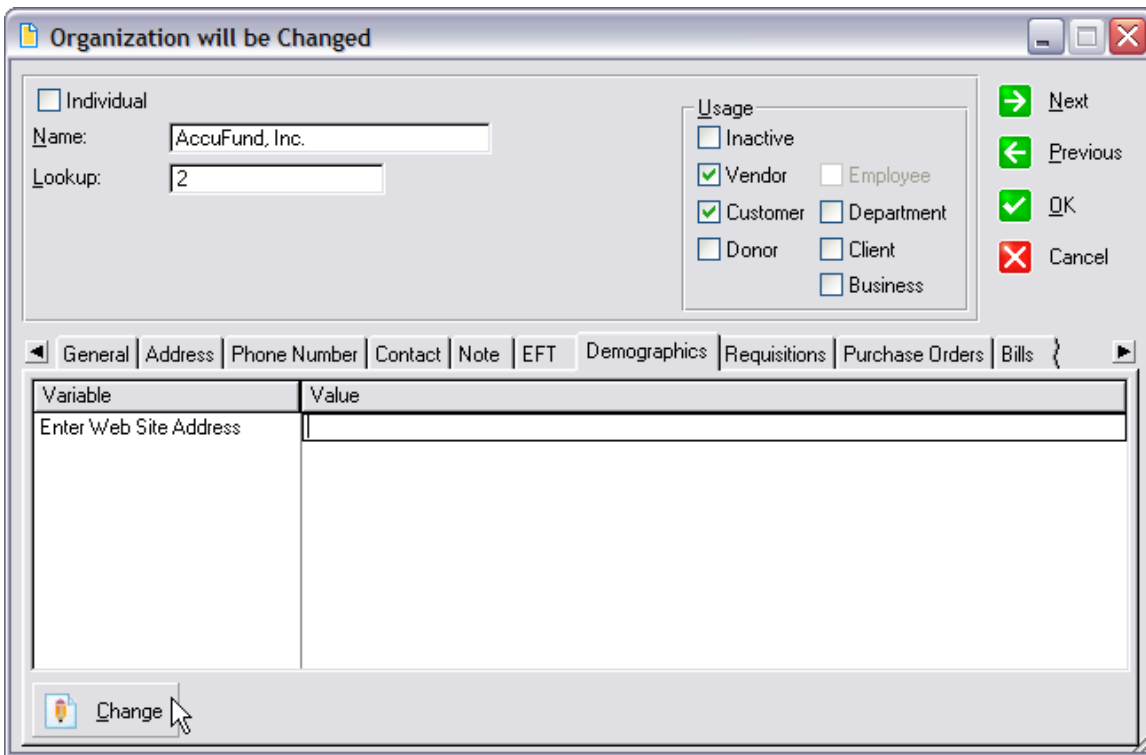


Go to Accounts Payable and click on the “Organizations” menu item. The following form will open:

Double click on the AccuFund vendor.



The vendor form opens:



Click on the Demographics tab. You will notice that our new demographic is already in place. All you have to do is click on the “Change” button and enter the web site address!

This demographic is now ready to report with the Reports/Forms designer!

One last thing. Some modules require the use of items to contain information used in calculation and display on forms. These items will automatically be added to the demographic list where, of course, it is available for reporting purposes.

Posting Types and Reporting

When you are making a general ledger journal entry, you have eleven choices for the posting type. When reporting posting types with the Financial Report Writer you have various combinations of reporting types available for a total of nineteen. This article will explain the purpose of each of the posting types and their use in financial reporting.

You must select a posting type when doing a journal entry. Here are the choices available to you and an explanation of what they are:

Actual—Most of us think of actuals as “real” dollars. They are the most commonly used posting type. They are most commonly compared to budget amounts to determine remaining budget amounts. Actuals are used by the system when posting invoices, depreciation, payroll expenses, cash receipts, etc.

Closing—This is an optional posting type that makes special use of actuals (for reporting purposes). It is used to make month end, or year end, adjusting entries. Use this posting type if you need to restate or move amounts.

Memo—This posting type does not represent “real” amounts at all, and, when used, does not affect an account’s balance or net activity. It is used to display information in a manner not present in the transaction database. For example, it can be used to “move” amounts from a long term debt to a short term debt for a more useful display on reports.

Budget—The budget posting type is used to post budget type dollars. This type of amount represents how much money (most frequently in the form of actuals) may be spent on an account.

Budget Revision—This type posts budget dollars. The system tracks them separately from other budget types so they can be reported separately. Normally used to post revisions to original budget entries.

Gr Budget—The “Gr” stands for grant. Its name implies that it is for budgeting grant accounts. That’s true, but, it can be used to budget any accounts.

Gr Budget Revision—Designed to post budget revisions to grant accounts. It can also be used to budget any group of accounts.

Pr Budget—The “Pr” stands for project. Its name implies that it is for budgeting grant accounts. That’s true, but, it can be used to budget any accounts.

Pr Budget Revision—Designed to post budget revisions to grant accounts. It can also be used to budget any group of accounts.

Encumbrance—This posting type is typically used when the purchase order system posts a purchase order. It represents a “promise to pay” or “obligation to pay”. This type, like actuals, is also subtracted from budget to determine remaining budget.

Requested—Requisitions are the most frequent means of posting “requested” dollars. Like actuals and encumbrance amounts, requested dollars are subtracted from the budget to determine remaining budget.

Note: You may post budget amounts with six different budget posting types. To the system they all post the same type of dollars—budget dollars. Their different names don’t mean a thing to the system. We use the names to conveniently group budget entries in a way that satisfies our requirements. Since the system places their amounts in separate “buckets” it is very easy to report them any way we wish.

The Financial Report Writer is used to report transactions involving the various reporting types. When adding a column you are asked to select from a list of nineteen reporting type options and combinations. Those choices are described below:

Actual—Reports actual posting types only. It will not include other actual postings such as allocation or closing.

Memo—Only memo type postings are reported. Memo entries are not “real”; they are for reporting purposes only and do not affect any account’s balances or net.

Allocation—Actuals posted by the allocation component only.

Actual + Memo—Shows the combination of actuals and any memo postings made.

Actual + Allocation—The combination of actuals and postings by the allocation component.

Actual + Closing—The combination of actuals and manual closing transactions.

Actual All—Actuals plus allocations plus closing entries are included (does not include system generated year end closeout of revenue and expense accounts).

Budget—Reports budget posting type only.

Budget + Revision—Budget posting type entries plus budget revision entries.

Budget Revision—Reports budget revision posting type entries only.

Gr Budget—Reports only Gr Budget posting type entries.

Gr Budget + Revision—Reports the combination of Gr Budget and Gr Budget Revision entries.

Gr Budget Revision—Reports only GR Budget Revision entries.

Pr Budget—Includes only Pr Budget entries.

Pr Budget Revision—Reports only Pr Budget Revision entries.

Closing—Shows closing posting type only (a type of actual posting).

Encumbrance—Reports only encumbrance postings.

Requested—Reports only requested postings (usually performed by the purchase order module).

These choices for what type of postings will appear in your columns should be adequate for most of your reporting needs. If, however, you needed to report your own combination, such as actuals + encumbrance, you could place actuals in one column, and hide it, place encumbrances in another column, and hide it, then add a calculation column that sums them.

Did You Know?

Information Types. You may include additional information in a variety of transactions. When performing a journal entry or adding a bill in Accounts Payable, for example, you may create information types that allow the user to include predetermined pieces of information. You may have noticed the field on the entry forms called “Type”. When created, information types are assigned to work with a particular component (such as General Ledger, Accounts Payable, Accounts Receivable, etc.). With the Reports/Forms Designer you can then report the transactions, including the information type.

Reports/Forms Designer. You may create a purchase order report that shows you how much of each purchase order has been ordered, received and cancelled. If you have used units in the order/receiving process, those may be reported as well.

Budgeting. The budgeting process can start by writing a simple report in the Financial Report Writer that shows (in one column) only the accounts you wish to budget. When you run the report, produce it in Excel format. If you wish, give your department heads a worksheet with just their accounts on it. Have them enter their budget numbers in an additional column. After final review you may import their numbers—and the process is complete!