# AcctFund Insights

# Advanced Fund Management Solutions

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**Hi Everyone!**

In this issue we cover how to import assets into your Fixed Assets module from a spreadsheet. You'll learn a couple of tricks that make it easy.

There are several ways to mark your bills for payment. One of them is sure to save you time.

Thanks,

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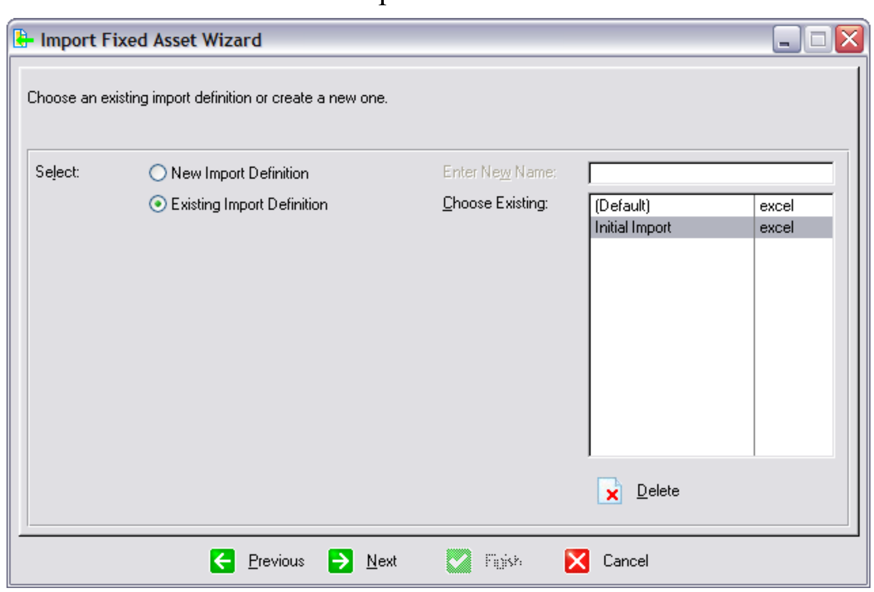
## Importing Fixed Assets

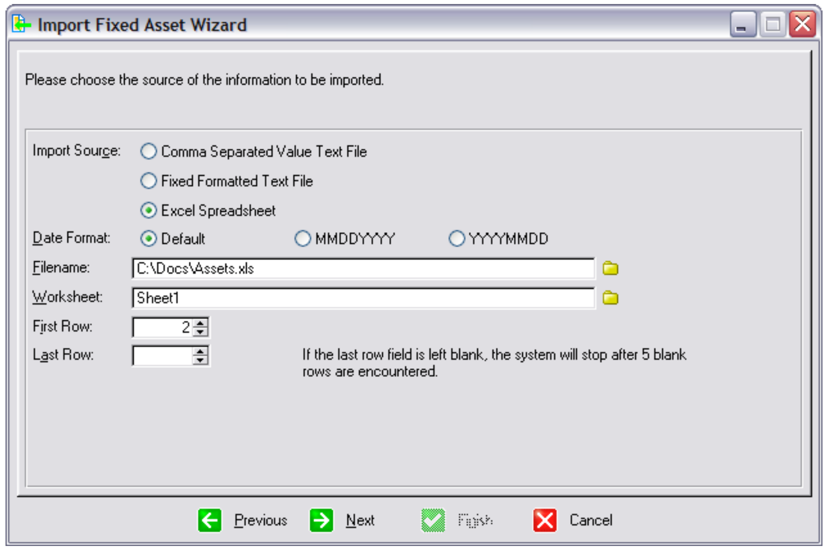
If you have a lot of assets to add to the Fixed Assets module, you'll probably want to import them. That way you can assemble your asset data in a familiar environment. This article shows you how to create that import file for a single asset that has two different components (the system unit and an external hard drive). Once you know how to import one asset, you can use the same approach to import thousands.

You need to know that a fixed asset will have at least one component. We'll be importing two components on our asset because that involves an additional technique.

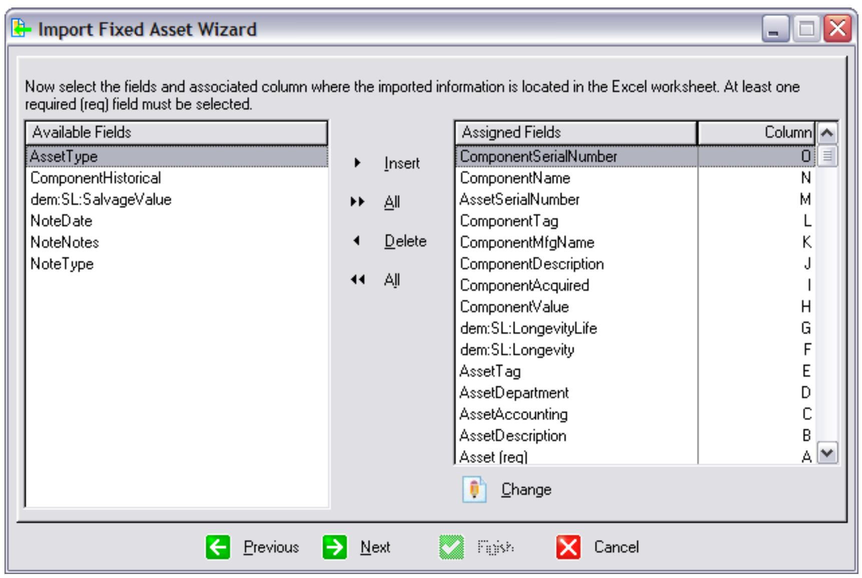
To see what information the import file can import, go to File/Import/Assets. Below, you can see that when the "New Import Definition" was selected earlier, the name given to the import instructions entered and saved then was "Initial Import". This will allow us to look at it now.



The next screen (at right) asks you for the file to use (it's Excel, and the filename and Worksheet are indicated. We're starting on row 2 because the first row is used for the titles of the information in the columns.




Most of the available import fields are being used on the next screen (at right).




The best way to understand what type of information goes into each of the fields (they may not all be obvious) is to look at the Excel worksheet information shown below. The column titles match the field names in the import definition. Because we're using up through column "O" in the worksheet, the row is split up into three segments and shown below:

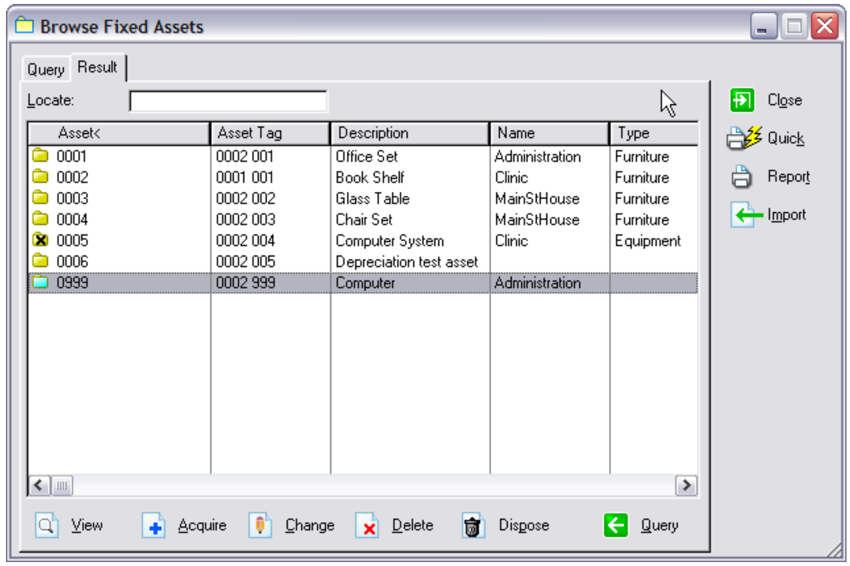
| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Asset Nbr | AssetDescription | Accounting | Department | Asset Tag |
| 2 | 999 | Computer | LT - Enterprise | Administration | 0002 999 |
| 3 | 999 | | | | |
| 4 | | | | | |

| F | G | H | I | J |
|---|---|---|---|---|
| SL:Longevity | SL:LongevityLife | ComponentValue | ComponentAcquired | ComponentDescription |
| 7 | Years | 500 | 12312005 | AccuFlash 100 |
| | | 200 | 1152006 | Vessel 200 |

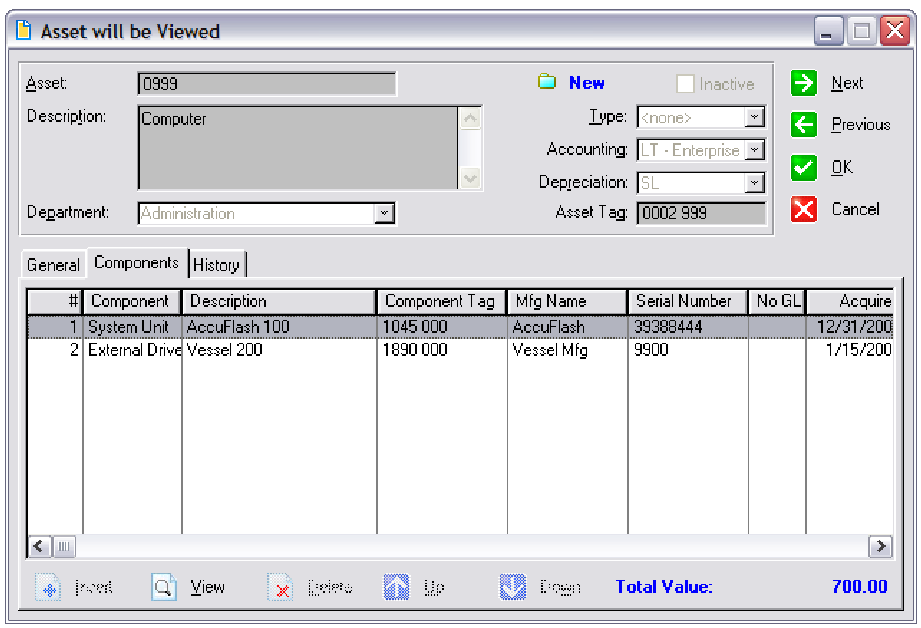
| K | L | M | N | O |
|---|---|---|---|---|
| ComponentMfgName | ComponentTag | AssetSerialNumber | ComponentName | ComponentSerialNumber |
| AccuFlash | 1045 | 101/2345 | System Unit | 39388444 |
| Vessel Mfg | 18900 | 9238394 | External Drive | 9900 |

This asset (number 999) is entered into two rows because it has two components, the computer's system unit and the external hard drive. Components only require information in the Asset Nbr column and in the columns showing component information (the components field name start with the word "Component"). The ComponentName (column N above) is mandatory, without it, multiple components can not be added—only the last component for the asset would be added, overwriting the previous components for that asset.

Our asset has been imported, and is now on the bottom of the Browse Fixed Assets form shown at right.

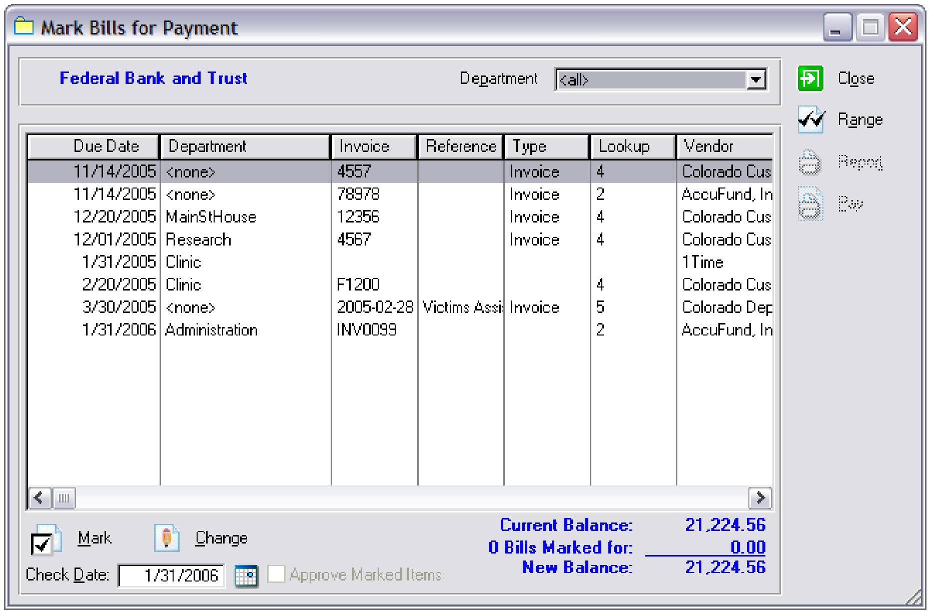



If you view the asset (using the "View" button, you will see all of the information that was imported (some of which is shown below) and will easily be able to track it back to the worksheet and the import definition.

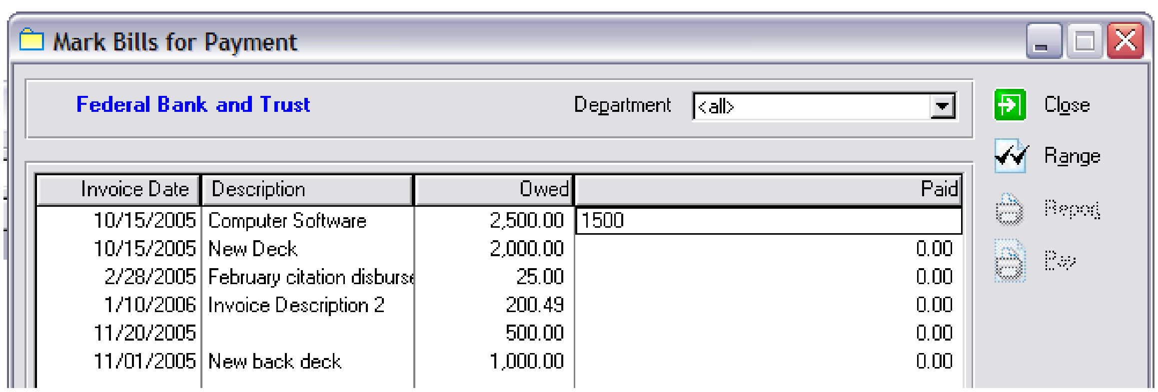


# Marking Bills for Payment

The marking bills for payment form has a number of features associated with it that give you a lot of flexibility. This can make your job considerably easier. To get to the mark for payment form, go to Browse Paid Bills and click on the “New” button on the right side of the form. You will see the following form:

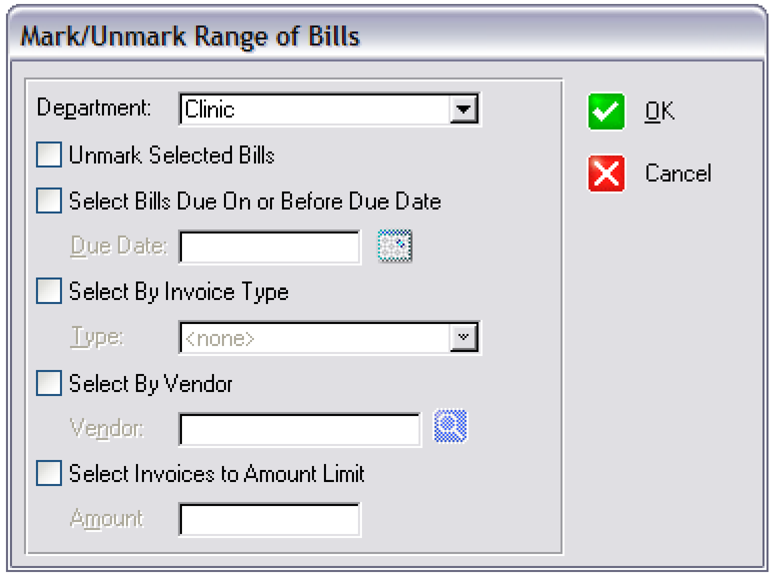



You see the outstanding bills that have had partial payments made against them, or no payments made against them. You may mark individual bills for payment by highlighting it and then clicking on the “Mark” button. If you wish to make a partial payment on the bill, highlight the bill and then click on the “Change” button. You may then edit the amount to be paid. Above, the amount to be paid will be $1500 instead of the $2500 total.



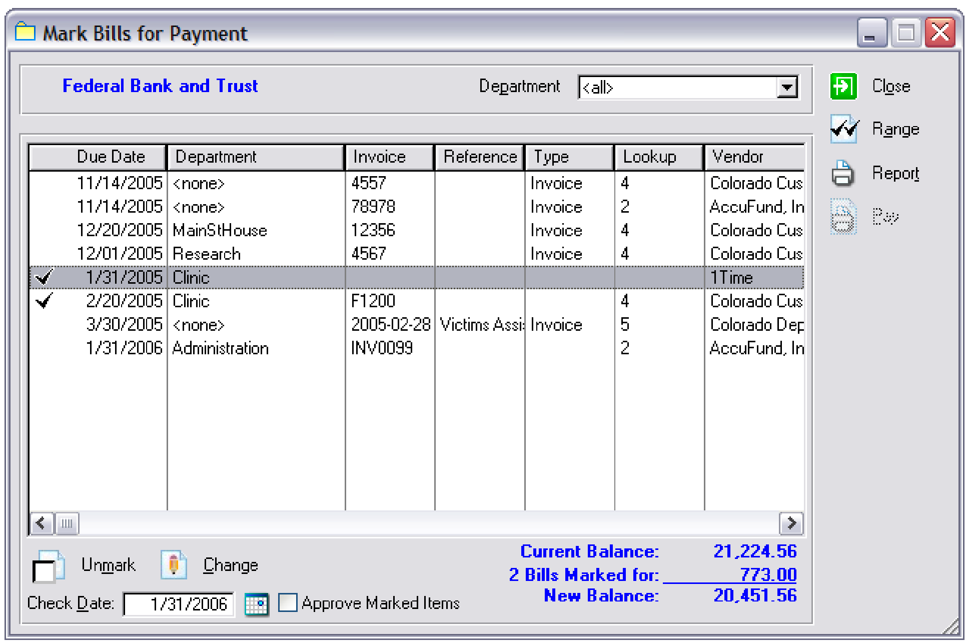

If you wish to see, and mark, bills for a certain department, select that department in the Department drop down box at the top right of the form, and then you will see only bills that have that department on them. An easier way is to mark a range of bills using the “Range” button at the upper right of the form.

At right you see the form that opens when you click on it:




When you select a Department from the drop down list, all the bills from that department are marked at once. Note that there are other ways to mark the bills, including by the due date.

The clinic bills are now marked:




At the bottom of the form you can see that it will cost $773 to pay the marked bills. If you want a preliminary check register, click on the "Report" button at the upper right. The preliminary register is shown below:

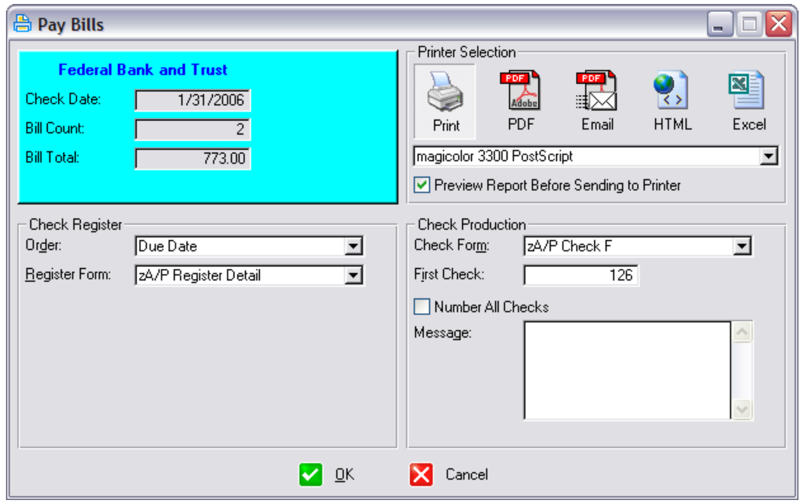
Run: 6/10/2006 at 12:05 PM

**AccuFund Sample**

**A/P Preliminary Register for 1/31/2006**

Page: 1

| Vendor | Invoice | Invoice Date | Owed | To Be Paid |
|---|---|---|---|---|
| 1Time | | 1/01/2005 | 123.00 | 123.00 |
| [4] Colorado Custom Decks | F1200 | 1/21/2005 | 650.00 | 650.00 |
| **Total to be paid** | | | **773.00** | **773.00** |




Your supervisor could initial this report and it could be kept on file.

Now that the preliminary register is approved, you will check the "Approve Marked Items" box. Then, after verifying the check date, you may click on the "Pay" button on the right side of the form.

The "Pay Bills" form, at right, opens. You may then choose the order of the checks on the check register, and the register to use. This form also allows you to select the check form that will be printed as well as the first check number.

That completes our "marking for payment" exercise. As you can see, you have a number of ways to mark for payment, depending upon your internal procedures.

# Did You Know?

**Payroll.** If you need to see, by amount and percentage, how much your employees have been expensed to various accounts, open Payroll and click on the Pay Period icon. You will then see a list of your pay periods. Select a pay period and then click on the "Report" button. You will then be able to select the report called "zEmployee Accounting with Percents by PPd" (the "z" at the front of the report name means AccuFund provided it for you). This report will show how each employee was expensed and to which accounts by percentage.

**Accounts Receivable**. If you have remote offices in other parts of the city, state, or country, you may import their invoices into your system and pay them out of your headquarters location. When you open the "Browse Bills" form, you will notice an "Import" button on the right. This takes you to the import wizard which will help you import those remote office invoices.

**Purchase Orders.** You may have an outstanding purchase order upon which you have received part of the products or services ordered. If you determine that you will never receive the remainder of the order, go to "Browse Purchase Orders", highlight the PO, and cancel the remaining portion by clicking on the "Complete" button on the bottom of the form.