



This document contains the steps on how-to fix negative fund payments as identified by the FIMS 14.22 Grant Fund Adjustment Patch – the Patch can be downloaded from the Blackbaud Community MicroEdge Resources Library. <https://community.blackbaud.com/reviews/item/18/874>

- **NOTE:** This patch is only for clients who have already upgraded to FIMS 14.20 or 14.21 prior to March 28, 2016.

The MicroEdge Community Resources Site

To keep up with all the latest news on MicroEdge products, access our knowledgebase, or join in relevant discussions on our forums, go to - <https://community.blackbaud.com/products/microedge>.

Support

If you have questions or need assistance in any way, please contact MicroEdge Technical Support.

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How to Verify a Fund Adjustment Error

Step 1: Review the Audit Report

03/31/2016 Negative Grant Fund Checks Audit
Page 1
4:05 PM

Cheque	Num.	CheckDate	Seq	Apply To	Fund ID	Fund CheckAmt
	20140363	03/31/2016	1	20140363	A&B	-100.00

Step 2: Go to Applications > Application History

Find the application and look at payment plan tab.

Verify the change is due to a fund adjustment (Adjustment column will show Original Fund and New Fund).

The screenshot shows the 'Application History' tab for application 20140363, Concord Chorale. The table below displays the adjustment details:

Line	Orig	Schedule	Amount	Fund ID	Fund Name	Anonymous Fund	A/P	Adj Num.	Adj User	Adjustment	Adj. Date
1		03/31/2016	100.00	abc	ABC fund	No		01	00		
2		03/31/2016	-100.00	abc	ABC fund	?		01	01 npo	Original Fund	03/31/2016
3		03/31/2016	100.00	A&B	Adam & Brown	?		01	01 npo	New Fund	03/31/2016

Below the table, there are input fields for 'Original Amount' (100.00) and 'Current Amount' (100.00), and a 'Reason For Adjustments' text area.

Enter yes if this fund is anonymous for grantmaking.

Step 3: Go to Accounts Payable > Payments

Find the check and look at the line items.

You should see that the original fund payment was reversed and that the new fund payment is **negative** instead of positive.

NOTE: There may be multiple Apply-To amounts and funds if a payment combined vouchers. Keep scrolling until you find the lines pertaining to this fund.

This is the scenario that needs to be fixed.

Payment 20140363 Concord Chorale

Vendor | Item Entry | Open Items | History | **Payments** | Reconciliation

Payment

Payment Number: 20140363 Amount: - 100.00 Sequence: 1
Addl. Payment #: 20140363
Payment Date: 03/31/2016
Account: 11000
Vendor: 1206
Payee: 1206 Concord Chorale

Apply To	ChequeAmt	Fund ID	Fund	T Cash Account	Grant Flag	Debit Account
2014036301	100.00	abc	ABC fund	P C00PUabc 11000	yes	C00PUabc 2100
2014036301	-100.00	abc	ABC fund	P C00PUabc 11000	yes	C00PUabc 2100
2014036301	-100.00	A&B	Adam & Brown	P A00UFA&B 11000	yes	A00UFA&B 2100

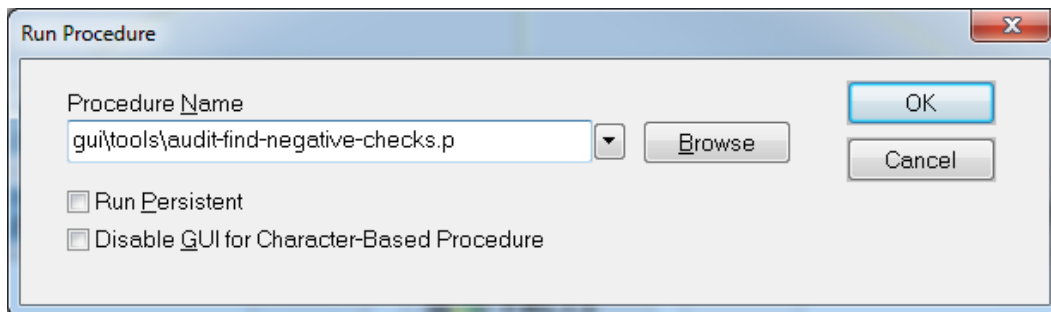
Void Payment

Enter data or press ESC to end.

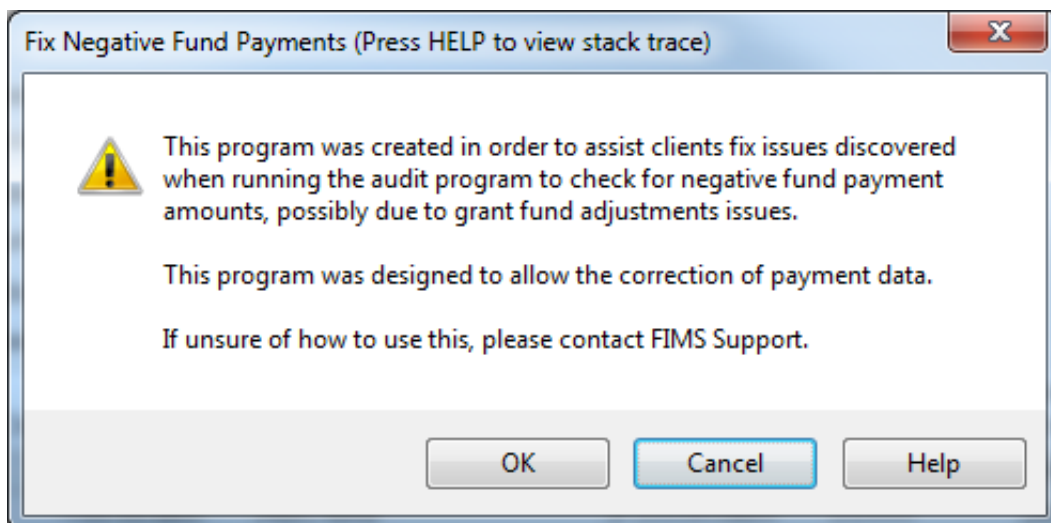
If any other scenario is displayed it should be noted for further investigation.

Steps To Fix Negative Fund Payment

1. From Tools > System Utilities > Run Procedure run the fix program.



A warning is displayed:



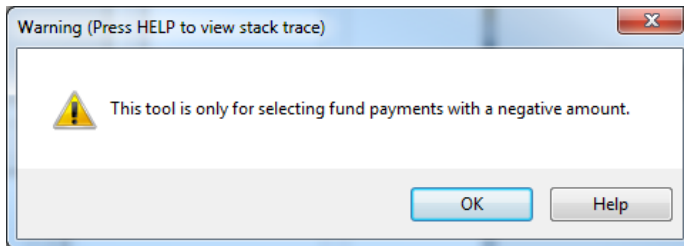
2. Click **OK** to continue.

The following screen is displayed.

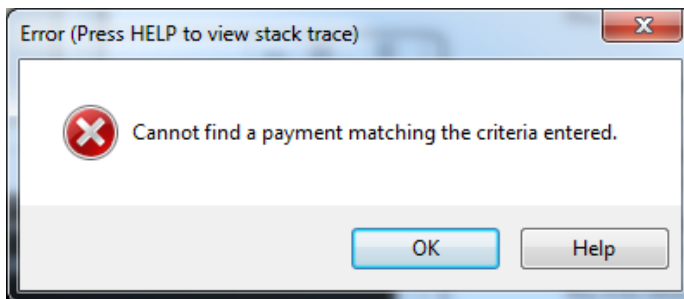
The screenshot shows a dialog box titled "Fix Negative Fund Check Issues". It contains several input fields and buttons. The fields are arranged in two columns. The left column contains: "Check Num.:" with an empty text box, "Seq:" with an empty text box, "Apply to:" with a text box containing "0", "Fund ID:" with an empty text box, and "Fund Payment Amount:" with a text box containing "0.00". The right column contains: "CheckDate:" with an empty text box, "Fund CheckAmt:" with an empty text box, and "New Fund Check Amt:" with an empty text box. At the bottom of the dialog, there are three buttons: "Find Fund Payment" on the left, "Reverse Fund Payment" in the center, and "Exit" on the right.

3. Enter in the values for the fields in the left column using the audit report.
4. When done, select **Find Fund Payment**.

If a positive amount was entered, the following is displayed.



If any incorrect information was entered, the following displayed.



When the information entered is correct, the screen changes as below.

The screenshot shows a dialog box titled "Fix Negative Fund Check Issues". The dialog contains the following information:

Check Num.: 20140363	CheckDate: 03/31/2016
Seq: 1	Fund CheckAmt: -100.00
Apply to: 20140363	New Fund Check Amt: ?
Fund ID: A&B	
Fund Payment Amount: -100.00	

At the bottom of the dialog, there are three buttons: "Next Fund Payment" (highlighted with a blue border), "Reverse Fund Payment" (enabled with a blue border), and "Exit".

The fields for entry on the left become read only.

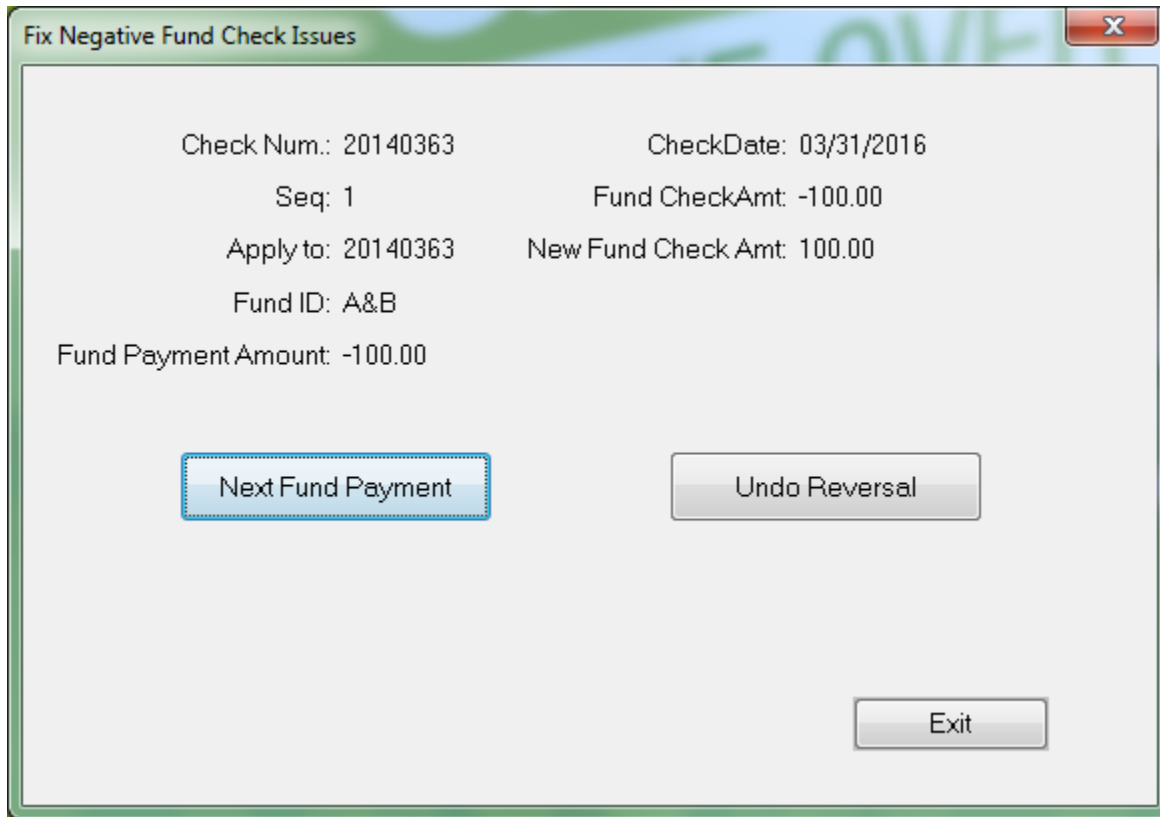
The **Find Fund Payment** button changes to **Next Fund Payment**.

The CheckDate and Fund CheckAmt are displayed in the right column and the **Reverse Fund Payment** button is enabled.

5. Click **Reverse Fund Payment**.

When **Reverse Fund Payment** is selected, the New Fund Check Amt value is displayed and the button changes to **Undo Reversal**.

The payment record (in the appay table) has been changed at this point. The user can now select Undo Reversal to put it back the way it was, Next Fund Payment to continue to enter more payments for correction, or Exit to end the program.



The screenshot shows a window titled "Fix Negative Fund Check Issues" with a close button (X) in the top right corner. The window displays the following information:

Check Num.: 20140363	CheckDate: 03/31/2016
Seq: 1	Fund CheckAmt: -100.00
Apply to: 20140363	New Fund Check Amt: 100.00
Fund ID: A&B	
Fund Payment Amount: -100.00	

At the bottom of the window, there are three buttons: "Next Fund Payment" (highlighted with a blue dashed border), "Undo Reversal", and "Exit".

If you had the check open in a window you will need to click **F5** to refresh the screen.