

The **Financial** Edge<sup>TM</sup>

Configuration Guide for Cash Receipts

## **102711**

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# Contents



<b>Configuration Links</b> .....	<b>2</b>
<b>General Configuration</b> .....	<b>3</b>
<b>Attributes</b> .....	<b>5</b>
Managing Attributes .....	5
<b>Business Rules</b> .....	<b>7</b>
Deposit Business Rules .....	7
Payment Business Rules .....	8
Queue Business Rules .....	8
<b>Tables</b> .....	<b>9</b>
<b>Distributions</b> .....	<b>18</b>
Account Distributions .....	19
Cash Management Distributions .....	24
Transaction Distributions .....	29
<b>Interfunds</b> .....	<b>32</b>
Account Masking .....	33
Managing Interfund Entries and Sets .....	33
<b>Posting Information</b> .....	<b>36</b>



# Cash Receipts Configuration



<b>Configuration Links</b> .....	<b>2</b>
<b>General Configuration</b> .....	<b>3</b>
<b>Attributes</b> .....	<b>5</b>
Managing Attributes .....	5
<b>Business Rules</b> .....	<b>7</b>
Deposit Business Rules .....	7
Payment Business Rules .....	8
Queue Business Rules .....	8
<b>Tables</b> .....	<b>9</b>
<b>Distributions</b> .....	<b>18</b>
Account Distributions .....	19
Cash Management Distributions .....	24
Transaction Distributions .....	29
<b>Interfunds</b> .....	<b>32</b>
Account Masking .....	33
Managing Interfund Entries and Sets .....	33
<b>Posting Information</b> .....	<b>36</b>

**Note:** For the latest documentation and information, visit our website at [www.blackbaud.com](http://www.blackbaud.com).

In *Cash Receipts, Configuration* is the central location for settings and features you use to customize your revenue processes. These settings affect functions and details that can increase the efficiency of your record keeping, speed data entry, provide for security checks-and-balances, and generally optimize the performance of *The Financial Edge* programs. For example, you can define business rules in *Configuration* to control a variety of functions, including whether to warn if actual receipts totals do not match the protected deposit total or whether to allow Do Not Post as a post status.

Other *Configuration* features include creating tables and distribution templates to speed data entry. You can also customize the program by creating special categories of information called attributes and attaching them to your records to aid in tracking and reporting.

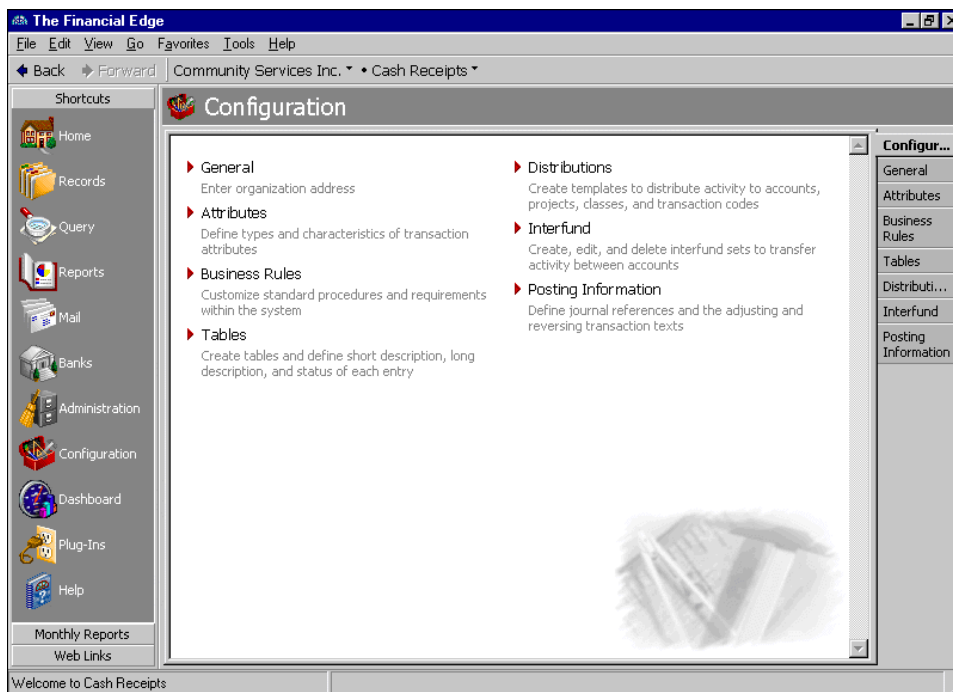
**Warning:** Only those users with supervisor rights should have access to *Configuration*. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database.

Because *Configuration* impacts the entire program, it is closely linked to *Security*. Only users with supervisor rights should have access to *Configuration*. With table entries in particular, it is important you limit access to adding and editing rights to maintain consistency in your database. The **Business Rules** link is accessible only to users with Supervisor rights.

## Configuration Links

The Configuration page contains links to help you define settings for *Cash Receipts*. *Configuration* options are grouped into categories which appear as links. Simply click a link to view options for that particular category.

To access *Configuration*, from the navigation bar, select *Configuration*. The Configuration page appears.



**Note:** To change your organization's name, contact Customer Support at [www.blackbaud.com](http://www.blackbaud.com).

**General.** Click this link to make changes to your organization's basic information such as country, address, and phone number. Although your organization name is displayed on this page, it is not editable.

**Attributes.** Click this link to define types and characteristics of attributes you can assign to transactions. Attributes are bits of useful information you can attach to a record for tracking or reporting purposes.

**Business Rules.** Click this link to set business rules that customize standard procedures and requirements in *Cash Receipts*. This link is visible only to users with Supervisor rights. Business rules affect all users of the program and provide ways for you to control functions and displays throughout *Cash Receipts*.

**Tables.** Click this link to access the Tables page, which provides a centralized location for adding, creating, and editing all *Cash Receipts* and shared tables. Using tables throughout *The Financial Edge* increases data entry speed and accuracy by supplying lists of options users can access quickly. Various pre-existing tables appear on the Tables page for your convenience. If a table entry becomes obsolete, you can make it inactive.

**Distributions.** Click this link to create account and transaction distribution templates. Creating and using distributions in *Cash Receipts* is an efficient way to distribute activity to accounts, projects, classes, and transaction codes in journal entry. Projects are available only with the optional module *Projects and Grants*.

**Interfund.** Click this link to create, edit, and delete interfund sets to transfer activity between accounts in different funds.

**Note:** You must define journal values before you can save deposit and payment records.

**Posting Information.** Click this link to build journal references for posting to *General Ledger*, and to define journal values for cash receipts transactions and bank account adjustments. You must define journal values before you can save deposit and payment records.

## General Configuration

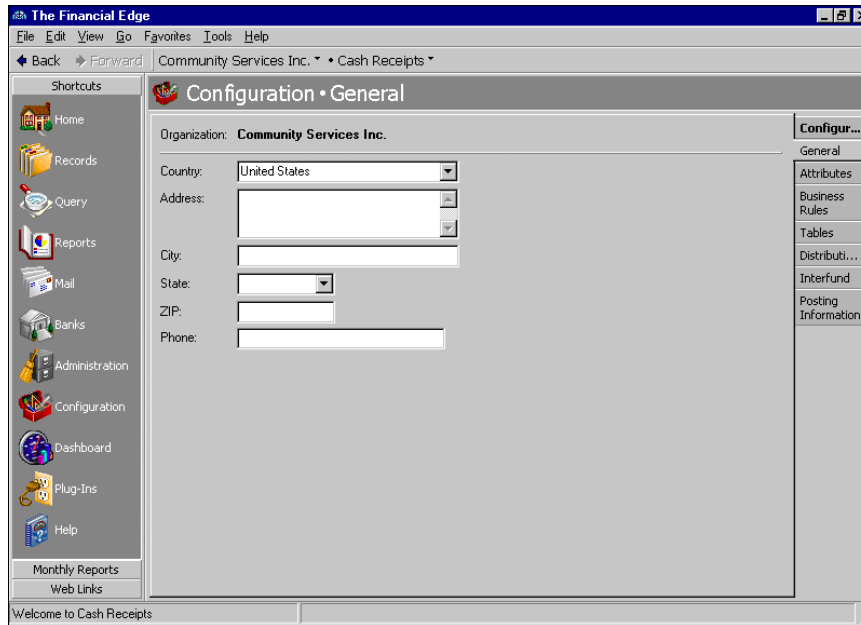
**Note:** To change your organization's name, contact Customer Support at [www.blackbaud.com](http://www.blackbaud.com).

On the General page, you can define specific default information for your organization, such as country, address, city, state, ZIP code, and phone number. This information appears on printed documents and correspondence.

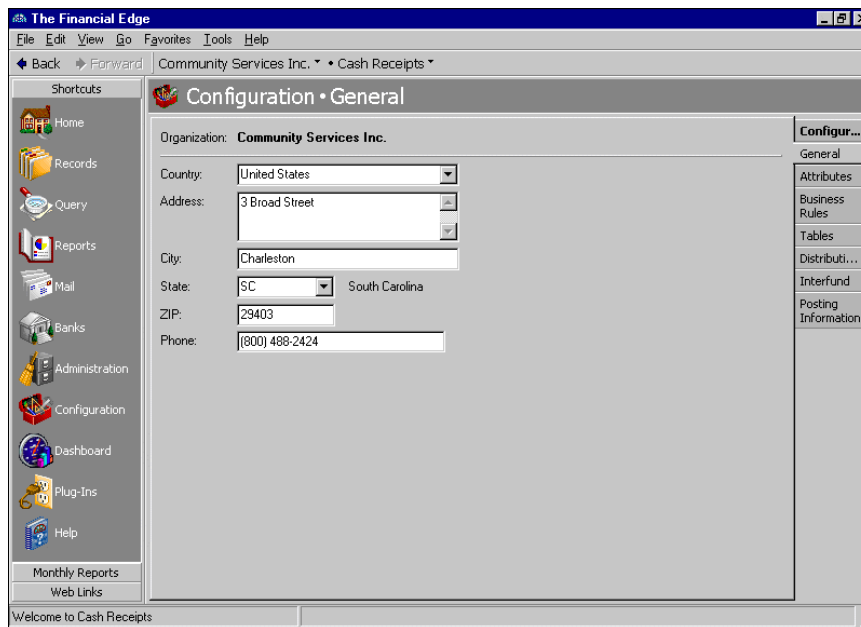
► **Adding information to the General page**

The information and settings you enter on the General page are saved automatically when you exit the General page.

1. From the Configuration page, click **General**. The General page appears, with your organization's name listed at the top of the page.



2. In the **Country** field, enter the home country of your organization.
3. In the **Address**, **City**, **State**, **Zip**, and **Phone** fields, enter your organization's address and phone information.



**Note:** Information on the General page can be edited or deleted at any time. Just remember that deleted information cannot be recovered!



- When you exit the General page, your general settings are saved automatically.

## Attributes

**Glossary:** An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specifications.

Attributes add flexibility to your record keeping. By defining attributes, you can store special information about a wide variety of record types for reporting purposes. You can identify a category for the attribute, make the attribute required or unique, and store entries specific to that category.

In **Cash Receipts**, you can define transaction attributes. For example, you can create a transaction attribute to identify how payments are received — whether they are mailed in, called in, or made in person. You can name the attribute “Receipt Method” and use a table data type that includes “Mailed in”, “Called in” and “Made in person” as designations. Transaction attributes are shared between **Cash Receipts** and **Accounts Receivable** so you can also use any transaction attribute created in **Cash Receipts** in **Accounts Receivable** and vice versa.

Use attributes to define specialized information for your records, such as information you want to track, but for which no field exists. You can define new attributes using a variety of data types, including text, date, yes/no, number, currency, or table. When you create attribute tables, you can enter table entries from the Tables page of **Configuration** or directly on the Attributes tab of a record. By enabling **Security** settings, the Supervisor can lock table entries to prevent users from adding, changing, or deleting table entries. For more information about tables and table entries, see “Tables” on page 9.

**Note:** You can enter attribute table entries on the Tables page of **Configuration** or on the Attributes tab of a record.

This section contains procedures for adding and moving attributes.

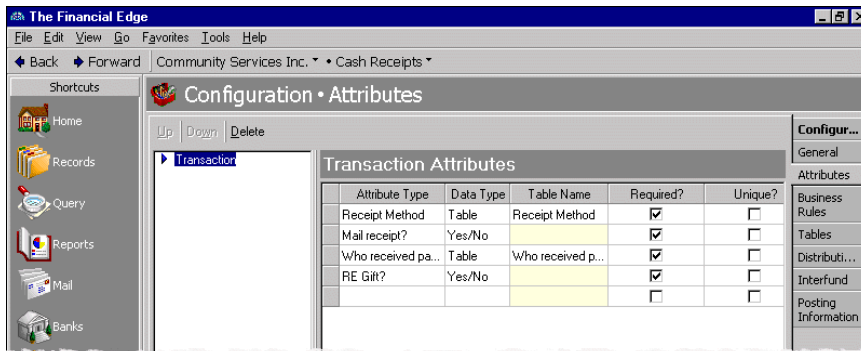
## Managing Attributes

**Warning:** Before you can delete an attribute from **Configuration**, you must first delete it from all records.

You establish **Cash Receipts** transaction attributes by entering attribute types, data types, and table names on the Attributes page of **Configuration**. On the Attributes page you can add, edit, move, and delete attributes, as well as print attribute reports.

### ▶ Adding an attribute

- From the Configuration page, click **Attributes**. The Attributes page appears.



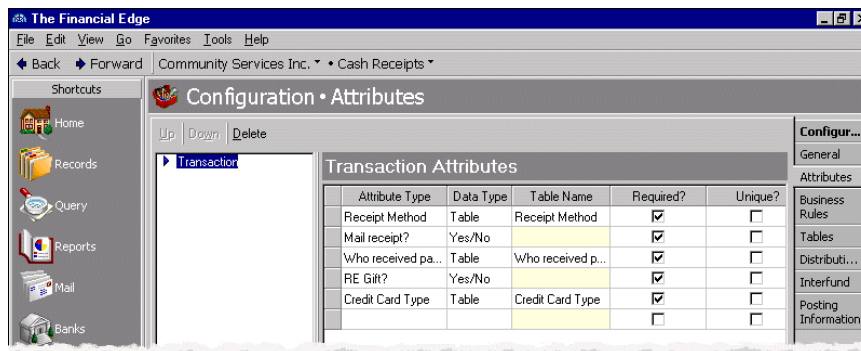
- In the **Attribute Type** column, enter a description of the attribute.

**Note:** If you define the data type as a table, you can select an existing table or create a new one.

3. In the **Data Type** column, select the field's format type. Data types include text, date, yes/no, number, currency, and table.
4. If you select "Table" as the data type, enter a table name in the **Table Name** column.

**Note:** Attributes can be edited at any time or deleted if they are not used on any records.

5. To make the attribute required on each record, mark **Required**. Required attributes are automatically added to the related record.
6. To require a unique attribute for each record, mark **Unique**. *Unique* means you can use the attribute only once on a record.

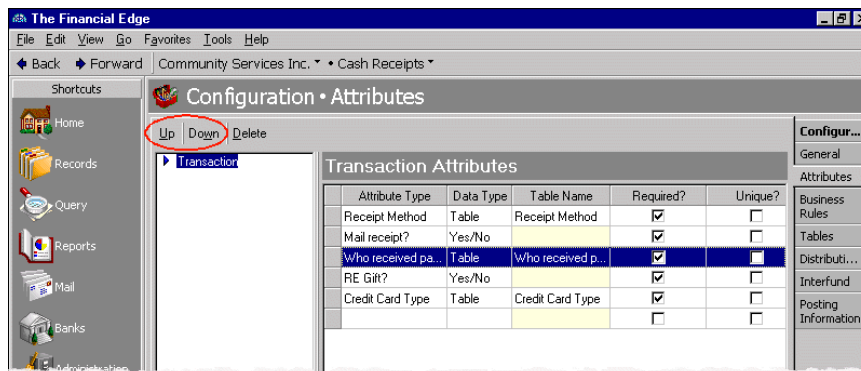


7. When you exit the attributes grid, your attributes are saved automatically.

### ► Moving an attribute

**Tip:** The order you set here determines the order the attributes appear when you click the down arrow in an **Attributes type** field on a record. You can place your most popular entries at the top to save time scrolling through less used entries during data entry.

1. From the Attributes page, in the attribute grid, select the row to move.
2. On the action bar, click **Up** or **Down** to move the selected attribute.



3. When you exit the Attributes screen, your changes are saved automatically.

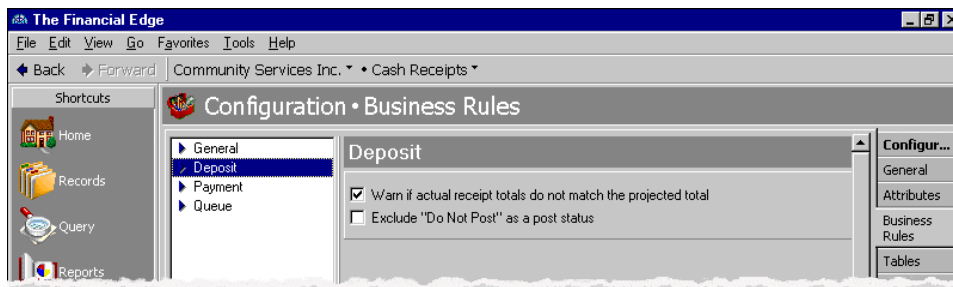
# Business Rules

**Glossary:** A business rule is a system-wide preference you set in *Configuration* to customize standard procedures and requirements. With business rules, you can control functions and displays affecting all users in the program.

Business rules help you customize standard procedures and requirements to suit your organization. The **Business Rules** link in *Configuration* is visible only to users assigned the rights to view or edit business rules in *Security*. Business rules affect all users and are usually defined by the system administrator. To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.

## Deposit Business Rules

With Deposit business rules, **Cash Receipts** can warn if actual receipt totals do not match the projected total. You can also exclude Do not post as a post status for deposits.

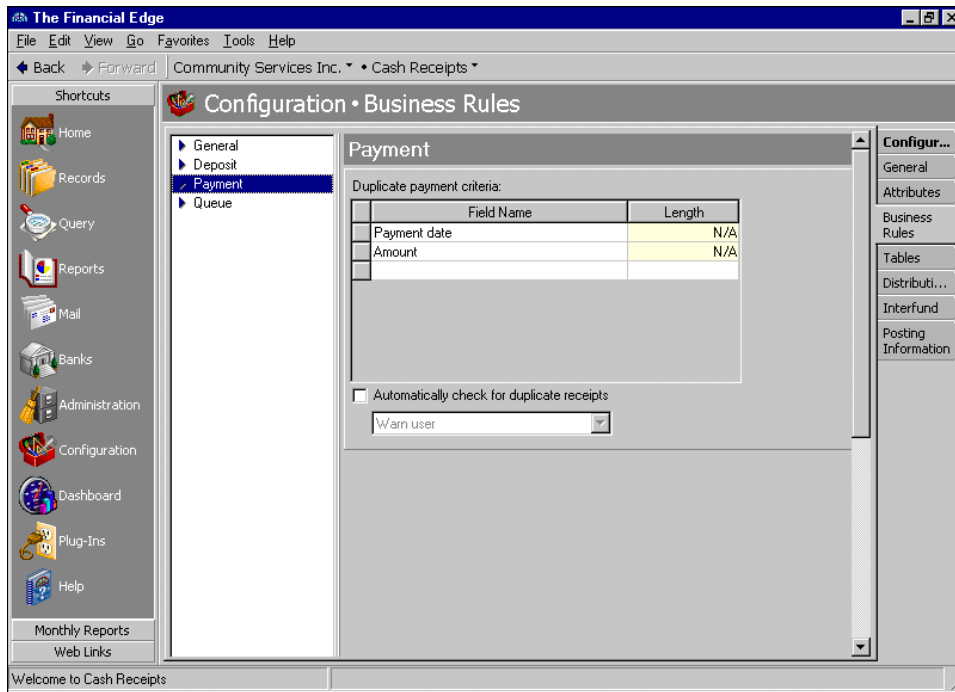


**Warn if actual receipt totals do not match the projected total.** With this business rule marked, **Cash Receipts** will issue a warning if actual receipt totals are different from projected totals.

**Exclude "Do Not Post" as a post status.** With this business rule marked, Do not post is removed as a post option for deposits. Instead, the post status of defaults to Not yet posted. This feature ensures that all deposit debit and credit distributions post to the general ledger.

## Payment Business Rules

With Payment business rules, you can set a rule that requires **Cash Receipts** to automatically check for duplicate records and specify field names to use when searching for duplicate payment criteria.



**Duplicate payment criteria.** In this grid, you select specific payment record fields to use as criteria when searching for duplicate payments. The duplicate search is useful for preventing users from entering duplicate payments.

**Automatically check for duplicate receipts.** With this business rule marked, **Cash Receipts** automatically searches for duplicates when you save a new payment. With this option, you also determine how to handle found duplicates — you set the program to give a warning when a duplicate exists, or disallow duplicate payments.

If you do not mark this option you can still check for duplicate payments using the duplicate payment criteria selected in the grid. To do this, on the menu bar of an open payment record, select **Payment, Duplicate Search**.

## Queue Business Rules

**Note:** With the optional module *Accounting Queue*, you can schedule a sequence of tasks to run automatically and unattended. For more information about *Accounting Queue*, see the *Accounting Queue Guide*.

By setting *Queue* business rules, **Cash Receipts** can add and remove queues from a schedule of tasks. To define business rules for *Queue*, select **Queue** on the left side of the Business Rules page and make selections on the right.

**Add recurring queues to the schedule list [ ] days BEFORE the scheduled start date.** With this business rule, you can select the number of days before the scheduled start date to add recurring queues.

**Remove queues from the schedule list [ ] days AFTER they have been processed.** With this business rule, you can remove queues from the schedule after they have been processed.

**When generating emails from queue, use [ ] to send emails.** With this business rule, you can select the email format. Your choices include “MIME” and “UUEncode.” We recommend you use the MIME format because most email client programs support this format. Select “UUEncode” if you are having trouble with attachments, or if you communicate with a domain that continues to use UUEncode.

**“From” address for Queue emails.** With this business rule, you enter a correctly formatted email address from which the Queue emails will be sent. Please note, if you enter the “Mail from” address on the Miscellaneous tab of a Queue, the address you enter here will be overridden.

If you are on the *Windows Server 2008* operating system and want to send scheduled Queue emails, this field is required.

## Tables

Tables increase data entry speed and accuracy throughout **The Financial Edge**. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

**Glossary:** A table is a field in which you can predefine entries to save time and promote consistency for your data entry.

Some tables, such as the **State** table, contain predefined values. For others, you define the entries. For example, the **Currency Type** table does not include Peso as a default entry. If you want a Peso as a table entry, you must add it. Some table entries require you to enter only a description, while other table entries request more detail. For example, the **Phone Type** table requires a type and a phone number format, and the **Journal** table provides fields for short and long descriptions. When adding table entries, you must enter a long description, but the short description defaults to the first two characters of the long description unless you specify otherwise.

**Note:** Before you can delete a table defining attribute types, you must first delete all related table entries. Then, delete the attribute from the Attributes page of *Configuration* before deleting the table.

For a field with table values, to view a list of entries for the table, click the down arrow on the right side of the field or press **F4**. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognize it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

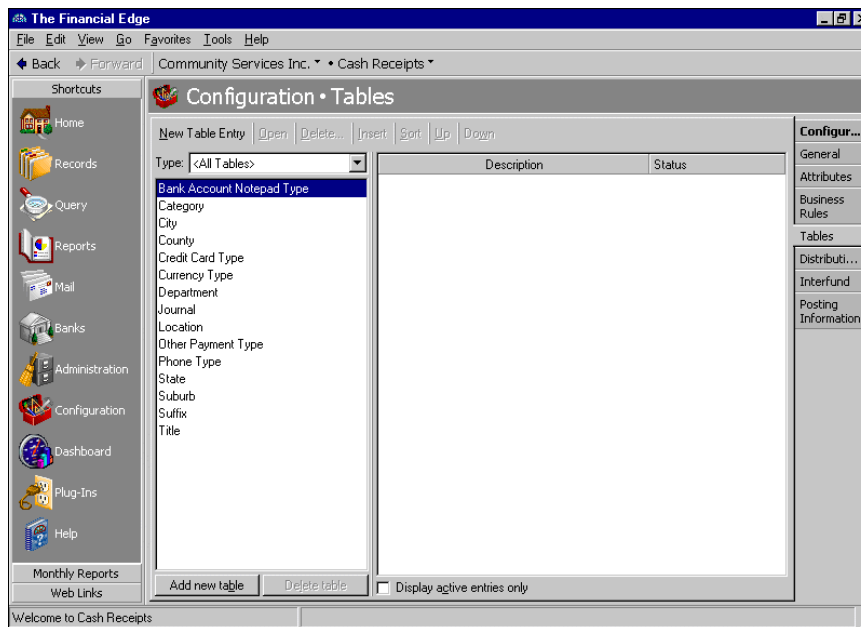
To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports.

**Warning:** You can delete only table entries that are not currently in use. You can, however, make entries inactive to remove them from the list of available entries.

This section contains procedures for adding, deleting, printing, and organizing tables and table entries.

### ► Adding a table

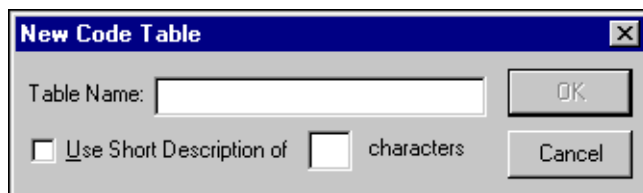
1. From the Configuration page, click Tables. The Tables page appears.



2. On the Tables page, in the **Type** field, select “<All Tables>”, “Cash Receipts”, or “Shared Tables”. Tables appear in the box on the left.

Shared tables are tables found in all *Financial Edge* programs. For example, City, County, and State are pre-defined tables you can access in *Configuration* for any *Financial Edge* program. Any changes or additions you make to shared tables appear in all programs.

3. At the bottom of the screen, click **Add new table**. The New Code Table screen appears.



4. In the **Table Name** field, enter a name, such as “Departments”, “Budgets”, “Managers”, or “Programs”.

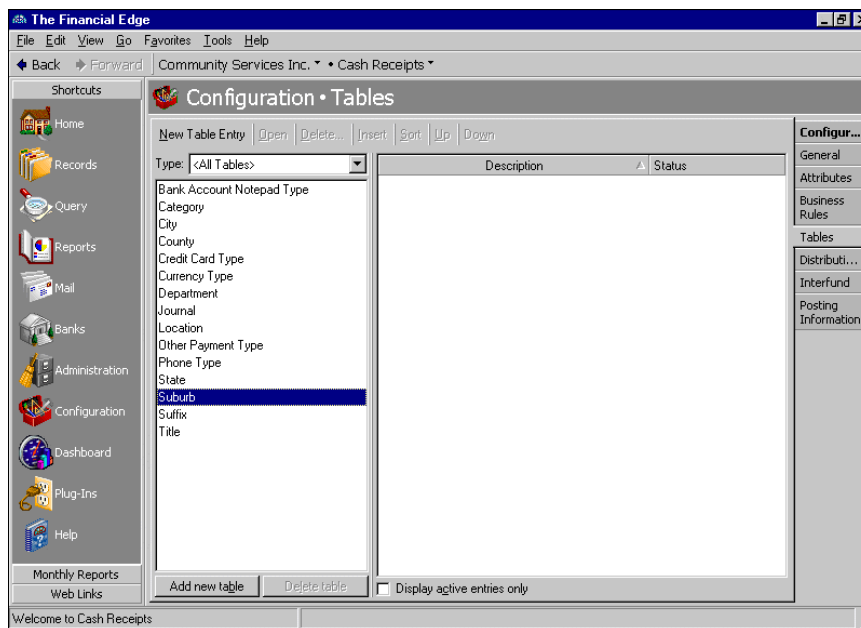
5. To give the table a short description of up to six characters, mark **Use Short Description of**. In the [ ] **characters** field, enter a number from one to six. If you use this table as a segment in your account numbers, you must give it a short description.
6. To save the table and return to the Tables page, click **OK**.

### ► Deleting a table

**Note:** Tables can be edited or deleted at any time. Just remember that deleted information cannot be recovered!

Before you can delete tables, you must first delete all related table entries. For attribute table entries, you must also delete the attribute from the Attributes page of *Configuration* before deleting the table.

1. From the Tables page, select the table to delete.



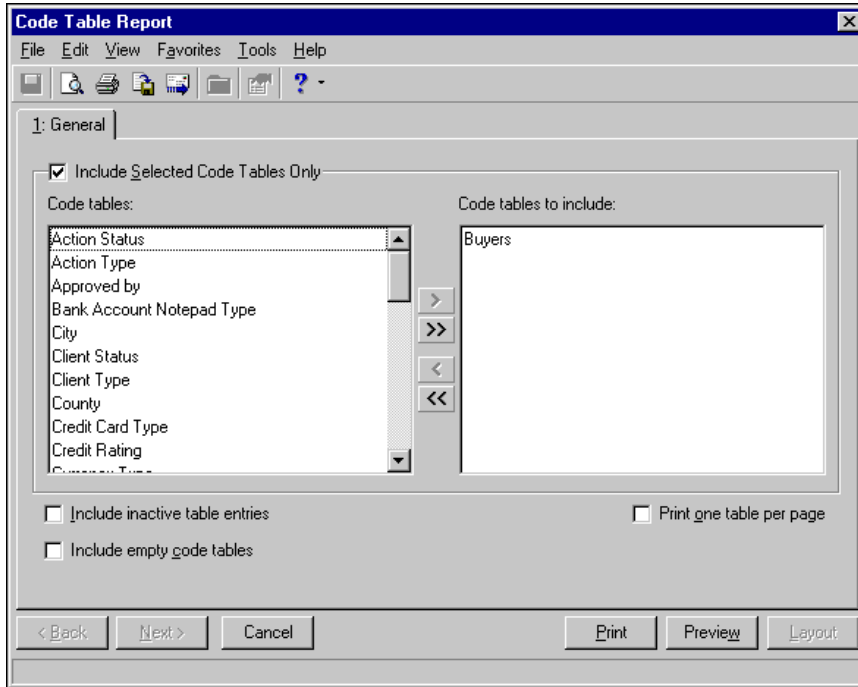
**Note:** You cannot delete pre-defined tables.

2. At the bottom of the screen, click **Delete table**. A message appears, asking if you are sure you want to delete the table.
3. To delete the table and return to the Tables page, click **Yes**.

### ► Printing a table

1. From the menu bar on the Tables page, select **File, Print**.

2. Select **Code Tables Report**. The Code Table Report screen appears.

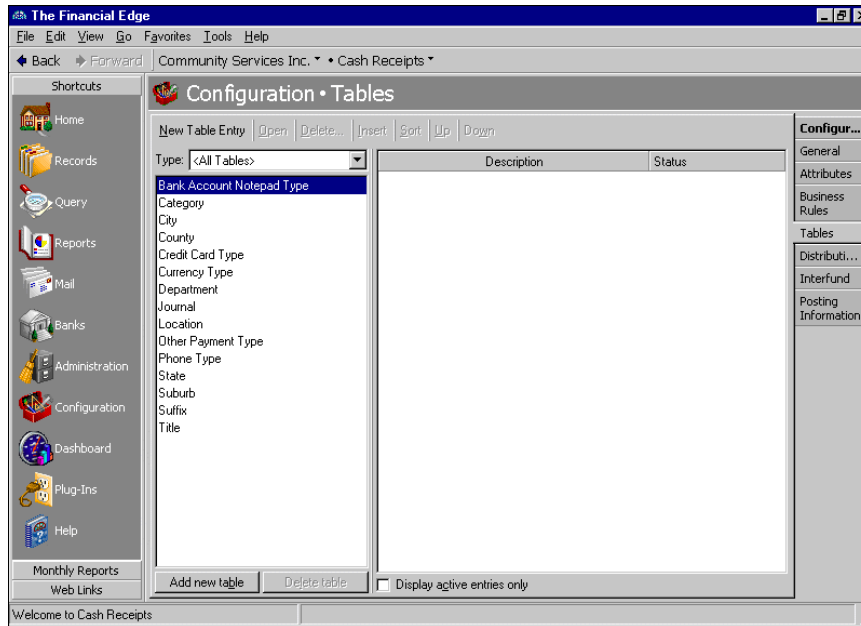


3. To print specific tables, leave the **Include Selected Code Tables Only** checkbox marked. To print all tables, unmark the checkbox.
4. If you left the **Include Selected Code Tables Only** checkbox marked, in the **Code tables** box, highlight the tables you want to print. Click the right arrow to move your selections to the **Code tables to include** box.
5. To include inactive table entries on the report, mark **Include inactive table entries**.
6. To include empty code tables on the report, mark **Include empty code tables**.
7. To print each table on a separate page, mark **Print one table per page**.
8. To view the print layout, click **Preview**.
9. To print the report and return to the Tables page, click **Print**.



## ▶ Adding a table entry

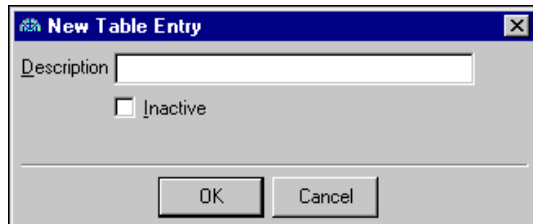
1. From the Configuration page, click **Tables**. The Tables page appears.



2. In the box on the left, select the table in which to add the new table entry. Table entries appear in a grid on the right.

**Note:** Table entries can be edited at any time or deleted if they are not used on any records.

3. Select **New Table Entry**. The New Table Entry screen appears.



4. In the **Description** field, enter a description for the new table entry. Depending on the field you add, you may be asked to enter other fields, such as **Short Description** or **Phone Number Type**.

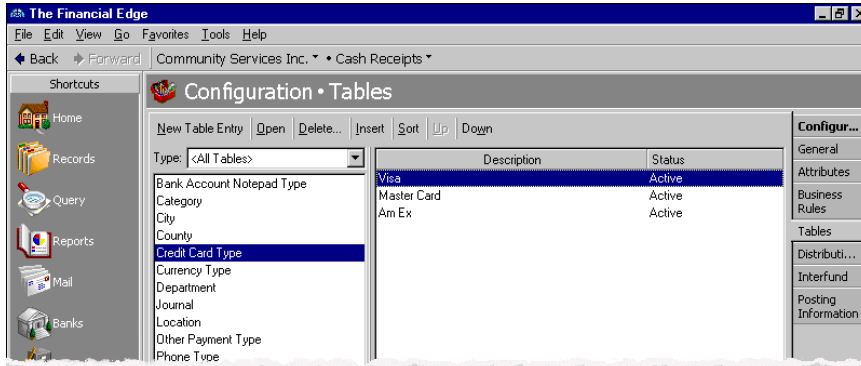
**Note:** You can make a table entry inactive rather than deleting it. Inactive table entries do not appear in tables. Unlike deleted table entries, you can always reactivate an entry at any time.

5. To make the new table entry inactive, mark **Inactive**.
6. To save the new table entry and return to the Tables page, click **OK**.

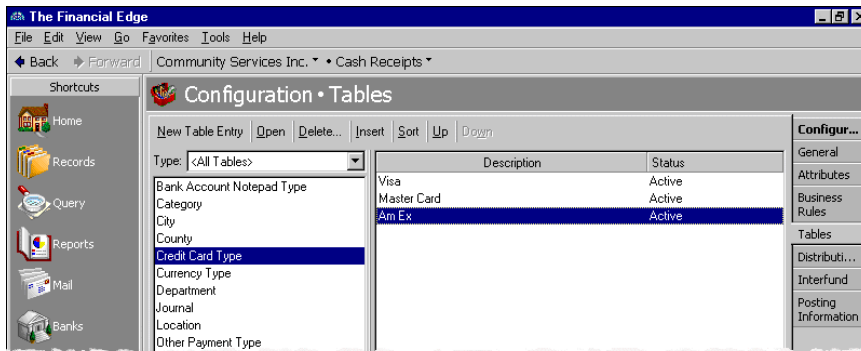
### ▶ Inserting a table entry

You can insert table entries to tables already containing entries. If you insert rather than add an entry, you can determine where the entry is placed in the list of entries.

1. On the Tables page, select the table in which to insert a new entry. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where you want to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.

**New Table Entry**

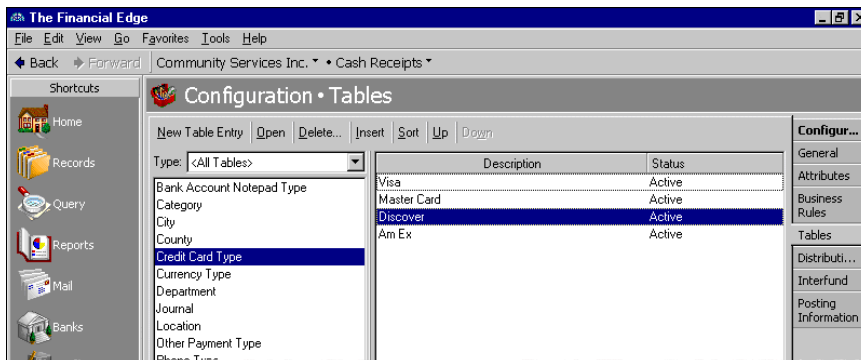
Description

Inactive

OK Cancel

4. In the **Description** field, enter a description for the new entry.
5. To make the new table entry inactive, mark **Inactive**.

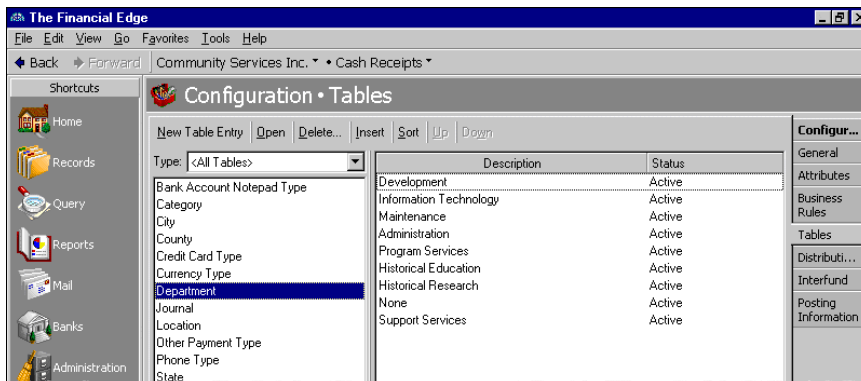
- To save the new table entry and return to the Tables page, click **OK**. The new entry appears above the selected entry.



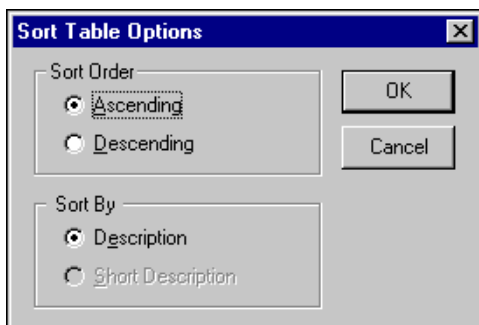
► **Sorting table entries**

**Note:** Tables with numbers are sorted by the first digit of the entry. For example, 2,000 would come before 40.00 (in ascending order). Therefore, you should avoid sorting currency tables or tables that contain dollar amounts.

- On the Tables page, select the table to sort. Table entries appear in a box on the right.



- Click **Sort**. The Sort Table Options screen appears.



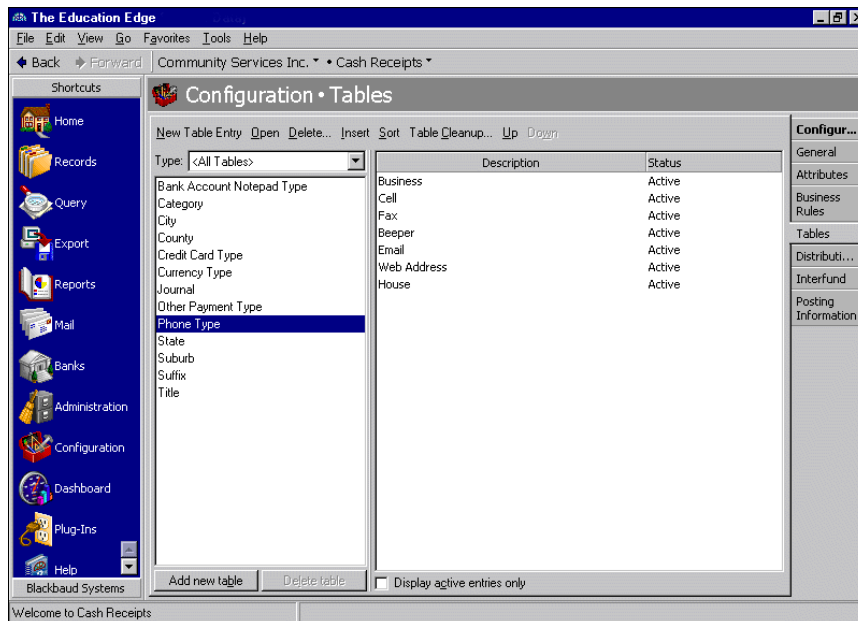
- To sort the table in ascending order alphabetically or numerically, in the **Sort Order** frame, mark **Ascending**. To sort the table in descending order, mark **Descending**.
- To sort table entries by descriptions, in the **Sort By** frame, mark **Description**. To sort table entries by short descriptions, mark **Short Description**.
- To sort your table entries and return to the Tables page, click **OK**.

## ► Cleaning up table entries

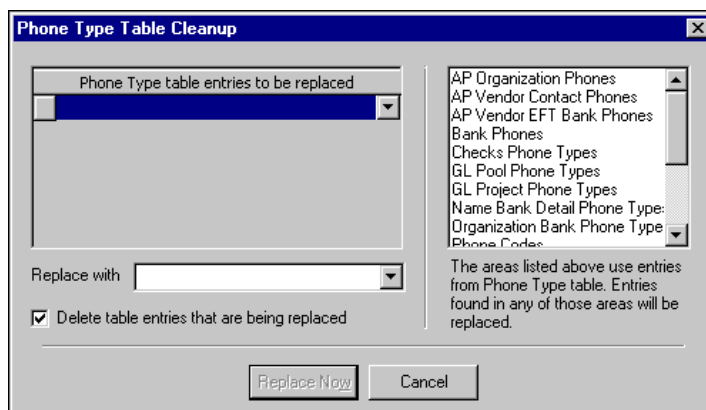
**Warning:** Before editing table entries, make sure no other users are in the program.

To ensure consistent data entry and accurate queries and reports, we recommend limiting rights to tables to key users. Otherwise, you may have duplicate table entries within a table, for example, “Call”, “Phone Call”, and “Telephone Call” in the **Action Type** table. However, if you find duplicate table entries, you can use **Table Cleanup** to replace duplicate entries with one entry. Before editing table entries, make sure no other users are in the program.

1. On the Configuration page, click **Tables**. The Tables page appears.
2. In the box on the left, select the table to clean up. Existing table entries appear in a grid on the right.



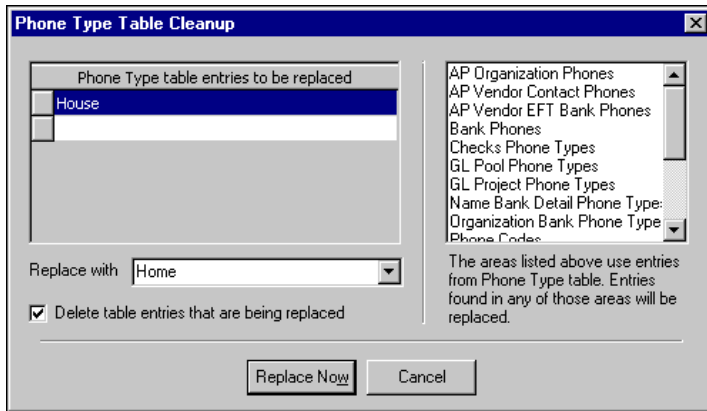
3. On the action bar, click **Table Cleanup**. The <Table Name> Table Cleanup screen for the selected table appears. A list of areas in the program that can use the selected table appear in the box on the right.



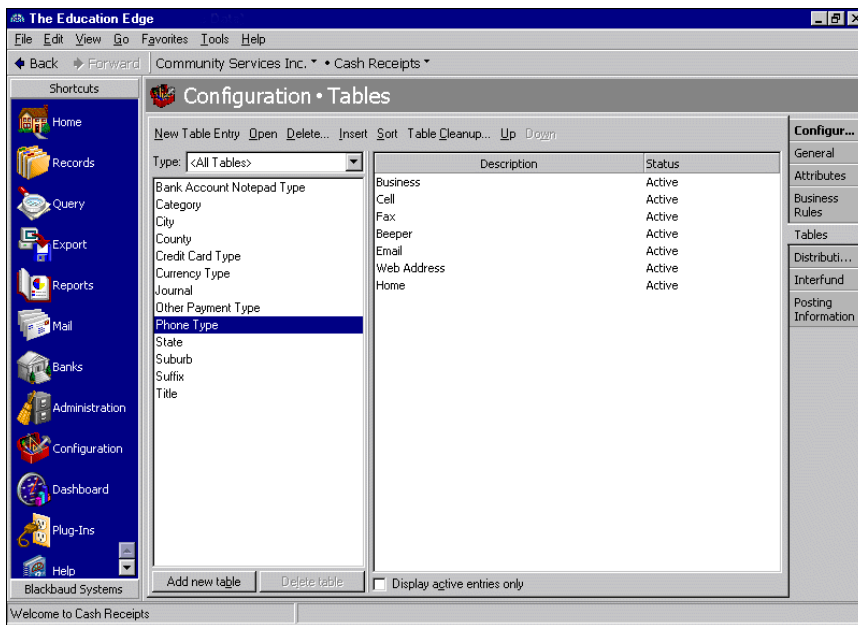
4. In the <Table name> table entries to be replaced grid, select a table entry to replace. The program will replace these entries on all records on which they appear.

**Note:** If you add a new table entry in the **Replace with** field, a message appears asking if you want to add the new entry to the table. Click **Yes** to add the entry; click **No** not to add the entry.

5. To replace the selected entry, in the **Replace with** field, select a table entry.
6. To delete the entries you are replacing so they cannot be used again on records, mark **Delete table entries that are being replaced**.

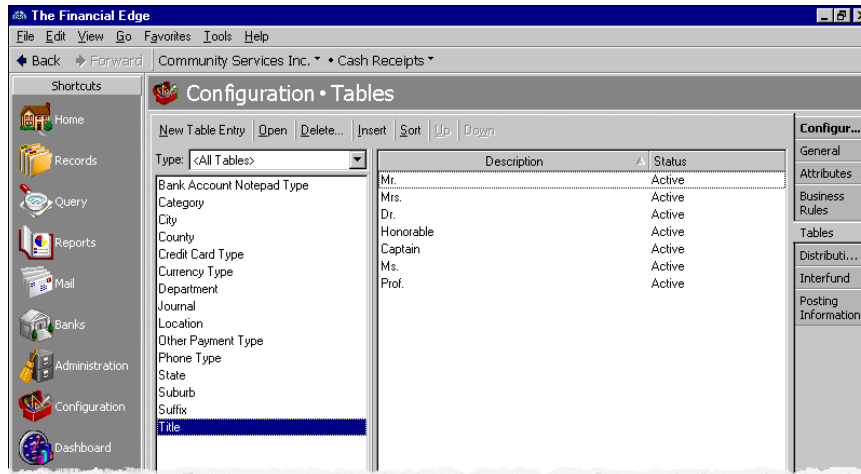


7. Continue making selections in the grid and **Replace with** field. Once you finish making selections, click **Replace Now** to replace the entries used in the program.
8. The program replaces the table entries you selected. A message appears telling you that the table cleanup finished successfully. Click **OK**. You return to the <Table Name> Table Cleanup screen.
9. To return the Tables page, click close the screen. If you marked **Delete table entries that are being replaced**, the entries you replaced no longer appear on the Tables page.

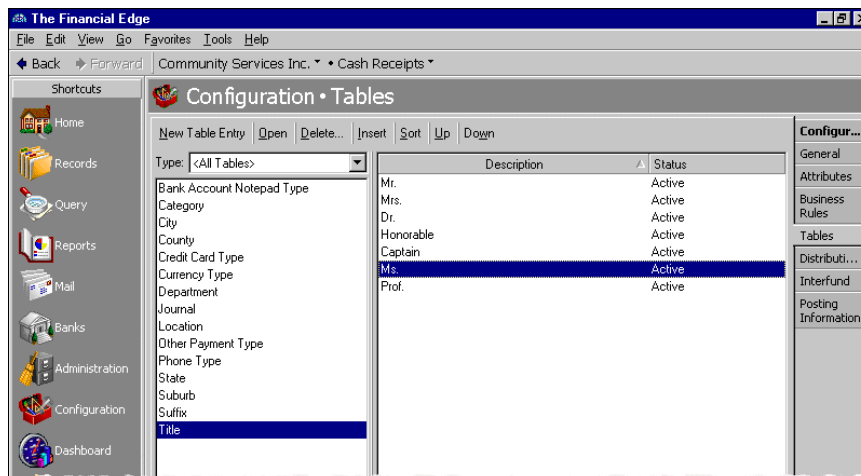


### ► Moving a table entry

1. On the Tables page, select the table containing the entry to move. Table entries appear in a box on the right.



2. In the table entry box, select the entry to move.



3. To move the entry, click **Up** or **Down**.
4. When you select another table or exit the Tables page, your changes are saved automatically.

## Distributions

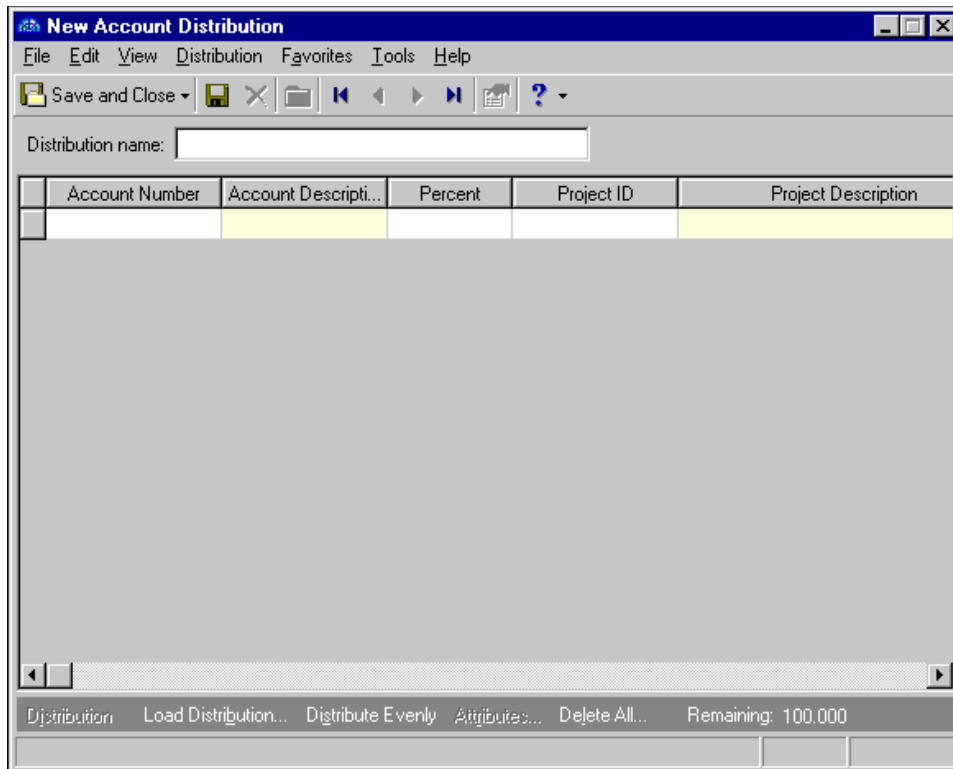
**Glossary:** A distribution is a means of splitting transaction debits and credits among accounts, classes, projects, and transaction codes. You can make distributions manually or with a distribution template.

In *Configuration*, distributions are templates you reuse to speed the process of entering transactions. You can enter distributions manually by entering the account, project, class, and transaction code information, or you can use an existing distribution as a template for your new distribution by clicking **Load Distribution**. Distributions are especially helpful if you commonly distribute transactions to the same set of projects, classes, or transaction codes. The distributions you create in *Configuration* must be assigned to at least one project, class, or transaction code value. You can edit or delete distributions at any time.

This section contains procedures for adding, editing, and deleting distributions.

## Account Distributions

Creating and using account distributions in **Cash Receipts** is an efficient way to distribute activity to accounts, projects, classes, and transaction codes when entering payments and deposits. The distribution templates you create in *Configuration* can be used in any **Cash Receipts** account distribution grid.



**Distribution name.** In this field, enter a unique name for the distribution template.

**Account Number.** In this field, enter an account number for the distribution. This number appears in the **DR Account Number** column of transaction distributions.

**Account Description.** When you enter a valid account number, the description appears automatically in the **Account Description** column. The **Account Description** column is for informational purposes only, and cannot be changed.

**Note:** When you enter distributions by percent and use **Distribute Evenly**, **Cash Receipts** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

**Percent.** In the **Percent** column, enter the percentage of the distribution for each row.

**Project ID.** If you have the optional module *Projects and Grants*, you can enter a project ID number in the **Project ID** column.

**Project Description.** When you enter a valid project ID number, the description appears automatically in the **Project Description** column and cannot be edited.

**Class.** In the **Class** column, you can select a class for the distribution.

**Transaction Codes.** If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In each transaction code column, you can select a transaction code.

**Distribution.** To display saved debit or credit transaction distributions, select a row in the grid and click **Distribution**.

**Load Distribution.** To display a list of all existing account distribution templates defined in *Configuration*, click **Load Distribution**. You can load the templates and edit the account, percentage, or transaction information.

**Distribute Evenly.** To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.

**Attributes.** To add a transaction attribute to the distribution, click **Attributes**.

**Delete All.** To delete all the rows in the grid, click **Delete All**.

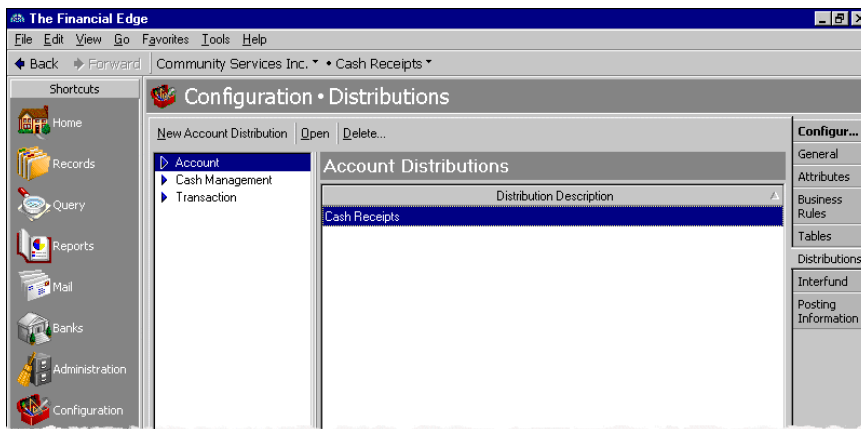
**Remaining.** The Remaining display shows you how much of the payment has not been distributed.

**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

This section contains procedures for creating account and transaction distributions.

### ▶ Manually creating an account distribution

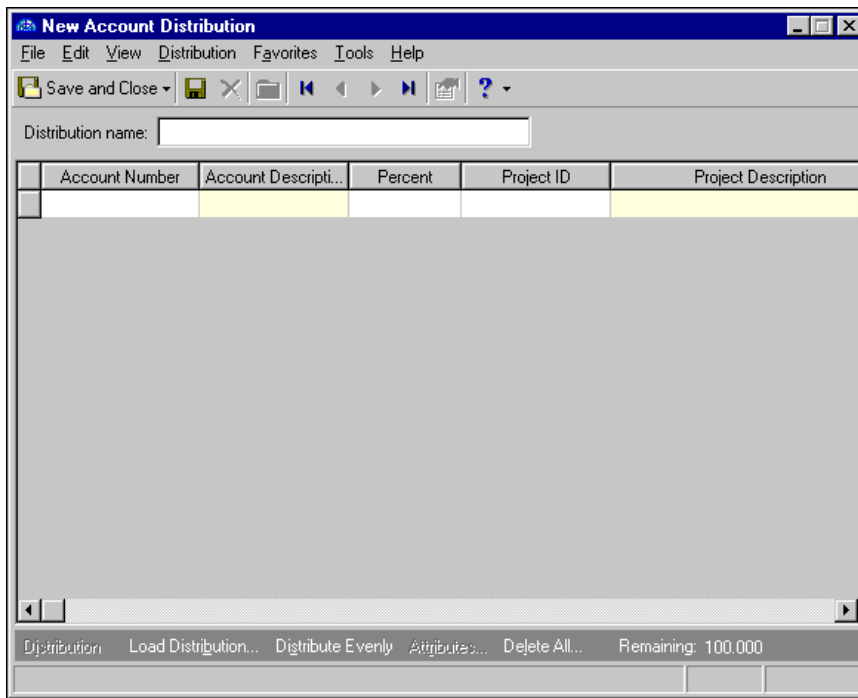
1. From the Configuration page, click **Distributions**. The Distributions page appears.



**Note:** The account numbers you add here are used as debit accounts, except when loaded into credit memos. On credit memos, they are credit accounts.



- In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.



- In the **Distribution name** field, enter a name for the distribution.

**Note:** Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

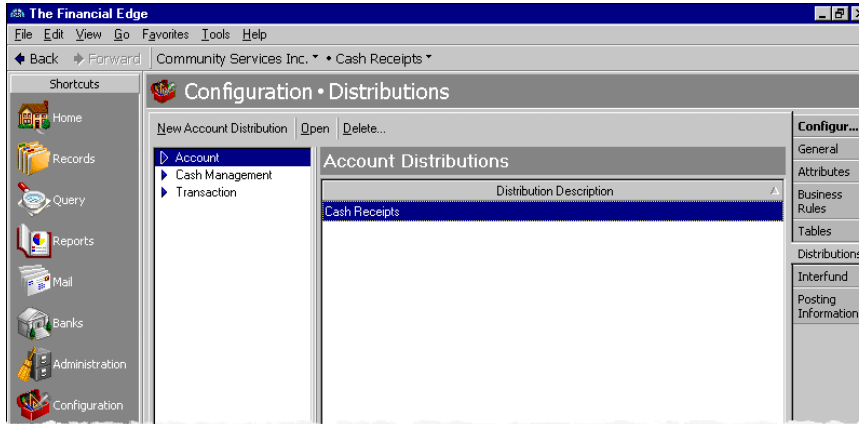
- In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.
- In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.
- If you have the optional module *Projects and Grants*, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
- In the **Class** column, select a class for the distribution.

**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

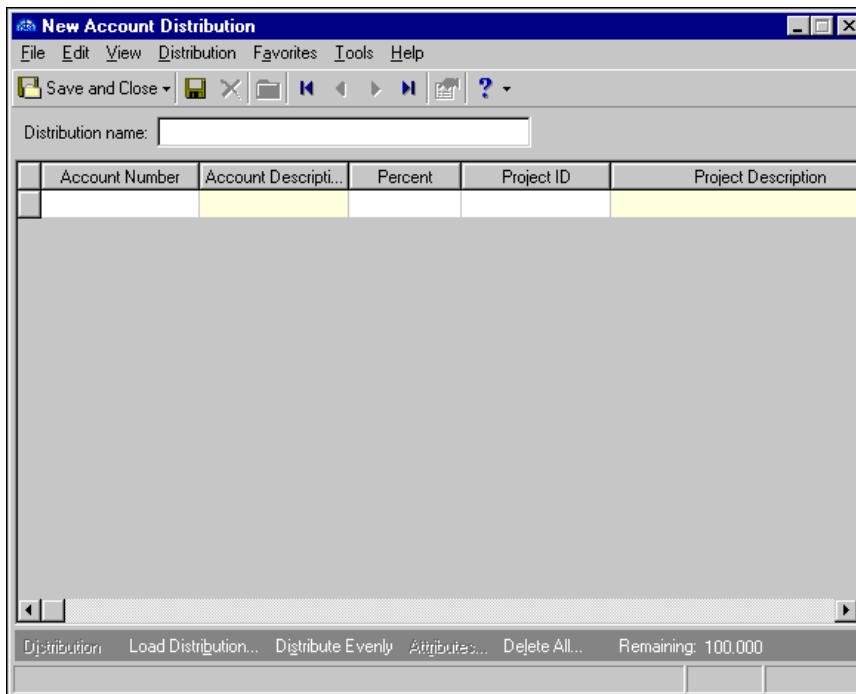
- If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.
- To load an existing account distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating an account distribution using a template” on page 22.
- To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
- To delete all rows of the grid, click **Delete All**.
- To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating an account distribution using a template**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



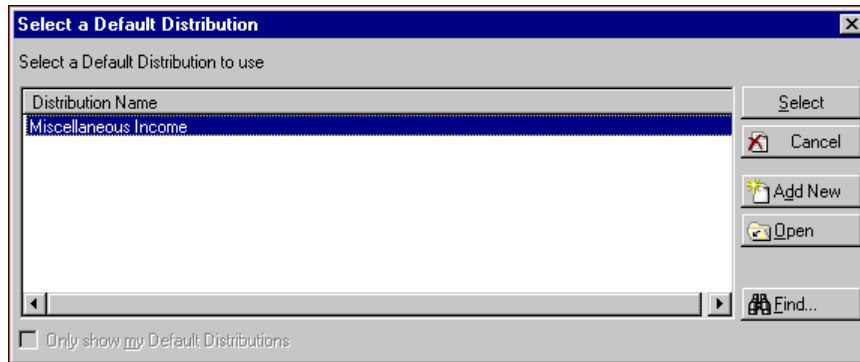
2. In the box on the left, select **Account** and click **New Account Distribution**. The New Account Distribution screen appears.



3. In the **Distribution name** field, enter a name for your distribution.

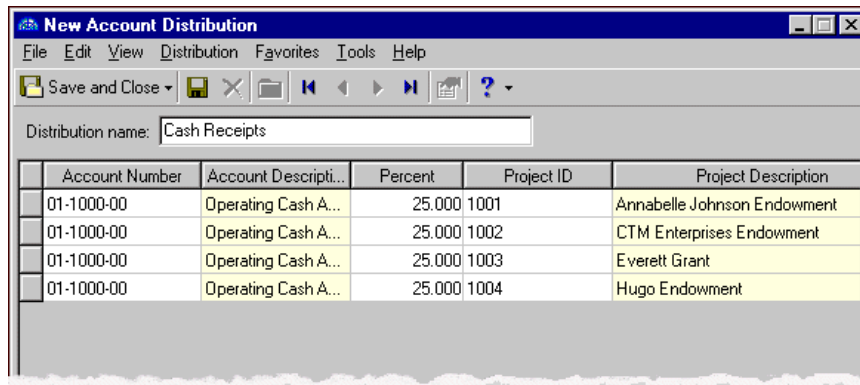
**Note:** Default distributions are created on the Distributions page of *Configuration*.

4. Click **Load Distribution**. The Select a Default Distribution screen appears.



**Note:** You can click **Add New** to create a new default distribution. For more information about default distributions, see “Distributions” on page 18.

5. Select the distribution to load and click **Select**. The distribution appears in the distribution grid.



**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

6. To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
7. To delete all rows of the grid, click **Delete All**.
8. To save the distribution and return to the Distributions page, click **Save and Close**.

## Cash Management Distributions

If you have the optional module *Cash Management*, you can create Cash Management distribution templates in **Cash Receipts** to distribute adjustment activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any **Cash Receipts** adjustment distribution grid.

Account Number	Account Descripti...	Percent	Project ID	Project Description

**Distribution name.** In this field, enter a unique name for the distribution template.

**Account Number.** In this field, enter an account number for the distribution. Depending on the nature of the transaction (whether the adjustment is a deposit or payment/transfer), this number appears in the **DR** or **CR Account Number** column when a distribution is loaded on a transaction record. We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

**Account Description.** When you enter a valid account number, the description appears automatically in the **Account Description** column. The **Account Description** column is for informational purposes only, and cannot be changed.

**Note:** When you enter distributions by percent and use **Distribute Evenly, Payroll** rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

**Percent.** In the **Percent** column, enter the percentage of the distribution for each row. The total percent for all rows must equal 100 percent.

**Project ID.** If you have the optional module *Projects and Grants*, you can enter or search for a project ID number in the **Project ID** column.

**Project Description.** When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

**Class.** In the **Class** column, you can select a class for the distribution.

**Transaction Codes.** If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In each transaction code column, you can select a transaction code.

**Distribution.** To display saved debit or credit transaction distributions, select a row in the grid and click **Distribution**.

**Load Distribution.** To display a list of all existing Cash Management distribution templates defined in *Configuration*, click **Load Distribution**. You can load the templates and edit the account, percentage, or transaction information.

**Distribute Evenly.** To divide the distribution evenly among all account rows entered in the distribution grid, click **Distribute Evenly**.

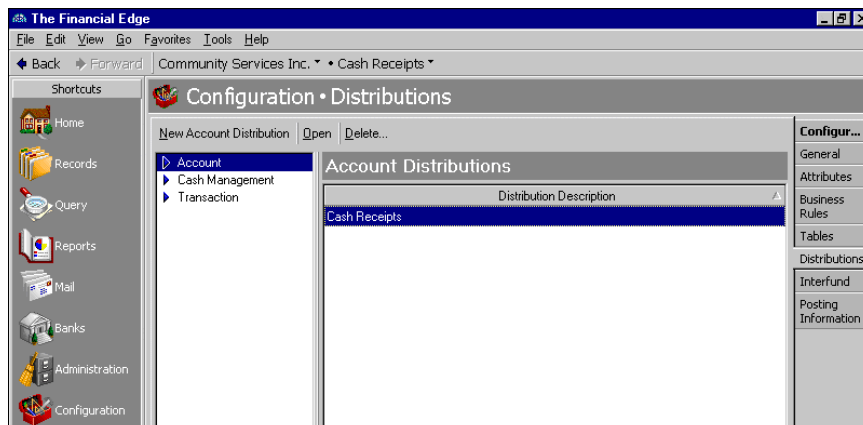
**Attributes.** To add an attribute to the distribution, click **Attributes**.

**Delete All.** To delete all the rows in the grid, click **Delete All**.

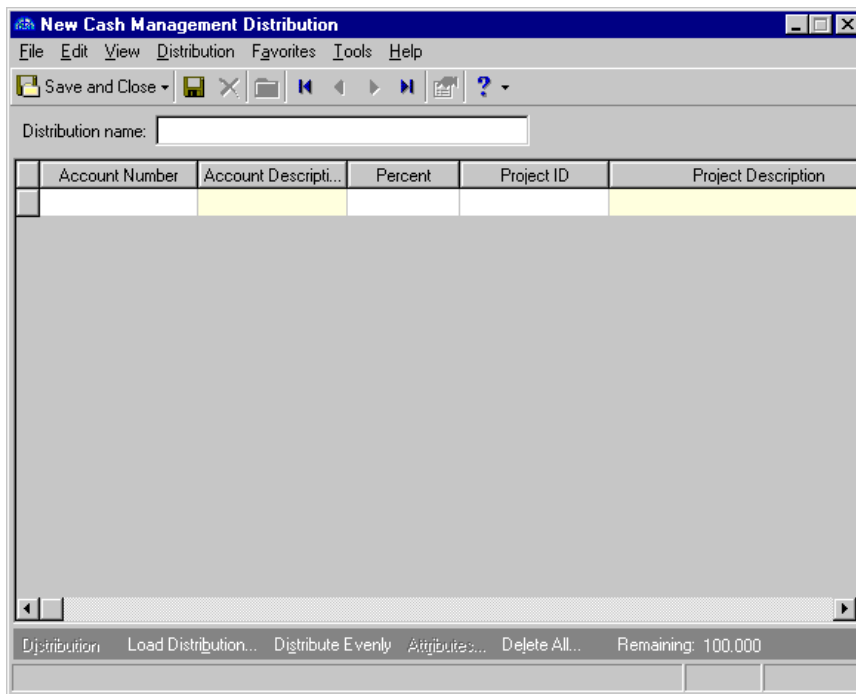
**Remaining.** The Remaining display at the bottom of the screen shows you how much of the adjustment has not been distributed.

#### ▶ Manually creating a Cash Management distribution

1. From the Configuration page, click **Distributions**. The Distributions page appears.



- In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.



- In the **Distribution name** field, enter a name for the distribution.

**Note:** We recommend using the cash account as the debit account number for deposit adjustments or as the credit account number for payment adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

- In the **Account Number** column, enter an account for the distribution. When you enter a valid account number, the description appears automatically in the **Account Description** column.
- In the **Percent** column, enter the percentage of the distribution. You can enter more than one distribution row, but the distribution total must be 100 percent unless you marked the **General Ledger** general business rule allowing distributions less than 100 percent.
- If you have the optional module *Projects and Grants*, in the **Project ID** column, enter a project ID number or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
- In the **Class** column, select a class for the distribution.

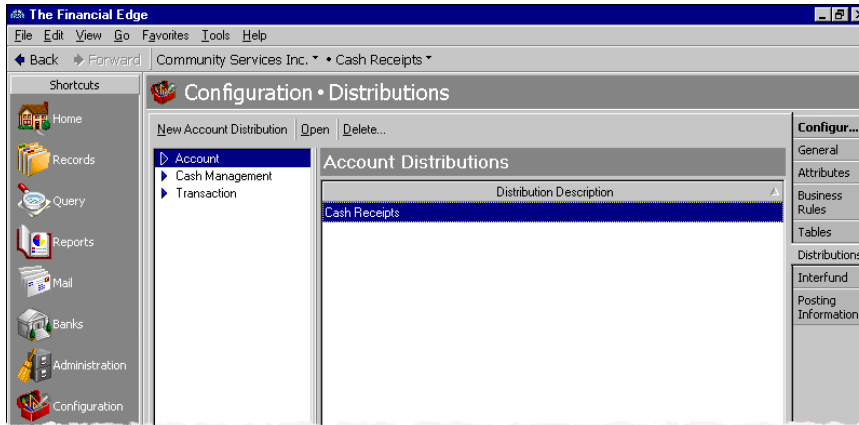
**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

- If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.
- To load an existing Cash Management distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a Cash Management distribution using templates” on page 27.
- To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
- To delete all rows of the grid, click **Delete All**.

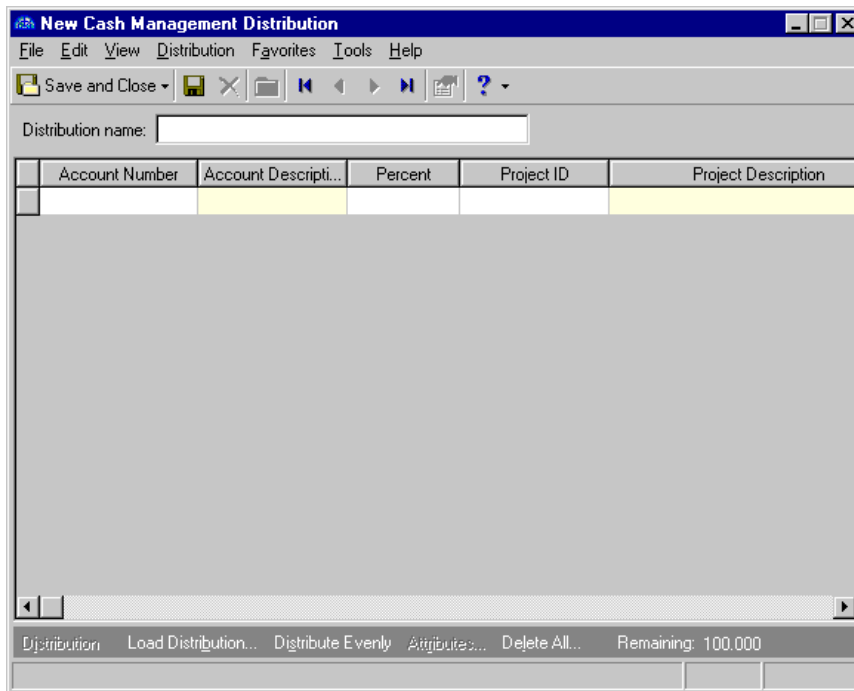
12. To save the distribution and return to the Distributions page, click **Save and Close**.

▶ **Creating a Cash Management distribution using templates**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



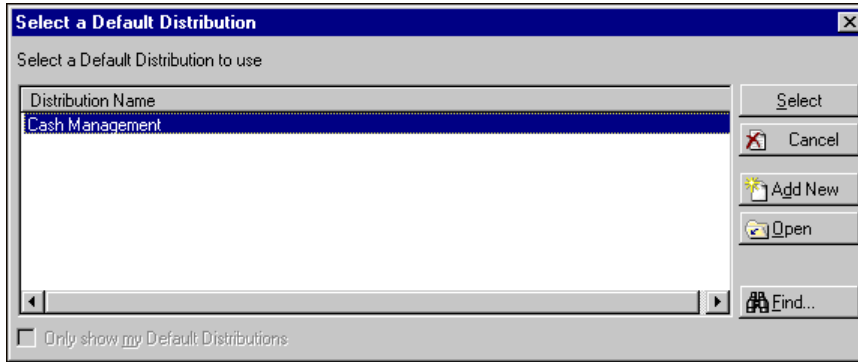
2. In the box on the left, select **Cash Management** and click **New Cash Management Distribution**. The New Cash Management Distribution screen appears.



3. In the **Distribution name** field, enter a name for your distribution.

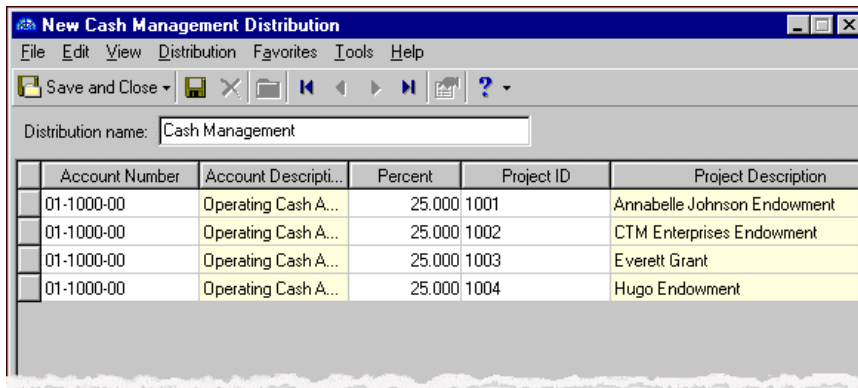
**Note:** Default distributions are created on the Distributions page of *Configuration*.

- Click **Load Distribution**. The Select a Default Distribution screen appears.



**Note:** You can click **Add New** to create a new default distribution. For more information about default distributions see “Distributions” on page 18.

- Select the distribution to load and click **Select**. The distribution appears in the distribution grid.



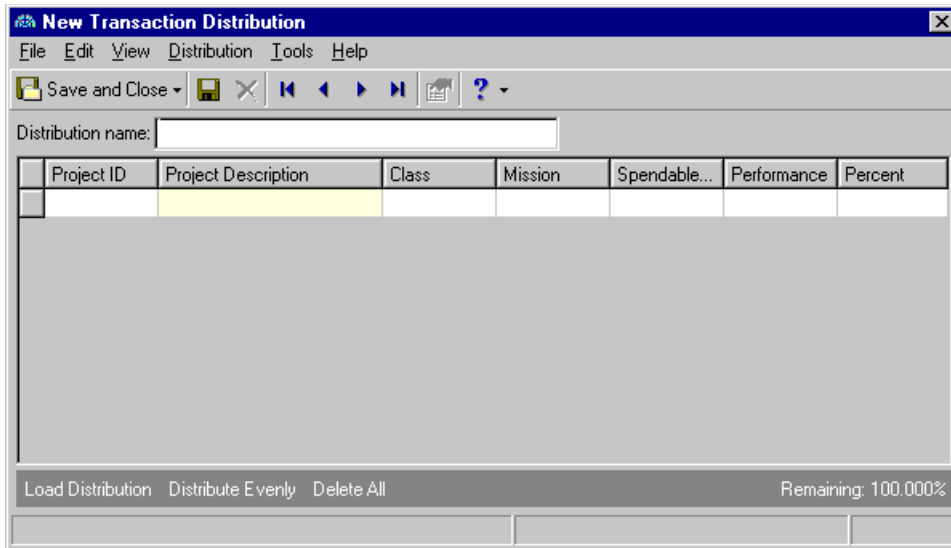
**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

- To divide the distribution evenly among all accounts entered in the distribution grid, click **Distribute Evenly**.
- To delete all rows of the grid, click **Delete All**.
- To save the distribution and return to the Distributions page, click **Save and Close**.



## Transaction Distributions

Creating and using transaction distribution templates in *Cash Receipts* is an efficient way to distribute activity to projects, classes, and transaction codes. The distribution templates you create in *Configuration* can be used in any *Cash Receipts* transaction distribution grid.



**Distribution name.** In this field, enter a unique name for the distribution template.

**Project ID.** If you have the optional module *Projects and Grants*, you can enter a project ID number in the **Project ID** column.

**Project Description.** When you enter a valid project ID number, the description appears automatically in the **Project Description** column and cannot be edited.

**Class.** In the **Class** column, you can select a class for the distribution.

**Transaction Codes.** If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear, based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in *General Ledger*. In each transaction code column, you can select a transaction code.

**Note:** When you enter distributions by percent and use **Distribute Evenly**, *Cash Receipts* rounds the distribution. For example, if you have four rows of distributions and the transaction amount is \$33.33, the amount cannot be evenly divided into four. Therefore, the distribution would be 24.992% (\$8.33), 24.992% (\$8.33), 24.992% (\$8.33), and 25.023% (\$8.34).

**Percent.** In the **Percent** column, enter the percentage of the distribution for each row.

**Load Distribution.** To display a list of all existing transaction distribution templates defined in *Configuration*, click **Load Distribution**.

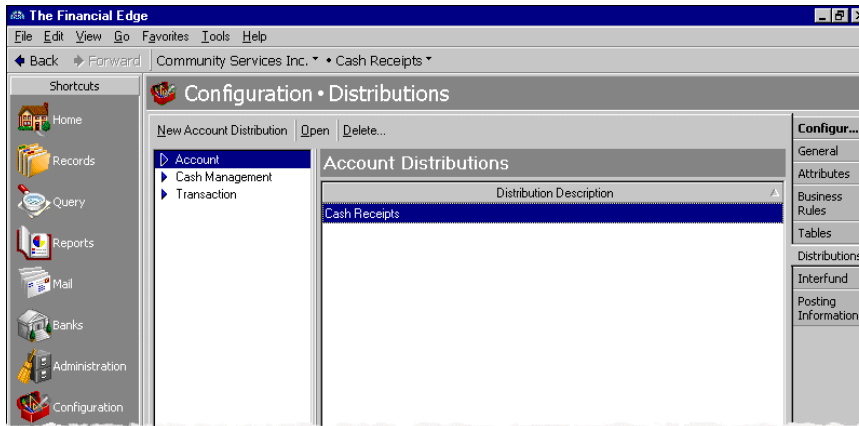
**Distribute Evenly.** To divide the distribution evenly among all projects entered in the distribution grid, click **Distribute Evenly**.

**Delete All.** To delete all the rows in the grid, click **Delete All**.

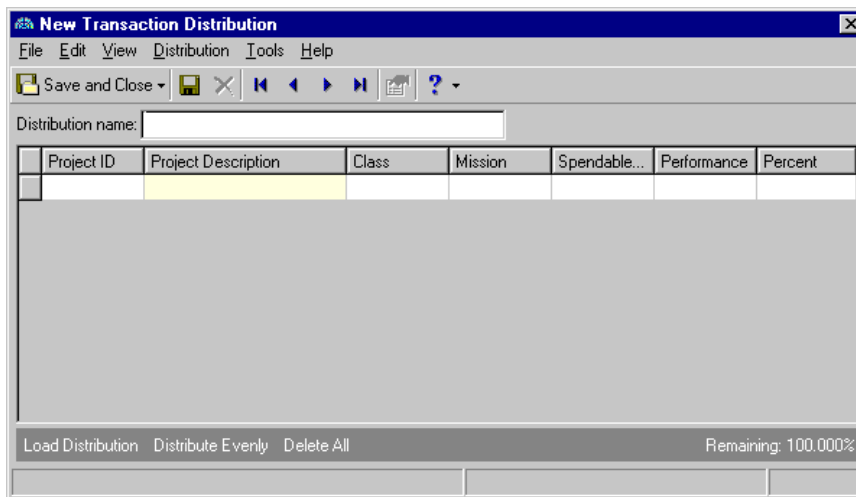
**Remaining.** The Remaining display shows you how much of the payment has not been distributed.

► **Manually creating a transaction distribution**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



2. In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.



3. In the **Distribution name** field, enter a name for the distribution.
4. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column or use the binoculars to search for a project number. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
5. In the **Class** column, select a class for the distribution.
6. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration* in **General Ledger**. In the grid, select a value for each transaction code.

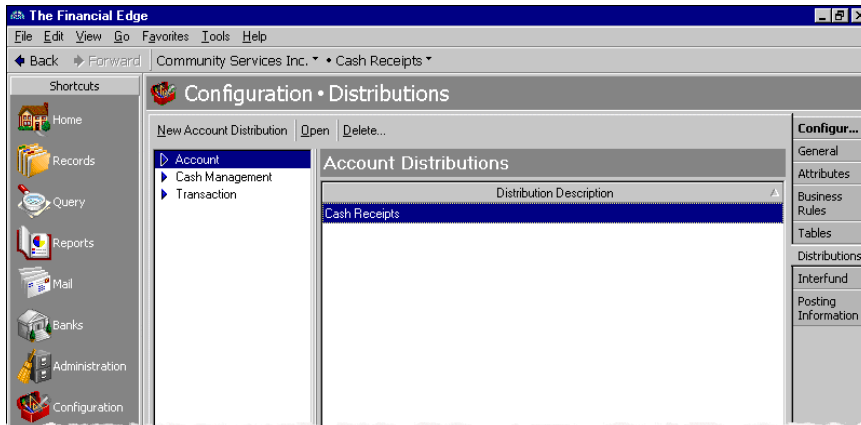
**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

7. To load an existing transaction distribution from a template, click **Load Distribution**. For more information about loading distribution templates, see “Creating a transaction distribution using templates” on page 31.
8. To divide the distribution evenly among all projects entered in the distribution grid, click **Distribute Evenly**.

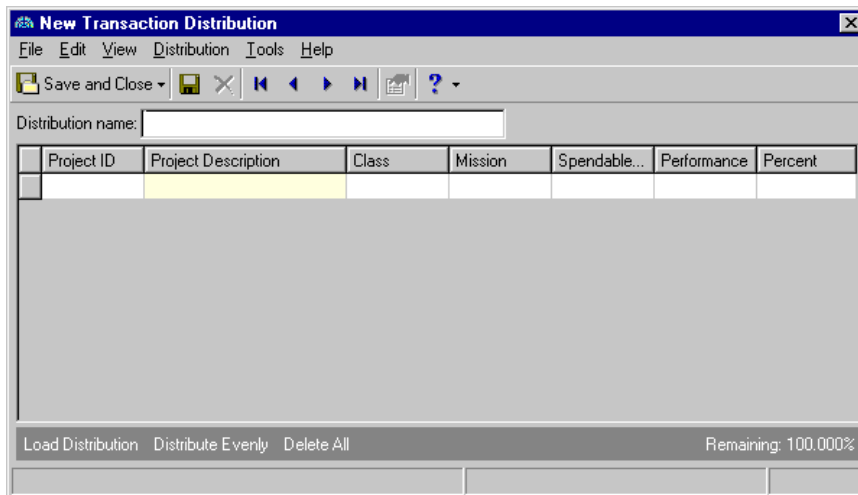
9. To delete all rows of the grid, click **Delete All**.
10. To save the distribution and return to the Distributions page, click **Save and Close**.

► **Creating a transaction distribution using templates**

1. From the Configuration page, click **Distributions**. The Distributions page appears.



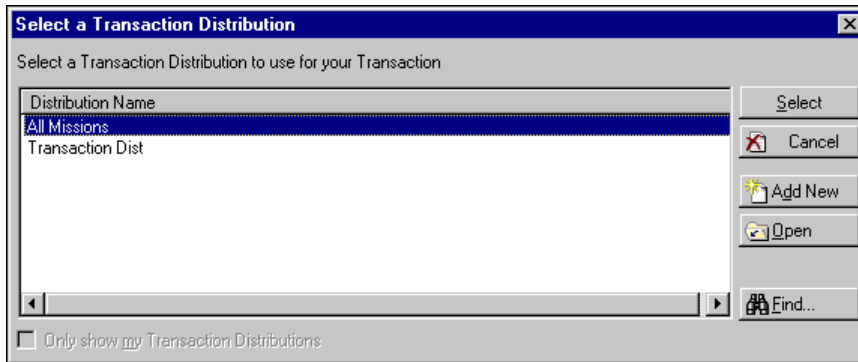
2. In the box on the left, select **Transaction** and click **New Transaction Distribution**. The New Transaction Distribution screen appears.



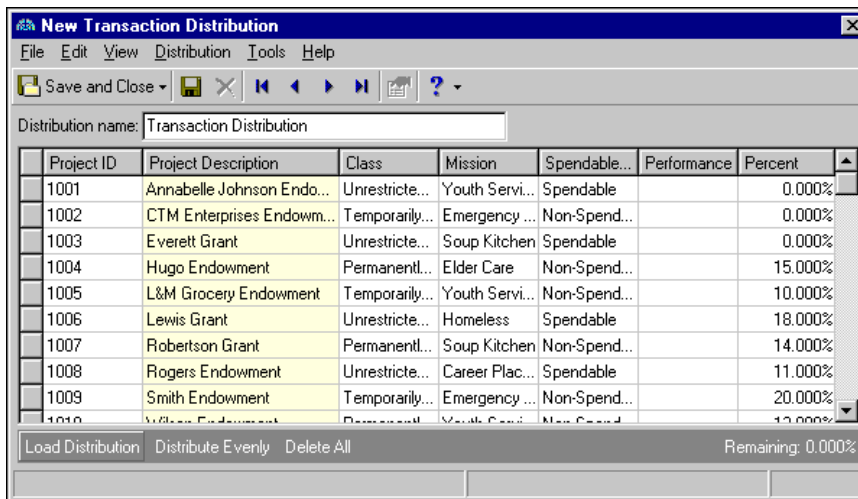
3. In the **Distribution name** field, enter a name for your distribution.

**Note:** Default distributions are created on the Distributions page of *Configuration*.

- Click **Load Distribution**. The Select a Default Transaction Distribution screen appears.



- Select the distribution to load and click **Select**. The distribution appears in the distribution grid.



- To divide the distribution evenly among all rows of the distribution grid, click **Distribute Evenly**.

**Note:** Distributions can be edited or deleted at any time. Just remember that deleted distributions cannot be recovered!

- To delete all rows of the grid, click **Delete All**.
- To save the distribution and return to the Distributions page, click **Save and Close**.

## Interfunds

**Glossary:** An interfund set is a pre-defined set of default accounts for interfund entries. Accounts within the interfund set ensure funds remain in balance when activity is transferred between funds.

On the Interfund tab, you can define interfund sets to establish transfers between funds and ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. You can create reversing entries and copy other distributions using the **Create reverse Entry** and **Copy from** buttons. Interfund entries cannot be changed after the transaction is posted.

## Account Masking

**Glossary:** Masking accounts is the process of inserting asterisks to quickly select a range of accounts without having to enter specific numbers.

When you create an interfund set, you define source account numbers for the interfund entry. When selecting source account numbers, you can use account masks to quickly select ranges of accounts without having to enter specific numbers. By masking accounts, you use asterisks in place of numbers in a segment or segments of a **General Ledger** account to designate source account ranges.

You can use asterisks as wildcard characters to represent any digit from zero to nine and simplify selecting source accounts. To indicate accounts in a single fund, you can enter the fund segment and mask the rest of the account number. For example, if you enter 01-\*\*\*\*\*\_\*\*, all accounts in Fund 01 will be used in the interfund set. To indicate all accounts within all funds, you can mask the entire account number. For example, you can enter \*\*\_\*\*\*\*\*\_\*\*.

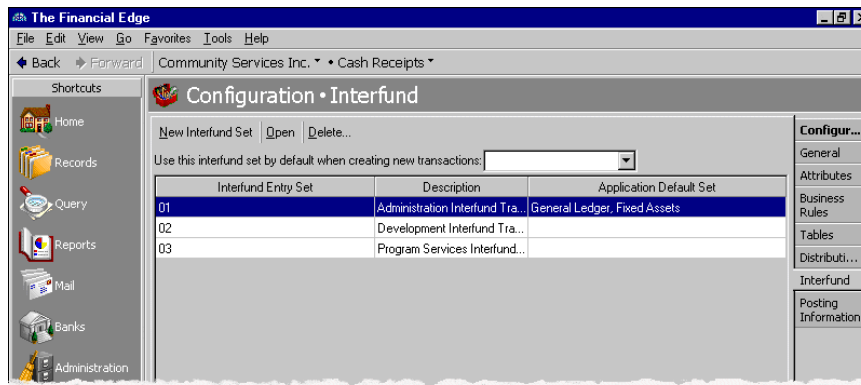
## Managing Interfund Entries and Sets

**Glossary:** An interfund entry is a balancing entry you make between funds. In **The Financial Edge**, you can automate the procedure to create general ledger transactions to transfer activity between funds and ensure each fund is kept in balance.

You use interfund entry sets to transfer activity between accounts. On the Interfund page, you can add, edit, and delete interfund entries and interfund sets.

### ▶ Adding an interfund entry set

1. From the Configuration page, click **Interfund**. The Interfund page appears.



**Note:** To use an interfund entry set as the default when creating transactions, you must select the interfund entry set in the **Use this interfund set by default when creating new transactions** field on the Interfund page of *Configuration*.

2. Click **New Interfund Set**. The Add an Interfund Entry Set screen appears.

3. In the **Interfund set ID** field, enter an ID number for the interfund set.
4. In the **Description** field, enter a description.
5. On the **General** tab, click **New Interfund Entry**. The Add an Interfund Entry screen appears.

**Note:** Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

6. In the **When creating a transaction that will post a DEBIT to... this fund or account [ ]** and **that will post a CREDIT to... this fund or account [ ]** fields, enter non-balancing debit and credit funds or accounts from a distribution.

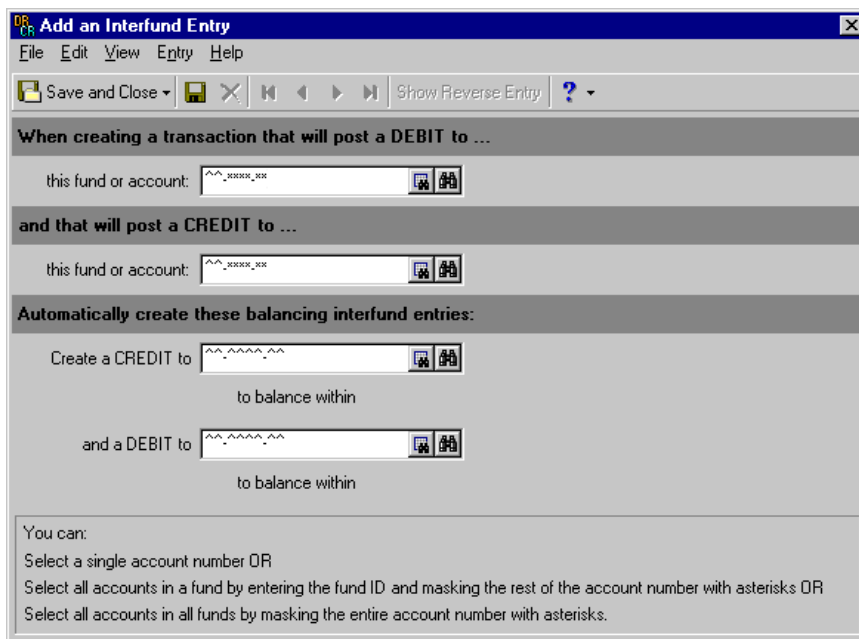
7. In the **Automatically create these balancing interfund entries: create a CREDIT to [ ] to balance within and a DEBIT to [ ] to balance within** fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.
8. To save the interfund entries and return to the Add an Interfund Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Cash Receipts** asks you to enter valid accounts.
9. On the Blackbaud Systems tab of the Interfund Entry Set screen, mark the Blackbaud programs in which to use the interfund entry.

**Note:** Interfund sets can be edited or deleted at any time. Just remember that deleted interfund sets cannot be recovered!

10. When you are finished adding the interfund entry set, click **OK** to save the interfund set and return to the Interfund page.
11. In the **Use this interfund set by default when creating new transactions** field, you can select an interfund entry set to use as a default when creating transactions.

▶ **Adding an interfund entry**

1. From an open interfund entry set, click **New Interfund Entry**. The Add an Interfund Entry screen appears.



**Note:** Use the small binoculars to search for an account segment, or use the large binoculars to search for an account number.

2. In the **When creating a transaction that will post a DEBIT to... this fund or account [ ] and that will post a CREDIT to... this fund or account [ ]** fields, enter non-balancing debit and credit funds or accounts from a distribution.
3. In the **Automatically create these balancing interfund entries: create a CREDIT to [ ] to balance within and a DEBIT to [ ] to balance within** fields, enter debit and credit funds or accounts that balance the non-balancing funds or accounts. These are interfund entries.

**Note:** Interfund entries can be edited or deleted at any time. Just remember that deleted interfund entries cannot be recovered!

- To save the interfund entry and return to the Interfund Entry Set screen, click **Save and Close**. If the funds or accounts you entered are not valid debit or credit accounts, or if the interfund entries do not balance, **Cash Receipts** asks you to enter valid accounts.

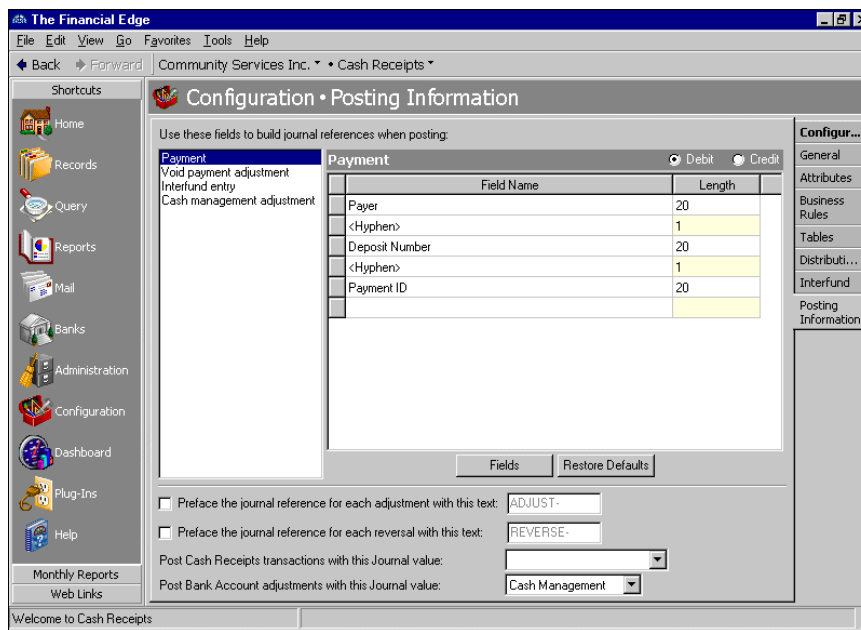
## Posting Information

**Glossary:** A journal reference is a user-defined alphanumeric code added to each journal entry transaction when you create a batch. You can use journal references to reference journal transactions to source documents or as criteria in a transaction query.

On the Posting Information page, you can add and define custom journal references to use when posting in detail to **General Ledger**. You can specify the fields to export and their lengths, and designate text to label adjustments and reversing transactions. You can also define journal values for payments, interfund entries, and cash management adjustments. You cannot save payments until you specify journal values for posting. Cash management adjustments are available only with the optional module *Cash Management*.

### ▶ Setting journal reference fields

- From the Configuration page, click **Posting Information**. The Posting Information page appears.
- In the box on the left, select a journal reference. The journal reference fields appear in a grid on the right.



**Note:** To add a new field to the drop-down list, click **Fields**.

- To change journal references for debit accounts, mark **Debit**. To change journal references for credit accounts, mark **Credit**.
- To change journal reference fields, in the **Field Name** column, click in an existing field and select a new field.

**Tip:** To restore the original default field settings, click **Restore Defaults**.

- To insert more reference fields, click in the empty row at the bottom of the grid and select the fields you want to add.



6. To add extra custom journal references, click **Fields** and enter new fields.

**Warning:** You cannot save cash management adjustments, payments, or deposits until you specify journal values for posting. Cash management adjustments are available only with the optional module *Cash Management*.

7. To define custom text for adjustments, mark **Preface the journal reference for each adjustment with this text** and select a field entry.
8. To define custom text for reversals, mark **Preface the journal reference for each reversal with this text** and select a field entry.
9. In the **Post Cash Receipts transactions with this Journal value** field, select the source application for **Cash Receipts** transactions you post to **General Ledger**. You can add journal values on the Tables page of *Configuration*.
10. In the **Post Bank Account adjustments with this Journal value** field, select the source application for bank account adjustments you post to **General Ledger**. You can add journal values on the Tables page of *Configuration*.

**Note:** Posting information can be edited or deleted at any time. Just remember that deleted information cannot be recovered!

11. When you exit the Posting Information page, your settings are saved automatically.



# Index



## A

- account distribution
  - adding 20, 22
  - overview 19
- account masking 33
- Accounting Queue*, business rule 8
- adding
  - account distributions 22, 25
  - attributes 5
  - Cash Management* distributions 27
  - Cash Management* distributions, manually 25
  - general page information 4
  - interfund entries 35
  - interfund entry sets 33
  - table entries 13
  - tables 10
  - transaction distributions 31
- adding manually
  - account distributions 20
  - transaction distributions 30
- attribute
  - adding 5
  - moving 6
  - overview 5

## B

- business rule
  - Accounting Queue* 8
  - deposits 7
  - overview 7
  - payments 8

## C

- Cash Management*
  - adding distributions 27
  - adding distributions manually 25
  - overview 24
- Cash Receipts*
  - inserting table entries 14
- cleaning up table entries 16
- Configuration*
  - accessing 2
  - links 2
  - overview 1

## D

- deleting tables 11
- deposit, business rules 7
- distribution
  - account 19
  - adding
    - account distributions 20, 25
    - Cash Management* distributions 27
    - transaction distributions 30, 31
  - Cash Management* 24
  - overview 18
  - transaction 29

## E

- editing tables, cleaning up entries 16

## G

- general configuration 3
- General Ledger*, posting information 36
- general page, adding information 4

## I

- inserting table entries 14
- interfund
  - masking accounts 33
  - overview 32
- interfund entry set, adding 33
- interfund entry, adding 35

## J

- journal reference field, setting 36

## L

- link 2

## *M*

- manually adding
  - account distributions 20, 25
  - transaction distributions 30
- masking accounts 33
- moving
  - attributes 6
  - table entries 18

## *P*

- payment, business rule 8
- posting
  - overview 36
  - setting journal reference fields 36
- printing tables 11

## *S*

- setting journal reference fields 36
- sorting table entries 15

## *T*

- table
  - adding 10
  - overview 9
  - printing 11
- table entry
  - adding 13
  - cleaning up 16
  - inserting 14
  - moving 18
  - sorting 15
- template
  - using to add distributions
    - transaction distributions 31
- template, using to add distributions
  - account distributions 22
- transaction distribution
  - adding 30, 31
  - overview 29