

March 2006

Valued New England Systems client!!

You may be using the Budget Control module, but have you checked out the Budget Control report? This month, learn what it can do. Read how Allocation Management can help you allocate based on square footage, or number of employees in a department.

You may not be using that General Ledger dashboard. Check out what it can show you!

If you have any questions, give me a call!

Jim

Did You Know?

Fixed Assets. You may adjust the cost value of any of your assets by a percentage. You may apply the change by selecting by reporting type and any other data item in your system. This would be useful for recording the increase in value for certain items that are not being depreciated.

Accounts Receivable. In Accounts Receivable you create Revenue Codes to record the sales of goods or services. Each Revenue Code may have its own AR account, or a partial mask. That way you may have as many accounts receivable accounts as you need. If the Revenue Code does not have a complete AR account in it, it will be completed by using all, or part of, a default AR account.

General Ledger. When creating data items you may define them to contain one of eight types of information. Three of them relate to numbers (whole number, rate, and amount). The other five may contain text, such as date, phone number, 10, 35 and 55 characters. With these eight choices, you can match the data item type to the information you want to attach to an account for reporting or allocation purposes.

Solutions

The Budget Control Report

Once Budget Control is setup and keeping you from getting into trouble, you may run a Budget Control Report, at any time, to see what accounts are within, or have exceeded, your period or annual budget. The report is shown below. Note: some of the accounts are over budget because Budget Control was not activated until they got into trouble.

This report may be run using any account mask (we ran it for program 32I only).

In addition to keeping you from going over budget, it can report accounts that are approaching budget thresholds (such as 80% of budget. Give the report a try. It can help!

Identifier	Description	Posted amount	Budget amount	Error
A321 7210-00 0	Salaries of officers	16,798.07	17,069.18	Has 1% of year budget remaining.
A321 7220-00 0	Other salaries	.00	.00	
A321 7230-00 0	Hourly wages	58,163.44	55,763.32	Over year budget by 4%.
A321 7240-00 0	Overtime	582.64	406.88	Over year budget by 43%.
A321 7310-00 0	Pension plan contrib	497.36	497.37	Has .002011% of year budget remaining.
A321 7320-00 0	Other employee benef	5,655.00	5,655.00	Over year budget by .000000%.
A321 7410-00 0	Payroll taxes, etc.	5,527.26	5,515.11	Over year budget by .220303%.
A321 7710-00 0	Supplies	1,964.50	1,632.21	Over year budget by 20%.
A321 7810-00 0	Telephone	3,587.95	3,477.75	Over year budget by 3%.
A321 7910-00 0	Postage and shipping	965.15	662.52	Over year budget by 45%.
A321 7920-00 0	Mailing services	.00	.00	
	*** Total ***	93,741.37	90,679.34	

Ask Jim...

This section of the Newsletter answers user questions.

Q We are adding some existing assets into the Fixed Assets module. How do we enter those that have had some depreciation? Deb

A In addition to the normal descriptive information you add, you will enter the acquisition date and amount, as usual. Then, add the last depreciation date and the total accumulated depreciation as of that date. Fixed Assets will take over the depreciation from there! This works for both the classic and windows versions of Fixed Assets.

Q I would like to identify the donors who have given us more than a certain amount over the last three years. How can we get this out of Accounts Receivable? Jason

A You have probably noticed that in Report Manager you may select a date range for the pre-defined reports, but you can't sort to find the largest donors. Try using the Query feature. You can create your own columns of information, select records that meet certain criteria (such as receipt dates for the last three years), and then sort the customer results in descending order by their total receipt amount sum.

The General Ledger Dashboard

The General Ledger/Project Grant Dashboard provides you with the opportunity to easily check on the account balance of individual or groups of accounts. You may, for example, see the balances on cash accounts, receivables, or payables, merely by opening the HomePage upon which the Dashboard resides. You do not have to run a report or do an account inquiry (in one of the several ways available).

It's easy to select accounts that will appear on the Dashboard. Below you can see that a mask has been added that pulls two cash accounts. Their balances are shown, as well as their total which is shown on the line with the account mask. Clicking on the "-" sign to the left of the mask will "roll up" the individual accounts to a single total line, as seen with the 14XX mask shown below. Clicking on the "+" sign expands on the mask, showing the accounts it pulls.

To add accounts, click in the account field and use the Account Selector to select one, or more, accounts to be included on that line. Add as many accounts as needed to give you the rapid visibility you require.

General Ledger-Project/Grant HomePage

Dashboard

Account #	Description	Balance	Alert
<input type="checkbox"/> AXXX 1010-XX X		\$697,396.90	
<input type="checkbox"/> A000 1010-00 0	Cash in bank - Operating	\$473,996.90	
<input type="checkbox"/> A000 1010-00 1	Cash in bank - Endowment	\$223,400.00	
<input checked="" type="checkbox"/> AXXX 14XX-XX 1		\$5,195,500.00	

Links to Other Intuit FundWare® Sources:

There are several sources of information on the internet that can make your FundWare® experience more productive. Check out the following sites:

www.fundware.com. This is FundWare's home page. On it you will find the latest in file fixes and program updates. In addition, you may search the knowledge base for answers to your support questions.

www.20pines.com. This site offers a number of products that add an extra measure of functionality to FundWare. One of these products may make your life a lot easier.

www.muhnconsulting.com. This site offers a number of free downloads that will help you get more out of Fundware.

Allocating Overhead Based on Square Footage

There are some overhead expenses that you may wish to allocate to cost centers based on the square footage they occupy. Note: You may also want to allocate certain expenses based on the number of employees assigned to a cost center (i.e. based on full time equivalent employees). Keep the data item contents up to date, and the allocation will automatically calculate the correct cost center percentages automatically! In this article you will learn how to create an allocation (using the Allocation Management module), that will automatically calculate the overhead percentage each department should receive each month based on the square footage it occupies that month.

This process starts with the creation of an account data item. In our example we created a data item called "SQFT", which stands for "square feet". This data item was then attached to the description account for each of the cost centers (in Div 96, the first three digits of the account number contains a program number—A321 0000 00-0 is the descriptive account for program 321). We're using programs here, but, you may just as well use the department, location, fund, grant, or other dimension of your account structure. When the data item is attached to the account, the cost center's square footage is placed in the data item. We did that for all sixteen of our programs. Update them as needed.

The allocation is then written. The image below shows how the allocation works and what commands to use. The allocation repeats on the mask A000 72XX-00 0 (the 72XX object codes in program 000 contain the amounts to be allocated). The first account the repeat mask found was A000 7210-00 0. The next five commands (in red) performed the allocation by bringing in the amount found in the first account and then zeroing it out. The third step creates a table based on the square footage (only a portion is shown—program 011 will get about 3.94 percent). An object code mask of ??? is used to properly pull the descriptive accounts. The amount in the account is then posted through the table to the sixteen programs (not all are shown—program 011 gets about \$2,730). The last step posts any rounding amount (1 penny in this case). This process repeats for all of the accounts found by the repeat mask.

Do you think you could allocate overhead items based on such logic? If you're interested, give us a call.

Allocation V	Repeat on(A000 72XX-00 0)	A000 7210-00 0
Step 100	REGOP Reg(1) Regop(L) A000 72XX-00 0	Info type(A) Per(4) 69,247.290000
	A000 7210-00 0	69,247.290000
	Reg(1) 69,247.290000	
Step 105	POST Pct(100.000000) Reg(1)Amount A000 72XX-00 0	CR
	Reg(1) 69,247.290000	
	A000 7210-00 0	-69,247.290000
Step 110	TABLE Tbl(1) AXXX ???-00 0	Info type(I) Data item(SQFT)
	A000 0000-00 0	4.607233
	A003 0000-00 0	4.607234
	A011 0000-00 0	3.943791
	:	
	:	
Step 120	POST Tbl(1) Reg(1)Amount AXXX 72XX-00 0	DB
	Reg(1) 69,247.290000	
	A000 7210-00 0	3,190.380000
	A003 7210-00 0	3,190.380000
	A011 7210-00 0	2,730.970000
	:	
	:	
Step 130	POST Bal A000 72XX-00 0	
	A000 7210-00 0	.010000

How to reach us...

New England Systems and
Solutions, LLC.

1001 Hingham Street
Rockland MA 02370



Web: www.NESandS.com

Phone: 877-755-0745

Fax: 781-982-9103

Email: JClarkson@NESandS.com