

May 2006

## Valued New England Systems client!!

This month, learn how to engage managers in the budgeting process—maybe they can save you time!

What you enter into AP references on an obligation can be validated by the system so you don't enter the wrong info. Read how.

You may wish to group your employees in payroll folders for reporting purposes. We show you how!

If you have any questions, give me a call!

*Jim*

## Did You Know?

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**Report Manager.** When you run a report you may use the Include/Exclude Attributes option to limit what accounts will appear on the report (this is in addition to masking). For example, when running a revenue and expense report, select the attribute "EX" in the first "Include" position. This will allow only accounts with that attribute to appear on the report, in this case eliminating revenue accounts.

**Allocation Management.** Sometimes you cannot allocate amounts in one step because you need to work with two sets of rules. For example, you could create a first allocation that moves the money to an intermediate account, such as a program's indirect expense account, using an initial set of rules. The second allocation can then allocate with the program using a second set of rules. All you have to do is run the two allocations in the proper sequence.

**Fixed Assets.** Assets may be assigned to Reporting Types which determine what kind of posting will be involved with the assets. For example, whether posting will occur upon original purchase, depreciation, or disposal. Any, or all three postings could occur.

*Solutions*

## Getting Budget Input from Program Managers

The budgeting process can take a lot of time, partly because you are the one who has to pull it all together! There may be help available for you, however. The Budget Preparation module gives you the ability to pull in actuals and budget numbers (annual amounts) from previous years when starting your new budget. Those numbers can be used to create an initial budget revision. You may then export your initial budget worksheet to Excel and provide each program/department manager with a worksheet with just their accounts on it. They see your initial revision amounts, and can enter their best guess for the next revision (Revision 2, as shown below in a typical worksheet).

Once the managers have entered their amounts on the accounts, their worksheets can be imported back into your budget cycle. This process can repeat as many times as necessary. When the final revisions have been imported, the budget process can be finalized and posted to General Ledger/Project Grant.

Include your managers in the process—you'll gain their support, and save some time!

B	C	D	E	F	G	H	I	J
Stat	Account	Description	Actual 10/31/20	Budget 10/31/2006 -	Projection 10/31/200	Annualized Estimate	Initial Revision	Revision2
A	A000 4520-80 0	HUD#07-2 Housing Grant	27,500.00	30,000.00	27,500.00	27,500.00	27,500.00	0.00
A	A000 4520-81 0	HHS #07-1 Meal Support	20,215.65	20,000.00	20,215.65	20,215.65	20,215.65	0.00
A	A000 7710-80 0	Supplies	37.61	25.00	37.61	37.61	37.61	0.00
A	A000 7710-81 0	Supplies	31.32	20.00	31.32	31.32	31.32	0.00
A	A000 7810-80 0	Telephone	84.18	60.00	84.18	84.18	84.18	0.00
A	A000 7810-81 0	Telephone	70.16	50.00	70.16	70.16	70.16	0.00

## Ask Jim...

*This section of the Newsletter answers user questions.*

**Q** A funding agency has imposed indirect cost percentages, as well as dollar caps. Can we allocate with these two requirements? Mabel

**A** The Cost Allocation product, included when you purchased General Ledger and/or Project Grant, can allocate on a percentage basis. A cap can also be applied. For example, an account can be specified to receive 3% of an indirect cost unless it exceeds \$100. The excess can then go to an account you specify. Call us for help!

**Q** What's the difference between the New Account and Account Builder menu items? Ed

**A** The New Account item is designed to add new accounts one at a time. You enter or select everything that is added to the account, including description, attributes, data items, status, etc. The Account Builder allows you to add multiple accounts at one time, and, if you are properly setup, will automatically attach required attributes and account descriptions for you. If you have a number of accounts to add at one time, the Account Builder saves time and mistakes.

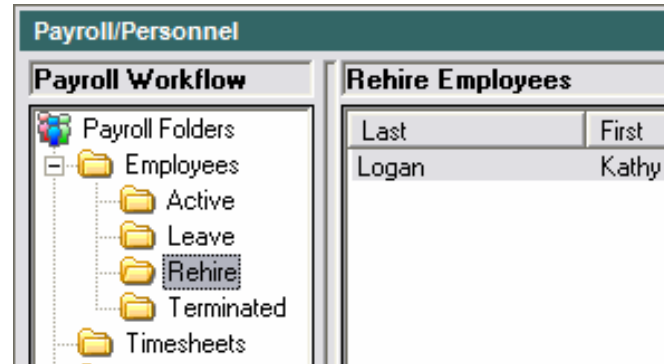
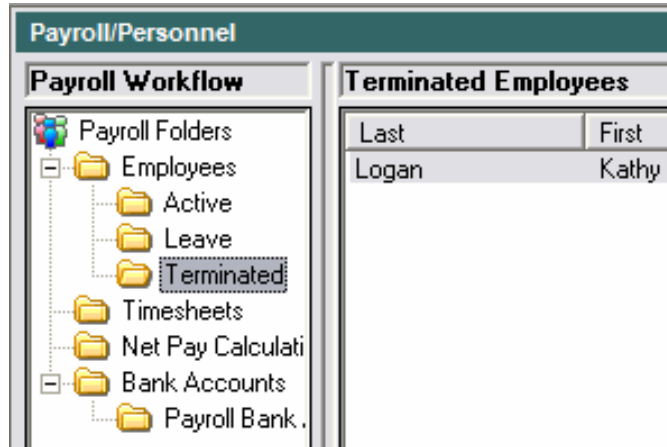
## Creating Additional Employee Status Choices

You may create additional employee status choices in addition to the ones provided by Fundware (Active, Leave, and Terminated). You'll notice that FundWare creates folders for each employee based on the current status choices, as seen at right. (Only employees with Active status may be paid.)

You may wish to add other categories for reporting purposes, such as ex-employees that are considered re-hire possibilities. To create a new category, into which you could place ex-employees, you must edit the employee data item called ".STATUS". Go to Payroll Setup/Employee Data Items to do so. In field 5 add a new edit value (such as "R" for re-hire) and give it the description you want to see on the new folder (such as Rehire).

Next, edit the appropriate employee records to give them the new status. When you open Payroll, you will see the new status category and your employees in it (see at right).

You may now write a custom payroll report that will allow you to show ex-employees that are considered desirable re-hires (you could also include on the report information such as their skills and other characteristics).



### 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](http://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](http://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](http://www.muhnconsulting.com). This site offers a number of free downloads that will help you get more out of Fundware.

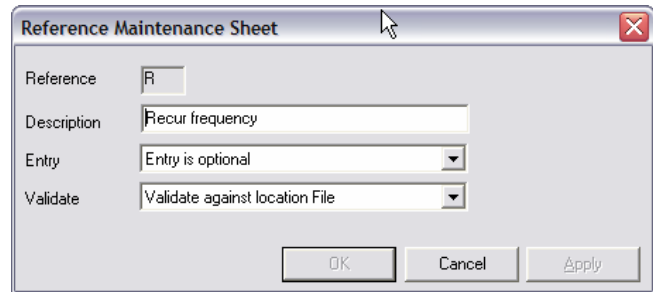
## Validating AP Reference Entries

References may be created and used to place information on obligations. Sometimes you need to make sure that only certain choices are entered into those references. References can be validated against something called a "location". (Locations are normally used for address information on purchase orders.)

To demonstrate how this can work, we'll use an existing reference that you may have on your system, or that you create (it's also in Division 96). Reference R, known as recurring frequency, is setup as shown at upper right. Note that when information is entered into this reference, it is to be validated against the location file. That means that the location file must contain the desired choices. The location file is shown at middle right. There are two abbreviations for locations (they can be up to three characters each), MTH and QTR. There are other locations that are used for other purposes in this division; they do not refer to time periods (it's important to note that they could be used by mistake if present).

When entering an invoice, only defined locations may be entered into the recurring reference field (found on the data item tab, as shown at the bottom of the page); that's where we would add the location abbreviation (MTH in this case). Only location abbreviations may be entered into the field.

This validation technique may be used for any reference, and can help reduce entry errors ("month" could not be entered, for example, only MTH). Reference contents are also reportable in obligation reports.



Reference Maintenance Sheet

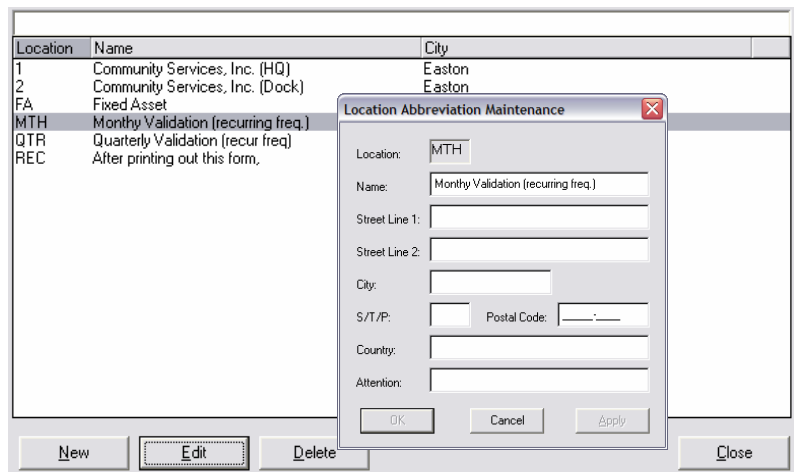
Reference: R

Description: Recur frequency

Entry: Entry is optional

Validate: Validate against location File

Buttons: OK, Cancel, Apply



Location	Name	City
1	Community Services, Inc. (HQ)	Easton
2	Community Services, Inc. (Dock)	Easton
FA	Fixed Asset	
MTH	Monthly Validation (recurring freq.)	
QTR	Quarterly Validation (recur freq)	
REC	After printing out this form,	

Location Abbreviation Maintenance

Location: MTH

Name: Monthly Validation (recurring freq.)

Street Line 1:

Street Line 2:

City:

S/T/P: Postal Code:

Country:

Attention:

Buttons: OK, Cancel, Apply

Buttons: New, Edit, Delete, Close

Obligation

1 - Header		2 - Data Items		3 -
Editable Data Items				
Data Item	Value	Required		
Invoice number		No		
Recur frequency	MTH	No		
Category		No		

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