

# 10 THINGS YOU DIDN'T KNOW ACCUFUND COULD DO

# 1

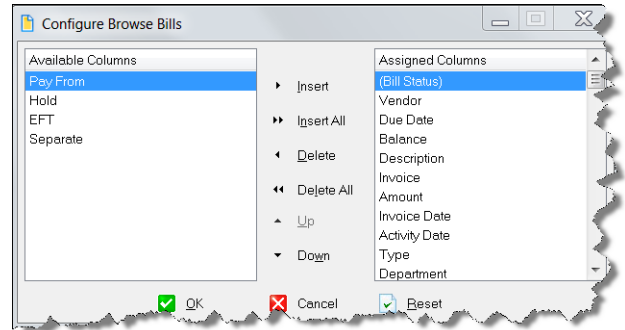
## COPY ACCOUNTS

- In Browse Accounts window, select Copy
- Copy one account to many places
  - *Usually when you add a new object code, need to copy it across cost centers*
  - *Source: 001-000-1009-00 (must be an existing account number)*
  - *Target : ???-???-1100-00 (this is the account for which the search is looking)*
- Copy a Series of accounts
  - *Copy a group of existing accounts to a group of new accounts*
  - *Adding a new fund or department*
- Copy one account to another
- Copy Budget Expression

# 2

## CONFIGURE BROWSE WINDOWS

- Document Browse Windows can be configured and stored by user
  - Columns Displayed
  - Column Order
  - Sorting
  - Query (Filter)
- Quick Report Output



## BILLING ADDRESS OVERRIDE

- Frequently, a single vendor might have multiple Pay to addresses.
- Show Quick Access Window and Override Bill address must be active on AP Configuration
- Select Address Override tab and drag address onto bill
- Automatically sets bill to Pay Separately

# 3

# 4

## CONVERTING COLUMNS IN FRW

- Organizations can create a forecasting report when a Budget column is changed to Actual as the year progresses.
  - In other systems, the report would either need to be modified each month, or have 12 versions of the report
- AccuFund has the capability to convert column posting type from Budget to Actual, as the year progresses
- Monthly Statement of Activity Report, select Convert on Date

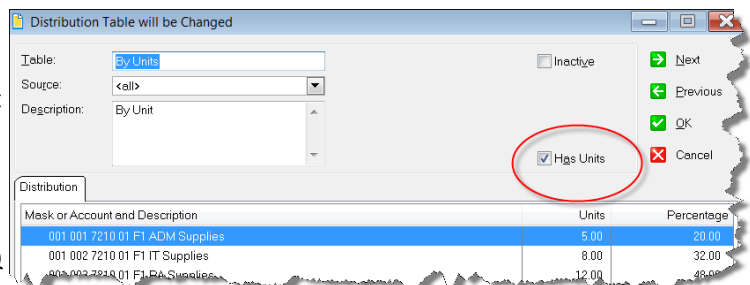
Converting Column     
  Get Units     
  Suppress Zero Column

Post Type:      
 To Post Type:

# 5

## DISTRIBUTION TABLE BY UNITS

- Frequently organizations need to distribute expenses across cost centers based on a unit of measurement
  - The phone bill is distributed based on the number of employees in a department or maintenance expenses need to be distributed based on the SQ Ft of each location
- Each Line Unit is calculated as a percentage of the whole

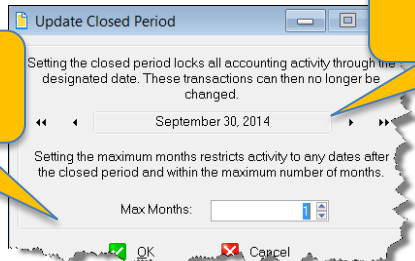


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## 6 CLOSE PERIODS TO DATA ENTRY

- Frequently, it is desirable to prohibit posting of documents to prior or future periods, either intentionally or by accident
- From the General Ledger Toolbar, select the Close Fiscal Period Icon

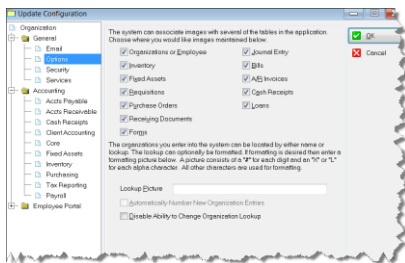
This setting indicates how many periods past closed period posting is allowed



This setting indicates through which prior period to close

## 7 SELECT RECORDS TO ALLOW IMAGES

- Did you know you can choose from a list of records to allow attaching images?
- Select Setup, Configure, General, Options



## 8 CASH RECEIPT BATCH ENTRY MODE

- We are all familiar with the full Cash Receipt document entry
- There is a faster "Heads Down" batch mode for miscellaneous Cash Receipts
- From the Browse Receipts window, click the Batch Button. Then click Insert
- Buttons at the bottom allow for lookup of Customers & Accounts
- Clicking OK presents user with options for posting and/or depositing receipts

## 9 ACCOUNT QUERY

- Did you know that you can do ad-hoc account balance query with full drill down?
- Select Browse Accounts and click the query tab
- Select the various filters and click
- Choose a cell, and drill to the source document

Mask:	001 ??? ???? ??	Date:	6/30/2010
Description:	Supplies	<input type="radio"/> MTD <input type="radio"/> QTD <input type="radio"/> YTD <input checked="" type="radio"/> ITD	
Classification:	Expenses	Budget:	<input checked="" type="radio"/> Ledger <input type="radio"/> Project <input type="radio"/> Grant

## 10 SIGNED ON USERS

- AccuFund Support reports that one of the top issues they receive is the number of users has been exceeded, and now users can't login
- To see who is logged in, from the Setup menu, select user Security.
- Select Current Users

