

INTACCT CORPORATION

User Guide

Intacct Client Services
7/08/2011

TOASTMASTERS
INTERNATIONAL®

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1. Introduction to Intacct

Dear District Leader,

Toastmasters International has implemented Intacct to assist in the management of district finances. Intacct is an easy-to-use, cloud-based accounting system, which can be accessed at any place and time with Internet access. This intuitive accounting software accommodates multiple districts and currencies as well as Toastmasters' other unique characteristics.

The Intacct accounting system requires only the entry of deposit and payment transactions to instantly populate the monthly treasurer's reports, making the reports available to districts and World Headquarters in real time. Bank reconciliations are also performed through Intacct.

This user guide provides screen-by-screen instruction for processing district financial transactions and for viewing reports within the district accounting system. Use this guide, the help feature within Intacct, and the District Finance team at World Headquarters to take full advantage of this new tool and decrease the time spent managing district finances.

Best wishes for a successful Toastmasters year!

Toastmasters International

2. Navigate Intacct

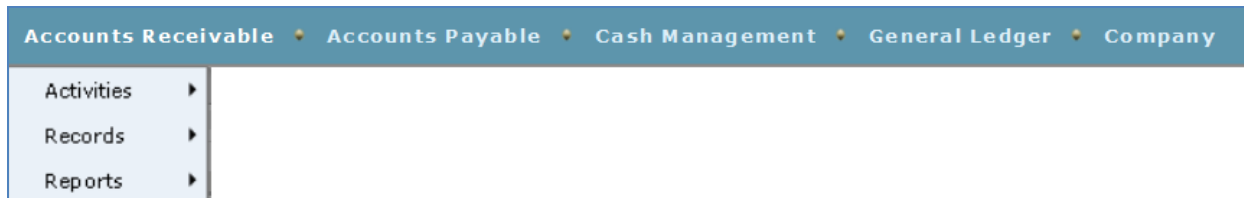
Navigate Applications

Intacct's Accounting functions are organized into **applications**, or modules. Applications are displayed as tabs in the header bar and include (but are not limited to) the following:

- Accounts Payable
- Accounts Receivable
- Cash Management
- General Ledger
- Company

Using Application Menus

When the cursor hovers over an **application menu**, a dropdown menu is displayed with additional dropdowns for Activities, Records, and Reports.



Using Application Maps

The **application map** provides a way to navigate the application that may be faster and more convenient than using the dropdown menus, although it is not as comprehensive. Click on any application tab to display the application map. Application map navigation is organized into Data, Tasks, and Analysis.



Use Keyboard Shortcuts

The following Windows keyboard shortcuts are available in all edit screens:

Command	Shortcut
Save	Alt + S
Cancel	Alt + Q
Save and New	Alt + W
Populate from Last Bill / Invoice	Alt + U
Refresh / More Lines	Alt + I
Go Back from Error Message	Alt + K

Other useful Windows keyboard strokes are as follows:

Command	Shortcut
Next field	Tab
Select checkbox	Spacebar
Select from list	Up/Down cursor keys
Open new browser window	Ctrl + N

3. Understand Dimensions

A **dimension** is a tag that is used to organize and categorize data in Intacct. Available dimensions are as follows:

- Account labels
- Reporting codes
- Cost centers
- Event periods
- Items
- District order flag

Account Labels

Accounts labels are sometimes referred to as “GL Accounts.” All expenses and revenue are assigned an account label, but the list in Accounts Payable will only display account labels that apply to expenses, such as “Advertising Expense” and “Education Materials”; while the list in Accounts Receivable will only show account labels that apply to revenue, such as “Donation Revenue” or “Registration and Ticket Revenue.”

Reporting Codes

The **reporting code** is used to group GL accounts into “reporting buckets” defined within Toastmasters policy and are used for all transactions. These reporting codes were also used in the old Treasurers’ Reports. Examples of reporting codes include “Conferences,” “Marketing,” and “Travel.”

Cost Centers

Similar to the account label and reporting code, the **cost center** also is on both bills and invoices. Unlike other dimensions, the cost center defaults to a specific district.

When a bill or invoice needs to be flagged to another level of the organization (e.g. “Area” or “Division”) the field can be overridden accordingly. Examples of cost centers include “District” (default), “Area,” “Division,” and “International Convention.”

Event Periods

For revenue and expenses associated to events, **event period** is used to capture the month of the event. Event period displays for all transactions; however, it does not always need to be entered. When entering transactions for “Conferences,” “Fundraising,” or “TLI” reporting codes then an event period should be entered.

This dimension supports tracking when the event took place so that the expenses and revenue can be reported in the same period as that in which the event took place.

Items

The **item** is an optional dimension that can be used to provide more detail regarding the kind of revenue coming in. It is used primarily for registration and donation revenue. Examples of items include the following, "Registration–Member," "Registration–Spouse/Guest," "Donation–Individual," and "Donation–Corporate."

District Order Flag

The **district order flag** indicates whether or not an expense is a district order. It is used for all expenses. It is not displayed for revenue transactions in the Accounts Receivable application. There are only two options – yes or no.

4. Manage Revenue

Accounts Receivable Overview

Terminology

The **Accounts Receivable** (AR) module groups tasks and reports for managing revenue in Intacct.

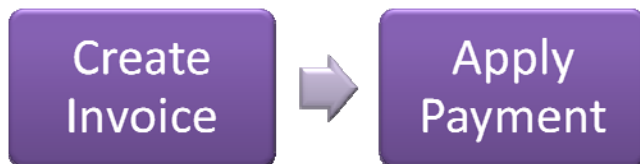
Customer records are used to represent individuals or organizations that are common sources of revenue.

Contact records are used throughout Intacct to track contact information, such as email addresses and phone numbers.

Supporting documents allow multiple files to be attached to a transaction.

Workflow

An **invoice** records revenue and one or more **payments** are applied to record the receipt of cash. In most cases, the payment will be applied immediately after creating the invoice.



An invoice always has an assigned **state**, as defined in the following table.

State	Definition
Approved	Identifies a new invoice that has not had any payments applied to it yet. An invoice in this state can still be changed or deleted.
Partially Paid	Indicates that one or more payments have been applied to an invoice, but there is still some amount outstanding.
Paid	Indicates that the full amount of an invoice has been received. This is the final state for most invoices.
Reversed	Indicates that an invoice and any applied payments have been reversed. No changes can be made nor can payments be applied in this state. A separate (new) invoice must be created.
Reversal	Identifies the corresponding transaction to a reversed invoice. A reversal is system-generated to back out or effectively "cancel" a reversed invoice, while still retaining the history of the original invoice.

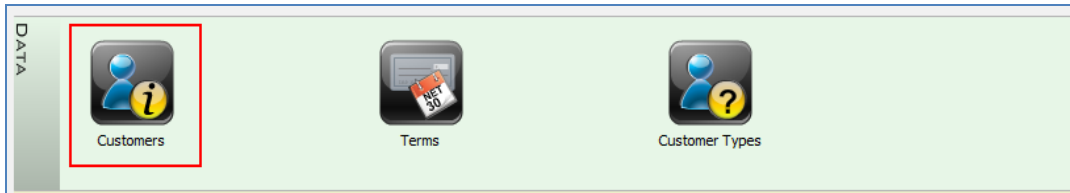
Dimensions

In Accounts Receivable, the dimensions displayed when entering an invoice include the primary three dimensions: Account Label, Reporting Code, and Cost Center. If the revenue is related to an event, then the Event Period should be entered. The Item dimension can be used to provide more detail for donation or registration revenue.

Dimension	Requirement
Account Label	Required
Reporting Code	Required
Cost Center	Required
Event Period	Required only for those transactions associated with Conferences, Fundraising, or TLI reporting codes
Item	Optional

Create a Customer

1. Navigate to the Accounts Receivable application
2. Select **Customers** or select **Customers** from the *Records* dropdown menu
3. Click on **Add**



Enter Customer Information

Customer	Additional Information	Contact List	Billto/Shipto
Customer ID	-- New --		
*Customer Name	<input type="text"/>		
Last Name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
*Print As	<input type="text"/>		
Don't include in Company's Contact List	<input type="checkbox"/>		
Address Line 1	<input type="text"/>		
Address Line 2	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>		
Zip	<input type="text"/>		
Country	United States		

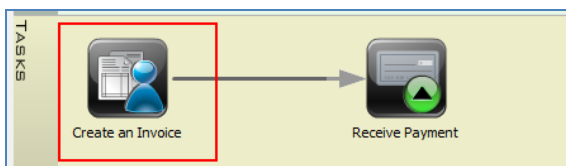
1. **Customer ID** will be automatically generated upon save
2. Enter **Customer Name**
 - Enter **Last Name** and **First Name** for individuals
3. **Print As** will default to the Customer Name
4. Enter Address information
5. Navigate to the **Additional Information** tab

Enter Additional Information

1. Enter **Term**
 - Subsequent transactions will use this value as the default
2. Enter **Default Currency**
 - Subsequent transactions will use this value as the default
3. Click on **Save** or **Save & New**

Enter an Invoice

1. Navigate to the Accounts Receivable application
2. Select **Create an Invoice** or select **Invoices** from the *Records* dropdown menu



Enter Header Information

Header		Additional Information	
*Date	06/01/2011		
*Customer	C-00000005--John Hancock		Populate from last invoice
Invoice Number	-- New --		
Reference Number	<input type="text"/>		
Description	<input type="text"/>		
Term	Due Upon Receipt		
*Due Date	06/01/2011		

1. Enter **Date** (invoice date)
2. Select **Customer** from the dropdown
 - Click on **Populate from last invoice** to populate data from the previous transaction entered for that customer
3. **Invoice Number** will be automatically generated upon save
4. Enter Reference Number
5. Enter Description
6. Enter the **Term**
 - Term will be populated if it is defined on the customer record
7. **Due date** will be populated from Term
8. Enter a Supporting Document ID and attach associated documents

*Transaction Currency	USD		
Exchange Rate Date	7/15/2011		
Exchange Rate Type	Intacct Daily Rate		

9. Enter **Transaction Currency**
 - Transaction Currency defaults to the default currency specified on the customer record
10. Enter **Exchange Rate Date**
 - Exchange Rate Date should be the same as the Transaction Date
11. **Exchange Rate Type** will be populated
 - Do not override
12. **Exchange Rate** will be populated
 - Do not override

Enter Line Item Information

Items						
	*Account Label	Reporting Code	Cost Center	*Trans. Amount	Base Amount	
1	Miscellaneous Income	600--Communicat	001--District 1	875.00	875.00	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

1. Select **Account Label** or use the default
 - A default Account Label will populate if it is defined on the customer record or if using **Populate from last invoice**
2. Enter **Reporting Code**

3. **Cost Center** defaults to the District, but can be overridden to any of the following values:
 - Area
 - Division
 - International Convention
 - Mid-Year Training
4. Enter **Trans. Amount (Transaction Amount)**
5. **Base Amount** will be populated automatically
 - Base Amount is calculated from the Transaction Amount and the Exchange Rate defined in the header

Memo	Event Period	Item
Printing Services	2011-08--August	D300--Donation - Other

6. Enter Event Period
 - Select the Event Period associated with the date the Event occurs (rather than the date the revenue was received)
 - This dimension is required for all transactions that are associated with a Reporting Code of Conferences, TLI, or Fundraising
7. Enter **Item**
8. Click on **Save**

Tip: To specify the number of lines for data entry, enter the number of rows in the footer and click on **Refresh** link

Refresh	<input type="text" value="4"/>	rows
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View Sales Register

The **Sales Register** will display all invoices entered during a specific period or specific time frame.

1. Navigate to the Accounts Receivable application
2. Select **Sales Register** from the **Reports** dropdown menu



Enter Report Parameters

Time Period			
Reporting Period	Current Month	As of Date	06/01/2011
OR			
Start Date	<input type="text"/>	End Date	<input type="text"/>

1. Select Reporting period
2. The **As of Date** defaults to today (i.e. the current period), but can be overridden
3. Check **Show Details** checkbox
4. Click on **View**

View Report

SALES REGISTER								
Customize View Print ProcessOffline Email Export Excel								
Date	Customer	Inv#/Adjustment#	Due Date	Description	Curr	Trans. Amount	Base Amount (USD)	Amount Paid (USD)
06/22/2011	C-00000003--Susan Black	INV-00000005	06/22/2011		USD	150.00	150.00	150.00
06/22/2011	C-00000005--John Hancock	INV-00000010	06/23/2011		EUR	875.00	1,256.59	1,256.59
06/22/2011	C-00000006--John Wilkes Booth	INV-00000009	06/16/2011		USD	650.00	650.00	650.00
06/22/2011	C-00000007--John Henry Adams	AR-00000003			EUR	(569.00)	(817.14)	0.00
Total							1,239.45	2,056.59

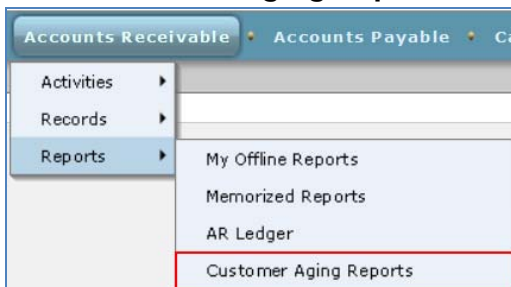
If the account or dimension coding is incorrect for an unpaid invoice, click on the date of the invoice and drill down to the invoice level to modify the coding.

Note: Paid invoices cannot be modified and will need to be reversed and re-entered.

View Customer Aging

The **Customer Aging Reports** will display a list of customers with the total amount due in the specified aging periods.

1. Navigate to the Accounts Receivable application
2. Select **Customer Aging Reports** from the *Reports* dropdown menu



Enter Report Parameters

Time Period	
Aging Periods	-0,1-30,31-60,61-90,91-
Report as of	<input checked="" type="radio"/> Today <input type="radio"/> Selected Date
Selected Date	06/01/2011
Based On	<input type="radio"/> Invoice Date <input checked="" type="radio"/> Due Date <input type="radio"/> GL Posting Date

1. Report as of **Today**
2. Based on **Due Date**

Format	
Sort By	Customer ID
Group By	None
Report Type	<input checked="" type="radio"/> Summary <input type="radio"/> Detail
Show customers with zero balance	<input type="radio"/> Yes <input checked="" type="radio"/> No
Page Orientation	<input type="radio"/> Portrait <input checked="" type="radio"/> Landscape

3. Report Type **Summary** or **Detail** radio button
 - The summary view will display a list of customers with a total amount due for each aging period
 - The detail view will display each transaction with drill down capability from the report
4. Click on **View**

Receive a Payment

1. Navigate to the Accounts Receivable application
2. Select **Receive Payment** or **Apply Payments** from the **Activities** dropdown menu

Select Invoices for Payment

Payment Options	
Payment Method	* Account Type
Check	* Account
<input checked="" type="radio"/> Bank Account <input type="radio"/> Undeposited Funds Account	3365 Main--Bank of America(USD)

1. **Payment Method** will be populated, but may be overridden to any of the following values:
 - Check
 - Record Transfer
 - Cash
2. **Account Type** will be populated
 - Do not override
3. Select **Bank Account**
4. **Invoice Currency** will be populated

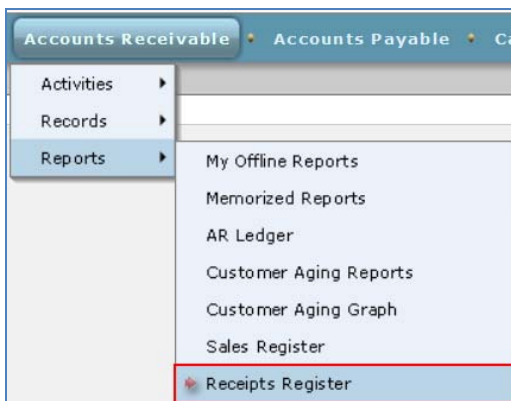
- Do not override
5. Select **Customer**
 6. Enter **Receipt Date**

Payment Information			
* Receipt Date	* Date on Check	* Check Amount (USD)	Check #
06/22/2011	06/22/2011	875.00	5434

7. Enter **Date on Check**
8. Enter **Amount**
9. Enter Check # or Reference Number
10. Click on **Receive Full** to apply the payment to the full amount of the invoice
11. If receiving a partial payment, enter the amount to apply in **Amount Received**
12. Click on **Save**

Reverse a Payment

1. Navigate to the Accounts Receivable or Cash Management applications
2. Select **Receipts Register** from the *Reports* dropdown menu



View Receipts Register

Time Period	
Reporting Period	Current Month
As of Date	06/01/2011
OR	
Start Date	
End Date	

1. Enter Start Date
2. Select Bank Account
3. Filter by a specific Customer using Customer From – Customer To

Filters	
Bank	-----All Bank Accounts-----
Customer	

4. Sort by Receipt Date or Amount
5. Click on **View**

Reverse a Payment

RECEIPTS REGISTER											Customize	View	Print	ProcessOffline	Email	Export	Excel
Receipt Date	Customer	Payment Method	DocNo	DocDate	Trans. Currency	Trans. Amount	Amount (USD)	Amount Applied (USD)	Deposited On	Bank Account	Invoices	Reversed					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	50.00	50.00	50.00	06/22/2011	2502 Div D	Invoices	Reversed					
06/22/2011	C-00000005--John Hancock	Check		06/22/2011	EUR	875.00	1,256.59	1,256.59	06/22/2011	3365 Main	Invoices	Reversed					
06/22/2011	C-00000003--Susan Black	Credit Card		06/22/2011	USD	100.00	100.00	100.00	06/22/2011	2502 Div D	Invoices	Reversed					
06/22/2011	C-00000006--John Wilkes Booth	EFT		06/22/2011	USD	350.00	350.00	350.00	06/22/2011	2502 Div D	Invoices	Reverse					
06/22/2011	C-00000006--John Wilkes Booth	Cash		06/22/2011	USD	300.00	300.00	300.00	06/22/2011	2502 Div D	Invoices	Reverse					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	(50.00)	(50.00)	(50.00)	06/22/2011	2502 Div D	Invoices	Reversal					
06/22/2011	C-00000003--Susan Black	Credit Card		06/22/2011	USD	(100.00)	(100.00)	(100.00)	06/22/2011	2502 Div D	Invoices	Reversal					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	2,196.18	2,196.18	150.00	06/22/2011	3365 Main	Invoices	Reverse					
06/22/2011	C-00000005--John Hancock	Check		06/22/2011	EUR	(875.00)	(1,256.59)	(1,256.59)	06/22/2011	3365 Main	Invoices	Reversal					
Total							2,846.18	800.00									

1. Click on **Reverse** link

Date	06/22/2011
Document Number	
Customer	C-00000003--Susan Black
Amount	USD 2,196.18
Reverse the transaction on date	06/22/2011 <input type="button" value="↑"/>
Memo	<div style="border: 1px solid gray; height: 30px;"></div>

2. Enter **Reverse the transaction on date**
3. Enter Memo
4. To reverse the invoice as well as the payment, select **Reverse** and enter **Reverse as of**

Select the invoices to reverse that are paid by this receipt. (There may be additional invoices paid by this receipt that are not reversible).

#	Reverse	Invoice #	Date	Due Date	Amount	Amount Paid	Reverse as of
1	<input checked="" type="checkbox"/>	INV-00000005	06/22/2011	06/22/2011	150.00	150.00	06/22/2011

5. Click on **Submit**
6. The receipts register will update with a reversing transaction

RECEIPTS REGISTER											Customize	View	Print	ProcessOffline	Email	Export	Excel
Receipt Date	Customer	Payment Method	DocNo	DocDate	Trans. Currency	Trans. Amount	Amount (USD)	Amount Applied (USD)	Deposited On	Bank Account	Invoices	Reversed					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	50.00	50.00	50.00	06/22/2011	2502 Div D	Invoices	Reversed					
06/22/2011	C-00000005--John Hancock	Check		06/22/2011	EUR	875.00	1,256.59	1,256.59	06/22/2011	3365 Main	Invoices	Reversed					
06/22/2011	C-00000003--Susan Black	Credit Card		06/22/2011	USD	100.00	100.00	100.00	06/22/2011	2502 Div D	Invoices	Reversed					
06/22/2011	C-00000006--John Wilkes Booth	EFT		06/22/2011	USD	350.00	350.00	350.00	06/22/2011	2502 Div D	Invoices	Reverse					
06/22/2011	C-00000006--John Wilkes Booth	Cash		06/22/2011	USD	300.00	300.00	300.00	06/22/2011	2502 Div D	Invoices	Reverse					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	(50.00)	(50.00)	(50.00)	06/22/2011	2502 Div D	Invoices	Reversal					
06/22/2011	C-00000003--Susan Black	Credit Card		06/22/2011	USD	(100.00)	(100.00)	(100.00)	06/22/2011	2502 Div D	Invoices	Reversal					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	2,196.18	2,196.18	150.00	06/22/2011	3365 Main	Invoices	Reverse					
06/22/2011	C-00000005--John Hancock	Check		06/22/2011	EUR	(875.00)	(1,256.59)	(1,256.59)	06/22/2011	3365 Main	Invoices	Reversal					
06/22/2011	C-00000003--Susan Black	Cash		06/22/2011	USD	(2,196.18)	(2,196.18)	(150.00)	06/22/2011	3365 Main	Invoices	Reversal					
Total							650.00	650.00									

Delete or Reverse an Invoice

1. Navigate to the Accounts Receivable or Cash Management applications
2. Select **Invoices** from the **Records** dropdown menu



Delete Invoice

Customer Name	Invoice Number	Trans. Curr	Trans. Amount	Base Curr	Base Amount	State	
Go	Go	Go	Go	Go	Go	Go	Go
Susan Black	Reversed - INV-00000005	USD	\$(150.00)	USD	\$(150.00)	Reversal	Print
John Hancock	INV-00000011	USD	\$875.00	USD	\$875.00	Approved	Print Delete
John Hancock	INV-00000010	EUR	€875.00	USD	\$1,256.59	Approved	Print Reverse
John Wilkes Booth	INV-00000009	USD	\$650.00	USD	\$650.00	Paid	Print Reverse
Susan Black	INV-00000005	USD	\$150.00	USD	\$150.00	Reversed	Print

1. Locate the invoice to delete and click on **Delete** link
 - Invoices with payment activity (including reversed payments) will not have a Delete link, but will have a Reverse link instead

Reverse Invoice

Customer Name	Invoice Number	Trans. Curr	Trans. Amount	Base Curr	Base Amount	State	
Go	Go	Go	Go	Go	Go	Go	Go
Susan Black	Reversed - INV-00000005	USD	\$(150.00)	USD	\$(150.00)	Reversal	Print
John Hancock	INV-00000011	USD	\$875.00	USD	\$875.00	Approved	Print Delete
John Hancock	INV-00000010	EUR	€875.00	USD	\$1,256.59	Approved	Print Reverse
John Wilkes Booth	INV-00000009	USD	\$650.00	USD	\$650.00	Paid	Print Reverse
Susan Black	INV-00000005	USD	\$150.00	USD	\$150.00	Reversed	Print

1. Locate the invoice to reverse and click on **Reverse** link for the invoice

Date	06/22/2011
Document Number	INV-00000010
Customer	C-00000005--John Hancock
Amount	EUR 875.00
Reverse the transaction on date	06/22/2011
Memo	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

2. Enter **Reverse the transaction on date**
3. Enter Memo
4. Click on **Submit**

5. Manage Expenses

Accounts Payable Overview

Terminology

The **Accounts Payable** (AR) module groups tasks and reports for managing expenses in Intacct.

Vendor records represent an individual or organization that requires payment or expense reimbursement.

Contact records are used throughout Intacct to track contact information, such as email addresses and phone numbers.

Supporting documents allow multiple files to be attached to a transaction.

Workflow

A **bill** records expenses and one or more **bill payments** record the disbursement of cash. In most cases, the payment will be recorded immediately after creating the bill.



To **Select Bills to Pay** is, in effect, to create a payment. If a bill has been selected for payment by mistake, the payment can be reversed.

If there are multiple bills for the same vendor or multiple expense reports for the same member, a single payment can be submitted for all of them together, or a distinct payment can be created for each bill.

A bill always has an assigned **state**, as defined in the following table.

State	Definition
Approved	Identifies a new bill that has not been paid yet. A bill in this state can still be changed or deleted.
Partially Paid	Indicates that one or more payments have been made, but there is still some amount outstanding.
Paid	Indicates that the full amount of a bill has been paid. This is the final

	state for most bills.
Reversed	Indicates that a bill and any payments have been reversed. No changes can be made nor can payments be made in this state. A separate (new) bill must be created.
Reversal	Identifies the corresponding transaction to a reversed bill. A reversal is system-generated to back out or effectively “cancel” a reversed bill, while still retaining the history of the original bill.

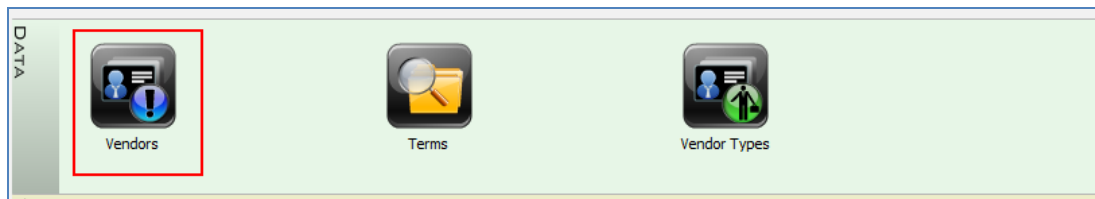
Dimensions

In Accounts Payable, the following dimensions are required as follows:

Dimension	Requirement
Account Label	Required
Reporting Code	Required
Cost Center	Required
Event Period	Required only for those transactions associated with Conferences, Fundraising, or TLI reporting codes
District Order Flag	Required

Create a Vendor

1. Navigate to the Accounts Receivable application
2. Select **Vendors** or select **Vendors** from the *Records* dropdown menu
3. Click on **Add**



Enter Vendor Information

Vendor	Additional Information	Contact List	Payto/Returnto	Payment Information
Vendor ID	-- New --			
*Vendor Name	<input type="text"/>			
Last Name	<input type="text"/>			
First Name	<input type="text"/>			
Middle Name	<input type="text"/>			
*Print As	<input type="text"/>			
Don't include in Company's Contact List	<input type="checkbox"/>			
Address Line 1	<input type="text"/>			
Address Line 2	<input type="text"/>			
City	<input type="text"/>			
State	<input type="text"/>			
Zip	<input type="text"/>			
Country	United States ▼			

1. **Vendor ID** will be automatically generated upon save
2. Enter **Vendor Name**
3. Enter **Last Name, First Name** for individuals
4. Print As will default to the **Vendor Name**
5. Enter **Address information**
6. Navigate to the **Additional Information** tab

Enter Additional Information

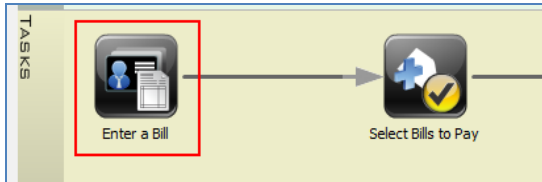
1. Enter default **Account Label**
 - Subsequent transactions will use this value as the default
2. For 1099 vendors, indicate **1099 eligible** and enter **1099 Name**
3. Enter **Default Currency**
 - Subsequent transactions will use this value as the default
4. Navigate to the **Payment Information** tab

Enter Payment Information

1. Enter Vendor Account No. (Number)
2. Enter **Term**
 - Subsequent transactions will use this value as the default
3. Click on **Save** or **Save & New**

Enter a Bill

1. Navigate to the Accounts Payable application
2. Select **Enter a Bill** or select **Bills** from the *Records* dropdown menu



Enter Header Information

Header	Additional Information
*Date	07/15/2011 ⓘ
*Vendor	V-00000004--Acme Equipment ⓘ ⓘ ⓘ Populate from last bill
Bill Number	INV 08891
Reference Number	
Description	
Term	Due Upon Receipt ⓘ
*Due Date	07/15/2011 ⓘ

1. Enter **Date** (bill date)
2. Select **Vendor** from the dropdown
 - Click on **Populate from last bill** to populate data from the previous transaction entered for that vendor
3. Enter **Bill number**
4. Enter Reference Number
5. Enter Description
6. Enter **Term**
 - Term will be populated if it is defined on the vendor record
7. **Due date** will be populated from Term
8. Enter Recommended Payment Date
 - Populate with the actual payment date when entering paid bills
 - Do not populate if the bill is still unpaid or the date of payment unknown
9. Payment Priority will be populated
10. Enter a Supporting Document ID and attach associated documents

*Transaction Currency	USD ⓘ
Exchange Rate Date	7/15/2011 ⓘ
Exchange Rate Type	Intacct Daily Rate

11. Enter **Transaction Currency**
 - Transaction Currency defaults to the default currency specified on the vendor record

12. Enter **Exchange Rate Date**
 - Exchange Rate Date should be the same as the Transaction Date
13. **Exchange Rate Type** will be populated
 - Do not override
14. **Exchange Rate** will be populated
 - Do not override

Enter Line Item Information

Items							
	*Account Label	Reporting Code	Cost Center	Form 1099	*Trans. Amount	Base Amount	
1	Educational Materials	400--District Store	001--District 1	<input type="checkbox"/>	125.00	125.00	
2				<input type="checkbox"/>			
3				<input type="checkbox"/>			
4				<input type="checkbox"/>			
Total					125.00	125.00	

1. Select **Account Label** or use default
 - A default Account Label will populate if it is defined on the customer record or if using **Populate from last bill**
2. Enter **Reporting Code**
3. **Cost Center** defaults to the District, but can be overridden to any of the following values:
 - Area
 - Division
 - International Convention
 - Mid-Year Training
4. Enter **Trans. Amount (Transaction Amount)**
5. **Base Amount** will be populated automatically
 - Base Amount is calculated from the Transaction Amount and the Exchange Rate defined in the header

Memo	Event Period	District Order Flag
Conference Deposit	2011-09--September	100--District Orders - Purchas

6. Enter Memo
7. Enter Event Period
 - Select the Event Period associated with the date the Event occurs (rather than the date the expense is incurred)
 - This dimension is required for all transactions that are associated with a Reporting Code of Conferences, TLI, or Fundraising
8. Enter **District Order Flag** to indicate whether or not the transaction is a district order
9. Click on **Save**

Tip: To specify the number of lines for data entry, enter the number of rows in the footer and click on **Refresh** link

Refresh rows

View Bills Register

The **Bills Register** will display all bills entered during a specific period or specific time frame.

1. Navigate to the Accounts Payable application
2. Select **Bills Register** from **Standard Reports** or from the **Reports** dropdown menu



Enter Report Parameters

Time Period

Reporting Period: Current Month (dropdown) As of Date: 06/01/2011

OR

Start Date: ⓘ End Date:

1. Select Reporting period
2. The **As of Date** defaults to today (i.e. the current period), but can be overridden
3. Check **Show Details** checkbox
4. Click on **View**

View Report

BILLS REGISTER									Customize	View	Print	ProcessOffline	Email	Export	Excel
Date	Vendor	Bill#/Adjustment#	Due Date	Description	Curr	Trans. Amount	Base Amount(USD)	Amount Paid (USD)							
06/22/2011	V-00000004--Acme Equipment	INV 809	06/22/2011		USD	125.00	125.00	125.00							
06/22/2011	V-00000004--Acme Equipment	Reversed - INV 809	06/22/2011		USD	(125.00)	(125.00)	(125.00)							
06/22/2011	V-00000009--Sonny Bono		06/23/2011		USD	99.97	99.97	99.97							
06/22/2011	V-00000010--FedEx Office Services		06/23/2011		USD	157.64	157.64	0.00							
06/22/2011	V-00000011--Palmer House Hilton		06/23/2011		EUR	62.35	89.54	0.00							
06/22/2011	V-00000011--Palmer House Hilton	AP-00000004			USD	(25.00)	(25.00)	0.00							
06/22/2011	V-00000014--Barack Obama		06/23/2011		USD	269.36	269.36	0.00							
Total								591.51	99.97						

If the account or dimension coding is incorrect for an unpaid bill, click on the date of the bill and drill down to the bill level to modify the coding.

Note: Paid bills cannot be modified and will need to be reversed and re-entered.

View Vendor Aging

The **Vendor Aging Reports** will display a list of vendors with the total amount due in the specified aging periods.

1. Navigate to the Accounts Payable application
2. Select **Vendor Aging Reports** from **Standard Reports** or from the *Reports* dropdown menu



Enter Report Parameters

Time Period	
Aging Periods	-0,1-30,31-60,61-90,91-
Report as of	<input checked="" type="radio"/> Today <input type="radio"/> Selected Date
Selected Date	07/15/2011 ⓘ
Based On	<input type="radio"/> Bill Date <input checked="" type="radio"/> Due Date <input type="radio"/> GL Posting Date

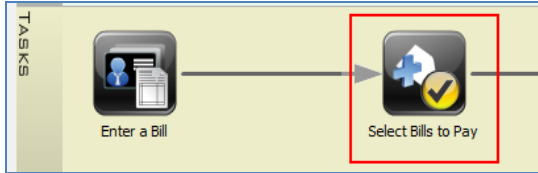
1. Report as of **Today**
2. Based on **Due Date**

Format	
Sort By	Vendor ID
Group By	None
Report Type	<input checked="" type="radio"/> Summary <input type="radio"/> Detail
Show vendors with zero balance	<input type="radio"/> Yes <input checked="" type="radio"/> No
Page Orientation	<input type="radio"/> Portrait <input checked="" type="radio"/> Landscape

3. Report Type **Summary** or **Detail** radio button
 - The summary view will display a list of vendors with a total amount due for each aging period
 - The detail view will display each transaction with drill down capability from the report
4. Click on **View**

Pay Bills

1. Navigate to the Accounts Payable application
2. Click **Select Bills to Pay** or choose **Select to Pay** from the *Activities* dropdown menu



Enter Filters

Vendor Filters			
From Vendor	<input type="text"/>	To Vendor	<input type="text"/>
Vendor Type	<input type="text"/>	Vendor ID/Name	Vendor ID <input type="text"/> equals <input type="text"/>

1. Enter **From Vendor** to view bills for a single vendor only
2. **To Vendor** will be populated
 - Override to view bills for a defined range of vendors
3. Enter **Vendor Type**

Format	
Sort By	Due Date <input type="text"/>
Maximum Number Of Records To Select	200 <input type="text"/>
-- Select All -- <input type="button" value="Add"/>	

4. Enter **Sort By** to define the display sequence of the results
5. Enter the **Maximum Number of Records to Select**

Bill Currency	USD <input type="text"/>	<input checked="" type="checkbox"/> Use Base Currency Banks To Pay
---------------	--------------------------	--

6. Select **Bill Currency**
7. **Use Base Currency Banks To Pay**
 - Enable if paying with a local currency bank
 - Disable if paying with a foreign currency bank

Select Bills to Pay

Payment Options		Payment Requests
Pay Method	Bank	
Cash <input type="text"/>	3365 Main--Bank of America <input type="text"/>	<input type="radio"/> One per Bill <input checked="" type="radio"/> One per Vendor (per payment date)

1. **Payment Method** will be populated
 - Do not override
2. Select Bank Account
3. Payment Request
 - **One per bill** - If multiple transactions are selected for the same vendor, one payment will be processed for each transaction individually
 - **One per Vendor per payment date** - If multiple transactions are selected for the same vendor, one payment will be processed for all transactions with the same payment date
4. Enter **Payment Date**

- Defaults to current date
- The Recommended Payment Date (if specified) on individual bills overrides this date

On Selected Bills:						Apply Credits	Pay Full	Clear Applied Credits	Clear Applied Payments
Select	Bill #	Vendor	Currency	Due Date	Amt Due	Amt to Pay			
<input type="checkbox"/>									
<input checked="" type="checkbox"/>	view details	V-00000011--Palmer House Hilton	USD	06/23/2011	62.35	62.35			
					Amt Due	Amt to Pay			
Total Amount Due					62.35	62.35			
Filtered Bill Total					62.35				

5. Click on **Pay Full** checkbox to pay the entire amount of the bill
6. Enter the amount to pay in the **Amount To Pay column**
7. Click on **Save**

Review Bill Payment Requests Summary

Vendor ID	Vendor Name	Payment Date	Payment Currency	Amount Selected	Memo	Document Number
V-00000011	Palmer House Hilton	06/23/2011	USD	62.35	Manual Check	1145

1. Review Payment Date, Payment Currency, and Amount Selected
 - If incorrect click on **Cancel** to revise and reselect bills
 - If correct, proceed to Step 2
2. Enter **Memo**
3. Enter **Document Number**
 - Enter the check or confirmation number for the payment
4. Click on **Save**

Void a Payment

1. Navigate to the Accounts Payable or Cash Management applications
2. Select **Check Register** from the **Reports** dropdown menu

View Check Register

Time Period			
Reporting Period	Current Month	As of Date	07/15/2011
OR			
Start Date	<input type="text"/>	End Date	<input type="text"/>

1. Select Start Date
2. Select Checking Account

Filters	
Checking Account	-----All Checking Accounts-----
From Check#	<input type="text"/>
To Check#	<input type="text"/>
Show For	All Locations
Show Details	<input type="checkbox"/>

3. Filter by a specific Vendor using Vendor From – Vendor To
4. Filter by a check range using From Check # - To Check #
5. Sort by Check
6. Click on **View**

Void a Payment

CHECK REGISTER								Customize	View	Print	ProcessOffline	Email	Export	Excel	
Date	Vendor	Check No	Trans. Curr	Trans. Amount	Base Curr	Amount	Cleared								
Bank: 2502 Div D - Bank of America Account No: 05020-02502															
06/22/2011	V-00000004--Acme Equipment		USD	125.00	USD	125.00	In Transit	Bills	Void						

1. Click on **Void** link
2. Enter **Void** the payment on date

Date	06/22/2011
Document Number	
Vendor	V-00000004--Acme Equipment
Amount	USD 125.00
Void the payment on date	<input type="text" value="06/22/2011"/>
Memo	<input type="text"/>

3. To reverse the bill as well as the payment, select **Reverse** and enter **Reverse as of**

Select the bills to reverse that are paid by this check. (There may be additional bills paid by this check that are not reversible).							
#	Reverse	Bill #	Date	Due Date	Amount	Amount Paid	Reverse as of
1	<input checked="" type="checkbox"/>	INV 809	06/22/2011	06/22/2011	125.00	125.00	<input type="text" value="06/22/2011"/>

4. Click on **Submit**
5. The check register will update with a reversing transaction

CHECK REGISTER								Customize	View	Print	ProcessOffline	Email	Export	Excel	
Date	Vendor	Check No	Trans. Curr	Trans. Amount	Base Curr	Amount	Cleared								
Bank: 2502 Div D - Bank of America Account No: 05020-02502															
06/22/2011	V-00000004--Acme Equipment		USD	(125.00)	USD	(125.00)	In Transit	Bills	Void						
06/22/2011	V-00000004--Acme Equipment		USD	125.00	USD	125.00	In Transit	Bills	Void						

Delete or Reverse a Bill

1. Navigate to the Accounts Payable or Cash Management applications
2. Select **Bills** from the *Records* dropdown menu



Delete Bill

Vendor Name	Bill Number	Base Curr	Base Amount	State		
<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go
Palmer House Hilton		USD	\$62.35	Selected	Print	Reverse
Acme Equipment	Reversed - INV 809	USD	\$(125.00)	Reversal	Print	
Palmer House Hilton		USD	\$89.54	Approved	Print	Delete
Barack Obama		USD	\$269.36	Selected	Print	Reverse
FedEx Office Services		USD	\$157.64	Selected	Print	Reverse
Sonny Bono		USD	\$99.97	Paid	Print	Reverse
Acme Equipment	INV 809	USD	\$125.00	Reversed	Print	

1. Locate the bill to delete and click on **Delete** link
 - Bills with payment activity (including voided payments) will not have a Delete link, but will have a Reverse link instead

Reverse Bill

Vendor Name	Bill Number	Base Curr	Base Amount	State		
<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go	<input type="text"/> Go
Palmer House Hilton		USD	\$62.35	Selected	Print	Reverse
Acme Equipment	Reversed - INV 809	USD	\$(125.00)	Reversal	Print	
Palmer House Hilton		USD	\$89.54	Approved	Print	Delete
Barack Obama		USD	\$269.36	Selected	Print	Reverse
FedEx Office Services		USD	\$157.64	Selected	Print	Reverse
Sonny Bono		USD	\$99.97	Paid	Print	Reverse
Acme Equipment	INV 809	USD	\$125.00	Reversed	Print	

1. Locate the bill to reverse and click on **Reverse** link for the bill

Date	06/22/2011
Document Number	
Vendor	V-00000014--Barack Obama
Amount	USD 269.36
Reverse the transaction on date	<input type="text" value="06/23/2011"/> ⓘ
Memo	<input type="text"/>

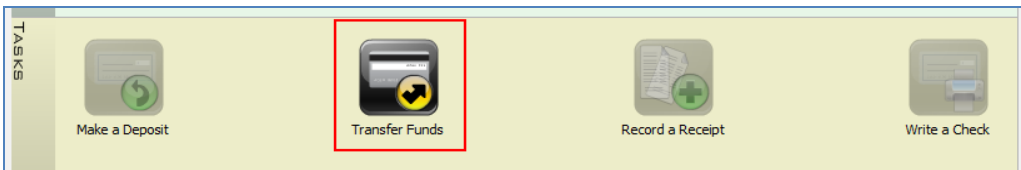
2. Enter **Reverse the transaction on date**
3. Enter Memo
4. Click on **Submit**

6. Manage Bank Accounts

Record a Funds Transfer

Funds may only be transferred in the district's base (budgeting) currency between two base-currency banks.

1. Navigate to the Cash Management application
2. Select **Transfer Funds** or **Record Funds Transfer** from the *Activities* dropdown menu
3. Click **Add**



Enter Header Information

*Date	07/15/2011	
Reference No	44312898711QNN	
Memo	<div style="border: 1px solid gray; height: 100px;"></div>	
Reporting Code	<input type="text"/>	
Cost Center	<input type="text"/>	
*Amount	1,200.00	

1. Enter **Date** of transaction (Funds Transfer date)
2. Enter Reference No. (Number)
3. Enter Memo
4. Enter Reporting Code
5. Enter **Cost Center**
6. Enter **Amount**

Enter Detail Information

*From Account	From Journal Symbol	*To Account	To Journal Symbol
3365 Main--Bank of America Available Balance: USD \$1,256.59	CDJ <input checked="" type="radio"/> use this journal	6698 Div A--Bank of America Available Balance: USD \$0.00	CRJ <input type="radio"/> use this journal

1. Select **From Account**
 - This is the account form which funds were transferred

2. **From Journal Symbol** will be populated
 - Do not override
3. Select **To Account**
 - This is the account to which funds were transferred
4. **To Journal Symbol** will be populated
 - Do not override
5. Click on **Save**

Reconcile a Bank Account for the First Time

1. Navigate to the Cash Management application
2. Select **Reconcile Bank** from the *Activities* dropdown menu



Enter Statement Information

Note: The Bank Reconciliation screen should read, "This is the first reconciliation...." If this message does not display, this account has already been reconciled. Proceed to **Reconcile a Previously Reconciled Bank Account**.

This is the first reconciliation. Enter the following information:			
Bank Account	3365 Main--Bank of America	Reconciliation Mode	Manual
*Beginning Balance Cut Off Date	06/01/2011	*Statement Ending Balance	3,452.77
*Statement Ending Date	06/22/2011	Book Transaction Columns	Document Number Document Date Amount Posted Date
Sort By	Document Number Document Date Currency		--Select All--
Group by	<input type="radio"/> None <input checked="" type="radio"/> Deposits and Checks		<input type="button" value="Add"/>
<input type="button" value="Initial Open Items"/>			

1. Select **Bank Account**
2. Enter **Beginning Balance Cut Off Date**
 - No transactions dated prior to the cut-off date are displayed for reconciliation
3. Enter **Statement Ending Date**
 - This date is incremented by one month for the next reconciliation
4. Select sorting preferences and grouping options
 - Grouping by **Deposits and Checks** is the default
5. **Reconciliation Mode** will be populated
 - Do not override

Reconciliation Report
As Of 06/22/2011
Account: Cash - Bank of America (3365)

Statement Ending Balance	3,452.77
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	<u>3,452.77</u>
Book Balance	3,452.77
Adjustments*	0.00
Adjusted Book Balance	<u>3,452.77</u>

Total Checks and Charges Cleared	0.00	Total Deposits Cleared	3,452.77
----------------------------------	------	------------------------	----------

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
John Hancock		06/22/2011		1,256.59	
Susan Black		06/22/2011		2,196.18	
Total Deposits				<u>3,452.77</u>	<u>0.00</u>

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Total Checks and Charges				<u>0.00</u>	<u>0.00</u>

Done | Unknown Zone | Protected Mode: Off

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Reconcile a Previously Reconciled Bank Account

1. Navigate to the Cash Management application
2. Select **Reconcile Bank** from the *Activities* dropdown menu



Enter Statement Information

Bank Account	3365 Main--Bank of America	Reconciliation Mode	Manual
Last Reconciled Date	06/22/2011	Statement Beginning Balance	3,452.77
*Statement Ending Date	07/22/2011	*Statement Ending Balance	2,589.19
Sort By	Document Number Document Date Currency	Book Transaction Columns	Document Number Document Date Amount Posted Date
Group by	<input checked="" type="radio"/> None <input type="radio"/> Deposits and Checks		

1. Select **Bank Account**
2. **Statement Ending Date** will be populated, but can be overridden
3. Select sorting preferences and grouping options
 - Grouping by **Deposits and Checks** is the default
4. **Reconciliation Mode** will be populated
 - Do not override
5. **Statement Beginning Balance** will be populated
6. Enter **Statement Ending Balance**
 - Enter the ending balance from the bank statement
7. Select columns to display
8. Click on **Continue**

Reconcile Bank Account

1. Select **Checks/Debits** and **Deposits/Receipts** to clear
 - If the Deposits and Checks grouping option was selected, scroll down to find the Deposits/Receipts group
 - If no grouping option was selected, Checks and Deposits will display together
2. Click **Save and Continue** to save cleared transactions without closing the reconciliation
3. Click **Save and Close** to save cleared transactions and close the reconciliation for completion later.
4. Confirm **Amount to Reconcile** is zero (0)
5. Click **Reconcile**

The **Reconciliation Report** immediately launches for printing or download.

Reopen a Prior Reconciliation

The last reconciliation may be opened any time during the reconciliation process by clicking on **Reopen Prior Reconciliation**. This is especially helpful when an error from a prior reconciliation has been identified during the present reconciliation.

▼ Reconcile	
Account To Reconcile (Currency)	3365 Main Bank of America (USD)
Last Reconciled Date	07/22/2011
Statement Ending Date	08/22/2011
Statement Beginning Balance	3,452.77
Statement Ending Balance	3,452.77
<input type="button" value="Reopen Last Reconciliation"/>	

Note: Data that has been entered for the present reconciliation may be lost when reopening a prior reconciliation.

1. Click on **Reopen Prior Reconciliation**
2. Clear or unclear items for reconciliation
3. Click on **Save and Close**

The prior reconciliation is once again available for reconciliation.

View Reconciliation History

1. Navigate to the Cash Management application
2. Select **Reconciliation Histories** from the *Records* dropdown menu



3. For each prior reconciliation the following two reports are available:

Financial Account ID	Name	Type	Reconciled Date	Reconciled Balance	Log Date	User
2502 Div D	Bank of America	Checking	06/22/2011	0.00	06/22/2011 12:01:26 PM	TestTR
3365 Main	Bank of America	Checking	07/22/2011	3,452.77	06/22/2011 08:19:23 PM	TestTR
3365 Main	Bank of America	Checking	06/22/2011	3,452.77	06/22/2011 08:12:57 PM	TestTR

4. Click on **Recon. Report** link to view **Reconciliation Report**
 - This report contains the entire list of transactions that were cleared or remain open, as well as the information about the entire reconciliation (opening balance, book balance, ending balance and uncleared balance)
 - This is the same report that launches upon completing reconciliation
5. Click on **Outstanding Items Report** link to view **Outstanding Items**

- This report also contains the information about the entire reconciliation (opening balance, book balance, ending balance and uncleared balance); however, the details section of the report contains only the list of uncleared items

7. Create Supporting Documents

Multiple documents can be attached to transactions when they are uploaded to a **Supporting Document ID**. Each District has a **Supporting Document Folder** to which they can upload documents.

Upload a supporting document to a transaction

Create a Supporting Document ID

1. **Add** or **Edit** a new transaction (e.g. bill)
2. Click on the **Add New** icon to create a new **Supporting Document ID**

Supporting Document ID	<input type="text"/>		
------------------------	----------------------	---	---

Enter Supporting Document details

1. Enter **Document ID**
2. Select the District supporting document folder
3. Enter Description

*Document ID	<input type="text" value="Hilton 06.11 Bills"/>
*Folder	<input type="text" value="Test District Documents"/>
Description	<input type="text" value="Includes contract, deposit, and invoice details."/>
Add Attachments	Upload Documents

4. Click on **Upload Documents** link to attach files
 - These can be uploaded now or after the Supporting Document ID is saved
5. Click on **Save** to save the Supporting Document ID

Upload Documents

<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
Step 2: Click Attach File.	
<input type="button" value="Attach File"/>	<input type="button" value="Close"/>

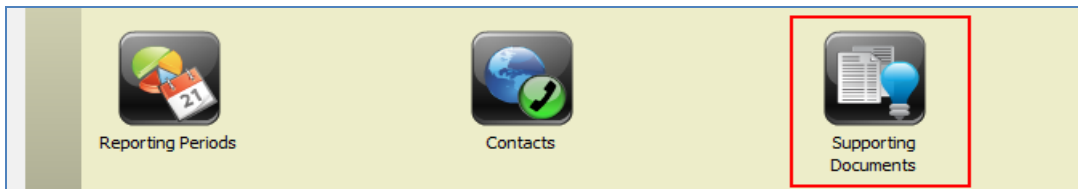
1. Click on **Browse**
2. Select a document from the computer

3. Repeat for additional documents
4. Click on **Attach File** to complete upload

Upload a supporting document to a Supporting Document Folder

View Supporting Documents

1. Navigate to the **Company** application menu
2. Select **Supporting Documents** or select **Supporting Documents** from the *Records* dropdown menu
3. Click **Add**



Enter Supporting Document details

1. Enter **Document ID**
2. Select the District supporting document folder
3. Enter Description

*Document ID	<input type="text" value="Hilton 06.11 Bills"/>
*Folder	<input type="text" value="Test District Documents"/>
Description	<input type="text" value="Includes contract, deposit, and invoice details."/>
Add Attachments	Upload Documents

4. Click on **Upload Documents** link to attach files
 - These can be uploaded now or after the Supporting Document ID is saved
5. Click on **Save** to save the Supporting Document ID

Upload Documents

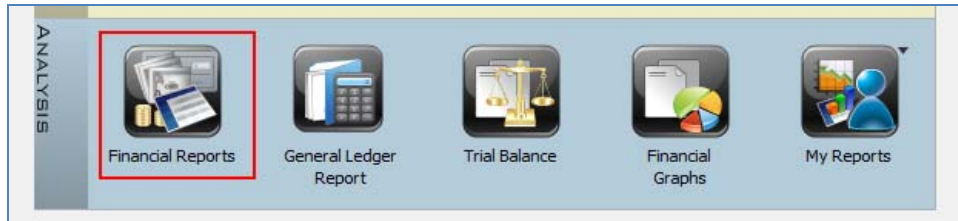
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...

Step 2: Click **Attach File.**

1. Click on **Browse**
2. Select a document from the computer
3. Repeat for additional documents
4. Click on **Attach File** to complete upload

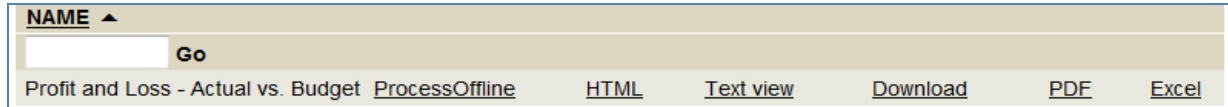
8. Run Financial Reports

1. Navigate to the General Ledger application
2. Select **Financials Reports** or **Financials** from the *Reports* dropdown menu



Report Controls and Output Options

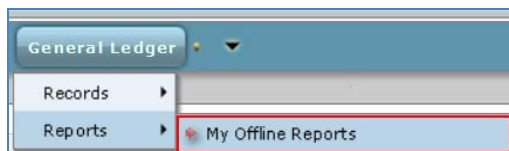
Reports contain a standard set of links in the list view and buttons in report view.



Process Offline

Process Offline processes reports in the background instead of in the browser. This is particularly useful for large reports that take a long time to process. Offline reports can be viewed as follows:

1. Navigate to the General Ledger application
2. Select **My Offline Reports** from the *Reports* dropdown menu



HTML

HTML displays the report results in HTML format. This option is best for on-screen viewing.

Text View

Text view displays the report results in unformatted text. This option is best for copying and pasting into another application.

Download

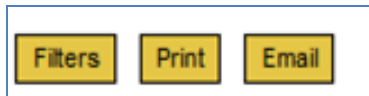
Download converts the report for opening or saving in another format. Choose CSV, Excel, Word or Text formats.

PDF

PDF launches Adobe Acrobat to display a PDF version that is formatted for printing. Use the Acrobat controls to print the report.

Excel

Excel launches Microsoft Excel to display report results in a spreadsheet. This option is best for doing additional report customization.



Filters

Filters returns the user to the settings page to refine reporting parameters. It is particularly useful in changing the filter and time period criteria to regenerate the report with different data.

Print

Print launches Adobe Acrobat to display a PDF version that is formatted for printing. Use the Acrobat controls to print the report.

Email

Email sends non-Intacct users reports as follows:

1. Click on **Email** to launch the **Email Report dialog** box
2. Enter recipient email addresses within **To**
3. Enable **Cc me**
4. Enter **Subject**
5. **Select Report Type**
6. Enter **Message**
7. **Signature** will be populated from **My Preferences** and can be updated as follows:
 - Navigate to the **Company** application
 - Select **My Preferences** from the **Setup** dropdown menu

From	user@email.com
* To	<input type="text"/>
Separated by , or ;	
Cc me	<input type="checkbox"/>
* Subject	<input type="text"/>
Select Report Type	Printable ▼
Message	<input type="text"/>
Signature	

* required

OK Cancel

9. Manage Lists

Change List View

Click the **View** dropdown to access any of the following standard views:

- All (default)
- Recently Viewed
- Recently Modified
- All Recently Modified (includes records recently modified by other users)

Note: When the user changes the view it becomes the user's new default

Vendors				Add	Done
View: All	Export	<input type="checkbox"/> Show Inactive	(1 - 7 of 7)		
▼	Vendor ID ▲	Vendor Name	Total Due		
Adv Clear	<input type="text"/> Go	<input type="text"/> Go			
Edit View	V-00000004	Acme Equipment	\$0.00	Delete	
Edit View	V-00000009	Sonny Bono	\$0.00	Delete	
Edit View	V-00000010	FedEx Office Services	\$157.64	Delete	
Edit View	V-00000011	Palmer House Hilton	\$64.54	Delete	
Edit View	V-00000012	Art Institute of Chicago	\$0.00	Delete	
Edit View	V-00000013	Sheraton Chicago Hotel & Towers	\$0.00	Delete	
Edit View	V-00000014	Barack Obama	\$269.36	Delete	
				(1 - 7 of 7)	

By default, all lists display 20 lines. The display default can be overridden for each user as follows:

1. Navigate to the Company application
2. Select **My Preferences** from the **Setup** dropdown menu
3. Navigate to **Page Design**
4. Select **Default Lines in List Pages**
5. Click on **Save**

Show Inactive Records

The system displays the **Show Inactive** checkbox if one or more items in the list have an inactive status. Select this checkbox to display the inactive items along with the active ones.

Vendors Add Done

View: All ▾ Export ▾ Show Inactive (1 - 7 of 7)

▼	Vendor ID ▲	Vendor Name	Total Due
Adv Clear	<input type="text"/> Go	<input type="text"/> Go	
Edit View	V-00000004	Acme Equipment	\$0.00 Delete
Edit View	V-00000009	Sonny Bono	\$0.00 Delete
Edit View	V-00000010	FedEx Office Services	\$157.64 Delete
Edit View	V-00000011	Palmer House Hilton	\$64.54 Delete
Edit View	V-00000012	Art Institute of Chicago	\$0.00 Delete
Edit View	V-00000013	Sheraton Chicago Hotel & Towers	\$0.00 Delete
Edit View	V-00000014	Barack Obama	\$269.36 Delete

(1 - 7 of 7)

Use Fast Sort

The system denotes with an arrow the column by which it is currently sorting the list. The arrow indicates whether the list is sorted in an ascending or descending order. To reverse the sort order, click on the column title a second time.

Vendors Add Done

View: All ▾ Export ▾ Show Inactive (1 - 7 of 7)

▼	Vendor ID ▲	Vendor Name	Total Due
Adv Clear	<input type="text"/> Go	<input type="text"/> Go	
Edit View	V-00000004	Acme Equipment	\$0.00 Delete
Edit View	V-00000009	Sonny Bono	\$0.00 Delete
Edit View	V-00000010	FedEx Office Services	\$157.64 Delete
Edit View	V-00000011	Palmer House Hilton	\$64.54 Delete
Edit View	V-00000012	Art Institute of Chicago	\$0.00 Delete
Edit View	V-00000013	Sheraton Chicago Hotel & Towers	\$0.00 Delete
Edit View	V-00000014	Barack Obama	\$269.36 Delete

(1 - 7 of 7)

Export List

Click **Export** to select a format and export the current list. Select from the dropdown which of the following formats to open or save:

- CSV
- Excel
- Word
- Text

Vendors Add Done

View: All Show Inactive (1 - 7 of 7)

	Vendor ID	Vendor Name	Total Due	
Adv Clear	<input type="text"/> Go	<input type="text"/> Go		
Edit View	V-00000004	Acme Equipment	\$0.00	Delete
Edit View	V-00000009	Sonny Bono	\$0.00	Delete
Edit View	V-00000010	FedEx Office Services	\$157.64	Delete
Edit View	V-00000011	Palmer House Hilton	\$64.54	Delete
Edit View	V-00000012	Art Institute of Chicago	\$0.00	Delete
Edit View	V-00000013	Sheraton Chicago Hotel & Towers	\$0.00	Delete
Edit View	V-00000014	Barack Obama	\$269.36	Delete

(1 - 7 of 7)

Filter Lists

Use Fast Filter

To reduce a long list to a subset, type one or more characters into one or more of the text entry fields then click **Go**. Click **Clear** to remove filters.

Vendors Add Done

View: All Show Inactive (1 - 7 of 7)

	Vendor ID	Vendor Name	Total Due	
Adv <input type="button" value="Clear"/>	<input type="text"/> Go	<input type="text"/> Go		
Edit View	V-00000004	Acme Equipment	\$0.00	Delete
Edit View	V-00000009	Sonny Bono	\$0.00	Delete
Edit View	V-00000010	FedEx Office Services	\$157.64	Delete
Edit View	V-00000011	Palmer House Hilton	\$64.54	Delete
Edit View	V-00000012	Art Institute of Chicago	\$0.00	Delete
Edit View	V-00000013	Sheraton Chicago Hotel & Towers	\$0.00	Delete
Edit View	V-00000014	Barack Obama	\$269.36	Delete

(1 - 7 of 7)

Use Advanced Filters

Use Advanced filters to create more complex filter.

Vendors

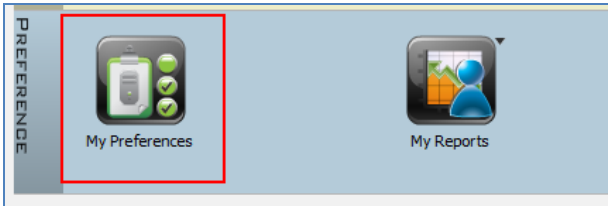
View: All ▾ Export ▾ Options ▾ Show One-Time Show Inactive

Advanced Filters		Apply	Cancel
Column	Operator	Value	
--none-- ▾	starts with ▾		
--none-- ▾	starts with ▾		
--none-- ▾	starts with ▾		
--none-- ▾	starts with ▾		
--none-- ▾	starts with ▾		
--none-- ▾	starts with ▾		
		Add Filter Delete Last Filter	

1. Click on **Adv (Advanced)**
2. Define one or more filters
3. Click on **Apply**

10. Edit My Preferences

1. Navigate to the Company application
2. Select **My Preferences** or select **My Preferences** from the *Setup* dropdown menu



Edit User Preferences

User Preferences	
* Welcome prompt	Welcome, Jane!
My Email Signature	Jane Jones District Treasurer Toastmasters International
Session Timeout	6 hr. 0 min. (Maximum allowed is 6 hr.) You are automatically logged out when you are inactive for the specified duration.
Login Timeout	12 hr. 0 min. (Maximum allowed is 18 hr.) The total time you can work in the system after logging in. You are automatically logged out once you reach this limit.

1. Enter Welcome Prompt
 - Displays on the right side of the navigation header



2. Enter My Email Signature
 - Used when emailing financial reports
3. Override default Session Timeout and Login Timeout
 - Defaults and maximums are defined by the Administrator

Edit Notifications

Notifications	
Warn on unsaved changes	<input checked="" type="checkbox"/>
Warn on delete	<input checked="" type="checkbox"/>
Disable Form Validation	<input type="checkbox"/>
E-mail format for payment request approval notification	<input type="radio"/> None <input checked="" type="radio"/> Individual <input type="radio"/> Consolidated
Minimum amount for payment request e-mail notification	<input type="text" value="0"/>
Receive e-mail notification for Offline Reports	<input type="checkbox"/>

- Warn on unsaved changes
 - Do not disable
- Warn on delete
 - Do not disable
- Disable Form Validation
 - When Form Validation is enabled (default), form validation errors appear inline on the current page
 - When Form Validation is disabled, errors are reported on a separate page
- E-mail format for payment request approval notification options include
 - None (Recommended)
 - Individual
 - Consolidated (Daily)
- Enter Minimum amount for payment request e-mail notification
- Receive e-mail notification for Offline Reports

Edit General Preferences

General Preferences	
Time Zone	Select Timezone <input type="text"/>
Date Format	MM/DD/YYYY <input type="text"/>
Time Format	Select Timeformat <input type="text"/>
Auto Insert Decimal Point	<input type="checkbox"/>
Change Password	

- Select Time Zone
- Select Date Format
- Select Time Format
- Auto Insert Decimal Point
 - Disabled - the system places a decimal point after the last two numbers (e.g. 1056 = 1,056.00)
 - Enabled – the system places a decimal point before the last two numbers entered. (e.g. 1056 = 10.56)
- Click on **Change Password** link to update password

11. Resources

Please go to the District Finance Corner website: <http://www.toastmasters.org/financecorner>

On this site you will find the following:

- This district accounting system user guide
<http://www.toastmasters.org/userguide>
- The recordings of the district accounting software training webinars
<http://www.toastmasters.org/accountingsoftwarewebinars>
- The Annual Budget Template
<http://www.toastmasters.org/AnnualBudgetTemplate>

Or email your questions to: districtfinancialreports@toastmasters.org