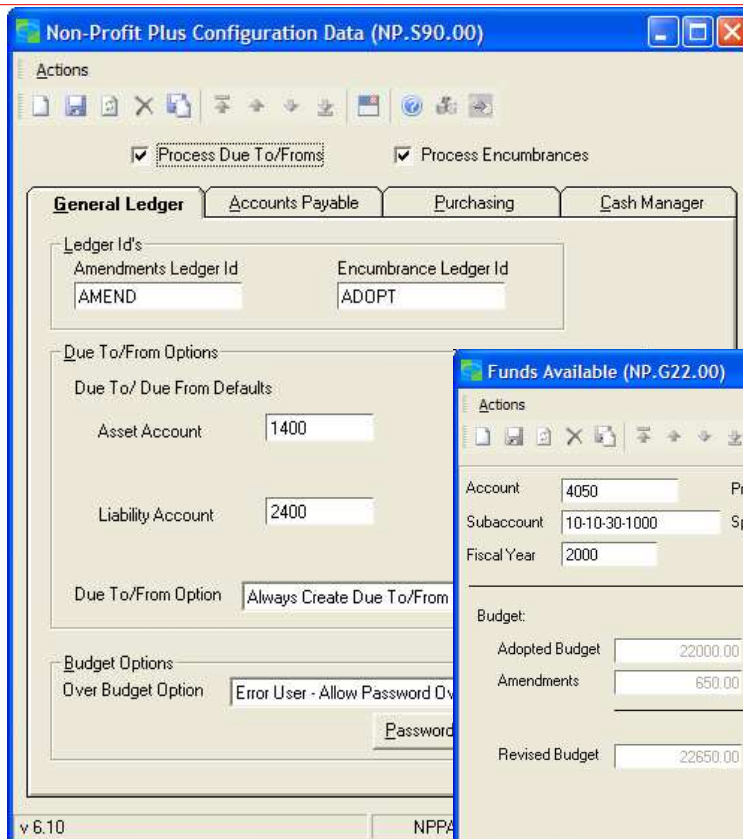


## ASI- Non Profit Plus

Fund Accounting for Solomon

### Capabilities:

- ✓ Maintain A/P and A/R control account balances.
- ✓ Automatically process Due To / Due From transactions.
- ✓ Generate Balance Sheets for any segment of your organization.
- ✓ Process and maintain Encumbrances through Purchasing & Requisition.
- ✓ Realize enhanced focus on Budget from added functionality.



Non-Profit Plus Configuration Data (NP.S90.00)

Actions

Process Due To/Froms     Process Encumbrances

**General Ledger**    Accounts Payable    Purchasing    Cash Manager

Ledger Id's:

Amendments Ledger Id:     Encumbrance Ledger Id:

Due To/From Options:

Due To/ Due From Defaults:

Asset Account:

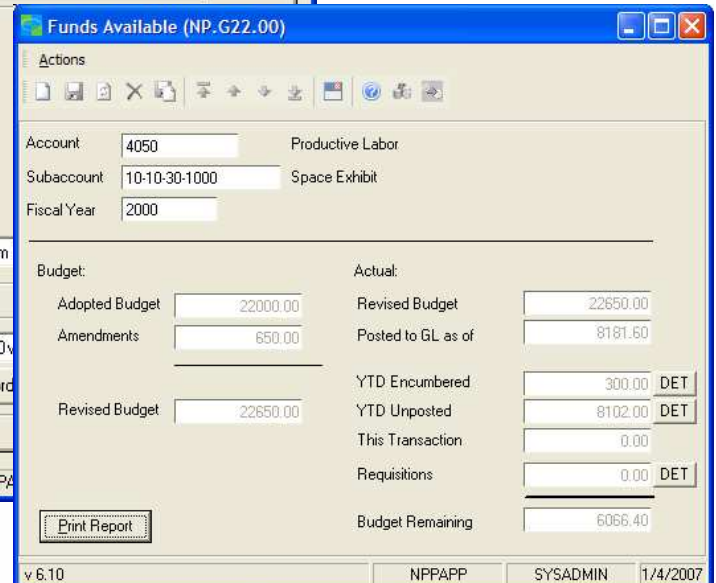
Liability Account:

Due To/From Option:

Budget Options:

Over Budget Option:     Password:

v 6.10    NPPA



Funds Available (NP.G22.00)

Actions

Account:     Productive Labor

Subaccount:     Space Exhibit

Fiscal Year:

Budget:		Actual:	
Adopted Budget	<input type="text" value="22000.00"/>	Revised Budget	<input type="text" value="22650.00"/>
Amendments	<input type="text" value="650.00"/>	Posted to GL as of	<input type="text" value="8181.60"/>
Revised Budget	<input type="text" value="22650.00"/>	YTD Encumbered	<input type="text" value="300.00"/> DET
		YTD Unposted	<input type="text" value="8102.00"/> DET
		This Transaction	<input type="text" value="0.00"/>
		Requisitions	<input type="text" value="0.00"/> DET
		Budget Remaining	<input type="text" value="6066.40"/>

v 6.10    NPPAPP    SYSADMIN    1/4/2007

# ASI- Non Profit Plus

## Features

### Additional Capabilities

- ✓ Maintain A/P and A/R control account balances by selected segment(s) of your Subaccount
- ✓ Automatically process Due To / Due From transactions to maintain accounting integrity between selected segment(s) of your organization (i.e. funds, locations, departments, cost centers, grants)
- ✓ Generate Balance Sheets for any segment of your organization
- ✓ Realize enhanced focus on Budget from added functionality
- ✓ Process and maintain Encumbrances through Purchasing & Requisition
- ✓ Detect line-by-line in each transaction any possible over-budget conditions in General Ledger, Accounts Payable, Purchasing, Cash Manager
- ✓ Appreciate seamless integration with Solomon modules
- ✓ Prompts user for decision to close PO and unencumber or leave PO Open and partially unencumber
- ✓ Prompts user in Receipt Entry to allow partial receipting and keep PO open
- ✓ Integrate with Project Series and calculate for budget checking against project budget

### Detailed Payable/Receivable Account Balances

- ✓ In order for management to make educated decisions regarding financial matters, they require up-to-date, complete financial information. A major component of this complete financial picture is the ability to determine receivables due to the organization, as well as liabilities owed by the organization.
- ✓ ASI understands the micro-management demands of accounting for non-profit organizations. That is why the Non-Profit Plus enhancement to Solomon adds functionality to Accounts Payable and Accounts Receivable to record Payables and Receivables to the associated sub-accounts against which the entries were distributed.
- ✓ Non-Profit Plus accomplishes this by enhancing Solomon's pre-release process to create the necessary entries. Once the Non-Profit Plus process is complete, Solomon's release process begins and creates the appropriate General Ledger transactions.
- ✓ For those organizations that like to select vouchers for payment on one fund or department at a time, there is added functionality to Accounts Payable to select vouchers for payment based on any segment of the subaccount. Wildcards are even accepted!

## Features

### Automatic Due To / Due From Processing

Probably one of the most tedious tasks for the accounting department is the balancing of interfund or inter-department transfers. This timely and often error-prone process is virtually eliminated with the enhancements provided in Non Profit Plus.

ASI has endeavored to provide as much flexibility in its Due To / Due From processing as possible. This function may be activated as separate Due To and Due From accounts or they can be combined into one Due To/From account.

A new Due To/From Account Maintenance screen has been created to support the assignment by DTF segment of:

- ✓ Due From Asset Account
- ✓ Due To Liability Account
- ✓ Description

If the user only wants to process using the single Due To/From account philosophy, simply use the same account in both fields.

Due To / Due From processing has been added to the following modules:

- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ Cash Manager
- ✓ General Ledger
- ✓ Payroll

When transactions in any of these modules are distributed to multiple subaccounts in the same entry, Non-Profit Plus recognizes that these transactions, while being in balance as a whole, are out of balance by subaccount. Once the user selects "Create DTF Transactions", the software automatically determines the appropriate Due To and Due From entries to be made. The system then assigns account numbers based on what the user entered into the "DTF Account Maintenance" screen as Due From Asset accounts and Due To Liability accounts.

The net result of Automatic Due To / Due From Processing is that the user spends much less time analyzing and posting Due To / Due From journal entries. The Trial Balance is in balance by the selected segment(s) of the subaccount, thus the user may generate Balance Sheets at any selected subaccount level.

Allocation groups have been modified to restrict the user to one source account since the Due To / Due From enhancement needs an "anchor" account to begin the Due To / Due From calculations. The functionality of unlimited destination accounts or method of allocation has not been changed.

## Features

### Encumbrance Processing

When appropriations are voted on and passed by the governing body of an organization, the directors of that organization have a fiduciary duty to not spend more than the amount appropriated for a specific item.

Appropriations are considered expended when the approved liabilities have been incurred. Organizations, as well as some laws, impose penalties for administrators who incur liabilities in excess of appropriations. In an effort to reduce the likelihood of this happening, many organizations encumber purchase orders, requisitions or contracts to purchase goods and services.

Recording expenditures is the easy part. Once the actual liability amount is determined, entries can be made to record the liability and expend the appropriate amounts. The problem occurs in accounting for items ordered but not yet delivered and/or invoiced. These amounts only get recorded as expenditures once an invoice arrives with the amount the organization owes that vendor. So what about all the purchase orders that have been approved and sent but for which product has not yet been received? These amounts are not held anywhere in your accounting software..until now.

By modifying the existing Purchasing / Requisitions module in Solomon, ASI-Non Profit Plus adds functionality to assist administrators/finance directors in maintaining control over their appropriations. As purchase orders and requisitions are entered, approved and saved, Non-Profit Plus automatically encumbers the individual transactions of that purchase order by storing the amounts, by account/subaccount/fiscal year combination, in a ledger within the General Ledger.

By utilizing these stored amounts in conjunction with the budget and expended amounts for each account/subaccount combination, the system determines if that line of the current purchase order will cause an account/subaccount/fiscal year combination to exceed its approved budget.

**The formula that Non Profit Plus uses to determine if an account/subaccount is about to over-expend is as follows:**

**Revised Budget** (Adopted budget +/- Revisions) – **Expenditures to date** (ACTUAL - Year to date from AcctHist)  
– **Encumbered to date** (Saved purchase/open/change orders) – **This purchase order = Budget remaining**

Provided that this calculation results in a positive amount remaining, there is no interaction with the user. If this calculation results in a negative amount (causing that account/subaccount combination to be over budget), the system will respond according to options determined in setup. The user can be warned of the condition, restricted from continuing, or allowed to override with a password.

Non-Profit Plus has created a new table to record the detailed activity associated with a PO which can be printed on new, open and closed purchase order reports included with the enhancement. This table not only records the purchase order amounts on an account/subaccount basis, but also records any vouchers entered against that purchase order. This allows the Detailed Open and Closed Purchase Order Reports to produce meaningful output showing the amount of the purchase order and any vouchers applied against it in detail.

## Features

### Encumbrance Processing (continued)

The Encumbrance processing enhancement also modifies Solomon's Accounts Payable module. As purchase orders are brought over from the Purchasing module, each transaction is marked as an encumbered transaction. This allows the user to modify these transactions, as well as add transactions that were not entered on the Purchase Order.

As a voucher that refers to a Purchase Order is saved in A/P, the software asks the user if the PO is complete or if this is just a partial process against the purchase order.

**The same budget checking functionality that is in the Purchase Order grid is also in the Voucher and Adjustment grid. As the user adds or changes dollar amounts to a line in the grid and moves to the next line, the software performs the following calculation:**

**Revised Budget** (Adopted budget +/- Revisions) – **Expenditures to date** (ACTUAL - Year to date from AcctHist) – **Encumbered to date** (Saved purchase/open/change orders) – **This voucher = Budget remaining**

Provided that this calculation results in a positive amount remaining, there is no interaction with the user. If this calculation would cause that account/subaccount combination to be over budget, the system will respond according to options determined in setup. The user can be warned of the condition, restricted from continuing, or allowed to override with a password.

Since the main purpose of encumbrance is to assist management in remaining within their budget, we have provided access to a "Funds Available" inquiry screen from the Voucher and Adjustment screen, the Purchase Order screen, Requisition screen GL Journal Transaction screen and from a General Ledger menu option. A sample of this screen is shown on the front face of this document.

### Enhanced Focus on the Budget

ASI realizes that budgets are seldom cast in stone. For those organizations that are not bound by regulations prohibiting redistribution of budgeted funds, the Non-Profit Plus enhancement to Dynamics-SL allows the user to make amendments on the original budget.

The Adopted Budget is the amount originally approved by the organization's governing body as their budget. Amendments are changes made to the Adopted Budget to reflect redistribution of budgeted monies. Amendments may be entered through the same functionality as the Adopted Budget in that the user can distribute amounts evenly, manually, or, if modifying an existing amendment, redistribute by percentage. Amendments may also be entered like journal entries, creating and maintaining an auditable history of each amending transaction.

The Revised Budget is the net of the Adopted Budget and Amendments. When utilizing the Encumbrance Processing feature, this is the amount against which expended and encumbered amounts are compared to determine if a transaction will cause an account/subaccount/fiscal year combination to exceed its budget.

ASI-Non Profit Plus is Fund Accounting for Solomon developed by ASI for Microsoft Dynamics-SL®.