FIMS System Administrator Guide

System Configuration
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Task Checklists

MICRO EDGE®

NOTICE

Publication date: February 2007

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Basic Information

System Features

Designed for Charitable Organizations - All of the FIMS modules are designed specifically for charitable organizations. This is particularly important within the financial management area. Fund accounting, as practiced by many governmental agencies and universities, is substantially different from the fund accounting needs of charitable organizations. Charitable organizations often have a significantly larger number of funds, or multiple projects, and greater coding and reporting needs than other organizations.

Integrated Modules – All FIMS modules are designed to work in conjunction with each other. Integration eliminates the need for redundant data entry, which saves both user and system resources, and enhances data integrity. For example, you only need to enter name and address information into the system once (in the Profile Management module), and all of the other FIMS modules can access this information for reports or other purposes.

User Friendly, Yet Sophisticated - FIMS features the Progress language, online help, Data Grids, tabs, and menus for navigation and entry, the Windows calculator, and a full graphical user interface (GUI).

User Definable - FIMS is extremely flexible. You can create and define an unlimited number of codes. The system maintains data integrity by forcing the proper use of a valid code in each field, and drop-down boxes in code fields simplify the selection process.

The General Ledger account key is also user definable. This allows you to specify the names and lengths of up to eight separate General Ledger account segments, including the **Division**, **Class**, **Type**, **Sub-Type**, **Fund**, **Account**, **Functional Expense**, and **General Ledger Account Type**.

User Control for Reports - Users can easily control the selection criteria and sort order for all pre-designed system reports and control which fields to subtotal in financial reports. FIMS also provides several user-defined reports and exports that allow users to select the actual fields that they want to include in the exported data.

In addition to the pre-designed reports, FIMS includes the Results Report Writer, which allows users to create custom reports that incorporate data from multiple tables and provide users with full control over headers, footers, labels, and exporting.

Unlimited History- FIMS maintains a complete history of all transactions entered into the system, including transactions involving Gifts, Pledges, Grant and Scholarship Applications, Grants, Contacts, Accounts Payable, and General Ledger.

Inquiries - With the availability of historical data it is easy to perform instant on-screen inquiries in summary or detail for Donors, Grantees, Funds, or your organization's total activity.

System Security - A comprehensive security system allows the system administrator to easily control user access to all FIMS functions, including read or write access.

Progress Language - FIMS was created in the Progress relational database language. The Progress language is the best on the market today and runs on many different types of systems. It reduces development time and the amount of time that is necessary to implement custom programming or reports – resulting in more productive systems at the lowest possible cost.

Online Help – Comprehensive online help is included with FIMS. You can either view the help on your local system or view the most recent updates via the MicroEdge web site – both from integrated FIMS menus. You can also create your own user-defined help to document information and procedures that are specific to your organization's business processes.

Importing Data - The flexibility of the Progress language, along with FIMS' special conversion programs means that we can import much of your existing data into FIMS.

Exporting Data - FIMS has a powerful exporting capacity that allows user to export data into presentation, spreadsheet, or word processing software to create personalized letters, reports, or illustrations for a variety of purposes (for example, donor statements).

Common Terms

Active Record

The currently selected FIMS record Data accessed by clicking on FIMS tabs is related to the active record.

Affiliation Code

A code which determines how a Profile is classified, normally used to determine groups for mailing or reporting purposes. Examples include **Prspct**, **BOD** (Board of Directors), **Planr** (Estate planner), and **Party** (invitee). The automatic affiliations specified in Tools / System Utilities / System Initial Setup / Mailing Setup, the "Vendor" code, and the “Schol” (scholarship applicant) code should not be applied manually: they will automatically be added to Profiles.

Alphanumeric Field

A field that can contain alphabetic and numeric characters.

Apply Date

The date which determines the financial period that a transaction affects.

Ascending

Sorting an alphanumeric field so that spaces (blanks) come first, followed by numbers, then assorted odd characters (\, [,], ^, _, `, {, |, }, ~), then the familiar alphabetical order (A,B,C ...etc.).

ASCII File

(American Standards Committee for Information Interchange) - A data file that uses only the common ASCII characters so that it can be shared by many standard DOS applications. FIMS exports data to ASCII files for merging into word processors, spreadsheets, or graphics programs.

Backup

The periodic process in which the information stored on a computer system is copied to another server or some form of magnetic media and stored for safe keeping.

Button

A graphic that you can click on to initiate a function within FIMS. Buttons are graphical representations of menu selections.

Checkbox

Square box on a dialog box that you can select or clear to turn an option on or off. More than one checkbox can be selected at a time.

Codes

Codes associated with a FIMS records allow them to be identified and classified. The coding within FIMS is user definable and virtually unlimited.

Data Grid

A lookup list of important records (for example, Profiles, Funds, or Gifts) where you can select a specific record to view, edit, or link a Profile or Fund with a transaction (for example, linking a Donor with a Gift)

Data Source File

An information file that is exported from FIMS for use in MS Office applications such as Word and Excel.

Data Window

The screen area below the toolbar in FIMS windows, used to display and modify database information.

Database

A collection of data that you can search systematically to maintain and retrieve information.

Note: FIMS stores and retrieves information using a *relational database*.

Date Field

A field that must contain a valid date (for example, 01/01/2009). Most date fields in FIMS also have drop-down lists associated with them that open a calendar where you can select the appropriate date.

Desktop

In Microsoft Windows, the desktop is the on-screen work area where windows, icons, menus, and dialog boxes appear.

Detail Information

Refers to showing information with all of the detail that is available. For example, if a donor gave four gifts in a year, a report would show a line for each of the four gifts with the individual gift amounts, dates and other coding.

Drop-Down List

A menu or selection list that is displayed by clicking an arrow in a code or date field, which groups related commands.

Export

The creation of a data file on disk that contains FIMS data. The information in this file can then be imported for use by other programs.

The most common kind of export in FIMS creates a data file for merging into a word processing document to create form letters.

Field

A unit of information in a record.

File

A collection of data stored on a disk with a unique filename. (for example, word processing documents, spreadsheets, programs).

> **Example:** Gift acknowledgement information is exported to create a data file for merging into thank you letters.

In the FIMS database, a file refers to a collection of similar records (for example, Gift History records). *Also known as a table.*

> **Example:** When Application records are posted, approvals are recorded in the Grants file.

File Maintenance

Groups of processes for each module that allow users to add, change, or delete records and maintain codes. A File Maintenance menu is available from every FIMS module.

FIMS (Foundation Information Management System)

A suite of integrated modules that work together within a single relational database. Since FIMS is an integrated system, it allows a single point of data entry, increased reliability, and instant access to information for reports and queries.

Refer to the *FIMS Overview* in the *Introduction* for more information.

FIMS Navigator

The first window that opens when you start FIMS. The Navigator provides a visual layout of the main FIMS modules and how they interact with each other. It is also a graphical main menu that you can use to access all of the main modules.

FIMS Reports

The standard sort and select process which, for many FIMS reports, determines the records that are to be included in the report and the sort order in which they are printed.

FIMS Viewer

The window that opens when you choose to send reports to the screen.

Function Keys

Standard keys (usually located near the top of the keyboard), labeled F1 through F12 that you can use to perform several programmed functions in FIMS.

Graphical User Interface (GUI)

A computer display environment that uses graphics-based screen options, usually in the form of buttons or menus, to allow users to enter commands.

Icon

Similar to a button – an icon is a graphic that you can click to initiate a function (e.g., double-click the FIMS icon on your Windows desktop to open FIMS).

Keyboard Shortcut

A key or combination of keys that you can press on your keyboard to accomplish a task in FIMS. Refer to *Keyboard Shortcuts* in the *Introduction* for more information about specific shortcuts that are available.

Logical Field

A field that can contain either of two values such as yes/no, true/false, individual/organization or cash/accrual.

Menu

Provides a list of commands that you can perform in FIMS.

Mnemonic

A device (such as a formula or rhyme) that you can use as an aid in remembering. We recommend that you set up your codes with mnemonic names to make them easy to recognize.

Navigator

See *FIMS Navigator*.

Network File Server

See *Server*.

Numeric Field

A field that only accepts the digits, 0 through 9, along with decimals and sign characters.

Password

A string of characters that must be entered in order to authorize permission for a user to gain access to a computer system (e.g., FIMS). Passwords are used in conjunction with *User Names* that identify each user of the system.

ProControl

The utility that stops and starts your FIMS databases (Progress Version 9 and greater). Refer to *Using ProControl* for more information.

Progress

The language that FIMS is written in. Every organization that uses FIMS must have a Progress license before FIMS is installed.

Radio Button

The round buttons in dialog boxes that you can select to make one choice from among several items (also known as option buttons because you can only select one option at a time).

Record

A group of fields within a file or table (for example, Profile, Donor, Grantee and Contact records).

Relational Database

A database that functions through a collection of tables (files), records, and fields. The table is similar to a file folder. It holds the records, which are like a document in the folder. The records, in turn, hold fields, which are like data elements within the document (for example, name, address, zip code).

Right-Click

Using the right mouse button to access a special menu or function.

Selecting

In FIMS reports, selecting allows you to choose to report on a subset of a particular file (for instance, the gifts for the current month or Profile records that have an Affiliation code of Prospect).

In FIMS Data Grids, selecting means to highlight a record in the list.

Server

In a networked group of computers, the server is the computer that manages file sharing, system security, and station-to-station communication.

Supertab

A group of related windows tabs within a single module.

Tab

A means of displaying titles and navigating to related data areas in a window (similar to the way the tab on a manila folder helps to identify the folder contents).

Table

A collection of similar records (for example, Gift History records) in the FIMS database.

Also known as a *File.*

Tagging

In FIMS Data Grids, tagging a record places a checkmark next to it, which remains even when you select and/or tag other records. This can be useful for running reports, or seeing a group of related records grouped together.

Toolbar

Located near the top of most FIMS windows, the toolbar provides shortcuts to frequently used commands.

User Defined Code

Code that the user creates, defines and maintains to categorize records (Profiles, Gifts, Grants, Funds, etc.) The fields for which the codes are intended are usually fixed in the Social Service Agency.

User Defined Export

FIMS exports that allow you to select the fields you want to export (standard exports do not provide this ability).

User Name

The name that must be entered in order to authorize permission for a user to gain access to a computer system (e.g., FIMS). *Passwords* are used in conjunction with User Names to fully identify each user.

VCR Buttons

A series of toolbar buttons that allow you to browse to the first, last, next, or previous record a FIMS database table.

WebEx

Online web conferencing solution (*www.webex.com*) that FIMS staff use to provide training and support over the Internet.

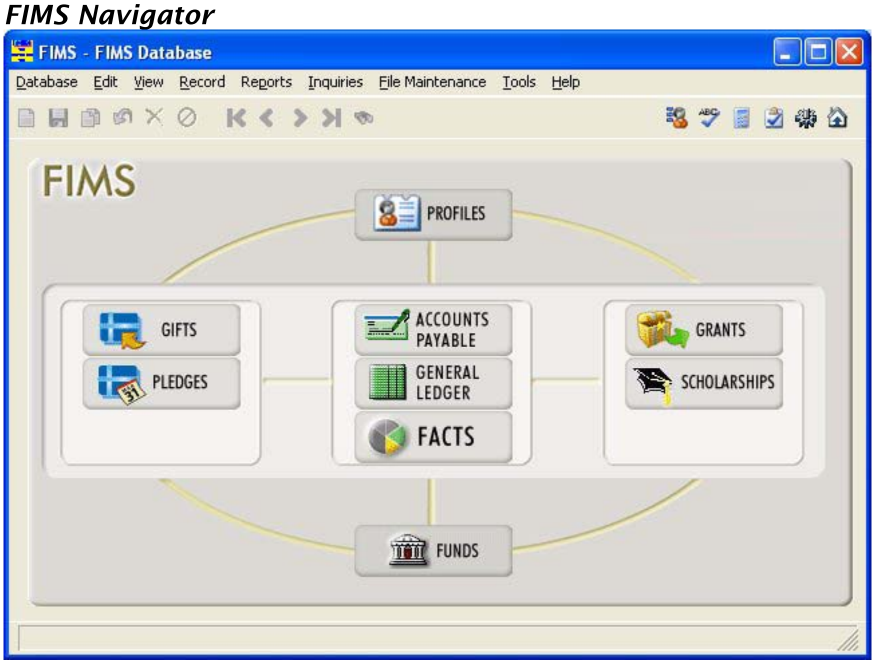
Navigating in FIMS

FIMS menus and toolbars conform to standard Windows conventions. You can access most FIMS functions by selecting a menu option. A toolbar below the menu bar provides access to functions that are specific to the current module.

Each module uses tabs and supertabs to organize functions and data. You can navigate between data fields by using your mouse, or by pressing the **Tab** or **Enter** keys on the keyboard.

The FIMS Navigator is the first window you see after you log into FIMS. It provides a visual layout of the main FIMS modules and how they interact with each other. It also allows you to open any FIMS module by clicking on the graphic associated with the desired module.

FIMS Navigator



Keyboard Shortcuts

You can use the following keyboard shortcuts to perform various tasks in FIMS:

Shortcut	***Function***
F2	Opens the user-defined **FIMS Help** window, where you can enter your own help information for a particular field, tab, or window in FIMS. Refer to *User-Defined FIMS Help* for more information on configuring your own help information. ***Note:*** This is not the same as the FIMS online help system, which contains the same information as the FIMS User Guide. You can access FIMS online help by selecting **Help / FIMS Help.**
F3	Opens the Data Grid associated with the type of record you are currently viewing (for example, if you are viewing an Application record, pressing F3 will open the Applications Data Grid).
F6	Displays the available options for code fields, date fields, or lookup lists.
F8	Clears all text to the right of the cursor in many FIMS data fields.
F10	Opens a **Show Procedure** window that displays the Progress field name for the current field. ***Note:*** If you use this method to find out field names, make sure you clear the **Show Filenames Before Executing Procedures** checkbox so the **Show Procedure** window does not open before running procedures.
Enter	Either moves the cursor to the next data field on the page, or, if a button is in focus, acts as though the button was clicked. ***Note:*** If you press **Enter** in a **Note** or **Comment** field, it will act as a carriage return and move the cursor down one line instead of moving it to the next field. **Recommendation:** Use the **Tab** key instead of the **Enter** key to move between data entry fields. Use Enter as an alternative to your mouse for “clicking” buttons.

Shortcut	***Function***
Tab	Moves the cursor to the next data field on the page. **Recommendation:** Use the **Tab** key instead of the **Enter** key to move between data entry fields.
Shift+Tab	Moves the cursor to the previous data field on the page.
Up/Down Arrow	Moves up or down one line in Data Grids.
Page Up/Down	Moves up or down one full page in Data Grids.
Ctrl+Home	Moves to the first record in a Data Grid.
Ctrl+End	Moves to the last record in a Data Grid.
= (equal) or + (plus)	Pressing either of these keys in a date field will increase the date by one day. ***Note:*** If the date field is blank, pressing either key will insert the current date in the field.
- (dash) or _ (underscore)	Pressing either of these keys in a date field will decrease the date by one day. ***Note:*** If the date field is blank, pressing either key will insert the current date in the field.
F2	Opens the **FIMS Help** window, where you can enter your own help information for a particular field, tab, or window in FIMS. ***Note:*** This is not the same as the WinFIMS online help system, which contains the same information as the User Guide. You can access WinFIMS online help by selecting **Help / WinFIMS Help**.
F3	Opens the Data Grid, which allows you to search for records.
F6	Displays the available options for code fields, date fields, or lookup lists.
F8	Clears all text to the right of the cursor in many FIMS data fields.

Shortcut	***Function***
Enter	Moves the cursor to the next data field on the page. ***Note:*** If you press **Enter** in a **Note** or **Comment** field, it will act as a carriage return and move the cursor down one line instead of moving it to the next field. **Recommendation:** Use the **Tab** key instead of the **Enter** key to move between data entry fields. Use Enter as an alternative to your mouse for clicking buttons.
Tab	Moves the cursor to the next data field on the page. **Recommendation:** Use the **Tab** key instead of the **Enter** key to move between data entry fields.
Shift+Tab	Moves the cursor to the previous data field on the page.
Up/Down Arrow	Moves up or down one line in Data Grids.
Page Up/Down	Moves up or down one full page in Data Grids.
Ctrl+Home	Moves to the first record in a Data Grid.
Ctrl+End	Moves to the last record in a Data Grid.
= (equal) or + (plus)	Pressing either of these keys in a date field will increase the date by one day. ***Note:*** If the date field is blank, pressing either key will insert the current date in the field.
- (dash) or _ (underscore)	Pressing either of these keys in a date field will decrease the date by one day. ***Note:*** If the date field is blank, pressing either key will insert the current date in the field.
T	Enter a "T" in any date field to enter today's date in the field.

Using WebEx for Remote Support

FIMS Support uses WebEx to provide remote support and to conduct live, online training sessions and online optimization analysis.

WebEx System Requirements

In order to use WebEx for support or distance learning, you should have the following hardware and software:

- Intel Pentium Processor, 166Mhz or greater.
- Windows 98, NT, 2000, or XP.
- 56kbps Internet connection or greater. We recommend a faster connection for improved performance.
- JavaScript, Cookies, and ActiveX enabled on your browser.

Connecting via WebEx

Note: If you are signing onto a scheduled training, you should test and configure your browser before the session is scheduled to begin.

Note: If you are using WebEx for support, the support staff member will be on the phone with you at the same time, to help guide you through the connection process.

Testing and Configuring Your Browser to Use WebEx

If you are using WebEx for the first time, or if you are accessing WebEx from a different workstation, you will have to set up WebEx on the machine you are using.

1. Open your web browser and go to **https://adventsoftware.webex.com**.

   Note: You can also access WebEx for support by selecting **Help / FIMS WebEx Support** from within FIMS.

   Note: If you receive an email with the URL, you can simply click the link in the email message.

2. Click the **New User** link in the left-hand navigation pane.
3. Click the **Set Up** button to begin the setup process.
4. If you see a message asking if you want to install and run "WebEx Client," click **Yes**. The process may take anywhere from a few seconds to a few minutes, depending on the speed of your Internet connection.
5. When the process is complete, click **OK**.

Note: If you experience any difficulty, please contact WebEx Support by phone at (408) 435-7008 or by email at **support@webex.com**.

Connecting to WebEx for Training or Support

1. Open your web browser and go to **https://adventsoftware.webex.com**.

   Note: You can also access WebEx for support by selecting **Help / FIMS WebEx Support** from within FIMS.

   Note: If you receive an email with the URL, you can simply click the link in the email message.

2. Enter the **Support Session Number** (FIMS Support will give you this number) and click the **Submit** button.

   Note: If this is your first time using WebEx, or if you are accessing WebEx from a different workstation, you will have to set up WebEx on the machine you are using. Refer to *Testing and Configuring Your Browser to Use WebEx* for more information.

System Configuration

Standalone FIMS Installations

System Requirements (Standalone FIMS)

Recommended Configuration:

System:

- **Processor:** Pentium 4 Processor at 2.5 GHz or higher.
- **Hard Drive:** 2GB of free space on the hard drive.
- **Memory:** 512 MB SDRAM.
- **Video Card:** 64MB video card.
- **Operating System:** Windows XP Professional.

Additional Recommendations:

The following items are not required to run FIMS, but are recommended.

- **Internet Connection:** Dedicated Internet connection via DSL, ISDN, or T1 Line.
- **Modem:** 56,000 BPS (baud rate) or higher.
- **Web Browser:** Microsoft Internet Explorer 6 or higher.
- **Office Software:** Microsoft Office 2003.

Minimum Configuration:

System:

- **Processor:** 2.0 GHz processor.
- **Hard Drive:** 1GB of free space on the hard drive.
- **Memory:** 256 MB SDRAM.

- **Video Card:** 32MB video card.
- **Operating System:** Windows 2000 or higher. FIMS Version 11 will not run properly with earlier versions of Windows.

Additional Recommendations:

The following items are not required to run FIMS, but are recommended.

- **Internet Connection:** Dedicated Internet connection via DSL, ISDN, or T1 Line.
- **Modem:** 56,000 BPS (baud rate) or higher.
- **Web Browser:** Microsoft Internet Explorer 6 or higher.
- **Office Software:** Microsoft Office 2000.

Location of FIMS Databases (Standalone)

After FIMS is installed you will find some new directories off the root level of your hard drive. Normally two databases will be installed – a Test and Learn database (in the **Demo** directory), and your organization’s main (live) database (in the **Found** directory).You can periodically copy your live database to the test database directory in order to train and test procedures with data that is virtually identical to your live data. Please contact FIMS Support to help you with this process.

Live Database

- **C:\Found**
    - **Found.D1 (live database file).**
    - **Found.B1 (Before Image file – protecting against a database crash).**
    - **Found.LG (Log File – tracks user activity).**
    - **Found.DB (pointer file that directs you to the B1 and D1 files).**
    - **Found.ST (file that sets the path of each database).**

Test and Learn Database:

- **C:\Demo**
  - **Found.D1 (actual data).**
  - **Found.B1 (Before Image file – protecting against a database crash).**
  - **Found.LG (Log File – tracks user activity).**
  - **Found.DB (pointer file that directs you to the B1 and D1 files).**
  - **Found.ST (file that sets the path of each database).**

Location of Key Files for FIMS (Standalone)

FIMS Compiled Application Programs and Source Code

The FIMS system itself, the files that contain the compiled programs and the source code, are located in a subdirectory of FOUND, named FIMS (**C:\FOUND\FIMS**).

Progress Client Software and the Results Report Writer are located in the **C:\DLC** directory.

FIMS Lock Files

If FIMS abnormally terminates (for example, if you lose power or Windows crashes while you are running FIMS), a lock file will be created on the machine where FIMS is installed that may prevent you from restarting FIMS (or rerunning an interrupted FIMS procedure). Please contact FIMS Support for help removing this file and restarting FIMS (or rerunning an interrupted process).

Note: Refer to *Clearing Process Lock Flags* for more information.

Windows Network FIMS Installations

System Requirements (Network FIMS Installations)

Recommended Configuration:

- **Processor:** 2.4 GHz or higher.
- **Hard Drive:** RAID 0 or 1. Please note that RAID 5 is not recommended with Progress software.
- **Memory:** 1GB SDRAM.
- **Operating System:** Windows 2003 Server.
- **Backup capabilities:** CD for single user. DVD burner, tape backup, or online backup company for multiple users.

Minimum Configuration:

- **Processor:** 2.0 GHz or higher.
- **Hard Drive:** At least 2GB of free space on the hard drive.
- **Memory:** 1GB SDRAM.
- **Operating System:** Windows 2000 Server or Advanced Server.
- **Backup capabilities:** CD for single user. DVD burner, tape backup, or online backup company for multiple users.

Location of Key Files Relating to FIMS

FIMS programs and data files will be installed in a shared directory on your Windows server. The exact location of the directory will vary, depending on the existing directory structure on the server.

MicroEdge will generally install FIMS in a directory called NPO (for example, c:\NPO). This directory will have three sub-directories:

- **\NPO\DLC** – Progress database server programs, including the Progress Client and Results Report Writer.
- **\NPO\FOUND** – (and subdirectories) Live database, FIMS compiled programs, and source code.

- **\NPO\DEMO** – Test and Learn database.

Note: Each workstation will be mapped to the **NPO** directory on the server. For example, if the database is in the server directory **C:\NPO\FOUND**, the workstation might have its **N** drive mapped to **\\<servername>\NPO**.

Data Files

When FIMS is installed to allow multi-user access on a Windows network, two separate databases are installed in separate directories on the file server:

Live Database

- **Found**
    - **Found.D1 (actual data).**
    - **Found.B1 (Before Image file – protecting against a database crash).**
    - **Found.LG (Log File – tracks user activity).**
    - **Found.DB (pointer file that directs you to the B1 and D1 files).**
    - **Found.ST (file that sets the path of each database).**

Test and Learn Database:

- **Demo**
    - **Found.D1 (actual data).**
    - **Found.B1 (Before Image file – protecting against a database crash).**
    - **Found.LG (Log File – tracks user activity).**
    - **Found.DB (pointer file that directs you to the B1 and D1 files).**
    - **Found.ST (file that sets the path of each database).**

When FIMS is installed, the Demo database is initially populated with test data that you can use for training and testing before working with your live data.

Copying Live Data to the Demo Database

You can periodically copy your live data to the Demo database, keeping it current and more useful for testing.

Important: You should only do this after the implementation and training process is complete.

Please contact FIMS Support to configure your system to automate this process. When the system is configured, a **Copy Live to Demo** icon will be available on your server. You can use this icon to copy your live data to the demo database.

You must shut down your databases before attempting to copy your live database to your demo database.

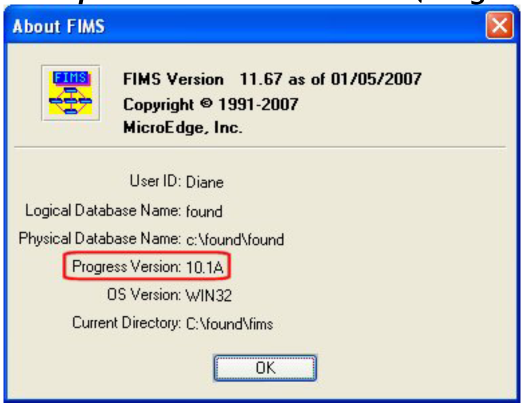
1. Double-click the **Stop All Databases** icon to shut down your databases. Refer to *Shutting Down the Databases* for more information.
2. Double-click the **Copy Live to Demo** icon.
3. When prompted, enter **Y** and then press **Enter** to start the copy process.
4. When the process is complete, double-click the **Start All Databases** icon to restart your databases. Refer to *Restarting the Databases* for more information.

Progress Database

It is important to have the latest version of Progress in order to take advantage of the new features that are a part of each FIMS upgrade. Progress Version 9.1D or greater is required to run FIMS version 11 and higher.

If you are not sure what version of Progress you are using, open FIMS and select **Help / About FIMS**. The current Progress version appears along with other information about the system.

Example: About FIMS Window (Progress Version)

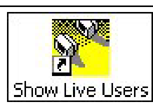
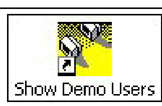


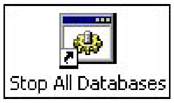
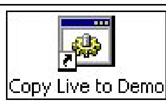
Unloading and Loading the Progress Server

When FIMS is installed on a server with Progress version 9, it is set up as a service. This allows the databases to start up automatically when the server is rebooted. The ProControl utility manages the databases on the server for you.

Desktop Icons

Several icons are added to your server's desktop when FIMS is installed. These icons allow you to view the users that are logged into the database, start and shutdown the database, and copy live data to the demo database (for testing and training purposes).

Icon	*Description*
 ProControl	Opens the ProControl utility, which allows you to start and shut down the FIMS databases.
 Show Live Users	Allows you to view all users who are logged into the live FIMS database. You can also use this icon to disconnect a user that is locked up in FIMS. ***Note:*** Do not use this icon to shut down the database.
 Show Demo Users	Allows you to view all users who are logged into the demo (Test and Learn) FIMS database. You can also use this icon to disconnect a user that is locked up in FIMS. ***Note:*** Do not use this icon to shut down the database.

Icon	***Description***
 Stop All Databases	Stops both the live and demo FIMS databases. This is useful for quickly stopping your databases, instead of using ProControl. You can also use this command with your backup software to automatically stop the databases before the nightly backup. ***Note:*** Refer to *Using ProControl* for more information about stopping your databases with ProControl.
 Start All Databases	Starts both the live and demo FIMS databases. This is useful for quickly starting your databases, instead of using ProControl. You can also use this command with your backup software to automatically start the databases after the nightly backup. ***Note:*** Refer to *Using ProControl* for more information about starting your databases with ProControl.
 Copy Live to Demo	Copies the data from your live database into the demo database. This is useful for testing procedures before running them on your live data. ***Note:*** This icon is not added when FIMS is first installed (because copying live data to the demo database will overwrite any training data). Please contact FIMS Support when you are ready to add this icon to your server. ***Note:*** You must shut down your databases prior to copying your live database into your demo database. Refer to *Shutting Down the Databases* for more information.

Setting Up FIMS Clients on Individual Workstations

Once you have FIMS set up on the server, do the following to set up the FIMS client on individual workstations that are connected to the server.

Important: TCP/IP must be installed and configured on each workstation you want to set up

1. Map the **N** drive on the workstation to **\\<servername>\npo** (where <servername> is the name of your FIMS server).

   Note: Be sure to select the **Reconnect at Logon** checkbox when you map the drive.

2. Copy the **FIMS.lnk** file from **N:\Found** to the desktop of the workstation. When you are finished, the properties of the FIMS shortcut should be:

Target = n:\dlc\bin\prowin32.exe –pf n:\found\wfound.pf –ini n:\found\fims\fims.ini

Start in = n:\found\fims

Shutting Down the Databases

All FIMS users must exit FIMS before you shut down the databases.

Network users may continue to use other system applications on the server when you shut down the databases, but if you are preparing to back up the system, users should generally log out of the server entirely.

Important: Always shut down the databases before you power down the file server.

1. At the file server, log in as the System Administrator.
2. Double-click the **Show Live Users** icon to make sure that all FIMS users have logged out of the live database.
3. Double-click the **Show Demo Users** icon to make sure that all FIMS users have logged out of the demo (Test and Learn) database.
4. Double-click the **Stop All Databases** icon. A DOS window opens for approximately 10 seconds, runs the shutdown command, and closes.

5. If you want to verify that the databases shut down successfully, double-click the **ProControl** icon and click the **Detail** button. Each database should have a red **X** next to it, indicating that it is shut down.

Note: If you encounter difficulties either stopping or restarting the databases, please call FIMS Support.

Restarting the Databases

After you reboot the server, the databases should start automatically. If you want to verify that the databases started successfully, double-click the **ProControl** icon and click the **Detail** button. Each database should have a green checkmark next to it, indicating that they are running.

Note: If you encounter any difficulties stopping or restarting the databases, please contact FIMS Support.

Using ProControl

ProControl is the utility that stops and starts your FIMS databases.

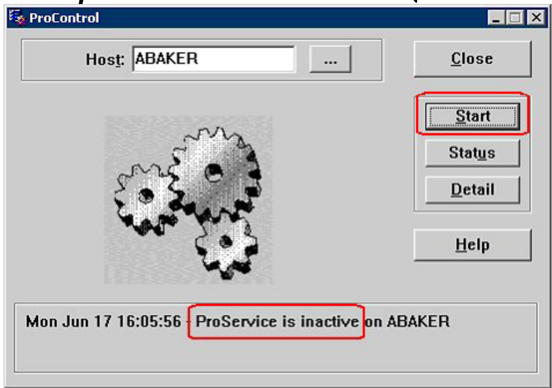
Important: Always shut down the FIMS databases before you reboot your server or perform a backup.

Checking the Status of ProService

ProService is the service that automatically starts or shuts down your databases. It must be active in order to provide this functionality. ProService is automatically set to start up when your server restarts. You can check to make sure that it is active by doing the following:

1. Click the **ProControl** icon on your desktop. The ProControl window opens, displaying the current status of the service.
2. The message at the bottom of the window should say **ProService is Active**. If it says **ProService is Inactive**, click the **Start** button.

Example: ProControl Window (ProService Inactive)

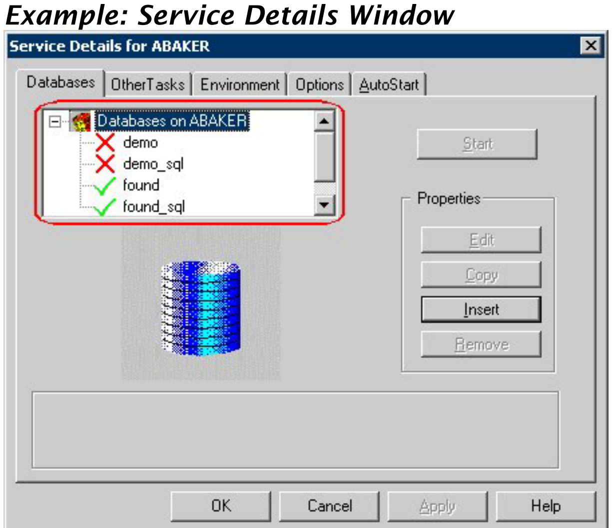


Note: If ProService continues to be inactive after you click the **Start** button, please contact FIMS Support.

Checking the Status of your Databases

Once ProService is active, click the **Detail** button on the ProControl window. The **Service Details** window opens.

Example: Service Details Window



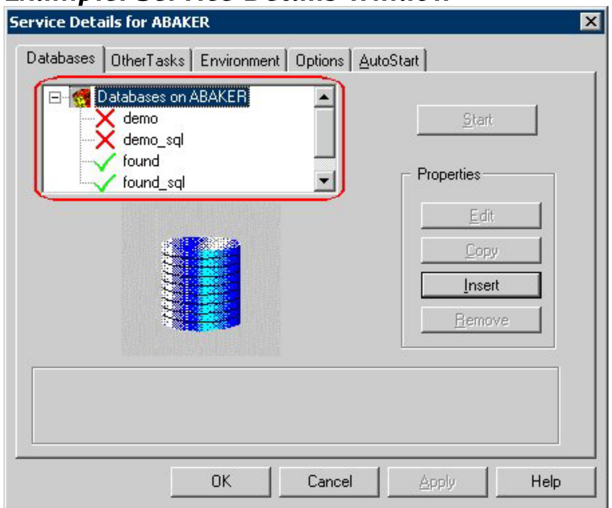
Note: You should see four databases (**found_sql**, **found**, **demo_sql**, and **demo**).

If the databases are started, they will have green checkmarks next to them. If the databases are stopped, they will have red Xs next to them.

Starting Databases Using ProControl

1. Click the **Detail** button on the ProControl window. The **Service Details** window opens.

Example: Service Details Window



2. Select the database that you want to start and then click the **Start** button. A green checkmark should appear next to the selected database.

   Note: You should always start the databases in the following order:

   - found_sql
   - demo_sql
   - found
   - demo

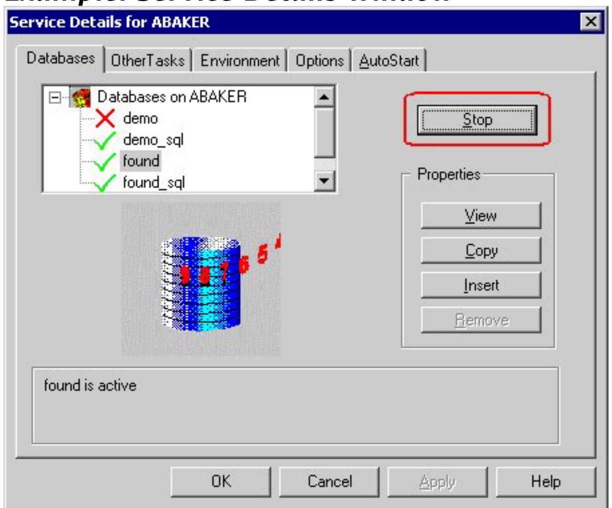
   Note: When you start each database, a message will appear in the window telling you either that the database has started or that there was a problem. If the message says anything other than that the database is active or if the green checkmark does not appear next to the selected database, please contact FIMS Support.

3. Repeat this process to start the remaining databases.
4. When you are finished starting the databases, click **OK**.

Stopping Databases Using ProControl

1. Click the **Detail** button on the ProControl window. The **Service Details** window opens.

   Example: Service Details Window

2. Select the database that you want to stop and then click the **Stop** button. A red X should appear next to the selected database.

   Note: You should always stop the _sql databases (**found_sql** and **demo_sql**) first. Once the _sql databases are stopped, the other databases (**found** and **demo**) will stop automatically.

3. Repeat this process to stop any remaining databases.

4. When you are finished stopping the databases, click **OK**.

Tools and System Utilities

FIMS Tools and System Utilities

FIMS Tools and System Utilities allow you to configure user and system options in FIMS.

- **Tools:** Includes basic utilities for all users, such as a spell checker and a calculator. Also includes System Utilities and User Preferences. Refer to *Running FIMS Tools* for more information.
- **System Utilities:** A group of utilities that allow you to configure default settings, set system security, update codes, maintain required fields, and more. Refer to the *System Utilities Menu* for a full list of the utilities that are available.
- **System Initial Setup:** Default settings for most FIMS modules. Many processes throughout FIMS refer to these settings to get information regarding Posting, Mailing, Gifts and Grants, and Word Processing. Refer to *Using System Initial Setup* for more information.
- **System Options:** FIMS settings that apply to the whole system, rather than to a single user.
  Note: Several System Options can be overridden for a specific user via User Preferences. Refer to *Changing User Preferences* for more information.
- **User Preferences:** FIMS settings that apply to the current user, rather than to the whole system (e.g., color preferences). Refer to *Changing User Preferences* for more information.

Running FIMS Tools

Tools Menu

The **Tools** menu offers a number of choices that you can use to configure user and system options for FIMS.

Menu Item	***Function***
Spell Checker	Opens the FIMS spelling and grammar checking tool for text fields. ***Note:*** You can also access the spell checker by clicking the Spell Checker button on the toolbar or by pressing **Alt+F7** on your keyboard.
Calculator	Opens the standard Windows calculator. ***Note:*** You can also access the calculator by clicking the Calculator button on the toolbar or by pressing **Alt+Ctrl+C** on your keyboard.
Change User Password	Allows you to change your FIMS password.
User Preferences	Allows you to configure several default settings for FIMS on your system. For example, you can choose the module that you want to open by default when you start FIMS, set the colors of various screen components, or set the default directory for saving reports. Refer to *Changing User Preferences* for more information.
Change User Login	Allows you to log into FIMS as a different user.
System Utilities	Opens a sub-menu that provides access to configure FIMS system options. Refer to the *System Utilities Menu* for more information.

Changing User Passwords

The **Change User Password** utility allows you to change the password that you use to log into FIMS.

1. Select **Tools / System Utilities / Change User Password.** The **Change User Password** window opens.

   Change User Password Window

   Note: For security reasons, the password will not appear on the screen in any of these fields.

2. In the **Old Password** field, enter your current password.
3. In the **New Password** field, enter the new password that you want to use.
4. In the **Confirm Password** field, enter your new password again. This helps to ensure that you spelled your password correctly.
5. Click **OK**.

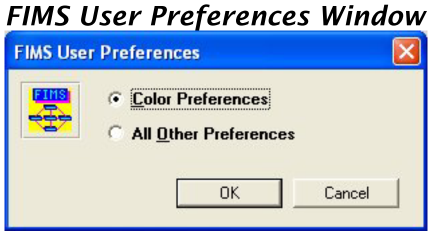
Changing User Preferences

Several FIMS options can be custom-tailored. For example, you can choose the module that you want to open by default when you start FIMS, set the colors of various screen components, or set the default directory for saving reports. These user preferences override any System Options for the user who configures them. It does not override System Options for any other users.

Setting Color Preferences

1. Select **Tools/User Preferences.** The **FIMS User Preferences** window opens.

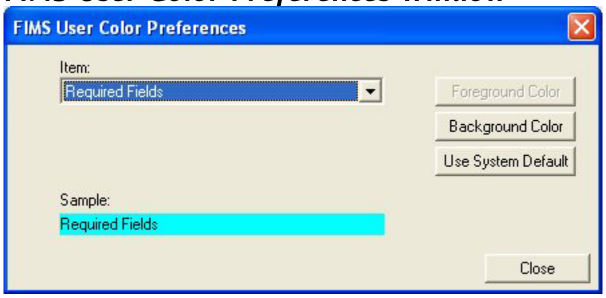
   FIMS User Preferences Window

2. Select the **Color Preferences** radio button, and then click **OK.** The **FIMS**

User Color Preferences window opens.

FIMS User Color Preferences Window



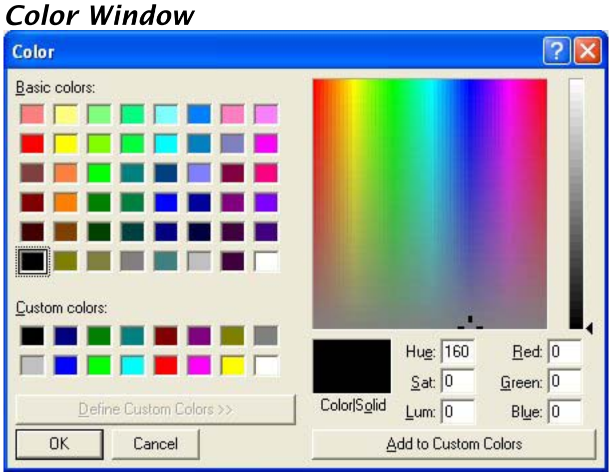
3. Click the arrow in the **Item** drop down box and select the screen element whose color you want to change:

   - **Module Title Bar:** Sets the color of the title bar for each module (not for the entire FIMS window).
   - **Required Fields:** Sets the color you want to use to highlight required fields.
   - **Disabled Text:** Sets the color you want to use to set disabled text (unavailable fields) apart from available fields.
   - **Tab with Data:** Sets the color of the text on a tab that contains data.
   - **Tab without Data:** Sets the color of the text on a tab that does not contain data.

Note: The **Sample** section at the bottom of the window displays the current settings for the selected item.

4. Do one of the following:
   - If you want to set the colors to the default values, click the **Use System Defaults** button.
   - If you want to set a foreground color (for example, the text color on a tab), click the **Foreground Color** button.
   - If you want to set a background color (for example the highlight color for required fields), click the **Background Color** button.
5. If you clicked either the **Foreground Color** or **Background Color** button, the **Color** window opens.

   Color Window

6. Select the color that you want to apply to the selected item, and then click **OK.**
7. Repeat this process for any other items whose color you want to change. When you are finished, click the **Close** button in the **FIMS Color User Preferences** window.

Setting Other Preferences

There are several user preferences that you can change, other than color preferences (for example, the default directory to save text from the FIMS Viewer). These settings are kept in a user **.ini** file on your hard drive, but you can edit them directly in FIMS.

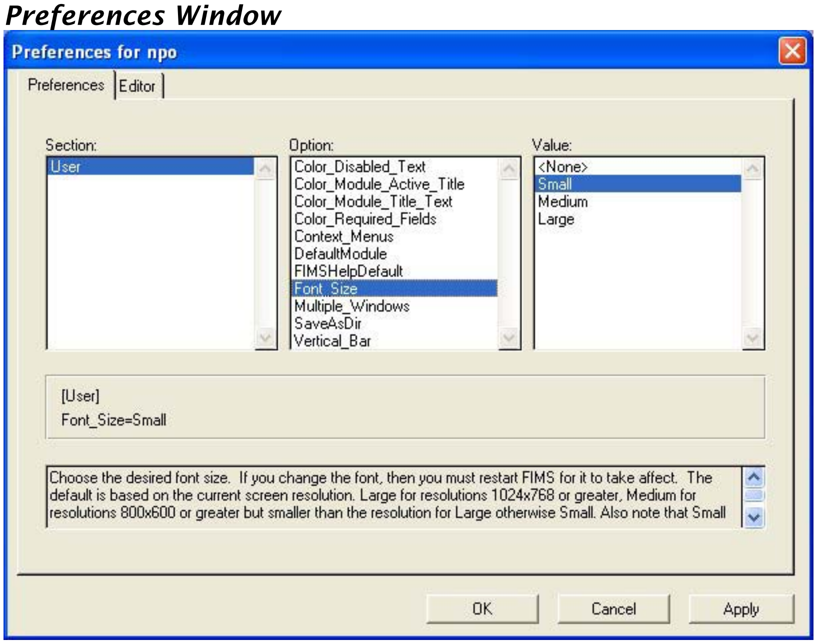
Note: Refer to *User Option Settings* for detailed information about each option you can change and their available values.

1. Select **Tools/User Preferences.** The **FIMS User Preferences** window opens.

FIMS User Preferences Window

2. Select the **All Other Preferences** radio button, and then click **OK.** The **Preferences** window opens.

Preferences Window



The **Preferences** tab is divided into three sections:

- **Section:** The section of the **.ini** file where the preferences can be found (in this case, User is the only available section).
- **Option:** The configuration feature that is affected by user preferences (for example, the color of disabled text or the default module that opens when you start FIMS).
- **Value:** The available settings for each option.

3. Select the **Option** that you want to change. The list of available settings for the selected option appears in the **Value** section.
4. Select the desired **Value** and then click the **Apply** button.

Note: Refer to *User Option Settings* for detailed information on each option you can change and their available values.

5. Repeat this process for any other options you want to change. When you are finished, click **OK**.

User Option Settings

The following list of options provides detail about user preferences and their available values.

Note: The available options will change as new features are added to the system. Please contact FIMS Support with any questions.

Note: This list includes color options and other user options. Although you can set color options here, you may find it easier to set them in the **Color Preferences** window. Refer to *Setting Color Preferences* for more information.

Option	*Value*	*Description*
Color Disabled Text	RGB Color Codes	The RGB values of the color you want to use for disabled (unavailable) text. The background for disabled fields is light gray. The default disabled text color is dark gray (**128,128,128**). *Note:* Changing this value affects disabled text throughout Windows (not just in FIMS). *Note:* If you select **<None>**, the color is set to the default from your Windows display settings.
Color Module Active Title	RGB Color Codes	The RGB values of the color you want to use for the module title bar. *Note:* If you select **<None>**, the color is set to the default from your Windows display settings.
Color Module Title Text	RGB Color Codes	The RGB values of the color you want to use for the text on the module title bar. *Note:* White (255, 255, 255) is the best choice if you are using a dark-hued background color. *Note:* If you select **<None>**, the color is set to the default from your Windows display settings.

Option	***Value***	***Description***
Color Required Fields	RGB Color Codes	The RGB values of the color you want to use to highlight required fields. The default value is yellow (**255,255,0**).
Context Menus	Yes No	Determines whether you want the **Reports** and **File Maintenance** menus to be context-sensitive (to automatically change when you switch modules). The default value is **Yes**.
Default Module	<Default Module Name>	The module that you want to open automatically when you start FIMS. If you select **<None>**, the FIMS Navigator will open when you start FIMS.
FIMSHelp Default	1 2	The FIMS Help page that you want to open when you press F2 on the keyboard. If you select **1**, the **FIMS Notes** page (read-only) will open by default. If you select **2**, the **User Notes** (editable) page will open by default.

Option	***Value***	***Description***
Font Size	Small Medium Large	The font size that you want to use for viewing text and objects within FIMS. The default value is based on the screen resolution on your system (but you can select the desired font size to override the default). **Small:** Sets the font size to **8** and the screen size to **640x480**. This font is available for all screen resolutions. **Medium:** Sets the font size to **10** and the screen size to **800x600**. This font is available for screen resolutions of 800x600 or higher. **Large:** Sets the font size to **12** and the screen size to **1024x768.** This size is available for screen resolutions or 1024.768 or higher. ***Note:*** Changing the font size will also change the size of the FIMS window and any objects within the window. For example, setting the font size to Large also sets the size of the FIMS window to 1024x768 (so it would take up the entire screen if your resolution was set to 1024x768). ***Note:*** The font style will always be MS Sans Serif, regardless of the size.
Multiple Windows	Yes No	Determines whether each FIMS module will open in a separate window. Choose **Yes** to use multiple windows or **No** to use a single window. ***Note:*** If you select <**None**>, the Multiple Windows setting selected via System Options will be used. Otherwise, the User Preference setting overrides the System Option setting.

Option	***Value***	***Description***
Save As Dir	Selected directory path (for example, **C:\Reports**).	The default directory where you want to save reports (by selecting F**ile / Save As** in the FIMS Viewer)**.** If you select **<None>**, the directory specified in the **SaveAsDir Directory** System Option will be used. ***Important:*** If that the **SaveAsDir Directory** System Option is also set to **<None>**, the working directory (FIMS) will be used. Do **not** use the FIMS folder for your reports.
Vertical Bar	Left Right	Determines which side of the data grid you would like the data grid toolbar to appear on – left or right. The default value is **Left**.

Changing User Login Names

The **Change User Login** utility allows a different user to log into FIMS while FIMS is open (instead of closing and re-starting FIMS to provide access to a different user)**.** It will also dynamically change the current user preferences to those set up for the new user.

1. Select **Tools / Change User Login.** The **FIMS Login** window opens.

   FIMS Login Window

2. Enter the **User ID** and **Password** for the new user and then click **OK.** A message will appear asking if you want to reset the menu bar to match the new user's preferences. Click **Yes** to change them or **No** to leave them the same.

Running System Utilities

System Utilities Menu

The **System Utilities** menu is sub-menu of the **Tools** menu that offers a number of choices that you can use to configure user and system options for FIMS.

Menu Item	***Function***
System Initial Setup	Allows you to configure default settings for FIMS. Refer to *Using System Initial Setup* for more information.
System Options	Allows you to configure default settings for specific FIMS modules. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.
Run Procedure	Allows you to run utilities, tools, and database repair programs that are not accessible via a FIMS menu option. ***Important:*** Do not use this utility to run any procedures without first contacting FIMS Support.
Menu Security	Allows you to set security on specific FIMS menu options and processes.
View Security	Allows you to configure security for FIMS data grids, including the Dynamic Data Grid inquiry.

Menu Item	***Function***
Set Security Administrators	Allows you to configure the list of FIMS users who can set function-level security through the rest of the system.
Establish System Users	Allows you to configure the list of users who can access FIMS.
System Users Report	Runs a report that lists all of the users that have been setup via the **Establish System Users** utility.
Users Connected Listing	Runs a report that lists all of the users who are logged into FIMS, the time they logged in, and the computer that they logged into.
Set Automatic Numbers	Allows you to set (or reset) automatic numbering schemes in FIMS (for example, resetting Grant numbers for each year).
Printer Utilities	Allows you to configure printing for older versions of FIMS. ***Note:*** This option is not generally used. Contact FIMS Support before using this utility.
Change Fund Codes	Allows you to change a specified Fund code for General Ledger accounts, Journal History, unposted General Ledger Journal entries, unposted transactions, and on the Fund record. ***Note:*** Refer to the *Fund Management* chapter in the *FIMS User Guide*, or contact FIMS Support for more information before running this procedure.
Change Fund ID Code	Allows you to change the Fund ID code for a selected Fund throughout FIMS – including history, unposted transactions, General Ledger, and the Fund record. ***Note:*** Refer to the *Fund Management* chapter in the *FIMS User Guide*, or contact FIMS Support for more information before running this procedure.
Clear Process Lock Flags	Allows you to clear the flags that say that another user is working in a process. This utility is only used in rare cases where a workstation crashes while running FIMS and the lock flags are not deactivated. ***Note:*** Contact FIMS Support before using this utility.
Maintain Required Fields	Allows you to highlight fields that you want to mark as required. Refer to *Maintaining Required Fields* for more information.

Menu Item	***Function***
FieldMaker Configuration	Allows you to create new FieldMaker fields to extend the data contained in FIMS so that it exactly reflects your practices and procedures. Refer to the *FieldMaker* chapter of the *FIMS User Guide* for more information. ***Note:*** This menu option only appears if you have the optional FieldMaker module.
Display FIMS Tables and Fields	Allows you to see the names of all tables and fields in the FIMS database. **Tip:** This is an excellent resource for those who use Results Report Writer and/or Crystal Reports.
System Information Report	Runs a report that provides a general overview of your current system, including current System Initial Setup and System Options settings, optional features that you have enabled, the number of records in each module, and account information.
FIMS Update and Patch Install Utility	Allows you to install patches and updated files to FIMS. ***Note:*** Contact FIMS Support before using this utility.
DonorCentral	Provides access to FIMS-related DonorCentral options. ***Note:*** This option is only available if you subscribe to DonorCentral. Contact FIMS Support for more information about DonorCentral.
Admin Utilities	Provides access to support utilities. ***Note:*** These tools are primarily for FIMS Support use. Contact FIMS Support before running any of these utilities.

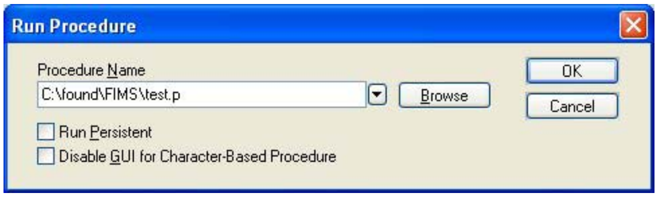
Running Procedures

There are a number of utilities, tools, and database repair programs that are not represented on a FIMS menu, either because they are rarely used or because they require FIMS Support assistance (or both).

Important: Please contact FIMS Support before running any of these procedures.

1. Select **Tools / System Utilities / Run Procedure**. The **Run Procedure** window opens.

   Run Procedure Window

2. In the **Procedure Name** field, enter the path and file name for the program you want to run. If you are not sure of the exact path and file name, click the **Browse** button to locate the desired file.

   Note: Contact FIMS Support for help with selecting the appropriate program.

3. Click **OK**.

Setting FIMS Security

FIMS security is partially set up for you during the installation process. Specifically, FIMS Support enters the initial system users for you.

If you want to add passwords, assign security administrators, or establish security for menu items and data entry fields, you may do so via the **Tools** menu.

Refer to the *System Security* chapter in this guide for more information about setting FIMS security.

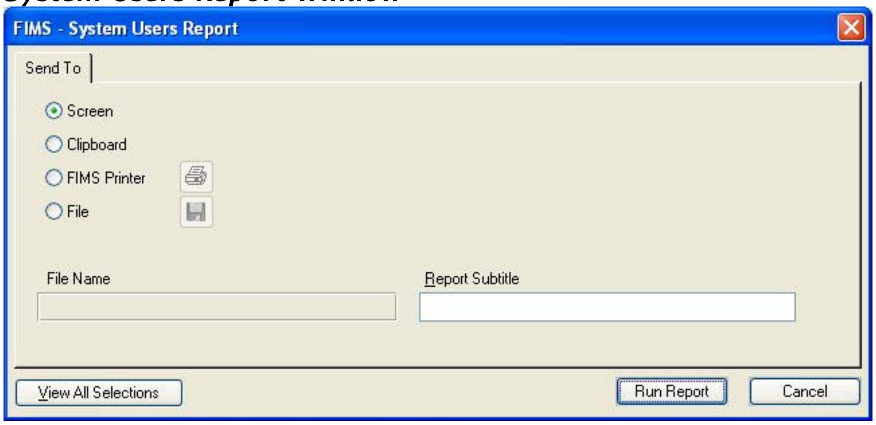
Running the System Users Report

The **System Users Report** lists all of the users that have been set up via the **Establish System Users** utility.

Refer to *Establishing System Users* in the *System Security* chapter for more information.

1. Select **Tools / System Utilities / System Users Report**. The **System Users Report** window opens.

System Users Report Window



2. Verify the **Send To** destination, and then click the **Run Report** button.

Example: System Users Report

```
 02/08/2007        FIMS User List
 12:06 PM


Userid       User-Name
------------ --------------------
ANicholls    Andre Nicholls
DCole        Deborah Coleman
Debi         Debi
Diane        Diane
```

Running the Users Connected Listing

The **Users Connected Listing** report provides information about who is logged into FIMS, the time they logged in, and the device (computer) that they used to log in.

Select **Tools / System Utilities / Users Connected Listing.** The Users Connected Listing automatically opens.

Verify the **Send To** destination, and then click the **Run Report** button.

Example: Users Connected Listing

```
05/25/07                  Users Connected Listing        Page          1
 3:15:51 PM

UID Name      Device       Type Login time               Srv Type
--- -------- ------------ ---- ------------------------ --- ----
  4 Jackson  J4           FIMS Wed May 25 10:44:11 2007  20 REMC
  7 Carol    C7           FIMS Wed May 25 09:03:45 2007   6 REMC
  5 Pamela   P5           FIMS Wed May 25 13:40:20 2007   8 REMC
  6 Vicky    V7           FIMS Wed May 25 09:04:03 2007   7 REMC
    --------
           4                                                    COUNT
```

Note: After you run the report, you can click **Refresh Simple** or **Refresh All** to update the contents of the report with current data.

Users Connected Listing Fields

Field	***Description***
UID	The User ID of each user connected to the system.
Name	The User Name of each user connected to the system.
Device	The client system where the user is running FIMS.
(Database Access) Type	The type of database access that the user has to FIMS (for example, FIMS or ODBC).
Login Time	The date and time when each user logged into the system.
Srv	The Progress broker/server on the database server that is brokering communication from the client to the database.
(Connection) Type	The type of connection that a user has to FIMS (for example, Remote Connection, Broker, Server, or Self).
Count	The total number of users connected to the system.

Setting Automatic Numbers

FIMS sequentially numbers many records as you create them, and those numbers serve to identify the records within the system.

The **Set Automatic Numbers** utility allows you to define the next number that you want to use for each type of record that uses sequential numbers.

Note: Numbers will generally be set to **1** when FIMS is installed. If MicroEdge converts existing records for you and adds them to FIMS, the numbers will be advanced appropriately.

You should not change the numbering scheme for most records (except the Grant Number). Please contact FIMS Support if you want to change the numbering scheme for other records.

Grant application numbers are a special case. We recommend that you reset the Grant Number each year using an 8-digit numbering scheme. The first four digits usually represent the year, and the last four represent the Grant Number for that year. For example, the first Grant Number for 2008 would be **20080001**. This makes it easy to recognize the year when the application was received. When Grants are posted, the Grant Number becomes the Voucher number in Accounts Payable).

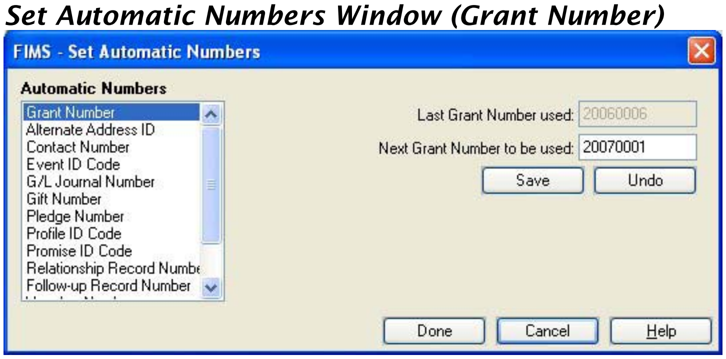
Note: If you pay out more than 9,999 Grants in one year, please contact FIMS Support to discuss alternate numbering schemes.

Note: You cannot set grant numbers starting at 1 because it will conflict with automatic numbering for manually added Vouchers in Accounts Payable.

Note: Since the Grant application number reflects the application date, a Grant application that is received late in the year may have a Grant Year that is different from the Application Year. If you are entering historic applications, you may want to reset the application number to be consistent with the historic application year.

1. Select **Tools / System Utilities / Set Automatic Numbers**. The **Set Automatic Numbers** window opens.

   Set Automatic Numbers Window (Grant Number)

2. In the **Automatic Numbers** pane on the left-hand side of the window, select the type of number you want to set. The last number used will appear in a read-only field on the upper right-hand side of the window.

3. In the **Next Number to be Used** field, enter the next number you want to use for the selected automatic number type. The default value is one greater than the **Last Number Used**.
4. Click the **Save** button.
5. Repeat this process to set any additional numbers. When you are finished, click the **Done** button.

Printer Utilities

The **Printer Utilities** option allows you to configure printing for older versions of FIMS.

This option is not generally used. Please contact FIMS Support if you think you need to run this utility.

Clearing Process Lock Flags

Note: Please contact FIMS Support before running this utility.

FIMS guards against the possibility of database corruption on multi-user installations by preventing the simultaneous use of conflicting processes. For example, when someone is making changes to the General Ledger Journal the system will not allow anyone to post the General Ledger Journal (and vice versa). If you try to start a conflicting process, you will see a description of the conflict (for example, **<Username> using Journal File**).

In rare cases, if a workstation crashes while FIMS is running, the process lock flags that provide this blocking security will not be deactivated. In these cases, you will receive conflict messages even though the other user is not performing the process. The **Clear Process Lock Flags** utility allows you to manually clear these flags.

Maintaining Required Fields

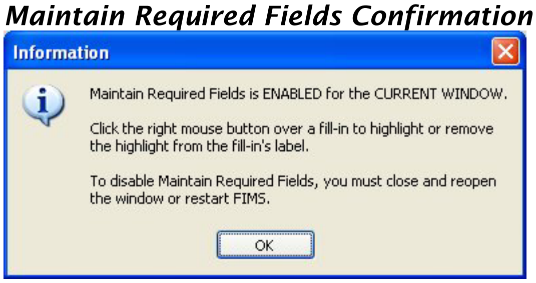
There are two kinds of required fields in FIMS: system-defined and user-defined. System-defined required fields are those that you must enter information into before you can continue with the transaction or record entry process. If you skip a required field, you will receive an error message. User-defined required fields do not produce an error message if they are skipped.

Although FIMS requires certain data fields for minimal record entry, other fields can be just as important for information management at your organization. Every organization should determine which fields in FIMS are necessary, which are optional, and which should be skipped.

Once you identify the required fields, you can mark them on the screen by highlighting the field label. This serves as a reminder to enter any required information before moving on (but does not force the user to enter the information).

1. Select **Tools / System Utilities / Maintain Required Fields.** A confirmation window opens to inform you that you may maintain required fields for the current FIMS session and/or window.

   Maintain Required Fields Confirmation

   Note: If you are running FIMS in multiple-window mode, you can set required fields for the current window (module)

2. Right-click inside a data entry field that you want to require and select **Required** from the menu that pops up. A highlight appears around the field label.

   Example: Highlighted Required Fields

3. Repeat step 2 for each required field you want to highlight.

   Note: If you want to remove the highlight, right-click in a highlighted entry field and select **Required** again.

   Note: Refer to *Changing User Preferences* for more information about highlight color choices.

4. When you are finished, do one of the following to turn off Required Field Maintenance:

    - If you are running FIMS with multiple windows, close and reopen the window.
    - If you are running FIMS with a single window, close and reopen FIMS.

FieldMaker Configuration

Note: These tools are only available if you have the optional FieldMaker tool.

FieldMaker allows you to create your own fields in FIMS to extend the data so that it reflects your practices and procedures. Field types include character, date, integer, decimal, and logical. They can be related to many major tables.

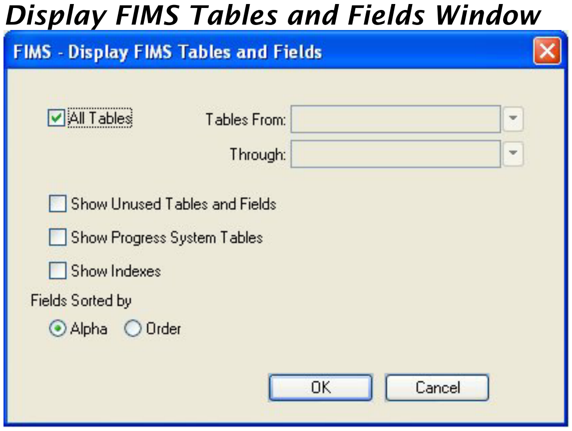
Refer to the *FieldMaker* chapter in the *FIMS User Guide* for more information about this tool

Displaying FIMS Tables and Fields

The **Display FIMS Tables and Fields** utility helps you to identify table names, field names, and the locations of particular fields within tables. This is a useful resource if you use Results Report Writer and/or Crystal Reports.

1. From anywhere in FIMS, select **Tools / System Utilities / Display FIMS Tables and Fields.** The **Display FIMS Tables and Fields** window opens.

    Display FIMS Tables and Fields Window

2. If you want to see all tables, select the **All Tables** checkbox. If you only want to view a specific table (or range of tables), clear the **All Tables** checkbox, and then enter the desired table(s) in the **Tables From/Through** fields.

3. (Optional) Select any of the following to filter your search results:
   - **Show Unused Tables and Fields:** Includes fields that are not currently used (checkbox is cleared by default).
   - **Show Progress System Tables:** Includes fields that are used by Progress, but are not part of your use of FIMS (checkbox is cleared by default).
   - **Show Indexes:** Displays the indexed fields for each table (checkbox is cleared by default).
4. Select the desired sort order for the fields on the report:
   - **Alpha:** Displays the fields in alphabetical order (default).
   - **Order:** Displays the fields in the order they appear in the table.
5. Click **OK**. The list of FIMS Tables and Fields opens in the FIMS Viewer. Each table is displayed with a list of their associated fields and the type and length of each field. For example, in the **AccountType** table, the **AcctType** field is a character field that is three characters in length and is a code field.

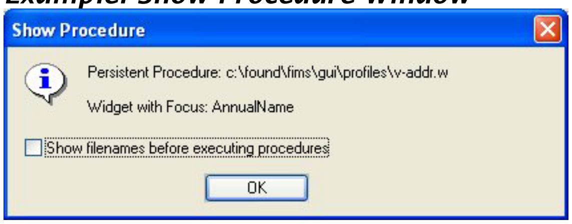
Example: Partial list of FIMS Tables and Fields

```
02/08/2007                                  FIMS - Display FIMS Tables and Fields
 2:30 PM                                         FIMS Version 11.67

AccountType: (Code table) G/L Account types

  AcctType                         character \ x(3)                     code
  AcctTypeDescr                    character \ x(16)                    description

Acknowledgement: (Code table) Gift acknowledgement codes

  AckCode                          character \ x(4)                     code
  AckDescr                         character \ x(16)                    description

Address-Type: (Code table) Profile address types

  Addr-Descr                       character \ x(25)                    description
  Address-Type                     character \ x(4)                     code

Affiliation: (Code table) Profile Affiliation codes

  AffCode                          character \ x(10)                    code
  AffDescr                         character \ x(50)                    description
  Affil-Group                      character \ X(10)                    Affiliation Group
  Maintained-By                    character \ x(15)
  Temporary                        logical \ yes/no                     Flag: temporary affiliation? (Y/N)
```

Tip: If you have trouble finding the desired information in this report, select **Edit / Find** on the FIMS Viewer menu bar and type the field name that you are trying to locate.

Another way to find a particular Progress database field name in FIMS is to click in the field and then press **F10** on your keyboard. A **Show Procedure** window opens, displaying the field name.

Example: Show Procedure Window



The field name appears next to **Widget with Focus.**

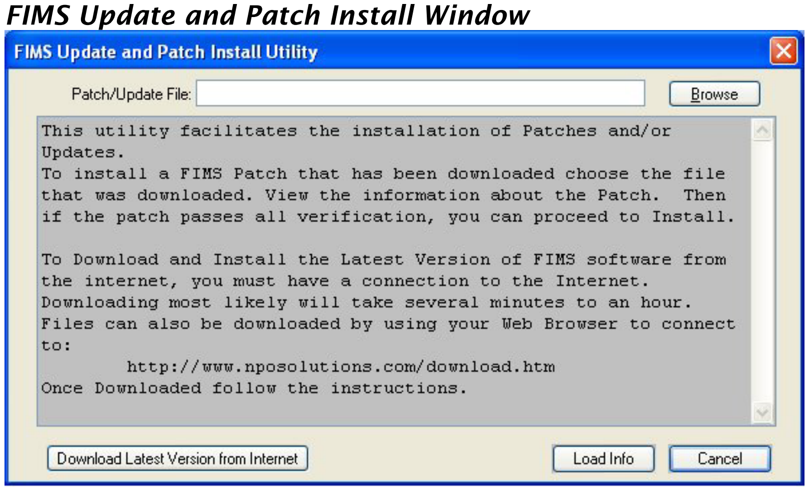
Note: If you use this method to find field names, be sure to clear the **Show filenames before executing procedures** checkbox before you click **OK.** Otherwise, the **Show Procedure** window will appear every time you run a procedure or report in FIMS.

Installing FIMS Updates and Patches

The **FIMS Update and Patch Install** utility allows you to install periodic updates and patches for FIMS. When MicroEdge releases a patch or update, you will receive specific instructions for using this utility. Otherwise, please contact FIMS Support before running this utility.

1. Select **Tools / System Utilities / FIMS Update and Patch Install Utility**. The **FIMS Update and Patch Install** window opens.

FIMS Update and Patch Install Window



2. In the **Patch/Update File** field, enter the path and file name of the patch file that you want to install. If you are not sure of the exact path and file name, click the **Browse** button to locate the desired file.
3. Click the **Install** (**Load Info**) button.

   Note: The system will display specific information about the patch during the install process.

DonorCentral Utilities

These tools are only available if you subscribe to DonorCentral. DonorCentral is one of MicroEdge's Internet services, which allows Donor Advisors and Fund holders to log into a website to view Fund activity, download and print Fund Statements, make contributions, and suggest Grants.

Refer to the *DonorCentral System Administration Guide* for more information about these options.

Please contact FIMS Support for more information if you are interested in subscribing to DonorCentral.

Admin Utilities

These tools are primarily for FIMS Support, however some of them are available for System Administrators.

Important: Please contact FIMS Support before attempting to use any of these tools.

Deleting Temporary Files

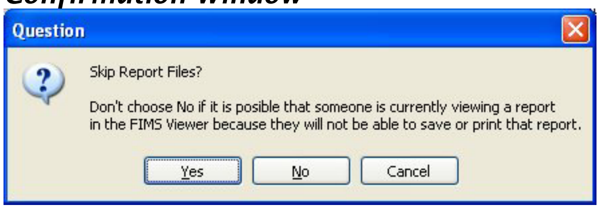
The **Delete Temporary Files** utility allows you to delete the **Dbi*.***, **Lbi*.***, **Srt*.***, and **P*.tmp** that are automatically generated each time a FIMS user logs into the system. Over time, these files build up and take up a large amount of space on your hard drive.

You can run this utility as often as necessary. We recommend that you run this utility once a week to free up disk space and save space when you back up your database (so you aren't backing up temporary files that you don't need.

Note: This utility does not delete temporary files that are currently in use.

1. From anywhere in FIMS, select **Tools / System Utilities / Admin Utilities / Delete Temporary Files.** A confirmation window opens asking if you want to skip temporary report files.

Confirmation Window



2. Do one of the following:
   - If any users may be viewing a report in the FIMS Viewer, click **Yes.** Otherwise, the user will not be able to save or print their report.
   - If you are certain that no users are viewing reports, click **No.**

Updating FIMS Macros

The **Update FIMS Macros** utility automatically copies the latest macro files into the appropriate location on your workstation. Refer to *Using FIMS Macros to Save Electronic Documents* in the *FIMS User Guide* for more information about how you can utilize macros with FIMS.

1. Close Microsoft Word.
2. In FIMS, select **Tools / System Utilities / Admin Utilities / Update FIMS Macros.** A message window opens to explain what the utility will do and ask if you want to continue.
3. Click **Yes.**

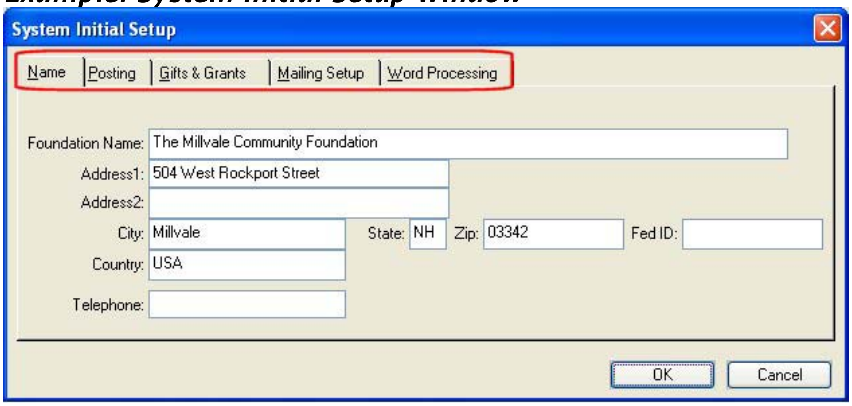
Using System Initial Setup

You can use System Initial Setup to configure default settings for most FIMS modules. As you use FIMS, many processes will refer to this record (the System Control record) to find out how you want things done.

MicroEdge configures many of these settings during the installation process, but you should verify the settings to make sure they are appropriate for your organization.

There are five main categories of settings (organized via tabs on the **System Initial Setup** window): **Name**, **Posting**, **Gifts and Grants**, **Mailing Setup**, and **Word Processing.**

Example: System Initial Setup Window



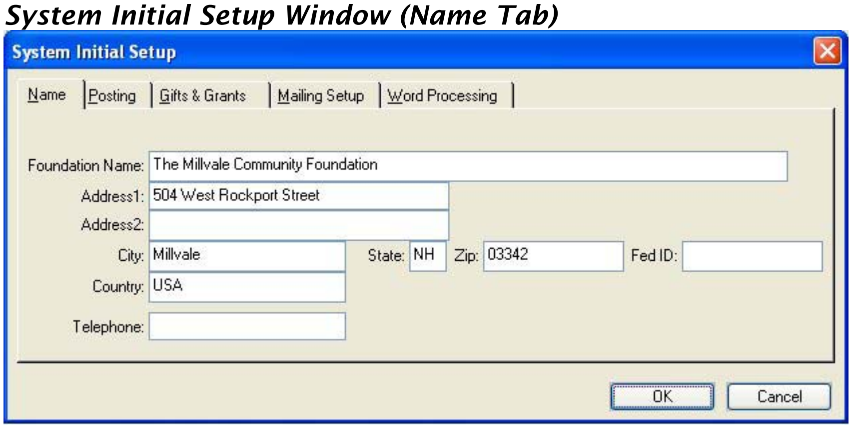
Configuring Name Settings

The fields on the **Name** tab are for the name, address, and Federal Tax ID number of your organization. They are used by reports that need the organization's name and/or address (for example, Deposit Forms, 990 Schedules, and 1099 Forms).

Note: The name that you enter here does not affect the database name that appears on the FIMS title bar.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. If it is not already selected, click the **Name** tab.

System Initial Setup Window (Name Tab)



3. In the **Foundation Name** field, enter the name of your organization.

4. In the **Address 1**, **Address 2**, **City**, **State**, **Zip**, and **Country** fields, enter your organization's mailing address.
5. In the **Fed ID** field, enter your organization's **Federal Tax ID** number.
6. In the **Telephone** field, enter the main telephone number for your organization.
7. When you are finished, either click another tab to configure more settings or click **OK**.

Configuring Posting Settings

Posting settings help to determine the level of integration between the outer modules and financial modules (for example, whether you want to post Pledges and Gifts to General Ledger, or whether you want to hold all Grant payments in Accounts Payable by default). You can also set the fiscal year, General Ledger and Accounts Payable defaults and enable batch fields for Gifts, Grants, Accounts Payable, and General Ledger.

Setting the Fiscal Year:

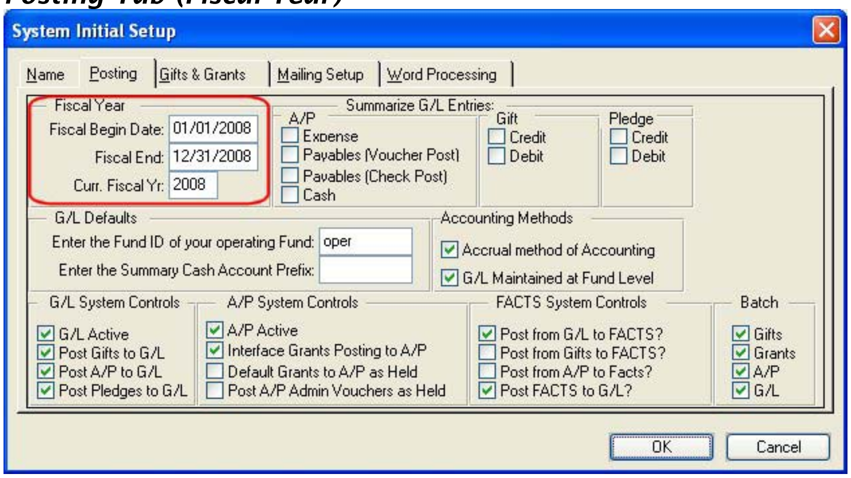
The main purpose of the **Fiscal Year** fields is to determine the appropriate year for posting Gift and Grant summary history. For example, one organization could have a **Fiscal Begin** date of 02/01/2008 and a **Fiscal End** date of 01/31/2009 and call it their 2008 fiscal year, so the **Current Fiscal Year** field would be set to 2008. Another organization could have exactly the same fiscal year and call it their 2009 fiscal year, in which case the **Current Fiscal Yr** would be set to 2009.

The **Current Fiscal Year** field is also used throughout the system to determine default values and validate financial information. For example, when you open the General Ledger module, the year that is in the **Current Fiscal Year** field will be the default (suggested) year for which to view and run reports.

Note: It is common to be in the first month of a new year and have these fields set to the last fiscal year. For example, you may still be closing the General Ledger for the previous year, so it makes sense to have the previous year defaulting into reports and lookups. When you are finished closing General Ledger for the previous year, you should update the fields to reflect the current fiscal year. You can do this manually, via the System Initial Setup Posting tab, or you can have FIMS update it for you during the End of Year Closing process (by selecting the **Advance Fiscal Year** checkbox). Refer to the *General Ledger* chapter of the *FIMS User Guide* for more information about End of Year Closing.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Posting** tab.

Posting Tab (Fiscal Year)



3. Enter the **Fiscal Year Begin Date** for your fiscal year (for example, 01/01/2008 if you use a calendar-based fiscal year).
4. Enter the **Fiscal Year End** date for your fiscal year (for example, 12/31/2008 if you use a calendar-based fiscal year).
5. Enter the **Current Fiscal Year**.
6. Click **OK**.

Summarizing General Ledger Entries:

FIMS automatically creates many common General Ledger Journal entries (for example, when you post Gifts, Pledges, or Vouchers and Payments from Accounts Payable).

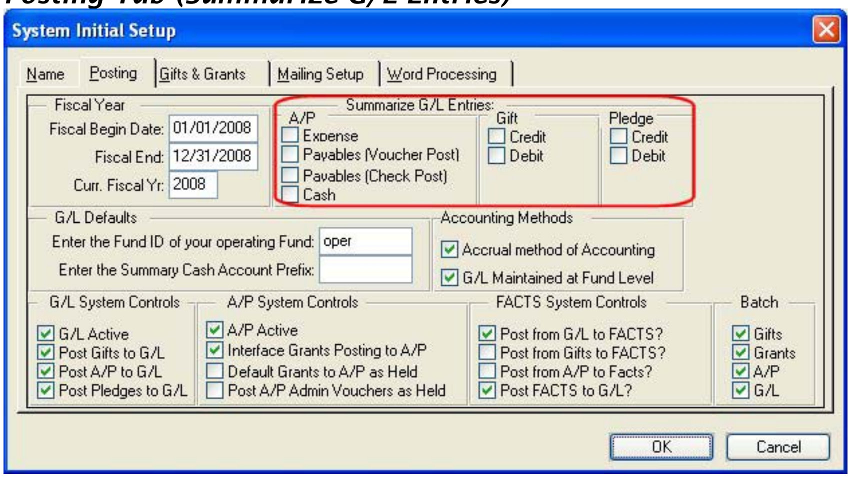
You can choose whether you want to summarize each type of automatic entry. Summarization reduces the number of General Ledger Journal Entries, thereby simplifying the journal. However, this summarization can make specific transactions more difficult to track in Journal History. For example, if you only select the **Debit** checkbox in the **Gift** section, the following would happen: If you receive ten gifts of $100 each to the same Fund and post them at the same time, FIMS will create ten credits of $100 each, but only one debit of $1,000.

For this reason, we recommend that you do not summarize your entries. Please contact FIMS Support for more information.

Note: These settings do not take effect until you activate General Ledger.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Posting** tab.

Posting Tab (Summarize G/L Entries)



3. In the **Summarize G/L Entries** sections (**A/P**, **Gift**, and **Pledge**), select the checkboxes associated with the entries that you want to summarize.
4. Click **OK**.

Configuring General Ledger Defaults:

General Ledger Defaults allow you to select the default Fund ID code for your Operating Fund and the default prefix for your Summary Cash Account.

The Fund ID code is used by utilities that need to know which Fund is the Operating Fund (for example, the Administrative Fee Calculation).

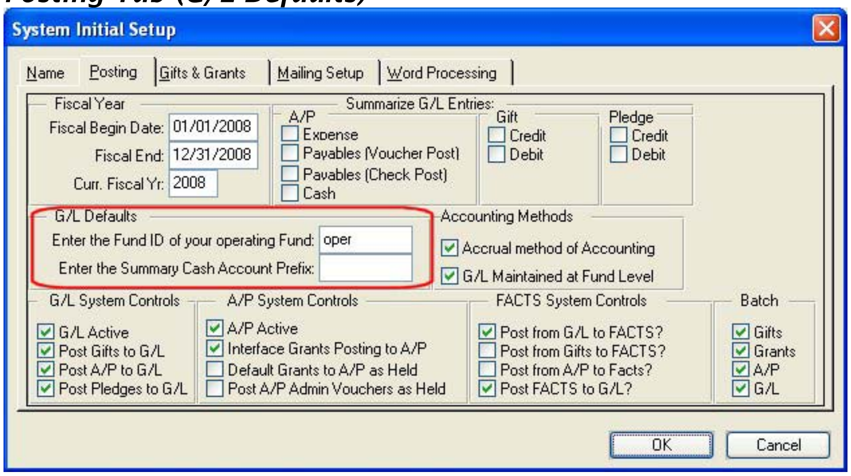
Note: You must create the Operating Fund record before you can enter an ID code in this field.

Note: Most organizations should leave the **Summary Cash Account Prefix** field blank. It identifies an Asset Account that will offset Profit and Loss entries for a number of Funds, rather than having a General Ledger account for each Fund that represents a share of the actual bank account. Please contact FIMS Support if you think you should use a **Summary Cash Account Prefix.**

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.

2. Click the **Posting** tab.

Posting Tab (G/L Defaults)



3. Enter the Fund ID for your default **Operating Fund.**

4. (Optional) Enter the default **Summary Cash Account Prefix.**

   Note: Most organizations should leave this field blank. Please contact FIMS support for more information.

5. Click **OK**.

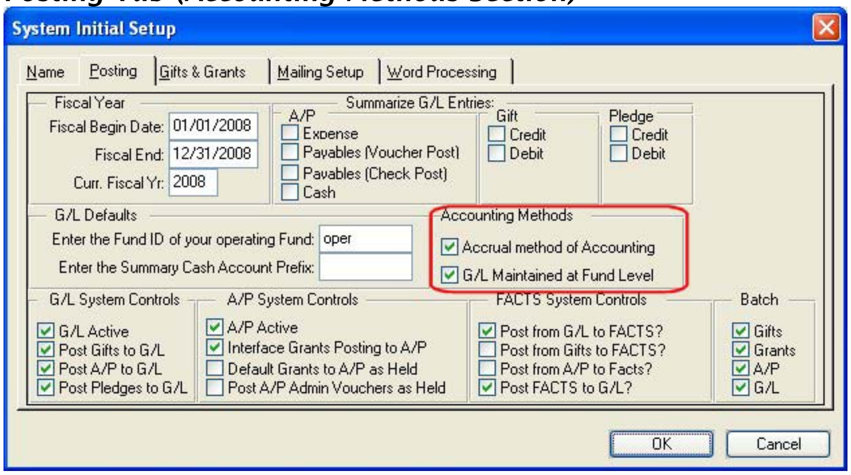
Setting the Accounting Method

The accounting method determines whether Accounts Payable will post to General Ledger when Vouchers are posted to **Open Items** or only when the payment is made. It also determines whether General Ledger will be maintained at the Fund or Foundation level. Most organizations maintain their General Ledger at the Fund level.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.

2. Click the **Posting** tab.

Posting Tab (Accounting Methods Section)



3. If you are using the Accrual method of accounting, select the **Accrual Method of Accounting** checkbox. If you are using the Cash method of accounting, clear this checkbox.

4. If you are maintaining your General Ledger at the Fund level, select the **G/L Maintained at Fund Level** checkbox.

5. Click **OK**.

Configuring General Ledger System Controls:

General Ledger System Controls allow you to activate or deactivate General Ledger, and determine the flow of financial information into General Ledger from the Donor and Gift Management, Pledge Management, and Accounts Payable modules.

Note: Contact FIMS Support for help configuring these settings.

Activating General Ledger provides notification when you are posting that General Ledger is active and ready to receive automatic Journal entries. It also prevents direct entries into the **Actual** balance column in General Ledger records (although direct entries can still be made in the **Budget** column). This is because the General Ledger posting process maintains actuals, and they should not be manually edited.

When you select the **Post Gifts to G/L** checkbox, FIMS will automatically create General Ledger Journal entries when you post Gifts in the Donor and Gift Management module. You should leave this checkbox cleared until you have built your General Ledger and finished entering and posting historic Gifts (Gifts from a period prior to the day when the General Ledger is initiated in FIMS).

When you select the **Post A/P to G/L** checkbox, FIMS will create General Ledger Journal entries when you post Vouchers (liabilities – if the Accrual method of accounting is selected) and Checks (payments).

Note: You should generally select the **Interface Grants Posting to A/P** checkbox when you select the Post A/P to G/L checkbox (when you are ready for Grants liabilities and payments to impact General Ledger).

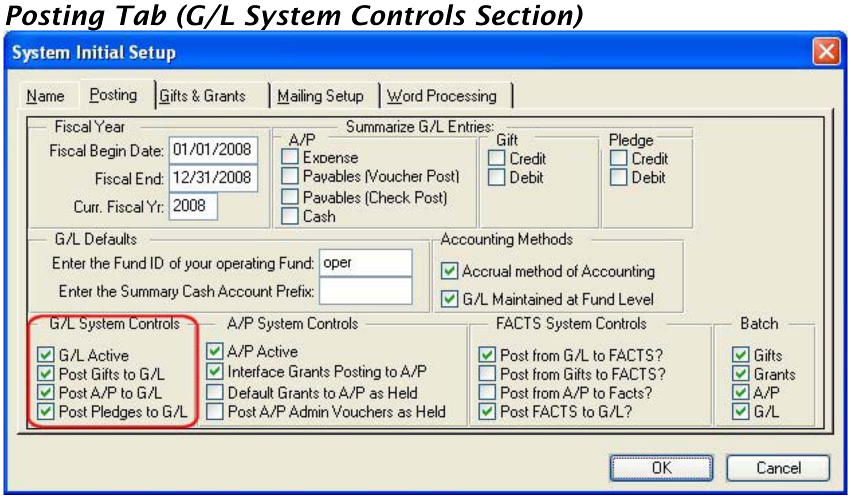
When you select the **Post Pledges to G/L** checkbox, FIMS will create a debit to the Pledges Receivable account and a credit to the Pledge Revenue account (as configured in the Fund Class record). When you enter and post the Pledge payment (Gift), FIMS will credit the Pledges Receivable account and debit the Asset account.

Note: This option only applies if you have the optional Pledge Management module. You should clear this checkbox if you do not want to accrue Pledges.

Note: You should not select this checkbox unless the **Post Gifts to G/L** checkbox is also selected.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Posting** tab.

Posting Tab (G/L System Controls Section)



3. When you are ready for General Ledger to receive automatic Journal entries, select the **G/L Active** checkbox.

4. If you want FIMS to automatically create General Ledger Journal entries when you post Gifts in the Donor and Gift Management module select the **Post Gifts to G/L** checkbox.
5. If you want FIMS to create General Ledger Journal entries when you post Vouchers (liabilities) and Checks (payments) select the **Post A/P to G/L** checkbox.
6. If you want FIMS to automatically create the appropriate debits and credits in General Ledger when you post Pledges, select the **Post Pledges to G/L** checkbox.
7. Click **OK**.

Configuring A/P System Controls

A/P System Controls allow you to activate Accounts Payable, determine whether you want FIMS to create Vouchers in Accounts Payable when you post Grants, and determine the default hold status for Grant and Administrative Vouchers.

When the interface between the Grantee and Grant Management module and the Accounts Payable module is active, posting an approved Grant automatically creates a Voucher in Accounts Payable to pay the Grant. The interface between these modules is normally active. However, when you initially implement FIMS, the interface is not active, and it should not be turned on until you have set up and activated the FIMS General Ledger. You should enter any historic Grants (either manually or via electronic conversion) that were voted prior to initiating General Ledger with the interface turned off.

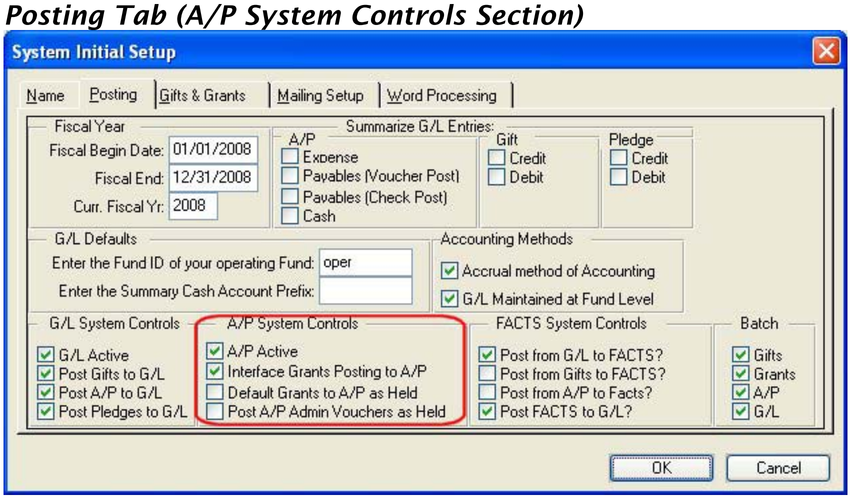
Even after the interface from Grantee and Grant Management to Accounts Payable is activated, you can temporarily turn it off if, for example, you need to enter and post additional historic Grants (Grants that were voted before the fiscal year in General Ledger). It is best to enter these Grants in batches – post any current transactions, clear the **Interface Grants to A/P** checkbox, enter a group of historical transactions, post them, and then select the Interface Grants to A/P checkbox to turn the interface back on.

Note: Current Grant applications with an Action code of Open can stay in the application file when you batch historical grants. The posting process will ignore them.

Any Voucher that is on hold in Accounts Payable will not come out on a check run until it is taken off hold. If most of your Grant applications should be marked as on hold when they are sent to Accounts Payable, you should set **Grant Payments as Held** as a system default. You can control the hold status on a Grant-by-Grant basis before posting to Accounts Payable.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Posting** tab.

Posting Tab (A/P System Controls Section)



3. When you are ready to start using Accounts payable, select the **A/P Active** checkbox.
4. If you want to automatically create Grant Vouchers in Accounts Payable every time you post a Grant, select the **Interface Grants Posting to A/P** checkbox.
5. If you want all Grant Vouchers to be posted as held for payment by default, select the **Default Grants to A/P as Held** checkbox. The **Place on Hold in A/P** checkbox (in the **Default Application Entry Selections** window and the **Other** section of the **Application** tab) will be selected by default for all new Grant Applications.

   Note: Most organizations select this checkbox. However, if your organization usually makes designated or advised Grants, it may make sense for you to clear this checkbox. You can change the default value for individual Grants in the Grantee and Grant Management module before you post selected Grants.

6. If you want all administrative Vouchers to be posted as held for payment by default, select the **Post A/P Admin Vouchers as Held** checkbox.

   Note: Most organizations clear this checkbox.

7. Click **OK**.

Setting FACTS System Controls

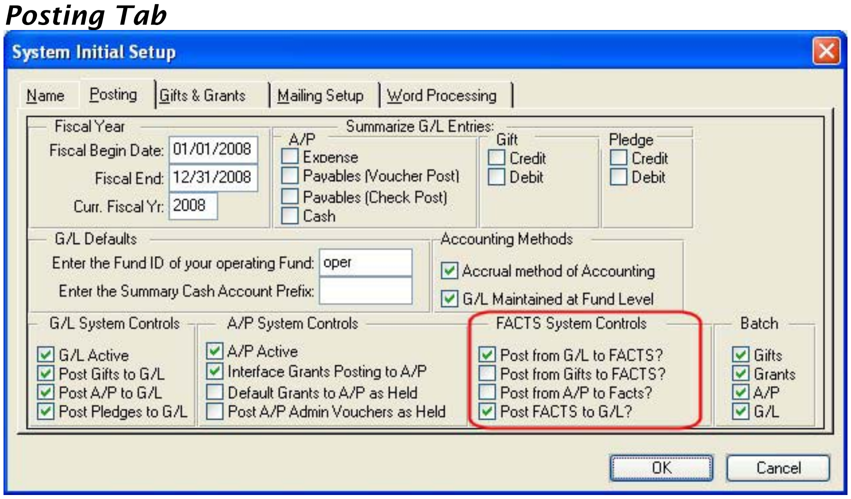
FACTS System Controls determine the links between FACTS transactions and General Ledger.

If you plan to keep General Ledger and FACTS, you should generally set the FACTS System Controls as follows. Please contact FIMS Support if you want to configure your settings differently.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.

2. Click the **Posting** tab.

   Posting Tab



3. Select the **Post from G/L to FACTS** checkbox. The appropriate General Ledger Journal entries will create FACTS Transactions when you post them.

4. Clear the **Post from Gifts to FACTS** checkbox. All Gifts should be posted to General Ledger, and then to FACTS.

5. Clear the **Post from A/P to FACTS** checkbox. All Accounts Payable items should be posted to General Ledger, and then to FACTS.

6. Select the **Post FACTS to G/L** checkbox. The FACTS posting routine will create General Ledger Journal entries.
7. Click **OK**.

Configuring Batch Fields

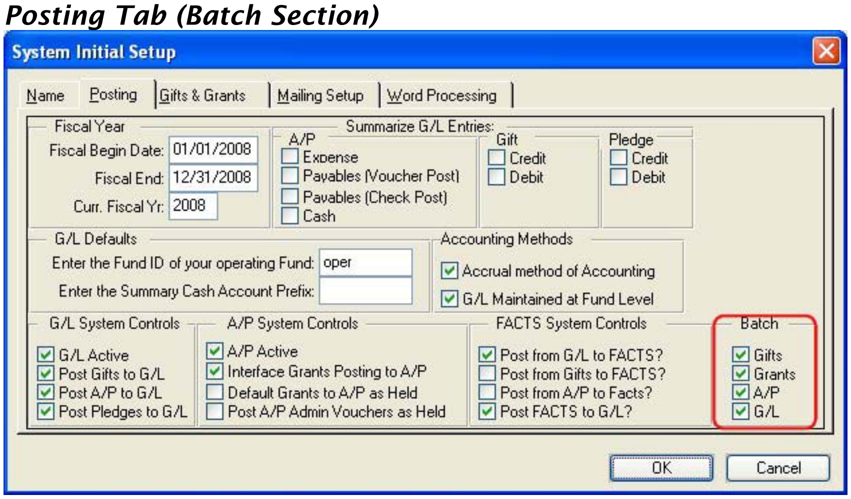
You can activate Batch fields for the Donor and Gift Management, Grantee and Grant Management, Accounts Payable (vouchers), and General Ledger modules. These fields allow you to assign batch codes during transaction entry that allow you to run the transaction Edit Report and Post selectively by batch. The batch value can also be useful for selection in other reports and procedures.

Note: If you activate the **Batch** field for Grants, you may want to activate it for Accounts Payable and General Ledger, since you can also use it as selection criteria for posting the Grant Application batches through those modules.

Note: Any text that you enter into a **Batch** field will automatically default into the each subsequent entry in the session.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Posting** tab.

Posting Tab (Batch Section)



3. (Optional) If you want to enable the **Batch** field on the **Gift** tab in the Donor and Gift Management module, select the **Gifts** checkbox.
4. (Optional) If you want to enable the **Batch** field on the **Application** tab for Grant applications, select the Grants checkbox.

5. (Optional) If you want to enable the **Batch** field on the **Item** tab for Item Entry, select the **A/P** checkbox.
6. (Optional) If you want FIMS to create Journal entries that contain any Batch field information from records that you post in Donor and Gift Management or Accounts Payable, select the **G/L** checkbox.

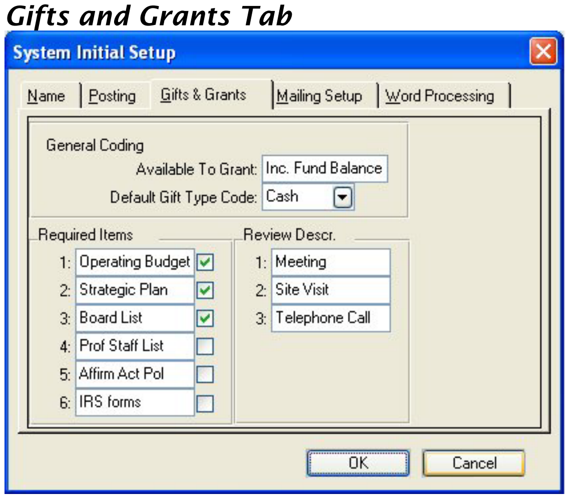
   Note: If you select the **G/L** checkbox, you can also use the **Batch** field in General Ledger as an extra text field for Journal entries. This can be useful for identifying a set of Journal entries as a group that should be together for posting or for later retrieval in reports or procedures.
7. Click **OK**.

Configuring Gift and Grant Fields

Gift and Grant settings allow you to set the default Gift type for new Gifts, and the labels for the **Review Event** and **Required Item** fields on the **Prerequisites** tab for Grant applications. Required Items are also present in the **Required Items** section of the **Grantee** tab for Grantee records.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Gifts and Grants** tab.

Gifts and Grants Tab



Note: The **Available to Grant** field in this window is no longer used.

3. Click the arrow in the **Default Gift Type Code** drop-down box and select the Gift Type that you want to use as the default for all of the new Gifts you enter in FIMS. Most organizations select **Cash** as the default value, to save time during the Gift entry process.

   Note: The desired **Gift Type** code must be configured before you can select it here. Refer to *Maintaining Standard Donor and Gift Codes* in the *Donor and Gift Management* chapter of the *FIMS User Guide* for more information about setting up these codes.

   Note: Although the selected code will be used as the default value, you can still change it on the **Gift** tab for individual Gifts.

4. In the **Required Items** section, do the following:

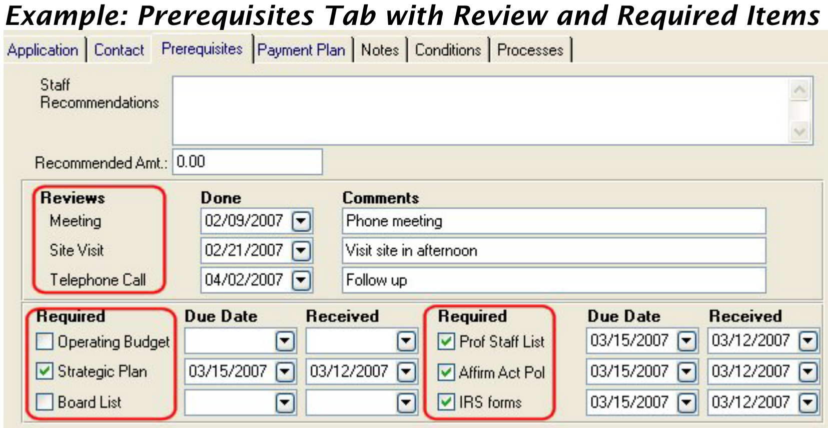
   - Enter the desired field labels in each of the text fields. These labels appear in the Grantee and the Grant Application records.

   - If you want to mark any of the fields as **Required** by default, select the checkbox next to the field label. The default selections will automatically flow into any new Grantee records.

5. In the **Review Descr. Section**, enter the field label for each of the **Review Item** fields.

6. Click **OK**.

Example: Prerequisites Tab with Review and Required Items



Configuring Mailing Setup Fields

Mailing Setup allows you to configure the Affiliation codes that you want to automatically apply to Profiles based on certain events within FIMS, create labels for the **User Defined Codes** on the **Profile 2** tab, and configure the alternate Salutation fields for Profiles.

Setting Automatic Affiliations

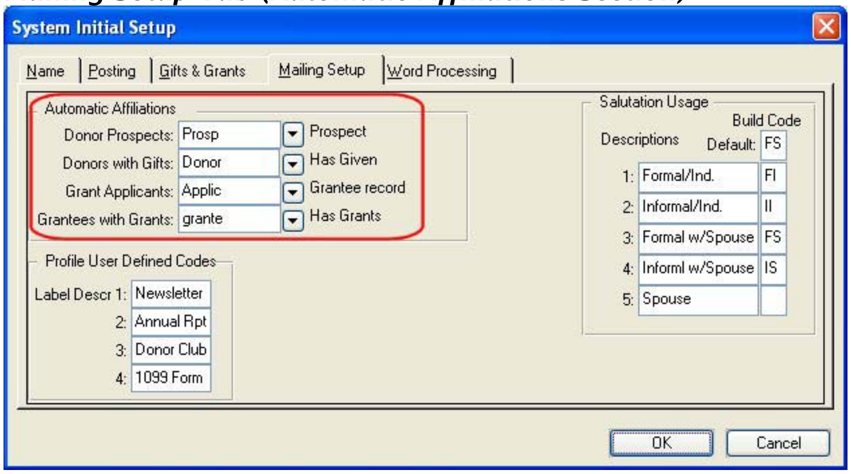
FIMS will automatically apply certain Affiliation codes to Profiles based on events that happen within the system. You should not manually assign these codes to Profiles.

- When you add a Donor (Prospect) record to a Profile, FIMS applies the Affiliation code specified in the **Donor Prospects** field to that Profile.
- When you post the first Gift from a Donor, FIMS applies the Affiliation code specified in the **Donors with Gifts** field to the Profile and deletes the **Donor Prospects** code.
- When you add a Grantee record to an agency Profile, FIMS applies the Affiliation code specified in the **Grant Applicants** field to the Profile.
- When you post the first approved Grant to the Grantee, FIMS applies the Affiliation code specified in the **Grantees with Grants** field to the Profile and deletes the **Grant Applicants** code.

Note: In addition to these codes, FIMS also automatically assigns a **Vendor** Affiliation code when you add a Vendor record to a Profile. If you have the optional Scholarship Management module, FIMS assigns the **Schol** Affiliation code when you add a Student record. These two codes cannot be controlled by the user.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Mailing Setup** tab.

Mailing Setup Tab (Automatic Affiliations Section)



3. Click the arrow in the **Donor Prospects** drop-down box and select the Affiliation code that you want to apply to new Donors.
4. Click the arrow in the **Donors with Gifts** drop-down box and select the Affiliation code that you want to apply to Donors after their first Gift is posted.
5. Click the arrow in the **Grant Applicants** drop-down box and select the Affiliation code that you want to apply to new Grantees.
6. Click the arrow in the **Grantees with Grants** drop-down box and select the Affiliation code that you want to apply to Grantees after their first Grant is posted.
7. Click **OK.**

Setting Profile User Defined Codes

The entries in the four **Profile User Defined Code** fields become the labels for the four **User Defined Codes** on the **Profile 2** tab.

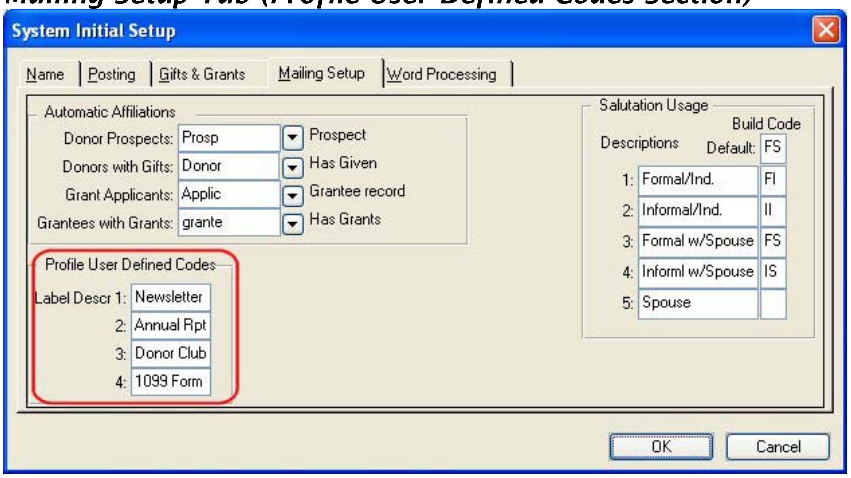
You can use these fields to help you categorize your Profile records. For example, you could create user-defined fields that indicate the Profile's giving club designation, or whether they receive an annual report.

The first two fields always require a valid code from the code table. The second two fields can either accept a code from the code table or up to six characters of free-form text (for example a date).

Note: Refer to *Maintaining Profile User-Defined Codes* in the *Profile Management* chapter of the *FIMS User Guide* for more information about creating and maintaining these codes.

1. Select **Tools / System Utilities / System Initial Setup.** The **System Initial Setup** window opens.
2. Click the **Mailing Setup** tab.

Mailing Setup Tab (Profile User Defined Codes Section)



3. In the **Profile User Defined Codes** section, enter the label that you want to use for each of the four User Defined Code fields.
4. Click **OK.**

   Note: You must restart FIMS to see the updated field labels on the **Profile 2** tab.

Configuring Salutation Usage

FIMS uses the default values that you specify to automatically build Salutations when Profile records are saved. You can create the field labels that will appear on the **Salutations** tab for each Salutation, along with the Salutation Build Code that determines how the Salutation will be built.

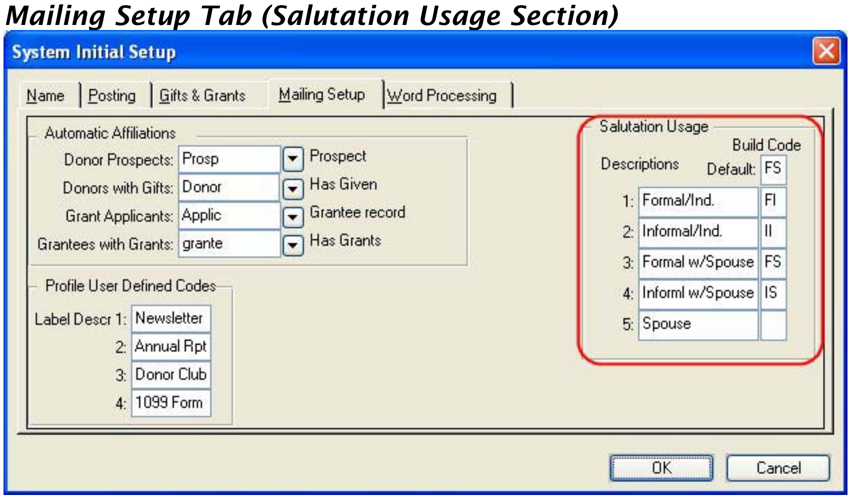
Note: Refer to *Viewing and Updating Salutations* in the *Profile Management* chapter of the FIMS User Guide for more information about setting up and using Salutations.

Salutation Build Codes:

Build Code	***Description***
FS	Formal with Spouse (for example, Mr. and Mrs. Hadley). **If Last Name = Spouse Last Name (or Spouse Last Name is blank):** Prefix + "and" + Spouse Prefix + Last Name.
FI	Formal Individual (for example, Mr. Hadley). **Prefix + Last Name (Profile 1 Name)**
IS	Informal with Spouse (for example, Jim and Betty). **If Spouse First Name is present:** First Name + "and" + Spouse First Name **If Spouse First Name is blank:** First Name
II	Informal Individual (for example, Jim) **First Name (Profile 1 Name)**
N	Nickname **Nickname**

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Mailing Setup** tab.

Mailing Setup Tab (Salutation Usage Section)



3. In the **Build Code** field next to **Default**, enter the build code that you want to use for the default Salutation.
4. In the **Descriptions** fields, enter the labels that you want to appear next to each field on the **Salutations** tab in the Profile Management module.
5. In the **Build Code** field next to each **Description** field, enter the type of Salutation that you want to use in each field.

6. When you are finished, click **OK.**

   Note: If you want to change the Build Codes for one or more lines after Profiles are entered, you can use the **Salutation Build** utility to automatically rebuild Salutations. Please contact FIMS Support for more information about this utility.

Configuring Word Processing Settings

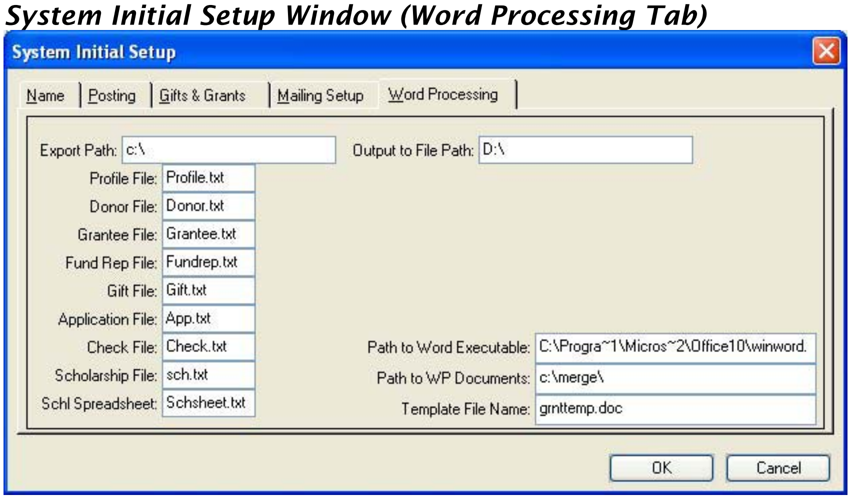
Word Processing settings allow you to configure the default path and file names for exported data files and reports. Using a consistent path and file name is useful if you use exported data to perform mail merges with your word processing software (for example, Microsoft Word). You can change the default path and file name on a case-by-case basis when you run reports and exports.

Note: FIMS uses the **Path to Word Executable** field to locate the executable file when autolaunching Microsoft Word from FIMS exports.

Note: The **Path to WP Documents** and **Template File Name** fields are no longer used.

1. Select **Tools / System Utilities / System Initial Setup**. The **System Initial Setup** window opens.
2. Click the **Word Processing** tab.

   System Initial Setup Window (Word Processing Tab)

3. In the **Export Path** field, enter the drive and directory on your system (or server) where you want to save your exported data files.
4. Enter the desired file name and extension (e.g., .txt) in each of the

appropriate **File** fields (**Profile File**, **Donor File**, **Grantee File**, **Fund Rep File**, **Gift File**, **Application File**, **Check File**, **Scholarship File**, and **Schl Spreadsheet**).

5. In the **Output to File Path** field, enter the drive and directory where you want to save FIMS reports (if you choose **File** as the **Send To** option when you run the report).

   Recommendation: This should be set on a user-by-user basis via **User Preferences**.

6. Click **OK**.

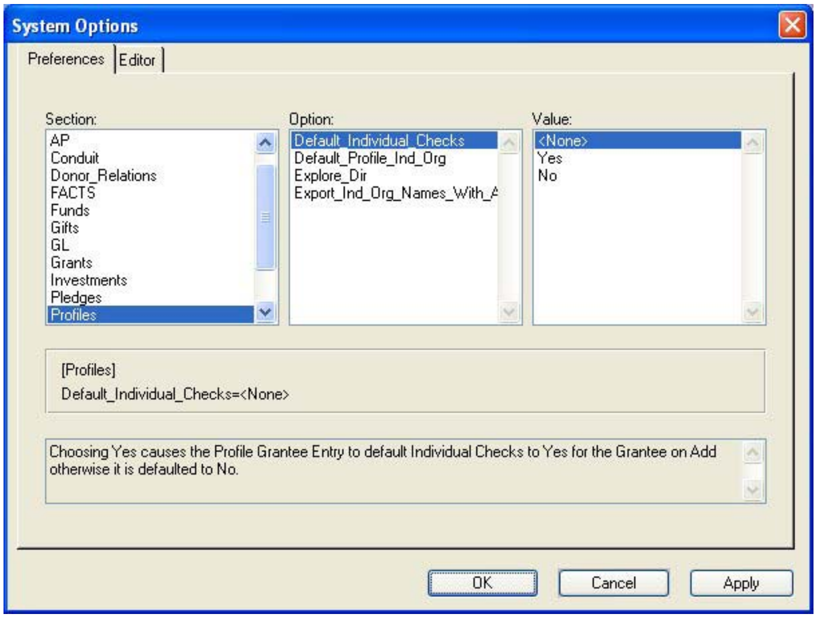
Setting System Options

System Options allow you to set default configuration options throughout FIMS modules. These settings can save time in the data entry process, and you can change any of the default values when you are working with a specific record. The options are kept in a system **.ini** file.

Please call FIMS Support for help with setting these options.

1. Select **Tools/System Utilities/System Options**. The **System Options** window opens.
2. On the **Preferences** tab, select the desired module from the **Section** pane. The list of available options appears in the **Options** pane.

   Example: Profile System Options



3. Select the option you want to set, and then select the desired value from the **Value** pane.

   Note: When you select a value, information about the value setting appears in the text box near the bottom of the window.

4. Click the **Apply** button when you are finished setting each option. When you are completely finished setting options, click **OK.**

System-Related Options

You can set the following default options to apply to the FIMS system. This can save time in the data entry process, and allows you to customize the look of the system to fit your needs.

Note: Color settings will be applied throughout Windows – not just in FIMS. If you want to set individual FIMS color preferences (just in FIMS, and only for a specific user), refer to *Changing User Preferences* for more information.

Please contact FIMS Support before setting these options.

Option	***Values***	***Description***
Add Multiple Records	Yes No	Determines whether you want FIMS to automatically open a new code record when you save the previous code record. ***Note:*** If you select **Yes**, you will have to click **Cancel** when you are finished adding records. The default value is **No**.
Color Disabled Text	<RGB Color>	The RGB values of the color you want to use for disabled (unavailable) text. The background for disabled fields is light gray. The default disabled text color is dark gray (128,128,128). ***Note:*** Changing this value affects disabled text throughout Windows – not just in FIMS. ***Note:*** If you select <None>, the color is set to the default from your Windows display settings.
Color Module Active Title	<RGB Color>	The RGB values of the color you want to use for the module title bar. ***Note:*** If you select <None>, the color is set to the default from your Windows display settings.
Color Module Title Text	<RGB Color>	The RGB values of the color you want to use for the text on the module title bar. ***Note:*** White (255,255,255) is the best choice if you are using a dark-hued background color. ***Note:*** If you select <None>, the color is set to the default from your Windows display settings.
Color Required Fields	<RGB Color>	The RGB values of the color you want to use to highlight required fields. The default value is yellow (**255,255,0**).

Option	***Values***	***Description***
Color Tab Without Data	<RGB Color>	The RGB values of the color you want to use for the text on tabs that do not contain any data.
Color Tab With Data	<RGB Color>	The RGB values of the color you want to use for the text on tabs that do contain data.
Context Menus	Yes No	Determines whether you want the Reports and File Maintenance menus to be context-sensitive (to automatically change when you switch modules). The default value is **Yes**.
E-Mail Exe	<E-mail Application Path and Filename>	The path and file name of your default e-mail application. This option is required in order to use the **Send E-Mail** button in the Profile Management module.
Explorer Exe	<Windows Explorer Path and Filename>	The path and file name of the Microsoft Windows Explorer executable file. This option is required in order to use the Profile and Fund, folders. However, the path to these folders is usually set under Profile and Fund options.
Internet Browser Exe	<Web Browser Path and Filename>	The path and file name of the web browser you use to access the Internet. This option is required in order to use the **Visit Web Site** and **GuideStar** buttons.
Multiple Windows	Yes No	Determines whether each FIMS module will open in a separate window. Choose **Yes** to use multiple windows or **No** to use a single window.
Save As Dir	<path and directory>	The default path and directory that you want to use to save reports from the FIMS Viewer. ***Important:*** Do not use the FIMS folder to save your reports.

Option	*Values*	*Description*
Use MAPI Email	Yes No	Determines whether you want to use MAPI e-mail capability when you click the **Send E-Mail** button. ***Note:*** MAPI e-mail runs modally, so if you set this option to Yes you will be locked out of FIMS and Outlook until you send the message. The default value is **No.**
WinFIMS Help	<path and filename>	The path and filename for the FIMSHelp executable. The default value is **found\fimshelp\fimshelp.chm**.

Profile Management Options

You can set the following default options to apply to every Profile record you create in FIMS. This can save time in the data entry process and any of the default values can be changed when you are working with a specific record.

Option	*Values*	*Description*
Default Individual Checks	Yes No	Indicates whether new Grantee records associated with a Profile will have the **Individual Checks** checkbox selected by default. **Note:** You can also set this default value for adding Grantee records from the Grantee and Grant Management module or the Scholarships module. Refer to *System Options – Grantee and Grant Management* and *System Options – Scholarships* in the *FIMS User Guide* for more information.

Option	*Values*	*Description*
Default Profile Ind/Org	Ind Org	Sets the default Profile type for all Profile records you create from the Profile Management module (Individual or Organization). If you do not select a default value, the system will set the default value to Individual. ***Note:*** You can also set this default value for adding Profile records from the Accounts Payable, Donor and Gift Management, Grantee and Grant Management, Pledge Management, and Scholarship Management modules. Refer to the **System Options** sections of those modules for more information.
Explore Dir	<path and directory name>	The location and name of the folder you are using as the parent folder for Profile Folders. Click the **Browse** button to select the desired folder. ***Note:*** Refer to *Creating the Profile Folder* in the *Profile Management* module of the FIMS User Guide for more information about using this directory.

Option	***Values***	***Description***
Export Ind Org Names With Address Type	Address Type	Indicates the address type that you want to use for certain exports in FIMS that have the **Use Org Name in Ind Profiles** checkbox selected on the **Mailing** tab when you run the export (for example, Export to Word Processing). Organization names will only be exported for Profiles identified as individuals that have the address type specified here. If the default value (**<None>**) is selected, the organization names will be exported for all individual Profiles regardless of the address type. You can also enter multiple address type values separated by commas. This will cause organization names to be exported for individual Profiles that have one of the address types in the list. ***Note:*** This option has no effect unless the **Use Org Name in Ind Profiles** checkbox is selected on the **Mailing** tab when you run the export.

Donor and Gift Management Options

You can set the following default options to apply to the Donor and Gift records you create in FIMS. This can save time in the data entry process and any of the default values can be changed when you are working with a specific record.

Note: Several options are specific to the optional Stock Gift module. Refer to *System Options – Stock Gifts* for more information on these options.

Please contact FIMS Support before setting these options.

Option	***Values***	***Description***
CC Gift Acknowledgement	<path and file name>	To Auto Launch Word to create your CC gift acknowledgement letters, fill in the path and file name of the default merge document that you want to use to create CC Acknowledgement letters when you run the Gift Acknowledgement Export. Use the **Browse** button on the System Options window to select the desired file.
Default Copy Gift Date	Yes No	Determines whether you want the date of a copied Gift to be the same as the date of the original Gift. **Yes** indicates that the original Gift Date will be copied. **No** indicates that today's date will be used. The default value is **No**.
Default Donor Fund Rep Type	Fund Rep Code (user-selected)	When you create Gifts from a specific Donor, FIMS can automatically enter a default **Fund ID** for the Gift, if the Donor has a Fund association with the selected Fund Rep code. Click the **Lookup** button on the System Options window to select the desired Fund Rep code.
Default Last Donor	Yes No	Indicates whether FIMS will automatically use the last Donor you viewed on the **Donor** tab when you create a new Gift record (yes or no). The default value is **Yes**.

Option	***Values***	***Description***
Default Profile Ind/Org	Ind Org	Sets the default Profile type for all Profile records you create from the Donor and Gift Management module (Individual or Organization). If you do not select a default value, the system will set the default value to Individual. ***Note:*** You can also set this default value from the Profile Management, Accounts Payable, Grantee and Grant Management, Pledge Management, and Scholarship Management modules. Refer to the **System Options** sections of those modules for more information.
Gift Acknowledgement	<path and file name>	To Auto Launch Word to create your acknowledgement letters, fill in the path and file name of the default merge document that you want to use to create Acknowledgement letters when you run the Gift Acknowledgement Export. Use the **Browse** button on the System Options window to select the desired file.
Gift Entry Validate Blank Codes	Yes No	Indicates whether FIMS will check for blank Fund ID codes or G/L account codes in Gift entry (yes or no). ***Note:*** This value must be set to **No** if you select either **Warning** or **No** for the **Gift Entry Validate Gift Date** option.

Option	*Values*	*Description*
Gift Entry Validate Gift Date	Error Warning No	Indicates the method that FIMS will use to notify you if you enter a **Gift Date** that corresponds to a fiscal year with no G/L accounts. If you select **Error**, an error message will be displayed, and you will not be able to move on with the Gift entry process until you enter a valid date. If you select **Warning**, a warning message will be displayed, but you will be able to continue with the Gift entry process. If you select **No**, no message will be displayed, and you will be able to continue with the Gift entry process. ***Note:*** If you select either **Warning** or **No**, the **Gift Entry Validate Blank Codes** option must be set to **No.**
Gift Folder Level	ID Code GiftNumber	Determines the level at which you want to create the Gift/Donor folder. You can either create it at the Donor level (ID Code) or the Gift level (Gift Number).
Transaction Date from Apply Date	Yes No	Indicates whether the Gift posting process uses the **G/L Apply Date** for the Gift transaction date (yes or no). If you select **No**, the **Gift Date** will be used as the transaction date.

Stock Gift Options

If you are using the optional Stock Gift Management module, you can set the following default options to apply to all Stock Gifts you create in FIMS. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Note: Stock Gift System Options are included with the options in the Gifts section. There is not a separate Section for Stock Gifts.

Option	*Values*	*Description*
Securities_Jrnlkey	GI (Gift Journal) GJ (General Journal)	The G/L Journal Key that you want to use when posting securities proceeds and dividends. ***Note:*** The default value will be either GL or GJ, depending on the type of posting.
Securities_Revalue_Jrnlkey	GI (Gift Journal) GJ (General Journal)	The G/L Journal Key that you want to use when posting revalued securities. The default value is GJ.
Stock_Gift_Type	Any value from the **Gift Type** code table.	The default Gift type that you want to apply to new Stock Gifts.

Pledge Management Options

If you are using the optional Pledge Management module, you can set the following default options to apply to every Pledge you create in FIMS. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
Default Profile Ind/Org	Ind Org	Sets the default Profile type for all Profile records you create from the Scholarship Management module (Individual or Organization). If you do not select a default value, the system will set the default value to Individual.
Pledge Folder Level	IdCode PledgeNumber	Determines the level at which you want to create the Pledge/Donor folder. You can either create it at the Donor level (ID Code) or the Pledge level (Pledge Number).

Grantee and Grant Management Options

You can set the following default options to apply to the Grantee and Grant records you create in FIMS. This can save time in the data entry process and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
ATS Edit Report Error Type	Error Warning None	Indicates whether an error, a warning, or neither will appear in the Edit report when the total Grant Amount for a Fund exceeds the Available to Spend amount for that Fund.
Check Duplicate Applications	Yes No	Indicates whether FIMS will check for duplicate Applications when you enter a new Grant Application.
Check Duplicate Grants Days	<number of days>	Indicates the number of days before and after the Grant Date to check for duplicate Applications. If you enter zero or <none>, FIMS will only check the same Grant Date for duplicate Applications.
Default DonorAdvisor Fund Rep Type	Fund Rep Type Code	Indicates whether you want the default Donor Advisor for the Fund to be automatically entered on applications if that Fund has a Fund Association with the selected Fund Rep Type Code.

Option	*Values*	*Description*
Default Grantee Contact Relationship	Relationship Code	The Relationship code that identifies Profiles as Grantee Contacts. ***Note:*** This value is provided by default and should not generally be changed.
Default Individual Checks	Yes No	Indicates whether the **Individual Checks** checkbox will be selected by default when you create a new Grantee record.
Default Profile Ind Org	Ind Org	Sets the default Profile type for all Profile records you create from the Grantee and Grant Management module (Individual or Organization). If you do not select a default value, the system will set the default value to Individual. ***Note:*** You can also set this default value from the Profile Management, Accounts Payable, Donor and Gift Management, Pledge Management, and Scholarship Management modules. Refer to the **System Options** sections of those modules for more information.
Default Vendor Class	<Vendor Class Code>	Sets the default Vendor Class code for new Grantees.
Denied App Error Type	Error Warning	Indicates whether denied Applications with a non-zero Grant Amount will produce and error or a warning on the Grant Application Edit Report. Select **Error** to generate an error and prevent these Applications from posting, or **Warning** to allow them to post. The default value is **Warning**.
GuideStar Account ID	<User ID>	The Account ID code that you use to access the GuideStar website.
GuideStar Password	<password>	The password that you use to access the GuideStar website.
GuideStar URL	<URL>	The URL (web address) that you use to access the GuideStar website.

Option	Values	Description
Notes Fundrep Lookup	Yes No	Indicates whether you want to add a Fund Rep Lookup button on the Notes tab for Grant Applications. When you find a Fund Rep, you can copy their information directly into the current note. The default value is No.

Scholarship Management Options

You can set the following default options for the optional Scholarship Management module. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	Values	Description
Default Individual Checks	Yes No	When you select Yes, the **Individual Checks** checkbox will automatically be selected for every Grantee record that you create from the Scholarship Management module. When you select No, the checkbox is cleared for all Grantee records by default.
Default Payee	Institution Student Both	Sets the default value for the Payee field in Scholarship applications. If you do not select a default value, the system will set the default value to Student.
Default Profile Ind/Org	Ind Org	Sets the default Profile type for all Profile records you create from the Scholarship Management module (Individual or Organization). If you do not select a default value, the system will set the default value to Individual.
New Application Affiliation	Affiliation Code (User-selected)	If you select an Affiliation Code here, the code will automatically be added to the Student record when you create a new Scholarship application for that Student.
New Student Affiliation	Affiliation Code (User-selected)	If you select an Affiliation Code here, the code will automatically be added to all new Student records that you create.

Option	*Values*	*Description*
Warning for Denied/No Fund	Yes No	When you select **Yes**, the Scholarship Edit report displays a warning when no Scholarship Fund record exists for the application. If you select **No** or do not select a default value, the Scholarship Edit report displays an error when there is no Scholarship Fund record.

Fund Management Options

You can set the following default options for the Fund Management module. This can save time in the data entry process and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
Allow Blank Codes	Yes No	Indicates whether FIMS will allow G/L accounts to be built for Funds when a **Division**, **Class**, **Type**, or **Sub Type** field is blank.
Asset Management Tab	Yes No	Indicates whether the **Asset Management** tab will be available in the Fund Management module.
Asset Mgt Show All Assets	Yes No	Indicates whether the **Asset Management** tab will display Fund assets that are not being rebalanced.
Asset Mgt Show All Liabilities	Yes No	Indicates whether the **Asset Management** tab will display Fund liabilities.
Enable Cash Requirement	Yes No	Indicates whether the **Cash Requirement** field is enabled on the **Fund 1** tab. The default value is **No**.

Option	*Values*	*Description*
Enable GL FundID	Yes No	Indicates whether the **G/L FundID** field is enabled on the **Fund 1** tab. The default value is **No**. ***Note:*** This field is rarely used. Please contact FIMS Support for more information before enabling this field.
Explore Dir	<path and directory name>	The location and name of the folder you are using as the parent folder for Fund Folders. Click the **Browse** button to select the desired folder. ***Note:*** Refer to *Creating the Fund Folder* in the *Fund Management* module (FIMS User Guide) for more information about using this directory.
Fund Statements Crystal End Parameter	<End Parameter>	The name of the Crystal End Date Parameter. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.
Fund Statements Crystal Fund Parameter	<Fund Parameter>	The name of the Crystal Fund Parameter. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.
Fund Statements Crystal Report	<Fund statement path and file name>	The location and name of the Crystal Reports Fund statement that you want to use to export individual statements when you click the **Fund Statement** button on the Fund Management module's toolbar. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.
Fund Statements Crystal Report Server	<server name>	The name of the ODBC data source to use for exporting Crystal Reports Fund statements. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.

Option	***Values***	***Description***
Fund Statements Crystal Start Parameter	<Start Parameter>	The name of the Crystal Start Date Parameter. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.
Fund Statement Crystal Reports	<Fund statement path and file name>	The location and name of the Crystal Reports Fund statement that you want to use to display individual fund statements. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.
Fund Statement Crystal Report Server	<server name>	The name of the ODBC data source to use for running Crystal Reports Fund statements. ***Note:*** You should leave this option set to **<None>** if you do not use Crystal Reports.
Fund Statement Default Selections	<default Fund Statement selections>	The default report settings that you want to use to export individual Fund statements when you click the Fund **Statement** button on the Fund Management module's toolbar.
Fund Statement Export Rep Info	Yes No	Indicates whether the Fund Representative name and address will be exported on Fund statements by default.
Fund Statement Label Doc	<document path and file name>	The path and file name of the merge document that you want to auto-launch to create labels and envelopes for Fund statements.
Fund Statement Merge Doc	<document path and file name>	The path and file name of the merge document that you want to auto-launch to create Fund statements.
Fund Statement Print Rep Name	Yes No	Indicates whether the Fund Representative name will be printed on Fund statements by default.

Option	*Values*	*Description*
Fund Statement Print Subordinates	Yes No	Indicates whether information about Subordinate Funds will be printed on Fund statements for the Master Fund by default.
Fund Statement Profile ID	<Profile ID code>	The default Profile ID code that will be used for Funds that do not have a specified Fund Representative.
Fund Statement Rep Type From	<Fund Rep code>	The default starting Fund Representative code that will be used on Fund statements by default.
Fund Statement Rep Type Thru	<Fund Rep code>	The default ending Fund Representative code that will be used on Fund statements by default.

Accounts Payable Options

You can set the following default options to apply to every Accounts Payable transaction in FIMS. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
ACH Batch Format	<batch format>	The Batch Format that you want to use for ACH Vouchers. After filling in the ID code when you create a Voucher, the system checks to see if the Vendor's **ACH Allowed** checkbox is selected and makes sure that the **Batch Format** is not blank. If these conditions exist, the system fills the Batch Format into the Batch field and replaces **mm** with the month, **dd** with the day, **yyyy** with the four digit year, or **yy** with the 2 digit year

Option	*Values*	*Description*
Check Form	<form name>	The form that you want to use to print checks. ***Note:*** If you do not select a form, FIMS will use a standard, character-based check form.
Check Account Number Field	Enable Disable	Sets the status of the Account, Routing, and Check Info fields for checking accounts. Disabling these fields prevents check routing information from being changed. The default value is **Enable**.
Check Routing Field	Hide Enable Disable	Sets the presentation mode for the Routing and Check Info fields for checking accounts. The default value is **Hidden**.
Default Profile Ind Org	Ind Org	Sets the default Profile type for all Profile records you create from the Accounts Payable module (Individual or Organization). ***Note:*** If you do not select a default value, the system will set the default value to Individual.
Form 1099	<form name>	The form that you want to use to create Vendor 1099 forms. If you do not select a form, FIMS will use either the User Defined 1099 Form (if one exists). Otherwise, it will use the System Defined 1099 Form.
Use Master DivCode	Yes No	Indicates whether you want to include the Division Code for your Master Fund in check printing.

General Ledger Options

You can set the following default options to apply to every General Ledger transaction in FIMS. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
Automatic EOY Processing	Yes No	Determines whether you want FIMS to automatically run End of Year processing when Journals are posted for a Fund in one fiscal year, and GL records exist for that Fund in the next fiscal year.
Default Journal Key	<journal key code>	The default Journal Key code that you want to apply to manual entries in the General Ledger Journal.
Gift Accounts to Check	<natural account numbers>	A comma delimited list of Gift-related natural account numbers that you want the system to trigger a warning message for, when you use them in manual Journal Entries.
Grant Accounts to Check	<natural account numbers>	A comma delimited list of Grant-related natural account numbers that you want the system to trigger a warning message for, when you use them in manual Journal Entries.
Prefix for Interfund	<text prefix>	The prefix that you want to add to interfund Gift and Grant detail lines in Fund Statements. ***Note:*** Enter “Blank” to remove any prefix.
ReBal Separate JE	Yes No	Determines whether you want to create separate G/L Journal Entries for each transfer of money between pools. ***Note:*** This option has no effect if you use an offset Fund for transfers between pools. The offset account is defined by the **ReBal_Separate_JE_Account** option.

Option	***Values***	***Description***
ReBal Separate JE Account	<natural account number>	The natural account number for the account that you want to use as the offset account for separate sets of Journal Entries to be created for each transfer of money between pools. ***Note:*** This option is only available if the **REBal_Separate_JE** option is set to **Yes**.
Warning FACTS Posted for Apply Date	Yes No	Determines whether a journal entry being applied to a closed FACTS cycle will result in a warning or an error. Select **Yes** to generate a warning, or **No** to generate and error.
Warning for ReBal PerCent Not 100	Yes No	Determines whether a warning or an error will be generated when the total percentage does not equal 100% during Asset Rebalancing. Select **Yes** to generate a warning, or **No** to generate and error.
Warning for ReBal Variance Not Zero	Yes No	Determines whether a warning or an error will be generated when the variance does not equal zero during Asset Rebalancing. Select **Yes** to generate a warning, or **No** to generate and error.
Warning for Unbalanced Funds	Yes No	Determines whether a warning or an error will be generated when Funds are not balanced. Select **Yes** to generate a warning, or **No** to generate and error.

FACTS Options

You can set the following default options to apply to the FACTS module. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record. Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
Disbursement Processing	Allocation Transaction	The default method for processing disbursements. **Allocation** causes Pool Allocation Processing to act as an allocable value that affects price per unit but not units. **Transaction** processes disbursements like a sell Transaction at the end of the last day in the Cycle. This method affects units and not price per unit.
Use Unknown Confirm Date	Yes No	Indicates whether posting from General Ledger will create FACTS Transactions with an unknown or blank **Confirm Date**. If you select **Yes**, an unknown or blank Confirm Date will be used. If you select **No**, the General Ledger **Apply Date** will be used as the default Confirm Date (but can be changed, if necessary).

Donor Relations Module Options

You can set the following default options to apply to the optional Donor Relations Module (DRM). This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Note: **Donor_Relations** will only appear in the **Section** pane if you have purchased the optional DRM module.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
Contact Required	Yes No	Indicates whether you want to automatically create a new Contact record for each new DRM session.
Fund Start Page	<starting page number>	The number associated with the tab that you want to open by default when you view Fund information in the DRM. The default value is 1 (**Fund 1** tab).
Profile Start Page	<starting page number>	The number associated with the tab that you want to open by default when you view Profile information in the DRM. The default value is 1 (**Profile 1** tab).

Spending Policy Options

You can set the following default option to apply to your Spending Policy Create Entries Edit report.

Please contact FIMS Support before setting this option.

Option	*Values*	*Description*
Warning for No Fund Summary	Yes No	Determines whether you want the Spending Policy Create Entries Edit report to generate a warning when no Fund Summary History record exists for the Fund and Fiscal Year. Select **Yes** to generate a warning, or **No** to generate an error.

Investment Options

You can set the following default options to apply to the optional Auto Pricing feature. This can save time in the data entry process, and any of the default values can be changed when you are working with a specific record.

Please contact FIMS Support before setting these options.

Option	*Values*	*Description*
Auto Price Account Aux	<auxiliary security pricing information>	Auxiliary information related to the Security Pricing Account.
Auto Price Account ID	<Account ID>	The Account ID code for the Security Pricing service.
Auto Price Contact Tickle User	<FIMS User ID>	The FIMS User ID for the FIMS user who should be notified when the security re-pricing process is complete.
Auto Price Contact Type	<Contact Type Code>	The FIMS Contact Type code that you want to use for Contacts that are created when the security re-pricing process is complete.
Auto Price FTP Address	<URL> <IP Address>	The URL or IP Address of the FTP server used to download security prices.
Auto Price FTP Download Folder	<FTP Folder>	The name of the FTP folder used to download security prices.
Auto Price FTP Password	<FTP Password>	The FTP password used to download security prices.
Auto Price FTP Upload Folder	<FTP Folder>	The name of the FTP folder used to upload holdings and determine security prices.
Auto Price FTP UserId	<FTP User ID>	The User ID code used to download security prices.
Auto Price Local Folder	<path and directory>	The path and folder name (directory) where you want to store Security holdings and prices on your local system.

Option	***Values***	***Description***
Default Auto Price	Yes No	Determines whether you want to automatically select the Auto Price checkbox for new Securities. The default value is **No.**
Securities Purchase Jrnlkey	<Journal Key Code>	The General Ledger Journal Key code that you want to use when posting new inventory. The default code is **GJ.**

System Security

FIMS offers two levels of security to preserve the integrity of your organization's data.

The fist level of security ensures that only established users can access the system. System access requires both a User ID and an optional (but recommended) password.

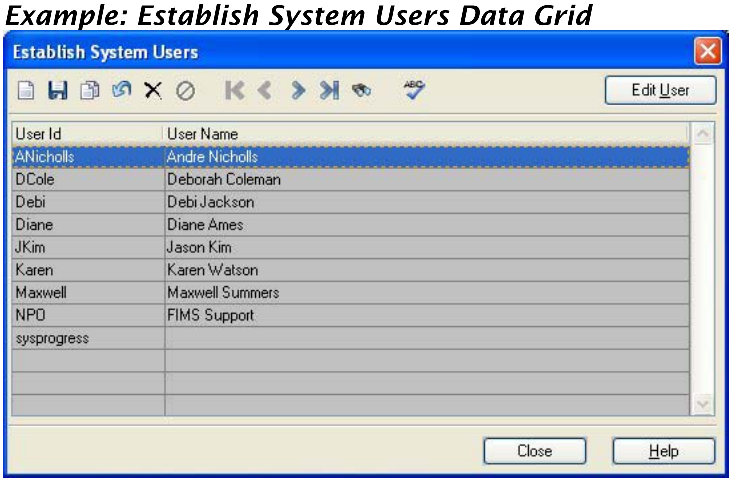
The second level of security allows the System Administrator to limit access to any FIMS function to designated users.

Establishing System Users

The first step in setting up FIMS security is to establish the users who will have access to the system.

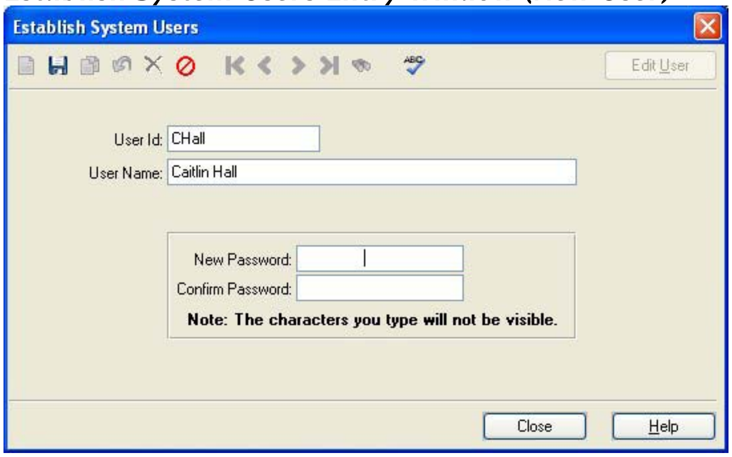
1. Select **Tools / System Utilities / Establish System Users**. The **Establish System Users Data Grid** opens, displaying a list of the current system users, along with their **User ID** and **User Name**.

Example: Establish System Users Data Grid



2. Click the **New** button on the far left-hand side of the toolbar. The **Establish System Users Entry** window opens.

Establish System Users Entry Window (New User)



3. In the **User ID** field, enter the ID that you want the user to enter when they log into FIMS.

   Tip: If you have a large organization and/or high turnover, you may want to configure your User IDs based on departments / functional groups (e.g., Acct1, Acct2, Acct3 or Dev1, Dev2, Dev3) rather than on an actual user's name. This is also useful for setting security for large groups of users at one time (e.g., If your development staff all has User IDs that start with **Dev**, enter **!Dev*** for the General Ledger module to indicate that development staff does not have access to General Ledger). Refer to *Security Permissions Values* for more information about setting security for groups of users.

4. In the **User Name** field, enter the user's full name.

5. (Optional, but recommended) If you want the user to enter a password in order to log into FIMS, enter the desired password in both the **New Password** and **Confirm Password** fields.

   Note: For security reasons, the text you enter in the Password fields will not appear on the screen.

   Note: Passwords are case sensitive.

6. Click the **Save** button on the toolbar.

7. Repeat this process to establish any additional users. When you are finished, click the **Close** button.

Note: Users may add or change their own passwords when they are logged into

FIMS. Refer to *Changing User Passwords* in the *Tools and System Utilities* chapter for more information.

Security Permissions Values

These values are used to set permissions for security administrators, menus, processes, supertabs, tabs, and buttons, and the Dynamic Data Grid inquiry.

Please contact FIMS support if you have questions about using these values to set security for your FIMS system.

Value	***Description***
*	Enter an asterisk (*) to indicate that all users have access.
UserName	Enter a specific user name to indicate that the user will have access.
!UserName	Enter a specific user name preceded by an exclamation point (!) to indicate that the user *will not* have access.
String*	Enter the beginning of a user name followed by an asterisk (*) to indicate that all users whose user names begin with the characters you entered will have access. ***Example:*** You have three users who have User Names that start with Fin (Finola, Fin1, Fin2). Enter Fin* to indicate that all three of these users should have access.
!String*	Enter the beginning of a user name, preceded by an exclamation point (!) and followed by an asterisk (*) to indicate that all users whose user names begin with the characters you entered *will not* have access. ***Example:*** You have three users who have User Names that start with De (Dev1, Dev2, Denny). Enter !De* to indicate that none of these three users should have access.

Setting Security Administrators

Security administrators have permission to set function-level security throughout FIMS. It is important that you limit the number of users who are set as security administrators – especially if you are going to set additional security for menu items and modules throughout the system.

Note: Once you establish administrators, they will be the only ones who can access this utility and configure security settings for themselves and for other users. There is no need to set additional security on the menu item.

1. Select **Tools / System Utilities / Set Security Administrators.** The **System Administrators** window opens.

   System Administrators Window

2. Enter the User IDs for the users that you want to establish as security administrators, separated by commas (no spaces).

   - If you want to set all users as security administrators, enter an asterisk (*), with no other text.
     Note: We recommend that you only set one or two users as security administrators, rather than granting this permission to all users.

   - If you want to set most users as security administrators, but exclude one or two users, enter an exclamation point, followed by the User ID that you want to exclude, followed by a comma and an asterisk (for example, **!userid,***). If you want to exclude additional users, separate their User IDs with a comma (for example, **!userid1,userid2,***).

     Important: Make sure you include the comma and asterisk after the User IDs that you want to exclude. If you do not, no one will be able to get into the system.

Note: Refer to *Security Permissions Values* for more information about the values you can enter to set security.

3. Click **OK**.

Menu and Process Security

In addition to setting user access to FIMS itself, you can configure security for specific processes (for example, Edit Reports, Posting, and Adjustments) and menu items.

Note: Only Security Administrators can set this type of security. Refer to Setting Security Administrators for more information.

1. Select **Tools / System Utilities / Menu Security**. The **FIMS Security** window opens.

FIMS Security Window

2. Click the arrow in the **FIMS Module** drop-down box and select the module where you want to set security.

3. In the **Process Security** section, select the process that you want to set security for.

4. In the **Access Permissions** field, do one of the following:

   - If you want all FIMS users to have permission to use the selected process, enter an asterisk (*).

- If you want specific users to have permission to use the selected process, enter the User IDs for each desired user, separated by commas (for example, **userid1,userid2,userid3**).
  Important: Do not use any spaces between the User IDs.

- If you want to give most users permission to use the selected process, but exclude one or two users, enter an exclamation point followed by the User ID that you want to exclude, followed by a comma and an asterisk (for example, **!userid,***. If you want to exclude additional users, separate their User IDs with a comma (for example, **!userid1,!userid2,***).

Important: Do not leave the **Access Permissions** field blank. If you leave it blank, all users will be denied access to the selected process.

Note: Refer to *Security Permissions Values* for more information about the values you can enter to set security.

5. If you want to set permission for menu items within the selected FIMS Module, select the desired menu item from the menu bar at the top of the window. The menu command appears in the **Selected Menu Items** field at the bottom of the window.

6. Enter the appropriate **Access Permissions** for the menu item (see step 4).

7. Click the **Save Changes** button.

Establishing Security for Supertabs, Tabs, and Buttons

FIMS allows you set access restrictions for many buttons and tabs in FIMS. For example, you can set security on the module buttons on the FIMS Navigator, or the supertabs in each module. You can also set read or write access for specific tabs in each module.

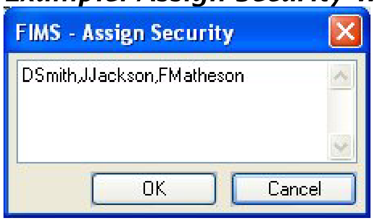
- **Read Access:** The specified users will be able to view the data (but cannot add, delete, or modify data unless they also have Write Access).

- **Write Access:** The specified users will be able to add, delete, or modify data (as long as they also have Read Access).

Note: Only Security Administrators can set this type of security. Refer to *Setting Security Administrators* for more information.

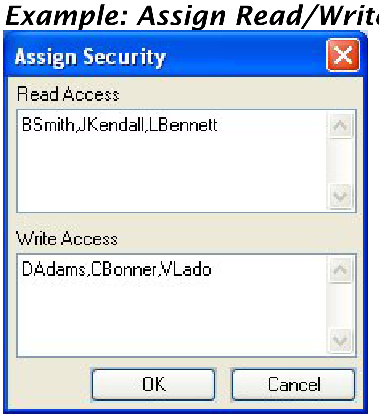
1. Right click on the supertab, tab, or button where you want to assign security. The **Assign Security** window opens.

   Example: Assign Security Window

   Note: If you right-click on a tab, the **Assign Security** window will have two sections that allow you to assign read access (users can view but not change any data) and write access (users can view and modify data).

   Example: Assign Read/Write Security Window

2. Do one of the following:

   - If you want all FIMS users to have permission to use the selected supertab, tab, or button, enter an asterisk (*).
   - If you want specific users to have permission to use the selected supertab, tab, or button, enter the User IDs for each desired user, separated by commas (for example, **userid1,userid2,userid3**). ***Important:*** Do not use any spaces between the User IDs.
   - If you want to give most users permission to use the selected supertab, tab, or button, but exclude one or two users, enter an exclamation point followed by the User ID that you want to exclude, followed by a comma and an asterisk (for example, **!userid,***. If you want to exclude additional users, separate their

User IDs with a comma (for example, **!userid1,!userid2,***).

Important: Do not leave the **Access Permissions** field blank. If you leave it blank, all users will be denied access to the selected process.

Note: Refer to *Security Permissions Values* for more information about the values you can enter to set security.

3. Click **OK**.

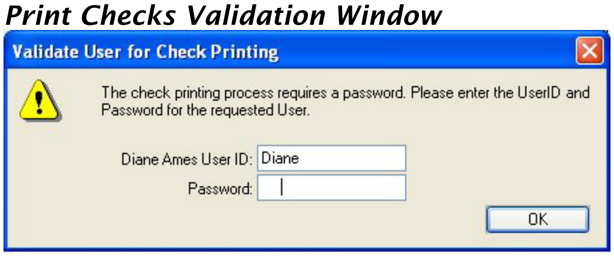
Establishing Security for Check Printing

This feature restricts access to check printing by requiring user names and passwords. FIMS system administrators can configure any number of **Required Users** to be validated for check printing.

The program presents a list of FIMS users that can be added to or removed from the Required Users Validation list. If you make a change to the list, then you will have to validate all Required Users before the change will be accepted.

When validation is enabled, users will have to enter their User Name and Password in order to print checks.

Print Checks Validation Window



If all users are validated, then check printing will proceed as usual. If the users are not validated, an error message will appear and you will not be able to access the check printing utility.

Check Validation Failed Message

This type of security may be useful if, for example:

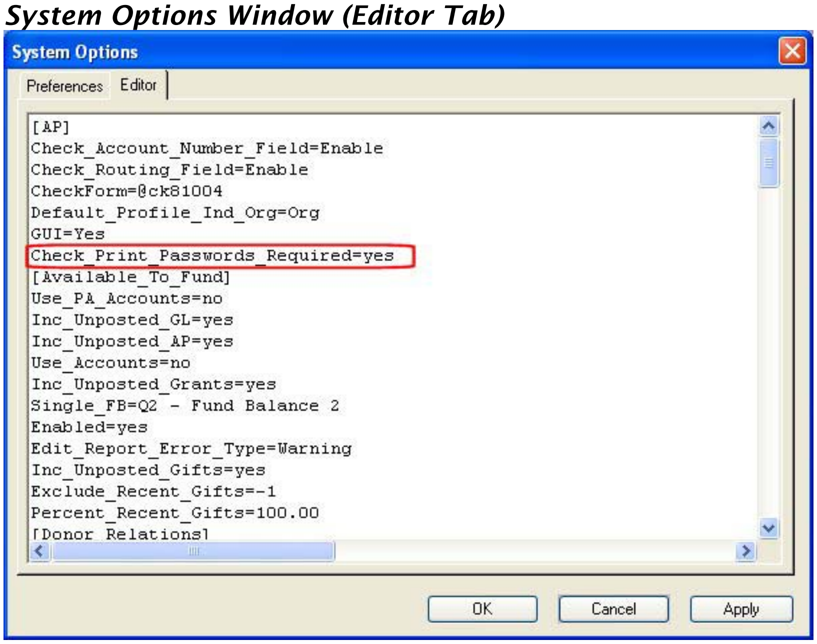
- A user who is logged into FIMS leaves their desk, and someone else tries to print a check from that workstation. If they do not know the valid user name and password, they will not be able to print checks.

- Your organization has a policy that says more than one person must be present to print checks. You can set security so that two people need to be verified before printing checks.
- You print signatures directly on the check.

Enabling Check Printing Security

1. From anywhere in FIMS, select **Tools / System Utilities / System Options.** The **System Options** window opens.
2. Click the **Editor** tab.

System Options Window (Editor Tab)

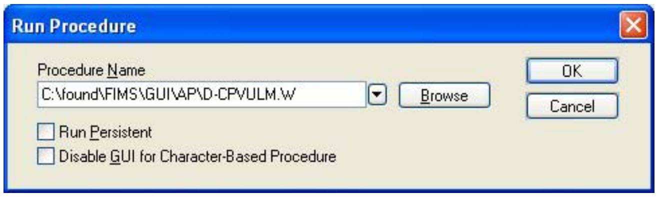


3. In the **[AP]** section, enter **Check_Print_Passwords_Required=yes**.
4. Click the **Apply** button and then click **OK.**

Configuring the Required User List for Check Printing Security

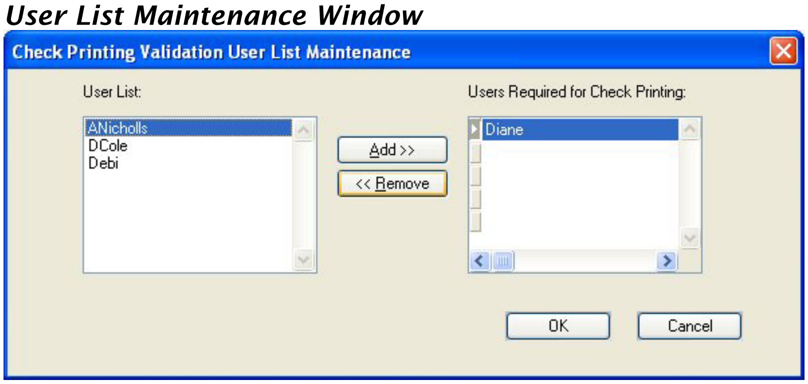
1. From anywhere in FIMS, select **Tools / System Utilities / Run Procedure.** The **Run Procedure** window opens.

Run Procedure Window



2. In the **Procedure Name** field, enter **gui/ap/d-cpvulm.w**.
3. Click **OK**. The **Check Printing Validation User List Maintenance** window opens.

User List Maintenance Window

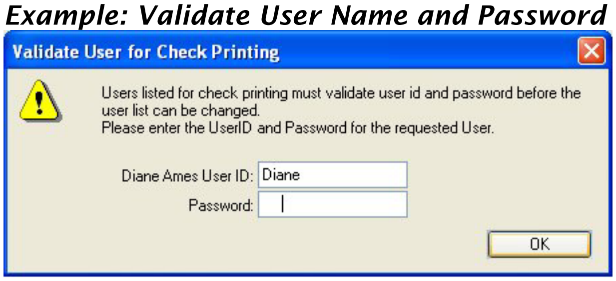


4. In the **User List** pane, select any users that you want to add to the **Required Users** list, and then click the **Add** button to add them to the list.

   Note: When you make a change to the list, you will have to validate all Required Users (user IDs and passwords) before the change will be accepted.

5. When you are finished, click **OK.** You will be prompted to enter the **User Name** and **Password** for each user on the **Required Users** list.

Example: Validate User Name and Password



6. Enter the appropriate User Names and Passwords for each user, clicking **OK** in each validation window.

Note: If you enter an incorrect User Name or Password, you will receive a message that the process was aborted and your changes will not be saved. Rerun the process to update the Required Users list.

Note: Once you configure the Required Users list, you will have to enter the appropriate User Names and Passwords before you can edit the list (when you run the procedure, you will be prompted for the current User Names and Passwords before you can make changes).

Establishing Security for the Dynamic Data Grid Inquiry

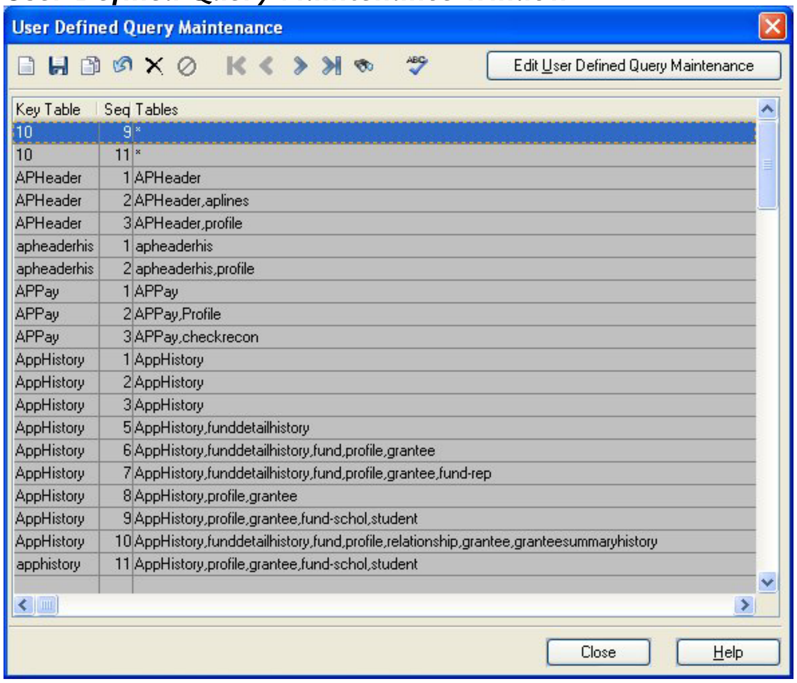
View Security restricts access to data grid views for specific tables in FIMS Data Grids and the Dynamic Data Grid Inquiry, ensuring that users will not be able to view data they should not have access to.

The Dynamic Data Grid Inquiry allows users to see allows users to view any configured Data Grid view in FIMS. If you have users who are restricted from accessing any modules in FIMS, we recommend that you also restrict them from accessing the Dynamic Data Grid Inquiry, via menu security. Refer to *Menu and Process Security* for more information.

Note: If you want to restrict access to data in a particular table, you must set View Security on all table combinations that include that table. Please contact FIMS Support for more information about setting security for specific tables.

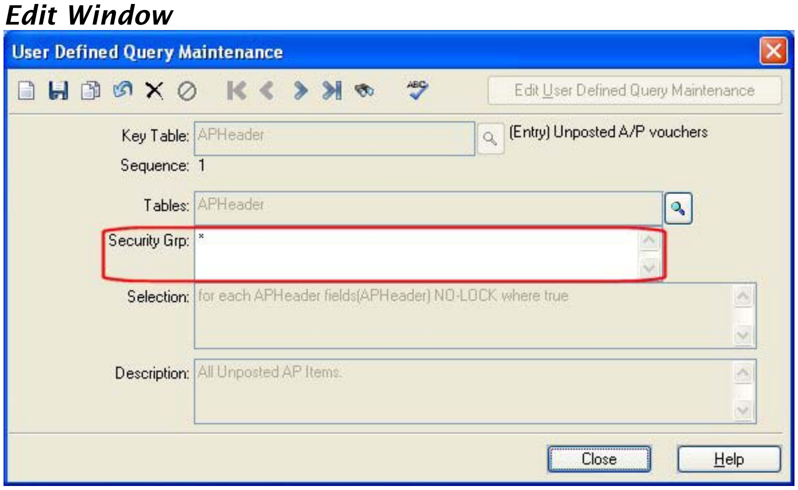
1. From anywhere in FIMS, select **Tools / System Utilities / View Security**. The **User Defined Query Maintenance** window opens, displaying a list of all available Data Grid queries.

User Defined Query Maintenance Window



2. Select the query that you want to set security for, and click the **Edit User Defined Query Maintenance** button. The **Edit** window opens, with the **Security Grp** field active.

Edit Window



3. In the **Security Grp** field, do one of the following:

   - If you want all FIMS users to have permission to see the selected Data Grid query, enter an asterisk (*).
   - If you want specific users to have permission to see the selected Data Grid query, enter the User IDs for each desired user,

separated by commas (for example, **userid1,userid2,userid3**).
Important: Do not use any spaces between the User IDs.

- If you want to give most users permission to see the selected Data Grid query, but exclude one or two users, enter an exclamation point followed by the User ID that you want to exclude, followed by a comma and an asterisk (for example, **!userid,*.** If you want to exclude additional users, separate their User IDs with a comma (for example, **!userid1,!userid2,***).

Important: Do not leave the **Security Grp** field blank. If you leave it blank, all users will be denied access to the selected query.

Note: Refer to *Security Permissions Values* for more information about the values you can enter to set security.

4. Click the **Save** button on the toolbar.
5. If you want to set security for additional query, click the **Browse** button on the toolbar, select the next desired query, and repeat this process.
6. When you are completely finished setting security for Data Grid views, and have saved your changes, click the **Close** button.

Implementation Tips

Implementing FIMS Outer Modules

FIMS is a comprehensive system, which supports and records most organizational operations. It is also a comprehensively integrated system that allows information to flow automatically from one module to another.

FIMS' modular design, along with a number of switches you can use to turn the information flow between modules off and on (refer to the *FIMS Tools and System Utilities* chapter for more information), allows you to fully use certain parts of FIMS while other are still being set up. For example:

- You can implement the outer (non-financial) modules while you are still deciding on your General Ledger Chart of Accounts.
- You can create your Profile records and begin sending mailings.
- You can enter basic Fund records – giving each a Fund ID code.
- You can begin entering and posting historic Gifts and Grants (transactions that occurred before General Ledger was implemented).
- You can create master lists of codes to categorize Gifts and Grants and mark each transaction with the appropriate codes.
- You can enter (but not post) new Gifts and Grants that will impact your General Ledger once it is implemented.

  Note: If you decide to enter Gifts before General Ledger is implemented, you will have to run a special utility prior to posting, to ensure that the Gifts are posted properly. Please contact FIMS Support for help with this process.

While you are learning to enter and post transactions, the people who manage your organization's finances (including bookkeepers, accountants, and auditors) should consult with FIMS Support to decide on the appropriate Master Chart of

Accounts. At the same time, each named Fund should be coded into four categories (Division, Class, Type, and Sub Type).

Once the General Ledger Chart of Accounts is in place, you can turn on the switches to the financial modules, and all subsequent transactions that you post will automatically make General Ledger Journal Entries.

Once the implementation sequence is clarified, you should formulate a tentative implementation schedule. The amount of time it will take to fully implement FIMS depends on your previous experience with fund accounting and the amount of time you can devote to the process each week. Please contact MicroEdge to help set up an implementation schedule that works best for your organization.

This guide provides an outline of the steps you need to follow in order to implement the FIMS outer modules without the financial modules. It also lists any additional steps you should take to configure that area of FIMS for financial implementation.

A separate section in this chapter deals exclusively with implementing the financial modules.

Note: Refer to the *FIMS Tools and System Utilities* chapter, for more information about the configuration settings that will change as you implement the system (for example, System Initial Setup options).

Tip: FIMS Outer Module Implementation:

- **Profile Management:** Name and address information must be available for the other modules, and to run exports from the Profile Management module that you can use to create mail merged letters and documents.
- **Fund Management:** Funds must be identified by creating a simple Fund record before you can enter historic Gifts or Grants. When you are ready to activate your General Ledger, you must code each Fund record appropriately and create Fund Class records so you can use the Fund information (along with the General Ledger template in the Master Chart) to autobuild General Ledger accounts and automatically create credit and debit Journal Entries during Gift and Grant posting.

- **Donor and Gift Management:** A Donor record must be on file before you can enter Gifts. You can enter and post historic Gifts (Gifts that you receive before General Ledger is implemented) with the **Interface to G/L** turned off.
- **Grantee and Grant Management:** A Grantee record must be on file before you can record Grants. You can enter and post historic Grant applications with the **Interface to Accounts Payable** turned off.

Implementing Profile Management

Much of your early work getting FIMS ready for daily use will be in the Profile Management module. The information you enter in this module will be available immediately, and you can begin using this data to create mail merged letters, labels, envelopes, and other documents. You can also send email directly from FIMS (either individually or to groups).

Profile Management Implementation Steps

Refer to the *Profile Management* chapter in the *FIMS User Guide* for more information about entering Profile records, Alternate Addresses, Relationships, and Profile-related codes.

Refer to the *Introduction* chapter in the *FIMS User Guide* for more information about Contacts and Tickles.

1. Create Profile records for everyone that your organization deals with – including Prospects, Donors, Grantees, Vendors, Committee Members, Staff Members, Volunteers and anyone else associated with your organization, or on any of your mailing lists.

   Note: FIMS Support can help you to electronically convert these records from another system. Even if our support staff has electronically converted your mailing lists, you should check them over and correct any errors or duplicate entries. Please contact FIMS Support for more information about the electronic conversion process.

2. Create a master list of Profile-related codes so you can categorize your Profile records. Profile-related codes include **Affiliation**, **Staff**, **Contact Type**, **Business Title**, **Association**, **County**, and **Alternate Address Type**.

3. Assign **Affiliation Codes** to each Profile to indicate mailing groups and other classifications.
4. Create **Alternate Address** records for Profiles that use multiple addresses.
5. Add **Notes**.
6. Create **Relationships** between related Profiles.
7. Begin using **Contacts and Tickles**.
8. Practice exporting Profile data and creating mail merge documents and letters. Please contact FIMS Support or refer to the *Using FIMS with Microsoft Office* chapter of the *FIMS User Guide* for help with using mail merges.

Implementing Donor and Gift Management

Before you can enter any Gifts, the Donor must have both a Profile and a Donor record, and the recipient Fund must have a Fund record. Refer to *Implementing Fund Management* for more information about creating Fund records.

Note: If FIMS Support converts your Gift History records, we will also create basic Donor and Fund records. However, you should review these records and assign any additional codes (for example, Donor Class, or Source code) to enable statistical analysis of your Donor records and Gifts.

Donor and Gift Management Implementation Steps

Refer to the *Donor and Gift Management* chapter in the *FIMS User Guide* for more information about creating Donor and Gift records and maintaining Donor and Gift codes

1. Create Donor records for all of your Donors.

   Note: Each Donor must have a Profile record before you can create their Donor record. You can create the records in either the Profile Management module or the Donor and Gift Management module.

2. Review, update, and create Donor and Gift related codes to help classify your records. Donor and Gift related codes include D**onor Class**, **Occupation**, **Solicitor**, **Source**, **Acknowledgement**, **Purpose**, **Donor Rank**, **Gift Type**, and **Ethnic**, and **Match**.

Note: A sample set of **Donor Class**, **Occupation**, **Source**, and **Rank** codes for Donors, and **Gift Purpose** and **Type** codes for Gifts are pre-loaded into FIMS. You should decide on gift categorization schemes that will be meaningful to your own board, donors, and community, and update these codes, as necessary.

3. Enter historic Gift records.
4. Enter Promises (non-binding promises of donations).

   Note: You can enter Promises in either the Profile Management module or the Donor and Gift Management module.
5. When you finish building and implementing the General Ledger, make sure that the **Post Gifts to G/L** checkbox is selected in **System Initial Setup**, and then post any current Gifts to verify that FIMS automatically makes the appropriate General Ledger Journal entries.
6. Contact FIMS Support for help with automating your Gift Acknowledgement letters by exporting and merging your Gift data.

Implementing Fund Management

You must create Fund records for all of your Funds before you can receive Gifts or make Grants in FIMS. When you enter Gifts or Grants, you will select a Fund ID code to uniquely identify the Fund(s) that are involved in the transaction.

The Fund record contains a Fund ID code that identifies it in the system. It also contains several informational, code, and text fields to track the origins and purpose of the Fund.

Fund Distribution records amplify this information for Grant making purposes. The **Available to Grants** report in the Grant Management module, which shows available spendable dollars by Grant making category (for example, Program Area, Population Served, or Region), is based on the codes in the Fund Distribution record.

Fund Associations show the relationship between your Funds and your Profiles. For example, you can indicate who founded a Fund or who should receive the Donor Statement. You should begin by reviewing the **Fund Association** code table and add new and/or edit the sample codes to meet your own needs. Then begin building these relationships. You can assign Fund Associations from either the Fund Management or the Profile Management modules. There is a button on the **Fund Associations** tab in each of these modules that allows you to quickly view the other module.

Financial Implications of Fund Management

If you are not yet posting to General Ledger or Accounts Payable, you only need to enter a basic Fund record with a **Fund ID**, **Fund Name**, and **Sort Name**. However, before you can autobuild General Ledger accounts, you will need to enter a more complete Fund record, including four codes: **Division**, **Class**, **Type**, and **Sub Type.** These codes categorize the Fund and become part of its General Ledger Account Key

The **Fund Class** code determines what standard chart of accounts the Fund will use in General Ledger (based on the Fund Class mapping in the General Ledger Master Chart). You will set up several standard Fund Classes for each type of Fund (for example, one or two for Permanent Funds, one for the Operating Fund, and perhaps one each for pass-through, special project, or quasi-endowed Funds).

In addition to these basic Fund codes, you should review, edit, and/or create the following code master files (code tables) to use with your Fund records. To access the code tables, select **File Maintenance / Fund Code Maintenance** and select the desired code table.

- Interest
- Division
- Fund Class
- Fund Type
- Fund Sub-Type
- Source (accessible from **Donor and Gift Code Maintenance**)
- Staff (accessible from **Profile Code Maintenance**)
- Fund Representative Type

The **Spending Policy** code (accessible from **View / Spending Policy / Spending Policy Code**) and the **Administrative Fees** code require the configuration of relatively complex tables to calculate the appropriate amounts. Most organizations develop these tables late in the financial implementation process.

Spending policies are extremely diverse, but FIMS can make the necessary calculations for many of them. Please contact FIMS Support to discuss the method you use to arrive at a spendable dollar figure.

You can set up automatic postings of transactions to the General Ledger by **Fund Class**. Each Fund Class record includes a chart that maps Gift, Pledge, Grant, Scholarship, and Administrative Fee posting to the appropriate General Ledger accounts (from the Master Chart). This mapping sets up the automatic entry of default General Ledger accounts, but you can change the accounts on a case-by-case basis for unique transactions. The account mappings will need to be entered after you have set up your Master Chart (at about the same time you create your General Ledger, and before you post Gifts and Grants to it).

The **Trustee ID** and **Investment Account** fields in the Fund record are primarily informational, and apply to Funds that are invested in an account which holds only that single Fund's assets. If the Fund will be pooled for investments, you can either leave these fields blank or use them for your primary pool bank and account.

For separately invested Funds, you can create the **Investment Account** record in the **Reconciliation** section or Accounts Payable. The record includes a full name and address for the account, and can be used when printing deposit slips from FIMS.

Implementing Grantee and Grant Management

Samples of several Grantee and Grant codes are automatically loaded when FIMS is installed. You should review these codes and replace or augment them to best fit the needs of your organization's Board, Donors, and Community.

Note: You do not have to use all of the available code fields. Decide which ones you will need based on your organization's reporting needs.

- Grantee Type
- Program Area
- Region
- Status

- Project Type
- Request Type
- Grant Effect
- Committee
- Strategy
- Risk Assessment
- Follow-up Conditions
- Success Rank (for the follow-up record)
- General Population
- Age Group
- Gender
- Economic Group
- Disability Group

Note: The **Status** code deserves particular attention, since it reflects your organization's application review process and groups your applications for exports.

Note: You can retroactively code Grants (after they are posted) in the **Application History** section of the Grantee and Grant Management module. However, you should generally code your Grants when you first enter the applications.

Financial Implications of Grantee and Grant Management

Most organizations that manually enter historical data (rather than electronically converting it) enter data for the most recent year first, since recent information is most likely to be useful.

Some organizations concentrate their efforts on setting up General Ledger and then enter current Grants and Gifts, while waiting for "spare time" to enter historic Grants and Gifts. If you use this approach, you must pay special attention to turning the appropriate interface flags off for historical entries and then turning them back on for ongoing current entries.

Note: Refer to the *System Initial Setup* section of the *Tools and System Utilities* chapter for the procedures you should follow to turn interface flags on and off for posting historic Grants.

Once you implement General Ledger, you must consider the General Ledger accounts that each transaction will debit and credit. You can set up default accounts for common transactions, based on the **Fund Class** code of the Fund associated with the transaction.

Note: Even if you configure default accounts, you can change the accounts on a case-by-case basis for specific, approved Grants – once they are posted to create Unposted Vouchers in Accounts Payable (before posting to Open Items).

Note: If you have outstanding or partially paid Grants at the beginning of the year you are implementing General Ledger in FIMS, you will need to contact FIMS Support for special help in configuring these Vouchers in Accounts Payable. The appropriate Grants Payable amounts must be entered as beginning balances in General Ledger. When posting the Applications and Vouchers, the interface flag needs to be turned on and off at the appropriate times. Refer to *Implementing Grants Accounts Payable* for more information.

Several standard reports link the Grants and Grant Payment schedules entered in the Grant application with the payments ultimately made on the Grants through the Accounts Payable (for example, the Grantee Profile, Payments by Grantee, Grant History with Payments, and Payments by Fund).

Grant budgeting and budget tracking is supported several ways. For example, Grant codes on Fund Distribution records permit calculation of available Grant dollars for a coded Grant application category (for example, education), via the Available to Grant report. This report looks at the available amount according to actual or budget information in General Leger. The **Committee** code links the Grant to the Committee code record, which includes a description, a budget amount field, and an other commitments amount and description. The Committee Budget Report shows the amounts previously committed, budgeted, granted, and remaining by committee code.

You can set up other Grant codes with budgets to compare dollars spent with budget amounts. For example, you can track a budget for each Program Area and run the Grants – Budget to Actual report (Trends and Analysis) to track variances.

Note: Even if your organization does not assign different categories of Grants to separate committees, you can use the Committee code to categorize and track budget areas.

Implementing FIMS Financial Management Modules

Note: Please contact FIMS Support for assistance when designing and implementing your General Ledger.

Since FIMS is an integrated system, there are adjustments that must be made in System Initial Setup and in each of the Outer modules to implement financial management so you can begin posting Gifts to the General Ledger Journal and posting Grants to Accounts Payable (and subsequently to the General Ledger Journal). Refer to *Implementing FIMS Outer Modules* and the *Tools and System Utilities* chapter for more information.

Implementing General Ledger

Fund Classes:

All of your organization's financial transactions involve specific Funds. These transactions are summarized in the Fund-level General Ledger, which keeps a complete set of each Fund's accounts.

FIMS can autobuild the standard accounts for your Funds, based on the Fund Class codes that you use to categorize your Funds. Funds fall into different categories for several reasons:

- Different types of Funds are involved in different types of transactions. For example, some Funds make Grants while others incur operating expenses.
- Funds are invested differently. For example, some Funds' assets are invested in Pools while others are held in individual accounts.
- Fund balances may be tracked differently. For example, some Funds maintain a principal (non-spendable) balance and an income (spendable) balance. Other Funds only need the income fund balance (non-permanent or pass-through Funds).

> ***Note:*** Most organizations have one Fund Class for Endowed Grant making Funds (more if there are investment variations), one for the Operating Fund (usually a Fund Class with only one member), and one Fund Class each for any other necessary categories – such as Pass-Through (single, spendable Fund Balance), Special Project (single Fund Balance and multiple expense accounts), or Deferred Asset (endowed, non-grantmaking).

Once you have decided on the Fund Classes you will need, you must create a basic Fund Class record for each Class. Then you can create a Master Chart record for each natural account that your Fund Classes will use.

Note: Some natural accounts (for example, Checking) will be used by more than one Fund Class.

If you have converted or manually entered historic Gifts or Grants, you have already established a basic Fund record for each of your Funds. Now you must code each Fund in four categories: Division, Class, Type, and Sub Type. These categories will be incorporated into the General Ledger Account Key (the full identification number for each account).

Questions to Keep in Mind While Planning Your Master Chart of Accounts:

- What kind of information do you want to include on your Fund Statements and Consolidated Financial Statements (for example, Statements of Financial Position or Statements of Financial Activity)?
- What General Ledger accounts will you need in order to track the assets of each Fund Class (for example, checking, savings, pooled assets, non-pooled assets, pledges receivable)?
- Will you be using FACTS to manage investment pools? If so, you should include an asset account for pooled fund classes, which will represent each Fund's share in the pool. Debit and credit entries to these Fund level pooled asset accounts are passed to FACTS for inclusion in the valuing process.
- How many parts of the total Fund Balance do you want to track separately? Do you want to track fund balance for principal (Historic

Gifts), net accumulated earnings, and income (available for Granting) separately? Which Funds need multiple Fund Balance accounts, and which need only one? All funds within a Fund Class must be consistent in this regard.

- What revenue accounts do various Fund Classes require? Possibilities for Grant making Funds include Gift Revenue to Principal, Gift Revenue to Income, Pledge Revenue, Interest Income, and Realized and Unrealized Gains.
- What expense accounts do you need? Possibilities for Grant making funds vary widely, but often include expense accounts for Grants, Administrative Fees, Bank Fees, and Miscellaneous.
- What additional accounts (for example, Long Term Assets, Payroll Liability, Administrative Fee Revenue, Operating Expense) does the Operating Fund Class require? This is a special case because there is usually only one member of this Fund Class.

General Ledger Implementation Steps

1. Review the General Ledger Segment Definition (General Ledger File Maintenance).

   Note: the General Ledger Segment Definition is usually configured during installation. Please contact FIMS Support if you want to change the segment definition. FIMS must be compiled to reflect the changes in the database structure.

2. Establish your General Ledger Calendar (General Ledger File Maintenance).

   This calendar defines your accounting periods for posting to General Ledger. For example, if your fiscal year follows the calendar year, Period 1 will be January, Period 2 will be February, and so on.

3. Decide which Fund Classes you will need.

   Note: Refer to *Maintaining Fund Class Codes* in the *Fund Management* chapter of the *FIMS User Guide* for more information about setting up Fund Classes.

4. Set up the standard Charts of Accounts in your Master Chart and assign the appropriate Fund Class(es) and Account Type codes to each account.
5. Create and code your Fund records.
6. Configure each Fund Class record to map the default accounts where you want to post routine transactions (for example, Gifts, Pledges, Grants, and Administrative Fees). Enter a natural account number from the Master Chart in each appropriate field.
7. Autobuild the General Ledger account for your Funds.
8. Add any unique General Ledger accounts (for example, a unique asset account for a Fund that owns property).
9. Establish your General Ledger opening balances.

   If you implement General Ledger at the beginning of your fiscal year, you will need to enter the beginning balance for each Asset, Liability, and Fund Balance account.

   If you implement FIMS in the middle of a fiscal year, you must also enter YTD financial activity in Revenue, Expense, and Transfer accounts. You should enter these values directly into the Period fields of the Actual column on the General Ledger Account record (instead of the Opening Balance fields). You can also enter a cumulative figure (for example, you can summarize first quarter activity by entering a single value in Period 1).

   Note: Make sure you enter beginning balances for General Ledger accounts that normally carry a credit balance as negative numbers.

   Tip: You can run the **Trial Balance** report and/or the **Trial Balance Inquiry** to assist in verifying your data entry. This inquiry will also let you know if any Fund's balance is off, and by how much (run the inquiry as of **Period 0** for beginning balances).
10. Design your Financial and Fund statements (in the **Design Statements** section of General Ledger). Refer to *Working with Design Statements* in the *General Ledger* chapter of the *FIMS User Guide* for more information.

Implementing Accounts Payable

Implementing Administrative Accounts Payable

1. Design your desired check format and either send it to FIMS Support or call us for suggestions on pre-configured formats.
2. Establish the necessary **Vendor Class** codes. Each Vendor record is marked with a Vendor Class code that determines the default Cash and Administrative Accounts Payable General Ledger accounts to automatically apply to Vouchers.

   Note: You can override the default accounts for specific Vouchers.
3. If you have payment terms with any of your Vendors (for example, Net 30 or Net 60), create **Terms** codes to apply to the Vendor record so that the **Due Date** and **Discount Date** for all Vouchers for that Vendor can be automatically populated.
4. Create Profile and Vendor records for all of your administrative Vendors.
5. Enter a default General Ledger expense account for each Vendor (on the Vendor record), so that the account will be added to each new Voucher for the Vendor by default.

   Note: Be sure to select the 1099 checkbox if the Vendor requires a 1099 form.

Implementing Grants Accounts Payable

If you have Grants that are still outstanding or partially paid as of the beginning of the year you are implementing General Ledger in FIMS, you will need to contact FIMS Support for special help in setting up the Grant Vouchers in Accounts Payable.

Note: This procedure outlines some of the typical steps for implementing Grants Accounts Payable, but keep in mind that there can be variations in the steps depending on the situation.

Note: General Ledger must be implemented before you can implement Grants Accounts Payable.

1. In the Grantee and Grant Management module, enter Grant Applications for all Grants that were approved in a prior year, but are still outstanding or have only been partially paid.
2. Make sure the interface flags are turned on for posting from Grants to AP and from AP to GL, and post these Grants as a batch.
3. Before posting the Grant Vouchers in AP, turn off the interface flag from AP to GL.
4. Post the Vouchers to Open Items.
5. Enter hand checks for any partial payments made in a prior year with the interface to GL still off.
6. Turn the interface flag from AP to GL back *on.*
7. Enter and post any payments already made in the current fiscal year with the interface flag from AP to GL on.
8. At some point, in General Ledger, the appropriate Grants Payable amounts must be entered as beginning balances.

Implementing FACTS

Note: Refer to the *FACTS* chapter of the *FIMS User Guide* and contact FIMS Support for more information and specific procedures for implementing FACTS.

1. Create a Pool record for each of your Investment Pools.
2. On the **GL Accounts** tab, identify the General Ledger accounts that will be impacted during FACTS posting.
3. Create Account records for each investment statement, along with opening balances.
4. In the Pool record, indicate the default accounts for deposit and disbursement to the Pool.
5. Auto-build FACTS Initial Fund Values.
6. Run the **Browse Initial Values** utility to verify the starting Book, Market, and Income balances for the Pool, the Custodial Bank Accounts (with totals), and any participating Funds (with totals).

   Note: All of the ending total balances must match.

7. Test a Monthly Allocation process, including Account Reconciliation, processing and allocating a Pool, running a Unitization report, and running the FACTS Allocation Edit report.

Task Checklists

One benefit of implementing an integrated information system where Development, Program Management, and Financial Management are linked, is the inevitable re-thinking of the organizational workflow. Staff assignments are frequently reconsidered. For example, who will enter Donors and Gifts, post Gifts, or post the General Ledger Journal?

It is generally accepted accounting practice to separate these tasks, and it often makes sense to have a fresh pair of eyes examine an edit report and do the posting.

Some organizations find that program staff can easily enter a prospective payment schedule along with the other Grant application data, but prefer to have a financial officer review the approved application prior to posting to Accounts Payable.

The following sections contain checklists for Gift, Grant, Scholarship, Accounts Payable, and FACTS processing that may help you to organize the sequence of tasks you need to perform and assign those tasks to the appropriate personnel.

Note: Keep in mind that your Security Administrator(s) can limit access to any menu items and process in FIMS to help keep tasks separate.

Note: Each posting procedure from the outer modules involves a minimum of two posts to fully update the General Ledger balances: one to post from the module, and one to post the General Ledger Journal. For posting the General Ledger Journal, there are two options:

- You can post the General Ledger Journal from most modules' Posting reports, instead of going to the General Ledger Module to perform the post. It appears as an option on the menu bar of the Posting report.
- You may wait and post the General Ledger Journal all at once at the end of each day or week (depending on what is best for your workflow process). However, we recommend that you post the Journal often,

since General Ledger balances will not be updated until the Journal is posted.

Donor Entry and Gift Processing

Note: This chart provides a general outline of the steps you should take to process Gifts. The sequence of these steps may vary depending on your organization's workflow practices.

Module	***What (Activity)***	***Who (Staff member)***	***When***
	Receive Gift.		
Profile Management	Create new Profiles (if not already on file). ***Note:*** You can also optionally create Donor records in this module.		
Fund Management	Establish new Funds (if not already on file).		
Donor and Gift Management	Create new Donor records (if not already on file).		
⇩	Enter Gifts.		
⇩	Print an error-free Edit Report.		
⇩	Review Edit Report.		
⇩	Acknowledge Gifts (export data and create mail merge letters and labels).		
⇩	Run the Gift Deposit Form (as an in-house record of the physical deposit, or to go to the bank along with the deposit).		

Module	*What (Activity)*	*Who (Staff member)*	*When*
	Post Gifts to transfer Gift data to Gift History, which will automatically update the following: Foundation History. Fund History (Detail and Summary). Donor History (Detail and Summary). General Ledger Journal (make sure the **Post Gifts to G/L** flag is selected).		
	Deposit Gift Receipts in bank.		
General Ledger	Print an error-free G/L Journal Edit report. ***Note:*** You can optionally run this report directly from the Gift Posting report.		
	Post the General Ledger Journal to actual General Ledger accounts.		

Grantee and Grant Application Processing

Note: This chart provides a general outline of the steps you should take to process Grants. The sequence of these steps may vary depending on your organization's workflow practices.

Module	*What (Activity)*	*Who (staff person)*	*When*
	Receive application.		
Profile Management	Create Profile (if not already on file). ***Note:*** You can also optionally create Grantee records in this module.		
Grant Management	Create Grantee (if not already on file).		

Module	***What (Activity)***	***Who (staff person)***	***When***
⇩	Enter Grant Application.		
⇩	Acknowledge receipt of applications by exporting data and creating mail merged acknowledgement letters.		
⬂	Export data to create reports for Board/Distribution Committee meeting.		
	Board/Distribution Committee Meeting.		
Grant Management	Establish **Payment Plans** and set the **Action** code for applications (Approved, Denied, Withdrawn, or Open).		
⇩	Print an error-free Grant Application Edit report.		
⇩	Review the Grant Application Edit report for accuracy.		
⇩	Notify Applicants of approval or denial of their applications by exporting data to create mail merged approval and denial letters.		

Module	***What (Activity)***	***Who (staff person)***	***When***
⬂	Post your Grant Applications to create Vouchers in Accounts Payable. ***Note:*** Applications that have an Action code of **Open** will not be posted. Posting applications transfers the application data to History and updates the following: Foundation History Fund History (Detailed and Summary) Grantee History (Detailed and Summary) Voucher Entry (Line Debits and Credits from FundID and Fund Class)		
Accounts Payable	Print an error-free A/P Item Edit report. ***Note:*** You can also optionally run this report directly from the Grant Posting report.		
⇩	Review the Edit report for accuracy.		
⇩	Post the Vouchers to become Open Items in Accounts Payable. ***Note:*** If you are using the Accrual method of accounting, the post will create the General Ledger Journal entries (Credit/Liability and Debit/Expense). You can optionally post the Journal directly from the Voucher Posting report.		
⇩	Run the Payment Selection report to select the Vouchers you want to pay.		
⇩	Put any Vouchers on hold that you do not want to pay.		

Module	What (Activity)	Who (staff person)	When
⬂	Print Checks and post the payments to the General Ledger Journal.		
General Ledger	Print an error-free G/L Journal Edit report. ***Note:*** You can optionally run this report directly from the Check Post report in Accounts Payable.		
⇩	Post the General Ledger Journal to actual General Ledger accounts.		
⇩	Run Automatic Cash Entries to create Fund-level Journal entries to move money from the Pool to checking to cover Grant checks, and then post the entries ***Note:*** Procedures may vary.		
⬂	Transfer money from the Pool to checking. ***Note:*** Procedures may vary.		

Administrative Accounts Payable Processing

Note: This chart provides a general outline of the steps you should take to process Accounts Payable. The sequence of these steps may vary depending on your organization's workflow practices.

Module	***What (Activity)***	***Who (staff person)***	***When***
	Receive invoice.		
Profile	Create Profile (if not already on file). ***Note:*** You can also optionally create Vendor records from this module.		
Accounts Payable	Create Vendor (if not already on file).		
⇩	Enter Voucher and Line Items.		
⇩	Print an error-free A/P Item Edit report.		
⇩	Review Edit report for accuracy.		
⇩	Post Vouchers to create Open Items in Accounts Payable. ***Note:*** If you are using the Accrual Method of Accounting, the post will create General Ledger Journal entries (Credit/Liability and Debit/Expense). ***Note:*** The Journal can optionally be posted directly from the Voucher Posting report.		
⇩	Run the Payment Selection report to select the Vouchers you want to pay.		
⇩	Put any Vouchers on hold that you do not want to pay.		

Module	*What (Activity)*	*Who (staff person)*	*When*
⇩	Print the Cash Requirements report and transfer the necessary cash into your checking account.		
⬂	Print Checks and then post the payments to the General Ledger Journal.		
General Ledger	Print an error-free G/L Journal Edit report. ***Note:*** You can optionally run this report directly from the Check Posting report.		
⬂	Post the General Ledger Journal to update the actual General Ledger accounts.		

Scholarship Application Processing

Note: This chart provides a general outline of the steps you should take to process Scholarships. The sequence of these steps may vary depending on your organization's workflow practices.

Module	***What (Activity)***	***Who (staff person)***	***When***
	Receive application.		
Profile	Create a Profile for the Student (if not already on file). ***Note:*** You can optionally create Student and Grantee records from this module.		
⬂	Create a Profile for the School (if not already on file). ***Note:*** You can optionally create a Grantee record for the School from this module.		
Scholarship Management	Create the Fund Scholarship record (if not already on file).		
⇩	Create a Grantee record for the School (if not already on file).		
⇩	Create a Student record for the Student (if not already on File).		
⇩	Enter the Scholarship application.		
⇩	Acknowledge receipt of the applications by exporting data and creating mail merged acknowledgement letters.		
⇩	(Optional) Run the Spreadsheet Export to create a data file of Student record information that you can use to analyze application data for award decisions.		

Module	*What (Activity)*	*Who (staff person)*	*When*
⬂	Export data to create reports for the Board/Distribution Committee Meeting.		
	Board/Distribution Committee Meeting.		
Scholarship Management	Establish Payment Plans and set the **Action** code on Applications (Approved, Denied, Withdrawn, or Open).		
⇩	Print an error-free Scholarship Edit report.		
⇩	Review the Edit report for accuracy.		
⇩	Notify Applicants of approval or denial of their applications by exporting data to create mail merged approval and denial letters.		
⬂	Post the Scholarship Applications to create a Voucher in Accounts Payable. ***Note:*** Applications that have an Action code of **Open** will not be posted. Posting applications transfers the application data to History and updates the following: Foundation History Fund History (Detailed and Summary) Grantee History (Detailed and Summary) Voucher Entry (Line Debits and Credits from FundID and Fund Class)		
Accounts Payable	Print an error-free A/P Item Edit report. ***Note:*** You can optionally run this report directly from the Grant Posting report.		

Module	***What (Activity)***	***Who (staff person)***	***When***
⇩	Review the Edit report for accuracy.		
⇩	Post the Vouchers to create Open Items in Accounts Payable. ***Note:*** If you are using the Accrual Method of Accounting, the post will create General Ledger Journal entries (Credit/Liability and Debit/Expense). You can optionally post the Journal directly from the Voucher Posting report.		
⇩	Run the Payment Selection report to select the Vouchers you want to pay.		
⇩	Put any Vouchers that you do not want to pay on hold.		
⬂	Print Checks and post the payments to the General Ledger Journal.		
General Ledger	Print an error-free G/L Journal Edit report. ***Note:*** You can optionally run this report directly from the Check Posting report.		
⬂	Post the General Ledger Journal to actual General Ledger accounts.		

FACTS Processing

Note: This chart provides a general outline of the steps you should take to process FACTS. The sequence of these steps may vary depending on your organization's workflow practices.

Module	***What (Activity)***	***Who (staff person)***	***When***
	Receive Investment Statement(s) for month or quarter, and all transactions that affect the Pool have been posted in General Ledger for that period.		
FACTS	Run the Transaction Entry Listing report to view all unposted Fund-level transactions that affect the Pool.		
⇩	Reconcile the items on the Transaction Entry Listing report with your statements. If there are any items in transit that do not appear on the statement, forward their reconcile date to the following month.		
⇩	Enter any Investment Earnings from the statement(s) (for example, realized gains, unrealized gains, interest, dividends, fees).		
⇩	Run Pool Allocation Processing.		
	Run the Unitization report to review the results of Allocation Processing.		
⇩	Run the FACTS Allocations Edit Report and review for accuracy.		
⬂	Post Journal Entries back to create entries in the General Ledger Journal.		

Module	***What (Activity)***	***Who (staff person)***	***When***
General Ledger	Print an error-free G/L Journal Edit report. ***Note:*** You can optionally run this report directly from the FACTS Posting report.		
⬂	Post the General Ledger Journal to actual General Ledger accounts.		

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